

**Master of Administrative Science (MAS) AM780**

RESEARCH BASED PROGRAMME

**ENTRY REQUIREMENTS**

Applicants must have a recognized honours degree in Administration, Management, or other related disciplines with a minimum Cumulative Grade Points Average (CGPA) of 2.75 or equivalent and attend the interview conducted by the Faculty of Postgraduate Committee. The application must be attached with the research proposal in the prescribed format.

The application for the research programme is open throughout the year.

**DURATION OF STUDY**

1 - 4 years (2 - 8 Semester)

**INTERNATIONAL APPLICANTS**

Applicants must have a good honours degree recognized by the Malaysian Government and a TOEFL score of IBT 35-45/ CBT 107-131/Paper Based 417-450 or IELTS = Band 5.

Foreign applicants can only register as full-time candidates. For more information, please visit <http://www.ipsis.edu.my>

**AREAS OF RESEARCH**

Administration Modernization, Public Policy, Organisational Culture, Change Management, Business Process Reengineering, Quality Studies, Knowledge e-Government & e-Governance, Technology Policy and Administrator, Technology Adoption, Social Marketing, Social Informatics, Strategic Management of Public Sector, Corporate Governance, International Relations, Malaysian Politics, ASEAN Studies and Local Government.

The above-listed are only an indicative list of areas that can be offered. Interdisciplinary research can be accommodated given UiTM's vast resources in 24 growing Faculties.

**REQUIREMENTS FOR THE RESEARCH DEGREE**

All masters by postgraduate research candidates are required to attend the Institute of Graduate Studies Research Skills Seminar (IGSRSS) or other equivalent courses provided by the Faculty.

AM780 postgraduate candidates are also required to submit a thesis with a minimum of 30,000 and not exceeding 50,000 words on an approved area of study under the supervision of a Faculty member, which meets the rigorous academic standards and passed a viva voce.

Faculty of Administrative Science & Policy Studies. <http://www.fsppp.uitm.edu.my>

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**INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS AM550**

PROFESSIONAL PROGRAMME

Overall, the programme equips graduates with the necessary skills and knowledge for better employment opportunities in the labour market and helps to increase the number of professional Bumiputera in the fields of company secretarial corporate secretarial and governance disciplines

**MODE & DURATION**

Full-time & minimum 1 year (2 semesters)

**ENTRY REQUIREMENT**

Bumiputera:

**AND**

A Bachelor degree from UiTM:

Bachelor of Corporate Administration (Hons) with CGPA at least 2.50

Bachelor degree in Accounting/Administration/Law/Finance/Business with a CGPA of at least 2.75.

**OR**

A Bachelor degree from other institutions recognized by the Ministry:

Bachelor degree in Accounting/Administration/Law/Finance/Business with a CGPA of at least 2.75.

**OR**

Professional Qualification ICSA IQS Part 1

**INTAKE**

March and September Intake via UiTM Online Application <https://online.uitm.edu.my/>

For more information, please click the link below:

<https://fsppp.uitm.edu.my/index.php/programme/professional-icsa/am550-full-time>

**PROGRAMME INFORMATION**

The programme aims to prepare students for the ICSA Chartered Governance Qualifying Programme (CGQP) papers by offering full-time intensive courses. The courses are taught by experienced and knowledgeable course instructors to ensure fulfilment of the ICSA professional programme requirements.

Faculty of Administrative Science & Policy Studies. <http://www.fsppp.uitm.edu.my>

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**Doctor of Philosophy (Administrative Science) AM990**

RESEARCH BASED PROGRAMME

**ENTRY REQUIREMENTS**

Applicants must have a recognised Master's degree in Administration, Management or other related disciplines with a minimum Cumulative Grade Point Average of 3.00 or equivalent and attend the interview conducted by the Faculty Postgraduate Committee. The application must be attached together with the research proposal in the prescribed format. The application for the research programme is open throughout the year.

