UNIVERSITI MALAYA

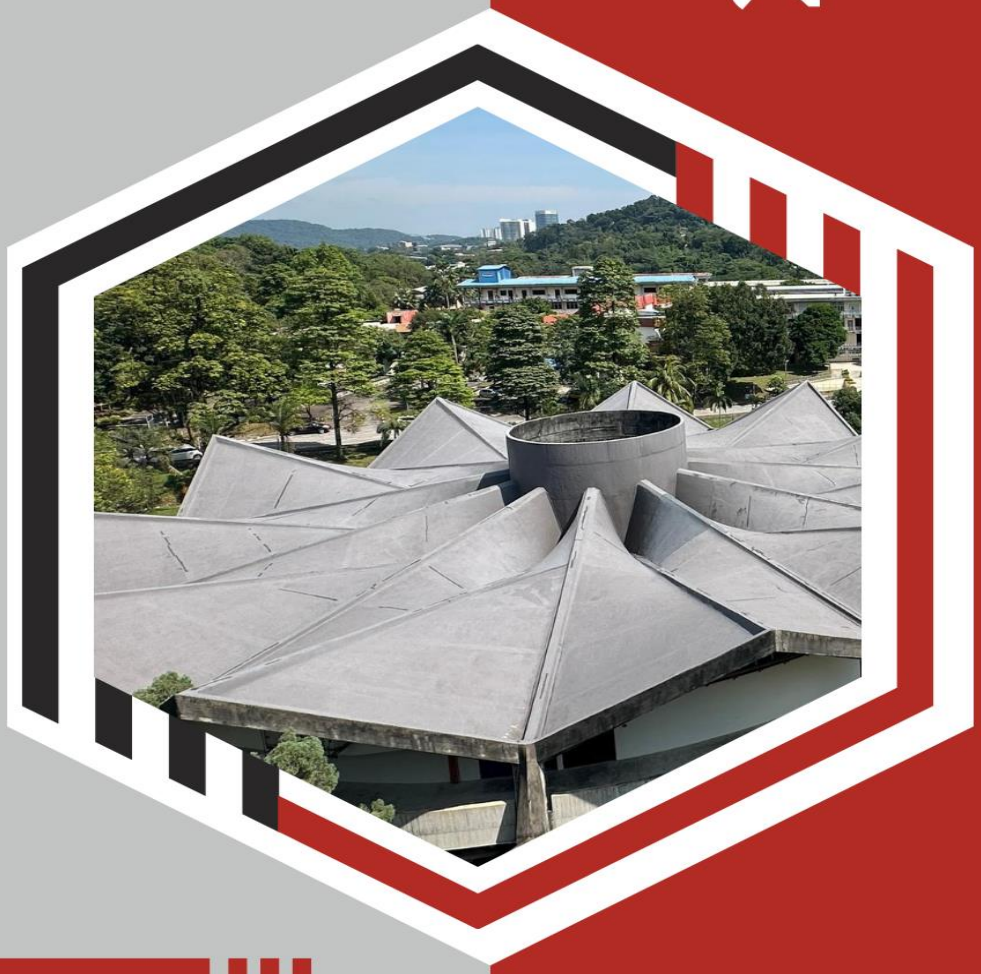
FAKULTI PERNIAGAAN DAN EKONOMI
Faculty of Business and Economics

