ABOUT UNIVERSITI POLY-TECH MALAYSIA

Universiti Poly-Tech Malaysia, also known as UPTM, is an institution of higher learning has built itself upon years of continuous improvements and change leading to a wealth of experience and wisdom.

At UPTM, the focus is on providing a comprehensive education that goes beyond theoretical knowledge to include the development of essential human attributes, attitude, and aptitude. The university's committed educators work tirelessly to ensure that every student receives personalised attention and support that enables them to realise their full potential.

UPTM's curriculum is anchored in contemporary technologies and business education, offering students a wide range of innovative courses that challenge and stimulate their skills and expertise essential for them to thrive in the fast-paced world of business. It is important to note that Poly-Tech, in this context, refers to the incorporation of cutting-edge technologies into business education, and should not be confused with technical or vocational education.

On the overall, the university's emphasis is on producing graduates who are not only highly skilled and knowledgeable, but also possess the essential qualities of professionalism, ethical responsibility, and social awareness. With its unwavering commitment to academic excellence, UPTM stands out as an institution of higher learning that prepares students for successful careers and meaningful lives.

VISION

To become a university of choice in nurturing professionals impacting the nation.

MISSION

- Develop ethical, holistic and balanced professional
- To utilize knowledge and innovative contemporary technologies to contribute towards the development of the nation.

MOTTO

Trustworthy● Caring ● Resilient ● Respected

OBJECTIVES

- To provide opportunities to pursue professionally recognised programmes.
- To provide vibrant and invitational programmes relevant to current market needs and customers' demands.
- To design programmes that inculcate graduates' synergetic talents.
- To ensure that graduates are adequately prepared for the local and global workforce.
- To establish human resource development programmes as tool for assimilating the value of society.
- To establish a distinctive and accountable centre of excellence in managing research, consultation and services.

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MESSAGE FROM THE VICE CHANCELLOR

I am honored to welcome you to the University Poly-Tech Malaysia (UPTM), an esteemed academic institution based at the heart of the capital city of Malaysia. As the Vice Chancellor of UPTM, I am excited to invite you to join our community of scholars, where you will have the opportunity to develop into ethical, holistic, and balanced professionals who can impact the nation positively.

UPTM has undergone a remarkable transformation from a college to a university college and now a full-fledged university. This growth is a testament of our commitment to academic excellence and our dedication in providing a conducive learning environment. Our vision is to become a university of choice in nurturing professionals who can make a difference in society. We aim to achieve this by providing our students with the necessary skills, knowledge, and values to excel in their chosen fields.

At UPTM, our mission is to develop ethical, holistic, and balanced professionals who can contribute to the development of the nation using knowledge and innovative contemporary technologies. We strive to ensure that our graduates possess the necessary skills to thrive in a competitive global environment. Our curriculum is designed to challenge our students while also nurturing their intellectual curiosity.

Our university's core values are based on trust, care, resilience, and respect, which guide us in all our interactions with students, faculty, and staff. We pride ourselves on our inclusivity, diversity, and the community of scholars that we have built over the years. We are confident that you will find a home at UPTM, where you can grow and learn alongside other ambitious students.

I welcome you to explore our website and learn more about UPTM. Our dedicated faculty and staff are always to answer any questions you may have about our programs, admissions process, or campus life. We hope to hear from you soon and look forward to welcoming you to our university.

Sincerely,

Vice Chancellor
University Poly-Tech Malaysia

INTRODUCTION

The Master of Business Administration (MBA) in Corporate Administration and Governance (CAG) (AB302) is a graduate programme in which the core business disciplines are enriched with various courses in management, administration and governance. This programme is focused to provide students with an academic curriculum that focuses on an action-based learning model that integrates theory, research and application to real world issues. Through the taught courses, students are encouraged to seek and foster learning environments that stimulate corporate governance and enable them to apply their knowledge in proper corporate administration and governance ventures.

