UNIVERSITI MALAYA
Faculty of Business and Economics

SESSION 2023/2024

BACHELOR OF BUSINESS ADMINISTRATION

STUDENT HANDBOOK

ABOUT UM

VISION

A global university impacting the world.

MISSION

Pushing the boundaries of knowledge and nurturing aspiring leaders.

QUALITY POLICY

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

CORE VALUES

P	O	I	S	E
PASSION	ONENESS	INTEGRITY	SINCERITY	EMPATHY

ABOUT FACULTY OF BUSINESS AND ECONOMICS

THE ESTABLISHMENT OF FACULTY OF BUSINESS AND ECONOMICS

Business education in the Universiti Malaya dates back to 1966 when the Faculty of Economics and Administration first offered business and accounting courses. In line with the growing demand for business and economics programmes, the Universiti Malaya, Faculty of Business and Economics (FBEc) was subsequently established on 6th September 2021 (a merger of three faculties namely, Faculty of Business and Accountancy, Faculty of Economics and Administration and International Institute Of Public Policy & Management) to focus on developing these programmes. FBEc strives to meet the challenges of preparing the Candidates to play a vital role in the industry and nation building. FBEc seeks to remain at the forefront of business and accounting education and continues to enjoy the reputation of an excellent knowledge-based institution. FBEc is headed by a Dean and assisted by five (5) Deputy Deans, two (2) Directors and six (6) Heads of Departments. The six (6) departments are Accounting, Finance, Management and Marketing, Decision Science, Economics and Political Science, Public Administration and Development Studies.

VISION

A global university impacting the world.

MISSION

We aspire to be the leader and preferred institution in business and accounting education by:

- Providing graduates quality education and global perspective that meet the evolving needs of various stakeholders

- Contributing to the advancement of knowledge in the area of business and accounting through quality research and publication.

OBJECTIVES

- To produce graduates who are socially responsible, knowledgeable and highly skilled in business, management and accounting.

- To explore and expand the frontiers of knowledge through teaching, research and publication.

- To establish a closer relationship and improve cooperation with the private and public sectors, as well as with other institutions of higher learning – local and international.

THE MANAGEMENT

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ASSOC. PROF. DR SANTHA A/P CHENAYAH @ RAMU

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DR YEONG WAI CHUNG

DR NG YIN MEI

DR ADILAH BINTI ABDUL GHAPOR

DR DIANA BINTI ABDUL WAHAB

DR MUHAMMAD ASHRAF BIN KHALID

ACADEMIC CALENDAR 2023/2024

ACADEMIC CALENDAR 2023/2024 ACADEMIC SESSION (BACHELOR DEGREE LEVEL)					
SEMESTER I					
Orientation *(Week of Welcome)* - WOW	1	week	01.10.2023	-	08.10.2023
Lectures	7	weeks*	09.10.2023	-	26.11.2023
Mid Semester I Break	1	week	27.11.2023	-	03.12.2023
Lectures	7	weeks*	04.12.2023	-	21.01.2024
Revision Week	1	week*	22.01.2024	-	28.01.2024
Semester I Final Examination	2	weeks*	29.01.2024	-	11.02.2024
Semester Break	3	weeks	12.02.2024	-	03.03.2024
	22	weeks			
SEMESTER II					
Lectures	5	weeks*	04.03.2024	-	07.04.2024
Mid Semester II Break	1	week	08.04.2024	-	14.04.2024
Lectures	9	weeks*	15.04.2024	-	16.06.2024
Revision Week	1	week*	17.06.2024	-	23.06.2024
Semester II Final Examination	2	weeks*	24.06.2024	-	07.07.2024
	18	weeks			
SEMESTER BREAK					
Break	9	weeks*	08.07.2024	-	08.09.2024
SPECIAL SEMESTER					
Lectures	7	weeks*	08.07.2024	-	25.08.2024
Special Semester Final Examination	1	week*	26.08.2024	-	01.09.2024
Break	1	week	02.09.2024		08.09.2024
	9	weeks			

Note:

