POSTGRADUATE HANDBOOK

Master of Public Policy
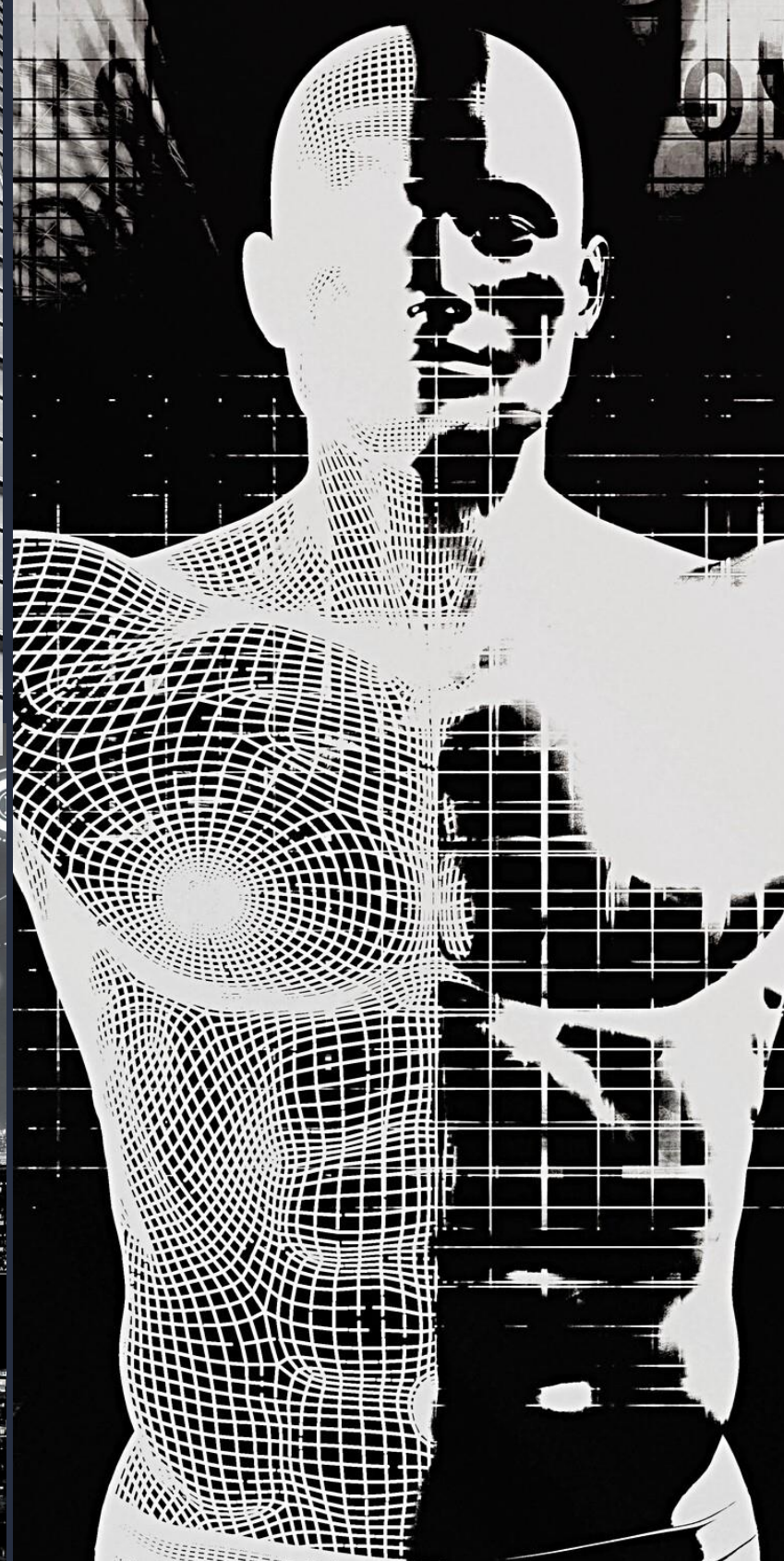
2022 / 2023 SESSION

Contents

WELCOMING MESSAGE FROM THE DIRECTOR

Salam and Greetings!

The International Institute of Public Policy and Management (INPUMA) offers you the opportunity to immerse yourself in the study of public policy, management, and leadership through a comprehensive range of degree, policy training, executive programmes, consultancy and research collaboration. INPUMA was established in 1999 and since then has increasingly built a reputation as one of the leading resource centres for public policy in the region.

INPUMA's robust network of collaborators includes government agencies such as the Public Services Department, National Institute of Public Administration (INTAN), Ministry of Foreign Affairs, the Prime Minister's Department, the Economic Planning Unit and Ministry of Higher Education, among others. At the international front, we work in partnership with non-governmental organisations such as UNICEF and Asia Foundation as well as with government agencies from the Philippines, Uzbekistan, Japan, Bangladesh, India, Sudan and Iraq.

Our core business, Master of Public Policy (MPP) is the only MPP programme offered by a public university in the country. The core and elective courses provide students with in-depth knowledge of current national, regional, and international policy issues. Through intensive coursework and interaction with academics and practitioners, students gain awareness of the environments that surround key policy decisions; and develop an understanding of the effects that decisions have on governments, communities, businesses and individuals. At INPUMA you will be joining a community of intellectually eager learners, interesting and diverse.

A multiplicity of experiences and perspectives are reflected in our graduates' careers. INPUMA's alumni - more than 200 scholars strong - go on to create sustainable impact around the world and throughout Malaysia. Some have gone on to serve in foreign parliaments while others have assumed leadership roles in established and well known organization such as the World Health Organisation.

As a local and global reference for public policy, INPUMA keeps abreast with current issues, and continuously updates its teaching and training strategies to produce thought leaders and creative thinkers. At our core, we strive to analyse issues with intellectual rigour through academic research, intellectual discourses, and community engagement.

INPUMA moves with agility in a dynamic political landscape - but is steadfast in its commitment as an academic institution within Universiti Malaya to developing visionary, transcending and critical-thinking leaders. We are honoured to guide our students to explore the boundaries of knowledge in public policy, to make an impactful contribution to the nation and laying the foundation for a better future.

Associate Professor Dr Raja Noriza Raja Ariffin
Director

INTRODUCTION

The International Institute of Public Policy and Management (INPUMA), Faculty of Business and Economics, Universiti Malaya, has established itself as one of the leading resource centres for public policy and human resource management in the region. This has been achieved through carefully crafted strategies and by consistently benchmarking itself against the best global practices in public policy. This, along with a clear recognition of current national and international developments in the political, economic and social spheres, constantly shape INPUMA's outlook and perspective. As an example, in the wake of the recent turmoil in North Africa and the Middle East, INPUMA seeks to analyse, debate and monitor its policy implications at both the international and national levels.

Over the years, INPUMA has succeeded in contributing to the intellectual discourse on public policy issues in Malaysia through forums, conferences and public lectures. These events revolve around topical and important public policy issues such as good governance in higher education, the impact of ICT in bridging the urban-rural (or generational) divide, sustainable development, promotion of Malaysia as a halal hub, as well as development issues close to the heart of the civil society. They are designed to provide platforms for policy makers, leaders and the mass media to exchange and articulate ideas pertaining to policy issues. INPUMA, invariably, acts as an intellectual laboratory which tests out the best possible inputs for public policy making.

INPUMA's robust network of collaborators includes government agencies such as the Public Services Department, National Institute of Public Administration (INTAN), Ministry of Foreign Affairs, the Prime Minister's Department, the Economic Planning Unit and Ministry of Higher Education, among others. At the international front, we work in partnership with non-governmental organisations such as UNICEF and Asia Foundation as well as with government agencies from the Philippines, Uzbekistan, Japan, Bangladesh, India, Sudan and Iraq.

In accordance with its multi-disciplinary focus, INPUMA seeks to collaborate with the public and private sectors in research programmes with the humanities and social sciences. A broader understanding of public policy and management is gained through this cross fertilisation that has helped to place INPUMA in a coveted position as one of the distinguished public policy institutions in Southeast Asia. INPUMA's wide range of programmes and research includes the following:

- Academic Programme: The Master of Public Policy (MPP) provides a rigorous on-campus training at postgraduate level and is geared to the needs of practising or prospective administrators and policy makers who wish to acquire or enhance the skills necessary for effective and responsible public sector management and policy analysis. The programme will equip candidates with knowledge in the fields of public policy processes and affairs in local and global contexts and with theoretical and

methodological skills in public policy issues.

- International Cooperation Programmes: These are human capital development programmes that are conducted under the auspices of the Malaysian Technical Cooperation Programme (MTCP) which includes the Third Country Training Programme (TCTP). They are directed at providing training in areas such as capacity building, multicultural management and conflict resolution to public officials from other developing countries. Participants are also exposed to Malaysia's unique developmental experiences and issues. Over the years, INPUMA has succeeded in cultivating and fostering close ties with participating governments such as the Republic of Sudan, the Republic of the Philippines and the Islamic Republic of Afghanistan, as well as non-governmental organisations (NGOs), principally the Asia Foundation (TAF), the Common-wealth Secretariat (COMSEC) and the International Law Institute-African Centre for Legal Excellence (ILI-ACLE). In addition, existing ties with international bodies such as the Japanese International Cooperation Agency (JICA) continue to strengthen.

- Conferences, Seminars and Public Lectures: These events target critical issues that affect national development. The focus areas include leadership and management, policy-making and governance.

- Short-term Training Courses: Many short-term training courses have been conducted for senior managers or executives and officials from the private sector and government agencies.

- Research and Publication: INPUMA's latest cutting-edge research projects cover a wide range of policy issues with a particular focus on electoral politics, foreign policy and international relations, the spatial economics and geography of halal food, the socioeconomic impact of urban reconfiguration, sustainable development and environmental input evaluation.

ACADEMIC CALENDAR

ACADEMIC CALENDAR FOR 2022/2023 ACADEMIC SESSION
(HIGHER DEGREE LEVEL)

SEMESTER I

Lectures	7 weeks*	17.10.2022	- 04.12.2022
Mid-Semester I Break	1 week	05.12.2022	- 11.12.2022
Lectures	7 weeks*	12.12.2022	- 29.01.2023
Revision Week	1 week*	30.01.2023	- 05.02.2023
Semester I Final Examination	2 weeks*	06.02.2023	- 19.02.2023
Semester Break	3 weeks*	20.02.2023	- 12.03.2023
	22 weeks		

SEMESTER II

Lectures	6 weeks*	13.03.2023	- 23.04.2023
Mid-Semester II Break	1 week*	24.04.2023	- 30.04.2023
Lectures	8 weeks*	01.05.2023	- 25.06.2023
Revision Week	1 week*	26.06.2023	- 02.07.2023
Semester II Final Examination	2 weeks	03.07.2023	- 16.07.2023
Semester Break	1 week*	17.07.2023	- 23.07.2023
	19 weeks		

SEMESTER BREAK

Break	9 weeks*	17.07.2023	- 17.09.2023

SPECIAL SEMESTER

Lectures	7 weeks*	24.07.2023	- 10.09.2023
Special Semester Final Examination	1 week	11.09.2023	- 17.09.2023
	8 weeks		

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

(*) The Academic Calendar has taken into account public and festive holidays.

Maulidur Rasul (9 October 2022)	Eidul Fitri (22 & 23 April 2023)
Deepavali (24 October 2022)	Labour Day (1 May 2023)
Christmas Day (25 December 2022)	Wesak Day (4 May 2023)
New Year (1 January 2023)	His Majesty's King's Birthday (5 June 2023)
Chinese New Year (22 & 23 January 2023)	Eidul Adha (29 June 2023)
Federal Territory Day (1 February 2023)	Awal Muharam (19 July 2023)
Thaipusam (4 February 2023)	National Day (31 August 2023)
Nuzul Al-Quran (8 April 2023)	Malaysia Day (16 September 2023)

(16.6.2022)

MASTER OF PUBLIC POLICY

The INPUMA Master of Public Policy (MPP) will enable students to develop analytical and critical skills relevant for understanding the challenges of public policy and its implementation. It also equips students with skills that are essential for effective policy delivery.

These core courses draw on insights and approaches found within a range of academic diciplines. Foundations introduces relevant concepts and theories of public policy to enable students to understand and rationalise administrators and policy makers' actions and inactions.

These discussions engage high-level policy makers and academics who will share with you their experiences of real-world problems and policies. Economics for Public Policy focuses on understanding economic pressures on governments and how policy makers work with many parties to analyse public policy. Law and Public Policy discusses the complexity of legal systems, legislation, and law and its importance and constraint in policy implementation. Policy analysis and evaluation tools covered in budgeting and cost benefit analysis courses provide students with tools that allow them to be more effective and critical consumers as well as administrators or public policy.

Courses are taught by high-level policy makers and academics who share their experiences of real-world problems and policies. The MPP prepares students to understand the challenges of working in public policy. The strong focus on applied and practical skills throughout the course enables students to develop the skills essential for effective public service, whether in government, non-governmental organisations or the private sector.

Admission

A Bachelor's degree with a minimum CGPA of 3.0/4.0 or its equivalent from a recognised university in any relevant field as approved by the Senate.

Language Requirements

International applicants are required to obtain a minimum TOEFL score of 550 (PBT) / 213 (CBT) / 80 (IBT) OR IELTS (Academic) Band 5.5 OR PTE (Academic) score of 42.

Application Procedures

Application should be submitted online at https://maya.um.edu.my/sitsvision/wrd/siw_lgn
All supporting documents and proof of payment for processing fees should be scanned and sent online together with the application. The Institute will not accept submission of application other than stated above.

