



## **STUDENT GUIDELINES**

TO : All Students at PBS

We would like to explain some key teaching and learning procedures at PBS to ensure that students have understood for the processes to run smoothly and efficiently. Please take note of the following:

### **ADMISSION:**

1. Please submit to PBS Office the documents listed below:
  - a. Your medical report certified by the Students' Health Centre, UPM
  - b. One copy of the colour passport-size photograph of yourself.
2. Please register for admission, make the necessary payments and get the admission slip which contains your Matric No. and password to login to Students Portal. Students Portal website is:  
<https://pbsportal.upm.edu.my/pbsportal/loginscreen.aspx?usertype=Student>
3. Only paid students will be given the admission slips. Should you have any problem regarding fee payment, please consult our Finance Executive.

### **REGISTRATION OF COURSES FOR NEW STUDENTS:**

4. All new students are required to register for courses one day after registration of admission. Please login in to Students Portal for course registration by following the given instructions. Any queries on the Students Portal, or if you have a problem in logging into the system, please call our System Administrator, Mr. Jasmin Saihon at 03-8946 7441 Extn 127.
5. Students for morning Classes or students on full-time status are required to register for 12 credit hours per trimester in order to complete the programme in 4 trimesters. However, students who are on the Part-time status or registered for the evening Class are required to register for 9 credit hours in order to complete the programme in 6 trimesters.
6. Students are advised to register for courses in accordance to the sequence of courses listed in the programme structure and also based on their Group / Cohort. For your information, our PBS system currently allows students to register in any class provided that the class enrollment is not full. However, as a guide, students should register according to their group / cohort to avoid time table clashes, because the timetables are prepared according to the group / cohort.

7. The targeted number of students per class is 35 and any classes with less than 15 students will be conducted as Independent Study classes, or may be closed. PBS office shall advise the students on this.

#### **PRE-REGISTRATION OF COURSES FOR THE NEXT TRIMESTER / SEMESTER**

8. Pre-registration of courses is **compulsory** for all students. This is to give sufficient time for the Management to plan for the course registration requirements (e.g., nomination of lecturers and the number of classes to be offered). PBS will not entertain any request for additional courses / classes after the closing date for the pre-registration or during the registration week.
9. Those who pre-registered for a course will only be confirmed on their class enrollment after the fee payments are made.
10. Students who have not pre-registered will only be allowed to register for the class if the enrollment for the class has not exceeded the maximum. The registration will be carried out on the first- come, first served basis. Priority will strictly be given to those who have pre-registered and have no outstanding fee payments.

#### **CASE STUDY AND PROJECT PAPER**

11. As part of the requirements of the MBA programme, every student is required to complete either a Case Study or a Project Paper in their final trimester. Each student is required to nominate a supervisor who can assist and advise on the case writing or completion of the project paper.
12. Students should complete the nomination form and signed by the supervisor before submitting the nomination form to the PBS Office. However, PBS has the right to change the supervisor should we think that the supervisor is not in the relevant area of specialisation or if the supervisor has already too many supervisees.
13. 3 hardbound copies of Case Study or Project Paper must be submitted latest by the 17<sup>th</sup> week of the trimester. However, PBS has the right to change the date of submission and shall advise the exact date of submission every trimester.
14. A student may, if necessary, apply to the Committee for an **extension** of submission of Case Study and Project Paper after the stipulated due date. Upon approval from the Committee, students are required to pay RM 500 as penalty for late submission. However, students must submit the Case Study or Project Paper **before** the commencement of the next Trimester.
15. For any request for **extension** of submission **into the next trimester**, students are required to make full payment. Please refer to Finance Department for further details.
16. Students who fail to submit the completed Case Study or Project Paper by the revised stipulated date will be given an F grade.

17. Any request for **deferral** of Case Study or Project Paper will not be allowed except on certified medical grounds.

\*For further details regarding Case Studies and Project Papers please consult the PBS Head of Programme or the Academic Registry of the MBA programme.

### **THESIS BASED PROGRAMME**

18. Each student enrolled in the thesis-based graduate programmes shall be assigned an adviser in his/her first semester to provide the necessary academic guidance in his/her studies. Please take note that the adviser is not the supervisor. Students have the right to nominate their own supervisors or to maintain their adviser to be their supervisors.
19. A student pursuing a Master of Science or Doctor of Philosophy programme shall register for the required Coursework, as well as starting his/her Master or Doctorate Research concurrently in the First Semester. Until the Supervisory Committee is appointed, latest by end of the Second Semester, the advisor will assess and complete the student's progress report.
20. A student pursuing the Master of Science or Doctor of Philosophy programme may apply to present papers in international and national seminars or conferences. However, applications can only be made after the Proposal Defence or in the Third Semester (whichever is later).
21. Students are required to complete the progress report form through online in the Students Portal latest one month before commencement of the next semester. The supervisor will then grade the student's progress, either Satisfactory or Non Satisfactory, latest 2 weeks before the commencement of the next semester.
22. Students pursuing the thesis- based programme are advised to refer to the flow chart for milestones in the programme. This flow chart is available on the PBS website. Any queries regarding the programmes, please refer to the Head of Programme or the Academic Registry.

