



PERDANA UNIVERSITY

MASTER OF INTERNATIONAL TRADE

In collaboration with



PROGRAMME HANDBOOK

Academic Session 2015/2016

Welcome to Perdana University

This Handbook contains information about the University, its facilities, student resources and support. It provides essential information about the Master of International Trade programme – its philosophy, curriculum, objectives and regulations.

You are strongly encouraged to read it through in your first week of enrolment, along with the referenced Policies and Regulations available on the Virtual Learning Environment, Moodle and to retain it for reference.

Remember that as a postgraduate university student, it is your responsibility to be aware of the information in this handbook and on Moodle - particularly the regulations applicable to the programme you are undertaking.

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1.1 WELCOME MESSAGE FROM THE VICE CHANCELLOR

Welcome to Perdana University!

We are delighted that you are pursuing your studies with us. At PU, the desire to make a difference informs everything we do. We take pride in offering a unique medical programme that equips students with knowledge and skills for both advanced clinical care and research.

Our teaching gains strength from our keen focus on coursework and training, strong industry links and our international nature. The Master of International Trade (MIT) programme is offered in collaboration with the United Nations Conference on Trade and Development (UNCTAD) and Zurich University of Applied Science School of Management and Law (ZHAW). An MoU with Ministry of International Trade & Industry (MITI) has also been entered to encourage and promote co-operation in the delivery of the programme.

This programme will be taught by fly-in faculty from the United Nations Conference on Trade and Development (UNCTAD), Zurich University of Applied Sciences, School of Management and Law (ZHAW), the University of ST Gallen (Switzerland) and the German University in Cairo (Egypt) which would draw expertise of trade negotiators from developing countries in Asia, Africa and Latin America.

The MIT programme consist of 12 modules (8 core and 4 electives) which are arranged to maximize the amount of theoretical and practical knowledge and can be completed in a minimum of 15 months to a maximum of 4 years. It employs both the conventional and blended learning approaches to teaching and learning.

You are now a part of the Perdana University community. It is our wish to ensure that you have an enriching experience. I hope that your years with us provide you to acquire the knowledge and tools in economics, law and political economy of international trade, commercial diplomacy and trade negotiations.

I wish you all the best.

Vice Chancellor
Perdana University

1.2 ABOUT PERDANA UNIVERSITY

Perdana University was established in February 2011 as a project under the Public-Private Partnership Unit (UKAS) in the Prime Minister's Department. Its establishment is in line with the National Higher Education Strategic Plan on the development of first-class human capital in an environment that results in individuals finding and fully achieving their personal potential.

One of the major events that preceded the establishment of Perdana University is the signing of an agreement with the Royal College of Surgeons in Ireland (RCSI). The partnership resulted in the offering of the Medical Degree Programme 5 + 0 in collaboration with the Royal College of Surgeons in Ireland. The programme is offered by the Perdana University – Royal College of Surgeons in Ireland (PU-RCSI) School of Medicine and it mirrors to that offered at RCSI, Dublin, with the same exacting standards.

The importance of research was heavily emphasized even at the initial onset of Perdana University. The Perdana University Centre of Research Excellence (PU-CRE) is based on the 21st century model of translational science by removing traditional institutional departmental barriers to promote trans-disciplinary movement in research.

In July 2012, Perdana University signed Memoranda of Understanding with the Royal College of Physicians of Ireland (RCPI) and the College of Anaesthetists of Ireland (CAI). These memoranda provided for the Royal College of Physicians of Ireland (RCPI) to conduct MRCP (I) Part 1 Examinations, and the College of Anaesthetists of Ireland (CAI) to conduct membership CAI Examinations at Perdana University.

Perdana University's continued focus on quality programmes in specialised areas saw the establishment of the Perdana University School of Occupational Therapy (PUScOT) which was formed in recognition of the demand for skilled occupational therapists. It currently offers the Bachelor of Science (Hons) in Occupational Therapy.

In addition, the Perdana University School for Post-Graduate Studies (PU-SPS) was formed to run and manage post-graduate programmes in specialised or niche fields such as medicine and bioinformatics. These programmes are offered at the Postgraduate Diploma, Master's and PhD level.

In the endeavour to provide quality experience for staff and students, Perdana University has also entered into agreements with organisations and institutions of international repute. These include a Memorandum of Understanding with Asia Pacific Bioinformatics Network (APBioNET) and BGI-Shenzen for the Bioinformatics programme.

