

STUDENT HANDBOOK
JULY 2024 INTAKE

**OPEN AND DISTANCE
LEARNING (ODL)**

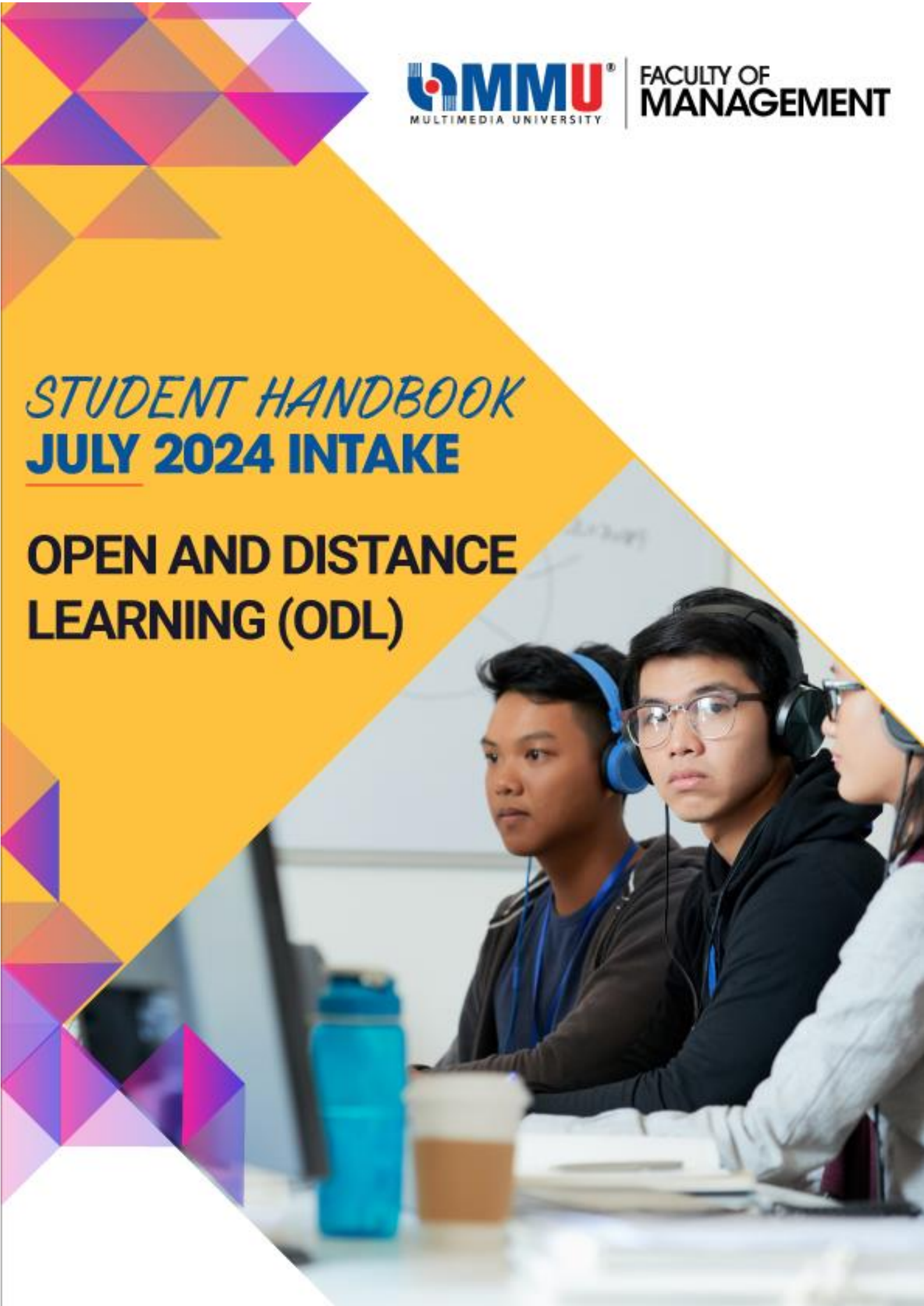


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Dean's Message

A very good day to all.

