

FREQUENTLY ASKED QUESTIONS

What is the basic requirement for admission to the Postgraduate Certificate 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; 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 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 and without relevant working experience, subject to passing pre-requisite courses***; or
- v. Other equivalent/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 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 you will contribute to your class and what experiences you can bring to the institution.

**Working experience can be cumulative experience even before acquiring required qualification for a particular level of study. However, the experience must be relevant to the level of study as well as the content.

***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 requirement stated in Rule 12 (i). Application for exemption must be accompanied by supporting documents.

What is the advantage of joining this programme?

The PGCert programme is designed as a pathway to the MBA programme. A holder of this certificate will get a 100% credit transfer to continue with the MBA programme at PBS.

How long does it take to complete the programme?

Postgraduate Certificate Programme follows 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 12 credit hours per trimester and they may complete the programme in 2 trimesters. Students registering for 9 credit hours per trimester may complete the programme in 3 trimesters. Part-time students must register for at least 6 credit hours per trimester and they may complete the programme in 3 trimesters.

It takes about **8 months - 1 year** with 2 weeks of inter-trimester break. The minimum requirement to graduate is 21 credit hours. 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 required to write your class assessments, or Case Studies in English.

How much is the total fee for the programme?

Total fees for the Postgraduate Certificate programme are as follows:

- Full-Time Local: RM 16,300.00
- Part-Time Local: RM 16,800.00
- International: RM 20,300.00

You will be subjected to the 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 the *Full-Time/International Student*: Lectures are conducted on alternate weekday afternoons, or weekends (Saturdays and Sundays). While the *Part-Time Student*: 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?

Our Postgraduate Certificate programme does not involve sit-in exams. Instead, they are replaced by final assessments which are carried out in the form of a take-home

examination, open-book test, or assignment. They generally take place at the end of the trimester.

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 take the exam must only be supported with a government hospital letter.

Will there be any project paper?

Postgraduate Certificate students only need to complete 7 courses for the programme **without** having to do a project paper.