### **OTHERS**

23. Kindly be informed that PBS will disseminate all information to students through its website and the Students Portal. Please ensure that you access the PBS homepage and Students Portal regularly for updates. The PBS address is <http://www.PBSbusinessschool.edu.my>

Your cooperation in observing the above guidelines is greatly appreciated. Thank you.



The vision statement of the Business School is:

*‘To be a leading business school in Malaysia fulfilling global expectations’*

The mission statement of the Business School is:

- *To produce business graduates who meet the needs of the business community and to develop innovative and socially responsible leaders who are capable of dealing with changes in the global environment;*
- *To contribute to the advancement of knowledge in the area of business management;*
- *To develop linkages and to collaborate with institutions, industries and communities at large.*

<b>Master of Business Administration (MBA)</b>	
<b>Learning Goals and Learning Objectives:</b>	
1	Have disciplinary and cross-disciplinary competencies
	a. Our students will be able to effectively integrate disciplinary and cross-disciplinary competencies to solve business problems
2	Be aware of the business environment (local and global)
	a. Our students will have a sound knowledge of the business environment and will be able to identify, analyze, and apply local and global factors to solve business problems
3	Demonstrate critical thinking and analytical / problem solving / decision making skills
	a. In a case setting, our students will be able to correctly identify business problems, analyze and solve them using appropriate techniques to help decision making
4	Be effective communicators (written and oral)
	a. Our students will be able to produce professional quality business reports
	b. Our students will be able to deliver professional quality business presentations
5	Demonstrate ICT- related skills to aid decision making and communication
	a. Our students will be able to use ICT effectively to aid problem solving and communication
6	Have Entrepreneurial and leadership skills
	a. In a case setting, our students will be able to lead a team to perform a specific task
7	Have a sound understanding of business from ethical and cultural perspectives
	a. Our students will be able to identify an ethical dilemma in a scenario case and apply an ethics model or framework to propose and defend a resolution
8	Have life-long learning skills
	a. In a case setting, our students will be able to retrieve relevant information with little or no assistance
	a. In a case setting, our students will be able to apply the concepts learned

<b>Master of Management in Information Technology (MMIT)</b>	
<b>Learning Goals:</b>	
1	Demonstrate critical thinking and analytical / problem solving / decision making skills
	a. In a case setting, our students will be able to correctly identify business problems, analyze and solve them using appropriate techniques to help decision making
2	Be effective communicators (written and oral)
	a. Our students will be able to produce professional quality business reports
	b. Our students will be able to deliver professional quality business presentations
3	Have knowledge in different functional areas of management
	a. Our students will be able to effectively integrate disciplinary and cross-disciplinary competencies to solve business problems
4	Have specialized knowledge in the area of IT
	a. In a case setting, our students will be able to design effective information systems based on the knowledge in system analysis and design, web technologies, and electronic commerce
	b. In an IT project setting, our students will be able to effectively manage the project
5	Have entrepreneurial and leadership skills
	a. In a case setting, our students will be able to lead a team to perform a specific task
6	Have a sound understanding of business from ethical and cultural perspectives
	a. Our students will be able to identify an ethical dilemma in a scenario case and apply an ethics model or framework to propose and defend a resolution
7	Have life-long learning skills
	a. In a case setting, our students will be able to retrieve relevant information with little or no assistance
	b. In a case setting, our students will be able to apply concepts learned

<b>Master of Science (MSc)</b>	
<b>Learning Goals:</b>	
1	Demonstrate research - related skills
	a. Demonstrate the ability to handle research problems using qualitative and /or quantitative tools and IT
	b. Demonstrate the ability to use IT for written and oral communication
2	Demonstrate knowledge of literature in the area of specialization
	a. Complete a research proposal as a part of the coursework (with focus on literature review)
	b. Defend successfully the thesis proposal (with focus on literature review)
	c. Defend successfully the final thesis (with focus on literature review)
3	Synthesize and critique research in the area of specialization
	a. Complete a research proposal as a part of the coursework (with focus on synthesis and critique of research)
	b. Defend successfully the thesis proposal (with focus on synthesis and critique of research)
	c. Defend successfully the final thesis (with focus on synthesis and critique of research)
4	Design and implement a sound research design
	a. Design and implement a sound research design in a research project
	b. Defend successfully the final thesis (with focus on research design)
5	Communicate scholarly work
	a. Disseminate the scholarly work in seminars/conferences/trade journals
	b. Disseminate the scholarly work in peer-reviewed journals
6	Contribute to the body of knowledge and practice
	a. Make significant contribution to the body of knowledge
	b. Make significant contribution to the body of practice
7	Exhibit ethical behavior, professionalism in the conduct and dissemination of research
	a. Conduct research in an ethical and professional way – soliciting information, maintaining confidentiality of information, and following the necessary protocol in obtaining data/information
	b. Disseminate research in an ethical and professional manner – acknowledge contributions, send for publication after including all the contributors, avoid plagiarizing own work and the work of others

8	Have life-long learning skills
	a. Demonstrate life-long learning skills in an unstructured environment by being able to retrieve information with little or no assistance
	b. Demonstrate life-long learning skills in an unstructured environment by being able to apply concepts learned



