

2020

MBA HANDBOOK

**FACULTY OF INDUSTRIAL MANAGEMENT
UNIVERSITI MALAYSIA PAHANG**

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UNIVERSITI MALAYSIA PAHANG

2020

1.0 Welcome From the Dean of Faculty of Industrial Management

I would like to welcome back our current students and extend to all new students, local and international to the community of UMP MBA! For those who just have just started their first MBA class, I would like to give my heartiest congratulations on your admission to the MBA programme! You have certainly made a great choice to study with us in the Faculty of Industrial Management, Universiti Malaysia Pahang. We acknowledge your decision to return to the academia after years of working has made a significant investment to your future career. Thus, we, the management and our fellow lecturers will support and help you succeed in transforming you into competent managers, regardless of what your industry you are in. Not only we hope you take advantage of your years of learning here in terms of intellectual, social and physical environment, but to ultimately build a life-long network with us even after your graduation. Thus, we look forward to guide your through to your fullest potential and brighter future at UMP MBA.

Sincerely,

Dr Fazeeda Mohamad
Dean, Faculty of Industrial Management
Universiti Malaysia Pahang

2.0 From the MBA Head of Programme, Faculty of Industrial Management

Thank you for choosing MBA UMP!

This is the first edition of MBA handbook published by Faculty of Industrial Management. The objective of this handbook are to give better understanding about the content of the programme and served as a guidelines to all MBA students. There are several sections in this book including overview of the programme, frequently asked questions and career prospects.

The MBA UMP is a unique programme designed specially for working professionals to propel their careers to become competent managers. It also aims to produce competent managers in business and engineering. This enable us to tailor our graduates with the needs of current job, our curriculum designed to meet the standards set by Ministry of Education and Malaysian Qualifications Agency (MQA). This programme offered in two modes; full-time and part-time where it gives flexibility to suit the students' needs. UMP is ranked 134th in QS World University Rankings: Asia 2020. This makes UMP as the first university in the Malaysian Technological University Network (MTUN) to place itself in the Top 150 best universities in Asia. In 2017, MBA UMP received accreditation by ABEST21 (The Alliance on Business Education and Scholarship for Tomorrow) and this recognition raise the standard of MBA UMP with other renowned business schools in Malaysia. We have designed our programme to emphasize the elements of ethics and governance, combining with business, engineering and technology, business analytics as well as industrial driven – solving the industrial problem.

It is hoped this MBA handbook would benefits the students in many ways. We hope through this MBA programme you would be able to achieve greater heights in your career. I wish you all the best throughout this beautiful journey.

Sincerely,

Dr. Suhaidah Hussain
Head of Programme MBA, Faculty of Industrial Management
Universiti Malaysia Pahang

3.0 Table of Contents

1.0	INTRODUCTION.....	Error! Bookmark not defined.
2.0	MISSION STATEMENT	8
3.0	PROGRAMME AIMS	10
4.0	PROGRAMME OBJECTIVES.....	10
5.0	LEARNING GOALS	11
6.0	PROGRAMME STRUCTURE	15
7.0	SCHEDULE COURSES AND STUDY PLAN.....	23
8.0	COURSE EVALUATION	24
9.0	FREQUENTLY ASKED QUESTION	29
10.0	FACILITIES/SERVICES/SUPPORT	54
11.0	ACADEMIC CALENDAR.....	57
12.0	COURSE SYNOPSIS	59
13.0	LIST OF ACADEMIC/ADMINISTRATIVE/SUPPORT/TECHNICAL STAFF OF MBA.....	68
14.0	QUESTION AND ISSUES	Error! Bookmark not defined.
15.0	APPENDIX	73

Master of Business Administration

Leading Business in Engineering & Technology

FACULTY OF INDUSTRIAL MANAGEMENT



4.0 Introduction

The Master of Business Administration (MBA) study program in UMP was approved to be offered in 2012. This program was approved by Jawatankuasa Pendidikan Tinggi (JKPT) Bil.4/2012 on 07 August 2012.

It was then been fully accredited by the national body (MQA) Ruj. MQA/FA1408 on 24 February 2015. It was established to support the policy of Malaysian Government to offer more programs at Masters and PhD level to meet the needs of working people and also national agenda to become a high-income economy in 2020. The Malaysian government is serious in promoting lifelong learning and human capital development among its citizen. This is clearly stated in the Tenth Malaysia Plan, which has among its objective to develop a culture of continuous knowledge acquisition in line with rapid technological changes and increasing levels of knowledge in the economy.

To increase the competitiveness and economic resilience, the Faculty of Industrial Management (FIM) focuses on value added activities and managing industries. To that end, Master of Business Administration will assist and contribute towards the competitiveness and resilience of the economy in general and the East Coast area of peninsular Malaysia in particular.

The program's curriculum structure consists of ten (9) core courses, one (1) research methodology, two (2) projects and three (3) electives under four (4) specializations.

On 29th April 2015, the MBA program was approved by the Senate on 144th (Bil 3/2015), and by Lembaga Pengarah Universiti (LPU) (Bil 3/2015) on 7 August 2015 to be carried out in Menara Atlan, BiotechCorp, Kuala Lumpur. It was later approved by Higher Education Ministry (Ruj. JPT.S(G) 2000/016/072 (19)) on 4 September 2015. The first intake was held on 13 February 2016 at Menara Atlan, Biotechcorp, Kuala Lumpur. It focuses on the Bioeconomy specialization with 10 core courses similar on campus and 5 elective courses which are Product Development and Commercialization, Global Biobusiness Innovation, Project Management in Bioeconomy, Supply Chain in Bioeconomy and Contemporary Issues in

Biotechnology. In total, there are four areas of specializations which are (1) Business Engineering (2) Technology Management (3) Engineering Management (4) Bioeconomy.

5.0 Mission Statement

The MBA program nurtures holistic graduates who are skillful to excel in the competitive and globalized marketplace based upon the business and technological knowledge.

As UMP vision is to be *A Distinguished Technological University*, hence this program focuses in developing competent and responsive managers based on a technical competency basis. This is done by providing the lecturers with industrial experience. This includes who have the expertise in Business Engineering, Engineering Management or Technology Management. Having the three areas of expertise makes the program unique and distinguished from other universities.

The MBA program strives to excel in both teaching and research equivalently. This supports the faculty's mission to provide enriched teaching and learning experience through creative convergence of business and technology.

By integrating the theory, real world practice and personal experience, it is aimed to prepare graduates to be competent and charismatic managers. The MBA program selects the best and the most important subjects to achieve this aim. Hence, this will produce distinguished managers, who are creative and innovative, possess business acumen for their career, and capable of leading business in engineering and technology.

6.0 ABEST21 Accreditation

The mission of the program is to nurture world-class management professionals who can compete in the age of advanced technology, social, economic, and cultural globalization, and accelerated communication. To achieve this mission, it is indispensable to develop an education system at an internationally recognized level, accompanied by educational quality assurance. Therefore, quality assurance by a third party has been requested for ensuring not only the educational quality that the school is expected to provide at the present moment, but also for ensuring the future enhancement of educational quality to the stakeholders of the school.

In the age of globalization, business schools are responsible for nurturing capable management professionals who can contribute to world peace and prosperity, and the quality of business education is indispensable for achieving this aim. The Alliance on Business Education and Scholarship for Tomorrow (ABEST21) as an accreditation institution has to support business schools in realizing their mission by assessing the quality of their educational and research activities in a fair and objective manner. The School recognized its role in supporting the establishment of education system which provides enhancement of educational quality through promotion of Plan, Do, Check and Action (PDCA) cycle operation toward the future. Thus, ABEST21 Quality Assurance System aims to assess the system of management education quality enhancement in response to the changes of educational and research environment, in addition to education quality assurance.

The MBA UMP has received the accreditation by ABEST21 on 8 March 2017 and currently is in the process of renewal for the second time. Below is the accreditation process of ABEST21.

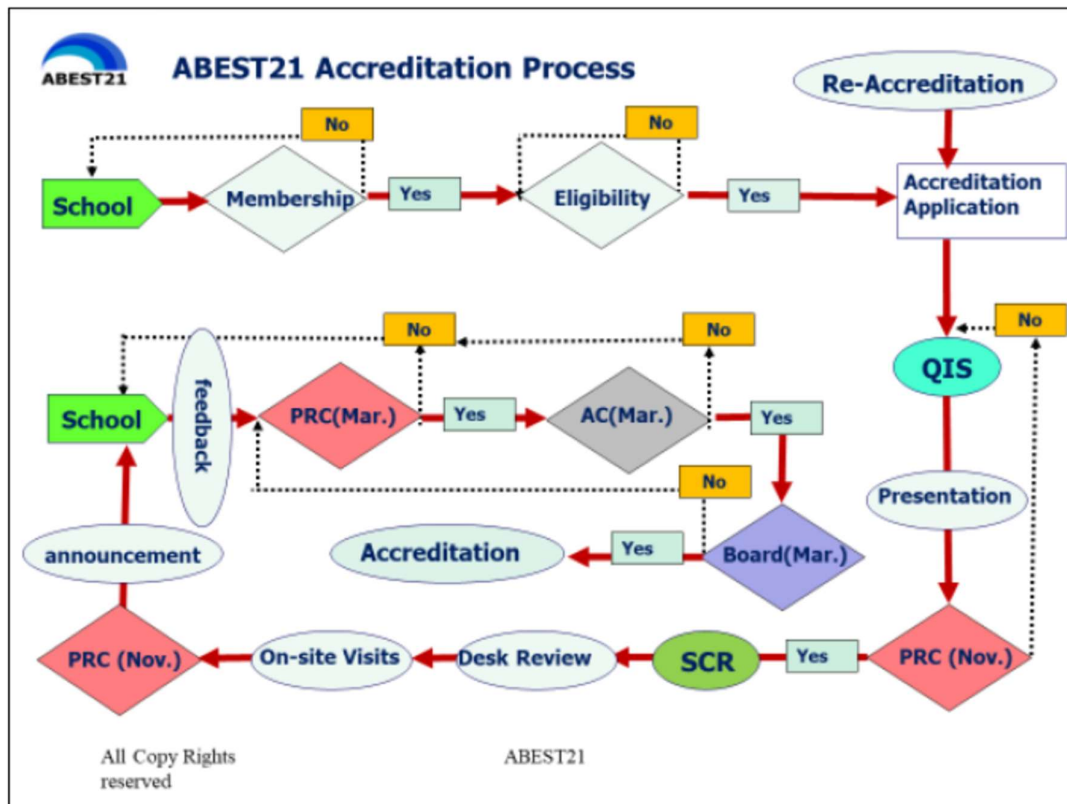


Figure 1: ABEST21 Accreditation Process

7.0 Programme Aims

To graduate competent managers who embrace lifelong learning and improvement.

8.0 Programme Objectives

- I. Managerial capabilities: Graduates achieve the managerial competencies as targeted by employer.
- II. Theory-practice application: Graduates are able to transfer their knowledge and experience from classroom to workplace and vice versa.
- III. Career development: Graduates achieve their career aspirations.

The mission statement is developed to include all elements of knowledge, fundamental issues and sophisticated expertise. The program covers the fundamental knowledge from business acumen and develops expert knowledge and sophisticated expertise in four (4) specialization areas, namely Business Engineering, Technology Management, Engineering Management and Bioeconomy.

9.0 Program Educational Objectives & Program Learning Outcomes MBA Program

The learning goals supported by the MBA program are producing graduates with managerial competency, by implementing theory and practice application that enhance students' career development. Parallel with the learning goals, the tagline for UMP MBA is *Leading Business in Engineering and Technology*.

The learning goals as stated below:

- i) analyzing, synthesizing and applying ideas identifying opportunities and solutions to improve business and management;
- ii) integrate learning from theory, real world practice and personal experience to solve complex business administration issues holistically.
- iii) using the correct evidence in developing logical arguments and expressing ideas fluently and comprehensively are also included in the learning goals.

Learning goals also consists of acquiring independent learning for continuous professional development and conducting an investigation in business issues, gathering and evaluating information for various sources and also creating solutions for interdisciplinary issues/problems.

In order to achieve the learning goals, the quality level of educational content for the courses developed for UMP MBA are according to MQA's guideline on Program Standards for Business Studies. UMP MBA already achieved Level 7, MQF (Master's Degree by Coursework) as determined by MQA. Level 7 aims at providing student with advanced knowledge and skills in analytical and critical thinking,

leadership, entrepreneurial, professionalism and creativity within their specific areas of Business Studies. This program would also enable them to lead effectively, innovatively, ethically, and leveraging on lifelong learning which will contribute to the industry development.

