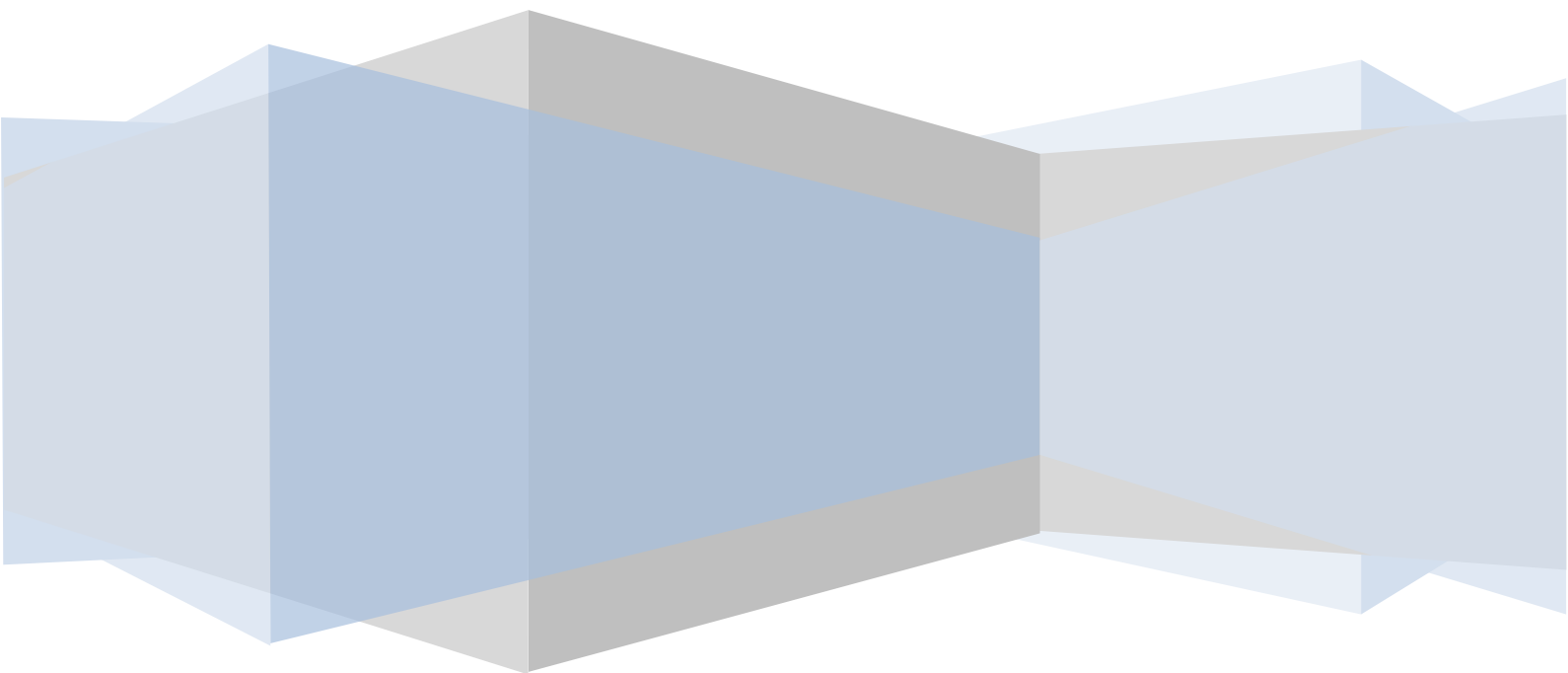




Methodist Pilley Institute

INTERNATIONAL STUDENT HANDBOOK

(Updated on 5 June 2023)



WELCOME TO METHODIST PILLEY INSTITUTE (MPI)

Hello and welcome to Methodist Pilley Institute!

The International Student Office is delighted that you have chosen to come to study at Methodist Pilley Institute, and we hope this guide will help you in your preparations for coming to study and live in Malaysia.

We are based at Sibul, Sarawak and we provide information, advice and guidance to international students including immigration advice, tuition fee status enquiries or general advice pertaining to your studies and life in Malaysia.

We hope you find this handbook helpful. If you need more information and assistance before or after you arrive, you can reach us at:

Address: International Student Office
Methodist Pilley Institute
Jalan Lily,
96000 Sibul
Sarawak
Malaysia

Email: internationalstudent@pilley.edu.my

Telephone: +6084322268

Fax: +6084320623

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PROGRAMME APPLICATION

1. Entry Requirement

All International students should read the requirements for enrolment including the English requirement carefully. The list of entry qualification for international students is available in the portal of Malaysian Qualifications Agency (MQA) at <http://www.mqa.gov.my>. Whilst the English requirement for MPI programme is listed in page 17 & 18 of this handbook.

2. Application to Study

If you meet the entry requirements, please:

- i. Complete the Student Application Form (can be downloaded from our website at <http://www.pilley.edu.my>).
- ii. Fill in the Hostel Application Form.
- iii. Two (2) sets photocopy of your passport - include all pages, including blank pages. (Passport should be valid for at least one year from the intake date).
- iv. Certified true copies of all relevant academic certificates and transcripts.

Then email to internationalstudent@pilley.edu.my. Incomplete application will not be processed.

