



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:
<http://pbsportal.upm.edu.my/PBSPortalV2/LoginScreen.aspx>
3. Only paid students will be given the admission slips. Should you have any problem regarding fee payment, please consult our Finance Executive at finance@putrabs.edu.my

REGISTRATION OF COURSES FOR NEW STUDENTS:

4. All new students are required to register for courses within two (2) weeks of registration. Please login in to Students Portal for course registration. Any queries on the Students Portal, please email to system@putrabs.edu.my.
5. Students who are full-time status are required to register for maximum 12 credit hours per trimester in order to complete the programme in 4 trimesters. However, part-time status is required to register for maximum 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 in order to graduate studies on time.
7. The targeted number of students per class is 30 and any classes with less than 10 students will be conducted as Independent Study or may be closed. PBS office shall advise the students on this matter.

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.

PROJECT PAPER

11. As part of the requirements of the MBA programme, every student is required to complete a Project Paper in final trimester. Each student is required to nominate a supervisor during Business Research Methods who can assist and advice on the completion of the project paper.
12. There are compulsory for students to choose the supervisor from student's related specialization.
13. Students should complete the LLD004 form and signed by the supervisor before submit the form to the PBS Office. PBS has the right to change the supervisor if the supervisor is not in the relevant area of specialisation or more than 5 supervisees.
14. The submission of Project Paper is one day after the last date of final examination. PBS has the right to change the date of submission and shall advise the exact date of submission every trimester. The duration to submit the project paper is 8 month from the date of registration.
15. A student may not apply for **extension** of submission Project Paper after the stipulated due date.
16. Students who fail to submit the completed Project Paper by the revised stipulated date will be given an F grade. However, student may appeal and continue do the project paper after committee approve and required to make full payment. Please refer to Finance Department for further details.
17. Any request for **deferral** of Project Paper will not be allowed except on certified medical grounds.

*For further details regarding Project Papers please consult with Director of Learning Liaison or the Academic Registry of the MBA programme.

THESIS BASED PROGRAMME

NOMINATION OF SUPERVISORY COMMITTEE

18. Each student enrolled in the thesis-based graduate programmes shall be proposed with potential supervisor(s) in his/her first semester to provide the necessary academic guidance in his/her studies. However, students have the right to nominate their own supervisor(s) or to maintain the proposed supervisor(s).
19. Students should complete the nomination form and signed by the supervisor(s) before submitting the nomination form to the PBS Office. However, PBS has the right to change the supervisor(s) if the supervisor(s) is/are not in the relevant area of specialisation or if the supervisor(s) has/have already too many supervisees.

PROGRESS REPORT

20. Student who is pursuing a Master of Science or Doctor of Philosophy programme shall register for the required coursework including Master or Doctorate Research concurrently in the First Semester. The student's progress report will be assessed and completed by the nominated Supervisory Committee.
21. Students are required to have a Supervisory Committee Meeting at least once per semester. It is compulsory for the committee to give the comments or feedback and sign the Form (Record of Student – Supervisor(s) Meeting) and submit to PBS before the end of every semester. Failure to do so, students will receive a 'Non Satisfactory' for his/her research programme.
22. Students are also required to complete the Progress Report Form through online and submit to PBS during week of Final Examination. The supervisor will then grade the student's progress, either 'Satisfactory' or 'Non Satisfactory' before the commencement of the next semester.
23. Students pursuing the programme are advised to refer to the flow chart for milestones in the programme. Any queries regarding the programmes, please refer to the Director of Thesis Based Programme or the Academic Registry.

COLLOQUIUM & CONFERENCE

24. Students are compulsory to present once in the Putra Research Colloquium before submit his/her notice for the Proposal Defence (PD). PBS has the right to hold the PD, if the students failed to do so.
25. Student who is pursuing the Master of Science or Doctor of Philosophy programme may apply to present papers in international and national seminars or conferences after the Proposal Defence or in the Third Semester (whichever is later). The conference must be organised or co-organised by Academic Institution and the presented paper must be published in Certified-Index Journal (CIJ) for approval from the Management.

OTHERS

26. 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://putrabusinessschool.edu.my/>
27. A late registration fee of RM100.00 will be imposed after the registration week is closed.
28. Any inquiries related with the tuition fees, kindly email to finance@putrabs.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.***

Master of Business Administration (MBA)	
Learning Goals and Learning Objectives:	
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
b.	In a case setting, our students will be able to apply the concepts learned

Master of Science (MSc)	
Learning Goals:	
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

Doctor of Philosophy (PhD)	
Learning Goals:	
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 (NON THESIS PROGRAMME)

Name of Course : **Accounting For Decision Making**
Course Code : **ACC7101**
Credit Hours : 3
Synopsis :

This course covers the basic accounting concepts for recognition of assets, liabilities and revenue and expenses in the preparation of financial statement. The use of financial statement 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 : **Business Economics**
Course Code : **ECO7101**
Credit Hours : 3
Synopsis :

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

Name of Course : **Human Centrality in Organisations**
Course Code : **HPM7101**
Credit Hours : 3
Synopsis :

The course focuses on the effects of individual, group, and organizational work behavior and performance. It also focuses on the effects of these factors on organizational effectiveness, with a special focus on personnel—human potential.