PROGRAMME INFORMATION

Name of the award	:	MBA (Corporate Administration and Governance)
MQF level	:	Master Degree Level (MQF Level 7)
Credit value	:	46 credits
Type of award	:	Single major
Field of study	:	Business and Administration - 345
Language of Instruction	:	English
Mode of study	:	Full-time
Mode of delivery	:	Lectures are delivered to enhance students' knowledge within the context of the learning module. Seminars, workshops and conferences are organised to disseminate and share knowledge on the current practices and issues in corporate governance to the students.
Method of delivery	:	The method of delivery is conventional (face-to-face in classroom) and online learning.
Duration of study	:	1 year and 4 months (4 Semesters)

PROGRAMME INFORMATION

1. Programme Title : MBA (Corporate Administration and Governance)

2. Programme Code : AB302

3. Duration : 1 year and 4 months

4. Total Credit Hours : 46

5. Medium of Instruction : English

6. Entry Requirement :
    i.   A Bachelor's Degree (Level 6, Malaysia Qualifications Framework, MQF) in related fields with at least CGPA of 2.50 as accepted by the HEP Senate;

    OR

    ii. A Bachelor's Degree (Level 6, MQF) in related fields with a minimum CGPA of 2.00 and not meeting CGPA of 2.50 can be accepted subject to a rigorous internal assessment;

    OR

    iii. A Bachelor's Degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 as accepted by the HEP Senate and with relevant working experience**, subject to a rigorous internal assessment*,

    OR

    iv. A Bachelor's Degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 as accepted by the HEP Senate and without relevant working experience**, subject to passing pre-requisite courses**;

    OR

    v.   Other equivalent/ related qualifications to a Bachelor's Degree (Level 6, MQF) recognised by the Malaysian Government.

    English Competency Requirement for International Students

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7. Programme   :
    Educational Objectives

    The programme educational objectives are to produce graduate who are:

    PEO1 :   have advanced knowledge and critical thinking skills, with practical skills, capable of using selected advanced numerical techniques and using digital technologies in the corporate administrative and governance settings

    PEO2 :   lead with autonomy, communicate and interact with internal and external stakeholders when working in various corporate administrative and governance settings

    PEO3 :   uphold and defend professional and ethical practices in all corporate administrative and governance settings

    PEO4 :   have positive attitudes, commitment for life-long learning and entrepreneurial mind-set for self and career progression.

8. Programme Outcomes   :

    It is hoped that upon the completion of the program, graduates should be able to:

    PLO1 :   Analyse knowledge of specific subject areas related to business in meeting the challenges of a dynamic business and corporate governance environment.

    PLO2 :   Demonstrate practical skills in using current administrative techniques, including the use of current digital technology in different business administration settings.

    PLO3 :   Integrate advanced analytical and numerical skills in solving and enhancing administrative practices and organisational performance.

    PLO4 :   Demonstrate leadership with responsibility and autonomy in dynamic corporate administration and governance setting.

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PLO5 : Contribute with commitment either individually or through multi-disciplinary team with good communication and interpersonal skills in providing corporate administrative and governance services to stakeholders.

PLO6 : Uphold professionalism and ethics to fulfil corporate administration and governance standards and maintain the good image of the profession at all times.

PLO7 : Exhibit positive attitude and commitment to life-long learning with entrepreneurial mind-set in response to the changing business environment and for professional development.

9. Awarding Body   : Universiti Poly-Tech Malaysia

10. Programme Standards   : Business (2021)

PROGRAMME STRUCTURE

MBA (CORPORATE ADMINISTRATION AND GOVERNANCE) (AB302)

Year 1 Semester 1:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
MKT5193	Marketing Management	Core	3	120	None	60	40
HRM5123	Human Resource Management	Core	3	120	None	60	40
ECO5243	Business Economics	Core	3	120	None	70	30
MAC4173	Accounting for Decision Making	Core	3	120	None	70	30
	Total		**12**				

Year 1 Semester 2:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
ITC4273	Business Management: Operation and IT	Core	3	120	None	60	40
BUS5303	Research Methodology	Core	3	120	None	60	40
FIN4263	Corporate Financial Management & Analysis	Core	3	120	None	60	40
BUS4293	Digital Business & Entrepreneurship	Core	3	120	None	60	30
	Total		**12**				

Year 1 Semester 3:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
MGT6303	Strategic Management	Core	3	120	None	70	30
CGE6043	Corporate Governance Risks And Ethics	Specialization	3	120	None	70	30
	Total		6				

Year 2 Semester 1:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
LAW5183	Corporate Law	Specialization	3	120	None	60	40
CGE6063	Corporate Behaviour	Core	3	120	None	80	20
CSP6014	Company Secretarial Practice	Specialization	4	120	None	60	40
BUS5316	Business Research Project	Core	6	120	BUS5103	50	50
	Total		16				

COURSE INFORMATION

1. **MKT5193 – MARKETING MANAGEMENT**
    Prerequisite : None

    This course introduces the theories and practice of marketing. It starts with identifying and measuring consumers' needs and wants, assessing the competitive environment, selecting target markets, developing and implementing marketing strategies. It focuses on customer relationship management by exploring product/service development, promotional techniques, pricing strategies, distribution alternatives, and digital marketing.