UNDERGRADUATE

BACHELOR OF BUSINESS ADMINISTRATION

STUDENT HANDBOOK

2024/2025



For further information :
https://fpe.um.edu.my/

ABOUT UNIVERSITI MALAYA

VISION

A global university impacting the world

MISSION

Pushing the boundaries of knowledge and nurturing aspiring leaders

QUALITY POLICY

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

CORE VALUES



FAKULTI PERNIAGAAN DAN EKONOMI
Faculty of Business and Economics

ABOUT FACULTY OF BUSINESS AND ECONOMICS

VISION

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

MISSION

Nurturing leaders for global community

THE MANAGEMENT

Dean	:	Prof. Dr. Yusniza Kamarulzaman PhD (Cardiff), PgDip (Cambridge), PgDip (Cardiff), MBA (UKM), BBA (UiTM) yusniza@um.edu.my /dekan_fpe@um.edu.my
Deputy Dean (Undergraduate)	:	Prof. Dr. Mohd Zulkhairi Mustapha PhD (Cardiff), MBA (Acc) (UM), BSc (Wales) zulkhairi@um.edu.my
Deputy Dean (Postgraduate)	:	Prof. Dr. Yong Chen Chen PhD, MEc, BSc (UPM) ccyong@um.edu.my
Deputy Dean (Research)	:	Assoc. Prof. Dr. Datin Izlin Ismail PhD (Nottingham), MSc (Cass), BSc (LSE) izlin@um.edu.my
Deputy Dean (Student Affairs)	:	Assoc. Prof. Dr. Mohd Edil Abd Sukor PhD (Melbourne), MBA (IIUM), BShariah (UM) mohdedil@um.edu.my
Deputy Dean (Development)	:	Dr. Goh Lim Thye PhD (UPM), MSc (UPM), B.S Econs (UPM) ltgoh@um.edu.my
Director UMGSB	:	Prof. Dr. Noor Ismawati Jaafar DBA (MGSM), MBA (UM), BAcc (UM), CFiA isma_jaafar@um.edu.my
Administrative Manager	:	Mdm. Nor Azian Abdul Bari norazian@um.edu.my



DEPARTMENTS

- **Department of Accounting**
  Head : Assoc. Prof. Dr. Noor Adwa Sulaiman / adwa@um.edu.my
  Members : **https://fpe.um.edu.my/department-of-accounting**

- **Department of Finance**
  Head : Assoc. Prof. Dr. Datin Wan Marhaini Wan Ahmad/ wmarhaini@um.edu.my
  Members : **https://fpe.um.edu.my/department-of-finance**

- **Department of Management and Marketing**
  Head : Assoc. Prof. Dr. Sharmila Jayasingam / sharmila@um.edu.my
  Members : **https://fpe.um.edu.my/department-of-management-and-marketing**

- **Department of Economics**
  Head : Dr. Nurulhuda Mohd Satar / nurulhuda@um.edu.my
  Members : **https://fpe.um.edu.my/department-of-economics**

- **Department of Decision Sciences**
  Head : Assoc. Prof. Dr. Suhana Mohezar Ali / suhanamohezar@um.edu.my
  Members : **https://fpe.um.edu.my/department-of-decision-science**

- **Department of Political Science, Public Administration and Development Studies**
  Head : Dr. Sharifah Muhairah Shaharudin / muhairah@um.edu.my
  Members : **https://fpe.um.edu.my/department-of-political-science-public-administration-and-development-studies**

PROGRAMME COORDINATORS

Bachelor of Accounting	:	Dr. Kamisah Ismail kamisah.ismail@um.edu.my
Bachelor of Business Administration	:	Dr. Azmin Azliza Aziz aazliza@um.edu.my
Bachelor of Finance	:	Assoc. Prof. Dr. Rozaimah Zainudin rozaimah@um.edu.my
Bachelor of Economics	:	Dr. Ng Yin Mei yinmei.ng@um.edu.my
Industrial Training	:	Assoc. Prof. Dr. Lai Siow Li laisl@um.edu.my
Academic Research	:	Dr. Hannuun Eadiela Yaacob hannuun_yy@um.edu.my

THE ADMINISTRATION (UNDERGRADUATE)

Assistant Registrar (Undergraduate I)	:	Mdm. Amal binti Othman amalothman@um.edu.my / 03-7967 3646
Assistant Registrar (Undergraduate II)	:	Mdm. Nor Hidayah Mohd Zawawi hidayahz@um.edu.my / 03-7967 3632
Office Secretary	:	Mdm. Jency Albert jencrish@um.edu.my / 03-7967 3749

