# FACULTY OF ECONOMICS AND **ADMINISTRATION**

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### FACULTY OF ECONOMICS AND ADMINISTRATION ACADEMIC CALENDAR SESSION 2019/2020

|                         | SEMESTER          | I          |   |            |
|-------------------------|-------------------|------------|---|------------|
| Introduction Week       | 1 week            | 01.09.2019 | _ | 08.09.2019 |
| Lectures                | 8 weeks           | 01.09.2019 |   | 08.09.2019 |
| Mid-Semester I Break    | o weeks<br>1 week | 09.09.2019 | _ | 10.11.2019 |
| Lectures                | 6 weeks           | 11.11.2019 | _ | 22.12.2019 |
| Revision Week           | 1 week            | 23.12.2019 | _ | 29.12.2019 |
| Examination Semester I  | 3 weeks           | 30.12.2019 | _ | 19.01.2019 |
| Semester I Break        | 4 weeks           | 21.01.2020 | _ | 16.02.2020 |
|                         | 24 weeks          |            |   |            |
|                         | SEMESTER          | II         |   |            |
| <b>T</b>                | 0 1               |            |   |            |
| Lectures                | 8 weeks           | 17.02.2020 | _ | 19.04.2020 |
| Mid-Semester II Break   | 1 week            | 20.04.2020 | _ | 26.04.2020 |
| Lectures                | 6 weeks           | 27.04.2020 | — | 31.05.2020 |
| Revision Week           | 1 week            | 01.06.2020 | — | 07.06.2020 |
| Examination Semester II | 3 weeks           | 08.06.2020 | — | 28.06.2020 |
|                         | 19 weeks          |            |   |            |
| a                       |                   |            |   |            |
| SI                      | ESSION BRI        | ĽAK        |   |            |
| Session Break           | 11 weeks          | 29.06.2020 | — | 13.09.2020 |
| SPI                     | ECIAL SEME        | STER       |   |            |
| Lectures                | 7 weeks           | 29.06.2020 | _ | 16.08.2020 |
| Examinations            | 1 week            | 17.08.2020 | _ | 23.08.2020 |
| Semester Break          | 2 weeks           | 24.08.2020 | — | 13.09.2020 |
|                         | 12 weeks          |            |   |            |
|                         |                   |            |   |            |

#### **Important Reminders**

All postgraduate candidates are required to renew their candidature at the beginning of each semester. Failure to do so is a violation of the University regulations which will result in termination of candidature. Letters of reminder will not be sent regarding this matter.

Implications if candidates do not renew their candidature:

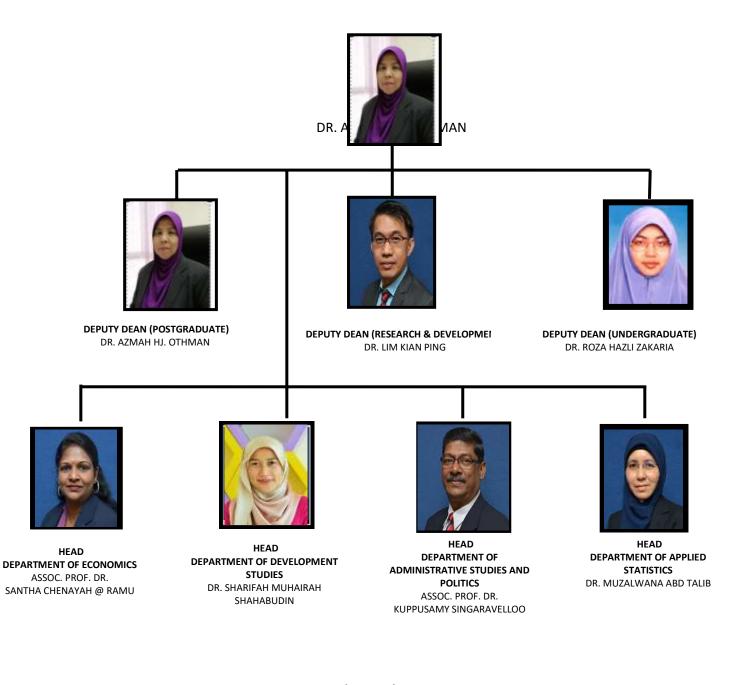
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◄Faculty of Economics and Administration ► Postgraduate Handbook 2019/2020 Session

- (1) Registration stickers will not be issued.
- (2) Candidates are not allowed to use the library facilities.
- (3) Visa extension and student pass for International Students cannot be processed.
- (4) Candidates will not be allowed to attend classes and sit for examinations.

## **ORGANIZATIONAL CHART**

(5) Termination of candidature



As at August 2019

# **CONTACT DETAILS**

| DIRECTORY OF MANAG<br>Name   | GEMENT AND A<br>Tel. Ext | DMINISTRATIVE STAFF<br>Email               |
|--|--------------------------|--|
| ACTING DEAN<br>Dr. Azmah Hj. Othman<br>PA: Siti Alimah Makmon<br>Fax No: 79567252 (Dean Office)                  | 3600/3638<br>3600        | g3azmah@um.edu.my<br>sitialimah@um.edu.my  |
| <b>DEPUTY DEAN:</b><br><b>Postgraduate</b><br>Dr. Azmah Hj. Othman<br>PA: Fauziah Abu Hassan<br>Fax No: 79567252 | 3749/3675<br>3749        | g3azmah@um.edu.my<br>fauziah_fah@um.edu.my |
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| DIRECTORY OF MANAGEM<br>Name  | ENT AND A<br>Tel. Ext        | DMINISTRATIVE STAFF<br>Email   |
|---|------------------------------|--|
|   |                              |  |
| Administrative Studies and Politics<br>Associate Professor Dr. Kuppusamy<br>Singaravelloo   | 3748/3678                    | kuppusamy_s@um.edu.my  |
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| <b>RESEARCH CENTRE/UNIT</b>   |                              |  |
| <b>Ungku Aziz Centre for Development Studies</b><br>Dr. Shamsulbahriah Ku Ahmad<br>PA: Nur Izati binti Zahari<br>Fax No: 79673662 | 3766/3714                    | sbahriah@um.edu.my<br>nurizatizahari@um.edu.my   |
|   |                              |  |
| Social Wellbeing Research Center<br>(SWRC)<br>Emeritus Professor Datuk Dr. Norma Mansor<br>PA: Mas Idayu Abdul Ghani              | 3648/3615                    | norma@um.edu.my<br>ayu_abghani@um.edu.my   |
| Monetary and Financial Economics Unit   |                              |  |
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| DIRECTORY OF MANAGE<br>Name        | MENT AND A<br>Tel. Ext | ADMINISTRATIVE STAFF<br>Email |
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| Shahrul Ibrahim                    | 3700                   | shahrul6728@um.edu.my         |
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| Mohd Ridhwan Mohd Ezad             | 3635                   | ridhwan08@um.edu.my           |
| Rejandran Supramaniam              | 3635                   | rejansup@um.edu.my            |
| Idris Ibrahim                      | 3635                   | idris83@um.edu.my             |
|                                    |                        | -                             |
| LECTURE HALL/SEMINAR ROOM          |                        |                               |
| Muhammad Firdaus Helmi Bin Rosmadi | 3718                   | mfirdaushelmi@um.edu.my       |
|                                    |                        | ·                             |

Main telephone line: 603-7967 xxxx to be followed by the last 4 digits.

# MASTER OF ECONOMICS

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| Code                                     | Course   | Credit<br>Hour | Duration of Examination | of Distributi<br>on %     | on of Marks<br>%    |
|--|--|----------------|-------------------------|---------------------------|---------------------|
| CORE CO                                  | URSES  |                | 1                       | Continuous<br>Assessments | Final<br>Examinatio |
| EQX7001                                  | Philosophy and Methodology of Research         | 4              | 2 hours                 | 70                        | 30                  |
| EQA7002                                  | Research Project                               | 10             | _                       | 100                       | _                   |
| EQA7003                                  | Advanced Microeconomics                        | 4              | 3 hours                 | 50                        | 50                  |
| EQA7004                                  | Advanced Macroeconomics                        | 4              | 3 hours                 | 50                        | 50                  |
| EQA7005                                  | The Malaysian Economy                          | 4              | -                       | 100                       | -                   |
| EQC7005                                  | Applied Econometrics                           | 4              | 3 hours                 | 50                        | 50                  |
| OPTIONA                                  | t twelve (12) credit hours of the<br>L COURSES |                |                         |                           |                     |
| EQA7006                                  | Economic Development<br>and Planning           | 3              | 2 hours                 | 50                        | 50                  |
| EQA7007                                  | Applied Macroeconomics                         | 3              | 2 hours                 | 50                        | 50                  |
| EQA7008                                  | Money and Finance in<br>Economic Development   | 3              | 2 hours                 | 50                        | 50                  |
| EQA7009                                  | Public Economics                               | 3              | 2 hours                 | 50                        | 50                  |
| EQA7010                                  | International Trade and<br>Environment         | 3              | 2 hours                 | 50                        | 50                  |
| EQA7011                                  | Islamic Banking and Finance                    | 3              | 2 hours                 | 50                        | 50                  |
| EQA7012                                  | Issues in Economic Analysis                    | 3              | 2 hours                 | 50                        | 50                  |
| EO 17012                                 | Advanced International Trade                   | 3              | 2 hours                 | 50                        | 50                  |
| EQA7013                                  | Urban Economics                                | 3              | 2 hours                 | 50                        | 50                  |
| EQA7014                                  | Social Protection                              | 3              | 2 hours                 | 50                        | 50                  |
| EQA7014<br>EQA7015                       |  | 4              | 3 hours                 | 50                        | 50                  |
| EQA7014<br>EQA7015<br>EQC7006            | Time Series Analysis                           |                | 2 hours                 | 50                        | 50                  |
| EQA7014<br>EQA7015<br>EQC7006<br>EQC7014 | Applied Financial Econometric                  |                |                         | 70                        | 30                  |
| EQA7014<br>EQA7015<br>EQC7006            | -  | 3              | 2 hours<br>2 hours      | 60                        | 40                  |

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#### MASTER OF ECONOMICS TIME TABLE SEMESTER I ACADEMIC SESSION 2019/2020

#### SEMESTER I

| DAY                      | TIME   | COURSE<br>CODE            | COURSE NAME                                     | EXAMINATION<br>PERIOD | LECTURER  | VENUE   |
|--------------------------|--|---------------------------|---|-----------------------|---|---------|
| Monday                   | 6.00 pm – 9.00 pm  | * EQA7003/<br>¥ EXGA6120  | Advanced<br>Microeconomics                      | 3 jam                 | Dr. Nurulhuda<br>Mohd Satar   | BSP 0-2 |
|                          | 6.00 pm – 9.00 pm  | * EQX7001/<br>¥ EXGA6122  | Philosophy and<br>Methodology of<br>Research    | 2 jam                 | Prof. Dr. Niaz<br>Asadullah   | BSP 3-1 |
| Tuesday                  | 6.00 pm – 9.00 pm  | + EQA7008/<br>^ EXGA6304  | Money and Finance<br>in Economic<br>Development | 2 jam                 | Professor Dr.<br>Tan Eu Chye  | DK4     |
|                          | 6.00 pm – 9.00 pm  | * EQA7004/<br>¥ EXGA6121  | Advanced<br>Macroeconomics                      | 3 jam                 | Dr. Mohamed<br>Aslam Gulam<br>Hassan  | BSP 0-2 |
| Wednesday                | 6.00 pm – 9.00 pm  | + EQA7013/<br>^ EXGA6312  | Advanced<br>International Trade                 | 2 jam                 | <ul><li>(1) Professor Dr.<br/>Evelyn Shyamala<br/>Paul Devadason</li><li>(2) Dr. Tang<br/>Tuck Cheong</li></ul> | BSP1-3  |
| Thursday                 | 6.00 pm – 9.00 pm  | + EQA7014/<br>^ EXGA6313  | Urban Economics                                 | 2 jam                 | Dr. Nurulhuda<br>Mohd Satar   | BSP 0-2 |
| Friday                   | 6.00 pm – 9.00 pm  | + EQA7006/<br>^ EXGA6103  | Economic<br>Development and<br>Planning         | 2 jam                 | Professor Dr. Hjh<br>Fatimah Kari   | BSP 0-2 |
|                          | 6.00 pm – 9.00 pm  | * EQA 7005/<br>¥ EXGA6112 | The Malaysian<br>Economy                        | No<br>Examination     | Dr. Mohamed<br>Aslam Gulam<br>Hassan  | DK4     |
| * EQA7002/<br>¥ EXGA6181 | Research Project<br>(10 credit hours)/<br>Research Paper<br>(9 credit hours) |                           |   | No Lecture            |   |         |

\* Core Courses for admission 2017/2018 and later.

+ Optional Courses for admission 2017/2018 and later.

¥ Core Course for intake **2016/2017** and earlier. ^ Optional Courses for intake **2016/2017** and earlier.

#### MASTER OF ECONOMICS TIME TABLE SEMESTER II, ACADEMIC SESSION 2019/2020

#### **SEMESTER II (Tentative)**

| DAY                                   | ТІМЕ   | COURSE<br>CODE            | COURSE NAME                                  | EXAMINATION<br>PERIOD | LECTURER                                     | VENUE                      |
|---------------------------------------|--|---------------------------|--|-----------------------|--|----------------------------|
| Monday                                | 6.00 pm – 9.00 pm  | * EQX7001/<br>¥ EXGA6122  | Philosophy and<br>Methodology of<br>Research | 2 hours               | Prof. Dr. Niaz<br>Asadullah                  | BSP 3-1                    |
|                                       |  | + EQA7015/<br>^ EXGA6314  | Social Protection                            | 2 hours               | Dr. Mario Arturo<br>Ruiz Estrada             | BSP 0-3                    |
| Tuesday                               | 6.00 pm – 9.00 pm  | + EQA7010/<br>^ EXGA6307  | International<br>Trade and<br>Environment    | 2 hours               | To be confirmed                              | BSP 0-3                    |
|                                       | 6.00 pm – 9.00 pm  | * EQA 7004/<br>¥ EXGA6121 | Advanced<br>Macroeconomics                   | 3 hours               | To be confirmed                              | BSP 0-2                    |
| Wednesday                             |  | +EQA7007/<br>^EXGA6303    | Applied<br>Macroeconomics                    | 2 Hours               | Associate<br>Professor Dr. Kwek<br>Kian Teng | Utility<br>Computer<br>Lab |
| Thursday                              | 6.00 pm – 9.00 pm  | + EQA7009/<br>^ EXGA6305  | Public Economics                             | 2 hours               | Dr. Mohamed<br>Aslam Gulam<br>Hassan         | BSP 3-1                    |
|                                       | 6.00 pm – 9.00 pm  | + EQA7001/<br>^ EXGA6309  | Islamic Banking &<br>Finance                 | 2 hours               | To be confirmed                              | BSP 0-3                    |
| Friday                                | 6.00 pm – 9.00 pm  | * EQA7003/<br>¥ EXGA6120  | Advanced<br>Microeconomics                   | 3 hours               | Dr. Ong Sheue Li                             | BSP 0-2                    |
| · · · · · · · · · · · · · · · · · · · |  | + EQA7012/<br>^ EXGA6311  | Issues in<br>Economic<br>Analysis            | 2 hours               | Prof. Dr. Niaz<br>Asadullah                  | BSP 1-2                    |
| * EQA7002/<br>¥ EXGA6181              | Research Project<br>(10 credit hours)/<br>Research Paper<br>(9 credit hours) |                           |  | No Lecture            |  |                            |

\* Core Courses for admission **2017/2018** and later.

