

FREQUENTLY ASKED QUESTIONS

What is the basic requirement for admission to the MBA-ODL programme?

To be considered for admission into the Master of Business Administration ODL programme, the applicant is required to possess one of the following qualifications:

- i. A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.50 as accepted by the HEP Senate; OR
- ii. A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.00 and not meeting CGPA of 2.50 can be accepted, subject to a rigorous internal assessment*; OR
- iii. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 as accepted by the HEP Senate and with relevant working experience**, subject to a rigorous internal assessment*; OR
- iv. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 as accepted by the HEP Senate and without relevant working experience, subject to passing pre-requisite courses***; OR
- v. Other equivalents/related qualifications to a Bachelor's degree (Level 6, MQF) recognised by the Malaysian Government.

Notes:

* Rigorous internal assessment to evaluate the suitability of an applicant for a programme through the statement of purpose, interview and other methods may cover the following criteria:

1. Demonstration of strong business experience, and that you have held significant managerial responsibilities.
2. Evidence of any achievements in your professional life, for example, consistently performing at a high level, consistent career progression and any impact that you have had on your organisation.
3. Professional skills that you have developed, for example, teamwork, leadership, problem-solving, negotiating and analytical skills.
4. How will you contribute to your class and what experiences can you bring to the institution?

**Working experience can be cumulative experience even before acquiring the required qualification for a particular level of study.

***The pre-requisite courses must equip the students with the necessary business knowledge (managing people, managing financial resources, understanding customers, understanding environments and strategic planning) of one level lower than the programme level.

English Language requirement

- (a) For direct admission, an international applicant must have obtained:
- a. A minimum score of 550 for the TOEFL Paper-based Test; OR
 - b. 60 for Internet-Based Test; OR
 - c. Band 6.0 for IELTS;
 - d. MUET Band 4.0;
 - e. 59 for the Pearson Test of English;
 - f. 169 for Cambridge English Qualifications and Tests; OR
 - g. 109 for ELS

The validity period of the test is not more than five years.

- (b) An international applicant who obtains a score below the required minimum score may be accepted for admission on a conditional basis for the MBA-ODL programme.
- (c) An international applicant who has obtained a degree from any public university or established private university in Malaysia shall not be subject to the English language proficiency requirement.
- (d) An international applicant who has undergone his Bachelor's degree education in the English language medium shall be exempted from the requirement stated in paragraph (i). Application for exemption must be accompanied by supporting documents.

How long does it take to complete the programme?

It takes about **1 year and 8 months** with 2 weeks of inter-trimester break. The minimum requirement to graduate is 42 credit hours.

What is the medium of instruction for the programme?

All learning activities are conducted in English. You are required to write your class assessments, Case Studies or Project Papers in English.

Can I request a credit transfer?

A student may apply for credit transfer of graduate-level courses taken at another university/institution recognised by the University into his current graduate programme at the University provided:

- a) The courses are relevant to his programme of study;
- b) The credits to be transferred are for courses equivalent to courses offered at the university and the grade shall be at least a B or 65%;
- c) The mapped curriculum of the course to be transferred must meet 80% similarity with the course offered at the university;
- d) The maximum number of credits that may be transferred is not more than 30% of the programme's total credit hours;
- e) The courses have been undertaken not more than five years before the date of his registration at the University;
- f) The transfer of credits shall be approved by the University;
- g) The application for credit transfer is made in the first trimester;
- h) The course must be within the same level as the programme;
- i) The study status of the student must be in Good Standing.

40% of the credit fee will be charged for the credit transfer. The applicant must register for the course if the application for credit transfer is not approved.

How much is the total fee for the MBA-ODL programme?

The total fee for both local and international students is RM36,700. If you require more than 5 trimesters to complete the programme, you will be subjected to an administrative fee depending on the duration of your study.

Do I need to pay the full amount at the beginning of the programme?

You are not required to pay the entire amount upon registration for the programme. Fees are payable according to a schedule stated per trimester.

How is the programme conducted?

The programme is conducted online where you will be guided by Self-Instructional Materials (SIM) available at the Putra Learning Management Systems (Putra LMS). Once you are registered for the MBA-ODL programme, you will be given access to the Putra LMS.

What will I find in the SIM?

The SIM contains learning materials for the course in the form of a module or study guide. You will also be guided by the instructions posted by the assigned lecturer from time to time as you progress in your studies. There are also exercises and self-test questions to check your understanding of the subject matter being presented.

What if I have difficulty using the SIM and understanding the content of the module?

Fear not because the SIM is presented in a conversational way so it should be easy for you to understand. It is designed to help you undertake the course without the lecturer teaching. You may also consult the lecturer assigned to the course during tutorial sessions. There will also be interactive sessions in the form of a forum in which you are expected to take part. The lecturer provides feedback on the questions/comments within 24 hours.

How often are the tutorial sessions held?

It varies from one lecturer to another but generally, you would meet about 16 hours in a trimester. Your schedule will be made available in your Putra LMS at the beginning of the trimester.

What happens if I miss the online tutorial sessions?

You may watch the recorded session which will be uploaded after the session ends. However, you are encouraged to join the online learning sessions as you can freely interact with the lecturer and the rest of the students.

How often are the exams being carried out?

Typically, final exams or assessments happen at the end of the trimester. The final assessments could be in the form of a sit-in exam, open-book test, take-home exam, or a written assignment depending on the lecturers.

Every course will be evaluated based on the following:

- a) Continuous assessments (Evaluated throughout the trimester) : 70%
- b) Final assessment (Conducted online at the end of every trimester) : 30%

Final assessments for the MBA-ODL programme **do not involve sit-in exams**. Instead, they are conducted in the form of individual assignments, case studies or take-home exams. Submission of answer scripts must be accompanied by a Turnitin report with a similarity index of below 30%.

What do I do if I cannot take the exam on the appointed date and time?

Please do let us know early so we can make the necessary arrangements. In any event, failure to sit for the final assessment must be supported with relevant proof such as a letter from the hospital, etc. It is compulsory to pass both continuous and final assessments to graduate.

Will there be any assessment?

Yes, there are assessments that you need to complete for each course. In fact, the assessment marks will be carried to your final marks as much as 70%. This information is also available in the SIM for the course that you enrol in.

What will happen if I miss the date of submission for the assessment?

Do get in touch with your lecturer if you can't meet the deadline given. It is at the lecturer's discretion whether to allow a time extension. It is therefore advisable to speak to your lecturer **before** the deadline and **not after** that.

What do the certificate and transcript for an MBA-ODL programme look like? Will OPEN DISTANCE LEARNING be stated in the certificate and transcript?

Open Distance Learning as the mode of delivery of the programme will not be stated on the certificate. This information is only reflected in the transcript.

Will I be able to attend the convocation ceremony?

Yes, definitely! Our MBA-ODL students are very much encouraged to join us in celebrating the success of completing your journey as our students. Moreover, do take the opportunity to finally meet your course mates and your lecturers face-to-face.