**SCHOOL OF MANAGEMENT**

**GUIDEBOOK**

POSTGRADUATE PROGRAMS BY COURSEWORK AND MIXED MODE

MASTER OF BUSINESS ANALYTICS
MASTER OF BUSINESS ANALYTICS (ONLINE)
MASTER OF PROFESSIONAL MANAGEMENT
MASTER OF PROFESSIONAL MANAGEMENT (ONLINE)
MASTER IN GLOBAL ISLAMIC FINANCE
MASTER OF MANAGEMENT (GLOBAL ISLAMIC FINANCE)

2023/2024

**Transforming Higher Education
for a Sustainable Tomorrow**

**2023/2024**

www.usm.my

# GUIDEBOOK

POSTGRADUATE PROGRAMS BY COURSEWORK AND MIXED MODE

## SCHOOL OF MANAGEMENT
## UNIVERSITI SAINS MALAYSIA

MASTER OF BUSINESS ANALYTICS
MASTER OF BUSINESS ANALYTICS (ONLINE)
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## 2023/2024
www.usm.my

**USM Vision**
"Transforming Higher Education for a Sustainable Tomorrow"


**USM Mission**
USM is a pioneering, transdisciplinary research intensive university that empowers future talents and enables the bottom billions to transform their socio-economic well-being.

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## I.    DEAN'S FOREWORD

**Professor Dr. Noor Hazlina Ahmad**
**Dean, School of Management**

**Warmest Greetings and Welcome to the School of Management**

It gives me a great pleasure to introduce you to the School of Management (SOM) Universiti Sains Malaysia. At SOM, we have approximately 3200 students (both undergraduates and postgraduates) and 68 dedicated and committed academic and administrative staffs. As you familiarize and get yourself acquainted to our school and USM campus, you will witness the strong sense of familiness which is at our core. We are dedicated to ensuring that our students are industry-ready and well-equipped with the future proof skills, hence our curriculum is designed and co-created with the industry partners and established agencies such as the Malaysia Digital Economy Corporation (MDEC) and Malaysian Bar Council.

At SOM, we are not only passionate about your academic achievement, but we care deeply about your overall well-being. You will soon realise that the school offers various activities that will help you sail your way through your academic life in a fun, enriching and enjoyable manner. The attitude of sensitivity and support reflects our approach in dealing with our students and the campus community.

We continuously strive to provide all students with access to an outstanding education and the future proof skills in an environment full of respect and inclusivity. The School of Management has a large composition of international students from various parts of the world including UAE, South Korea, Australia, China, Libya, United Kingdom, Jordan, Saudi, Egypt, Yemen, Iran, Qatar, Nigeria, Iraq, Pakistan, India, Lebanon, Oman, Ghana, Indonesia,

Thailand and many others. Hence, we encourage everyone to embrace our differences and celebrate our commonalities, learn from them, value the civil exchange of ideas and uphold academic freedom as a vital part of our educational mission.

At the university level, our commitment to academic excellence, diversity, equity, and inclusion has made USM a university that is both nationally and internationally recognized. USM has been ranked 4th in the Times Higher Education (THE) Impact Rankings 2023 on sustainability out of over 1,200 institutions across 98 countries around the world. The ranking highlights the social and economic impact created by universities around the world, based on the United Nation's Sustainable Development Goals (SDGs).

Once you are a part of us, we do hope that you are proud of USM as we are. We look forward to watching your talents and creativity flourish during your time with us. We will make the best of your learning and living experience here at SOM and USM -- and importantly, we want you to know that we are here to support you in every step of the way once YOU ARE WITH US.

Thank you and best wishes.

Sincerely,

**Professor Dr. Noor Hazlina Ahmad**
**Dean, School of Management**
**Also, a proud SOMer**

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**ACADEMIC CALENDAR - ACADEMIC SESSION 2023/2024**

**FOR ALL SCHOOLS (EXCEPT FOR SCHOOL OF MEDICAL SCIENCES AND SCHOOL OF DENTAL SCIENCES)**

Main Campus : Registration for New Student 07 - 08 October 2023) / **Orientation Week (09 - 13 October 2023)
Engineering Campus : Registration for New Student (08 October 2023) / **Orientation Week (09 - 13 October 2023)
Health Campus : Registration for New Student (08 October 2023) /**Orientation Week (09 - 13 October 2023)

| SEM | WEEKS | ACTIVITY | | DATE | REMARKS |
|---|---|---|---|---|---|
| ONE | 1 | Teaching & Learning (T&L 7 Weeks) | | Monday, 16.10.2023 - Sunday, 22.10.2023 | |
| | 2 | | | Monday, 23.10.2023 - Sunday, 29.10.2023 | |
| | 3 | | | Monday, 30.10.2023 - Sunday, 05.11.2023 | |
| | 4 | | | Monday, 06.11.2023 - Sunday, 12.11.2023 | 12.11.2023, Sunday - Deepavali** |
| | 5 | | | Monday, 13.11.2023 - Sunday, 19.11.2023 | 13.11.2023, Monday - Deepavali (replacement leave) |
| | 6 | | | Monday, 20.11.2023 - Sunday, 26.11.2023 | |
| | 7 | | | Monday, 27.11.2023 - Sunday, 03.12.2023 | |
| | 8 | Mid Semester Break (1 Week) | | Monday, 04.12.2023 - Sunday, 10.12.2023 | |
| | 9 | Teaching & Learning (T&L 7 Weeks) | | Monday, 11.12.2023 - Sunday, 17.12.2023 | |
| | 10 | | | Monday, 18.12.2023 - sunday, 24.12.2023 | |
| | 11 | | | Monday, 25.12.2023 - Sunday, 31.12.2023 | 25.12.2023, Monday - Christmas |
| | 12 | | | Monday, 01.01.2024 - Sunday, 07.01.2024 | 01.01.2024, Monday - New Year of 2024 |
| | 13 | | | Monday, 08.01.2024 - Sunday, 14.01.2024 | |
| | 14 | | | Monday, 15.01.2024 - Sunday, 21.01.2024 | |
| | 15 | | | Monday, 22.01.2024 - Sunday, 28.01.2024 | 25.01.2024, Thursday - Thaipusam |
| | 16 | Revision Week (1 Week) | | Monday, 29.01.2024 - Sunday, 04.02.2024 | |
| | 17 | Examination (3 Weeks) | | Monday, 05.02.2024 - Sunday, 11.02.2024 | 10 & 11.02.2024, Saturday & Sunday - Chinese New Year |
| | 18 | | | Monday, 12.02.2024 - Sunday, 18.02.2024 | 12.02.2024, Monday -Chinese New Year (replacement leave) |
| | 19 | | | Monday, 19.02.2024 - Sunday, 25.02.2024 | |
| | 20 | Mid Semester Break / Industrial Training (4 Weeks) | | Monday, 26.02.2024 - Sunday, 03.03.2024 | |
| | 21 | | | Monday, 04.03.2024 - Sunday, 10.03.2024 | |
| | 22 | | | Monday, 11.03.2024 - Sunday, 17.03.2024 | 12.03.2024, Tuesday - Ramadhan |
| | 23 | | | Monday, 18.03.2024 - Sunday, 24.03.2024 | |
| TWO | 24/1 | Teaching & Learning (T&L 7 Weeks) | | Monday, 25.03.2024 - Sunday, 31.03.2024 | 28.03.2024, Thursday - Nuzul Al-Quran |
| | 25/2 | | | Monday, 01.04.2024 - Sunday, 07.04.2024 | |
| | 26/3 | | | Monday, 08.04.2024 - Sunday, 14.04.2024 | 10 & 11.04.2024, Wednesday &Thursday - Eid al-Fitr** |
| | 27/4 | | | Monday, 15.04.2024 - Sunday, 21.04.2024 | |
| | 28/5 | | | Monday, 22.04.2024 - Sunday, 28.04.2024 | |
| | 29/6 | | | Monday, 29.04.2024 - Sunday, 05.05.2024 | 01.05.2024, Wednesday - Labour Day |
| | 30/7 | | | Monday, 06.05.2024 - Sunday, 12.05.2024 | |
| | 31/8 | Mid Semester Break (1 Week) | | Monday, 13.05.2024 - Sunday, 19.05.2024 | |
| | 32/9 | Teaching & Learning (T&L 7 Weeks) | | Monday, 20.05.2024 - Sunday, 26.05.2024 | 22.05.2024, Wednesday - Wesak Day |
| | 33/10 | | | Monday, 27.05.2024 - Sunday, 02.06.2024 | 30 & 31.05.2024, Thursday & Friday - Pesta Kaamatan 01 & 02.06.2024, Saturday & Sunday - Hari Gawai |
| | 34/11 | | | Monday, 03.06.2024 - Sunday, 09.06.2024 | 03.06.2024, Monday - YDP Agong's Birthday |
| | 35/12 | | | Monday, 10.06.2024 - Sunday, 16.06.2024 | |
| | 36/13 | | | Monday, 17.06.2024 - Sunday, 23.06.2024 | 17.06.2024, Monday - Eid al-Adha** 18.06.2024, Tuesday - Eid al-Adha** (replacement leave) (Kelantan) |
| | 37/14 | | | Monday, 24.06.2024 - Sunday, 30.06.2024 | |
| | 38/15 | | | Monday, 01.07.2024 - Sunday, 07.07.2024 | 07.07.2024, Sunday - Georgetown World Heritage City Day |
| | 39/16 | Revision Week (1 Week) | | Monday, 08.07.2024 - Sunday, 14.07.2024 | 08.07.2024, Monday - Georgetown World Heritage City Day (replacement leave) & Awal Muharram 13.07.2024, Saturday - Penang Governor's Birthday |
| | 40/17 | **Examination (2 Weeks) | Examination (3 Weeks) | Monday, 15.07.2024 - Sunday, 21.07.2024 | |
| | 41/18 | | | Monday, 22.07.2024 - Sunday, 28.07.2024 | |
| | 42/19 | | | Monday, 29.07.2024 - Sunday, 04.08.2024 | |
| COURSES DURING LONG BREAK / SEMESTER BREAK | 43/20 | Long Semester Break / Industrial Training (10/11 Weeks) | | Monday, 05.08.2024 - Sunday, 11.08.2024 | |
| | 44/21 | | | Monday, 12.08.2024 - Sunday, 18.08.2024 | |
| | 45/22 | | | Monday, 19.08.2024 - Sunday, 25.08.2024 | |
| | 46/23 | | | Monday, 26.08.2024 - Sunday, 01.09.2024 | 31.08.2024, Saturday - National Day |
| | 47/24 | | *T&L | Monday, 02.09.2024 - Sunday, 08.09.2024 | |
| | 48/25 | | | Monday, 09.09.2024 - Sunday, 15.09.2024 | |
| | 49/26 | | Examination | Monday, 16.09.2024 - Sunday, 22.09.2024 | 16.09.2024, Monday - Malaysia Day |
| | 50/27 | | | Monday, 23.09.2024 - Sunday, 29.09.2024 | |
| | 51/28 | | | Monday, 30.09.2024 - Sunday, 06.10.2024 | |
| | 52/29 | | | Monday, 07.10.2024 - Sunday, 13.10.2024 | |

## 1.0 INTRODUCTION TO SCHOOL OF MANAGEMENT

### 1.1 SCHOOL OF MANAGEMENT

The School of Management (SOM), Universiti Sains Malaysia was established on 1st December 1989. It offers programs at both the undergraduate and postgraduate levels. At the undergraduate level, the School offers two programs, namely the Bachelor of Management (Honours) and Bachelor of Accounting (Honours) degrees. For the Bachelor of Management (Hons.) degree, students can choose to specialize in seven areas namely Finance, Marketing, Operations, Organisational Behaviour, Islamic Finance, International Business and Business Analytics. This program is among the most popular programs offered by the University, and has attracted not only applicants from within Malaysia but also from abroad.

The Bachelor of Accounting (Hons.) program is equally attractive and popular. It is widely recognized and accredited by many professional accounting bodies such as Malaysian Institute of Certified Public Accountants (MICPA), Association of Certified Chartered Accountants (ACCA), Chartered Institute of Management Accountants (CIMA), Certified Practising Accountant (CPA Australia) and Institute of Chartered Accountants in Wales and Australia (ICAEW).

At the postgraduate level, the School has long been offering two research-mode programs, namely Master and Doctor of Philosophy (Accounting, Finance and Management). In its effort to provide contemporary management education, the school has developed three new postgraduate programs namely: Master of Business Analytics, Master of Professional Management and Master in Global Islamic Finance. The detail descriptions of each program is available in the subsequent section.

The mission of the School of Management is "to be the leading School of Management in Asia and among the best globally by providing professional management education for holistic excellence".

## 1.2 POSTGRADUATE PROGRAMS IN THE SCHOOL

The School of Management has been offering postgraduate level programs since the 1990s. These are the Master and Doctor of Philosophy (PhD) programs. Under the Master program, the School offers the Master of Arts (MA) (Accounting), MA (Finance) and MA (Management). Both MA and PhD are research-mode programs that require students to undertake a research project and write a thesis.

Since their introduction, both programs have seen an impressive increase in the number of students. The current number of MA and PhD students enrolled in the School is closed to 660 students from various countries including UAE, South Korea, Australia, China, Libya, United Kingdom, Jordan, Saudi, Egypt, Yemen, Iran, Qatar, Nigeria, Iraq, Pakistan, India, Lebanon, Oman, Ghana, Indonesia and Thailand. The School of Management, in fact, is one of the biggest schools in USM in terms of the number of research-mode postgraduate students.

The MA and PhD are offered on a full-time and part-time basis. International students, except for those coming from a few countries, are required to register on full-time basis, while local students can register for either full-time or part-time. A full-time MA student will take between 2 to 6 semesters to complete, while a PhD between 4 to 10 semesters.

The School of Management also offers the Offshore PhD program with two universities abroad namely University of Indonesia and Minjiang University, China. Under this program, the School conducts special PhD training to the staffs and affiliates of these universities in their home countries.

For MA and PhD programs, students will conduct their research in one of the following research clusters:
- Enterprise Management Control
- Operations Management
- Human Capital Development.
- Technology Management.
- Finance
- Consumer Market Based Research.
- Internationalization
- Inclusive Entrepreneurship
- Business Analytics

## 2.0 MASTER OF BUSINESS ANALYTICS
MASTER OF BUSINESS ANALYTICS (ONLINE)

### 2.1 INTRODUCTION

Master of Business Analytics and Master of Business Analytics (for Open Distance Learning (ODL) mode, it called as Master of Business Analytics (Online), with course code "D") is designed to produce skilled talents in Business Analytics to meet the needs of talent in the big data era and the industrial revolution 4.0. The programs answer the industry's demand for a skilled pool of graduates who can apply data analytics skills to solve business challenges. It also provides exposure to students for circumventing the practical-based business analytics problem. This program is suitable for fresh graduates who plan to pursue a career in the business analyst industry and working adults who seek career advancement or change.

### 2.2 PROGRAM OBJECTIVES

The objectives of the Master of Business Analytics and Master of Business Analytics (Online) program are:

(a) to integrate three levels of analytics, namely descriptive, predictive and prescriptive in management analytics and industry analytics;

(b) to use appropriate analytical methods to translate and analyze, integrate and subsequently make decisions based on a large database;

(c) to gain the soft skills and technical skills needed as an effective business analyst;

(d) to continue lifelong learning and contribute to the resilience of the organization and society in general through decisions based on big data; and

(e) to demonstrate analytical skills in data mining and management.

### 2.3 PROGRAM OUTCOMES

Students who have completed Master of Business Analytics and Master of Business Analytics (Online) studies at the School of Management are expected to demonstrate:

(a) the ability to apply data and analytical knowledge in making holistic assessments when analyzing and solving business problems;

(b)     the technical skills to interpret analytical models in business decision making;

(c)     critical thinking and analytical skills in translating data into a clear view of an effective action plan to solve business problems;

(d)     effective communication and leadership skills presentation of analytical results to technical and non-technical groups;

(e)     the use of social skills, teamwork skills and responsible attitude when making business decisions;

(f)     the ability to make data management decisions in a transparent, professional and ethical manner;

(g)     the ability to foster lifelong learning practices and strive for the latest state-of-the- art tools and technologies;

(h)     entrepreneurial skills in business and industrial analytical data management;

(i)     leadership skills in problem-solving involving data.


## 2.4    STRUCTURE OF PROGRAM

In order to qualify for Master of Business Analytics and Master of Business Analytics (Online) degree, students are required to accumulate **42 credits** over a period of **not less than 2 semesters**. The distribution of units is shown as below:

| Program Requirement | Course Code Classification | No. of Credits |
|---------------------|:--------------------------:|:--------------:|
| Common Core | **T** | 24 |
| Elective | **E** | 12 |
| Project | **P** | 6 |
| **TOTAL** | | **42** |

### 2.5 LIST OF COURSES

#### 2.5.1 Common Core (T)

- Six (6) Compulsory Courses/ 24 Credits

| Code | Course Units | Course Title |
|------|--------------|--------------|
| ABW501/ABW501D | 4 | Analytics Edge |
| ABW503/ABW503D | 4 | Management Insights |
| ABW504/ABW504D | 4 | Statistics for Analytics |
| ABW505/ABW505D | 4 | Data Programming and Predictive Analytics for Business |
| ABW506/ABW506D | 4 | Data Storytelling and Visualization |
| ABW507/ABW507D | 4 | Research Method |

#### 2.5.2 Elective (E)

- Choose any three (3) courses/ 12 Credits

| Code | Course Units | Course Title |
|------|--------------|--------------|
| ABF502/ABF502D | 4 | Accounting and Finance Analytics |
| ABF503/ABF503D | 4 | Financial Technology and Digital Innovation |
| ABF507/ABF507D | 4 | Economic Insights |
| ABM502/ABM502D | 4 | Marketing Analytics |
| ABM503/ABM503D | 4 | Web and Social Media Analytics |
| ABO502/ABO502D | 4 | Human Resource Analytics |
| ABO503/ABO503D | 4 | Collaborative Foresight |
| ABP502/ABP502D | 4 | Data-Driven Insights and Actions |
| ABP503/ABP503D | 4 | Advances in Digital Technology |

#### 2.5.3 Project (P)

- One (1) compulsory course/ 6 Credits

| Code | Course Units | Course Title |
|------|--------------|--------------|
| ABW508/ABW508D | 6 | Analytics Lab |

## 2.6 Course Registration Planning Schedule

### 2.6.1 (a) Suggested Academic Plan for Full-Time Mode (1 year) - Conventional

| Program Requirement | Semester 1 | | Credit Hour | Semester 2 | Credit Hour |
|---|---|---|---|---|---|
| | Course | | | Course | |
| Common Core | ABW501/4 Analytics Edge | | 4 | ABW503/4 Management Insights** | 4 |
| | ABW505/4 Data Programming and Predictive Analytics for Business | | 4 | ABW504/4 Statistics for Analytics | 4 |
| | ABW507/4 Research Method**# | | 4 | ABW506/4 Data Storytelling and Visualization | 4 |
| | **Total** | | **12** | **Total** | **12** |
| Elective* | ABO503/4 Collaborative Foresight [A] | | 4 | ABM503/4 Web and Social Media Analytics [A] | 4 |
| | ABF502/4 Accounting and Finance Analytics [A] | | 4 | ABP502/4 Data-Driven Insights and Actions [A] | 4 |
| | ABF507/4 Economic Insights [B] | | 4 | ABO502/4 Human Resource Analytics [B] | 4 |
| | ABM502/4 Marketing Analytics [B] | | 4 | ABF503/4 Financial Technology and Digital Innovation [B] | 4 |
| | | | | ABP503/4 Advances in Digital Technology [B] | 4 |
| | **Total (Select 2)** | | **8** | **Total (Select 1)** | **4** |
| Project | | | | ABW508/6 Analytics Lab**# | **6** |
| **Total Credit Hours** | | | **20** | | **22** |

**Notes:**
**ABW503/4, ABW507/4 and ABW508/6 are being offered every semester.
# ABW507/4 is a prerequisite course for ABW508/6.
[A, B] You can only choose one course in A and B, respectively, in each semester.

**2.6.1 (b) Suggested Academic Plan for Part- Time Mode (2 Year) - Conventional**

| Semester 1 | | Semester 2 | | Semester 1 | | Semester 2 | |
|---|---|---|---|---|---|---|---|
| **Course** | **Credit Hour** | **Course** | **Credit Hour** | **Course** | **Credit Hour** | **Course** | **Credit Hour** |
| ABW501/4 Analytics Edge | 4 | ABW503/4 Management Insights | 4 | Elective I* | 4 | ABW508/6 Analytics Lab | 6 |
| ABW505/4 Data Programming and Predictive Analytics for Business | 4 | ABW504/4 Statistics for Analytics | 4 | Elective I* | 4 | Elective II* | 4 |
| ABW507/4 Research Method | 4 | ABW506/4 Data Storytelling and Visualization | 4 | | | | |
| **Total** | **12** | **Total** | **12** | **Total** | **8** | **Total** | **10** |

*See notes for table under full-time mode above.*

| Elective I | Elective II |
|---|---|
| ABF502/4 Accounting and Finance Analytics | ABO502/4 Human Resource Analytics |
| ABO503/4 Collaborative Foresight | ABP502/4 Data-Driven Insights and Actions |
| ABM502/4 Marketing Analytics | ABM503/4 Web and Social Media Analytics |
| ABF507/4 Economic Insights | ABF503/4 Financial Technology and Digital Innovation |
| | ABP503/4 Advances in Digital Technology |

**2.6.2 (a) Suggested Academic Plan for Full-Time Mode (1 year) - Online**

| Program Requirement | Semester 1 | | Semester 2 | |
|---|---|---|---|---|
| | Course | Credit Hour | Course | Credit Hour |
| Common Core | ABW501D/4 Analytics Edge | 4 | ABW503D/4 Management Insights** | 4 |
| | ABW505D/4 Data Programming and Predictive Analytics for Business | 4 | ABW504D/4 Statistics for Analytics | 4 |
| | ABW507D/4 Research Method**# | 4 | ABW506D/4 Data Storytelling and Visualization | 4 |
| | **Total** | **12** | **Total** | **12** |
| Elective* | ABO503D/4 Collaborative Foresight [A] | 4 | ABM503D/4 Web and Social Media Analytics [A] | 4 |
| | ABF502D/4 Accounting and Finance Analytics [A] | 4 | ABP502D/4 Data-Driven Insights and Actions [A] | 4 |
| | ABF507D/4 Economic Insights [B] | 4 | ABO502D/4 Human Resource Analytics [B] | 4 |
| | ABM502D/4 Marketing Analytics [B] | 4 | ABF503D/4 Financial Technology and Digital Innovation [B] | 4 |
| | | | ABP503D/4 Advances in Digital Technology [B] | 4 |
| | **Total (Select 2)** | **8** | **Total (Select 1)** | **4** |
| Project | | | ABW508D/6 Analytics Lab**# | 6 |
| **Total Credit Hours** | | **20** | | **22** |

**Notes:**
**ABW503D/4, ABW507D/4 and ABW508D/6 are being offered every semester.
# ABW507D/4 is a prerequisite course for ABW508D/6.
[A, B] You can only choose one course in A and B, respectively, in each semester.

