A · P · U
ASIA PACIFIC UNIVERSITY
OF TECHNOLOGY & INNOVATION

HELLO!
WELCOME

LEARN
BEYOND
BOUNDARIES



Orientation Guidelines

30 November 2026

> Postgraduate

apu.edu.my

Orientation

LEARN BEYOND BOUNDARIES

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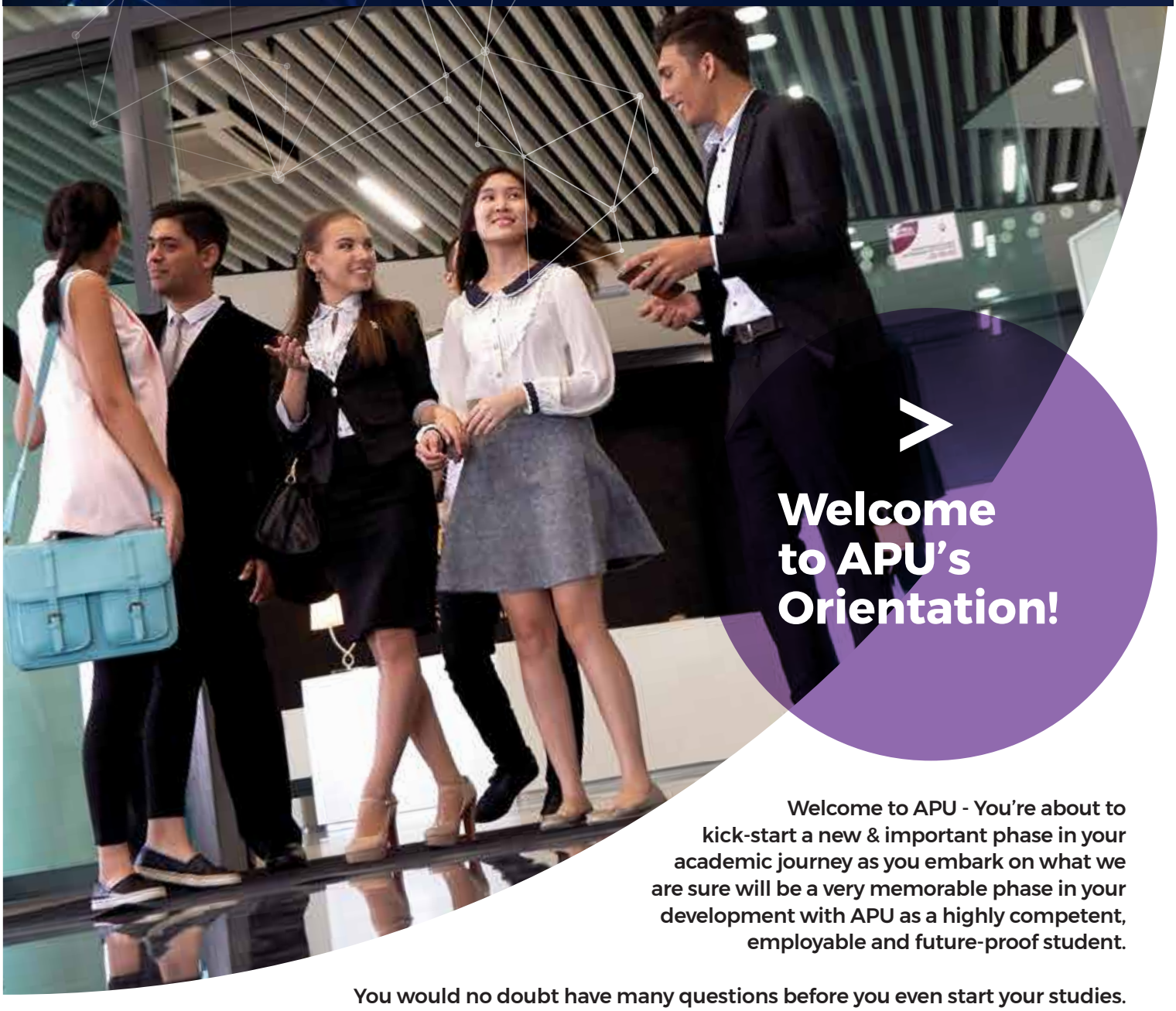






Orientation

LEARN
BEYOND
BOUNDARIES



Welcome to APU's Orientation!

