EXTRA-CURRICULAR LEARNING EXPERIENCE HANDBOOK

3.0 Assessment

Learning outcomes are assessed based on your achievements submitted in your individualized student portfolio that is facilitated by an online web-portal: *ELE Portal*.

The portfolio will contain an account of your experience in a learning diary with details of the activities you had carried out.

3.1ELE Portal Profile

ELE Portal is basically an evaluation and portfolio system created to measure your performance. Most importantly, it also serves as a system to provide you with an achievement target.
The achievement target for the three ELE levels is a Pass/Fail grade with the following point allocations for each year:

For degree student:
>Year 1: MPU 3411   100 points minimum
>Year 2: MPU 3421   100 points minimum
>Year 3: MPU 3431   100 points minimum

For diploma student:
>Year 1: MPU 2411   100 points minimum
>Year 2: MPU 2421   100 points minimum

For A-level/Foundation student:
>Year 1: EAA 100   100 points minimum

Students will have around 11 months to accumulate the point from the semester they registered the subject, as per the table below:

Subject registered on:	Point accumulation deadline
January semester	1st December of the same year
May semester	1st April next year
September semester	1st August next year

To proceed to MPU 3421, and MPU 3431, you must pass the pre-requisite papers (i.e. MPU 3411 for MPU 3421, MPU 3421 for MPU 3431, and MPU 2411 for MPU 2421). With prior approval from the Student Affairs & Alumni (SAA), you might be able to combine and complete 3 credits within two years. However, such approval may only be given if you achieve a CGPA of 3.000 and above for your academic performance in Year 1 or Year 2, whichever is relevant.

The e-briefing is prepared by the Student Affairs & Alumni (SAA) and the Student Council. It will include, but is not limited, to:

> The ELE Course: Its rationale and operations
> Student Affairs & Alumni (SAA): Guidelines and operation manual
> Student Council (SC): Guidelines, operation manual, list of associations/clubs/societies listed under the SC

The e-briefing is available at: https://www.ucsiuniversity.edu.my/current-students

The ELE course is also subject to the terms and conditions of the add/drop courses set by the University. You MUST register during the first semester of your year of study, i.e. MPU 3411, MPU 2411 in Semester 1 of Year 1; MPU 3421, MPU 2421 in Semester 1 of Year 2; and MPU 3431 in Semester 1 of Year 3.

4.1 Point Accumulation Period

For all ELE Subjects (EAA100/MPU3411/MPU2411/MPU3421/MPU2421/MPU3431), the point accumulation period is 11 months from the date of registration of subject. Illustration as below:

Semester Registered for ELE Subject	Point Accumulation Deadline
January Semester	1st December (the same year)
May Semester	1st April (the following year)
July Semester	1st June (the following year)
August Semester	1st July (the following year)
September Semester	1st August (the following year)

For example, if a student register MPU 3411 subject in 2020-01 Semester, the point accumulation deadline will be 1st December 2020; if a student register MPU3411 in 2020-05 semester, the point accumulation deadline will be 1st April 2021. Alternatively, student can also

5.1 CATEGORY A: PARTICIPATION

5.1.1   Participation in Events

In general, you will be awarded points if you participated in any event organized under the purview of the University.

Examples of events include, but are not limited, to the following: Rakan Cop Launch, Fiesta, Annual Prom Night, Cultural Night, Food Fair, Merdeka March, Community Services, developmental workshops/conferences/seminars/talks.

ELE point is awarded based on your level of participation, learning outcome and duration of the event, using the formula below:

Exposure Level + (Learning Outcome x Duration) + Duration

For example, a 8 hours Leadership Conference that open to all UCSI University student that had 4 learning outcome, will be awarded:

2 + (6 x 5) + 5 = 37 ELE point

A 4 hours team building workshop that only open to member of Accounting and Finance Student Association that had 2 learning outcome, will be awarded:

1 + (4 x 4) + 4 = 21 ELE point

The point breakdowns are as follows:

Exposure Level:

Exposure level of the event relies on both the invitation and participation of the event to and by the respective party, exposure level point will only be granted if the event is open to that level and participated by 20 participants or 3 organizations from that level, whichever higher and 30% of the participants are from that level,.

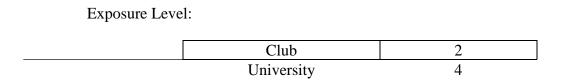For example,   to qualify for national level, at least 150

least 20 participants or 3 organizations from other states in Malaysia. The point for each level is shown in the table below:

Club	1
University	2

Please take note of the following exceptions:

1. Points will not be allocated for couol 1.

		1	2	3	4	>5
Hours	1-3	16	19	22	25	28
	4-6	20	24	28	32	36
	7-9	24	29	34	39	44
	10-12	28	34	40	46	52
	>12	32	39	46	53	60

Exposure Level:

Club	2
University	4

Deputy President	55	45
Secretary	40	30
Assistant Secretary	40	30

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

Other forms of exemptions are subject to the approval of the Student Affairs & Alumni (SAA).

You are advised to refer to the planner for submission of marks and to avoid any delays. The onus of ELE Portal submission lies with you.

7.0 Deferment

9.0 Concurrent ELE Subject Registration

Subject to the approval of Student Affairs & Alumni, the student will be allowed to take Level 2 and Level 3 ELE subject concurrently, if: