



2025 / 2026 **BACHELOR** **OF BUSINESS** **ADMINISTRATION** STUDENT HANDBOOK

MESSAGE FROM DEAN

Assalamualaikum and warm greetings,

Congratulations, and welcome to the Faculty of Business and Economics (FBEC) at Universiti Malaya and to your chosen programme. You are joining Malaysia's leading university and a faculty internationally recognised through AACSB and AMBA accreditations, with EQUIS accreditation in progress. We aim to develop capable leaders, innovative thinkers, and responsible citizens who will make a meaningful impact in business, government, and society.



Your learning journey combines strong foundations in core business and economics disciplines with applied learning through projects, cases, and industry engagement. Each programme is unique and has been carefully developed through international benchmarking and continuous feedback from industries and other stakeholders. Our curriculum is kept up to date to meet the evolving needs of global industry. The programme structure, progression rules, and assessment policies in this handbook are your guide; please read them carefully and plan ahead.

As you begin, make the most of every opportunity: participate actively in class, explore new interests, step outside your comfort zone, and treat challenges as chances to grow. This is your time to discover your potential, build lifelong friendships, and shape your future. Meet your academic advisor, use our learning resources and student services, and take advantage of skills workshops, industry talks, international mobility, and student societies. If you face difficulties, seek support early; our team is here to help you thrive.

Our lecturers bring both research and industry experience into the classroom, and we encourage you to think and act globally through student exchanges, short-term mobility, international competitions, and community engagement. Ethical conduct, sustainability, and responsible leadership are integral to how we learn and work together at FBEC. We are delighted to have you with us. May your time here be one of discovery, growth, and success.

Welcome to your UM family. Your journey to success begins now.



ABOUT UNIVERSITI MALAYA

VISION

A global university impacting the world

MISSION

Pushing the boundaries of knowledge and nurturing aspiring leaders

QUALITY POLICY

Universiti Malaya is committed to conduct teaching and learning, carry out research and provide quality services on a global level, generate and enhance knowledge through continuous improvement efforts for the benefit of all stakeholders, especially Universiti Malaya's students

CORE VALUES



ABOUT FACULTY OF BUSINESS AND ECONOMICS



VISION

To be a globally recognised institution for excellence in business, economics and policy

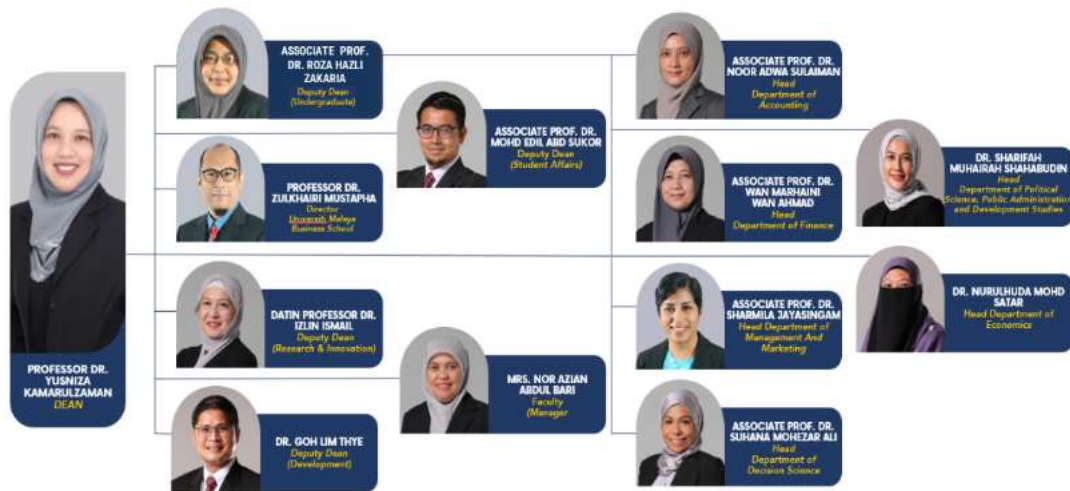
MISSION

Nurturing leaders for global community

THE MANAGEMENT

Dean	:	Professor Dr. Yusniza Kamarulzaman PhD (Cardiff), PgDip (Cambridge), PgDip (Cardiff), MBA (UKM), BBA (UiTM) yusniza@um.edu.my / dekan_fpe@um.edu.my
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Administrative Manager	:	Mdm. Nor Azian Abdul Bari norazian@um.edu.my

PENGURUSAN FAKULTI PERNIAGAAN DAN EKONOMI



DEPARTMENTS

❖ Department of Accounting

Head : Assoc. Prof. Dr. Noor Adwa Sulaiman / adwa@um.edu.my

Members : <https://fpe.um.edu.my/departement-of-accounting>

❖ Department of Finance

Head : Assoc. Prof. Dr. Datin Wan Marhaini Wan Ahmad / wmarhaini@um.edu.my

Members : <https://fpe.um.edu.my/departement-of-finance>

❖ Department of Management and Marketing

Head : Assoc. Prof. Dr. Sharmila Jayasingam / sharmila@um.edu.my

Members : <https://fpe.um.edu.my/departement-of-management-and-marketing>

❖ Department of Economics

Head : Dr. Nurulhuda Mohd Satar / nurulhuda@um.edu.my

Members : <https://fpe.um.edu.my/departement-of-economics>

❖ Department of Decision Science

Head : Assoc. Prof. Dr. Suhana Mohezar Ali / suhanamohezar@um.edu.my

Members : <https://fpe.um.edu.my/departement-of-decision-science>

❖ Department of Political Science, Public Administration and Development Studies

Head : Dr. Sharifah Muhairah Shaharudin / muhairah@um.edu.my

Members : <https://fpe.um.edu.my/departement-of-political-science-public-administration-and-development-studies>

PROGRAMME COORDINATORS

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Bachelor of Business Administration	:	Dr. Azmin Azliza Aziz aazliza@um.edu.my
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Bachelor of Economics	:	Dr. Nor Hasniah binti Kasim norhasniah@um.edu.my
Industrial Training	:	Dr. Adilah binti Abdul Ghapor adilahghapor@um.edu.my
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THE ADMINISTRATION (UNDERGRADUATE)


Universiti Malaysia
Bendera

UNDERGRADUATE OFFICE

Administrative Staff



DEPUTY DEAN

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SECRETARY

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MATTERS

Admission and Student Registration
Student Confirmation Letter
Examination Matters

BACHELOR IN ACCOUNTING / BACHELOR OF BUSINESS ADMINISTRATION

ASSISTANT REGISTRAR	YEAR 1	YEAR 2	YEAR 3 & ABOVE
 Madam Siti Nurul Ain Ramdzan sitinurulainramdzan@um.edu.my 03- 7967 3646	 Madam Nor Adibah M. Kassim noradibah_mkassim@um.edu.my 03- 7967 3701	 Madam Fatin Nabilah Miski fatin.nabilah@um.edu.my 03- 7967 3701	 Madam Suriani Mohammad Ariff surya_niey@um.edu.my 03- 7967 7211

BACHELOR OF ECONOMICS / BACHELOR OF FINANCE

ASSISTANT REGISTRAR	YEAR 1	YEAR 2	YEAR 3 & ABOVE
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SPECIFIC MATTERS



**Credit Transfer
(With Grade)**



UM-ATLAS



**University Course
(GIG1003: Basic
Entrepreneurship
Enculturation)**



• Industrial
Training
• Credit Transfer
(Without Gred)



**Inbound /
Outbound**



**Academic
Research /
Graduation
Exercise**

THE ADMINISTRATION (STUDENT AFFAIRS)



**UNIVERSITI
MALAYA**
Faculty of Business and Economics

STUDENT AFFAIRS



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PROFESSIONAL RECOGNITION & ACCREDITATION



Malaysian Qualification Agency (MQA)



Association to Advance Collegiate Schools
of Business (AACSB)



Malaysian Institute of Chartered Secretaries and
Administrators (MAICSA)



Chartered Institute of Management Accountants
(CIMA)



Malaysian Financial Planning Council (MFPC)

Bachelor of Business Administration is recognised by the Association to Advance Collegiate Schools of Business (AACSB), a world-class body that recognises institutions that meet the strict quality standards. This recognition is accepted by well-known employers and other universities around the world. As of August 18, 2020, only 876 institutions from around the world have received AACSB recognition.

Graduates from this programme are granted credits exemptions based on individual performance to pursue the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) professional qualification.

Students and graduates of Bachelor of Business Administration are eligible to join the Finance Leadership Programme (FYP) by CIMA at Operational Level and the first required case study exam will be the operational case study.

Graduates from this programme are granted exemptions for certain modules by the Malaysian Financial Planning Council (MFPC).

ACADEMIC CALENDAR 2025/2026

Lampiran B1

ACADEMIC CALENDAR 2025/2026 ACADEMIC SESSION (BACHELOR DEGREE LEVEL)				
AMENDMENT				
SEMESTER I				
Orientation (<i>Week of Welcome</i>) - WOW	1 week	05.10.2025	-	12.10.2025
Lectures	6 weeks*	13.10.2025	-	23.11.2025
Mid Semester I Break	1 week	24.11.2025	-	30.11.2025
Lectures	8 weeks*	01.12.2025	-	25.01.2026
Revision Week	1 weeks*	26.01.2026	-	01.02.2026
Semester I Final Examination	3 weeks*	02.02.2026	-	22.02.2026
Semester I Break	2 week	23.02.2026	-	08.03.2026
	22 weeks			
SEMESTER II				
Lectures	7 weeks*	09.03.2026	-	26.04.2026
Mid Semester II Break	1 week	27.04.2026	-	03.05.2026
Lectures	7 weeks*	04.05.2026	-	21.06.2026
Revision Week	1 week*	22.06.2026	-	28.06.2026
Semester II Final Examination	3 weeks*	29.06.2026	-	19.07.2026
Semester II Break	4 weeks	20.07.2026	-	16.08.2026
	23 weeks			
SPECIAL SEMESTER				
Lectures	7 weeks*	27.07.2026	-	13.09.2026
Special Semester Final Examination	1 week*	14.09.2026	-	20.09.2026
Special Semester Break	1 week	21.09.2026		28.09.2026
	9 weeks			

Notes:

(1) The Module Registration and Examination Schedule can be referred to at <https://umsitsguide.um.edu.my>. All information is subject to change.

(*) The Academic Calendar has taken into account public and festive holidays and is subject to change:

Deepavali	20 October 2025 (Monday)
Christmas Day	25 December 2025 (Thursday)
New Year	01 January 2026 (Thursday)
Thaipusam	01 February 2026 (Sunday)
Federal Territory Day	01 February 2026 (Sunday)
Chinese New Year	17 & 18 February 2026 (Tuesday & Wednesday)
Nuzul Al-Quran	07 March 2026 (Saturday)
Eidul Fitri	20 & 21 March 2026 (Friday & Saturday)
Labour Day	01 May 2026 (Friday)
Eidul Adha	27 May 2026 (Wednesday)
Wesak Day	31 May 2026 (Sunday)
His Majesty the King's Birthday	01 June 2026 (Monday)
Awal Muharram	16 June 2026 (Tuesday)
Prophet Muhammad's (Maulidur Rasul)	25 August 2026 (Tuesday)
National Day	31 August 2026 (Monday)
Malaysia Day	16 September 2026 (Wednesday)

(*) UM UG iFest 2026 09 - 11 June 2026 (Tuesday - Thursday)

*Senate August 26, 2025

Note:

(1) Course Registration and Examination Schedule can be referred at (<https://umsitsguide.um.edu.my/>)

BACHELOR OF BUSINESS ADMINISTRATION (PROGRAMME STRUCTURE / STUDY PLAN)

INTRODUCTION

AIM OF THE PROGRAMME

To equip graduates with the knowledge, competency, practical skills, leadership attributes and problem-solving skills in business management.

PROGRAMME EDUCATIONAL OBJECTIVES (PEO) / PROGRAMME LEARNING OUTCOMES (PLO)

PEO 1	PEO 2	PEO 3
Graduates work in a business-related area (PLO1, PLO2, PLO3, PLO6, PLO7, PLO8)	Graduates continue to pursue lifelong knowledge or professional development. (PO9)	Graduates continue to contribute to the sustainable development and well-being of the community. (PLO4, PLO5, PLO10)
PLO		
At the end of the business administration programme, graduates are able to:		
1. Illustrate knowledge in related business disciplines including management, marketing, finance & banking, and operations & information systems management 2. Solve business and organisational issues using business-related concepts, principles and techniques 3. Demonstrate practical skills in business-related disciplines 4. Work in a diverse team 5. Communicate effectively in written and oral forms 6. Implement solutions to business-related problems using digital technologies 7. Implement solutions to business-related problems using quantitative skills 8. Demonstrate autonomy and leadership skills in managing responsibilities 9. Form self-directed life-long learning and entrepreneurial skills 10. Conform to ethical and professional conduct		

AREAS OF SPECIALISATION FOR BBA PROGRAMME

Students will be conferred a general BBA degree upon completion of their studies. Students are, however, allowed to specialise in areas in either Management, Marketing, or Operations and Information Systems Management to enhance their credibility and their employment value. For the purposes of specialisation, a student is required to complete any eleven courses (33 credits) from a particular specialisation area, four courses (12 credits) from the various faculty elective courses, and three courses (6 credits) from SHE offered.

PROGRAMME STRUCTURE

To be awarded the Bachelor of Business Administration, students must complete 122 credits. The distribution of credits based on components is as follows:

COMPONENT	CREDITS	PRE-REQUISITE
UNIVERSITY COURSES		
<i>Required for all students</i>		
CIX2005 Entrepreneurship	3	
GLTXXXX English Language Course ¹	4	
Co-curriculum [Choose one (1)]	2	
GKK1001 Community Service		
GKP1001 Talent Development		
GKS1001 Volunteerism		
GIG1012 Philosophy and Current Issues (<i>required for Malaysian students</i>) OR	2	
GLT1049 Malay Language Communication (<i>required for International Students</i>)		
GIG1013 Appreciation of Ethics and Civilizations	2	
Total	13	
CORE COURSES		
CIX1001 Principles of Microeconomics	3	
CIX1002 Principles of Macroeconomics	3	
CIX1003 Business Statistics	3	
CIX1004 Quantitative Analysis for Business	3	
CIX1005 Business Communication: A Critical Thinking Approach	3	
CIA1001 Introductory Accounting	3	
CIA2009 Management Accounting	3	
CIB1001 Management	3	
CIB1002 Human Resource Management	3	
CIB3002 Strategic Management	4	
CIB3010 Business Ethics and Corporate Governance	3	
CID1001 Management Information Systems	3	
CID2001 Operations Management	3	
CIF1001 Principles of Marketing	3	
CIX2001 Financial Management	3	
CIX2007 Commercial Law	3	
Total	49	
PROGRAMME SPECIALISATION / ELECTIVE COURSES		
Specialisation:	33	
- Students are required to choose one of the following specialisations: - Management - Marketing, or - Operations and Information Systems Management - Total number of courses to be taken throughout the study according to the chosen specialisation: 11 courses. - These courses can be taken in semester 1 or 2 in accordance with the recommended course schedule.		
Elective Courses:	18	
Total number of elective courses to be taken throughout the study: 4 courses.		

▪ These courses can be taken in semester 1 or 2 in accordance with the recommended course schedule.		
Total	51	
INDUSTRIAL TRAINING		
CIB 3004 Industrial Training⁵ <i>Students who have accumulated at least 50 credits and attended preparatory course for Industrial Training</i>	9	<i>Students who have accumulated at least 50 credits and attended preparatory course for Industrial Training</i>
Total	122	

LIST OF SPECIALISATION COURSES

COMPONENT	CREDITS	SUGGESTION
MANAGEMENT SPECIALISATION COURSES (CHOOSE 11 COURSES)³		
CIF2001 Consumer Behaviour	3	Y2
CIA2008 Company Law	3	Y3
CIB2001 Organizational Behaviour	3	Y2
CIB2003 Legal Aspect of Banking	3	Y2
CIB3003 International Business Management	3	Y3
CIB3005 Leadership	3	Y3
CIB3006 Service Management	3	Y3
CIB3007 Islamic Perspective on Business	3	Y3
CIB3008 Change Management	3	Y3
CIB3009 Cross Cultural Management	3	Y3
CIB3011 Introduction to Positive Psychology	3	Y3
CID3003 Quality Management	3	Y3
CIX3005 Tourism Management	3	Y3
Total	33	
MARKETING SPECIALISATION COURSES (CHOOSE 11 COURSES)³		
CIX2002 Sales Management	3	Y2
CIB2001 Organizational Behaviour	3	Y2
CID2002 E-Commerce	3	Y2
CIF2001 Consumer Behaviour	3	Y2
CIF2002 Retailing	3	Y2
CIF2004 Digital Marketing	3	Y2
CIF3001 Global Marketing	3	Y3
CIF3002 Hospitality Management	3	Y3
CIF3003 Integrated Marketing Communications	3	Y3
CIF3004 Services Marketing	3	Y3
CIF3005 Branding	3	Y3
CIX3001 Islamic Marketing	3	Y3
CIX3006 Marketing Analytics	3	Y3
Total	33	
OPERATIONS AND INFORMATION SYSTEMS MANAGEMENT COURSES (CHOOSE 11 COURSES)³		
CID2002 E-Commerce	3	Y2

CID2003 Business Data Communication	3	Y2
CID2004 Business Data Management	3	Y2
CID2005 Business Analysis and Systems Design	3	Y2
CIF2002 Retailing	3	Y2
CIX2004 Business Application Development	3	Y2
CID3001 Supply Chain Management	3	Y3
CID3002 Strategic Information Systems	3	Y3
CID3003 Quality Management	3	Y3
CID3004 Logistics Management	3	Y3
CID3005 Sustainable Operations and Supply Chain Management	3	Y3
CIX3007 Business Modelling for Decision Making	3	Y3
CIB3008 Change Management	3	Y3
Total	33	

List of Faculty Elective Courses⁴

For Management Specialisation

COMPONENT	CREDITS	SUGGESTION
<i>Choose four (4) courses from this list (4 courses x 3 credits):</i>		
CIA2010 Basic of Malaysian Taxation	3	Y2
CIC2003 Islamic Financial System	3	Y2
CIC2004 Investment Management	3	Y2
CIC2006 Global Finance	3	Y2
CIC2007 Money and Banking	3	Y2
CIC2008 Financial Services Marketing	3	Y2
CIC3019 Insurance and Risk Management	3	Y3
CIX2003 Applied Financial Planning	3	Y2
CIX3002 Bank Management	3	Y3
CIF2002 Retailing	3	Y2
CIF2004 Digital Marketing	3	Y2
CIX2002 Sales Management	3	Y2
CIF3002 Hospitality Management	3	Y3
CIF3003 Integrated Marketing Communications	3	Y3
CIF3004 Services Marketing	3	Y3
CIF3001 Global Marketing	3	Y3
CIF3005 Branding	3	Y3
CIX3001 Islamic Marketing	3	Y3
CIX3006 Marketing Analytics	3	Y3
CID2002 E-Commerce	3	Y3
CID2003 Business Data Communication	3	Y2
CID2004 Business Data Management	3	Y2
CID2005 Business Analysis and Systems Design	3	Y2
CIX2004 Business Application Development	3	Y2
CID3001 Supply Chain Management	3	Y3
CID3004 Logistics Management	3	Y3
CIX3007 Business Modelling for Decision Making	3	Y3
CID3002 Strategic Information Systems	3	Y3
CID3005 Sustainable Operations and Supply Chain Management	3	Y3

For Marketing Specialisation

COMPONENT	CREDITS	SUGGESTION
<i>Choose four (4) courses from this list (4 courses x 3 credits):</i>		
CIA2010 Basic of Malaysian Taxation	3	Y2
CIC2003 Islamic Financial System	3	Y2
CIC2004 Investment Management	3	Y2
CIC2006 Global Finance	3	Y2
CIC2007 Money and Banking	3	Y2
CIC2008 Financial Services Marketing	3	Y2
CIC3019 Insurance and Risk Management	3	Y3
CIX2003 Applied Financial Planning	3	Y2
CIX3002 Bank Management	3	Y3
CIB2003 Legal Aspect of Banking	3	Y2
CIA2008 Company Law	3	Y2
CIB3003 International Business Management	3	Y3
CIB3005 Leadership	3	Y3
CIB3006 Service Management	3	Y3
CIB3007 Islamic Perspective on Business	3	Y3
CIB3008 Change Management	3	Y3
CIB3009 Cross Cultural Management	3	Y3
CIB3011 Introduction to Positive Psychology	3	Y3
CIX3005 Tourism Management	3	Y3
CID2003 Business Data Communication	3	Y2
CID2004 Business Data Management	3	Y2
CID2005 Business Analysis and Systems Design	3	Y2
CIX2004 Business Application Development	3	Y2
CID3001 Supply Chain Management	3	Y3
CID3003 Quality Management	3	Y3
CID3004 Logistics Management	3	Y3
CIX3007 Business Modelling for Decision Making	3	Y3
CID3002 Strategic Information Systems	3	Y3
CID3005 Sustainable Operations and Supply Chain Management	3	Y3