Duration of Study

Minimum   : 3 Semesters
Maximum   : 8 Semesters

Programme Structure

Core courses   : Seven (7) core courses (30 Credits)
Elective Courses   : Four (4) elective courses (12/13 Credits)
Total credits   : 42/43 Credits

Courses Approved by the Senate for Master of Public Policy by Coursework

Course Code	Course Title	Credit Hours	Assessment Method (%)	
			Continuous Assessment	Final Examination
CORE COURSES				
ZQA7003	FOUNDATIONS OF PUBLIC POLICY	3	60	40
ZQA7014	RESEARCH METHODOLOGY FOR POLICY MAKERS	3	60	40
ZQA7015	POLICY RESEARCH	12	100	-
ZQA7016	HISTORY, POLITICS AND DEVELOPMENT	3	60	40
ZQA7017	ECONOMICS IN POLICY MAKING	3	60	40
ZQA7019	PUBLIC FINANCE IN POLICY MAKING	3	60	40
ZQA7020	LAW, GOVERNANCE AND PUBLIC POLICY	3	60	40
ELECTIVE COURSES				
ZQA7018	LEADERSHIP AND PUBLIC MANAGEMENT	3	60	40
ZQA7021	PLANNING AND ANALYSIS OF EDUCATION POLICY	3	60	40
ZQA7022	SUSTAINABLE DEVELOPMENT POLICY	3	60	40
ZQA7023	REGIONAL AND GLOBAL AFFAIRS	3	60	40
ZQA7024	HEALTH SYSTEM AND POLICY	3	60	40
ZQA7025	GENDER AND PUBLIC POLICY	3	60	40
ZQA7026	LOCAL/ INTERNATIONAL PUBLIC POLICY PRACTICE	3	60	40
ZQA7027	POLICY LAB	3	60	40
EQA7014	URBAN ECONOMICS	3	50	50
EQB7011	URBAN MANAGEMENT	3	50	50
EQB7013	PLANNING AND COMMUNITY DEVELOPMENT	3	50	50
LQA7011	ISSUES RELATING TO MINORITIES AND INDIGENOUS PEOPLES	4	60	40
SQE7011	SCIENCE, TECHNOLOGY AND INDUSTRIAL POLICY	3	60	40

Proposed Study Plan*

Year	Component	Semester I			Semester II		
		Course Code	Course Title	Credit	Course Code	Course Title	Credit
1	Core Courses	ZQA7003	Foundations of Public Policy	3	ZQA7017	Economics in Policy Making	3
		ZQA7014	Research Methodology for Policy Makers	3	ZQA7019	Public Finance in Policy Making	3
		ZQA7020	Law, Governance and Public Policy	3	ZQA7015	Policy Research	P
	Elective Courses**	(One elective course)		3/4	(Two elective courses)		6
	Total Credit			**12/13**			**12**

Year	Component	Semester I		
		Course Code	Course Title	Credit
2	Core Courses	ZQA7015	Policy Research	12
		ZQA7016	History, Politics and Development	3
	Elective Courses**	(One elective course)		3
	Total Credit			**18**
	Overall Total Credit			**42/43**

* For completion in three (3) minimum semesters
**Subject to availability

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Akademi/Fakulti/Institut/Pusat *Academy/Faculty/Institute/Centre*	Institut Antarabangsa Polisi Awam dan Pengurusan	*International Institute of Public Policy and Management*
Jabatan *Department*	Institut Antarabangsa Polisi Awam dan Pengurusan	*International Institute of Public Policy and Management*
Nama Program Akademik Name of Academic *Programme*	Sarjana Polisi Awam	*Master of Public Policy*
Kod Kursus* *Course Code**	ZQA7003	*ZQA7003*
Tajuk Kursus* *Course Title**	Asas Polisi Awam	*Foundations of Public Policy*
Kredit* *Credit**	3	*3*
Masa Pembelajaran Pelajar (SLT) *Student Learning Time (SLT)*	120 jam	*120 hours*
Prasyarat/Keperluan Minimum Kursus *Course Pre-requisite(s)/Minimum Requirement(s)*	Tidak berkenaan	*Not applicable*
Hasil Pembelajaran Kursus* *Course Learning Outcomes**	Pada akhir kursus ini, pelajar dapat: 1) Mengaplikasi perspektif teori dan realiti dalam amalan polisi awam. 2) Meneliti pernyataan polisi dan merangka penyelesaian polisi melalui pemikiran analitikal. 3) Menilai pembentukan polisi dan mengenal pasti kegagalan / kejayaan di peringkat pelaksanaan.	*Upon completion of the course, students are able to:* *1) Apply the theoretical perspectives and the reality in public policy practice.* *2) Probe policy statement and to frame policy solution by way of analytical thinking.* *3) Assess the formulation of policies and the identification of failures / success at the*

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	4) Bekerjasama dengan penggubal polisi bagi merumus polisi awam dan mencadangkan pendekatan yang bersesuaian bagi penerapan dan pelaksanaan polisi secara beretika.	*implementation stage.* *4) Work with policy makers to formulate public policy and to advise the appropriate adoption and implementation approaches ethically.*
Sinopsis Kandungan Kursus *Synopsis of Course Contents*	Kursus ini adalah untuk memperdalam pemahaman pelajar mengenai cara dasar awam dibuat, dengan penekanan khusus pada peranan kempen dan idea advokasi (kadang-kadang dibentuk oleh analisis dasar) dalam proses tersebut. Kelas akan melihat proses pembentukan dasar pada tiga tahap pembuatan dasar dan pemerintahan yang berbeza: di peringkat nasional dan negara-negara ASEAN yang lain, dalam konteks negara membangun. Penekanan akan diberikan pada dasar sosial dan persekitaran, dengan beberapa perbincangan mengenai isu-isu lain. Di samping mengembangkan pemahaman yang kuat mengenai perspektif yang bersaing dalam menjelaskan hubungan antara kuasa, pengetahuan, advokasi, dan pembuatan dasar, kelas akan meneroka empat set soalan: 1. Bagaimana kita menguraikan dinamika kekuasaan, dasar, dan politik dalam proses kebijakan? Atau, dengan cara lain, bagaimana kita menerangkan bagaimana minat, institusi, idea, dan individu berinteraksi untuk membentuk hasil dasar? 2. Bagaimanakah pengamal perkhidmatan awam mengimbangkan peranan sebagai pemerhati proses pembuatan dasar dan peserta dalam proses tersebut? 3. Bagaimana penganalisis mengimbangkan (atau tidak) kebimbangan mengenai kecekapan, keberkesanan, dan ekuiti? Petunjuk apa yang kita gunakan untuk mengukur setiap objektif tersebut? 4. Adakah alat analisis yang dirancang untuk mengkaji pembuatan dasar di Malaysia dan negara-negara ASEAN	*This course is to deepen students' understanding of the way in which public policy is made, with a particular emphasis on the roles advocacy campaigns and ideas (sometimes shaped by policy analysis) play in that process. The class will look at the processes of policy formation at three distinct levels of policymaking and governance: at the national level and other ASEAN countries, in the developing country context. The emphasis will be on social and environmental policy, with some discussions of other issues. In addition to developing a solid understanding of the competing perspectives on explaining the relationships between power, knowledge, advocacy, and policymaking, the class will explore four sets of questions:* *1. How do we disentangle the dynamics of power, policy, and politics in the policy process? Or, another way, how do we explain how interests, institutions, ideas, and individuals interact to shape policy outcomes?* *2. How do public service practitioners balance roles as an observer of the policymaking process and a participant in that process?* *3. How do analysts balance (or not) concerns regarding efficiency, effectiveness, and equity? What indicators do we use to measure each of those objectives?* *4. Do analytical tools designed for studying policymaking in Malaysia and other ASEAN*

PRO FORMA KURSUS
COURSE PRO FORMA

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	yang lain berjalan lancar atau adakah kita perlu mengembangkan yang baru?	*countries travel well or do we need to develop new ones?*
Pemberatan Penilaian* *Assessment Weightage**	Penilaian Berterusan: 60% Peperiksaan Akhir: 40%	*Continuous Assessment: 60%* *Final Examination: 40%*
Kaedah Maklum Balas Tentang Prestasi *Methodologies for Feedback on Performance*	Markah penilaian berterusan akan dipaparkan di papan notis sebelum peperiksaan akhir.	*Grade for continuous assessments will be posted on the notice board before the final examination.*
Kriteria Dalam Penilaian Sumatif *Criteria in Summative Assessment*	Sila rujuk Peraturan-Peraturan Universiti Malaya (Ijazah Sarjana) 2019. Sila rujuk Kaedah-Kaedah Universiti Malaya (Ijazah Sarjana) 2019.	*Please refer to the University of Malaya (Masters Degree) Rules 2019 and University of Malaya (Masters Degree) Regulations 2019.*

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Jabatan *Department*	Pejabat Pengarah	*Director's Office*
Nama Program Akademik Name of Academic *Programme*	Sarjana Polisi Awam	*Master of Public Policy*
Kod Kursus* *Course Code**	ZQA7014	*ZQA7014*
Tajuk Kursus* *Course Title**	Kaedah Penyelidikan untuk Penggubal Polisi	*Research Methodology for Policy Makers*
Kredit* *Credit**	3	*3*
Masa Pembelajaran Pelajar (SLT) *Student Learning Time (SLT)*	120 jam	*120 hours*
Prasyarat/Keperluan Minimum Kursus *Course Pre-requisite(s)/Minimum Requirement(s)*	Tidak berkenaan	*Not applicable*
Hasil Pembelajaran Kursus* *Course Learning Outcomes**	Di akhir kursus ini, pelajar dapat: 1. Menggunakan kaedah penyelidikan yang sesuai dengan tujuan dan objektif penyelidikan polisi. 2. Menentukan rekabentuk penyelidikan yang tepat dalam pembuatan polisi berasaskan bukti. 3. Menganalisis data kuantitatif dan kualitatif	*At the end of the course, students are able to:* 1. *Apply research methods appropriate to policy research aim and objectives.* 2. *Determine research design applicable in evidence-based policy making.* 3. *Analyse both quantitative and qualitative data*

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	menggunakan perisian penyelidikan.	*using research softwares.*
Sinopsis Kandungan Kursus *Synopsis of Course Contents*	Dalam kursus ini pelajar akan mempelajari kemahiran menjalankan kajian khususnya sebagai persediaan ke arah sistem pemantauan dan penilaian dasar. Pelajar akan mempelajari kemahiran membentuk cadangan yang pragmatik dan cara menangani sesuatu isu, persoalan atau masalah secara jelas dan berkesan. Khususnya kursus akan memberi kefahaman kepada pelajar tentang pertalian di antara agenda polisi awam, proses penggubalan polisi dan kesan cadangan yang digubal kepada masyarakat. Pelajar akan didedahkan kepada kaedah-kaedah kualitatif dan kuantitatif dan penekanan akan diberikan kepada cara membuat sintesis berfokus, menganalisis maklumat sekunder, experimentasi kerja lapangan, kaedah survei dan analisis faedah dan kos.	*In this course students will learn the skills of conducting research specifically as a preparation for policy monitoring and evaluation system. Students will learn the skills of conceptualising pragmatic recommendations and ways to solve an issue, question or problem clearly and effectively. Specifically, the course will ensure student understand the existence of link between public policy agenda, the process of policy formulation and the effect of the policy to the public. Students will be exposed to qualitative and quantitative methods and focus will be given to ways to conduct focused synthesis, analysis of secondary information, field experiments, survey approaches and cost-benefit analysis.*
Pemberatan Penilaian* *Assessment Weightage**	Penilaian Berterusan: 60% Peperiksaan Akhir: 40%	*Continuous Assessment: 60%* *Final Examination: 40%*
Kaedah Maklum Balas Tentang Prestasi *Methodologies for Feedback on Performance*	Markah penilaian berterusan akan dipaparkan di papan notis sebelum peperiksaan akhir.	*Grade for continuous assessments will be posted on the notice board before the final examination.*
Kriteria Dalam Penilaian Sumatif *Criteria in Summative Assessment*	Sila rujuk Peraturan-Peraturan Universiti Malaya (Ijazah Sarjana) 2019. Sila rujuk Kaedah-Kaedah Universiti Malaya (Ijazah Sarjana) 2019.	*Please refer to the University of Malaya (Masters Degree) Rules 2019 and University of Malaya (Masters Degree) Regulations 2019.*

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Jabatan *Department*	Institut Antarabangsa Polisi Awam dan Pengurusan	*International Institute of Public Policy and Management*
Nama Program Akademik Name of Academic *Programme*	Sarjana Polisi Awam	*Master of Public Policy*
Kod Kursus* *Course Code**	ZQA7015	*ZQA7015*
Tajuk Kursus* *Course Title**	Penyelidikan Polisi	*Policy Research*
Kredit* *Credit**	12	*12*
Masa Pembelajaran Pelajar (SLT) *Student Learning Time (SLT)*	480 jam	*480 hours*
Prasyarat/Keperluan Minimum Kursus *Course Pre-requisite(s)/Minimum Requirement(s)*	Pelajar perlu lulus kursus ZQA7003 'Asas Polisi Awam' dan ZQA7014 'Kaedah Penyelidikan untuk Penggubal Polisi'	*Students must pass the ZQA7003 'Foundations of Public Policy' and ZQA7014 'Research Methodology for Policy Makers' courses*
Hasil Pembelajaran Kursus* *Course Learning Outcomes**	Di akhir kursus ini, pelajar dapat: 1. Membandingkan kekuatan dan kelemahan pelbagai kaedah analisis dan penilaian dasar dalam mendiagnosis isu dan merangka rekabentuk penyelidikan.	*At the end of the course, students are able to:* *1. Compare the strengths and weaknesses of various policy analysis and evaluation tools in diagnosing issues and framing the research design.*

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	2. Menganalisis data dan hasil penyelidikan dengan menggunakan perisian penyelidikan yang terkini.	2. *Analyse data and research findings by utilising the latest research softwares.*
	3. Mentafsir dan menilai hasil penyelidikan dan menyampaikannya melalui alat komunikasi dasar yang berkesan.	3. *Interpret and evaluate research findings and communicate them through effective policy communication tools.*
	4. Mempertahankan cadangan dasar dengan menangani dan membantah tafsiran alternatif dan penolakan terhadap penemuan penyelidikan dan cadangan polisi.	4. *Defend the policy recommendations by addressing and counterarguing alternative interpretations and reservations to the research findings and proposed policy recommendations.*
Sinopsis Kandungan Kursus *Synopsis of Course Contents*	Analisis polisi memberikan analisis dan nasihat berdasarkan bukti untuk membimbing perkembangan dan pelaksanaan polisi awam, dan mempengaruhi pekerjaan agensi kerajaan dan pihak berkepentingan lain. Kursus ini memerlukan beberapa kemahiran yang berbeza: pemahaman mengenai konteks polisi, penghargaan atas keprihatinan pelbagai pihak berkepentingan, pengetahuan teknikal alat analisis, dan kemampuan untuk mengembangkan dan menyampaikan nasihat praktikal. Kursus ini dimulakan dengan gambaran keseluruhan bidang penilaian polisi awam, dari perspektif sains politik. Diikuti dengan tinjauan teknik penilaian dasar awam standard yang merangkumi pendekatan kuantitatif umum, termasuk reka bentuk eksperimen, reka bentuk kuasi eksperimen, dan analisis kos-manfaat dan keberkesanan kos. Setelah memahami prinsip, pelajar didedahkan	*Policy analysis provide evidence-based analysis and advice to guide the development and implementation of public policy, and influence the work of government agencies and other stakeholders.* *The course requires several distinct sets of skills: an understanding of the policy context, an appreciation for the concerns of diverse stakeholders, technical knowledge of analytical tools, and the ability to develop and communicate practical advice.* *This course begin with an overview of the field of public policy evaluation, from a political science perspective. Followed by a survey of standard public policy evaluation techniques covering the common quantitative approaches, including experimental designs, quasi-experimental designs, and cost-benefit and cost-effectiveness analyses. After*

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	kepada politik. Di sini, kelas akan diberi pandangan mendalam mengenai peranan kumpulan pemikir dan pengaruhnya terhadap polisi awam. Akhirnya, kursus ini menilai potensi penyalahgunaan penilaian.	*understanding the principles students are expose to politics. Here, the class will be given in-depth look at the role of think tanks and their influence on public policy. Finally, this course assess the potential for misuse of evaluations.*
Pemberatan Penilaian* *Assessment Weightage**	Penilaian Berterusan: 100% Peperiksaan Akhir: -	*Continuous Assessment: 100%* *Final examination: -*
Kaedah Maklum Balas Tentang Prestasi *Methodologies for Feedback on Performance*	Markah penilaian berterusan akan dipaparkan di papan notis sebelum peperiksaan akhir.	*Grade for continuous assessments will be posted on the notice board before the final examination.*
Kriteria Dalam Penilaian Sumatif *Criteria in Summative Assessment*	Sila rujuk Peraturan-Peraturan Universiti Malaya (Ijazah Sarjana) 2019. Sila rujuk Kaedah-Kaedah Universiti Malaya (Ijazah Sarjana) 2019.	*Please refer to the University of Malaya (Masters Degree) Rules 2019 and University of Malaya (Masters Degree) Regulations 2019.*