Administrative Staff

NAME	CONTACT DETAILS	SCOPE
MDM. NOR ADIBAH M KASSIM	noradibah_mkassim@um.edu.my 03-7967 3701	• Bachelor of Accounting Academic Matters Confirmation Letters • Credit Transfer (BAcc & BBA)
MDM. FATIN NABILAH MISDI	fatin.nabilah@um.edu.my 03-7967 3621	• Bachelor of Business Administration Academic Matters Confirmation Letters
MDM. NOR IZUANA ALIAS	izuana@um.edu.my 03-7967 3636	• Bachelor of Finance Academic Matters Confirmation Letters • Graduation Exercise
MS. VEL KALASHINI A/P PATHMA SIVAN	shini@um.edu.my 03-7967 3737	• Bachelor of Economics Academic Matters Confirmation Letters • Inbound Mobility
MDM. NORSHAFAWATY MOHD NOOR	shaz@um.edu.my 03-7967 3737	• International student matters • Credit transfer (BEc & BFin) • Outbound Mobility
MDM. SAPIAH SARIP	sapiahs@um.edu.my 03-7967 3636	• Industrial Training • University Course (Basic Entrepreneurship Enculturation)

THE ADMINISTRATION (STUDENT AFFAIRS)

Assistant Registrar	:	Mdm. Siti Zuliyaismah Zakariya (Isz) zulieya@um.edu.my / 03-7967 3707
Office Secretary	:	Mdm. Ruqayyah Khalil Walker ruqayyah@um.edu.my / 03-7967 3621
Administrative Staff	:	Mdm. Rohaida binti Ismail r_aida@um.edu.my / 03-7967 3645

PROFESSIONAL RECOGINTION & ACCREDITATION

MQA Agensi Kelayakan Malaysia Malaysian Qualifications Agency	Malaysian Qualification Agency (MQA)
AACSB	Association to Advance Collegiate Schools of Business (AACSB)
Maicsa The Governance Institute	Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)
AICPA & CIMA	Chartered Institute of Management Accountant (CIMA)
MFPC Malaysian Financial Planning Council Competence.Ethics.Standards	Malaysian Financial Planning Council (MFPC)

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

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

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

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

ACADEMIC CALENDAR 2024/2025

ACADEMIC CALENDAR 2024/2025 ACADEMIC SESSION (BACHELOR DEGREE LEVEL)					
SEMESTER I					
Orientation Week			29.09.2024	-	06.10.2024
Lectures	7	weeks*	07.10.2024	-	24.11.2024
Mid Semester I Break	1	week	25.11.2024	-	01.12.2024
Lectures	7	weeks*	02.12.2024	-	19.01.2025
Revision Week	1	week*	20.01.2025	-	26.01.2025
Semester I Final Examination	3	weeks*	27.01.2025	-	16.02.2025
Semester I Break	4	weeks	17.02.2025	-	16.03.2025
	23	weeks			
SEMESTER II					
Lectures	7	weeks*	17.03.2025	-	04.05.2025
Mid Semester II Break	1	week	05.05.2025	-	11.05.2025
Lectures	7	weeks*	12.05.2025	-	29.06.2025
Revision Week	1	week*	30.06.2025	-	06.07.2025
Semester II Final Examination	3	weeks*	07.07.2025	-	27.07.2025
Semester II Break	4	weeks	28.07.2025	-	24.08.2025
	23	weeks			
SPECIAL SEMESTER					
Lectures	7	weeks*	28.07.2025	-	14.09.2025
Special Semester Final Examination	1	week*	15.09.2025	-	21.09.2025
Break	1	week	22.09.2025		28.09.2025
	9	weeks			

Nota:

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

Deepavali	31 October 2024 (Thursday)
Christmas Day	25 December 2024 (Wednesday)
New Year	01 January 2025 (Wednesday)
Chinese New Year	29 & 30 January 2025 (Wednesday & Thursday)
Federal Territory Day	01 February 2025 ((Saturday)
Thaipusam	11 February 2025 (Tuesday)
Nuzul Al-Quran	17 March 2025 (Monday)
Eidul Fitri	31 March & 01 April 2025 (Monday & Tuesday)
Wesak Day	12 May 2025 (Monday)
His Majesty the King's Birthday	02 June 2025 (Monday)
Eidul Adha	06 June 2025 (Friday)
Awal Muharam	27 June 2025 (Friday)

