TABLE OF CONTENTS

How to view your timetable ................................. 2 - 4
Reading the timetable ........................................ 5 - 7
General information .......................................... 8 - 12
Contact Us ...................................................... 12
How to view your timetable

Timetables can be best viewed using Internet Explorer and Firefox.

1. Click the link

Timetables are available in your student portal and the University’s website:

- [https://portal.hw.ac.uk](https://portal.hw.ac.uk)
- [https://www.hw.ac.uk/students/studies/timetables.htm](https://www.hw.ac.uk/students/studies/timetables.htm)

2. Select your campus

Select “Malaysia campus” if you use the University’s website.
3. Login
Fill in your *User Name* (same as PC login e.g. xy12) or click on *Guest* if you have a login problem.

4. Retrieve your timetable
   i. Select “Student Groups”
ii. Select your *Programme* in the Student Group box

iii. Select *Week/Semester* and *All days*

For **April 2021** new intake students, please select the following for Week(s):

- **Foundation April Sem. 1**

iv. Click on “View Timetable” button
Each cell within the timetable contains the following information:

<table>
<thead>
<tr>
<th>Course details</th>
<th>K16BC-S3</th>
<th>40-52</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course code and semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course name</td>
<td>Contemporary Business</td>
<td></td>
</tr>
<tr>
<td>Lecturer’s name</td>
<td>A. Lee</td>
<td>Online Tu</td>
</tr>
<tr>
<td>Classroom Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Programme, Study Year &amp; Tutorial Group</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Activity type
**Your activity types**

<table>
<thead>
<tr>
<th>Tutorial / Practical Lab / Computer Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will be advised by your school administrator which group(s) you have been assigned to</td>
</tr>
</tbody>
</table>

### Delivery mode and location
**This refers to the mode of delivery of your learning activities; either face-to-face on campus or online session**

<table>
<thead>
<tr>
<th>On campus session</th>
</tr>
</thead>
<tbody>
<tr>
<td>You can see an <strong>Allocated venue</strong>, where the Room number is shown in your timetable slot e.g. E2-SR3 /WG-LR1</td>
</tr>
<tr>
<td>(Please refer to Page 9 for details)</td>
</tr>
<tr>
<td>Online live session</td>
</tr>
<tr>
<td>You can see Online Live in your timetable slot</td>
</tr>
</tbody>
</table>
Timetable Weeks

These numbers indicate the weeks in which a session runs. Lecturer will provide more information during the class.

Some of the activities run only during certain weeks, and not throughout the semester (e.g. Tutorials / Workshops / Lab sessions)

Please refer to Page 11 for the details of timetable weeks.

Timetables for students who are not able to return to campus (opt for online sessions only)

This is applicable for Foundation students who opt for online session for ALL learning activities throughout the semester.

Select your Programme (Webinar) in the Students Group box.

Malaysia Campus
1. Electives

Some of the elective courses might be scheduled on the timetable. Please ignore the activities of the elective courses if you are not enrolled onto that courses.

2. Malaysia Campus Holidays

Please read the timetable together with the Malaysia Campus Holiday information.

This information is also available at the main page of web timetable (refer to screenshot below)
### 3. HWUM list of teaching venues & locations

This information is also available at the bottom of the web timetable.