The Program Learning Outcomes are:

1. Apply **knowledge** of concepts, theories and disciplines that underpin business and management.
2. Demonstrate **self-direction and originality** in solving problems, and act autonomously in planning and managing.
3. Demonstrate **cognitive skills of critical thinking** to solve complex business problems.
4. Express **complex and sophisticated ideas** fluently and comprehensively using a range of formats and media.
5. Able to **enhance business networking**, social skills and demonstrate a sense of responsibility.
6. Engage in **continuous learning** to improve knowledge and enhance information management skills.
7. Possess **entrepreneurial and managerial** skills through knowledge and understanding in business administration.
8. Attain **professionalism**, values and ethics in managing project and administrations.
9. Acquire **leadership and team-building** skills and the ability to coordinate relevant tasks and programs.



MBA students in classroom



Orientation Day with new MBA Students



Industrial Talk Organized by MBA students

10.0 Entry Requirements & Duration of Study

A Bachelor's Degree with minimum CPA of 2.50 or equivalent, as accepted by University Senate or;

A Bachelor's Degree or equivalent below CPA of 2.50 can be accepted subject to a minimum of FIVE (5) years working experience in the relevant fields.

Student may also apply using APEL A Certificate (APEL T-7).

English Requirements for International Students:

English Requirements for International Students: Students must have IELTS Band 6.0 or TOEFL Internet Based Test (IBT) 60. The certification should not more than two years from the date test taken and registration of candidature.

The duration of study as follows:

Mode of Study	Duration
Full time	Minimum: 12 months Maximum : 36 months
Part time	Minimum: 24 months Maximum : 72 months

11.0 Career Prospects

The career prospects for MBA programme are as follows:

a) Skills & Knowledge Development

Through MBA programme the students will be exposed to assignments, workshops, forum and projects that exposed students how to become a competent managers. There are various topics that could enhance the students

skills for example leadership, critical thinking, analytical thinking as well as teamwork. The programme provides students with the opportunity to update their knowledge on the latest developments in the industry.

b) Better employment prospects

MBA programme is recognised globally and accredited which make things easier for employers to identify good candidates among thousands of applicants. Since it is recognised worldwide, it is easier for the students to work in other countries. MBA can prepare the students with transferable skills that can be utilised in various industry worldwide.

c) Revive your career

As part of your career development, through the MBA programme, it revitalise your motivation and drive towards your career. Some of the organizations send their employees to further their study as part of staff career and development.

d) Networking

Networking is one of the attractive features of an MBA programme. When you're enrolled in MBA programme, you can expect to work with fellow executives from different fields and backgrounds. This would enable you to enhance and broaden your knowledge through sharing of experiences from your classmates.

e) Career opportunities

Career opportunities as follows; Corporate Manager, Managing Director, Operations Manager, Project Manager, Product Manager, HR Manager, R&D Market Analyst, Consultant, Lecturer and Researchers.

12.0 Programme Structure

The MBA Programme courses are as follows:

Courses

COURSE	QUANTITY	CREDIT	CODE
Core	9	27	KPC
Elective	3	9	KPT/KPB/ KPE/KPD
Research Methodology	1	3	KPC
Project I & II	2	6	KPP
Total	15	45	

MBA students is required to take the all the above courses. The minimum number of 5 students is required to commence the programme. Besides that, e-learning also applied in this programme as part of teaching and learning for 30% to 79% of blended learning.

Core Courses (27 credits)

The core courses are compulsory and consist of the following;

NO	CODE	COURSE TITLE	SEMESTER
1	KPC1113	Managerial Economics	1
2	KPC1123	Corporate Governance	1
3	KPC1133	Strategic Marketing	1
4	KPC1143	Managerial Accounting	2
5	KPC1153	Operation Management	2
6	KPC1163	Leadership and Organizational Behaviour	2
7	KPC1173	Entrepreneurship	2
8	KPC1183	Financial Management	2
9	KPC1193	Strategic Management	3

The offered core course fulfilled the program standards of MQA that provide a broad, analytical; and highly integrated study of business and management which will cover Leadership and Organizational Behavior, Marketing, Accounting and Finance, Business Economics, Management and Decision Science.

Elective Courses (9 credits)

Students are required to take THREE (3) elective courses, which make up 9 credits.

The list of electives may be expanded and modified from time to time. The elective courses offered are as follows:

NO	SPECIALIZATION	CODE	COURSE NAME	SEMESTER
1	Technology Management	KPT1933	Knowledge Management	Sem 3
		KPT1963	Project Management	Sem 3
		KPB1933	Product Management	Sem 3
		KPT1923	Innovation Management	Sem 3
		KPE1453	Business Analytics for Decision Making	Sem 3
2	Engineering Management	KPE1933	Lean Management	Sem 3
		KPE1953	Occupational, Safety and Health	Sem 3
		KPT1953	Sustainable Management	Sem 3
		KPE1913	Total Quality Management	Sem 3
		KPE1453	Business Analytics for Decision Making	Sem 3
3	Business Engineering	KPB1943	Service Management	Sem 3
		KPB1923	Supply Chain Management	Sem 3
		KPE1243	Logistic Management	Sem 3
		KPE1253	Risk Management	Sem 3
		KPE1453	Business Analytics for Decision Making	Sem 3
4	Bioeconomy	KPD1933	Product Development and Commercialization	Sem 3
		KPD1943	Project Management in Biobusiness	Sem 3
		KPD1953	Contemporary Issues in Bioeconomy	Sem 3
		KPD1923	Supply Chain in Biobusiness	Sem 3
		KPD1913	Global Biobusiness Innovation	Sem 3
		KPE1453	Business Analytics for Decision Making	Sem 3

Project I and II

In Project I (KPP1313) it covers the preparation of proposal for a project and in Project II (KPP1323) it covers the findings of the project. The pre-requisite subject prior to take the project courses is Business Research Methods (KPC1103). In addition, it is advisable for students to complete at least five core subjects within the MBA program before they register for Project I.

Project I and II offer the possibility to apply theoretical concepts and tools in a practical business setting. Under the supervision and guidance of a faculty supervisor, the student works on a practical project. The student will gain experience in combining theoretical and practical know-how in real world business environment. The project area can be determined by the student, the supervisor or by outside the company and should involve student's at least occasional presence in the company.

Outcomes

Students who undertake Project I & II should be able to:

1. Integrate theoretical knowledge and practical data and information from various sources and disciplines to understand and analyse the company in a holistic manner.
2. Critically evaluate the information gathered in order to arrive at own suggestions for improving the position of the company either through seeking out opportunities or solutions.
3. Apply appropriate research techniques in order to prepare a comprehensive, interdisciplinary and critical project report on the company.

Process Flow and Deadlines

The list of activities and important timelines for Project I and Project II are shown on the Process Flow in Appendix A.

a) Registration for Project

Students who have completed at least five core courses in the MBA program including Research Methodology will have fulfilled the pre-requisites to register for Project I.

b) Initial Project Proposal

Student should upon attending the Research Methodology will be able to determine a project area and an initial project proposal in discussion with a prospective supervisor. The initial project proposal (2-3 pages) may comprised of the following three sections:

- i. Background: Excerpts of exploratory interviews with key personnel of a company
- ii. Objectives of the project
- iii. Provisional letter of approval from the selected company

c) Project Approval and Appointment of Supervisor

The procedures to approve on project area and to appoint a supervisor are as follows:

- i. Students will be provided with a list of potential supervisors and their interest areas
- ii. Students approach potential supervisor to discuss and propose project goal or objective.
- iii. Students complete the Initial Project Proposal (Please see Form K1 in Appendix B) stating the proposed supervisor not later than week 5 of the semester.
- iv. The final decision on project area and supervision will be made by the Project Committee, which comprises of the MBA Head of Program and at least two other senior faculty members

d) Project I Report

Although no one outline will fit every type of project, some of the following elements should be evident in Project I Report:

- i. Introduction: Project context/background; project definition and goal.

- ii. Company and industry information: e.g., history, markets, products or services.
- iii. Theory-practice linkage: Relevant readings of academic discipline area/s underlying the project.
- iv. Methods: Identify, explain and justify on the choice of methodology for project; define the deliverables / assignments with milestones.

The project title should be specific, brief, and reflecting the scope and goal of the project to seeking out opportunities, improvement or solutions. Some examples of title of project are as follows:

- i. Proposal to improve the quality control system management of PTL Electronics.
- ii. Proposal to develop an improved performance management system at UMP.
- iii. Proposal to improve customer service management of Maybank.

e) Project II Report

The outline of Project II Report may consist of (but not restricted to*) the following headings:

- i. Introduction: Project context/background; project definition and goal.
- ii. Company and industry information: e.g., history, markets, products or services.
- iii. Theory-practice linkage: Relevant readings of academic discipline area/s underlying the project.
- iv. Methods: Identify, explain and justify on the choice of methodology for project; define the deliverables / assignments with milestones.
- v. Results and analyses

- vi. Conclusions and recommendations

**The outline may differ from one project to another depending on the nature of the project itself.*

f) Chairman's Report

A chairman will be appointed to oversee to the student's presentation of Project I and Project II. The chairman is responsible for preparing a report (Please see Form K2 in Appendix C on Chairman's Report on Project I & Project II Evaluation) that contains comments or suggestions given by the internal panel/s. Students are required to respond to the comments or suggestions stated on the chairman's report and complete the necessary corrections for their Project I/II Report within the given deadline (usually by Week 17).

The evaluation of the project will be carried out by two parties: (a) appointed Supervisor and (b) appointed internal panel/s. The supervisor has an overall and continuing responsibility for the project and coordinates the relationship between the student and the company endorsing the project. The internal panel/s can be a senior faculty member with related expertise in area of the project or a supervisor from the company participating in the project.

Students may be guilty of plagiarism if they use someone else's work as their own without citing the source in their report. The penalty for plagiarism may include a fail grade for the course or expulsion from the MBA program. General UMP's Academic Rules and Regulations will be applicable here.

i) Formatting Standards

Students should follow formatting standards set forth under UMP Thesis Guide issued by Institute of Postgraduate Studies. The guide covers technical specifications including typeface and font size, paging, line spacing, reference style, layout for cover and title page, chapter format, figures and tables and appendices.

Students are required to get their supervisor's approval prior to sending their Project Report for hard-cover binding.

ii) Plagiarism and Statement of Declaration

Students may be guilty of plagiarism if they use someone else's work as their own without citing the source in their report. The faculty adopts Turnitin platform to check for plagiarism for postgraduate research and undergraduate's final year projects as to ensure high ethics in students' works. Similarity index must be less than 25%. The penalty for plagiarism may include a fail grade for the course or expulsion from the MBA program.

13.0 Schedule Courses and Study Plan

Semester 1 (September)		
Code	Course	Credits
KPC1103	Research Methodology	3
KPC1113	Managerial Economics	3
KPC1123	Corporate Governance	3
KPC1133	Strategic Marketing	3
KPC1143	Managerial Accounting	3
Total		15

Semester 2 (February)		
Code	Course	Credits
KPC1153	Operation Management	3
KPC1163	Leadership and Organizational Behaviour	3
KPC1173	Entrepreneurship	3
KPC1183	Financial Management	3
KPP1313	Project I	3
Total		15

Semester 3 (September)		
Code	Course	Credits
KPC1193	Strategic Management	3
KPP1323	Project II	3
	Any 3 electives from selected specialization (Technology Management/Business Engineering/Engineering Management/Bioeconomy)	9
Total		15

Grand Total = 45 credits

Note:

Full Time Student is required to take not less than twelve (12) credits per semester in long semester and maximum of six (6) credits during short semester.

Part Time Student is required to take not less than six (6) credits per semester in long semester and maximum of three (3) credits during short semester.

14.0 Course Evaluation, Grading System and Academic Performance Requirements

Evaluation varies for each course offered. However, generally assessments are in a form of;

- i. Written assessment
- ii. Oral presentation
- iii. Research project I and project II
- iv. Final examination



MBA Business Forum 2018



Business Forum 2019



Student Project I Presentation



Discussion in class



Entrepreneurship visit

Continuous assessments are within 50 – 80 %, while 20 – 50 % are through final assessment.

The evaluation of Project I and Project II consists of a written report and an oral presentation. The breakdown of marks is:

- i) Supervisor (50%)
- ii) Internal Paner (50%)

Grading of the Project I and II is subjected to the rubric, as shown in Appendix D. Upon submission and examination, the students will have to make corrections to the report based on the comments and recommendations of the examiner and supervisor.

Students may be guilty of plagiarism if they use someone else’s work as their own without citing the source in their written assessments and/or research project. The penalty for plagiarism may include a fail grade for the course or expulsion from the MBA program.

Penalties for late submission of assessed work is dependent on the lecturer of your course.

Grading System

The grading system of UMP MBA are shown as below:

Marks	Grade	Point Average
80-100	A	4.00
75-79	A-	3.67
70-74	B+	3.33
65-69	B	3.00
60-64	B-	2.67
55-59	C+	2.33
50-54	C	2.00
0-49	F	0.00

Academic Performance Requirements

Students are required to obtain a Grade Point Average (GPA) and a Cumulative Grade Point Average (CGPA) of at least 3.0 for every semester, which will be placed under KB, or Kedudukan Baik. To graduate, the students must obtain a minimum CGPA of 3.0.

Students with a GPA of less than 3.00 in a semester will be placed under KS, or Kedudukan Bersyarat in the following normal semester. KS shall end when the student has successfully attained a GPA of 3.00 and above, and will be granted KB .

Students must obtain a minimum grade B for all courses.

Those who failed any core course is required to repeat the same course until the student achieves a passing mark, while for elective course, the student may repeat the same course or take another elective course under the same specialization as a replacement to the failed course.

In order to graduate, students must fulfil the following requirements;

- a) Achieve a minimum of CPA 3.00 and above

- b) Complete 45 credits including core course, elective courses, Research Methodology course, Project I and II.

The calculation of academic grade is in **Appendix E**.

15.0 UMP MBA Awards

Each year the faculty presents awards to the highest achieving students on the MBA programme. Award-giving ceremony are made prior to the university convocation.

The names of the award are:

- i) CEO Award
- ii) Best Students Award
- iii) Rising Star Award

This is to show the faculty appreciation and recognition to their hard work and aspiration to their studies.



Best Student Award 2019 – Winnie Tee Pei Yee



Rising Star Award 2019: Mohd Tamizi Mazlan



MBA Dinner 2018

16.0 Frequently Asked Questions

In this section, we will try to list all the administrative and procedural issues that can be referred to IPS;

NO	QUESTION	IPS RULES AND REGULATIONS						
		Section	Page	Detail				
1	How do I qualify for the UMP MBA?	3	6	(1) A bachelor's degree with minimum CPA of 2.50 or equivalent, as accepted by the University Senate or (2) A bachelor's degree or equivalent not meeting CPA of 2.50 can be accepted subject to a minimum of five (5) years working experience in the relevant fields.				
2	How do I apply to this program?	-	-	You can apply by completing the online application at http://ips.online.ump.edu.my/ipsonline/Admission/ and submit all required documents.				
3	How much is the total estimated fees if I finish by 3 semesters?	-	-	The total estimated for 3 semesters are RM20,110 for local students and RM34,710 for international students.				
4	What is the breakdown of the tuition fees?	Total of 45 credit hours						
		Component	Local student (MYR375/credit/hour)			International student (MYR625/credit/hour)		
			1st sem	2nd sem	3rd sem	1st sem	2nd sem	3rd sem
		Tuition Fees	CH x MYR375	CH x MYR375	CH x MYR375	CH x MYR625	CH x MYR625	CH x MYR625
		Recurring Fees	MYR825	MYR825	MYR825	MYR965	MYR965	MYR965
		Non-recurring Fees	MYR760	-	-	MYR2,190		
		Personal Bond	-	-	-	MYR1,500	-	-
		Total	Amount according to CH	Amount according to CH	Amount according to CH	Amount according to CH	Amount according to CH	Amount according to CH
Estimated Total		MYR20,110			RM34,710			

NO	QUESTION	IPS RULES AND REGULATIONS		
		Section	Page	Detail
		<p style="text-align: center;">(3 Semesters@45 CH) (MYR)*</p> <p><i>Note: *Subject to changes</i></p> <p>Full time: Minimum 12 credit hours per semester Part time: Minimum 6 credit hours per semester</p>		
5	How are international candidates selected?	4	6-7	<p>(1) All international students must at least meet one of the following requirements:</p> <p>i. Students must have IELTS Band 6.0 or TOEFL Internet Based Test (IBT) 60. The certification should not be more than 2 years from the date test taken and registration of candidature.</p> <p>Exceptions: Students from countries, i.e. the US, the UK, Canada, Australia and New Zealand, in which English is their native language. Proof: Students must submit certificates from their primary and secondary schools to show that they studied in an English language environment.</p> <p>International students with Bachelor and Masters' degrees from Malaysian universities, English requirement is not needed.</p> <p>Study Final Examination Total 8 Weeks 1 Week 9 Weeks</p>

NO	QUESTION	IPS RULES AND REGULATIONS		
		Section	Page	Detail
				<p>Section A: Rules for Postgraduate by Coursework Section A: Rules for Postgraduate by Coursework 7</p> <p>ii. Students with IELTS Band 5 and below and/or TOEFL 500 and below must attend Enhancement Module of the Pre-sessional English Course (PEC). Students are offered candidature after completion of the course. Attendance to the course is compulsory, and students will be terminated if they fail to fully attend the course, and their visa cancelled. Students need to sit for assessments and a final test, and must achieve at least B (the passing mark at postgraduate level). Students are allowed to repeat the course until they obtain the required grade. The course is offered four times a year. Students are awarded certificate of completion.</p> <p>iii. Students without any English language certification must attend English course – Pre-sessional English Course (PEC). Students must sit for a placement test to determine which module to enroll into, and they are registered as students of PEC Unit. Structure: Students who start with Proficiency Module must go through all three modules, and must pass each module before proceeding to the next module. Students need to sit assessments and a final test, and must achieve at least grade B. Students are allowed to repeat the course until they obtain the required grade. If students fail a module, they must continue the module until they pass, and so forth.</p> <p>4.2 Registration for all prerequisite courses (where applicable) must be done within the first week of the semester.</p>
	What is the duration of the active students to re-register every semester?	6	8	A student is given two (2) weeks to register. Students who register late for a course without reasons accepted by the University, will be imposed a penalty. If an active student failed to renew his/her registration within the given

NO	QUESTION	IPS RULES AND REGULATIONS		
		Section	Page	Detail
				period of time, without reasons that can be accepted by the University, he/she can be terminated from his/her study.
6	How do I graduate from this programme?	12	18	Students will only be conferred the Masters Degree when he/she satisfies the conditions below: a. Passed all the required courses b. Obtained CPA > 3.00 c. Applied for conferment and has been approved by the Faculty. d. Other conditions that has been set
7	When am I allowed to drop or add any of the subjects?	7.7	8	(1) Student can add or drop his/her course within the first two (2) weeks of the semester. (2) Student is not allowed to add any course after this time frame.
8	How can I withdraw my registered courses?	7.9	9	(1) With the consent of the Faculty, student can apply to withdraw any registered courses starting from the third (3) week until Friday of the ninth (9) week. However, no refund of fees will be made during this period. (2) The approval for the student's course withdrawal is subject to the minimum total credit, unless with the Dean's permission. (3) The code for withdrawal (TD) will be appearing on the course registration record and the transcript.
9	How can I improve my grade subject?	7.13	10	(1) Students can re-take any passed course for the purpose of improving the grade subject to the approval from the Dean and other additional conditions. (2) Students will be required to register the "UG" code and it will be appearing on the course registration record and the transcript.

NO	QUESTION	IPS RULES AND REGULATIONS																							
		Section	Page	Detail																					
10	What is a full time student in UMP MBA?	8.3.1	11	A full time student in UMP MBA means that the student is allowed to take a minimum of (12) twelve credits or 4 subjects per semester. The maximum number of credits can be taken per semester is 19 credits.																					
11	Does being a part time student means the student can only take weekend classes?	8.3.2	11	Students are required to take not less than six 6 credits per semester inclusive of the Compulsory Attendance (HW) course. Course(s) registered with the status of Attendance Only (HS) will not be counted. The maximum number of credits can be taken per semester is 12 credits inclusive of HW courses. However, students can seek an approval from the Dean to take more than 12 credits but not more than 15 credits per semester. However, part time students still have to attend weekday classes.																					
12	Are final semester students allowed to take less than 6 credits?	8.3.2	11	Final semester students are not bound by the Regulation 8.3.1 and 8.3.																					
13	How is the current grade when I am repeating a course to replace or improve my grade?	11.4	17	The current grade will be taken in the calculation of GPA and CPA.																					
14	How can I transfer my credits?	15.4	31	Students can apply for a vertical or horizontal credit transfer for a certain course by completing the Credit Transfer Form UMP (IPS) C-06.																					
15	How is the grading system in UMP MBA?	9.1	14	In general, the passing grade for any courses is 'B-'. Performance indicator: <table border="1" data-bbox="913 1123 1356 1364"> <thead> <tr> <th>Marks</th> <th>Grade</th> <th>Point Average</th> </tr> </thead> <tbody> <tr> <td>80-100</td> <td>A</td> <td>4.00</td> </tr> <tr> <td>75-79</td> <td>A-</td> <td>3.67</td> </tr> <tr> <td>70-74</td> <td>B+</td> <td>3.33</td> </tr> <tr> <td>65-69</td> <td>B</td> <td>3.00</td> </tr> <tr> <td>60-64</td> <td>B-</td> <td>2.67</td> </tr> <tr> <td>55-59</td> <td>C+</td> <td>2.33</td> </tr> </tbody> </table>	Marks	Grade	Point Average	80-100	A	4.00	75-79	A-	3.67	70-74	B+	3.33	65-69	B	3.00	60-64	B-	2.67	55-59	C+	2.33
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NO	QUESTION	IPS RULES AND REGULATIONS									
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				<table border="1"> <tr> <td>50-54</td> <td>C</td> <td>2.00</td> </tr> <tr> <td>0-49</td> <td>F</td> <td>0.00</td> </tr> </table>		50-54	C	2.00	0-49	F	0.00
50-54	C	2.00									
0-49	F	0.00									
16	What are the consequences if I would not be able to attend the final examination?	10.3	16	Students who are eligible and required to sit for the final examinations will be given failed grade (F) if he/she did not attend the final examinations without valid reasons.							
17	Can I appeal for a review of my examination results?	10.6	16	A student can appeal for review of his/her examination results within two (2) weeks after the grades are issued by the IPS. Students are required to submit the appeal form to the Examination Unit stating their intention and they will be required to pay a fee when making the appeal.							
18	How is the academic achievement determined?	11.1	17	<p>The academic status of a student is determined using CPA as below;</p> <table border="1"> <thead> <tr> <th>Student Achievement</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>$4.00 \leq CPA \leq 3.00$</td> <td>Good (KB)</td> </tr> <tr> <td>$CPA < 3.00$</td> <td>Probation (KS)</td> </tr> </tbody> </table>		Student Achievement	Status	$4.00 \leq CPA \leq 3.00$	Good (KB)	$CPA < 3.00$	Probation (KS)
Student Achievement	Status										
$4.00 \leq CPA \leq 3.00$	Good (KB)										
$CPA < 3.00$	Probation (KS)										
19	How can I improve my grades?	11.4	17	<p>Students will be given a chance to improve the grade of his/her course following the conditions below:</p> <p>a. Grade improvement will only allowed for courses with B- grade only.</p> <p>b. Grade improvement for any given course will be allowed only ONCE except if the students failed the course he/she tried to improve.</p>							
20	How can I postpone by studies?	13	18	<p>Postponement of studies is only allowed after registration and completion of at least one (1) semester, except for medical reasons or valid personal reasons.</p> <p>a) Students are only allowed to apply for the postponement of studies two (2) times during the candidature period.</p> <p>b) Students who are being verified to have health problems by the University</p>							


NO	QUESTION	IPS RULES AND REGULATIONS		
		Section	Page	Detail
				<p>medical officer may apply for the postponement of studies. Maximum period for one (1) application of postponement is two (2) semesters. If the student needs a longer period which is more than two (2) semesters in continuance, the case will be referred to the University medical officer for the verification of severity level.</p> <p>c) According to the verification by the University medical officer, Senate has the right to decide whether the student may continue his/her study or he/she may be terminated. The semesters postponed for medical reasons will not be counted in the calculation of candidature period.</p> <p>d) Application for the postponement of study with reasons other than medical problems can also be considered. The maximum period of for postponement of study for reasons other than medical problems is one semester for each application. The semester involved will be counted in the calculation of the study period. The application must be made before the semester begins or within the first two weeks of the semester.</p>
21	I have a job offer recently. Can I convert from full time mode to part time mode?	15	19	<p>a) A student can apply for conversion of his/her status from full-time to parttime or vice-versa</p> <p>b) The conversion of status is permitted twice only during the entire period of candidature.</p> <p>c) An application for conversion of candidature status must be done within the first 2 weeks of the semester.</p>
22	My expiration date of my MBA candidature has almost ended. How can I make an extension as I still have a few more courses to cover.	16	19	<p>a) An application for extension must be made two (2) months prior to the expiration date of a student's candidature.</p> <p>b) This application must be made officially to the Dean/Director of the respective Faculty/Centre using form available at the IPS. The completed form</p>

