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 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		
T	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:

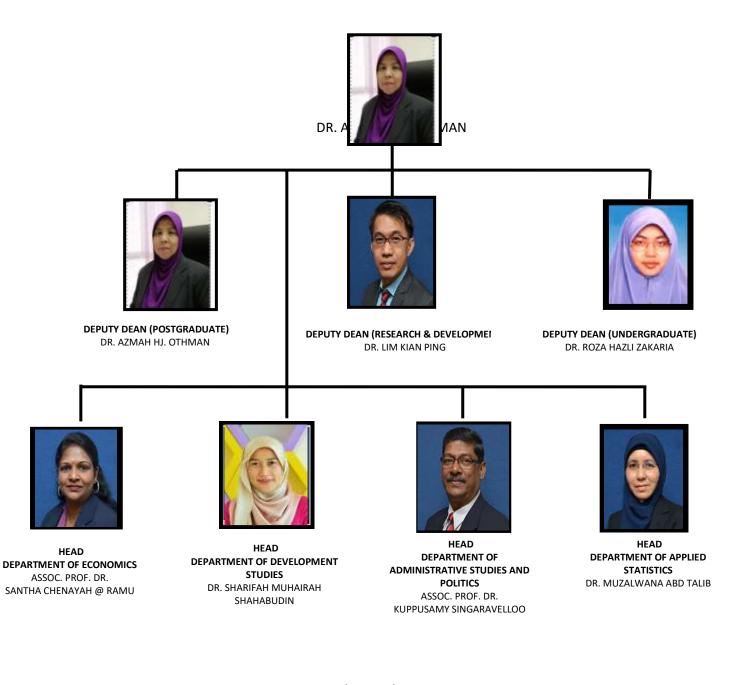
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◄Faculty of Economics and Administration ► Postgraduate Handbook 2019/2020 Session

- (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 Name	GEMENT AND A Tel. Ext	DMINISTRATIVE STAFF Email
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		-
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		·

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

MASTER OF ECONOMICS

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Code	Course	Credit Hour	Duration of Examination	of Distributi on %	on of Marks %
CORE CO	URSES		1	Continuous Assessments	Final 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 L COURSES				
EQA7006	Economic Development and Planning	3	2 hours	50	50
EQA7007	Applied Macroeconomics	3	2 hours	50	50
EQA7008	Money and Finance in Economic Development	3	2 hours	50	50
EQA7009	Public Economics	3	2 hours	50	50
EQA7010	International Trade and 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 EQA7015		4	3 hours	50	50
EQA7014 EQA7015 EQC7006	Time Series Analysis		2 hours	50	50
EQA7014 EQA7015 EQC7006 EQC7014	Applied Financial Econometric			70	30
EQA7014 EQA7015 EQC7006	-	3	2 hours 2 hours	60	40

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

SEMESTER I

DAY	TIME	COURSE CODE	COURSE NAME	EXAMINATION PERIOD	LECTURER	VENUE
Monday	6.00 pm – 9.00 pm	* EQA7003/ ¥ EXGA6120	Advanced Microeconomics	3 jam	Dr. Nurulhuda Mohd Satar	BSP 0-2
	6.00 pm – 9.00 pm	* EQX7001/ ¥ EXGA6122	Philosophy and Methodology of Research	2 jam	Prof. Dr. Niaz Asadullah	BSP 3-1
Tuesday	6.00 pm – 9.00 pm	+ EQA7008/ ^ EXGA6304	Money and Finance in Economic Development	2 jam	Professor Dr. Tan Eu Chye	DK4
	6.00 pm – 9.00 pm	* EQA7004/ ¥ EXGA6121	Advanced Macroeconomics	3 jam	Dr. Mohamed Aslam Gulam Hassan	BSP 0-2
Wednesday	6.00 pm – 9.00 pm	+ EQA7013/ ^ EXGA6312	Advanced International Trade	2 jam	(1) Professor Dr. Evelyn Shyamala Paul Devadason(2) Dr. Tang Tuck Cheong	BSP1-3
Thursday	6.00 pm – 9.00 pm	+ EQA7014/ ^ EXGA6313	Urban Economics	2 jam	Dr. Nurulhuda Mohd Satar	BSP 0-2
Friday	6.00 pm – 9.00 pm	+ EQA7006/ ^ EXGA6103	Economic Development and Planning	2 jam	Professor Dr. Hjh Fatimah Kari	BSP 0-2
	6.00 pm – 9.00 pm	* EQA 7005/ ¥ EXGA6112	The Malaysian Economy	No Examination	Dr. Mohamed Aslam Gulam Hassan	DK4
* EQA7002/ ¥ EXGA6181	Research Project (10 credit hours)/ Research Paper (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 CODE	COURSE NAME	EXAMINATION PERIOD	LECTURER	VENUE
Monday	6.00 pm – 9.00 pm	* EQX7001/ ¥ EXGA6122	Philosophy and Methodology of Research	2 hours	Prof. Dr. Niaz Asadullah	BSP 3-1
		+ EQA7015/ ^ EXGA6314	Social Protection	2 hours	Dr. Mario Arturo Ruiz Estrada	BSP 0-3
Tuesday	6.00 pm – 9.00 pm	+ EQA7010/ ^ EXGA6307	International Trade and Environment	2 hours	To be confirmed	BSP 0-3
	6.00 pm – 9.00 pm	* EQA 7004/ ¥ EXGA6121	Advanced Macroeconomics	3 hours	To be confirmed	BSP 0-2
Wednesday		+EQA7007/ ^EXGA6303	Applied Macroeconomics	2 Hours	Associate Professor Dr. Kwek Kian Teng	Utility Computer Lab
Thursday	6.00 pm – 9.00 pm	+ EQA7009/ ^ EXGA6305	Public Economics	2 hours	Dr. Mohamed Aslam Gulam Hassan	BSP 3-1
	6.00 pm – 9.00 pm	+ EQA7001/ ^ EXGA6309	Islamic Banking & Finance	2 hours	To be confirmed	BSP 0-3
Friday	6.00 pm – 9.00 pm	* EQA7003/ ¥ EXGA6120	Advanced Microeconomics	3 hours	Dr. Ong Sheue Li	BSP 0-2
· · · · · · · · · · · · · · · · · · ·		+ EQA7012/ ^ EXGA6311	Issues in Economic Analysis	2 hours	Prof. Dr. Niaz Asadullah	BSP 1-2
* EQA7002/ ¥ EXGA6181	Research Project (10 credit hours)/ Research Paper (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 CREDIT HOURS
	Subject	Credit Hours	Subject	Credit Hours	Subject	Credit Hours	
Core Course	Choose three (3) core courses (12 Credit Hours)	12	Choose two (2) core courses (8 Credit Hours)	8	Research Project	10	30
Optional Course	Choose any one (1) elective courses (3 Credit Hours)	3	Choose any three (3) elective courses (9 Credit Hours)	9			12
Total Credit Hours		15		17		10	42