3. Programme Application Process

- a) Check your entry requirements and fill in application form

Students to check the international qualification equivalency and English requirement from the portal below:

https://www.mqa.gov.my/new/nilai_taraf.cfm#gsc.tab=0

<https://www.pilley.edu.my/admissions/international-students-academic-matters/>



Fill in Student Application Form (Downloaded from MPI website at <https://www.pilley.edu.my/admissions/registration/>)



Email following document to internationalstudent@pilley.edu.my

- Student Application Form
- Two (2) sets photocopy of your full passport - all pages, including blank pages. (Passport should be valid for at least one year from the intake date).
- Certified true copies of all relevant academic certificates and transcripts.

PRE-ARRIVAL INFORMATION

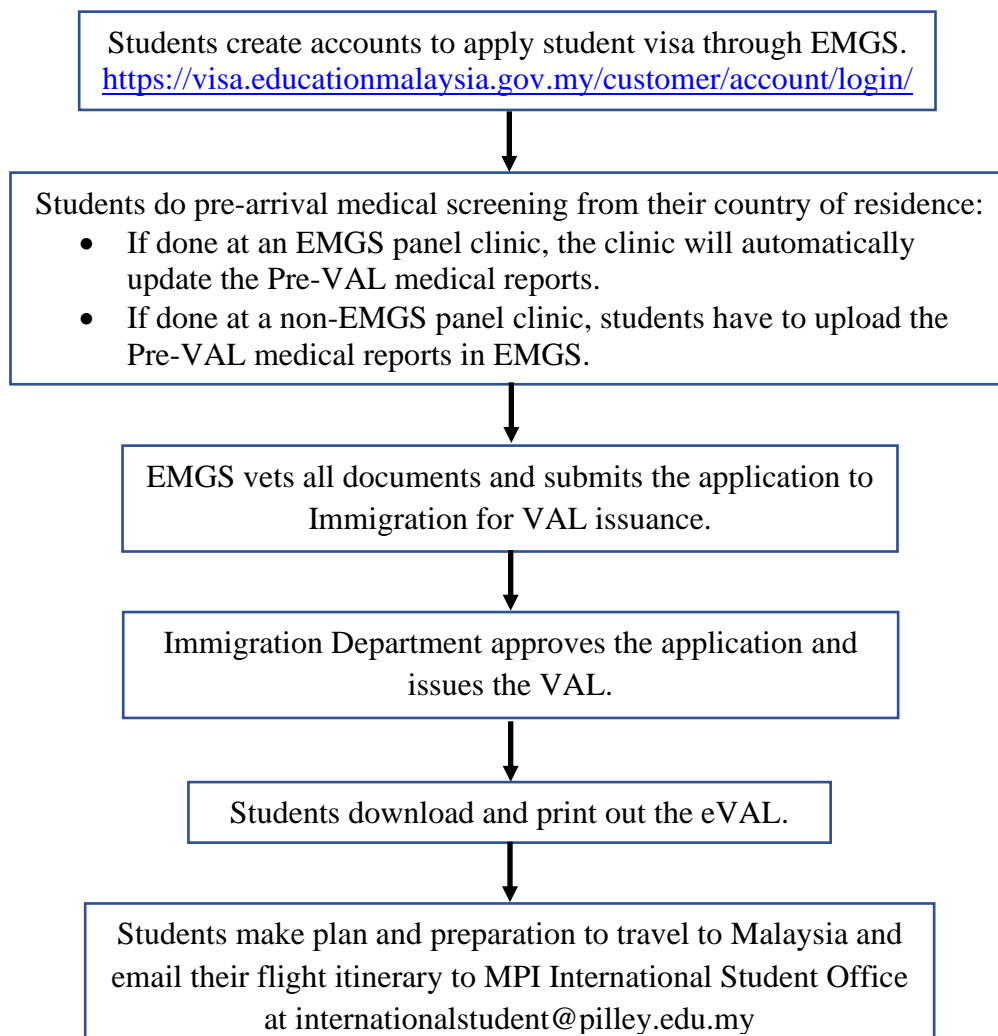
The Malaysian government is committed to making the country a hub for world-class education and welcomes foreign students who want to pursue courses of study here. The government has made it convenient for foreigners with the genuine intention of studying in Malaysia to obtain a student pass and visa, a requirement by the country's Immigration Department.

Getting ready to come to study overseas in a new country, whether for a short or long period of time can be a daunting experience; that is why this guide provides you with detailed information and advice regarding what you should do, pack and check before leaving your home country.

1. Application Student VISA through EMGS

Students have to create accounts to apply student visa through EMGS. Application will follow process chart as below:

a) Before entering Malaysia Process



Remarks:

1. The Department of Higher Education, Ministry of Higher Education (MOHE) has issued a directive to all Public and Private Higher Education Institutions in Sarawak that all International Student Pass applications have to be processed via Education Malaysia Global Services (EMGS) from 1st August 2022.
2. All Public and Private Higher Education Institutions located in Sarawak need to ensure that they use the EMGS STARS System for the submission of New and Renewal Applications beginning 1st August 2022.

b) Additional Documents

Additional documents are required for international students with the conditions below:

- i. If you graduated from an international high school in Malaysia:
 - School Leaving Certificate or Completion Certificate.
- ii. If you have previously studied in another higher education institution (college or university level) in Malaysia, additional documents needed are:
 - Release Letter (from former institution)
 - Attendance Report (must be at least 80% attendance)
 - Latest certificates & transcript
 - Student pass cancellation page
- iii. International students from other higher education institutions in Malaysia who intend to change institutions before successfully completing their programmes will need approval from the Ministry of Education and Immigration Department.

2. Initial Payment

Initial payment does not include the EMGS processing fee. Student needs to pay EMGS processing fee by their own. New international students are required to make the initial payment to MPI as follows:

	RM
Application fee	50
Registration fee	200
International Student Administration fee	800
Deposit	800
Hostel Deposit	200
Misc/Resource Fee	220
Library Fee	<u>80</u>
TOTAL	<u>2350</u>

The above fee are not refundable except Deposit and Hostel Deposit. MPI has every right to use the deposit to offset the outstanding fees to the institute.

3. Payment Instruction

Payment should be made to below bank details:

Payable to: Pilley Education Enterprise Sdn. Bhd.
Account No: 311-311-4719
Bank Name: Public Bank Berhad
Pay to country: Malaysia
Pay to city: Sibul, Sarawak
Swift Code: PBBEMYKL

Telegraphic Transfers may take up to (5) working days to reach our bank account. This should be taken into account when remitting funds.

If Malaysian Ringgit is not available, the equivalent amounts in international currencies are also acceptable (e.g. USD, AUD, SGD, EUR, GBP etc.). The difference in Malaysian Ringgit must be paid or refunded to the student after receipt by the bank.

4. Letter of Offer

The letters will be sent to successful applicants (please allow 2-4 weeks).

5. Preparation for Pre-Departure

Clothes and Weather

Malaysia is a tropical country and is situated near the equator. The average temperature ranges between 21°C and 34°C. Humidity is high and on the west coast of Peninsular Malaysia. Light clothing such as T-shirts, slacks, Jeans, shorts, and shirts are ideal and will be most comfortable. In addition, cool clothing materials such as polyester and cotton are best suited to the climate.

Electrical Equipment

The standard capacity is a 240-volt, 50-Hz. You may wish to purchase an adaptor for Malaysia's 3-square pin contact socket in order to use the electrical items from your home country. These are readily available for a reasonable price from convenience shops and supermarkets throughout Malaysia.

Luggage

Make sure you label all your items of luggage. It is also a good idea to include a note of your particulars and destination inside your luggage should labels be damaged during transit or baggage handling.

6. Important documents and personal items to pack:

- Passport
- Flight Ticket
- Driving license
- eVAL from EMGS
- Original academic qualification transcripts – in English (Compulsory)
- Receipts/proof of payment for all fees
- Clothes and footwear (casual and formal)
- Personal items
- Towel
- Mobile phone
- Adapter plugs
- Basic stationery

7. Money Matters

The currency in Malaysia is the Ringgit Malaysia (RM). Check the latest currency rate for an up to date rate.

A credit card will be useful. It is advisable that funds should be brought into Malaysia in the form of travelers cheques. It is not advisable to carry a large amount of cash with you. We recommend that you open a bank account shortly after you arrive in Malaysia. For information about opening a bank account, please refer to page 9 of this handbook.

You are advised to have sufficient funds for your expenses throughout the first 3 - 6 months of your studies.

8. Accommodation

Hostel is available at MPI. There are 4 options for hostel room:

Option A: Twin sharing without air-conditioning

Option B: Twin sharing with air-conditioning

Option C: Quad sharing without air-conditioning

Option D: Quad sharing with air-conditioning

The rooms are furnished with single bed with mattress, study table with chair, wardrobe,

ceiling fan (Quad room only), curtain, lighting, air-conditioning unit (optional). Student is to provide their own blanket, bed sheet and pillow case.

The shared facilities include access card reader for hostel entrance, pantry area equipped with dining table, chair, refrigerator, water dispenser, ceiling fan, 24-hour security CCTV monitoring and wireless internet access.