For Operations and Information Systems Management Specialisation

COMPONENT	CREDITS	SUGGESTION
<i>Choose four (4) courses from this list (4 courses x 3 credits):</i>		
CIA2010 Basic of Malaysian Taxation	3	Y2
CIC2003 Islamic Financial System	3	Y2
CIC2004 Investment Management	3	Y2
CIC2006 Global Finance	3	Y2
CIC2007 Money and Banking	3	Y2
CIC2008 Financial Services Marketing	3	Y2
CIC3019 Insurance and Risk Management	3	Y3
CIX2003 Applied Financial Planning	3	Y2
CIX3002 Bank Management	3	Y3
CIB2003 Legal Aspect of Banking	3	Y2
CIA2008 Company Law	3	Y2
CIB3003 International Business Management	3	Y3

CIB3005 Leadership	3	Y3
CIB3006 Service Management	3	Y3
CIB3007 Islamic Perspective on Business	3	Y3
CIB3009 Cross Cultural Management	3	Y3
CIB3011 Introduction to Positive Psychology	3	Y3
CIX3005 Tourism Management	3	Y3
CIB2001 Organizational Behaviour	3	Y2
CIF2001 Consumer Behaviour	3	Y2
CIF2004 Digital Marketing	3	Y2
CIX2002 Sales Management	3	Y2
CIF3002 Hospitality Management	3	Y3
CIF3003 Integrated Marketing Communications	3	Y3
CIF3004 Services Marketing	3	Y3
CIF3001 Global Marketing	3	Y3
CIF3005 Branding	3	Y3
CIX3001 Islamic Marketing	3	Y3
CIX3006 Marketing Analytics	3	Y3

**BACHELOR OF BUSINESS ADMINISTRATION
PROPOSED STUDY PLAN
INTAKE SESSION SEMESTER I 2025/2026 (OCTOBER INTAKE)**

YEAR 1					
SEMESTER 1			SEMESTER 2		
CODE	COURSE	CREDIT	CODE	COURSE	CREDIT
GIG1012 GLT1049	Philosophy and Current Issues <i>(required for Malaysian students)</i> OR Malay Language Communication <i>(required for International Students)</i>	2	GLTXXXX	English Language Course_1 ¹	2
CIB1001	Management	3	CIA1001	Introductory Accounting	3
CID1001	Management Information System	3	CIX1002	Principles of Macroeconomics	3
CIF1001	Principles of Marketing	3	CIX1005	Business Communication: A Critical Thinking Approach	3
CIX1001	Principles of Microeconomics	3	CIX2007	Commercial Law	3
CIX1004	Quantitative Analysis for Business	3	CIX1003	Business Statistics	3
	SHE (Cluster Thinking Matters)	2		SHE (Cluster Global Issues & Community Sustainability)	2
	Total credit registered	19		Total credit registered	19
YEAR 2					
SEMESTER 1			SEMESTER 2		
CODE	COURSE	CREDIT	CODE	COURSE	CREDIT
CIB1002	Human Resource Management	3	GIG1013	Appreciation of Ethics and Civilizations	2
CID2001	Operations Management	3	GLTXXXX	English Language Course_2 ¹	2
	Specialisation / Elective course ²	3	CIX2005	Entrepreneurship	3
	Specialisation / Elective course ²	3	CIX2001	Financial Management	3
	Specialisation / Elective course ²	3		Specialisation / Elective course ²	3
	Specialisation / Elective course ²	3		Specialisation / Elective course ²	3
	SHE (Cluster Emotional & Spiritual Intelligence) GQX0056 <i>Kursus Integriti dan Anti Rasuah</i> (KIAR)	2		Specialisation / Elective course ²	3
	Total credit registered	20		Total credit registered	19

YEAR 3					
SEMESTER 1			SEMESTER 2		
CODE	COURSE	CREDIT	CODE	COURSE	CREDIT
CIA2009	Management Accounting	3		Co-curriculum	2
CIB3002	Strategic Management	4		Specialisation / Elective course ²	3
CIB3010	Business Ethics & Corporate Governance	3		Specialisation / Elective course ²	3
	Specialisation / Elective course ²	3		Specialisation / Elective course ²	3
	Specialisation / Elective course ²	3		Specialisation / Elective course ²	3
	Specialisation / Elective course ²	3		Specialisation / Elective course ²	3
	Total credit registered	19		Total credit registered	17
YEAR 4					
SEMESTER 1					
CODE	COURSE	CREDIT			
CIB3012	Industrial Training	9			
	Total credit registered	9			

***Note:**

1. Students are required to take a minimum of 4 credits of English courses based on English Proficiency qualification (MUET/IELTS/TOEFL).
2. Students must select one specialisation at the end of Year 1. They are required to complete 11 specialisation courses and 4 elective courses. Please refer to the specialisation course list to ensure the correct course selection.

**BACHELOR OF BUSINESS ADMINISTRATION
PROPOSED STUDY PLAN
INTAKE SESSION SEMESTER II 2025/2026 (MARCH INTAKE)**

YEAR 1					
SEMESTER 1			SEMESTER 2		
CODE	COURSE	CREDIT	CODE	COURSE	CREDIT
GLTXXXX	English Language Course_1 ¹	2	GIG1012 GLT1049	Philosophy and Current Issues <i>(required for Malaysian students)</i> OR Malay Language Communication <i>(required for International Students)</i>	2
CIB1001	Management	3	CIA1001	Introductory Accounting	3
CID1001	Management Information System	3	CIX1002	Principles of Macroeconomics	3
CIF1001	Principles of Marketing	3	CIX1005	Business Communication: A Critical Thinking Approach	3
CIX1001	Principles of Microeconomics	3	CIX2007	Commercial Law	3
CIX1004	Quantitative Analysis for Business	3	CIX1003	Business Statistics	3
				SHE (Cluster Emotional & Spiritual Intelligence) GQX0056 <i>Kursus Integriti dan Anti Rasuah (KIAR)</i>	2
	Total credit registered	17		Total credit registered	19
YEAR 2					
SEMESTER 1			SEMESTER 2		
CODE	COURSE	CREDIT	CODE	COURSE	CREDIT
GIG1013	Appreciation of Ethics and Civilizations	2		Co-curriculum	2
GLTXXXX	English Language Course_2 ¹	2	CIX2005	Entrepreneurship	3
CIB1002	Human Resource Management	3	CIX2001	Financial Management	3
CID2001	Operations Management	3		Specialisation / Elective course ²	3
	Specialisation / Elective course ²	3		Specialisation / Elective course ²	3
	Specialisation / Elective course ²	3		Specialisation / Elective course ²	3
	Specialisation / Elective course ²	3		SHE (Cluster Thinking Matters)	2
	Total credit registered	19		Total credit registered	19

YEAR 3					
SEMESTER 1			SEMESTER 2		
CODE	COURSE	CREDIT	CODE	COURSE	CREDIT
CIA2009	Management Accounting	3		Specialisation / Elective course ²	3
CIB3002	Strategic Management	4		Specialisation / Elective course ²	3
CIB3010	Business Ethics & Corporate Governance	3		Specialisation / Elective course ²	3
	Specialisation / Elective course ²	3		Specialisation / Elective course ²	3
	Specialisation / Elective course ²	3		Specialisation / Elective course ²	3
	Specialisation / Elective course ²	3		Specialisation / Elective course ²	3
				SHE (Cluster Global Issues & Community Sustainability)	2
	Total credit registered	19		Total credit registered	20
YEAR 4					
SEMESTER 1					
CODE	COURSE	CREDIT			
CIB3012	Industrial Training	9			
	Total credit registered	9			

***Note:**

1. Students are required to take a minimum of 4 credits of English courses based on English Proficiency qualification (MUET/IELTS/TOEFL).
2. Students must select one specialisation at the end of Year 1. They are required to complete 11 specialisation courses and 4 elective courses. Please refer to the specialisation course list to ensure the correct course selection.