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Jabatan *Department*	Institut Antarabangsa Polisi Awam dan Pengurusan	*International Institute of Public Policy and Management*
Nama Program Akademik Name of Academic *Programme*	Sarjana Polisi Awam	*Master of Public Policy*
Kod Kursus* *Course Code**	ZQA7016	*ZQA7016*
Tajuk Kursus* *Course Title**	Sejarah, Politik dan Pembangunan	*History, Politics and Development*

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Kredit* *Credit**	3	*3*
Masa Pembelajaran Pelajar (SLT) *Student Learning Time (SLT)*	120 jam	*120 hours*
Prasyarat/Keperluan Minimum Kursus *Course Pre-requisite(s)/Minimum Requirement(s)*	Tiada	*None*
Hasil Pembelajaran Kursus* *Course Learning Outcomes**	Di akhir kursus ini, pelajar dapat: 1. Mempamerkan tanggungjawab kepimpinan berkesan melalui pembelajaran peristiwa sejarah dan politik utama. 2. Mengkaji kesan sejarah, politik dan pembangunan dalam penggubalan polisi awam. 3. Menilai pelbagai isu polisi pembangunan yang dipengaruhi oleh peristiwa sejarah politik yang berbeza.	*At the end of the course, students are able to:* *1. Demonstrate effective leadership responsibilities in learning key historical and political events.* *2. Analyse political influence in the preparation of the public budget taking into account effective leadership.* *3. Evaluate the issues in development policies influenced by different political history events.*
Sinopsis Kandungan Kursus *Synopsis of Course Contents*	Dalam kursus ini, pelajar akan mempelajari kepentingan memahami sejarah dan politik dalam pembuatan dasar awam. Pelajar akan dilatih untuk menganalisis peristiwa sejarah dan politik yang penting dalam menjelaskan hasil dasar pembangunan. Pelajar akan didedahkan kepada kes negara / wilayah di mana dasar pembangunan yang	*In this course, students will learn the importance of understanding history and politics in public policy making. Students will be trained to analyse the key historical and political events that are critical in explaining development policy outcomes. Students will be exposed to cases of countries/regions in which*

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	berbeza dipengaruhi oleh peristiwa sejarah politik yang berbeza. Pelajar akan mempelajari bahawa perancangan dan pendekatan dasar bergantung pada kualiti institusi kerajaan dan tindak balas mereka terhadap peristiwa sejarah politik tempatan dan global.	*different development policies are affected by different political history events. Students will be made aware that policy design and approaches depend on the quality of government institutions and their responses to local and global political historical events.*
Pemberatan Penilaian* *Assessment Weightage**	Penilaian Berterusan: 60% Peperiksaan Akhir: 40%	*Continuous Assessment:* 60% *Final Examination:* 40%
Kaedah Maklum Balas Tentang Prestasi *Methodologies for Feedback on Performance*	Markah penilaian berterusan akan dipaparkan di papan notis sebelum peperiksaan akhir.	*Grade for continuous assessments will be posted on the notice board before the final examination.*
Kriteria Dalam Penilaian Sumatif *Criteria in Summative Assessment*	Sila rujuk Peraturan-Peraturan Universiti Malaya (Ijazah Sarjana) 2019. Sila rujuk Kaedah-Kaedah Universiti Malaya (Ijazah Sarjana) 2019.	*Please refer to the University of Malaya (Masters Degree) Rules 2019 and University of Malaya (Masters Degree) Regulations 2019.*

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Jabatan *Department*	Institut Antarabangsa Polisi Awam dan Pengurusan	*International Institute of Public Policy and Management*
Nama Program Akademik Name of Academic *Programme*	Sarjana Polisi Awam	*Master of Public Policy*
Kod Kursus* *Course Code**	ZQA7017	*ZQA7017*
Tajuk Kursus* *Course Title**	Ekonomi dalam Penggubalan Polisi	*Economics in Policy Making*
Kredit* *Credit**	3	*3*
Masa Pembelajaran Pelajar (SLT) *Student Learning Time (SLT)*	120 jam	*120 hours*
Prasyarat/Keperluan Minimum Kursus *Course Pre-requisite(s)/Minimum Requirement(s)*	Tidak berkenaan	*Not applicable*
Hasil Pembelajaran Kursus* *Course Learning Outcomes**	Di akhir kursus ini, pelajar dapat: 1. Mengaplikasi teori ekonomi yang sesuai bagi menjalankan analisis polisi. 2. Mengenalpasti kaedah analisis polisi ekonomi yang sesuai dalam pengurusan data. 3. Mencadangkan pelan tindakan polisi yang bertepatan dengan kehendak masyarakat awam secara beretika.	*At the end of the course, students are able to:* *1. Apply suitable economics theory to undertake policy analysis.* *2. Determine suitable economic policy analysis methods in handling data.* *3. Propose a policy action plan that meets public needs ethically.*

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Sinopsis Kandungan Kursus *Synopsis of Course Contents*	Dalam kursus ini pelajar akan mempelajari proses menjalankan analisis ekonomi dan isu sosial melalui pemahaman teori ekonomi. Ini dapat menyumbangkan kearah pemahaman cabaran ekonomi dan sosial yang dihadapi oleh negara dan mendayaupayakan pelajar untuk memikirkan semula polisi ekonomi di era kecelaruan dan peningkatan ketidaksamarataan dan kemusnahan alam sekitar. Khususnya, kursus ini akan memastikan pelajar dibekalkan dengan alat untuk membuat kajian ekonomi yang menghubungkan kesan kemajuan ekonomi digital kepada masa hadapan ekonomi. Ini akan menambahbaik penggubalan polisi dan pemahaman lebih baik hubungkait teori ekonomi dan agenda polisi, proses penggubalan polisi ekonomi and kesan polisi ekonomi kepada rakyat. Ini akan membolehkan pelajar menyumbang kepada masa hadapan negara lebih baik dengan melahirkan pemikir ekonomi dan penganalisis ekonomi dan menawarkan penyelesaian kepada cabaran kini dan masa hadapan melalui peranan penggubalan polisi ekonomi.	*In this course students will learn the process of conducting economic analyse and social issues through understanding of economic theory. This would contribute towards understanding the economic and social challenges that is faced by the nation and empower students to rethink economic policy in era turbulence and growing inequality and environmental destruction. Specifically, this course will ensure that students are provided tools to do economic research that connects impact of advancement digital technology to the future of economy. This would result in improved policy making and better understanding the connection between economic theory and policy agenda, the process of economic policy formulation and the effect of economic policy to the public. This would enable students to contribute to the better future of the nation by developing future economic thinker and analyst and offer solutions to current and future challenges through the role of economic policy making.*
Pemberatan Penilaian* *Assessment Weightage**	Penilaian Berterusan: 60% Peperiksaan Akhir: 40%	*Continuous Assessment:* 60% *Final Examination:* 40%
Kaedah Maklum Balas Tentang Prestasi *Methodologies for Feedback on Performance*	Markah penilaian berterusan akan dipaparkan di papan notis sebelum peperiksaan akhir.	*Grade for continuous assessments will be posted on the notice board before the final examination.*
Kriteria Dalam Penilaian Sumatif *Criteria in Summative Assessment*	Sila rujuk Peraturan-Peraturan Universiti Malaya (Ijazah Sarjana) 2019. Sila rujuk Kaedah-Kaedah Universiti Malaya (Ijazah Sarjana) 2019.	*Please refer to the University of Malaya (Masters Degree) Rules 2019 and University of Malaya (Masters Degree) Regulations 2019.*

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Jabatan *Department*	Institut Antarabangsa Polisi Awam dan Pengurusan	*International Institute of Public Policy and Management*
Nama Program Akademik Name of Academic *Programme*	Sarjana Polisi Awam	*Master of Public Policy*
Kod Kursus* *Course Code**	ZQA7019	*ZQA7019*
Tajuk Kursus* *Course Title**	Kewangan Awam dalam Penggubalan Polisi	*Public Finance in Policy Making*
Kredit* *Credit**	3	*3*
Masa Pembelajaran Pelajar (SLT) *Student Learning Time (SLT)*	120 jam	*120 hours*
Prasyarat/Keperluan Minimum Kursus *Course Pre-requisite(s)/Minimum Requirement(s)*	Tidak berkenaan	*Not applicable*
Hasil Pembelajaran Kursus* *Course Learning Outcomes**	Di akhir kursus ini, pelajar dapat: 1. Menyediakan bajet yang diterima oleh organisasi awam. 2. Menganalisis pengaruh politik dalam penyediaan bajet awam dengan mengambil kira kepimpinan berkesan. 3. Menilai keberkesanan projek dan bajet awam secara	*At the end of the course, students are able to:* *1. Construct a budget that is acceptable to a public organisation.* *2. Analyse political influence in the preparation of the public budget taking into account effective leadership.* *3. Assess the effectiveness of public budgets and*

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	beretika	*projects ethically.*
Sinopsis Kandungan Kursus *Synopsis of Course Contents*	Kursus ini akan mendedahkan pelajar kaedah untuk mendapat, menempat dan menggunakan sumber untuk menyokong program organisasi yang mampu memenuhi permintaan awam. Kursus ini akan menekankan kepada format, proses dan polisi bajet serta pengaruh politik dalam penyediaan dan kelulusan bajet.	*This course will expose students to the method of obtaining, placing, and using resources to support organisational programmes that are capable of fulfilling public demands. This course will emphasise budget formats, processes, and policies as well as the influence of politics in the preparation and approval of budgets.*
Pemberatan Penilaian* *Assessment Weightage**	Penilaian Berterusan: 60% Peperiksaan Akhir: 40%	*Continuous Assessment: 60%* *Final Examination: 40%*
Kaedah Maklum Balas Tentang Prestasi *Methodologies for Feedback on Performance*	Markah penilaian berterusan akan dipaparkan di papan notis sebelum peperiksaan akhir.	*Grade for continuous assessments will be posted on the notice board before the final examination.*
Kriteria Dalam Penilaian Sumatif *Criteria in Summative Assessment*	Sila rujuk Peraturan-Peraturan Universiti Malaya (Ijazah Sarjana) 2019. Sila rujuk Kaedah-Kaedah Universiti Malaya (Ijazah Sarjana) 2019.	*Please refer to the University of Malaya (Masters Degree) Rules 2019 and University of Malaya (Masters Degree) Regulations 2019.*

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Jabatan *Department*	Institut Antarabangsa Polisi Awam dan Pengurusan	*International Institute of Public Policy and Management*
Nama Program Akademik Name of Academic *Programme*	Sarjana Polisi Awam	*Master of Public Policy*
Kod Kursus* *Course Code**	ZQA7020	*ZQA7020*
Tajuk Kursus* *Course Title**	Undang-undang, Tadbir Urus dan Polisi Awam	*Law, Governance and Public Policy*
Kredit* *Credit**	3	3
Masa Pembelajaran Pelajar (SLT) *Student Learning Time (SLT)*	120 jam	120 *hours*
Prasyarat/Keperluan Minimum Kursus *Course Pre-requisite(s)/Minimum Requirement(s)*	Tiada	*None*
Hasil Pembelajaran Kursus* *Course Learning Outcomes**	Di akhir kursus ini, pelajar dapat: 1. Mengaplikasikan fakta undang-undang dan tadbir urus dalam polisi awam. 2. Menganalisis secara kritis impak perundangan ke atas urus tadbir dan proses penggubalan polisi awam. melalui komunikasi yang berkesan.	At the end of the course, students are able to: *1. Apply the facts of law and governance on public policy.* *2. Analyse critically the impacts of law on good governance and policy making processes through effective communication.*

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	3. Menilai isu-isu semasa yang melibatkan undang-undang negara, serantau dan antarabangsa secara profesional	3.Assess current issues that relate to national, regional, and international laws professionally.
Sinopsis Kandungan Kursus *Synopsis of Course Contents*	Dalam kursus ini pelajar akan diberi pendedahan kepada pengetahuan perundangan yang berkaitan dengan polisi awam. Pelajar akan menghadiri seminar dalam bidang sains politik, ekonomi dan kemanusiaan dan akan membentangkan kertas polisi mengenai isu semasa. Penekanan akan diberikan kepada isu-isu guna tanah, agama, ekonomi dan reformasi sosial.	*This course is designed to give students exposure to a broad array of scholarship, touching upon the intersection of law and matters of governance and its impact on effective public policy. Students will attend talks and seminars in law and other fields (political science, economics and humanities) and will present policy papers on current public policy issues. Particular attention will be devoted to current issues, such as land use, religion, economy, and social reform.*
Pemberatan Penilaian* *Assessment Weightage**	Penilaian Berterusan: 60% Peperiksaan Akhir: 40%	*Continuous Assessment: 60%* *Final Examination: 40%*
Kaedah Maklum Balas Tentang Prestasi *Methodologies for Feedback on Performance*	Markah penilaian berterusan akan dipaparkan di papan notis sebelum peperiksaan akhir.	*Grade for continuous assessment will be posted on the notice board before the final examination.*
Kriteria Dalam Penilaian Sumatif *Criteria in Summative Assessment*	Sila rujuk Peraturan-Peraturan Universiti Malaya (Ijazah Sarjana) 2019. Sila rujuk Kaedah-Kaedah Universiti Malaya (Ijazah Sarjana) 2019.	*Please refer to the University of Malaya (Masters Degree) Rules 2019 and University of Malaya (Masters Degree) Regulations 2019.*

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Akademi/Fakulti/Institut/Pusat *Academy/Faculty/Institute/Centre*	Institut Antarabangsa Polisi Awam dan Pengurusan	*International Institute of Public Policy and Management*
Jabatan *Department*	Institut Antarabangsa Polisi Awam dan Pengurusan	*International Institute of Public Policy and Management*
Nama Program Akademik Name of Academic *Programme*	Sarjana Polisi Awam	*Master of Public Policy*
Kod Kursus* *Course Code**	ZQA7018	*ZQA7018*
Tajuk Kursus* *Course Title**	Kepimpinan dan Pengurusan Awam	*Leadership and Public Management*
Kredit* *Credit**	3	*3*
Masa Pembelajaran Pelajar (SLT) *Student Learning Time (SLT)*	120 jam	*120 hours*
Prasyarat/Keperluan Minimum Kursus *Course Pre-requisite(s)/Minimum Requirement(s)*	Tidak berkenaan	*Not applicable*
Hasil Pembelajaran Kursus* *Course Learning Outcomes**	Di akhir kursus ini, pelajar dapat: 1. Mengaplikasikan idea utama kepimpinan dan teknik-teknik pengurusan dalam sektor awam 2. Menganalisis isu-isu operasi utama dalam sektor awam untuk jangka masa panjang 3. Menilai keupayaan dan batasan organisasi dalam sektor awam secara beretika	*At the end of the course, students are able to:* *1. Apply the main leadership ideas and management tools in the public sector* *2. Analyse the main operational issues in the public sector in the long run* *3. Evaluate the organisational capabilities and limitations in the public sector ethically*

