Welcome to the Monash community.

I am delighted that you have chosen the Monash University Foundation Year or MUFY as the pathway to Monash University. Monash University, one of Australia’s prestigious Group of Eight universities, offers an outstanding learning experience. It is internationally recognised for its quality in research and excellence in teaching and learning. With a Monash education, you hold a passport to a promising career and a successful life ahead.

The MUFY program which enjoys international recognition is the preferred university foundation program for many Malaysian as well as international students. It provides students from different academic backgrounds with the foundation to excel at Monash University. The curriculum encourages analytical and critical thinking while the method of continuing assessment combined with final examinations focuses on the application of knowledge.

MUFY also offers students a smooth transition to university-style learning which emphasizes independent learning.

Rather than just transferring knowledge, we teach students the techniques of learning and provide an environment that supports this approach to learning. By equipping our students with the relevant tools to become independent learners, we hope to give them a head start in university, and ultimately, make a significant difference in their lives.

I wish you the best and hope you will enjoy the MUFY experience.

Lee Thye Cheong
Director
Monash University Foundation Year (MUFY)
Sunway College KL
Monash University Foundation Year (MUFY) - A Preferred Pathway To Monash University

MUFY is a pathway that provides the academic bridge for students to progress successfully to undergraduate studies at Monash University. Just as Monash is a passport to a fulfilling career and rewarding life, MUFY is the passport to a rich learning experience at Monash. Designed by Monash academics, the MUFY program prepares students for admission into a wide range of Monash University undergraduate degrees.

Monash University

Monash University is an energetic and dynamic university committed to quality education. Learning is an essential part of human existence and at Monash, education is about how ideas change people and how people change the world. The university's long tradition of excellence is also the result of a firm dedication to outstanding research and international engagement. Today, Monash has grown into a community of more than 59,000 students, 15,000 staff and 250,000 alumni. Being a member of the Australian ‘Group of Eight’ universities makes Monash one of the most distinguished universities in Australia.

Monash University Malaysia was established in 1998 as Monash University's global footprint in the Asian region. It is the Malaysian constituent of a premier research intensive Australian university which is ranked among the top 100 universities in the world and a member of Australia’s prestigious Group of Eight (Go8). As an independent institution, Monash University Malaysia is accorded a Setara Tier 5 rating for excellence and Self-Accreditation Status by the Malaysian Qualifications Agency (MQA), and all of its courses are accredited in Malaysia and Australia. Its faculty is a mix of locally and internationally recruited academics with intensive teaching, business and industry experience. Students representing almost 70 nationalities are currently enrolled at Monash University Malaysia where they enjoy a quality academic experience.
Reasons to choose MUFY

Pathway to a prestigious university
MUFY is a direct pathway to Monash University, a member of Australia’s Group of Eight universities recognised for excellence in research, teaching and scholarship.

Recognition in Australia and beyond
The MUFY qualification is also recognised by other Australian universities, universities in New Zealand and a growing number of established universities in the UK. This recognition extends to the branch campuses of foreign universities in Malaysia as well as private universities in the country.

Non-discipline specific foundation program
A discipline-specific foundation program such as a foundation in engineering prepares students specifically for undergraduate studies in engineering. On the other hand, a non-discipline specific program such as MUFY does not limit students’ options but offers them a broad pathway to any university course of their choice.

Semesterised study mode
MUFY students complete half of a subject (Unit 1) in Semester One before undertaking the second half (Unit 2) in Semester Two. This way, students need not face the pressure of preparing for a single final examination at the end of the program.

Study at a personal pace
Delivered on a semesterised basis, MUFY allows students to complete their studies according to their own pace, in either two or three semesters.

Flexibility to improve university entry score
To improve their overall score, MUFY students can spend just one semester retaking some units. That means in order to achieve better results, there is no need to repeat the entire program which a non-semesterised pre-university program would require.

Availability of scholarships
MUFY students studying at Sunway College can apply for a broad range of academic and extra-curricular scholarships made available to both domestic and international students. Similarly, Monash University offers scholarships to MUFY students who achieve excellent results.
MUFY Learning Outcomes

Understanding personal identity, and developing global vision and cultural awareness.

Becoming independent, critical thinkers and demonstrating flexibility in different ways of thinking.

Developing enterprise skills while taking action to support sustainability.

Demonstrating articulate communication through using the English Language and being able to use ICT and mathematical literacies.

Acquiring disciplinary knowledge in each of their academic studies by taking responsibility for their own growth in learning.