PATHWAY ENGLISH COMMUNICATION PROGRAMME (UNIVERSITY COURSE)

ENGLISH COMMUNICATION PROGRAMME (UNIVERSITY COURSE) (KURSUS BAHASA INGGERIS KOMUNIKASI - KURSUS UNIVERSITI) LIST OF COURSES TO BE COMPLETED BY ALL STUDENTS (NEW COHORT)

PATH 1	PATH 2	PATH 3	PATH 4
• MUET Band 2 *(2008-2020) • MUET Band 2 & 2.5 (2021) • IELTS Band 4.0 • TOEFL Paper – Based Test (437 – 473) • TOEFL Computer – Based Test (123 – 150) • TOEFL Internet – Based Test (41 – 52) • PTE (Academic) – (10 – 28) • TOEFL Essentials (Online) • Cambridge English Qualifications & Tests i. B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency; ii. B2 Business Vantage, C1 Business Higher; iii. Linguaskill Online; iv. Cambridge English: First (FCE) • ELS i. Certified Intensive English Programme Level (CIEP)	• MUET Band 3 (2008-2020) • MUET Band 3 & 3.5 (2021) • IELTS Band 4.5 – 5.0 • TOEFL Paper–Based Test (477 – 510) • TOEFL Computer–Based Test (153 – 180) • TOEFL Internet – Based Test (53 – 64) • PTE (Academic) – (29 - 41) • TOEFL Essentials (Online) • Cambridge English Qualifications & Tests i. B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency; ii. B2 Business Vantage, C1 Business Higher; iii. Linguaskill Online; iv. Cambridge English: First (FCE) • ELS i. Certified Intensive English Programme Level (CIEP)	• MUET Band 4 (2008 – 2020) • MUET Band 4 & 4.5 (2021) • IELTS Band 5.5 – 6.0 • TOEFL Paper – Based Test (513 – 547) • TOEFL Computer – Based Test (183 – 210) • TOEFL Internet – Based Test (65- 78) • PTE (Academic) – (42 – 57) • FCE (B & C) • GCE A Level (English) (Minimum C) • IGCSE/GCSE (English) (A, B & C) • Cambridge English Qualifications & Tests i. B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency; ii. B2 Business Vantage, C1 Business Higher; iii. Linguaskill Online; iv. Cambridge English: First (FCE) • ELS i. Certified Intensive English Programme Level (CIEP)	• MUET Band 5 & Band 6 (2008-2020) • MUET Band 5 & 5+ (2021) • IELTS Band 6.5 – 9.0 • TOEFL Paper–Based Test (550 – 677) • TOEFL Computer – Based Test (213 – 300) • TOEFL Internet – Based Test (79 – 120) • PTE (Academic) (58 – 90) • FCE (A) • GCE A Level (English) (B & A) • Cambridge English Qualifications & Tests i. B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency; ii. B2 Business Vantage, C1 Business Higher; iii. Linguaskill Online; iv. Cambridge English: First (FCE) • ELS i. Certified Intensive English Programme Level (CIEP)
Students need to complete 2 courses (2 courses x 2 credits each) from this PATH	Students need to complete 2 courses (2 courses x 2 credits each) from this PATH	Students need to complete 2 courses (2 courses x 2 credits each) from this PATH	Students need to complete 2 courses (2 courses x 2 credits each) from this PATH
COMPULSORY • GLT1018 – Proficiency in English I	COMPULSORY • GLT1021 – Proficiency in English II	COMPULSORY • GLT1024 – Proficiency in English III	• GLT1027–Advanced Oral Communication* • GLT1028–Advanced Business Writing*
** CHOOSE ONE: • GLT1019 – Let's Speak • GLT1020 – Fundamental Writing	** CHOOSE ONE: • GLT1022 – Speak Up • GLT1023 – Effective Workplace Writing	** CHOOSE ONE: • GLT1025 – Effective Oral Communication • GLT1026 – Writing at the Workplace	* (Students can only register for one course per semester) Note: Path 4 students have the option to choose between a Communication English course or a Foreign Language course (GLT- coded courses).

** These courses have prerequisites and students can only register for them after obtaining a PASS in the compulsory course as stipulated in the respective PATH

** Kursus ini mempunyai Pra Syarat dan hanya boleh didaftar selepas pelajar LULUS kursus WAJIB mengikut Path yang ditetapkan.

DESCRIPTION OF UNIVERSITY ENGLISH LANGUAGE COURSES

NO.	CODE & TITLE (NO. OF CREDITS)	SYNOPSIS	LEVEL OF REQUIRED PROFICIENCY
1	GLT1018 - Proficiency in English I 2 Credits - Offered in Semesters 1 & 2	This course is designed for students with basic proficiency in English. Focus is on building speaking and reading competence with an emphasis on accuracy in grammar and on vocabulary building. Students will develop structural accuracy, reasonable oral fluency, and language appropriateness by practising the language in a variety of contexts.	CEFR A2+ - MUET BAND 2 - IELTS Band 4.0 - TOEFL Paper – Based Test (437 – 473) - TOEFL Computer – Based Test (123 – 150) - TOEFL Internet – Based Test (41 – 52) - PTE (Academic) – (10 – 28)
2	GLT 1019 - Let's Speak 2 Credits - Offered in Semesters 1 & 2 - Prerequisite: Students must pass GLT1018 (Proficiency in English I) with grade C	This course focuses on preparing a speech in English accurately and coherently. It also develops students' speech planning skills in stages. Students will learn to speak accurately using the appropriate language strategies to a selected audience.	CEFR B1 Pass GLT1018 with grade C
3	GLT 1020 - Fundamental Writing 2 Credits - Offered in Semesters 1 & 2 - Prerequisite: Students must pass GLT1018 (Proficiency in English I) with grade C	This course is designed for students with a preintermediate level of proficiency in English. It focuses on writing skills, with an emphasis on accuracy in grammar and vocabulary building. Students will be exposed to writing strategies that will enable them to write short texts effectively for different purposes.	CEFR B1 Pass GLT1018 with grade C
4.	GLT 1021- Proficiency in English II 2 Credits - Offered in Semesters 1 & 2	This course is designed to improve students' English Language proficiency in terms of accuracy and language use at the intermediate level. Students will be exposed to a variety of reading texts in order to improve their reading skills. They will also be given ample speaking practice to develop their confidence in communicating and interacting with others in a multitude of situations. The course improves students' skills in writing texts coherently on various topics.	CEFR B1 - MUET BAND 3 - IELTS Band 4.5 – 5.0 - TOEFL Paper – Based Test (477 – 510) - TOEFL Computer – Based Test (153 – 180) - TOEFL Internet – Based Test (53 – 64) - PTE (Academic) – (29 – 41)