Welcome to APU - You're about to kick-start a new & important phase in your academic journey as you embark on what we are sure will be a very memorable phase in your development with APU as a highly competent, employable and future-proof student.

You would no doubt have many questions before you even start your studies. Hopefully most of these will be answered here in relation to completion of your admission and enrolment formalities as well as your Orientation and Learning Essentials.

We are pleased to share with you that your formal Orientation Programme for Postgraduate studies will commence on **Monday, 30th November 2026** at **10:00am Malaysian Time (+8 GMT)** at the APU Campus. The Orientation Programme will be conducted in Hybrid Mode - Online & Physical On-Campus.

Before that, here are some preparations that you can make, so that you can get the most out of your first experience as a student of APU. Throughout the Orientation, you will get to learn about both the formal and the fun aspects that are in store for you throughout your campus and academic life. Do dive into the entire experience: there will be plenty of opportunities for you to ask questions and connect with us. But before that, here are some pointers to get you started and well prepared to get the most out of your first experience as a student of APU.

So sit back, relax, enjoy the ride ahead – we're all with you as you enter this exciting phase in your educational journey.

What is Orientation?



- **An Orientation to provide you with the necessary information as you embark onto an exciting phase of your academic journey at APU.**
- **Get to know our academic & non-academic staff members as well as your counsellors.**
- **Meet your course mates.**

This new chapter will be a valuable learning experience for both your personal and professional life as you begin your Postgraduate studies at APU. To make the most of your time here, we've created a comprehensive orientation programme to help you get started with your life as a postgraduate student. – **Learn, Beyond Boundaries.**






Personal Laptop Requirement



All students are required to own and use a personal laptop as an essential part of their studies to access learning platforms, complete coursework, and participate in academic activities. Laptops are also required for assessments and examinations, including the use of secure exam software (Safe Browser).

Please note that laptop specifications and software requirements may vary depending on the programme of study, particularly for programmes such as Computing, Engineering, Design, Architecture, AI and Data Science etc.

Your Digital ID @ APU

Getting Started with APKey

To start you off, you'll need to be given access to the resources required for your orientation and learning at APU.

Every student at APU is assigned a unique identifier (your digital account), which is known as your **APKey (*A*sia *P*acific University Key)**. Your APKey is your unique Digital Account @ APU. APKey opens all doors for you - a single key that provides access to everything that you need. With your APKey, you can:

What Can You Access with APKey?

- Access your APSpace, your APU Digital companion.
- Access your Office365 including your email, Word, PowerPoint, Microsoft Teams, One Note and calendar.
- Video/Voice call and chat with APU communities including your lecturers with Microsoft Teams.
- Access various teaching, learning, library and support systems.

Before your orientation, an e-mail has been sent to you consisting your APKey.

Your login details

Your login ID is your student email address (TPXXXXXX@mail.apu.edu.my) and your temporary password is TpXXXXXX@DDMM where:

- DD is your day of birth
- MM is your month of birth

Example:
If your Student ID is TP123456 and your birthdate is 1st December 2000, your temporary password will be Tp123456@0112 (case sensitive).

Your APKey Format:

Username: TP0XXXXX@mail.apu.edu.my
Password: Tp0XXXXX@DDMM

Whenever you see a login screen asking for your APKey, you will need to enter your APKey and Password as indicated above.

Important:
You are required to change your temporary password.
You can change your password under Settings in APSpace.



How to Get Connected

APSpace - Your Digital Companion

APSpace is the **official mobile app for Asia Pacific University** and serves as a personal digital companion and assistant for every step of the way during the study at APU.

