



FAKULTI PENDIDIKAN  
Faculty of Education

# BUKU PANDUAN *HANDBOOK*

**Program Ijazah Tinggi**  
*Postgraduate Programmes*

**(2022/2023)**

FAKULTI PENDIDIKAN  
UNIVERSITI MALAYA

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**KALENDAR AKADEMIK SESI 2022/2023**  
**ACADEMIC CALENDAR 2022/2023 SESSION**

<b>KALENDAR PENGAJIAN SESI AKADEMIK 2022/2023 (SECARA AM - PERINGKAT IJAZAH SARJANA DAN IJAZAH KEDOKTORAN)</b>				
<b>SEMESTER I</b>				
Kuliah	7 minggu*	17.10.2022	-	04.12.2022
Cuti Pertengahan Semester I	1 minggu	05.12.2022	-	11.12.2022
Kuliah	7 minggu*	12.12.2022	-	29.01.2023
Minggu Ulangkaji	1 minggu*	30.01.2023	-	05.02.2023
Peperiksaan Akhir Semester I	2 minggu*	06.02.2023	-	19.02.2023
Cuti Semester	<u>3 minggu*</u>	20.02.2023	-	12.03.2023
	<u>22 minggu</u>			
<b>SEMESTER II</b>				
Kuliah	6 minggu*	13.03.2023	-	23.04.2023
Cuti Pertengahan Semester II	1 minggu*	24.04.2023	-	30.04.2023
Kuliah	8 minggu*	01.05.2023	-	25.06.2023
Minggu Ulangkaji	1 minggu*	26.06.2023	-	02.07.2023
Peperiksaan Akhir Semester II	2 minggu	03.07.2023	-	16.07.2023
Cuti Semester	<u>1 minggu*</u>	17.07.2023	-	23.07.2023
	<u>19 minggu</u>			
<b>CUTI SEMESTER</b>				
Cuti	9 minggu*	17.07.2023	-	17.09.2023
<b>SEMESTER KHAS</b>				
Kuliah	7 minggu*	24.07.2023	-	10.09.2023
Peperiksaan Akhir Semester Khas	<u>1 minggu</u>	11.09.2023	-	17.09.2023
	<u>8 minggu</u>			

**Nota:**

(1) Jadual Pendaftaran Kursus dan Peperiksaan, boleh dirujuk di <https://umsitsguide.um.edu.my/>. Maklumat adalah tertakluk kepada pindaan.

(\*) Kalendar Akademik telah mengambil kira cuti umum dan cuti perayaan. Maklumat cuti adalah tertakluk kepada perubahan.

Maulidur Rasul (9 Oktober 2022)	Hari Raya Aidilfitri (22 & 23 April 2023)
Deepavali (24 Oktober 2022)	Hari Pekerja (1 Mei 2023)
Hari Krismas (25 Disember 2022)	Hari Wesak (4 Mei 2023)
Cuti Tahun Baharu (1 Januari 2023)	Hari Keputeraan Agong (5 Jun 2023)
Tahun Baharu Cina (22 & 23 Januari 2023)	Hari Raya Aidiladha (29 Jun 2023)
Hari Wilayah (1 Februari 2023)	Awal Muharam (19 Julai 2023)
Hari Thaipusam (4 Februari 2023)	Hari Kebangsaan (31 Ogos 2023)
Nuzul Al-Quran (8 April 2023)	Hari Malaysia (16 September 2023)

## MISI & VISI

### MISSION & VISION

#### VISI UNIVERSITI MALAYA

Universiti bertaraf global yang memberi impak pada dunia

#### VISION OF THE UNIVERSITY OF MALAYA

*A global university impacting the world.*

#### MISI UNIVERSITI MALAYA

Melangkaui batasan ilmu dan membentuk pemimpin beraspirasi

#### MISSION OF THE UNIVERSITI MALAYA

*Pushing the boundaries of knowledge and nurturing aspiring leaders.*

Untuk mencapai visi dan misi ini, Fakulti telah mengenal pasti objektif yang berikut:

- Untuk menghasilkan guru yang cekap bagi sekolah dan institusi pendidikan lain.
- Untuk menghasilkan pakar dalam semua bidang pendidikan dan pembangunan manusia.
- Menjadi pusat pengajian pasca ijazah dan pembangunan manusia.
- Menjadi pusat inovasi, penyelidikan asas dan aplikasinya dalam semua bidang pendidikan dan pembangunan manusia.
- Menjadi pusat latihan dan perundingan dalam bidang pendidikan dan pembelajaran untuk organisasi dan institusi.

*To achieve this vision and mission, the faculty has identified the following general objectives:*

- *To produce competent teachers for schools and other educational institutions.*
- *To produce experts in all areas of education and human development.*
- *To become a postgraduate centre in education and human development.*
- *To become a centre of innovation in basic and applied research in all areas of education and human development.*
- *To become the centre of training and consultation in the field of education for organizations and institutions*

*Nilai-Nilai Teras Universiti Malaya adalah:*

*Core Values of the Universiti Malaya are:*



PASSION Kesungguhan	ONENESS Perpaduan	INTEGRITY Integriti	SINCERITY Keikhlasan	EMPATHY Empati
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**KATA ALUAN DEKAN  
DEAN'S MESSAGE**



A handwritten signature in black ink, likely belonging to Prof. Madya Dr. Zawawi Bin Ismail.

Dengan rasa bangga dan besar hati saya ingin mengalu-alukan kedatangan semua pelajar baharu bagi sesi Tahun Akademik 2022/2023. Tahniah dan terima kasih kerana memilih Fakulti Pendidikan, Universiti Malaya sebagai pilihan utama untuk melanjutkan pelajaran. Fakulti yang terulung ini bukan sahaja telah mencipta nama di peringkat nasional bahkan juga di peringkat antarabangsa.

Seiring dengan pencapaian Universiti Malaya, Fakulti Pendidikan juga telah berjaya meningkatkan tarafnya dengan tersenarai sebagai salah satu daripada 100 Fakulti Pendidikan terbaik di dunia. Pencapaian ini tidak tiba dalam sekelip mata tetapi adalah berasaskan daya usaha dan keprihatinan daripada setiap ahli fakulti serta para pelajar. Dengan usia hampir 60 tahun, Fakulti Pendidikan terus unggul dengan kejayaan menghasilkan kira-kira 20,000 graduan cemerlang.

Program akademik yang ditawarkan oleh fakulti bukan hanya menyediakan pelajar dengan ilmu intelektual dan kemahiran semata-mata tetapi turut menghubungkan teori dan amalan bagi mempersiapkan pelajar untuk menempuh alam pekerjaan dalam dunia sebenar. Sehingga kini, graduan kami tidak hanya menyerlah dalam industri tempatan malah turut menyinar di persada antarabangsa.

Dalam meraikan kejayaan ini, sesi akademik kali ini merupakan suatu sesi yang mencabar. Dunia dilanda pandemik Covid 19 dan kita terpaksa menyesuaikan diri dengan norma baharu. Keadaan ini secara langsung mempengaruhi cara pengajaran dan pembelajaran termasuk cara menjalankan penyelidikan. Anggaplah norma baharu ini suatu anjakan paradigm kearah pengajaran dan pembelajaran yang lebih efektif sealiran dengan kehendak semasa. Justeru, Fakulti Pendidikan sentiasa mengambil langkah-langkah sewajarnya dalam memastikan pengajaran anda semua tidak terjejas dalam menghasilkan graduan yang berkualiti.

Akhir kata, untuk memastikan kecemerlangan yang mapan, misi dan visi fakulti haruslah didukung ke arah hala tuju yang hendak dicapai. Perancangan disusun dengan teliti untuk generasi akan datang.

Salam hormat dan selamat maju jaya!

**'LANGKAH KECEMERLANGAN PENDIDIKAN ANDA BERMULA DI SINI'**

**PROF. MADYA DR. ZAWAWI BIN ISMAIL  
DEKAN  
FAKULTI PENDIDIKAN  
UNIVERSITI MALAYA**

## DEAN'S MESSAGE



*It is my pleasure and honour to welcome all new students to the 2022/2023 Academic Year. Congratulations and thank you for making the Faculty of Education, University of Malaya your preferred choice. This established Faculty has made its mark not only nationally but also internationally.*

*In line with the achievements of the University of Malaya, the Faculty of Education has also been able to raise its standards to become one of the top 100 education faculties in the world. This success did not happen overnight but is based on years of toil by faculty members and students. Being almost 60 years of age, the faculty has continued to perform and has succeeded in producing more than 20 000 outstanding graduates.*

*Our academic programmes do not only provide students with knowledge and skills, but also develop them to link theory to practice for better preparation for real life situations in the workforce. To date, our graduates are successful locally and have shone internationally as well.*

*As much as we take pride in such success, we face a great challenge in this particular academic session. The world is currently facing the Covid 19 pandemic and there is a need to practice new normals. It has indirectly affected teaching, learning and research. Do perceive these new normals as a paradigm shift towards more effective teaching and learning in tandem with current trends. Thus, the Faculty understands that it needs to consider the latest challenges. Hence the Faculty will always take appropriate steps to ensure that your studies will not be disrupted in line with our aim of producing quality graduates.*

*Lastly, to ensure sustained excellence, it is essential to uphold the University's and Faculty's missions and visions as we proceed with careful planning for future generations.*

*Regards and all the best for your success!*

**'YOUR JOURNEY TO EXCELLENCE IN EDUCATION BEGINS HERE'**

**ASSOC. PROF. DR. ZAWAWI BIN ISMAIL  
DEAN  
FACULTY OF EDUCATION  
UNIVERSITY OF MALAYA**

**UNIVERSITI MALAYA**  
**UNIVERSITY OF MALAYA**

**Universiti Malaya (UM)** merupakan universiti pertama yang ditubuhkan di Persekutuan Tanah Melayu (Malaya) pada 8 Oktober 1949 dari gabungan *King Edward VII College of Medicine* (1905) dan *Raffles College* (1928). Penubuhannya menjadi pemicu kepada kemajuan pendidikan di Tanah Melayu pada ketika itu sehingga tertubuhnya dua cawangan autonomi yang terletak di Singapura dan Kuala Lumpur pada tahun 1956. Dalam usaha memperkuatkan pendidikan tinggi di kedua-dua negeri, status universiti cawangan perlu dinaik taraf kepada universiti kebangsaan. Oleh itu, Akta Parliment 1961 telah diluluskan dan secara rasminya Universiti Malaya di Kuala Lumpur telah diiktiraf serta mengangkat martabat kepada universiti kebangsaan pada 1 Januari 1962. Sejak itu, Malaysia (Gabungan dengan Singapura, Sabah dan Sarawak pada 1963) melalui pelbagai proses transformasi dalam dunia pendidikan. Selaras dengan ini Universiti Malaya terus melipat gandakan usahanya untuk menjadi sebuah institusi pengajian tinggi yang ternama di peringkat antarabangsa dalam penyelidikan, inovasi, penerbitan dan pengajaran.

*The Universiti Malaya (UM) was the first university established in Malaya on 8<sup>th</sup> October 1949 with the merger of the King Edward VII College of Medicine (established in 1905) and the Raffles College (established in 1928). Its establishment accelerated the advancement of education in Malaya and led to the founding of two autonomous branches in Singapore and Kuala Lumpur in 1956. In order to enhance higher education in both countries, there was a need to upgrade the branches to national university status. Thus, with the passing of the Parliament Act in 1961, the Universiti Malaya, Kuala Lumpur was officially recognized as a national university on 1<sup>st</sup> January 1962. Since then, Malaysia (Joining of Singapore, Sabah and Sarawak in 1963) has undergone a myriad of educational transformations. In line with this, the Universiti Malaya has continually stepped up efforts of becoming an internationally renowned institution of higher learning in research, innovation, publication and teaching.*

Bagi menjayakan wawasan murni ini, Universiti Malaya disokong oleh hospital penyelidikan terbesar dan pertama di Malaysia iaitu Pusat Perubatan Universiti Malaya (PPUM), dua akademi, dua belas fakulti, empat institut dan tiga pusat akademik yang bersifat menyeluruh merangkumi bidang perubatan, sains, teknologi serta sains sosial dan sains kemasyarakatan. Selain daripada itu, dalam usaha menyumbang kepada perkembangan ilmu, Universiti Malaya telah mewujudkan enam Kluster Penyelidikan. Penubuhan kluster ini menawarkan penyelesaian dan penemuan terbaharu dalam pelbagai bidang. Penekanan terhadap bidang penyelidikan diperkuatkan dengan tertubuhnya pusat-pusat kecemerlangan di pelbagai pusat pengajian. Pada 11 Oktober 2006, Universiti Malaya telah diiktiraf oleh Jemaah Menteri sebagai salah satu dari lima universiti awam sebagai universiti penyelidikan. Pada 26 Januari 2012 pula, Universiti Malaya telah diberikan status autonomi oleh Kementerian Pengajian Tinggi (kini dikenali Kementerian Pendidikan Tinggi). Di atas kejayaan Universiti Malaya dalam pengurusan penyelidikan, proses audit *Malaysian Research Assessment Instrument II* (MyRA II), Kementerian Pendidikan Tinggi ke atas Universiti Penyelidikan telah meletakkan Universiti Malaya sebagai ‘the Best Research University in Malaysia with the Highest Marks’ pada 1 Disember 2013.

*To achieve this vision, the Universiti Malaya is supported by the Universiti Malaya Medical Centre (UMMC), the biggest and the first research teaching hospital in Malaysia, two academies, twelve faculties, four institutes and three centers that comprehensively encompass medicine, science, technology, the social sciences and the humanities. In addition, six research clusters have also been established to place the University at the forefront of new knowledge and discoveries. Furthermore, the Universiti Malaya continues to place heavy emphasis on research through the establishment of centers of excellence. On 11<sup>th</sup> October 2006, the Universiti Malaya was recognized by the Ministers' Council as a research university among the five public universities. On 26<sup>th</sup> January 2012, the Universiti Malaya was granted autonomy status by the Ministry of Education (now known as the Ministry of Higher Education). The success of the Universiti Malaya in research management, was captured through the audit process based upon the Malaysian Research Assessment Instrument II (MyRA II) by the Ministry of Higher Education. The Universiti Malaya was found to be the 'Best Research University in Malaysia with the Highest Marks' on 1 December 2013.*

Dengan menjadikan aspirasi nasional sebagai pegangan, Universiti Malaya terus memperkuatkan kedudukannya dalam dunia akademik di peringkat nasional mahupun antarabangsa. UM berada pada kedudukan ke-114 di dunia bagi *QS World University Ranking 2018* dan di tangga ke-27 bagi *QS Asian University Rankings 2016*. UM juga merupakan satu-satunya universiti di Malaysia yang tersenarai dalam kalangan 400 universiti terbaik dunia (*Academic Ranking of World Universities*) oleh *Shanghai Jiao Tong, China*. Pencapaian ini menobatkan Universiti Malaya sebagai universiti terbaik di Malaysia. Pada 6 Mei 2014, Universiti Malaya menerima pengiktirafan di peringkat antarabangsa sebagai satu-satunya institusi pengajian tinggi di Malaysia yang mendapat penarafan 5 bintang oleh *QS Stars Ratings*. Universiti Malaya juga telah diiktiraf sebagai Universiti Pilihan oleh *Reader's Digest Trusted Brand* selama 10 tahun berturut-turut sejak tahun 2007 hingga 2016. Dengan rekod tersebut, UM telah dianugerahkan Anugerah Platinum dalam Kategori Universiti Awam pada

27 Mei 2014. Pengajaran, penyelidikan, penerbitan, inovasi dan komersialisasi menjadi tunjang usaha Universiti Malaya menyumbang kepada dunia akademik dan masyarakat.

*With the nation's aspirations as its guide, the Universiti Malaya continues to strengthen its status in the academic world, both within the country and internationally. It has been ranked 114<sup>th</sup> in the 2018 QS World University Ranking and 27<sup>th</sup> in the 2016 QS Asian University Ranking. The Universiti Malaya is also the only university in Malaysia listed in the top 500 Academic Ranking of World Universities by Shanghai Jiao Tong, China. These accomplishments have endorsed the Universiti Malaya as the best university in Malaysia. On 6<sup>th</sup> May 2014, another international recognition was achieved when the Universiti Malaya became the only institution of higher learning in the country to be awarded a 5 star rating by the QS Stars Ratings. The Universiti Malaya has also been named as a University of Choice by the Reader's Digest Trusted Brand for ten consecutive years from 2007 until 2016. With that record, the Universiti Malaya was awarded the Platinum Award for the Public University Category on 27 May 2014. The thrust of the university's contribution to academia as well as society is through teaching, research, publication, innovation and commercialization.*

Seiring dengan universiti-universiti antarabangsa, Universiti Malaya menjalankan usahasama dengan institut penyelidikan dan universiti terkemuka dari 71 buah negara. Di antara universiti terkemuka dunia yang menjalankan kerjasama secara aktif dengan Universiti Malaya adalah:

University of Cambridge	Beijing Foreign Studies University
Harvard University	Tsinghua University
Kyoto University	National University of Singapore
University of Sydney	National Taiwan University
Queen Mary, University of London	Yale University
Queen's University, Belfast	University of Hyderabad

Sehingga kini, UM telah melantik empat Felo Nobel dan dua Profesor Ulung sebagai ahli Majlis Penasihat HIR. Mereka terdiri daripada Felo Nobel Profesor Barry Marshall (Psikologi atau Perubatan), Felo Nobel Profesor Ryoji Noyori (Kimia), Felo Nobel Profesor David Baltimore (Psikologi atau Perubatan), Felo Nobel Sir Dr. Richard Roberts (Psikologi atau Perubatan), Profesor Ulung Rita Colwell (University of Maryland, USA) dan Profesor Ulung Wong Chi-Huey (Academia Sinica, Taiwan).

*To date, UM has appointed four Nobel Fellows and two Distinguished Fellows as members of the UM HIR Advisory Council. They are Nobel Fellow Professor Barry Marshall (Physiology or Medicine), Nobel Fellow Professor Ryoji Noyori (Chemistry), Nobel Fellow Professor David Baltimore (Physiology or Medicine), Nobel Fellow Sir Richard Roberts (Physiology or Medicine), Distinguished Professor Rita Colwell (University of Maryland, USA) and Distinguished Professor Wong Chi-Huey (Academia Sinica, Taiwan).*

*Universiti Malaya High Impact Research* (UM HIR) telah ditubuhkan pada Februari 2010 dan telah diperuntukkan sejumlah RM10 juta dana dalaman UM bagi menggalakkan penyelidikan fundamental yang mensasarkan penerbitan Tier 1 ISI/WoS. Menyedari kepentingan UM sebagai institusi penyelidikan terkemuka negara, Kementerian Pengajian Tinggi (KPT) telah meluluskan peruntukan berjumlah RM590 juta untuk Program UM-MoHE HIR bagi tempoh 5 tahun bermula Ogos 2011 sehingga Jun 2016.

*Another landmark was in February 2010 when the University established the 'Universiti Malaya High Impact Research (UM HIR)' and provided RM10 million from its internal funds to promote fundamental research which will lead to Tier 1 ISI/WoS publications. Recognizing the importance of UM as a premier research institution in the country, the Ministry of Higher Education (MoHE) allocated RM590 million for the UM-MOHE HIR programme for a period of 5 years from August 2011 until June 2016.*

*In keeping the university on par with international universities, the Universiti Malaya has collaborated with renowned research institutes and universities from 71 countries. Some of its active global partners are:*

University of Cambridge	Beijing Foreign Studies University
Harvard University	Tsinghua University
Kyoto University	National University of Singapore
University of Sydney	National Taiwan University
Queen Mary, University of London	Yale University
Queen's University, Belfast	University of Hyderabad

Bagi memastikan kurikulum yang disediakan menepati kehendak serta keperluan nasional dan antarabangsa, Universiti Malaya telah berjaya memperolehi akreditasi daripada pelbagai institusi dan badan profesional antarabangsa. Antaranya Washington Accord, Institution of Chemical Engineers UK, Royal Institution of Chartered Surveyors (RICS), Association of Building Engineers, Royal Institute of British Architects (RIBA), The Association of Chartered Certified Accountants, The Chartered Institute of Management Accountants, Institute of Chartered Accountants England and Wales, Certified Practicing Accountants of Australia, SMBG-Eduniversal France, Royal College of Surgeons of England UK, Institute of Physics & Engineering in Medicine

*UK, Association of MBA, UK* dan banyak lagi untuk memastikan kurikulum universiti memenuhi keperluan kebangsaan dan antarabangsa, dan ini menunjukkan program kita adalah relevan secara global.