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Sinopsis Kandungan Kursus *Synopsis of Course Contents*	Dalam kursus ini pelajar akan diperkenalkan kepada komponen tindakan kepimpinan dan pengurusan dan interaksi organisasi awam dan swasta.. Pilihan dan batasan dalam membuat pilihan/'choices' diambil kira dari perspektif reformasi dan amalan pengurusan baru dalam sektor awam.	*In this course, students will be introduced to the components of leadership and management action and interaction of public and private organisations. Options and limitations in making choices are taken into consideration from the perspectives of reforms and new management practices in the public sector.*
Pemberatan Penilaian* *Assessment Weightage**	Penilaian Berterusan: 60% Peperiksaan Akhir: 40%	*Continuous Assessment: 60%* *Final Examination:40%*
Kaedah Maklum Balas Tentang Prestasi *Methodologies for Feedback on Performance*	Markah penilaian berterusan akan diumumkan sebelum peperiksaan akhir.	*Grade for continuous assessment will be announced before final examination*
Kriteria Dalam Penilaian Sumatif *Criteria in Summative Assessment*	Sila rujuk Peraturan-Peraturan Universiti Malaya (Ijazah Sarjana) 2019. Sila rujuk Kaedah-Kaedah Universiti Malaya (Ijazah Sarjana) 2019.	*Please refer to the University of Malaya (Masters Degree) Rules 2019 and University of Malaya (Masters Degree) Regulations 2019.*

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Jabatan *Department*	Institut Antarabangsa Polisi Awam dan Pengurusan	*International Institute of Public Policy and Management*
Nama Program Akademik Name of Academic *Programme*	Sarjana Polisi Awam	*Master of Public Policy*
Kod Kursus* *Course Code**	ZQA7021	*ZQA7021*
Tajuk Kursus* *Course Title**	Perancangan dan Analisis Polisi Pendidikan	*Planning and Analysis of Education Policy*
Kredit* *Credit**	3	*3*
Masa Pembelajaran Pelajar (SLT) *Student Learning Time (SLT)*	120 jam	*120 hours*
Prasyarat/Keperluan Minimum Kursus *Course Pre-requisite(s)/Minimum Requirement(s)*	Tidak berkenaan	*Not applicable*
Hasil Pembelajaran Kursus* *Course Learning Outcomes**	Di akhir kursus ini, pelajar dapat: 1. Menterjemah hala tuju, matlamat, kekuatan dan kelemahan dalam analisis dasar pendidikan. 2. Menganalisis secara kritikal isu-isu penting dalam pembentukan rangka dasar pendidikan. 3. Menilai hubungan isu-isu dasar pendidikan dan pembangunan sosio-ekonomi negara. 4. Menilai pencapaian matlamat yang ditetapkan dalam	*At the end of the course, students are able to:* *1. Interpret the direction, goals, strengths and weaknesses in the analysis of education policies.* *2. Analyse critically major issues in the formulation of education policy framework.* *3. Evaluate the relationship between education policy issues and national socio- economic*

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	pelaksanaan dasar diikuti dengan kajian, penilaian dan perubahan kepada dasar sedia ada untuk memenuhi perkembangan semasa pendidikan melalui komunikasi berkesan.	*development.* *4. Assess the achievement of goals set in policy implementation followed by review, evaluation and changes to the existing policy to meet the current trends of education through effective communication.*
Sinopsis Kandungan Kursus *Synopsis of Course Contents*	Dalam kursus ini pelajar akan diperkenalkan kepada konsep dan asas penting dalam struktur dasar pendidikan. Pengenalpastian, kerangka dasar Pendidikan, pelaksanaan serta pemantauan dan penambah baikan dasar pendidikan akan dibincangkan dari perspektif nasional dan antarabangsa. Kajian kes tentang reka bentuk dan pembangunan dasar pendidikan sehubungan dengan matlamat dan undang-undang negara akan diperkenalkan. Kerangka dasar pendidikan, reformasi dan transformasi dalam hubungannya dengan ICT, pembangunan modal insan dan perancangan sosio-ekonomi makro akan diteliti dalam konteks strategi pembangunan pendidikan kebangsaan.	*In this course students will be introduced to fundamental concepts of education policy elements and structure. Identifications of education framework policy, which includes implementation followed by review, evaluation and changes will be discussed and analysed from both national and international perspectives. A case study of education policy formulation and its development with respect to policy goals and in relations to the law will be introduced. The education policy framework, reforms and transformation in relation to the role of ICT, human resource development and macro socioeconomic development planning will be examined in the context of the overall national development strategies.*
Pemberatan Penilaian* *Assessment Weightage**	Penilaian Berterusan: 60% Peperiksaan Akhir: 40%	*Continuous Assessment: 60%* *Final Examination: 40%*
Kaedah Maklum Balas Tentang Prestasi *Methodologies for Feedback on Performance*	Markah penilaian berterusan akan dipaparkan di papan notis sebelum peperiksaan akhir.	*Grade for continuous assessments will be posted on the notice board before the final examination.*
Kriteria Dalam Penilaian Sumatif *Criteria in Summative Assessment*	Sila rujuk Peraturan-Peraturan Universiti Malaya (Ijazah Sarjana) 2019. Sila rujuk Kaedah-Kaedah Universiti Malaya (Ijazah Sarjana) 2019.	*Please refer to the University of Malaya (Masters Degree) Rules 2019 and University of Malaya (Masters Degree) Regulations 2019.*

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Akademi/Fakulti/Institut/Pusat *Academy/Faculty/Institute/Centre*	Institut Antarabangsa Polisi Awam dan Pengurusan	*International Institute of Public Policy and Management*
Jabatan *Department*	Institut Antarabangsa Polisi Awam dan Pengurusan	*International Institute of Public Policy and Management*
Nama Program Akademik Name of Academic *Programme*	Sarjana Polisi Awam	*Master of Public Policy*
Kod Kursus* *Course Code**	ZQA7022	*ZQA7022*
Tajuk Kursus* *Course Title**	Polisi Pembangunan Mampan	*Sustainable Development Policy*
Kredit* *Credit**	3	*3*
Masa Pembelajaran Pelajar (SLT) *Student Learning Time (SLT)*	120 jam	*120 hours*
Prasyarat/Keperluan Minimum Kursus *Course Pre-requisite(s)/Minimum Requirement(s)*	Tiada	*None*
Hasil Pembelajaran Kursus* *Course Learning Outcomes**	Di akhir kursus ini, pelajar dapat: 1. Menghubungkait konsep kelestarian dalam perancangan pembangunan dan dasar. 2. Menganalisis isu pembangunan lestari dalam bidang polisi awam yang merentas disiplin. 3. Menilai faktor-faktor alam sekitar yang kritikal dalam menyelesaikan cabaran pembangunan mampan.	*At the end of the course, students are able to:* *1. Relate the concept of sustainability in development planning and policy.* *2. Analyse sustainable development issues across the multi-disciplinary fields of public policy.* *3. Assess critical environmental factors in resolving sustainable development challenges.*

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Sinopsis Kandungan Kursus *Synopsis of Course Contents*	Kursus ini memperkenalkan konsep pembangunan mapan dan hubungan aspek ekonomi, sosial dan alam sekitar dalam pembentukan dasar berkaitan dengan kempanan. Pengetahuan pelbagai disiplin, prinsip pencegahan, analisis kos faedah, perakaunan ekonomi dan alam sekitar berintegrasi dan analisis pelbagai kriteria akan digunakan dalam pembentukan dasar pembangunan mapan di peringkat negara dan antarabangsa.	*This course introduces the concept of sustainable development and the relationship of economy, social and environment aspects in the development of policies related to sustainability. Multi-disciplinary knowledge, precautionary principle, cost benefit analysis, integrated economic and environmental accounting and multi criteria analysis are applied in the formulation of sustainable development policies at national and international levels.*
Pemberatan Penilaian* *Assessment Weightage**	Penilaian Berterusan: 60% Peperiksaan Akhir: 40%	*Continuous Assessment: 60% Final Examination: 40%*
Kaedah Maklum Balas Tentang Prestasi *Methodologies for Feedback on Performance*	Markah penilaian berterusan akan dipaparkan di papan notis sebelum peperiksaan akhir.	*Grade for continuous assessments will be posted on the notice board before the final examination.*
Kriteria Dalam Penilaian Sumatif *Criteria in Summative Assessment*	Sila rujuk Peraturan-Peraturan Universiti Malaya (Ijazah Sarjana) 2019. Sila rujuk Kaedah-Kaedah Universiti Malaya (Ijazah Sarjana) 2019.	*Please refer to the University of Malaya (Masters Degree) Rules 2019 and University of Malaya (Masters Degree) Regulations 2019.*

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Jabatan *Department*	Institut Antarabangsa Polisi Awam dan Pengurusan	*International Institute of Public Policy and Management*
Nama Program Akademik Name of Academic *Programme*	Sarjana Polisi Awam	*Master of Public Policy*
Kod Kursus* *Course Code**	ZQA7023	*ZQA7023*
Tajuk Kursus* *Course Title**	Hal Ehwal Serantau dan Global	*Regional and Global Affairs*
Kredit* *Credit**	3	*3*
Masa Pembelajaran Pelajar (SLT) *Student Learning Time (SLT)*	120 jam	*120 hours*
Prasyarat/Keperluan Minimum Kursus *Course Pre-requisite(s)/Minimum Requirement(s)*	Tidak berkenaan	*Not applicable*
Hasil Pembelajaran Kursus* *Course Learning Outcomes**	Di akhir kursus ini, pelajar dapat: 1. Mengenalpasti hubungkait diantara perkembangan politik global dan serantau dan bagaimana ia mempengaruhi dasar luar sesebuah negara. 2. Membandingkan konsep regionalism dan regionalisation untuk memahami peranan ASEAN. 3. Menilai secara kritikal peranan diplomasi pelbagai	*At the end of the course, students are able to:* *1. Identify the linkages between global and regional political developments and how they influence national foreign policy.* *2. Contrast the concepts of regionalism and regionalisation to understand ASEAN's role.* *3. Evaluate critically the role of multilateral*

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	hala dalam mengutarakan dasar luar negara untuk terus menghadapi cabaran global dan serantau. 4. Mentafsirkan secara kritikal peranan pemimpin, badan bukan kerajaan, media, kepentingan perniagaan dan lain-lain dalam membentuk polisi luar.	*diplomacy in advancing national foreign policy to continuously meet the global and regional challenges.* *4. Interpret critically the role of leadership, non-state actors, media, business interests and others in shaping foreign policy*
Sinopsis Kandungan Kursus *Synopsis of Course Contents*	Kursus ini akan memperkenalkan pelajar mengenai kesan hal ehwal global dan serantau terhadap orientasi dasar luar negara. Ini akan menunjukkan bagaimana perkembangan pesat rantau Asia Pasifik telah meningkatkan kepentingan rantau ini dalam urusan global dan menjadikan negara-negara di rantau ini lebih aktif dalam menanggapi isu-isu keselamatan, ekonomi dan lain-lain global dan serantau lain melalui multilateral dan serantau yang ada organisasi. Kursus ini juga akan memperkenalkan peranan regionalisme, regionalisasi dan integrasi serantau dengan melihat ASEAN, Summit Asia Timur dan APEC sebagai contoh. Akhirnya, peranan pemimpin, pelaku bukan negara, media, kepentingan perniagaan dan lain-lain dalam membentuk dasar luar akan dianalisis.	*This course will introduce students on the impact of global and regional affairs on the foreign policy orientation of a country. It will show how the rapid development of the Asia Pacific region had elevated the importance of this region on global affairs and has made the countries of the region more active in responding to security, economic and other contemporary global and regional issues through existing multilateral and regional organisations. The course will also introduce the role of regionalism, regionalisation and regional integration by looking at ASEAN, East Asia Summit and APEC as examples. Finally, the role of leaders, non-state actors, media, business interests and others in shaping foreign policy will be analysed.*
Pemberatan Penilaian* *Assessment Weightage**	Penilaian Berterusan: 60% Peperiksaan Akhir: 40%	*Continuous Assessment: 60%* *Final Examination: 40%*
Kaedah Maklum Balas Tentang Prestasi *Methodologies for Feedback on Performance*	Markah penilaian berterusan akan dipaparkan di papan notis sebelum peperiksaan akhir.	*Grade for continuous assessments will be posted on the notice board before the final examination.*
Kriteria Dalam Penilaian Sumatif *Criteria in Summative Assessment*	Sila rujuk Peraturan-Peraturan Universiti Malaya (Ijazah Sarjana) 2019. Sila rujuk Kaedah-Kaedah Universiti Malaya (Ijazah Sarjana) 2019.	*Please refer to the University of Malaya (Masters Degree) Rules 2019 and University of Malaya (Masters Degree) Regulations 2019.*

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Jabatan *Department*	Institut Antarabangsa Polisi Awam dan Pengurusan	*International Institute of Public Policy and Management*
Nama Program Akademik Name of Academic *Programme*	Sarjana Polisi Awam	*Master of Public Policy*
Kod Kursus* *Course Code**	ZQA7024	*ZQA7024*
Tajuk Kursus* *Course Title**	Sistem dan Polisi Kesihatan	*Health System and Policy*
Kredit* *Credit**	3	*3*
Masa Pembelajaran Pelajar (SLT) *Student Learning Time (SLT)*	120 jam	*120 hours*
Prasyarat/Keperluan Minimum Kursus *Course Pre-requisite(s)/Minimum Requirement(s)*	Tidak berkenaan	*Not applicable*
Hasil Pembelajaran Kursus* *Course Learning Outcomes**	Di akhir kursus ini, pelajar dapat: 1. Mengaplikasikan enam "building blocks" sistem kesihatan sesebuah negara, dan interaksinya di dalam dan di luar sistem. 2. Menganalisis rangka pembuatan dasar kesihatan di dalam dan di luar agensi-agensi kesihatan, terutamanya kaitan dengan penentu kesihatan	*At the end of the course, students are able to:* 1. *Apply the six building blocks of health systems of a country, and their interactions inside and outside the system.* 2. *Analyse the health policy-making framework inside and outside the health agencies, especially in relation to the social, economic*

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	sosial, ekonomi dan politik 3. Menginterpretasi dasar kesihatan secara profesional dengan menggunakan rangka kesihatan sejagat melalui lensa-lensa ekonomi, politik dan geopolitik.	*and political determinants of health.* *3. Interpret health policies professionally using global health frameworks through economic, political & geopolitical lenses.*
Sinopsis Kandungan Kursus *Synopsis of Course Contents*	Kursus ini direka untuk memenuhi keperluan sarjana yang berminat untuk memahami system kesihatan dan dasar kesihatan untuk suatu negara prototaip, dan hubungan negara tersebut dengan sistem kesihatan sejagat. Kursus ini mempunyai tiga bahagian: unsur-unsur suatu system kesihatan; rangka pembuatan dasar kesihatan, dan hubungan di antara suatu negara dan unsur-unsur system kesihatan sejagat. Kursus ini memberi fokus minima kepada negara Malaysia sementara memahami keperluan sarjana MPP daripada seluruh dunia.	*This course is designed to meet the needs of scholars who are interested in understanding the health systems & policies of a prototype nation state and its interactions with the global health architecture. The module is divided into three sections: components of a health system; the health policy-making framework; and the interactions between a nation-state and the elements of the global health architecture. This module focuses slightly on Malaysia while understanding the international nature of MPP scholars.*
Pemberatan Penilaian* *Assessment Weightage**	Penilaian Berterusan: 60% Peperiksaan Akhir: 40%	*Continuous Assessment: 60%* *Final Examination:40%*
Kaedah Maklum Balas Tentang Prestasi *Methodologies for Feedback on Performance*	Markah penilaian berterusan akan diumumkan sebelum peperiksaan akhir.	*Grade for continuous assessment will be announced before final examination*
Kriteria Dalam Penilaian Sumatif *Criteria in Summative Assessment*	Sila rujuk Peraturan-Peraturan Universiti Malaya (Ijazah Sarjana) 2019. Sila rujuk Kaedah-Kaedah Universiti Malaya (Ijazah Sarjana) 2019.	*Please refer to the University of Malaya (Masters Degree) Rules 2019 and University of Malaya (Masters Degree) Regulations 2019.*

