



2009 AUQA Audit of Charles Sturt University: Visits to Education Partners

Visit Schedule HELP University College

Date: Wednesday 16 September 2009

Institution: HELP University College (HUC)

Institution Address: Executive Conference Room, Mezzanine Floor
BZ2, Pusat Bandar Damansara,
50490 Kuala Lumpur

AUQA Panel: Professor Jan Thomas, AUQA Panel Chair, Deputy Vice Chancellor (Academic), Murdoch University
Dr. Jeanette Baird, Audit Director, AUQA

HUC Contact: Ms. Eng Yoke Har, Registrar
Telephone + 603-20993731

Courses of interest:

- (I) Bachelor of Business (Accounting)
- (II) Bachelor of Business (Marketing)

Session	Time	With
-	7.45am	Panel to be transported from Hotel to HUC <i>HUC to arrange transportation</i>
1.01	9.00am	President of HUC <ul style="list-style-type: none">• <i>Datuk Dr <u>Paul Chan</u>, President</i>
1.02	9.30am	Senior academic/manager(s) responsible for CSU programs <ul style="list-style-type: none">• <i>Dr <u>Khong Kim Hoong</u>, Senior Vice-President</i>
1.03	10.15am	Panel review
1.04	10.45am	Other academic program managers of CSU programs (courses of interest) <ul style="list-style-type: none">• <i><u>Stephen Wu Ghee Kean</u>, Head, Department of Business Studies/Center for International Programme</i>



1.05	11.30am	Partner academics teaching on CSU course Bachelor of Business (Accounting) <ul style="list-style-type: none">• <i>Dr <u>John Stanley Murugesu</u></i>• <i>Ms <u>K Shenbagakulalvoymozhi</u></i>• <i>Mr <u>Selvanadan Muniappan</u></i>• <i>Mr <u>Toh Choon Yoong, Steven</u></i>• <i>Ms <u>Chithra Latha Ramalingam</u></i>
1.06	12.15pm	Panel review
1.07	12.30pm	Meeting with students (no lunch) (I) Bachelor of Business (Accounting) Venue : Executive Conference Room (II) Bachelor of Business (Marketing) Venue: Main Conference Room
1.08	1.15pm	Panel review with working lunch
1.09	2.00pm	Partner academics teaching on CSU course Bachelor of Business (Marketing) <ul style="list-style-type: none">• <i>Mr <u>Ravi Varmman Kaniappan</u></i>• <i>Ms <u>Sumathi Paramasivam</u></i>• <i>Dr <u>Teh Chin Hoe</u></i>• <i>Ms <u>Gengeswari Krishnapillai</u></i>
1.10	2.45pm	Brief tour of facilities, including library, computer labs related to CSU courses <ul style="list-style-type: none">• <i>Ms <u>Lee Lai Mey</u>, Senior Manager, Customer Marketing Department</i>• <i>Ms <u>Emily Leong</u>, Asst Manager, Department of Business</i>
1.11	3.15pm	Panel review
1.12	3.30pm	Partner administrative staff responsible for course administration <ul style="list-style-type: none">• <i>Mr <u>Tan Kheng Por</u>, Manager, Department of Business</i>• <i>Ms <u>Emily Leong</u>, Asst Manager, Department of Business</i>• <i>Ms <u>Suraya bt Saidin</u>, Asst Manager, Department of Business</i> <i>(Note: HUC has confirmed there is not direct reporting relationship in this group. All staff report directly to Mr Stephen Wu).</i>
1.13	4.00pm	Partner senior administration manager responsible for administrative liaison with CSU: Admissions, enrolments etc <ul style="list-style-type: none">• <i>Ms <u>Eng Yoke Har</u>, Registrar</i>



1.14	4.30pm	Panel review
1.15	4.45pm	Panel formal thank you to partner <ul style="list-style-type: none">• <i>Datuk Dr Paul Chan, President</i>• <i>Dr Khong Kim Hoong, Senior Vice-President</i>
	5.00pm	Panel to be transported from HUC to Hotel <i>HUC to arrange transportation</i>

Notes for Visit to HUC:

The first names of interviewees have been underlined on the visit schedule.

Due to Ramadan the tour of facilities has been moved to earlier in the day and a working lunch will be provided for the panel.

There may be changes to the list of students who are available to meet the panel. CSU will ensure that the panel is advised of these changes prior the meeting.

The CSU representatives accompanying the AUQA panel on this visit will be:

- Associate Professor John Atkinson, Associate Dean (Administration), Faculty of Business
- Ms Sue Moloney, Manager, Office of International Relations