*The Universiti Malaya has attained accreditations from many institutions and professional bodies, such as Washington Accord, Institution of Chemical Engineers UK, Royal Institution of Chartered Surveyors (RICS), Association of Building Engineers, Royal Institute of British Architects (RIBA), The Association of Chartered Certified Accountants, The Chartered Institute of Management Accountants, Institute of Chartered Accountants England and Wales, Certified Practicing Accountants of Australia, SMBG-Eduniversal France, Royal College of Surgeons of England UK, Institute of Physics & Engineering in Medicine UK, Association of MBA, UK and many others to ensure the university's curriculum meets national and international needs, indicating that our programmes are relevant globally.*

Sebagai universiti ulung di negara ini, Universiti Malaya berikrar untuk menerajui bidang penyelidikan dan inovasi dan mencapai kedudukan di antara 50 universiti terbaik dunia menjelang 2020.

*As the premier university in Malaysia, the Universiti Malaya is committed in leading the nation to greater heights in research and innovation and to become one of the top 50 universities in the world by 2020.*

**FAKULTI PENDIDIKAN**  
**FACULTY OF EDUCATION**

Fakulti Pendidikan ditubuhkan pada 1963, dan pada awalnya dinamakan Sekolah Pendidikan Universiti Malaya. Sekolah Pendidikan Universiti Malaya dibentuk untuk menawarkan Diploma Pendidikan, satu program pasca ijazah, bagi siswazah yang memilih profesion perguruan. Sekolah Pendidikan berkembang dengan amat pesat dan dinaikkan taraf kepada status fakulti pada bulan Julai 1965. Program Sarjana Pendidikan telah ditawarkan untuk julung kalinya selepas dua tahun kemudian, diikuti dengan penawaran program Doktor Falsafah pada tahun 1969.

*The Faculty of Education was founded in 1963 and was initially named the School of Education. The School of Education offered the postgraduate Diploma in Education to graduates who chose to enter the teaching profession. The school expanded rapidly and was upgraded to the status of faculty in July 1965. The Master of Education (M.Ed) programme was introduced for the first time two years later and this was followed by the Doctor of Philosophy (Ph.D) programme in 1969.*

Sejak penubuhannya, Fakulti Pendidikan Universiti Malaya telah berjaya melahirkan hampir 20,000 siswazah, iaitu lebih daripada 15,000 pemegang Diploma Pendidikan, lebih daripada 2,282 graduan Sarjana, dan kira-kira 3,500 dengan ijazah dasar pendidikan.

*Since its establishment, the Faculty of Education has successfully trained almost 20,000 graduates. From among them, more than 15,000 have graduated with the Diploma in Education, more than 2,282 with a Master's degree and about 3,500 with a Bachelor in Education degree.*

Nilai-Nilai Teras Universiti Malaya adalah:  
Core Values of the Universiti Malaya are

P	O	I	S	E
PASSION	ONENESS	INTEGRITY	SINCERITY	EMPATHY
PASSION Kesungguhan	ONENESS Perpaduan	INTEGRITY Integriti	SINCERITY Keikhlasan	EMPATHY Empati

Fakulti Pendidikan menerima pakai peranan proaktif dalam usaha memenuhi era perubahan yang berterusan dalam bidang pendidikan. Ini termasuk penyemakan dan penelitian semula program dan kursus, penyemakan kurikulum dan instruksi untuk memasukkan, jika perlu, perubahan-perubahan yang berlaku dalam bidang pendidikan.

*The faculty is proactive in keeping pace with the ever-changing demands in the field of education. This includes the reappraisal of programmes and courses, curriculum revisions and departmental restructuring to accommodate new changes when necessary.*

Pada tahun 1970, pada dasarnya, struktur Fakulti Pendidikan adalah terdiri daripada lima bahagian yang berbeza. Bagaimanapun, oleh sebab perkembangan baru dan anjakan paradigma dalam sistem pendidikan, Fakulti Pendidikan telah melalui satu siri penstrukturran dan pembentukan semula organisasinya bagi membolehkan Fakulti ini memenuhi hasrat visi dan objektifnya. Pembentukan struktur organisasi terbaru Fakulti Pendidikan telah dilaksanakan pada tahun 2001 apabila jabatan-jabatan yang berikut ditubuhkan.

*In 1970, the structure of the faculty comprised five divisions. However, because of new developments and paradigm shifts in the educational system, the faculty had a series of restructuring and reorganization exercises to enable the faculty to realize its vision and objectives. The latest organizational restructuring was carried out in 2001 resulting in the formation of the following departments.*

- Jabatan Asas Pendidikan dan Kemanusiaan  
*Department of Educational Foundations and Humanities*
- Jabatan Psikologi Pendidikan dan Kaunseling  
*Department of Educational Psychology and Counselling*
- Jabatan Pengurusan, Perancangan dan Dasar Pendidikan  
*Department of Educational Management, Planning and Policy*

- Jabatan Pendidikan Bahasa dan Literasi  
*Department of Language and Literacy Education*
- Jabatan Pendidikan Matematik dan Sains  
*Department of Mathematics and Science Education*
- Jabatan Kurikulum dan Teknologi Pengajaran  
*Department of Curriculum and Instructional Technology*

Di samping menawarkan kursus-kursus peringkat ijazah tinggi, sejak permulaan penubuhannya, Fakulti Pendidikan terlibat dalam beberapa program ijazah dasar. Salah satu daripada program ini ialah program Ijazah Sarjana Muda Sains dengan Pendidikan. Program ini dimulakan bersama dengan Fakulti Sains Universiti Malaya pada tahun 1975 bagi memenuhi permintaan yang tinggi untuk guru-guru sains dan matematik bagi peringkat sekolah menengah atas. Selain itu, program ijazah Sarjana Muda Pendidikan Islam juga telah diperkenalkan pada tahun 1982. Kursus ini ditawarkan dengan kerjasama Akademi Pengajian Islam Universiti Malaya bagi menyediakan guru-guru untuk mengajar mata pelajaran Pendidikan Islam di sekolah-sekolah menengah.

*Besides offering courses at the postgraduate level since its inception, the Faculty also conducts undergraduate programmes. Among these programmes is the Bachelor of Science with Education (B.Sc.Ed.). The programme was initiated jointly with the Faculty of Science in 1975, to meet the great demand for science and mathematics teachers at the upper secondary level. Another programme is the Bachelor of Islamic Education (B. Islamic Ed.) which was introduced in 1982. This course is conducted jointly with the Academy of Islamic Studies, Universiti Malaya, to prepare teachers to teach Islamic Studies in schools.*

Pada tahun 1980, Fakulti Pendidikan mula menawarkan program ijazah dasarnya sendiri, iaitu Sarjana Muda Pendidikan Bahasa Inggeris Sebagai Bahasa Kedua (PBISBK). Program ini dilaksanakan dengan kerjasama Fakulti Sastera dan Sains Sosial. Satu program ijazah dasar dalam Pendidikan Awal Kanak-Kanak ditawarkan buat pertama kalinya pada tahun 1998 dan diikuti dengan satu lagi program ijazah dasar yang membawa kepada penganugerahan ijazah Sarjana Muda Kaunseling in 1997. Program Sarjana Muda Pendidikan (Pengajaran Bahasa Tamil) ditawarkan pada tahun 2000 dan pengambilan kumpulan pelajar terakhir bagi program tersebut ialah pada tahun 2004. Pada tahun 2004, Sarjana Muda Pendidikan (Pengajaran Bahasa Inggeris Sebagai Bahasa Kedua) Pendidikan Rendah telah ditawarkan.

*In 1980, the Faculty started its own undergraduate programme the Bachelor of Education in the Teaching of English as a Second Language (B. Ed. TESL). The programme is being run in collaboration with the Faculty of Arts and Social Sciences. Other degree programmes offered by the Faculty include the Bachelor of Early Childhood Education which commenced in 1998 followed by the Bachelor of Counselling in 1997. An undergraduate program in Early Childhood Education was offered for the first time in 1998 and followed with another undergraduate program leading to the Bachelor of Counselling. Bachelor of Education (Teaching of Tamil Language) was offered in 2000 with the last intake for the programme being in 2004. In 2004, the Bachelor of Education (Teaching English as a Second Language) Primary Education was offered. Besides the above programmes, the Faculty is also involved in joint programmes with other faculties. Other programmes are the Bachelor of Education (Teaching of Tamil) conducted jointly with the Faculty of Arts and Social Sciences and the Bachelor of Language and Linguistics with Education (Chinese) conducted jointly with the Faculty of Languages and Linguistics.*

Pada masa ini program sarjana muda yang ditawarkan di Fakulti Pendidikan adalah seperti berikut:  
*Currently the Faculty offers the following undergraduate programmes:*

1. Sarjana Muda Pendidikan Pengajaran Bahasa Inggeris Sebagai Bahasa Kedua  
*Bachelor of Education Teaching English as a Second Language*
2. Sarjana Muda Pendidikan Awal Kanak-Kanak  
*Bachelor of Early Childhood Education*
3. Sarjana Muda Kaunseling  
*Bachelor of Counseling*

Peranan Fakulti Pendidikan tidak terhad kepada pendidikan guru sahaja. Setiap ahli Fakulti mempunyai kepakaran tersendiri dalam bidang pendidikan, dan kebanyakan ahli akademik di Fakulti ini berkhidmat sebagai penasihat atau pakar runding kepada Kementerian Pendidikan Malaysia dan berbagai-bagai organisasi. Setengah-setengah daripada mereka bertugas rapat dengan agensi-agensi antarabangsa termasuk Bank Dunia, UNESCO, UNICEF, IBRD, RECSAM, dan RELC. Semua staf Fakulti ini terlibat secara aktif dalam penyelidikan, dan sejumlah besar kertas kerja dan artikel telah diterbitkan di kedua-dua peringkat, tempatan dan antarabangsa. Kebanyakan geran penyelidikan ditaja oleh Universiti Malaya atau agensi dalam dan luar negara.

*The Faculty's role is not limited to teacher education. Each Faculty member has his/her own area of expertise in a particular field of education and many serve as advisers or consultants to the Ministry of Education and various organisations. Some members of the Faculty work closely with overseas and international agencies including the World Bank, UNESCO, UNICEF, IBRD, RESCAM and RELC. All academic staff members are actively involved in research and numerous papers and articles have been published in both local and international journals. Research by faculty members is largely sponsored by grants from the University or agencies from within and outside the country.*

Fakulti Pendidikan telah memulakan usaha ke arah misinya untuk menjadikan Fakulti ini sebagai satu pusat pendidikan ijazah tinggi dalam bidang pendidikan yang membawa kepada penganugerahan ijazah sarjana dan doktor falsafah. Fakulti berhasrat untuk mengeluarkan pendidik berijazah tinggi bagi memenuhi permintaan sistem pendidikan yang dinamik. Dengan kekuatan semasa kakitangan akademik, yang hampir kepada 100 orang, berbanding dengan jumlah staf yang tidak seberapa, iaitu hanya lima orang, pada tahun 1963, tidaklah menghairankan bahawa Fakulti mempunyai sekumpulan pakar berbakat yang boleh memberikan sumbangan yang lebih besar kepada perkembangan dalam bidang pendidikan.

*The Faculty of Education has embarked on a mission to enhance its role as a centre for higher degrees in education. The Faculty aims to produce more postgraduate educators to meet the demands of a dynamic education system. With the present academic staff strength of nearly 100 members compared to only five in 1963, the Faculty can proudly claim to have a pool of talented expertise with the ability to make greater contributions to development in the field of education.*

Fakulti Pendidikan mempunyai jumlah terbesar pelajar ijazah tinggi untuk mengikuti pengajian ijazah sarjana dan doktor falsafah di Universiti Malaya. Di antara calon, yang terdiri daripada rakyat Malaysia, terdapat calon ijazah tinggi dari luar negara seperti Libya, Thailand, Brunei, Fiji, Sri Lanka, Cook Island, Samoa, China, Afrika, dan lain-lain. Dengan kehadiran pelajar dari luar negara, pendedahan dan latihan menjadi lebih luas apabila setiap pelajar dapat berkongsi pandangan dan pengalaman lepas.

*The Faculty of Education has one of the largest number of postgraduate students pursuing either the Master or PhD degrees at the Universiti Malaya. While most of these graduate students are Malaysians, there are also postgraduate students who come from foreign countries like Indonesia, Iran, Iraq, Algeria, Libya, Thailand, Brunei, Fiji, Sri Lanka, the Cook Islands, Samoa, China and several African countries. With the presence of international students, the exposure and training received is enriching as students are able to share their diverse experiences and views.*

Fakulti Pendidikan menawarkan pelbagai pilihan dalam bidang pengajian untuk ijazah Sarjana Pendidikan. Di antaranya ialah bidang:

*The Faculty of Education offers many fields of study for the Master of Education degree. These include:*

1. Perkembangan Kurikulum  
*Curriculum Development*
2. Perancangan dan Pentadbiran  
*Planning and Administration*
3. Pendidikan Jasmani dan Kesihatan  
*Physical and Health Education*
4. Psikologi Pendidikan  
*Educational Psychology*
5. Pengukuran dan Pentaksiran  
*Measurement and Evaluation*
6. Pendidikan Khas  
*Special Education*
7. Pendidikan Bahasa Arab  
*Arabic Language Education*
8. Pendidikan Bahasa Inggeris sebagai Bahasa Kedua  
*English Language Education as a Second Language*
9. Pendidikan Bahasa Malaysia  
*Bahasa Malaysia Education*
10. Pendidikan Matematik  
*Mathematics Education*

11. Pendidikan Sains  
*Science Education*
12. Sosiologi Pendidikan  
*Sociology of Education*
13. Pendidikan Islam  
*Islamic Education*
14. Pendidikan Nilai dan Kemanusiaan  
*Values Education and Humanities*
15. Pendidikan Seni Visual  
*Visual Arts Education*
16. Pendidikan Awal Kanak-Kanak  
*Early Childhood Education*
17. Dan pengajian-pengajian bidang lain yang mungkin ditawarkan dari semasa ke semasa  
*Other areas of study, which may be offered from time to time*

Di samping program Sarjana Pendidikan di atas, Fakulti juga menawarkan beberapa program profesional. Di antaranya ialah:

*Besides the Master of Education programme, the Faculty also offers the following postgraduate programmes:*

1. Sarjana Kaunseling Professional  
*Master of Professional Counselling*
2. Sarjana Pengurusan Pendidikan  
*Master of Educational Management*
3. Sarjana Teknologi Pengajaran (Reka Bentuk Pengajaran)  
*Master of Instructional Technology (Instructional Design)*
4. Sarjana Pendidikan Matematik dengan Teknologi  
*Master of Mathematics Education with Technology*
5. Sarjana Pendidikan Sains dengan Teknologi Maklumat  
*Master of Science Education with Information Technology*

Fakulti Pendidikan menawarkan program Doktor Falsafah secara Penyelidikan dan juga secara Mod Campuran. Bagi Program Doktor Falsafah secara Mod Campuran 3 bidang ditawarkan buat masa ini adalah;

*The Doctor of Philosophy (PhD) programme is conducted either by research in 19 areas of study, or by mixed mode in three areas of specialisation namely:*

1. Kurikulum dan Pengajaran  
*Curriculum and Instruction*
2. Pengurusan dan Dasar Pendidikan  
*Education Management and Policy*
3. Kaunseling  
*Counseling*

Fakulti Pendidikan turut menawarkan program Diploma Pascasiswa Pendidikan secara kerja kursus yang merangkumi bidang-bidang pengkhususan seperti berikut:

1. Fizik  
*Physics*
2. Kimia  
*Chemistry*
3. Biologi  
*Biology*
4. Matematik  
*Mathematic*
5. Sains Komputer  
*Computer Science*
6. Kejuruteraan  
*Engineering*
7. Pendidikan Jasmani dan Kesihatan  
*Physical and Health Education*
8. Pendidikan Islam  
*Islamic Education*
9. Pendidikan Tahfiz  
*Tahfiz Education*
10. Bahasa Malaysia  
*Malay Language*
11. Teknologi Pengajaran  
*Instructional Technology*
12. Bahasa Cina  
*Chinese Language*
13. Pendidikan Sejarah  
*History Education*
14. Dan bidang pengkhususan lain yang mungkin ditawarkan dari semasa ke semasa  
*Other areas of study, which may be offered from time to time*

Walaupun pada asalnya bahasa pengantar pengajian kebanyakannya dilaksanakan melalui pengantar Bahasa Melayu, namun semakin banyak kursus ditawarkan melalui pengantar Bahasa Inggeris. Ini membolehkan para pelajar luar negara yang tidak fasih dalam Bahasa Melayu dapat mengikuti pengajian ijazah tinggi melalui pengantar Bahasa Inggeris di Fakulti ini. Secara praktikal, semua staf akademik Fakulti Pendidikan adalah tenaga akademik dwibahasa, iaitu mereka berkompeten dalam kedua-dua Bahasa Melayu dan Inggeris. Untuk pelajar dari luar negara yang tidak menguasai bahasa Melayu, Fakulti ini menyediakan, sebaik mungkin, tatacara pengajian khas, agar mereka dapat meneruskan pengajian kursus mereka dalam Bahasa Inggeris.