Senate Approval Date: 24.01.2024

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		

AREAS OF SPECIALISATION FOR BBA PROGRAMME

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

PROGRAMME STRUCTURE

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

COMPONENT	CREDITS	PRE-REQUISITE
UNIVERSITY COURSES		
Required for all students		
CIX2005 Entrepreneurship	3	
GLTXXXX English Language Course[1]	4	
Co-curriculum [Choose one (1)] GKK1001 Community Service GKP1001 Talent Development GKS1001 Volunteerism	2	
GIG1012 Philosophy and Current Issues ***(required for Malaysian students) OR*** GLT1049 Malay Language Communication ***(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. **Elective Courses:** ▪ Total number of elective courses to be taken throughout the study: 4 courses.	33	

▪ These courses can be taken in semester 1 or 2 in accordance to the recommended course schedule.	18	
Total	51	
INDUSTRIAL TRAINING		
CIB 3012 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		Y3
CIB2001 Organizational Behaviour	3		Y2
CIB2003 Legal Aspect of Banking	3		Y2
CIB3003 International Business Management	3		Y3
CIB3005 Leadership	3		Y3
CIB3006 Service Management	3		Y3
CIB3007 Islamic Perspective on Business	3		Y3
CIB3008 Change Management	3		Y3
CIB3009 Cross Cultural Management	3		Y3
CIB3011 Introduction to Positive Psychology	3		Y3
CID3003 Quality Management	3		Y3
CIX3005 Tourism Management	3		Y3
Total	**33**		
MARKETING SPECIALISATION COURSES (CHOOSE 11 COURSES)[3]			
CIX2002 Sales Management	3		Y2
CIB2001 Organizational Behaviour	3		Y2
CID2002 E-Commerce	3		Y2
CIF2001 Consumer Behaviour	3		Y2
CIF2002 Retailing	3		Y2
CIF2004 Digital Marketing	3		Y2
CIF3001 Global Marketing	3		Y3
CIF3002 Hospitality Management	3		Y3
CIF3003 Integrated Marketing Communications	3		Y3
CIF3004 Services Marketing	3		Y3
CIF3005 Branding	3		Y3
CIX3001 Islamic Marketing	3		Y3
CIX3006 Marketing Analytics	3		Y3
Total	**33**		

OPERATIONS AND INFORMATION SYSTEMS MANAGEMENT COURSES (CHOOSE 11 COURSES)[3]		
CID2002 E-Commerce	3	Y2
CID2003 Business Data Communication	3	Y2
CID2004 Business Data Management	3	Y2
CID2005 Business Analysis and Systems Design	3	Y2
CIF2002 Retailing	3	Y2
CIX2004 Business Application Development	3	Y2
CID3001 Supply Chain Management	3	Y3
CID3002 Strategic Information Systems	3	Y3
CID3003 Quality Management	3	Y3
CID3004 Logistics Management	3	Y3
CID3005 Sustainable Operations and Supply Chain Management	3	Y3
CIX3007 Business Modelling for Decision Making	3	Y3
CIB3008 Change Management	3	Y3
Total	**33**	

List of Faculty Elective 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	3		Y2

Systems Design		
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		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			
GLT1049	Malay Language Communication	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				
CIB3012	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.

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**
** ***CHOOSE ONE*** *:* • *GLT1019 – Let's Speak* • *GLT1020 – Fundamental Writing*	** ***CHOOSE ONE*** *:* • *GLT1022 – Speak Up* • *GLT1023 – Effective Workplace Writing*	** ***CHOOSE ONE*** *:* • *GLT1025 – Effective Oral Communication* • *GLT1026 – Writing at the Workplace*	**(Students can only register for one course per semester)*

*** 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)

COURSE INFORMATION

DESCRIPTION OF UNIVERSITY COURSES

CIX2005: ENTREPRENEURSHIP	3 CREDITS

Synopsis:

In this course, students will be exposed to the basic principles of entrepreneurship, business plan development, as well as the process of starting and growing a business. Students will have the opportunity to share entrepreneurial strategies through social engagement activities. This course will provide students with hands-on experience to enhance their decision-making skills.

