



**EXTRA-CURRICULAR
LEARNING EXPERIENCE
(ELE/EAB) BRIEFING**

INTRODUCTION TO ELE (EAB)

- The extra-curricular activities which prepare you to become leaders through experiential learning will introduce you to the theories and practices involved in leading and working in teams, providing you with opportunities to exercise your leadership skills, learning to work as a team and at times, to work independently.
- Such skills are important and indispensable to future employers.
- The course focuses on the extra-curricular activities that provide students with invaluable learning opportunities to increase your **competencies** and **self-confidence**.

INTRODUCTION TO ELE (EAB)

- **The Extra-Curricular Learning Experience (ELE)** course is compulsory for every student of UCSI degree programmes.
- Extracurricular Learning Experience (ELE) highlights the importance of experiential learning (i.e. outside classroom learning) that enables students to exercise pertinent soft skills like leading and managing teams, articulating ideas, strategic planning, and evaluation skills.

• 21ST CENTURY SKILLS • NECESSARY FOR SUCCESS

Foundational Literacies



Literacy



Numeracy



Financial Literacy



Scientific Literacy



ICT Literacy



Cultural & Civic Literacy

Competencies



Critical Thinking



Problem Solving



Creativity



Exchanging Information



Collaboration

Character Qualities



Curiosity



Initiative



Persistence



Adaptability



Leadership



Social & Cultural Awareness

WHAT YOU NEED TO KNOW?

- Academic Credits
- Events
- Report
- Points
- Event Submission
- Final Submission
- Grade

ACADEMIC CREDITS

ELE have 3 levels and each ELE is 1 credit only.

| No | ELE Level | Minimum Points Accumulation | Academic Credit Hour Earned |
|----|--------------------|-----------------------------|-----------------------------|
| 1 | MPU 3411 (EAB 100) | 100 | 1 |
| 2 | MPU 3421 (EAB 200) | 100 | 1 |
| 3 | MPU 3431 (EAB 300) | 100 | 1 |

EVENTS

The points can be earned in any of the following ways:

- Your participation in student development talks, seminars, workshops and other approved events.
- Your involvement in student clubs, associations and sports activities.
- Competition at all levels.
- Your volunteer work with the local community.

Please ask if you not confirm can be used or not.

EVENTS

- There is certain criteria to completed your ELE.
- **Each level must have at least 1 competition.**
- **For EAB 300 must have at least 1 committee either in the MPI event, MPI club's event or club's position.**
- Students **didn't meet with criteria will fail** even have other events more than 100 points.
- Each event must **at least 1 hour.**

CONDITION TO PASS

| No | ELE Level | Ccompetition | Committee | Points | Result |
|----|--------------------|--------------|-----------|------------|--------|
| 1 | MPU 3411 (EAB 100) | 1 | No | ≥ 100 | Pass |
| 2 | MPU 3421 (EAB 200) | 1 | No | ≥ 100 | Pass |
| 3 | MPU 3431 (EAB 300) | 1 | 1 | ≥ 100 | Pass |

REPORT

- Each event need to write a report.
- You may submit your report in typed or hand-written format (neat handwriting is required) on the forms provided.
- Describe the events and activities that you had participated in. Please share your experiences, knowledge, and skills gained through this activity based on **9 LEARNING OUTCOMES/ GRADUATE ATTRIBUTES.**

REPORT

- **Plagiarism** of other people's work and your own work is **STRICTLY** prohibited.
- Relevant proof of participation is required e.g. certificate of completion, selfie/ photo showing your participation in the event etc. (If unsure, pls. check with Student Affairs Officer)

- Report form can get from MPI website:
- Life at MPI > for UCSI students > ucsi-extra-curricular-learning-experience-programme > EAB event & Activity Record form.
- UCSI Extra-Curricular Learning Experience Programme – Methodist Pilley Institute
- You can use Microsoft word to open and edit.

Event and Activity Record

Event/Activity : _____

Organized by : _____

Date : _____ Time: _____

Event/Activity Level : Club & Association University State
 National International

Position held : _____

Duration of Service : _____

SELF REFLECTION

Describe the events and activities that you had participated in. Please share your experiences, knowledge, and skills gained through this activity. (Not more than 200 words) Please attach photo/ proof of participation.

**This form must be submitted to SAO within 7 working days after the event. Late submission will not be accepted.*

FOR STUDENT USE ONLY

I hereby acknowledge that all the information I have provided above is true, correct and complete. I agree that if any of this information is found to be false or incomplete, SAO reserves the right to take the necessary action or reject the submission.