+ Optional Courses for admission 2017/2018 and later.

¥ Core Course for intake 2016/2017 and earlier.

^ Optional Courses for intake 2016/2017 and earlier.

#### LIST OF COURSES BASE ON SEMESTER (GRADUATE ON TIME) MASTER OF ECONOMICS

| COMPONENT             | SEMESTER 1   |                 | SEMESTER 2   |                 | SPECIAL SEMESTER |                 | TOTAL<br>CREDIT<br>HOURS |
|-----------------------|--|-----------------|--|-----------------|------------------|-----------------|--------------------------|
|                       | Subject  | Credit<br>Hours | Subject  | Credit<br>Hours | Subject          | Credit<br>Hours |                          |
| Core Course           | Choose three (3) core<br>courses (12 Credit Hours)         | 12              | Choose two (2) core<br>courses (8 Credit Hours)              | 8               | Research Project | 10              | 30                       |
| Optional Course       | Choose any one (1)<br>elective courses (3 Credit<br>Hours) | 3               | Choose any three (3)<br>elective courses (9 Credit<br>Hours) | 9               |                  |                 | 12                       |
| Total Credit<br>Hours |  | 15              |  | 17              |                  | 10              | 42                       |

TOTAL CREDIT HOURS: 42 Credit Hours

- 12 -

#### DIRECTORY OF ACADEMIC STAFF (Qualifications and Expertise)

| No.  | Name/Position  | Room | Tel.          | Email<br>@um.edu.my                | Qualifications   | Expertise  |
|------|--|------|---------------|------------------------------------|--|--|
|      |  | No.  | Ext.          | @uni.edu.iny                       | Quanifications   | Expertise  |
| DEPA | ARTMENT OF ECONOMI   | С    |               |                                    |  |  |
| 1.   | Assoc. Prof. Dr.<br>Santha Chenayah @<br>Ramu<br>(Head of<br>Department) | C11  | 3761          | Santha                             | PhD, MEc (Osaka),<br>BEc (Mal)                                       | <ul> <li>Macroeconomics</li> <li>Environmental Economics</li> <li>Operations Research<br/>(Management Science)</li> </ul>  |
|      |  |      |               |                                    |  |  |
| 2.   | Prof. Dr. Tan Eu<br>Chye   | 2-42 | 3731          | Tanec                              | PhD (Warwick), MEc<br>(Mal), BSocSc<br>(SciUMalaysia)                | <ul> <li>Monetary Economics</li> <li>International Trade</li> <li>Development Economics</li> </ul>   |
| 3.   | Prof. Dr. Fatimah Kari   | 2-11 | 3661          | fatimah_kari                       | PhD (MSU), MEc<br>(Leicester), BEc<br>(NUMalaysia)                   | <ul> <li>International Trade and<br/>Environmental</li> <li>Resource and Enviromental<br/>Economics</li> <li>Macroeconomics/<br/>Microeconomics</li> </ul>   |
| 4.   | Prof. Dr. Evelyn<br>Shyamala Paul<br>Devadason                           | E18  | 3721          | Evelyns                            | PhD (Mal), MSocSc<br>(NUS), BEc (Mal)                                | <ul> <li>International Trade</li> <li>Regional Integration</li> </ul>  |
| 5.   | Prof. Dr. M Niaz<br>Asadullah  | C06  | 3733          | m.niaz<br>nasadullah@gmail.<br>com | PhD & MSc (Oxon),<br>MA (Dhaka), BA<br>(Aligarh)                     | <ul> <li>Development Economics</li> <li>Microfinance</li> <li>Economics of Education</li> <li>Labor Economics</li> <li>Applied Micro-Econometrics</li> </ul>   |
| 7.   | Assoc. Prof. Dr.<br>Kwek Kian Teng                                       | D10  | 3655          | Ktkwek                             | PhD (Monash),<br>MEc, BEc (Mal)                                      | Macroeconomics     International     Macroeconomics     Applied Econometrics   |
| 8.   | Assoc. Prof. Dr. Yong<br>Chen Chen<br>(Coordinator of<br>MOFEU / TIAC)   | B26  | 3687          | Ccyong                             | PhD, MEc, BSc<br>(PutraUMalaysia)                                    | <ul> <li>International Trade</li> <li>Social Accounting Matrix</li> </ul>  |
| 9.   | Dr. Lim Kian Ping<br>Deputy Dean<br>(Research &<br>Development)          | E08  | 3666/3<br>601 | kianpinglim                        | PhD (Monash), MSc<br>(UPM), BBA (UKM)                                | Financial Economics  |
| 10.  | Dr. Mohamed Aslam<br>Gulam Hassan<br>(Programme<br>(Coordinator)         | C17  | 3605          | maslam                             | PhD (HiroshimaCU),<br>PhD, MEc (Mal),<br>BSocSc (USM),<br>ASP (Kiel) | <ul> <li>International Trade</li> <li>Regional Economic<br/>Cooperation</li> <li>International<br/>Macroeconomics</li> <li>Post-Keynesian Economics<br/>(Heterodox Economics)</li> <li>Macroeconomics</li> <li>Foreign Direct Investment,<br/>Economic Growth, ASEAN<br/>Economy, CHINA Studies</li> </ul> |

| No. | Name/Position  | Room<br>No. | Tel.<br>Ext.  | Email<br>@um.edu.my | Qualifications                             | Expertise  |
|-----|--|-------------|---------------|---------------------|--|--|
| 11. | Dr. Nurulhuda Mohd<br>Satar  | B33         | 3656          | nurulhuda           | PhD (UWM), MEc,<br>BEc (Mal)               | Household Economics     Microeconomics   |
| 12. | Dr. Ong Sheue Li<br>(Programme<br>(Coordinator)                    | E02         | 3699          | ongsl               | PhD (YNU), MSc<br>(UMS), BSc (UMT)         | <ul> <li>International Economics</li> <li>Applied Econometrics</li> </ul>  |
| 13. | Dr. Pui Kiew Ling  | E09         | 3732          | puikiewlingkt       | PhD (UKM), MSc<br>(UKM), BSc (UMS)         | <ul> <li>Monetary Economics</li> <li>Development Economics</li> <li>Applied Econometrics</li> <li>Computable General<br/>Equilibrium Modeling</li> </ul> |
| 14. | Dr. Roza Hazli<br>Zakaria<br><b>Deputy Dean</b><br>(Undergraduate) | B34         | 3653/3<br>746 | Roza                | PhD (NUMalaysia),<br>MEc, BEc (Mal)        | <ul> <li>Monetary Economics</li> <li>Banking Economics</li> <li>Islamic Economics</li> </ul>   |
| 15. | Dr. Tang Tuck<br>Cheong  | E14         | 3628          | tangtuckcheong      | PhD (Monash),<br>MSc, BEc (UUM)            | <ul> <li>International Trade</li> <li>Macroeconomics</li> <li>International Economics</li> </ul>   |
| 16. | Dr. Yong Sook Lu   | 2-13        | 3717          | yongsl              | PhD (Lancaster),<br>MEc, BEc (Mal)         | <ul><li>Industrial Organisation</li><li>Microeconomics</li></ul>   |
| 17. | Dr. Zarinah Yusof  | C35         | 3609          | zarinahy            | PhD<br>(PutraUMalaysia),<br>MEc, BEc (Mal) | <ul> <li>Macroeconomics</li> <li>Financial Economics</li> <li>Development Economics</li> </ul>   |
| 18. | Mr. Chong Chin Sieng   | E01         | 3672          | cschong             | MEc, BEc (Mal)                             | <ul> <li>Financial Economics</li> <li>Microeconomics</li> <li>Macroeconomics</li> <li>National Financial</li> </ul>                                      |
| 19. | Mdm. Nor Hasniah<br>Kasim  | B22         | 3639          | norhasniah          | MEc (NUMalaysia),<br>BEc (Mal)             | <ul><li>International Trade Theory</li><li>International Finance</li></ul>   |
| 20. | Mr. Saad Mohd Said   | 2-02        | 3640          | saadms              | MSc (Lond), BEc<br>(Mal)                   | <ul> <li>Macroeconomics</li> <li>Industrial Economics</li> <li>Financial Markets</li> </ul>  |

Main telephone line: 603-7967 xxxx to be followed by the last 4 digits.

# MASTER OF PUBLIC ADMINISTRATION

#### COURSES OFFERED FOR THE PROGRAMME OF MASTER OF PUBLIC ADMINISTRATION (BY COURSEWORK) FOR ACADEMIC SESSION 2019/2020

| Code        | Course                      | Credit<br>Hours | Duration of Examination | Distribution o<br>%<br>Continuous | of Marks<br>%<br>Final |
|-------------|-----------------------------|-----------------|-------------------------|-----------------------------------|------------------------|
| CORE CO     | URSES                       |                 |                         | Assessments                       | Examination            |
| EQB7001     | Research Methodology        | 4               | _                       | 100                               | -                      |
| LQD/001     | in Public Administratio     |                 |                         | 100                               |                        |
| EQB7002     | Research Project            | 10              | _                       | 100                               | _                      |
| EQB7003     | Public Administration       | 4               | 2 hours                 | 60                                | 40                     |
|             | and Politics                | ·               | 2 110 015               | 00                                | 10                     |
| EQB7004     | Management Theory           | 4               | 2 hours                 | 60                                | 40                     |
|             | and Practice                |                 |                         |                                   |                        |
| EQB7005     | Public Policy Analysis      | 4               | 2 hours                 | 55                                | 45                     |
| EQB7006     | Fiscal Administration       | 4               | 3 hours                 | 50                                | 50                     |
|             |                             |                 |                         |                                   |                        |
| And at leas | st twelve (12) credit hours | of the fo       | llowing option          | nal courses:                      |                        |
| OPTIONA     | L COURSES                   |                 |                         |                                   |                        |
|             |                             |                 |                         |                                   |                        |
| EQB7007     | Administrative Behavio      |                 | 2 hours                 | 60                                | 40                     |
| EQB7008     | Human Resource              | 3               | 2 hours                 | 60                                | 40                     |
|             | Management                  |                 |                         |                                   |                        |
| EQB7009     | Quality Management          | 3               | 2 hours                 | 60                                | 40                     |
| EQB7010     | Malaysian Politics          | 3               | 2 hours                 | 50                                | 50                     |
|             | and Governance              |                 |                         |                                   |                        |
| EQB7011     | Urban Management            | 3               | 2 hours                 | 50                                | 50                     |
| EQB7012     | Social Policy and           | 3               | 2 hours                 | 60                                | 40                     |
|             | Development                 |                 |                         |                                   |                        |
| EQB7013     | Planning and Communi        | ity 3           | 2 hours                 | 50                                | 50                     |
|             | Development                 |                 |                         |                                   |                        |
| EQB7014     | Political Communication     | on 3            | 2 hours                 | 60                                | 40                     |
|             | and the Media               |                 |                         |                                   |                        |
| EQD7004     | Globalization and           | 4               | 2 hours                 | 60                                | 40                     |
|             | Development                 |                 |                         |                                   |                        |
| EQA7006     | Economic Developmen         | t 3             | 2 hours                 | 50                                | 50                     |
|             | and Planning                |                 |                         |                                   |                        |

\*Optional courses offered in each semester may vary from semester to semester.

#### MASTER OF PUBLIC ADMINISTRATION TIME TABLE SEMESTER I, ACADEMIC SESSION 2019/2020

#### **SEMESTER I**

| DAY                      | ТІМЕ   | COURSE<br>CODE                     | COURSE NAME   | EXAMINATI<br>ON PERIOD | LECTURER  | VENUE                        |
|--------------------------|--|------------------------------------|---|------------------------|---|------------------------------|
| Monday                   | 6.00 pm – 9.00 pm  | *EQB7004/<br><sup>¥</sup> EPGB6120 | Management Theory and<br>Practice   | 2 hours                | Professor Dr.<br>Beh Loo See                              | BSP 0-4                      |
| ,                        | 6.00 pm – 9.00 pm  | +EQB7010<br>^EPGB6319              | Malaysian Politics and<br>Governance/<br>Malaysian Politics                                       | 2 hours                | Dr.<br>Muhammad<br>Tawfik Yaakub                          | BSP 1-1                      |
|                          |  | *EQB7006                           | Fiscal Administration   | 3 hours                | Associate<br>Professor Dr.                                | BSP 0-4                      |
| Tuesday                  | 6.00 pm – 9.00 pm  | <sup>¥</sup> EPGB6121              | Financial Administration in<br>Developing Countries   | 2 hours                | Yeoh Kok<br>Kheng   |                              |
| Tuesday                  | <b>Tuesday</b><br>6.00 pm – 9.00 pm  |                                    | Planning Community and<br>Development/<br>Planning Administration<br>and Community<br>Development | 2 hours                | Associate<br>Professor Dr.<br>Raja Noriza<br>Raja Ariffin | BSP 1-1                      |
| Wednesday                | 6.00 pm – 9.00 pm  | *EQB7005/<br><sup>¥</sup> EPGB6123 | Public Policy Analysis/<br>Policy Analysis and<br>Programme Evaluation                            | 2 hours                | Professor Dr.<br>Edmund<br>Terence<br>Gomez               | BSP 0-4                      |
|                          | 6.00 pm – 9.00 pm  | +EQB7008/<br>^EPGB6111             | Human Resource<br>Management  | 2 hours                | Dr. Nurul<br>Liyana Mohd<br>Kamil                         | BSP 1-1                      |
| Thursday                 | 6.00 pm – 9.00 pm  | *EQB7003/<br><sup>¥</sup> EPGB6124 | Public Administration and<br>Politics/<br>Politics, Development and<br>Governance                 | 2 hours                | Associate<br>Professor Dr.<br>Makmor Tumin                | BSP 1-1                      |
|                          | 6.00 pm – 9.00 pm  | +EQB7009/<br>^EPGB6112             | Quality Management  | 2 hours                | Dr. Nur Hairani<br>Abd Rahman                             | BSP 0-4                      |
| Friday                   | 6.00 pm – 9.00 pm  | *EQB7001/                          | Research Methodology in Public Administration   | No<br>examination      | Associate<br>Professor Dr.                                | Postgraduate<br>Computer Lab |
|                          |  | <sup>¥</sup> EPGB6122              | Research Methodology  | 2 hours                | Kuppusamy<br>Singaravelloo                                |                              |
| * EQB7002/<br>¥ EPGB6181 | Research Project<br>(10 credit hours)/<br>Research Paper<br>(9 credit hours) |                                    |   |                        |   |                              |

\* Core Courses for admission **2017/2018** and later.