<b>Doctor of Philosophy (PhD)</b>	
<b>Learning Goals:</b>	
1	Have research-related skills
	a. Demonstrate the ability to handle research problems using qualitative and /or quantitative tools and IT
	b. Demonstrate the ability to use IT for written and oral communication
2	Make original / distinctive contribution to the body of knowledge and practice
	a. Make significant contribution to the body of knowledge
	b. Make significant contribution to the body of practice
3	Have knowledge of literature in the area of specialization
	a. Complete a research proposal as a part of the coursework (with focus on literature review)
	b. Defend successfully the thesis proposal (with focus on literature review)
	c. Defend successfully the final thesis (with focus on literature review)
4	Synthesize and critique research in the area of specialization
	a. Complete a research proposal as a part of the coursework (with focus on synthesis and critique of research)
	b. Defend successfully the thesis proposal (with focus on synthesis and critique of research)
	c. Defend successfully the final thesis (with focus on synthesis and critique of research)
5	Design and implement a sound research design
	a. Design and implement a sound research design in a research project
	b. Defend successfully the final thesis (with focus on research design)
6	Communicate scholarly work
	a. Disseminate the scholarly work in seminars/conferences/trade journals
	b. Disseminate the scholarly work in peer-reviewed journals
7	Exhibit ethical behavior and Professionalism in the conduct and dissemination of research
	a. Conduct research in an ethical and professional way – soliciting information, maintaining confidentiality of information, and following the necessary protocol in obtaining data/information
	b. Disseminate research in an ethical and professional manner – acknowledge contributions, send for publication after including all the contributors, avoid plagiarizing own work and the work of others
8	Have life-long learning skills
	a. Demonstrate life-long learning skills in an unstructured environment by being able to retrieve information with little or no assistance
	b. Demonstrate life-long learning skills in an unstructured environment by being able to apply concepts learned



### COURSE SYNOPSIS – CORE COURSES

Name of Course/Module : **Managerial Economics**

Course Code : **GSM5000**

Credit Hours : 3

Synopsis :

The course covers the application of economic theory and decision science tools to determine the optimal solution to managerial decision problem. The topics that will be discussed include demand analysis and forecasting, production and costs, pricing and output decision.

Name of Course/Module : **Organizational Behavior**

Course Code : **GSM5101**

Credit Hours : 3

Synopsis :

The course focuses on the effects of individual, group, and organizational work on behavior and performance. It also focuses on the effects of these factors on organizational effectiveness.

Name of Course/Module : **Operations Management**

Course Code : **GSM5113**

Credit Hours : 3

Synopsis :

This course encompasses designing products, production process, acquiring and organizing necessary resources, and planning/executing production. Issues and concepts, management of the operation function, organizing and managing provision of goods, and recognizing potential areas of improvement in the management of goods and services are discussed.

Name of Course/Module : **Business Research Methods**

Course Code : **GSM5114**

Credit Hours : 3

Synopsis :

This course focuses on the analysis of business problems and use of the scientific approach as a problem solving tool. This encompasses problem identifications, research objectives, development of theoretical frameworks, appropriate research

designs, quantitative versus qualitative approaches, statistical analysis techniques, report writing and presentation.

Name of Course/Module : **Case Writing and Analysis**

Course Code : **GSM5116**

Credit Hours : 3

Synopsis :

This course encompasses definition of a case, concepts, tools and processes of case writing, data requirements and collection, case reports and analysis.

Name of Course/Module : **Business Law and Ethics**

Course Code : **GSM5131**

Credit Hours : 3

Synopsis :

This course covers the conceptual and practical aspects of law and ethics in the business environment.

Name of Course/Module : **Strategic Management**

Course Code : **GSM5160**

Credit Hours : 3

Synopsis :

This course covers four major components, namely strategic planning, processes, systems and current issues that require application of knowledge on management, marketing, finance and operations.

Name of Course/Module : **Management Information Systems**

Course Code : **GSM5170**

Credit Hours : 3

Synopsis :

This course provides a basic understanding of the roles and uses of information systems and technology for business operations, management decision-making and strategic advantages. The concepts, development and implementation of information systems involving management issues of organizations are discussed.

Name of Course/Module : **Marketing Management**

Course Code : **GSM5200**

Credit Hours : 3

Synopsis :

The course encompasses an understanding of the basic concepts, strategies, and theories of marketing management. These are include of marketing environment; consumer and organization buying behavior; decisions and strategies pertaining to marketing mix, such as product, price, distribution, and promotion; strategic marketing planning, implementation, and control of marketing programs; major techniques in gathering information that determine marketing objectives, and strategies of companies.

Name of Course/Module : **Accounting for Decision Making**

Course Code : **GSM5301**

Credit Hours : 3

Synopsis :

This course covers the basic accounting concepts for recognition of assets, liabilities, revenue and expenses in the preparation of financial statements. The use of financial statements for analysis for performance, cost concepts and short-term decision making techniques, as well as the evaluation of management control systems, are discussed.

Name of Course/Module : **Financial Management**

Course Code : **GSM5400**

Credit Hours : 3

Synopsis :

The course covers the basic elements of financial management, financial analysis, financial forecasting, financial planning and control time value of money, valuating of financial assets, risk and return, and capital budgeting. Issues relating to financial theory and corporate policies will be discussed.

Name of Course/Module : **Human Resource Management**

Course Code : **GSM5500**

Credit Hours : 3

Synopsis :

The course focuses on the principles, techniques and processes related to the function of human resource management; how human resources contribute to the organization's business strategy and competitive advantage; potential unethical practices in these functions and how to control them.