5.	GLT1022 – Speak Up • 2 Credits • Offered in Semesters 1 & 2 Prerequisite: Students must pass GLT1021 (Proficiency in English II) with grade C	This course focuses on speaking English accurately and coherently at the intermediate level. It develops students' communication strategies that enable them to interact appropriately in a variety of informal situations.	CEFR B1+/ Low B2 • Pass GLT1021 with grade C
6.	GLT1023 - Effective Workplace Writing • 2 Credits • Offered in Semesters 1 & 2 Prerequisite: Students must pass GLT1021 (Proficiency in English II) with grade C	This course introduces writing strategies at the intermediate level. Students will be exposed to a range of workplace communication. They will learn how to produce effective written communication and improve their overall skills in writing.	CEFR B1+/ Low B2 • Pass GLT1021 with grade C
7.	GLT1024 - Proficiency in English III Offered in Semesters 1 & 2	This course is designed to fortify students' English Language proficiency in terms of accuracy and effectiveness at a developing upper intermediate level. Students will be taught the four language skills with a focus on reading, writing, and speaking. They will be exposed to a variety of texts to develop a higher level of proficiency that will allow them to apply the skills learnt.	CEFR B2 • MUET BAND 4 • IELTS Band 5.5 – 6.0 • TOEFL Paper – Based Test (513 – 547) • TOEFL Computer – Based Test (183 – 210) • TOEFL Internet – Based Test (65-78) • PTE (Academic) – (42 – 57) • FCE (B & C) • GCE A Level (English) (Minimum C) • IGCSE/GCSE (English) (A, B & C)
8.	GLT1025 - Effective Oral Communication • 2 credits • Offered in Semesters 1 & 2 Prerequisite: Students must pass GLT1024 (Proficiency in English III) with grade C	The course encompasses different aspects of oral communication used in delivering speeches and presentations at the high intermediate level. Appropriate examples from a variety of situations are used as practice materials for students to analyse, discuss and apply the strategies taught.	CEFR B2+/ Low C1 • Pass GLT1024 with grade C

9.	GLT1026 - Writing at the Workplace • 2 Credits • Offered in Semesters 1 & 2 Prerequisite: Students must pass GLT1024 (Proficiency in English III) with grade C	This course will introduce students to effective writing skills at the workplace. Using relevant materials, students will be taught in stages how to produce documents within a workplace context.	CEFR B2+/ Low C1 • Pass GLT1024 with grade C
10.	GLT1027 - Advanced Oral Communication • 2 Credits Offered in Semesters 1 & 2	The course encompasses different aspects of oral communication used in delivering speeches and presentations at the high intermediate level. Appropriate examples from a variety of situations are used as practice materials for students to analyse, discuss and apply the strategies taught.	CEFR C1 • MUET BAND 5 & BAND 6 • IELTS Band 6.5 – 9.0 • TOEFL Paper – Based Test (550 – 677) • TOEFL Computer – Based Test (213 – 300) • TOEFL Internet – Based Test (79 – 120) • PTE (Academic) (58 – 90) • FCE (A) • GCE A Level (English) (B & A)
11.	GLT1028 - Advanced Business Writing • 2 Credits Offered in Semesters 1 & 2	This course is designed to equip students with the necessary writing skills to meet the needs of the workplace. Students will also be taught how to produce clear, accurate and well organised professional business documents. Students will be required to analyse and respond to a variety of situations and to write for identified audiences. The course also explores the ways in which technology helps shape business writing and communication	CEFR C1 • MUET BAND 5 & BAND 6 • IELTS Band 6.5 – 9.0 • TOEFL Paper – Based Test (550 – 677) • TOEFL Computer – Based Test (213 – 300) • TOEFL Internet – Based Test (79 – 120) • PTE (Academic) (58 – 90) • FCE (A) • GCE A Level (English) (B & A)

COURSE INFORMATION

DESCRIPTION OF UNIVERSITY COURSES

CIX2005: ENTREPRENEURSHIP	3 CREDITS
Synopsis: In this course, students will be exposed to the basic principles of entrepreneurship, business plan development, as well as the process of starting and growing a business. Students will have the opportunity to share entrepreneurial strategies through social engagement activities. This course will provide students with hands-on experience to enhance their decision-making skills.	
Course Pre-requisite(s) : None	
Assessment Methods : Continuous Assessment: 100%, Final Examination: 0%	

GIG1012: PHILOSOPHY AND CURRENT ISSUES	2 CREDITS
Synopsis: This course covers philosophical relations with the Philosophy of National Education and Rukunegara. The use of philosophy as a tool to purify the culture of thought in life through the arts and methods of thinking and human concepts. The main topics in philosophy are epistemology, metaphysics and ethics discussed in the context of current issues. Emphasis is given to philosophy as a basis for fostering inter-cultural dialogue and fostering one's values. At the end of this course students will be able to see the disciplines of science as one comprehensive body of knowledge and related to each other.	
Course Pre-requisite(s) : None	
Assessment Methods : Continuous Assessment: 70%, Final Examination: 30%	

GIG1013: APPRECIATION OF ETHICS AND CIVILIZATIONS	2 CREDITS
Synopsis: This course discusses ethical concepts from different civilization perspectives. It aims to identify the systems, developmental stages, progress and culture of a nation in strengthening social cohesion. In addition, discussions on contemporary issues in the economic, political, social, cultural and environmental aspects from an ethical and civil perspective can produce students who are morally and professionally sound. The application of appropriate High Impact Education Practices (HIEPs) is used in the delivery of this course. At the end of this course students will be able to relate ethics and civic-minded citizenship.	
Course Pre-requisite(s) : None	
Assessment Methods : Continuous Assessment: 70%, Final Examination: 30%	

DESCRIPTION OF CORE COURSES

CIX1001 PRINCIPLES OF MICROECONOMICS	3 Credits
Synopsis: This course will expose students to basic principles of microeconomics such as limited resources and choices and how the price theory and the production theory are developed based on these basic principles. Discussion on price theory covers demand and supply models, elasticity and consumer behavior. Failure of the market will also be covered. Production and cost theory will cover theory of the firm within its various market structures together with its efficiency.	
Course Pre-requisite(s) : None	
Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%	

CIX1002 PRINCIPLES OF MACROECONOMICS	3 Credits
Synopsis: This course will expose students to macroeconomic issues and problems and concepts of basic measurements and calculation of a country's economic progress. Students will also be exposed to basic models of income determination for an open and closed economy, and theories explaining the relationship between government expenditure and taxes. The impact of government's fiscal and monetary policies on business activities namely production on capital and consumer goods are also disclosed to students.	
Course Pre-requisite(s) : None	
Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%	