Name: _____ Date: _____ Signature: _____

FOR THE USE of CLUB or ASSOCIATION'S PRESIDENT and ADVISORY ONLY

I hereby certify that the information given above has been verified and found to be correct and accurate.

C&A President : _____ (Name) _____ (Signature)

C&A Advisor : _____ (Name) _____ (Signature)

ECA Points Accumulated : _____

Event and Activity Record

Event/Activity :

Organized by :

Date : Time:

Event/Activity Level : Club & Association University State
National International

Position held : _____

Duration of Service : _____

SELF REFLECTION

Describe the events and activities that you had participated in. Please share your experiences, knowledge, and skills gained through this activity. (Not more than 200 words) Please attach photo/ proof of participation.

ACTIVITY AND EVENT TIME

Time will not be calculated for:

- Meeting
- Preparation
- Venue visitation

Event and Activity Record

Event/Activity :

Organized by :

Date :

Time:

Event/Activity Level :

Club & Association

University

State

National

International

Position held :

Duration of Service :

SELF REFLECTION

Describe the events and activities that you had participated in. Please share your experiences, knowledge, and skills gained through this activity. (Not more than 200 words) Please attach photo/ proof of participation.

EVENT / ACTIVITY LEVEL

| Event/ Activity Level | |
|-----------------------|-----------------------------------------------------|
| Club & Association | Open to club or association member only. |
| University | Open to all MPI students or outsider within Sibü. |
| State | Open to whole Sarawak. |
| National | Open to whole Malaysia. |
| International | Open to anyone include those outside from Malaysia. |

Event and Activity Record

Event/Activity : _____

Organized by : _____

Date : _____ Time: _____

Event/Activity Level : Club & Association University State
National International

Position held :

Duration of Service : _____

SELF REFLECTION

Describe the events and activities that you had participated in. Please share your experiences, knowledge, and skills gained through this activity. (Not more than 200 words) Please attach photo/ proof of participation.

EVENT / ACTIVITY LEVEL

| Position Held |
|------------------|
| President |
| Deputy President |
| Secretary |
| Treasurer |
| Committee member |
| Participant |

Duration of Service : _____

SELF REFLECTION

Describe the events and activities that you had participated in. Please share your experiences, knowledge, and skills gained through this activity. (Not more than 200 words) Please attach photo/ proof of participation.

Empty space for student reflection and photo/proof of participation.

**This form must be submitted to SAO within 7 working days after the event. Late submission will not be accepted.*

FOR STUDENT USE ONLY

9 LEARNING OUTCOMES:

- i. Effective Communication Skills
- ii. Creative and Critical Thinking Abilities
- iii. Ethical and Civic Responsibility
- iv. Knowledge of Disciplines
- v. Interpersonal Skills
- vi. Lifelong Learning
- vii. Engage Global Citizen
- viii. Leadership
- ix. Entrepreneurship and Management Skills

| | |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Effective Communication Skills | <p>Activities that enhance the ability to present information in a highly coherent manner across different contexts, for example:</p> <ul style="list-style-type: none">• Individual presentation• Story/ plan writing |
| Creative and Critical Thinking Abilities | <p>Activities that enhance the ability to analyze, assess, and utilize different thinking skills to determine the value of information and ideas, for example:</p> <ul style="list-style-type: none">• Generating new business idea• Strategic analysis of the environment |
| Ethical and Civic Responsibility | <p>Activities that enhance the ability to function as responsible individuals with ethical values who is accountable to the local, national, and international community, for example:</p> <ul style="list-style-type: none">• Community services• Humanitarian activities |
| Knowledge of Disciplines | <p>Activities that enhance the ability to demonstrate sound understanding of concepts, theories and skills with effective application in relevant areas, for example:</p> <ul style="list-style-type: none">• Lecture/ Seminar on GST |

| | |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Interpersonal Skills | <p>Activities that enhance the ability to work effectively and productively as a member of a group, for example:</p> <ul style="list-style-type: none">• Team activities• Networking session |
| Lifelong Learning | <p>Activities that encourage the attitude of having a high regard for and commitment to continuous learning</p> |
| Engaged Global Citizen | <p>Activities that enhance the ability to function in an international context with a deep appreciation for diversity, for example:</p> <ul style="list-style-type: none">• Cultural shows• International party |
| Leadership | <p>Activities that enhance the ability to lead in different contexts to innovate and create change, for example:</p> <ul style="list-style-type: none">• Experience sharing by established leaders• Assuming leadership role (committee members) |
| Entrepreneurship and Management Skills | <p>Activities that enhance the ability to create and restructure a context and/ or an organization to innovate and generate business ideas, for example:</p> <ul style="list-style-type: none">• Fund raising activities/ event• Entrepreneurs Talk• Assuming management role (committee members) |