## SPECIALISATION

### MARKETING

Name of Course/Module : **Consumer Behaviour**

Course Code : **GSM5230**

Credit Hours : 3

Synopsis :

In this course students will be able to understand the concepts and tools to develop a comprehensive understanding of consumer behavior principles, which cover consumers' activities in acquiring, consuming and disposing of products. Understanding consumer behavior has become one of the important elements of marketing strategy, which enables marketers to understand and predict consumer behavior in the effort to increase the chances of being successful in the market.

Name of Course/Module : **Marketing Research**

Course Code : **GSM5210**

Credit Hours : 3

Synopsis :

The course is composed of the basic theories and procedures used in identifying and solving various marketing research problems in the context of business organizations and decision making. Other marketing research processes will also be discussed.

Name of Course/Module : **e-Marketing**

Course Code : **GSM5271**

Credit Hours : 3

Synopsis :

This course is designed to prepare students with knowledge and skills to direct and manage the e-marketing process by integrating marketing processes and internet technology. The integration of text and cases will help students gain a better grasp of e-marketing.

Name of Course/Module : **Global Marketing**

Course Code : **GSM5281**

Credit Hours : 3

Synopsis :

This course provides an understanding of globalization and how it affects marketing, while also looking at the role of marketing in the globalization process. The ultimate purpose of this course is to help students develop sufficient knowledge to be effective managers overseeing global marketing activities in an increasingly competitive environment.

Name of Course/Module : **International Marketing**

Course Code : **GSM5280**

Credit Hours : 3

Synopsis :

In this course, students will analyze the international markets from various dimensions. It also provides students the opportunity to understand the various environmental variables that shape the management of international marketing. This leads to an understanding of important strategies related to the management of the marketing mix that is required to meet the demands of true world markets in a dynamic and ever-changing setting.

Name of Course/Module : **Promotion Marketing**

Course Code : **GSM5260**

Credit Hours : 3

Synopsis :

The course will investigate the role of marketing communications in an overall marketing strategy context and examine the evolving range of communication options now available to management. The various tasks concerned with managing the marketing communication functions represent a particular focus of this course.

Name of Course/Module : **Supply Chain Management**

Course Code : **GSM5242**

Credit Hours : 3

Synopsis :

This course teaches students the strategic importance of good supply chain design, planning, and operation. Also, students learn how good supply chain management can be a competitive advantage while weaknesses in the supply chain hurt the performance of a firm.

Name of Course/Module : **Technology Marketing**

Course Code : **GSM5270**

Credit Hours : 3

Synopsis :

The course develops customer analysis as the foundation for all good marketing and includes tools such as segmentation and marketing research. Topics related to product policy, pricing, distribution and promotion of marketing high technology products are also discussed.

## **FINANCE**

Name of Course/Module : **International Finance**

Course Code : **GSM5480**

Credit Hours : 3

Synopsis :

The course provides comprehensive coverage of International Finance theories and concepts. The real world aspects of International finance are explored through research papers, case studies and media reports on current events.

Name of Course/Module : **Investment Analysis**

Course Code : **GSM5421**

Credit Hours : 3

Synopsis :

The course includes a comprehensive coverage of investment, techniques, concepts and theories. The practical aspects of investments, specifically the current investment practices in the financial markets, are discussed through research findings reported in journal papers, consultancy reports and investment reports, prepared by brokerage and financial institutions.

Name of Course/Module : **Corporate Finance**

Course Code : **GSM5401**

Credit Hours : 3

Synopsis :

The course encompasses the basic financial management functions of capital budgeting, capital structure and working capital management. Emphasis is given to capital budgeting strategy, basic capital structure theories, working capital, and

liquidity management concepts. Merger and acquisition, and corporate restructuring are also discussed.

Name of Course/Module : **Financial Planning**

Course Code : **GSM5461**

Credit Hours : 3

Synopsis :

This course covers the financial planning process and offers exposure to areas of personal financial planning. Process and analysis of information to construct personnel financial statements and a comprehensive financial plan are discussed.

Name of Course/Module : **Islamic Finance**

Course Code : **GSM5490**

Credit Hours : 3

Synopsis :

This course examines the Islamic finance theoretical framework, Islamic financing, and investment principles in business from the Islamic perspective.

Name of Course/Module : **Security Analysis and Portfolio Theory**

Course Code : **GSM5422**

Credit Hours : 3

Synopsis :

The course covers the theoretical aspects of portfolio management as well as security analysis and its applications. Specifically, topics such as risk and return, portfolio theory, mean-variance efficiency, use of single index model and its application for the formation of the efficient, Capital Asset Pricing Model (CAPM), Arbitrage Pricing Theory (APT), fundamental analysis and valuation techniques, technical analysis, efficient capital market theory, performance evaluation methods and portfolio strategies will be discussed.

## **HUMAN RESOURCE MANAGEMENT**

Name of Course/Module : **Industrial Relations**

Course Code : **GSM5540**

Credit Hours : 3

Synopsis :

The course emphasizes management strategies in handling situations that have arisen from the existence of trade unions in organizations, beginning with their formation until the implementation of trade unionism activities. It includes issues of trade union recognition, collective bargaining agreements, and industrial disputes.

Name of Course/Module : **Training & Development Management**

Course Code : **GSM5520**

Credit Hours : 3

Synopsis :

The course includes structural and process considerations in designing training and development programs at the micro level, and the main methods that may be adopted to train and develop employees in an organization.