Course Pre-requisite(s) : None

Assessment Methods : Continuous Assessment: 100%, Final Examination: 0%

GIG1012: PHILOSOPHY AND CURRENT ISSUES	2 CREDITS

Synopsis:

This course covers philosophical relations with the Philosophy of National Education and Rukunegara. The use of philosophy as a tool to purify the culture of thought in life through the arts and methods of thinking and human concepts. The main topics in philosophy are epistemology, metaphysics and ethics discussed in the context of current issues. Emphasis is given to philosophy as a basis for fostering inter-cultural dialogue and fostering one's values. At the end of this course students will be able to see the disciplines of science as one comprehensive body of knowledge and related to each other.

Course Pre-requisite(s) : None

Assessment Methods : Continuous Assessment: 70%, Final Examination: 30%

GIG1013: APPRECIATION OF ETHICS AND CIVILIZATIONS	2 CREDITS

Synopsis:

This course discusses ethical concepts from different civilization perspectives. It aims to identify the systems, developmental stages, progress and culture of a nation in strengthening social cohesion. In addition, discussions on contemporary issues in the economic, political, social, cultural and environmental aspects from an ethical and civil perspective can produce students who are morally and professionally sound. The application of appropriate High Impact Education Practices (HIEPs) is used in the delivery of this course. At the end of this course students will be able to relate ethics and civic-minded citizenship.

Course Pre-requisite(s) : None

Assessment Methods : Continuous Assessment: 70%, Final Examination: 30%

DESCRIPTION OF CORE COURSES

CIX1001 PRINCIPLES OF MICROECONOMICS	3 Credits

Synopsis:

This course will expose students to basic principles of microeconomics such as limited resources and choices and how the price theory and the production theory are developed based on these basic principles. Discussion on price theory covers demand and supply models, elasticity and consumer behavior. Failure of the market will also be covered. Production and cost theory will cover theory of the firm within it various market structures together with its efficiency.

Course Pre-requisite(s) : None

Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%

CIX1002 PRINCIPLES OF MACROECONOMICS	3 Credits

Synopsis:

This course will expose students to macroeconomic issues and problems and concepts of basic measurements and calculation of a country's economic progress. Students will also be exposed to basic models of income determination for an open and closed economy, and theories explaining the relationship between government expenditure and taxes. The impact of government's fiscal and monetary policies on business activities namely production on capital and consumer goods are also disclosed to students.

Course Pre-requisite(s) : None

Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%

CIX1003 BUSINESS STATISTICS	3 Credits

Synopsis:

Topics that will be discussed include terminology and uses of statistics, presentation of descriptive data, concept of probability, discrete and continuous random variables, statistical inference mainly in sampling and hypothesis testing. Techniques such as t-test, chi-squared test, analysis of variance (ANOVA), linear regression and correlation will also be discussed.

Course Pre-requisite(s) : None

Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%

CIX1004 QUANTITATIVE ANALYSIS FOR BUSINESS	3 Credits

Synopsis:

This course aims to expose students to the importance of developing logical thinking especially in business-related problems. Topics include introduction to algebra, differentiation, linear programming, matrix algebra and simple and compound interest.

Course Pre-requisite(s) : None

Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%

CIX1005 BUSINESS COMMUNICATION: A CRITICAL THINKING APPROACH	3 Credits

Synopsis:

The goal of this course is to help students learn to communicate effectively within a professional setting and to be a better thinker. The course focuses specifically on improving students' ability to write, speak, work in a team, communicate across cultures and make smarter decisions in their roles as future managers.