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Jabatan *Department*	Institut Antarabangsa Polisi Awam dan Pengurusan	*International Institute of Public Policy and Management*
Nama Program Akademik Name of Academic *Programme*	Sarjana Polisi Awam	*Master of Public Policy*
Kod Kursus* *Course Code**	ZQA7025	*ZQA7025*
Tajuk Kursus* *Course Title**	Gender dan Polisi Awam	*Gender and Public Policy*
Kredit* *Credit**	3	*3*
Masa Pembelajaran Pelajar (SLT) *Student Learning Time (SLT)*	120 jam	*120 hours*
Prasyarat/Keperluan Minimum Kursus *Course Pre-requisite(s)/Minimum Requirement(s)*	Tidak berkenaan	*Not applicable*
Hasil Pembelajaran Kursus* *Course Learning Outcomes**	Di akhir kursus ini, pelajar dapat: 1. Mengenalpasti ketaksamaan berdasarkan gender, sumbernya dan usaha untuk mengurangkannya. 2. Menentukan rasional intervensi polisi dalam situasi ketaksamaan dan ketidakadilan gender.	*At the end of the course, students are able to:* *1. Identify inequities based on gender, their sources and attempts to reduce them.* *2. Determine the rationale for policy intervention in situations of gender inequality and injustices.*

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	3. Menilai secara beretika polisi awam berkaitan gender.	3. *Evaluate ethically public policies related to gender.*
Sinopsis Kandungan Kursus *Synopsis of Course Contents*	Dalam kursus ini, kita akan mengkaji bagaimana pengertian mengenai gender dan jantina telah membentuk dasar awam, dan bagaimana polisi awam mempengaruhi kewarganegaraan sosial, ekonomi dan politik lelaki dan wanita dari masa ke masa. Kami akan mengkaji kesaksamaan dan keadilan - apa makna konsep-konsep ini dalam konteks gender dan politik, sejauh mana konsep-konsep tersebut harus menjadi tujuan utama polisi yang berkaitan dengan gender, dan peranan kerajaan dalam mempromosikannya. Pelajar akan memperolehi pemahaman yang luas mengenai gender dan polisi awam dan dapat menulis suatu ringkasan polisi.	*In this course, we will examine how notions of sex and gender have shaped public policies, and how public policies have affected the social, economic, and political citizenship of men and women over time. We will examine equality and justice—what these concepts mean in the context of gender and politics, to what extent they should be the primary goals of gender-related policy, and the role of government in their promotion. Students will acquire a broad understanding of gender and public policy and be able to write a policy brief.*
Pemberatan Penilaian* *Assessment Weightage**	Penilaian Berterusan: 60% Peperiksaan Akhir: 40%	*Continuous Assessment: 60%* *Final Examination: 40%*
Kaedah Maklum Balas Tentang Prestasi *Methodologies for Feedback on Performance*	Markah penilaian berterusan akan dipaparkan di papan notis sebelum peperiksaan akhir.	*Grade for continuous assessments will be posted on the notice board before the final examination.*
Kriteria Dalam Penilaian Sumatif *Criteria in Summative Assessment*	Sila rujuk Peraturan-Peraturan Universiti Malaya (Ijazah Sarjana) 2019. Sila rujuk Kaedah-Kaedah Universiti Malaya (Ijazah Sarjana) 2019.	*Please refer to the University of Malaya (Masters Degree) Rules 2019 and University of Malaya (Masters Degree) Regulations 2019.*

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Jabatan *Department*	Institut Antarabangsa Polisi Awam dan Pengurusan	*International Institute of Public Policy and Management*
Nama Program Akademik Name of Academic *Programme*	Sarjana Polisi Awam	*Master of Public Policy*
Kod Kursus* *Course Code**	ZQA7026	*ZQA7026*
Tajuk Kursus* *Course Title**	Praktik Polisi Awam Tempatan/Antarabangsa	*Local/International Public Policy Practice*
Kredit* *Credit**	3	*3*
Masa Pembelajaran Pelajar (SLT) *Student Learning Time (SLT)*	120 jam	*120 hours*
Prasyarat/Keperluan Minimum Kursus *Course Pre-requisite(s)/Minimum Requirement(s)*	Tiada	*None*
Hasil Pembelajaran Kursus* *Course Learning Outcomes**	Di akhir kursus ini, pelajar dapat: 1. Menentukan jurang dalam proses penggubalan polisi sesebuah kajian kes. 2. Menganalisis hasil dapatan kerja lapangan secara profesional dan beretika.	*At the end of the course, students are able to:* *1. Determine the gaps in policy making proses of an identified case.* *2. Analyse findings from fieldwork with professionalism and ethics.*

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	3. Menyediakan kertas seminar polisi yang berkesan berdasarkan pemahaman dan pengalaman menyelidik isu-isu polisi di peringkat tempatan atau antarabangsa.	3. Write an effective seminar paper based on understanding and experience researching policy issues at the local or international level.
Sinopsis Kandungan Kursus *Synopsis of Course Contents*	Kursus ini bertujuan untuk mendedahkan pelajar kepada proses penggubalan dasar di negara lain bagi kajian kes praktis polisi awam di peringkat antarabangsa. Manakala, bagi kajian kes praktis polisi awam di peringkat tempatan, pelajar akan didedahkan kepada proses pelaksanaan dasar di peringkat kerajaan negeri dengan memfokuskan kepada hubungan kerajaan persekutuan dan negeri. Pendedahan kepada praktis polisi awam di peringkat antarabangsa dijalankan melalui kerjasama dengan universiti asing yang mempunyai MOU/MOA dengan Universiti Malaya / INPUMA. Kerjasama itu akan membentuk dan menghasilkan kerja penyelidikan yang berkaitan dengan hal-hal polisi awam. Pelajar akan bekerjasama dengan ahli fakulti negara tuan rumah untuk mengkaji masalah dasar awam negara tuan rumah yang disepakati. Inisiatif ini akan mengajar pelajar untuk menghargai dan memahami budaya orang lain dan mempelajari proses merangkumi cabaran dan rintangan mengubah isu untuk dijadikan dasar awam. Pendedahan kepada praktis polisi awam di peringkat tempatan pula dijalankan melalui kerjasama antara INPUMA dengan agensi kerajaan di negeri-negeri luar Lembah Klang di mana kajian kes yang terpilih dapat mendedahkan pelajar kepada isu polisi awam dengan lebih mendalam.	*This course aims to expose students to the process of policy formulation in other countries through a selected international case study of public policy. Meanwhile, for the case study of public policy practice at the local level, students will be exposed to the policy-making implementation process at the state government level by focusing on the relations between the federal and state governments.* *Exposure to international policy practices at the international level is carried out through cooperation with foreign universities that have an MOU / MOA with the University of Malaya / INPUMA. The collaboration will shape and produce research work related to public policy matters. Students will work with faculty members of the host country to study the agreed public policy issues of the host country. This initiative will teach students to appreciate and understand the culture of others and learn the process of covering the challenges and obstacles of changing issues to become public policy.* *Exposure to public policy practice at the local level is carried out through cooperation between INPUMA and government agencies in the states outside the Klang Valley where selected case studies can expose students to public policy issues in more depth.*

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Pemberatan Penilaian* *Assessment Weightage**	Penilaian Berterusan: 60% Peperiksaan Akhir: 40%	*Continuous Assessment: 60%* *Final Examination: 40%*
Kaedah Maklum Balas Tentang Prestasi *Methodologies for Feedback on Performance*	Markah penilaian berterusan akan dipaparkan di papan notis sebelum peperiksaan akhir.	*Grade for continuous assessments will be posted on the notice board before the final examination.*
Kriteria Dalam Penilaian Sumatif *Criteria in Summative Assessment*	Sila rujuk Peraturan-Peraturan Universiti Malaya (Ijazah Sarjana) 2019. Sila rujuk Kaedah-Kaedah Universiti Malaya (Ijazah Sarjana) 2019.	*Please refer to the University of Malaya (Masters Degree) Rules 2019 and University of Malaya (Masters Degree) Regulations 2019.*

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Jabatan *Department*	Institut Antarabangsa Polisi Awam dan Pengurusan	*International Institute of Public Policy and Management*
Nama Program Akademik Name of Academic *Programme*	Sarjana Polisi Awam	*Master of Public Policy*
Kod Kursus* *Course Code**	ZQA7027	*ZQA7027*
Tajuk Kursus* *Course Title**	Makmal Polisi	*Policy Lab*
Kredit* *Credit**	3	*3*
Masa Pembelajaran Pelajar (SLT) *Student Learning Time (SLT)*	120 jam	*120 hours*
Prasyarat/Keperluan Minimum Kursus *Course Pre-requisite(s)/Minimum Requirement(s)*	Tidak berkenaan	*Not applicable*
Hasil Pembelajaran Kursus* *Course Learning Outcomes**	Di akhir kursus ini, pelajar dapat: 1. Menentukan jurang dalam proses penggubalan polisi melalui diagnosis isu dan analisis pemegangtaruh. 2. Menganalisis masalah dasar melalui kerjasama secara profesioanal dan beretika dengan pelbagai	*At the end of the course, students are able to:* *1. Determine the gaps in policy making proses through issue diagnosis and stakeholder analysis.*

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	pemegang taruh, kumpulan sasaran dan penerima faedah. 3. Menyediakan ringkasan polisi yang berkesan untuk dibentangkan kepada pemegang taruh yang telah dikenalpasti.	*2. Analyse policy issues through collaboration professionally and ethically with multiple stakeholders, target groups and beneficiaries.* *3. Write an effective policy brief to be presented to identified stakeholders.*
Sinopsis Kandungan Kursus *Synopsis of Course Contents*	Makmal Polisi adalah tempat untuk pelajar mengembangkan kepakaran dalam menyelesaikan masalah-masalah berkaitan masyarakat awam. Makmal ini bekerjasama dengan pembuat dasar dan bukan pembuat dasar untuk menangani masalah dasar yang mendesak. Makmal polisi akan diadakan melalui pendekatan akarumbi di mana pembuat dasar, pelajar dan penerima manfaat akan merancang bersama penyelesaian baru berdasarkan data dan bukti. Kursus dari makmal dirancang untuk memastikan bahawa pelajar berpeluang menanganiisu-isu dasar yang relevan secara sosial dan topikal, memahami kepentingan pihak berkepentingan, dan mengembangkan penyelesaian konkrit dengan kaedah pengurusan dan penilaian berdasarkan hasil. Makmal ini mengajar pelajar untuk mengkaji mengapa dasar tertentu tidak berfungsi dan mengajar mereka untuk menilai proses pembuatan dasar yang akhirnya membentuk keputusan dasar. Makmal Polisi mendedahkan pelajar kepada proses berinteraksi dengan pelbagai jenis pemegang taruh dan kemahiran bekerjasama di dalam kumpulan serta kemahiran kepimpinan dan berkomunikasi secara profesional dengan pelbagai aktor dalam sektor polisi awam sama ada di peringkat antarabangsa mahupun di peringkat tempatan. Pengalaman menjalankan Makmal Polisi dapat membantu pelajar melebarkan jaringan	*The Policy Lab is an avenue for students to develop expertise in solving public problems. The lab engages with policy makers and non-policy makers to address a pressing policy issue. Policy labs will be held through grass-root approach where policy makers, students and target beneficiaries will be co-designing new solutions based on data and evidence. Courses from the Lab are designed to ensure that students have the opportunity to tackle socially relevant and topical policy issues, understand the interests of stakeholders, and develop concrete solutions using results-based management and evaluation tools. The lab teaches students to examine why a certain policy is not working and teaches them to evaluate the process of policy making which ultimately shape policy decisions.* *The Policy Lab will expose students to the process of interacting with various types of stakeholders and teamwork skills as well as leadership skills and communicating professionally with various actors in the public policy sector either internationally or locally. The experience of conducting Policy Labs can help students expand their professional network before graduating.*

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	profesional sebelum menamatkan pengajian lagi.	
Pemberatan Penilaian* *Assessment Weightage**	Penilaian Berterusan: 60% Peperiksaan Akhir: 40%	*Continuous Assessment: 60%* *Final Examination: 40%*
Kaedah Maklum Balas Tentang Prestasi *Methodologies for Feedback on Performance*	Markah penilaian berterusan akan dipaparkan di papan notis sebelum peperiksaan akhir.	*Grade for continuous assessments will be posted on the notice board before the final examination.*
Kriteria Dalam Penilaian Sumatif *Criteria in Summative Assessment*	Sila rujuk Peraturan-Peraturan Universiti Malaya (Ijazah Sarjana) 2019. Sila rujuk Kaedah-Kaedah Universiti Malaya (Ijazah Sarjana) 2019.	*Please refer to the University of Malaya (Masters Degree) Rules 2019 and University of Malaya (Masters Degree) Regulations 2019.*

GUIDELINES FOR THE PREPARATION OF RESEARCH PROJECT

Candidates are required to refer and adhere to the guidelines for the preparation of policy research report/reaserch project set by the University's guidelines of Research Project, which can be obtained from the UM Portal – ASP Centre at the following link:

https://bit.ly/3xqEFGr

CONTENTS

The structure of the research report, dissertation or thesis is based on a standard format whichcontains the three main sections; **Preliminary**, **Main Body** and **Supplementary**.

<u>Preliminary</u>

This section consists in order of the following:

- Title Page
- Original Literary Work Declaration Form
- Abstract
- *Abstrak*
- Acknowledgements
- Table of Contents
- List of Figures
- List of Tables
- List of Symbols and Abbreviations
- List of Appendices

Title Page

The title page is the first page after the front cover and should include:

(a) The final research title which has been approved by the faculty;
(b) Name of candidate according to the registration records;
(c) A statement according to the mode of programme (Table 2.1); and
(d) The year of submission.

Table 2.1: Statement on Title Page

Research report (by Coursework)
RESEARCH REPORT SUBMITTED TO THE (name of the Faculty) UNIVERSITI MALAYA, IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (Name of Programme)

This page is the first page of Roman numeral page number but it is not numbered. The text should be typed using font type **Times New Roman**, font **size 14 with 1.15 pt. linespacing**.