*Although the official medium of instruction for the Masters and PhD programmes is Malay, most of the courses are taught in English. This is to enable foreign students who are not proficient in the Malay language to pursue their postgraduate studies at the Faculty. In effect, all staff members are bilingual, that is, they are proficient in the Malay language as well as in English. For students from overseas who do not master the Malay language, the Faculty provides, as far as possible, special education procedures, so that they can continue their course of study in English.*

# **CARTA ORGANISASI ORGANIZATION CHART**

FAKULTI PENDIDIKAN UNIVERSITI MALAYA  
FACULTY OF EDUCATION UNIVERSITY OF MALAYA



# Carta Organisasi Akademik Fakulti Pendidikan, Universiti Malaya

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Timbalan Dekan (Ijazah Tinggi) <i>Deputy Dean (Higher Degree)</i>	: <b>Proesor Madya Dr. Zaharah Binti Hussin</b> <b>Assoc. Professor Dr. Zaharah Hussin</b> BIsEdHons, MEd(Mal), PhD(UKM)
Timbalan Dekan (Ijazah Dasar) <i>Deputy Dean (Basic Degree)</i>	: <b>Dr. Suzieleez Syrene Abdul Rahim</b> <b>Dr. Suzieleez Syrene Abdul Rahim</b> BScEd(Hons)(Mal), MEd(Mal), PhD(Western Australia)
Timbalan Dekan (Hal Ehwal Pelajar) <i>Deputy Dean (Student Affair)</i>	: <b>Mohd Nazri Abdul Rahman</b> B.EconomicsHons, M.Education, PhD(Mal)
Pengurus (Pentadbiran) <i>Administrative Manager</i>	: <b>Shahrul Nizam Mahfudz</b> BHSc(Hons)(IIUM), MEdM(Mal)
Penolong Pendaftar Kanan (Ijazah Tinggi) <i>Senior Assistant Registrar (Higher Degree)</i>	: <b>Nor Aizan Zainuddin</b> BEc(Hons)(Mal)
Penolong Pendaftar (Ijazah Dasar) <i>Assistant Registrar (Undergraduate Degree)</i>	: <b>Nur Syazana Mohammad Nizar</b> BBM (Hons.)(MSU), MCHS (UKM)
Penolong Pendaftar (Penyelidikan, Penciptaan Nilai & Perusahaan) <i>Assistant Registrar (Research, Value Creation &amp; Enterprise)</i>	: <b>Puan Farah Nadiah Nordin</b> B. Sc. Physics (Hons)(UM), M.Sc. Physics (UM)
Penolong Pendaftar (Editor Bahasa) <i>Assistant Registrar (Language Editor)</i>	: <b>Cik Nur Amirah Syafiqah Mohd Almizat</b> B.A ELS (Hons)(UKM)

**AHLI-AHLI FAKULTI  
FACULTY MEMBERS**

**JABATAN ASAS PENDIDIKAN DAN KEMANUSIAAN  
DEPARTMENT OF EDUCATIONAL FOUNDATIONS AND HUMANITIES**

- Ketua  
*Head of Department* : **Azni Yati Kamaruddin**  
B.Ed (Tesl) (Hons) (Mal), M.Ed (Mal), Ph.D (Victoria)
- Profesor Madya  
*Associate Professor* : **Vishalache Balakrishnan**  
CertEd(MPIK), Specialist CertEd(MPIK), BEdTESLHons(Mal), MEd(Mal),  
PhD(VUM,NZ), CertESOL(NZ)
- : **Zaharah Hussin**  
BlsEdHons, MEd(Mal), PhD(UKM)  
**Syed Kamaruzaman Syed Ali**  
BEd(UNIMED), MSc(UPM), PhD(UPSI)
- Pensyarah Kanan  
*Senior Lecturer* : **Abd. Razak Zakaria**  
BAHons(UKM), MA(UKM), PhD(Mal)
- : **Abdul Muhsien Sulaiman**  
BlsEd, MEd, PhD(Mal)
- : **Azni Yati Kamaruddin**  
B.Ed (Tesl) (Hons) (Mal), M.Ed (Mal), Ph.D (Victoria)
- : **Che Aleha Ladin**  
CertEd(MPTB), Bed(Hons) Art, Med(art), PhD(UPSI)
- : **Mohammad Ismath Ramzy**  
BA (Hons), MA(ISU), MA (AMIUM), PhD (UIAM)
- : **Wail Muin Alhaj Said Ismail**  
BSc, MEd, PhD(Yarmok)
- Nur Nabihah Mohamad Nizar**  
B.Ed(UiTM), M. Ed (UiTM), Ph.D Ed (UiTM)
- Pensyarah  
*Lecturer* : **Mohd Faisal Mohamed**  
BJuris(AI al-Bayt), MA(Portsmouth)
- : **Rahimi Md Saad**  
BAHons(Yarmouk), DipEd(IIUM), MEd(Mal)

**JABATAN PENDIDIKAN BAHASA DAN LITERASI**  
**DEPARTMENT OF LANGUAGE AND LITERACY EDUCATION**

Ketua <i>Head of Department</i>	: <b>Shanina Sharatol Ahmad Shah</b> BEdTESOLHons(Surrey,UK), MEdTESL (Mal), PhD(Mal)
Profesor Kehormat <i>Honorary Professor</i>	: <b>Abdul Jalil Othman (Dato')</b> CertEd(MPSAH), BEdHons(UPM), MEd(Mal), PhD(Mal)
Profesor <i>Professor</i>	: <b>Juliana Othman</b> BEdTESOLHons(Moray Hse, UK), MA, PhD(Reading)
Profesor Madya <i>Associate Professor</i>	: <b>Adelina Asmawi</b> BEdTESLHons, MEd(Tech)(Mal), PhD(Melbourne) : <b>Chew Fong Peng</b> BAHons, DipEd(UKM), MA, PhD(UKM) : <b>Muhammad Azhar Zailaini</b> BAHons(Morocco), DipEd(IIUM), MEd(Mal), PhD(Mal) : <b>Zawawi Ismail</b> BAHons(Yarmouk), DipEd(IIUM), MEd(UKM), PhD(UKM) : <b>Zuwati Hasim</b> BEdTESLHons, MAESL(UKM), PhD(Waikato,NZ)
Pensyarah Kanan <i>Senior Lecturer</i>	: <b>Fatiha Senom</b> BEdTESL(Mal), PhD(Mal) : <b>Huzaina Abdul Halim</b> CertEd(MPIK),DipBanking(ITM),BEdTESLHons,MScTESL(UPM), PhD(London) : <b>Lim Jia Wei</b> BEd(TESL), M.A.(Mal), MPhil, PhD(Cambridge) : <b>Lo. Yueh Yea</b> <i>B.Ed (Hons) TESL (Plymouth, UK &amp; SEGi), M.Ed Eng. Lang. Edu (UM), PhD (UM),</i> : <b>Mohd Rashid Mohd Saad</b> BEdTESLHons(UKM), MEd(Leeds), PhD(Mal) : <b>Shanina Sharatol Ahmad Shah</b> BEdTESOLHons(Surrey,UK), MEdTESL (Mal), PhD(Mal) : <b>Simah Mamat</b> BEd (UPM), MEd(UPM), PhD(UPM)

**JABATAN PENDIDIKAN MATEMATIK DAN SAINS**  
**DEPARTMENT OF MATHEMATICS AND SCIENCE EDUCATION**

- Ketua  
*Head of Department* : **Rose Amnah Abd. Rauf**  
BScEd(UTM), MSc(Warwick), PhD(UKM)
- Profesor Kehormat  
*Honorary Professor* : **Rohaida Mohd Saat**  
BSc(Indiana), MScEd(Indiana), PhD(UPM)
- Profesor Madya  
*Associate Professor* : **Hutkemri**  
SPd(UNRI), MEd(UKM), PhD(UKM)  
: **Leong Kwan Eu**  
BScEd(Hons)(Mal), MMEdICT(Mal), MSc(Columbia), MA(Columbia),  
MPhil(Columbia), PhD(Columbia, New York)  
: **Rose Amnah Abd. Rauf**  
BScEd(UTM), MSc(Warwick), PhD(UKM)
- Pensyarah Kanan  
*Senior Lecturer* : **Chua Kah Heng**  
BScEd(USM), MEd(USM), PhD(USM)  
: **Edy Hafizan Mohd Shahali**  
BEng(Hons) Biochemical Engineering(UKM), MEd(UKM), PhD(UKM)  
: **Hidayah Mohd Fadzil**  
BScEd(Mal), PhD(Mal)  
: **Mohd Nor Syahrir Abdullah**  
BSc(UKM), MEd(USM), PhD(USM)  
: **Mohd Razip Bajuri**  
BScEd. Math(UTM), MEd. Phy(UTM), PhD.(UKM)  
: **Renuka a/p V.Sathasivam**  
BSc(Mal), MEd(Mal), MSc(Mal), PhD(Mal)  
: **Suzieleez Syrene Abdul Rahim**  
BScEd(Hons)(Mal), MEd(Mal), PhD(Western Australia)

**JABATAN PSIKOLOGI PENDIDIKAN DAN KAUNSELING**  
**DEPARTMENT OF EDUCATIONAL PSYCHOLOGY AND COUNSELING**

Ketua <i>Head of Department</i>	:	<b>Azmawaty Mohamad Nor</b> B.Business(Property) (Melbourne), MCouns, PhD(Mal)
Profesor <i>Professor</i>	:	<b>Jas Laile Suzana Jaafar</b> BAHons, DipEd (UKM), MSc(Belfast), PhD (Lancaster) <b>Loh Sau Cheong</b> CertEd, BEdHons(UKM), MSc, PhD(UPM)
Profesor Madya <i>Associate Professor</i>	:	<b>Fonny Dameaty Hutagalung</b> BPsyc(UMA), MA, PhD(UKM) <b>Lau Poh Li</b> BCouns, PhD(Mal) <b>Melati Sumari</b> BIsEdHons, MEd(Mal), PhD(W Michigan) <b>Rafidah Aga Mohd Jaladin</b> CertEd(S.Australia), BScHons(UWA), MCouns(Mal), PhD(Monash)
Pensyarah Kanan <i>Senior Lecturer</i>	:	<b>Ahmad Shamsuri Muhamad</b> BCouns, MCouns, PhD(Mal) <b>Amira Najiha Yahya</b> BSc (Human Development & IT), MSc, PhD (UPM) <b>Azmawaty Mohamad Nor</b> B.Business(Property) (Melbourne), MCouns, PhD(Mal) <b>Ida Hartina Ahmed Tharbe</b> BScHons(Kent), MA(UPM), PhD(UKM) <b>Madhya Zhagan a/l Ganesan</b> B.Sp.Ed, M.Sp.Ed, PhD(UKM) <b>Mohd Nazri Abdul Rahman</b> B.EconomicsHons, M.Education, PhD(Mal) <b>Norfaezah Md. Khalid</b> BCouns, PhD(Mal) <b>Norsafatul Aznin A. Razak</b> BCouns, PhD(Mal) <b>Siaw Yan Li</b> Bsc(Human Development), MSc, PhD. (UPM)

**JABATAN KURIKULUM DAN TEKNOLOGI PENGAJARAN**  
**DEPARTMENT OF CURRICULUM AND INSTRUCTIONAL TECHNOLOGY**

Ketua <i>Head of Department</i>	:	<b>Siti Hajar Halili</b> BScHons(UiTM), MAEdTech(USM), PhD(USM)
Profesor Kehormat <i>Honorary Professor</i>	:	<b>Saedah Siraj</b> BAHons(UM), DipEd, MEd(UM), PhD(Pittsburgh)
Profesor Madya <i>Associate Professor</i>	:	<b>Norlidah Alias</b> BEng(Monash), MEd(Mal), PhD(Mal) <b>Farrah Dina Yusop</b> B. Mgt.Edu(Info Tech) (Hons)(UUM), MIT(UM)(Mal), PhD (Iowa State) <b>Rafiza Abdul Razak</b> BEdTESL(Hons)(UKM), MEd(Mal), PhD(UIA) <b>Siti Hajar Halili</b> BScHons(UiTM), MAEdTech(USM), PhD(USM)
Pensyarah Kanan <i>Senior Lecturer</i>	:	<b>Chin Hai Leng</b> DipEd(UKM), BAHons(UKM), MMgmt(UM), PhD(UM) <b>Mohd Shahril Nizam Shaharom</b> BScComp(UTM), Med(UTM), PhD(UM) <b>Norharyanti Mohsin</b> B.Usuluddin (UM), M.IT (UM), PhD(UM) <b>Norhashimi Saad</b> BEdHons(Mal), MAED(Warwick) <b>Nor Nazrina Mohamad Nazry</b> BTech(Hons) (UTP), MComp (ANU), PhD (Sheffield) <b>Tee Meng Yew</b> BSc(Kansas), BA(Kansas), MBA(Kansas), PhD(Kansas) <b>Umi Kalsum Mohd Salleh</b> BAHons(USM), DipEd(USM), MEd(UKM), PhD(Adelaide) <b>Zamzami Zainuddin</b> B.Ed (UIN Ar-Raniry), M.IT (UM), PhD (HKU)

**JABATAN PENGURUSAN, PERANCANGAN DAN DASAR PENDIDIKAN**  
**DEPARTMENT OF EDUCATIONAL MANAGEMENT, PLANNING AND POLICY**

Ketua <i>Head of Department</i>	: <b>Muhammad Faizal A. Ghani</b> BBA(UUM), DipEd(MTC), ESL(Indiana), MBA(UKM), PhD(Mal)
Profesor Madya <i>Associate Professor</i>	: <b>Ahmad Zabidi Abdul Razak</b> BEdHons, MEd(Mal), PhD(Massey, New Zealand) : <b>Husaina Banu Kenayathulla</b> BAct(UIA), DipEd(UIA), MEd(Mal), MSCED(Indiana), PhD(Indiana,USA) : <b>Kazi Enamul Hoque</b> BA(Dhaka), B.Ed(Rejshahi), MSS(Dhaka), M.Ed(Darul Ehsan), PhD(USM) : <b>Muhammad Faizal A. Ghani</b> BBA(UUM), DipEd(MTC), ESL(Indiana), MBA(UKM), PhD(Mal) : <b>Zuraidah Abdullah</b> DipEd(Mal), BA(Mal), MPRinc(Mal), PhD(Mal)
Pensyarah Kanan <i>Senior Lecturer</i>	: <b>Donnie Adams a/l Paramasivam</b> BEd(Hons), PhD (Mal) : <b>Intan Marfarrina Binti Omar</b> BA (UTM), PhD (UTM) : <b>Kenny Cheah Soon Lee</b> BSc (UPM), MEd (Mal), PhD (Mal) : <b>Norfariza Mohd Radzi</b> BAcc(Uniten), MBA(UPM), PhD(Mal)

**KAKITANGAN SOKONGAN**  
**SUPPORT STAFF**

**Pejabat Dekan**  
*Dean's Office*

Hafiz Jamaludin  
Mohd Rafi Bakri  
Rosilawati Wahab

**Pejabat Timbalan**  
*Deputy Dean's Office*

Hannah Mirza Abdul Halim  
Halim@Rizal Mat Said  
Melissa Mohamad Nor  
Nur Fathin Liyana Zulkifl

**Jabatan**  
*Deparment*

Ayu Mustika Hasbullah  
Fauziah Abdul Bab  
Norkusharina Nasir  
Salmah Abu Othman  
Shahida Mahamud  
Siti Hajar Othman

**Pejabat Am**  
*General Office*

Juriza Mahidin  
Mariamah Muhammad  
Mohamad Azraie Abdul Halim  
Norhasanah Sumadi  
Siti Mawadah Binti Mohd Shakir

**Ijazah Tinggi** *Higher Degree*

Faizah Bidain  
Fazlina Zakaria  
Muhamat Yufpri Mat Inun  
Norasnira Abdullah Sani  
Puan Nik Hasmainie Nik Him  
Nordiana Karim  
Norziana Maznun  
Sathakumari a/p Sithanatham  
Sunita Abdul Aziz

**Ijazah Dasar** *Undergraduate Degree*

Helwa Rahiza Ahmad Saldi  
Mohd Salehuddin Md Zin  
Janathal a/p Karuppaya

**Bilik Dokumen & Rekod**  
*Record & Document Room*

Encik Mohd Hisham Mohd Salleh

**KAKITANGAN SOKONGAN  
SUPPORT STAFF**

**Unit Kemudahan  
Facilities Units**

**Blok A Block A**

Mohd Hakimin Sharuddin  
Yusuf Hamzah

**Blok B Block B**

Mohd Adizainal Mohd Tahawi  
Mohd Hasri Che Ros

**Blok C Block C**

Mohd Hakimin Sharuddin  
Ahmad Afandi Ayub

**Blok D Block D**

Norfazana Muzi  
Ahmad Afandi Ayub

**Blok E Block E**

Mohd Hasri Che Ros  
Azry Nizam Wahid

**Auditorium Auditorium**

Mohd Hakimin Sharuddin  
Azy Nizam Wahid  
Mohd Adizainal Mohd Tahawi

**Menara Pendidikan Education Tower**

Mohd Hasri Che Ros  
Azri Nizam Wahid

**Blok Pentadbiran Administrative Block**

Norfazana Muzi  
Yusuf Hamzah

**Makmal Sains Serbaguna Multipurpose Science Laboratory**

Azlan Aziz  
Habibah Az-Zahra Abd Rahim

**Pusat Pencetus Bakat & Latihan Industri (CITra)**

*Centre for the Initiation of Talent & Industrial Training Centre (CITra)*  
Norfazana Muzi  
Ahmad Afandi Ayub

**Bangunan Hub Penyelidikan Pasca Siswazah Research Hub**

Ahmad Afandi Ayub  
Azry Nizam Wahid  
Mohd Adizainal Mohd Tahawi  
Mohd Hakimin Sharuddin  
Mohd Hasri Che Ros  
Norfazana Muzi  
Yusuf Hamzah

**PERATURAN-PERATURAN  
UNIVERSITI MALAYA (IJAZAH  
DOKTOR FALSAFAH) 2019  
UNIVERSITY OF MALAYA (DEGREE  
OF DOCTOR OF PHILOSOPHY)**



**PROGRAM IJAZAH DOKTOR  
FALSAFAH  
*DOCTOR OF PHILOSOPHY*  
PROGRAMMES**

**SESI/SESSION 2022/2023**

# **DOKTOR FALSAFAH SECARA PENYELIDIKAN DOCTOR OF PHILOSOPHY BY RESEARCH**

Program / Programme	: Doktor Falsafah / Doctor of Philosophy
Kod Program / Programme Code	: PVA
Mod Program / Programme Mode	: Penyelidikan / Research

## **KAEDAH-KAEDAH UNIVERSITI MALAYA (IJAZAH KEDOKTORAN) 2019 UNIVERSITY OF MALAYA (DOCTORAL DEGREE) RULES 2019**

### **1. Jenis Program/ Programme Type**

Program ini adalah secara Penyelidikan sepenuhnya dimana di akhir program membawa kepada penghasilan tesis.

*This is a programme by research, which will lead to the production of a thesis.*

### **2. Struktur Program / Programme Structure**

Setelah didaftarkan, calon akan mengikuti kursus pengajian tinggi yang diluluskan (mungkin termasuk kerja kursus yang ditetapkan) dan penyelidikan di bawah arahan dan penyeliaan penyelia (atau penyelia-penyselia) bagi tempoh tidak kurang dari empat semester bagi calon penuh masa dan tidak kurang dari enam semester bagi calon sambilan.

Tertakluk kepada persetujuan Senat, seseorang calon mungkin dibenarkan mengikuti kursus pengajian dan penyelidikannya di universiti atau di institusi pendidikan/penyelidikan lain. Sekiranya tempat penyelidikan yang diluluskan itu terletak di luar dari Malaysia, calon itu dikehendaki memenuhi syarat bermastautin selama dua belas bulan di Universiti Malaya.

*After registration, the candidate will undergo a higher education course that is approved (this might include a fixed coursework) and research under the direction and supervision of the supervisor (or supervisors) for a duration of at least four semesters for full time candidates and at least six semesters for part time candidates.*

*Subject to the consent of the Senate, a candidate may be allowed to follow courses of study and research in other universities or other educational/research institutions. If the approved research site is located outside Malaysia, the candidate is required to meet the requirements of twelve months residence at the University of Malaya*

### **3. Syarat Kemasukan/ Admission Requirements**

Kelayakan masuk untuk mengikuti program ini adalah seperti berikut:

*The programme's admissions requirements are as follows:*

- (1) Ijazah Sarjana secara Penyelidikan; ATAU  
*Master's Degree by Research; OR*
- (2) Ijazah Sarjana secara Kerja Kursus atau Mod Campuran dengan PNGK tidak kurang daripada 3.7; ATAU  
*Master's Degree by Coursework or Mixed Mode with a CGPA of at least 3.7; OR*
- (3) Ijazah Sarjana secara Mod Kerja Kursus atau Mod Campuran dengan PNGK 2.0 hingga 3.69 dan kelayakan Ijazah Sarjana Muda dengan PNGK tidak kurang daripada 3.0; ATAU  
*Master's Degree by Coursework or Mixed mode with a CGPA between 2.0 to 3.69 and a Bachelor's Degree with a CGPA or at least 3.0 OR*
- (4) Ijazah Sarjana secara Kerja Kursus atau Mod Campuran dengan PNGK 2.0 hingga 3.69 dan kelayakan Ijazah Sarjana Muda dengan PNGK 2.5 hingga 2.99 serta memenuhi sekurang-kurangnya satu (1) daripada kriteria berikut:

*Master's Degree by Coursework or Mixed mode with a CGPA between 2.0 to 3.69 and a Bachelor's Degree with a CGPA between 2.5 to 2.99 and fulfills at least one (1) of the following criteria:*

- (a) Mempunyai sekurang-kurangnya tiga (3) tahun pengalaman kerja dalam bidang yang berkaitan; atau  
*Has at least three (3) years of working experience in relevant fields; or*
  - (b) Menghasilkan penerbitan dalam bidang yang berkaitan; atau  
*Has published in relevant fields; or*
  - (c) Adalah penerima basiswa; atau  
*Is a scholarship holder; or*
  - (d) Merupakan kakitangan Agensi Kerajaan;  
*Is a Government Agency employee*
  - (e) Lulus temuduga di peringkat PTj; atau  
*Has passed an interview by the respective department/faculty; or*
  - (f) Lulus Penilaian Khas PTj.  
*Has passed an evaluation as deemed appropriate by the respective department/faculty*
- (5) Ijazah Sarjana secara Kerja Kursus atau Mod Campuran dengan PNGK 2.00 hingga 3.69 dan kelayakan Ijazah Sarjana Muda dengan PNGK 2.00 hingga 2.49 serta memenuhi sekurang-kurangnya dua (2) daripada kriteria berikut:  
*Master's Degree by Coursework or Mixed mode with a CGPA between 2.0 to 3.69 and a Bachelor's Degree with a CGPA between 2.5 to 2.49 and fulfills at least two (2) of the following criteria:*
- (a) Mempunyai sekurang-kurangnya lima (5) tahun pengalaman kerja dalam bidang yang berkaitan; atau  
*Has at least five (5) years of working experience in relevant fields; or*
  - (b) Menghasilkan sekurang-kurangnya satu (1) penerbitan dalam jurnal berwasit dalam bidang yang berkaitan; atau  
*Has published at least one (1) article in a refereed journal in a relevant field; or*
  - (c) Lulus temuduga di peringkat PTj; atau  
*Has passed an interview by the respective department/faculty; or*
  - (d) Lulus Penilaian Khas PTj.  
*Has passed an evaluation as deemed appropriate by the respective department/faculty*

**Syarat Bahasa Inggeris untuk Calon Antarabangsa**

***English Requirements for International Candidates***

**Calon yang Menulis Tesis dalam Bahasa Inggeris**

**Candidates who wish to produce a thesis in English**

Mempunyai kelulusan lain yang diiktiraf setaraf dengannya oleh Kerajaan Malaysia dan diperakuan oleh Senat Universiti Malaya.

*Has other equivalent qualifications recognised by the Malaysian Government and approved by the University of Malaya Senate*

Dan  
and

Memperolehi skor minimum band 5.5 bagi *International English Language Testing System (IELTS)(Academic)*.

*Obtain a minimum score of band 5.5 for the International English Language Testing Services*

(IELTS) (Academic).

Atau

or

Memperolehi skor minimum sebanyak 550 (*Paper based*), skor 213 (*Computer based*) atau skor 80 (*Internet based*) bagi *Test of English as a Foreign Language (TOEFL)*

*Obtain a minimum score of 550 (Paper based), score of 213 (Computer based) or score of 80 (Internet based) for the Test of English as a Foreign Language (TOEFL)*

Atau

or

Memperolehi Band 4 dan ke atas dalam *Malaysian University English Test (MUET)*;  
*Obtain Band 4 and above in the Malaysian University English Test (MUET);*

Atau

or

Memperolehi skor 42 dan ke atas dalam *Pearson Test of Academic English (PTE Academic)*;  
*Obtain a score of 42 and above in the Pearson Test of Academic English (PTE Academic);*

Atau

or

Memperolehi Gred C dan ke atas untuk subjek *English* dalam *General Certificate of Education (A Level), University of Cambridge*;  
*Obtain a Grade C and above in English for General Certificate of Education (A Level), University of Cambridge;*

Atau

or

Memperolehi Gred C dan ke atas dalam *Cambridge Assessment English: First (FCE)*;  
*Obtain a Grade C and above in the Cambridge Assessment English: First (FCE);*

Atau

or

Memperolehi Gred C dan ke atas dalam *Cambridge Assessment English: Advanced (CAE)*;  
*Obtain a Grade C and above in the Cambridge Assessment English: Advanced (CAE);*

Atau

or

Memperolehi Gred C dan ke atas dalam *Cambridge Assessment English: Proficiency (CPE)*.  
*Obtain a Grade C and above in the Cambridge Assessment English: Proficiency (CPE).*

Calon yang Menulis Tesis dalam Bahasa Malaysia atau Bahasa Arab.  
Candidates who wish to produce a thesis in Malay or Arabic.

Memperolehi skor minimum band 5.0 bagi *International English Language Testing System (IELTS)(Academic)* atau Memperolehi skor minimum sebanyak 500 bagi *Test of English as a Foreign Language (TOEFL)*

*Obtain a minimum band 5.0 for the International English Language Testing System (IELTS) (Academic) or a minimum score of 500 for the Test of English as a Foreign Language (TOEFL)*

Syarat Bahasa Malaysia untuk Calon Antarabangsa  
Malay Language Requirements for International Candidates

Bagi calon bukan warganegara dikehendaki menghadiri dan lulus kursus Bahasa Malaysia yang dikehendaki oleh Universiti sebelum dianugerahkan ijazahnya.

*Non-Malaysian citizens are required to attend and pass a Malay language course as required by the University before the degree is conferred.*

**4. Tempoh Pengajian/ Duration of study**

Tempoh Minimum : 4 Semester Biasa

Tempoh Maksimum : 12 Semester Biasa

*Minimum duration : 4 regular semesters*

*Maximum duration : 12 regular semesters*

**5. Bidang Penyelidikan/ Field of Research**

Fakulti Pendidikan menawarkan pelbagai bidang penyelidikan untuk Program Doktor Falsafah secara penyelidikan. Antara bidang penyelidikan tersebut termasuk:

*The Faculty of Education offers a range of research areas for the Doctoral Program. The available areas of research include:*

Pendidikan Seni / Art Education

Pendidikan Nilai / Values Education

Pendidikan Islam / Islamic Education

Sosiologi Pendidikan / Sociology of Education

Pendidikan Sains Sosial / Social Science Education

Perkembangan Kurikulum / Curriculum Development

Teknologi Pengajaran / Instructional Technology

Kurikulum dan Pengajaran / Curriculum and Instruction

Pengajaran Bahasa Inggeris Sebagai Bahasa Kedua / Teaching English as a Second Language

Pengajaran Bahasa Arab sebagai Bahasa Kedua / Teaching Arabic as a Second Language

Pendidikan Bahasa / Language Education

Pendidikan Matematik / Mathematics Education

Pendidikan Sains / Science Education

Pendidikan Jasmani / Physical Education

Perancangan dan Pentadbiran Pendidikan / Educational Planning and Administration

Pengurusan Pendidikan / Educational Management

Polisi dan Pengurusan Pendidikan / Educational Policy and Management

Psikologi Pendidikan / Educational Psychology

Pendidikan Khas / Special Education

Pengukuran dan Penilaian / Measurement and Evaluation

Kaunseling / Counselling

Pendidikan Awal Kanak-Kanak / Early Childhood Education

Kepimpinan Sekolah dan Pendidikan / Educational and School Leadership

Kepimpinan Pengajaran / Instructional Leadership

Kepimpinan Organisasi / Organisational Management

Keberkesanan dan Penambahbaikan Sekolah / School Effectiveness and Improvement

Kepimpinan Pendidikan dan Undang-Undang / Educational Leadership and Law

Kepimpinan Pendidikan / Educational Leadership

**6. PEMOHONAN SEBAGAI CALON DOKTOR FALSAFAH/ APPLICATION FOR PhD CANDIDATES**

- (1) Tiap-tiap calon dikehendaki mengemukakan kenyataan lengkap mengenai kelayakan dan pengalaman yang bersabitan. Sebagai tambahan, calon harus mengemukakan Prospektus menghuraikan penyelidikan yang dicadangkan. Huraian sepanjang 1,000 - 1,500 perkataan harus dilengkapi dengan

*Every candidate is required to submit a complete statement of qualifications and experience. In addition, candidates must submit the Prospectus describing the proposed research. Explanation over 1.000 to 1.500 words must be equipped with*

- (a) Latar belakang masalah yang akan diselidik, termasuk sorotan rujukan yang berkenaan  
*The background of the problem to be investigated, including the literature review*

- (b) Pernyataan masalah yang akan diselidik dan  
*Statement of the problem to be investigated and*
  - (c) Tujuan, kepentingan dan batasan kajian  
*The purpose, importance and limitations of the study*
- (2) Calon perlu menunjukkan pengetahuan yang cukup dengan mengemukakan kerangka teori (theoretical framework) bagi penyelidikan yang dirancangkan itu.  
*The candidate must demonstrate adequate knowledge by presenting theoretical framework (Theoretical framework) for the planned research.*
- (3) Biasanya calon dikehendaki menunjukkan bukti keupayaan penyelidikannya dalam bidang yang dipilih. Laporan daripada dua orang penyokong atau penilai yang dapat mempastikan pengalaman ini adalah dikehendaki. Calon mungkin juga dikehendaki menghadiri satu temuduga.  
*Normally, candidates are required to show evidence of research capabilities in selected areas. Report of two referees or assessors who will ensure existence of the relevant experience is required. Candidates may also be asked to attend an interview.*
- (4) Pemohon adalah dinasihatkan supaya mendapat nasihat dari kakitangan pendidikan sebelum mengemukakan prospektus mereka.  
*Applicants are advised to seek advice from the education staff before submitting their prospectus.*
- (5) Permohonan mestilah dibuat secara atas talian melalui laman web Institut Pengajian Siswazah. Semua permohonan akan dipertimbangkan oleh fakulti.  
*Application must be made online from the Institute of Graduate Studies website. All applications will be considered by the Faculty.*
- (6) Struktur Program / Programme Structure  
Setelah daftarkan, calon akan mengikuti kursus pengajian tinggi yang diluluskan (mungkin termasuk kerja kursus yang ditetapkan) dan penyelidikan di bawah arahan dan penyeliaan penyelia (atau penyelia-penyelia) bagi tempoh tidak kurang dari empat semester bagi calon penuh masa dan tidak kurang dari enam semester bagi calon sambilan.  
*Once registered, candidates will follow an approved course of higher education (may include prescribed course work) and research under the direction and supervision of the supervisor (or supervisors) for a period of not less than four semesters for full-time candidates and not less than six semesters for part-time candidates.*
- Tertakluk kepada persetujuan Senat, seseorang calon mungkin dibenarkan mengikuti kursus pengajian dan penyelidikannya di universiti atau di institusi pendidikan/ penyelidikan lain. Sekiranya tempat penyelidikan yang diluluskan itu terletak di luar dari Malaysia, calon itu dikehendaki memenuhi syarat bermastautin selama dua belas bulan di Universiti Malaya.  
*Subject to the consent of the Senate, a candidate may be allowed to follow courses of study and research in other universities or other educational/research institutions. If the approved research site is located outside Malaysia, the candidate is required to meet the requirements of twelve months residence at the University of Malaya.*
- (7) Tempoh Pencalonan / Candidature Period  
Tempoh maksimum pencalonan seorang calon Doktor Falsafah ialah enam tahun akademik, dikira dari tarikh permulaan pendaftaran. Tempoh minimum pencalonannya ialah empat semester.  
*Maximum period of candidature for a PhD candidate is six academic years, calculated from the date of initial registration. The minimum period of candidature is four semesters.*

## **7. KEHADIRAN DAN PENYELIAAN IJAZAH TINGGI/ ATTENDANCE AND SUPERVISION OF HIGH DEGREE**

Semua calon ijazah tinggi, dikehendaki berjumpa dengan penyelia atau penasihat mereka, menghadiri kursus (sekiranya disyaratkan) dan seminar atau menggunakan perpustakaan dan

kemudahan penyelidikan lain di Universiti.

*All higher degree candidates are required to consult with their supervisor or their advisers, attend any courses (if required) and seminars or use the library and other research facilities at the University.*

## **8. LAPORAN KEMAJUAN/ PROGRESS REPORT**

Pada tiap sesi akademik, semua calon ijazah tinggi dikehendaki menyerahkan laporan kemajuan kepada penyelia mereka dengan mengisi borang secara online ([myum.um.edu.my](http://myum.um.edu.my)) Calon yang gagal menyerahkan laporan kemajuan dianggap kurang memuaskan dan pencalonan mereka akan dikaji semula oleh Jawatankuasa Pengajian Ijazah Tinggi. Pencalonan seseorang akan ditamatkan jika kemajuannya tidak memuaskan.

*In each academic session, all candidates are required to submit a progress report to their supervisor through online ([myum.um.edu.my](http://myum.um.edu.my)). Candidates who fail to submit a progress report are considered unsatisfactory and their candidature will be reviewed by the Postgraduate Studies Committee. The candidature of a student will be terminated if progress is not satisfactory.*

Calon dikehendaki mengemukakan laporan kemajuan penyelidikannya pada akhir semester kepada penyelia mengikut prosedur yang telah ditetapkan. Penyelia, Penyelia Bersama atau Perunding yang dilantik hendaklah menilai laporan kemajuan penyelidikan calon mengikut prosedur yang ditetapkan.

*Candidates are required to submit their progress report at the end to the semester to their supervisor according to the fixed procedures. Supervisor/supervisors or appointed consultant needs to evaluate the progress report of the candidate according to the fixed procedures.*

Calon yang kemajuannya memuaskan akan diperakukan untuk pencalonan diteruskan. Calon yang kemajuannya tidak memuaskan untuk tiga (3) semester berturut-turut akan ditamatkan pencalonannya oleh Fakulti. Pengarah, Pusat Pentadbiran dan Perkhidmatan Akademik akan dimaklumkan mengenai penamatan pencalonan calon untuk diambil tindakan.

*Candidates whose progress is satisfactory will be allowed to continue their candidature. Candidates whose progress is unsatisfactory for three (3) continuous semesters will be terminated by the Faculty. The Director, Academic Administration and Service Centre will be notified regarding candidature termination for further action.*

Calon yang gagal mengemukakan laporan kemajuan penyelidikannya dalam tempoh yang ditetapkan akan dihalang daripada mendaftar untuk semester berikutnya.

*Candidates who fail to submit a progress report within the stipulated period will be barred from registration for the following semester.*

## **9. PENAMATAN PENCALONAN/ TERMINATION OF CANDIDATURE**

Penamatan pencalonan seseorang calon ijazah tinggi boleh berlaku atas sebab-sebab berikut: Termination of candidature of any candidate could have happened for the following reasons:\

- (i) Penarikan Diri/ *Withdrawal*:  
Atas permohonan secara bertulis oleh calon untuk menarik diri.  
*Upon application in writing by the candidate to withdraw.*
- (ii) Luput/ *Lapse*:  
Pencalonan dianggap luput apabila calon gagal mendaftarkan diri atau membaharu pencalonan-nya pada permulaan tiap-tiap sesi akademik.  
*Candidature nomination is considered lapsed when the candidate fails to register or renew his or her candidature at the beginning of every academic session.*
- (iii) Penamatan/ *Termination*:  
Pencalonan akan tamat jika calon gagal menyempurnakan pengajiannya dalam tempoh maksimum yang ditetapkan.  
Candidature will expire if the candidate fails to complete the study within the prescribed maximum period.  
Senat, atas perakuan Jawatankuasa Pengajian Ijazah Tinggi dan Fakulti, boleh membenarkan perlanjutan pencalonan, dan menetapkan syarat baginya, sekiranya permohonan untuk melanjutkan pencalonan dibuat secara bertulis kepada Fakulti.  
*The Senate, on the recommendation of the Postgraduate Studies Committee and the Faculty, may grant an extension of candidature, and set the conditions if the application for extension of the candidature is made in writing to the Faculty.*

## **10. BAHASA PENULISAN TESIS/ THESIS WRITING LANGUAGE**

Bahasa penulisan tesis adalah di dalam Bahasa Malaysia, Bahasa Inggeris Bahasa Arab.  
*The thesis writing is in Malay, English or Arabic Language.*

## **11. KEBENARAN MENGGUNA SEKOLAH-SEKOLAH UNTUK PENYELIDIKAN/ PERMISSION TO USE SCHOOLS FOR RESEARCH**

Calon yang ingin menggunakan sekolah/institusi lain di bawah penguasaan Kementerian Pendidikan untuk penyelidikan mereka dikehendaki meminta kebenaran daripada Kementerian tersebut. Permohonan harus dihantar kepada Bahagian Perancangan dan Penyelidikan Pendidikan, Kementerian Pendidikan. Borang permohonan untuk keperluan ini boleh didapati daripada Penolong Pendaftar, Fakulti Pendidikan.

*Candidates who wish to use the school / other institutions under the control of the Ministry of Education for their research are required to seek permission from the Ministry. Applications should be sent to the Educational Research and Planning Division, Ministry of Education. Application forms for this requirement are available from the Assistant Registrar, Faculty of Education.*

## **12. GARISPANDUAN MENYEDIAKAN CADANGAN PENYELIDIKAN (SEMINAR 1 DAN SEMINAR DUA) / PROVIDING GUIDELINES FOR RESEARCH PROPOSALS (PROPOSAL DEFENCE AND CANDIDATURE DEFENCE)**

Seseorang calon Doktor Falsafah dikehendaki menyerahkan secara rasmi cadangan penyelidikannya untuk kelulusan Jawatankuasa peringkat Jabatan selewat-lewatnya lima semester selepas tarikh pendaftaran permohonan.

*A PhD candidate is required to submit a formal research proposal for approval at the Department level Committee at least five semesters after the date of the registration application.*

Lima salinan cadangan yang ditaip dengan menggunakan dua jarak atas kertas yang bersaiz A4, harus diserahkan kepada Jabatan mengikut program masing-masing.

*Fiver typed copies of the proposal using double spacing on A4 size paper, should be submitted to the Department of the Programmes.*

Satu Jawatankuasa Penasihat Penyelidikan yang dianggotai oleh Ketua Jabatan sebagai pengurus, penyelia (atau penyelia-penyselia) dan penyemak yang dilantik akan menyemak cadangan penyelidikan dan menemuduga calon berkenaan.

*A Research Advisory Committee consisting of the Head of Department as chairman, the supervisor (or supervisors) and the reviewer will review research proposals and interview the candidate.*

Calon juga dikehendaki mempertahankan cadangannya semasa ditemuduga oleh Jawatankuasa Penasihat Penyelidikan.

*Candidates are also required to defend the proposal during an interview by the Research Advisory Committee.*

Cadangan ini biasanya mengandungi aspek-aspek di bawah:

*The proposal generally contains the aspects below:*

- (a) Penguraian mengenai masalah penyelidikan, termasuk hipotesis atau pembentukan soalan-soalan penyelidikan yang tepat.

*Description of research problems, including the formation of exact hypotheses or research questions.*

- (b) Penerangan jelas mengenai tujuan, kepentingan dan batasan penyelidikan dari segi konteks, teori dan amalannya.