Name of Course : **Management Information System**
Course Code : **MGT7102**
Credit Hours : 3
Synopsis :

This course focuses the use of information systems in the emerging networked organizations and knowledge-based economy. Enhancing managerial decision making with different types of information systems. Building information systems and management of change. Also, developing strategic value and organizational transformation of new information on Communication Technologies (ICT).

Name of Course : **Strategising Decisions**

Course Code : **MGT7103**

Credit Hours : 3

Synopsis :

This course covers four major components namely the strategic Planning and management, evaluation matrix, current issues and new challenges, and the realization that the map is not the territory.

Name of Course : **Marketing Management**

Course Code : **MKT7101**

Credit Hours : 3

Synopsis :

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

Name of Course : **Business Research Methods**

Course Code : **RSM7101**

Credit Hours : 3

Synopsis :

This course equips students not only with the knowledge and skills involved in the research process but also on how the researcher communicates the benefits of the research findings to aid the business decision making. The course focuses on the analysis of business problems and the use of scientific approach as a problem solving tool. This encompasses problem identification, research objectives, literature review, identifying research designs, data collection, techniques of data analysis, and research report writing.



COURSE SYNOPSIS – SPECIALISATION COURSES

HUMAN POTENTIAL MANAGEMENT

Name of Course : **Business Environment and Human Resource Management**

Course Code : **HPM7201**

Credit Hours : 3

Synopsis :

This course will provide an understanding of how managers, HR professionals and employees interact within the contexts of organisations today. It will then examine how leaders respond to the dynamic environmental changes especially the operating environment of an organisation and its impact on HR practices with emphasis on understanding financials in HR in relation to business. It also discusses the requirements of HR professionals on various management theories, past practices and contemporary research behind their competencies in formulating HRM strategies, policies and procedures. The course also discusses HRM at the global level and the need for change to achieve human well-being.

Name of Course : **Workforce Planning Management**

Course Code : **HPM7202**

Credit Hours : 3

Synopsis :

This course discusses people management and development. It revisits organisational staffing, recruitment, selection and retention more closely while supporting HR initiatives to organisational strategic objective. It further discusses the value of HR Management Systems (HRMS). To achieve strategic employee relations, the course then discusses issues on managing discipline and conflict resolution, effective collective bargaining, and managing harmonious relations.

Name of Course : **Human Resource Development**

Course Code : **HPM7203**

Credit Hours : 3

Synopsis :

The course includes the structural and process consideration 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 : **Total Rewards Management**

Course Code : **HPM7205**

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 survey.

Name of Course : **Strategic Human Business Management**

Course Code : **HPM7206**

Credit Hours : 3

Synopsis :

This course helps students understand the universal concepts and knowledge on managing human resources and its strategic application in organization. The focus areas include an overview of human resource environment and challenges faced by organization, managing work flows and job analysis, legal aspect of HR in Malaysia, human resource planning and recruitment, selection and testing process, training and development, managing organizational renewal, appraising and improving performance, managing compensation and incentives, occupational safety and health at workplace and employee relations.

MARKETING

Name of Course : **Marketing Communication**

Course Code : **MKT7202**

Credit Hours : 3

Synopsis :

This course focuses on the impact of culture (values and lifestyles) on consumer attitudes towards various marketing communication tools regional and worldwide advertising campaigns.

Name of Course : **Marketing Strategy**

Course Code : **MKT7203**

Credit Hours : 3

Synopsis :

This course focuses on various Asian countries that have implications for a firm's marketing strategies and the different stages of progress the Asian countries are in.

Name of Course : **Asia Marketing Management**

Course Code : **MKT7205**

Credit Hours : 3

Synopsis :

This module is a problem-based paper and will, therefore involve hands-on practice in analysing and recommending appropriate course of action for specific marketing case studies

Name of Course : **Consumer Behaviour**

Course Code : **MKT7206**

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 : **Digital Marketing**

Course Code : **MKT7207**

Credit Hours : 3

Synopsis :

The course encompassed an understanding of the basic concepts and strategies of digital marketing and it provides learners with knowledge on how to develop a digital marketing strategy which would enable them to market their brand / service / product in a digital setting with proper lead management and call to action through good user experience. It will use various strategies for Search Engine Optimization (SEO) analysis and learn how to avoid penalty by search engines. It also equips students with the skills and knowledge to analyse and optimize website performance with the use of web analytics software.

CORPORATE GOVERNANCE

Name of Course : **Corporate Governance**

Course Code : **GOV7201**

Credit Hours : 3

Synopsis :

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

Name of Course : **Corporate Administration**

Course Code : **GOV7202**

Credit Hours : 3

Synopsis :

This course will prepare and equip students with knowledge and keys skills in handling the responsibility of corporate administration in both the strategic and functional contexts and also develop competence in advising the Board and leading teams in administrative best practice as well as in ensuring compliance with external regulation and internal procedures.