TOTAL CREDIT HOURS: 42 Credit Hours

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DIRECTORY OF ACADEMIC STAFF (Qualifications and Expertise)

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

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

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 Hours	Duration of Examination	Distribution o % Continuous	of Marks % 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 CODE	COURSE NAME	EXAMINATI ON PERIOD	LECTURER	VENUE
Monday	6.00 pm – 9.00 pm	*EQB7004/ [¥] EPGB6120	Management Theory and Practice	2 hours	Professor Dr. Beh Loo See	BSP 0-4
,	6.00 pm – 9.00 pm	+EQB7010 ^EPGB6319	Malaysian Politics and Governance/ Malaysian Politics	2 hours	Dr. Muhammad Tawfik Yaakub	BSP 1-1
		*EQB7006	Fiscal Administration	3 hours	Associate Professor Dr.	BSP 0-4
Tuesday	6.00 pm – 9.00 pm	[¥] EPGB6121	Financial Administration in Developing Countries	2 hours	Yeoh Kok Kheng	
Tuesday	Tuesday 6.00 pm – 9.00 pm		Planning Community and Development/ Planning Administration and Community Development	2 hours	Associate Professor Dr. Raja Noriza Raja Ariffin	BSP 1-1
Wednesday	6.00 pm – 9.00 pm	*EQB7005/ [¥] EPGB6123	Public Policy Analysis/ Policy Analysis and Programme Evaluation	2 hours	Professor Dr. Edmund Terence Gomez	BSP 0-4
	6.00 pm – 9.00 pm	+EQB7008/ ^EPGB6111	Human Resource Management	2 hours	Dr. Nurul Liyana Mohd Kamil	BSP 1-1
Thursday	6.00 pm – 9.00 pm	*EQB7003/ [¥] EPGB6124	Public Administration and Politics/ Politics, Development and Governance	2 hours	Associate Professor Dr. Makmor Tumin	BSP 1-1
	6.00 pm – 9.00 pm	+EQB7009/ ^EPGB6112	Quality Management	2 hours	Dr. Nur Hairani Abd Rahman	BSP 0-4
Friday	6.00 pm – 9.00 pm	*EQB7001/	Research Methodology in Public Administration	No examination	Associate Professor Dr.	Postgraduate Computer Lab
		[¥] EPGB6122	Research Methodology	2 hours	Kuppusamy Singaravelloo	
* EQB7002/ ¥ EPGB6181	Research Project (10 credit hours)/ Research Paper (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 CODE	COURSE NAME	EXAMINATION PERIOD	LECTURER	VENUE
Monday	6.00 pm – 9.00 pm	*EQB7004/ *EPGB6120	Management Theory and Practice	2 hours	Professor Dr. Beh Loo See	BSP 0-4
	6.00 pm – 9.00 pm	+EQB7014	Political Communication and the Media	2 hours	Dr. Muhammad 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	[¥] EPGB6121	Financial Administration in Developing Countries	2 hours	confirmed	
	6.00 pm – 9.00 pm	+EQB7012/ ^EPGB6322	Social Policy and Development	2 hours	Dr. Nur Hairani Abd Rahman	BSP 0-4
Wednesday	6.00 pm – 9.00 pm	*EQB7005/ *EPGB6123	Public Policy Analysis/ Policy Analysis and Programme Evaluation	2 hours	Professor Dr. Khadijah Md Khalid	BSP 0-4
	6.00 pm – 9.00 pm	+EQB7011/ ^EPGB6320	Urban Management	2 hours	Associate Professor Dr. Raja Noriza Raja Ariffin	BSP 1-1
Thursday	6.00 pm – 9.00 pm	*EQB7003/ *EPGB6124	Public Administration and Politics/ Politics, Development and Governance	2 hours	Associate Professor Dr. Makmor Tumin	BSP 1-1
	6.00 pm – 9.00 pm	+EQB7007	Administrative Behaviour	2 hours	Dr. Nurul Liyana Mohd Kamil	BSP 0-4
Friday	6.00 pm – 9.00 pm	*EQB7001/	Research Methodology in Public Administration	No examination	Associate Professor Dr. Kuppusamy Singaravelloo	Postgraduate Computer Lab
		[¥] EPGB6122	Research Methodology	2 hours		
* EQB7002/ ¥ EPGB6181	Research Project (10 credit hours)/ Research Paper (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 CREDIT HOURS
	Subject	Credit Hours	Subject	Credit Hours	Subject	Credit Hours	
Core Course	Choose three (3) core courses (12 Credit Hours)	12	Choose two (2) core courses (8 Credit Hours)	8	Research Project	10	30
Optional Course	Choose any two (2) elective courses (6 Credit Hours)	6	Choose any two (2) elective courses (6 Credit Hours)	6			12
Total Credit Hours		18		14		10	42