Name of Course/Module : **Communications for Managers**

Course Code : **GSM5103**

Credit Hours : 3

Synopsis :

This course covers theories and principles of management communication in organizations, with an application in everyday managerial interaction.

Name of Course/Module : **Compensation Management**

Course Code : **GSM5530**

Credit Hours : 3

Synopsis :

This course covers the major strategic and operational decisions that managers should make in designing and implementing an organization's pay, benefit and incentive programmes. It emphasizes the techniques and procedures of conducting job analysis, job evaluation and compensation surveys.

Name of Course/Module : **Cross Cultural Management**

Course Code : **GSM5550**

Credit Hours : 3

Synopsis :

The course covers issues and problems related to three levels of culture: intra-cultural, inter-cultural and cross-cultural. It discusses the meaning of culture, cultural influences on management, and strategies to address issues related to conflicts caused by cultural differences.

Name of Course/Module : **Organizational Development**

Course Code : **GSM5521**

Credit Hours : 3

Synopsis :

The course covers the steps in the organization development process, with emphasis on intervention design and implementation steps. It examines the major interventions used in organization development.



**INTERNATIONAL BUSINESS**

Name of Course/Module : **International Business Management and Policy**

Course Code : **GSM5181**

Credit Hours : 3

Synopsis :

This course examines theories related to international business in both international trade and direct investment. It also covers the complex environmental factors in the areas of marketing, operations, finance and human resources.

Name of Course/Module : **International Trade**

Course Code : **GSM5123**

Credit Hours : 3

Synopsis :

This course provides coverage of market globalization, world trade growth and the effects of global trading. It also explains the importance of the neo-classical model of trade theory. Government trade policy, regional integration and customs union are also discussed.

Name of Course/Module : **Cross Cultural Management**

Course Code : **GSM5550**

Credit Hours : 3

Synopsis :

The course covers issues and problems related to three levels of culture: intra-cultural, inter-cultural and cross-cultural. It discusses the meaning of culture, cultural influences on management, and strategies to address issues related to conflicts caused by cultural differences.

Name of Course/Module : **International Finance**

Course Code : **GSM5480**

Credit Hours : 3

Synopsis :

The course provides a comprehensive coverage of International Finance theories and concepts. The real world aspects of International finance are explored through research papers, case studies and media reports on current events.

Name of Course/Module : **International Marketing**

Course Code : **GSM5280**

Credit Hours : 3

Synopsis :

In this course, students will be able to analyze international markets from various dimensions. It also provides students understanding of the various environmental variables that shape the management of international marketing. This leads to an understanding of important strategies related to the management of the marketing mix that are required to meet the demands of world markets in a dynamic and ever-changing setting.

**CORPORATE GOVERNANCE**

Name of Course/Module : **Corporate Administration**

Course Code : **GSM5118**

Credit Hours : 3

Synopsis :

The Chartered Secretary is regularly employed in a position of strategic responsibility for administrative operations within and across the organization. The aim of the module is to instill knowledge and key skills in handling the responsibilities of corporate administration in both the strategic and functional contexts, to develop competence in advising the Board and leading teams in administrative best practice, and in ensuring compliance with external regulations and internal procedures.

Name of Course/Module : **Corporate Governance**

Course Code : **GSM5117**

Credit Hours : 3

Synopsis :

This course covers both the theoretical and practical perspectives of corporate governance, focusing on what constitutes good governance, the need for Codes in various countries, and issues of good governance.

Name of Course/Module : **Corporate Secretaryship**

Course Code : **GSM5119**

Credit Hours : 3

Synopsis :

Discuss the main tasks as a secretary to the Board. The module will highlight the essential knowledge and skills required to perform secretarial duties in the organization on a small, medium and large scale. It covers functionality in a strategic context, advising the board, ensuring that laws and regulations are followed, and effectively communicating the results of the board internally and externally.

Name of Course/Module : **Corporate Social Responsibility**

Course Code : **GSM5127**

Credit Hours : 3

Synopsis :

The course focuses on the ways in which an increasing number of successful companies are attempting to express forms of social and environmental responsibility in their business practices. The course also takes an internal perspective by considering practical reasoning in the context of managerial everyday action in organizations, as managers and employees wrestle with issues of ethical behavior.

<b>PROGRAMME : MASTER OF BUSINESS ADMINISTRATION (FULL TIME – LOCAL)</b>		
<b><u>BREAK-DOWN OF FEES</u></b>		
Acceptance Fee	RM	300.00
Registration Fee	RM	150.00
Alumni Fee	RM	106.00
University Fee	RM	1,350.00
Tuition Fee (RM500.00 X 48 credits)	RM	24,000.00
<b>GRAND TOTAL :</b>	<b>RM</b>	<b>25,906.00</b>
<b><u>1st Trimester</u></b>		
Tuition Fee (12 credits)	RM	6,000.00
University Fee	RM	450.00
Registration Fee	RM	150.00
Alumni Fee	RM	106.00
Acceptance Fee	RM	300.00
Sub-total	RM	7,006.00
<b><u>2nd Trimester</u></b>		
Tuition Fee (12 credits)	RM	6,000.00
Sub-total	RM	6,000.00
<b><u>3rd &amp; 4th Trimester</u></b>		
University Fee	RM	450.00
Tuition Fee (12 credits)	RM	6,000.00
Sub-total	RM	6,450.00
<b>GRAND TOTAL :</b>	<b>RM</b>	<b>25,906.00</b>