Name of Course : **Corporate Secretaryship**

Course Code : **GOV7203**

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 of small, medium and large scale. The practice involves a variety of company secretaries of the functionality of the strategic context, to advise the board, ensuring that the appropriate laws and regulations, and effectively communicate the results of the board of both internal and external.

Name of Course : **Corporate Social Responsibility**
Course Code : **GOV7204**
Credit Hours : 3
Synopsis :

This 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 practice. The course also takes an internal perspective by considering practical reasoning in the context of managerial everyday action in organisations, as managers and employees have responsibility to 'workout' what is ethical behavior.

Name of Course : **Cross Cultural Management**
Course Code : **ITB7201**
Credit Hours : 3
Synopsis :

The course covers the issues and problems related to the three levels of culture namely 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.

INTERNATIONAL BUSINESS

Name of Course : **Cross Cultural Management**
Course Code : **ITB7201**
Credit Hours : 3
Synopsis :

The course covers the issues and problems related to the three levels of culture namely 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 : **International Business Mangement and Policy**
Course Code : **ITB7202**
Credit Hours : 3
Synopsis :

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

Name of Course : **International Marketing**
Course Code : **ITB7203**
Credit Hours : 3
Synopsis :

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

Name of Course : **International Trade**

Course Code : **ITB7204**

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 neo-classical model and trade theory. Government trade policy, regional integration and customs union are also discussed.

Name of Course : **International Finance**

Course Code : **FIN7201**

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 report on current events.

FINANCE

Name of Course : **International Finance**

Course Code : **FIN7201**

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 report on current events.

Name of Course : **Investment Analysis**

Course Code : **FIN7202**

Credit Hours : 3

Synopsis :

This course The course covers 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 : **Current Issues in Finance**

Course Code : **FIN7203**

Credit Hours : 3

Synopsis :

This course is designed to provide students with an opportunity to apply concepts learned in the earlier finance courses to 'real world' problem in financial issues. This course also examines international dimensions in finance. It integrates knowledge gained through previous coursework and experience and brief on that conceptual foundation through previous integration analysis, academic research, practical application, and critical thinking. Individual and group case study and research paper are used to integrate key product, knowledge in the area of financial analysis, mutuals, valuation, risk, and international finance.

Name of Course : **Finance Planning**

Course Code : **FIN7204**

Credit Hours : 3

Synopsis :

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

Name of Course : **Islamic Finance**

Course Code : **FIN7205**

Credit Hours : 3

Synopsis :

1. To equip students with the theoretical foundation of Islamic Finance.
2. To familiarize students with the application of the Shari'ah principles in Islamic Banking and Finance instruments.
3. To expose students to the mechanisms of the Islamic money market, capital market, modes of investment, financing and risk mitigating alternatives.
4. To allow students to appreciate the contribution of Islamic Finance as a viable alternative to the Conventional Finance.

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

Course Code : **FIN7206**

Credit Hours : 3

Synopsis :

The course covers both the theoretical aspect of portfolio management and security analysis and its applications. Specifically, the 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.

Name of Course : **Corporate Finance**

Course Code : **FIN7207**

Credit Hours : 3

Synopsis :

The course encompasses three basic financial management functions of capital budgeting, capital structure and working capital management. Emphasis is given on capital budgeting strategy, basic capital structure theories, working capital and liquidity management concepts. Merger and acquisition, and corporate restructuring are also discussed.



COURSE SYNOPSIS – ELECTIVE COURSES

Name of Course : **Financing Businesses**
Course Code : **FIN7101**
Credit Hours : 3
Synopsis :

The course covers the basic elements of financial management: financial planning; forecasting & analysis; capital budgeting and control: time value of money; valuating assets, incorporating consideration of time value of money, risk and return. Issues relating to financial theory and corporate policies are also discussed.

Name of Course : **Managing Operations of Business**
Course Code : **MGT7101**
Credit Hours : 3
Synopsis :

This course covers the strategic role of production operations management and how it interfaces with other functions of the organizations. 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 : **Strategic HR Business Leadership**
Course Code : **HPM7204**
Credit Hours : 3
Synopsis :

This course starts with orientating students the practice of HR to business where strategic and change management concepts, theories, and tools are discussed and applied. The course will focus on the role of leadership in facilitating developmental change on an individual and organizational level taking into consideration culture, change and globalization.

Name of Course : **Business Analysis**

Course Code : **ACC7203**

Credit Hours : 3

Synopsis :

This course covers:

1. Strategic position, choices and action;
2. Business process change;
3. Information Technology;
4. Project management;
5. Financial analysis
6. People

Name of Course : **Advanced Financial Management**

Course Code : **ACC7204**

Credit Hours : 3

Synopsis :

This course covers:

1. Role and responsibility towards stakeholders
2. Economic environment for multinational organisations
3. Advanced investment appraisal
4. Acquisition and mergers
5. Corporate reconstruction and re-organisation
6. Treasury and advanced risk management techniques
7. Emerging issues in finance and financial management

Name of Course : **Knowledge Mangement**

Course Code : **MGT7104**

Credit Hours : 3

Synopsis :

The course focuses on the application of Knowledge Management to determine the optimal solution to managerial decision problem related to knowledge. The topics to be discussed include types of knowledge, knowledge transfer techniques and knowledge management tools.