Event and Activity Record

| | | | | | | |
|------------------------|--------------------|---------------------------------------------------------|---------------|-------------------------------------|-------|--------------------------|
| Event/Activity | : | Webinar of 5 secret of highly employable Youth Post MCO | | | | |
| Organized by | : | Talentbank Digital Career Festival 2020 | | | | |
| Date | : | 12.05.2020 | Time: | 10:00-11:30am | | |
| Event/Activity Level : | Club & Association | <input type="checkbox"/> | University | <input type="checkbox"/> | State | <input type="checkbox"/> |
| | National | <input type="checkbox"/> | International | <input checked="" type="checkbox"/> | | |
| Position held | : | Participant | | | | |
| Duration of Service : | N/A | | | | | |

SELF REFLECTION

Describe the events and activities that you had participated in. Please share your experiences, knowledge, and skills gained through this activity. (Not more than 200 words) Please attach photo.

I had learned some graduate attributes from participating in the webinar provided by Talentbank Digital Career Festival 2020 to know the 5 secret of highly employable Youth Post MCO.

Knowledge of disciplines

Through the webinar, I knew that the 8 job skills and 4D which are decision, direction, destination and discipline to succeed in the workplace and even in life. I had learned that the correct way should I do during the interview and shows my strength is the must.

Effective communication skills

In the webinar, I had understood that fresh graduates need to learn more language for their strength and also can communicate with more people effectively such as French, Japanese, French and so on instead of the English language only.

Entrepreneurship and management skills

Through the research conducted by Harvard University from the webinar, I had known that 85% of the job success is having well-developed soft skills such as daring to take a risk and as a volunteer for working for an organization without salary to get experience to make the necessary decision.

Engaged global citizen

I had understood that the effects of COVID-19 on economy and individuals such as the global health crisis, the economic crisis in the world and political changes around the world.

Creative and critical thinking abilities

Critical thinking is one of the job skills. In the webinar, I had understood that need to think out of the box such as the solution to a business challenge. Always be excited to learn more about the new skills and also be critical of what can you do differently to succeed or having a new normal lifestyle.

* This form must be submitted to SAO within 3 working days after the event. Late submission will not be accepted.

SELF REFLECTION

Describe the events and activities that you had participated in. Please share your experiences, knowledge, and skills gained through this activity. (Not more than 200 words) Please attach photo.

I know more about **leadership**. Being a leader is not easy work. For example, the speaker, Shirley needs to lead the 17 team members to produce delicious soy sauce. I learn **entrepreneurship and management skills**. A leader needs to collaborate with the team members to achieve the targets. The workloads are needed to be assigned **appropriately** to each member in order to finish the works on time. Besides, **effective communication skills** are necessary in order to help the leader to solve the problem faced by each team member while they do their own works. However, **creative and critical thinking abilities** are very important in the food industry because the new idea is badly needed to produce different and good quality products to meet the needs of customers. Then, I learned about the **lifelong learning skills**. Throughout the sharing, I realize that the speaker learn new knowledge through Google while she switches her job from the bank industry to the food industry. This spirit is worth learning.

**This form must be submitted to SAO within 3 working days after the event. Late submission will not be accepted.*

FOR STUDENT USE ONLY

Event and Activity Record

Event/Activity : Husky Busky Virtual Run – Malaysia
Organized by : JomRun
Date : 16June-16July 2020 Time: _____
Event/Activity Level : Club & Association University State
National / International
Position held : Participant
Duration of Service : _____

SELF REFLECTION


Describe the events and activities that you had participated in. Please share your experiences, knowledge, and skills gained through this activity. (Not more than 200 words) Please attach photo.

- Ethical and Civic Responsibility – We need to stay at home for exercising due to Covid 19 to decrease the risk of getting disease to protect other people.
- Effective Communication Skills – I had asked my friends to join the events so that they can exercise at the home and not need go to the outside.
- Lifelong learning – This event gives an opportunity of exercising to me at home.