Course Pre-requisite(s) : None

Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%

CIA1001 INTRODUCTORY ACCOUNTING	3 Credits

Synopsis:

The course introduces and discusses the basis of accounting which includes the definition of accounting, accounting principles, accounting equation and financial statements, recording and information system of accounting and income and expenditure concept. It also covers accounting for merchandising business, inventory, financial assets, non-current assets, partnership and companies. Other aspects include analysis and interpretation of financial ratios. Relevant ethical issues will also be exposed through the course.

Course Pre-requisite(s) : None

Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%

CIA2009 MANAGEMENT ACCOUNTING	3 Credits

Synopsis:

This course is designed for non-accounting students to discuss the concepts and basic techniques in management accounting. This course discusses the use of accounting information that is relevant to assist in planning, controlling and decision making. The topics discussed in this course include the concepts and basic principles in management accounting: definition, classification and cost behaviour, ost-volume-profit analysis, preparation of budgets, basic costing techniques and relevant information for decision making.

Course Pre-requisite(s) : None

Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%

CIB1001 MANAGEMENT	3 Credits

Synopsis:

In general, this course will cover the four major principles of management, i.e. planning, organizing, leading and controlling. These four principles make up the management process. Description of management process will be explained in terms of the changes in the environment, particularly the way globalization affect management. In this course, students will be also exposed to other important aspects of management such as ethics and social responsibility, decision making, organization's culture, etc.

Course Pre-requisite(s) : None

Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%

CIB1002 HUMAN RESOURCE MANAGEMENT	3 Credits

Synopsis:

This course introduces students to the concepts, principles, and functions involved in developing human resource systems. These systems include staffing, training and development, performance appraisal, compensation as well as benefits, and services.

Course Pre-requisite(s) **:** None

Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%

CIB3002 STRATEGIC MANAGEMENT	4 Credits

Synopsis:

This is a capstone course, which integrates materials and knowledge acquired form prior courses conducted earlier in the program. This course emphasizes on the strategic management process to chart the future strategies of organizations. This course demonstrates how other areas of study, for instance: management, marketing, accounting, law, production/operations, research and development and information system can be integrated with the latest strategic management tools to achieve organizational success.

Course Pre-requisite(s) : None

Assessment Methods : Continuous Assessment: 40%, Final Examination: 60%

CIB3010 BUSINESS ETHICS & CORPORATE GOVERNANCE	3 Credits

Synopsis:

The course promotes reflections of ethical dilemmas that arise in various functional business disciplines and develops the students' capacity to analyse, argue and confidently apply systematic ethical reasoning using ethical dimensions. This exposure will develop and enhance the student's understanding of moral obligations as businesses and the importance of moral character in business. Students will discuss the principal of philosophical ethical theories and their applicability to business decisions. It analyses the relationship between business ethics, law and religion, as is the impact of agency theory and stakeholder. Students will explore the concepts of ethical culture and leadership and learn ways to inculcate such culture and leadership in a business organisation. Furthermore, students will examine the issues of corporate governance in public listed firms and the internal mechanisms to mitigate such issues. This course gives special focus to the role of board of directors, internal control, audit and corporate transparency in enhancing corporate accountability to stakeholders.

Course Pre-requisite(s) **:** None

Assessment Methods **:** Continuous Assessment: 60%, Final Examination: 40%

CID1001 MANAGEMENT INFORMATION SYSTEMS	3 Credits

Synopsis:

The course focuses on the applications of information technology in business. The course will discuss how companies use information technology and information systems to coordinate activities, make decisions, and acquire knowledge to create business value. Supply chain management, customer relationship management, knowledge management and enterprise resource planning systems will also be discussed. Real world business issues and group projects to enhance student learning are also covered.

Course Pre-requisite(s) **:** None

Assessment Methods **:** Continuous Assessment: 50%, Final Examination: 50%

CID2001 OPERATIONS MANAGEMENT	3 Credits

Synopsis:

This course aims to expose students to the main concepts used in designing, controlling and improving operations management. This includes various aspects of operations functions comprising forecasting, facility capacity and layout, quality control, 'just-in-time', inventory management and productivity. This course further exposes students to methods that assists in decision making process within the scope of operations management. It also discusses various trends, issues and challenges in operations management.