As part of our contribution towards nation building, Perdana University now offers a Master of International Trade in collaboration with the United Nations Conference on Trade and Development and the Zurich University of Applied Sciences School of Management and Law. The Department of University Extension, established in December 2013, aims to serve the professions and the community. Meant to serve as outreach initiatives, the programmes offered by the Department focus on improving the well-being of the community and enhancing professional standards.

Perdana University will continue in its endeavour in accruing milestones of accomplishments and achievements with its plan to expand to other areas of the academia, research, community engagement and professional development by offering a wider range of programmes.

2.0 VISION, MISSION AND OBJECTIVE

Vision

Perdana University aims to be one of the premier universities in the world contributing to the global community through the pursuit of excellence in education, research and service.

Mission

To train professionals to acquire and create knowledge, think critically and to achieve their full intellectual potential so as to be able to serve humanity in accordance with the highest professional and ethical standards.

Objectives

To actualize education, research and service by redefining professional standards. We support our mission and the fulfilment of this vision by embarking on an education model that will provide a new paradigm of excellence, a positive learning environment as well as holistic education platform for the students. It will also entail developing dedicated manpower and meeting the expectations of various stakeholders by fulfilling the following objectives:

- Develop home grown medical programmes that are recognized nationally and internationally for their excellence
 - Provide high quality contemporary education
 - Provide adequate educational resources for the development of students, academia, hospital and research centre to fulfill the needs of the nation for a knowledge-based society
 - Adopt uniform guidelines for monitoring quality in the delivery of curriculum
 - Conform to the standards established by regulatory authorities and partner universities
 - Cultivate highly qualified and motivated human capital

3.0 PROGRAMME STRUCTURE

3.1 Master of International Trade

3.1.1 Programme Objectives

The programme is designed to:

- provide a broad foundation in the knowledge and understanding of both the technical and academic aspects of economics, international trade, trade negotiations and commercial diplomacy;
- develop competencies, which will enable students to analyze situations and to design, develop and evaluate appropriate solutions to meet commercial and industry needs;
- to remedy the limited technical and negotiating capacity of developing countries to participate effectively in the negotiations on the Doha Development Agenda at the WTO as well as in on-going regional and bilateral FTA negotiations
- to educate future generation of trade negotiators both in Malaysia and from the region
- to provide first class training in international trade issues, a sound knowledge of WTO rules and negotiation processes
- to upgrade skills of Government officials handling trade negotiations and related matters

3.1.2 Programme Learning Outcomes

On completion of this programme students will be able to:

- understand the cultural, societal and development aspects of the modern international trade on how new issues like labor movement, changing corporate responsibilities and priorities, sustainability and climate change affecting the context in which trade and development policies are formulated
- apply a comprehensive knowledge and understanding of the structures, processes and institutional practices of international trade, investment and shipping in the global marketplace
- use analytical and critical thinking abilities to critically analyze policies and working collaboratively with international organisations in the practical aspects of modern trade and investment agreements at the multilateral, regional and bilateral level

- act as fully developed and ethical professionals who are capable of developing, implementing and promoting activities relevant to international trade relations, as well as the interaction of these with the world economic systems
- combine technical skills with creativity to recognize and plan for business and government strategies to deal effectively with unanticipated developments in global trade
- show an awareness, understanding and recognition of the increasingly important role in trade of technology, development and protection of intellectual property and the degree to which business profits and national prosperity are tied to competitive trade in services
- use the appropriate communication skills that are required for international conferences, international organisations and international cooperation

3.1.3 Transferable Skills

Students completing the Master of International Trade will have been given the opportunity to develop transferable skills in:

- Self-Management
- Learning Skills
- Communication
- Teamwork
- Problem-Solving
- Commercial diplomacy

3.2 Successful Completion of Programme

To obtain the Master of International Trade, a student shall within 4 years pass all the required modules in the programme.

This award carries a total of 42 credits. These 42 credits comprise Compulsory and Elective modules.