**2.6.1 (b) Suggested Academic Plan for Part- Time Mode (2 Year) - Online**

| Semester 1 | | Semester 2 | | Semester 3 | | Semester 4 | |
|---|---|---|---|---|---|---|---|
| **Course** | **Credit Hour** | **Course** | **Credit Hour** | **Course** | **Credit Hour** | **Course** | **Credit Hour** |
| ABW501D/4 Analytics Edge | 4 | ABW503D/4 Management Insights | 4 | Elective I* | 4 | ABW508D/6 Analytics Lab | 6 |
| ABW505D/4 Data Programming and Predictive Analytics for Business | 4 | ABW504D/4 Statistics for Analytics | 4 | Elective I* | 4 | Elective II* | 4 |
| ABW507D/4 Research Method | 4 | ABW506D/4 Data Storytelling and Visualization | 4 | | | | |
| **Total** | **12** | **Total** | **12** | **Total** | **8** | **Total** | **10** |

*See notes for table under full-time mode above.*

| Elective I | Elective II |
|---|---|
| ABF502D/4 Accounting and Finance Analytics | ABO502D/4 Human Resource Analytics |
| ABO503D/4 Collaborative Foresight | ABP502D/4 Data-Driven Insights and Actions |
| ABM502D/4 Marketing Analytics | ABM503D/4 Web and Social Media Analytics |
| ABF507D/4 Economic Insights | ABF503D/4 Financial Technology and Digital Innovation |
| | ABP503D/4 Advances in Digital Technology |

## 2.7    SYNOPSIS COURSES

### 2.7.1    **ABW501/ABW501D** - ANALYTICS EDGE

This course explains the scientific process of transforming data into insights for analytics-driven   business decision making. It covers the methodologies, issues, and challenges related to   analysing business data. It prepares students to understand business analytics and become leaders    in these areas. Students will learn to apply analytical tools, algorithms and methodologies to   solve business problems. Students will also go deeper into advanced investigative and   computational methods for developing their personal analytical skills and perspectives.    RapidMiner or other potential analytical tools will be used whenever applicable based on   simulated business examples.

### 2.7.2    **ABW503/ABW503D** - MANAGEMENT INSIGHTS

This course aims to provide students with important management theory, concepts   and   techniques in the context of management research. It will expose students to the basics of each   level of analytical data. Students will also be exposed to the latest environmental changes and   management techniques in the context of real work situations.

### 2.7.3    **ABW504/ABW504D** - STATISTICS FOR ANALYTICS

This course is designed to give students exposure to the basics concept of statistics being used in   business and management. Students will be introduced to descriptive statistics, basic probability,    probability distributions, estimation and confidence intervals, hypothesis testing and correlation    and regression analysis. This course will enhance the student's capability to make analysis decisions and use them in solving business and management problems. Statistics are also used to   show the importance of business and management sustainability, and to measure the   development of a sustainable or green economy.

### 2.7.4    **ABW505/ABW505D** - DATA PROGRAMMING AND PREDICTIVE ANALYTICS FOR BUSINESS

This course aims at providing the students with both the general programming concepts as well   as hands-on sessions on practical knowledge in Python or R for business and management    applications. It equips the students with skills to design and write algorithms, as well as to use the available Python or R packages, for decision making to solve business and management problems. The course also explains the predictive modelling techniques and their core principles, whereby    students will learn a solid foundation of predictive analytics, which refers to tools and techniques    for building

statistical or machine learning models to make predictions based on the business datasets. The techniques discussed are applied in all functional areas within business organizations including talent management, finance, international business, accounting, marketing and operations management. Students will be able to determine what kinds of predictions they can make to create future strategies and be prepared to take full advantage of analytics to create effective data-driven business decisions.

2.7.5     **ABW506/ABW506D** -DATA STORYTELLING AND VISUALIZATION

This course provides students with an understanding of the keys to data storytelling – data, visuals and narrative in the global business environment. Students will learn on the strategies for effective storytelling in analysing business problems and communicate important insights to the audience using a variety of visualization tools. At the end of this course, students will be able to enhance their ability to understand the context of the data, choose an effective visual design, communicate effectively with the data and make better data-driven business decisions.

2.7.6     **ABW507/ABW507D** - RESEARCH METHOD

This course provides students with basic concepts and the process of conducting research including various research methods and designs. Students will acquire the knowledge and skillsets to undertake original research with good ethical research practices.

2.7.7     **ABF502/ABF502D** - ACCOUNTING AND FINANCE ANALYTICS

The fourth industrial revolution requires the integration of interdisciplinary knowledge. This course fulfils the needs of businesses to analyse ready-data from accounting and finance. A future company needs to generate essential information from accounting and financial data and linked up this information with the company's external information like those from social media, demographic and macro-economy. For this purpose, besides solid knowledge in accounting and finance, practical knowledge to handle data with sophisticated tools and software is also needed to ensure that students are able to understand the relationships in the unprecedented amount of data flowing into the organizations.

2.7.8     **ABF503/ABF503D** - FINANCIAL TECHNOLOGY AND DIGITAL INNOVATION

This course provides knowledge on financial technology starting with the basics of finance and its instruments. It introduces students to the Fintech landscape that has the potential to disrupt traditional financial methods, ecosystems, global and local evolution. It also exposes advanced

technologies such as artificial intelligence, machine learning, robot process automation and more, and discusses how technology can help industry and society towards a more inclusive, competitive and sustainable financial.

2.7.9    **ABF507/ABF507D** - ECONOMICS INSIGHTS

This course is designed to expose the students on how choices are made to allocate scarce resources with competing uses, depending on overall, national as well as international, economic conditions. It is a discipline that combines microeconomic theories and macroeconomic theories with management practice by applying the latest techniques on big data analysis.

This course, therefore, incorporates wide-ranging relevant topics such as knowing the markets in which the businesses are operating in, price and non-price strategies, production function in the microeconomic environment and later be complemented with several economic conditions such as monetary policies, fiscal policies, and relevant macro policies for open economies as well as win-win business outcomes with regards to environmental preservation and social interest.

It provides an illustration of economic theory and concepts on how economic analysis can assist in the decision-making process which is essential for business leaders for managing an organization for sustainability and equality.

2.7.10    **ABM502/ABM502D** - MARKETING ANALYTICS

This course will introduce students to the tools and techniques behind a systematic and analytical approach to marketing decision-making. Students will be exposed to the analytic challenges faced in marketing and introduced to four fundamental marketing strategy principles that can help address the challenges. Students will develop analytic competencies pertaining to the four principles by learning how to measure customer preferences, establish different ways for market segmentation, identify potential or attractive customers to target, determine the best positioning for a brand and developing new products that add value through techniques like conjoint analysis, cluster analysis, positioning maps, logistic regression, response and choice models. Data analysis will be carried out via Marketing Engineering (MeXL) analytic tool, which is an add-on to Excel.

2.7.11    **ABM503/ABM503D** - WEB AND SOCIAL MEDIA ANALYTICS

The digital technologies of web and social media applications have fundamentally reshaped marketing theory and practice over the last decade and have led to a drastic shift in quality and quantity of information we are able to capture, store and analyse. With this proliferation of data has come an increasing need for many businesses to better understand and react to

various customer characteristics. This course is designed to provide the skills and tools needed for students to recognize the role of web and social media analytics within the digital marketing landscape.

### 2.7.12 ABO502/ABO502D - HUMAN RESOURCE ANALYTICS

Human Resource Analytics provides a clear and easy-to-understand human resource management process. This is a course that provides insights into advanced human resource management, taking into account the use of virtual data analysis to create an efficient human resource management system. This course also provides exposure to talent management according to industry suitability and management direction. The subject will expose students to effective work processes, data analysis techniques using the SPSS statistics package and further interpret the results, helping to convey the potential of human resource analysis to make the most of existing human resources. Case study methods are also used to provide exposure to each of these human resource management practices.

### 2.7.13 ABO503/ABO503D - COLLABORATIVE FORESIGHT

The complexity of the future can be overwhelming and adapting to change is inevitable. It is therefore important for organizations to prepare for the future in order to remain competitive in today's rapidly changing business environment. Collaborative foresight is critical to acknowledge the possibility of multiple futures to accelerate organizational development. It enhances organizational resilience by improving ideation, problem definition and consensus in long-term strategies. Students will be exposed to a wider perspective on today's drivers of change for organizations to increase the variety of perspectives in scenario creation and make appropriate decisions, in order to harness the potential of new possibilities of the future.

Students will learn various strategic tools and statistical techniques to make predictions on various scenarios which will result in improved strategic options. The strategic tools such as 'TOWS Matrix', 'Competitors Analysis', 'Business Portfolio Matrices', 'SPACE Matrix' will be aligned with the statistical tools such as Artificial Intelligence, RapidMiner and other related tools will be applied to produce Scenario Planning and solution ideas. In this case, students will learn the techniques and analytics to generate future scenarios, assess the impacts of those futures and craft suitable strategies that are resilient to different future outcomes.

2.7.14 **ABP502/ABP502D** - DATA-DRIVEN INSIGHTS AND ACTIONS

This course describes the concepts and techniques of data analysis and action research. Students will learn the importance and development of data. Students will learn to design models using analytical tools and techniques. Students will learn to create models based on blending techniques and tools such as simulation and optimization to identify actions in data analysis. They will also learn to develop the critical thinking skills needed and make predictions in the context of management. In addition, students will learn to select and apply such analytical data processes and methods. RapidMiner or other potential analytical tools will be used based on management cases.