TOTAL CREDIT HOURS: 42 Credit Hours

- 19 -

DIRECTORY OF ACADEMIC STAFF (Qualifications and Expertise)

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

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

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MASTER OF APPLIED STATISTICS

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

Code			Duration of Examination	Distributic %	on of Marks %
				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 50	50 50
EQA7008	Money and Finance in 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 CODE	COURSE NAME	EXAMINATION PERIOD	LECTURER	VENUE
Monday	6.15 pm – 9.15 pm	+ EQC7013/ ^ ESGC6322	Operations Research Methods	2 hours	Dr. Ng Yin Mei	G2 & G3 Computer Lab
Tuesday	6.15 pm – 9.15 pm	+ EQC7014/ ^ ESGC6328	Applied Financial Econometrics	2 hours	Profesor Dr. Goh Kim Leng	G2 & G3 Computer Lab
	6.15 pm – 9.15 pm	*EQC7004/ ^ESGC6123	Statistical Data Analysis	2 hours	To be confirmed	Postgraduate Computer Lab
Wednesday	6.15 pm – 9.15 pm	* EQC7003/ ¥ ESGC6120	Statistical Methods	3 hours	Dr Adilah Ghapor	DK 4
	6.15 pm – 9.15 pm	+ EQC7011/ ^ ESGC6318	Applications of Demographic Techniques	2 hours	Dr Lai Siow Li	G2 & G3 Computer Lab
Thursday	6.15 pm – 9.15 pm	* EQC7005/ ^ ESGC6356	Applied Econometrics	3 hours	Dr. Ahmad Farid Osman	G2 & G3 Computer Lab
	6.15 pm – 9.15 pm	+ EQC7016/ ^ ESGC6357	Statistical Methods for Quality Management	2 hours	Dr. Muzalwana Abd Talib	Postgraduate Computer Lab
Friday	6.15 pm – 9.15 pm	* EQC7001/ ¥ ESGC6121	Quantitative Research Methods / Survey Techniques & Sampling Design	3 hours	Dr. Tey Nai Peng	G2 & G3 Computer Lab
*EQC7002/ ^ESGC6181	Research Project (10 credit hours)/ Research Paper (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 CODE	COURSE NAME	EXAMINATION PERIOD	LECTURER	VENUE
	6.15 pm - 9.15 pm	+ EQC7008	Experimental Design	2 hours	Dr. Ng Yin Mei	Utility Computer Lab
Monday		¥ ESGC6122	-	3 hours		
		+ EQC7006	Time Series Analysis	3 hours	Dr. Ahmad Farid Osman	G2 & G3 Computer Lab
		^ ESGC6115		2 hours		
Tuesday	6.15 pm - 9.15 pm	* EQC7005/ ^ ESGC6356	Applied Econometrics	3 hours	Prof. Madya Dr. Lau Wee Yeap	Postgraduate Computer Lab
		+ EQC7009/ ^ ESGC6316	Biostatistics	2 hours	Profesor Dr Noor Azina Ismail	G2 & G3 Computer Lab
We do a dou	0.45	* EQC7003/ ¥ ESGC6120	Statistical Methods	3 hours	Dr. Adilah Abdul Ghapor	DK 4
Wednesday	6.15 pm - 9.15 pm	+ EQC7007/ ^ ESGC6113	Computer Information Systems	2 hours	Dr. Diana Abdul Wahab	Postgraduate Computer Lab
Thursday	6.15 pm - 9.15 pm	*EQC7004/ ¥ESGC6123	Statistical Data Analysis	2 hours	To be confirmed	Postgraduate Computer Lab
		+ EQC7012/ ^ ESGC6319	Marketing Research Techniques	2 hours	Dr. Muzalwana Abd Talib	G2 & G3 Computer Lab
Friday	6.15 pm - 9.15 pm	+EQC7011/ ^ESGC6318	Applications of Demographic Techniques	2 hours	Dr. Lai Siow Li	G2 & G3 Computer Lab
* EQC7002/ ^ESGC6181	Research Project (10 credit hours)/ Research Paper (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 HOURS	SUBJECT	CREDIT HOURS	SUBJECT	CREDIT HOURS	CREDIT HOURS
Core Course	Choose two (2) core courses (8 credit hours)	8	Choose two (2) core courses (8 credit hours)	8	Research Project	10	26
Optional Course	Choose two (2) courses (6 credit hours)	6	Choose three (3) courses (10 credit hours)	10			16
Total Credit Hours		14		18		10	42