+ Optional Courses for admission 2017/2018 and later.

¥ Core Course for intake 2016/2017 and earlier.

^ Optional Courses for intake 2016/2017 and earlier

#### MASTER OF PUBLIC ADMINISTRATION TIME TABLE SEMESTER II, ACADEMIC SESSION 2019/2020

#### **SEMESTER II (Tentative)**

| DAY                      | TIME   | COURSE<br>CODE         | COURSE NAME   | EXAMINATION<br>PERIOD | LECTURER  | VENUE                           |
|--------------------------|--|------------------------|---|-----------------------|---|---------------------------------|
| Monday                   | 6.00 pm – 9.00 pm  | *EQB7004/<br>*EPGB6120 | Management Theory<br>and Practice   | 2 hours               | Professor Dr.<br>Beh Loo See                              | BSP 0-4                         |
|                          | 6.00 pm – 9.00 pm  | +EQB7014               | Political<br>Communication and<br>the Media   | 2 hours               | Dr.<br>Muhammad<br>Tawfik Yaakub                          | BSP 1-1                         |
|                          | 6.00 pm – 9.00 pm  | *EQB7006               | Fiscal Administration   | 3 hours               | To be   | BSP 1-1                         |
| Tuesday                  | 0.00 pm – 9.00 pm  | <sup>¥</sup> EPGB6121  | Financial<br>Administration in<br>Developing<br>Countries                               | 2 hours               | confirmed   |                                 |
|                          | 6.00 pm – 9.00 pm  | +EQB7012/<br>^EPGB6322 | Social Policy and<br>Development  | 2 hours               | Dr. Nur Hairani<br>Abd Rahman                             | BSP 0-4                         |
| Wednesday                | 6.00 pm – 9.00 pm  | *EQB7005/<br>*EPGB6123 | Public Policy<br>Analysis/<br>Policy Analysis and<br>Programme<br>Evaluation            | 2 hours               | Professor Dr.<br>Khadijah Md<br>Khalid                    | BSP 0-4                         |
|                          | 6.00 pm – 9.00 pm  | +EQB7011/<br>^EPGB6320 | Urban Management  | 2 hours               | Associate<br>Professor Dr.<br>Raja Noriza<br>Raja Ariffin | BSP 1-1                         |
| Thursday                 | 6.00 pm – 9.00 pm  | *EQB7003/<br>*EPGB6124 | Public<br>Administration and<br>Politics/<br>Politics,<br>Development and<br>Governance | 2 hours               | Associate<br>Professor Dr.<br>Makmor Tumin                | BSP 1-1                         |
|                          | 6.00 pm – 9.00 pm  | +EQB7007               | Administrative<br>Behaviour   | 2 hours               | Dr. Nurul<br>Liyana Mohd<br>Kamil                         | BSP 0-4                         |
| Friday                   | 6.00 pm – 9.00 pm  | *EQB7001/              | Research<br>Methodology in<br>Public<br>Administration                                  | No examination        | Associate<br>Professor Dr.<br>Kuppusamy<br>Singaravelloo  | Postgraduate<br>Computer<br>Lab |
|                          |  | <sup>¥</sup> EPGB6122  | Research<br>Methodology   | 2 hours               |   |                                 |
| * EQB7002/<br>¥ EPGB6181 | Research Project<br>(10 credit hours)/<br>Research Paper<br>(9 credit hours) | No Lecture             |   |                       |   |                                 |

\* Core Courses for admission 2017/2018 and later.

+ Optional Courses for admission 2017/2018 and later.

¥ Core Course for intake **2016/2017** and earlier. ^ Optional Courses for intake **2016/2017** and earlie

#### LIST OF COURSES BASE ON SEMESTER (GRADUATE ON TIME) MASTER OF PUBLIC ADMINISTRATION

| COMPONENT             | OMPONENT SEMESTER 1  |                 | SEMESTER 2   |                 | SPECIAL SEMESTER |                 | TOTAL<br>CREDIT<br>HOURS |
|-----------------------|--|-----------------|--|-----------------|------------------|-----------------|--------------------------|
|                       | Subject  | Credit<br>Hours | Subject  | Credit<br>Hours | Subject          | Credit<br>Hours |                          |
| Core Course           | Choose three (3) core<br>courses (12 Credit Hours)         | 12              | Choose two (2) core<br>courses (8 Credit Hours)            | 8               | Research Project | 10              | 30                       |
| Optional Course       | Choose any two (2)<br>elective courses (6 Credit<br>Hours) | 6               | Choose any two (2)<br>elective courses (6 Credit<br>Hours) | 6               |                  |                 | 12                       |
| Total Credit<br>Hours |  | 18              |  | 14              |                  | 10              | 42                       |

**TOTAL CREDIT HOURS: 42 Credit Hours** 

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#### DIRECTORY OF ACADEMIC STAFF (Qualifications and Expertise)

| DEPA | RTMENT OF ADMIN   | ISTRATI     | VE STUI       | DIES & POLITICS                         |   |  |
|------|---|-------------|---------------|---|---|--|
| No.  | Name/Position   | Room<br>No. | Tel.<br>Ext.  | Email<br>@um.edu.my                     | Qualifications  | Expertise  |
| 1.   | Assoc. Prof. Dr.<br>Kuppusamy<br>Singaravelloo<br>(Head of<br>Department)                 | B20         | 3678          | kuppusamy_s                             | PhD (PutraUMalaysia), MPA,<br>BSc (Mal)                             | <ul> <li>Local Government<br/>Management and<br/>Administration</li> <li>Public Enterprises</li> <li>Privatisation</li> <li>Occupational Safety<br/>and Health</li> </ul>  |
| 2.   | Prof. Dr. Edmund<br>Terence Gomez   | 2-39        | 3725          | etgomez<br>terencegomez@hot<br>mail.com | PhD, MPhil, BA (Mal)  | <ul> <li>Malaysian Politics</li> <li>Political Economy</li> <li>Ethnic Business</li> </ul>   |
| 3.   | Prof. Dr. Beh Loo<br>See  | 2-12        | 3677          | lucybeh                                 | PhD (PutraUMalaysia), MA<br>(NUMalaysia), BA<br>(SciUMalaysia)      | <ul> <li>Human Resource<br/>Management</li> <li>Public Administration</li> </ul>   |
| 4.   | Prof. Dr. Khadijah<br>Md Khalid   | 2-01        | 3637          | Dijut                                   | PhD (Lond), MA (Calif. Santa<br>Barbara), BA (Sonoma State)         | <ul> <li>Malaysian Politics</li> <li>Comparative Politics</li> <li>International Politics</li> <li>Political Economy</li> <li>Political Development,<br/>Third World Politics</li> <li>Malaysian Foreign<br/>Relations/Policy</li> </ul>   |
| 5.   | Assoc. Prof. Dr.<br>Raja Noriza Raja<br>Ariffin   | C14         | 3620/<br>3621 | rnoriza                                 | PhD (Nottingham), MCRP<br>(CSUF), BA (USL)                          | <ul> <li>Urban Planning</li> <li>Local Government</li> <li>Transportation</li> </ul>   |
| 6.   | Assoc. Prof. Dr.<br>Makmor Tumin  | 2-37        | 3690          | makmor                                  | PhD, MPA, BEc (Mal)   | <ul> <li>Civil Society</li> <li>Theory and Political<br/>Thought</li> <li>Health Policy</li> </ul>   |
| 7.   | Assoc. Prof. Dr.<br>Yeoh Kok Kheng  | E17         | 3670/<br>3748 | yeohkk                                  | PhD (Brad), MEc, BEc (Mal)  | <ul> <li>Political Economy<br/>(with special focus on<br/>contemporary China)</li> <li>State, Ethnicity and<br/>Economic<br/>Development</li> <li>Ethnopolitics in<br/>Socioeconomic<br/>Development</li> <li>Demographic<br/>Diversity, Federalism<br/>and Fiscal<br/>Decentralization</li> </ul> |
| 8.   | Dr. Hanira Hanafi<br>(Deputy Director<br>Ungku Aziz Centre<br>for Development<br>Studies) | B27         | 3652          | hanira_hanafi                           | PhD (Durham), MCL, LLB<br>(IIUM), Advocate & Solicitor<br>of Malaya | <ul> <li>Malaysian<br/>Legal System</li> <li>Islamic Banking and<br/>finance</li> </ul>  |

| No. | Name/Position  | Room<br>No. | Tel.<br>Ext. | Email<br>@um.edu.my | Qualifications  | Expertise   |
|-----|--|-------------|--------------|---------------------|---|---|
| 9.  | Dr. Nurhidayah<br>Abdullah<br><i>(Programme</i><br><i>Coordinator)</i> | B21         | 3727         | abd_hidayah         | PhD (Sydney), MCL, LLB<br>(IIUM), Advocate & Solicitor<br>of High Court of Malaya<br>(Non-practicing) | <ul><li>Contract Law</li><li>Business Law</li></ul>   |
| 10. | Dr. Muhammad Asri<br>Mohd Ali  | B32         | 3722         | muhasri             | PhD, MPA, Bec (Mal)   | <ul> <li>Voting Behavior</li> <li>Political Party</li> <li>Politics Culture</li> <li>State-Society<br/>Relations</li> </ul> |
| 11. | Dr. Mohammad<br>Tawfik Yaakub  | E10         | 3668         | tawfik              | PhD (Mal), MA, BA (UKM)   | <ul> <li>Malaysian Politics</li> <li>Malay Politics</li> <li>Indonesia Politics</li> <li>Political History</li> </ul>       |
| 12. | Dr. Nur Hairani Abd<br>Rahman  | E19         | 3733         | nurhairani          | PhD (USM), MPA (Mal),<br>BsocSc (Political Science)<br>(UKM)  | <ul> <li>Public Policy and<br/>Administration</li> <li>Policy Studies</li> </ul>  |
| 13. | Dr. Nurul Liyana<br>Mohd Kamil   | E21         | 3728         | nurulliyana         | PhD (USM), MBA (UiTM),<br>BBA in HRM (Uniten)   | Human Resource<br>Management     Organizational<br>Behavior     Corporate Governance  |
| 14. | Mr. Nawi Abdullah  | E11         | 3604         | a.nawi              | MPA, Bec (Mal)  | Management     Public Finance     Public Administration   |

Main telephone line: 603-7967 xxxx to be followed by the last 4 digits.

# MASTER OF APPLIED STATISTICS

| COURSES OFFERED FOR THE PROGRAMME OF         |
|--|
| MASTER OF APPLIED STATISTICS (BY COURSEWORK) |
| FOR ACADEMIC SESSION 2019/2020               |

| Code         |  |       | Duration of<br>Examination | Distributic<br>% | on of Marks<br>% |
|--------------|--|-------|----------------------------|------------------|------------------|
|              |  |       |                            | Continuou        | ıs Final         |
| CORE COU     | RSES   |       |                            | Assessmen        | t Examination    |
| EQC 7001     | Quantitative Research Method                 | s 4   | 3 hours                    | 50               | 50               |
| EQC 7002     | Research Project                             | 10    | -                          | 100              | -                |
| EQC 7003     | Statistical Methods                          | 4     | 3 hours                    | 50               | 50               |
| EQC 7004     | Statistical Data Analysis                    | 4     | 3 hours                    | 50               | 50               |
| EQC 7005     | Applied Econometrics                         | 4     | 3 hours                    | 50               | 50               |
| And at least | sixteen (16) credit hours of the             | follo | wing optional              | courses:         |                  |
|              |  |       |                            |                  |                  |
| OPTIONAL     | COURSES                                      |       |                            |                  |                  |
| EQC 7006     | Time Series Analysis                         | 4     | 3 hours                    | 50               | 50               |
| EQC 7007     | Computer Information System                  | s 3   | 2 hours                    | 50               | 50               |
| EQC 7008     | Experimental Design                          | 3     | 2 hours                    | 50               | 50               |
| EQC 7009     | Biostatistics                                | 3     | 2 hours                    | 50               | 50               |
| EQC 7010     | Actuarial Statistics                         | 3     | 2 hours                    | 50               | 50               |
| EQC 7011     | Applications of Demographic                  | 3     | 2 hours                    | 50               | 50               |
|              | Techniques                                   | •     | <u>.</u>                   | 50               | 10               |
| EQC 7012     | Marketing Research Technique                 |       | 2 hours                    | 60               | 40               |
| EQC7013      | Operations Research Methods                  | 3     | 2 hours                    | 50               | 50               |
| EQC 7014     | Applied Financial Econometric                |       | 2 hours                    | 50               | 50               |
| EQC 7015     | Readings in Applied Statistics               | 3     | -                          | 100              | -                |
| EQC 7016     | Statistical Methods for                      | 3     | 2 hours                    | 60               | 40               |
|              | Quality Management                           |       |                            | 100              |                  |
| EQA7005      | The Malaysian Economy                        | 4     | -                          | 100              | -                |
| EQA7007      | Applied Macroeconomics                       | 3     | 2 hours                    | 50<br>50         | 50<br>50         |
| EQA7008      | Money and Finance in<br>Economic Development | 3     | 2 hours                    | 50               | 50               |

\*Optional courses offered in each semester may vary from semester to semester.

 $\blacktriangleleft$  Faculty of Economics and Administration  $\blacktriangleright$ Postgraduate Handbook 2019/2020 Session

#### **MASTER OF APPLIED STATISTICS** TIME TABLE SEMESTER I, ACADEMIC SESSION 2019/2020

#### **SEMESTER I**

| DAY                    | TIME   | COURSE<br>CODE           | COURSE NAME  | EXAMINATION<br>PERIOD | LECTURER                     | VENUE                           |
|------------------------|--|--------------------------|--|-----------------------|------------------------------|---------------------------------|
| Monday                 | 6.15 pm – 9.15 pm  | + EQC7013/<br>^ ESGC6322 | Operations<br>Research Methods   | 2 hours               | Dr. Ng Yin Mei               | G2 & G3<br>Computer<br>Lab      |
| Tuesday                | 6.15 pm – 9.15 pm  | + EQC7014/<br>^ ESGC6328 | Applied Financial<br>Econometrics  | 2 hours               | Profesor<br>Dr. Goh Kim Leng | G2 & G3<br>Computer<br>Lab      |
|                        | 6.15 pm – 9.15 pm  | *EQC7004/<br>^ESGC6123   | Statistical Data<br>Analysis   | 2 hours               | To be confirmed              | Postgraduate<br>Computer<br>Lab |
| Wednesday              | 6.15 pm – 9.15 pm  | * EQC7003/<br>¥ ESGC6120 | Statistical Methods  | 3 hours               | Dr Adilah Ghapor             | DK 4                            |
|                        | 6.15 pm – 9.15 pm  | + EQC7011/<br>^ ESGC6318 | Applications of<br>Demographic<br>Techniques                                 | 2 hours               | Dr Lai Siow Li               | G2 & G3<br>Computer<br>Lab      |
| Thursday               | 6.15 pm – 9.15 pm  | * EQC7005/<br>^ ESGC6356 | Applied<br>Econometrics  | 3 hours               | Dr. Ahmad Farid<br>Osman     | G2 & G3<br>Computer<br>Lab      |
|                        | 6.15 pm – 9.15 pm  | + EQC7016/<br>^ ESGC6357 | Statistical Methods<br>for Quality<br>Management                             | 2 hours               | Dr. Muzalwana<br>Abd Talib   | Postgraduate<br>Computer<br>Lab |
| Friday                 | 6.15 pm – 9.15 pm  | * EQC7001/<br>¥ ESGC6121 | Quantitative<br>Research Methods /<br>Survey Techniques<br>& Sampling Design | 3 hours               | Dr. Tey Nai Peng             | G2 & G3<br>Computer<br>Lab      |
| *EQC7002/<br>^ESGC6181 | Research Project<br>(10 credit hours)/<br>Research Paper<br>(9 credit hours) |                          |  | No Lecture            |                              |                                 |

\* Core Courses for admission 2017/2018 and later.