ARRIVING IN SIBU, SARAWAK, MALAYSIA

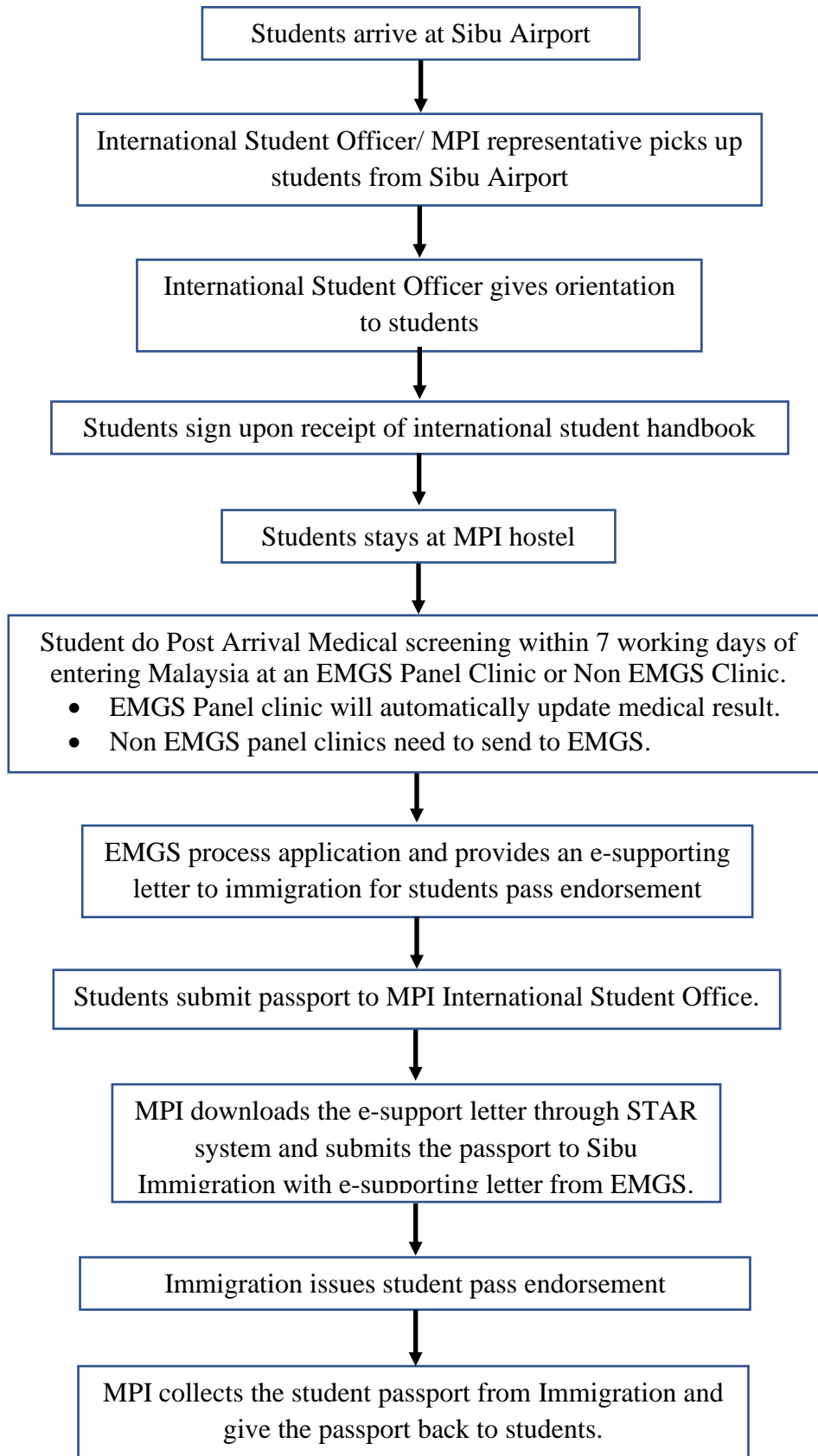
In multi-cultural Malaysia, you will have the opportunity to experience different practices and experiences that are unique to Malaysia. Our International Student Office will be happy to help you if you have any questions.

Malaysia is one of the safest countries worldwide and absolutely safe to travel to any part of the country. Nevertheless, we still have to take these precautionary steps:

- Street crime: Particularly in tourist areas: pickpockets and bag snatchers. Self-defence is the same anywhere: wear your purse/bag strap over your chest (not just dangling from your shoulder) and hold your bag close.
- Women travellers should be sensitive to local customs and attitudes.
- Do not leave your laptop in a vehicle parked in a car park.
- It is always safer to travel with an acquaintance than alone.
- Do not enter a taxi if someone is already in the taxi in addition to the driver.
- Be observant with everything around you.
- If you are travelling late at night, go in a group. If the distance is a long walk, use a taxi.
- Don't visit cashpoints alone at night.
- Do not use your mobile phone or personal stereo when walking alone in the street at night.

Upon arrival at Sibu Airport, students are required to find their way to the Immigration Section. If you are confused, please approach the airport staff in uniform for assistance. After you are cleared from the airport, please check your luggage and other important documents. Make sure you have them all. Call the International Student Office officer to inform your arrival. The student must report to the International Student Office upon arrival. Our staff will pick up you and assist you in settling down in MPI.

Arriving Malaysia Process



POST-ARRIVAL INFORMATION

1. Life at Methodist Pilley Institute

You will find a really friendly and welcoming community at MPI Malaysia. Do not hesitate to approach any staff for help. You will also find you are well supported here. We have a range of services to help you make the best of your time at college and provide advice and support if you encounter any problems.

2. Opening a Bank Account

Before leaving home it is a good idea to check whether your existing bank either has branches in Malaysia, or has reciprocal arrangements with a Bank which would allow you to continue using their banking services when you arrive in Malaysia.

For the longer term, most students will find opening a Malaysia bank account as the most efficient way to manage their finances. In order to open a bank account in Malaysia, you will need the following:

- The Letter of Student Status Verification from Methodist Pilley Institute to confirm your status as a student in Malaysia.
- Original Passport
- Minimum deposit: Must be in Ringgit Malaysia (RM). Most banks require deposit of RM250 in order to open a new bank account.
- If you are under 18 years old, you will need an indemnity form signed by your parents and witnessed by the relevant authority from your home country.

Most banks will issue debit cards or withdrawal cards to be used at automated-teller machines, or ATMs. You may use these cards to withdraw money from your account instantly from ATMs machines available 24 hours a day. Online banking is also widely used in Malaysia and offers another convenient platform for your banking needs.

Reminder: Never share your personal identification number (PIN) issued by your bank or your password for online banking with anyone, and take care not to lose your card. If you do, notify the bank immediately to cancel your cards and apply for a replacement card.

Banks in Malaysia normally operate from Monday to Friday, 9.30am to 4pm. The opening times may differ from one bank to another. It is best to check with the respective banks on their opening times.