The APSpace on both desktop & mobile applications provides students with utmost convenience. Below are the links to download the appropriate application for your device platform:

Download on the App Store | GET IT ON Google Play

Web https://apspace.apu.edu.my/



Functions & Features

INFORMATION
- News/ Events
- Announcement
- Staff Directory
- Operation Hours

SERVICES
- Online Resources
- APCard
- Forms & Application
- Holidays
- Fee Statement
- My Library

TIMETABLE / SCHEDULE
- Timetable
- Classroom Finder
- Exam Schedule
- Bus Schedule/ Tracking

COURSE RELATED
- Moodle (Course Material)
- Attendance
- Result
- iConsult

How to Get Connected

Office365 - Your Productivity Tools

You may download Microsoft Office - Word, PowerPoint, Excel, Teams and other software for academic usage for FREE.



Quick Guide to Download, Install & Login to Microsoft Office365

As an APU student, you have the privilege of accessing and downloading Office365, to a maximum of 15 devices. Your Office365 including email account is ready to go. Please use the following username and password to sign in to your Office365 account at https://portal.office.com and enjoy the features.

Username: TP0XXXXX@mail.apu.edu.my (Your APU email address)
Password: Tp0XXXXX@DDMM (Your default password)

How to Get Connected

Microsoft Teams

Communication, Creativity, Critical Thinking & Collaboration Platform

Microsoft Teams - Your e-Learning Collaboration Platform

To ensure a smooth experience for your orientation Programme, here are some guides to walk you through our most important learning platforms. APU used Microsoft Teams which is the world's leading collaboration platform.

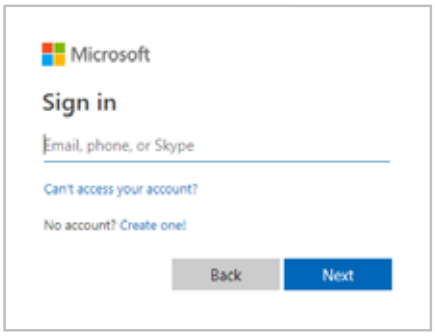
How to Download, Install & Login to Microsoft Teams

- Microsoft Teams can be accessed & downloaded with your Office365 account.
- Microsoft Teams can be used on various platforms & devices.
- To install Microsoft Teams on your desktop, visit: https://teams.microsoft.com/downloads.
- If you are accessing Microsoft Teams from your browser, visit: https://teams.microsoft.com/.
- Microsoft Teams are available on Apple App Store & Google Play Store for use on smartphones / tablets as well.

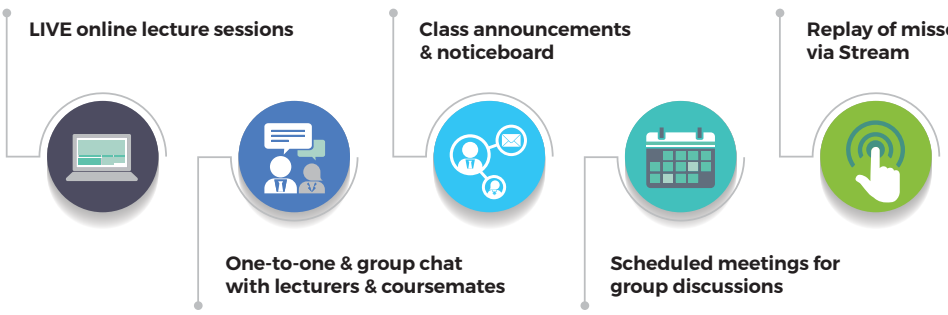


Sign in:

- In Windows, click Start > Microsoft Teams.
- On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon.
- Once the program is launched, sign in with your Office365 email and password.
- Quick Guide Video to Setup & Login to Microsoft Teams: **https://youtu.be/xAVeCp3r7W0**.



Functions & Features



How to Get Connected

moodle with turnitin | Learning Management System

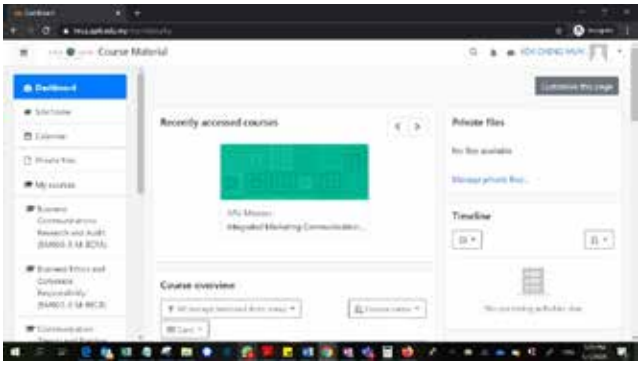
APU's Moodle - The Repositories of Knowledge