TITLE OF RESEARCH REPORT

NAME OF CANDIDATE

SUBMITTED TO THE GRADUATE
SCHOOL OF BUSINESS AND
ACCOUNTANCY UNIVERSITI
MALAYA, IN PARTIAL FULFLMENT
OF THE REQUIREMENTS FOR THE
DEGREE OF MASTER OF BUSINESS
ADMINISTRATION

202X

Original Literary Work Declaration

This form must be completed by the candidate and signed by a witness (Supervisors or Head of Department/Deputy Dean of Postgraduate). The original signed form must be included in all copies of the research report/dissertation/thesis. The form can be downloaded from the MAYA website in two (2) languages (English and Bahasa Malaysia). If the research report/dissertation/thesis is written in English, hence the English version of the form is used and vice versa.

(a)

(b)

Original Literary Work Declaration
(a) English, (b) Bahasa Malaysia

Abstract

An abstract is a short summary of the research report/dissertation/thesis. An abstract should briefly describe the objectives of the research (problem statement), the significance of the research, research methodology, as well as the findings and conclusion of the research.

The Abstract page begins with the title of research report/dissertation/thesis (in uppercase) that is approved by the faculty. Candidates are not allowed to change the title without the approval of the faculty.

An abstract must not exceed 500 words, typed in a single paragraph with double-spacing, and written in Bahasa Malaysia and English language. A maximum of five (5)keywords should also be listed below the abstract (Figure 2.3).

Where the language of the thesis is other than Bahasa Malaysia [Malaysia] or English [United Kingdom], an abstract in that language must also be included. The sequence of abstracts is as follows:

- For research report /dissertation/thesis written in Bahasa Malaysia, the abstract in Bahasa Malaysia is followed by the English version.
- For research report /dissertation/thesis written in English, the abstract in English is followed by the Bahasa Malaysia version.
- For research report /dissertation/thesis written in Arabic, the abstract in Arabic is followed by its version in Bahasa Malaysia and English.

The Abstract page is assigned Roman numeral "iii" and the following pages should be numbered consecutively.

[TITLE OF RESEARCH REPORT/DISSERTATION/THESIS]

ABSTRACT

The purpose of this aesthetic evaluation is two-fold. First, I examine J.R.R. Tolkien's literary illustration of space, place, and atmosphere in a series of locations across Middle-earth. I focus on the aesthetic facets of the physical environments, the possible aesthetic experiences generated from the visual layers of landscapes and atmospheres, and finally, the philosophical implications obtained through the moments of reflection in those locations. Second, I investigate the possibility of considering Tolkien's depiction of space, place, and atmosphere as literary artifacts and the construction of the whole Middle-earth as an act of artistic creation. The theoretical framework of this doctoral research is formulated based on the combination of seven critical criteria consisting of formalism, framing, historical/biographical information, imagination, the dialectical, engagement, and aesthetic creation theory taken from environmental aesthetics and art philosophy. These critical terms are tools at hand in aesthetically determined forms of evaluation and appreciation, which allows assessing the qualitative—literary—landscapes from multidisciplinary views to interpret their aesthetic and philosophical significance. Results demonstrate that Middle-earth could be observed as an aesthetico-cultural tapestry on which Tolkien materialized his artistic, creative, moral, social, and environmental concerns regarding the grave era in which he lived. He accomplished this task through the depiction of perceptual aesthetic dimensions of the literary environments. Therefore, Middle-earth could stand as more than a mere background of *The Lord of the Rings;* thus, the shaping of this imagined realm can be identified as an act of art creation. Further, the aesthetic decoration and juxtaposition of the physical environments and artifactual objects in Middle-earth make them eligible to be viewed as literary artifacts. The findings of this research can crucially contribute to our understanding of J.R.R. Tolkien as a literary world-builder who externally depicted the landscapes of Middle-earth with aesthetic features and internally elevated them with philosophical dimensions to convey his moral, philosophical, artistic, and environmental messages. The results could also assist scholars in arts and humanities in illuminating how the representation of imagined geography could be utilized as a powerful aesthetic tool to demonstrate thought-provoking aesthetic- philosophical spaces of contemplation.

Keywords: J.R.R. Tolkien, Middle-earth, literary Landscapes, Aesthetic Creation, Environmental Aesthetics.

Example of abstract

Acknowledgements

Most research reports, dissertations or theses include a message to convey appreciation to those who have been involved and provided their assistance directly orindirectly in the preparation of the study.

This is optional and should not exceed a single page, which is numbered in Roman numeral accordingly.

Table of Contents

The Table of Contents lists the chapters, topics and sub-topics together with their page numbers. Sub-topics and topics should be labelled according to the chapter, for example:

CHAPTER 1: TITLE
1.1 Topic 1
    1.1.1 Sub-topic 1

CHAPTER 2: TITLE
2.1 Topic 1
    2.1.1 Sub-topic 1

This numbering system provides a clear picture of the relationship between chapters and topics and shows how they are connected.

List of Figures

This list contains the titles of figures, together with their page numbers, which are found throughout the text. For example, figures in Chapter 1 are numbered sequentially: Figure 1.1, Figure 1.2 and so on.

List of Tables

This list contains the titles of tables, together with their page numbers, which are listedin the text. The numbering system is according to chapter, for e.g.: tables in Chapter 1 are numbered sequentially: Table 1.1, Table 1.2 and so on.

List of Symbols and Abbreviations

The symbols, abbreviations, nomenclature and terminology that are used in the text must be listed down accordingly.

For further information on spelling and abbreviations, candidates are advised to refer tothe latest edition of the Oxford Advanced Learner's Dictionary published by Oxford University Press.

List of Appendices

This list is optional and contains the titles of appendices placed in the supplementary section

Main Body

Candidates and supervisors should ensure that the text follows the agreed conventions of the individual faculty. The main body in the research report/dissertation/thesis must be organized following the guidelines as mentioned below:

- Text must be organized in titled chapters.
- The chapter titles must reflect the content of the chapter.
- Every chapter must begin on a new page.
- Chapters can be divided into sub-chapters with corresponding sub-titles.
- Titles and sub-titles must be numbered.

There is no restriction on the total number of chapters in a research report/dissertation/thesis. The number of chapters differs according to the field of study conducted by the candidate whether it is science-based or social science-based. However, the content of the chapters may differ according to the candidate's research or conventions of individual faculty.

Generally, a research report/dissertation/thesis will have the following basic structure:

- Introduction
- Literature review
- Methodology
- Results
- Discussion
- Conclusion
- References

Items in the structure are divided into separate chapters and the descriptions of these chaptersare as follows:

- **Introduction**

  This chapter contains the introduction to the issues in which the research is concerned with, the aims and objectives of the study, and the scope or outline of the research approach as well as the structure of the research report/dissertation/thesis.

- **Literature Review**

  A literature review is a description of the literature relevant to a particular field or topic of study. It consists of a critically written and comprehensive account of the published works on a topic by accredited scholars and researchers. A critical literature review is acritical assessment of the relevant literature. It is directly related to the research, providing information on theories, models, materials and techniques used in the research. The literature review should be comprehensive and include recent publications which are relevant to the research.

- **Methodology**

  This chapter describes and explains the materials as well as the research methodology used in the study. The sub-topics for this chapter include the key research questions, the research design, and the research procedures adopted. It may also, where appropriate, indicate sampling methods, research instruments and statistical methods employed. The purpose of this is to inform the reader on the methods used to collect the data and generate the findings reported.

- **Results**

  This chapter explains the results which are commonly presented in the form of text, figures and tables, complete with data analysis.

- **Discussion**

  This chapter contains the interpretation of the results. The findings of the research should be compared and contrasted with those of previous studies presented in the literature review. The purpose of this chapter is to discuss the findings and the outcomes of the research in relation to the results that have been obtained.

- **Conclusion**

  In this chapter, the findings are summarized and their implications discussed. This section may include suggestions for future work.

- **References**

  All works or studies referred to in the research report/dissertation/thesis in the form of quotations or citations must be included in the references.

  The references should be written consistently in the American Psychological Association (APA) format or in another format approved by the faculty. Each reference should be written in single spacing format and a double space should be left between references. The list of references must be arranged in alphabetical order and the entries should not be numbered. The list must also have a hanging indentation of 0.5 inch. For example:

> Walmsley, Ben. (2019), *Audience Engagement in the Performing Arts: A Critical Analysis*. Springer Nature.
>
> Wreen, Michael. (2014) "Beardsley's Aesthetics." *The Stanford Encyclopedia of Philosophy*, edited by Edward N. Zalta, Winter 2014, Metaphysics Research Lab, Stanford University.
>
> Tillson, Victoria G. (2010) "A Nearly Invisible City: Rome in Alberto Moravia's 1950s fiction." *Annali d'Italianistica, 28*: 237-256.

Reference citations in text require the following information:
- last name of the author or as specified in the UM Library APA Formatting and StyleGuide (latest edition),
- the year of publication,
- the page number for the reference (direct quotes only).

For summaries or paraphrases, the last name of the author and the year of publication must be included for the in-text reference. For examples:

Kingston and Parker (2012) found the biggest challenges in classroom to be ….

The biggest challenges in classroom were …. (Kingston & Parker, 2012).

For direct quotations (which refers to when the exact words of another author are copied), the last name of the author, the year of publication as well as the page number for the reference must be included for the in-text reference. The quotation has to be enclosed in quotation marks. For examples:

In *Unfinished Tales of Numenor and Middle-earth* (1980), Christopher writes that his father illustrated mallorn trees based on familiar Primary World species.

Gollum enter the damned land of Sauron. Tolkien describes the scenery from the eyes of the hobbits and writes, "slowly and painfully they clambered down, groping, stumbling, scrambling among rock and briar and dead wood in the blind shadows" (*The Lord of the Rings*, 917).

If the quoted citation contains more than 40 words, it should be placed within aparagraph of its own with a 0.5 inch indentation. For example:

> Thacker could answer that question too when he contends that "since the early 1990s questions of space and geography have become recognized as legitimate and important topics in many areas of literary and cultural studies, and setting out the sphere of literature, if not life, by some form of map a more familiar hermeneutic strategy" (*The Idea of a Critical Literary Geography*, 57-8).[91] It is, therefore, fruitful to carry out an analysis of Tolkien's watercoloresque melancholic visualization of space, place, and atmosphere and observe them as Tolkien's critique of the destructive nature of modernity that parallels with contemporary environmental concerns.

Please refer to the Universiti Malaya Library APA Formatting and Style Guide. The guide can be downloaded at [UM Library website (https://umlibguides.um.edu.my)](https://umlibguides.um.edu.my)

Supplementary

Specific items which were not included in the main body of the text, should be put in this Supplementary section. Typically, this section includes the following:

- **List of Publications and Papers Presented**
  Published works as well as papers presented at conferences, seminars, symposiums etc. pertaining to the research topic of the research report/dissertation/thesis are suggested be included in this section. The first page of the article may also be appended as reference.

- **Appendices**
  Appendices consist of research instruments, additional illustration of data sources, raw data and quoted citations which are too long to be placed in the text. The appendix section supports the written text of the research report/dissertation/thesis by including materials that can provide additional information. These materials include research data, tables, examples of questionnaires, maps, photos and other materials that are too long to be included in the text or are not directly required to comprehend the text can be included as appendices.

  Tables and graphics that are more than two pages long are suggested to be included in the Appendix section.

  Appendices are labelled as APPENDIX A, APPENDIX B, etc. and they should correspond to the List of Appendices of Preliminary section.

- **Co-authors Consent**
  Please refer to 1.3 (d).

FORMAT SPECIFICATIONS

- **Paper Quality, Printing and Duplicating**
The research report/dissertation/thesis should be printed, single-sided, on high quality white A4 paper (201 × 297 mm; 80 grams). Computer pin-feed printout paper is not permitted.

The research report/dissertation/thesis, in soft cover copies, must be typed and duplicated byoffset printing or good quality photocopying. All copies must be clean and neat in order to ensure easy reading.

- **Typing and Printing Quality**
Texts in research report/dissertation/thesis should be typed on **one side** of the paper only.

They must be typed using font type **Times New Roman, font size 12** (except for tables and figures) and justified, using Microsoft Word version (latest edition) or later, or similar word- processing software. Those written in Arabic should use font type **Traditional Arabic in fontsize 16.** Words in a language that is different from the language of the research report/dissertation/thesis must be typed in *italics*. For mathematical texts, the use of Equation Editoror LaTeX is advisable. Script fonts are not permitted.

Chapter titles should be typed with capital letters and centered between the left and right margins. Each chapter must begin on a new page. Chapters and subchapters should be alsotitled. Titles should be typed in bold without underline.

A high-quality laser or ink-jet printer should be used for the printing.

- **Line Spacing**
The body of the text should be typed with double spacing. Single-spacing is only permitted in tables, long quotations, footnotes, citation and in the references.

The first sentence of a new paragraph should not start at the bottom of a page if the space available can only fit one line.

- **Margins**
The text should have the following margins:
  - Top   : 2.0 cm or 0.79 inch
  - Right   : 2.0 cm or 0.79 inch
  - Left   : 4.0 cm or 1.57 inch
  - Bottom   : 2.0 cm or 0.79 inch

Additional guidelines regarding margin are as follows:
- Do not type more than one sentence after the bottom margin. If it is necessary to do so, itshould only be for a footnote or the completion of the last sentence of the chapter, topic orsub-topic or information in a figure.

- All tables and figures must be placed within the specified margins.

- The last paragraph of the page should contain at least two sentences. If it does not, the paragraph should begin on the next page.

- **Page Numbering**
  All page numbers should be printed 1.0 cm from the bottom edge of the page and placed at the right-hand side without any punctuation (Figure 3.1).

  The page numbering system must conform to the following rules:
  - The page numbers should be placed at the right-hand side without any punctuation.
  - Font type Times New Roman and font size 10 recommended for numbers.
  - Roman numerals (i, ii, iii, …) should be used in the Preliminary section. The first page of the thesis, the title page, is an unnumbered page 'i'. Numbering begins on the second page with 'ii' for the Original Literary Work Declaration Form.
  - Arabic numerals (1, 2, 3, …) are used on the pages of the text (starting with the Introduction page) and Supplementary section.
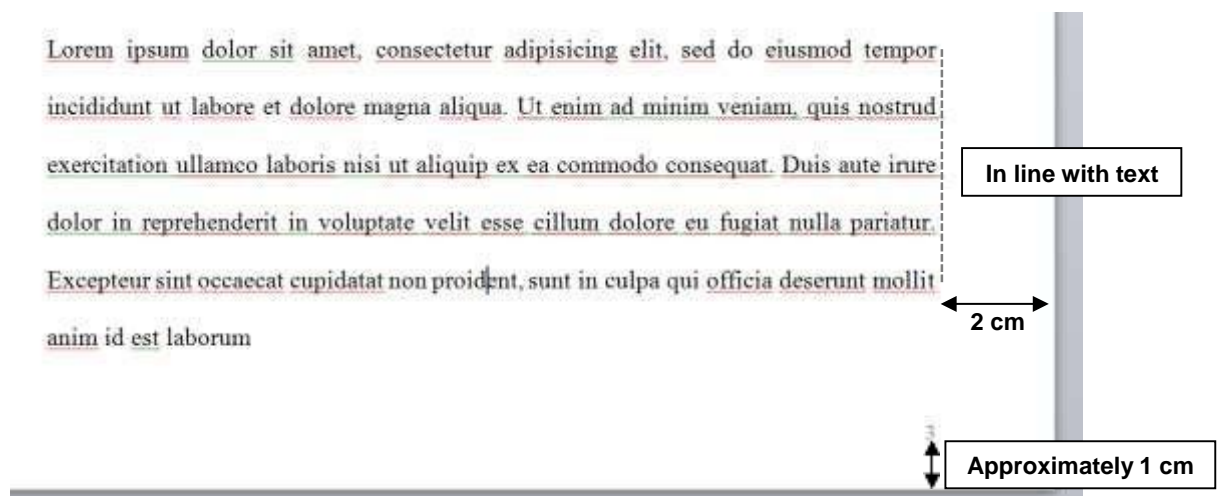

Figure 3.1: Placement of page number

- **Numbering of Chapters and Sub-chapters**
  Chapters and sub-chapters must be numbered using Arabic numerals (1, 2, 3 etc). Chapters are numbered CHAPTER 1, CHAPTER 2, CHAPTER 3, and so on. Sub- chapters are nested, but its numbering is not indented, up to a maximum of 4 levels as in the example shown below:

  CHAPTER 2: FIRST LEVEL (CHAPTER TITLE)
  2.1 Level 2 (sub-title);
      1.1.1 Level 3 (sub-sub-title);
          2.1.1.1 Level 4 (sub-sub-sub-title)

The use of letters in parenthesis in the main body for e.g., (a), (b), (c) is appropriate as a means of differentiating sub-topics of the same topic. However, it is not required to be listed in the Table of Contents.