**DURATION OF STUDY**

2½ - 7 years (5 - 14 Semester)

**INTERNATIONAL APPLICANTS**

Applicants must have a recognised honours degree certified by the Malaysian Government and a TOEFL score of IBT 35-45/ CBT 107-131/Paper Based 417-450 or IELTS = Band 5.

Foreign applicants can only register as full-time candidates. For more information, please visit <http://www.ipsis.edu.my>

**AREAS OF RESEARCH**

Administration Modernization, Public Policy, Organisational Culture, Change Management, Business Process Reengineering, Quality Studies, Knowledge e-Government & e-Governance, Technology Policy and Administrator, Technology Adoption, Social Marketing, Social Informatics, Strategic Management of Public Sector, Corporate Governance, International Relation, Malaysian Politics, ASEAN Studies and Local Government.

The above-listed areas are only an indicative list of areas that can be offered. Interdisciplinary research can be accommodated given UiTM's vast resources in 24 growing Faculties.

**REQUIREMENTS FOR THE RESEARCH DEGREE**

All doctorate postgraduate candidates are required to attend Institute of Graduate Studies Research Skills Seminar (IGSRSS) and Postgraduate Training in Innovation & Entrepreneurship Exploration (IIE2) courses or other equivalent courses provided by the Faculty.

AM990 postgraduate candidates are also required to submit a thesis with a minimum of 80,000 and not exceeding 100,000 words on an approved area of study under the supervision of a Faculty member which meets the academic rigorous standards and passed a viva voce.

Faculty of Administrative Science & Policy Studies. <http://www.fsppp.uitm.edu.my>

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**PROFESSIONAL PROGRAMME TUITION CENTRE**

PROFESSIONAL PROGRAMME

**PROGRAMME INFORMATION**

The programme aims to prepare candidates for the ICSA Chartered Governance Qualifying Programme (CGQP) examination by providing quality tuition and intensive revision classes. Candidates who joined revision classes are not considered as UiTM students; instead, they are the MAICSA students who will attempt the CGQP exam on a self-study basis. Therefore, revision classes under this Tuition Centre are open to all **MALAYSIANS** who fulfilled the entry requirement as required by MAICSA.

The classes are conducted by experienced and knowledgeable facilitators to ensure the fulfilment of ICSA professional programme requirements.

**SUBJECTS OFFERED**

The offer of the subjects under the FSPPP Tuition Centre is subject to demand and availability. The subjects to be offered are as per the information under the programme structure.

**ENTRY REQUIREMENT**

The CGQP is the qualifying programme of MAICSA for holders of recognised Bachelor and Master Degrees who wish to be admitted as members of MAICSA.

Relevant Graduates from recognised universities are admitted directly into the programme with attractive exemptions.

Please click the link below for Guidelines on entry requirements from MAICSA

<http://www.maicsa.org.my/resources/students-education/new-qualifying-programme/guidelines-on-entry-requirements>

**INTAKE**

The enrolments commence either at the end of February/early March and end of August/early September every year.

February/March Intake:  
Apply by 20th February

August/September Intake:  
Apply by 20th August

For more information, please click the link below:

<https://fsppp.uitm.edu.my/index.php/programme/professional-icsa/professional-programme-tuition-center>

Faculty of Administrative Science & Policy Studies. <http://www.fsppp.uitm.edu.my>

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Fakulti Sains Pentadbiran & Pengajian Polisi

**FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES**

**PROFESSIONAL PROGRAMME**

**POSTGRADUATE**



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For further details and information, please contact :

Faculty of Administrative Science & Policy Studies  
Universiti Teknologi MARA,  
40450 Shah Alam, Selangor D.E.