3.2.1 Programme Details: Master of International Trade

PROGRAMME: Master of International Trade			
MQA Credit Requirement: 42			
Compulsory Modules			
Module Code	Module Title	Credits	Pre-requisites
BT7101	International Trade Economics	3	N/A
BT7102	International Trade Law	3	N/A
BT7103	Industrial Organisations	3	N/A
BT7104	The WTO Institutions, Negotiations and Compliance	3	N/A
BT7105	Competition Law & Policy	3	N/A
BT7106	Research Methodology	3	N/A
BT7107	Value Negotiations	3	N/A
BT7301	Case Study on Simulation of Trade Negotiation	9	To be completed at the end of eleven modules of a minimum of ten modules

Elective Modules			
Module Code	Module Title	Credits	Pre-requisites
BT7201	The WTO Agreement on Anti-dumping	3	N/A
BT7202	Agriculture	3	N/A
BT7203	Negotiations on Intellectual Property Rights	3	N/A
BT7204	Services	3	N/A
BT7206	Alternative Dispute Resolution	3	N/A
BT7208	Tariff Peaks and Other Residual Protection	3	N/A
BT7210	Regional Integration and the WTO	3	N/A

3.3 Teaching and Learning Methods



The programme prides itself on the quality of its teaching and learning processes and has in place rigorous procedures for ensuring their continuing high standards. As one would expect in a modern academic institution, a wide variety of new teaching aids are employed and there is also a corresponding range of learning aids for use by students. Various audiovisuals aids are used during lectures and laboratory demonstrations.

3.3.1 Face to Face Sessions

Each module comprises 40 hours of face to face guided contact which includes lectures, tutorials, workshops, and other academic activities. Students who wish to contact the module leaders after the face to face session may do so by contacting them directly or through the programme coordinator.

3.3.2 Virtual Learning Environment (Moodle)

The Virtual Learning Environment adopted by Perdana University is the Moodle Learning Platform (Moodle). Students will be given a Perdana University email account as soon as they register for the module or programme. The IT Department will provide access to Moodle by sending the user name and temporary password to the student's email account. Information on the module and assessment methods as well as teaching and learning materials would be uploaded onto Moodle.

3.4 Course Information and Assessments



Assessment methods are specified in each syllabus together with the learning outcomes being assessed. In most cases the assessment is coursework based.

3.4.1 Assignments and Coursework



All assignments are expected to be the original work of students. Each assignment should give details of references used and all quotations stated should be clearly acknowledged by the source of reference. Although group work is encouraged it should be noted that collusion and plagiarism are not tolerated. If an allegation of either is proved, a penalty, such as the deduction of marks or failure of a module will be imposed. Severe penalties, such as suspension or expulsion, can be imposed in appropriate cases.

Because of the complexity of the modular programme, it is important to familiarize yourself with the regulations that apply to the programme. **It is your own responsibility to do so.**

3.4.1.1 Submission of Work

Coursework is an integral part of the assessment system to the programmes offered at Perdana University. The term coursework refers to continuous assessment in the form of assignment tasks given to students during the course. This forms an important component of the overall assessment of student's performance on the module.

All coursework must be submitted by the specified deadline given by the module leader.

From time to time you will be required to submit an electronic copy of your assignment. This enables the administrative team to sample check the electronic versions of assignments for plagiarism or syndication (cheating). It is **essential**, and your **responsibility**, to always keep an electronic copy of any assignment as a backup copy.

3.4.1.2 Late Submission of Work

Permission for late submission of assignment can only be granted by the module leader concerned. Permission is not automatic. It is dependent upon valid reasons (for example, an extended illness or unforeseen personal difficulties) and may be refused. If late submission is approved you will then be given an alternative submission date in writing.

Permission for late submission must be sought in advance of the deadline unless the nature of the reason renders this impossible. Please note that if the late submission is requested on medical grounds, then a medical certificate must be provided.

Late submission of assignment can only be given up to the maximum of 5 working days after the initial deadline. Any coursework received after the 5-day period will not be marked at all and the coursework will be awarded with a fail grade.

3.4.1.3 Return of Marked Coursework

Assignment marks will normally be provided to students within 21 working days after the submission deadline.

3.4.1.4 Referencing

It is very important to reference all sources of information that you have used in your assignments. Referencing is a standard way of acknowledging information and ideas that you have discovered or taken from other peoples' work. A citation or reference provides the details necessary to identify a work. By correctly referencing or citing these sources of information, your lecturers will be able to follow up on references of interest. Using correct referencing technique is your insurance policy against plagiarism.

There are many systems for the citation of references. Perdana University expects its students to use the Harvard system.

3.4.1.5 Word Count

A written assignment must not exceed the maximum word limit set for that assignment. You are required to enter an accurate word count at the end of your assignment. Assignment that does not contain an accurate word count will not be accepted.

Any assignment exceeding the word limit is penalized by the deduction of 10% of the maximum marks available.

The penalty is applied because it is considered unfair on other students who may have rigorously stayed within the word limit. Those who have exceeded the word limit may be deemed as gaining an unfair advantage.