<table>
<thead>
<tr>
<th>Teaching Venue</th>
<th>Name of venue (Location Definition)</th>
<th>Wing</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>EG-LR1</td>
<td>Lecture Room 1 (EG.16)</td>
<td>East Wing</td>
<td>Ground Floor</td>
</tr>
<tr>
<td>EG-LR2</td>
<td>Lecture Room 2 (EG.17-1)</td>
<td>East Wing</td>
<td>Ground Floor</td>
</tr>
<tr>
<td>EG-LR3</td>
<td>Lecture Room 3 (EG.17-2)</td>
<td>East Wing</td>
<td>Ground Floor</td>
</tr>
<tr>
<td>EG-MecLab2</td>
<td>Mech. Engineering Lab 2 (EG.21)</td>
<td>East Wing</td>
<td>Ground Floor</td>
</tr>
<tr>
<td>EG-MecLab1</td>
<td>Mech. Engineering Lab 1 (EG.31)</td>
<td>East Wing</td>
<td>Ground Floor</td>
</tr>
<tr>
<td>E1-CLab1</td>
<td>Computer Lab 1 (E1.14)</td>
<td>East Wing</td>
<td>Level 1</td>
</tr>
<tr>
<td>E1-CLab2</td>
<td>Computer Lab 2 (E1.15)</td>
<td>East Wing</td>
<td>Level 1</td>
</tr>
<tr>
<td>E1-LS1</td>
<td>Learning Studio 1 (E1.20-1)</td>
<td>East Wing</td>
<td>Level 1</td>
</tr>
<tr>
<td>E1-LS2</td>
<td>Learning Studio 2 (E1.20-2)</td>
<td>East Wing</td>
<td>Level 1</td>
</tr>
<tr>
<td>E1-SR1</td>
<td>Seminar Room 1 (E1.13-1)</td>
<td>East Wing</td>
<td>Level 1</td>
</tr>
<tr>
<td>E1-SR2</td>
<td>Seminar Room 2 (E1.13-2)</td>
<td>East Wing</td>
<td>Level 1</td>
</tr>
<tr>
<td>E2-SR3</td>
<td>Seminar Room 3 (E2.09)</td>
<td>East Wing</td>
<td>Level 2</td>
</tr>
<tr>
<td>E2-SR4</td>
<td>Seminar Room 4 (E2.10)</td>
<td>East Wing</td>
<td>Level 2</td>
</tr>
<tr>
<td>E2-SR5</td>
<td>Seminar Room 5 (E2.11)</td>
<td>East Wing</td>
<td>Level 2</td>
</tr>
<tr>
<td>E2-SR6</td>
<td>Seminar Room 6 (E2.12)</td>
<td>East Wing</td>
<td>Level 2</td>
</tr>
<tr>
<td>E3-SR7</td>
<td>Seminar Room 7 (E3.06)</td>
<td>East Wing</td>
<td>Level 3</td>
</tr>
<tr>
<td>E3-SR8</td>
<td>Seminar Room 8 (E3.07)</td>
<td>East Wing</td>
<td>Level 3</td>
</tr>
<tr>
<td>E3-SR9</td>
<td>Seminar Room 9 (E3.08)</td>
<td>East Wing</td>
<td>Level 3</td>
</tr>
<tr>
<td>E3-SR10</td>
<td>Seminar Room 10 (E3.10)</td>
<td>East Wing</td>
<td>Level 3</td>
</tr>
<tr>
<td>WG-LT1</td>
<td>Lecture Theatre 1 (WG.14)</td>
<td>West Wing</td>
<td>Ground Floor</td>
</tr>
<tr>
<td>WG-LT2</td>
<td>Lecture Theatre 2 (WG.14-1)</td>
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<td>Ground Floor</td>
</tr>
<tr>
<td>Teaching Venue</td>
<td>Name of venue (Location Definition)</td>
<td>Wing</td>
<td>Level</td>
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<td>----------------</td>
<td>------------------------------------------------------------</td>
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<td>------------------</td>
</tr>
<tr>
<td>WG-LR4</td>
<td>Lecture Room 4 (WG.08)</td>
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</tr>
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<td>WG-LR5</td>
<td>Lecture Room 5 (WG.07)</td>
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<td>Ground Floor</td>
</tr>
<tr>
<td>WG-LR6</td>
<td>Lecture Room 6 (WG.06)</td>
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<td>Ground Floor</td>
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<tr>
<td>WG-CivLab</td>
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</tr>
<tr>
<td>WG-WetLab</td>
<td>Wet Lab (WG.66)</td>
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</tr>
<tr>
<td>WG-EleLab</td>
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</tr>
<tr>
<td>W1-CLab3</td>
<td>Computer Lab 3 (W1.04)</td>
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<tr>
<td>W1-CLab4</td>
<td>Computer Lab 4 (W1.08)</td>
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<td>Level 1</td>
</tr>
<tr>
<td>W1-LS3</td>
<td>Learning Studio 3 (W1.48-2)</td>
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<tr>
<td>W1-LS4</td>
<td>Learning Studio 4 (W1.48-1)</td>
<td>West Wing</td>
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</tr>
<tr>
<td>W1-LS5</td>
<td>Learning Studio 5 (W1.57-2)</td>
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<td>W1-LS7</td>
<td>Learning Studio 7 (W1.58-3)</td>
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<tr>
<td>W1-LS8</td>
<td>Learning Studio 8 (W1.58-2)</td>
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<td>Level 1</td>
</tr>
<tr>
<td>W1-LS9</td>
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<td>Level 1</td>
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<tr>
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<td>Psychology &amp; Resource Lab (W2.04)</td>
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<tr>
<td>W3-LS10</td>
<td>Learning Studio 10 (W3.40-2)</td>
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<tr>
<td>W3-LS11</td>
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<td>W3-SR11</td>
<td>Seminar Room 11 (W3.01)</td>
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<td>W3-SR12</td>
<td>Seminar Room 12 (W3.02)</td>
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</table>
Tips (location definition)

Example 1: E3-SR9

E: East Wing
3: 3rd Floor
SR9: Seminar Room 9

Example 2: WG-LR5

W: West Wing
G: Ground Floor
LR5: Lecture Room 5

4. Timetable weeks

This information is also available at the bottom of the web timetable.

<table>
<thead>
<tr>
<th>Week Number (printed on timetable)</th>
<th>MFP Jul 2020</th>
<th>MFP Apr 2021</th>
<th>UG/PG Sep 2020</th>
<th>UG Jan 2021</th>
<th>PG Jan 2021</th>
<th>Week starting on Monday</th>
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<tbody>
<tr>
<td>40</td>
<td>5</td>
<td>1 (Sem1)</td>
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<td>1 (Sem2)</td>
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<tr>
<td>41</td>
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<td>10-May-21</td>
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<td>30-Aug-21</td>
</tr>
</tbody>
</table>
MFP - Malaysia Foundation Programme  
UG - Undergraduate Programmes  
PG - Postgraduate Programmes  

Please note timetables are subject to change even after publication. School will notify you about the changes via email / announcement in Vision.

**Contact Us**

For further information, please contact the HWUM Timetabling & Examinations Unit.

Telephone: +603-8894 3899 / 3852 / 3617  
Email: hwumexamunit@hw.ac.uk

Last Updated: 29 March 2021

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