CIX1003 BUSINESS STATISTICS	3 Credits
Synopsis: Topics that will be discussed include terminology and uses of statistics, presentation of descriptive data, concept of probability, discrete and continuous random variables, statistical inference mainly in sampling and hypothesis testing. Techniques such as t-test, chi-squared test, analysis of variance (ANOVA), linear regression and correlation will also be discussed.	
Course Pre-requisite(s) : None	
Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%	

CIX1004 QUANTITATIVE ANALYSIS FOR BUSINESS	3 Credits
Synopsis: This course aims to expose students to the importance of developing logical thinking especially in business-related problems. Topics include introduction to algebra, differentiation, linear programming, matrix algebra and simple and compound interest.	
Course Pre-requisite(s) : None	
Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%	

CIX1005 BUSINESS COMMUNICATION: A CRITICAL THINKING APPROACH	3 Credits
Synopsis: The goal of this course is to help students learn to communicate effectively within a professional setting and to be a better thinker. The course focuses specifically on improving students' ability to write, speak, work in a team, communicate across cultures and make smarter decisions in their roles as future managers.	
Course Pre-requisite(s) : None	
Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%	

CIA1001 INTRODUCTORY ACCOUNTING	3 Credits
Synopsis: The course introduces and discusses the basis of accounting which includes the definition of accounting, accounting principles, accounting equation and financial statements, recording and information system of accounting and income and expenditure concept. It also covers accounting for merchandising business, inventory, financial assets, non-current assets, partnership and companies. Other aspects include analysis and interpretation of financial ratios. Relevant ethical issues will also be exposed through the course.	
Course Pre-requisite(s) : None	
Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%	

CIA2009 MANAGEMENT ACCOUNTING	3 Credits
Synopsis: This course is designed for non-accounting students to discuss the concepts and basic techniques in management accounting. This course discusses the use of accounting information that is relevant to assist in planning, controlling and decision making. The topics discussed in this course include the concepts and basic principles in management accounting: definition, classification and cost behaviour, cost-volume-profit analysis, preparation of budgets, basic costing techniques and relevant information for decision making.	
Course Pre-requisite(s) : None	
Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%	

CIB1001 MANAGEMENT	3 Credits
Synopsis: In general, this course will cover the four major principles of management, i.e. planning, organizing, leading and controlling. These four principles make up the management process. Description of management process will be explained in terms of the changes in the environment, particularly the way globalization affect management. In this course, students will be also exposed to other important aspects of management such as ethics and social responsibility, decision making, organization's culture, etc.	
Course Pre-requisite(s) : None	
Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%	

CIB1002 HUMAN RESOURCE MANAGEMENT	3 Credits
Synopsis: This course introduces students to the concepts, principles, and functions involved in developing human resource systems. These systems include staffing, training and development, performance appraisal, compensation as well as benefits, and services.	
Course Pre-requisite(s) : None	
Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%	

CIB3002 STRATEGIC MANAGEMENT	4 Credits
Synopsis: This is a capstone course, which integrates materials and knowledge acquired from prior courses conducted earlier in the program. This course emphasizes on the strategic management process to chart the future strategies of organizations. This course demonstrates how other areas of study, for instance: management, marketing, accounting, law, production/operations, research and development and information system can be integrated with the latest strategic management tools to achieve organizational success.	
Course Pre-requisite(s) : None	
Assessment Methods : Continuous Assessment: 40%, Final Examination: 60%	

CIB3010 BUSINESS ETHICS & CORPORATE GOVERNANCE	3 Credits
Synopsis: The course promotes reflections of ethical dilemmas that arise in various functional business disciplines and develops the students' capacity to analyse, argue and confidently apply systematic ethical reasoning using ethical dimensions. This exposure will develop and enhance the student's understanding of moral obligations as businesses and the importance of moral character in business. Students will discuss the principal of philosophical ethical theories and their applicability to business decisions. It analyses the relationship between business ethics, law and religion, as is the impact of agency theory and stakeholder. Students will explore the concepts of ethical culture and leadership and learn ways to inculcate such culture and leadership in a business organisation. Furthermore, students will examine the issues of corporate governance in public listed firms and the internal mechanisms to mitigate such issues. This course gives special focus to the role of board of directors, internal control, audit and corporate transparency in enhancing corporate accountability to stakeholders.	
Course Pre-requisite(s) : None	
Assessment Methods : Continuous Assessment: 60%, Final Examination: 40%	

CID1001 MANAGEMENT INFORMATION SYSTEMS	3 Credits
Synopsis: The course focuses on the applications of information technology in business. The course will discuss how companies use information technology and information systems to coordinate activities, make decisions, and acquire knowledge to create business value. Supply chain management, customer relationship management, knowledge management and enterprise resource planning systems will also be discussed. Real world business issues and group projects to enhance student learning are also covered.	
Course Pre-requisite(s) : None Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%	

CID2001 OPERATIONS MANAGEMENT	3 Credits
Synopsis: This course aims to expose students to the main concepts used in designing, controlling and improving operations management. This includes various aspects of operations functions comprising forecasting, facility capacity and layout, quality control, 'just-in-time', inventory management and productivity. This course further exposes students to methods that assists in decision making process within the scope of operations management. It also discusses various trends, issues and challenges in operations management.	
Course Pre-requisite(s) : None Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%	

CIF1001 PRINCIPLES OF MARKETING	3 Credits
Synopsis: Students will learn amongst others: the basic concepts and theories in marketing, the marketing process, forces outside marketing that might influence marketing strategies, marketing research, consumer buyer behaviour and the marketing mix (product, price, promotion, and place).	
Course Pre-requisite(s) : None Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%	

CIX2001 FINANCIAL MANAGEMENT	3 Credits
Synopsis: This course discusses the various financial tools employed to effectively manage a company's financial condition. Other topics discussed are financial statement and analysis, time value of money, bonds and stocks, capital budgeting and its techniques and short-term working capital management.	
Course Pre-requisite(s) : None Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%	

CIX2007 COMMERCIAL LAW	3 Credits
Synopsis: This course is designed to give a general overview of commercial law in Malaysia. First, it will introduce the Malaysian legal system. This will include the sources of laws, separation of powers, administration of justice, application of English law, and the position of Islamic law. Secondly, this course will inculcate the basic understanding of the law of contracts as the governing principles in all commercial transactions. Among the topics discussed are elements of a contract, types of discharges and the remedies where there is a breach. Thirdly, this course will expose students to the relevant laws pertaining to commercial activities, namely, agency, sale of goods, hire purchase, insurance and banking in Malaysia.	
Course Pre-requisite(s) : None	
Assessment Methods : Continuous Assessment: 40%, Final Examination: 60%	

CIB3012 INDUSTRIAL TRAINING	9 Credits
Synopsis: The purpose of this training is to provide students with an opportunity to experience the actual work environment by placing them in selected business organizations outside the university. In addition, the training would enable students to apply concepts and theories in the finance practices.	
Course Pre-requisite(s) : Students who have accumulated at least 50 credit hours and passed 4 courses. Attended preparatory course for Industrial Training.	
Assessment Methods : Continuous Assessment: 100%, Final Examination: 0%	

GENERAL INFORMATION

COURSE REGISTRATION

A student is required to register for courses in accordance with the stage of study that has been prescribed. The stage of study is determined by the number of credits that have been registered by the student as follows:

Stage of Study	No. of credits
Beginning	35 credits and below
Middle	36-75 credits
Final	76 credits and above

A student is required to pursue his programme of study based on the structure of the programme of study as prescribed by the Faculty and approved by the Senate. Any courses registered other than those prescribed in the programme of study structure will not be considered for the purposes of fulfilment of the degree.