If a chapter title or chapter sub-title at any level exceeds a single line, the spacing between the lines must be the same as that of the text (double-spacing). Subsequent sub-chapters beyond the fourth nesting level must be numbered using alphabets; (a), (b), (c), and so on.

- **Footnotes**
  There are differences in the use of footnotes in various disciplines. For example, footnotes are commonly used in Social Sciences research but rarely in Sciences research. However, candidates are advised to limit the use of footnotes unless they are proved necessary to the document. Footnotes are used to elaborate or provide additional information regarding matters discussed in that page.

  Footnotes are recorded using Arabic numeric and numbered consecutively. Raised superscript numerals in the text refer to explanatory notes and documented sources appearing either at the bottom of the page as footnotes or at the end of the thesis as endnotes in a notes section. The advantage of using notes is that explanatory type of information can be presented along with source citations on the same page or place.

  Footnotes should use a smaller font than the text (font size 8).

  When using footnote, a number formatted in superscript is inserted following the punctuation mark in the text. Footnotes should be placed at the bottom of the page on which they appear (Figure 3.2). Please refer to the faculty for the recommended convention for writing of footnotes.

Western ideas of art, civilization, and philosophy was first discussed by Plato in *The Republic* (381 BC).[93]

---

[93] Gardner, Sebastian. *Routledge Philosophy Guidebook to Kant and the Critique of Pure Reason*. Psychology Press, 1999.
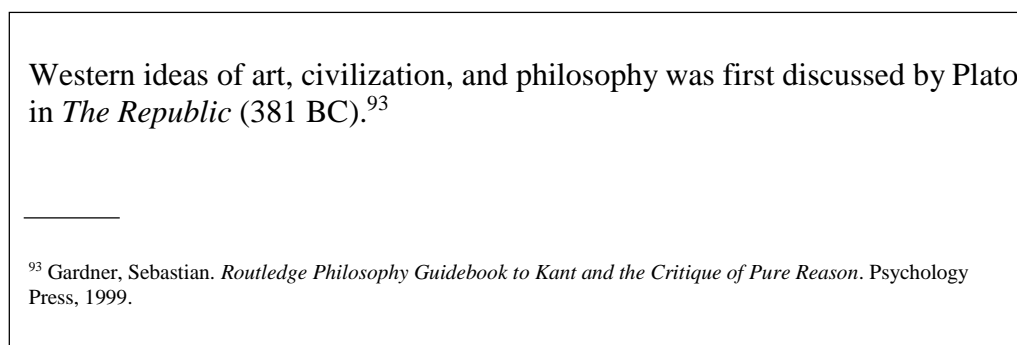
Figure 3.2: Example of footnote

- **Tables**

  Tables are printed within the body of the text at the center of the frame and labelled according to the chapter in which they appear. Thus, for example, tables in Chapter 3 are numbered sequentially: Table 3.1, Table 3.2 and so on.

  The caption should be placed **above** the table itself (Table 3.1). If the table contains a citation, the source of the reference should be included in the table caption.

<div align="center">

Table 3.1: Example of table

Heading	Heading
Text	Text

</div>

  If the table occupies more than one page, the continued table on the following page should indicate that it is a continuation, for example: 'Table 3.7, continued'. The header row should also be repeated.

- **Figures**

  Figures, unlike text or tables, contain graphs, illustrations or photographs and their labels are placed at the **bottom** of the figure rather than at the top (using the same format used for tables)(Figure 3.3).

Figure 3.3: Example of figure
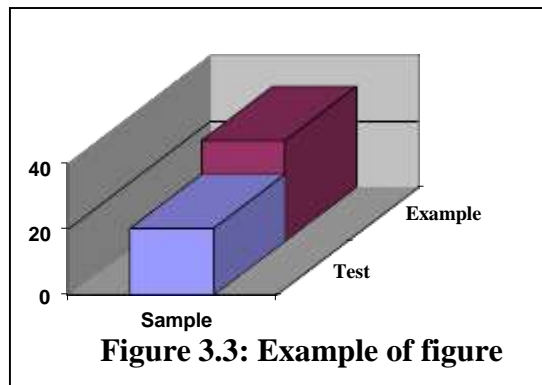
  If the figure occupies more than one page, the continued figure on the following page should indicate that it is a continuation: for example: 'Figure 3.7, continued'.

  If the figure contains a citation, the source of the reference should be placed after the label.

- **Binding**

Each copy of the research report/dissertation/thesis submitted shall be bound in one (1)volume. The thesis cover must be of A4 size (210mm x 297mm).

For the purpose of examination, research report/dissertation/thesis submitted should be **softcover or comb** bound with the following colour (Figure 3.4):
- Research report: Navy blue
- Dissertation: Dark red or maroon
- Thesis: Dark red or maroon

For final submission prior to graduation, research report/dissertation/thesis submitted shouldbe **hard cover** bound in rexine with the following colour (Figure 3.5):
- Research project: Navy blue
- Dissertation: Dark red or maroon
- Thesis: Dark red or maroon

Front Cover Colour of Research Report (Navy blue)

The title of research report/dissertation/thesis, name of author, name of the University and year of submission must be printed on the front cover. The letters for the Front Cover should be printed in **gold letterings** of **font size 16, font type Arial Narrow, bold and in uppercase letters** (Figure 3.6 and 3.7).

```
                              5 cm

              TITLE OF RESEARCH  PROJECT /
              DISSERTATION  / THESIS
4 cm                                              4 cm


              NAME OF CANDIDATE


              FACULTY OF ...
              UNIVERSITI MALAYA
              KUALA LUMPUR


              202X
                5 cm
```
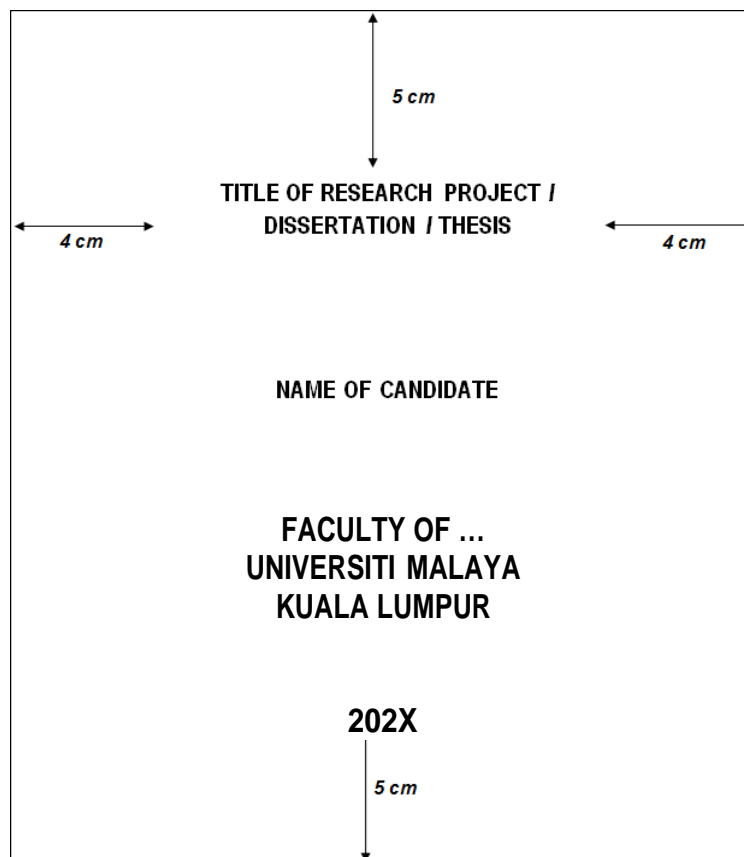
Figure 3.6: Formatting of the front cover of research report/dissertation/thesis

The spine of the manuscripts should show the title of research report/dissertation/thesis, name of author, year of submission and name of degree. The year of submission must be in accordance with the year when the research report/dissertation/thesis is submitted (Figure 3.8 and 3.9). If the title of the research report/dissertation/thesis exceeds the space of the spine, a smaller font size can be used (i.e. font size 16 to 14) or alternatively the title can be truncated with ellipses (…) (Figure 3.10).

AMIR GHORBANI	**PRIVATIZATION IN ALGERIA: POLICY AND PERFORMANCE**	**PhD** **2017**

Spine format

KWONG SIU YEE	**THE EFFECT OF GEOGRAPHICAL REGION ON THE TRANSITION TIME OF CMMI-BASED …**	**PhD** **2017**

Spine format for long title

- **Word Limit**
  The maximum word length for research report (by Coursework) is **30,000 words**. The maximum length of words excludes footnotes, references, appendices, tables, figures and prefaces.

  Candidates who are unable to meet the word length set by the University must seek approval from the faculty before the submission of policy research report/research project/dissertation/thesis for examination.

SUBMISSION

Prior to Submission

Postgraduate candidates are required to obtain approval from the supervisor(s) and faculty via MAYA before online submission. This is to allow timely nomination of examiners for research report/dissertation/thesis.

Submission of research report/dissertation/thesis for examination has to be done within the candidature period after title approval by the faculty.

Candidates are strongly advised against copying the formatting done by other candidates as previously submitted research report/dissertation/thesis may not conform to the current formatting requirements. Failure to meet the formatting requirements may result in a thesis/dissertation being rejected at the point of submission.

Postgraduate candidates shall submit their research report/dissertations/thesis to the Postgraduate Officer of the respective faculty.

Required Documents for Submission

Documents required for submission for the purpose of examination are as follows:
- at least two (2) printed softbound/comb bound copies (or such numbers as may be determined by the faculty) of the research report/dissertation/thesis;
- one (1) electronic copy (PDF format); and
- Submission of Thesis / Dissertation for Examination/Re-examination form.

Documents required for final submission prior to graduation after completing the corrections(if any), are as follows:
- at least one (1) printed hardbound copy (or such numbers as may be determined by the faculty) of the final research report/dissertation/thesis;
- one (1) electronic copy (PDF format);
- Final Submission of Thesis/Dissertation form;
- Repository Policy for Universiti Malaya Postgraduate Thesis/Dissertation/Research Reports form; and
- Correction Report form (if applicable).

All the required forms can be downloaded from the MAYA portal in the https://umsitsguide.um.edu.my/index.html

The submitted electronic copy of the research report/dissertation/thesis (in PDF format) in a USBflash drive or any valid source of electronic copy must be labeled with the following details:

- Name
- Registration no.
- Title of research report/dissertation/thesis
- Faculty/Academy/Institute/Centre
- Year of submission (current year)

PLAGIARISM

Postgraduate candidate of the Universiti Malaya are expected to produce original academic work. Plagiarism is defined as an academic fraud arising from the attitude of lying, insincerity, untrustworthiness, dishonesty and disrespect to fellow colleagues. Plagiarism happens when someone else's idea is taken without mentioning the source, and thus giving the impression that the idea is his own. This situation may occur when:

(1) one's idea, taken word for word from an article or book that has been published.

(2) The idea of a person from an article or book is taken using his own words.

(3) A person's idea is taken from discussions whether in conferences, seminars, forums, talks or informal discussions between two parties.

(4) Data, diagrams, tables, photographs or any other illustrative material derived from others is taken as if it were his own.

Postgraduate candidates are strongly advised to read the "How to Avoid Plagiarism: A Handbook for Postgraduate Students", which outlines the rules and regulations pertaining to acts of plagiarism.

The University also requires the usage of Turnitin, an online web-based plagiarism detection application to avoid plagiarism and academic dishonesty. In most cases, the similarity index percentage should be between **10% to 30%.** Please refer to your respective faculty regarding the acceptable similarity index percentage.

GUIDELINES FOR THE PREPARATION OF POLICY RESEARCH PAPER

Policy Research Paper – What Is?

Policy papers offer authoritative perspective on or solutions to a problem. Policy papers are usually addressed at a non-academic audience, such as a particular official, agency, or organization. They often focus on prescriptive questions. They may begin by diagnosing a particular issue or situation, and typically argue for a solution that will address that issue or situation. Often, policy papers are focused on being persuasive. The intention is to convince the target audience that your position is the correct one. Evidence in support of a position is crucial. This is also important for research papers, but it tends to be absolutely critical in policy papers. Policy papers are written efficiently. The audience often does not have much time and does not want to read a book on the subject. Indeed, often policy papers are accompanied by policy briefs (Executive Summary) which summarize the papers in a few pages.

Form of Policy Research Papers

Policy papers may take the form of a briefing paper, which typically provides a decision maker with an overview of an issue or problem, targeted analysis, and, often, actionable recommendations. Briefing books and policy papers often accompany an oral briefing that targets key findings or recommendations. The decision maker then refers to the extended paper for the deep analysis that supports the core findings and/or recommendations.

Core Components:

Although the policy paper relies on your authority over the deep research that you have conducted on the issue or problem, you should also pay close attention to audience, the professional **expectations and jargon of your targeted decision makers**, and the **structure and flow of your argument.** Here are some general attributes that structure the analysis and argument for most policy papers:

• Define the problem or issue. Highlight the urgency and state significant findings for the problem based on the data. Objectivity is your priority, so resist the urge to overstate.
• Analyse—do not merely present—the data. Show how you arrived at the findings or recommendations through analysis of qualitative or quantitative data. Draw careful conclusions that make sense of the data and do not misrepresent it. Your data should be replicable.
• Summarise your findings or state recommendations. Provide specific recommendations or findings in response to specific problems and avoid generalizations.
• Generate criteria for evaluating data. Explain the key assumptions and methodology underlying your analysis and prioritise the criteria you rely on to assess evidence.

- If you are producing recommendations, **develop a theory of change, and analyse the options and trade-offs according to your methodology and assess their feasibility.**

    What are the pros and cons? What is feasible? What are the predictable outcomes?