TOTAL CREDIT HOURS: 42 credit hours

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DIRECTORY OF ACADEMIC STAFF (Qualifications and Expertise)

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

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

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

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MASTER OF DEVELOPMENT STUDIES

	(B)F DEVI SY COU	ELOPMENT S RSEWORK) SESSION 201	TUDIES		
Code	Course	Credit Hours	Duration of Examination	Distribution of Marks % %		
				Continuous Assessments	Final Examinatior	
CORE COU	URSES					
EQX7001	Philosophy and Methodology of Research	4	2 hours	70	30	
EQD7002	Research Project	12	-	100	-	
EQD7003	Development Theory and Practice	4	2 hours	60	40	
EQD7004	Globalization and 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 and Environmental Management	3	2 hours	70	30	
EQD7007	Entrepreneurship and Development	3	2 hours	70	30	
EQD7008	Institutions, Industrial Development and Economic Growth	3	2 hours	60	40	
EQD7009	Economics of Education	3	2 hours	60	40	
EQD7010	Gender and Development 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 and Planning	3	2 hours	50	50	
EQA7009	Public Economics	3	2 hours	50	50	
EQA7011	Islamic Banking and Finance	3	2 hours	50	50	
EQB7005	Public Policy Analysis	4	2 hours	55	45	
EQB7012	Social Policy and Development	3	2 hours	60	40	
EQB7013	Planning Community and 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 CODE	COURSE NAME	EXAMINATION PERIOD	LECTURER	VENUE
Monday	6.00 pm – 9.00 pm	* EQD7003/ ¥ERGD6101	Development Theory and Practice	2 jam	 Assoc. Prof. Dr. VGR Chandran Govindaraju Assoc. Prof. Dr. Baskaran Angathevar 	BSP 0-3
Tuesday	6.00 pm – 9.00 pm	*EQD7008 / ¥ERGD6306	Institutions, Industrial Development and Economic Growth	2 jam	Assoc. Prof. Dr. VGR Chandran Govindaraju	BSP 0-3
Wednesday	6.00 pm – 9.00 pm	* EQD7005/ ¥ ERGD6103	Poverty and Inequality / Poverty and Distribution	2 jam	Dr. Azmah Hj. Othman	BSP 0-3
Thursday	6.00 pm – 9.00 pm	* EQD7007/ ¥ ERGD6105	Entrepreneurship and Development	2 jam	Assoc. Prof. Dr. Baskaran Angathevar	BSP 1-2
Friday	6.00 pm – 9.00 pm	* EQD7004/ ¥ ERGD6102	Globalization and Development	2 jam	Dr. Shankaran 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 CODE	COURSE NAME	EXAMINATION PERIOD	LECTURER	VENUE
Tuesday	6.00 pm – 9.00 pm	+EQD7006/ ^ERGD6104	Sustainable Development and Environmental Management	2 hours	Assoc. Professor Dr. Baskaran Angathevar	BSP 0-2
Wednesday	6.00 pm – 9.00 pm	+EQD 7010	Gender and Development	2 hours	Dr. Sharifah Muhairah Shahabudin	BSP 0-3
Thursday	6.00 pm – 9.00 pm	*EQD7003/ [¥] ERGD6101	Development Theory and Practice	2 hours	Assoc. Prof. Dr. VGR Chandran Govindaraju	BSP 0-2
Friday	6.00 pm – 9.00 pm	*EQD7004/ [¥] ERGD6102	Globalization and Development	2 hours	To be confirmed	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.