How to Login to Moodle

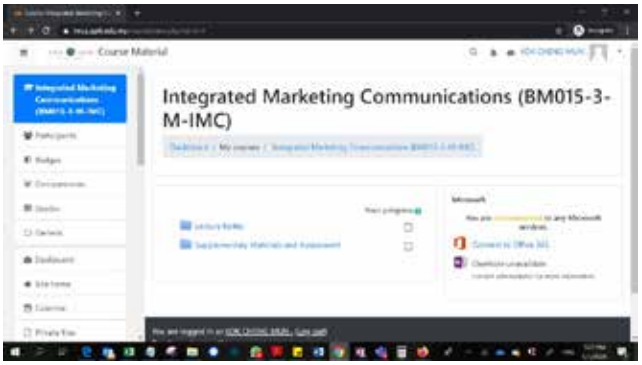
1) Visit https://lms2.apiit.edu.my/ and Login with your APKey.



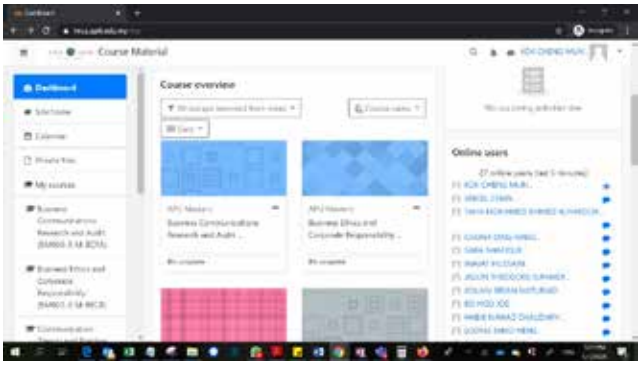
2) You may access your course materials according to subjects on your left. Lecturers will upload course materials, lecture notes in respective subject folders.



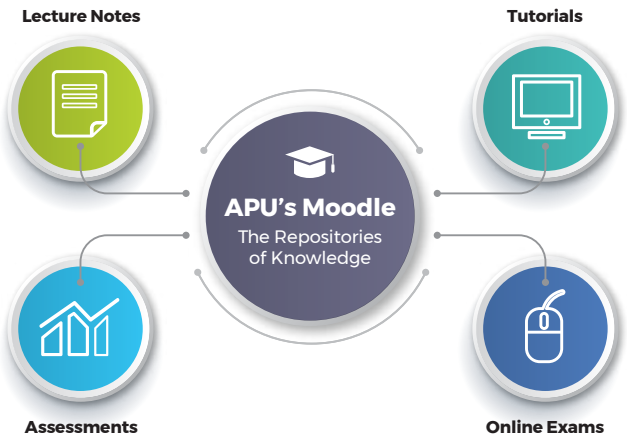
3) Click on the respective folders to download the materials.



4) Your progress in each subject will be recorded by your lecturers. You may also use the "Chat" feature to chat with your coursemates online.



Functions & Features



If you encounter any technical difficulties, contact our Virtual Help Centre via:
Email: assist@apu.edu.my or Call: +603 - 8992 5050 (Mon – Fri, 8:00am to 9:30pm)

Counsellors - Your First Mentor @ APU

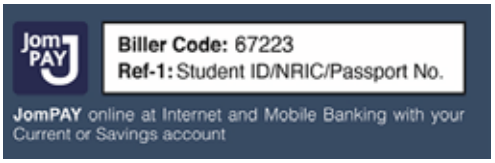


All students of the November 2026 intake are assigned with a counsellor, who is our staff from the Student Services Department. Your counsellor will be the first point of contact before you kickstart your journey at APU and beyond. You may reach out to your respective counsellors via WhatsApp, Microsoft Teams to resolve your queries – they may also initiate (virtual) meet-ups, chat groups to get to know you better and offer assistance! International Students will be assisted by their counsellors on Visa and other matters.