2.7.15 **ABP503/ABP503D** - ADVANCES IN DIGITAL TECHNOLOGY

The rapid evolution of digital technologies is creating not only new opportunities for our society but challenges to it as well, and institutions of every stripe are grappling to respond by adapting their strategies and activities. Corporations and governments are reorganizing to enhance productivity, improve quality, and control costs. Entire industries have been restructured to better align themselves with the realities of the digital age. It is no great exaggeration to say that information technology is fundamentally changing the relationship between people and knowledge. Thus, this course will expose the students to the concept, application and practice of the advancement of digital technology.

2.7.16 **ABW508/ABW508D** - ANALYTICS LAB

This course is designed for students to apply analytical skills in business problems in the global business environment. The course provides an opportunity for students to leverage data analytics in analysing business problems and recommend a feasible business solution. In this course, students can choose one of the options; first, use the real dataset from industry or simulated dataset from the website and second, collaborate with analytics teams in organizations to obtain small analytics projects and solve real-life cases. At the end of this course, students will be able to conduct analytics lab projects based on their area of interest and make a better business decision.

## 3.0 MASTER OF PROFESSIONAL MANAGEMENT
## MASTER OF PROFESSIONAL MANAGEMENT (ONLINE)

### 3.1 INTRODUCTION

Master of Professional Management and Master of Professional Management (for Open Distance Learning (ODL) mode, it called as Master of Professional Management (Online), with course code "D") is designed to produce skilled talents in the field of professional management. The program prepares the students who are highly skilled, knowledgeable, creative, innovative, and competitive in the services sector. The courses are designed with specialized contents, focusing on high performance and adaptive management skills.

### 3.2 PROGRAM OBJECTIVES

The objectives of the Master of Professional Management and Master of Professional Management (Online) program are to:

(a)   critically assess theories and concepts of professional management;

(b)   apply theories and concepts to decision making in the services sector;

(c)   conduct research with minimal supervision and adhere to legal, ethical and professional practices;

(d)   demonstrate the quality of management and leadership through effective communication and execution of tasks;

(e)   generate problem solving using scientific skills and critical thinking;

(f)   demonstrate skills and principles of lifelong learning in academic and career development.

### 3.3 PROGRAMME OUTCOMES

Students who have completed Master of Professional Management and Master of Professional Management (Online) studies at the School of Management are expected to demonstrate:

(a)   ability to apply professional management knowledge at the highest level to make holistic judgments;

(b)   skills to use soft skills to interpret and make decisions related to the field of management professionally;

(c)     critical thinking and management skills in translating information and data into a clear view of an action plan efficiently;

(d)     effective communication and leadership skills to manage management -related issues to all stakeholders;

(e)     the use of social skills, teamwork skills and a responsible attitude in the professional management process;

(f)     ability to make management decisions characterized by professionalism and ethical transparency;

(g)     the ability to cultivate lifelong learning practices and strives to demonstrate improvement in professional management;

(h)     entrepreneurial skills in the process of managing an organization;

(i)     leadership skills in solving problems effectively and efficiently;

(j)     digital skills in analyzing data to aid the decision -making process;

(k)     numeracy skills to interpret quantitative data sets required in the field of professional management.


## 3.4     STRUCTURE OF PROGRAM

In order to qualify for the Master of Professional Management and Master of Professional Management (Online) degree, students are required to accumulate **42 credits** over a period of **not less than 2 semesters**. The distribution of units is shown as below:

| Program Requirement | Course Code Classification | No. of Credits |
|---|:---:|:---:|
| Common Core | **T** | 24 |
| Elective | **E** | 12 |
| Project | **P** | 6 |
| | **TOTAL** | **42** |

### 3.5 LIST OF COURSES

#### 3.5.1 Common Core (T)

- Six (6) Compulsory Courses/ 24 Credits

| Code | Course Units | Course Title |
|---|---|---|
| AOW501/AOW501D | 4 | Management for Professional |
| AOW502/AOW502D | 4 | Accounting & Finance for Professionals |
| AOW503/AOW503D | 4 | Leadership Dynamics in Digital Era |
| AOW504/AOW504D | 4 | Strategic Management |
| AOW505/AOW505D | 4 | Organisational Development and Change |
| AOW506/AOW506D | 4 | Research Method |

#### 3.5.2 Elective (E)

- Choose any three (3) courses/ 12 Credits

| Code | Course Units | Course Title |
|---|---|---|
| AOP508/AOP508D | 4 | Business Analytics for Professionals |
| AOP509/ AOP509D | 4 | Enterprise Risk Management |
| AOP510/ AOP510D | 4 | Economics for Professionals |
| AOP511/ AOP511D | 4 | Negotiation Dynamics |
| AOP512/ AOP512D | 4 | Talent Management |
| AOP513/ AOP513D | 4 | Client Centricity |
| AOP514/ AOP514D | 4 | Taxation |
| AOP515/ AOP515D | 4 | Safety and Health Practices |
| AOP516/ AOP516D | 4 | Professional Ethics |

#### 3.5.3 Project (P)

- One (1) compulsory course/ 6 Credits

| Code | Course Units | Course Title |
|---|---|---|
| AOW507/AOW507D | 6 | Field Based Project |

**3.6    Course Registration Planning Schedule**

**(a)  Suggested Academic Plan for Full-Time Mode (1 year) - Conventional**

| Type | Semester 1 | | Semester 2 | | |
| --- | --- | --- | --- | --- | --- |
| | **Course** | **Credit Hour** | **Course** | **Credit Hour** | |
| Core | AOW501 Management for Professionals | 4 | AOW504 Strategic Management | 4 | |
| | AOW 502 Accounting & Finance for Professionals | 4 | AOW505 Organisational Development and Change | 4 | |
| | AOW503 Leadership Dynamics in Digital Era | 4 | AOW506 Research Method#** | 4 | |
| | AOW506 Research Method#** | 4 | | | |
| | **Total** | **16** | **Total** | **8** | |
| Elective* | AOP508 Business Analytics for Professionals | 4 | AOP512 Talent Management | 4 | Set A |
| | AOP509 Enterprise Risk Management | 4 | AOP513 Client Centricity | 4 | |
| | AOP510 Economics for Professionals | 4 | AOP514 Taxation | 4 | Set B |
| | AOP511 Negotiation Dynamics | 4 | AOP515 Safety and Health Practices | 4 | |
| | | | AOP516 Professional Ethics | 4 | |
| | **Total (Choose any ONE)** | **4** | **Total (Choose any ONE from SET A and ONE from SET B)** | **8** | |
| Project | AOW507 Field Based Project** | **6** | AOW507 Field Based Project** | **6** | |
| **Total** | | **20** | | **22** | |

**Notes:**
*Choose ONE elective in Semester 1 and TWO electives in Semester 2.
#A0W506 is a prerequisite course for A0W507.
**AOW506 and AOW507 are being offered every semester.

**(b) Suggested Academic Plan for Part- Time Mode (2 Year) - Conventional**

| Semester 1 | | Semester 2 | | Semester 1 | | Semester 2 | |
|---|---|---|---|---|---|---|---|
| **Course** | **Credit Hour** | **Course** | **Credit Hour** | **Course** | **Credit Hour** | **Course** | **Credit Hour** |
| AOW501 Management for Professionals | 4 | AOW504 Strategic Management | 4 | AOW503 Leadership Dynamics in Digital Era | 4 | AOW507 Field Based Project | 6 |
| AOW502 Accounting & Finance for Professionals | 4 | AOW505 Organisational Development and Change | 4 | Elective * | 4 | Elective * | 4 |
| | | AOW506 Research Method | 4 | | | Elective * | 4 |
| **Total** | **8** | **Total** | **12** | **Total** | **8** | **Total** | **8** |

*See notes for table under full-time mode above.*

**List of Elective Courses**

| Elective I (To Be Offered in Semester 1 ONLY) | Elective II (To Be Offered in Semester 2 ONLY) | |
|---|---|---|
| AOP508 - Business Analytics for Professionals | AOP512 - Talent Management | Set A |
| AOP509 - Enterprise Risk Management | AOP513 - Client Centricity | |
| AOP510 - Economics for Professionals | AOP514 - Taxation | Set B |
| AOP511 - Negotiation Dynamics | AOP515 - Safety and Health Practices | |
| | AOP516 - Professional Ethics | |

**(c)      Suggested Academic Plan for Full-Time Mode (1 year) - Online**

| Type | Semester 1 | | Credit Hour | Semester 2 | | Credit Hour | |
|---|---|---|---|---|---|---|---|
| | **Course** | | | **Course** | | | |
| Core | AOW501D Management for Professionals | | 4 | AOW504D Strategic Management | | 4 | |
| | AOW502D Accounting & Finance for Professionals | | 4 | AOW505D Organisational Development and Change | | 4 | |
| | AOW503D Leadership Dynamics in Digital Era | | 4 | AOW506D Research Method#** | | 4 | |
| | AOW506D Research Method#** | | 4 | | | | |
| | **Total** | | **16** | **Total** | | **8** | |
| Elective* | AOP508D Business Analytics for Professionals | | 4 | AOP512D Talent Management | | 4 | Set A |
| | AOP509D Enterprise Risk Management | | 4 | AOP513D Client Centricity | | 4 | |
| | AOP510D Economics for Professionals | | 4 | AOP514D Taxation | | 4 | Set B |
| | AOP511D Negotiation Dynamics | | 4 | AOP515D Safety and Health Practices | | 4 | |
| | | | | AOP516D Professional Ethics | | 4 | |
| | **Total (Choose any ONE)** | | **4** | **Total (Choose any ONE from SET A and ONE from SET B)** | | **8** | |
| Project | AOW507D Field Based Project** | | **6** | AOW507D Field Based Project** | | **6** | |
| **Total** | | | **20** | | | **22** | |

**Notes:**
*Choose ONE elective in Semester 1 and TWO electives in Semester 2.
#A0W506 is a prerequisite course for A0W507.
**AOW506 and AOW507 are being offered every semester.

**(d)**　　　　**Suggested Academic Plan for Part- Time Mode (2 Year) - Online**

| Semester 1 | | Semester 2 | | Semester 1 | | Semester 2 | |
|---|---|---|---|---|---|---|---|
| **Course** | **Credit Hour** | **Course** | **Credit Hour** | **Course** | **Credit Hour** | **Course** | **Credit Hour** |
| AOW501D Management for Professionals | 4 | AOW504D Strategic Management | 4 | AOW503D Leadership Dynamics in Digital Era | 4 | AOW507D Field Based Project | 6 |
| AOW502D Accounting & Finance for Professionals | 4 | AOW505D Organisational Development and Change | 4 | Elective * | 4 | Elective * | 4 |
| | | AOW506D Research Method | 4 | | | Elective * | 4 |
| **Total** | **8** | **Total** | **12** | **Total** | **8** | **Total** | **8** |

*\*See notes for table under full-time mode above.*

**List of Elective Courses**

| Elective I (To Be Offered in Semester 1 ONLY) | Elective II (To Be Offered in Semester 2 ONLY) | |
|---|---|---|
| AOP508D - Business Analytics for Professionals | AOP512D - Talent Management | Set A |
| AOP509D - Enterprise Risk Management | AOP513D - Client Centricity | |
| AOP510D - Economics for Professionals | AOP514D - Taxation | Set B |
| AOP511D - Negotiation Dynamics | AOP515D - Safety and Health Practices | |
| | AOP516D - Professional Ethics | |

### 3.7 SYNOPSIS COURSES

3.7.1 **AOW501/AOW501D-** MANAGEMENT FOR PROFESSIONALS

This course explains the functional and contemporary approaches to management through planning, organizing, leading, and controlling. It introduces to the students the foundations of management and issues surrounding managing internal and external environment, building organisational structure to maintain agility, mobilising talents and motivating workforce to achieve optimal performance.

