

## **FREQUENTLY ASKED QUESTIONS**

### **What is the basic requirement for admission to the MBA programme?**

To qualify for the Master of Business Administration you must have either 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 a 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**

- i. 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; OR
  - d. MUET Band 4.0; OR
  - e. 59 for the Pearson Test of English; OR
  - f. 169 for Cambridge English Qualifications and Tests; OR
  - g. 109 for ELS.

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

- ii. An international applicant who obtains a score below the required minimum score, may be accepted for admission on a conditional basis for the MBA programme.
- iii. 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.
- iv. An international applicant who has undergone his Bachelor's degree education in the English language medium shall be exempted from the English language requirement. Application for exemption must be accompanied by supporting documents.

### **How long does it take to complete the programme?**

Our MBA Programmes follow the trimester modular system where each academic year is divided into 3 trimesters: September, January and May Trimesters. Each trimester modular ranges from 10 to 14 weeks of study, including 2 weeks of examination.

Students in full-time mode are required to register for a maximum of 15 credit hours per trimester and they may complete the programme in 3 trimesters or one year.

Students registering for 9 credit hours per trimester may complete the programme in 6 trimesters **(1 year 4 months – 2 years)**.

Part-time students must register for at least 6 credit hours per trimester and they may complete the programme in 9 trimesters **(2 years 8 months – 3 years)**.

The Senate may exercise its discretion to give exemption to allow conferment of a degree to students without fulfilling the minimum duration of the study.

### **What is the medium of instruction for the programme?**

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

### **How much is the total fee for the MBA programme?**

Total fees for the MBA programme depend on the specialization. If you require more than 5 trimesters (Full-Time Student) or 8 trimesters (Part-Time Student) to complete the programme, you will be subjected to an administrative fee depending on the duration of your study. You can refer [here](#) for the details.

### **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?**

For Full-Time Student: Lectures are conducted on alternate weekday afternoons, or weekends (Saturdays and Sundays).

For Part-Time Students: Lectures are conducted on alternate weekends (Saturdays and Sundays). There will be 1 – 2 weeks of inter-trimester break.

### **How often are the exams being carried out?**

Final assessments generally take place at the end of the trimester. Final assessments are mostly in the form of a take-home examination, open-book test, or assignment, except for specialized courses which are offered in collaboration with our industry partners. These courses still require the typical sit-in written test conducted physically.

### **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 exam must be supported by a letter from the government hospital.

**Will there be any project paper?**

Yes, there is a project paper that you need to complete. Submission must be accompanied by a Turnitin report of which the similarity index must not exceed 30%.

**What will happen if I miss the date of submission for the project paper?**

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