*photo is attached at below


E-Ticket

Show your QR code to the staff



HBVRM781

| | |
|--------------------|--------------|
| Name | T-Shirt Size |
| Brandy Sia | S |
| NRIC / Passport No | Nationality |
| 990415135798 | Malaysia |

 **Husky Busky Virtual Run - Malaysia**

Period
16 Jun 2020 12:00 am - 16 Jul 2020 11:59 pm (GMT +08:00)

My activity

| Day | Week | Month |
|--------------------|------|-------|
| Monday, 22 June | | |
| 930 steps | | |
| Tuesday, 23 June | | |
| 572 steps | | |
| Wednesday, 24 June | | |
| 1,314 steps | | |
| Thursday, 25 June | | |
| 816 steps | | |
| Friday, 26 June | | |
| 1,555 steps | | |
| Saturday, 27 June | | |
| 851 steps | | |
| Sunday, 28 June | | |
| 2,762 steps | | |

AppliedHE™
Squaring
the Circle
Debate

Season 1 Episode 4

So-called 'soft' skills are more crucial
than subject knowledge

This is to certify that

Vincent Ling

has attended the AppliedHE Squaring the Circle Debate
on 07 October 2020

Ms Mandy Mok
Founder & CEO

Co hosted by



香港城市大學
City University of Hong Kong

Sponsored by



UNIVERSITAS AIRLANGGA
Excellence with Morality

**Eg. 1 Certificate of
completion**



Select the correct equation.

16

| | | |
|---|---|---|
| X | D | — |
| C | R | E |
| D | I | T |
| = | B | + |
| | I | |
| | T | |

17 Answers

| | |
|-----------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Debit > Credit | <input type="checkbox"/> Debit = Credit |
| <input type="radio"/> Debit ≠ Credit | <input type="checkbox"/> Debit < Credit |




























Game Joining: locked The game is locked - no one else can join

**Eg. 2
Screenshot**

Close

Participants (41)

Search

-  Evelyn Wong Ee Shin (me)  
-  MPI DOREEN (Host)  
-  Allen Ling  
-  AT Amelia Ting  
-  Angel Sia  
-  a augustine hii  
-  B Brandy  
-  CZ CHIU ZHI KONG  
-  CN Connie Ngieng Weng Shing  

Invite

+60 11-5556 8806
Last seen today at 09:20

Messages and calls are end-to-end encrypted. No one outside of this chat, not even WhatsApp, can read or listen to them. Tap to learn more.

Good Morning 😊 This message is from MPI 😊 Thank you for your registration 😊

Topic: Building Wealth Thro Share Investment
Time: Oct 30, 2020 11:30 AM Singapore

Join Zoom Meeting
<https://us02web.zoom.us/j/84257567245?pwd=SVRhTzRlczEybnNldVlLTnR6VFoxQT09>

Meeting ID: 842 5756 7245
Passcode: 623512

I am looking forward to your favourable reply. Thank you and have nice day 😊

09:54

Type a message

Event and Activity Record

Event/Activity : Webinar of positioning yourself to land high-paying jobs through personal branding
Organized by : Talentbank Digital Career Festival 2020
Date : 21.05.2020 Time: 10:00 - 11:30am

Event/Activity Level : Club & Association University State
National International

Position held : Participant

Duration of Service : N/A

SELF REFLECTION

Describe the events and activities that you had participated in. Please share your experiences, knowledge, and skills gained through this activity. (Not more than 200 words) Please attach photo.

I had learned some graduate attributes from participating in the webinar provided by Talent bank Digital Career Festival 2020 to know about positioning yourself to land high-paying jobs through personal branding.

Lifelong learning

Through the webinar, I knew that branding self is lifelong learning. Always learn some new skills to build credibility and makes people judge you as an expert who has the authority and having a good impression.

Effective communication skills

Through the webinar, I had understood that I must show energy and confidence while communicating with someone especially when the interview. Besides, body language also is a way to show confidence to make communication effectively such as head up and shoulder straight.

Engaged global citizen

In the webinar, I had noticed that COVID-19 had triggered 195 million job losses globally from the source of "the guardian".

Creative and critical thinking abilities

Think creative when creating a profile on LinkedIn to show your personal brand. A creative profile will make people even the company will judge you as a person who knows a lot of things and make a good impression.

Interpersonal skills

In the LinkedIn, can exchange the comment with anyone to increase personal brand. Then, create points of familiarity such as meeting director online and explore more same interest such as passionate on be leadership to build credibility and make a good impression.

Knowledge of disciplines

Through the webinar, I had learned the 3p to create personal brands which are presence, people and positioning. Besides, I had known personal branding will give some advantages to us such as attract ideal opportunities, demand for a higher salary and so forth.