*A clear description of the purpose, importance and limitations in the context of research, theory and practice.*

- (c) Tinjauan bahan yang berkenaan berkaitan dengan penyelidikan yang akan dijalankan termasuk penjelasan mengenai tanggapan yang dibuat untuk kajian serta perkaitan kajian dengan sorotan kajian penyelidikan yang telah diikuti.  
*Review the relevant materials related to research will include an explanation of the assumptions for the study and highlight the relevance of research studies that have followed.*
- (d) Ringkasan mengenai rekabentuk kajian termasuk keterangan dan penjelasan metodologi atau prosedur yang digunakan.  
*A summary of the research design, including information and details of methodology or procedure used.*
- (e) Penjelasan yang memuaskan mengenai penyelidikan dan analisisan data yang akan digunakan.  
*A satisfactory explanation of the research and data analysis to be used.*
- (f) Lampiran-lampiran, termasuk soalselidik atau alat-alat penyelidikan dan maklumat yang berkenaan jika ada.  
*Appendices, including the questionnaire or the research tools and relevant information if available.*
- (g) Bibliografi.  
*Bibliography.*

### **13. PENYERAHAN TESIS/ SUBMISSION OF THESIS**

- (a) Syarat-syarat khas/ Special conditions:
  - (i) Lima (5) tesis berkulit nipis diserahkan untuk pemeriksaan. Tesis hendaklah ditaip dua spasi ataupun dicetak di atas kertas bersaiz A4, kecuali untuk lukisan atau peta yang tidak mempunyai had saiz kertas. Ruang berukuran 4 sentimeter hendaklah disediakan di sebelah kiri. Tajuk atau ringkasan tajuknya serta nama pengarang hendaklah dicetak dalam huruf besar di tulang belakang tesis. Abstrak atau sinopsis yang tidak melebihi 500 perkataan hendaklah dijadikan prakata kepada tesis.  
*Five (5) thesis in hard cover must be submitted for examination. The thesis must be typed or printed double space on A4 size paper, except for drawings or maps that do not have the paper size limit. Space measuring 4 centimeters shall be provided on the left. Title or abbreviated title and author's name should be printed in block letters on the spine. Abstract or synopsis not exceeding 500 words should be the preface to the thesis.*
  - (ii) Tesis yang telah diperiksa itu dan mengandungi mana-mana pembetulan jika ada, hendaklah dijilid dalam kulit tebal berjenis reksin berwarna merah tua (dark red rexine). Tiga (3) naskhah tesis tersebut hendaklah diserahkan kepada Universiti.  
*The thesis that has been inspected and contains any corrections if any, shall be bound in dark red rexine. Three (3) copies of the thesis are to be submitted to the University.*
  - (iii) Sebuah tesis Doktor Falsafah tidak boleh melebihi 100,000 perkataan (tidak termasuk notakaki, lampiran, jadual dan rajah) kecuali dalam kes di mana kebenaran khas telah diberi oleh Universiti untuk melebihi had ini. Sebagai tambahan, sebuah abstrak yang tidak melebihi 500 perkataan perlu dikemukakan secara berasingan oleh calon Doktor Falsafah.  
*A PhD thesis must not exceed 100,000 words (not including the footnote, appendices, tables and figures), except in cases where special permission has been granted by the University to exceed this limit. In addition, an abstract not exceeding 500 words should be submitted separately by the PhD candidate*
- (b) Format manuskrip  
*Format of the manuscript*  
 Pada kebiasaannya, tiap-tiap manuskrip mengandungi tiga bahagian utama; permulaan, teks dan tambahan termasuk rujukan atau bibliografi. Susunan tiap-tiap bahagian ini harus ditentukan oleh calon atas nasihat penyelianya. Butir lanjut mengenai format dan isi kandungan tiap-tiap bahagian boleh didapati dalam Panduan Penyediaan Tesis, Disertasi dan Laporan Penyelidikan yang disediakan oleh Fakulti Pendidikan.  
*Usually, every manuscript contains three main parts: the beginning, the text and references or bibliography. The arrangement of every part should be determined by the candidate on the advice of his or her supervisor. Further details on the format and content of each part can be*

*found in the Guide to the Preparation of Thesis, Disertasi and Reserch Report, prepared by the Faculty of Education.*

#### **14. MATLAMAT PROGRAM/ PROGRAMME AIM**

Untuk melahirkan graduan kedoktoran dalam bidang pendidikan yang berkeupayaan dari segi intelektual dan profesional yang boleh berfungsi secara efektif dalam usaha mempertingkatkan mutu akademik atau kerjaya profesional mereka dalam bidang kepakaran mereka kepada komuniti intelektual dan masyarakat tempatan dan sejagat secara luas dan kukuh, mengikut bidang pengkhususan.

*To produce intellectual, professional and capable doctorate holders in the field of education who will play effective roles in the effort to raise academic quality or personal professional careers according to their expertise within the intellectual community and local community according to fields of expertise.*

#### **15. OBJEKTIF PENDIDIKAN PROGRAM/ PROGRAMME EDUCATIONAL OBJECTIVES**

PEO1 :Memajukan inovasi dalam penyelidikan dan amalan kerja  
*Develop innovation in research and practice ethics*

PEO2 :Menerajui penyelidikan sebagai penyelidik dan / atau pengamal yang berkepakaran di peringkat kebangsaan dan / atau antarabangsa  
*To lead research as researchers or expert practitioners at national and/or international levels.*

PEO3 :Menyebarkan hasil penyelidikan dan / atau memberi nasihat kepakaran secara beretika dan profesional  
*Disseminate research findings and/or provide ethical and professional expert consultation*

#### **16. HASIL PEMBELAJARAN PROGRAM/ PROGRAMME LEARNING OUTCOMES**

Di akhir program, calon dapat;

*At the end of the programme, candidates will be able to;*

<b>Domain MQF</b>	<b>Hasil Pembelajaran/ Learning Outcomes</b>
PO1	Mengkonstruksi pengetahuan baru dan menyumbang kepada literatur penyelidikan dalam bidang pengkhususan yang berkait dengan profesion graduan <i>Construct new knowledge and contribute to research literature in specialized fields related to the graduant's profession</i>
PO2	Memperkuat pengetahuan dan ketrampilan teoretikal, empirical dan praktikal dalam bidang pengkhususan graduan <i>Strengthen knowledge and theoretical skills, empirical and practical, in the graduant's specialized field</i>
PO3	Mempraktik akauntabiliti dan tanggungjawab sosial berkaitan dengan bidang pengkhususan kepada pihak-pihak tertentu khususnya masyarakat sekitar <i>Practice accountability and social responsibility related to the field of specialization to respective parties, especially the surrounding community</i>
PO4	Penyelia pakar dalam kerja-kerja penyelidikan atau kerjaya profesional dalam bidang pengkhususan masing-masing serta dapat menyumbang kepakaran kepada komuniti intelektual kebangsaan dan sejagat <i>Be expert supervisors in research endeavours or professional careers in their respective fields of specialization as well as contribute their expertise to the national and international intellectual community.</i>
PO5	Mengaplikasikan etika dan amalan terbaik secara profesional dalam bidang pengkhususan masing-masing <i>Apply ethics and best practices in a professional manner in their respective fields of specialization</i>

PO6	Mempamerkan nilai kepimpinan, kemahiran penyelesaian masalah secara rasional dan saintifik dan kerjasama dengan pelbagai pihak bagi melaksanakan aktiviti dalam bidang pengkhususan berkaitan <i>Display leadership qualities, rational and scientific problem solving skills and collaborate with various parties to carry out activities in their respective field of specialization.</i>
PO7	Memupuk budaya kesarjanaan dan budaya ilmu melalui pemikiran kritis dan kemahiran penyelidikan dalam organisasi berkaitan pengkhususan bidang masing-masing, sejajar dengan falsafah pendidikan sepanjang hayat <i>Cultivate a culture of scholarship and knowledge through critical thinking and research skills in organisations related to their respective field of specialization, in line with the philosophy of lifelong education.</i>

## 17. KEPERLUAN PROGRAM/ PROGRAMME REQUIREMENTS

### (1) SYARAT PENCALONAN *CANDIDATURE REQUIREMENTS*

Mengikuti Kursus Metodologi Penyelidikan (sekurang-kurangnya 3 jam kredit) tidak lewat dari semester kedua pencalonan;

*Attend at least 3 credits of Research Methodology Course not later than the second (2nd) semester of candidature;*

- (i) PWA8001 - Kaedah Penyelidikan Kuantitatif dalam Pendidikan atau
- (ii) PWA8005 - Kaedah Penyelidikan Kualitatif dalam Pendidikan
- (i) *PWA8001 Quantitative Research Approaches in Education or*
- (ii) *PWA8005 Qualitative Research Approaches in Education*

*(fulfil attendance requirements for the University Bahasa Malaysia course not later than the second (2<sup>nd</sup>) semester of candidature;) additional for International student.*

Membentangkan cadangan penyelidikan dalam Proposal Defence tidak lewat dari semester kedua pencalonan;

*Present your research proposal at Proposal Defence not later than the second (2nd) semester of candidature;*

Membentangkan kemajuan penyelidikan dalam Candidature Defence tidak lewat dari semester kelima pencalonan;

*Present your research progress at Candidature Defence not later than the fifth (5th) semester of candidature;*

Membentangkan kemajuan penyelidikan dalam Tesis Seminar sebelum penyerahan tesis;

*Present your research progress at Thesis Seminar before the submission of thesis for examination;*

Perlu menunjukkan bukti penerimaan untuk penerbitan seperti berikut (mengikut kriteria yang ditetapkan dalam garis panduan penerbitan), sebelum pengijazahan:

*Must show proof of acceptance for publication as per the following (according to the criteria set in the publication guidelines), prior to graduation:*

- i. sekurang-kurangnya satu (1) artikel dalam jurnal diindeks oleh Thomson Reuters Web of Science (WoS)  
*at least one (1) article in journals indexed by Thomson Reuters Web of Science (WoS)*
- atau; or;
- ii. sekurang-kurangnya satu (1) penerbitan buku yang diterbitkan di bawah senarai penerbit Thomson Reuters Web of Science (WoS) Master Book List atau Penerbit Universiti Malaya atau Dewan Bahasa dan Pustaka atau mana-mana penerbit yang diiktiraf dan disenaraikan oleh PTJ

*at least one (1) book published by publishers listed in the Thomson Reuters Web of Science (WoS) Master Book List or by University of Malaya Press or Dewan Bahasa dan Pustaka or any publishers listed and recognized by the Faculty*

*atau; or;*

- iii. *sekurang-kurangnya satu (2) penerbitan dalam jurnal berruasit kategori A atau B, atau bab buku seperti berikut:*

*at least two (2) publication in Category A or B refereed journals, or book chapters as follows:*

- *Aftikel dalam jurnal kategori A:*

*Jurnal di senaraikan dalam indek Scopus*

*Articles in Category A journals:*

*Journals indexed in the Scopus citation database*

- *Aftikel dalam jurnal Kategori B:*

*Jurnal yang diterbitkan oleh Universiti atau penerbit ilmiah atau disenaraikan dalam MyJurnal (Malaysian Journal Management System). (Senarai jurnal kategori B yang diiktiraf dan disenaraikan oleh PTj)*

*Articles in Category B journals:*

*Journals published by University or scholarly publishers or listed in MyJurnal (Malaysian Journal Management System). (List of Category B journals must be listed and recognized by the Faculty)*

- *Bab buku daripada buku yang berlainan:*

*Bab buku yang diterbitkan di bawah senarai penerbit Thomson Reuters Web of Science (WoS) Master Book List atau Penerbit Universiti Malaya atau Dewan Bahasa dan Pustaka atau mana-mana penerbit yang diiktiraf dan disenaraikan oleh PTj. Dua (2) bab buku daripada buku yang berlainan adalah bersamaan dengan satu (1) penerbitan; dan*

*Book chapters in different books:*

*Book chapters published by publishers listed in the Thomson Reuters Web of Science (WoS) Master Book List, or by University of Malaya Press or Dewan Bahasa dan Pustaka or any publishers listed and recognized by the Faculty. Two (2) book chapters in different books are equivalent to one (1) publication;*

*Memenuhi syarat mastautin untuk tempoh dua belas (12) bulan.*

*Fulfil the residential requirements of twelve (12) months.*

- i. Mengikuti dan lulus kursus Metodologi Penyelidikan;
- ii. Membentangkan dalam Proposal Defence;
- iii. Membentang dalam Candidature Defence;
- iv. Membentang dalam Seminar Tesis sebelum penyerahan tesis untuk peperiksan;
- v. Konsultasi bersemuka dengan penyelia seperti mana yang ditetapkan oleh Fakulti; dan
- vi. Penyertaan dalam aktiviti Fakulti seperti mana yang ditetapkan oleh Fakulti

## (2) KEHADIRAN DAN PENYELIAAN IJAZAH TINGGI/ ATTENDANCE AND HIGHER DEGREE SUPERVISION

Semua calon ijazah tinggi, dikehendaki berjumpa dengan penyelia atau penasihat mereka, menghadiri kursus (sekiranya disyaratkan) dan seminar atau menggunakan perpustakaan dan kemudahan penyelidikan lain di Universiti.

*All higher degree candidates are required to consult with their supervisor or their advisers, attend any courses (if required) and seminars or use the library and other research facilities at the University*

(3) **PANJANG PATAH PERKATAAN TESIS/ LENGTH OF THESIS**

Panjang patah perkataan tesis perlu secara am berada dalam julat 80,000 - 100,000 patah perkataan. Jumlah maksimum panjang patah perkataan adalah tidak termasuk *footnotes*, rujukan, lampiran, jadual, rajah dan kata pengantar. Calon yang mahu melepas had jumlah patah perkataan yang ditetapkan perlu memohon kepada Senat melalui Fakulti tersendiri sekurang-kurangnya tiga bulan sebelum tarikh penyerahan tesis untuk pemeriksaan dan memberikan sebab-sebab mengapa calon tidak boleh menetapi jumlah patah perkataan yang telah ditetapkan.

*Length of thesis should generally be in the range 80,000 - 100,000 words. The maximum length of words excludes footnotes, references, appendices, tables, figures and prefaces. A candidate who wishes to exceed the number of words specified must apply to the Senate through the respective Faculty at least three months before the submission of the thesis for examination and provide reasons for the inability to adhere to the prescribed length.*

## SINOPSIS KURSUS / COURSE SYNOPSIS

### PWA8001 Kaedah Penyelidikan Kuantitatif dalam Pendidikan (3 jam kredit) PWA8001 Quantitative Research Approaches in Education (3 credit hours)

Pelajar akan mempelajari perkara-perkara penting dalam menggubal penyelidikan kuantitatif bagi membolehkan calon menyediakan suatu cadangan penyelidikan yang mantap. Tajuk yang akan dibincangkan dalam kursus ini termasuk pemilihan dan definisi sesuatu masalah, menyediakan dan menilai sesuatu rancangan penyelidikan; pemilihan sampel dan alat pengukuran yang bersesuaian, penerangan reka bentuk penyelidikan kuantitatif serta pertimbangan etika dan perundangan dalam menjalankan kajian. Kursus ini akan meninjau reka bentuk penyelidikan kuantitatif yang spesifik seperti kaedah tinajuan, kaedah kausal-komparatif, kaedah eksperimental, kaedah korelasi; dan seterusnya.

*In this course, candidates will be exposed to advanced quantitative methods in educational research so they can demonstrate practical understanding of those techniques. The course will explore several methods and techniques in quantitative research such as sampling, data gathering techniques, design procedures, measurement and instrumentation, as well as ethical and legal considerations in conducting quantitative research. The course will also deal in-depth with research issues on validity and reliability, the survey method, experimental method, causal-comparative, correlational survey, and so forth.*

<b>Kaedah Penilaian</b>	:	Kerja Kursus	–	70 %	Peperiksaan	–	30%
<b>Assessment Method</b>	:	Assignment	–	70%	Examination	–	30%
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris, Bahasa Arab					
<b>Medium of Instruction</b>	:	Malay, English, Arabic Language					

#### Rujukan Terpilih / Selected References

- Guo, S. & Fraser, M. W. (2014). *Propensity Score Analysis: Statistical Methods and Applications*. Sage Publications: Washington
- Creswell, J. W. (2014). *Research design: Qualitative, quantitative and mixed methods approaches*. London: Sage.(Fourth Edition)
- Fraenkel, J. & Wallen, N., (2014). *How to Design and Evaluate Research in Education*. Ohio: McGraw Hill Education.
- Kaplan, D. (Ed.). (2004). *The Sage handbook of quantitative methodology for the social sciences*. London: Sage.
- Kerlinger, F. N. (2000). *Foundations of behavioral research*. New York: Holt, Rinehart & Winston.
- Lewis-Beck, M. S., Bryman, A., & Liao, T. F. (2004). *The Sage encyclopedia of social science research methods*. London: Sage

### PWA8005 Keadaan Penyelidikan Kualitatif dalam Pendidikan (3 jam kredit) PWA8005 Qualitative Research Approaches in Education (3 credit hours)

Kursus ini memperkenalkan kepada pelajar beberapa prinsip kaedah penyelidikan kualitatif. Ia akan meniliti secara mendalam beberapa isu berhubungkait dengan perbezaan antara pelbagai rekabentuk yang terdapat dalam kajian kualitatif seperti kajian kes, etnografi, fenomenologi dan lain-lain. Pelajar berpeluang untuk merangka pernyataan masalah, objektif dan soalan kajian, pemilihan sampel dan mengenalpasti pelbagai cara yang digunakan dalam pungutan data kualitatif seperti temubual, pemerhatian, analisis dokumen. Pelajar juga akan didedahkan dengan pelbagai isu yang berkaitan dengan kajian kualitatif seperti etika penyelidikan, kesahan dan kebolehpercayaan. Bagi membolehkan pelajar mendapat kemahiran secara praktikal, mereka dikehendaki menghasilkan satu cadangan penyelidikan yang menggunakan rekabentuk kajian kualitatif.

*This course introduces students to the principles of qualitative research methods. It examines in depth issues relating to differences between various the qualitative research methods such as case study, ethnography, phenomenology etc. in terms of philosophical foundations, theoretical framework and data collection. Specific focus will be given on the training in question development, selection of sampling strategy, determination of data collection techniques such as interviewing, making observation, and document analysis, etc. Students will also be exposed to issues related to qualitative research methodology*

such as ethical issues, validity and reliability. Scholarly presentation and writing of qualitative research proposal will also be reviewed.

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	–	70 %	Peperiksaan	–	30%
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	–	70 %	<i>Examination</i>	–	30%
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris					
<b>Medium of Instruction</b>	:	<i>Malay, English Language</i>					

#### Rujukan Terpilih / Selected References

- Creswell, J. W. (2013). *Research design: Qualitative, quantitative, and mixed methods approaches* (3rd, ed.). LA: Sage Publication.
- Udo Kuckartz, (2014). *Qualitative Text Analysis A Guide to Methods, Practice and Using Software*. Sage Publications: NY
- Denzin, N. K., & Lincoln, Y. S. (Eds.) (2012). *Handbook of qualitative research*. California: Sage.(4th Edition)
- Flick, U., Kardoff, E. V., & Steinke, I. (2004). *A companion to qualitative research*. London: Sage.
- Seale, C., Gobo, G., Gubrium, J. F., & Silverman, D. (Eds.) (2004). *Qualitative research practice*. London: Sage.
- Silverman, D. (Ed.). (2004). *Qualitative research: Theory, method & Practice*. London: Sage.

**DOKTOR FALSAFAH SECARA KURSUS DAN  
PENYELIDIKAN (MOD CAMPURAN)**  
**DOCTOR OF PHILOSOPHY BY COURSEWORK AND  
RESEARCH (MIXED MODE)**

Program / Programme	: Doktor Falsafah / Doctor of Philosophy
Kod Program / Programme Code	: PWA
Mod Program / Programme Mode	: Kursus dan Penyelidikan (Mod Campuran) / Coursework and Research (Mixed Mode)

**KAEDAH-KAEDAH UNIVERSITI MALAYA (IJAZAH KEDOKTORAN) 2019**  
**UNIVERSITY OF MALAYA (DOCTORAL DEGREE) RULES 2019**

**1. JENIS PROGRAM**

Program secara Kursus dan Penyelidikan iaitu program pengajian secara gabungan perkuliahan dan penyelidikan yang membawa kepada penghasilan tesis.