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

Maulidur Rasul	28 September 2023	Eidul Fitri	10 & 11 April 2024
Deepavali	12 November 2023	Labour Day	01 May 2024
Christmas Day	25 December 2023	Wesak Day	22 May 2024
New Year	01 January 2024	His Majesty the King's Birthday	03 June 2024
Thaipusam	25 January 2024	Eidul Adha	17 June 2024
Federal Territory Day	01 February 2024	Awal Muharam	07 July 2024
Chinese New Year	10 & 11 February 2024	National Day	31 August 2024
Nuzul Al-Quran	28 March 2024	Malaysia Day	16 September 2024

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

BACHELOR OF BUSINESS ADMINISTRATION
(PROGRAMME STRUCTURE / STUDY PLAN)

INTRODUCTION

AIM OF THE PROGRAMME

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

PROGRAMME EDUCATIONAL OUTCOME (PEO) / LEARNING OUTCOMES OF THE PROGRAMME (PLO)

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

PROFESSIONAL RECOGNITION

AACSB - Association to Advance Collegiate Schools of Business

MAICSA - Malaysian Institute of Chartered Secretaries and Administrators

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

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

AREAS OF SPECIALISATION FOR BBA PROGRAMME

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

PROGRAMME STRUCTURE

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

COMPONENT	CREDITS	PRE-REQUISITE
UNIVERSITY COURSES		
Required for all students		
CIX2005 Entrepreneurship	3	
GLTXXXX English Language Course[1]	4	
Co-curriculum [Choose one (1)] GKA1001 Attach@Industry GKI1001 Independent Research GKK1001 Community Service GKP1001 Talent Development GKS1001 Volunteerism	2	
GIG1012 Philosophy and Current Issues *(required for Malaysian students)* OR GLT1017 Basic Malay Language *(required for International Students)*	2	
GIG1013 Appreciation of Ethics and Civilizations	2	
Total	**13**	
CORE COURSES		
CIX1001 Principles of Microeconomics	3	
CIX1002 Principles of Macroeconomics	3	
CIX1003 Business Statistics	3	
CIX1004 Quantitative Analysis for Business	3	
CIX1005 Business Communication: A Critical Thinking Approach	3	
CIA1001 Introductory Accounting	3	
CIA2009 Management Accounting	3	
CIB1001 Management	3	
CIB1002 Human Resource Management	3	
CIB3002 Strategic Management	4	
CIB3010 Business Ethics and Corporate Governance	3	
CID1001 Management Information Systems	3	
CID2001 Operations Management	3	
CIF1001 Principles of Marketing	3	
CIX2001 Financial Management	3	
CIX2007 Commercial Law	3	
Total	**49**	

PROGRAMME SPECIALISATION / ELECTIVE COURSES		

Specialisation:
 	
▪ Students are required to choose one of the following specialisations:
  o Management
  o Marketing, or
  o Operations and Information Systems Management
▪ Total number of courses to be taken throughout the study according to the chosen specialisation: 11 courses.
▪ These courses can be taken in semester 1 or 2 in accordance to the recommended course schedule.
	33	

Elective Courses: ▪ Total number of elective courses to be taken throughout the study: 4 courses. ▪ These courses can be taken in semester 1 or 2 in accordance to the recommended course schedule.	18	
Total	51	
INDUSTRIAL TRAINING		
CIB 3004 Industrial Training[5]	9	Students who have accumulated at least 50 credits and attended preparatory course for Industrial Training
Total	122	