Fees & Payments

Your course fees must be paid before the commencement of the intake. You will need to make the payment latest by 23 November 2026. All payment receipts made have to be sent to bursary@apu.edu.my and your counsellor for verification.

Malayan Banking Berhad (Maybank)
A/C Name : ASIA PACIFIC UNIVERSITY SDN BHD
USD A/C No : 714413000532 (If paying in USD)
RM A/C No : 514413500658 (If paying in RM)
Swift Code : MBBEMYKL



Bank Address
Maybank Pavilion Bukit Jalil
C-1-1, Pusat Perdagangan, Bandar Bukit Jalil 7,
57000 Bukit Jalil, Kuala Lumpur, Malaysia

Online Banking Payment Instructions via Malaysian Banks ONLY (FPX)

Steps to Make Your Payment using APSpace Login:
1. Log in with your APSpace credentials at the website
2. Click the "Proceed" button
3. Your overdue and future invoices will be displayed
4. Note that future invoices will become due on the specified dates.

Please complete your online payment through FPX at Online Payment System

Important: It may take approximately 6 hours to unlock any accounts with overdue payments.

Overseas Payments made via Flywire

Payments can be made at **apu-my.flywire.com**.

Asia Pacific University (APU) has partnered with Flywire, to provide you with an easy and secure method of paying from overseas. Flywire offers multiple payment options and currencies. Students and payers will be able to track their payments from start to finish, save on bank fees and exchange rates and contact Flywire's 24x7 multilingual customer support by live chat, phone, and email. To learn more, go to www.flywire.com/support.

Accommodation Matters



Discover your options of accommodation in various styles, sizes, and budgets catered just for you. Many freshmen find our APU On-Campus Residence offers the perfect vibe for meeting friends while still being on campus. Living away from home is a big step and the start of a new chapter. Our contemporary accommodation options are designed with you in mind, to provide a secure and welcoming home for you to create memories that will last a lifetime.

Get in touch with your counsellor and our accommodation team for them to advise you on the best place suited for you at rsvp@apu.edu.my

Orientation Schedule

Voila! Your Orientation is ready to commence on Monday, 30th November 2026.

The Orientation Schedule will be as follows:



Monday, 30th November 2026	**10:00 AM to 5:30 PM**

A detailed programme will be emailed on **Monday, 23rd November 2026. Please note that the Orientation Schedule above is subject to changes.*



IT'S NOT OVER YET!

Your Counsellors would be more than happy to continue assisting you while you end your orientation and commence your studies. Let's continue to stay in touch via Microsoft Teams. Feel free to post your queries, concerns on the Channel – our staff will be online to assist you!



International Students Arrival in Malaysia

It can be daunting to study in a new country now that international students are permitted to enter Malaysia. This guide provides you with essential information and advice you need about what you should do, pack and check before leaving your home country.

- e-VAL (Electronic Visa Approval Letter).
- Single Entry Visa (SEV) from Malaysian Mission / Embassy / Consulate (where applicable).
- Complete the Malaysia Digital Arrival Card (MDAC) within three (3) days prior to arrival in Malaysia.
- Confirmation of Booking of Accommodation in Malaysia.

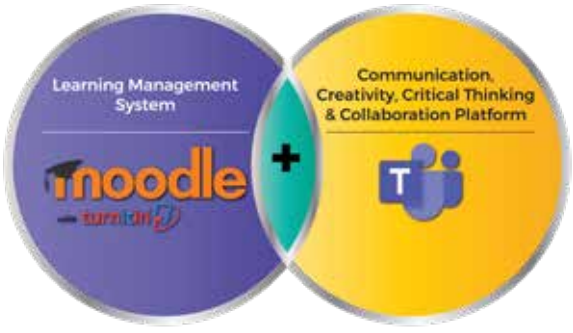
Our Student Visa & Arrival Control team will be guiding you through the entire process - we will help you and prepare you with all the necessary arrangements for your arrival.

Please get in touch with your Counsellor or e-mail us at arrivals-control@apu.edu.my should you require further assistance.