+ Optional Courses for admission 2017/2018 and later.

¥ Core Course for intake **2016/2017** and earlier. ^ Optional Courses for intake **2016/2017** and earlier.

#### MASTER OF APPLIED STATISTICS TIME TABLE SEMESTER II, ACADEMIC SESSION 2019/2020

#### **SEMESTER II (Tentative)**

| DAY                     | TIME   | COURSE<br>CODE           | COURSE NAME                                  | EXAMINATION<br>PERIOD | LECTURER                         | VENUE                           |
|-------------------------|--|--------------------------|--|-----------------------|----------------------------------|---------------------------------|
|                         | 6.15 pm - 9.15 pm  | + EQC7008                | Experimental<br>Design                       | 2 hours               | Dr. Ng Yin Mei                   | Utility<br>Computer<br>Lab      |
| Monday                  |  | ¥ ESGC6122               | -  | 3 hours               |                                  |                                 |
|                         |  | + EQC7006                | Time Series<br>Analysis                      | 3 hours               | Dr. Ahmad Farid<br>Osman         | G2 & G3<br>Computer<br>Lab      |
|                         |  | ^ ESGC6115               |  | 2 hours               |                                  |                                 |
| Tuesday                 | 6.15 pm - 9.15 pm  | * EQC7005/<br>^ ESGC6356 | Applied<br>Econometrics                      | 3 hours               | Prof. Madya Dr. Lau<br>Wee Yeap  | Postgraduate<br>Computer<br>Lab |
|                         |  | + EQC7009/<br>^ ESGC6316 | Biostatistics                                | 2 hours               | Profesor Dr Noor<br>Azina Ismail | G2 & G3<br>Computer<br>Lab      |
| We do a dou             | 0.45   | * EQC7003/<br>¥ ESGC6120 | Statistical<br>Methods                       | 3 hours               | Dr. Adilah Abdul<br>Ghapor       | DK 4                            |
| Wednesday               | 6.15 pm - 9.15 pm  | + EQC7007/<br>^ ESGC6113 | Computer<br>Information<br>Systems           | 2 hours               | Dr. Diana Abdul<br>Wahab         | Postgraduate<br>Computer<br>Lab |
| Thursday                | 6.15 pm - 9.15 pm  | *EQC7004/<br>¥ESGC6123   | Statistical Data<br>Analysis                 | 2 hours               | To be confirmed                  | Postgraduate<br>Computer<br>Lab |
|                         |  | + EQC7012/<br>^ ESGC6319 | Marketing<br>Research<br>Techniques          | 2 hours               | Dr. Muzalwana Abd<br>Talib       | G2 & G3<br>Computer<br>Lab      |
| Friday                  | 6.15 pm - 9.15 pm  | +EQC7011/<br>^ESGC6318   | Applications of<br>Demographic<br>Techniques | 2 hours               | Dr. Lai Siow Li                  | G2 & G3<br>Computer<br>Lab      |
| * EQC7002/<br>^ESGC6181 | Research Project<br>(10 credit hours)/<br>Research Paper<br>(9 credit hours) |                          |  | No lecture            |                                  |                                 |

\* Core Courses for admission 2017/2018 and later.

+ Optional Courses for admission 2017/2018 and later.

¥ Core Course for intake 2016/2017 and earlier.

^ Optional Courses for intake 2016/2017 and earlier.

#### LIST OF COURSES BASE ON SEMESTER (GRADUATE ON TIME) MASTER OF APPLIED STATISTICS

|                       | SEMESTER 1                                   |                 | SEMESTER 2                                      |                 | SPECIAL SEMESTER |                 | TOTAL           |
|-----------------------|--|-----------------|---|-----------------|------------------|-----------------|-----------------|
| COMPONENT             | SUBJECT                                      | CREDIT<br>HOURS | SUBJECT   | CREDIT<br>HOURS | SUBJECT          | CREDIT<br>HOURS | CREDIT<br>HOURS |
| Core Course           | Choose two (2) core courses (8 credit hours) | 8               | Choose two (2) core<br>courses (8 credit hours) | 8               | Research Project | 10              | 26              |
| Optional Course       | Choose two (2) courses (6<br>credit hours)   | 6               | Choose three (3) courses<br>(10 credit hours)   | 10              |                  |                 | 16              |
| Total Credit<br>Hours |  | 14              |   | 18              |                  | 10              | 42              |

TOTAL CREDIT HOURS: 42 credit hours

- 26 -

#### DIRECTORY OF ACADEMIC STAFF (Qualifications and Expertise)

| DEP | ARTMENT OF APPL  | IED STA'   | <b>FISTICS</b> |                |  |   |
|-----|--|------------|----------------|----------------|--|---|
| No  | Name/Position  | Room<br>No | Tel.<br>Ext.   | Email          | Qualifications   | Expertise   |
| 1.  | Dr. Muzalwana<br>Abdul Talib @ Abdul<br>Mutalib<br>(Head of<br>Department) | B23        | 3730           | wana_am        | PhD, MAppStats (Mal), BA<br>(Hons) (Sheffield Hallam)  | <ul> <li>Statistical Quality Control</li> <li>Service Quality</li> <li>Applied Statistics</li> <li>Multivariate Technique</li> </ul>  |
|     |  |            |                |                |  |   |
| 2.  | Prof. Dr. Goh Kim<br>Leng  | C34        | 3608           | klgoh          | PhD (Monash), MEc,<br>BEc (Mal)  | <ul> <li>Econometrics</li> <li>Financial Time Series<br/>Analysis</li> </ul>  |
| 3.  | Prof. Dr. Noor Azina<br>Ismail   | C33        | 3638           | nazina         | PhD (QUT), MStats,<br>BSc (UNSW)   | <ul> <li>Multivariate Techniques</li> <li>Medical Statistics</li> <li>Health Information System</li> <li>Mathematics of Education</li> <li>Applied Statistics</li> <li>Structural Equation<br/>Modeling</li> <li>Mixture Model</li> </ul> |
| 4.  | Assoc. Prof. Dr. Lau<br>Wee Yeap   | C38        | 3642           | wylau          | PhD (Osaka), MFE (NUS),<br>MAppStats (Mal), MEc<br>(Osaka), MAcc (CSU),<br>BSocSc (Hons)<br>(SciUMalaysia) | <ul> <li>Financial Econometrics</li> <li>Applied Econometrics</li> <li>Applied Statistics</li> <li>Finance</li> <li>Portfolio Management</li> </ul>   |
| 5.  | Dr. Ahmad Farid<br>Osman<br>(Programme<br>Coordinator)                     | E7         | 3665           | faridosman     | PhD (Monash),<br>MSc, BAppSc<br>(SciUMalaysia)   | <ul> <li>Statistics</li> <li>Econometrics</li> <li>Time Series Analysis</li> </ul>  |
| 5.  | Dr. Lai Siow Li  | E15        | 3755           | laisl          | PhD, MAppStats, BEc<br>(Mal)   | <ul> <li>Demography / Population<br/>Studies</li> <li>Applied Statistics</li> <li>Survey Sampling</li> <li>SPSS use</li> </ul>  |
| 7.  | Dr. Ng Yin Mei   | E18        | 3726           | yinmei.ng      | PhD (Queensland),<br>MAppStats, BEc (Mal)  | <ul> <li>Social Gerontology</li> <li>Population Studies</li> <li>Life Course Studies</li> <li>Quantitative and<br/>Qualitative Analysis</li> <li>Applied Statistics</li> </ul>  |
| 8.  | Dr. Adilah Abdul<br>Ghapor   | E3         | 3764           | adilahghapor   | PhD (Mal), BSc (Purdue<br>University, USA)   | Outlier Detection     Missing Values Estimation   |
| €.  | Dr. Tey Nai Peng   | B28        | 3667           | teynp          | PhD (Mal), MSc<br>(Michigan), BEc (Mal)  | <ul> <li>Demography /<br/>Population Studies</li> <li>Applied Statistics</li> <li>Survey Sampling</li> <li>SPSS use</li> </ul>  |
| 10. | Dr. Diana Abdul<br>Wahab   | E4         | 3674           | diana.abdwahab | MAppStats (Mal), BDecSc  | <ul><li>Decision Science</li><li>Applied Statistics</li></ul>   |

◄ Faculty of Economics and Administration ► Postgraduate Handbook 2019/2020 Session

| DEP. | DEPARTMENT OF APPLIED STATISTICS |            |              |        |                     |  |  |  |  |  |
|------|----------------------------------|------------|--------------|--------|---------------------|--|--|--|--|--|
| No   | Name/Position                    | Room<br>No | Tel.<br>Ext. | Email  | Qualifications      | Expertise  |  |  |  |  |
|      |                                  |            |              |        | (NorthUMalaysia)    | Data Mining  |  |  |  |  |
| 11.  | Dr. Soon Siew Voon               | E22        | 3651         | svsoon | PhD, MEc, BEc (UPM) | <ul> <li>Applied Econometrics</li> <li>International Finance</li> <li>Open Economy<br/>Macroeconomics</li> </ul> |  |  |  |  |

Main telephone line: 603-7967 xxxx to be followed by the last 4 digits.

# MASTER OF DEVELOPMENT STUDIES

|              | (B   | )F DEVI<br>SY COU | ELOPMENT S<br>RSEWORK)<br>SESSION 201 | TUDIES                       |                      |  |
|--------------|--|-------------------|---------------------------------------|------------------------------|----------------------|--|
| Code         | Course   | Credit<br>Hours   | Duration of Examination               | Distribution of Marks<br>% % |                      |  |
|              |  |                   |                                       | Continuous<br>Assessments    | Final<br>Examinatior |  |
| CORE COU     | URSES  |                   |                                       |                              |                      |  |
| EQX7001      | Philosophy and<br>Methodology of<br>Research                   | 4                 | 2 hours                               | 70                           | 30                   |  |
| EQD7002      | Research Project   | 12                | -                                     | 100                          | -                    |  |
| EQD7003      | Development Theory and<br>Practice                             | 4                 | 2 hours                               | 60                           | 40                   |  |
| EQD7004      | Globalization and<br>Development                               | 4                 | 2 hours                               | 60                           | 40                   |  |
| ELECTIVE     | E COURSES (A+B)  |                   |                                       |                              |                      |  |
| (A) At least | nine (9) credit hours of the                                   | following         | g optional cour                       | ses:                         |                      |  |
| EQD7005      | Poverty and Inequality   | 3                 | 2 hours                               | 70                           | 30                   |  |
| EQD7006      | Sustainable Development<br>and Environmental<br>Management     | 3                 | 2 hours                               | 70                           | 30                   |  |
| EQD7007      | Entrepreneurship and<br>Development                            | 3                 | 2 hours                               | 70                           | 30                   |  |
| EQD7008      | Institutions, Industrial<br>Development and<br>Economic Growth | 3                 | 2 hours                               | 60                           | 40                   |  |
| EQD7009      | Economics of Education   | 3                 | 2 hours                               | 60                           | 40                   |  |
| EQD7010      | Gender and Development<br>Issues                               | 3                 | 2 hours                               | 60                           | 40                   |  |
| (B) Not mo   | re than nine (9) credit hours                                  | of the fo         | ollowing option                       | al courses:                  |                      |  |
| EQA7005      | The Malaysian Economy  | 4                 | _                                     | 100                          | _                    |  |
| EQA7006      | Economic Development<br>and Planning                           | 3                 | 2 hours                               | 50                           | 50                   |  |
| EQA7009      | Public Economics   | 3                 | 2 hours                               | 50                           | 50                   |  |
| EQA7011      | Islamic Banking and<br>Finance                                 | 3                 | 2 hours                               | 50                           | 50                   |  |
| EQB7005      | Public Policy Analysis   | 4                 | 2 hours                               | 55                           | 45                   |  |
| EQB7012      | Social Policy and<br>Development                               | 3                 | 2 hours                               | 60                           | 40                   |  |
| EQB7013      | Planning Community and<br>Development                          | 3                 | 2 hours                               | 50                           | 50                   |  |
| *Optional    | courses offered in each semes                                  | ster may          | vary from seme                        | ster to semester             |                      |  |

### MASTER OF DEVELOPMENT STUDIES TIME TABLE SEMESTER I, ACADEMIC SESSION 2019/2020

#### SEMESTER I

| DAY       | TIME              | COURSE<br>CODE           | COURSE NAME   | EXAMINATION<br>PERIOD | LECTURER  | VENUE   |
|-----------|-------------------|--------------------------|---|-----------------------|---|---------|
| Monday    | 6.00 pm – 9.00 pm | * EQD7003/<br>¥ERGD6101  | Development<br>Theory and Practice                                | 2 jam                 | <ol> <li>Assoc. Prof. Dr.<br/>VGR Chandran<br/>Govindaraju</li> <li>Assoc. Prof. Dr.<br/>Baskaran<br/>Angathevar</li> </ol> | BSP 0-3 |
| Tuesday   | 6.00 pm – 9.00 pm | *EQD7008 /<br>¥ERGD6306  | Institutions,<br>Industrial<br>Development and<br>Economic Growth | 2 jam                 | Assoc. Prof. Dr. VGR<br>Chandran<br>Govindaraju   | BSP 0-3 |
| Wednesday | 6.00 pm – 9.00 pm | * EQD7005/<br>¥ ERGD6103 | Poverty and<br>Inequality / Poverty<br>and Distribution           | 2 jam                 | Dr. Azmah Hj.<br>Othman   | BSP 0-3 |
| Thursday  | 6.00 pm – 9.00 pm | * EQD7007/<br>¥ ERGD6105 | Entrepreneurship<br>and Development                               | 2 jam                 | Assoc. Prof. Dr.<br>Baskaran Angathevar   | BSP 1-2 |
| Friday    | 6.00 pm – 9.00 pm | * EQD7004/<br>¥ ERGD6102 | Globalization and<br>Development                                  | 2 jam                 | Dr. Shankaran<br>Nambiar  | BSP 0-3 |
| * EQD7002 | Research Project  |                          |   |                       |   |         |
|           | (12 credit hours) |                          |   | No Lecture            |   |         |

\* Core Courses for admission 2017/2018 and later.