LIST OF SPECIALISATION COURSES

COMPONENT	CREDITS	PRE-REQUISITE	SUGGESTION
MANAGEMENT SPECIALISATION COURSES (CHOOSE 11 COURSES)³			
CIF2001 Consumer Behaviour	3		Y2
CIA2008 Company Law	3	CIX2007 Commercial Law	Y3
CIB2001 Organizational Behaviour	3		Y2
CIB2003 Legal Aspect of Banking	3		Y2
CIB3003 International Business Management	3		Y3
CIB3005 Leadership	3		Y3
CIB3006 Service Management	3		Y3
CIB3007 Islamic Perspective on Business	3		Y3
CIB3008 Change Management	3		Y3
CIB3009 Cross Cultural Management	3		Y3
CIB3011 Introduction to Positive Psychology	3		Y3
CID3003 Quality Management	3	CID2001 Operations Management	Y3
CIX3005 Tourism Management	3		Y3
Total	**33**		
MARKETING SPECIALISATION COURSES (CHOOSE 11 COURSES)³			
CIX2002 Sales Management	3		Y2
CIB2001 Organizational Behaviour	3		Y2
CID2002 E-Commerce	3		Y2
CIF2001 Consumer Behaviour	3		Y2
CIF2002 Retailing	3		Y2
CIF2004 Digital Marketing	3		Y2
CIF3001 Global Marketing	3		Y3
CIF3002 Hospitality Management	3		Y3
CIF3003 Integrated Marketing Communications	3		Y3
CIF3004 Services Marketing	3		Y3
CIF3005 Branding	3		Y3
CIX3001 Islamic Marketing	3		Y3
CIX3006 Marketing Analytics	3		Y3
Total	**33**		
OPERATIONS AND INFORMATION SYSTEMS MANAGEMENT COURSES (CHOOSE 11 COURSES)³			
CID2002 E-Commerce	3		Y2
CID2003 Business Data Communication	3		Y2
CID2004 Business Data Management	3		Y2
CID2005 Business Analysis and Systems Design	3		Y2
CIF2002 Retailing	3		Y2
CIX2004 Business Application Development	3		Y2
CID3001 Supply Chain Management	3		Y3
CID3002 Strategic Information Systems	3		Y3
CID3003 Quality Management	3	CID2001 Operations Management	Y3
CID3004 Logistics Management	3		Y3
CID3005 Sustainable Operations and Supply Chain Management	3		Y3
CIX3007 Business Modelling for Decision Making	3		Y3
CIB3008 Change Management	3		Y3
Total	**33**		

List of Faculty Elective Courses[4]

For Management Specialisation

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

For Marketing Specialisation

COMPONENT	CREDITS	PRE-REQUISITE	SUGGESTION
Choose four (4) courses from this list (4 courses x 3 credits):			
CIA2010 Basic of Malaysian Taxation	3		Y2
CIC2003 Islamic Financial System	3		Y2
CIC2004 Investment Management	3		Y2
CIC2006 Global Finance	3		Y2
CIC2007 Money and Banking	3		Y2
CIC2008 Financial Services Marketing	3		Y2
CIC3019 Insurance and Risk Management	3		Y3
CIX2003 Applied Financial Planning	3		Y2
CIX3002 Bank Management	3		Y3
CIB2003 Legal Aspect of Banking	3		Y2
CIA2008 Company Law	3		Y2
CIB3003 International Business Management	3		Y3
CIB3005 Leadership	3		Y3
CIB3006 Service Management	3		Y3
CIB3007 Islamic Perspective on Business	3		Y3
CIB3008 Change Management	3		Y3
CIB3009 Cross Cultural Management	3		Y3
CIB3011 Introduction to Positive Psychology	3		Y3
CIX3005 Tourism Management	3		Y3
CID2003 Business Data Communication	3		Y2
CID2004 Business Data Management	3		Y2
CID2005 Business Analysis and Systems Design	3		Y2
CIX2004 Business Application Development	3		Y2
CID3001 Supply Chain Management	3		Y3
CID3003 Quality Management	3	CID2001 Operations Management	Y3
CID3004 Logistics Management	3		Y3
CIX3007 Business Modelling for Decision Making	3		Y3
CID3002 Strategic Information Systems	3		Y3
CID3005 Sustainable Operations and Supply Chain Management	3		Y3