NO	QUESTION	IPS RULES AND REGULATIONS		
		Section	Page	Detail
				<p>must then be submitted to the IPS.</p> <p>c) The maximum extension of candidature period is only two (2) semesters after the period of candidature ends. This extension of two (2) semesters is considered final. Termination letter will be issued to the student if he/she fails to submit the thesis draft for examination during the final extension period.</p>
23	I would like to extend my PhD candidature, can I apply and what is the maximum extension period?	14	12	<p>An application for extension must be made two (2) months prior to the expiration date of a student's candidature. This application must be made officially to the Dean/Director of the respective Faculty/Centre using form available at the IPS. The completed form must then be submitted to the IPS.</p> <p>The maximum extension of candidature period is only two (2) semesters after the period of candidature ends. This extension of two (2) semesters is considered final. Termination letter will be issued to the student if he/she fails to submit the thesis draft for examination during the final extension period.</p>
24	I would like to withdraw from the postgraduate program in the third. How can I withdraw from this program and can I have a refund?	20	20	<p>a) A student can apply for withdrawal from the study program by submitting the application form to the IPS.</p> <p>b) Refund of fees (tuition fees and personal bond) can be made for withdrawals of candidature within two (2) weeks after registration.</p> <p>c) No refund of fees will be given to a student who withdraws from the third week onwards except for personal bond.</p>
25	I lost my smartcard, what should I do?	22	21	<p>a) A smartcard is issued to all registered students of the Universiti Malaysia Pahang. This card is non-transferable.</p> <p>b) Loss of the smartcard must be reported immediately to the IPS. A card replacement fee of RM60 will be charged.</p>

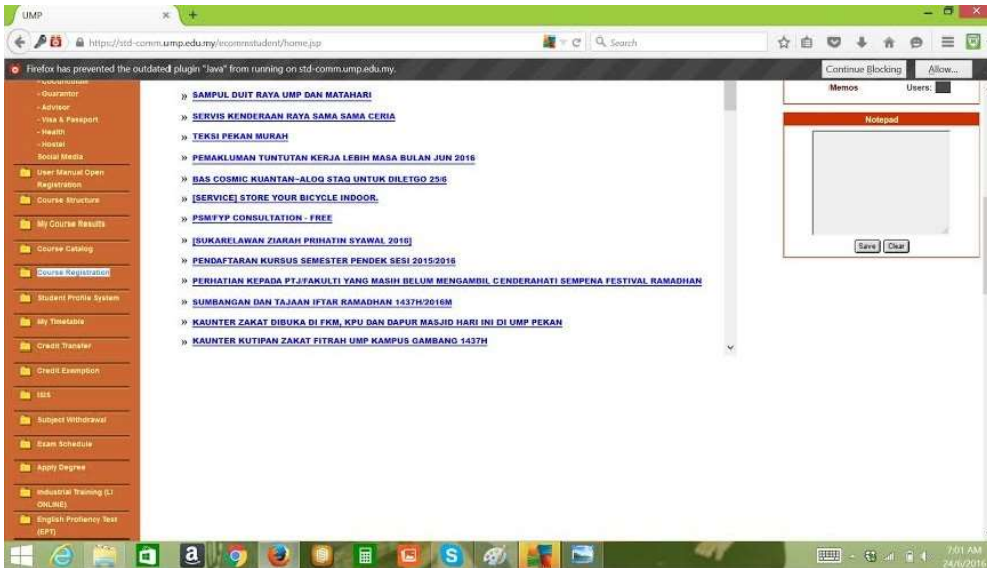
NO	QUESTION	IPS RULES AND REGULATIONS		
		Section	Page	Detail
26	I am a current student of this program. However, I failed to register for this program within the two weeks of the semester. What should I do?	7	8	<p>a) A student who registers late for a course without any plausible reasons accepted by the University will be imposed a penalty.</p> <p>b) A student who still does not register his/her course after the end of the penalty period without any plausible reasons accepted by the University can be terminated from his/her study.</p>
27	How can I pay my fees?	4	28	<p>The fees imposed on the students are as follows:</p> <p>(i) Non Recurring Fees (payable once only on admission) include the following:</p> <ul style="list-style-type: none"> • Personal Bond (Refundable at the end of program of study- international student only) • Registration Fee • Smart Card • Alumni <p>Recurring Fees (payable every semester) include the following:</p> <ul style="list-style-type: none"> • Tuition Fee • Services • Insurance & Welfare • Health Service Fee • Examination Fee
28	How can I pay for the hostel accomodation?	4.11	28	<p>a) All students must pay a total fees of six (6) months hostel accommodation fees before they are allowed for hostel accommodation.</p> <p>Students are charged according to monthly fees and no prorated counting.</p> <p>b) Postgraduate hostel accommodation is subjected to the rules and regulations imposed by the hostel management.</p>

NO	QUESTION	IPS RULES AND REGULATIONS		
		Section	Page	Detail
29	What are the educational methods utilized in the program?	-	-	<p>The course in UMP MBA usually utilize several educational methods such as case studies, group discussions, group projects, consultation projects, industrial visits, problem based learning, guest lectures, interactive learning and experiential learning, and forum discussion.</p> <p>Substitute blended learning is also applied in classes, with a 30-79 percentage of online learning.</p> <p>In additional, MBA Business Forum is carried out every year to discuss methods on how to transform executives who enroll in the MBA program into highly competent managers. The invited speakers are usually CEOs from prominent industries.</p>
30	How is the class scheduled?	-	-	Each class is scheduled 3 hours per week. On weekdays, the classes are conducted from 8.00pm to 11.00pm; and on the classes will be conducted with the duration of 3 hours for each class. In UMP, each course has 3 credit hours which is equivalent to 3 contact hours.
31	What is an E-PAT system?	-	-	E-PAT is an instructional evaluation system in which UMP students can evaluate lecturers who taught in their registered subject. UMP MBA students will be required to fill an online teaching evaluation survey every semester through E-PAT system. The survey is to evaluate the teaching quality of their faculty members. If failed to do so, the students will not be able to print their examination slip which is compulsory for them to bring to the examination hall.
32	How can I know that I have completed my MBA as I am not able to access to E-COMM?	13	36	The IPS will issue a Completion of Study Letter and transcript to the students after the Senate Meeting. Students can verify to attend the convocation once the announcement updated in the UMP Portal. Access the Convocation Portal at konvo.ump.edu.my to verify the attendance and log in by using the identi-cation card number/passport number. Follow the instructions given in the portal and make a payment to the Bursary at the IPS. The students can collect the Certificates

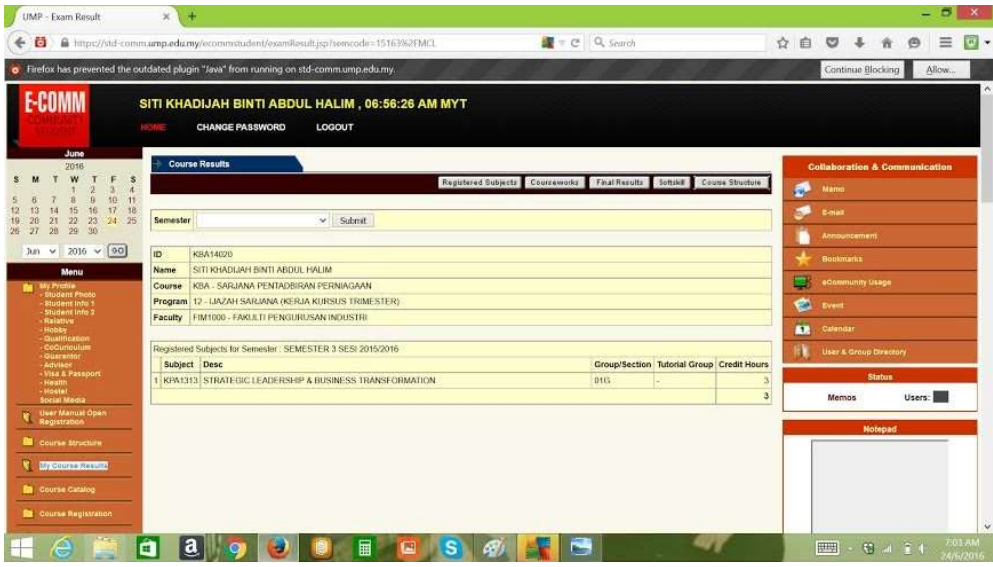
NO	QUESTION	IPS RULES AND REGULATIONS		
		Section	Page	Detail
				from the IPS right after the Convocation Ceremony. The Certificate will not be issued before the Convocation Ceremony.
33	I was given a smart card when I registered to this program. How can I fully utilize it?	14	37	This card is non-transferable and is used for the following purposes: (1) Identification/security check for entry and movement within the Campus (2) Access to and use of the Library facilities (3) Payment of fees at the Bursar's Office (4) Course registration (5) Examinations (Language or Prerequisite Courses) (6) Medical treatment at the University's Wellness Centre/Panel Clinics or Hospitals (7) Access to and use of Sports Facilities, and (8) Other related matters pertaining to authorities like the Immigration and Police.
34	When will the examination results be announced?	6.7	33	The IPS will be announcing the result of the examinations within the specified time period and academic transcript will be issued for each student.
35	I am a current MBA student. The re-registration date will be tomorrow. As I'm working in Kerteh, Terengganu, can I still register? What documentation do I need to bring to the registration? During my first semester, I have already given the offer letter from UMP to the registrar.	6	-	The renewal of registration for MBA students for the next semester can be carried out through e-community (e-comm). STEP 1: Go to http://www.ump.edu.my

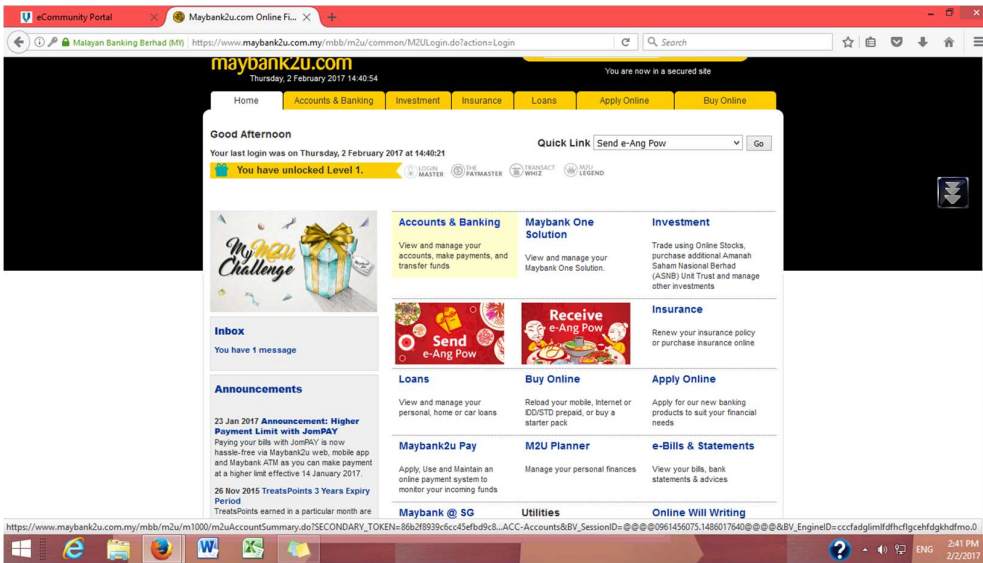
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		Section	Page
			<div style="text-align: center;">Detail</div>  <p>STEP 2: Log in your username and password</p>

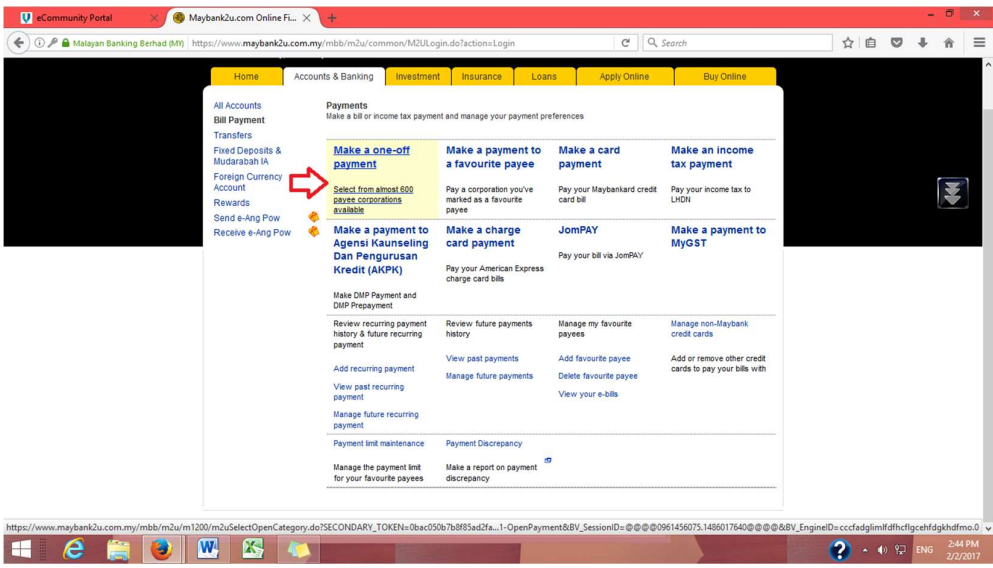
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		Section	Page	
				<p>The screenshot shows the official website of Universiti Malaysia Pahang (UMP). The page features a dark blue header with the university's name and logo. Below the header, there are several sections: 'PAUTAN' (Links) with various government and institutional links; 'LOKASI' (Location) with a map and coordinates for the main campus and a branch in Pekan; 'HUBUNGI KAMI' (Contact Us) with phone, fax, and email information; and 'E-COMMUNITY' with a login form for staff and students. The footer contains copyright information and a disclaimer.</p>