3.7.2 **AOW502/AOW502D -** ACCOUNTING & FINANCE FOR PROFESSIONALS

This course will emphasise on the learning terminologies, methods and techniques that can be applied in real business situations. While computational competency is important, this course will lean more on the application of techniques, analysing results obtained and making recommendations that go beyond cost and financial aspects.

3.7.3 **AOW503/AOW503D -** LEADERSHIP DYNAMICS IN DIGITAL ERA

This course is designed to elaborate about the contemporary leadership skills which are critical in the value creation process of successfully bringing a new breed of firm. This course will explore the various dynamics of leadership and the dimensions of leadership that are relevant to the digital era.

3.7.4 **AOW504/AOW504D -** STRATEGIC MANAGEMENT

This course concentrates on ways in formulating, implementing, and evaluating strategies. Strategic-management concepts and techniques are studied. Students will use the knowledge acquired from previous business courses, coupled with new strategic-management techniques learned, to chart the future direction of different organizations.

3.7.5 **AOW505/AOW505D -** ORGANISATIONAL DEVELOPMENT & CHANGE

This course enhances students' understanding of the areas of organizational development ranging from orientation to career development and organizational development and provides a clear understanding of the concepts, processes, and practices that form the basis of effective OD.

3.7.6 **A0W506/AOW506D** - RESEARCH METHOD

This course provides students with basic concepts and process of conducting research including various research methods and designs. Students will acquire the knowledge and skillsets to undertake original research with good ethical research practices.

### 3.7.7 AOP508/AOP508D- BUSINESS ANALYTICS FOR PROFESSIONALS

This course explains the scientific process of transforming data into insights for analytics-driven    business decision making and make future prediction. It covers the methodologies, issues, and    challenges related to analysing business data. It prepares students to understand business   analytics and become leaders in these areas. Students will learn to apply analytical tools, algorithms and methodologies to solve business problems. Students will also go deeper into advanced investigative and computational methods for developing their personal analytical skills and perspectives. Potential analytical tools will be used whenever applicable based on the simulated business examples.

### 3.7.8 AOP509/AOP509D - ENTERPRISE RISK MANAGEMENT

This course discusses risk management from the perspective of non-financial corporations. The    course examines various types of risks including market risks, credit risks and operational risks    and risk-management. It also focuses on procedures in the context of the general framework of   enterprise-wide risk management (ERM).

### 3.7.9 AOP510/AOP510D - ECONOMICS FOR PROFESSIONALS

This course covers the basic economics principles to be applied by professionals in making sounds business decision, considering the microeconomics of demand and supply forces in transactions, theory of consumer and customer behavior, and the principle of production and cost analysis in supplying professionals products and services.

### 3.7.10 AOP511/AOP511D - NEGOTIATION DYNAMICS

This course develops the negotiation style in a challenging, action-oriented, international    environment to develop skills and strategies to negotiate. Students will be exposed to the    understanding of negotiation dynamics, prepare for uncertainty, learn to craft agile strategy and   be quick in changing circumstances and how to build the negotiation competency.

3.7.11 **AOP512/AOP512D -** TALENT MANAGEMENT

The course explores key aspects of talent management from developing core competencies to the design and implementation of performance management systems that include identifying, evaluating, and developing talent, to provide performance guidance for individuals and teams to encourage employee engagement. Experience-based learning is also practiced in providing exposure to students.

3.7.12 **AOP513/AOP513D -** CLIENT CENTRICITY

This course focuses on the essential elements of customer services including conflict resolution, communication strategies, emotional intelligence and utilises strategies to build employee self- motivation to offer world-class service. Students will be exposed to the knowledge on the ways to approach customers, as well as to communicate effectively and confidently.

3.7.13 **AOP514/AOP514D -** TAXATION

This course is designed to develop an understanding among candidates of the concepts and principles of personal, business, and corporate income taxation, taxation of specialised entities, withholding taxes, etc. Besides these, legislation relating to real property gains tax and investment incentives will also be covered.

3.7.14 **AOP515/AOP515D -** SAFETY AND HEALTH PRACTICES

This course is designed to enhance the understanding regarding safety and health at workplace. It will expose about the fundamentals of health and safety, the acts related to Health and Safety at Work, and provides the understanding of study risk assessment and the working environment.

3.7.15 **AOP516/AOP516D -** PROFESSIONAL ETHICS

This course provides the understanding of the ethical principles and the issues related to ethics among professionals. Part of professional ethics is the understanding of the ethics of other professions: and ethical behaviour. Students will also be exposed to the ethical decision-making and general professional conduct in contemporary society.

3.7.16 **AOW507/AOW507D -** FIELD BASED PROJECT

This course is designed for students to apply the research skills in business problems in the global business environment. The course provides opportunity to students to leverage techniques and methods analytics in analysing the business problems and recommend feasible business solution.

### 4.0 MASTER IN GLOBAL ISLAMIC FINANCE

#### 4.1 INTRODUCTION

The Master in Global Islamic Finance aims to produce graduates skilled in two areas; shariah and Islamic finance who are much needed by the Islamic financial industry. This program creates a variation of the existing program in the market by including alternative elements other than existing 'standard' elements of Islamic finance. These alternative elements include the discussion on the reforms in the financial system such as the use of fiat currency that is believed to cause price increases in many sectors like real estate and finance.

#### 4.2 PROGRAM OBJECTIVES

The objectives of the Master in Global Islamic Finance program are to:

(a) to apply banking and global Islamic finance into practice;

(b) to employ good governance in leading Islamic financial institutions in a sustainable manner ;

(c) to integrate shariah skills with operational efficiency in managing Islamic financial institutions;

(d) to solve operating problems using shariah skills towards achieving the objective of Maqasid Shariah.

#### 4.3 PROGRAMME OUTCOMES

Students who have completed Master in Global Islamic Finance studies at the School of Management are expected to demonstrate:

(a) to apply advanced knowledge in the field of Global Islamic Finance according to specialization and exhibit theoretical and conceptual skills in Islamic finance;

(b) to conduct practical and research as well as apply the latest information technology and telecommunications skills;

(c) to demonstrate and apply thinking skills critically and creatively in problems solving and decision making;

(d) to apply oral as well as written communication skills in the field of Global Islamic Finance;

(e) to work in group to solve problems and social issues related to Global

Islamic Finance in practice, coursework and research with peers and stakeholders;

(f)    to demonstrate ethical values and professionalism in the field of Global Islamic Finance;

(g)    to apply lifelong learning to enhance internal services area in Global Islamic Finance;

(h)    to apply management skills and exhibit the nature of entrepreneurship in the field of Global Islamic Finance;

(i)    to demonstrate sustainable leadership skills of stakeholders in the field of Global Islamic Finance;

(j)    to apply software and digital technology to improve skills, learning and research in the field of Global Islamic Finance;

(k)    to apply knowledge to analyzing, evaluating and interpreting numerical data in research using various quantitative and qualitative approaches.

## 4.4    STRUCTURE OF PROGRAM

In order to qualify for the Master in Global Islamic Finance degree, students are required to accumulate **40 credits** over a period of **not less than 2 semesters**. The distribution of units is shown as below:

| Type | Course Code Classification | No. of Credits |
|---|---|---|
| Common Core | **T** | 20 |
| Elective | **E** | 12 |
| Project | **P** | 8 |
| | **TOTAL** | **40** |

### 4.5 LIST OF COURSES

#### 4.5.1 Common Core (T)

- Five (5) Compulsory Courses/ 20 Credits

| Code | Course Units | Course Title |
|---|---|---|
| ISG501 | 4 | Global Islamic Jurisprudence |
| ISG502 | 4 | Governance of Islamic Finance |
| ISG504 | 4 | Islamic Economics |
| ISG507 | 4 | Contemporary Issues in Islamic Finance |
| ISG511 | 4 | Research Methodology |

#### 4.5.2 Elective (E)

- Choose any three (3) courses/ 12 Credits

| Code | Course Units | Course Title |
|---|---|---|
| ISG503 | 4 | Islamic Banking and Finance |
| ISG505 | 4 | Islamic Accounting and Auditing |
| ISG506 | 4 | Business Competitive Intelligence Foresight and Strategic |
| ISG508 | 4 | Islamic Wealth Management |
| ISG509 | 4 | Financial Technology in Islamic Finance |
| ISG510 | 4 | Islamic Capital Market |

#### 4.5.3 Project (P)

- One (1) compulsory course/ 8 Credits

| Code | Course Units | Course Title |
|---|---|---|
| ISG513 | 8 | Research Project |

## 4.6 Course Registration Planning Schedule

### (a) Suggested Academic Plan for Full-Time Mode (1 year)

| Program Requirement | Semester 1 | | Semester 2 | |
|---|---|---|---|---|
| | **Course** | **Credit Hour** | **Course** | **Credit Hour** |
| Common Core | ISG501/4 Global Islamic Jurisprudence | 4 | ISG504/4 Islamic Economics | 4 |
| | ISG502/4 Governance of Islamic Finance | 4 | | |
| | ISG507/4 Contemporary Issues in Islamic Finance | 4 | | |
| | ISG511/4 Research Methodology# | 4 | | |
| Elective* (Choose any THREE (3) courses) | ISG505/4 Islamic Accounting and Auditing | 4 | ISG503/4 Islamic Banking and Finance | 4 |
| | | | ISG506/4 Business Competitive Intelligence, and Strategic Foresight | 4 |
| | ISG508/4 Islamic Wealth Management | 4 | ISG509/4 Financial Technology in Islamic Finance | 4 |
| | | | ISG510/4 Islamic Capital Market | 4 |
| Project | | | ISG513/8 Research Project# | 8 |
| **Total Credit Hours** | | **24*** | | **16*** |

**# These courses are offered every semester**
**\*Subjected to selection of electives courses**

**(b) Suggested Academic Plan for Part- Time Mode (2 Year)**

| Semester 1 | | Semester 2 | | Semester 3 | | Semester 4 | |
|---|---|---|---|---|---|---|---|
| **Course** | **Credit Hour** | **Course** | **Credit Hour** | **Course** | **Credit Hour** | **Course** | **Credit Hour** |
| ISG501 Global Islamic Jurisprudence | 4 | ISG504 Islamic Economics | 4 | ISG 507 Contemporary Issues in Islamic Finance | 4 | ISG513 Research Project# | 8 |
| ISG502 Governance of Islamic Finance | 4 | Elective * | 4 | Elective * | 4 | Elective * | 4 |
| ISG511 Research Methodology# | 4 | | | | | | |
| **Total** | **12** | **Total** | **8** | **Total** | **8** | **Total** | **12** |

**# These courses are offered every semester**

**\*List of Elective Courses (Choose any three (3) courses)**

| Semester 1 | Semester 2 |
|---|---|
| ISG505/4 Islamic Accounting and Auditing | ISG503/4 Islamic Banking and Finance |
| ISG508/4 Islamic Wealth Management | ISG506/4 Business Competitive Intelligence, and Strategic Foresight |
| | ISG509/4 Financial Technology in Islamic Finance |
| | ISG510/4 Islamic Capital Market |

## 4.7    SYNOPSIS OF COURSES

### 4.7.1    **ISG501/4 -**   GLOBAL ISLAMIC JURISPRUDENCE

The course will discuss pertaining to sources of Islamic jurisprudence or Usul al-Fiqh which has become fundamental guideline in comprehension of Islamic law generally as well as in understanding behaviour in financial muamalat in particular. The function of the science, form and authentic of the references will be discussed particularly in the light of Islamic financial muamalat. The discourse involves the source of al-Quran, Traditions, theory of consensus, analogy, istishab, istihsan, customs, public interest, sadd al dhara'i, reasons and the practise of Companions involving contemporary illustrations.