Registration for any course must be completed before the semester starts. Any student who does not complete his registration within the duration prescribed will not be allowed to pursue the course concerned. A student is **not allowed to add/drop courses** after verification of registration is made.

GRADING SCHEME

Marks	Grade	Grade Point	Meaning
90.00-100.00	A+	4.0	High Distinction
80.00-89.99	A	4.0	Distinction
75.00-79.99	A-	3.7	Distinction
70.00-74.99	B+	3.3	Good
65.00-69.99	B	3.0	Good
60.00-64.99	B-	2.7	Good
55.00-59.99	C+	2.3	Pass
50.00-54.99	C	2.0	Pass
45.00-49.99	C-	1.7	Fail
40.00-44.99	D+	1.3	Fail
35.00-39.99	D	1.0	Fail
00.00-34.99	F	0.0	Fail

Notes :

1. The Marking Scheme as approved by the Senate is applicable to all Bachelor's degree programmes under the Semester System, Universiti Malaya **except** for the degree of Bachelor of Medicine and Bachelor of Surgery **and** the degree of Bachelor of Dental Surgery.
2. The degree that shall be conferred is an honours degree based on the final CGPA. For a student to qualify for the conferment of the honours degree, he/she must obtain a final CGPA of not less than 2.00. A student is qualified for the conferment of a degree of Pass with Honours (With Distinction) if he/she:
 - (1) achieves a final CGPA of 3.70 and above;
 - (2) has never obtained grade F for any course for the duration of his/her programme of study;
 - (3) has never repeated for any failed course and/or improvement course grade; and
 - (4) has successfully completed his/her programme of study within the minimum period or prescribed duration.

(Sources : <https://umsitsguide.um.edu.my/> -- Downloads – UM Rules and Regulations -- Bachelor's Degree)

INDUSTRIAL TRAINING

Students should apply to the faculty for industrial training placement one semester before the industrial training starts. Two (2) weeks before the semester starts, students should register online for the industrial training course (CIB3012). For assistance, students may contact the :

Industrial Training Coordinator :

Dr. Adilah Abdul Ghapor

Email : adilahghapor@um.edu.my

Administrative Staff :

Mdm. Sapiah Sarip

Email : sapiahs@um.edu.my / Phone Number : 603-7967 3636

STUDENT EXCHANGE PROGRAMME

Students may apply to participate in any of the Student Exchange Programmes at our partnering foreign universities. To apply, students need to follow the steps below:

- (1) Check the list and details of the partner universities in various countries through <https://studyabroad.um.edu.my>
- (2) Check for the courses offered and information on the student exchange programme on the partnering University's website.
- (3) Check out the application procedures and financial provisions through the Global Mobility Centre website (<https://studyabroad.um.edu.my>). The University provides funding for the exchange programme purposes.
- (4) Get advice from the Faculty Student Mobility Coordinator regarding the suitability of courses to be taken.

ACADEMIC ADVISORS

- 1) An Academic Advisor is appointed among the lecturers / academic staff.
- 2) The Academic Advisor is responsible:
 - ❖ assisting students in the selection of courses and the number of credits they will take prior to the commencement of the semester; and
 - ❖ providing guidance to students in overcoming problems related to learning, if any, based on the students' academic performance.
 - ❖ Each student will be assigned with an Academic Advisor.
 - ❖ Student will be notified via email soon by the Undergraduate Office.

INTERNATIONAL STUDENTS

For further information regarding the student pass, please refer to the Student Pass and Visa Unit, Academic Services Department (ASD) through this website <https://aasd.um.edu.my/international-students-and-mobility-centre> .

IMPORTANT LINKS

UM MAYA PORTAL	https://maya.um.edu.my
UMSiTS GUIDE	https://umsitsguide.um.edu.my
UM SPECTRUM	https://spectrum.um.edu.my
UM ATLAS	https://starecs.um.edu.my/
UM HELPDESK	https://helpdesk.um.edu.my/
UM LIBRARY	https://umlib.um.edu.my/
E-PAY@UM	https://epay.um.edu.my/



UNIVERSITI
MALAYA

TATACARA BERPAKAIAN DAN PENAMPILAN PELAJAR UNIVERSITI MALAYA

DRESS CODE AND APPEARANCE GUIDES FOR UNIVERSITI MALAYA STUDENTS



Majlis Rasmi
Official Events

Semua pelajar dikehendaki mematuhi Arahan Pentadbiran Universiti Malaysia (Etika Berpakaian dan Penampilan Pelajar) 2024 sewaktu berada di kawasan kampus.
UM Students must adhere to the Universiti Malaya Administrative Directions (Student Dress Code and Appearance) 2024 while on campus.



Kuliah, Urusan Pejabat,
Peperiksaan dan Perpustakaan
Lectures, Office Matters,
Examination and Library



Sukan dan Rekreasi
Sports and Recreational

Semua staf universiti termasuk staf akademik, pentadbiran, perpustakaan, dan keselamatan adalah diberi kuasa memberi teguran sama ada secara lisan atau bertulis kepada mana-mana pelajar yang didapati melanggar mana-mana peruntukan di dalam Arahan Pentadbiran ini. Mana-mana pelajar yang tidak mematuhi peruntukan Arahan Pentadbiran ini boleh dihalang daripada memasuki atau berurusan di kawasan yang dikuatkuasakan peruntukan Arahan Pentadbiran ini atau apa-apa tindakan pentadbiran lain yang ditetapkan dari semasa ke semasa.

All university staff members including academic, administrative, library and security are authorised to reprimand either verbally or in writing to any student who is found to be in violation of any of the provisions in these Administrative Directions. Any student who does not comply with the provisions of these Administrative Directions may be prevented from entering or dealing in the area where the provisions of these Administrative Directions are enforced or any other administrative actions determined from time to time.



SCAN ME

OFFICE OPERATION HOURS

OPERATION HOURS

Monday – Thursday : 8.00am – 4.30pm
(Lunch hour : 1.00pm – 2.00pm)

Friday : 8.00am – 4.30pm
(Lunch hour : 12.15pm – 2.45pm)

LOCATION

The Undergraduate Office is located on the Ground Floor, H10 Building (near to Museum of Asian Art).

Map : <https://goo.gl/maps/Z9HYCvmKPSL9Q7Ag7>

GENERAL EMAIL

If you have any inquiries, you may email us at umfbe_ug@um.edu.my.



Please note that we have taken the utmost care in compiling the information in this handbook, including the schedules for courses during the 2025/2026 session. While the contents are correct at the time of printing, we reserve the right to change any information if necessary.

While we have produced this handbook to be comprehensive, please do not hesitate to contact us regarding matters not covered in it.

Prepared by Undergraduate Office



**UNIVERSITI
MALAYA**

Faculty of Business and Economics