



اَبُو سَيْدِي تَيْكُو لَوِي كِي مَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA

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## FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES



# **BACHELOR OF ADMINISTRATIVE SCIENCE (HONS) - AM228**

## **INTRODUCTION**

The Bachelor of Administrative Science (Hons.) (BAS) prepares students for a wealth of scientific knowledge, a great awareness of their context, and the skills needed primarily for government agencies and not to exclude, private entities. Public Administration, Ethics, Human Resource Management, Economics, Law, and International Relations, are subjects that underpin the programme. With a multidisciplinary focus, tied to local and global contexts, the programme provides students with a healthy mix of knowledge base that is a sine qua non for employment in this new millennium. Students can enhance their personal confidence and career prospects by widening their insights and deepening their skills from a range of elective subjects, namely Social Benefit and Security, Sociology, Managing Change, and Global Affairs. In addition to being familiar with new technologies, courses offered in this program will produce graduates who are critical and competent in applying relevant knowledge and skills in exercising their leadership and managerial roles.

## **ENTRY REQUIREMENTS**

A Malaysian candidate who wishes to pursue a programme of study at the UiTM must fulfil the University's entry requirements as follows:

- Open to Malaysian citizens of the following ethnicities only; Malay, Natives of Sabah and Sarawak, and Orang Asli.
- Passed the SPM) with credit in Bahasa Melayu (Grade C) or credit (Grade C) in Bahasa Melayu July papers and passed in History (SPM 2013 and above)
- Achieved a minimum of Band 2 in MUET

## **ADMISSION REQUIREMENTS**

Candidates who wish to join this program are required to fulfil the following conditions:

Diploma of Public Administration/ Diploma of Corporate Administration from UiTM with a CGPA of 2.50 and above;

OR

Diploma from UiTM with a CGPA minimum of 2.30 and above with two years of working experience in the field of administration;

OR

Diploma from any institution of higher education accredited by UiTM Senate with a CGPA of 3.00 and above, and obtained 5 credits including English, Mathematics / Additional Mathematics in SPM;

OR

Foundation Program from UiTM/ Science Foundation Program from UM / Matriculation with a CGPA of 2.50 and above;

OR

STPM with CGPA 3 principal pass including General Paper and SPM / SPMV or equivalent with a pass in Mathematics / Additional Mathematics and a credit (minimum 3B) in English Language.

OR

Law Foundation Program from UiTM with a CGPA of 2.50 and above;

OR

- APEL (Accreditation of Prior Experiential Learning)
- Passed the MQA test (Aptitude Test and Portfolio Assessment)
  - Age less than 21 years old when submitting an application
  - Seven (7) years working experience in relevant disciplines
  - Passed interview at the faculty level

AND

Passed Malaysia University English Test (MUET) with at least Band 2;

## **CAREER PROPECT**

Upon completion, students can seek entry into the government service as administrative officers, enforcement officers, human resource officers, management trainees, and a host of other managerial positions.

## **FURTHER STUDIES**

Graduates who wish to further their studies may enrol into the following postgraduate degree programs at the Faculty of Administrative Science and Policy Study.

- The Executive Master of Administrative Science (AM770)
- Master of International Relations and Diplomacy (AM701)
- Master of Administrative Science (by research) (AM780)

Graduates will also be able to further their studies in local and foreign universities to a higher level in the areas of public administration, policy studies, public management, governance, human resource development, human development management, etc.