Get to Know - e-Learning @ APU



Being a Premier Digital Tech University, Asia Pacific University of Technology & Innovation (APU) realized the need for digital education transformation, to enable students to learn without borders. Over the last two years, APU embarked on a digital education transformation journey, where Online Learning (OL) was implemented to complement its conventional on-campus mode of teaching & learning.

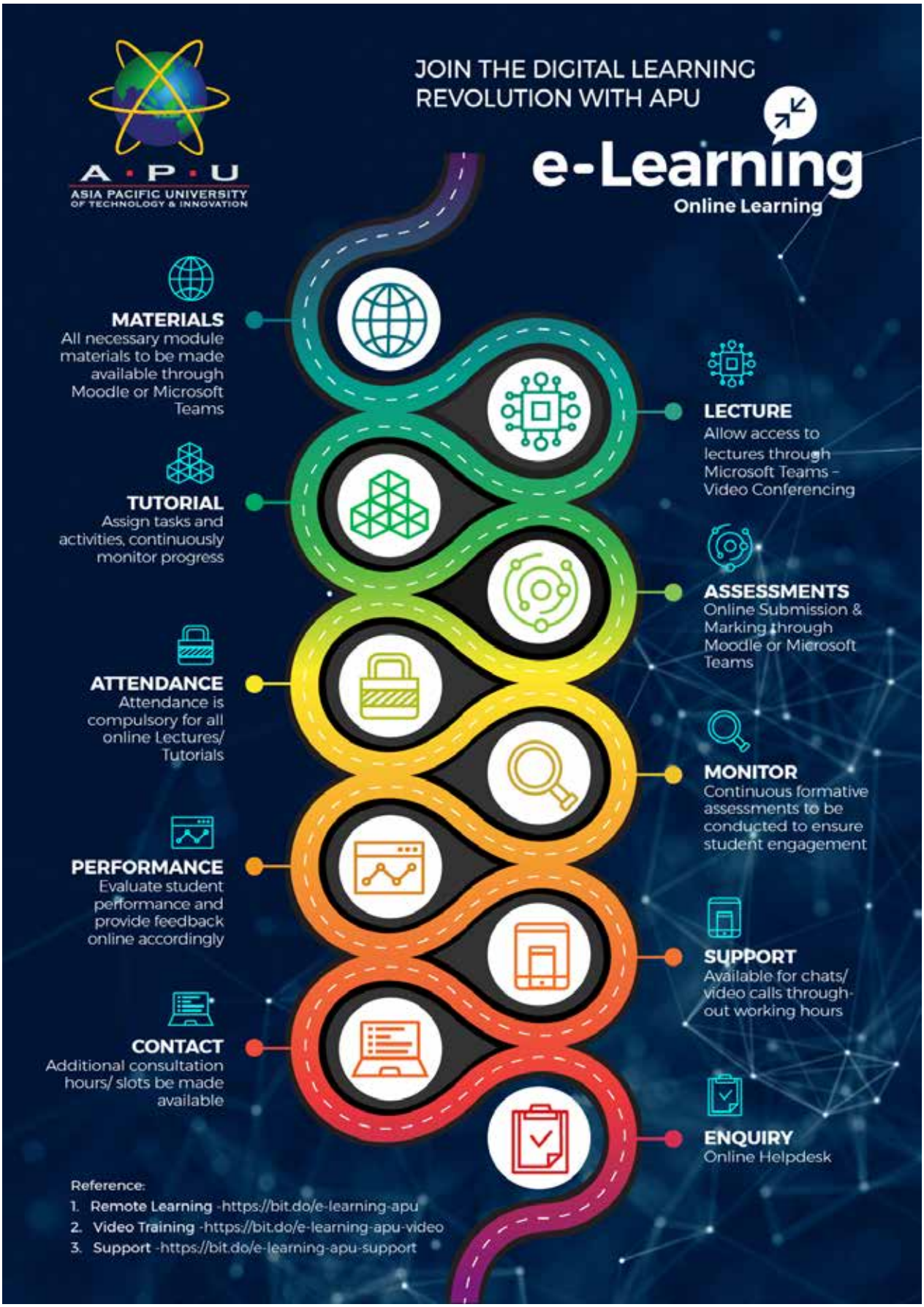