Name of Course : **Business Intelligence and Analytics Systems**

Course Code : **MGT7105**

Credit Hours : 3

Synopsis :

This course covers historical, current, and predictive analysis in Business Intelligence and Analytics through computer-based technologies, primarily data warehousing and data mining techniques, text and web mining, social media analysis, big data, and knowledge management systems will be given.

Name of Course : **Digital Business and Entrepreneurship**

Course Code : **MGT7106**

Credit Hours : 3

Synopsis :

This course covers the introductions to entrepreneurship and also digital business respectively. It provides students with the understanding on digital business models, and today's marketplace and infrastructure for digital entrepreneurship. It opens up to the students; the industry and competitor analysis of e-environments, and how to design digital business strategies. The subject also include topics of supply chain management, digital marketing, customer relationship management and how to conduct system analysis and design for developing a digital business service.



COURSE SYNOPSIS – CORE COURSES (THESIS BASED PROGRAMME)

Name of Course : **Research Methodology**

Course Code : **RSM7301**

Credit Hours : 3

Synopsis :

This course is designed to provide students with an understanding on some of the fundamental skills required to conduct a rigorous and theoretically correct business related research. The course emphasizes the importance of formulating and articulating the research question, the relationship of the research question to an appropriate methodology and the assumptions which underpin them. In addition to research designs, this course will discuss theory and hypotheses testing, measurement of constructs such as operational definitions, validity and reliability, and the data collection and analysis techniques.

Name of Course : **Research Analysis**

Course Code : **RSM7304**

Credit Hours : 3

Synopsis :

This course covers:

1. First Part: Introduces students to methods of multivariate analysis widely employed in business research. Key topics in the course include descriptive and inferential statistics, hypotheses testing, multiple regression and partial least squares SEM.
2. Second Part: Exposes students on advanced methods and techniques commonly used by qualitative researches. The topics will include types of inquiry and data collection methods, types of analyzing data as well as using the qualitative software Atlas Ti and NVivo.

The focus of this course will be in the application of both statistical and qualitative tools with heavy emphasis on how to interpret the results correctly.

Name of Course : **Advanced Research Methodology**

Course Code : **RSM8401**

Credit Hours : 3

Synopsis :

This course is to provide students with higher level research designs and methods culminating with the preparation of a thesis proposal including a comprehensive referencing. A certain degree of knowledge of basic research is assumed. Through this course students will be provided with a more specialised knowledge and skills for designing quantitative research at the advanced level including understanding and applying a more advanced statistical tolls. This course will also introduce students to the skills in writing research proposal and papers for journals and conferences.



TUITION FEES

- This fee structure shall take effect for students enroll from **11 May 2019 onwards**
- A late registration fee of RM100.00 will be imposed after the registration week is closed.
- All fees are subject to change.
- Any inquiries related with the tuition fees, kindly email to finance@putrabs.edu.my.

**DOCTOR OF PHILOSOPHY – INTERNATIONAL
(MANAGEMENT, MARKETING, ACCOUNTING & FINANCE)**

BREAK-DOWN OF FEES

Acceptance Fee	RM	800.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Admin Fee (RM500.00 X 6 Semester)	RM	3,000.00
International Student Fee (RM800 X 6 Semester)	RM	4,800.00
Credit Fee (RM500.00 X 9 Credits)	RM	4,500.00
Research Fee	RM	18,700.00
Viva Fee	RM	2,500.00

GRAND TOTAL 34,550.00

1st Semester

Credit Fee	RM	3,000.00
Research Fee	RM	1,700.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Acceptance Fee	RM	800.00

Sub-total 7,050.00

2nd Semester

Credit Fee	RM	1,500.00
Research Fee	RM	3,400.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00

Sub-total 6,200.00

3rd Semester – 7th Semester

Research Fee	RM	3,400.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00

Sub-total 4,700.00

8th Semester and Subsequent Semesters

Research Fees	RM	2,040.00
Admin Fees	RM	500.00
International Student Fee	RM	800.00