Course Pre-requisite(s) : None

Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%

CIF1001 PRINCIPLES OF MARKETING	3 Credits

Synopsis:

Students will learn amongst others: the basic concepts and theories in marketing, the marketing process, forces outside marketing that might influence marketing strategies, marketing research, consumer buyer behaviour and the marketing mix (product, price, promotion, and place).

Course Pre-requisite(s) : None

Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%

CIX2001 FINANCIAL MANAGEMENT	3 Credits

Synopsis:

This course discusses the various financial tools employed to effectively manage a company's financial condition. Other topics discussed are financial statement and analysis, time value of money, bonds and stocks, capital budgeting and its techniques and short-term working capital management.

Course Pre-requisite(s) **:** None

Assessment Methods **:** Continuous Assessment: 50%, Final Examination: 50%

CIX2007 COMMERCIAL LAW	3 Credits

Synopsis:

This course is designed to give a general overview of commercial law in Malaysia. First, it will introduce the Malaysian legal system. This will include the sources of laws, separation of powers, administration of justice, application of English law, and the position of Islamic law.

Secondly, this course will inculcate the basic understanding of the law of contracts as the governing principles in all commercial transactions. Among the topics discussed are elements of a contract, types of discharges and the remedies where there is a breach.

Thirdly, this course will expose students to the relevant laws pertaining to commercial activities, namely, agency, sale of goods, hire purchase, insurance and banking in Malaysia.

Course Pre-requisite(s) **:** None

Assessment Methods **:** Continuous Assessment: 40%, Final Examination: 60%

CIB3012 INDUSTRIAL TRAINING	9 Credits

Synopsis:

The purpose of this training is to provide students with an opportunity to experience the actual work environment by placing them in selected business organizations outside the university. In addition, the training would enable students to apply concepts and theories in the finance practices.

Course Pre-requisite(s) : Students who have accumulated at least 50 credit hours and passed 4 courses. Attended preparatory course for Industrial Training.

Assessment Methods : Continuous Assessment: 100%, Final Examination: 0%

GENERAL INFORMATION

COURSE REGISTRATION

A student is required to register for courses in accordance with the stage of study that has been prescribed. The stage of study is determined by the number of credits that 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 (KEKAL)

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

Notes :

1. The Marking Scheme as approved by the Senate is applicable to all Bachelor's degree 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 for the duration of his/her programme of study;
   (3) has never repeated for any failed course and/or improvement course grade; and
   (4) has successfully completed his/her programme of study within the minimum period or prescribed duration.

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

INDUSTRIAL TRAINING

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

Industrial Training Coordinator :

Assoc. Prof. Dr. Lai Siow Li
Email : laisl@um.edu.my / Phone Number : +603-7967 5408

Administrative Staff :

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

STUDENT EXCHANGE PROGRAMME

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

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

ACADEMIC ADVISORS

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

INTERNATIONAL STUDENTS

For further information regarding the student pass, please refer to the International Student and Mobility Centre through this website https://masd.um.edu.my/

IMPORTANT LINKS

UM MAYA PORTAL	**https://maya.um.edu.my**
UMSItS GUIDE	https://umsitsguide.um.edu.my
UM SPECTRUM	https://spectrum.um.edu.my
UM CTES	https://mysis.um.edu.my
UM HELPDESK	https://helpdesk.um.edu.my/
UM LIBRARY	https://umlib.um.edu.my/
E-PAY@UM	https://epay.um.edu.my/

UNIVERSITI MALAYA

TATACARA BERPAKAIAN DAN PENAMPILAN PELAJAR UNIVERSITI MALAYA

DRESS CODE AND APPEARANCE GUIDES FOR UNIVERSITI MALAYA STUDENTS

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



Majlis Rasmi
Official Events



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



Sukan dan Rekreasi
Sports and Recreational

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

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

SCAN ME

Dikeluarkan oleh: Jabatan Hal Ehwal Pelajar (JHEP)
Issued by: Student Affairs Department

Tarikh dikeluarkan: 21 Februari 2024
Date of issue: *21st February 2024*

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 2024/2025 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