*PROGRAMME TYPE*

*This is a programme by coursework and research, which involves lectures and research that will lead to the production of a thesis.*

**2. SYARAT KEMASUKAN**

*ADMISSION REQUIREMENTS*

Kelayakan masuk untuk mengikuti program ini adalah seperti berikut:

*The programme's admissions requirements are as follows:*

- (1) Ijazah Sarjana secara Penyelidikan; ATAU  
*Master's Degree by Research; OR*
- (2) Ijazah Sarjana secara Kerja Kursus atau Mod Campuran dengan PNGK tidak kurang daripada 3.7; ATAU  
*Master's Degree by Coursework or Mixed Mode with a CGPA of at least 3.7; OR*
- (3) Ijazah Sarjana secara Mod Kerja Kursus atau Mod Campuran dengan PNGK 2.0 hingga 3.69 dan kelayakan Ijazah Sarjana Muda dengan PNGK tidak kurang daripada 3.0; ATAU  
*Master's Degree by Coursework or Mixed mode with a CGPA between 2.0 to 3.69 and a Bachelor's Degree with a CGPA or at least 3.0 OR*
- (4) Ijazah Sarjana secara Kerja Kursus atau Mod Campuran dengan PNGK 2.0 hingga 3.69 dan kelayakan Ijazah Sarjana Muda dengan PNGK 2.5 hingga 2.99 serta memenuhi sekurang-kurangnya satu (1) daripada kriteria berikut:  
*Master's Degree by Coursework or Mixed mode with a CGPA between 2.0 to 3.69 and a Bachelor's Degree with a CGPA between 2.5 to 2.99 and fulfills at least one (1) of the following criteria:*
  - (a) Mempunyai sekurang-kurangnya tiga (3) tahun pengalaman kerja dalam bidang yang berkaitan; atau  
*Has at least three (3) years of working experience in relevant fields; or*
  - (b) Menghasilkan penerbitan dalam bidang yang berkaitan; atau  
*Has published in relevant fields; or*
  - (c) Adalah penerima basiswa; atau  
*Is a scholarship recipient; or*
  - (d) Merupakan kakitangan Agensi Kerajaan;  
*Is a Government Agency employee*

- (e) Lulus temuduga di peringkat PTj; atau  
*Has passed an interview by the respective department/faculty; or*
  - (f) Lulus Penilaian Khas PTj.  
*Has passed an evaluation as deemed appropriate by the respective department/faculty*
- (5) Ijazah Sarjana secara Kerja Kursus atau Mod Campuran dengan PNGK 2.00 hingga 3.69 dan kelayakan Ijazah Sarjana Muda dengan PNGK 2.00 hingga 2.49 serta memenuhi sekurang-kurangnya dua (2) daripada kriteria berikut:  
*Master's Degree by Coursework or Mixed mode with a CGPA between 2.0 to 3.69 and a Bachelor's Degree with a CGPA between 2.5 to 2.49 and fulfills at least two (2) of the following criteria:*
- (a) Mempunyai sekurang-kurangnya lima (5) tahun pengalaman kerja dalam bidang yang berkaitan; atau  
*Has at least five (5) years of working experience in relevant fields; or*
  - (b) Menghasilkan sekurang-kurangnya satu (1) penerbitan dalam jurnal berwasit dalam bidang yang berkaitan; atau  
*Has published at least one (1) article in a refereed journal in a relevant field; or*
  - (c) Lulus temuduga di peringkat PTj; atau  
*Has passed an interview by the respective department/faculty; or*
  - (d) Lulus Penilaian Khas PTj.  
*Has passed an evaluation as deemed appropriate by the respective department/faculty*
- (6) Sebagai tambahan, calon haruslah mengemukakan satu prospektus sepanjang 1,000 hingga 1,500 patah perkataan yang menghuraikan penyelidikan dalam bidang pengkhususan yang dicadangkan  
*In addition, the candidate must produce a research proposal between 1,000 to 1,500 words in an identified area of interest.*

#### **Syarat Bahasa Inggeris untuk Calon Antarabangsa** ***English Requirements for International Candidates***

- (a) Calon yang Menulis Tesis dalam Bahasa Inggeris  
Candidates who intend to write the thesis in English  
Memperolehi skor minimum band 5.5 bagi *International English Language Testing System (IELTS)(Academic)* atau Memperolehi skor minimum sebanyak 550 (*Paper based*) PBT, skor 213 (*Computer based*) CBT atau skor 80 (*Internet based*) IBT bagi *Test of English as a Foreign Language (TOEFL)*. Atau Bahasa pengantar di Universiti terdahulu di dalam bahasa Inggeris dan disahkan oleh Universiti.  
*Obtain a minimum score of Band 5.5 for the International English Language Testing System (IELTS)(Academic) or a minimum score of 550 (Paper-based) PBT, 213 (Computer-based) CBT or 80 (Internet-based) IBT for the Test of English as a Foreign Language (TOEFL). Or the medium of instruction in the previous University is in English and verified by the respective University.*
- (b) Calon yang Menulis Tesis dalam Bahasa Malaysia atau Bahasa Arab.  
Candidates who intend to write the thesis in Malay or Arabic.  
Memperolehi skor minimum band 5.0 bagi *International English Language Testing System (IELTS)(Academic)* atau Memperolehi skor minimum sebanyak 500 bagi *Test of English as a Foreign Language (TOEFL)*  
*Obtain a minimum score of band 5.0 for the International English Language Testing System (IELTS) (Academic) or a minimum score of 500 for the Test of English as a Foreign Language (TOEFL)*

Syarat Bahasa Malaysia untuk Calon Antarabangsa  
Malay Language Requirements for International Candidates

Bagi calon bukan warganegara dikehendaki menghadiri dan lulus kursus Bahasa Malaysia yang dikehendaki oleh Universiti sebelum dianugerahkan ijazahnya.

*Non-Malaysian citizens are required to attend and pass a Malay language course as required by the University before the degree is conferred.*

**3. TEMPOH PENGAJIAN**

	<u>Sepenuh Masa</u>	<u>Separuh Masa</u>
Tempoh Minimum Biasa	: 6 Semester	: 8 Semester
Tempoh Maksimum Biasa	: 12 Semester	: 16 Semester
<b>Duration of study</b>		
	<b>Full – Time</b>	<b>Part - Time</b>
Minimum duration	: 6 Semester	: 8 Semester
Maximum duration	: 12 Semester	: 16 Semester

**4. MATLAMAT PROGRAM**  
**PROGRAMME AIM**

Untuk melahirkan graduan kedoktoran dalam bidang pendidikan yang berkeupayaan dari segi intelektual dan profesional yang boleh berfungsi secara efektif dalam usaha mempertingkatkan mutu akademik atau kerjaya profesional mereka dalam bidang kepakaran mereka kepada komuniti intelektual dan masyarakat tempatan dan sejagat secara luas dan kukuh, mengikut bidang pengkhususan

- (i) Kurikulum dan Pengajaran
- (ii) Pengurusan dan dasar Pendidikan
- (iii) Kaunseling

*To produce intellectual, professional and capable doctorate holders in the field of education who will play effective roles in the effort to raise academic quality or personal professional careers according to their expertise within the intellectual community and local community according to fields of expertise*

- (i) Curriculum and Instruction
- (ii) Management and Education Foundation
- (iii) Counselling

**OBJEKTIF PENDIDIKAN PROGRAM**  
**PROGRAMME EDUCATIONAL OBJECTIVES**

PEO1: Graduan yang akan menjadi Pengamal Pendidikan yang mempunyai pengetahuan dan kemahiran praktik terkini serta mampu menggunakan teknik numerasi dan teknologi digital dalam seting Pendidikan dan pembangunan

*Graduates who will become Education Practitioners who have the latest practical knowledge and skills and are able to use numeracy techniques and digital technology in Education and development settings*

PEO2: Graduan yang akan menjadi Pengamal Pendidikan yang memimpin dengan autonomi, kebolehan berkomunikasi dan berinteraksi dengan pihak berkepentingan dalaman dan luaran dalam membina amalan kreatif melalui penyelidikan

*Graduates who will become Educational Practitioners who lead with autonomy, the ability to communicate and interact with internal and external stakeholders in building creative practices through research*

PEO3: Graduan yang akan menjadi Pengamal Pendidikan yang menyokong amalan profesional dan etika dalam persekitaran pekerjaan dan mempertahankan integriti profesion setiap masa

*Graduates who will become Educational Practitioners who support professional and ethical practices in the work environment and uphold the integrity of the profession at all times*

PEO4: Graduan yang akan menjadi Pengamal Pendidikan dengan sikap positif, minda keusahawanan dan amalan lestari dalam memajukan kerjaya dan profesi mereka

*Graduates who will become Educational Practitioners with a positive attitude, entrepreneurial mindset and sustainable practices in advancing their careers and professions*

## **HASIL PEMBELAJARAN PROGRAM PROGRAMME LEARNING OUTCOMES**

Di akhir program, calon dapat;  
*At the end of the programme, candidates will be able to;*

<b>Domain MQF</b>	<b>Hasil Pembelajaran/ Learning Outcomes</b>
PLO1	Mensintesis dan menilai secara kritis pengetahuan semasa dan yang dihasilkan dari penyelidikan yang berkaitan dengan pengajaran dan pembelajaran dalam menghadapi cabaran kurikulum yang bersifat dinamik <i>Synthesize and critically evaluate current knowledge and that produced from research related to teaching and learning in facing the challenges of a dynamic curriculum</i>
PLO2	Merancang dan mengembangkan kajian atau penyelidikan secara kreatif untuk menangani masalah Pendidikan dengan menunjukkan penguasaan pengetahuan dengan menggabungkan teknik analitik, numerasi dan digital <i>Planning and developing studies or research creatively to address Educational problems by demonstrating mastery of knowledge by combining analytical, numerical and digital techniques</i>
PLO3	Menyusun dan merancang penyelidikan berdasarkan hasil penyelidikan dengan menggunakan teknik lanjutan, termasuk teknologi digital bagi meningkatkan pengetahuan dan amalan dalam pengajaran dan pembelajaran <i>Organize and plan research based on research results by using advanced techniques, including digital technology to improve knowledge and practice in teaching and learning</i>
PLO4	Menyesuaikan gaya kepimpinan yang sesuai dan mengimbangkan antara autonomi dengan tanggungjawab dalam seting pendidikan yang dinamik <i>Adapt an appropriate leadership style and balance between autonomy and responsibility in a dynamic educational setting</i>
PLO5	Menyesuaikan diri dengan situasi semasa melaksanakan tugas sama ada secara individu atau melalui pasukan yang terdiri dari pelbagai disiplin dengan menunjukkan kemahiran komunikasi dan interpersonal yang baik dalam persekitaran pendidikan, organisasi dan penyelidikan. <i>Adapting to the situation while performing tasks either individually or through a team consisting of various disciplines by showing good communication and interpersonal skills in an educational, organizational and research environment</i>
PLO6	Berpegang dan mempertahankan profesionalisme dan etika untuk memenuhi standard profesional pengajaran dan penyelidikan dalam memastikan integriti profesi setiap masa <i>Adhere to and uphold professionalism and ethics to meet the professional standards of teaching and research in ensuring the integrity of the profession at all times</i>
PLO7	Menyokong sikap positif dan komitmen untuk pembelajaran sepanjang hayat dengan minda keusahawanan sebagai tindak balas terhadap perubahan dunia pendidikan dan kemajuan profesional <i>Support a positive attitude and commitment to lifelong learning with an entrepreneurial mindset in response to the changing world of education and professional development</i>

### **Struktur Program**

Struktur Program Doktor Falsafah berasaskan pendekatan bersifat kontemporeri untuk melahirkan para pendidik dan penyelidik pendidikan yang cemerlang. Kandungan kurikulum direkabentuk bersandarkan perkembangan ilmu pendidikan daripada perspektif perkhidmatan dan pengajaran yang sejajar dengan Falsafah Pendidikan Kebangsaan, Wawasan Negara serta Pelan Transformasi Negara.

### **Programme Structure**

*The Doctor of Philosophy programme structure is based on a contemporary approach to produce excellent educators and researchers. Curriculum content has been designed according to developments in education from the perspective of services and teaching in line with the National Education Philosophy, National Vision as well as the National Transformation Plan.*

- (1) Program Ijazah Doktor Falsafah secara Kursus dan Penyelidikan yang berjumlah Lapan Puluh (80) jam kredit terdiri daripada dua bahagian berikut:  
*The Doctor of Philosophy as coursework and research has a total of 80 credit hours which contains*

two parts as follows:

- (a) Bahagian 1 yang melibatkan kursus berjumlah Dua Puluh Empat (24) jam kredit yang terdiri daripada:  
*Part 1 involves courses for a total of 24 credit hours that consists of:*
- (i) Tiga Kursus Teras Wajib Fakulti yang setiap satunya berjumlah (9) jam kredit;  
*Three Compulsory Core Faculty courses, each worth 3 credit hours, for a total of 9 credit hours*
  - (ii) Lima Kursus Elektif Bidang Pengkhususan yang setiap satunya berjumlah Lima Belas (15) jam kredit; dan  
*Five Elective Specialization courses, each worth 3 credit hours, for a total of 15 credit hours; and*
- (b) Bahagian 2 yang melibatkan penyelidikan yang membawa kepada penghasilan tesis berjumlah 56 jam kredit.  
*Part 2 involves research that will lead to the production of a thesis worth 56 credit hours.*
- (2) Calon perlu menyempurnakan Bahagian 1 sebelum dibenar meneruskan pengajian ke Bahagian 2.  
*Candidates must complete Part 1 before continuing on with Part 2.*

**SENARAI KURSUS / LIST OF COURSES  
FAKULTI PENDIDIKAN / FACULTY OF EDUCATION**

**KURSUS TERAS WAJIB FAKULTI / FACULTY COMPULSORY CORE COURSES**

<b>Kod Kursus/ Course Code</b>	<b>Tajuk Kursus/ Course Title</b>	<b>Jam Kredit/ Credit hours</b>
PWA8001	Kaedah Penyelidikan Kuantitatif Dalam Pendidikan <i>Quantitative Research Approaches in Education</i>	3
PWA8005	Kaedah Penyelidikan Kualitatif Dalam Pendidikan <i>Qualitative Research Approaches in Education</i>	3
PWX8005	Seminar Kedoktoran <i>Doctoral Seminar</i>	3
PWX8006	Tesis <i>Thesis</i>	56

**KURSUS ELEKTIF BIDANG PENGKHUSUSAN /  
SPECIALIZATION ELECTIVE COURSES**

**PENGKHUSUSAN KURIKULUM DAN PENGAJARAN (PILIH 5) /  
CURRICULUM AND INSTRUCTION CONCENTRATION (SELECT 5)**

<b>Kod Kursus/ Course Code</b>	<b>Tajuk Kursus/ Course Title</b>	<b>Jam Kredit/ Credit hours</b>
PWA8003	Analisis Data Multivariat <i>Multivariate Data Analysis</i>	3
PWA8030	Analisis Data Kuantitatif <i>Quantitative Data Analysis</i>	3
PWA8031	Analisis Data Kualitatif dalam Pendidikan <i>Qualitative Data Analysis in Education</i>	3
PWA8032	Pengukuran Objektif <i>Objective Measurement</i>	3
PWA8033	Model Statistik Linear Gunaan <i>Applied Linear Statistical Models</i>	3

PWA8034	Analisis Permodelan Persamaan Struktur <i>Structural Equation Modelling Analysis</i>	3
PWA8006	Teori dan Amalan dalam Kurikulum <i>Theory and Practice in Curriculum</i>	3
PWA8007	Pelaksanaan dan Penilaian Kurikulum <i>Curriculum Implementation and Evaluation</i>	3
PWA8008	Reka Bentuk dan Pembangunan Sistem Pengajaran <i>Design and Development of Instructional Systems</i>	3
PWA8009	Teori dan Penyelidikan dalam Pembelajaran dan Teknologi <i>Theory and Research on Learning and Technology</i>	3

**PENGKHUSUSAN PENGURUSAN DAN DASAR PENDIDIKAN (PILIH 5) /  
EDUCATIONAL MANAGEMENT, PLANNING AND POLICY CONCENTRATION (SELECT 5)**

Kod Kursus/ <i>Course Code</i>	Tajuk Kursus/ <i>Course Title</i>	Jam Kredit/ <i>Credit hours</i>
PWA8003	Analisis Data Multivariat <i>Multivariate Data Analysis</i>	3
PWA8030	Analisis Data Kuantitatif <i>Quantitative Data Analysis</i>	3
PWA8031	Analisis Data Kualitatif dalam Pendidikan <i>Qualitative Data Analysis in Education</i>	3
PWA8032	Pengukuran Objektif <i>Objective Measurement</i>	3
PWA8033	Model Statistik Linear Gunaan <i>Applied Linear Statistical Models</i>	3
PWA8034	Analisis Permodelan Persamaan Struktur <i>Structural Equation Modelling Analysis</i>	3
PWA8011	Seminar Kedoktoran dalam Amalan Profesional Pengurusan Pendidikan <i>Doctoral Seminar on Professional Practices in Educational Management</i>	3
PWA8012	Fasafah Pengurusan dan Organisasi <i>Philosophy of Management and Organization</i>	3
PWA8013	Perancangan dan Dasar Pendidikan <i>Educational Planning and Policy</i>	3
PWA8015	Pembangunan Organisasi Pendidikan <i>Organizational Development in Education</i>	3
PWA8029	Teori dan Amalan dalam Kepimpinan Pendidikan <i>Theory and Practice in Educational Leadership</i>	3
PWA8035	Undang-undang dan Governan dalam Pendidikan <i>Laws and Governance in Education</i>	3
PWA8016	Governan Dan Pengurusan Pendidikan Tinggi <i>Higher Education Governance and Management</i>	3
PWA8017	Analisis Komparatif Kewangan Sekolah <i>School Finance Comparative Analysis</i>	3
PWA8018	Analisis Komparatif Undang-Undang Pendidikan <i>Education Law Comparative Analysis</i>	3
PWA8019	Politik Ekonomi Dalam Pendidikan <i>Political Economics in Education</i>	3
PWA8020	Resolusi Konflik Dalam Pengurusan Pendidikan <i>Conflict Resolution in Education Management</i>	3
PWA8021	Etika Dalam Pengurusan Pendidikan <i>Ethics in Education Management</i>	3

**PENGKHUSUSAN KAUNSELING (PILIH 5) /**  
**COUNSELLING CONCENTRATION (SELECT 5)**

<b>Kod Kursus/ Course Code</b>	<b>Tajuk Kursus/ Course Title</b>	<b>Jam Kredit/ Credit hours</b>
PWA8003	Analisis Data Multivariat <i>Multivariate Data Analysis</i>	3
PWA8030	Analisis Data Kuantitatif <i>Quantitative Data Analysis</i>	3
PWA8031	Analisis Data Kualitatif dalam Pendidikan <i>Qualitative Data Analysis in Education</i>	3
PWA8032	Pengukuran Objektif <i>Objective Measurement</i>	3
PWA8033	Model Statistik Linear Gunaan <i>Applied Linear Statistical Models</i>	3
PWA8034	Analisis Permodelan Persamaan Struktur <i>Structural Equation Modelling Analysis</i>	3
PWA8023	Terapi Perkahwinan dan Keluarga <i>Marriage and Family Therapy</i>	3
PWA8024	Teori dan Amalan Kaunseling Lanjutan <i>Advanced Counselling Theory and Practice</i>	3
PWA8026	Penyeliaan Dalam Kaunseling dan Psikoterapi <i>Supervision in Counseling and Psychotherapy</i>	3
PWA8027	Kaunseling Pencegahan <i>Preventive Counseling</i>	3
PWA8028	Medium Terapi Seni <i>Expressive Therapy Mediums</i>	3

**SENARAI KURSUS MENGIKUT SEMESTER (PERANCANGAN KULIAH)**  
**LIST OF COURSES ACCORDING TO SEMESTER (LECTURE SCHEDULE)**

**PENGAJIAN SECARA SEPENUH MASA / FULLTIME STUDY**  
**PENGKHUSUSAN KURIKULUM & PENGAJARAN/ CURRICULUM AND INSTRUCTION**  
**CONCENTRATION**

Tahun Pengajaran Years of Study	Komponen Component	Semester 1			Semester 2			Jumlah Kredit Total Credit
		Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	
Tahun 1 Year 1	<b>KURSUS TERAS CORE COURSE</b>  Pilih 5 kursus daripada 10 kursus (pilihan tertakluk kepada kelulusan penyelia dan ketua jabatan) <i>Choose 5 from 10 courses (subject to approval from the Head of Department and supervisor)</i>	PWA8001	Kaedah Penyelidikan Kuantitatif dalam Pendidikan <i>Quantitative Research Approaches in Education</i>	3	PWA8005	Kaedah Penyelidikan Kualitatif dalam Pendidikan <i>Qualitative Research Approaches in Education</i>	3	<b>9</b>
		PWX8005	Seminar Kedoktoran <i>Doctoral Seminar</i>	3				
	<b>KURSUS ELEKTIF ELECTIVE COURSE</b>  Pilih 5 kursus daripada 10 kursus (pilihan tertakluk kepada kelulusan penyelia dan ketua jabatan) <i>Choose 5 from 10 courses (subject to approval from the Head of Department and supervisor)</i>	PWA8006	Teori dan Amalan dalam Kurikulum <i>Theory and Practice in Curriculum</i>	3	PWA8008	Reka Bentuk dan Pembangunan Sistem Pengajaran <i>Design and Development of Instructional Systems</i>	3	<b>15</b>
		PWA8007	Pelaksanaan dan Penilaian Kurikulum <i>Curriculum Implementation and Evaluation</i>	3	PWA8009	Teori dan Penyelidikan dalam Pembelajaran dan Teknologi <i>Theory and Research on Learning and Technology</i>	3	
		PWA8030	Analisis Data Kuantitatif <i>Quantitative Data Analysis</i>	3	PWA8003	Analisis Data Multivariat <i>Multivariate Data Analysis</i>	3	
		PWA8031	Analisis Data Kualitatif dalam Pendidikan <i>Qualitative Data Analysis in Education</i>	3	PWA8032	Pengukuran Objektif <i>Objective Measurement</i>	3	
		PWA8033	Model Statistik Linear Gunaan <i>Applied Linear Statistical Models</i>	3	PWA8034	Analisis Permodelan Persamaan Struktur <i>Structural Equation Modelling Analysis</i>	3	
			<b>Jumlah Kredit Total Credit</b>	<b>12</b>		<b>Jumlah Kredit Total Credit</b>	<b>12</b>	<b>24</b>
Tahun 2 Year 2	<b>KURSUS TERAS CORE COURSE</b>	PWX8006	Tesis Thesis	14	PWX8006	Tesis Thesis	14	<b>28</b>
Tahun 3 Year 3	<b>KURSUS TERAS CORE COURSE</b>	PWX8006	Tesis Thesis	14	PWX8006	Tesis Thesis	14	<b>28</b>
<b>Jumlah Kredit Total Credit</b>				<b>40</b>	<b>Jumlah Kredit Total Credit</b>			<b>40</b>
								<b>80</b>