Sub-total 3,340.00

Viva Fee RM 2,500.00

TOTAL FEES FOR 3 YEARS STUDY (6 SEMESTER) RM 34,550.00

TOTAL FEES FOR 4 YEARS STUDY (8 SEMESTER) RM 42,590.00

DOCTOR OF PHILOSOPHY – LOCAL (MANAGEMENT, MARKETING, ACCOUNTING & FINANCE)		
<i>BREAK-DOWN OF FEES</i>		
Acceptance Fee	RM	300.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Admin Fee (RM500.00 X 6 Semester)	RM	3,000.00
Credit Fee (RM500.00 X 9 Credits)	RM	4,500.00
Research Fee	RM	11,000.00
Viva Fee	RM	2,500.00
GRAND TOTAL		21,550.00
 <i>1st Semester</i>		
Credit Fee	RM	3,000.00
Research Fee	RM	1,000.00
Admin Fee	RM	500.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Acceptance Fee	RM	300.00
Sub-total		5,050.00
 <i>2nd Semester</i>		
Credit Fee	RM	1,500.00
Research Fee	RM	2,000.00
Admin Fee	RM	500.00
Sub-total		4,000.00
 <i>3rd Semester – 7th Semester</i>		
Research Fee	RM	2,000.00
Admin Fee	RM	500.00
Sub-total		2,500.00
 <i>8th Semester and Subsequent Semesters</i>		
Research Fee	RM	1,200.00
Admin Fee	RM	500.00
Sub-total		1,700.00
Viva Fee	RM	2,500.00
TOTAL FEES FOR 3 YEARS STUDY (6 SEMESTER)	RM	21,550.00
TOTAL FEES FOR 4 YEARS STUDY (8 SEMESTER)	RM	25,750.00

MASTER OF SCIENCE – INTERNATIONAL (MANAGEMENT, MARKETING, ACCOUNTING & FINANCE)		
<i>BREAK-DOWN OF FEES</i>		
Acceptance Fee	RM	800.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Admin Fee (RM500.00 X 4 Semester)	RM	2,000.00
International Student Fee (RM800 X 4 Semester)	RM	3,200.00
Credit Fee (RM500.00 X 6 Credits)	RM	3,000.00
Research Fee	RM	6,300.00
Viva Fee	RM	1,000.00
GRAND TOTAL		16,550.00
<i>1st Semester</i>		
Credit Fee	RM	3,000.00
Research Fee	RM	1,200.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Acceptance Fee	RM	800.00
Sub-total		<u>6,550.00</u>
<i>2nd Semester – 5th Semester</i>		
Research Fee	RM	1,700.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
Sub-total		<u>3,000.00</u>
<i>6th Semester and Subsequent Semesters</i>		
Research Fee	RM	1,020.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
Sub-total		<u>2,320.00</u>
Viva Fee	RM	1,000.00
TOTAL FEES FOR 2 YEARS STUDY (4 SEMESTER)	RM	16,550.00
TOTAL FEES FOR 3 YEARS STUDY (6 SEMESTER)	RM	21,870.00

**MASTER OF SCIENCE – LOCAL
(MANAGEMENT, MARKETING, ACCOUNTING & FINANCE)**

BREAK-DOWN OF FEES

Acceptance Fee	RM	300.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Admin Fee (RM500.00 X 4 Semester)	RM	2,000.00
Credit Fee (RM500.00 X 6 Credits)	RM	3,000.00
Research Fee	RM	4,300.00
Viva Fee	RM	1,000.00
GRAND TOTAL		10,850.00

1st Semester

Credit Fee	RM	3,000.00
Research Fee	RM	700.00
Admin Fee	RM	500.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Acceptance Fee	RM	300.00
Sub-total		<u>4,750.00</u>

2nd Semester – 5th Semester

Research Fee	RM	1,200.00
Admin Fee	RM	500.00
Sub-total		<u>1,700.00</u>

6th Semester and Subsequent Semesters

Research Fee	RM	720.00
Admin Fee	RM	500.00
Sub-total		<u>1,220.00</u>

Viva Fee	RM	1,000.00
TOTAL FEES FOR 2 YEARS STUDY (4 SEMESTER)	RM	10,850.00
TOTAL FEES FOR 3 YEARS STUDY (6 SEMESTER)	RM	13,770.00

MASTER OF BUSINESS ADMINISTRATION – INTERNATIONAL (HUMAN POTENTIAL MANAGEMENT)		
<i>BREAK-DOWN OF FEES</i>		
Acceptance Fee	RM	800.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Admin Fee (RM500.00 X 4 Trimester)	RM	2,000.00
International Student Fee (RM800 x 4 Trimester)	RM	3,200.00
Tuition Fee (RM500.00 X 33 Credits)	RM	16,500.00
Tuition Fee - Specialization (RM800 X 15 Credits)	RM	12,000.00
CMI	RM	1,000.00
GRAND TOTAL		<u>35,750.00</u>
<i>1st Trimester</i>		
Tuition Fee (12 credits)	RM	6,000.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Acceptance Fee	RM	800.00
CMI	RM	400.00
Sub-total		<u>8,750.00</u>
<i>2nd Trimester</i>		
Tuition Fee (9 credits)	RM	4,500.00
Tuition Fee - Specialization (3 credits)		2,400.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
CMI	RM	300.00
Sub-total		<u>8,500.00</u>
<i>3rd Trimester</i>		
Tuition Fee (6 credits)	RM	3,000.00
Tuition Fee - Specialization (6 credits)	RM	4,800.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
CMI	RM	300.00
Sub-total		<u>9,400.00</u>
<i>4th Trimester</i>		
Tuition Fee (6 credits)	RM	3,000.00
Tuition Fee - Specialization (6 credits)	RM	4,800.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
Sub-total		<u>9,100.00</u>
GRAND TOTAL		<u>35,750.00</u>