**This form must be submitted to SAO within 7 working days after the event. Late submission will not be accepted.*

FOR STUDENT USE ONLY

I hereby acknowledge that all the information I have provided above is true, correct and complete. I agree that if any of this information is found to be false or incomplete, SAO reserves the right to take the necessary action or reject the submission.

Name: Date: Signature:

FOR THE USE of CLUB or ASSOCIATION'S PRESIDENT and ADVISORY ONLY

I hereby certify that the information given above has been verified and found to be correct and accurate.

C&A President : _____ (Name) _____ (Signature)

C&A Advisor : _____ (Name) _____ (Signature)

ECA Points Accumulated : _____

POINTS

- Category A1: Participation In Event
- Points = Exposure Level + (Learning Outcome × Duration) + Duration

| Exposure Level | Points |
|--------------------|--------|
| Club | 1 |
| University | 2 |
| State/Intervarsity | 3 |
| National | 4 |
| International | 5 |

| Learning Outcome | Points |
|------------------|--------|
| 1 | 3 |
| 2 | 4 |
| 3 | 5 |
| 4 | 6 |
| 5 | 7 |

| Duration | Points |
|-----------|--------|
| 1-3 hours | 3 |
| 4-6 | 4 |
| 7-9 | 5 |
| 10-12 | 6 |
| >12 hours | 7 |

POINTS

Example 1:

Peter participated in a seminar talk as details below:

- Organised by MPI.
- Time: 3.00 pm – 5.00 pm.
- He wrote a report with 4 learning outcomes.

$$\begin{aligned}\text{Points} &= \text{Exposure Level} + (\text{Learning Outcome} \times \text{Duration}) + \text{Duration} \\ &= 2 + (6 \times 3) + 3 \\ &= 23\end{aligned}$$

POINTS

Example 2:

Leong Wei joined orientation camp as details below:

- Organised by MPI.
- Time: 7 Jan 2023, 8.00 am – 8 Jan 2023, 12.00 pm.
- He wrote a report with 5 learning outcomes.

$$\begin{aligned}\text{Points} &= \text{Exposure Level} + (\text{Learning Outcome} \times \text{Duration}) + \text{Duration} \\ &= 2 + (7 \times 7) + 7 \\ &= 58\end{aligned}$$

POINTS

- Category A2: Participation In Competition
- Points = Exposure Level × Competition Position

| Exposure Level | Points |
|--------------------|--------|
| Club | 2 |
| University | 4 |
| State/Intervarsity | 6 |
| National | 8 |
| International | 10 |

| Competition Position | Points |
|--------------------------------------|--------|
| Participants | 2 |
| 4 th place/semi-finalists | 4 |
| 3 rd place | 6 |
| 2 nd place/finalist | 8 |
| 1 st place/champion | 10 |

POINTS

Example 3:

Judy participated a badminton competition as details below:

- Organised by MPI badminton club.
- Open to MPI only.
- She lost and wrote a report with 5 learning outcomes.

Points = Exposure Level × Competition Position

$$= 4 \times 2$$

$$= 8$$

POINTS

Example 4:

Judy participated a badminton competition as details below:

- Organised by Ministry of Higher Education (MOHE).
- Open to University Students in Malaysia.
- She lost and write a report with 3 learning outcomes.

Points = Exposure Level × Competition Position

$$= 8 \times 2$$

$$= 16$$

POINTS

Example 5:

Judy participated a photo competition as details below:

- Organised by Ministry of Higher Education (MOHE).
- Open to University Students in Malaysia.
- She won the 1st place and write a report with 3 learning outcomes.

Points = Exposure Level × Competition Position

$$= 8 \times 10$$

$$= 80$$

POINTS

- Category B1: Leadership Position

| Post Held | Student Council | Associations/Clubs/Societies |
|---------------------|-----------------|------------------------------|
| President | 65 | 50 |
| Deputy President | 55 | 45 |
| Secretary | 40 | 30 |
| Assistant Secretary | 40 | 30 |
| Treasurer | 40 | 30 |
| Cabinet Member | 40 | 30 |
| Committee Member | 40 | 15 |
| Member | Not Applicable | 10 |