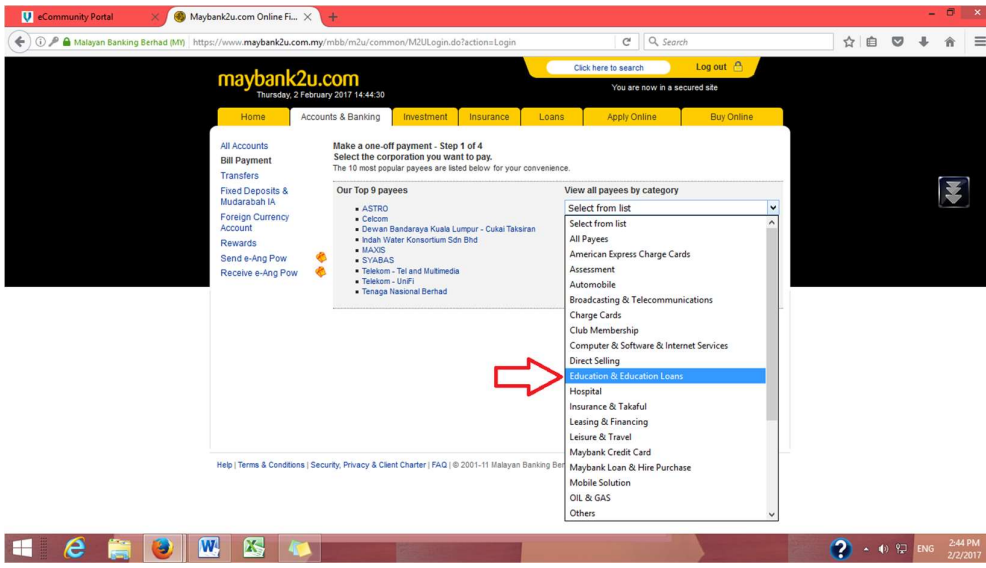
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		Section	Page	Detail
				<p>STEP 3: Click 'Course Registration'</p>  <p>The screenshot shows a web browser window with the URL https://std-comm.ump.edu.my/econresstudent/home.jsp. The left sidebar contains a navigation menu with the following items: Home, Registrar, Advisor, Visa & Passport, Health, Hostel, Social Media, Course Registration (highlighted), User Manual Open Registration, Course Structure, My Course Results, Course Catalog, Student Profile System, My Timetable, Credit Transfer, Credit Exemption, LMS, Subject Withdrawal, Exam Schedule, Apply Degree, Industrial Training (I.T ONLINE), and English Proficiency Test (EPT). The main content area lists several news items with blue hyperlinks, including 'SAMPUL DUIT RAYA UMP DAN RATAHARI', 'SERVIS KENDERAAN RAYA SAMA SAMA CERIA', 'TEKSI PEKAN MURAH', 'PEMAKLUMAN TUNTUTAN KERJA LEBIH MASA BULAN JUN 2016', 'BAS COSMIC KUANTAN-ALQG STAG UNTUK DILETGO 256', '[SERVICE] STORE YOUR BICYCLE INDOOR.', 'PSMFYP CONSULTATION - FREE', 'SUKAREKLAWAN ZIJARAH PRIHATIN SYAWAL 2016', 'PENDAFTARAN KURSUS SEMESTER PENDEK SESI 2015/2016', 'PERHATIAN KEPADA PTJFAKULTI YANG MASIH BELUM MENGAMBIL CENDERAHATI SEMPERA FESTIVAL RAMADHAN', 'SUNBANGAN DAN TAJAAN IFTAR RAMADHAN 1437H/2016M', 'KAUNTER ZAKAT DIBUKA DI FKM, KPU DAN DAPUR MASJID HARI INI DI UMP PEKAN', and 'KAUNTER KUTIPAN ZAKAT FITRAH UMP KAMPUS GAMBANG 1437H'. A 'Notepad' window is open on the right side of the browser window.</p>

NO	QUESTION	IPS RULES AND REGULATIONS		
		Section	Page	Detail
				<p>STEP 4: Choose your courses provided from the system</p>

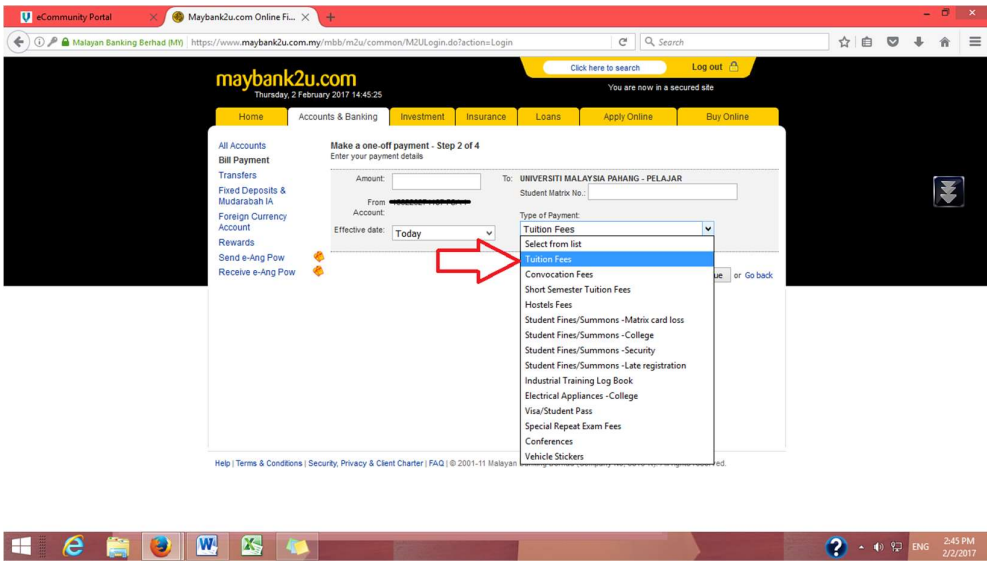
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		Section	Page	Detail
				<p>STEP 5: Click 'submit' and the courses chosen will be automatically registered for the coming semester</p>  <p>It is the responsibility of the students to renew their registration every semester and make payment of tuition fees within the renewal registration period. A student is given two (2) weeks to register.</p>
36	I have been barred from UMP student e-community because of financials. So, do I have to clear the remaining financials first?	4.3.2	26	Students with an outstanding fee are not allowed to register for the current semester until all debts are cleared.

NO	QUESTION	IPS RULES AND REGULATIONS		
		Section	Page	Detail
37	How much will it cost for the next semester as a current student?	-	-	The cost will be (MYR375 x number of credits) + admin fees (MYR825)
38	How do I pay my tuition fees online?	-	-	<p>Step 1: Browse www.maybank2u.com</p>  <p>The screenshot shows the Maybank2u.com website with a navigation menu at the top including Home, Accounts & Banking, Investment, Insurance, Loans, Apply Online, and Buy Online. The main content area features several service tiles: 'MyNew Challenge' with a gift icon, 'Accounts & Banking' (View and manage your accounts, make payments, and transfer funds), 'Maybank One Solution' (View and manage your Maybank One Solution), 'Investment' (Trade using Online Stocks, purchase additional Amanah Saham Nasional Berhad (ASNB) Unit Trust and manage other investments), 'Inbox' (You have 1 message), 'Announcements' (23 Jan 2017 Announcement: Higher Payment Limit with JomPAY), 'Loans' (View and manage your personal, home or car loans), 'Buy Online' (Reload your mobile, Internet or DD/STD prepaid, or buy a starter pack), 'Apply Online' (Apply for our new banking products to suit your financial needs), 'Maybank2u Pay' (Apply, Use and Maintain an online payment system to monitor your incoming funds), 'M2U Planner' (Manage your personal finances), 'e-Bills & Statements' (View your bills, bank statements & advices), 'Maybank @ SG' (Utilities), and 'Online Will Writing'. The browser address bar shows the URL https://www.maybank2u.com.my/mbb/m2u/common/M2Ulogin.do?actions=Login.</p>

NO	QUESTION	IPS RULES AND REGULATIONS		
		Section	Page	Detail
				<p>Step 2: Click "Make a one-off payment"</p>  <p>The screenshot shows the Maybank2u website's 'Payments' section. A red arrow points to the 'Make a one-off payment' link. Below it, there is a sub-menu with the text 'Select from almost 600 payee corporations available'. Other options include 'Make a payment to a favourite payee', 'Make a card payment', 'Make an income tax payment', 'Make a payment to Agensi Kaunseling Dan Pengurusan Kredit (AKPK)', 'Make a charge card payment', 'JomPAY', 'Make a payment to MyGST', 'Review recurring payment history & future recurring payment', 'Review future payments history', 'Manage my favourite payees', 'Manage non-Maybank credit cards', 'Add recurring payment', 'View past recurring payment', 'Manage future payments', 'Add favourite payee', 'Delete favourite payee', 'View your e-bills', 'Payment limit maintenance', 'Payment Discrepancy', 'Manage the payment limit for your favourite payees', and 'Make a report on payment discrepancy'.</p>

NO	QUESTION	IPS RULES AND REGULATIONS	
		Section	Page
			<p align="center">Detail</p> <p>Step 3: Select from the list " Education & Education Loans"</p>  <p>The screenshot shows the Maybank2u.com website interface. At the top, there is a navigation bar with 'Home', 'Accounts & Banking', 'Investment', 'Insurance', 'Loans', 'Apply Online', and 'Buy Online'. The main content area is titled 'Make a one-off payment - Step 1 of 4'. Below this, there is a section for 'Our Top 9 payees' with a list of companies. To the right, a dropdown menu 'View all payees by category' is open, showing a list of categories. The category 'Education & Education Loans' is highlighted in blue, and a red arrow points to it. The bottom of the page shows a Windows taskbar with various application icons and a system tray with the date and time '2:44 PM 2/2/2017'.</p>

NO	QUESTION	IPS RULES AND REGULATIONS	
		Section	Page
			<p align="center">Detail</p> <p>Step 4: Select "University Malaysia Pahang"</p>

NO	QUESTION	IPS RULES AND REGULATIONS		
		Section	Page	Detail
				<p>Step 5: Select type of payment " tuition fees"</p> 
39	I was terminated by the university. What is the reason?	21	20	<p>Students can be terminated at any given time from the University for the reasons below:</p> <ul style="list-style-type: none"> (a) Exceed the time limit for the study program (b) Fail to pay the tuition fees or other payment within the set period of time. (c) Violating the Rules and Regulations of the University.