**MASTER OF BUSINESS ADMINISTRATION - FULL TIME LOCAL
(HUMAN POTENTIAL MANAGEMENT)**

BREAK-DOWN OF FEES

Acceptance Fee	RM	300.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Admin Fee (RM500.00 X 4 Trimester)	RM	2,000.00
Tuition Fee (RM500.00 X 33 Credits)	RM	16,500.00
Tuition Fee - Specialization (RM800 X 15 Credits)	RM	12,000.00
CMI	RM	1,000.00
GRAND TOTAL		32,050.00

1st Trimester

Tuition Fee (12 credits)	RM	6,000.00
Admin Fee	RM	500.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Acceptance Fee	RM	300.00
CMI	RM	400.00
Sub-total		<u>7,450.00</u>

2nd Trimester

Tuition Fee (9 credits)	RM	4,500.00
Tuition Fee - Specialization (3 credits)	RM	2,400.00
Admin Fee	RM	500.00
CMI	RM	300.00
Sub-total		<u>7,700.00</u>

3rd Trimester

Tuition Fee (6 credits)	RM	3,000.00
Tuition Fee - Specialization (6 credits)	RM	4,800.00
Admin Fee	RM	500.00
CMI	RM	300.00
Sub-total		<u>8,600.00</u>

4th Trimester

Tuition Fee (6 credits)	RM	3,000.00
Tuition Fee - Specialization (6 credits)	RM	4,800.00
Admin Fee	RM	500.00
Sub-total		<u>8,300.00</u>

GRAND TOTAL 32,050.00

**MASTER OF BUSINESS ADMINISTRATION – PART TIME LOCAL
(HUMAN POTENTIAL MANAGEMENT)**

BREAK-DOWN OF FEES

Acceptance Fee	RM	300.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Admin Fee (RM500.00 X 8 Trimester)	RM	4,000.00
Tuition Fee (RM500.00 X 33 Credits)	RM	16,500.00
Tuition Fee - Specialization (RM800 X 15 Credits)	RM	12,000.00
CMI	RM	1,000.00
GRAND TOTAL		34,050.00

1st Trimester

Tuition Fee (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Acceptance Fee	RM	300.00
CMI	RM	400.00
Sub-total		4,450.00

2nd & 3rd Trimester

Tuition Fee (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
CMI	RM	300.00
Sub-total		3,800.00

4th Trimester

Tuition Fee (3 credits)	RM	1,500.00
Tuition Fee - Specialization (3 credits)	RM	2,400.00
Admin Fee	RM	500.00
Sub-total		4,400.00

5th Trimester

Tuition Fee (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
Sub-total		3,500.00

6th & 7th Trimester

Tuition Fee – Specialization (6 credits)	RM	4,800.00
Admin Fee	RM	500.00
Sub-total		5,300.00

8th Trimester

Tuition Fee (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
Sub-total		3,500.00

GRAND TOTAL		34,050.00
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MASTER OF BUSINESS ADMINISTRATION – INTERNATIONAL (MARKETING)		
<i>BREAK-DOWN OF FEES</i>		
Acceptance Fee	RM	800.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Admin Fee (RM500.00 X 4 Trimester)	RM	2,000.00
International Student Fee (RM800 x 4 Trimester)	RM	3,200.00
Tuition Fee (RM500.00 X 33 Credits)	RM	16,500.00
Tuition Fee - Specialization (RM800 X 15 Credits)	RM	12,000.00
CMI	RM	1,000.00
GRAND TOTAL		<u>35,750.00</u>
<i>1st Trimester</i>		
Tuition Fee (12 credits)	RM	6,000.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Acceptance Fee	RM	800.00
CMI	RM	400.00
Sub-total		<u>8,750.00</u>
<i>2nd Trimester</i>		
Tuition Fee (9 credits)	RM	4,500.00
Tuition Fee - Specialization (3 credits)		2,400.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
CMI	RM	300.00
Sub-total		<u>8,500.00</u>
<i>3rd Trimester</i>		
Tuition Fee (6 credits)	RM	3,000.00
Tuition Fee - Specialization (6 credits)	RM	4,800.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
CMI	RM	300.00
Sub-total		<u>9,400.00</u>
<i>4th Trimester</i>		
Tuition Fee (6 credits)	RM	3,000.00
Tuition Fee - Specialization (6 credits)	RM	4,800.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
Sub-total		<u>9,100.00</u>
GRAND TOTAL		<u>35,750.00</u>

**MASTER OF BUSINESS ADMINISTRATION - FULL TIME LOCAL
(MARKETING)**

BREAK-DOWN OF FEES

Acceptance Fee	RM	300.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Admin Fee (RM500.00 X 4 Trimester)	RM	2,000.00
Tuition Fee (RM500.00 X 33 Credits)	RM	16,500.00
Tuition Fee - Specialization (RM800 X 15 Credits)	RM	12,000.00
CMI	RM	1,000.00