POINTS

- Category B2: Organising Events/Competition
- Points = [Exposure Level + (Learning Outcome × Duration) + Duration] × Post Hold

| Exposure Level | Points |
|--------------------|--------|
| Club | 1 |
| University | 2 |
| State/Intervarsity | 3 |
| National | 4 |
| International | 5 |

| Learning Outcome | Points |
|------------------|--------|
| 1 | 3 |
| 2 | 4 |
| 3 | 5 |
| 4 | 6 |
| 5 | 7 |

| Duration | Points |
|-----------|--------|
| 1-3 hours | 3 |
| 4-6 | 4 |
| 7-9 | 5 |
| 10-12 | 6 |
| >12 hours | 7 |

| Post Hold | Points |
|-----------------------------|--------|
| Organising Chairperson | 1.5 |
| Organising Vice Chairperson | 1.4 |
| Committee | 1.3 |
| Supporting Committee | 1.2 |

POINTS

Example 6:

Thomas is orientation camp event president and event as details below:

- Organised by MPI.
- Time: 7 Jan 2023, 8.00 am – 8 Jan 2023, 12.00 pm.
- He wrote a report with 5 learning outcomes.

$$\begin{aligned}\text{Points} &= [\text{Exposure Level} + (\text{Learning Outcome} \times \text{Duration}) + \text{Duration}] \times \\ &\quad \text{Post Hold} \\ &= [2 + (7 \times 7) + 7] \times 1.5 \\ &= 87\end{aligned}$$

POINTS

Example 7:

Thomas is church's youth committee, and he organised an event as details below:

- Organised by XXX Church.
- Time: 7 Jan 2023, 8.00 am – 8 Jan 2023, 12.00 pm.
- He wrote a report with 5 learning outcomes.
- He want to use for EAB 300 committee

Points = 0. Reason: Committee only limited to MPI events, clubs and activities.