NO	QUESTION	IPS RULES AND REGULATIONS		
		Section	Page	Detail
40	I am interested to convert my candidature program from MSc to Phd. Is it possible?	13.1	11	<p>Submission of extended research proposal and application form to be considered for conversion must be made within 12 to 18 months (for full-time students) and 24 to 36 months (for part-time students) after the registration of Master's degree subjected to:</p> <p>(1) Having shown competency and capability in conducting research at doctoral degree level (2) Rigorous internal evaluation by the faculty (3) Approval by the University Senate</p> <p>A Master's student who is applying for conversion of his/her candidature to that of a PhD must submit a revised research proposal endorsed by the main supervisor. This application must be done in writing to the Dean of IPS via the Dean/Director of the Faculty/Centre. The student qualification for conversion is subjected to the Faculty's requirement. Students are only allowed to submit the application once in their entire study period.</p> <p>The candidate must obtain minimum CPA of 3.3 for Bachelor Degree and fulfill at least one of the following requirements:</p> <ul style="list-style-type: none"> • 2 conference papers with ISBN or • 1 index journal (Scopus/WOS/ERA) <p>The candidate with a minimum CPA of 3.00-3.32 Bachelor Degree is also eligible to apply and may be considered if the candidate has published 1 index journal in Web of Science.</p> <p>The candidate with a minimum CPA of 2.75-3.00 Bachelor Degree is also eligible to apply provided the candidates has 10 years of working experience in related field and the candidate has published 2 Conference papers. Candidate must obtain a recommendation from the supervisor.</p> <p>Application must be done in writing to the Dean of IPS via Dean/Director of the Faculty/Centre using the form- UMP (IPS) R-01.</p>

NO	QUESTION	IPS RULES AND REGULATIONS		
		Section	Page	Detail
41	I wish to convert my MSc to MBA. Is that possible?	16	12	<p>A student who wishes to change his/her program structure must submit a new application to the IPS. A processing fee will be charged.</p> <p>The change of study mode can be only done after one semester. Students will be bound with regulations related to the new study mode. However, the change of study mode is allowed only once throughout the students' study period.</p>
42	How does it affect my candidature if my research progress is unsatisfactory for two consecutive semesters?	18.2	13	His/her academic/research progress is unsatisfactory for two consecutive period, the University Senate reserves the right to terminate the student.
43	How does it affect my candidature if my submission of final hardbound copy of thesis exceeds the correction period given?	18.2	13	If the submission of the final hardbound copy of thesis exceeding the correction period given, the University Senate reserves the right to terminate the student.
44	I has been 5 semesters of my PhD candidature and I want to change my supervisor. Is that possible?	21	14	<p>Permission to change supervisors must be approved by the current Supervisor before it is submitted to the relevant Faculty/Centre for endorsement. A student must specify his/her intention to apply for a change of supervisor. The endorsed form must be submitted to the IPS.</p> <p>The change of supervisor can be done not more than once during the period of candidature and the student is not allowed to apply for the change of supervisor if he/she had already submitted the Notice of Thesis Submission. However, it is subjected to the MPSU approval.</p> <p>Change of supervisor must be done before week 13 of the semester.</p>

17.0 Facilities/Services/Support

As MBA students, you can use a myriad of services in the school and UMP while pursuing your studies, namely:

- Academic Advisor : The faculty members that are currently teaching the MBA program. This is due to the faculty members' engagement and understanding of the program.
- KALAM : It is an avenue where faculty members will upload their teaching plan, materials and assignment. Students can retrieve these online as well as having online discussion with the faculty members.
- E-COMM (IMS Academic): It used as a platform where students can retrieve administration matters such add-drop, registration date and final exams. In addition, E-COMM also provides information on lectures and workshops that can enhance their learning experience.
- Library : Comfortable and conducive as the library has discussion rooms and cubicles, computer labs and sufficient learning materials. It also has business periodicals and online databases such as EBSCO and Proquest accessible from home or office
- Student Affairs Office (JHEPA) : Students' facilities, accommodation
- International Students Office : Visa application
- Faculty Office : Administration of the program
- Institute of Postgraduate Studies (IPS) : Postgraduate policy
- University hostels and International House: On-campus accommodation for full-time local and international students
- Student Gymnasium and Sports Centre : Provided for the wellness of students such as indoor badminton court, squash court, ping pong, futsal
- MBA lounge: provided for students to discuss their assignments and academic related matters.
- In-house clinic
- Cafeteria

- Students and lecturers are given access to a collection of books, journals, and audio-visual materials through ezproxy.ump.edu.my/login. This can be accessed either through library portal or going to the library located in Gombang or Pekan campuses. Apart from that, students and faculty members can also use the inter-loan library facilities provided by the university library.
- Free access of open Wi-Fi facilities in the university premises
- Global classroom: to facilitate the global experience through online
- Counselling centre

Lecture Hall/Classroom



MBA Lounge



Computer Labs/Laboratory



18.0 Academic Calendar

INSTITUTE OF POSTGRADUATE STUDIES UNIVERSITI MALAYSIA PAHANG ACADEMIC CALENDER FOR MASTER DEGREE PROGRAMME (COURSEWORK STUDIES) SEMESTER I, II & III of ACADEMIC SESSION		
ACTIVITIES	DURATION	NOTE
SEMESTER I & II (SEPTEMBER & FEBRUARY)		
Registration for New Students	1 day	Students to begin registration.
Registration for Current Students	WEEK 1-2 (Two Weeks)	Registration begins. Add and Drop can be one within two weeks. If students, decide to drop a course within this time frame, the full amount will be reimbursed. After this date, no refund of money will be made. For late registration, penalty of RM50 will be imposed. IPS will issue a show causal letter to the students who have not registered by 18 Sept and the student will be given two weeks to respond to that show cause letter, failing which UMP will initiate that the candidature be terminated.
Lecture	WEEK 1-7 (Seven Weeks)	Lecture
	WEEK 3-8 (Six Weeks)	With the consent of faculty, student can apply to withdraw any registered courses starting 3rd week to 8th week. However, no refund of fees will be made during this period.
Mid-Term Break	WEEK 8 (One Week)	Mid-Term Break
Lecture	WEEK 9-15 (Seven Weeks)	Lecture
Study Week	WEEK 16 (One Week)	Study Week
Final Examination Semester II	WEEK 17-19 (Three Weeks)	Final Examination Semester I/II

**INSTITUTE OF POSTGRADUATE STUDIES UNIVERSITI MALAYSIA PAHANG
ACADEMIC CALENDER FOR MASTER DEGREE PROGRAMME
(COURSEWORK STUDIES)
SEMESTER I, II & III of ACADEMIC SESSION**

ACTIVITIES	DURATION	NOTE
SEMESTER III (JUNE)		
Registration for current students	WEEK 1- 2 (Two Weeks)	Registration begins. Add and Drop can be done within two weeks. If students decide to drop a course within this time frame, the full amount will be reimbursed. After this date, no refund of money will be made. For late registration, penalty of RM50 will be imposed.
Lecture	Week 1 – Week 8	Lecture With the consent of faculty, student can apply to withdraw any registered courses starting 3rd week to 8th week. However, no refund of fees will be made during this period.
Exam Week	Week 9	Final Examination Semester III
Break	Week 10	Online re-registration

19.0 Course Synopses

18.1 Core Course

No.	Course Name	Course Details
1.	KPC1113: MANAGERIAL ECONOMICS	This subject will expose the students to a rigorous foundation in microeconomics, game theory and industrial organization. It aims to develop students' capacity to analyse the economic environments in which business entities operate and understand how managerial decisions can vary under different constraints that each economic environment places on a manager's pursuit of its goals. Its focus will be on analysing the functioning of markets, the economic behaviour of firms and other economic agents and their economic/social implications. Students' appreciation of the analytic strength and practical applicability of microeconomic theory being the main objective, the course accordingly is concerned with both theory and applications. The theory serves to construct a rigorous framework of principles and techniques, and the applications bring real aspects into the classroom through multiple cases and examples from various sources.
2.	KPC1143: MANAGERIAL ACCOUNTING	This course provides students with an advance understanding of accounting. It emphasises decision and control issues in a contemporary environment and introduces appropriate decision and control concepts, techniques and skills such as short- and long-term budgeting and budgeting control, target costing and life-cycle costing, determining product cost, responsibility accounting systems, transfer pricing, performance evaluation systems, and will be able to detail and evaluate the moves to harmonise the management accounting report within an international context.
3.	KPC1163: LEADERSHIP & ORGANIZATIONAL BEHAVIOR	Leadership and Organizational Behaviour is an advanced course designed to equip the students with the tools, perspectives, and frameworks for executing high-impact strategy within mission-driven organizations. Topics include conceptual frameworks for understanding high impact organizations and the role of strategic leadership, analytical tools for developing and assessing strategy, approaches to working with stakeholders to mobilize commitment, and methods for leading change. It also focuses on the growing importance of the human dimension in creating, employing and sustaining a firm's competitive advantage. Several topics in the field of organizational behaviour will be introduced, provoking the students to reflect on themselves and their experiences of working with others.

No.	Course Name	Course Details
4.	KPC1173: ENTREPRENEURSHIP	This class aims to give students grounding in theoretical and practical elements of entrepreneurship and innovation. Alongside rigorous academic input from the lectures, real life case studies will be incorporated within the seminars and there will be opportunities for students to meet successful entrepreneurs during the seminars and discuss the experiences and challenges of setting up their own ventures and creating innovative solutions. This will ground the student's theoretical knowledge gained during the lectures in practical insights.
5.	KPC1153: OPERATIONS MANAGEMENT	This course focuses on those business processes, procedures and strategies used to transform various inputs into finished goods and services. It will focus on the main decision areas of operations management and their impact on business functions and the role of the operations manager and the relationship with productivity improvement.
6.	KPC1193: STRATEGIC MANAGEMENT	This course is intended to provide students with the craft of strategy; that is, how to identify and choose a superior competitive position, how to analyse a strategic situation, and finally how to create the organizational context to make the chosen strategy work. In particular, the aims of the course are: (i) To explore conceptual frameworks and models which will assist student to analyse competitive situation and strategic dilemmas and gain insight into strategic management; (ii) To help student acquire practical experience in dealing with strategic issues.
7.	KPC1133: STRATEGIC MARKETING	This course provides students with an advance understanding of Strategic Marketing. It emphasises planning, decision making and control issues in a contemporary environment and introduces appropriate decision and control concepts.
8.	KPC1183: FINANCIAL MANAGEMENT	This course also emphasizes the application of financial tools and models that produce better decisions for the firm in short and long term. Asset selection, risk management, inventory management, credit and capital acquisition, and overall value enhancement are covered. Emphasis is put on the quantitative tools and the practices of existing corporations. Students will build both broad financial knowledge and specific understanding of corporate finance. Case studies will address both large and small organizations.
9.	KPC1123: CORPORATE GOVERNANCE	This course will give an overview of corporate governance and ethics landscape in Malaysia, relevant acts, standards and role of various organizations, in promoting better

No.	Course Name	Course Details
		corporate governance. It will analyse the reasons for failure of corporate governance and will discuss importance of internal control, risk management and governance to Malaysian businesses. Techniques of analysing risks and governance will also be discussed.

18.2 Research Methodology & Projects

No.	Course Name	Course Details
1.	KPC1103: RESEARCH METHODOLOGY	The principal aim of this course is to assist students in the process of identifying research topics and problems, and to provide them with a logical framework in which to consider such problems, the associated methodologies and the results. Both quantitative and case study approaches will be emphasised in the course. Overall, this subject is intended to give an understanding and knowledge on the methodology of research and its application when conducting research projects. The topics to be covered are: Introduction to Research; Research topic, research question and research design; reviewing the Literature; Sampling and measurement; Observation; Research instruments; Analysing Data, Completing the Research Project.
2.	KPP1313 PROJECT I	This course will expose the students on the process of conducting academic research in order to provide the skills and ability in carrying out research project in the area of their study. The covered areas for Project are: (i) problem background, (ii) problem statement, (iii) research objectives, (iv) research questions, (v) research framework, (vi) literature reviews, (vii) research methods, (viii) development of research instruments for data collection.
3.	KPP1323 PROJECT II	This course will expose the students on the process of conducting academic research in order to provide the skills and ability in carrying out research project in the area of their study. The covered areas for Project II are: (i) carrying out data collection, (ii) analysing data collected, (iii) interpreting data, (iv) writing reports.

18.3 ELECTIVES

i) Specialization: Technology Management

No.	Course Name	Course Details
1.	KPT1922: KNOWLEDGE MANAGEMENT	Knowledge management as an organizational innovation has reached a state of maturity where we can now discern

No.	Course Name	Course Details
		<p>the principles, practices, and tools that make it unique. It has engendered new concepts and categories for us to make sense of the many important ways that organizations use knowledge to create value. So this course is designed to present a thoughtful, systematic view of knowledge management as a coherent body of management theory and practice. The topics will include: introduction to knowledge management in theory and practice, the knowledge management cycle, knowledge management models, knowledge capture and codification, knowledge sharing and communities of practice, knowledge application, the role of organizational culture, knowledge management tools, KM strategy and metrics, the KM team, and future challenges for KM.</p>
2.	KPT1963: PROJECT MANAGEMENT	<p>Organizations initiate projects to earn benefits and accomplish desired objectives. Now a days, the management of projects are becoming more challenging due to high socio-economic and technological expectations from the stakeholders. This increasing intricacy of projects infers a need to understand the fundamentals of project management in a systematic way. In this perspective, both the public sector and private sector organizations are striving to keep abreast with the best project management practices. Therefore, a structured approach of project management is indispensable that can greatly increases the likelihoods of project success, and avoids the pitfalls that could result in to a failure. The contents of this course will help the students to nurture their knowledge and skills in the discipline of project management. It includes project management concept, theory and practices from the perspective of Project Management Body of Knowledge. The course outline will cover entire project life cycle including five process groups and ten knowledge areas of project management. Furthermore, project termination and lesson learned aim to inculcate the value of knowledge sharing and documenting project experiences for future used and referenced.</p>
3.	KPB1933: PRODUCT MANAGEMENT	<p>This course will expose the students to the practical and common procedures of product management processes as practiced by most multinational companies. It will include the development process of a new product (from ideation to commercialization) and its subsequent marketing plan and strategy. The students learning activities will familiarize them to the secrets of launching a new product successfully and understand the potential reasons of a new product's failure. The learning's of developing and launching new products or services will be highlighted in this course.</p>