3. Healthcare

Healthcare costs in Malaysia are relatively high compared to other countries in South East Asia. A sudden illness or accident requiring hospitalisation can quickly result in medical bills totalling thousands of Ringgit. In compliance with the Malaysian Ministry of Education's Code of Ethics, all international students must have medical insurance coverage throughout their period of study in Malaysia.

To enjoy more benefits or premium coverage, all international students are advised to purchase their own personal medical health insurance at their own cost.

In case of any emergency, Malaysia's Emergency Services for ambulance, fire and police services can be contacted by dialling 999. You are advised to check with our International Student Office for the locations of emergency centres close to you. Also ensure that you are aware of which hospital is your insurance policy's preferred provider and where it is located. Carry your medical card in your wallet. Should you need to be admitted to the hospital, the Medical Card will ensure you can be admitted without unnecessary delay. Please contact the International Student Office and inform them of any emergency situation that has arisen, and of admission into the hospital.

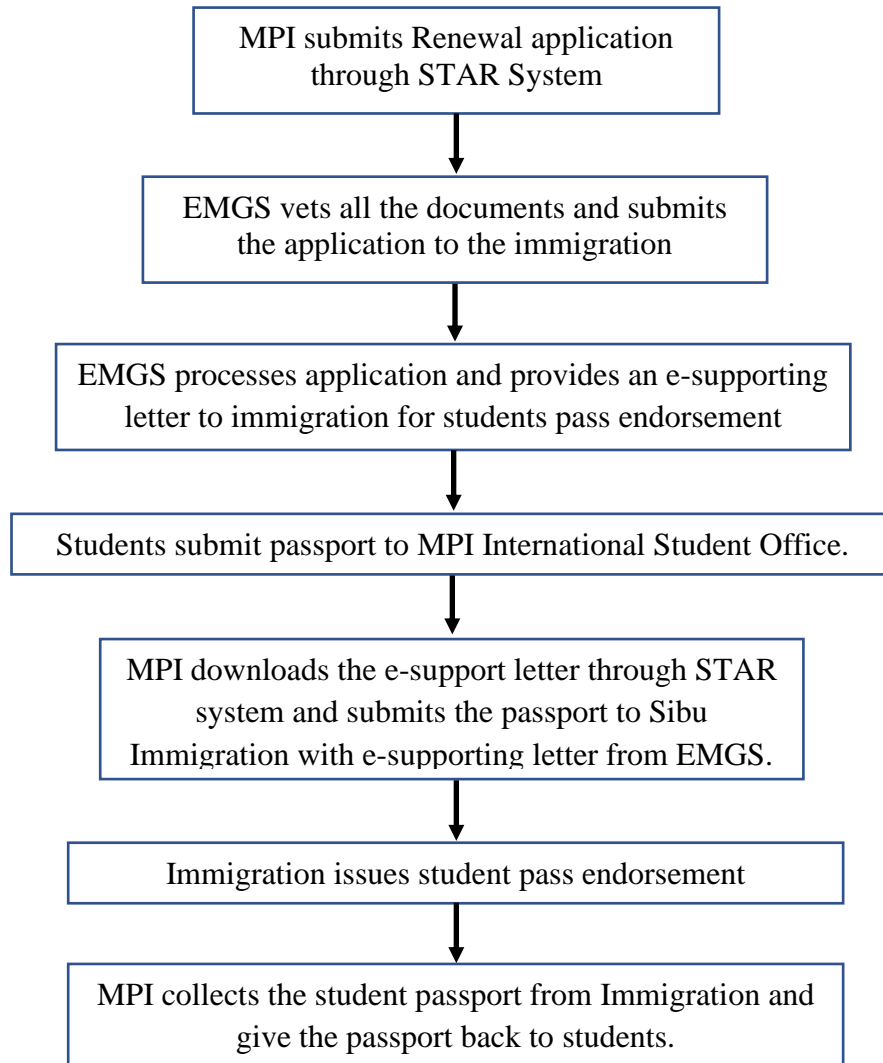
4. Student Orientation

Every new student is required to join orientation camp. It is also a great way to meet new people and make new friends, both local and international.

STUDENT VISA RENEWAL

All international students' student VISA need to renew every year. The fee for renewal is not include in the initial fee, miscellaneous fee and tuition fee.