Digital Learning Strategy

Moodle Meets Microsoft Teams

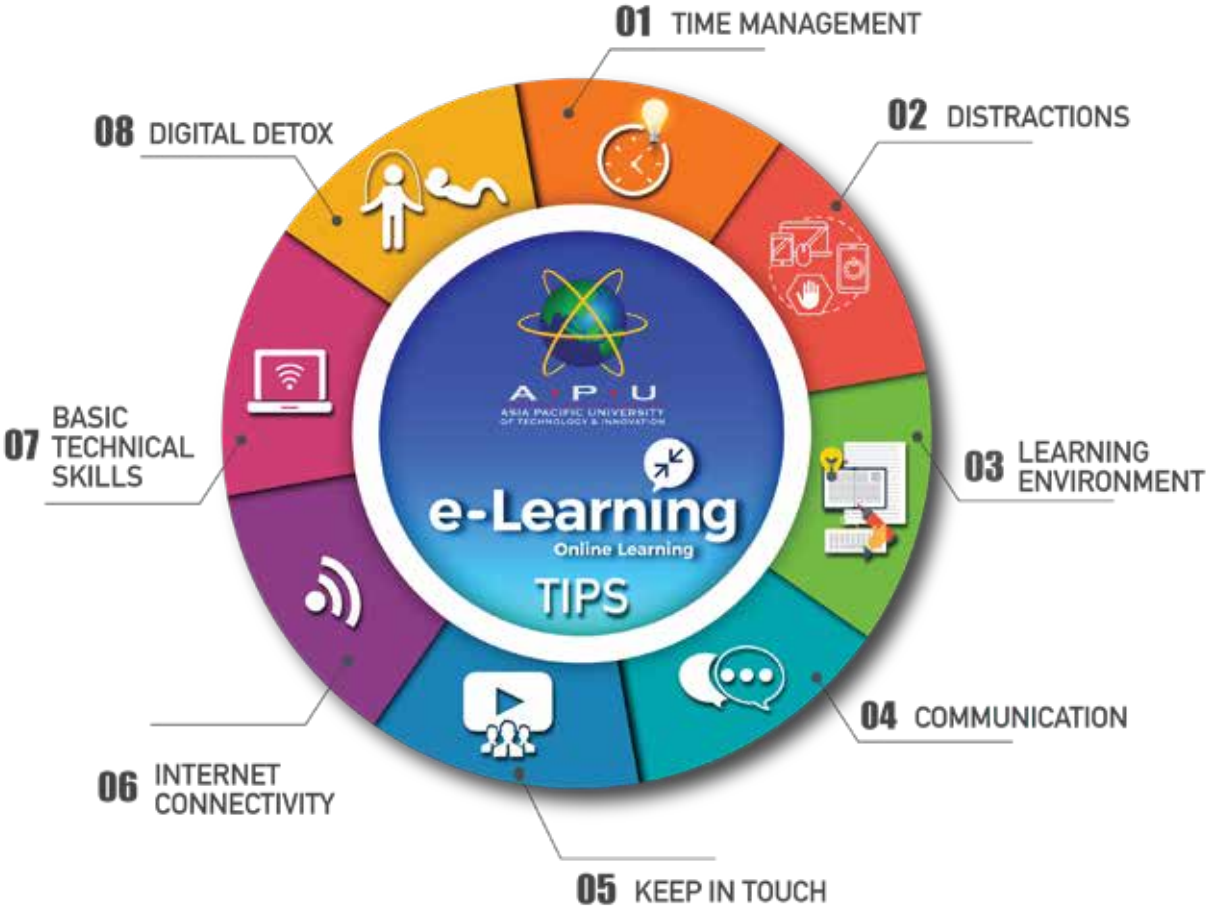
The e-Learning experience at APU is seamless; with only 1 set of credentials (known as APKey @ APU), students are open to access a variety of online resources & virtual systems. A student's OL journey is wholesome - it covers their interaction from lecture materials, tutorials, assessments to backend support, performance monitoring and measurement of effectiveness.