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

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

TOTAL CREDIT HOURS: 42 Credit Hours

DIRECTORY OF ACADEMIC STAFF (Qualifications and Expertise)

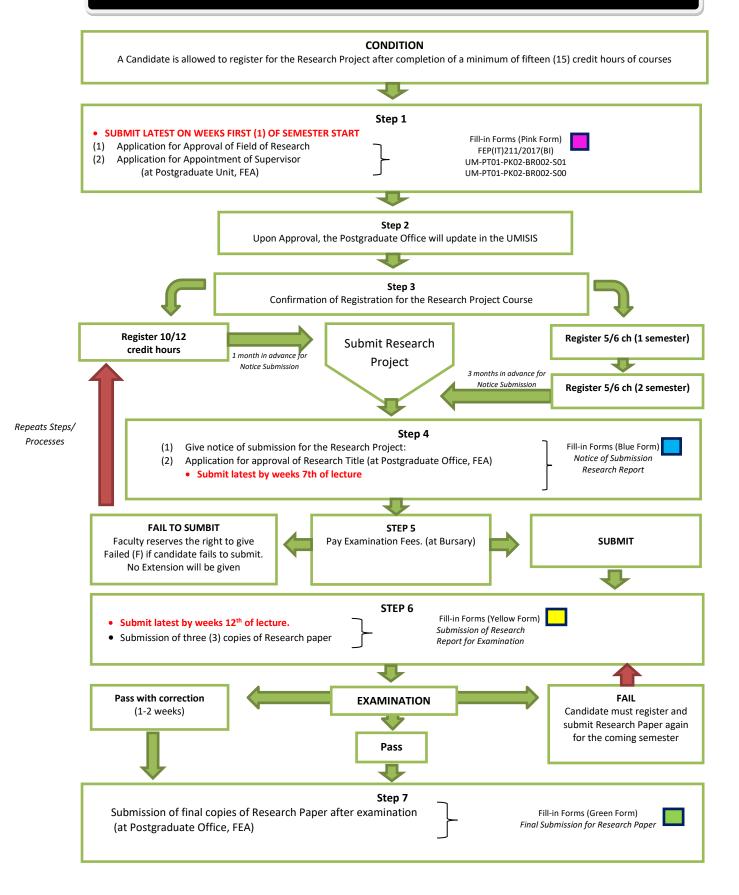
DEP	DEPARTMENT OF DEVELOPMENT STUDIES						
No	Name/Position	Room No	Tel. Ext.	Email	Qualifications	Expertise	
1.	Dr. Sharifah Muhairah Shahabudin (<i>Head of</i> <i>Department</i>)	E23	3729	muhairah	PhD (Mal), MSc (UiTM), BA (UC, NZ)	 Economic Social Status & Education Development Psychology Development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

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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	F . 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 SUBMIT		
1.	Submission form for Approval of Field of Research and Appointment of Supervisor (Pink 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		

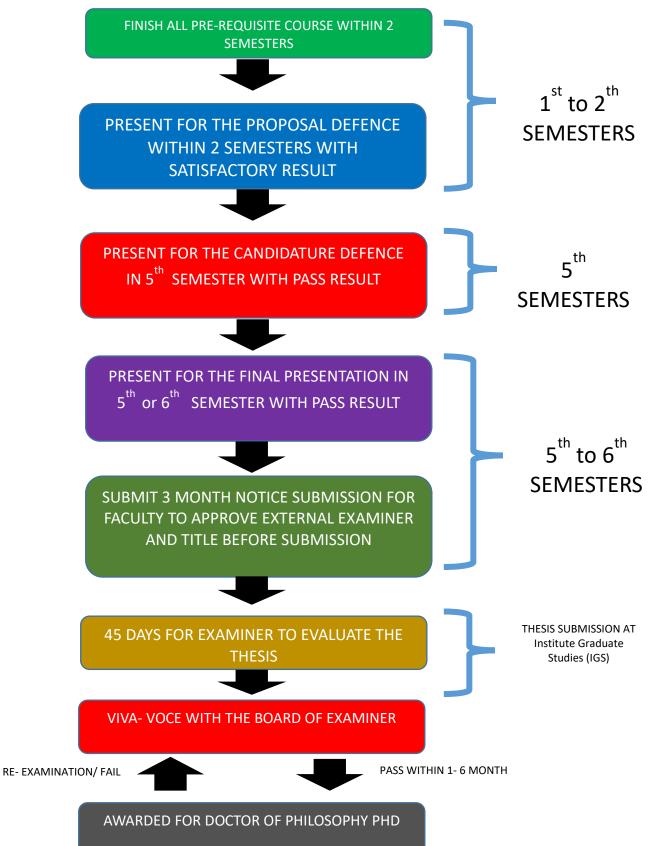
Semes	Semester II, 2019/2020				
<i>NO</i> .	DETAILS	LATEST DATE TO SUBMIT			
1.	Submission form for Approval of Field of Research and Appointment of Supervisor (Pink Form)	21 February 2020			
2.	*Submission Form for Approval of Title (Blue Form)	03 April 2020			
3.	*Final Submission of Research Project 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 PERIOD	LECTURER	VENUE
Wednesday	6.00 pm – 9.00 pm	EVX8001	Research Methodology	-	Distinguished Prof. Dr. Rajah Rasiah	BSP 1-2
-	-	EVX8002	Reading Course	-	Appointed Supervisor	-
-	-	EVX8004	Selected Topics in Economics	-	Appointed Supervisor	-
-	-	EVX8005	Theories and Issues of Development	-	Appointed Supervisor	-
-	-	EVX8007	Special Topics in Statistics	-	Appointed Supervisor	-