Working independently and interdependently in teams.
Program Information

Duration of study
Students should complete this full-time program in two semesters. However, students have the option of extending the duration of study to three semesters if they find it too demanding. This offers students the flexibility to study at a pace with which they are comfortable. The maximum duration for the completion of the program is four semesters. The duration of each intake is outlined below:

<table>
<thead>
<tr>
<th>Intake</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>January – June</td>
<td>July – November</td>
</tr>
<tr>
<td>March</td>
<td>March – June</td>
<td>July – November</td>
</tr>
<tr>
<td>July</td>
<td>July – November</td>
<td>January – June</td>
</tr>
<tr>
<td>August</td>
<td>August – November</td>
<td>January – June</td>
</tr>
</tbody>
</table>

Intakes
There are two standard intakes in January and July, and two intensive intakes in March and August.

Admission requirements
Minimum five (5) credits in SPM or O-Level including a credit in English or IELTS 5.5 (writing not less than 5.5), or equivalent. Conditional offers will be made to students with forecast results. For the accelerated 9-month program, a higher level of proficiency in the English Language is preferred.

We have students from about forty countries enrolled in MUFY. For more information on entry requirements and application procedures, international students are advised to refer to our Sunway International Office.

Guide to unit selection
MUFY offers a choice of 11 subjects. Each subject is divided into Unit 1 and Unit 2. English is compulsory and all students are required to take English Unit 1 and Unit 2.

List of subjects and their unit components

<table>
<thead>
<tr>
<th>Name of subject</th>
<th>Name of unit</th>
<th>Name of unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (compulsory)</td>
<td>MUF0011 English Unit 1 (Academic Skills &amp; Composition)</td>
<td>MUF0012 English Unit 2 (Exploring Ideas)</td>
</tr>
<tr>
<td>Accounting</td>
<td>MUF0021 Accounting Unit 1 (Fundamentals of Accounting)</td>
<td>MUF0022 Accounting Unit 2 (Financial Accounting)</td>
</tr>
<tr>
<td>Economics</td>
<td>MUF0061 Economics Unit 1 (Introduction To Microeconomics)</td>
<td>MUF0062 Economics Unit 2 (An Introduction To Macroeconomics)</td>
</tr>
<tr>
<td>Biology</td>
<td>MUF0031 Biology Unit 1 (Functioning Organisms)</td>
<td>MUF0032 Biology Unit 2 (Inheritance &amp; Change)</td>
</tr>
<tr>
<td>Chemistry</td>
<td>MUF0041 Chemistry Unit 1 (Chemical Connections)</td>
<td>MUF0042 Chemistry Unit 2 (Chemistry &amp; Industry)</td>
</tr>
<tr>
<td>Physics</td>
<td>MUF0121 Physics Unit 1 (Mechanics)</td>
<td>MUF0122 Physics Unit 2 (Electricity, Magnetism &amp; Modern Physics)</td>
</tr>
<tr>
<td>Fundamental Mathematics</td>
<td>MUF0141 Fundamental Mathematics Unit 1 (Pattern In Number)</td>
<td>MUF0142 Fundamental Mathematics Unit 2 (Contexts For Mathematics)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MUF0091 Mathematics Unit 1 (Functions &amp; Calculus)</td>
<td>MUF0092 Mathematics Unit 2 (Probability &amp; Statistics)</td>
</tr>
<tr>
<td>Advanced Mathematics</td>
<td>MUF0101 Advanced Mathematics Unit 1 (Essential Concepts)</td>
<td>MUF0102 Advanced Mathematics Unit 2 (Calculus With Applications)</td>
</tr>
<tr>
<td>Information and Communication Technology</td>
<td>MUF0051 Information and Communication Technology Unit 1 (Applications &amp; Introduction To Programming)</td>
<td>MUF0052 Information and Communication Technology Unit 2 (Networks, Database &amp; Programming 2)</td>
</tr>
<tr>
<td>Globalisation</td>
<td>MUF0131 Globalisation Unit 1 (Nations, Economics &amp; People)</td>
<td>MUF0132 Globalisation Unit 2 (Culture, Rights &amp; Reactions)</td>
</tr>
</tbody>
</table>
Successful completion of the program

A student must pass a minimum of eight different units to complete MUFY successfully. At least six of the eight units must be derived from three subjects i.e. there must be at least three complete subjects. One of the three complete subjects must be English. The remaining two units can be derived from either the same subject or from different subjects. See examples below:

Example 1:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (compulsory)</td>
<td>MUF0011 English Unit 1</td>
<td>MUF0012 English Unit 2</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MUF0091 Mathematics Unit 1</td>
<td>MUF0092 Mathematics Unit 2</td>
</tr>
<tr>
<td>Physics</td>
<td>MUF0121 Physics Unit 1</td>
<td>MUF0122 Physics Unit 2</td>
</tr>
<tr>
<td>Chemistry</td>
<td>MUF0041 Chemistry Unit 1</td>
<td>MUF0042 Chemistry Unit 2</td>
</tr>
</tbody>
</table>