OL allowed students to learn anytime, anywhere at their own pace - this power of freedom has ignited more interest & excitement in learning. On a normal day on campus, students have to book consultation hours to seek face-to-face advice on academic matters. With the convenience brought by technology, students are accessible to their lecturers anytime, anywhere via Microsoft Teams. Since its implementation, we've seen an increase of interactions between lecturers & students - this fact has excited our academicians further, as the opportunities to explore new teaching methods has become more encouraging for self-improvement.


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JOIN THE DIGITAL LEARNING REVOLUTION WITH APU
e-Learning
Online Learning
MATERIALS
All necessary module materials to be made available through Moodle or Microsoft Teams
TUTORIAL
Assign tasks and activities, continuously monitor progress
ATTENDANCE
Attendance is compulsory for all online Lectures/ Tutorials
PERFORMANCE
Evaluate student performance and provide feedback online accordingly
CONTACT
Additional consultation hours/ slots be made available
LECTURE
Allow access to lectures through Microsoft Teams - Video Conferencing
ASSESSMENTS
Online Submission & Marking through Moodle or Microsoft Teams
MONITOR
Continuous formative assessments to be conducted to ensure student engagement
SUPPORT
Available for chats/ video calls throughout working hours
ENQUIRY
Online Helpdesk
Reference:
1. Remote Learning -https://bit.do/e-learning-apu
2. Video Training -https://bit.do/e-learning-apu-video
3. Support -https://bit.do/e-learning-apu-support

Tips for Digital Learning

Remote online learning is becoming increasingly popular, thanks to its flexibility and convenience. Students are finding it just as effective as classroom learning. Successful remote & online learning does require some preparation and early awareness. Below are some tips and assistance to ensure that your remote learning experience is effective to your own benefit. Here are some APU Tips on e-Learning - Online Learning. You can find more details at https://www.apu.edu.my/e-learning-digital-online-learning-tips



For some additional materials to ensure a more effective Online Learning (OL) Experience @ APU, please visit:

- **Tips & Techniques for Effective Online Learning (OL)**
  http://apu.edu.my/digital-online-learning-tips

- **Frequently Asked Questions on Online Learning (OL)**
  http://apu.edu.my/frequently-asked-questions-faqs-online-digital-learning-odl-apu

APU Library - Your Partner in e-Learning



APU Library is Open for Virtual Support

As you embark upon your online learning journey, APU Library is available to support you virtually by:

- Directing you to relevant and appropriate tools and resources that will simplify your academic needs and enhance your output
- Enhancing your research skills so that you are able to search for, find, collect, analyse, interpret and evaluate information relevant to the subject you are studying.

Online Library Resources

- APU e-Databases : the APU library's subscribed e-databases that enable you to search for e-books, articles, journals and more
- Open Access E-resources : There are credible and authentic scholarly resources that are freely available online. These journal articles, books and open educational resources (i.e.: databases, e-learning tools, etc.) will assist you with online learning
- Get Referencing help from referencing style guides
- APQuest - a digital learning portal that has online courses, e-books, e-journals, videos on various discipline of interest which complements the programs offered by the university
- APres – This is a digital collection of scholarly resources such as undergraduate final year projects, master's thesis & doctoral dissertations, and publications authored by APU staff and faculty.

Please visit http://library.apiit.edu.my/ to access the above online services.

Virtual Library Support

Library Service Desk has been launched via our Virtual Help Centre and is available from Monday to Friday, 8:30 a.m. - 6:00 p.m. It is a new ticketing system that allows students to raise a ticket on enquiry of library services, make a virtual appointment with librarians (via Microsoft Teams), etc. Reach out to us from the comfort of your home!



Important Contacts

Here are the contact details of relevant departments, which you may find useful:

- Academic & Administration Matters: admin@apu.edu.my.
- Counseling and Support: emily.octavia@.apu.edu.my.
- Library and Information Resources: library@apu.edu.my.
- Technical Support- Virtual Help Center: +603-8992 5050 (Mon-Fri, 9:00am to 9:30pm) or email assist@apu.edu.my.

Last but not least, do stay updated via our official social media channels:

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