3.4.1.6 Presenting Coursework for Assessment

Assignments must be presented in the following format:

- Assignments must be word-processed in font type Times New Roman, font size 12 and double-spaced.
- All pages must be numbered.
- The assignment must have a standard coursework coversheet stating:
 - o Module code
 - o Module name
 - o Your individual name and with the Group Assignments, all group members must be stated
 - o Your student number and with Group Assignments, all numbers must be stated
 - o Submission date
 - o Statement of originality
- Margins must be as follows: Top and Bottom 2.5 cm, Left and Right: 3.2 cm.
- Headers and footers may be outside these margins. Footnotes should be included within the margins.
- Assignments must be either spiral or ring bound, and should not be stapled or submitted in plastic wallets. It is your interest to make your presentation as professional as possible.
- Graphs and other diagrams must be generated in MS Excel™ or other relevant software tools
- The word count does not include the assignment title, executive summary, contents pages and appendices.
- Assignments not complying with this format will be returned to students unmarked. If in any doubt you should discuss this with your module leaders **before** submission.

3.4.1.7 Appendices

Appendices themselves will not be marked. However, inappropriate use of appendices will be taken into consideration when awarding the final mark. If in doubt you should discuss this with your lecturer **before** submission.

3.4.2 Vivas on Coursework

Course leaders reserve the right to conduct vivas on coursework before a mark is awarded.

3.4.3 Attendance

As a student, you will benefit from a variety of teaching methods ranging from lectures, tutorials, case studies, discussions, video demonstrations and computer aided learning sessions in class, following which you are trained to be independent, self motivated and active learners.

Class attendance, therefore, has to be regular. Students are required to attend class, arrive on time and participate in all courses that they are enrolled. Perdana University reserves the right to bar students whose attendance falls below the minimum percentage of 80%.

3.5 Grading System

The courses run by the Perdana University are graded based on the following:

Marks	Grade	Point	Description
90-100	A	4	High Distinction
80-89	A-	3.7	Distinction
70-79	B+	3.4	High Merit
65-69	B	3.1	Merit
60-64	B-	2.7	Low Merit
55-59	C+	2.4	Pass
51-54	C	2.1	Pass
50	C -	2	Pass
45-49	D+	1.7	Fail with point award
40-44	D	1.4	
35-39	D-	1	
0-34	F	0	Fail

3.6 Credit Transfer

A student granted credit shall be required to complete the requirements for an award according to the conditions specified at the point of admission which shall be in accordance with practices as determined from time to time by the Senate. The accreditation of prior certified learning must be carried

out in accordance with the requirements and practices established by the Senate.

A student may transfer credits derived from prior learning. In order to obtain an award from Perdana University, the minimum credit earned at Perdana University following admission to the Master's programme shall be 42 credits.

4.0 REGISTRATION AND EXAMINATION

4.1 Academic Year Structure

A 'year' in the programme is made up of three semesters. A full semester stretches over a period of 4 months. Students register for between 1 to 4 modules. Each full semester includes 40 hours of face to face guided contact which includes lectures, tutorials, workshops, and other academic activities, and 80 hours of independent learning time.

4.2 Registration

All students are required to register for their modules every semester. Registration is only considered complete upon full payment and submission of the completed registration form. Registration should be done during the first two days of the semester. Penalty charges will be imposed if students register after the first week of the semester.

4.3 Maximum Load Rule

A student may not take courses with a total value of more than 18 credits in any long semester unless otherwise approved by the Deputy Vice-Chancellor (Academic Affairs).

4.4 Academic Progress Requirements

In order to proceed with a programme, a student must by the end of the semester normally be in a position to proceed with the programme, which, if passed, would satisfy the requirements for an award within the remaining period of normal study for that award.

A student may be required to withdraw from a course, which has prerequisite courses if the student did not achieve at least 50% on the assessment of each prerequisite.

A student who has failed to satisfy a specific requirement which is normally taken during a particular semester or stage of the course, may be required by the Head of Department / Programme to satisfy that requirement before proceeding with other courses in the programme.

A student who has not satisfactorily completed, after taking 3 times, a course, which is a programme requirement may be required to withdraw from the programme. No course may be taken more than thrice. A student

who is consequently unable to complete an award will be required to withdraw from the programme.

4.5 Programme and Course Changes (Add-Drop)

If students feel that they have made a wrong choice of programme or module, or if some personal reasons require students to reconsider their enrolment, they should contact their Programme Coordinator immediately.