On behalf of the Faculty of Management at Multimedia University, I warmly welcome all of you. We are thrilled to have you with us and look forward to sharing the learning journey ahead of us.

As the Dean of the Faculty, I assure you that we are committed to providing you with a dynamic and innovative educational experience that will equip you with the knowledge, skills and abilities to succeed in your future careers.

Our faculty comprises distinguished academicians and researchers who are leaders in their respective fields. They are dedicated to providing a rigorous academic experience that will challenge you and inspire you to grow as an individual.

We also have a range of extracurricular activities, including clubs and societies, that will allow you to explore your interests, meet new people and develop your leadership skills.

I encourage you to take full advantage of the opportunities available and actively engage in your education. We are here to support you every step of the way and look forward to helping you achieve your goals.

Once again, welcome to the Faculty of Management at Multimedia University. Let's make this a memorable and fulfilling experience for all of us.

Best regards,

Dr Low Jing Hong

Dean of the Faculty of Management (FOM)
Multimedia University



INTRODUCTION

Faculty of Management (FOM) is located next to the President's Office, Admin Building, Multimedia University at Cyberjaya Campus. It is one of the seven faculties in the University. Its aim is to provide and maintain an environment conducive towards independent learning, research and intellectual enquiry, with emphasis on the changing needs of the new millennium.

FOM offers various degree programmes at undergraduate and postgraduate levels.

The following programmes are offered in the undergraduate level for Session July 2024 :

Bachelor of Accounting (Hons)

Bachelor of Finance (Hons)

Bachelor of Marketing (Hons)

Bachelor of Business Management (Hons)

Bachelor of Digital Enterprise Management (Hons)

Bachelor of Analytical Economics (Hons)

At the postgraduate level, FOM offers the following programmes:

Master of Philosophy (MPhil)

Master of Business Administration (MBA)

Executive Master of Business Administration (EMBA)

Doctor of Business Administration (DBA)

Doctor of Philosophy (Ph.D.)

Besides teaching, FOM is actively involved in research in the areas related to management and business such as Accounting, Management & Marketing, Finance & Economics, IT, Law & Quantitative Method. The research activities are currently supported by three Research Centres :

Centre for Knowledge and Innovation Management (CEKIM)

Centre of Business Excellent (CoBE)

Center for Consumer Research & Education (CeCORE)

For any enquiries, please visit the Faculty Administration Office situated at the ground floor, FOM building. The Computer lab and academic staff office are located at the 2nd and 3rd floor of the same building.

The following programme is offered in the undergraduate level under Open and Distance Learning (ODL).

- **Bachelor of Management (Hons.)**

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FACULTY ADMINISTRATION OFFICE SERVICES

The main function of the Faculty Administration Office is to support teaching, research and other academic activities in the Faculty. Its stakeholders include students, staff and other university centers/departments and outsiders. As such, the commitment is made to its stakeholders to deal with their requests, problems and concerns in a satisfactory and speedy manner.

For the students, the Faculty Administration Office ensures that a comprehensive set of administrative procedures that meets their needs is in place. The services provided include a coherent set of procedures in relation to, and assistance with, the following:

- A. Course administration: timetable, registration, add-drop, withdrawal, examination, academic evaluation, credit transfer and leave of absence.
- B. Student Administration: change of programme/major, campus transfer, and student records.
- C. Student grievance procedures: the office is responsible for the administration of the student grievance procedures. Advice is available from the Faculty assistant manager.