Example 2:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (compulsory)</td>
<td>MUF0011 English Unit 1</td>
<td>MUF0012 English Unit 2</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MUF0091 Mathematics Unit 1</td>
<td>MUF0092 Mathematics Unit 2</td>
</tr>
<tr>
<td>Physics</td>
<td>MUF0121 Physics Unit 1</td>
<td>MUF0122 Physics Unit 2</td>
</tr>
<tr>
<td>Chemistry / Economics</td>
<td>MUF0041 Chemistry Unit 1</td>
<td>MUF0061 Economics Unit 1</td>
</tr>
</tbody>
</table>

Students in the standard intakes (January & July) study four units in semester one and another four in semester two. Students in the intensive intakes (March & August) study only three units in semester one and the remaining five in semester two. The maximum number of units a student may study in a semester is FIVE (only THREE in semester one of an intensive intake).

Selecting additional units

Students may extend their learning by taking a ninth unit (additional one unit) or tenth unit (additional two units). The maximum number of units that can be taken in a semester is five, and in an academic year, ten. Students wishing to take nine units must ensure that at least eight of the nine units are derived from four subjects, i.e. there must be at least four complete subjects. One of the four subjects must be English.

Example 3 (selecting nine units):

<table>
<thead>
<tr>
<th>Subject</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (compulsory)</td>
<td>MUF0011 English Unit 1</td>
<td>MUF0012 English Unit 2</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MUF0091 Mathematics Unit 1</td>
<td>MUF0092 Mathematics Unit 2</td>
</tr>
<tr>
<td>Physics</td>
<td>MUF0121 Physics Unit 1</td>
<td>MUF0122 Physics Unit 2</td>
</tr>
<tr>
<td>Chemistry / Economics</td>
<td>MUF0041 Chemistry Unit 1</td>
<td>MUF0042 Chemistry Unit 2</td>
</tr>
<tr>
<td>Accounting</td>
<td>MUF0021 Accounting Unit 1</td>
<td></td>
</tr>
</tbody>
</table>

Students wishing to take ten units must ensure that at least eight of the ten units are derived from four subjects i.e. there must be at least four complete subjects. One of the four subjects must be English. The remaining two units can be derived from either the same subject or from different subjects.

Example 4 (selecting ten units):

<table>
<thead>
<tr>
<th>Subject</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (compulsory)</td>
<td>MUF0011 English Unit 1</td>
<td>MUF0012 English Unit 2</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MUF0091 Mathematics Unit 1</td>
<td>MUF0092 Mathematics Unit 2</td>
</tr>
<tr>
<td>Physics</td>
<td>MUF0121 Physics Unit 1</td>
<td>MUF0122 Physics Unit 2</td>
</tr>
<tr>
<td>Accounting</td>
<td>MUF0021 Accounting Unit 1</td>
<td>MUF0022 Accounting Unit 2</td>
</tr>
<tr>
<td>Chemistry / Economics</td>
<td>MUF0041 Chemistry Unit 1</td>
<td>MUF0061 Economics Unit 1</td>
</tr>
</tbody>
</table>
Program Information

Calculating the MUFY university entry score

The MUFY university entry score is calculated by adding the eight highest unit scores and dividing that by eight. Each unit included in the calculation needs to be a different unit. When a unit is repeated, the higher score of that unit replaces the lower one. Any bonus points which may apply are then added to this score. Bonus points are calculated by adding 1.25% of the ninth and tenth unit taken to this score.

Assessment methods

Assessment comprises a mix of coursework (for instance research projects, presentations, reports and class tests) and final examinations. The major component is the final examination which constitutes 50%–70% of the total score, depending on the unit taken. Final examinations are conducted at the end of each semester, in June and November.

Final examinations and results

Part of the assessment for each unit is a final examination which is conducted at the end of the semester. Attendance is compulsory. Students who are unable to attend must notify the Director of MUFY and produce a valid medical certificate or other supporting documents that justify their absence. Such cases are then presented as ‘misadventure cases’ to the MUFY Board of Studies and the final score to be awarded will be decided by the Board.

Students can view their final results online using their Monash username and password. Actual copies of the MUFY Academic Transcript and Certificate may be collected about a week after the online release of results.

Students who fail a particular unit can either register for the same unit again or select a new unit in the following semester. There are no re-sits for failed units or re-marking of examination papers. However, students can apply for a clerical check if they feel that they have not received a fair mark for a particular unit. A charge is associated with this service.