GRAND TOTAL 32,050.00

1st Trimester

Tuition Fee (12 credits)	RM	6,000.00
Admin Fee	RM	500.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Acceptance Fee	RM	300.00
CMI	RM	400.00

Sub-total 7,450.00

2nd Trimester

Tuition Fee (9 credits)	RM	4,500.00
Tuition Fee - Specialization (3 credits)	RM	2,400.00
Admin Fee	RM	500.00
CMI	RM	300.00

Sub-total 7,700.00

3rd Trimester

Tuition Fee (6 credits)	RM	3,000.00
Tuition Fee - Specialization (6 credits)		4,800.00
Admin Fee	RM	500.00
CMI	RM	300.00

Sub-total 8,600.00

4th Trimester

Tuition Fee (6 credits)	RM	3,000.00
Tuition Fee - Specialization (6 credits)	RM	4,800.00
Admin Fee	RM	500.00

Sub-total 8,300.00

GRAND TOTAL 32,050.00

**MASTER OF BUSINESS ADMINISTRATION – PART TIME LOCAL
(MARKETING)**

BREAK-DOWN OF FEES

Acceptance Fee	RM	300.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Admin Fee (RM500.00 X 8 Trimester)	RM	4,000.00
Tuition Fee (RM500.00 X 33 Credits)	RM	16,500.00
Tuition Fee - Specialization (RM800 X 15 Credits)	RM	12,000.00
CMI	RM	1,000.00
GRAND TOTAL		34,050.00

1st Trimester

Tuition Fee (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Acceptance Fee	RM	300.00
CMI	RM	400.00
Sub-total		<u>4,450.00</u>

2nd & 3rd Trimester

Tuition Fee (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
CMI	RM	300.00
Sub-total		<u>3,800.00</u>

4th Trimester

Tuition Fee (3 credits)	RM	1,500.00
Tuition Fee - Specialization (3 credits)	RM	2,400.00
Admin Fees	RM	500.00
Sub-total		<u>4,400.00</u>

5th Trimester

Tuition Fee (6 credits)	RM	3,000.00
Admin Fees	RM	500.00
Sub-total		<u>3,500.00</u>

6th & 7th Trimester

Tuition Fee – Specialization (6 credits)	RM	4,800.00
Admin Fees	RM	500.00
Sub-total	RM	<u>5,300.00</u>

8th Trimester

Tuition Fee (6 credits)	RM	3,000.00
Admin Fees	RM	500.00
Sub-total		<u>3,500.00</u>

GRAND TOTAL 34,050.00

MASTER OF BUSINESS ADMINISTRATION – INTERNATIONAL
(CORPORATE GOVERNANCE, GENERAL MANAGEMENT, INTERNATIONAL BUSINESS & FINANCE)

BREAK-DOWN OF FEES

Acceptance Fee	RM	800.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Admin Fee (RM500.00 X 4 Trimester)	RM	2,000.00
International Student Fee (RM800 x 4 Trimester)	RM	3,200.00
Tuition Fee (RM500.00 X 33 Credits)	RM	16,500.00
Tuition Fee - Specialization (RM500 X 15 Credits)	RM	7,500.00
CMI	RM	1,000.00
GRAND TOTAL		31,250.00

1st Trimester

Tuition Fee (12 credits)	RM	6,000.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Acceptance Fee	RM	800.00
CMI	RM	400.00
Sub-total		8,750.00

2nd Trimester

Tuition Fee (9 credits)	RM	4,500.00
Tuition Fee - Specialization (3 credits)	RM	1,500.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
CMI	RM	300.00
Sub-total		7,600.00

3rd Trimester

Tuition Fee (6 credits)	RM	3,000.00
Tuition Fee - Specialization (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
CMI	RM	300.00
Sub-total		7,600.00

4th Trimester

Tuition Fee (6 credits)	RM	3,000.00
Tuition Fee - Specialization (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
Sub-total		7,300.00
GRAND TOTAL		31,250.00

MASTER OF BUSINESS ADMINISTRATION – FULL TIME LOCAL
(CORPORATE GOVERNANCE, GENERAL MANAGEMENT, INTERNATIONAL BUSINESS & FINANCE)

BREAK-DOWN OF FEES

Acceptance Fee	RM	300.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Admin Fee (RM500.00 X 4 Trimester)	RM	2,000.00
Tuition Fee (RM500.00 X 33 Credits)	RM	16,500.00
Tuition Fee - Specialization (RM500 X 15 Credits)	RM	7,500.00
CMI	RM	1,000.00
GRAND TOTAL		27,550.00

1st Trimester

Tuition Fee (12 credits)	RM	6,000.00
Admin Fee	RM	500.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Acceptance Fee	RM	300.00
CMI	RM	400.00
Sub-total		7,450.00

2nd Trimester

Tuition Fee (9 credits)	RM	4,500.00
Tuition Fee - Specialization (3 credits)	RM	1,500.00
Admin Fee	RM	500.00
CMI	RM	300.00
Sub-total		6,800.00

3rd Trimester

Tuition Fee (6 credits)	RM	3,000.00
Tuition Fee - Specialization (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
CMI	RM	300.00
Sub-total		6,800.00