PROGRAMME COORDINATOR

Program	Head of Department
Bachelor of Accounting (Hons)	Ms. Hamsatulazura Hamzah
Bachelor of Digital Enterprise Management	Dr. Lilian Anthonysamy
Bachelor of Business Management (Hons)	Ms. Nor Hazleza Mohamed
Bachelor of Finance (Hons)	Dr. Nguyen Thi Phuong Lan
Bachelor of Marketing (Hons)	Dr. Nurazlin Mohd. Fauzi
Bachelor of Analytical Economics (Hons)	Dr. Goh Han Hwa
UGDE & Open and Distance Learning (ODL)	Ms. Haslin Johari
Diploma in Finance	Dr. Noor Ashikin Mohd Rom
Diploma in Management	Dr. Farha Zafira Agos Lokman
Foundation in Management	Ms. Yap Yee Yann

CREDIT TRANSFER POLICY

Approving Authority: Senate
Establishment Date: Trimester 2 2012/2013
Date Last Amendment: Senate Meeting No. 225 dated 3 March 2022
Responsible Department: Academic Compliance and Regulatory

This credit transfer policy stated in this handbook is approved by Senate no. 210 held on 12th September 2020 to be in line with the Ministry of Higher Education (MOHE)'s policy. It takes effect beginning Trimester 2, 2020/2021 session.

CREDIT TRANSFER POLICY (Bachelor's Degree)

1. The syllabus of the subject offered for credit transfer must cover at least 80% syllabus of the corresponding subject at MMU.
2. The grade obtained for the subject offered for credit transfer shall be equivalent to at least MMU grade C.
3. The credit value of the subject from the programme to be transferred must be the same or more than the credit value of the subject offered by MMU.
4. Only subjects from accredited Diploma programmes can be considered for credit transfer.
5. Diploma (MQF Level 4) to Bachelor's Degree (MQF Level 6). The maximum transferrable credit is 50% (i.e approximately one year and half of Bachelor's degree duration) of the total programme's credit with the following conditions:

% of credit transfer	Minimum grade
1-30	Grade C
31-50	Grade B

6. Student who possesses an advanced diploma in addition to a Diploma qualification may apply for a consideration for credit transfer of up to a maximum of two years of the Bachelor's degree duration. Student may join the third year of the programme if the application is successful.
7. Transfer of credit from a higher level programme (e.g. Bachelor's degree) to lower program (e.g. diploma) is not permitted.
8. Horizontal credit transfer is allowed.
 - a. Student following a programme and wishes to change to another programme offered by MMU at the same level and within the same field. (Eg : from FCI to FIST and vice versa, from FOM to FBL and vice versa)
 - Grade transfer is allowed. In this case, there is no limit to the amount of credit allowed to be transferred.
 - If the previous programme is from another institution of higher learning, the credit transfer is dependent on the residential year (1 year for Bachelor's degree level and 1 semester for the Diploma level)

- No credit or grade transfer is (including the MPU subjects) allowed.
- b. Student who quit a programme and wishes to continue another programme at the same level in MMU.
- Grade transfer may be considered. In this case, there is no limit to the amount of credit allowed to be transferred. The subject taken by the student must not be more than **FIVE** years prior to the registration date of the new programme at MMU.
 - If the previous programme was taken from another institution, the credit transfer is dependent on the residential year (1 year for Bachelor's degree level and 1 semester for the Diploma level)
- c. Student of a programme who enrol for a few subjects at another institution of higher learning at the same time (for example via mobility or exchange programme)
- Credit transfer is allowed and it must not be more than 30% of the total credit of the programme registered for and it is also dependent upon the mutual understanding of both institutions.

GUIDELINES FOR CREDIT TRANSFER IN FOM

1. The students must complete successfully a diploma of at least two years' full time duration (post SPM or equivalent) in the appropriate field of management. The students must have completed and obtained the award of Diploma (recognized by MQA) **OR**
2. The students who have undergone or are undergoing other undergraduate degree level courses approved by the respective Dean as equivalent to MMU undergraduate degree programmes.
3. The syllabus of the subject offered for credit transfer must cover at least **80%** syllabus of the corresponding subject at MMU.
4. The grade obtained for the subject offered for credit transfer shall be equivalent to at least MMU **grade C**.
5. The following subjects **will not be** considered for credit transfer:
 - a. All MPU subjects*
 - b. Research Methodology
 - c. Co-curriculum
 - d. All **Pure** Accounting subjects for Bachelor of Accounting (Hons) (*please refer CT terms and conditions for BACC programme*)
6. The maximum transferrable credit is 50% (i.e approximately one year and half of Bachelor's degree duration) of the total programme's credit with the following conditions:

% of credit transfer	Minimum grade
1-30	Grade C
31-50	Grade B

7. A committee appointed by the Dean will conduct the vetting exercise for credit transfer.
8. Interviews will be conducted to evaluate the capabilities of the students (if necessary).
9. Below is the credit transfer status for types of subject not allowed for credit transfer:

Subject Type	Credit Transfer Status
Industrial Training	not transferrable
Project	not transferrable
MPU subjects	By application
English for Business Communication	By application

*Not applicable to students from MMU's programme

Guidelines for Implementation

1. The award of credit transfer will be administered on a case to case basis.
2. Students are allowed to do exemption and credit transfer **only during the first trimester of first year** (once per entry).
3. The students are required to fill up the credit transfer form (all subjects per form).
4. The students are advised to apply **ONLY** the subjects that they are qualified for credit transfer.
5. The Faculty may interview the applicant, if deemed necessary.
6. **No application for credit transfer will be received after the deadline given.**
7. Award of credit transfer shall be at the discretion of the Dean.

The student's request for credit transfer and exemption will only be considered when they have submitted their request form together with the following documents:

- An official transcript of examination results issued by the college/institution attended by the student, giving the complete list of subjects taken and grades obtained,
- A copy of Diploma/STPM/SPM certificates.
- Complete syllabus of the subject/s, which the applicant is applying for credit transfer.

Academic Process & Applications

Course Enrolment

Every student needs to register his subjects following the course structure given during the student's intake. Subject registration is related to the student's study plan that can guide the student throughout the programme. The plan of study for any student contains subjects that the student shall register each trimester for the duration of his studies. The plan shall be formulated by the student on the advice of his academic advisor so as to ensure that pre- requisite subject requirements are met, and core subjects related to the student's major and electives are included in the study plan.

Refund of Tuition Fees

The Refund of Tuition Fees is as follows:

100% of the subject fee shall be refunded if a student dropped from a subject within the first and second week of any trimester.

No refund shall be made during the withdrawal period of any trimester.

Eligibility to Register Subject

A student is eligible to register for a subject under the following conditions:

- There is no outstanding fees
- Has passed the subject's pre-requisite
- Follows the academic load allowed to the student based on his programme and result status.

New Student

New students are categorized as normal students and can register up to a maximum number of academic loads allowed to them. They are advised to register according to their programme structure or study plan provided to them during the registration day or they may get it from their faculty office.

Add & Drop Subjects

Students are expected to give serious thought to their subject selections when pre-registering for subjects so that schedules do not require adjustments when the trimester begins. However, during the first two weeks of each semester, students may make necessary changes.

During the first two weeks of each trimester, students may add and drop subjects without written approval, unless the subject is full or will cause a credit overload. The approval from faculty dean, academic supervisor and lecturer is required for the case of credit overload.

Subject Registration

Registration for subjects must be completed before the beginning of each academic trimester. Students may register for new subjects or drop from a subject during the first two weeks of the trimester.

Students should also print out a copy of their schedule for record. As a final precaution, students are advised to check their schedules online prior to subject add, drop and withdrawal deadlines. Changes to a student's class schedule will not be approved after these deadlines have passed.

Subject Withdrawal

A student shall be allowed up to week 7 (long trimester) and week 4 (short trimester) to withdraw from any subject(s) that he registered for, provided his academic load does not fall below the prescribed minimum load.

Withdrawal will result in an automatic grade of (W) to be recorded. This grade will not be used in the computation of the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for the student concerned. Students are not allowed to withdraw any subject after the withdrawal period).