*All fees are subject to change  
Alumni fee is inclusive of GST 6%*

<b>PROGRAMME : MASTER OF BUSINESS ADMINISTRATION (PART TIME – LOCAL)</b>		
<b><u>BREAK-DOWN OF FEES</u></b>		
Acceptance Fee	RM	300.00
Registration Fee	RM	150.00
Alumni Fee	RM	106.00
University Fee	RM	1,800.00
Tuition Fee (RM500.00 X 48 credits)	RM	24,000.00
<b>GRAND TOTAL :</b>	<b>RM</b>	<b>26,356.00</b>
<b><u>1st Trimester</u></b>		
Tuition Fee (9 credits)	RM	4,500.00
University Fee	RM	450.00
Registration Fee	RM	150.00
Alumni Fee	RM	106.00
Acceptance Fee	RM	300.00
Sub-total	RM	5,506.00
<b><u>2nd Trimester</u></b>		
Tuition Fee (9 credits)	RM	4,500.00
Sub-total	RM	4,500.00
<b><u>3rd &amp; 4th Trimester</u></b>		
University Fee	RM	450.00
Tuition Fee (9 credits)	RM	4,500.00
Sub-total	RM	4,950.00
<b><u>5th Trimester</u></b>		
Tuition Fee (9 credits)	RM	4,500.00
Sub-total	RM	4,500.00
<b><u>6th Trimester</u></b>		
University Fee	RM	450.00
Tuition Fee (3 credits)	RM	1,500.00
Sub-total	RM	1,950.00
<b>GRAND TOTAL :</b>	<b>RM</b>	<b>26,356.00</b>

*All fees are subject to change  
Alumni fee is inclusive of GST 6%*

<b>PROGRAMME : MASTER OF BUSINESS ADMINISTRATION (FULL TIME – INTERNATIONAL)</b>		
<b><u>BREAK-DOWN OF FEES</u></b>		
Acceptance Fee	RM	800.00
Registration Fee	RM	150.00
Alumni Fee	RM	106.00
University Fee	RM	1,350.00
Special Fee for International Students	RM	3,000.00
Tuition Fee (RM800.00 X 48 credits)	RM	38,400.00
<b>GRAND TOTAL :</b>	<b>RM</b>	<b>43,806.00</b>
<b><u>1st Trimester</u></b>		
Tuition Fee (12 credits)	RM	9,600.00
University Fee	RM	450.00
Special Fee for International Students	RM	1,000.00
Registration Fee	RM	150.00
Alumni Fee	RM	106.00
Acceptance Fee	RM	800.00
Sub-total	RM	12,106.00
<b><u>2nd Trimester</u></b>		
Tuition Fee (12 credits)	RM	9,600.00
Sub-total	RM	9,600.00
<b><u>3rd &amp; 4th Trimester</u></b>		
University Fee	RM	450.00
Special Fee for International Student	RM	1,000.00
Tuition Fee (12 credits)	RM	9,600.00
Sub-total	RM	11,050.00
<b>GRAND TOTAL :</b>	<b>RM</b>	<b>43,806.00</b>

*All fees are subject to change  
Alumni fee is inclusive of GST 6%*

<b>PROGRAMME : MASTER OF MANAGEMENT SPECIALISATION: INFORMATION TECHNOLOGY (LOCAL)</b>		
<b><u>BREAK-DOWN OF FEES</u></b>		
Acceptance Fee	RM	300.00
Registration Fee	RM	150.00
Alumni Fee	RM	106.00
University Fee	RM	1,350.00
Tuition Fee (RM500.00 X 42 credits)	RM	21,000.00
<b>GRAND TOTAL :</b>	<b>RM</b>	<b>22,906.00</b>
<b><u>1st Trimester</u></b>		
Tuition Fee (12 credits)	RM	6,000.00
University Fee	RM	450.00
Registration Fee	RM	150.00
Alumni Fee	RM	106.00
Acceptance Fee	RM	300.00
Sub-total	RM	7,006.00
<b><u>2nd Trimester</u></b>		
Tuition Fee (12 credits)	RM	6,000.00
Sub-total	RM	6,000.00
<b><u>3rd &amp; 4th Trimester</u></b>		
University Fee	RM	450.00
Tuition Fee (9 credits)	RM	4,500.00
Sub-total	RM	4,950.00
<b>GRAND TOTAL :</b>	<b>RM</b>	<b>22,906.00</b>