Parents’ access to academic progress

The program understands that parents are concerned about their child’s academic progress. Parents can view information about their child’s attendance as well as performance in internal assessments online using their child’s username and password.

To view attendance online, log on to: https://izone/user_login.asp.

To view internal assessment results online, log on to: https://elearn/webapps/login/

For additional information or clarification, parents are advised to contact Ms. Edith Macintyre, Coordinator, MUFY at eithmacyre@sunway.edu.my or on +603-7491 8622.

E-Learn

E-learn, an online portal employed to aid teaching and learning in MUFY, is used across all 22 units of study offered in the program. An interesting feature is it links both lecturers and students in a virtual community. This allows the lecturers to not only upload materials which can be downloaded at the students’ convenience, but it also allows them to conduct tests and provide prompt feedback to queries from students. Students can also view notices and internal assessment results online.

Extracurricular activities

MUFY lecturers and students organise a variety of extracurricular activities throughout the year. These activities give students the chance to enjoy aspects of student life which they do not normally get to experience in the classroom, and the opportunity to interact with their lecturers in a less formal setting. In addition, students gain from the experience of leading and managing when they help organise these activities.

- Orientation activities
- MUFY Games
- MUFY “SHARITY” Carnival
- MUFY Talent Quest
- Overnight recreational trips
- Educational trips
- Motivational workshops / camps
- Community projects

Counselling and support

Academic counselling is provided by the teaching and administrative staff of MUFY. Students who need personal counselling are advised to consult Ms. Edith Macintyre, Ms. Pang Chop Moi or personal counsellors in the Student Services Department.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD (High Distinction)</td>
<td>80 - 100</td>
</tr>
<tr>
<td>D (Distinction)</td>
<td>70 - 79</td>
</tr>
<tr>
<td>C (Credit)</td>
<td>60 - 69</td>
</tr>
<tr>
<td>P (Pass)</td>
<td>50 - 59</td>
</tr>
<tr>
<td>N (Fail)</td>
<td>0 - 49</td>
</tr>
</tbody>
</table>
## Program Policies

### Rules on prerequisites and sequencing

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Unit Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 MUF0011</td>
<td>English Unit 1</td>
<td>• Unit 1 is a prerequisite for Unit 2.</td>
</tr>
<tr>
<td>MUF0012</td>
<td>English Unit 2</td>
<td>• Units 1 and 2 must be taken sequentially and cannot be taken concurrently.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• A score of 50% or greater in Unit 1 needs to be attained to progress to Unit 2.</td>
</tr>
<tr>
<td>2 MUF0021</td>
<td>Accounting Unit 1</td>
<td>• Unit 1 is a prerequisite for Unit 2.</td>
</tr>
<tr>
<td>MUF0022</td>
<td>Accounting Unit 2</td>
<td>• Units 1 and 2 must be taken sequentially.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Units 1 and 2 can only be taken concurrently if the student has achieved a score of at least 45% in a prior attempt at Unit 1.</td>
</tr>
<tr>
<td>3 MUF0031</td>
<td>Biology Unit 1</td>
<td>• Units 1 and 2 can be taken sequentially (recommended) or concurrently.</td>
</tr>
<tr>
<td>MUF0032</td>
<td>Biology Unit 2</td>
<td></td>
</tr>
<tr>
<td>4 MUF0041</td>
<td>Chemistry Unit 1</td>
<td>• Unit 1 is a prerequisite for Unit 2.</td>
</tr>
<tr>
<td>MUF0042</td>
<td>Chemistry Unit 2</td>
<td>• Units 1 and 2 must be taken sequentially and cannot be taken concurrently.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• A score of 50% or greater in Unit 1 needs to be attained to progress to Unit 2.</td>
</tr>
<tr>
<td>5 MUF0051</td>
<td>Information &amp; Communication Technology Unit 1</td>
<td>• Units 1 and 2 can be taken sequentially (recommended) or concurrently.</td>
</tr>
<tr>
<td>MUF0052</td>
<td>Information &amp; Communication Technology Unit 2</td>
<td></td>
</tr>
<tr>
<td>6 MUF0061</td>
<td>Economics Unit 1</td>
<td>• Units 1 and 2 can be taken sequentially or concurrently.</td>
</tr>
<tr>
<td>MUF0062</td>
<td>Economics Unit 2</td>
<td></td>
</tr>
<tr>
<td>7 MUF0131</td>
<td>Globalisation Unit 1</td>
<td>• Units 1 and 2 can be taken sequentially (recommended) or concurrently.</td>
</tr>
<tr>
<td>MUF0132</td>
<td>Globalisation Unit 2</td>
<td></td>
</tr>
<tr>
<td>8 MUF0091</td>
<td>Mathematics Unit 1</td>
<td>• Units 1 and 2 can be taken sequentially or concurrently.</td>
</tr>
<tr>
<td>MUF0092</td>
<td>Mathematics Unit 2</td>
<td></td>
</tr>
<tr>
<td>9 MUF0101</td>
<td>Advanced Mathematics Unit 1</td>
<td>• Unit 1 is a prerequisite for Unit 2.</td>
</tr>
<tr>
<td>MUF0102</td>
<td>Advanced Mathematics Unit 2</td>
<td>• Units 1 and 2 must be taken sequentially.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Units 1 and 2 can only be taken concurrently if the student has achieved a score of at least 45% in a prior attempt at Unit 1.</td>
</tr>
<tr>
<td>10 MUF0141</td>
<td>Fundamental Mathematics Unit 1</td>
<td>• Units 1 and 2 can be taken sequentially (recommended) or concurrently.</td>
</tr>
<tr>
<td>MUF0142</td>
<td>Fundamental Mathematics Unit 2</td>
<td></td>
</tr>
<tr>
<td>11 MUF0121</td>
<td>Physics Unit 1</td>
<td>• Units 1 and 2 can be taken sequentially (recommended) or concurrently.</td>
</tr>
<tr>
<td>MUF0122</td>
<td>Physics Unit 2</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: The MUFY programme at Sunway College reserves the right to NOT offer a unit if less than ten students enroll for that unit.
Program Policies