Trimester:
1 & 2 (Long Trimester)
Drop Period:
Week 1 & Week 2
Withdrawal Period:
Week 3 – Week 7

Trimester:
3 (Short Trimester)
Drop Period:
Week 1 & week 2
Withdrawal Period:
Week 3 – Week 4

Academic Load

- a maximum of 11 credit hours and a minimum of 10 credit hours in a 14 lecture-week.
- a maximum of 5 credit hours and a minimum of 3 credit hours in a 7 lecture-week.

Transfer of Programme and Faculty

A transfer of programme or faculty occurs when students switch from an existing faculty or programme of study to a new faculty or programme that students would like to pursue. Students are required to fill in 'Change of Faculty' form for this process.

CLiC Navigation:-

Main Menu > Self Service > Survey/Applications > Service Request > click "Create New Request" button > Program Change

IMPORTANT LINK FOR ALL STUDENTS

1. Only MMU students have an access to all the links listed below.

A) MMU portal (<https://online.mmu.edu.my/>)

i. Student Information: Refer to “MMU Portal”. Click “CLiC”.

ii. Course registration and Timetable: Refer to “CLiC”. Log in User ID and Password.

iii. Bulletin Board : Refer to “MMU Portal”. This site allows students to view all types of announcement made by all faculties/departments/units in the university. **Students are advised to check announcement in the Bulletin Board for the latest information every day.**

B) FOM Homepage : <http://www.mmu.edu.my/fom/>. Students may obtain more information on the faculty.

C) eBwise : <https://ebwise.mmu.edu.my/> Students may download lecture notes, tutorial questions, reading materials, assignment topics, announcements etc. of the particular subject registered

D) FOM EMAIL : hellofom@mmu.edu.my

PROGRAMME STRUCTURE FOR OPEN AND DISTANCE LEARNING (ODL)

COURSE TYPE	YEAR 1						YEAR 2						YEAR 3						YEAR 4						YEAR 5						
	1st Trimester (T2420)		2nd Trimester (T2430)		3rd Trimester (T2510)		4th Trimester (T2520)		5th Trimester (T2530)		6th Trimester (T2610)		7th Trimester (T2620)		8th Trimester (T2630)		9th Trimester (T2710)		10th Trimester (T2720)		11th Trimester (T2730)		12th Trimester (T2810)		13th Trimester (T2820)		14th Trimester (T2830)		15th Trimester (T2910)		
	Course Code & Name	CH	Course Code & Name	CH	Course Code & Name	CH	Course Code & Name	CH	Course Code & Name	CH	Course Code & Name	CH	Course Code & Name	CH	Course Code & Name	CH	Course Code & Name	CH	Course Code & Name	CH	Course Code & Name	CH	Course Code & Name	CH	Course Code & Name	CH	Course Code & Name	CH	Course Code & Name	CH	
	TRIMESTER 1		TRIMESTER 2		TRIMESTER 3		TRIMESTER 1		TRIMESTER 2		TRIMESTER 3		TRIMESTER 1		TRIMESTER 2		TRIMESTER 3		TRIMESTER 1		TRIMESTER 2		TRIMESTER 3		TRIMESTER 1		TRIMESTER 2		TRIMESTER 3		
COMMON CORE			GLE06113 Fundamentals of Economics	3	GLSO6113 Management Information Systems	3	GLSO6213 Digital Transformation Technologies	3	GLBO6233 Business & Society	3	GLBO6223 Organisational Behaviour	3			GLQO6313 Quantitative Methods	3	GLBO6313 Production and Operations Management	3			GLBO6413 Strategic Management	3									21
			GLBO6113 Entrepreneurship	3	GLGO6113 Accounting for Business	3			GLFO6213 Principles of Finance	3	GLMO6213 Principles of Marketing	3			GLBO6323 Global Management	3	GLHO6313 Human Resource Management	3													18
			LBCO6113 English for Business Communication	3					GLBO6213 Principles of Management	3	GLLO6213 Business Law	3																			9
DISCIPLINE CORE		GLBO6123 Psychology	3										GLLO6313 Industrial Relations	3			GLBO6333 Project Management	3	GLBO6414 Managing Technology in Organisations	4	GLBO6424 Organisational Development	4	GLBO6433 Leadership	3	GLBO6514 Organisational Change and Innovation Management	4	GLBO6524 Research Methods for Business	4	GLMO6514 Consumer Behaviour	4	32
																					GLBO6434 TQM for Managers	4	GLBO6423 Small Business Management	3							7
ELECTIVE																							Elective 1	3			Elective 2	3	Elective 4	3	9
																										Elective 3	3	Elective 5	3	6	
COMPULSORY MODULES (MPU Courses)		LMUO34xx U4	2					LMUO3182 Appreciation of Ethics and Civilisation (Local) / LMUO3142 Bahasa Komunikas 2 (International) U1	2	LMUO3192 Philosophy and Current Issues U1	2						LMUO3312 Integrity & Leadership U3	2												8	
						U2 or LMUO3212 Bahasa Kebangsaan A*	2																							2	
UNIVERSITY COURSES			GLBO6122 Essential Skills for Online Learning	2	GLBO6112 Foundations of Critical Thinking	2									LDCO6113 Fundamental of Digital Competence with Basic Programming	3														7	
TOTAL CH		5		11		10		3		11		11		3		9		11		4		11		9		4		10		10	122