*All fees are subject to change  
Alumni fee is inclusive of GST 6%*

<b>PROGRAMME : MASTER OF MANAGEMENT SPECIALISATION: INFORMATION TECHNOLOGY (INTERNATIONAL)</b>		
<b><u>BREAK-DOWN OF FEES</u></b>		
Acceptance Fee	RM	800.00
Registration Fee	RM	150.00
Alumni Fee	RM	106.00
University Fee	RM	1,350.00
Special Fee for International Students	RM	3,000.00
Tuition Fee (RM800.00 X 42 credits)	RM	33,600.00
<b>GRAND TOTAL :</b>	<b>RM</b>	<b>39,006.00</b>
<b><u>1st Trimester</u></b>		
Tuition Fee (12 credits)	RM	9,600.00
University Fee	RM	450.00
Special Fee for International Students	RM	1,000.00
Registration Fee	RM	150.00
Alumni Fee	RM	106.00
Acceptance Fee	RM	800.00
Sub-total	RM	12,106.00
<b><u>2nd Trimester</u></b>		
Tuition Fee (12 credits)	RM	9,600.00
Sub-total	RM	9,600.00
<b><u>3rd &amp; 4th Trimester</u></b>		
University Fee	RM	450.00
Special Fee for International Students	RM	1,000.00
Tuition Fee (9 credits)	RM	7,200.00
Sub-total	RM	8,650.00
<b>GRAND TOTAL :</b>	<b>RM</b>	<b>39,006.00</b>

*All fees are subject to change  
Alumni fee is inclusive of GST 6%*

**PROGRAMME FEES FOR MASTER OF SCIENCE (MSc)  
(LOCAL APPLICANTS)  
*SEMESTER SYSTEM***

<b>PROGRAMME FEES FOR MSc</b>		
<b>FIRST SEMESTER</b>		
	<b>TOTAL (RM)</b>	<b>GRAND TOTAL (RM)</b>
Registration	150.00	
Alumni Fee	106.00	
Acceptance of Offer	300.00	
Credit Fee (6 cr)	3,000.00	
University Fee	450.00	
Master Research	1,800.00	
<b>Subtotal</b>		<b>5,806.00</b>
<b>SECOND SEMESTER</b>		
Tuition Fee	3,000.00	
University Fee	450.00	
Master Research	1,800.00	
<b>Subtotal</b>		<b>5,250.00</b>
<b>THIRD SEMESTER AND ONWARDS</b>		
	<b>TOTAL (RM)</b>	<b>GRAND TOTAL (RM)</b>
Master Research	3,600.00	
University Fee	450.00	
<b>Subtotal</b>		<b>4,050.00</b>
Viva Fee	750.00	
<b>Subtotal</b>		<b>750.00</b>
<b>TOTAL FEES FOR 2 YEARS STUDY (4 SEMESTER)</b>		<b><u>19,906.00</u></b>
<b>TOTAL FEES FOR 3 YEARS STUDY (6 SEMESTER)</b>		<b><u>28,006.00</u></b>

*All fees are subject to change  
Alumni fee is inclusive of GST 6%*



**PROGRAMME FEES FOR MASTER OF SCIENCE (MSc)  
(INTERNATIONAL APPLICANTS)  
*SEMESTER SYSTEM***

<b>PROGRAMME FEES FOR MSc</b>		
<b>FIRST SEMESTER</b>		
	<b>TOTAL (RM)</b>	<b>GRAND TOTAL (RM)</b>
Registration	150.00	
Alumni Fee	106.00	
Acceptance of Offer	800.00	
Credit Fees (6 cr)	4,800.00	
University Fee	450.00	
Master Research	3,300.00	
<b>Subtotal</b>		<b>9,606.00</b>
<b>SECOND SEMESTER</b>		
Credit Fee (6 cr)	4,800.00	
University Fee	450.00	
Master Research	3,300.00	
<b>Subtotal</b>		<b>8,550.00</b>
<b>THIRD SEMESTER AND ONWARDS</b>		
	<b>TOTAL (RM)</b>	<b>GRAND TOTAL (RM)</b>
Master Research	6,600.00	
University Fee	450.00	
<b>Subtotal</b>		<b>7,050.00</b>
Viva Fee	750.00	
<b>Subtotal</b>		<b>750.00</b>
<b>TOTAL FEES FOR 2 YEARS STUDY (4 SEMESTER)</b>		<b><u>33,006.00</u></b>
<b>TOTAL FEES FOR 3 YEARS STUDY (6 SEMESTER)</b>		<b><u>47,106.00</u></b>

*All fees are subject to change  
Alumni fee is inclusive of GST 6%*

**PROGRAMME FEES FOR DOCTOR OF PHILOSOPHY (PhD)  
(LOCAL APPLICANTS)**

<b>PROGRAMME FEES FOR PhD</b>		
	<b>FIRST SEMESTER</b>	
	<b>TOTAL(RM)</b>	<b>GRAND TOTAL (RM)</b>
Registration	150.00	
Alumni Fee	106.00	
Acceptance of Offer	300.00	
Credit Fees (6 cr)	3,000.00	
University Fee	450.00	
PhD Research	2,100.00	
<b>Subtotal</b>		<b>6,106.00</b>
<b>SECOND SEMESTER</b>		
Credit Fee (6 cr)	3,000.00	
University Fee	450.00	
PhD Research	2,100.00	
<b>Subtotal</b>		<b>5,550.00</b>
<b>THIRD SEMESTER ONWARDS</b>		
	<b>TOTAL(RM)</b>	<b>GRAND TOTAL (RM)</b>
PhD Research	4,200.00	
University Fee	450.00	
<b>Subtotal</b>		<b>4,650.00</b>
Viva Fee	1,000.00	1,000.00
<b>TOTAL FEES FOR 3 YEARS STUDY (6 SEMESTERS)</b>		<b><u>31,256.00</u></b>
<b>TOTAL FEES FOR 5 YEARS STUDY (10 SEMESTERS)</b>		<b><u>49,856.00</u></b>