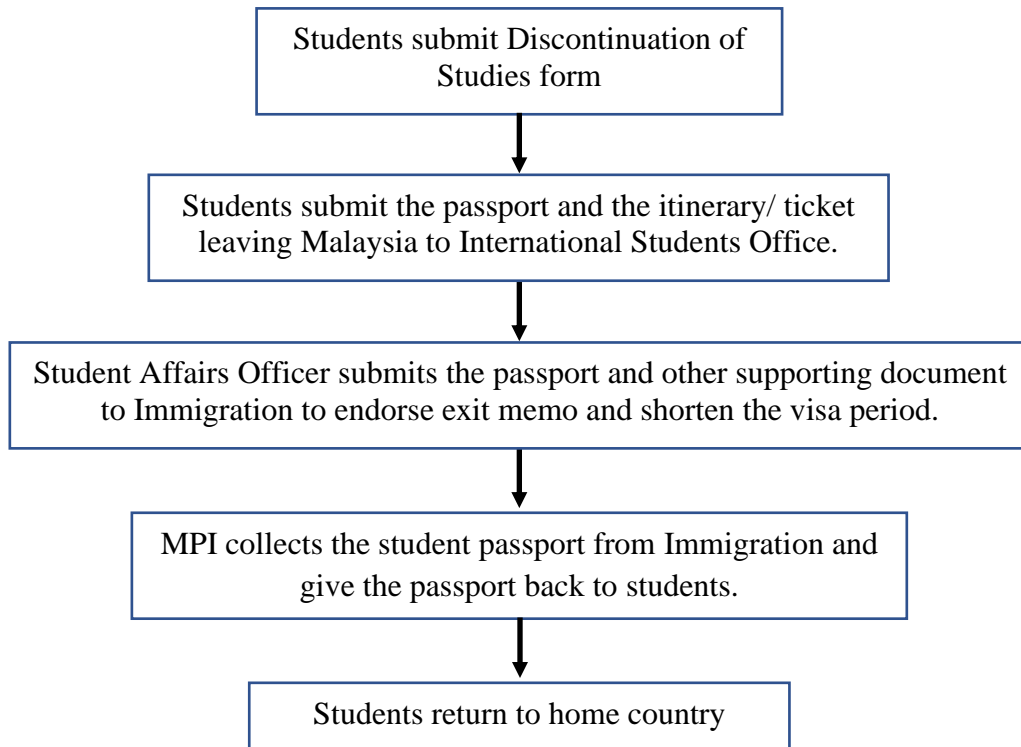
Student Visa Renewal Process



COMPLETION OF STUDY

Completed study means an international student has passed his/her all subjects in a programme are pass. Students who completed their study need to inform International Students Office about their decision either back to country or continue to study in Malaysia.

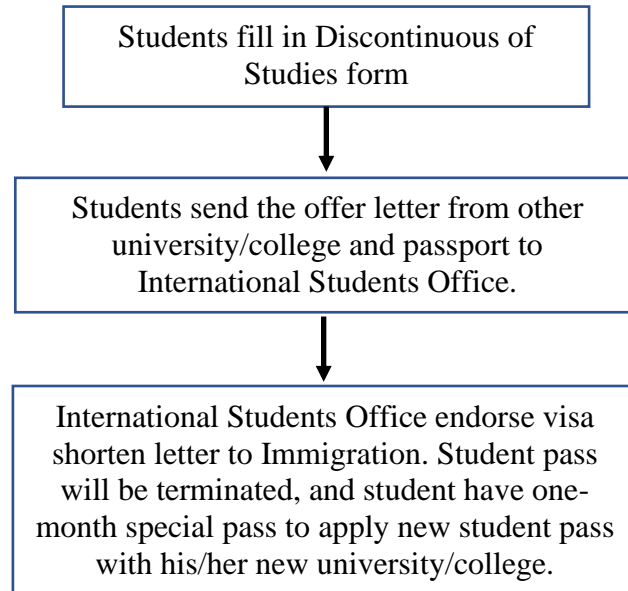
Completed Studies and Back to Home Country Process



Please take note same process is applied if your student visa will be expired (within 1 month) at that time.

CHANGE OF UNIVERSITY/COLLEGE

International student has a right to change university during their study or further their study at other University/College. Students must inform Students Affairs about their decision.



IMMIGRATION RULES AND REGULATIONS

1. Immigration & Visa

In line with Malaysia's aspiration to become a Regional Education Hub and a Centre of Educational Excellence, the Immigration authorities have instituted a hassle-free entry procedure to welcome international students to study in Malaysia.

2. Entry into Malaysia

You will need to obtain an approval letter from the Malaysian Immigration Department prior to entering the country. Please check with the Malaysian Embassy/High Commission in your home country whether you need a visa to enter into Malaysia before you purchase the air ticket. If you do, please proceed to the nearest local Malaysian diplomatic mission (i.e., Malaysian Embassy/Consulate Office) and show them the approval letter in order to obtain your single-entry visa. Students are not allowed to enter Malaysia prior to the receipt of an approval letter from the Malaysian Immigration Department.

3. Student Pass/Visa

MPI will also apply for a Student Pass through the EMGS and Malaysian Immigration Department, SibU. This may take about 6-8 weeks. We advise that all applications are submitted eight (8) weeks before the intake dates. Before proceed with students pass application, make sure student passport have validity at least 18 months before passport expire date.

4. Validity of Student Pass/ Visa

The Student Pass/Visa is endorsed onto your passport. The endorsement indicates your visa type, the length of stay in Malaysia, the number of entries permitted and the validity of the Student Pass. It is mandatory for you to submit your passport to our International Student Officer two (2) months in advance of the expiry date in order for us to either extend or apply for your new Student Pass/Visa on your behalf.

It is your responsibility to check the expiry date of your passport and have it extended at least eighteen (18) months before it expires. Students who fail to submit their passport, or fail to inform our officer about their expiry dates would be considered as overstaying. Overstaying is considered a federal offence and therefore prosecutable by court. Punishment imposed will vary from prison sentence to caning followed by immediate deportation back to country of origin depending on the severity of the case. It is strongly encouraged for all international students to be alert and wary of their Student Pass expiry date in order to avoid this.

5. Payment for Student Pass/Visa

The Malaysian Immigration Department charges all students a fee of RM60-RM150 (depending on country) per year for student passes which do not include in the EMGS application. Additionally, students who come from countries where entry visas into Malaysia are required will need to pay for an entry visa in Malaysia. The fees for entry visas vary – please check with the Malaysian Embassy in your home country for more

information.