Passing a complete subject
Students must pass Unit 1 and Unit 2 of a subject i.e. obtain a minimum 50% in order to achieve an overall pass for that subject. Students passing Unit 1 but failing Unit 2 or the reverse do not achieve an overall pass for that subject even though the average of the two marks is over 50%. For example, a student who obtains 40% for Economics Unit 1 and 70% for Economics Unit 2 does not pass Economics since Unit 1 of the subject has not been passed.

Repeating units
Students can repeat Unit 1 or Unit 2 of a subject provided that no more than five units are taken in that semester. A student who has enrolled for the maximum number of units and who wishes to repeat units can do so in the following semester.

Improving the score of passed units
Students who have passed Unit 1 or Unit 2 of a subject but wish to improve their MUFY university entry score can re-enrol provided that no more than five units are taken in that semester. Alternatively, the units can be repeated in the following semester. The highest mark combination will be used to determine the MUFY university entry score.

Adding and dropping units
Students select the units they wish to study at the beginning of each semester. However, if they find that they have made an unsuitable choice of units, they are allowed to change their selection of units by adding or dropping certain units within the first two weeks (standard intakes) or one week (accelerated intakes) of the semester.

Mathematics units
It is important to note that Mathematics is a requirement for a number of undergraduate courses.

It is NOT possible for students to study the following:
• Advanced Mathematics without Mathematics
• Fundamental Mathematics in combination with Mathematics and Advanced Mathematics

Students who achieve a minimum 40% in Mathematics Unit 1 or Unit 2 and who wish to switch to Fundamental Mathematics can progress directly to Fundamental Mathematics Unit 2. They are exempted from Fundamental Mathematics Unit 1.

Students who achieve less than 40% in Mathematics Unit 1 or Unit 2 and who wish to switch to Fundamental Mathematics need to study both Fundamental Mathematics Unit 1 and Unit 2.

Attendance
Absence from class
Great importance is placed on regular and punctual attendance as it is a major determinant of success on the MUFY program. As such, a student who is absent from class must produce one of the following in support of the absence:

A. medical certificate; the medical certificate must provide the following details:
   a. the date that the student was examined
   b. duration of medical leave allowed
   c. notes explaining the nature and severity of the illness;
      examples of medical conditions that justify absence:
      i. fever
      ii. communicable diseases such as measles, chicken pox, conjunctivitis, mumps etc.
      iii. severe gastritis
      iv. asthma attack
   d. the signature and official stamp of the doctor

B. letter from parent/guardian

C. letter from the relevant authorities e.g., scholarship interview letter etc.

Students must produce these documents in advance of their leave (in the case of non-medical reasons) or immediately upon their return to class.

Consequences of absence from class
a. An absenteeism report will be sent to the parents/guardians of students who are absent more than three times in a month. In addition, the parents/guardians concerned will be contacted by the program highlighting the problem if the absence is without reason.

b. Students will not be allowed to take an assessment if they are absent from class more than 20% without reason (attendance is calculated based on the period between one assessment and the next).

Absence from assessments
Students who are unable to take an assessment for medical or personal reasons must produce the document(s) outlined in A–C above. These documents must be produced either in advance of absence (in the case of non-medical reasons) or immediately upon return to class.

