

# MEMO

## CENTRE FOR GRADUATE STUDIES

**TO :** ALL POSTGRADUATE STUDENTS  
**REF. NO. :** UNISEL/GS20/100/MEMO(01)  
**FROM :** DEAN, CENTRE FOR GRADUATE STUDIES  
**SUBJECT :** NOTIFICATION ON ONLINE INSTRUCTION AND OPERATION  
**DATE :** 3 APRIL 2020 /FRIDAY

Dear Students;

We are closely monitoring the ongoing COVID-19 pandemic and our top priority remains the health, safety and well-being of our community, on and off-campus. While ensuring the continuity of our teaching and research mission we are planning for several contingency scenarios and taking decisive, informed action to limit the spread of the disease. The CGS remains operational with appropriate measures to protect the health of the students, staff members and their families.

### Teaching and Learning Remotely

To reduce the number of interactions on campus and align with the Movement Control Order (MCO), we are transitioning to online instruction for all graduate classes and supervision processes. We understand there are logistical and technological challenges to these measures but the university administration and CGS are here to assist you.

### Resources and Information

Effective 6 April to 22 Mei 2020 (the first 7 weeks of the semester) or until further notice all postgraduate taught courses and supervision will be conducted fully online using e-learning platform, online supervision and other possibly additional platform used by your lecturers or supervisors:

1. <https://sites.google.com/student.unisel.edu.my/istudent-office-365> for Official student email;
2. <https://www.office.com/> or <https://login.microsoftonline.com/> for storage, office application and other application under Office 365. Students and lecturers/supervisors will have free online Microsoft Office application (Words, Excel, PowerPoint etc.) with official Unisel email;
3. <https://elearning-v3.unisel.edu.my/> for online teaching and learning.

4. <http://omp.journals.unisel.edu.my/index.php/cgs/index> for logbook and progress report submission.
5. <https://owc.unisel.edu.my/b/dr--d6f-etv> for virtual room (audio and video conferencing, virtual presentation, virtual white board and notes) will be used for online Candidature Defense, Research Methodology Class and other matters such as workshop, consultation and academic presentation. The room needs access code, requires moderator approval before joining, allows any user to start the meeting.
6. <http://owc-sa2.unisel.edu.my/b/dr--qwd-p6a> for virtual common rooms amongst student (no needs access code). Everybody can initiate the video conference and be moderator
7. Submission prior to Viva based on faculty:
  - a. <https://www.mendeley.com/community/faculty-of-business-and-accountancy/> for FBA
  - b. <https://www.mendeley.com/community/faculty-of-communication-visual-art-and-computing/> for FCVAC
  - c. <https://www.mendeley.com/community/faculty-of-education-and-social-science/> for FESS
  - d. <https://www.mendeley.com/community/faculty-of-engineering-and-life-sciences/> for FELS
  - e. <https://www.mendeley.com/community/cgs-unisel/> for FSH
8. Other recommended platform WhatsApp (<https://web.whatsapp.com/>), Workplace from Facebook (<https://work.workplace.com/>), Google Classroom (<https://classroom.google.com/>)

We have been communicating more specific guidance via emails and groups, and we encourage you to review our webpages for more information.

### **Learn and Research Remotely**

All students can participate in online classes and supervision without concern for their immigration status, provided they continue to make normal progress in a full course of study as required by regulations. Students are requested to meet administrative and academic requirements remotely especially before June 2020 (after semester break). Please do continue with your academic work and keep in touch with your supervisors, lecturers and faculty and the CGS management. We will continue to update regularly to keep you informed of additional measures. We fully acknowledge the potentially serious impact of putting research in the labs on hold. Always consult with your supervisors for helpful resources and guidelines for conducting research from home as is permissible.

### **Travel**

Travel can increase the risks of exposure to you and the community. Government restrictions and public health measures are changing fast. If you travel, those changes may make it hard for you to resume your academic and professional activities. All personal domestic air travel or international travel is strongly discouraged. We strongly urge extreme caution and judgment for your personal travel. Anyone who returns or arrives to campus from a location with severely impacted COVID-19 must comply with the formal guidance from the Government Health Services.

### **Visitors to Campus**

Events with speakers invited from off-campus—whether the speakers are international or domestic—would be cancelled, postponed, or conducted remotely. Individuals, program organisers and group leaders are responsible for informing their invited guests about official coronavirus policies.

Regards,

A handwritten signature in black ink, appearing to read 'Setyawan', with a horizontal line underneath it.

**ASSOC. PROF. DR SETYAWAN WIDYARTO**

Dean

Centre for Graduate Studies

3 April 2020