It is possible to change modules after the students have enrolled, but they must do so by the end of the first day of classes. Students should be aware of the deadline and the correct procedures for changing modules, so that their academic record is not adversely affected.

Students wishing to change their modules must submit an **add/drop form** to the Programme Coordinator for processing by the end of the first day of class. No refund/credit will be made for dropping of subjects after the stipulated deadline. Please refer to the Academic Calendar for the deadlines and other important information.

4.6 Dismissal from Programme

If the University is of the opinion that a student enrolled in a programme is not making satisfactory progress, the Dean of Postgraduate School may issue a written warning to the student stating that at the expiration of one month from the date of issue of the warning, it intends to:

- terminate the student's candidature
- make such changes to the student's candidature as are specified in the warning.

A student to whom a warning is issued may, within two weeks of the date of issue of the warning, notify the School of his or her wish to be heard in relation to the said warning.

If a student gives notice, the School must conduct a hearing of the matter before the expiration of the period of one month from the date of issue of the warning. If a student does not notify the School, the termination or changes shall take effect in accordance with the terms of the warning issued.

4.7 Assessments

4.7.1 Release of Final Results

The results will be released by the Examination Unit upon approval by the Senate.

The Examination Unit is the authorised department for issuing and releasing of examination results. Students may collect their results from the Examination Unit any time once the results are released.

No results or enquiry on grades will be entertained through the telephone.

Note: Students are advised to keep the result slips. A fee will be charged for a replacement copy.

4.7.2 Academic Dishonesty

1. Disciplinary action will be taken against any student for academic dishonesty such as cheating in a test, quiz and examination or plagiarism.
2. A student will also be considered as having cheated if the student brings in any unauthorized material, such as notes, into the assessment area. The said student will be in breach of the Perdana University regulations and it will be regarded as an act of cheating.

4.7.3 Plagiarism

In all courses, students are continually engaged with other people's ideas: read them in textbooks, hear them in lectures, discuss them in class, and incorporate them into writing. As a result, it is very important that credit is given where it is due. Plagiarism is using other people's ideas and words without clearly acknowledging the source of that information.

How To Avoid Plagiarism

To avoid plagiarism, you must give credit whenever you use:

- (i) another person's idea, opinion, or theory;
- (ii) any facts, statistics, graphs, drawings or any pieces of information that are not common knowledge;
- (iii) quotations of another person's actual spoken or written words; or
- (iv) paraphrase of another person's spoken or written words.

4.7.4 Penalties

1. If a student is suspected of cheating in an assessment such as a quiz or test, the student will be called to a disciplinary hearing. If the student is found guilty, the student's grade will be declared null and void and the student will have to repeat all the courses taken in the semester. The student may also be liable for suspension or expulsion from Perdana University at the discretion of the Disciplinary Committee.
2. For repeat offenders caught cheating, the penalty is immediate expulsion from Perdana University.

4.7.5 Appeals and Complaints

4.7.5.1 Appeals Procedure

Final results are released to students after the Senate Meeting. If a student does wish to appeal, he/she is expected to follow Perdana University appeal procedure in the first instance.

The following are the appeal procedures:-

1. Students who wish to re-check their final grades must file an official petition with the Examination Unit in writing.
2. Students who wish for an assessment decision to be modified can do so **only** on the grounds that:
 - i) illness or factors, (unknown to the Examination Board when it reached its decision) adversely affected performance in the coursework or examination, or prevented submission of the coursework or attendance at the examination; or
 - ii) there was a material administrative error; or
 - iii) the assessment was not conducted in accordance with the regulations for the module; or
 - iv) the judgment of an examiner or examiners was affected by personal bias; or
 - v) other material irregularity in the conduct of the assessment has occurred.

A student may request a review of a decision within **one (1) week** of the publication of the results.

A student is required to pay a petition fee.

4.7.5.2 Academic Complaint Procedure

A student who wishes to lodge a complaint on academic matter could do so by submitting a letter stating the nature of the complaint to the respective Programme Coordinator.

The student shall be informed of the outcome of investigation within 5 working days from the day the complaint is received by the Programme Coordinator.

If student is dissatisfied with the outcome, the matter shall be brought before the Dean of School of Postgraduate Studies for resolution. In the event that the student is still dissatisfied with the outcome, the complaint shall be referred to the Vice Chancellor.

Any decision that is made by the Vice Chancellor is final.