+ Optional Courses for admission 2017/2018 and later.

¥ Core Course for intake **2016/2017** and earlier. ^ Optional Courses for intake **2016/2017** and earlier.

# MASTER OF DEVELOPMENT STUDIES TIME TABLE SEMESTER II, ACADEMIC SESSION 2019/2020

#### **SEMESTER II (Tentative)**

| DAY       | TIME                                  | COURSE<br>CODE                     | COURSE NAME   | EXAMINATION<br>PERIOD | LECTURER  | VENUE   |
|-----------|---------------------------------------|------------------------------------|---|-----------------------|---|---------|
| Tuesday   | 6.00 pm – 9.00 pm                     | +EQD7006/<br>^ERGD6104             | Sustainable<br>Development and<br>Environmental<br>Management | 2 hours               | Assoc. Professor<br>Dr. Baskaran<br>Angathevar  | BSP 0-2 |
| Wednesday | 6.00 pm – 9.00 pm                     | +EQD 7010                          | Gender and<br>Development                                     | 2 hours               | Dr. Sharifah<br>Muhairah<br>Shahabudin          | BSP 0-3 |
| Thursday  | 6.00 pm – 9.00 pm                     | *EQD7003/<br><sup>¥</sup> ERGD6101 | Development Theory<br>and Practice                            | 2 hours               | Assoc. Prof. Dr.<br>VGR Chandran<br>Govindaraju | BSP 0-2 |
| Friday    | 6.00 pm – 9.00 pm                     | *EQD7004/<br><sup>¥</sup> ERGD6102 | Globalization and<br>Development                              | 2 hours               | To be confirmed                                 | BSP 0-3 |
| *EQD7002  | Research Project<br>(12 credit hours) |                                    | No  | Lecture               |   |         |

\* Core Courses for admission **2017/2018** and later. + Optional Courses for admission **2017/2018** and later.

¥ Core Course for intake 2016/2017 and earlier.

^ Optional Courses for intake 2016/2017 and earlier.

#### LIST OF COURSES BASE ON SEMESTER (GRADUATE ON TIME) MASTER OF DEVELOPMENT STUDIES

| COMPONENT             | SEMESTER 1   |                 | SEMESTER 2                                      |                 | SPECIAL SEMESTER |                 | TOTAL<br>CREDIT<br>HOURS |
|-----------------------|--|-----------------|---|-----------------|------------------|-----------------|--------------------------|
|                       | Subject  | Credit<br>Hours | Subject   | Credit<br>Hours | Subject          | Credit<br>Hours |                          |
| Core Course           | Choose two (2) core<br>courses<br>(8 credit hours) | 8               | Choose one (1) core<br>courses (4 credit hours) | 4               | Research Project | 12              | 24                       |
| Optional Course       | Choose three (3) courses<br>(9 credit hours)       | 9               | Choose three (3) courses<br>(9 credit hours)    | 9               |                  |                 | 18                       |
| Total Credit<br>Hours |  | 17              |   | 13              |                  | 12              | 42                       |

**TOTAL CREDIT HOURS: 42 Credit Hours** 

#### DIRECTORY OF ACADEMIC STAFF (Qualifications and Expertise)

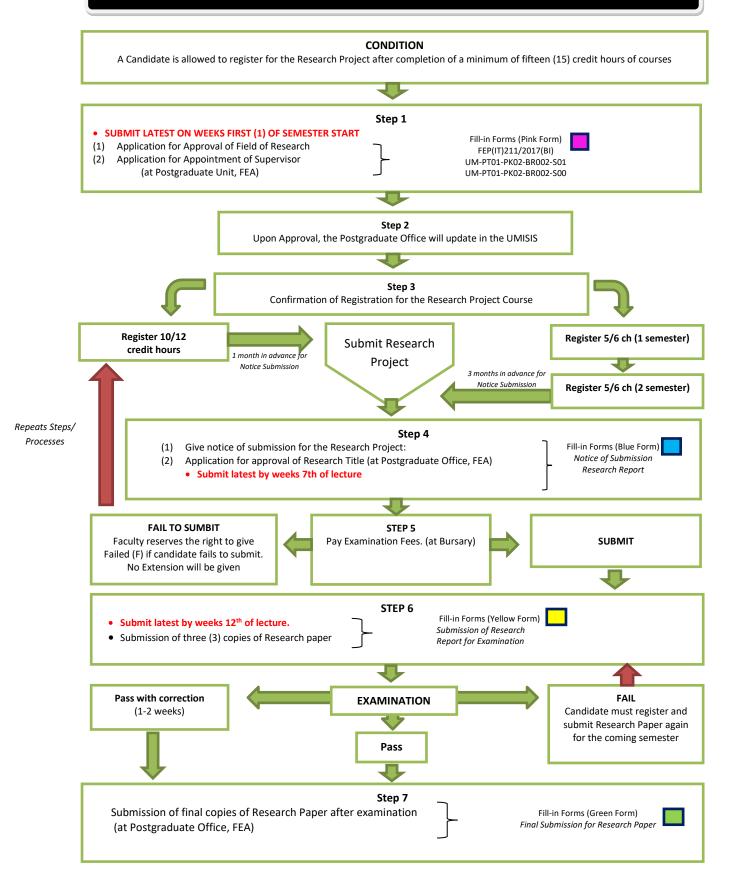
| DEP | DEPARTMENT OF DEVELOPMENT STUDIES   |            |               |                           |  |  |  |
|-----|---|------------|---------------|---------------------------|--|--|--|
| No  | Name/Position   | Room<br>No | Tel.<br>Ext.  | Email                     | Qualifications   | Expertise  |  |
| 1.  | Dr. Sharifah<br>Muhairah<br>Shahabudin<br>( <i>Head of</i><br><i>Department</i> ) | E23        | 3729          | muhairah                  | PhD (Mal), MSc (UiTM),<br>BA (UC, NZ)  | <ul> <li>Economic Social Status &amp;<br/>Education</li> <li>Development Psychology</li> <li>Development Sociology</li> </ul>  |  |
| 2.  | Assoc. Prof. Dr.<br>Baskaran<br>Angathevar  | E20        | 3607          | baskaran                  | DPhil (Sussex), MSc<br>(Middlesex), MPhil (JNU),<br>MA (Punjab), MA<br>(Madurai) | <ul> <li>Innovation Economy</li> <li>National Innovation<br/>System</li> <li>Science, Technology and<br/>Development</li> <li>FDI &amp; OFD</li> <li>Entrepreneurship and<br/>Financial Small Business<br/>management</li> <li>Business Incubator</li> </ul> |  |
| 3.  | Assof. Prof. Dr. VGR<br>Chandran<br>Govindaraju                                   | C05        | 3771/<br>3750 | vgrchandran@um.ed<br>u.my | PhD(Mal), M.Env.Econ.<br>(UKM), B.A(UKM)   | <ul><li>Industrial Development</li><li>Innovation Economics</li></ul>  |  |
| 4.  | Dr. Azmah Hj.<br>Othman<br><b>Deputy Dean</b><br>( <b>Postgraduate</b> )          | B25        | 3675          | g3azmah                   | PhD (Mal), MPhil, MSc<br>(Wales), BEc (Mal)                                      | <ul> <li>Agricultural Economics</li> <li>Development Economics</li> <li>Cooperative Development</li> </ul>   |  |
| 5.  | Dr. Muhammad<br>Mehedi Masud  | 2-03       | 3630          | mehedi                    | PhD (Mal), MSS, BSS<br>(IIUM)  | <ul> <li>Environment &amp;<br/>Development Economics</li> <li>General Management</li> <li>Organizational<br/>Communication</li> </ul>  |  |
| 6.  | Dr. Sonia Kumari<br>Selvarajan<br>(Programme<br>Coordinator)                      | E16        | 3727          | soniakumari               | PhD (UNIMAS), MEc,<br>BEc (UKM)  | <ul> <li>Research Methodology</li> <li>Agriculture Development</li> <li>Financial Development<br/>and Inclusion</li> </ul>   |  |
| 7.  | Mdm. Nur Annizah<br>Ishak   | B31        | 3723          | annizah@um.edu.my         | MA (UMKC), MEc<br>(UKM), BEc (UKM)   | <ul> <li>Development Economics</li> <li>Crime Economy</li> <li>Sociology</li> <li>Tourism Economics</li> </ul>   |  |

Main telephone line: 603-7967 xxxx to be followed by the last 4 digits.

### GRADING SCHEME FOR POSTGRADUATE PROGRAMME

| Marks    | Grade | Grade Point | Meaning      |
|----------|-------|-------------|--------------|
| 90 - 100 | A+    | 4.0         | Distinction  |
| 80 - 90  | А     | 4.0         | Distinction  |
| 75-79    | A-    | 3.7         | Distiliction |
| 70-74    | B+    | 3.3         | Pass         |
| 65-69    | В     | 3.0         | 1 455        |
| 60-64    | B-    | 2.7         |              |
| 55-59    | C+    | 2.3         |              |
| 50-54    | С     | 2.0         | <b>F</b> . 1 |
| 45-49    | C-    | 1.7         | Fail         |
| 40-44    | D+    | 1.5         |              |
| 35-39    | D     | 1.0         |              |
| < 35     | F     | 0           |              |

### PROCEDURES FOR RESEARCH PROJECT (EQA7002/EQB7002/EQC7002/EQD7002)



## IMPORTANT DATES FOR RESEARCH PROJECT (EQA7002/EQB7002/EQC7002/EQD7002) – SEMESTER I & II 2019/2020

| Semester I, 2019/2020 |   |                          |  |  |
|-----------------------|---|--------------------------|--|--|
| <i>NO</i> .           | DETAILS   | LATEST DATE TO<br>SUBMIT |  |  |
| 1.                    | Submission form for Approval of Field of<br>Research and Appointment of Supervisor (Pink<br>Form) | 13 September 2019        |  |  |
| 2.                    | *Submission Form for Approval of Title (Blue Form)  | 25 October 2019          |  |  |
| 3.                    | *Final Submission of Research Project for Examination to Faculty                                  | 06 December 2019         |  |  |

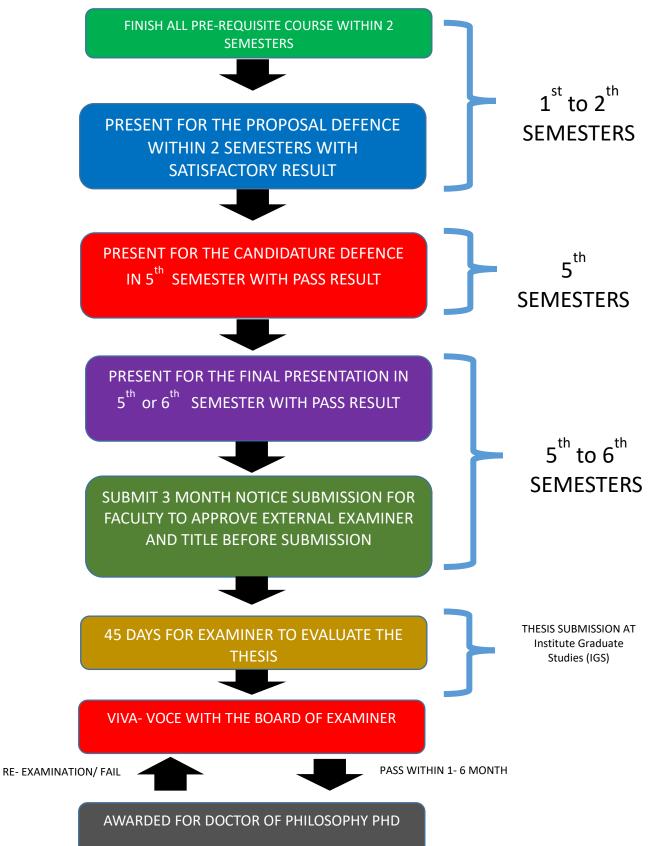
| Semes       | Semester II, 2019/2020  |                          |  |  |  |
|-------------|---|--------------------------|--|--|--|
| <i>NO</i> . | DETAILS   | LATEST DATE TO<br>SUBMIT |  |  |  |
| 1.          | Submission form for Approval of Field of<br>Research and Appointment of Supervisor (Pink<br>Form) | 21 February 2020         |  |  |  |
| 2.          | *Submission Form for Approval of Title (Blue Form)  | 03 April 2020            |  |  |  |
| 3.          | *Final Submission of Research Project for Examination to Faculty                                  | 15 May 2020              |  |  |  |

\*Only students who have completed registration Research Paper/Project of 10/12 credit hours are allowed to hand over documents in the current semester.