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

DAY	TIME	COURSE CODE	COURSE NAME	EXAMINATION PERIOD	LECTURER	VENUE
Wednesday	6.00 – 9.00 pm	EVX8001	Research Methodology	-	Distinguished Prof. Dr. Rajah Rasiah	BSP 1-2
-	-	EVX8002	Reading Course	-	Appointed Supervisor	-
Thursday	6.00 – 9.00 pm	EVX8003	PhD Workshop Series	-	Professor Dr. Goh Kim Leng	Utility Computer Lab
-	-	EVX8004	Selected Topics in Economics	-	Appointed Supervisor	-
-	-	EVX8005	Theories and Issues of Development	-	Appointed Supervisor	-
Tuesday	6.00 – 9.00 pm	EVX8006	Public Administration and Politics	-	Coordinator: Professor Dr. Edmund Terence Gomez	BSP 1-5
-	-	EVX8007	Special Topics in Statistics	-	Appointed 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	 Publications accepted must be: full length articles in journals with impact factor, which are listed in: (a) Thomson Reuters Web of Science (WoS) databases (Science Citation Index Expanded[™], Social Sciences Citation Index® and Arts & Humanities Citation Index®); or (b) Category A* or Category B* recognized by the faculty; or 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. *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.
(2) Authorship	Publications accepted must be published with the supervisor(s). The supervisor shall act as the corresponding author. In the event that the candidate has more than one supervisor, one of them shall be the corresponding author. The candidate must be the first author, or either the second or subsequent author after the supervisor(s), or the first student author. In the event, two or more candidates co- authored in an article, only one candidate is allowed to use this article to fulfil his/her
(3) Timing	graduation requirement. 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	 Publications in the following journals are NOT accepted: Publications in journals blacklisted by the Malaysian Ministry of Education (MoE) 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.

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^{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 (GOT)
Doctor of Philosophy (PhD)	4 semesters	12 semesters	Within 7 semesters
Masters (Research 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.	 Fulfil the residential requirement of 12 months. Candidates are considered to have fulfilled the residential requirement if they have completed requirements 4, 5, 6*, 7 and 8, including the following: (a) Face-to-face consultation with supervisor(s) as imposed by the faculty; and/or (b) Participation in any faculty activity as required by the faculty 			
4.	Attend at least 3 credits of a Research Methodology Course not later than the second (2 nd) semester of candidature.			
5.	Present research proposal at a Proposal Defence not later than the second (2 nd) semester of candidature.			
6.	For candidates with direct admission into the Doctor of Philosophy programme (Fast Track), Present research progress at a PhD Confirmation Defence not later than the third (3 rd) semester of candidature.			
7.	Present research progress in a Candidature Defence session not later than the fifth (5 th) 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:			
()	 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. 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: (i) at least one (1) article in journals indexed by Thomson Reuters Web of Science (WoS); or (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 (iii) at least two (2) publications in Category A or B refereed journals, or book chapters as follows:			
	Book chapters 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. Two (2) book chapters in different books are equivalent to one (1) publication.			
NOT 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)				
 Fulfil the residential requirement of 6 months. Candidates are considered to have fulfilled the residential requirement if they have completed requirements 4, 5, and 6, including the following: (a) Face-to-face consultation with supervisor(s) as imposed by the faculty; and/or (b) Participation in any faculty activity as required by the faculty 				
4. Attend at least 3 credits of a Research Methodology Course not later than the second (2 nd) semester of candidature.				
5. Present research proposal at a Proposal Defence not later than the second (2 nd) semester of candidature.				
6. Present research progress in a Candidature Defence session not later than the third (3 rd) 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 Sciences 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 acceptance for publication per the following (according to the criteria set in the publication guidelines), prior to graduation:				
 (i) at least one (1) article in journals indexed by Thomson Reuters Web of Science (WoS); or (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 (iii) at least one (1) publication in Category A or B refereed journals, or book chapters as follows: 				
• Articles in Category A journals: Journals indexed in the Scopus citation database; or the ERA Journal List (Australian Research Council).				
 Articles in Category B journals: Journals published by University or scholarly publishers or listed in MyJurnal (Malaysian Journal Management System). (List of Category B journals must be recognised by the Faculty)/ 				
 Book chapters in different books: Book chapters 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. Two (2) book chapters in different books are equivalent to one (1) publication. 				
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				
	 Present research proposal at the beginning of the research component registration. 				
	• Present research progress in a Candidature Defence session as required by the				
	Faculty.				
NOT	NOTE:				
	 Candidates are also required to fulfil any additional requirements imposed by the Faculty. 				
	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	 Attend Research Methodology Course Attend Bahasa Melayu course* Attend English language course** Familiarization with and use of EndNote, Turnitin, editing software, data analysis and research tools Conduct Literature Review Proposal Defence 	 Completed Research Methodology course Fulfilment of language requirements Presented research proposal
2	 Extend Introduction section in proposal as Chapter 1 draft Complete Literature Review Conduct pilot study / start data collection Attend at least 3 courses in Upskill Program (including GOT seminar) Prepare for Candidature Defence 	 Literature Review Thesis Plan / Outline of Thesis Submission of Publication 1 (review paper / concept paper) (Candidates are strongly advised to use reference management software Eg: Mendeley, Bibtex, EndNote)
3	 Data analysis Candidature Defence report writing Attend at least 2 courses in Upskill Program Candidature Defence 	Completed Candidature Defence (Candidature Defence report should include data collection, findings, thesis outline)
4	 Data analysis Thesis write-up (Chapter 1, 2 & 3) Preparation of manuscripts for submission of publication Attend at least 2 courses in Upskill Program 	 Submission of Publication 2 Completed drafts of three chapters
5	 Thesis write-up (complete remaining chapters) Presentation of Thesis Seminar Attend at least 2 courses in Upskill Program Submit 3 Months' Notice for thesis submission Attend Thesis Bootcamp 	 Completed thesis draft Presented Thesis Seminar
6	Finalize and submit thesisPrepare for viva voce	Submission of thesisViva voce