4th Trimester

Tuition Fee (6 credits)	RM	3,000.00
Tuition Fee - Specialization (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
Sub-total		6,500.00

GRAND TOTAL **27,550.00**

MASTER OF BUSINESS ADMINISTRATION – PART TIME LOCAL (CORPORATE GOVERNANCE, GENERAL MANAGEMENT, INTERNATIONAL BUSINESS & FINANCE)		
<i>BREAK-DOWN OF FEES</i>		
Acceptance Fee	RM	300.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Admin Fee (RM500.00 X 8 Trimester)	RM	4,000.00
Tuition Fee (RM500.00 X 33 Credits)	RM	16,500.00
Tuition Fee - Specialization (RM500 X 15 Credits)	RM	7,500.00
CMI	RM	1,000.00
GRAND TOTAL		29,550.00
<i>1st Trimester</i>		
Tuition Fee (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Acceptance Fee	RM	300.00
CMI	RM	400.00
Sub-total		4,450.00
<i>2nd & 3rd Trimester</i>		
Tuition Fee (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
CMI	RM	300.00
Sub-total		3,800.00
<i>4th Trimester</i>		
Tuition Fee (3 credits)	RM	1,500.00
Tuition Fee - Specialization (3 credits)	RM	1,500.00
Admin Fee	RM	500.00
Sub-total		3,500.00
<i>5th Trimester</i>		
Tuition Fee (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
Sub-total		3,500.00
<i>6th & 7th Trimester</i>		
Tuition Fee - Specialization (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
Sub-total		3,500.00
<i>8th Trimester</i>		
Tuition Fee (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
Sub-total		3,500.00
GRAND TOTAL		29,550.00

**POSTGRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION– INTERNATIONAL
(2 TRIMESTERS)**

BREAK-DOWN OF FEES

Acceptance Fee	RM	800.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Admin Fee (RM500.00 X 2 Trimester)	RM	1,000.00
International Student Fee (RM800 x 2 Trimester)	RM	1,600.00
Tuition Fee (RM500.00 X 21 Credits)	RM	10,500.00
GRAND TOTAL		14,150.00

1st Trimester

Tuition Fee (12 credits)	RM	6,000.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Acceptance Fee	RM	800.00
Sub-total		8,350.00

2nd Trimester

Tuition Fee (9 credits)	RM	4,500.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
Sub-total		5,800.00
GRAND TOTAL		14,150.00

**POSTGRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION – LOCAL
(2 TRIMESTERS)**

BREAK-DOWN OF FEES

Acceptance Fee	RM	300.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Admin Fee (RM500.00 X 2 Trimester)	RM	1,000.00
Tuition Fee (RM500.00 X 21 Credits)	RM	10,500.00
GRAND TOTAL		12,050.00

1st Trimester

Tuition Fee (12 credits)	RM	6,000.00
Admin Fee	RM	500.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Acceptance Fee	RM	300.00
Sub-total		7,050.00

2nd Trimester

Tuition Fee (9 credits)	RM	4,500.00
Admin Fee	RM	500.00
Sub-total		5,000.00
GRAND TOTAL		12,050.00

POSTGRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION – INTERNATIONAL (3 TRIMESTERS)		
<i>BREAK-DOWN OF FEES</i>		
Acceptance Fee	RM	800.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Admin Fee (RM500.00 X 3 Trimester)	RM	1,500.00
International Student Fee (RM800 x 3 Trimester)	RM	2,400.00
Tuition Fee (RM500.00 X 21 Credits)	RM	10,500.00
GRAND TOTAL		15,450.00
<i>1st Trimester</i>		
Tuition Fee (9 credits)	RM	4,500.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Acceptance Fee	RM	800.00
Sub-total		6,850.00
<i>2nd Trimester</i>		
Tuition Fee (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
Sub-total		4,300.00
<i>3rd Trimester</i>		
Tuition Fee (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
International Student Fee	RM	800.00
Sub-total		4,300.00
GRAND TOTAL		15,450.00

POSTGRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION – LOCAL (3 TRIMESTERS)		
<i>BREAK-DOWN OF FEES</i>		
Acceptance Fee	RM	300.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Admin Fee (RM500.00 X 3 Trimester)	RM	1,500.00
Tuition Fee (RM500.00 X 21 Credits)	RM	10,500.00
GRAND TOTAL		12,550.00
<i>1st Trimester</i>		
Tuition Fee (9 credits)	RM	4,500.00
Admin Fee	RM	500.00
Registration Fee	RM	150.00
Alumni Fee	RM	100.00
Acceptance Fee	RM	300.00
Sub-total		<u>5,550.00</u>
<i>2nd Trimester</i>		
Tuition Fee (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
Sub-total		<u>3,500.00</u>
<i>3rd Trimester</i>		
Tuition Fee (6 credits)	RM	3,000.00
Admin Fee	RM	500.00
Sub-total		<u>3,500.00</u>
GRAND TOTAL		12,550.00

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.