### 4.7.2    **ISG502/4 -**   GOVERNANCE OF ISLAMIC FINANCE

Majority of the Shari'ah governance practices are faced with challenges of shortage of knowledge within Islamic scholars and banking practitioners. Shari'ah scholars generally lack in banking knowledge while the operations people are lacking in Shari'ah understanding. The lack of established standard, the failure of management to differentiate between conventional corporate governance and Shariah governance, difficulties in understanding Shariah based laws, misinterpretation of rules and such are some of the key issues in effective implementation of Shari'ah governance in IFI's. The apex objective of the Shari'ah governance is to ensure fairness not only to shareholders but to all stakeholders attainable through greater disclosure, transparency and accountability. Shari'ah objectives or Maqasid al-Shari'ah is the ultimate objective of Shari'ah governance which is to ensure effective independent oversight of Shariah compliance over every practice in IFIs. Credibility of IFIs in term of its accountability and trustworthiness can be built through efficient Shari'ah governance framework. Arising from the above scenario this course is to provide the students with both the knowledge and competency towards a more effective and efficient management of Shari'ah governance oversight and SNC risk in IFI's. Furthermore, the course emphasizes on the human governance that deals with human behaviour guided by Islamic worldview in the context of Islamic financial institutions.

### 4.7.3    **ISG503/4 -**  ISLAMIC BANKING AND FINANCE

A unique course that builds up an Islamic Monetary System from first principles as determined by Islamic Shariah, Islamic Economics and couched within the Islamic World View. The Course also outlines the ills of the current monetary system and how these would be solved by implementing the Islamic Monetary System. The Course also provides practical solutions on how to migrate from the current conventional monetary system to the Islamic monetary system.

### 4.7.4 **ISG504/4 -** ISLAMIC ECONOMICS

This course introduces students to the basic premise that the study of Islamic economics stems from the Islamic worldview and has to be developed according to a methodology that is founded upon this worldview. Therefore, the `foundations' that need elaboration are the Islamic worldview, Islamic economic methodology and features of an Islamic economic system.

Since economics deals with the production, consumption and distribution activities of man, and these areas will be addressed in this course. Other more prominent areas of contemporary Islamic economics such as the prohibition of riba' and issues in Islamic banking are also discussed.

### 4.7.5 **ISG505/4 -** ISLAMIC ACCOUNTING AND AUDITING

This course aims to provide students with the knowledge of Islamic Accounting and Auditing, rationale of Islamic accounting and Islamic accounting standards. Students will be able to do accounting for Islamic financial products as well as for Zakat. Students will also be able to address current issues pertaining to Shariah governance and Shariah audit and to propose solutions.

### 4.7.6 **ISG506/4 -** BUSINESS COMPETITIVE INTELLIGENCE AND STRATEGIC FORESIGHT

This course will explore the ever-changing business world and how organizations make strategic decisions to be competitive through competitive intelligence. This course discusses on the process of legally and ethically gathering, interpreting, and acting on information about an organization's competition or other forces that may affect its future success. It also touches on goal setting, value creation, global integration and diversity, in the context of the new business reality. Decisions taken by each organization is closely linked to the benefits and strategies of competitors and vice versa. It also discusses some theories and how organizations choose a strategy to achieve competitive advantage. The course also focuses on the role of the user experience, innovation and design in the form of competitive advantage. The course also includes "geopolitics analysis" to describe the performance of the business, evaluating different courses of action, foresight by using a structured approach to business problem solving.

### 4.7.7    ISG507/4 -   CONTEMPORARY ISSUES IN ISLAMIC FINANCE

The course aims to discuss about the philosophy and principles of Islamic finance in terms of their classification, conditions, basis and their application in the past and at present. The main focus of this course is to explore in depth the implementation of the Islamic finance and identify the contemporary Shariah issues surrounding Islamic finance. In addition, this course will give exposure to students to be innovative and creative in finding solutions of the Shariah issues that could hinder the rapid development of Islamic financial institutions.

### 4.7.8    ISG508/4 -  ISLAMIC WEALTH MANAGEMENT

The course will discuss issues pertaining to the management of muslims' wealth including the field of inheritance, bequeath, endowment, trust gift, takaful, investment, asset management and tithe. The discussion will analyse scholars' view on the wealth management among Muslims and its position in the administration of Islamic law in particular agencies such as Small Estates Unit, Amanah Raya Berhad, Syariah Court and Civil High Court. The discourse will also be looking at the recent acts as well as enactments, including cases and fatwas that pertaining to the Islamic wealth management. This course will enhance student's understanding on wealth accumulation, protection, distribution and purification.

### 4.7.9    ISG509/4 - FINANCIAL TECHNOLOGY IN ISLAMIC FINANCE

Fintech is growing tremendously throughout the world and disrupting many areas of Finance, particularly traditional banking services. Examples include software that encourage peer-to-peer transactions that even completely bypass the banking system like cryptocurrencies, crowdfunding for project financing, working capital financing, sadaqa, wakaf etc. in a more efficient, transparent and cheap manner. Even there are applications that allow exchange of currencies that bypass money-changers and banks. Smart contracts are other interesting developments. Since many areas in banking, finance and accounting are being disrupted by Fintech, students must be kept on their toes with such new developments. Indeed, Fintech also opens a whole new area of opportunities in the area of finance, in particular Islamic Finance.

### 4.7.10   ISG510/4 - ISLAMIC CAPITAL MARKET

This course is designed to provide students with the knowledge of the Islamic capital market by clarifying the concepts and products. In addition, students are exposed to appreciate the distinctive characteristics of Islamic capital market as compared to conventional capital market. This course encompasses theories and practices of the Islamic capital market on a global level and highlights the key issues and challenges.

### 4.7.11 **ISG511/4 -** RESEARCH METHODOLOGY

This course provides students with the basic concepts and operations of research including how they form a research project and 'hands-on' skills in the use of different research methods. Students will be exposed to various research methods and will learn the basic principles of research design. Topics to be discussed in detail include sampling, measurement, interviews, analysis of case studies, focus groups, interviewing and analyzing and presenting data. Intellectual debates and methodologies will be discussed to help students develop an informed and critical opinion of other research as well as ethical research practices. Students will be equipped with the knowledge and ability to follow a good methodology, the original research project and will develop a set of research skills that can be used in the workplace.

### 4.7.12 **ISG513/8 -** RESEARCH PROJECT

The course will require students to undertake a research in contemporary global Islamic finance, as well as using skills of discourse that needed in research writing based on high quality research method. In addition, the course will also disseminate the method of research epistemology where references must be hold on al-Quran and Traditions as guidance, as well as the thought of Muslim jurist and recent practises and experiences.

**5.0    MASTER OF MANAGEMENT (GLOBAL ISLAMIC FINANCE)**

**5.1    INTRODUCTION**

The Master of Management (Global Islamic Finance) aims to produce graduates skilled   in two areas; shariah and Islamic finance who are much needed by the Islamic financial   industry. This program creates a variation of the existing program in the  market by   including alternative elements other than existing 'standard' elements of Islamic finance.   These alternative elements include the discussion on the reforms in the financial system   such as the use of fiat currency that is believed to cause price increases in many sectors   like real estate and finance.

As a mixed mode program, the Master of Management (Global Islamic Finance) contains   a significant research element in its structure, in addition to the courses that are required   to be taken. This is the main difference of this program with the Master in Global Islamic   Finance (Coursework mode) described in Section 4.0 above.

**5.2    PROGRAM OBJECTIVES**

The objectives of the Master of Management (Global Islamic Finance) program are:

(a)  to apply banking and Global Islamic Finance knowledge  into practice;

(b)  to employ good governance in leading Islamic financial institutions in a sustainable manner;

(c)  to integrate shariah skills with operational efficiency in managing Islamic financial   institutions;

(d)  to solve operating problems using shariah skills towards achieving the objective of   Maqasid Shariah.

## 5.3  PROGRAMME OUTCOMES

Students who have completed Master of Management (Global Islamic Finance) studies at the School of Management are expected to demonstrate:

(a) to apply advanced knowledge in the field of Global Islamic Finance according to specialization and exhibit theoretical and conceptual skills in Islamic finance;

(b) to conduct practical and research as well as apply the latest information technology and telecommunications skills;

(c) to demonstrate and apply thinking skills critically and creatively in problems solving and decision making;

(d) to apply oral as well as written communication skills in the field of Global Islamic Finance;

(e) to work in group to solve problems and social issues related to Global Islamic Finance in practice, coursework and research with peers and stakeholders;

(f) to demonstrate ethical values and professionalism in the field of Global Islamic Finance;

(g) to apply lifelong learning to enhance internal services area in Global Islamic Finance;

(h) to apply management skills and exhibit the nature of entrepreneurship in the field of Global Islamic Finance;

(i) to demonstrate sustainable leadership skills of stakeholders in the field of Global Islamic Finance;

(j) to apply software and digital technology to improve skills, learning and research in the field of Global Islamic Finance;

(k) to apply knowledge in analysing, evaluating and interpreting numerical data in research using various quantitative and qualitative approaches.