Masters by Research Candidates

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

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 Deputy Dean (Postgraduate) Tel: +603-79673749 / Fax: +603-79673719 e-mail: g3azmah@um.edu.my
	MASTER OF ECONOMICS
	Associate Professor Dr. Santha Chenayah @ Ramu Head of Department of Economics Tel: +603-79673746/3761 / Fax: +603-79567252 e-mail: santha@um.edu.my
(20)	Dr. Mohamed Aslam Gulam Hassan Programme Coordinator Tel: +603-79673605 / Fax: +603-79567252 e-mail: maslam@um.edu.my
	Dr. Ong Sheue Li Programme Coordinator Tel: +603-79673699 / Fax: +603-79567252 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
	Dr. Nurhidayah Abdullah Programme Coordinator Tel: +603-79673715/ Fax: +603-79567252 e-mail: abd_hidayah@um.edu.my
	MASTER OF APPLIED STATISTICS
	<i>Dr. Muzalwana Abd Talib</i> Head of Department of Applied Statistics Tel: +603-79673747 /3730 Fax: +603-79567252 e-mail: wana_am@um.edu.my
	Dr. Ahmad Farid Osman Programme Coordinator Tel: +603-79673627 / Fax: +603-79567252 e-mail: wylau@um.edu.my

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

GENERAL ADMINISTRATIVE MATTERS



Mr. Abdul Malik Anuar Assistant Registrar (*Postgraduate*) Tel: +603-79673632 / Fax: +603-79673719 e-mail: malik@um.edu.my



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Mr. Suhaidi Kamaruddin PA (MPA & MAS) Tel: +603-79673636 / Fax: +603-7967 3719

e-mail: ady_suhaidi@um.edu.my



Mrs. Nur Ainina Amirah Binti Ismail PA (MEc & MDS) Tel: +603-79673636 / Fax: +603-79673719 e-mail: aininaamirah@um.edu.my



Mrs. Damia Huda Maamor (Postgraduate Admission, Colloquium and General Matters) Tel: +603-79673636 / Fax: +603-79673719 e-mail: damiahuda@um.edu.my Address:

Postgraduate Unit Academic Office Faculty of Economics & Administration University of Malaya 50603 Kuala Lumpur Malaysia

Telephone: +603-79673636 Facsimile: +603-79673719 E-mail: fea@um.edu.my Website: http://fep.um.edu.my

Appendix B

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

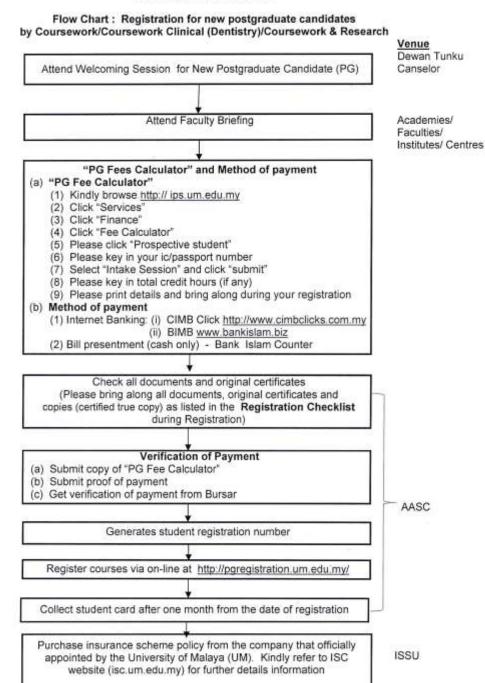
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Date / Day	Tir	Time		
DaterDay	9.00 am – 1.00 pm	2.30 pm – 4.30 pm		
3.9.2019 (Tuesday)	 Academy of Islamic Studies Faculty of Science 	 Academy of Malay Studies Faculty of Dentistry Institute for Advanced Studies (UMPEDAC) 		
4.9.2019 (Wednesday)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