603-55444174

603-55444131

<http://www.fsppp.uitm.edu.my>



**Master of Corporate Administration (MOCA) AM700**

Fakulti Sains Pentadbiran & Pengajian Polisi

**COURSEWORK PROGRAMME**

**COURSES OFFERED**

EMA760	Corporate accountability & sustainability
MCA712	Corporate strategy in practice
MCA713	Financial decision making
EMA725	Research methods & data analysis
MCA721	Advanced company secretarial practice
MCA722	Corporate risk management
MCA723	Financial decision making I
EMA727	Dissertation

The MOCA/GRAD ICMA curriculum will cover new areas in modern corporate administration and governance. The curriculum is designed to develop further knowledge and skills required to meet the demand of dynamic corporate administrators in the era of globalisation. Graduates of this programme receive an academic award and a professional qualification from the Institute of Chartered Secretaries and Administrators (ICSA). ICSA is the only recognised professional body for Chartered Secretaries and Administrators in the United Kingdom and throughout the world. Formed in 1891, the Institute today has more than 36,000 members in over 70 countries. To ensure good value, the programme will be taught by a combination of academics, public and private practitioners from the industry. A comfortable and conducive learning environment will be provided with real company secretary office environment and facilities and discussion areas to make the experience enriching. We are committed to giving you value for your money and time. The programme will be professionally rewarding and personally satisfying.

**ENTRY REQUIREMENTS**

Bachelor's degree in Corporate Administration or its equivalent from related disciplines with a CGPA of at least 3.00. An applicant with CGPA of below 3.00 will be considered if he/she has adequate and relevant working experience in an organisation.  
OR  
A professional qualification that is recognised as being equivalent to the above.  
OR  
Any other qualifications that is approved by UiTM. Successful in an interview conducted by the Faculty.

**ENTRY REQUIREMENTS**

Bachelor's degree in Corporate Administration or its equivalent from related disciplines with a CGPA of at least 3.00. An applicant with CGPA of below 3.00 will be considered if he/she has adequate and relevant working experience in an organisation.  
OR  
A professional qualification that is recognised as being equivalent to the above.  
OR  
Any other qualifications that is approved by UiTM. Successful in an interview conducted by the Faculty.

**DURATION**

Full-Time : 1½ - 2 ½ years (3 - 5 semesters)  
Part-Time : 2 - 3 years (4 - 6 semesters)  
The candidates must complete 40 credit hours of courses including 6 credits of electives and 9 credit hours dissertation.

**LEARNING SESSIONS**

Classes are conducted on weekends for part-time students.

**CONTACT**

Faculty of Administrative Science & Policy Studies  
Universiti Teknologi MARA,  
40450 Shah Alam, Selangor D.E.  
603-55444174 603-55444131  
<http://www.fsppp.uitm.edu.my>  
#IS DISSENTATION GUIDELINES  
#MOCA STUDY FEES

Faculty of Administrative Science & Policy Studies,  
<http://www.fsppp.uitm.edu.my>

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**Master in International Relations and Diplomacy (MIRAD) AM701**

Fakulti Sains Pentadbiran & Pengajian Polisi

**COURSEWORK PROGRAMME**

**COURSES OFFERED**

EMA760	Corporate accountability & sustainability
MCA712	Corporate strategy in practice
MCA713	Financial decision making
EMA725	Research methods & data analysis
MCA721	Advanced company secretarial practice
MCA722	Corporate risk management
MCA723	Financial decision making I
EMA727	Dissertation

The Master in International Relations and Diplomacy programme is designed to produce public and private sector managers, administrators and practitioners that could address these challenges in the context of a rapidly changing national and international environment. The course content combines key concepts and ideas with applied knowledge and practices in the fields of international relations and diplomacy to achieve this objective. The curriculum is thus designed and developed through extensive consultation with the Ministry of Foreign Affairs, other public and private sector agencies and observations of former diplomats to enhance students' knowledge and understanding of the key forces driving national and international developments today and in the future. The core courses provide for generic competencies while the electives allow candidates to acquire specialized knowledge and skills in their area of interest and preferences. The dissertation will allow candidates to demonstrate their ability to undertake research on issues and problems related to their field of interest or that of their respective organisations.

**ENTRY REQUIREMENTS**

Applicants (Bumiputras only) must have a recognised honours degree in Social Sciences or other related disciplines with a minimum Cumulative Grade Point Average of 3.00 and attend an interview with the Faculty Post Graduate Committee.