**PENGAJIAN SECARA SEPARUH MASA / PARTTIME STUDY**  
**PENGKHUSUSAN KURIKULUM & PENGAJARAN / CURRICULUM AND INSTRUCTION**  
**CONCENTRATION**

Tahun Pengajian Years of Study	Komponen Component	Semester 1			Semester 2			Jumlah Kredit Total Credit
		Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	
Tahun 1 Year 1	<b>KURSUS TERAS CORE COURSE</b>  Pilih 3 kursus daripada 7 kursus (pilihan tertakluk kepada kelulusan penyelia dan ketua jabatan) <i>Choose 3 from 7 courses (subject to approval from the Head of Department and supervisor)</i>	PWA8001	Kaedah Penyelidikan Kuantitatif dalam Pendidikan <i>Quantitative Research Approaches in Education</i>	3	PWA8005	Kaedah Penyelidikan Kualitatif dalam Pendidikan <i>Qualitative Research Approaches in Education</i>	3	<b>9</b>
		PWX8005	Seminar Kedoktoran <i>Doctoral Seminar</i>	3				
	<b>KURSUS ELEKTIF ELECTIVE COURSE</b>  Pilih 3 kursus daripada 7 kursus (pilihan tertakluk kepada kelulusan penyelia dan ketua jabatan) <i>Choose 3 from 7 courses (subject to approval from the Head of Department and supervisor)</i>	PWA8006	Teori dan Amalan dalam Kurikulum <i>Theory and Practice in Curriculum</i>	3	PWA8008	Reka Bentuk dan Pembangunan Sistem Pengajaran <i>Design and Development of Instructional Systems</i>	3	<b>15</b>
		PWA8030	Analisis Data Kuantitatif <i>Quantitative Data Analysis</i>	3	PWA8009	Teori dan Penyelidikan dalam Pembelajaran dan Teknologi <i>Theory and Research on Learning and Technology</i>	3	
		PWA8031	Analisis Data Kualitatif dalam Pendidikan <i>Qualitative Data Analysis in Education</i>	3	PWA8032	Pengukuran Objektif <i>Objective Measurement</i>	3	
		PWA8033	Model Statistik Linear Gunaan <i>Applied Linear Statistical Models</i>	3				
		<b>Jumlah Kredit Total Credit</b>		<b>12</b>		<b>Jumlah Kredit Total Credit</b>	<b>12</b>	<b>24</b>
Tahun 2 Year 2	<b>KURSUS TERAS CORE COURSE</b>				PWX8006	Tesis Thesis	11	<b>11</b>
	<b>KURSUS ELEKTIF ELECTIVE COURSE</b>  Pilih 2 kursus daripada 3 kursus (pilihan tertakluk kepada kelulusan penyelia dan ketua jabatan) <i>Choose 2 from 3 courses (subject to approval from the Head of Department and supervisor)</i>	PWA8007	Pelaksanaan dan Penilaian Kurikulum <i>Curriculum Implementation and Evaluation</i>	3				<b>6</b>
		PWA8003	Analisis Data Multivariat <i>Multivariate Data Analysis</i>	3				
		PWA8034	Analisis Permodelan Persamaan Struktur <i>Structural Equation Modelling Analysis</i>	3				

Tahun Pengajian Years of Study	Komponen Component	Semester 1			Semester 2			Jumlah Kredit Total Credit
		Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	
		<b>Jumlah Kredit Total Credit</b>		<b>6</b>		<b>Jumlah Kredit Total Credit</b>		<b>11</b>
Tahun 3 Year 3	<b>KURSUS TERAS CORE COURSE</b>	PWX8006	Tesis Thesis	11	PWX8006	Tesis Thesis	11	<b>22</b>
Tahun 4 Year 4	<b>KURSUS TERAS CORE COURSE</b>	PWX8006	Tesis Thesis	11	PWX8006	Tesis Thesis	12	<b>23</b>
<b>Jumlah Kredit Total Credit</b>				<b>40</b>	<b>Jumlah Kredit Total Credit</b>		<b>40</b>	<b>80</b>

**SENARAI KURSUS MENGIKUT SEMESTER (PERANCANGAN KULIAH) /  
LIST OF COURSES ACCORDING TO SEMESTER (LECTURE SCHEDULE)**

**PENGAJIAN SECARA SEPENUH MASA / FULLTIME STUDY  
PENGKHUSUSAN PENGURUSAN & DASAR PENDIDIKAN / EDUCATIONAL MANAGEMENT &  
POLICY CONCENTRATION**

Tahun Pengajian Years of Study	Komponen Component	Semester 1			Semester 2			Jumlah Kredit Total Credit
		Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	
Tahun 1 Year 1	<b>KURSUS TERAS CORE COURSE</b>  Pilih 5 kursus daripada 12 kursus (pilihan tertakluk kepada kelulusan penyelia dan ketua jabatan) Choose 5 from 12 courses (subject to approval from the Head of Department and supervisor)	PWA8001	Kaedah Penyelidikan Kuantitatif dalam Pendidikan <i>Quantitative Research Approaches in Education</i>	3	PWA8005	Kaedah Penyelidikan Kualitatif dalam Pendidikan <i>Qualitative Research Approaches in Education</i>	3	<b>9</b>
		PWX8005	Seminar Kedoktoran <i>Doctoral Seminar</i>	3				
	<b>KURSUS ELEKTIF ELECTIVE COURSE</b>  Pilih 5 kursus daripada 12 kursus (pilihan tertakluk kepada kelulusan penyelia dan ketua jabatan) Choose 5 from 12 courses (subject to approval from the Head of Department and supervisor)	PWA8011	Seminar Kedoktoran dalam Amalan Profesional Pengurusan Pendidikan <i>Doctoral Seminar on Professional Practices in Educational Management</i>	3	PWA8013	Perancangan dan Dasar Pendidikan <i>Educational Planning and Policy</i>	3	<b>15</b>
		PWA8012	Fasafah Pengurusan dan Organisasi <i>Philosophy of Management and Organization</i>	3	PWA8015	Pembangunan Organisasi Pendidikan <i>Organizational Development in Education</i>	3	
		PWA8029	Teori dan Amalan dalam Kepimpinan Pendidikan <i>Theory and Practice in Educational Leadership</i>	3	PWA8035	Undang-undang dan Governan dalam Pendidikan <i>Laws and Governance in Education</i>	3	
		PWA8030	Analisis Data Kuantitatif <i>Quantitative Data Analysis</i>	3	PWA8003	Analisis Data Multivariat <i>Multivariate Data Analysis</i>	3	
		PWA8031	Analisis Data Kualitatif dalam Pendidikan <i>Qualitative Data Analysis in Education</i>	3	PWA8032	Pengukuran Objektif <i>Objective Measurement</i>	3	
		PWA8033	Model Statistik Linear Gunaan <i>Applied Linear Statistical Models</i>	3	PWA8034	Analisis Permodelan Persamaan Struktur <i>Structural Equation Modelling Analysis</i>	3	
			<b>Jumlah Kredit Total Credit</b>	<b>12</b>		<b>Jumlah Kredit Total Credit</b>	<b>12</b>	<b>24</b>
Tahun 2 Year 2	<b>KURSUS TERAS CORE COURSE</b>	PWX8006	Tesis Thesis	14	PWX8006	Tesis Thesis	14	<b>28</b>

Tahun Pengajian Years of Study	Komponen Component	Semester 1			Semester 2			Jumlah Kredit Total Credit
		Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	
Tahun 3 Year 3	<b>KURSUS TERAS CORE COURSE</b>	PWX8006	Tesis Thesis	14	PWX8006	Tesis Thesis	14	<b>28</b>
<b>Jumlah Kredit</b> <i>Total Credit</i>				<b>40</b>	<b>Jumlah Kredit</b> <i>Total Credit</i>			<b>40</b>
								<b>80</b>

**PENGAJIAN SECARA SEPARUH MASA / PARTTIME STUDY**

**PENGKHUSUSAN PENGURUSAN & DASAR PENDIDIKAN / EDUCATIONAL MANAGEMENT & POLICY CONCENTRATION**

Tahun Pengajian Years of Study	Komponen Component	Semester 1			Semester 2			Jumlah Kredit Total Credit
		Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	
Tahun 1 Year 1	<b>KURSUS TERAS CORE COURSE</b>  Pilih 3 kursus daripada 8 kursus (pilihan tertakluk kepada kelulusan penyelia dan ketua jabatan) Choose 3 from 8 courses (subject to approval from the Head of Department and supervisor)	PWA8001	Kaedah Penyelidikan Kuantitatif dalam Pendidikan <i>Quantitative Research Approaches in Education</i>	3	PWA8005	Kaedah Penyelidikan Kualitatif dalam Pendidikan <i>Qualitative Research Approaches in Education</i>	3	<b>9</b>
		PWX8005	Seminar Kedoktoran <i>Doctoral Seminar</i>	3				
	<b>KURSUS ELEKTIF ELECTIVE COURSE</b>  Pilih 3 kursus daripada 8 kursus (pilihan tertakluk kepada kelulusan penyelia dan ketua jabatan) Choose 3 from 8 courses (subject to approval from the Head of Department and supervisor)	PWA8011	Seminar Kedoktoran dalam Amalan Profesional Pengurusan Pendidikan <i>Doctoral Seminar on Professional Practices in Educational Management</i>	3	PWA8013	Perancangan dan Dasar Pendidikan <i>Educational Planning and Policy</i>	3	<b>9</b>
		PWA8012	Fasafah Pengurusan dan Organisasi <i>Philosophy of Management and Organization</i>	3	PWA8015	Pembangunan Organisasi Pendidikan <i>Organizational Development in Education</i>	3	
		PWA8030	Analisis Data Kuantitatif <i>Quantitative Data Analysis</i>	3	PWA8032	Pengukuran Objektif <i>Objective Measurement</i>	3	
		PWA8031	Analisis Data Kualitatif dalam Pendidikan <i>Qualitative Data Analysis in Education</i>	3	PWA8033	Model Statistik Linear Gunaan <i>Applied Linear Statistical Models</i>	3	
			<b>Jumlah Kredit Total Credit</b>	<b>9</b>		<b>Jumlah Kredit Total Credit</b>	<b>9</b>	<b>18</b>
Tahun 2 Year 2	<b>KURSUS TERAS CORE COURSE</b>				PWX8006	Tesis Thesis	11	<b>11</b>
	<b>KURSUS ELEKTIF ELECTIVE COURSE</b>  Pilih 2 kursus daripada 4 kursus (pilihan tertakluk kepada kelulusan penyelia dan	PWA8029	Teori dan Amalan dalam Kepimpinan Pendidikan <i>Theory and Practice in Educational Leadership</i>	3				<b>6</b>
		PWA8035	Undang-undang dan Governan dalam Pendidikan <i>Laws and Governance in Education</i>	3				

Tahun Pengajian Years of Study	Komponen Component	Semester 1			Semester 2			Jumlah Kredit Total Credit
		Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	
ketua jabatan) <i>Choose 2 from 4 courses (subject to approval from the Head of Department and supervisor)</i>	PWA8003	Analisis Data Multivariat <i>Multivariate Data Analysis</i>	3					
	PWA8034	Analisis Permodelan Persamaan Struktur <i>Structural Equation Modelling Analysis</i>	3					
		Jumlah Kredit <i>Total Credit</i>	6		Jumlah Kredit <i>Total Credit</i>	11	17	
Tahun 3 Year 3	<b>KURSUS TERAS CORE COURSE</b>	PWX8006	Tesis Thesis	11	PWX8006	Tesis Thesis	11	22
Tahun 4 Year 4	<b>KURSUS TERAS CORE COURSE</b>	PWX8006	Tesis Thesis	11	PWX8006	Tesis Thesis	12	23
Jumlah Kredit <i>Total Credit</i>				40	Jumlah Kredit <i>Total Credit</i>		40	80

**SENARAI KURSUS MENGIKUT SEMESTER (PERANCANGAN KULIAH) /  
LIST OF COURSES ACCORDING TO SEMESTER (LECTURE SCHEDULE)**

**PENGAJIAN SECARA SEPENUH MASA / FULLTIME STUDY  
PENGKHUSUSAN KAUNSELING / COUNSELLING CONCENTRATION**

Tahun Pengajian Years of Study	Komponen Component	Semester 1			Semester 2			Jumlah Kredit Total Credit
		Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	
Tahun 1 Year 1	<b>KURSUS TERAS CORE COURSE</b>  Pilih 5 kursus daripada 11 kursus (pilihan tertakluk kepada kelulusan penyelia dan ketua jabatan) <i>Choose 5 from 11 courses (subject to approval from the Head of Department and supervisor)</i>	PWA8001	Kaedah Penyelidikan Kuantitatif dalam Pendidikan <i>Quantitative Research Approaches in Education</i>	3	PWA8005	Kaedah Penyelidikan Kualitatif dalam Pendidikan <i>Qualitative Research Approaches in Education</i>	3	9
		PWX8005	Seminar Kedoktoran <i>Doctoral Seminar</i>	3				
	<b>KURSUS ELEKTIF ELECTIVE COURSE</b>  Pilih 5 kursus daripada 11 kursus (pilihan tertakluk kepada kelulusan penyelia dan ketua jabatan) <i>Choose 5 from 11 courses (subject to approval from the Head of Department and supervisor)</i>	PWA8024	Teori dan Amalan Kaunseling Lanjutan <i>Advanced Counselling Theory and Practice</i>	3	PWA8023	Terapi Perkahwinan dan Keluarga <i>Marriage and Family Therapy</i>	3	15
		PWA8026	Penyeliaan Dalam Kaunseling dan Psikoterapi <i>Supervision in Counseling and Psychotherapy</i>	3	PWA8027	Kaunseling Pencegahan <i>Preventive Counseling</i>	3	
		PWA8030	Analisis Data Kuantitatif <i>Quantitative Data Analysis</i>	3	PWA8028	Medium Terapi Seni <i>Expressive Therapy Mediums</i>	3	
		PWA8031	Analisis Data Kualitatif dalam Pendidikan <i>Qualitative Data Analysis in Education</i>	3	PWA8003	Analisis Data Multivariat <i>Multivariate Data Analysis</i>	3	
		PWA8033	Model Statistik Linear Gunaan <i>Applied Linear Statistical Models</i>	3	PWA8032	Pengukuran Objektif <i>Objective Measurement</i>	3	
				3	PWA8034	Analisis Permodelan Persamaan Struktur <i>Structural Equation Modelling Analysis</i>	3	
			<b>Jumlah Kredit Total Credit</b>	<b>12</b>		<b>Jumlah Kredit Total Credit</b>	<b>12</b>	<b>24</b>
Tahun 2 Year 2	<b>KURSUS TERAS CORE COURSE</b>	PWX8006	Tesis Thesis	14	PWX8006	Tesis Thesis	14	28
Tahun 3 Year 3	<b>KURSUS TERAS CORE COURSE</b>	PWX8006	Tesis Thesis	14	PWX8006	Tesis Thesis	14	28
<b>Jumlah Kredit Total Credit</b>				<b>40</b>	<b>Jumlah Kredit Total Credit</b>		<b>40</b>	<b>80</b>

**PENGAJIAN SECARA SEPARUH MASA / PARTTIME STUDY  
PENGKHUSUSAN KAUNSELING / COUNSELLING CONCENTRATION**

Tahun Pengajian Years of Study	Komponen Component	Semester 1			Semester 2			Jumlah Kredit Total Credit
		Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	
Tahun 1 Year 1	<b>KURSUS TERAS CORE COURSE</b>  Pilih 3 kursus daripada 7 kursus (pilihan tertakluk kepada kelulusan penyelia dan ketua jabatan) <i>Choose 3 from 7 courses (subject to approval from the Head of Department and supervisor)</i>	PWA8001	Kaedah Penyelidikan Kuantitatif dalam Pendidikan <i>Quantitative Research Approaches in Education</i>	3	PWA8005	Kaedah Penyelidikan Kualitatif dalam Pendidikan <i>Qualitative Research Approaches in Education</i>	3	<b>9</b>
		PWX8005	Seminar Kedoktoran <i>Doctoral Seminar</i>	3				
	<b>KURSUS ELEKTIF ELECTIVE COURSE</b>  Pilih 3 kursus daripada 7 kursus (pilihan tertakluk kepada kelulusan penyelia dan ketua jabatan) <i>Choose 3 from 7 courses (subject to approval from the Head of Department and supervisor)</i>	PWA8024	Teori dan Amalan Kaunseling Lanjutan <i>Advanced Counselling Theory and Practice</i>	3	PWA8028	Medium Terapi Seni <i>Expressive Therapy Mediums</i>	3	<b>9</b>
		PWA8026	Penyeliaan Dalam Kaunseling dan Psikoterapi <i>Supervision in Counseling and Psychotherapy</i>	3	PWA8032	Pengukuran Objektif <i>Objective Measurement</i>	3	
		PWA8030	Analisis Data Kuantitatif <i>Quantitative Data Analysis</i>		PWA8033	Model Statistik Linear Gunaan <i>Applied Linear Statistical Models</i>	3	
		PWA8031	Analisis Data Kualitatif dalam Pendidikan <i>Qualitative Data Analysis in Education</i>	3				
			<b>Jumlah Kredit Total Credit</b>	<b>9</b>		<b>Jumlah Kredit Total Credit</b>	<b>9</b>	<b>18</b>
Tahun 2 Year 2	<b>KURSUS TERAS CORE COURSE</b>				PWX8006	Tesis <i>Thesis</i>	11	<b>11</b>
	<b>KURSUS ELEKTIF ELECTIVE COURSE</b>  Pilih 2 kursus daripada 4 kursus (pilihan tertakluk kepada kelulusan penyelia dan ketua jabatan) <i>Choose 2 from 7 courses (subject to approval from the Head of Department and supervisor)</i>	PWA8023	Terapi Perkahwinan dan Keluarga <i>Marriage and Family Therapy</i>	3				<b>6</b>
		PWA8027	Kaunseling Pencegahan <i>Preventive Counseling</i>	3				
		PWA8003	Analisis Data Multivariat <i>Multivariate Data Analysis</i>	3				
		PWA8034	Analisis Permodelan Persamaan Struktur <i>Structural Equation Modelling Analysis</i>	3				
			<b>Jumlah Kredit Total Credit</b>	<b>6</b>		<b>Jumlah Kredit Total Credit</b>	<b>11</b>	<b>17</b>

Tahun Pengajian Years of Study	Komponen Component	Semester 1			Semester 2			Jumlah Kredit Total Credit
		Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	Kod Kursus Course Code	Tajuk Kursus Course Title	Kredit Credit	
Tahun 3 Year 3	<b>KURSUS TERAS CORE COURSE</b>	PWX8006	Tesis Thesis	11	PWX8006	Tesis Thesis	11	<b>22</b>
Tahun 4 Year 4	<b>KURSUS TERAS CORE COURSE</b>	PWX8006	Tesis Thesis	11	PWX8006	Tesis Thesis	12	<b>23</b>
<b>Jumlah Kredit Total Credit</b>				<b>40</b>	<b>Jumlah Kredit Total Credit</b>			<b>40</b>
								<b>80</b>

## **1. SYARAT PENCALONAN /CANDIDATURE REQUIREMENTS**

- 1) membentangkan cadangan penyelidikan dalam Proposal Defence;  
*present your research proposal at Proposal Defence;*
- 2) membentangkan kemajuan penyelidikan dalam Candidature Defence;  
*present your research progress at Candidature Defence;*
- 3) perlu menunjukkan bukti penerimaan untuk penerbitan seperti berikut (mengikut kriteria yang ditetapkan dalam garis panduan penerbitan), sebelum pengijazahan:  
*must show proof of acceptance for publication as per the following (according to the criteria set in the publication guidelines), prior to graduation:*
  - i. sekurang-kurangnya satu (1) artikel dalam jurnal diindeks oleh Thomson Reuters Web of Science (WoS)  
*at least one (1) article in journals indexed by Thomson Reuters Web of Science (WoS)*  
atau; or;
  - ii. sekurang-kurangnya dua (2) Malaysian Citation Index (MyCite) atau Jurnal yang diiktiraf dan disenaraikan oleh PTj;  
*at least two (2) in the Malaysian Citation Index (MyCite) or any publishers listed and recognized by the Faculty*  
atau; or;
  - iii. sekurang-kurangnya satu (1) penerbitan buku yang diterbitkan di bawah senarai penerbit Thomson Reuters Web of Science (WoS) Master Book List atau Penerbit Universiti Malaya atau Dewan Bahasa dan Pustaka atau mana-mana penerbit yang diiktiraf dan disenaraikan oleh PTj  
*at least one (1) book published by publishers listed in the Thomson Reuters Web of Science (WoS) Master Book List or by University of Malaya Press or Dewan Bahasa dan Pustaka or any publishers listed and recognized by the Faculty*  
atau; or;
  - iv. sekurang-kurangnya dua (2) penerbitan berbentuk bab buku yang diterbitkan di bawah senarai penerbit Web of Science (WoS) Master Book List atau Majlis Penerbitan Ilmiah Malaysia (MAPIM) Penerbit Universiti Malaya atau Dewan Bahasa dan Pustaka atau mana-mana penerbit yang diiktiraf dan disenaraikan oleh PTj. Dua (2) bab buku daripada buku yang berlainan adalah bersamaan dengan satu (1) penerbitan.  
*at least one (2) book chapters published listed in the Thomson Reuters Web of Science (WoS) Master Book List or by Majlis Penerbitan Ilmiah Malaysia (MAPIM) University of Malaya Press or Dewan Bahasa dan Pustaka or any publishers listed and recognized by the Faculty. Two (2) book chapters in different books are equivalent to one (1) publication;*

## **2. KEHADIRAN DAN PENYELIAAN IJAZAH TINGGI ATTENDANCE AND HIGHER DEGREES SUPERVISION**

Semua calon ijazah tinggi, dikehendaki berjumpa dengan penyelia atau penasihat mereka, menghadiri kursus (sekiranya disyaratkan) dan seminar atau menggunakan perpustakaan dan kemudahan penyelidikan lain di Universiti.