    Develop a logic model to gird your analysis and support your assertions with relevant data.

- Address—and when appropriate rebut—counterarguments, caveats, alternative interpretations, and reservations to your findings or recommendations. Your credibility as a policy analyst relies on your ability to locate and account for counterargument. You should be especially sensitive to the likely counterarguments that a decision-maker would face in implementing or acting on your recommendations or findings.
- Suggest next steps and the implications of the findings or recommendations. You may briefly address the feasibility of next steps or explore the implications of your analysis.
- Distill the conclusions succinctly in a concluding section and remind the decision maker of the big picture, the overall goal, the necessity of the investigation, or of the urgency for action. This answers the "Who cares?" question that reminds the reader of the value of the research and recommendations. If you are targeting a decision maker, you should reflect the decision-maker's primary concerns.

The options feasibility charts and the PEST and SWOT matrices (Not Compulsory but could give it a try)

After you have produced findings on the problem, you must orient the data around likely solutions. The option and decision feasibility chart and a PEST [political, economic, social, and technological] analysis can help you locate recommendations in competing data and perspectives.

PEST focuses on how political, economic, social, and technological factors affect the feasibility of a policy option. Examples of political factors could include applicable regulations, taxation issues and government policies (which are also sometimes broken out more specifically as "Legal" factors); they can also be construed as the political interests at stake (which may overlap with social factors).

Economic factors include inflation, business cycles, government spending, overall cost, and consumer confidence. Social factors include demographics, public attitudes, and income distribution.

Technological factors focus on the technology involved in supporting or implementing a particular option, including energy use and the availability of key technology.

PEST analysis involves not only identifying the relevant factors, but also considering options for responding to these influences.

Yet, PEST analysis for policy makers is a somewhat fluid heuristic. It simply offers a starting point from which you can drill down to increasingly detailed conclusions and recommendations.

It may also be broken out as **PASTEL -** Political, Administrative, Social, Technological, Economic, and Legal factors. You should adapt and prioritise the underlying criteria according to your policy needs.

SWOT (Strengths/Weaknesses/Opportunities/Threats) Analysis

The SWOT analysis is adapted from organizational management and business strategy. It surveys the surrounding environment of a specific policy or strategy that you are analysing or proposing. It allows you to identify the internal characteristics of the policy as either strengths or weaknesses and classify external factors as opportunities or threats.

After assessing and classifying internal and external factors, analysts construct a 2-by-2 matrix with the following four cells: strengths-opportunities (S-O), weaknesses-opportunities (W-O), strengths-threats (S-T), and weaknesses-threats (W-T). You should run each of your recommendations through a SWOT analysis.

Basic Structure of a Policy Research Paper

1. THE EXECUTIVE SUMMARY

Once you have determined your dominant recommendation/s or findings, you are ready to structure your policy paper write the Executive Summary. The structure of the paper should build towards your recommendations, not develop the chronology of the problem or research. It can help to write a draft of the Executive Summary first as a structuring device. You will, of course, return to it at the end of the process of writing, revising it in accord with your final analysis.

Although the Executive Summary is the most important part of any policy paper, it is often the most difficult to write. Yet there are basic steps that will help turn complex ideas into succinct and powerful arguments guaranteed to capture the attention of a busy reader. You will, for example, need briefly to describe the current policy situation, offer immediate pros and cons of your reasoning for change, and explicitly state your recommendation/s or findings.

The Executive Summary serves as a starting point – but also the end point – for the policy paper. It telegraphs your key recommendations, relying on your authority as a researcher or expert in your field. It not only summarises your key points for the busy reader, but highlights the recommendations in a memorable way to guide future discussions. Think of it through the lens of your decision maker: What key points best prepare your decision maker to remember and understand your research and recommendations?

As a general rule, the executive summary is no more than 5% of the full length of the paper, so a 100-page policy paper (the normal length) might have a 5-page executive summary. This is merely a rule of thumb. Your executive summary should be as long as it needs to be to summarise your key points.

- Motivation/problem statement: Why do we care about the problem? What practical, theoretical, legal, sociological, or policy gap does your research address? How does your work contribute to the field? How does it intersect—or not—with other scholars' work in the field?
- Methods/procedure/approach: What did you do to get your results? What methods did you use—e.g., developed and analysed surveys, completed a series of multivariate regressions, analysed the legislative history of the issue, interviewed stakeholders, etc.
- Results/findings/recommendations: As a result of your analysis, what did you learn/recommend?
- Conclusions/implications: What are the larger implications of your findings? How do they help readers understand the problem? How do they help decision makers understand/solve the problem? How do they help identify the gap in existing research?
- **A checklist for drafting the executive summary:**
  o Are all of the crucial points of your argument covered? Do you prepare your reader for the analysis ahead? Conversely, if this is all the reader had to refresh her memory after reading your full analysis would she be adequately equipped to discuss your argument, testify on the issue, or move forward with a policy debate?
  o Is there a brief, clear storyline that outlines the big picture?
  o How effectively do you summarise the sections ahead? Does the structure of those sections reveal the right logic for your target audience? Have you framed the issues from the perspective of key stakeholders, senior decision-makers, or your target audience?
  o How focused is the background description? Beware of wasting space on background.
  o Are problems well specified from the perspective of the likely reader(s)? If relevant, are existing and potential laws, regulations, and current policy interventions covered?

- o If you are proposing policy options, do you signpost the tradeoffs involved? Are all problems matched with potential solutions or guidelines for change? Is the treatment of advantages and disadvantages (economically, politically) analytically sound and clearly explained?
- o Are recommendations and/or findings feasible, clear, and logically prioritized?
- o Do you suggest a framework for future work on the issue?
- o Is the overall presentation and writing quality up to professional standards? Do you avoid excessive wordiness?

2. INTRODUCTION

This section is dedicated to the broad goals and underlying motivations for the paper. What is the current policy? Why is the decision-maker being asked to consider a policy change at this time? Importance of the issue; Definition of key terms; Key stakeholders and Key policy areas needing analysis and resolution

a. A useful way to draft your introduction is the journalist's Who / What / Why / How heuristic.
b. WHO and WHAT / Where
c. WHO and WHAT / Where

Acknowledges the target audience, the intended use/s, and the expected dissemination for the paper.

Concisely states the problem or issue. It may orient the problem in terms of policy. What are the limitations or deficiencies in current policy?

d. **WHY**

Offers reasons for initiating research to examine the problem and more fully explains why the issue is problematic.

May sign post key policy options or standard approaches; sometimes this is stated as the status quo, sometimes it includes existing alternatives that seek to remedy or address the problem.

May sign post the pros and cons of existing approaches or options or may highlight the general trends in addressing the issue.

e. **HOW / WHEN**

May reference the methodology used to examine the data or explain core assumptions that guided research and analysis.

States findings or evidence that explores / describes / explain the issue. It may recommend corrective actions or policies.

Offers supporting reasons for the analysis of the evidence or for selecting or highlighting particular actions.

May conclude briefly with the urgency and opportunity for action

3. BACKGROUND

This section allows a fuller development of the historical rationale and context for the issue. Questions to consider are as follows: How did the issue originate? What is the historical background of the issue? What are the critical incidents which emphasize the importance of the issue? Why is this important issue for society at large and policy makers to address? Why should citizens be concerned with this issue? What are findings of other scholars?

4. METHODOLOGY

Narrate your methodology briefly. Relegate the micro data, survey questions, and the specific details for your rationale in the appendices.

5. ANALYSIS
5A. EXPLAINING

Analyse the specific issues and the societal consequences if it continues unaddressed. What evidence is there suggesting a change is policy is needed? How does the issue affect critical populations, groups, and society at large? What are the major causes of the issue? What are the key questions, ethical debates, or controversies associated with the issue?

5B. PROBING

The purpose of this section is to analyse the current policies (or programs) that deal with the issue. The questions to address are as follows: What aspect of the issue are the current policies (or programs) trying to solve? Have these policies solved, alleviated, exacerbated, or had no effect on the issue? Why or why not? Who supports the current policies? Why do they support them? What are the major flaws or limitations of the current policies? Who is in favor of changing the current policies? Why do they want to change them? (These questions can serve as a transition to the next section of the paper.)

6. POLICY OPTIONS (Some topics will involve evaluation based on standard criteria or standards)

The purpose of this section is to suggest two or three alternative solutions to the issue. In selecting the alternative solutions, choose alternatives that have been seriously proposed by advocates or policy makers. You do not have to analyze every possible alternative, but you should analyse alternatives that have been or are being seriously considered. Expanding (or modifying) current policies (or programs) can be treated as one of the alternative solutions.

For each alternative solution, analyse its strengths and weaknesses and discuss which groups, opinion leaders, or policy makers support or reject it. Ultimately, keep in mind that you might be rejecting these alternative solutions or using parts of them for your own policy proposal in the next section of the paper. The questions to address are as follows: What are the alternatives to the current policies? What are the strengths and weaknesses of the alternatives? Why? Who supports and opposes the alternatives?

Why? Why haven't these alternatives been made into policy? Is there some fatal flaw inherent in them or in the way that society views them? Is there another reason why these alternatives haven't been implemented?

7. IMPLEMENTATION AND NEXT STEPS
Some policy papers fold implementation into the recommendations or into next steps. Others break out this section discretely to detail the specific steps of how and when to implement the recommendations. If there are significant risks, costs, or obstacles associated with implementation, you should discuss them in the earlier section that describes the pros and cons of the policy recommendation/s. This section should be dedicated to the mechanics of implementation. Again, your paper may stop short of developing implementation, but you might acknowledge implementation as a part of "Next Steps."

8. CONCLUSION
Here, you might return to the big picture or the motive of your analysis: What is the goal of the analysis or of your policy recommendation/s? What will happen if the decision-maker does not act on your research or move forward with the recommendation?

What will happen if she does? While you do not want to succumb to rhetoric, this is your opportunity to remind your reader of the importance of your analysis.

9. APPENDICES
These typically include the survey data and questions, charts and graphs, and details of case studies that gird your analysis.

10. REFERENCES
While professional policy papers may not reference their sources, any academic papers **must provide** full references in addition to fully cited, footnoted references. Footnotes and endnotes, however, are not standard for most policy papers.

IN SHORT, POLICY RESEARCH PAPERS NEED TO BE FORMAL, CONCISE, STRAIGHT FORWARD, ORGANISED, LOGICAL, THOUGHTFUL, WELL RESEARCHED, WELL SUPPORTED, WELL WRITTEN, AND WELL ARGUED.

UniversitI Malaya Campus Map

Universiti Malaya Campus Map

JALAN ELMU GATE

- Tadika UM
- Economics & Administration
- Education
- Arts & Social Sciences
- Business & Accountancy
- UM Specialist Centre
- Museum of Asian Art
- Main Library
- Centre for Civilisational Dialogue
- Geology
- 9th College
- **SEC 16 GATE**
- 3rd College
- 4th College
- Languages & Linguistics
- 7th College
- Science
- ICT Services (PTM)
- **LENGKOK CENDEKIA**
- **PERSIARAN ELMU**
- **PERSIARAN BERNAS**
- **LINGKARAN WAWASAN**
- 8th College
- 10th College

UNIVERSITY ROAD
PJ GATE
PERSIARAN AKAL
LINGKUNGAN BUDI

- Engineering
- Kompleks Perdanasiswa/ ISC
- UM LAKE
- Museum of Zoology
- Malay Studies
- Computer Science & Information Technology
- 2nd College
- Bulit Environment
- Dewan Tunku Canselor (DTC)
- High Impact Research (HIR)
- **PERSIARAN GAGASAN**
- Security Office/ Cultural Centre
- **RIMBA ILMU (Botanical Garden)**
- ROTU Training Site
- Dentistry
- Medical
- 6th College
- Examination Building
- Chancellery
- UM Press
- Rimba Ilmu
- Islamic Studies
- 1st College
- UM Sports Ground
- Centre for Foundation Science (PASUM)
- Ambang Asuhan Jepun
- Kong-Zi
- Graduate Studies
- 5th College
- Swimming Pool
- Sports Centre
- UM Arena
- Law
- **UM Medical Centre**
- Research Management & Innovation Complex
- Asia-Europe
- **LINGKARAN WAWASAN**
- **LINGKUNGAN BUDI**
- **LINGKUNGAN BUDI**
- 12th College
- 11th College
- Reserve Office Training Unit (ROTU)
- **SUSUR DAMANSARA**
- Department of Development and Asset Maintenance (JPPHB)
- **DAMANSARA GATE**
- **KL GATE**
- **PANTAI BARU ROAD**
- **SPRINT HIGHWAY**

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- CHANCELLERY ZONE
- RIMBA ILMU ZONE
- LIBRARY ZONE
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- FACILITIES/ ADMINISTRATION

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	INPUMA's official website	https://inpuma.um.edu.my/
2.	**MAYA Portal**	https://maya.um.edu.my/
	MAYA is the University's Academic Portal.	
3.	**UMSItS Guide**	https://umsitsguide.um.edu.my/
	UMSItS Guide provides latest information and procedures for applicants, students, lecturers, and staff.	
4.	**Academic Administration & Services Centre (AASC)**	https://aasc.um.edu.my/
	One stop centre for all academic services for local and international students of all levels.	
5.	**Helpdesk**	https://maya.um.edu.my/
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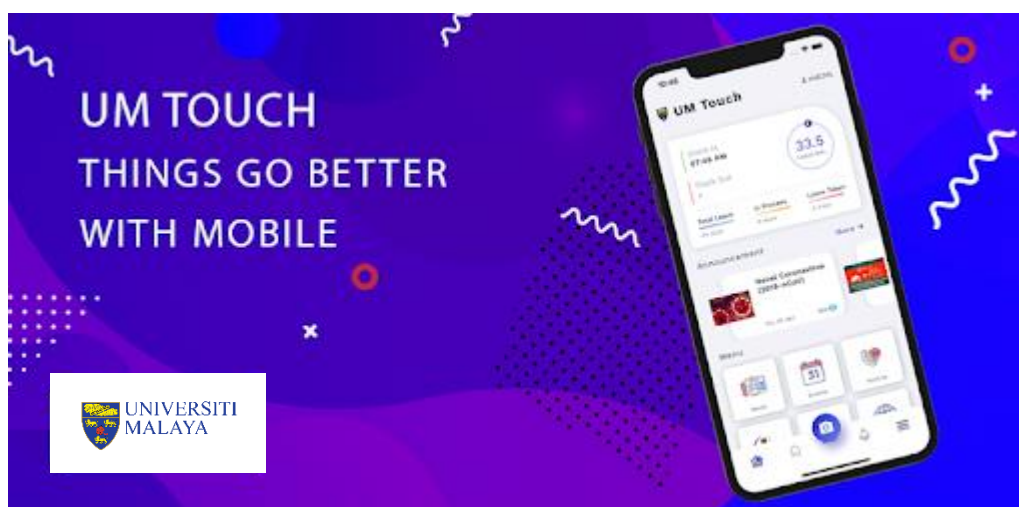
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	2.00 pm	-	**5.30 pm**
Lunch Break	1.00 pm	-	2.00 pm
Friday	**8.30 am**	-	**12.15 pm**
	2.45 pm	-	**5.30 pm**
Lunch Break	12.15 pm	-	2.45 pm

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