For Operations and Information Systems Management Specialisation

COMPONENT	CREDITS	PRE-REQUISITE	SUGGESTION
Choose four (4) courses from this list (4 courses x 3 credits):			
CIA2010 Basic of Malaysian Taxation	3		Y2
CIC2003 Islamic Financial System	3		Y2
CIC2004 Investment Management	3		Y2
CIC2006 Global Finance	3		Y2
CIC2007 Money and Banking	3		Y2
CIC2008 Financial Services Marketing	3		Y2
CIC3019 Insurance and Risk Management	3		Y3
CIX2003 Applied Financial Planning	3		Y2
CIX3002 Bank Management	3		Y3
CIB2003 Legal Aspect of Banking	3		Y2
CIA2008 Company Law	3		Y2
CIB3003 International Business Management	3		Y3
CIB3005 Leadership	3		Y3
CIB3006 Service Management	3		Y3
CIB3007 Islamic Perspective on Business	3		Y3
CIB3009 Cross Cultural Management	3		Y3
CIB3011 Introduction to Positive Psychology	3		Y3
CIX3005 Tourism Management	3		Y3
CIB2001 Organizational Behaviour	3		Y2
CIF2001 Consumer Behaviour	3		Y2
CIF2004 Digital Marketing	3		Y2
CIX2002 Sales Management	3		Y2
CIF3002 Hospitality Management	3		Y3
CIF3003 Integrated Marketing Communications	3		Y3
CIF3004 Services Marketing	3		Y3
CIF3001 Global Marketing	3		Y3
CIF3005 Branding	3		Y3
CIX3001 Islamic Marketing	3		Y3
CIX3006 Marketing Analytics	3		Y3

Recommended Course Schedule for BBA (Total: 122 credits) – 3.5 YEARS

YEAR 1					
SEMESTER 1			**SEMESTER 2**		
COURSE		**CREDIT**	**COURSE**		**CREDIT**
University Courses					
			Required for all students		
			GLTXXXX	English Language Course (1)[1]	2
			GLTXXXX	English Language Course (2)[1]	2
Required for local students					
GIG1012	Philosophy and Current Issues	2			
GIG1013	Appreciation of Ethics and Civilisations	2			
Required for international students					
GIG1013	Appreciation of Ethics and Civilisations (in English)	2			
GLT1017	Basic Malay Language	2			
Core Course					
CIB1001	Management	3	**CIA1001**	Introductory Accounting	3
CID1001	Management Information System	3	**CIX1002**	Principles of Macroeconomics	3
CIF1001	Principles of Marketing	3	**CIX1005**	Business Communication: A Critical Thinking Approach	3
CIX1001	Principles of Microeconomics	3	**CIX2007**	Commercial Law	3
CIX1004	Quantitative Analysis for Business	3	**CIX1003**	Business Statistics	3
			Specialisation/Elective		
			Student Holistic Empowerment (SHE) Courses[2]		
			Choose only one (1) course from each cluster.		
				Cluster: Thinking Matters	2
				Cluster: Emotional & Spiritual Intelligence	
				Cluster: Global Issue & Community Sustainability	
Total credit registered each semester	19		**Total credit registered each semester**	19 + (2 from SHE)	

YEAR 2					
SEMESTER 1			**SEMESTER 2**		
COURSE		**CREDIT**	**COURSE**		**CREDIT**
University Courses					
Co-curriculum [Choose one (1)]					
GKA1001	Attach@Industry	2	**CIX2005**	Entrepreneurship (Replaces GKU1001)	3
GKI1001	Independent Research				
GKK1001	Community Service				
GKP1001	Talent Development				
GKS1001	Volunteerism				
Core Courses					
CIB1002	Human Resource Management	3	CIX2001	Financial Management	3
CID2001	Operations Management	3			
Specialisation/Elective					
			Student Holistic Empowerment (SHE) Courses[2]		
			Choose only one (1) course from each cluster.		
				Cluster: Thinking Matters	4
				Cluster: Emotional & Spiritual Intelligence	
				Cluster: Global Issue & Community Sustainability	
Specialisation					
Students are required to choose one of the following specialisations: ▪ Management ▪ Marketing ▪ Operations and Information Systems Management					
Elective[4]					
Number of courses to be taken throughout the study: 4 courses					
Total credit registered each semester	**8 + 12 (combination from specialisation/elective)**		**Total credit registered each semester**	**6 + (4)from SHE + 9 (combination from specialisation/elective)**	