6. Transfer of Studies to other Institutions or from other Institutions in Malaysia

Student Pass that are valid with previous Institutions have to terminate first before next institution can help you to apply new Student Pass through EMGS, provided that your passport still has eighteen months before expire date. Upon termination of your visa, you are normally given a Special Pass to allow time for you to transfer to MPI. Special pass normally is one month duration and charged RM 100 fee by Immigration Department. Please provide previous Institution International Students Office person in charge contact number to next institution to commence application for a new / substituting Student Pass for you.

7. Withdrawal/ Defer of Studies

- If you intend to withdraw/defer from your studies, you must report to the International Student Office one month prior to leaving for your home country.
- You must bring along a confirmed air ticket to obtain an approval/release letter from MPI.
- If you transfer to other institution, you must bring an offer letter from a different college/university for a Student Pass cancellation. Please provide International Students Office, person-in-charge contact info or else your new students pass cannot be processed by next institution.
- Failure to comply with this procedure will necessitate MPI to make police report, then notifying the Immigrations Department and the Ministry of Education to terminate your Student Pass.

8. Returning Home During Holidays

If you are planning to return to your home country during the semester break or holidays, you need to inform the International Student Office for advice on your next Student Pass renewal.

9. Extension of Student Pass

An application for the extension of a Student Pass must be made at least two (2) months before the expiry date of the existing pass/visa. Please submit the e-copy of photos, photo hardcopy and original passport and advance tuition fee payment. There will be fees charged by EMGS, and Immigrations Department. It will take approximately 30-60 days to obtain approval from EMGS and renewal from the Immigration. Any penalty imposed by the Immigration Office for overstay or other penalties must be borne by the applicant. Medical check-up maybe requested by Immigration department.

10. Immigration Requirements

- You must satisfy programme requirements by **attending 80% of all your scheduled classes and achieve satisfactory academic results. Failing to do so can result in your Student Pass being revoked.**
- Students who are absent from classes for three (3) consecutive days will be reported

to the Malaysian Immigration Department. International students whose attendance are below the required percentage will be reported for non-attendance in accordance with Malaysian Government requirements and the Student Pass will not be renewed.

- Attendance in class is compulsory at all times unless you are able to provide a Medical Certificate (MC) from a certified doctor. Consistent failure to do so will result in your Student Pass being revoked.
- Two (2) weeks before completion of your education at Methodist Pilley Institute, you are required to inform the International Student Office so that your Student Pass can be cancelled, or it might lead to forfeiture of the Personal Bond Deposit.

12. Social/ Tourist/Dependent Pass

- All international student compulsory to have students pass.
- It is illegal to study in Malaysia under a social / tourist pass.
- A Special Pass **MAY BE** granted at the discretion of the Director-General of Immigration or person acting on his behalf.
- The Director-General has the right to reject any Special Pass application without giving any reasons.
- MPI strongly discourages the use of Social Visas to enter Malaysia before receiving your Visa Approval Letter. Please be reminded that as MPI cannot guarantee your application for Student Pass will be approved, it may place your studies at high risk.
- Students who are using dependent pass need to change to Students Pass.

13. When you have a new passport

- If you renew or change your passport for any reason, please transfer your Student Pass sticker from the old passport to the new passport immediately.
- Your Student Pass will not be valid in the old passport.
- You need to bring your old and new passports to the International Student Office to prepare the necessary documents for the sticker transfer.
- There will be charges for a Single/Multiple entry visa based on the entry country.

14. If you lose your passport

In the event that you lose your passport, you need to do the following steps:

- Lodge a police report. With the police report, proceed to your Embassy or High Commission to apply for a new passport.
- Upon obtaining your new passport, proceed to the International Student Office with a copy of your police report and a letter from the Embassy as the support document to obtain your new Student Pass sticker for your new passport.

ACADEMIC MATTERS

1. English Requirement

With reference to MOHE's circulars dated 6/3/2023:

- i) All international students who intend to take up a Diploma, Bachelor Degree, Masters' Degree or PhD, must meet the programme entry requirement and English requirements before pursuing the main programmes, EXCEPT:
 - a. International students from countries using English as official language, or
 - b. International students who obtain qualifications from Institutions that use English fully as the language of instruction and intends to pursue a higher level qualification in Malaysia.
- ii) IPTS may give a Conditional Offer to international students who do not meet the English requirement with the conditions below:
 - a. International students are allowed to take up English preparatory courses in the IPTS with the maximum period of 2 years.
 - b. International students who take up English preparatory courses must sit for exam which is aligned with The Common European Framework of Reference (CEFR) to fulfill the English competency. The table of English competency score is as below:

SENARAI SKOR KOMPETENSI BAHASA INGGERIS BERDASARKAN CEFR

English Competency	CEFR Low B1	CEFR Mid B1	CEFR High B1	CEFR Low B2	CEFR Mid B2	CEFR High B2
MUET	Band 3.0	Band 3.0	Band 3.5	Band 4.0	Band 4.0	Band 4.5
IELTS	4.0	4.5	5.0	5.5	6.0	6.5
TOEFL iBT	30-31	33	40	46	60	79
TOEFL Essentials (Online)	5	6.5	7.5	8	8.5	9.5
Pearson Test of English Academic (PTE)	36	43	47	51	59	63
Cambridge English Qualifications and Tests (B1, B2, C1, C2, Linguaskill Online)	140	147	154	160	169	176
Cambridge English Qualifications and Tests [Occupational English Test (OET) (Conventional/Online)]	-	-	-	200	250	300
ELS Certified Intensive English Programme Level (CIEP Level)	106	106	107	108	109	109