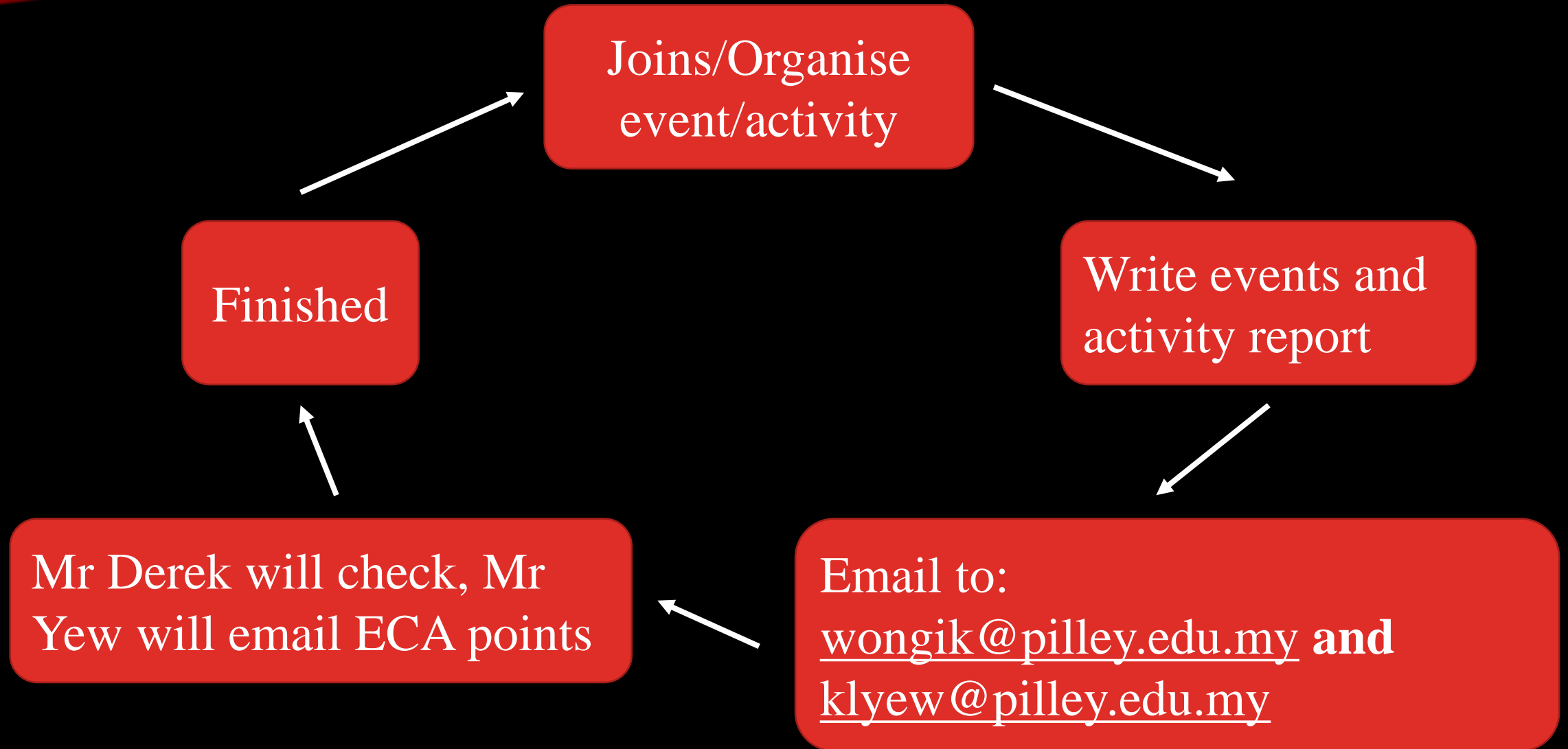
POINTS

- Extra points cannot carry forward to next ELE levels.
- ELE points start to calculated based on registered semester date.

| Semester date | ELE events date |
|-------------------------|-----------------------|
| 3 Jan 2023 – 5 May 2023 | Start from 3 Jan 2023 |

- For committee **only limited** to MPI events, clubs' events and clubs' positions.

EVENT PROCESS



SUBMISSION

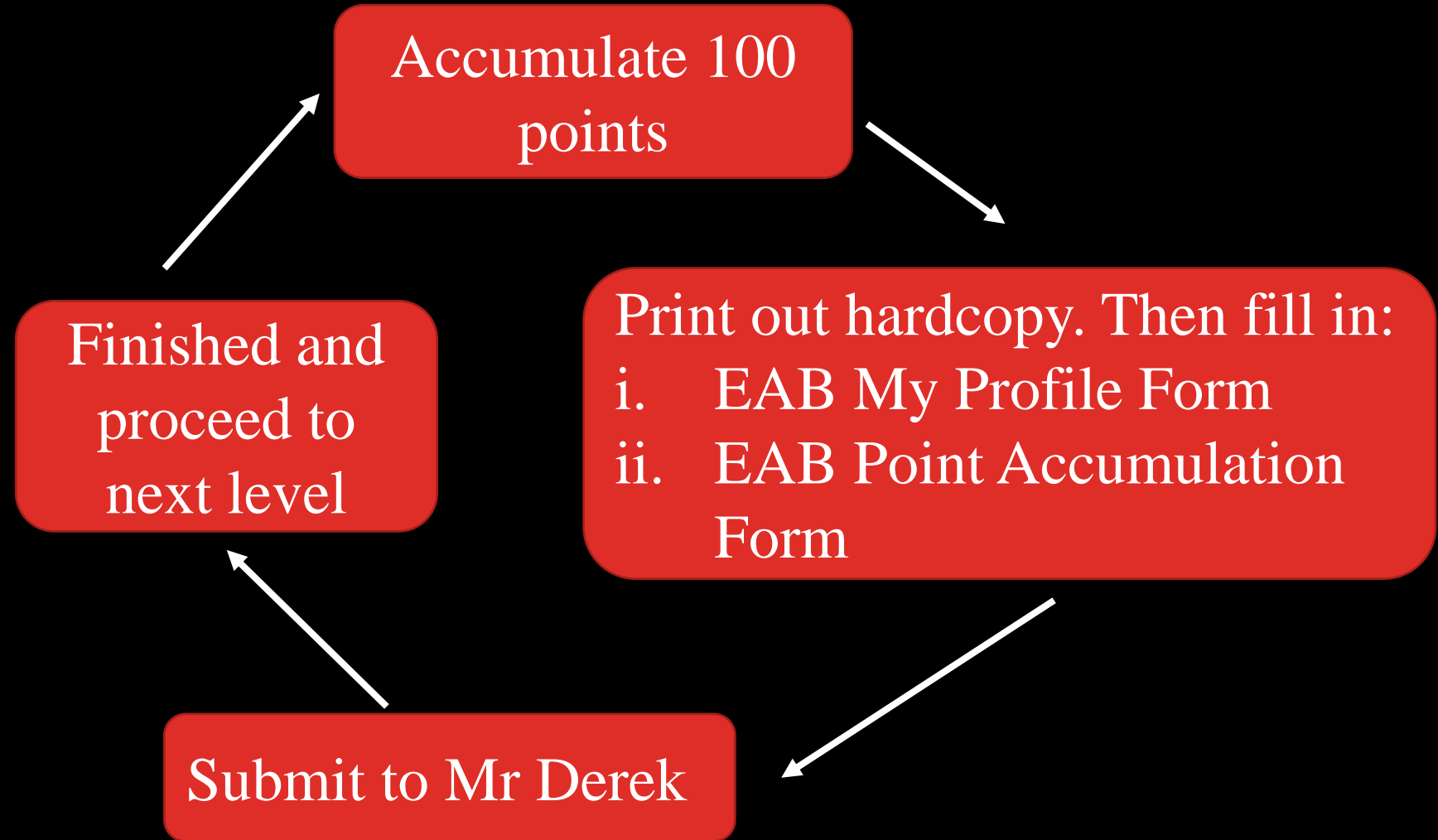
- Students will have minimum 2 semesters and maximum 3 semesters to accumulate the point from the semester they registered the subject, as per the table below:

| Subject registered on: | Can Submit on | Deadline submission |
|-------------------------------|-----------------------|----------------------------|
| January semester 2023 | May semester 2023 | Sept Semester 2023 |
| May semester 2023 | Sept Semester 2023 | January semester 2024 |
| Sept Semester 2023 | January semester 2024 | May semester 2024 |

- Submission date normally is mid of semester.

FINAL SUBMISSION PROCESS

- Make sure have at least 1 competition.
- For EAB 300: Make sure have committee (MPI club or MPI event only).



My Profile

| | | |
|-----------------|------------------------------------------------------------------|-------|
| Student Name : | | Photo |
| Gender : | Religion : | |
| Student ID : | | |
| Programme : | | |
| Year : | Semester : | |
| Contact Number: | | |
| Home Address : | | |
| Email Address : | | |

Self Evaluation

This form is to be completed and submitted to Student Affairs Office (SAO) upon completion of:

Course Name: _____

Course Code: _____

The 9 criteria below are the key elements of a graduate's attributes.

Please give yourself a rating on a scale of 1 - 5.

"1" being the lowest and "5" the Highest level of achievement.

| No. | Graduate Attributes | Self-Evaluation Scale | | | | | | | | | |
|-----|------------------------------------------|-----------------------|--------------------------|---|--------------------------|---|--------------------------|---|--------------------------|---|--------------------------|
| 1. | Effective Communication Skills | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> |
| 2. | Creative and Critical Thinking Abilities | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> |
| 3. | Ethical and Civic Responsibility | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> |
| 4. | Knowledge of Disciplines | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> |
| 5. | Interpersonal Skills | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> |
| 6. | Lifelong Skills | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> |
| 7. | Engaged Global Citizen | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> |
| 8. | Leadership | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> |
| 9. | Entrepreneurship and Management Skills | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> |

EAB MY PROFILE FORM

GRADE

- The achievement target for the three ELE levels is a Pass/Fail.
- Your result only will show pass/fail.
- No grade points.

CREDIT TRANSFER

- Credit Transfer for ELE is stringent and is usually not permissible. However, there may be circumstances in which such exemptions would be considered. The conditions are outlined below:
- As a student transferring from another institution to UCSI University, you may be exempted from doing a particular ELE module if you could produce evidence of active participation in Extra Curriculum Activities during your study at any Higher Education Institution that is approved by the authorities.

DEFERMENT

- Whenever students defer their study, all ELE program will NOT be deferred regardless of their deferment, students had to drop their ongoing ELE subject at the registrar office and add back the ELE subject that students dropped, when they resume their studies.
- It is student responsibility to drop/add their ELE subject before and after their deferment. Students who did not drop their ELE subject before their deferment is obliged to complete their ELE subject based on the original timeline, any failure to do so will result in “F” grade for that ELE subject, and student will have to repeat the subject.

OTHERS

1. Points will not be allocated for course assignments/tasks. For example, University Life course projects.
2. To be awarded points, you must attend the particular event from the beginning until the end, show proof of participation of the event.
3. For certain event, points will only be allocated to you if you man a booth for a particular event and not for just visiting the booth.
4. There is no point allocation if you attend club meetings, competition trainings, and practices.
5. Points will not be allocated if the event learning outcomes are not related to the 9 Graduate Attributes.

OTHERS

Including but not limited to the following situation, ELE point will be forfeited:

1. Report is not submitted within 7 days after the end of the event, without valid reason.
2. Plagiarism found in the submitted report, 20% or more of the content in the event report is proved to be plagiarized from any sources.
3. Student participation is not recorded by the organising committee and no photo evidence is available to verify the attendance of a student.



Thanks.

Q & A