Course Structure	Credit Hour
Compulsory Modules	17
Common core	51
Discipline Core	39
Electives	15
Total Credit Hours	122

Compulsory Modules	Credit Hour
MPU Courses	
U1	
Appreciation of Ethics and Civilisation (Local) / Bahasa Komunikasi 2 (Int)	2
Philosophy and Current Issues	2
U2	2
U3	
Integrity and Leadership	2
U4	2
* Refer to the notes below on U1, U2, U3 & U4 courses	
University courses	
Essential Skills for Online Learning	2
Foundations of Critical Thinking	2
Fundamental of Digital Competence with Basic Programming	3
Sub-Total	17

Common Core	Credit Hour
Business and Society	3
Business Law	3
Digital Transformation Technologies	3
Fundamentals of Economics	3
English for Business Communication	3
Entrepreneurship	3
Global Management	3
Human Resource Management	3
Management Information System	3
Accounting for Business	3
Organisational Behaviour	3
Principles of Finance	3
Principles of Management	3
Principles of Marketing	3
Production and Operations Management	3
Quantitative Methods	3
Strategic Management	3
Sub-Total	51

Discipline Core	Credit Hour
Consumer Behaviour	4
Industrial Relations	3
Small Business Management	3
Leadership	3
Managing Technology in Organisations	4
Organisational Development	4
Organisational Change and Innovation Management	4
Project Management	3
Psychology	3
Research Methods for Business	4
TQM for Managers	4
Sub-Total	39

Electives (Choose any 5) * subject to change	Credit Hour	
	Trimester Offered	
GLVO6433 Training & Development	October	3
GLVO6463 Service Marketing		3
GLVO6473 Marketing Strategy		3
GLVO6413 Recruitment & Selection	March	3
GLVO6453 Sales Management		3
GLVO6423 Marketing Communication		3
Sub-Total		15

***NOTES:**

Category	Local Students	International Students
U1	LMUO3192 Philosophy and Current Issues	
U1	LMUO3182 Appreciation of Ethics and Civilisation	LMUO3142 Bahasa Melayu Komunikasi 2
U2	<u>Without credit in BM at SPM level / did not pass Bahasa Kebangsaan A at Diploma level</u> i) LMUO3212 Bahasa Kebangsaan A	LMUO32XX - Choose one course in the U2 category
	<u>Credit in BM at SPM level / who passed Bahasa Kebangsaan A at Diploma level</u> LMUO32XX - Choose one course in the U2 category	
U3	LMUO3312 Integrity and Leadership	
U4	LMUO34XX - choose one from the list offered**	
	MPU Courses Total Credit Hours	

** Should the student choose to take foreign language, he/she must choose one which he/she has no formal education in.

*Subject to change without prior notice

BACHELOR OF MANAGEMENT (HONS.) ODL PRE-REQUISITE