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		
30.8.2019 9.00 am - 12.30 pm	Welcoming Session For New Postgraduate Candidates	Dewan Tunku Canselor		
3.00 pm - 5.00 pm	Faculties/Academies/Institutes/ Centres Briefing	Respective Faculties (Kindly refer the attachment)		
3.9.2019 - 6.9.2019	Registration of course(s) for New Postgraduate Candidates	AASC		
9.9.2019 - 3.11.2019 Lectures		Faculties/Academies/Institutes/ Centres		
9.9.2019 – 20.9.2019	Adds/Drops of course(s) Fees will not be charged if dropping of course(s) is done during this period ⁴	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 Fees will be charged ² - 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/ 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)¹
- (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

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Appendix E

Academic Administration and Services Centre Admission & Registration Section Examination & Graduation Section Administration and Senate Management Section Scholarship and Sponsorship Unit	7967 4404/ 4405/ 4407/4528 7967 3266/ 3585/ 3402/ 4613 7967 7016/ 7866 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	 Ground Floor, Postgraduate Building (H12) Ground Floor, New Additional Building (H08) Level 1, Additional Building (H08)
Hall	1	Additional Building (H09)
Lecture Hall	5	DK1 - DK5 (H11)
Meeting Room	4	 Ground Level, Administration Building (H10) Level 1, Administration Building (H10) Ground Level, New Additional Building (H09)
Conference Room	2	• Level 3, Postgraduate Building (H12)
Seminar Room	25	 Level 3, Postgraduate Building (H12) New Additional Building (H09) New Additional Building (H08)
Cafeteria	1	• Ground Level, Postgraduate Building (H12)
Prayer Room	6	 Men: Level 3, Administration Building (H10) Ground Level, Additional Building (H08) Ground Level, Postgraduate Building (H12)
		Ladies:Level 3, Administration Building (H10)Ground Level, Additional Building (H08)

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 12.15pm	-	5.30 pm 2.45 pm

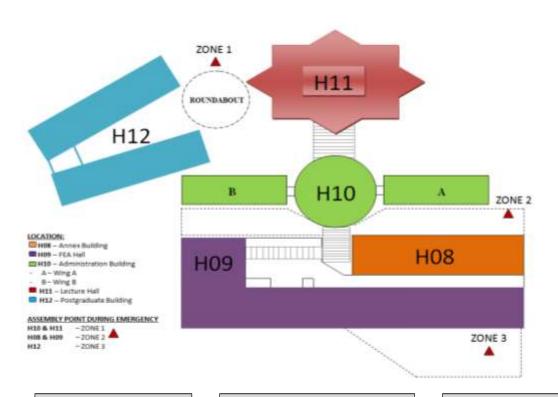
Additional Hours during	Semester:		
Monday - Friday	5.30 pm	-	9.30 pm

- 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)

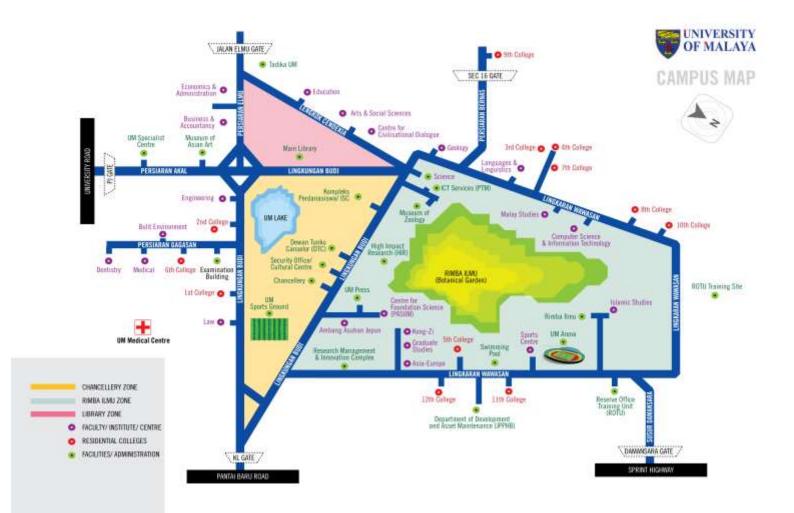
First Floor Postgraduate Office, VIP Room & Seminar Rooms (BSP 1-0 to BSP 1-7)

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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