Subsequently, students must report to the Director of MUFY within 48 hours of their return to class to seek permission to take the assessment at another time. Failure to do so will result in the student being awarded zero mark for that particular assessment.

Class punctuality
Students who are more than 5 minutes late will be marked “late” in the attendance record. Students who are more than 15 minutes late will be marked “absent” and they may not be allowed into the class if the lecturer feels that it will disrupt learning.
Program Policies

Academic Integrity and Misconduct

What is Academic Integrity?
All MUFY students must equip themselves with the skills necessary to
• participate in their learning fairly,
• collaborate with students and lecturers respectfully,
• reference the use of another’s work and ideas, and
• manage time and effort to maximise one’s academic potential.

In doing this, students have academic integrity.

What is Academic Misconduct?
Using dishonest means to gain unfair academic advantage is academic misconduct. Academic misconduct includes;

Plagiarism
Plagiarism means to take and use another person’s ideas and work and passing them off as one’s own by failing to give appropriate acknowledgement. The submission of essays and assignments is an essential part of the learning process and a vital way of assessing a student’s understanding of a subject. The work submitted must therefore be a student’s own work. This does not mean that students may not make use of the work of others. However, in quoting or paraphrasing material from other sources, those sources must be acknowledged in full. This is usually identified by using indentation or italics with a reference to the author. It may be useful for a student to seek the help of a tutor in preparing a piece of work and to enlist the help of fellow students in sorting out ideas. The final product, however, must be the student’s own words, graphics, drawings and the like.

Cheating
Cheating means seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed by a student for assessment. Assisting to cheat means assisting a student in an examination or other written or practical work with the intention that the student will thereby obtain an unfair advantage. The taking of any unauthorised material into examinations, such as notes, unauthorised dictionaries or unauthorised calculators, will be regarded as cheating. Students should also note that essays, assignments and other work are generally understood to be the student’s own work and where any such work is identical with, or similar to, another student’s work, an assumption of cheating may arise. Where students wish to undertake work in conjunction with other students, they must seek and obtain the approval of the subject teacher/lecturer.

Collusion
Collusion is the submission by students of substantially similar pieces of work and is prima facie evidence of cheating. Substantial similarity of work can occur only if the students have:
• copied each other
• copied another student’s work
• copied from another source such as a print/internet publication
• reproduced their lecture notes

Falsification of Identity
Impersonation of another person for the purposes of completing an assessed task is a serious form of academic misconduct. Signing an attendance register on behalf of another student is another example of falsification of identity.

Fabrication of results
Many coursework tasks in the MUFY course require students to research and survey for the purpose of collecting data. It is important that all information generated from the data is legitimate and free from invention and alteration and that the work constitutes a truthful representation of the line of investigation studied.

MUFY students are reminded that any form of academic misconduct is taken seriously and there are expected consequences.

Where the academic misconduct is confirmed, the range of penalties can include, but are not limited to;
• a severe warning;
• disallowance of the work concerned by prohibiting assessment;
• where the work has been assessed, annulling the result of the assessed work;
• failure of the unit;
• exclusion from MUFY.
MUF0021 Accounting 1 (Fundamentals of Accounting)
This Unit of Accounting will focus on the financial recording, reporting and decision-making processes of small trading businesses studied in Unit 1, Fundamentals of Accounting. Students will study both theoretical and practical aspects of accounting. Financial data and information will be collected, recorded and reported using both manual and information and communications technology (ICT) methods. The study of Accounting will enable students to develop their financial knowledge and skills, which may then be taken further through additional study or put to a practical application in an employment setting.

MUF0031 Biology 1 (Functioning Organisms)
This Unit provides students with the opportunity to gain an understanding of the structure and function of cells as the basic functioning units of life. It also covers the ways in which mammals coordinate and regulate their internal environment in response to ever-changing external environmental conditions. Finally, this Unit deals with the immune system of humans and how this system enables humans to detect and respond to challenges by disease-causing entities in their environments.

MUF0032 Biology 2 (Inheritance & Change)
This Unit provides students with the opportunity to gain an understanding of the nature of inheritance. It covers the advantages and disadvantages of both asexual and sexual reproduction in regards to how they contribute to variation within species. Students will learn about the structure and associated nature of nucleic acids and their role in both heredity and the determination of phenotype. Students will gain a full understanding of Mendelian genetics. In addition, this Unit provides students with the opportunity to investigate an emerging and dynamic area of genetic engineering. Students will also study the theory of evolution, evidence for evolution, the process of natural selection and finally both the cultural and biological evolution of humans.