## 5.4 STRUCTURE OF PROGRAM

In order to qualify for the Master of Management (Global Islamic Finance) degree, students are required to accumulate **40 credits** over a period of **not less than 2 semesters**. The distribution of units is shown as below:

| Type | Course Code Classification | No. of Credits |
|------|----------------------------|----------------|
| Common Core | **T** | 16 |
| Elective | **E** | 4 |
| Project | **P** | 20 |
| | **TOTAL** | **40** |

## 5.5 LIST OF COURSES

### 5.5.1 Common Core (T)

- Four (4) Compulsory Courses/ 16 Credits

| Code | Course Units | Course Title |
|------|--------------|--------------|
| ISG501 | 4 | Global Islamic Jurisprudence |
| ISG504 | 4 | Islamic Economics |
| ISG507 | 4 | Contemporary Issues in Islamic Finance |
| ISG511 | 4 | Research Methodology |

### 5.5.2 Elective (E)

- Choose one (1) courses/ 4 Credits

| Code | Course Units | Course Title |
|------|--------------|--------------|
| ISG502 | 4 | Governance of Islamic Finance |
| ISG503 | 4 | Islamic Banking and Finance |
| ISG505 | 4 | Islamic Accounting and Auditing |
| ISG506 | 4 | Business Competitive Intelligence Foresight and Strategic |
| ISG508 | 4 | Islamic Wealth Management |
| ISG509 | 4 | Financial Technology in Islamic Finance |
| ISG510 | 4 | Islamic Capital Market |

### 5.5.3 Project (P)

- One (1) compulsory course/ 20 Credits

| Code | Course Units | Course Title |
|---|---|---|
| ISG512 | 20 | Dissertation |

**5.6    Course Registration Planning Schedule**

**(a)  Suggested Academic Plan for Full-Time Mode (1 year)**

| Program Requirement | Semester 1 | | Semester 2 | |
|---|---|---|---|---|
| | **Course** | **Credit Hour** | **Course** | **Credit Hour** |
| Common Core | ISG501/4 Global Islamic Jurisprudence | 4 | ISG504/4 Islamic Economics | 4 |
| | ISG507/4 Contemporary Issues in Islamic Finance | 4 | | |
| | ISG511/4 Research Methodology# | 4 | | |
| Elective* Choose one (1) course only | ISG502/4 Governance of Islamic Finance | 4 | ISG503/4 Islamic Banking and Finance | 4 |
| | ISG505/4 Islamic Accounting and Auditing | 4 | ISG506/4 Business Competitive Intelligence, and Strategic Foresight | 4 |
| | ISG508/4 Islamic Wealth Management | 4 | ISG509/4 Financial Technology in Islamic Finance | 4 |
| | | | ISG510/4 Islamic Capital Market | 4 |
| Project | | | ISG512/20 Dissertation# | 20 |
| **Total** | | 16 | | **24** |

**# These courses are offered every semester**

- Full time – 1 year (2 semesters) are advised to register 1 elective course in Semester 1

**(b) Suggested Academic Plan for Part- Time Mode (2 Year)**

| Semester 1 | | Semester 2 | | Semester 3 | | Semester 4 | |
|---|---|---|---|---|---|---|---|
| **Course** | **Credit Hour** | **Course** | **Credit Hour** | **Course** | **Credit Hour** | **Course** | **Credit Hour** |
| ISG501 Global Islamic Jurisprudence | 4 | ISG504/4 Islamic Economics | 4 | ISG 507 Contemporary Issues in Islamic Finance | 4 | ISG512 Dissertation# | 20 |
| ISG511 Research Methodology# | 4 | Elective I* | 4 | Elective I* | 4 | | |
| **Total: 40 Credits** | | | | | | | |

**\*List of Elective Courses**
**Choose one (1) course only (4 credits) either in Semester 2 or Semester 3**

| Semester 1 | Semester 2 |
|---|---|
| ISG502/4 Governance of Islamic Finance | ISG503/4 Islamic Banking and Finance |
| ISG505/4 Islamic Accounting and Auditing | ISG506/4 Business Competitive Intelligence, and Strategic Foresight |
| ISG508/4 Islamic Wealth Management | ISG509/4 Financial Technology in Islamic Finance |
| | ISG510/4 Islamic Capital Market |

## 5.7    SYNOPSIS OF COURSES

### 5.7.1    **ISG501/4 -**    GLOBAL ISLAMIC JURISPRUDENCE

The course will discuss pertaining to sources of Islamic jurisprudence or Usul al-Fiqh which has become fundamental guideline in comprehension of Islamic law generally as well as in understanding behaviour in financial muamalat in particular. The function of the science, form and authentic of the references will be discussed particularly in the light of Islamic financial muamalat. The discourse involves the source of al-Quran, Traditions, theory of consensus, analogy, istishab, istihsan, customs, public interest, sadd al dhara'i, reasons and the practise of Companions involving contemporary illustrations.

### 5.7.2    **ISG502/4 -**    GOVERNANCE OF ISLAMIC FINANCE

Majority of the Shari'ah governance practices are faced with challenges of shortage of knowledge within Islamic scholars and banking practitioners. Shari'ah scholars generally lack in banking knowledge while the operations people are lacking in Shari'ah understanding. The lack of established standard, the failure of management to differentiate between conventional corporate governance and Shariah governance, difficulties in understanding Shariah based laws, misinterpretation of rules and such are some of the key issues in effective implementation of Shari'ah governance in IFI's. The apex objective of the Shari'ah governance is to ensure fairness not only to shareholders but to all stakeholders attainable through greater disclosure, transparency and accountability. Shari'ah objectives or Maqasid al-Shari'ah is the ultimate objective of Shari'ah governance which is to ensure effective independent oversight of Shariah compliance over every practice in IFIs. Credibility of IFIs in term of its accountability and trustworthiness can be built through efficient Shari'ah governance framework. Arising from the above scenario this course is to provide the students with both the knowledge and competency towards a more effective and efficient management of Shari'ah governance oversight and SNC risk in IFI's. Furthermore, the course emphasizes on the human governance that deals with human behaviour guided by Islamic worldview in the context of Islamic financial institutions.

### 5.7.3    **ISG503/4 -**    ISLAMIC BANKING AND FINANCE

A unique course that builds up an Islamic Monetary System from first principles as determined by Islamic Shariah, Islamic Economics and couched within the Islamic World View. The Course also outlines the ills of the current monetary system and how these would be solved by implementing the Islamic Monetary System. The Course also provides practical solutions on how to migrate from the current conventional monetary system to the Islamic monetary system.

5.7.4    **ISG504/4 -** ISLAMIC ECONOMICS

This course introduces students to the basic premise that the study of Islamic economics stems from the Islamic worldview and has to be developed according to a methodology that is founded upon this worldview. Therefore, the `foundations' that need elaboration are the Islamic worldview, Islamic economic methodology and features of an Islamic economic system.

Since economics deals with the production, consumption and distribution activities of man, and these areas will be addressed in this course. Other more prominent areas of contemporary Islamic economics such as the prohibition of riba' and issues in Islamic banking are also discussed.

5.7.5    **ISG505/4 -** ISLAMIC ACCOUNTING AND AUDITING

This course aims to provide students with the knowledge of Islamic Accounting and Auditing, rationale of Islamic accounting and Islamic accounting standards. Students will be able to do accounting for Islamic financial products as well as for Zakat. Students will also be able to address current issues pertaining to Shariah governance and Shariah audit and to propose solutions.

5.7.6    **ISG506/4 -** BUSINESS COMPETITIVE INTELLIGENCE AND STRATEGIC FORESIGHT

This course will explore the ever-changing business world and how organizations make strategic decisions to be competitive through competitive intelligence. This course discusses on the process of legally and ethically gathering, interpreting, and acting on information about an organization's competition or other forces that may affect its future success. It also touches on goal setting, value creation, global integration and diversity, in the context of the new business reality. Decisions taken by each organization is closely linked to the benefits and strategies of competitors and vice versa. It also discusses some theories and how organizations choose a strategy to achieve competitive advantage. The course also focuses on the role of the user experience, innovation and design in the form of competitive advantage. The course also includes "geopolitics analysis" to describe the performance of the business, evaluating different courses of action, foresight by using a structured approach to business problem solving.

5.7.7    **ISG507/4 -** CONTEMPORARY ISSUES IN ISLAMIC FINANCE

The course aims to discuss about the philosophy and principles of Islamic finance in terms of their classification, conditions, basis and their application in the past and at present. The main focus of this course is to explore in depth the implementation of the Islamic finance and identify the contemporary Shariah issues surrounding Islamic finance. In addition, this course will give exposure to students to be innovative and creative in finding solutions of the Shariah issues that could hinder the rapid development of Islamic financial institutions.

5.7.8    **ISG508/4 -** ISLAMIC WEALTH MANAGEMENT

The course will discuss issues pertaining to the management of muslims' wealth including the field of inheritance, bequeath, endowment, trust gift, takaful, investment, asset management and tithe. The discussion will analyse scholars' view on the wealth management among Muslims and its position in the administration of Islamic law in particular agencies such as Small Estates Unit, Amanah Raya Berhad, Syariah Court and Civil High Court. The discourse will also be looking at the recent acts as well as enactments, including cases and fatwas that pertaining to the Islamic wealth management. This course will enhance student's understanding on wealth accumulation, protection, distribution and purification.

5.7.9    **ISG509/4 -** FINANCIAL TECHNOLOGY IN ISLAMIC FINANCE

Fintech is growing tremendously throughout the world and disrupting many areas of Finance, particularly traditional banking services. Examples include software that encourage peer-to-peer transactions that even completely bypass the banking system like cryptocurrencies, crowdfunding for project financing, working capital financing, sadaqa, wakaf etc. in a more efficient, transparent and cheap manner. Even there are applications that allow exchange of currencies that bypass money-changers and banks. Smart contracts are other interesting developments. Since many areas in banking, finance and accounting are being disrupted by Fintech, students must be kept on their toes with such new developments. Indeed, Fintech also opens a whole new area of opportunities in the area of finance, in particular Islamic Finance.

5.7.10   **ISG510/4 -** ISLAMIC CAPITAL MARKET

This course is designed to provide students with the knowledge of the Islamic capital market by clarifying the concepts and products. In addition, students are exposed to appreciate the distinctive characteristics of Islamic capital market as compared to conventional capital market. This course encompasses theories and practices of the Islamic capital market on a global level and highlights the key issues and challenges.

5.7.11    **ISG511/4 -** RESEARCH METHODOLOGY

This course provides students with the basic concepts and operations of research including how they form a research project and 'hands-on' skills in the use of different research methods. Students will be exposed to various research methods and will learn the basic principles of research design. Topics to be discussed in detail include sampling, measurement, interviews, analysis of case studies, focus groups, interviewing and analyzing and presenting data. Intellectual debates and methodologies will be discussed to help students develop an informed and critical opinion of other research as well as ethical research practices. Students will be equipped with the knowledge and ability to follow a good methodology, the original research project and will develop a set of research skills that can be used in the workplace.

5.7.12    **ISG512/20 -** DISSERTATION

The course will elaborate students on producing research in contemporary global Islamic finance, as well as using skills of discourse that needed in research writing based on high quality research method. In addition, the study will disseminate the method of research epistemology where references must be hold on Al-Quran and Traditions guidance, as well as the thought of Muslim jurist and recent practices and experiences.

## 6.0    ACADEMIC SYSTEM

### 6.1    COURSE REGISTRATION ACTIVITY

Self-registration must be done according to the stipulated dates found in the offer package for admissions to USM and the academic calendar. Latest announcements for course(s) registration are readily available from the Institute of Postgraduate Studies (IPS) website at www.ips.usm.my.

Original document of degree certificates and academic transcripts must be presented for verification at the time of registration as stipulated in the checklist of the registration guide. Other required documents/forms (as in the registration checklist) are required to be submitted to IPS during registration.