OR

Less than 3.00 or equivalent, 2 years of working experience and attend an interview with the Faculty Post Graduate Committee.

OR

Any other recognized qualifications by UiTM and attend an interview with the Faculty Post Graduate Committee.

**INTERNATIONAL APPLICANTS**

Applicants must have a good honors degree recognized by Malaysian Government and TOEFL score IBT 35-45/ CBT107-131/Paper Based 417-450 or IELTS = Band 5. Foreign applicants can only register as full-time candidates. For more information, please visit <http://www.ipsis.edu.my>

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<http://www.fsppp.uitm.edu.my>

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**Executive Master of Administrative Science (EMAS) AM770**

Fakulti Sains Pentadbiran & Pengajian Polisi

**COURSEWORK PROGRAMME**

**COURSES OFFERED**

- Human Capital Management
- Public Service Management and Quality
- Research Method and Analysis
- Policy Analysis
- Ethics and Integrity in Administration
- Project Planning Analysis and Management
- Strategic Management for the Public Sector
- Public Financial Management
- Dissertation

Public managers must be as sophisticated and savvy as their private sector counterparts to steer the K-economy and the e-government that is taking shape within the framework of a modern, progressive, ethical and pro-active governance system.

EMAS is designed to enable the mid-level public managers to play such a role. The program addresses the primary challenges and develops understanding and competencies in areas that will enhance the public manager's career. The curriculum was developed through careful observation of the public agencies, the public executives and through intensive consultation with The National Institute of Public Administration (INTAN). The core courses provide for generic and generally required competencies in accordance with their interest and preference. The Dissertation allows the candidates to demonstrate their ability to formulate and research issues and problem faced by their organizations.

To ensure good value, the program will be taught by a combination of academics, senior public managers, accomplished executives and international corps and also a reputable visiting professor.

**ENTRY REQUIREMENTS**

Applicants (Bumiputras only) must have a recognized honours degree in Administration, Management or other related disciplines with a minimum Cumulative Grade Point Average of 3.00.  
OR  
2.75 or equivalent, 2 years of working experienced.  
OR  
A minimum Cumulative Grade Point Average (CGPA) 2.5 or equivalent, 4 years of working experienced

**DURATION**

Full-Time : 1½ - 2 years (3 - 4 semesters)  
Part-Time : 2 - 4 years (4 - 8 semesters)  
The candidates must complete 40 credit hours of courses including 6 credits of electives and 9 credit hours dissertation.

**LEARNING SESSIONS**

Classes are conducted on weekends for part-time students.

**CONTACT**

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<http://www.fsppp.uitm.edu.my>

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**Master in International Relations and Diplomacy (MIRAD) AM701**

Fakulti Sains Pentadbiran & Pengajian Polisi

**COURSEWORK PROGRAMME**

**COURSES OFFERED**

- Diplomacy: Theory and Practice
- International Relations: Theory and Practice
- Research Method and Analysis
- International Law: Theory and Practice
- Diplomacy Security and Cooperation in ASEAN
- International Political Economy in a Globalized World
- Seminar in Contemporary Issues in International Relations and Diplomacy
- Dissertation

**ENTRY REQUIREMENTS**

Applicants must have a good honors degree recognized by Malaysian Government and TOEFL score IBT 35-45/ CBT107-131/Paper Based 417-450 or IELTS = Band 5. Foreign applicants can only register as full-time candidates. For more information, please visit <http://www.ipsis.edu.my>

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**DOWNLOAD**

[#IS DISSENTATION GUIDELINES](#)  
[#INTERNATIONAL STUDENT](#)  
[#MALAYSIAN STUDENT](#)

**ELECTIVES (ANY TWO SUBJECTS)**

GROUP 1

- Regionalism and Regional Organizations Theory and Practice
- Malaysia in International Relations

GROUP 2

- International Conflict Management and Conflict Resolution
- ASEAN Interactions with Major and Regional Powers

**Electives\* (subject to change)**

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UNIVERSITI TEKNOLOGI MARA

Fakulti Sains Pentadbiran & Pengajian Polisi

**FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES**

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