English requirement according to the programmes as follows:

MPI Programmes	MQA Programme Standards	MPI Academic Board's Decision
1. Diploma in Accounting 2. Diploma in Taxation 3. ACCA Foundation in Accountancy 4. ACCA Qualification 5. BA (Hons) in Accounting in collaboration with UCSI University	IELTS 5.5	-
6. Diploma in Business Management 7. Diploma in Business Information Systems	CEFR (High B1)	-
8. Diploma in Computer Science 9. Diploma in Computer Science (Mobile Computing)	-	IELTS 4.0
10. Diploma in Early Childhood Education 11. Bachelor of Early Childhood Education (Hons) in collaboration with HELP University	IELTS 5.0	-
12. Diploma in Social Work	-	MUET Band 3
13. BA (Hons) in Marketing in collaboration with UCSI University	MUET Band 4/CEFR (Low B2)	-
14. BSc (Hons) Finance and Investment in collaboration with UCSI University	IELTS 6.0	-
15. Pearson Edexcel International (PEI) Advanced- Level (A-level) Arts	-	-

2. General Studies

The Ministry of Education Malaysia has officially announced the offering of General Studies or *Mata Pelajaran Pengajian Umum* (MPU) to replace the Malaysian National Subjects for all private higher education institutions in Malaysia.

Effective from 1 September 2013, all new international and Malaysian undergraduate students must enrol, undertake and complete General Studies as a prerequisite for the award of a diploma or bachelor degree. For Malaysian citizens in particular, it is compulsory to pass General Studies.

The objective of General Studies is to provide a holistic education across the disciplines for both Malaysian and International undergraduate students and opportunities to engage in diverse life-long learning skills while acquiring valuable knowledge. The General Studies comprises four broad categories namely:

- MPU U1 : Appreciation of philosophy, values and history
- MPU U2 : Mastery of soft skills
- MPU U3 : Broadening of knowledge in Malaysia
- MPU U4 : Practical management of community projects

The following is the list of General Studies to be enrolled by International Students:

Level and Name of Programme	MPU 1 (Appreciation of philosophy, values and history)	MPU 2 (Mastery of soft skills)	MPU 3 (Broadening of knowledge in Malaysia)	MPU 4 (Practical management of community projects)	Total credit
Diploma Level All MPI home-grown diplomas	MPU 2133 Bahasa Melayu Komunikasi 1	MPU 2223 Effective Communication -	MPU 2313 Morals and Ethics	MPU 2422 Community Service Project	11 credit hours
Bachelors Degree Level 1. ACCA Qualification 2. Bachelor or Early Childhood Education in collaboration with HELP University	MPU 3193 Philosophy and Current Issues AND MPU 3143 Bahasa Melayu Komunikasi 2	MPU 3023 Effective Communication	MPU 3313 Morals and Ethics	MPU 3412 Community Service Project	14 credit hours

Level and Name of Programme	MPU 1 (Appreciation of philosophy, values and history)	MPU 2/ MPU 3 Mastery of soft skills/ Broadening of knowledge in Malaysia	MPU 4 (Practical management of community projects)	Total credit
Bachelors Degree Level (in collaboration with UCSI University)	MPU 31113 Falsafah dan Isu Semasa AND MPU 3143 Bahasa Melayu Komunikasi 2	MPU3223 University Life	MPU3411 Extracurricular Learning Experience I MPU3421 Extracurricular Learning Experience II MPU3431 Extracurricular Learning Experience III	12 credit hours

Not applicable to:

1. ACCA Foundation in Accountancy
2. Pearson Edexcel International (PEI) Advanced- Level (A-level) Arts

OTHER MATTERS

1. The Policies, Rules and Regulations of MPI

All international students must abide by all the policies, rules and regulations of MPI. Please refer MPI Student Handbook for details.

2. Tuition Fee

Tuition fee charged to international student is slightly higher compared to Malaysian students. International students will be charged International Student Fee of RM30 for each credit hour enrolled. Matter related to fee, refund policy and charges are available in MPI Student Handbook as well.

If a MPI sponsored international student fails in a subject, he needs to pay the tuition fee as per international student rate.

3. Attendance

It is mandatory for all international students to record their attendance.

MPI is required to provide your attendance record to the Ministry of Higher Education, Malaysia periodically. The government has enforced strict rules where all international students must maintain a minimum attendance of 80% across all enrolled units as a condition for the annual renewal of the Student Pass.

You are advised to adhere to this attendance requirement failing which it may lead to the cancellation/non-renewal of your student pass and you having to return to your home country.

4. Academic Performance

International students must maintain minimum CGPA of 2.00 every semester, failing which it may lead to the cancellation/non-renewal of your student pass and you having to return to your home country.

International Student Handbook Receipt and Acknowledgement

I acknowledged that I have received a copy of the International Student Handbook (dated 3 January 2023). I understand that it is my responsibility to read and be familiar with the content of the Handbook. I also agree to accept and abide by all the policies, rules, and regulations of Methodist Pilley Institute at all times.

Student name: _____

Passport No.: _____

Date: _____

*Please sign and submit this page to our International Student Office.