YEAR 3				
SEMESTER 1			**SEMESTER 2**	
COURSE		**CREDIT**	**COURSE**	**CREDIT**
University Courses				
Core Courses				
CIA2009	Management Accounting	3		
CIB3002	Strategic Management	4		
CIB3010	Business Ethics and Corporate Governance	3		
Specialisation/Elective				
Specialisation Courses[3]				
Register for courses according to your chosen specialisation.				
Elective Courses[4]				
Number of courses to be taken throughout the study: 4 courses				
Total credit registered each semester	**10 + 9 (combination from specialisation/elective)**		**Total credit registered each semester**	**15 (combination from specialisation/elective)**
YEAR 4				
SEMESTER 1				
COURSE		**CREDIT**		
Core Courses				
CIB3004	Industrial Training[5]	9		
Specialisation/Elective				
Specialisation Courses[3]				
	Total credit registered each semester	9		

Note:
1. Students are required to take 4 credits of English courses based on English Proficiency qualification (MUET/IELTS/TOEFL). Those who achieved band 5 and above in MUET are given the option to take advanced English and/or a foreign language.
2. Choose one (1) course from each cluster.
   - Cluster: Thinking Matters
   - Cluster: Emotional & Spiritual Intelligence
   - Cluster: Global Issue & Community Sustainability
   ▪ Total number of courses to be taken throughout the study: 1 course from each cluster.
3. Courses by Specialisation
   ▪ Students are required to **choose one of the following specialisations**:
     - Management
     - Marketing, or
     - Operations and Information Systems Management
   ▪ Total number of courses to be taken throughout the study according to the chosen specialisation: 11 courses.
   ▪ These courses can be taken in semester 1 or 2 in accordance to the recommended course schedule.
4. Elective Courses:
   ▪ Total number of elective courses to be taken throughout the study: 4 courses.

- ▪ These courses can be taken in semester 1 or 2 in accordance to the recommended course schedule.
5. May be taken in Year 3 Semester 2.
6. The list of courses offered is subject to change. Students are advised to refer to the individual course pro-forma for the details.

PATHWAY ENGLISH COMMUNICATION PROGRAMME (UNIVERSITY COURSE)

ENGLISH COMMUNICATION PROGRAMME (UNIVERSITY COURSE) (KURSUS BAHASA INGGERIS KOMUNIKASI- KURSUS UNIVERSITI) FACULTY OF LANGUAGES AND LINGUISTICS LIST OF COURSES TO BE COMPLETED BY ALL STUDENTS			
PATH 1	**PATH 2**	**PATH 3**	**PATH 4**
**MUET BAND 2** ● **IELTS Band 4.0** ● **TOEFL Paper – Based Test (437 – 473)** ● **TOEFL Computer – Based Test (123 – 150)** ● **TOEFL Internet – Based Test (41 – 52)** ● **PTE (Academic) – (10 – 28)**	_**MUET BAND 3**_ ● **IELTS Band 4.5 – 5.0** ● **TOEFL Paper – Based Test (477 – 510)** ● **TOEFL Computer – Based Test (153 – 180)** ● **TOEFL Internet – Based Test (53 – 64)** ● **PTE (Academic) – (29 - 41)**	_**MUET BAND 4**_ ● **IELTS Band 5.5 – 6.0** ● **TOEFL Paper – Based Test (513 – 547)** ● **TOEFL Computer – Based Test (183 – 210)** ● **TOEFL Internet – Based Test (65-78)** ● **PTE (Academic) – (42 – 57)** ● **FCE (B & C)** ● **GCE A Level (English) (Minimum C)** ● **IGCSE/GCSE (English) (A, B & C)**	_**MUET BAND 5 & BAND 6**_ ● **IELTS Band 6.5 – 9.0** ● **TOEFL Paper – Based Test (550 – 677)** ● **TOEFL Computer – Based Test (213 – 300)** ● **TOEFL Internet – Based Test (79 – 120)** ● **PTE (Academic) (58 – 90)** ● **FCE (A)** ● **GCE A Level (English) (B & A)**
Students need to complete 2 courses (2 courses x 2 credits each) from this PATH	_Students need to complete 2 courses (2 courses x 2 credits each) from this PATH_	_Students need to complete 2 courses (2 courses x 2 credits each) from this PATH_	_Students need to complete 2 courses (2 courses x 2 credits each) from this PATH_
**COMPULSORY** ● GLT1018 – Proficiency in English I	_**COMPULSORY**_ ● GLT1021 – Proficiency in English II	_**COMPULSORY**_ ● GLT1024 – Proficiency in English III	● GLT1027– Advanced Oral Communication* ● GLT1028 – Advanced Business Writing* *(Students can only register for one course per semester)
** _CHOOSE ONE_ : ● GLT1019 – Let's Speak ● GLT1020 – Fundamental Writing	**** _CHOOSE ONE_ :** ● GLT1022 – Speak Up ● GLT1023 – Effective Workplace Writing	**** _CHOOSE ONE_ :** ● GLT1025 – Effective Oral Communication ● GLT1026 – Writing at the Workplace	