Faculty of Economics and Administration Postgraduate Handbook 2019/2020 Session

# DOCTOR OF PHILOSOPHY

# FLOW CHART PHD RESEARCH



### TIME TABLE FOR DOCTOR OF PHILOSOPHY PROGRAM SEMESTER I, SESI 2019/2020

| DAY       | TIME                 | COURSE CODE | COURSE NAME                           | EXAMINATION<br>PERIOD | LECTURER                                | VENUE   |
|-----------|----------------------|-------------|---------------------------------------|-----------------------|---|---------|
| Wednesday | 6.00 pm –<br>9.00 pm | EVX8001     | Research Methodology                  | -                     | Distinguished Prof.<br>Dr. Rajah Rasiah | BSP 1-2 |
| -         | -                    | EVX8002     | Reading Course                        | -                     | Appointed<br>Supervisor                 | -       |
| -         | -                    | EVX8004     | Selected Topics in<br>Economics       | -                     | Appointed<br>Supervisor                 | -       |
| -         | -                    | EVX8005     | Theories and Issues of<br>Development | -                     | Appointed<br>Supervisor                 | -       |
| -         | -                    | EVX8007     | Special Topics in Statistics          | -                     | Appointed<br>Supervisor                 | -       |

### TIME TABLE FOR DOCTOR OF PHILOSOPHY PROGRAM SEMESTER II, SESI 2019/2020 (Tentative)

| DAY       | TIME              | COURSE CODE | COURSE NAME                           | EXAMINATION<br>PERIOD | LECTURER   | VENUE                      |
|-----------|-------------------|-------------|---------------------------------------|-----------------------|--|----------------------------|
| Wednesday | 6.00 –<br>9.00 pm | EVX8001     | Research Methodology                  | -                     | Distinguished Prof.<br>Dr. Rajah Rasiah                  | BSP 1-2                    |
| -         | -                 | EVX8002     | Reading Course                        | -                     | Appointed<br>Supervisor                                  | -                          |
| Thursday  | 6.00 –<br>9.00 pm | EVX8003     | PhD Workshop Series                   | -                     | Professor Dr. Goh<br>Kim Leng                            | Utility<br>Computer<br>Lab |
| -         | -                 | EVX8004     | Selected Topics in<br>Economics       | -                     | Appointed<br>Supervisor                                  | -                          |
| -         | -                 | EVX8005     | Theories and Issues of<br>Development | -                     | Appointed<br>Supervisor                                  | -                          |
| Tuesday   | 6.00 –<br>9.00 pm | EVX8006     | Public Administration and<br>Politics | -                     | Coordinator:<br>Professor Dr.<br>Edmund Terence<br>Gomez | BSP 1-5                    |
| -         | -                 | EVX8007     | Special Topics in Statistics          | -                     | Appointed<br>Supervisor                                  | -                          |

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## PUBLICATION GUIDELINES

### GUIDELINES FOR PUBLICATION IN FULFILMENT OF GRADUATION REQUIREMENTS FOR POSTGRADUATE CANDTDATES By RESEARCH (SENATE APPROVAL ON 29.10.2015)\* subject to senate approval

Publication(s) produced by postgraduate research candidates in fulfilment of graduation requirements must comply with the following criteria:

| CRITERIA                  | REMARKS   |
|---------------------------|---|
| (1) Type of Publications  | <ul> <li>Publications accepted must be:</li> <li>full length articles in journals with impact factor, which are listed in:</li> <li>(a) Thomson Reuters Web of Science (WoS) databases (Science Citation Index Expanded<sup>™</sup>, Social Sciences Citation Index® and Arts &amp; Humanities Citation Index®); or</li> <li>(b) Category A* or Category B* recognized by the faculty; or</li> <li>books* or book chapters* published by publishers listed in the ISI Web of Science (WoS) Master Book List, Thomson Reuters or by University of Malaya Press or <i>Dewan Bahasa dan Pustaka</i> or any publishers recognized by the Faculty. One (1) book is equivalent to 2 (two) publications whereas two (2) book chapters in different books are equivalent to 1 (one) publication.</li> <li>*Note: Publications in Category A or Category B refereed journals or books or book chapters are only applicable to candidates pursuing programmes in the field of Social Sciences.</li> </ul> |
| (2) Authorship            | Publications accepted must be published with the supervisor(s). The supervisor shall act<br>as the corresponding author. In the event that the candidate has more than one<br>supervisor, one of them shall be the corresponding author.<br>The candidate must be the first author, or either the second or subsequent author after<br>the supervisor(s), or the first student author. In the event, two or more candidates co-<br>authored in an article, only one candidate is allowed to use this article to fulfil his/her  |
| (3) Timing                | graduation requirement.<br>Publications accepted must be within the candidature of the candidate.   |
| (4) Topic of publications | Publications accepted must be related and conform to the candidate's research in his/her thesis/dissertation.   |
| (5) Affiliation           | Publications accepted must carry the affiliation of the department and/or faculty where the candidate is registered.  |
| (6) Blacklisted journals  | <ul> <li>Publications in the following journals are NOT accepted:</li> <li>Publications in journals blacklisted by the Malaysian Ministry of Education (MoE)</li> <li>Publications in Probable Predatory Journals (<u>http://scholarlyoa.com/individual-journals/</u>) and Publishers (<u>http://scholarlyoa.com/publishers/</u>) and hijacked journals (<u>http://scholarlyoa.com/other-pages/hijacked-journals/</u>) according to Beall's List.</li> </ul>  |

**NOTE:** Candidate must provide a copy of authorship document that was submitted to the respective publishers (e.g. Authorship Agreement/Form or Statement of Authorship or cover letter of article submission), confirming all the named authors has agreed to publication.

# CANDIDATURE

## LEGISLATIONS AND PRESCRIBED RULES

### **Master's Programmes**

Master's candidates are governed by the University of Malaya (Master's Degree) Rules and Regulations, 2014.

### Ph.D. Programme

Ph.D. candidates are governed by the University of Malaya (Doctoral Degree) Rules and Regulations.

In addition to the above, all postgraduate candidates are also governed by the Universities and University Colleges Act, 1971, the Constitution of the University of Malaya, and all other statutes, rules and regulations currently applicable in the University, including the University of Malaya (Discipline of Candidates) Rules, 1999.

The full texts of the above rules and regulations are available at http://www.ips.um.edu.my under the 'Rules and Regulations' tab. As a registered candidate at the University of Malaya, candidates are responsible for being aware of and to abide by the rules and regulations of the University, the policies and requirements of their respective faculties and the guidelines contained in this handbook.

### **SUPERVISION POLICY**

Please refer to the Supervision Policy of Postgraduate Candidates, which can be downloaded from <u>http://ips.um.edu.my/download/policies-guidelines</u>.

### **ENROLMENT**

Candidates are required to keep their candidature updated by registering on a continuous basis with the University. Failure to do so would result in termination of their candidature.

Candidates who are undertaking the coursework component are required to renew their candidature within the first two (2) weeks of every semester, whereas candidates undertaking the research component / research programmes are required to renew their candidature not later than the seventh ( $7^{\text{th}}$ ) week from the commencement of every semester.

## **REGISTRATION OF COURSES**

Registration of courses must be completed within two (2) weeks from the commencement of the semester. Candidates are allowed to drop any registered courses within the stipulated period as mentioned below:

- (1) Within the first two weeks course fees will not be charged;
- (2) Between the third to seventh week course fees will be charged accordingly.

Candidates are not allowed to drop any registered courses after the seventh week of the semester.

### **DURATION OF CANDIDATURE**

| Programme                     | Minimum     | Maximum      | Graduate on Time<br>(GOT) |
|-------------------------------|-------------|--------------|---------------------------|
| Doctor of Philosophy<br>(PhD) | 4 semesters | 12 semesters | Within 7 semesters        |
| Masters (Research<br>Mode)    | 2 semesters | 8 semesters  | Within 5 semesters        |
| Masters (Mixed Mode)          | 3 semesters | 8 semesters  | Within 5 semesters        |

### **PROGRESS REPORT**

Research candidates are required to submit a progress report online at the end of each semester. The supervisor(s) shall evaluate the progress report, which will then be submitted to the Deputy Dean of Higher Degree or Head of Department.

Candidates with satisfactory progress will be recommended for continuation of their candidature. The Faculty shall terminate the candidature of any candidate who with unsatisfactory progress for three consecutive semesters. Candidates who fail to submit his/her progress report within the stipulated period shall be barred from registering for the following semester.

## SUBMISSION OF THESIS/DISSERTATION FOR EXAMINATION

Candidates shall submit their thesis/dissertation for examination after the minimum period and within the maximum period of the candidature. Candidates must ensure that they have submitted a Three Months' Notice and that thesis/dissertation title has been approved by the Faculty prior to submission of the thesis/dissertation for examination.

Any corrections of re-examination required for the thesis/dissertation must be submitted before the lapse of the prescribed period. Failure to do so shall be deemed a failure in the examination of the thesis/dissertation unless an extension to the prescribed period is approved by the Senate.

Candidates are not allowed to withdraw from an examination for a thesis/dissertation where the thesis/dissertation has already been submitted for examination.

Candidates are advised to refer to the **Guidelines for the Preparation of Research Reports**, **Dissertations and Theses** document on the IPS Website (<u>http://ips.um.edu.my/students/current-students/thesis</u>) for guidance on preparing their thesis/dissertation for submission.

## COMMUNICATION

Candidates are required to check their e-mail at <u>http://siswa.um.edu.my</u> regularly for important updates and announcements pertaining to their candidature. Any changes in correspondence address should be updated at the UM Student Portal at <u>http://myum.um.edu.my</u>.

## CANDIDATURE REQUIREMENTS

Candidates are required to complete their candidature by fulfilling the following requirements:

For Doctoral Degree (by Research) – Doctor of Philosophy

| Requirements |  |  |  |  |
|--------------|--|--|--|--|
|              | lidates are required to fulfil the following candidature requirements before submission of -Months' Notice:  |  |  |  |
| 1.           | Fulfil the minimum candidature duration of 4 semesters.  |  |  |  |
| 2.           | Fulfil the University language requirement (Bahasa Malaysia and English)   |  |  |  |
| 3.           | <ul> <li>Fulfil the residential requirement of 12 months.</li> <li>Candidates are considered to have fulfilled the residential requirement if they have completed requirements 4, 5, 6*, 7 and 8, including the following: <ul> <li>(a) Face-to-face consultation with supervisor(s) as imposed by the faculty; and/or</li> <li>(b) Participation in any faculty activity as required by the faculty</li> </ul></li></ul>  |  |  |  |
| 4.           | Attend at least 3 credits of a <b>Research Methodology Course</b> not later than the second (2 <sup>nd</sup> ) semester of candidature.  |  |  |  |
| 5.           | Present research proposal at a <b>Proposal Defence</b> not later than the second (2 <sup>nd</sup> ) semester of candidature.   |  |  |  |
| 6.           | For candidates with direct admission into the Doctor of Philosophy programme ( <b>Fast Track</b> ),<br>Present research progress at a <b>PhD Confirmation Defence</b> not later than the third (3 <sup>rd</sup> ) semester of candidature.   |  |  |  |
| 7.           | Present research progress in a <b>Candidature Defence</b> session not later than the fifth (5 <sup>th</sup> ) semester of candidature.   |  |  |  |
| 8.           | Present research progress in a Thesis Seminar before the submission of thesis for examination.   |  |  |  |
| Cand         | lidates must fulfil the following publication requirement prior to graduation:   |  |  |  |
| ( )          | <ul> <li>Doctoral candidates pursuing programmes in the field of Sciences must show proof of acceptance for publication of at least two (2) articles in journals indexed by Thomson Reuters Web of Science (WoS) (according to the criteria set in the publication guidelines), prior to graduation.</li> <li>Doctoral candidates pursuing programmes in the field of Social Sciences must show proof of acceptance for publication per the following (according to the criteria set in the publication guidelines), prior to graduation:         <ul> <li>(i) at least one (1) article in journals indexed by Thomson Reuters Web of Science (WoS); or</li> <li>(ii) at least one (1) book published by publishers listed in the Thomson Reuters Web of Science (WoS) Master Book List or by University of Malaya Press or Dewan Bahasa dan Pustaka or any publishers recognised by the Faculty; or</li> <li>(iii) at least two (2) publications in Category A or B refereed journals, or book chapters as follows:</li></ul></li></ul> |  |  |  |
|              | Book chapters published by publishers listed in the Thomson Reuters Web of<br>Science (WoS) Master Book List, or by University of Malaya Press or Dewan Bahasa<br>dan Pustaka or any publishers recognised by the Faculty. Two (2) book chapters in<br>different books are equivalent to one (1) publication.  |  |  |  |
| NOT<br>Facu  | TE: Candidates are also required to fulfil any additional requirements imposed by the  |  |  |  |

### For Master's Degree (by Research)

| Requirements   |  |  |  |  |
|--|--|--|--|--|
| Candidates are required to fulfil the following candidature requirements before submission of the 3-Months' Notice:  |  |  |  |  |
| 1. Fulfil the minimum candidature duration of 2 semesters.   |  |  |  |  |
| 2. Fulfil the University language requirement (Bahasa Malaysia and English)  |  |  |  |  |
| <ul> <li>Fulfil the residential requirement of 6 months.</li> <li>Candidates are considered to have fulfilled the residential requirement if they have completed requirements 4, 5, and 6, including the following: <ul> <li>(a) Face-to-face consultation with supervisor(s) as imposed by the faculty; and/or</li> <li>(b) Participation in any faculty activity as required by the faculty</li> </ul></li></ul>   |  |  |  |  |
| 4. Attend at least 3 credits of a <b>Research Methodology Course</b> not later than the second (2 <sup>nd</sup> ) semester of candidature.   |  |  |  |  |
| 5. Present research proposal at a <b>Proposal Defence</b> not later than the second (2 <sup>nd</sup> ) semester of candidature.  |  |  |  |  |
| 6. Present research progress in a <b>Candidature Defence</b> session not later than the third (3 <sup>rd</sup> ) semester of candidature.  |  |  |  |  |
| Candidates must fulfil the following publication requirement prior to graduation:  |  |  |  |  |
| Publication Requirement  |  |  |  |  |
| (a) Master's candidates pursuing programmes in the field of <b>Sciences</b> must show proof of acceptance for publication of at least one (1) article in journals indexed by Thomson Reuters Web of Science (WoS) (according to the criteria set in the publication guidelines), prior to graduation.  |  |  |  |  |
| (b) Master's candidates pursuing programmes in the field of Social Sciences must show proof of<br>acceptance for publication per the following (according to the criteria set in the publication<br>guidelines), prior to graduation:  |  |  |  |  |
| <ul> <li>(i) at least one (1) article in journals indexed by Thomson Reuters Web of Science (WoS); or</li> <li>(ii) at least one (1) book published by publishers listed in the Thomson Reuters Web of Science (WoS) Master Book List or by University of Malaya Press or Dewan Bahasa dan Pustaka or any publishers recognised by the Faculty; or</li> <li>(iii) at least one (1) publication in Category A or B refereed journals, or book chapters as follows:</li> </ul> |  |  |  |  |
| • Articles in Category A journals:<br>Journals indexed in the Scopus citation database; or the ERA Journal List (Australian<br>Research Council).  |  |  |  |  |
| <ul> <li>Articles in Category B journals:<br/>Journals published by University or scholarly publishers or listed in MyJurnal<br/>(Malaysian Journal Management System). (List of Category B journals must be<br/>recognised by the Faculty)/</li> </ul>  |  |  |  |  |
| <ul> <li>Book chapters in different books:<br/>Book chapters published by publishers listed in the Thomson Reuters Web of<br/>Science (WoS) Master Book List, or by University of Malaya Press or Dewan Bahasa<br/>dan Pustaka or any publishers recognised by the Faculty. Two (2) book chapters in<br/>different books are equivalent to one (1) publication.</li> </ul>   |  |  |  |  |
| NOTE: Candidates are also required to fulfil any additional requirements imposed by the Faculty.   |  |  |  |  |

### For Master's Degree (by Mixed Mode)

|     | Requirements   |  |  |  |  |
|-----|--|--|--|--|--|
| 1.  | Fulfil the minimum candidature duration of 2 or 3 semesters.   |  |  |  |  |
| 2.  | Fulfil the University language requirement (Bahasa Malaysia and English)                                       |  |  |  |  |
| 3.  | Fulfil the residential requirement of 6 months.  |  |  |  |  |
| 4.  | Presentation   |  |  |  |  |
|     | <ul> <li>Present research proposal at the beginning of the research component registration.</li> </ul>         |  |  |  |  |
|     | • Present research progress in a Candidature Defence session as required by the                                |  |  |  |  |
|     | Faculty.   |  |  |  |  |
| NOT | NOTE:  |  |  |  |  |
|     | <ul> <li>Candidates are also required to fulfil any additional requirements imposed by the Faculty.</li> </ul> |  |  |  |  |
|     | Candidates are required to complete their courses with a minimum CGPA of 3.00 prior                            |  |  |  |  |
|     | to registering for the research component.   |  |  |  |  |

## VARIATIONS TO CANDIDATURE

### Withdrawal from Semester

- (1) Candidates are only permitted to withdraw from any semester after they have attended the programme of study for at least one (1) semester.
- (2) The maximum period a candidate may be permitted to withdraw from a semester is:
  - (a) Four (4) normal semesters for a Doctoral degree programme
  - (b) Two (2) normal semesters for a Master's degree programme

Candidates may apply to withdraw within the duration of their candidature whether on a continuous basis or otherwise, except with respect to the last semester of the candidature. The period of withdrawal is counted as part of the candidate's maximum period of candidature, except for medical reasons that are supported by a medical report from a registered medical officer.