Postponement of registration is allowed for genuine cases. Official request can be submitted to IPS for consideration. If your request is approved, new offer letter or letter of offer extension will be issued. If it is not approved, you can re-apply for the same program without any penalty at https://onlineips.usm.my/admission/

A USM registered student, either on a full-time or part-time basis is not allowed to register for another degree with any other University either local or abroad. Every registered student will be given an official email address that serves as a single unique ID for all USM applications.

### 6.2    CANDIDATURE MATTERS

#### 6.2.1    Duration

A student who register for postgraduate study must fulfil the duration of candidature as stated in the offer letter.

| Programme | Full-time | | Part-Time | |
|---|---|---|---|---|
| | Minimum | Maximum | Minimum | Maximum |
| Coursework/ Mixed Mode | 1 year / 2 semesters | 2 years / 4 semesters | 2 years / 4 semesters | 4 years / 8 semesters |

#### 6.2.2    Renewal of Registration and Course(s) Registration

It is the responsibility of a student to renew registration every semester and pay tuition fees within the renewal registration period. The announcement for the registration renewal and courses registration period will be published on the IPS website, www.ips.usm.my, usually two (2) months before the commencement of the new semester. Student are advised to check the website regularly for information updates prior to the registration period.

### 6.2.3 Renewal of Registration

Renewal of registration is compulsory to be completed via the Campus Online Portal (http://campusonline.usm.my) before the beginning of each semester.

### 6.2.4 Coursework / Mixed Mode

Login to the Campus Online Portal and click 'Online Reg'. You will be directed to course registration page. Complete the course selection process until invoice of the fees is generated. Fees payment need to be made before the new semester commence.

### 6.2.5 Payment of Tuition Fee

Renewal of registration is considered complete upon completion of tuition fee payment. All payments MUST be cleared by the stipulated period to avoid the late registration penalty. A copy of bill and proof of payment/scholarship letter MUST be sent to the Bursary and IPS within the renewal period of every semester.

Students who have renewed the registration via online but do not complete the payment within the stipulated period will be considered as registering late and as such, are liable for the late registration penalty of RM200. Students who fail to renew the registration within the stipulated period (without justifiable reasons) will be terminated from their studies.

If any course(s) to be registered for that semester is not offered, students can apply for postponement of studies for that semester. Hence, renewal of registration is not required but the postponement request must be made before the date of the new semester commence.

Coursework and Mixed-Mode Full-time students must register for at least two (2) courses each semester.

Part-time students are required to register for at least one (1) course each semester (excluding project/dissertation/ repeating courses).

### 6.2.6 Malaysian Culture & Malay Language (LKM 111)

Compulsory for all international students and to be passed prior to graduation*. The minimum required passing grade is C. Registration of the course is at the School of Languages, Literacies and Translation.

### 6.2.7    Pre- Requisite Course(s)

Registration of all pre-requisite courses (if applicable) must be done within the first week of the semester. Students need to complete the pre-requisite form, obtain approval from the respective School/Centre/Institute and submit to IPS together with the evidence (receipt) of payment. Pre-requisite form is available at IPS or can be downloaded from IPS website.

### 6.2.8    Add/Drop of Courses for Coursework & Mixed Mode Students

Any add/drop of course(s) must be made using the Add/Drop form available at IPS website. The form must be signed by the respective Dean/Director/Deputy Dean and submitted to IPS immediately. Final confirmation of course registration after the add/drop of courses can be checked through Campus Online Portal (http://campusonline.usm.my).

Course(s) can be added within the first two (2) weeks of the semester. The application must be made using the Add/Drop Form.

Course(s) can be dropped up to the sixth (6) week after the semester commence. Tuition fee will be credited into the student's account for the following semester if the course(s) is dropped within the first two (2) weeks of the semester. No refund will be made for courses dropped after the second (2) week of the semester.

The application must be made using the Add/Drop Form.

a)    Students are required to check the final list of courses registered through the Campus Online Portal before the ninth (9) week of the semester.

b)    For Malaysian Culture & Malay Language (LKM 111), add/drop of course can be done at the School of Languages, Literacies and Translation, within the first week of the semester.

### 6.2.9    Postponement of Studies

Postponement of studies is only allowed after   registration and completion of at least one (1) semester, except for medical or valid personal reasons. Postponement Form is available at IPS website. Students are allowed to postpone their studies maximum of two (2) semesters throughout the entire duration of the candidature period.

### 6.2.10 Conversion of Status

Student can apply for conversion of status from full-time to part-time or vice versa. Application must be made using the Conversion of Status Form available at IPS website. The conversion of status is only permitted twice during the entire period of candidature.

### 6.2.11 Extension of Candidature

Application for extension of candidature must be made two (2) months prior to the date of expiration of a student's candidature. The maximum period of extension allowed is two (2) semesters only. Application must be made using the available form at IPS website.

### 6.2.12 Withdrawal from the Programme

Withdrawal from programme can be made by sending a withdrawal letter to Dean/Director of School/Centre/Institute.

### 6.2.13 Change of Mode Study

Student must submit a new application together with the processing fees for change of mode of study.

### 6.2.14 Termination of Candidature

The University reserves the right to terminate a student's candidature based on:

a) Student's failure to renew the registration before new semester commences.
b) Unsatisfactory academic performance (Coursework/Mixed mode)/research progress (Research mode)
c) Failure to pay the tuition fees
d) Maximum candidature

### 6.2.15 Reactivation of Candidature

Student may reactivate his/her candidature within 1 year after termination subjected to period of candidature. Reactivation for research mode student (terminated due to maximum period of candidature) will only be considered if the student submits eight (8) draft copies of thesis within one (1) year from the date of maximum candidature. The reactivation of the candidature is subjected to the decision of the University.

## 6.3   EXAMINATION AND GRADUATION REQUIREMENTS

Examinations are conducted at the end of each semester. Examination slip is required for admission into the Examination Hall and can be printed from the Campus Online Portal (http://campusonline.usm.my). It is the responsibility of the student to comply with and to be present at the Examination Hall during the stipulated time, date and place of the examination.

If student is unable to sit for examination, the student is required to immediately notify the Examination Section (Registry Department) in writing and attach evidence (if any) to accompany the notification. Students must comply with all academic requirements (for lectures, tutorials, practical, etc.) to qualify them to sit for the examinations.

The examination process is based on the principle of continuous assessment that comprises the coursework and the written examination components. The coursework component can be based on participation in tutorials, tests, essays, project work, studio work, fieldwork, etc.

Performance is assessed according to the examination and/or coursework grading method, using the Cumulative Grade Point Average (CGPA), based on the following scale:

| Graded | Points | Master Degree |
|:------:|:------:|:-------------:|
| A | 4.00 | Pass |
| A- | 3.67 | |
| B+ | 3.33 | |
| B | 3.00 | |
| B- | 2.67 | |
| C+ | 2.33 | |
| C | 2.00 | Fail |
| C- | 1.67 | |
| D+ | 1.33 | |
| D | 1.00 | |
| D- | 0.67 | |
| F | 0.00 | |

Obtain a CGPA of 3.00 and above for the programme.

Achieve a minimum grade C+ for all master degree courses. Courses that are graded as follows will not be taken into account in the calculation of the GPA & CGPA.

- TL (Incomplete)
- DK (with permission)
- P/F (Dissertation)
- Courses with code Y & Z

Dissertation course for Mixed Mode Programme will be taken into consideration for graduation and will be awarded a PASS/FAIL grade.

Academic Status GPA above 3.00 is necessary for an "ACTIVE" status and opportunity to continue the programme.

- GPA below 3.00 for any one semester will be categorized as "MONITORING" status.
- Fail and Out (F&O) status will be awarded for failure to obtain any credits.
- Student will be terminated if the CGPA is between 0.00-0.99 accumulated after 2 semesters.
- Student is allowed to repeat course(s) to improve the CGPA to be minimum of 3.00 as long as the duration of student candidature is still active.
- If student obtains grade B- or below for any course, the course can be repeated if offered either in Semester I or Semester II or Inter-Academic Session Break (KSCP).
- Repeating of course(s) is not allowed in KSCP for students who obtain grade F* or X in the normal semester.
- Project/dissertation must be completed during the stipulated period according to the programme.
- Student who repeats the project/dissertation is required to select a new topic.

## 6.4 GRADUATION REQUIREMENTS

**Coursework/Mixed Mode** student must comply with the following graduation requirements:

a) Pass all courses and examination determined by the respective School/Centre/Institute;
b) Pass dissertation/research project;
c) Obtain at least a CGPA of 3.00;
d) Fulfill the minimum duration of candidature;
e) Must obtain minimum grade C for Malaysian Culture and Malay Language (LKM111). This course is compulsory for all international students;

## 6.5 ACADEMIC INTEGRITY

All parties shall help the University to prevent any misconduct which comprise misattribution of data, stealing of ideas or direct plagiarism, deliberate interference and failure to act with integrity in the creation, development, application and use of knowledge, ideas and information in relation to the work of others.

## 7.0    FACILITIES AND SERVICES

### 7.1    INTRODUCTION

As a postgraduate student in the School of Management, USM, you can use a myriad of services in the School and University while pursuing your studies, namely;

- ❖ **Hamzah Sendut Library 1 & 2** – business books, periodicals and online databases are available for use, many of which are accessible from home or office. Please go to this website for more information. http://www.lib.usm.my/index.php/en/

- ❖ **Institute of Postgraduate Studies (IPS)** – This is the secretariat for all USM's postgraduate programs. A lot of information regarding application, registration, candidature, examination, financial assistance, workshops, etc is available in its website at http://www.ips.usm.my/

- ❖ **On-campus accommodation** – USM does provide some accommodation for postgraduate students. If you need a place to stay during your study, you can enquire and seek help from this site https://www.myusminfo.com/usm_info/facilities/hostels/intro/

- ❖ **Sports and Recreation** - There are many sports and recreation facilities on campus, such as football and hockey fields, stadiums, swimming pool, gymnasium, indoor badminton courts, outdoor tennis and futsal courts and many others. The USM's Sports and Recreation website here https://pusatsukan.usm.my/index.php/ms/ has more information that you may want to check.

- ❖ **SOM's Postgraduate office** – Besides being a centre that coordinates the postgraduate programs at the School, it also has a resource room where past theses of Master and PhD are kept. All students are most welcome to use the room.

- ❖ **Student lounge** – At the School, we also allocate a spacious and cosy room for students. This is a meeting place for students to come and mingle among themselves and lecturers, or working on their course assignment in-between classes.

- ❖ **Computer labs** – The School has 3 computer labs that are able to support students computing needs.

- ❖ **Internet access** – Throughout the campus, all students can freely get access to the internet. All registered student will also be given an official email account.

- ❖ **Postgraduate Student Alliance (PGA)** – This is an informal club set up and managed by the postgraduate students, which is active in organizing not only academic-type activities such as seminars and workshops, but also social and sport programs.

**FURTHER INFORMATION**

For further information and enquiries, please contact:

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