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

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

**Catatan -** Pelajar MUET band 5 dan 6 diberi pilihan untuk mengikuti samada kursus bahasa inggeris komunikasi atau kursus bahasa asing.

DESCRIPTION OF UNIVERSITY ENGLISH LANGUAGE COURSES

NO.	CODE & TITLE (NO. OF CREDITS)	SYNOPSIS	LEVEL OF REQUIRED PROFICIENCY
1	**GLT1018 - Proficiency in English I** ● 2 Credits ● Offered in Semesters 1 & 2	This course is designed for students with basic proficiency in English. Focus is on building speaking and reading competence with an emphasis on accuracy in grammar and on vocabulary building. Students will develop structural accuracy, reasonable oral fluency, and language appropriateness by practising the language in a variety of contexts.	CEFR A2+ ● MUET BAND 2 ● IELTS Band 4.0 ● TOEFL Paper – Based Test (437 – 473) ● TOEFL Computer – Based Test (123 – 150) ● TOEFL Internet – Based Test (41 – 52) ● PTE (Academic) – (10 – 28)
2	**GLT 1019 - Let's Speak** ● 2 Credits ● Offered in Semesters 1 & 2 ● Prerequisite: Students must pass GLT1018 (Proficiency in English I) with grade C	This course focuses on preparing a speech in English accurately and coherently. It also develops students' speech planning skills in stages. Students will learn to speak accurately using the appropriate language strategies to a selected audience.	CEFR B1 ● Pass GLT1018 with grade C
3	**GLT 1020 - Fundamental Writing** ● 2 Credits ● Offered in Semesters 1 & 2 ● Prerequisite: Students must pass GLT1018 (Proficiency in English I) with grade C	This course is designed for students with a preintermediate level of proficiency in English. It focuses on writing skills, with an emphasis on accuracy in grammar and vocabulary building. Students will be exposed to writing strategies that will enable them to write short texts effectively for different purposes.	CEFR B1 ● Pass GLT1018 with grade C