- (3) Application for withdrawal from a semester must be received by the faculty by Friday of the seventh week of the semester.
- (4) Candidates may apply by filling in a form which can be downloaded from the IPS website at <u>http://www.ips.um.edu.my</u> under the "Current Students" tab > Registration > Download Form.
- (5) Candidates are not allowed to withdraw from any semester in any of the following situations:
  - (a) Candidate has not attended at least one (1) semester of study;
  - (b) When the examination period has commenced; or
  - (c) During the final semester of candidature.

### Lapse in Candidature

Candidates whose candidature has lapsed due to their failure to renew the candidature may submit an appeal using the prescribed form to continue with his/her studies. The approval to reactivate the candidature may only be given if the lapsed period of candidature is not more than two semesters at any one time, provided that the candidate is within the maximum period of study. A candidate whose appeal is approved will be imposed a fine of RM300 to reactivate his/her candidature.

### Change of Title/Field of Research

Candidates may change their title of research at any time during their candidature by submitting an application to the Faculty. However, the new title of research must be finalised and approved by the Faculty before the candidate submits his/her thesis for examination. A candidate may submit an application in accordance with the prescribed procedures to change the field of research. Any change of title or field of study is subject to the approval of the Faculty.

### Change of Supervisor/Department

Candidates may submit an application, in accordance with the prescribed procedures, to change their supervisor(s) or department. Any change of supervisor(s) or department is subject to the approval of the Faculty.

### **Extension of Period of Candidature**

An appeal to extend the maximum period of candidature must be submitted in the final semester before the end of the candidature period. Candidates can apply by filling in a form which can be downloaded from the IPS website at <u>http://www.ips.um.edu.my</u> under the "Current Students" tab > Registration > Download Form.

Candidates undertaking research programmes are required to obtain their supervisor's support, while candidates undertaking coursework programmes are required to obtain the support of the Deputy Dean of Higher Degree before submitting the form for recommendation of the Dean of the faculty, and approval by the Dean of the Institute of Graduate Studies.

Approval for a one-semester extension can be given not more than twice for each candidate. Upon approval, candidates are required to register within one month from the date of approval. Any further appeal will not be considered after an extension of two semesters has been granted.

### Withdrawal from the University

- (1) "Withdrawal from the University" means withdrawal from a programme of study whereupon a student shall not continue with the programme of study currently pursued.
- (2) Candidates can apply by filling in the appropriate forms prior to the effective date of change. Forms can be downloaded from the IPS website at <u>http://www.ips.um.edu.my</u> under the "Current Students" tab > Registration > Download Form.
- (3) Any decision with respect to withdrawal from the University shall be final.

### Appeals for Readmission

A candidate who has withdrawn from a Degree programme of study may apply to be considered for admission to the Degree programme of study or any other higher degree programmes of the University.

A candidate of a degree programme by Research or Mixed-Mode, whose candidature has lapsed due to failure to renew the candidature or the expiry of the maximum period of candidature, may apply for readmission to the Degree programme of study but in a different field and is to be supervised by a different supervisor.

A candidate of a degree programme of study by Coursework or Clinical, whose candidature has lapsed due to failure to renew the candidature or the expiry of the maximum period of candidature, may reapply to any other programme of study in the University.

## MARKING SCHEME AND GRADE POINT AVERAGE

The assessment for the examination of the coursework component is based on the following marking scheme:

| MARKS   | GRADE | GRADE POINT | MEANING     |
|---------|-------|-------------|-------------|
| 90-100  | A+    | 4.00        |             |
| 80 – 90 | A     | 4.00        | DISTINCTION |
| 75 – 79 | A-    | 3.70        |             |
| 70 – 74 | B+    | 3.30        | PASS        |
| 65 – 69 | В     | 3.00        |             |
| 60 – 64 | B-    | 2.70        |             |
| 55 - 59 | C+    | 2.30        |             |
| 50 – 51 | С     | 2.00        |             |
| 45 – 49 | C-    | 1.70        | FAIL        |
| 40 – 44 | D+    | 1.50        |             |
| 35 – 39 | D     | 1.00        |             |
| 0 - 34  | F     | 0.00        |             |

# GRADUATE ON TIME (GOT) SCHEDULE Doctor of Philosophy (Ph.D.) Candidates

| Semester | Activities   | Output/Milestone   |
|----------|--|--|
| 1        | <ul> <li>Attend Research Methodology Course</li> <li>Attend Bahasa Melayu course*</li> <li>Attend English language course**</li> <li>Familiarization with and use of EndNote,<br/>Turnitin, editing software, data analysis<br/>and research tools</li> <li>Conduct Literature Review</li> <li>Proposal Defence</li> </ul> | <ul> <li>Completed Research Methodology<br/>course</li> <li>Fulfilment of language<br/>requirements</li> <li>Presented research proposal</li> </ul>  |
| 2        | <ul> <li>Extend Introduction section in proposal as<br/>Chapter 1 draft</li> <li>Complete Literature Review</li> <li>Conduct pilot study / start data collection</li> <li>Attend at least 3 courses in Upskill<br/>Program (including GOT seminar)</li> <li>Prepare for Candidature Defence</li> </ul>                     | <ul> <li>Literature Review</li> <li>Thesis Plan / Outline of Thesis</li> <li>Submission of Publication 1<br/>(review paper / concept paper)</li> <li>(Candidates are strongly advised to use<br/>reference management software Eg:<br/>Mendeley, Bibtex, EndNote)</li> </ul> |
| 3        | <ul> <li>Data analysis</li> <li>Candidature Defence report writing</li> <li>Attend at least 2 courses in Upskill<br/>Program</li> <li>Candidature Defence</li> </ul>   | Completed Candidature Defence     (Candidature Defence report     should include data collection,     findings, thesis outline)  |
| 4        | <ul> <li>Data analysis</li> <li>Thesis write-up (Chapter 1, 2 &amp; 3)</li> <li>Preparation of manuscripts for submission of publication</li> <li>Attend at least 2 courses in Upskill Program</li> </ul>  | <ul> <li>Submission of Publication 2</li> <li>Completed drafts of three chapters</li> </ul>  |
| 5        | <ul> <li>Thesis write-up (complete remaining chapters)</li> <li>Presentation of Thesis Seminar</li> <li>Attend at least 2 courses in Upskill Program</li> <li>Submit 3 Months' Notice for thesis submission</li> <li>Attend Thesis Bootcamp</li> </ul>   | <ul> <li>Completed thesis draft</li> <li>Presented Thesis Seminar</li> </ul>   |
| 6        | <ul><li>Finalize and submit thesis</li><li>Prepare for viva voce</li></ul>   | <ul><li>Submission of thesis</li><li>Viva voce</li></ul>   |

## Masters by Research Candidates

| Semester | Activities   | Output/Milestone  |
|----------|--|---|
| 1        | <ul> <li>Attend Research Methodology Course</li> <li>Attend Bahasa Melayu course*</li> <li>Attend English language course**</li> <li>Familiarization with and use of EndNote,<br/>Turnitin, editing software, data analysis<br/>and research tools</li> <li>Conduct Literature Review</li> <li>Proposal Defence</li> </ul>                           | <ul> <li>Completed Research Methodology<br/>course</li> <li>Fulfilment of language<br/>requirements</li> <li>Presented research proposal</li> </ul> |
| 2        | <ul> <li>Extend research proposal to drafts of chapter 1, 2 &amp; 3</li> <li>Conduct pilot study / planning &amp; setting up of experiment / start data collection</li> <li>Begin data analysis</li> <li>Attend at least 2 courses in Upskill Program</li> <li>Prepare and present Candidature Defence</li> <li>Prepare for Publication 1</li> </ul> | <ul> <li>Complete outline of dissertation</li> <li>Submission of Publication 1</li> <li>Completed Candidature Defence</li> </ul>                    |
| 3        | <ul> <li>Finalise chapters 1, 2 &amp; 3</li> <li>Finalise data analysis</li> <li>Begin chapters 4 &amp; 5</li> <li>Attend at least 1 course in Upskill<br/>Program</li> <li>Submit 3 Months' Notice</li> </ul>   | <ul> <li>Completed chapters 1, 2 &amp; 3</li> <li>Draft of chapters 4 &amp; 5</li> </ul>  |
| 4        | <ul> <li>Attend Thesis Bootcamp</li> <li>Finalise &amp; submit dissertation</li> <li>Committee of Examiners meeting</li> </ul>   | <ul> <li>Submission of dissertation</li> <li>Outcome of Committee of<br/>Examiners meeting</li> </ul>   |

## FOR ENQUIRIES ON THE POSTGRADUATE PROGRAMMES, PLEASE CONTACT THE FOLLOWING STAFF: (as at August 2019)

| GENER | AL INFORMATION ON POSTGRADUATE PROGRAMMES  |
|-------|--|
|       | Dr. Azmah Hj. Othman<br>Deputy Dean (Postgraduate)<br>Tel: +603-79673749 / Fax: +603-79673719<br>e-mail: g3azmah@um.edu.my   |
|       | MASTER OF ECONOMICS  |
|       | Associate Professor Dr. Santha Chenayah @ Ramu<br>Head of Department of Economics<br>Tel: +603-79673746/3761 / Fax: +603-79567252<br>e-mail: santha@um.edu.my  |
| (20)  | <b>Dr. Mohamed Aslam Gulam Hassan</b><br>Programme Coordinator<br>Tel: +603-79673605 / Fax: +603-79567252<br>e-mail: maslam@um.edu.my  |
|       | Dr. Ong Sheue Li<br>Programme Coordinator<br>Tel: +603-79673699 / Fax: +603-79567252<br>e-mail: ongsl@um.edu.my  |
|       | MASTER OF PUBLIC ADMINISTRATION  |
|       | Associate Professor Dr. Kuppusamy Singaravelloo         Head of Department of Administrative Studies & Politics         Tel: +603-79673748/3670 / Fax: +603-79567252         e-mail: kuppusamy_s@um.edu.my |
|       | <b>Dr. Nurhidayah Abdullah</b><br>Programme Coordinator<br>Tel: +603-79673715/ Fax: +603-79567252<br>e-mail: abd_hidayah@um.edu.my   |
|       | MASTER OF APPLIED STATISTICS   |
|       | <i>Dr. Muzalwana Abd Talib</i><br>Head of Department of Applied Statistics<br>Tel: +603-79673747 /3730 Fax: +603-79567252<br>e-mail: wana_am@um.edu.my   |
|       | Dr. Ahmad Farid Osman<br>Programme Coordinator<br>Tel: +603-79673627 / Fax: +603-79567252<br>e-mail: wylau@um.edu.my   |

| MASTER OF DEVELOPMENT STUDIES   |
|---|
| <b>Dr. Sharifah Muhairah Shahabudin</b><br>Head of Department of Development Studies<br>Tel: +603-79673671/3729 / Fax: +603-79567252<br>e-mail: vgrchandran@um.edu.my |
| <i>Dr. Sonia Kumari Selvarajan</i><br>Programme Coordinator<br>Tel: +603-79673727/ Fax: +603-79567252<br>e-mail: soniakumari@um.edu.my                                |

### **GENERAL ADMINISTRATIVE MATTERS**



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### Appendix B

### REGISTRATION FOR NEW POSTGRADUATE CANDIDATES SEMESTER I, 2019/2020 SESSION EXAMINATION HALL 3, EXAMINATION BUILDING, UNIVERSITY OF MALAYA

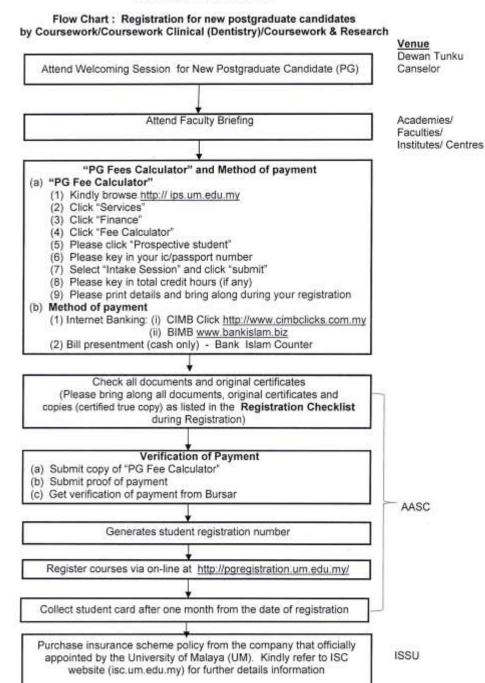
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| Date / Day              | Tir  | Time   |  |  |
|-------------------------|--|--|--|--|
| DaterDay                | 9.00 am – 1.00 pm  | 2.30 pm – 4.30 pm  |  |  |
| 3.9.2019<br>(Tuesday)   | <ul> <li>Academy of Islamic<br/>Studies</li> <li>Faculty of Science</li> </ul>                                     | <ul> <li>Academy of Malay Studies</li> <li>Faculty of Dentistry</li> <li>Institute for Advanced<br/>Studies (UMPEDAC)</li> </ul> |  |  |
| 4.9.2019<br>(Wednesday) | <ul> <li>Faculty of Education</li> <li>Faculty of Built<br/>Environment</li> </ul>                                 | <ul> <li>Faculty of Languages and<br/>Linguistics</li> <li>Centre for Sport &amp; Exercise<br/>Sciences</li> </ul>               |  |  |
| 5.9.2019<br>(Thursday)  | <ul> <li>Faculty of Engineering</li> <li>Faculty of Computer<br/>Science and Information<br/>Technology</li> </ul> | <ul> <li>Faculty of Law</li> <li>Culture Centre</li> <li>Faculty of Medicine</li> </ul>  |  |  |
| 6.9.2019<br>(Friday)    | <ul> <li>Faculty of Economics and<br/>Administration</li> <li>Faculty of Arts and Social<br/>Sciences</li> </ul>   | <ul> <li>Faculty of Business and<br/>Accountancy</li> <li>INPUMA</li> <li>Asia-Europe Institute</li> </ul>                       |  |  |

### UNIVERSITY OF MALAYA

### Appendix C



### "Note

 Candidates are required to pay all stipulated fees prior to register (Please refer to the fees structure on the website <u>http://www.ips.um.edu.my</u>). Verification of registration is upon confirmation of the payment...