2. **HRM5123 - HUMAN RESOURCE MANAGEMENT**
    Prerequisite : None

    This course focuses on extensive knowledge and practices of human resource (HR) management. It covers all of the HR functions and current issues commonly faced by organizations encountered in managerial decision-making process.

3. **MAC4173 – ACCOUNTING FOR DECISION MAKING**
    Prerequisite : None

    This course covers the concepts and selected techniques in accounting that managers need to know in order to provide more useful inputs and analysis involving financial and non-financial data in the decision making process.

4. **ECO5243 - BUSINESS ECONOMICS**
    Prerequisite : None

    This course focuses on the application of economics theory and decision science tools to determine the optimal solution to managerial decision making. The topics covered a demand analysis and forecasting, production and costs, and pricing and output decisions.

5. **ITC4273 - Business Management: Operation and IT**
   Prerequisite : None

   This course aims to expose students the fundamentals of operation management and   examine the technologies used to support the management and control of operations. Technology in operations has evolved due to the need for planning, monitoring and controlling the operation. The use of technology provides visibility in how materials are being used and if products/services are being produced as expected, allowing managers to have control over their processes. This course will also discuss how Industry 4.0 is expected to support or even transform the management of operations.

6. **BUS5303 – RESEARCH METHODOLOGY**
   Prerequisite : None

   The course provides the understanding of principles and processes social research, both quantitative and qualitative approaches. It trained students to conduct research in business field ethically as well as how to interpret data and debate the research study.

7. **FIN4263 - Corporate Financial Management & Analysis**
   Prerequisite : None

   This course aims to give students a deeper understanding in the skills of corporate financial strategy and planning. The main focus of the course are on the elements of financial management decisions such as investment, financing and dividend policy decision. In addition, issues relating to how to raise capital in terms of sources of finance, financial theory and corporate policies will be elucidated.

8. **BUS4293 - DIGITAL BUSINESS AND ENTREPRENEURSHIP**
   Prerequisite : None

   This course focuses on the value of national and bilateral trade policy and the impact digital business. It covers compliance of trade policy in global trading and related digital trading platform. It also covers strategies in managing global trading and provides creative digital approach in solving trade issues as well as identifying international trading opportunities.

9. **MGT6303 – STRATEGIC MANAGEMENT**
   Prerequisite : None

   This course provides the knowledge and application of strategic management in a real business setting. The topics include strategic management process and models, environment of business organization,

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strategy development, strategy implementation, organization control and evaluation, and value creation.

10. **CGE6043 – CORPORATE GOVERNANCE, RISKS AND ETHICS**
   Prerequisite : None

   Corporate governance, risk management and ethics are important elements for efficient corporate administration. This course provides a framework for analysing issues in the governance of corporations related to corporate governance practices and mechanisms. It examines the nature of corporations and their environments, and the concepts, principles and practices of governance, risks and ethics.

11. **LAW5183 – CORPORATE LAW**
   Prerequisite : None

   This course provides an understanding of the principles of corporate law and a thorough knowledge of the regulation of companies. The topics covered include nature of registered companies and classification of companies, constitution of a company, corporate transaction, capital financing, meetings and members' resolution, Corporate Rescue Schemes and winding up, corporate governance and proceedings of the Board of Directors, company secretary, auditors and insider dealing.

12. **CGE6063 – CORPORATE BEHAVIOR**
   Prerequisite : None

   This course provides the knowledge of organizational behavior and its application in a corporation including the boardroom. The topics covered are individual differences, perception and decision-making, motivation, group and t eam, leadership, power and politics, corporate culture, boardroom dynamics, boardroom decision-making, and boardroom management.