4.	**GLT 1021- Proficiency in English II** ● 2 Credits Offered in Semesters 1 & 2	This course is designed to improve students' English Language proficiency in terms of accuracy and language use at the intermediate level. Students will be exposed to a variety of reading texts in order to improve their reading skills. They will also be given ample speaking practice to develop their confidence in communicating and interacting with others in a multitude of situations. The course improves students' skills in writing texts coherently on various topics.	CEFR B1 ● *MUET BAND 3* ● IELTS Band 4.5 – 5.0 ● TOEFL Paper – Based Test (477 – 510) ● TOEFL Computer – Based Test (153 – 180) ● TOEFL Internet – Based Test (53 – 64) ● PTE (Academic) – (29 - 41)
5.	**GLT1022 – Speak Up** ● 2 Credits ● Offered in Semesters 1 & 2 Prerequisite: Students must pass GLT1021 (Proficiency in English II) with grade C	This course focuses on speaking English accurately and coherently at the intermediate level. It develops students' communication strategies that enable them to interact appropriately in a variety of informal situations.	CEFR B1+/ Low B2 ● Pass GLT1021 with grade C
6.	**GLT1023 -** **Effective Workplace Writing** ● 2 Credits ● Offered in Semesters 1 & 2 Prerequisite: Students must pass GLT1021 (Proficiency in English II) with grade C	This course introduces writing strategies at the intermediate level. Students will be exposed to a range of workplace communication. They will learn how to produce effective written communication and improve their overall skills in writing. .	CEFR B1+/ Low B2 ● Pass GLT1021 with grade C

7.	**GLT1024 -** **Proficiency in English III** Offered in Semesters 1 & 2	This course is designed to fortify students' English Language proficiency in terms of accuracy and effectiveness at a developing upper intermediate level. Students will be taught the four language skills with a focus on reading, writing, and speaking. They will be exposed to a variety of texts to develop a higher level of proficiency that will allow them to apply the skills learnt.	CEFR B2 ● *MUET BAND 4* ● IELTS Band 5.5 – 6.0 ● TOEFL Paper – Based Test (513 – 547) ● TOEFL Computer – Based Test (183 – 210) ● TOEFL Internet – Based Test (65-78) ● PTE (Academic) – (42 – 57) ● FCE (B & C) ● GCE A Level (English) (Minimum C) ● IGCSE/GCSE (English) (A, B & C)
8.	**GLT1025 -** **Effective Oral Communication** ● 2 credits ● Offered in Semesters 1 & 2 Prerequisite: Students must pass GLT1024 (Proficiency in English III) with grade C	The course encompasses different aspects of oral communication used in delivering speeches and presentations at the high intermediate level. Appropriate examples from a variety of situations are used as practice materials for students to analyse, discuss and apply the strategies taught.	CEFR B2+/ Low C1 ● Pass GLT1024 with grade C
9.	**GLT1026 -** **Writing at the Workplace** ● 2 Credits ● Offered in Semesters 1 & 2 Prerequisite: Students must pass GLT1024 (Proficiency in English III) with grade C	This course will introduce students to effective writing skills at the workplace. Using relevant materials, students will be taught in stages how to produce documents within a workplace context.	CEFR B2+/ Low C1 ● Pass GLT1024 with grade C

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

LIST OF REFERENCE:

1. MUET   -   Malaysian University English Test

2. IELTS   -   International English Language Testing System

3. TOEFL   -   Test of English As A Foreign Language

4. PTE (ACADEMIC) -   Pearson Test of Academic English

5. FCE   -   Cambridge Assessment English: Frist

6. GCE (A LEVEL)   -   General Certificate of Education (A Level)

   University Of Cambridge

7. IGCSE/GCSE   -   General Certificate of Secondary Education

   (O Level), University of Cambridge

GENERAL INFORMATION

COURSE REGISTRATION

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

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

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

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

GRADING SCHEME

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

BACHELOR'S DEGREE CLASSIFICATION

UNDER THE SEMESTER SYSTEM

Degree Awarded	CGPA	Intake : Session 2002/2003 onwards
Pass With Honours	2.00 < 3.70	The senate has decided that a student who achieve a final CGPA of 3.70 and above is qualified for the degree Pass with Honours (With Distinction)
Pass With Honours (With Distinction)	3.70 and above	

CGPA : Cumulative Grade Point Average (Maximum = 4.00)

Remarks :

1. The Marking Scheme as approved by the Senate is applicable to all Bachelor's degree programme under the Semester System, Universiti Malaya **except** for the degree of Bachelor of Medicine and Bachelor of Surgery **and** the degree of Bachelor of Dental Surgery.