For candidates with scholarships, please bring along an original copy and 2 duplicate copies of your letter of award.

3. Payment by personel cheques or cash will not be accepted.

### Appendix D

### ACADEMIC CALENDAR FOR NEW POSTGRADUATE CANDIDATES

### SEMESTER I, 2019/2020 SESSION

- (i) BY COURSEWORK
- (ii) BY COURSEWORK & RESEARCH
- (iii) BY COURSEWORK CLINICAL (DENTISTRY)

| Duration                               | Activities   | Venue   |  |  |
|--|--|---|--|--|
| <b>30.8.2019</b><br>9.00 am - 12.30 pm | Welcoming Session For New<br>Postgraduate Candidates   | Dewan Tunku Canselor                                  |  |  |
| 3.00 pm - 5.00 pm                      | Faculties/Academies/Institutes/<br>Centres Briefing  | Respective Faculties<br>(Kindly refer the attachment) |  |  |
| 3.9.2019 - 6.9.2019                    | Registration of course(s) for<br>New Postgraduate Candidates   | AASC  |  |  |
| 9.9.2019 - 3.11.2019 Lectures          |  | Faculties/Academies/Institutes/<br>Centres            |  |  |
| 9.9.2019 – 20.9.2019                   | Adds/Drops of course(s)<br>Fees will not be charged if<br>dropping of course(s) is<br>done during this period <sup>4</sup> | http://pgregistration.um.edu.my                       |  |  |
| 23.9.2019 - 27.9.2019                  | Confirmation of registration (via online)  | http://pgregistration.um.edu.my                       |  |  |
| 23.9.2019 – 25.10.2019                 | Drops of course(s) only<br>Fees will be charged <sup>2</sup><br>- Complete IPS-04 form                                     | AASC/Faculty  |  |  |
| 4.11.2019 - 10.11.2019                 | Mid – Semester break   |   |  |  |
| 11.11.2019 – 22.12.2019                | Lectures   | Faculties/Academies/Institutes/<br>Centres            |  |  |
| 23.12.2019 - 29.12.2019                | Revision Week  |   |  |  |
| 30.12.2019 - 19.1.2020                 | Examination Week   |   |  |  |
| 20.1.2020 - 16.2.2020                  | Semester break   | 0   |  |  |

### Important Instruction:

Please print and keep course(s) registration details including the record of added/dropped courses and proof of payment for future reference.

- Course(s) fees will not be charged if dropping of course(s) is done during this period (9.9.2019 – 20.9.2019)<sup>1</sup>
- (2) Starting 23.9.2019:
  - (a) The tuition fees will be charged if dropping course(s) is done in this period.
  - (b) Penalty of RM200.00 will be charged to candidates upon late registration.

## For enquiries on admission, registration and fees please contact

.

### Appendix E

| Academic Administration and Services Centre<br>Admission & Registration Section<br>Examination & Graduation Section<br>Administration and Senate Management Section<br>Scholarship and Sponsorship Unit | 7967 4404/ 4405/ 4407/4528<br>7967 3266/ 3585/ 3402/ 4613<br>7967 7016/ 7866<br>7967 4604/4605 |
|---|--|
| nternational Student Services Unit  | 7967 7867/ 7858/ 7859  |
| Student Account, Bursar Office  | 7967 3537/ 7770  |
| Academy of Islamic Studies  | 7967 6109/ 6136//6105  |
| Academy of Malay Studies  | 7967 7278  |
| Cultural Centre   | 7967 3541/ 3339  |
| Centre of Sport and Exercise Sciences   | 7967 3227/ 4658  |
| Faculty of Arts & Social Sciences   | 7967 5484/ 5526  |
| Faculty of Built Environment  | 7967 4449/ 6856/ 6807  |
| Faculty of Business & Accountancy   | 7967 3850  |
| Faculty of Computer Science & Information Technology  | 7967 6311/ 6316/ 6308  |
| Faculty of Dentistry  | 7967 7463  |
| Faculty of Economics & Administration   | 7967 3636/ 3749/ 3632  |
| Faculty of Education  | 7967 5133/ 5080/ 5001  |
| Faculty of Engineering  | 7967 4480/ 4481  |
| Faculty of Languages & Linguistics  | 7967 3144/ 3133  |
| Faculty of Law  | 7967 6512/6511   |
| Faculty of Medicine   | 7967 3147/ 3146  |
| Faculty of Science  | 7967 4083/ 7163/ 4221  |
| Asia-Europe Institute   | 7967 6920/ 6907  |
| nstitute for Advanced Studies   | 7967 6284/ 7860/ 4613  |
| JM Power Energy Dedicated Advanced Centre (UMPEDAC)   | 2246 3246/ 3397  |
| nternational Institute of Public Policy and Management (INPUMA)   | 7967 7970/7976   |
| nstitute of Research, Management and Consultancy (IPPP)   | 7967 4643  |
| Student Affairs & Alumni  | 7967 3201  |
| Security Office   | 7967 3470/3582   |
| Student Health Clinic   | 7967 6445  |
| Centre for IT (PTM)   | 7967 4001  |

# **PROHIBITION AGAINST PLAGIARISM**

(In accordance with Section 6 of Prohibition Against Plagiarism, Part II, General Discipline, Universities and University College Act, 1971 University of Malaya (Discipline of Students) Rules 1999)

"... 1. A student shall not plagiarize any idea, writing, data or invention belonging to another person.

- 2. For the purposes of this rule, plagiarism includes:
  - (a) the act of taking an idea, writing, data or invention of another person and claiming that the idea, writing, data or invention is the result of one's own findings or creation; or
  - (b) an attempt to make out or the act of making out, in such a way, that one is the original source or the creator of an idea, writing, data or invention which has actually been taken from some other source.
- 3. Without prejudice to the generality of subrule (2) a student plagiarizes when he:
  - (a) Publishes, with himself as the author, an abstract, article, scientific or academic paper, or book which is wholly or partly written by some other persons;
  - (b) incorporates himself and allows himself to be incorporated as a co-author of an abstract, article, scientific or academic paper, or book, when he has not at all made any written contribution to the abstract, article, scientific or academic paper, or book;
  - (c) forces another person to include his name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he has not made any contribution which may qualify him as a co-researcher or co-author;
  - (d) extracts academic data which are the results of research undertaken by some other person, such as laboratory findings or field work findings or data obtained through library research, whether published or unpublished, and incorporate those data as part of his academic research without giving due acknowledgement to the actual source;
  - (e) uses research data obtained through collaborative work with some other person, whether or not that other person is a staff member of a student of the University, as part of another distinct personal academic research of his, or for a publication in his own name as sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data;
  - (f) transcribes the ideas or creations of others kept in whatever form, whether written, printed or available in electronic form, or in slide form, or in whatever form of teaching or research apparatus, or in any other form, and claims whether directly or indirectly that he is the creator of that idea or creation;
  - (g) translates the writing or creation of another person from one language to another whether or not wholly or partly, and subsequently presents the translation in whatever form or manner as his own writing or creation; or
  - (h) extracts ideas from another person's writing or creation and makes certain modifications without due reference to the original source and rearranges them in such a way that it appears as if he is the creator of those ideas . ..."

# **FACILITIES**

The basic facilities that are available at the FEA include the following:

| Facilities      | Numbers | Location/Block   |
|-----------------|---------|--|
| Computer Lab    | 5       | <ul> <li>Ground Floor, Postgraduate Building (H12)</li> <li>Ground Floor, New Additional Building (H08)</li> <li>Level 1, Additional Building (H08)</li> </ul>               |
| Hall            | 1       | Additional Building (H09)  |
| Lecture Hall    | 5       | DK1 - DK5 (H11)  |
| Meeting Room    | 4       | <ul> <li>Ground Level, Administration Building (H10)</li> <li>Level 1, Administration Building (H10)</li> <li>Ground Level, New Additional Building (H09)</li> </ul>         |
| Conference Room | 2       | • Level 3, Postgraduate Building (H12)   |
| Seminar Room    | 25      | <ul> <li>Level 3, Postgraduate Building (H12)</li> <li>New Additional Building (H09)</li> <li>New Additional Building (H08)</li> </ul>                                       |
| Cafeteria       | 1       | • Ground Level, Postgraduate Building (H12)  |
| Prayer Room     | 6       | <ul> <li>Men:</li> <li>Level 3, Administration Building (H10)</li> <li>Ground Level, Additional Building (H08)</li> <li>Ground Level, Postgraduate Building (H12)</li> </ul> |
|                 |         | <ul><li>Ladies:</li><li>Level 3, Administration Building (H10)</li><li>Ground Level, Additional Building (H08)</li></ul>   |

Ground Level, Additional Building (1108)
Ground Level, Postgraduate Building (H12)

# **COMPUTER LAB RULES**

1. Opening hours:

| <u>Regular Working Hours:</u> |                    |   |                    |
|-------------------------------|--------------------|---|--------------------|
| Monday - Thursday             | 8.30 am            | - | 1.00 pm            |
|                               | 2.00 pm            | - | 5.30 pm            |
| Lunch Break                   | 1.00 pm            | - | 2.00 pm            |
| Friday                        | 8.30 am            | - | 12.15 pm           |
| Lunch Break                   | 2.45 pm<br>12.15pm | - | 5.30 pm<br>2.45 pm |

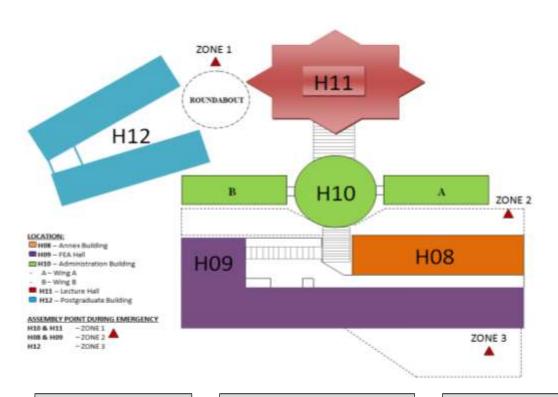
| Additional Hours during | Semester: |   |         |
|-------------------------|-----------|---|---------|
| Monday - Friday         | 5.30 pm   | - | 9.30 pm |

- 2. Only the students from the Faculty of Economics and Administration are allowed to use the computer lab. Students are required to display their matric card while in the computer lab.
- 3. Students are required to ensure that diskettes and data are virus free.
- 4. Students must always ensure the cleanliness and the safety of the hardware in the computer lab including table, chair and other equipment.
- 5. Students must report any damages of the hardware and the furniture to the lab attendant.
- 6. Students must always dress neatly while in the lab. Students are prohibited from wearing slippers, shorts or revealing dresses.

### 7. STUDENTS ARE PROHIBITED FROM:

- (1) Copying or installing any software from/to the hard disc in the computer lab
- (2) Bringing bags or friends and students from other faculties or other universities into the computer lab.
- (3) Using hand phones, making noise or disturbing other users in the lab.
- (4) Smoking and bringing food and drinks into the computer lab.
- 8. The Faculty will not be responsible for any accident resulting from irresponsible behaviour and for the loss of valuables being left outside the lab.

# MAP OF FACULTY OF ECONOMICS & ADMINISTRATION



### H08-Annex Building

Ground Floor Computer Lab, Men's Prayer Room

First Floor Computer Lab (G2 & G3) & Women's Prayer Room

Second Floor Seminar Rooms (H1 - H8)

H09 – FEA Hall Ground Floor Seminar Rooms & FEA Hall

First Floor PhD Room, Visiting Professor's Rooms, Malaysian Economic Association (PEM)

#### H10-Administration Building

Basement Store Room

Ground Floor FEA Foyer, B16 (Student Services Center) & Printing Room

First Floor Dean's Office, Deputy Dean's (Research) Office, Department Office, Senior Assistant Registrar's Room (Administrative & Development)

Second Floor Lecturer's Rooms (D6 - D10), Center for Poverty and Development Studies, PhD Room, Staff Room, Women's Prayer Room

Third Floor Lecturer's Rooms (E1-E20), PhD Rooms (E23 - E30), Men's Prayer Room

A-WING A Ground Floor General Office/Undergraduate Office First Floor Lecturer's Rooms (C31 – C 38) & TIAC Room/Monetary & Financial Economics Unit (MoFEU)

<u>B – WING B</u> Ground Floor Lecturer's Rooms (B19 – B34) First Floor Lecturer's Rooms (C5 – C17) & Dean's Meeting Room

#### H11-Lecture Hall

Lecture Hall 1 to 5

H12-Postgraduate Building

Ground Floor Technician's Room, Staff Room, Cafe, Prayer Rooms & Seminar Rooms (BSP 0-1 to BSP 0-4)

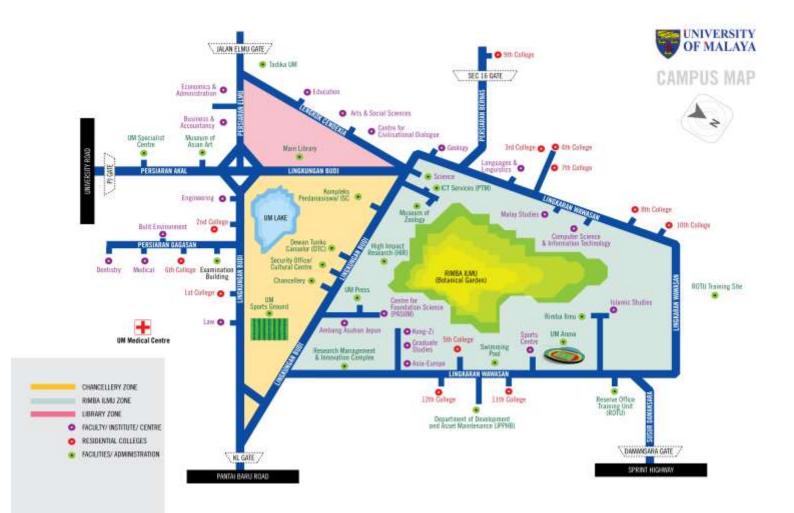
First Floor Postgraduate Office, VIP Room & Seminar Rooms (BSP 1-0 to BSP 1-7)

Second Floor Lecturer's Rooms (2-01 to 2-42) & PhD Room

Third Floor Postgraduate Conference Room & Seminar Rooms (BSP 3-1 to BSP 3-3)

# UNIVERSITY OF MALAYA

# **CAMPUS MAP**



Faculty of Economics and Administration Postgraduate Handbook 2019/2020 Session

# NOTES

# **POSTGRADUATE UNIT** ACADEMIC OFFICE FACULTY OF ECONOMICS AND ADMINISTRATION UNIVERSITY OF MALAYA



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