



STUDENT HANDBOOK

DEPARTMENT OF STUDENT AFFAIRS

2026

TUNKU ABDUL RAHMAN UNIVERSITY OF MANAGEMENT AND TECHNOLOGY (DU058(W))

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Welcome to TAR UMT!

This Student Handbook is your quick reference to the services, facilities, support, and opportunities available throughout your university journey. Whether you are looking for accommodation, counselling services, transportation, student activities, or important campus regulations, this handbook will help you find the information you need.

We encourage you to explore campus, get involved in student life, and make the most of your university experience. If you require further assistance, the Department of Student Affairs is always ready to help.

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Campus Services & Facilities

Accommodation:

Affordable twin-sharing rooms are available at the on-campus hostels. Applications can be submitted through the Student Intranet, and rooms are allocated on a first-come, first-served basis. Students who prefer to stay off campus may also apply for accommodation at Teratai Residency, subject to availability.



Cafeterias:

Enjoy a wide variety of meals options across campus:

- **West Campus:** The Red Bricks Cafeteria (Block G), Yum Yum Cafeteria (Block L), Fort Margherita Café (Cyber Centre), Heritage Kitchen (Clubhouse), and Sunnydae (Library Cafe), food outlets (Arena).
- **East Campus:** Casuarina Cafe (Block SC).



Transportation:

Free shuttle bus services operate daily between the campus, nearby LRT station, and surrounding residential areas for the convenience of students. Students are encouraged to apply for a [Rapid KL Concession Card](#) to enjoy discounted fares on public transportation.



Sports & Recreation:

Stay active and maintain a healthy lifestyle by making use of TAR UMT's sports and recreational facilities, including:

- Olympic-sized swimming pool
- Gymnasium
- Running track
- Badminton courts
- Tennis courts
- Pickleball courts

These facilities are located at the Sports Complex, Skyfield Arena, and Clubhouse.



Locker Rental:

On-campus lockers are available for rent at affordable rates.

Lost and Found:

Found items are turned in to the Department of Student Affairs (DSA). Check for missing items via the [Lostopedia](#) online platform or inquire directly at the DSA counter.

Parking:

The parking facilities are managed by the Department of Security (DOS), located at TA143 (First Floor, Arena).

- Vehicle Entry Pass – Students can apply the Vehicle Entry through the Student Intranet. The pass will be issued by computer balloting.
- License Plate Recognition (LPR) - Students without a Vehicle Entry Pass can register the License Plate Recognition (LPR) through the Student Intranet. Students can park in indoor parking areas and open parking spaces, subject to applicable parking charges.

Student Well-being & Support Services

Student Counselling Services (SCS):

Your mental health and well-being matter.

Qualified counsellors and clinical psychologists provide confidential counselling, psychological assessments, and personal development workshops to support students throughout their academic journey.

Students can also access 24/7 digital mental wellness support through the [Intellect app](#).



Student Career Development Centre (SCDC):

Prepare for your future career with professional guidance and industry engagement opportunities.

Services include:

- Networking Career & Internship Fairs
- Career advisories
- Personality assessments (LPI and RIASEC)
- Career preparation workshops
- Internship preparation
- Career fairs and employer networking



Financial Aid & Scholarships:

Explore internal need-based scholarships, external grants, and study loans - including PTPTN and TAR UMT Student Loans, to support your financial needs.



Student's Insurance Scheme:

All TAR UMT students are covered by a group Personal Accident Insurance Scheme upon premium payment. Medical claims for qualifying injuries must be submitted to the DSA within 60 days of the incident with valid receipts and supporting documentation.



First Aid Unit (FAU) & Disability Support Office (DSO):

Located in Room TA001 (Ground Floor, TARC Arena), the FAU and DSO work collaboratively to safeguard student well-being, health, and campus inclusivity.

First Aid Unit (FAU): Delivers essential first aid services, manages medical emergencies on campus, and partners with the National Blood Centre to host regular blood donation drives.

Disability Support Office (DSO): Provides personalized assistance and resources for students with disabilities, ensuring an inclusive, accessible environment where every student can thrive academically and socially.



Student Life

Graduate Attributes Programme (Soft Skills Competency):

Beyond academic excellence, TAR UMT encourages students to develop essential soft skills through the Graduate Attributes (GA) Programme.

Earn GA points by participating in leadership activities, competitions, workshops, volunteer programmes, and student organisations.

Complete all 8 Graduate Attributes and accumulate at least 100 points to qualify for the Soft Skills Competency Certificate upon graduation.



Co-Curricular Courses:

Co-curricular courses are compulsory for all Diploma and Bachelor's Degree programmes. Students must complete and pass **2 credit hours** per study level to meet graduation requirements. While graded, co-curricular courses do **not** affect your GPA or CGPA.



Societies & Clubs:

Joining a student club or society is one of the best ways to meet new friends, develop leadership skills, and enrich your university experience.

Choose from a wide range of academic, cultural, sports, language, leadership, martial arts, and community service organisations.



Student Representative Council (SRC):

The SRC is an elected student body comprising representatives from all Faculties. Serving as a bridge between university management and students, the SRC enhances student welfare, develops future leaders and fosters a vibrant campus environment. The SRC Office is located at A013B, Bangunan Tan Sri Khaw Kai Boh.



Rules, Safety & Conduct

Dress Code & Student ID:

Students are expected to dress modestly and appropriately on campus. Your **Student ID Card must be worn at all times** while on campus premises.

Student Dress Code

Confidence begins with attire



Revealing tops



Sleeveless tops



Shorts/hotpants



Shorts



Slippers



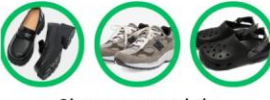
Slippers



Sleeved tops/t-shirts



Knee-length pants/skirts



Shoes or sandals





Code of Conduct:

TAR UMT maintains a strict **non-smoking and non-vaping policy** across all premises. All students are required to follow the full Student Code of Conduct.



Personal Safety & Scam Vigilance:

To protect yourself and your belongings:

- ✓ Keep valuables with you at all times.
- ✓ Do not share passwords or One-Time Passwords (OTP).
- ✓ Verify suspicious phone calls and messages before responding.
- ✓ Install trusted scam-detection applications such as Truecaller.
- ✓ Save important campus emergency numbers on your mobile phone.

Emergency Contact List:

Service	Telephone Number
TAR UMT Security	03 4145 7250 or 011-1054 0154
TAR UMT First Aid Unit	03-4145 0123 EXT 7784
Balai Police Wangsa Maju	03 4149 2222
Balai Polis Setapak	03 4023 2222
Balai Bomba Wangsa Maju	03 4108 5729
Balai Bomba dan Penyelamat Setapak	03 4023 7095
Columbia Asia Hospital Setapak	03 4145 9999
Hospital Kuala Lumpur (Emergency & Trauma)	03 2615 5555
Malaysia Red Crescent	03 2142 8122
Civil Defence Ambulance	03 2687 1400

We're Here to Help

University life is an exciting journey filled with opportunities to learn, grow, and create lasting memories. Whenever you need assistance, the Department of Student Affairs is here to support you.

We wish you every success at TAR UMT and hope you enjoy a rewarding university experience.



Department of Student Affairs

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