2. The degree that shall be conferred is an honours degree based on the final CGPA. For a student to qualify for the conferment of the honours degree, he/she must obtain a final CGPA of not less than 2.00. A student is qualified for the conferment of a degree of Pass with Honours (With Distinction) if he/she:

   (1) achieves a final CGPA of 3.70 and above;
   (2) has never obtained grade F for any course fot the duration of his/her programme of study;
   (3) has never repeated for any failed course and/or improvement course grade; and
   (4) has successfully completed his/her programme of study within the minimum period or prescribed duration.

(Sources : University of Malaya (Bachelor's Degree) Regulations 2019 - Second Amendment Year 2021)

STUDENT EXCHANGE PROGRAMME

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

(1) Check the list and details of the partner universities in various countries through https://gem.um.edu.my/

(2) Check for the courses offered and information on the student exchange programme on the partnering University's website.

(3) Check out the application procedures and financial provisions through the Global Enrichment & Mobility Centre website (https://gem.um.edu.my/). GEM provides funding for exchange programme purposes.

(4) Get advice from the Faculty Student Mobility Coordinator regarding the suitability of courses to be taken.

INDUSTRIAL TRAINING

Students should apply to the faculty for industrial training placement one semester before the industrial training starts. two (2) weeks before the semester starts, students should register on-line for the industrial training course (CIB3012/CIA3006/CIC3005/EIA3009). for assistance, students may contact the center for the initiation of talent and industrial training (CITRA): -

Email   : citra@um.edu.my

Phone Number   : +603-7967 5408

Fax Number   : +603-7967 5427

ACADEMIC RESEARCH (*only applicable for Bachelor of Economics programme*)

The course is designed to develop students' ability to identify issues to be studied and students' understanding of the critical role of literature review within a research process. Students will plan and produce an academic article consisting of the problem statement and a systematic literature review related to the issues of their interest. The course involves workshops and direct one on one supervision.

To register for this course, students are required to apply to the faculty for supervisor appointment one semester before the Academic Research starts. An announcement will be made to call for registration and supervisor appointment. Students should register online for EIA3010 Academic Research. For any enquiries, students may contact the Coordinator for EIA3010 Academic Research.

STUDENT ACTIVITIES (CLUBS & SOCITIES)

For students who are actively involved in academic and co-curricular activities, Faculty of Business and Economics provides supporting facilities such as an office for the various clubs, notice boards, letter box, as well as telephone and fax machines (for official use only).

By participating in clubs and societies, it is an interesting way of making new friends, meeting people with similar interests and having a good time during the campus life. Clubs and societies can also help you to build leadership attributes and skills through organizing events and activities.

In addition, Faculty of Business and Economics also assists in several club activities. The following clubs for students that have been established by Faculty of Business and Economics:

University Malaya Accounting Club (UMAC)
Advisor : Dr. Mohd Dr. Haniff Zainuldin
Facebook : https://www.facebook.com/umac1975/

University Malaya Business Club (UMBC)
Advisor : Dr. Nor Hazlina Hashim
Facebook : https://www.facebook.com/umbizclub/

University Malaya Finance Association (UMFA)
Advisor : Dr. Mohd Zaidi bin Md Zabri
Facebook : https://www.facebook.com/umfassociationn/

Persatuan Ekonomi Universiti Malaya (PEKUMA)
Advisor : Dr. Nurulhuda Mohd Satar
Facebook : https://www.facebook.com/PEKUMA.UM/

OFFICE OPERATION HOURS

OPERATION HOURS

Monday – Thursday   :   8.00am – 4.30pm

(Lunch hour : 1.00pm – 2.00pm)

Friday   :   8.00am – 4.30pm

(Lunch hour : 12.15pm – 2.45pm)

LOCATION

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

Maps : https://goo.gl/maps/Z9HYCvmKPSL9Q7Ag7

GENERAL EMAIL

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

Please note that we have taken the utmost care in compiling the information in this handbook, including the schedules for courses during the 2023/2024 session. While the contents are correct at the time of printing, we reserve the right to change any information if necessary.

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

Prepared by Undergraduate Office

UNIVERSITI MALAYA
Faculty of Business and Economics