## Notes:

- 1) This fee structure shall take effect for students enroll from **1st March 2014 onwards**
- 2) All fees are subject to change
- 3) Alumni fee is inclusive of GST 6%

**PROGRAMME FEES FOR DOCTOR OF PHILOSOPHY (PhD)  
(INTERNATIONAL APPLICANTS)**

<b>PROGRAMME FEES FOR PhD</b>		
	<b>FIRST SEMESTER</b>	
	<b>TOTAL(RM)</b>	<b>GRAND TOTAL (RM)</b>
Registration	150.00	
Alumni Fee	106.00	
Acceptance of Offer	800.00	
Credit Fee (6 cr)	4,800.00	
University Fee	450.00	
PhD Research	3,450.00	
<b>Subtotal</b>		<b>9,756.00</b>
<b>SECOND SEMESTER</b>		
Credit Fee (6 cr)	4,800.00	
University Fee	450.00	
PhD Research	3,450.00	
<b>Subtotal</b>		<b>8,700.00</b>
<b>THIRD SEMESTER ONWARDS</b>		
	<b>TOTAL(RM)</b>	<b>GRAND TOTAL (RM)</b>
PhD Research	6,900.00	
University Fee	450.00	
<b>Subtotal</b>		<b>7,350.00</b>
Viva Fee	1,000.00	1,000.00
<b>TOTAL FEES FOR 3 YEARS STUDY (6 SEMESTERS)</b>		<b><u>48,856.00</u></b>
<b>TOTAL FEES FOR 5 YEARS STUDY (10 SEMESTERS)</b>		<b><u>78,256.00</u></b>

Notes:

- 1) This fee structure shall take effect for students enroll from **1st March 2014 onwards**
- 2) All fees are subject to change
- 3) Alumni fee is inclusive of GST 6%

## DISCIPLINARY OFFENCES

Disciplinary offences are unjustifiable or unlawful actions, which would have the effect of unfairly promoting or enhancing one's academic standing within the entire community of Putra Business School. The actions would also injure, harm or damage members of the University, the public, guests of the University or its property, activities or reputation. They include actions which impede or prevent the proper functioning of the University or which prevent any member of it from pursuing his/her work or study. The following is a list of some, but not all, disciplinary offences.

1. Absent from lecture without prior permission or subsequent approval.
2. Plagiarism. This consists of, but is not limited to, copying portions of the writing of others with only minor changes in wording, with (a) inadequate footnotes, quotes, or other reference forms of citation or (b) only providing a list of references. Paraphrasing without appropriate citation is also plagiarism.
3. Failure to appear for an examination without permission or subsequent approval.
4. Impermissible conduct during examination. This consists of the following:
  - i) Giving or receiving or possessing any information which is related to the examination questions.
  - ii) Referring and using any prohibited reference material in or outside the Examination Hall/Room for the purpose of cheating.
  - iii) Communicating to other students for the purpose of cheating.
  - iv) Substituting for, arranging for substitution by another student, or representing oneself as another person.
5. Altering, changing, or forging University academic records, including attendance records, regarding oneself or others, entering the signature of any academic officer on any official University form, or causing any false information to be presented at an academic proceeding or intentionally destroying evidence important to an academic proceeding.
6. Infringing upon the right of other students to fair and equal access to any University Resource Centre references and comparable or related academic resources. This may include, but not limited to, theft, mutilation, unreasonably delayed responses when materials are requested by the University Resource Centre staff or not returning materials upon deadline.

7. Attempting deliberately to prevent other users' access to the University computer system, deprive them of resources, and degrade system performance, or copying or destroying files or programmes without consent.
8. Falsification of data collected in the conduct of research or the presentation of falsified data in papers, manuscripts, books or other documents submitted for publication or for the degree requirements.
9. Organising assemblies or using of loudspeakers without permission.
10. Display any flags, banners, placards, posters, emblems or other devices that may promote indiscipline or disorder among students.
11. Publishes, distributes or circulates any document within or outside the campus without prior permission.
12. Participates in any activity outside the campus that has a direct adverse effect on or is prejudicial to the interest of PBS.
13. Engages in any occupation, employment, business, trade or any activity, whether on a full time or part-time basis, which in the opinion of the President is undesirable.
14. Organising, managing, operating or participating in any gaming, wagering, and lottery or betting within the Campus.
15. Consuming or possessing any liquor and display disorderly behavior.
16. Possession of any obscene article or materials.
17. Possession of any drug or poison.
18. Failure to direct complaints according to the procedures established or protocol.
19. Infringes any Law or Regulations of Malaysia.

The above is not an exhaustive list and other instances of disciplinary offence may occur. Their identification will require the prudent judgment of the University Student Disciplinary Committee. The above definitions and examples apply to all

Putra Business School students regardless of the programmes in which they are enrolled.

## **PENALTIES**

Students who commit any disciplinary offence will be referred to the University Student Disciplinary Committee. If found guilty, students may be subject to the imposition of any one or a combination of two or more of the following penalties:

1. Warning
2. Fine up to a maximum of RM 500.00.
3. Given an 'F' grade for the particular course.
4. Nullification or adjustment of entire examination results or any part of the examination results for that trimester/semester.
5. Payment of compensation or damages for any damage to property and University facilities or any third party claimant.
6. Suspension from the University for a fixed period of time.
7. Expulsion from the University.