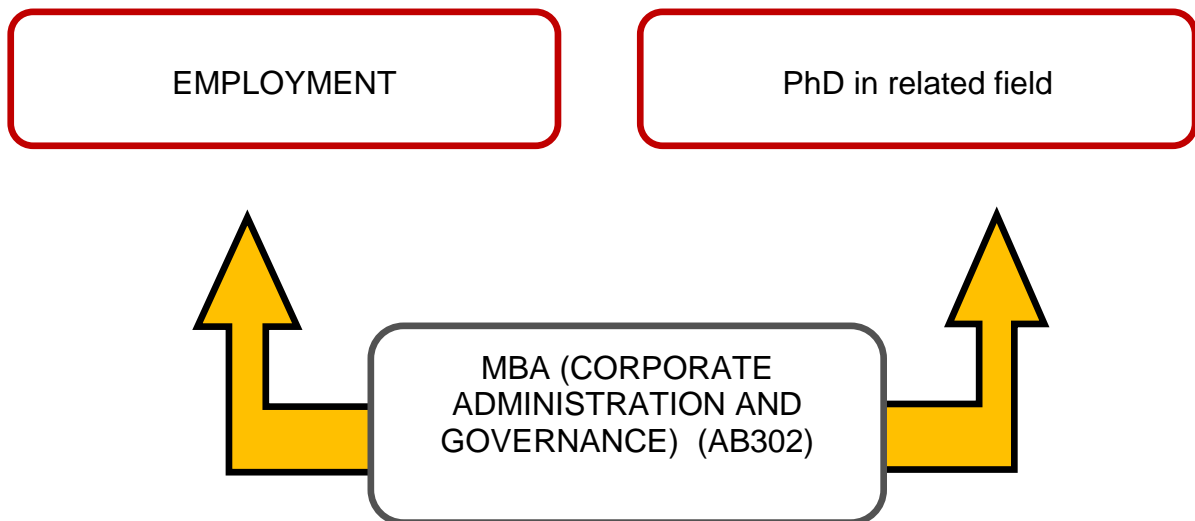13. **CSP6014 – COMPANY SECRETARIAL PRACTICE**
   Prerequisite : None

   This course introduces practical insights into company secretarial requirements in Malaysia from the incorporation to the deregistration of the organization. It provides a comprehensive knowledge and practices of the company law framework and key corporate governance provisions under the Companies Act 2016 and other relevant law and regulation.

14. **BUS5316 – BUSINESS RESEARCH PROJECT**
    Pre-Requisite :   BUS5303 – RESEARCH METHODOLOGY

This advanced course is exposed students with in-depth knowledge and skills to plan, organize, and undertake an academic business research project by using quantitative or qualitative research methods. This course is designed to support the development of students' master thesis projects which focus on its methodological part.

STUDY PATH

MBA (CORPORATE ADMINISTRATION AND GOVERNANCE (AB302)

EMPLOYMENT		PhD in related field

MBA (CORPORATE ADMINISTRATION AND GOVERNANCE) (AB302)

ACADEMIC PLANNER

ACTIVITY	Long Semester	Short Semester
	Day / Week	**Day / Week**
Registration (New Students)	Day 1	Day 1
Induction	Day 2	Day 2
Add/Drop Week	Week 4	Week 2
Lectures	Week 1 - 7	Week 1 - 7
Mid-Semester Break	1 Week	
Lectures	Week 8 – 14	
Revision Week	2 Days	2 Days
Final Examination	3 Weeks	1 - 2 Weeks
Semester Break	2 - 3 Weeks	2 - 3 Weeks

Note: Actual academic calendar can be accessed in the UPTM website at www.uptm.edu.my.

- The University reserves the right to make any changes to the academic calendar when necessary. Students are advised to be aware of announcements regarding changes at all times.

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ACADEMIC REGULATIONS

- All UPTM students are subjected to the academic rules and regulations as outlined in the Academic Regulations of Universiti Poly-Tech Malaysia (UPTM) (2023 Amendment). A copy of this academic rules and regulations can be accessed in the UPTM website at www.uptm.edu.my.

- All UPTM students pursuing academic programmes in collaboration with professional, local or foreign partner institutions are also subjected to the rules and regulations of the partner institutions. A copy of this handbook can be accessed in the UPTM website at www.uptm.edu.my