MUF0041 Chemistry 1 (Chemical Connections)
This Unit explores the development of knowledge of atomic structure and how the modern Periodic Table evolved through the experimental work of scientists. The trends in the properties of elements of the Periodic Table are investigated and numerous fundamental chemical concepts are reviewed. The study of organic chemistry is extended by analysis of a range of homologous series and organic chemical reactions, including reaction pathways and the importance of green chemistry. Several significant biomolecules are also studied. A range of standard analytical techniques is investigated through the analysis of products in the laboratory. Instrumental analytical techniques of spectroscopy, chromatography and electrophoresis are also introduced. Study of the applications of these various methods to protect the environment completes the Unit. Throughout the Unit, the use of the language and symbols of chemistry is practised and the application of formulas and equations to explain observations and data collected from experiments is reinforced.

MUF0042 Chemistry 2 (Chemistry & Industry)
This Unit explores the features that affect chemical reactions and how knowledge of these features is used in industry for the efficient production of sulfuric acid. The application of green chemistry principles to the industrial production of chemicals is also considered. The rate and yield of chemical reactions are studied and the equilibrium law is investigated. Energy profiles, the effect of the factors which influence the position of equilibrium and the application of Le Chatelier’s principle are also introduced. A range of energy resources used in modern society and their benefits and limitations are analysed. Calorimetry and the measurement of the energy of chemical reactions are examined to extend this analysis. The relationship between chemical and electrical energy is explored through the study of galvanic and electrolytic cells. Study of the electrochemical series, industrial applications of electrolysis and Faraday’s laws completes the Unit. Throughout the Unit, the use of the language and symbols of chemistry is practised and the application of formulas and equations to explain observations and data collected from experiments is reinforced.

MUF0051 Information & Computer Technology 1 (Applications & Introduction To Programming)
This Unit familiarises students with the fundamental terminology, components and uses for computers and computer systems. This will include computer hardware, software, operating systems, specific business applications such as word processors and spreadsheets and the design, development and testing steps associated with problem-solving techniques used for programming.

MUF0052 Information & Computer Technology 2 (Networks, Database & Programming 2)
This Unit familiarises students with the terminology, components and uses for computers connected in networks. This will include network hardware, software, database management systems and the design, development and testing steps associated with problem-solving techniques used for programming.

MUF0061 Economics 1 (Introduction To Microeconomics)
The aim of this Unit is to provide students with an introduction to the major concepts, principles, models and theories associated with the study of Microeconomics. Students will consider the role of demand and supply in determining prices in markets characterised by varying degrees of competition and the role governments may play in economic decision making. Students will be encouraged to develop and utilise the fundamental tools of economic reasoning leading to critical analysis of how markets operate to allocate scarce resources to satisfy unlimited needs and wants. The Unit focuses on some of the most important tools used in the study of Economics, such as demand and supply analysis, and applies them to clearly explain real-world economic issues.
Unit Descriptions

MUF0062 Economics 2
(An Introduction To Macroeconomics)
This Unit concentrates mainly on Macroeconomic principles and issues. Students are introduced to a range of theories and models including Keynesian economic theory, Key domestic economic goals related to economic growth, low inflation and full employment, along with external relationships are considered. These topics are followed by an examination of the two major areas of government Macroeconomic policy; budgetary/fiscal and monetary policy. Finally students will explore a range of Macroeconomic policy dilemmas and challenges.

MUF0011 English 1
(Academic Skills & Composition)
This course is intended to prepare students for tertiary level study by developing language skills (writing, speaking, listening, persuasive), research skills, organisational and study skills. The course aims to provide students with opportunities to develop the skills necessary to function as confident and competent listeners, speakers, readers and writers of Standard Australian English. These skills are intended to enable students to participate effectively in an Australian educational setting.

MUF0012 English 2 (Exploring Ideas)
This course is intended to build on the skills developed in the previous Unit “Comprehension and Persuasion”. Students will further develop language skills (writing, speaking, listening, persuasion), research skills, organisational and study skills. In addition, they will explore a range of ideas by reading and responding to texts including Australian ones and will build their research and presentation skills through a major research project. The course aims to provide students with opportunities to develop the skills necessary to function as confident and competent listeners, speakers, readers and writers of English. These skills are intended to enable students to participate effectively in an Australian educational setting.

MUF0131 Globalisation 1
(Nations, Economics & People)
In this Unit, we examine some of the recent history and key aspects of globalisation. We explore how and to what extent the apparent globalisation of the world is affecting governance, economics and peoples, with a particular emphasis on how it shapes divisions of labour, health, and the environment. The course is designed to introduce students to the skills of analysis, research and presentation of ideas within an Arts/Humanities framework.