No.	Course Name	Course Details
4.	KPT1923: INNOVATION MANAGEMENT	This course intends to provide an understanding of the innovation management concepts by developing a deeper understanding of the steps involved in the development of new products and services, and the strategies in managing product and service innovation to deliver superior value to customers. Specific course objectives address innovation, services & product management issues starting from product development, innovation management up to product marketing approach.
5.	KPE1453: BUSINESS ANALYTICS FOR DECISION MAKING	In the presence of uncertainties, business managers will need a set of tools that incorporate the uncertainties in a manner that would enhance understanding of the situation, thereby leading to better decisions being made. In this course, we would develop a grasp of the underlying principles behind uncertainties and risks, and build upon those principles to get a big picture view of the possible inferences, even with uncertain assumptions. Through practical examples, in-depth exercises, and cases, we would build an understanding of how these principles apply in practice. With a firm grasp of these foundational principles grounded on probability theory and statistics, participants will benefit greatly from other courses and topics that build on top of results learned in this course.

ii) Specialization: Engineering Management

No.	Course Name	Course Details
1.	KPE1922: LEAN MANAGEMENT	This course introduces the key concepts in lean manufacturing such as continuous improvement, just-in-time, standardization, kanban and others. Lean focuses on eliminating waste in processes, waste being anything that impedes the flow of product as it is being transformed in the value chain. The course will examine the socio-technical interactions within a modern manufacturing organization and develop skills and processes for implementing changes for achieving agile manufacturing and global competitiveness.
2.	KPE1953: OCCUPATIONAL, SAFETY & HEALTH	This course introduces the principles and basic concepts of occupational safety and health. Students will be exposed to the history of occupational safety and health (OSH) development, acts and legislations in relation to OSH, the responsibilities and qualification of safety and health practitioner and professional ethics. The human bodies and its psychological functions and its relationship to workplace productivity will also be discussed. Introduction to Occupational Hygiene is also discussed as

No.	Course Name	Course Details
		a foundation for the next subjects. Some common safety and health hazards will be emphasized for better understanding.
3.	KPT1953: SUSTAINABLE MANAGEMENT	This course will examine policy responses to environmental problems caused by economic development with special attention to innovation. The central topic of the course is innovation for the environment, which is explored through a number of lectures and discussion meetings. The field of "green technology" encompasses a continuously evolving group of methods and materials, from techniques for generating energy to non-toxic cleaning products.
4.	KPE1913: TOTAL QUALITY MANAGEMENT	This course focuses on those business processes, procedures and strategies used to transform various inputs into finished goods and services. It will focus on the main decision areas of operations management and their impact on business functions and the role of the operations manager and the relationship with productivity improvement.
5.	KPE1453: BUSINESS ANALYTICS FOR DECISION MAKING	In the presence of uncertainties, business managers will need a set of tools that incorporate the uncertainties in a manner that would enhance understanding of the situation, thereby leading to better decisions being made. In this course, we would develop a grasp of the underlying principles behind uncertainties and risks, and build upon those principles to get a big picture view of the possible inferences, even with uncertain assumptions. Through practical examples, in-depth exercises, and cases, we would build an understanding of how these principles apply in practice. With a firm grasp of these foundational principles grounded on probability theory and statistics, participants will benefit greatly from other courses and topics that build on top of results learned in this course.

iii) Specialization: Business Engineering

No.	Course Name	Course Details
1.	KPB1943: SERVICE MANAGEMENT	This course explores the dimension of successful service firms. It prepares service managers for enlightened management and suggests creative entrepreneurial opportunities by applying blended marketing strategy, technology savvy, people orientation and information

No.	Course Name	Course Details
		communication technology's capability to achieve distinctive competitive advantage.
2.	KPB1923: SUPPLY CHAIN MANAGEMENT	This course examines the issues involved with the designed and management of supply chains in industries. Supply chain management involves the integration of suppliers, logistics, production facilities, and distribution centres in order for customers to receive products at the right time and quantity.
3.	KPE1243: LOGISTIC MANAGEMENT	Logistics looks at the set of activities involved in the flow of goods, services and information through the supply chain to the market. This course provides an introduction to logistics management and aims at providing students with a full understanding of logistics management, transportation and distribution systems. The key elements covered in this course include Introduction to logistics and distribution, channels of distribution, intermodal transport, international logistics and challenges for logistics.
4.	KPE1253: RISK MANAGEMENT	This course also emphasizes the application of financial tools and models that produce better decisions for the firm in short and long term. Asset selection, risk management, inventory management, credit and capital acquisition, and overall value enhancement are covered. Emphasis is put on the quantitative tools and the practices of existing corporations. Students will build both broad financial knowledge and specific understanding of corporate finance. Case studies will address both large and small organizations.
5.	KPE1453: BUSINESS ANALYTICS FOR DECISION MAKING	In the presence of uncertainties, business managers will need a set of tools that incorporate the uncertainties in a manner that would enhance understanding of the situation, thereby leading to better decisions being made. In this course, we would develop a grasp of the underlying principles behind uncertainties and risks, and build upon those principles to get a big picture view of the possible inferences, even with uncertain assumptions. Through practical examples, in-depth exercises, and cases, we would build an understanding of how these principles apply in practice. With a firm grasp of these foundational principles grounded on probability theory and statistics, participants will benefit greatly from other courses and topics that build on top of results learned in this course.





iv) Specialization: Bioeconomy

No.	Course Name	Course Details
1.	KPD1933: PRODUCT DEVELOPMENT AND COMMERCIALIZATION	Product development and commercialization requires the ability to take an idea and translate the technology into useful commercial products. This course will discuss the new product development process, regulatory, intellectual property, and commercialization.
2.	KPD1943: PROJECT MANAGEMENT IN BIOBUSINESS	The overall aim of this course is to produce professional business managers capable of making effective and efficient project management decisions. The course provides a range of academic knowledge, business understanding, projects management techniques and seeks to develop within students the ability to integrate these with an appreciation of the usefulness of appropriate project management software. On completion of the course, students will have the core knowledge needed and to create solutions successfully within a project team or as a project manager on bio businesses projects in an environment constrained by time, cost and quality.
3.	KPD1953: CONTEMPORARY ISSUES IN BIOECONOMY	This multi-disciplinary course provides student an introduction to policy, scope and research area in industrial biotechnology sector in Malaysia and global scenario. This course focuses on interaction between scientific discovery, applications and challenge impact in biotechnology. These may include the future of biotechnology, intellectual property, commercialization and biotechnology development management. Students will work in teams to develop new mini-projects. Students are expected to participate in discussions built into seminar-type learning activities.
4.	KPD1923: SUPPLY CHAIN IN BIOBUSINESS	This course examines the issues involved with the designed and management of supply chains in industries. Supply chain management involves the integration of suppliers, logistics, production facilities, and distribution centres in order for customers to receive products at the right time and quantity.
5.	KPD1913: GLOBAL BIOBUSINESS INNOVATION	This course introduces the concept of bio business innovation and explores interesting case studies that have changed entire markets. This module seeks to ignite interest with the application of business innovation in the context of the biotechnology industry.
6.	KPE1453: BUSINESS ANALYTICS FOR DECISION MAKING	In the presence of uncertainties, business managers will need a set of tools that incorporate the uncertainties in a manner that would enhance understanding of the situation, thereby leading to better decisions being made.



No.	Course Name	Course Details
		<p>In this course, we would develop a grasp of the underlying principles behind uncertainties and risks, and build upon those principles to get a big picture view of the possible inferences, even with uncertain assumptions. Through practical examples, in-depth exercises, and cases, we would build an understanding of how these principles apply in practice. With a firm grasp of these foundational principles grounded on probability theory and statistics, participants will benefit greatly from other courses and topics that build on top of results learned in this course.</p>

20.0 List of Academic/Administrative/Support/Technical Staff Of MBA



19.1 Top Management


	POSITION/NAME	NO.TEL	EMAIL
	DEAN Dr. Fazeeda Mohamad		fazeedamohamad@ump.edu.my
	SECRETARY Mrs. Farrah Hayaty binti Baharundin	09-549 2169	farrah@ump.edu.my
	DEPUTY DEAN (ACADEMIC & STUDENT AFFAIRS) Assoc. Prof. Dr. Cheng Jack Kie	09-549 2627	jackkie@ump.edu.my
	DEPUTY DEAN (POSTGRADUATE & RESEARCH) Dr Puteri Fadzline bt Muhamad Tamyez	09-549 2445	fadzline@ump.edu.my
	HEAD OF PROGRAMME Dr. Suhaidah Hussain	09-549 3253	suhaidahussain@ump.edu.my

13.2 List of Academic Staff




	NAME	COURSES	EMAIL
	Professor Dato' Ts. Dr. Daing Nasir Ibrahim	<ul style="list-style-type: none"> ▪ Strategic Management ▪ Managerial Accounting ▪ Corporate Governance 	daingnasir@ump.edu.my
	Professor Dato' Ts. Dr. Yuserrie bin Zainuddin	<ul style="list-style-type: none"> ▪ Leadership and Organizational Behaviour ▪ Strategic Management 	yuserrie@ump.edu.my

NAME		COURSES	EMAIL
	Associate Professor Dr. Mohd Ridzuan Darun	<ul style="list-style-type: none"> ▪ Managerial Accounting ▪ Financial Management 	mridzuand@ump.edu.my
	Dr. Irene Wei Kiong	<ul style="list-style-type: none"> ▪ Financial Management ▪ Risk Management 	irene@ump.edu.my
	Dr. Puteri Fadzline bt Muhamad Tamyez	<ul style="list-style-type: none"> ▪ Product Management ▪ Product Development and Commercialization ▪ Global Biobusiness Innovation 	fadzline@ump.edu.my
	Dr. Suhaidah bt Hussain	<ul style="list-style-type: none"> ▪ Strategic Management ▪ Leadership & Organizational Behaviour ▪ Service Management 	suhaidahhussain@ump.edu.my
	Dr. Yap Chui Yan	<ul style="list-style-type: none"> ▪ Entrepreneurship 	yap@ump.edu.my
	Dr. Muhammad Fakhrul Yusuf	<ul style="list-style-type: none"> ▪ Operation Management ▪ Total Quality Management 	mfakhrul@ump.edu.my
	Dr. Diyana Kamarudin	<ul style="list-style-type: none"> ▪ Research Methodology 	yanakamarudin@ump.edu.my

NAME		COURSES	EMAIL
	Dr. Mohd Hanafiah Ahmad	<ul style="list-style-type: none"> ▪ Managerial Economics 	hanafiah@ump.edu.my
	Dr. Mohd Ashraff	<ul style="list-style-type: none"> ▪ Strategic Marketing ▪ Knowledge Management 	ashrafauzi@ump.edu.my
	Assoc Prof. Dr. Yudi Fernando	<ul style="list-style-type: none"> ▪ Supply Chain Management ▪ Service Management ▪ Supply Chain in Biobusiness 	yudi@ump.edu.my
	Dr. Zetty Ain bt Kamarudin	<ul style="list-style-type: none"> ▪ Business Analytics for Decision Making 	zetty@ump.edu.my
	Dr. Senthil Kumar	<ul style="list-style-type: none"> ▪ Financial Management ▪ Risk Management 	senthilkumar@ump.edu.my
	Dr. Gusman Nawanir	<ul style="list-style-type: none"> ▪ Research Methodology ▪ Lean Management 	gusman@ump.edu.my
	Dr. Lee Khai Loon	<ul style="list-style-type: none"> ▪ Supply Chain Management ▪ Logistics Management ▪ Supply Chain in Biobusiness 	leekhailoon@ump.edu.my

NAME		COURSES	EMAIL
	Dr. Muhammad Waris Ali Khan	<ul style="list-style-type: none"> ▪ Project Management ▪ Project Management in Biobusiness 	waris@ump.edu.my

19.3 Administrative Staff

	NAME	NO.TEL	EMAIL
	ASSISTANT REGISTRAR Mdm. Noorafizah Abd. Raffar	09-5492380	noora@ump.edu.my
	ADMINISTRATIVE ASSISTANT OFFICER Mdm. Siti Nur Hafizah binti Mohd Shupian	09-5492622	snhafizah@ump.edu.my
	ADMINISTRATIVE ASSISTANT Mdm. Siti Fatimah Mohd Yazid	09-5492166	fatimahmy@ump.edu.my

21.0 Reach Us!

We certainly welcome any comments, feedback, complaints and ideas through channels as below;

Email address: mba@ump.edu.my, or fim@ump.edu.my, or;

Make an appointment in the faculty with Head of Programme, Dr Suhaidah Hussain.

All feedbacks will remain anonymous.