4.7.8 Academic Transcripts

Perdana University will issue an academic transcript, free of charge, when a student officially withdraws from the module, or with the certificate when a student is conferred an award.

Copies of a transcript are available from the Examination Unit. A fee would be charged for each copy.

4.7.9 Disciplinary Action

Students must follow all rules and regulations set out by Perdana University at all times. Any misconduct would be subject to disciplinary action imposed on them.

One or a combination of the following actions could be taken on students who breach the student regulations:

- Verbal warning
- Written warning
- Fine
- Suspension
- Dismissal from hall of residence
- Dismissal from the University

Students' parents or guardians will be informed of all decisions or actions taken.

Perdana University reserves the right to conduct an investigation and render any action deemed necessary to individuals who have violated the standards of conduct expected of students. The Vice Chancellor shall act as the final authority in matters of conduct and discipline.

4.8 Graduation

Perdana University organizes a graduation ceremony to celebrate the achievement of the students. The ceremony provides an ideal opportunity for family, friends and University staff to applaud the success of those students who have completed this Programme and conferred an award.

5.0 YOUR RESPONSIBILITIES AS A STUDENT

Perdana University ensures that the information students need to plan their programme of study is accurate, up-to-date and generally available. Information is available in the programme handbook, student handbook and on notice boards.

We also recognise the rights of students in their pursuit of education and regard all students as responsible young adults.

Students must therefore assume full responsibility for their actions and behaviour, both within and outside the University's premises. It is important to familiarise yourself with the regulations that apply to the programme.

Your responsibilities include the following:

To be well informed about course and course requirements

To attend all classes

To be aware of your rights and obligations

To abide by the Perdana University rules and regulations

5.1 Code of Conduct

5.1.1 ATTENDANCE

Attendance is an important aspect of academic learning and as such, students are required to attend classes regularly and fulfill attendance requirements.

The attendance requirements vary depending on the nature of the programme as well as rules and regulations drawn up by professional governing bodies and partner universities.

Each programme handbook stipulates the required attendance for that programme. Students who fail to satisfy the attendance requirement could be barred from taking the examinations.

If a student is absent, he or she must produce a medical or other acceptable document.

5.1.2 PUNCTUALITY

Students are expected to be on time for classes and any academic as well as non-academic university activities.

5.1.3 WORK HABITS

It is important for students to be prepared for and participate in each class, be it lectures, tutorials, laboratory or any other forms of practical training sessions.

Assignments and other academic tasks given are to be completed accurately and submitted within the deadline.

Quizzes, tests and examinations are used to gauge students understanding of the lessons and as such, students are expected to be fully prepared for them.

5.1.4 ACADEMIC INTEGRITY

Academic integrity is vital to the quality of the academic environment. Cheating, in any form, is a very serious offence which could lead to severe disciplinary action. Cheating includes:

- using unauthorised materials in tests and examinations;
- letting another person take tests or examinations on one's behalf OR taking tests or examinations on another person's behalf;
- working jointly, copying or sharing another student's work and presenting it as one's own piece of work;
- inventing, copying or altering data, quotations or references;
- plagiarising, i.e. taking or using another person's work without attributing the source and thus, giving the impression that it is one's own work.

5.1.5 RESPECT FOR SELF AND OTHERS

It is imperative that students behave with dignity and treat others with respect and courtesy. Behaviour of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire.

Verbal and/or physical harassment of others is not acceptable.

Respect for other cultures is important and as such, sensitivity is required when dealing with other students from different cultures.

Smoking is prohibited within the campus.

Students are expected to come to the University free from the influence of alcohol or drugs. Students should not possess such substances.

5.1.6 RESPECT FOR AUTHORITY

The rules are there to protect the interests of everybody in general and as such, must be strictly adhered to.

Students are expected to respond in a respectful manner to all university officials while under the jurisdiction of the university and, while participating in university-sponsored activities

5.1.7 RESPECT FOR PROPERTY

Property belonging to the university and Ministry of International Trade (MITI), facilitator of the programme is to be treated with care. Acts of vandalism will not be tolerated.

5.1.8 FREEDOM FROM FEAR

It is important that all students make an effort to contribute to a safe environment which is free from fear. Acts of violence, use of weapons and contraband are never acceptable.

6.0 CONTACT DETAILS

Perdana University

Block B and D, Level 1
MAEPS Building, MARDI Complex
Jalan MAEPS Perdana
43400 Serdang, Selangor D.E.

Tel: 03 8941 8646

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