MUF0132 Globalisation 2
(Culture, Rights & Reactions)
In this Unit, we continue our examination of some of the recent history and key aspects of globalisation. We explore how and to what extent the apparent globalisation of the world is affecting governance, economics and peoples, with a particular emphasis on how it shapes cultures across the world and how it informs and is informed by a discourse of human rights. We also examine how different nations, governing bodies, societies and cultures respond to globalisation.

MUF0091 Mathematics 1 (Functions & Calculus)
The Functions and Calculus Unit explores the properties of a wide range of functions and their graphs, as well as the Calculus processes of differentiation and anti-differentiation. Applications of these properties and processes are an integral part of this Unit.

MUF0092 Mathematics 2
(Probability & Statistics)
The Probability & Statistics Unit explores the properties and relationships within the study of Sequences and Series, Probability Theory and Probability Distributions as well as univariate and bivariate Statistics. Applications of these properties and processes are an integral part of this Unit.

MUF0101 Advanced Mathematics 1
(Essential Concepts)
The syllabus caters for more mathematically able students giving them a chance to explore a wide range of mathematical concepts, knowledge and skills. Essential Concepts Unit of Advanced Mathematics consists of the following three (3) Study Areas: Matrices and Linear Algebra, Vectors, Complex Numbers, Circular Functions and Differentiation Techniques.

MUF0102 Advanced Mathematics 2
(Calculus With Applications)
Calculus with Applications Unit of Advanced Mathematics consists of the following three (3) Study Areas: Integration Techniques and Applications, Differential Equations and Applications, Kinematics and Vector Calculus.

MUF0141 Fundamental Mathematics 1
(Pattern In Number)
Pattern in Number is the first Unit to be taken. It focuses attention on the different ways in which numbers are written and compared, the properties of number, and patterns in number sequences and their applications in business contexts.

MUF0142 Fundamental Mathematics 2
(Contexts For Mathematics)
Contexts for Mathematics is the second Unit to be taken in this subject. Here the skills learnt in the first Unit, Pattern in Number, are applied and extended in the study of Mathematics and Statistics in contexts that students are likely to meet in their tertiary studies and beyond. Many of these contexts involve graphs with positive x and y values and many of the problems can be represented and solved by graphical methods.

MUF0121 Physics 1 (Mechanics)
The Mechanics unit of MUFY Physics is an algebra-based course which introduces students to classical mechanics. Students use Newton’s Laws and the concepts of work/energy, and impulse/ momentum to solve problems of moving and static systems in one and two dimensions. Theory is supplemented by the development of experimental skills.

MUF0122 Physics 2
(Electricity, Magnetism & Modern Physics)
The aim of this Unit is to provide students with an introduction to the major concepts, principles and models used in the areas of Electromagnetism and Quantum Physics. This Unit introduces students to the fundamentals of the classical theory of Waves, Electricity and Magnetism, and shows how this theory can be applied to a wide variety of realistic and everyday situations. The Unit also introduces some aspects of Modern Quantum Physics that indicate the limits of applicability of the classical theory. The study of this course will be especially useful to students who intend to major in Medicine, Pharmacy, Engineering, Computing, Mathematics or The Sciences.
The MUFY Gallery of Excellence features students from Sunway College Kuala Lumpur who were recipients of the MUFY Award of Excellence. The MUFY Award of Excellence is presented to the student who has achieved the highest total score in a particular examination among all the providers of MUFY which include providers in Australia, Malaysia, China, Indonesia and Sri Lanka.
Progressing To Monash

MUFY organises the Monash Information Week twice a year to provide students with up-to-date information on courses offered by Monash. During the event, Monash academics talk to MUFY students about the courses and specialisations offered, admission requirements and career prospects. This information helps students make informed decisions about which undergraduate area of study to go into after completing MUFY.

Monash Diploma Programs

Students who do not meet the entry requirements of Monash University have the option of enrolling in the Diploma of Higher Education Studies (DHES) offered at Monash University Malaysia. This one year program is an alternative pathway to a Monash degree. It allows students to study first year units in four of the Schools – Arts and Social Sciences, Business, I.T. and Science – and qualify for the second year of a chosen degree.

Alternatively, students can enrol on diploma programs offered by Monash College. Monash College offers the Diploma of Art and Design, Diploma of Arts, Diploma of Business and Diploma of Engineering. Similarly, undertaking one of these diploma programs will provide students with a pathway into the second year of Monash University degree programs.

Application to Monash

Students normally apply to study at Monash in the final semester of the MUFY program. A Monash Application Briefing is held after which students submit their Monash applications. These applications are checked by the MUFY administration to make sure that everything is in order before they are sent to Monash to be processed.

International students must have a full student visa before they commence studies at Monash.