Please reach us for any issues regarding the MBA programme;

ISSUES	WHO TO CONTACT
<ul style="list-style-type: none"> ▪ Payment of tuition fees ▪ Verification of letter of sponsorship (can be apply through e-comm) 	<p style="text-align: center;">Bursary Office: No.Tel:09-5492326 No.Fax:09-5493277</p>
<ul style="list-style-type: none"> ▪ Offer letter/admission ▪ Online/late registration ▪ Update student records and monitor academic progress ▪ Payments Verication- <ul style="list-style-type: none"> ○ (UMP (IPS) A-01) ▪ Application for Change of Status <ul style="list-style-type: none"> ○ (Full time to Part time or vice versa)- (UMP (IPS) A-02) ▪ Postponement of Study Application Form- <ul style="list-style-type: none"> ○ (UMP (IPS) A-03) ▪ Application for Withdrawal from Study Programme- <ul style="list-style-type: none"> ○ (UMP (IPS) A-04) ▪ Application for Extension of Candidature- <ul style="list-style-type: none"> ○ (UMP (IPS) A-05) ▪ Application for Add/Drop Courses- <ul style="list-style-type: none"> ○ (UMP (IPS) C-01) ▪ Application for Course Withdrawal- <ul style="list-style-type: none"> ○ (UMP (IPS) C-02) ▪ Special Examination Application Form- <ul style="list-style-type: none"> ○ (UMP (IPS) C-03) ▪ Course Grade Review Appeal Form- (UMP (IPS) C-04) ▪ Change of Study Mode (Coursework to Research)- (UMP (IPS) C-05) ▪ Credit Transfer Form- (UMP (IPS) C-06) 	<p style="text-align: center;">Institute of Postgraduate Studies, Universiti Malaysia Pahang, Lebuhraya Tun Razak, 26300 Gambang, Kuantan, Pahang. Phone:609-5493197/3198/3199 Fax:609-5493190 http://ips.ump.edu.my/</p>

22.0 Appendix
Appendix A: Process Flow Project I & II

Steps	Process Flow	Deadlines	Reference
<p>1</p>	<pre> graph TD Start([Start]) --> Step1[Students complete at least 5 core subjects including Business Research Methods] Step1 --> Decision1{Students fulfill pre-Requisites} Decision1 -- No --> Advise[Students advised to register for Project I after fulfilling pre-requisites.] Decision1 -- Yes --> Step2[Students meet prospective supervisor to discuss Initial Project Proposal] </pre>	<p>Week 2</p>	<p>Refer to MBA program structure</p>
<p>2</p>	<p>Students meet prospective supervisor to discuss Initial Project Proposal</p>	<p>Week 4</p>	
<p>3</p>	<p>Students submit the Initial Project Proposal (Form K1) to Faculty</p>	<p>Week 5</p>	<p>Refer to Initial Project Proposal Form (enclosed with 3-5 page proposal)</p>
<p>4</p>	<p>Faculty approves on Initial Project Proposal and appoints Supervisor</p>		
<p>5</p>	<p>Students work on Project I in consultation with Supervisor</p>		
<p>6</p>	<p>Students submit 2 copies of Project I Report to Faculty</p>	<p>Week 12</p>	
<p>7</p>	<p>Students present Project I*</p>	<p>Week 13</p>	
<p></p>	<p>Students pass Project I with at least B-**</p>	<p>Week 16</p>	
<p></p>	<p>Students repeat Project I</p>	<p>Week 17</p>	
<p>8</p>	<p>Students respond to Chairman's Report on Project I Evaluation (Form K2) and incorporate the internal panel's comments/suggestions, where appropriate, and proceed to Project II in subsequent semester.</p>		

Notes on Flow Chart:

*Students who do not present will be given a fail grade.

** Project I Assessments

PROJECT I ASSESSMENTS

Assessor	Assessment methods			Total
	Project I Presentation	Project I Report	Research Skills	
Supervisor	-	30%	20%	50%
Internal Panel/s	25%	25%	-	50%

PROCESS FLOW FOR PROJECT II

Steps	Process Flow	Week	Date/Detail
1	<pre> graph TD Start([Start]) --> Decision{Students pass Project I} Decision -- No --> Take[Take Project I] Decision -- Yes --> Step2[Students collect data and complete Project II in consultation with Supervisor] </pre>		
2	Students collect data and complete Project II in consultation with Supervisor	1-9	
3	Students submit preliminary draft of Project II Report to Supervisor to get comments and advise on changes and correction	10-12	
4	Students submit 2 copies of Project II Report to Faculty ^{1 & 2}	13	
5	Students present Project II ³	16	
	<pre> graph TD Decision{Student passed Project II with at least a B-*} Decision -- No --> Repeat[Students repeat Project II] Decision -- Yes --> Step6[Students respond to Chairman's Report on Project II Evaluation Form K2 and incorporate the internal panel's comments/suggestions, where appropriate4 & 5] </pre>		
6	Students respond to Chairman's Report on Project II Evaluation (Form K2) and incorporate the internal panel's comments/suggestions, where appropriate ^{4 & 5}	17	
7	Students get Supervisor's Approval for Binding (Form K3) ⁶ and submit the form to Faculty		
8	Students submit 3 copies of hard-bind Project Report together with 1 CD (in PDF and MS Word) to Faculty and 1 copy of hard-bind Project Report to Supervisor		
			<div style="border: 1px solid black; padding: 10px;"> The period given for corrections and submission of the final draft of Project Report should be stated in the Chairman's Report for Project II Evaluation (Form K2)⁵ </div>

Notes on Flow Chart:

¹ Formatting and citations for Project II Report should be consistent with UMP Thesis Guide.

² Project II Report should have an originality score of at least 70% from Turnitin report.

³ Students who do not present will be given a fail grade.

⁴ Students proceed with final proofreading, including plagiarism and English Language checks.

⁵ Students should submit required response to comments of suggestions as well as the necessary corrections of Project Report within the period stated in the Chairman's Report on Project Part II Evaluation.

⁶ Students should NOT hard-cover bind their report without Supervisor's approval.

* Project II Assessments

PROJECT II ASSESSMENTS

Assessor	Assessment methods			Total
	Project II Presentation	Project II Report	Research Skills	
Supervisor	-	30%	20%	50%
Internal Panel/s	25%	25%	-	50%

Appendix B: Form K1

[FORM K1]



**FACULTY OF INDUSTRIAL MANAGEMENT
Initial Project Proposal Form**

Student's Name: Student's ID:.....

Project Title and Objective/s (attached with 3-page Initial Project Proposal):

.....
.....

Proposed Supervisor's Approval:

Proposed Supervisor's Name:

Proposed Supervisor's Signature:

Date: Remarks:

Project Committee Meeting Decision:

1. Initial Project Proposal: *Accepted / Rejected**

Remarks:

2. Supervisor Proposed by Student: *Accepted / Rejected**

Remarks:

3. Name of Supervisor Proposed by Project Committee:
(if item no. 2 is rejected):

.....

* *Delete where appropriate.*

Verified by:

MBA Head of Program
Date:

Appendix C: Form K2

[FORM K2]



**FACULTY OF INDUSTRIAL MANAGEMENT
Chairman's Report on Project I & II Evaluation**

Student's Name (ID No.): _____

Title of Project: _____

Use extra sheet (or softcopy) if necessary.

Comments/Suggestions from Internal Panel/s	Student's Response to Comments/Suggestions

Response to comments/suggestions (together with the necessary corrections to Project I/II Report) which has been verified by the Supervisor should be submitted to Project Committee by (date to be specified by Chairman): _____.

Required Tasks and Person in Charge	Verification
Comments/Suggestions of Internal Panel prepared by Chairman: Signature: Name: Date:	Comments/Suggestions Verified by Supervisor: Signature: Name: Date:
Response to Comments/Suggestions prepared by Student: Signature: Name: Date:	Response Verified by Supervisor: Signature: Name: Date:
Endorsement by Project Committee:	
Endorsed by Project Committee / MBA Head of Program: Signature: Name: Date:	

Appendix D: Rubrics of Project I and II

Project Report - Assessment Sheet (Internal Panel - 25%)

Student Name: _____

Student ID No: _____

No	Items	Marks Allocated	Marking Scheme					Marks Obtained
			Very Poor	Below Average	Average	Above Average	Excellent	
1	Proper formatting (title page, table of contents, reference/citation style, appendices)	5%	1	2	3	4	5	
2	Writing conventions - Mechanics e.g., grammar, spelling, punctuation, capitalization, paragraphing, etc. - No evidence of plagiarism	5%	1	2	3	4	5	
3	Introduction and Background - Clear link from management dilemma to research question - Thorough analysis that led to hypotheses/objective - Literature appropriately cited and referenced	10%	1-2	3-4	5-6	7-8	9-10	
4	Methodology - Covered all important aspects of the research methods (e.g., research design, sample, measurement, data collection procedures)	5%	1	2	3	4	5	
Total Marks (25%)								

Project Presentation - Assessment Sheet (Internal Panel - 25%)

Student Name: _____

Student ID No: _____

No	Items	Marks Allocated	Marking Scheme					Marks Obtained
			Very Poor	Below Average	Average	Above Average	Excellent	
1	Overall presentation (fluent, well organized and structured, clear, professional)	5%	1	2	3	4	5	
2	Introduction and Background - Clear link from management dilemma to research question	5%	1	2	3	4	5	
3	Literature appropriately cited and referenced - Thorough analysis that led to hypotheses/objective	5%	1	2	3	4	5	
4	Methodology - Covered all important aspects of the research methods (e.g., research design, sample, measurement, data collection procedures)	5%	1	2	3	4	5	
5	Maturity in answering questions	5%	1	2	3	4	5	
	Total Marks (25%)							

Project Report - Assessment Sheet (Supervisor - 50%)

Student Name: _____

Student ID No: _____

1. Project Report (30%)

No	Items	Marks Allocated	Marking Scheme					Marks Obtained
			Very Poor	Below Average	Average	Above Average	Excellent	
1	Proper formatting (title page, table of contents, reference/citation style, appendices)	5%	1	2	3	4	5	
2	Writing conventions <ul style="list-style-type: none"> - Mechanics e.g., grammar, spelling, punctuation, capitalization, paragraphing, etc. - No evidence of plagiarism 	5%	1	2	3	4	5	
3	Introduction and Background <ul style="list-style-type: none"> - Clear link from management dilemma to research question - Thorough analysis that led to hypotheses/objective - Literature appropriately cited and referenced 	10%	1-2	3-4	5-6	7-8	9-10	
4	Methodology <ul style="list-style-type: none"> - Covered all important aspects of the research methods (e.g., research design, sample, measurement, data collection procedures) 	10%	1-2	3-4	5-6	7-8	9-10	

2. Research skills and discussions with supervisor (20 %)

No	Items	Marks Allocated	Marking Scheme					Marks Obtained
			Very Poor	Below Average	Average	Above Average	Excellent	
1	Frequency of meetings / discussions (face to face or phone calls or emails) with supervisor	10%	1-2	3-4	5-6	7-8	9-10	
2	Time management, ability to manage research tasks independently	5%	1	2	3	4	5	
3	Critical thinking, ability to identify research challenges, propose options / solutions and achieve research objectives in ethical manner	5%	1	2	3	4	5	

Appendix E: GPA and CPA Calculation

CPA and GPA will be determined according to the calculation below;

1. GPA (Grade Point Average)

Total value (*grade value x course credit hours*) for all courses is divided by Counted Credit for all courses taken in a semester.

The calculation formula for GPA is as follows:

The formula

GPA=

$$\sum_{i=1}^n GiVi$$

$$\sum_{i=1}^n Ui$$

Where:

G_i = Grade value for course i

U_i = Counted credit hours for course i

n = Number of courses followed in each semester

i = Subscript

For example:

FIRST SEMESTER

CODE	GRADE	GRADE VALUE	CREDIT HOUR	GRADE VALUE X CREDIT HOUR
KPA1113	A	4.00	3	12.00
KPA1133	A-	3.67	3	11.01
KPB1943	B+	3.33	3	9.99
KPB2913	A-	3.67	3	11.01
TOTAL			12	44.01

Credit Taken : 12
Semester GPA : $\frac{44.01}{12}$
: 3.67

2. CPA (Cumulative Point Average)

Total Grade Value (*total hours x course credit hour*) for all courses divided by the total credit hours for all courses taken.

For Example:

FIRST SEMESTER

CODE	GRADE	GRADE VALUE	CREDIT HOUR	GRADE VALUE X CREDIT HOUR
KPA1113	A	4.00	3	12.00
KPA1133	A-	3.67	3	11.01
KPB1943	B+	3.33	3	9.99
KPB2913	A-	3.67	3	11.01
TOTAL			12	44.01

Credit Taken : 12
Credit Counted : 12

SECOND SEMESTER

CODE	GRADE	GRADE VALUE	CREDIT HOUR	GRADE VALUE X CREDIT HOUR
KPA1323	B	3.00	3	9.00
KPA1143	B+	3.33	3	9.99
KPB1933	A	4.00	3	12.00
KPB1983	A-	3.67	3	11.01
TOTAL			12	42.00

Credit Taken : 12

Credit Counted : 12

OVERALL GRADE POINT

24

86.01

CPA : $\frac{86.01}{24}$

: 3.58