*All higher degree candidates are required to consult with their supervisor or their advisers, attend any courses (if required) and seminars or use the library and other research facilities at the University*

## **3. LAPORAN KEMAJUAN/ PROGRESS REPORT**

Pada tiap sesi akademik, semua calon ijazah tinggi dikehendaki menyerahkan laporan kemajuan kepada penyelia mereka dengan mengisi borang secara online ([myum.um.edu.my](http://myum.um.edu.my)) Calon yang gagal menyerahkan laporan kemajuan dianggap kurang memuaskan dan pencalonan mereka akan dikaji semula oleh Jawatankuasa Pengajian Ijazah Tinggi. Pencalonan seseorang akan ditamatkan jika kemajuannya tidak memuaskan.

*In each academic session, all candidates are required to submit a progress report to their supervisor through online ([myum.um.edu.my](http://myum.um.edu.my)). Candidates who fail to submit a progress report are considered unsatisfactory and their candidature will be reviewed by the Postgraduate Studies Committee. The candidature of a student will be terminated if progress is not satisfactory.*

Calon dikehendaki mengemukakan laporan kemajuan penyelidikannya pada akhir semester kepada penyelia mengikut prosedur yang telah ditetapkan. Penyelia, Penyelia Bersama atau Perunding yang dilantik hendaklah menilai laporan kemajuan penyelidikan calon mengikut prosedur yang ditetapkan.  
*Candidates are required to submit their progress report at the end of the semester to their supervisor according to the fixed procedures. Supervisor/supervisors or appointed consultant needs to evaluate the progress report of the candidate according to the fixed procedures.*

Calon yang kemajuannya memuaskan akan diperakukan untuk pencalonan diteruskan. Calon yang kemajuannya tidak memuaskan untuk tiga (3) semester berturut-turut akan ditamatkan pencalonannya oleh Fakulti. Pengarah, Pusat Pentadbiran dan Perkhidmatan Akademik akan dimaklumkan mengenai penamatan pencalonan calon untuk diambil tindakan.

*Candidates whose progress is satisfactory will be allowed to continue their candidature. Candidates whose progress is unsatisfactory for three (3) continuous semesters will be terminated by the Faculty. The Director, Academic Administration and Service Centre will be notified regarding candidature termination for further action.*

Calon yang gagal mengemukakan laporan kemajuan penyelidikannya dalam tempoh yang ditetapkan akan dihalang daripada mendaftar untuk semester berikutnya.

*Candidates who fail to submit a progress report within the stipulated period will be barred from registration for the following semester.*

#### **4. PENAMATAN PENCALONAN/ TERMINATION OF CANDIDATURE**

Penamatan pencalonan seseorang calon ijazah tinggi boleh berlaku atas sebab-sebab berikut:  
Termination of candidature of any candidate could have happened for the following reasons:\

- (i) Penarikan Diri/ *Withdrawal*:  
Atas permohonan secara bertulis oleh calon untuk menarik diri.  
*Upon application in writing by the candidate to withdraw.*
- (ii) Luput/ *Lapse*:  
Pencalonan dianggap luput apabila calon gagal mendaftarkan diri atau membaharui pencalonannya pada permulaan tiap-tiap sesi akademik.  
*Candidature nomination is considered lapsed when the candidate fails to register or renew his or her candidature at the beginning of every academic session.*
- (iii) Penamatan/ *Termination*:  
Pencalonan akan tamat jika calon gagal menyempurnakan pengajiannya dalam tempoh maksimum yang ditetapkan.  
Candidature will expire if the candidate fails to complete the study within the prescribed maximum period.  
Senat, atas perakuan Jawatankuasa Pengajian Ijazah Tinggi dan Fakulti, boleh membernarkan perlanjutan pencalonan, dan menetapkan syarat baginya, sekiranya permohonan untuk melanjutkan pencalonan dibuat secara bertulis kepada Fakulti.  
*The Senate, on the recommendation of the Postgraduate Studies Committee and the Faculty, may grant an extension of candidature, and set the conditions if the application for extension of the candidature is made in writing to the Faculty.*

#### **5. BAHASA PENULISAN TESIS/ THESIS WRITING LANGUAGE**

Bahasa penulisan Tesis adalah dibuat dalam Bahasa Malaysia atau Bahasa Inggeris.  
*The thesis writing language is Bahasa Malaysia or English.*

#### **6. KEBENARAN MENGGUNA SEKOLAH-SEKOLAH UNTUK PENYELIDIKAN/ PERMISSION TO USE SCHOOLS FOR RESEARCH**

Calon yang ingin menggunakan sekolah/institusi lain di bawah penguasaan Kementerian Pendidikan untuk penyelidikan mereka dikehendaki meminta kebenaran daripada Kementerian tersebut. Permohonan harus dihantar kepada Bahagian Perancangan dan Penyelidikan Pendidikan, Kementerian Pendidikan. Borang permohonan untuk keperluan ini boleh didapat dari Penolong Pendaftar, Fakulti Pendidikan.

*Candidates who wish to use the school / other institutions under the control of the Ministry of Education*

*for their research are required to seek permission from the Ministry. Applications should be sent to the Educational Research and Planning Division, Ministry of Education. Application forms for this requirement are available from the Assistant Registrar, Faculty of Education.*

**7. GARISPANDUAN MENYEDIAKAN CADANGAN PENYELIDIKAN (SEMINAR 1 DAN SEMINAR DUA) /  
PROVIDING GUIDELINES FOR RESEARCH PROPOSALS (PROPOSAL DEFENCE AND CANDIDATURE DEFENCE)**

Seseorang calon Doktor Falsafah dikehendaki menyerahkan secara rasmi cadangan penyelidikannya untuk kelulusan Jawatankuasa peringkat Jabatan selewat-lewatnya lima semester selepas tarikh pendaftaran permohonan.

*A PhD candidate is required to submit a formal research proposal for approval at the Department level Committee at least five semesters after the date of the registration application.*

Lima salinan cadangan yang ditaip dengan menggunakan dua jarak atas kertas yang bersaiz A4, harus diserahkan kepada Jabatan mengikut program masing-masing.

*Five typed copies of the proposal using double spacing on A4 size paper, should be submitted to the Department of the Programmes.*

Satu Jawatankuasa Penasihat Penyelidikan yang dianggotai oleh Ketua Jabatan sebagai pengerusi, penyelia (atau penyelia-penyelia) dan penyemak yang dilantik akan menyemak cadangan penyelidikan dan menemuduga calon berkenaan.

*A Research Advisory Committee consisting of the Head of Department as chairman, the supervisor (or supervisors) and the reviewer will review research proposals and interview the candidate.*

Calon juga dikehendaki mempertahankan cadangannya semasa ditemuduga oleh Jawatankuasa Penasihat Penyelidikan.

*Candidates are also required to defend the proposal during an interview by the Research Advisory Committee.*

Cadangan ini biasanya mengandungi aspek-aspek di bawah:

*The proposal generally contains the aspects below:*

- (a) Penghuraian mengenai masalah penyelidikan, termasuk hipotesis atau pembentukan soalan-soalan penyelidikan yang tepat.  
*Description of research problems, including the formation of exact hypotheses or research questions.*
- (b) Penerangan jelas mengenai tujuan, kepentingan dan batasan penyelidikan dari segi konteks, teori dan amalannya.  
*A clear description of the purpose, importance and limitations in the context of research, theory and practice.*
- (c) Tinjauan bahan yang berkenaan berkaitan dengan penyelidikan yang akan dijalankan termasuk penjelasan mengenai tanggapan yang dibuat untuk kajian serta perkaitan kajian dengan sorotan kajian penyelidikan yang telah diikuti.  
*Review the relevant materials related to research will include an explanation of the assumptions for the study and highlight the relevance of research studies that have followed.*
- (d) Ringkasan mengenai rekabentuk kajian termasuk keterangan dan penjelasan metodologi atau prosedur yang digunakan.  
*A summary of the research design, including information and details of methodology or procedure used.*
- (e) Penjelasan yang memuaskan mengenai penyelidikan dan analisisan data yang akan digunakan.  
*A satisfactory explanation of the research and data analysis to be used.*
- (f) Lampiran-lampiran, termasuk soalselidik atau alat-alat penyelidikan dan maklumat yang berkenaan jika ada.  
*Appendices, including the questionnaire or the research tools and relevant information if available.*

- (g) Bibliografi.  
*Bibliography.*

## 8. PENYERAHAN TESIS/ *SUBMISSION OF THESIS*

- (a) Syarat-syarat khas/ Special conditions:

(i) Enam (6) tesis berkulit nipis diserahkan untuk pemeriksaan. Tesis hendaklah ditaip dua spasi ataupun dicetak di atas kertas bersaiz A4, kecuali untuk lukisan atau peta yang tidak mempunyai had saiz kertas. Ruang berukuran 4 sentimeter hendaklah disediakan di sebelah kiri. Tajuk atau ringkasan tajuknya serta nama pengarang hendaklah dicetak dalam huruf besar di tulang belakang tesis. Abstrak atau sinopsis yang tidak melebihi 500 perkataan hendaklah dijadikan prakata kepada tesis.

*Six (6) thesis in hard cover must be submitted for examination. The thesis must be typed or printed double space on A4 size paper, except for drawings or maps that do not have the paper size limit. Space measuring 4 centimeters shall be provided on the left. Title or abbreviated title and author's name should be printed in block letters on the spine. Abstract or synopsis not exceeding 500 words should be the preface to the thesis.*

(ii) Tesis yang telah diperiksa itu dan mengandungi mana-mana pembetulan jika ada, hendaklah dijilid dalam kulit tebal berjenis reksin berwarna merah tua (dark red rexine).

*Tiga (3) naskhah tesis tersebut hendaklah diserahkan kepada Universiti.*

*The thesis that has been inspected and contains any corrections if any, shall be bound in dark red rexine. Three (3) copies of the thesis are to be submitted to the University.*

(iii) Sebuah tesis Doktor Falsafah tidak boleh melebihi 80,000 perkataan (tidak termasuk notakaki, lampiran, jadual dan rajah) kecuali dalam kes di mana kebenaran khas telah diberi oleh Universiti untuk melebihi had ini. Sebagai tambahan, sebuah abstrak yang tidak melebihi 500 perkataan perlu dikemukakan secara berasingan oleh calon Doktor Falsafah.

*A PhD thesis must not exceed 80,000 words (not including the footnote, appendices, tables and figures), except in cases where special permission has been granted by the University to exceed this limit. In addition, an abstract not exceeding 500 words should be submitted separately by the PhD candidate*

- (b) Format manuskrip

*Format of the manuscript*

Pada kebiasaannya, tiap-tiap manuskrip mengandungi tiga bahagian utama; permulaan, teks dan tambahan termasuk rujukan atau bibliografi. Susunan tiap-tiap bahagian ini harus ditentukan oleh calon atas nasihat penyelianya. Butir lanjut mengenai format dan isi kandungan tiap-tiap bahagian boleh didapati dalam Panduan Penyediaan Tesis, Disertasi dan Laporan Penyelidikan yang disediakan oleh Fakulti Pendidikan.

*Usually, every manuscript contains three main parts: the beginning, the text and references or bibliography. The arrangement of every part should be determined by the candidate on the advice of his or her supervisor. Further details on the format and content of each part can be found in the Guide to the Preparation of Thesis, Disertasi and Reserch Report, prepared by the Faculty of Education.*

## 9. PANJANG PATAH PERKATAAN TESIS/ *LENGTH OF THESIS*

Panjang patah perkataan tesis perlu secara am berada dalam julat 80,000 - 100,000 patah perkataan. Jumlah maksimum panjang patah perkataan adalah tidak termasuk footnotes, rujukan, lampiran, jadual, rajah dan kata pengantar. Calon yang mahu melepassi had jumlah patah perkataan yang ditetapkan perlu memohon kepada Senat melalui Fakulti tersendiri sekurang-kurangnya tiga bulan sebelum tarikh penyerahan tesis untuk pemeriksaan dan memberikan sebab-sebab mengapa calon tidak boleh menetapi jumlah patah perkataan yang telah ditetapkan.

*Length of thesis should generally be in the range 80,000 - 100,000 words. The maximum length of words excludes footnotes, references, appendices, tables, figures and prefaces. A candidate who wishes to exceed the number of words specified must apply to the Senate through the respective Faculty at least three months before the submission of the thesis for examination and provide reasons for the inability to adhere to the prescribed length.*

## SINOPSIS KURSUS / COURSE SYNOPSIS

### PWA8001 Kaedah Penyelidikan Kuantitatif dalam Pendidikan (3 jam kredit) PWA8001 Quantitative Research Approaches in Education (3 credit hours)

Dalam kursus ini, calon akan didedahkan kepada kaedah kuantitatif lanjutan dalam penyelidikan pendidikan, supaya mereka dapat menunjukkan pemahaman praktikal tentang kaedah tersebut. Kursus ini akan meneroka beberapa kaedah dan teknik dalam penyelidikan kuantitatif, seperti teknik persampelan, reka bentuk penyelidikan, pengukuran, instrumentasi, dan jenis kaedah analisis data dalam menjalankan penyelidikan kuantitatif. Kursus ini juga akan membincangkan isu-isu penyelidikan yang mendalam tentang kesahan dan kebolehpercayaan, kaedah tinjauan, kaedah eksperimen, kaedah perbandingan, kajian korelasi dan sebagainya. Selain itu, kaedah penyelidikan kuantitatif yang baru iaitu permodalan persamaan struktural akan diperkenalkan melalui kursus ini.

*In this course, candidates will be exposed to advanced quantitative methods in educational research, so that they can demonstrate practical understanding of the method. This course will explore several methods and techniques in quantitative research, such as sampling techniques, research design, measurement, instrumentation, and different types of data analysis methods in conducting quantitative research. This course will also discuss in-depth research issues on validity and reliability, survey methods, experimental methods, comparative methods, correlation studies and so on. In addition, a new method of quantitative research, namely structural capitalization, will be introduced through this course.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	–	70 %	Peperiksaan	–	30 %
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	–	70 %	<i>Examination</i>	–	30 %
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris					
<b>Medium of Instruction</b>	:	<i>Malay, English</i>					

### Rujukan Terpilih / Selected References

- Chua, Y. P. (2020). Mastering research methods (3rd edition). McGraw-Hill.
- Patten, M. L., Newhart, M. (2017). Understanding Research Methods: An Overview of the Essentials 10th Edition. Routledge.
- Hair et al. (2017). A primer on Partial Least Squares Structural Equation Modeling (SmartPLS-SEM). Sage Publication Friere, P. (1968). *Pedagogy of the oppressed* (M. B. Ramos, Trans.). New York: Seabury Press.

### PWA8005 Kaedah Penyelidikan Kualitatif dalam Pendidikan (3 jam kredit) PWA8005 Qualitative Research Approaches in Education (3 credit hours)

Kursus ini memperkenalkan kepada pelajar beberapa prinsip kaedah penyelidikan kualitatif. Ia akan meneliti secara mendalam beberapa isu berhubungkait dengan perbezaan antara pelbagai rekabentuk yang terdapat dalam kajian kualitatif seperti kajian kes, etnografi, fenomenologi dan lain-lain. Pelajar berpeluang untuk merangka pernyataan masalah, objektif dan soalan kajian, pemilihan sampel dan mengenalpasti pelbagai cara yang digunakan dalam pungutan data kualitatif seperti temubual, pemerhatian dan analisis dokumen. Pelajar juga akan didedahkan dengan pelbagai isu yang berkaitan dengan kajian kualitatif seperti isu etika dalam penyelidikan, kesahan dan kebolehpercayaan.

*This course introduces students to the principles of qualitative research methods. It examines in depth issues relating to differences between various qualitative research methods such as case study, ethnography, phenomenology etc. Students will have the opportunity to formulate problem statements, objectives and research questions, sample selection and identify various methods used in qualitative data collection such as interviews, observations and document analysis. Students will also be exposed to issues related to qualitative research methodology such as ethical issues in research, validity and reliability.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	–	70 %	Peperiksaan	–	30 %
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	–	70 %	<i>Examination</i>	–	30 %

<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris
<b>Medium of Instruction</b>	:	<i>Malay, English</i>

#### Rujukan Terpilih / Selected References

- Cardano, M. (2020). Defending qualitative research: Design, analysis and textualization. London, UK: Routledge.
- Creswell, J. W. (2013). Research design: Qualitative, quantitative, and mixed methods approaches (3rd, ed.). LA: Sage Publication.
- Hennink, M., Hutter, I., & Bailey, A. (2020). *Qualitative research methods*. SAGE Publications Limited.
- Merriam, S. B.;, & Grenier, R. S. (2019). *Qualitative research in practice: Examples for discussion and analysis*. Hoboken, NJ: John Wiley & Sons.
- Udo Kuckartz, (2014). *Qualitative Text Analysis: A Guide to Methods, Practice and Using Software*. NY: Sage Publication.

#### PWX8005 Seminar Kedoktoran (3 jam kredit)

#### PWX8005 Doctoral Seminar (3 credit hours)

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Kursus ini adalah untuk pelajar mengembangkan cadangan penyelidikan berasaskan peluang berbincang dengan komuniti program Doktor Falsafah di Fakulti Pendidikan yang terdiri daripada rakan dan pensyarah. Pelajar akan membentang dan berbincang kerja mereka, menerima maklumbalas yang mempertingkatkan mutu usul cadangan mereka secara berterusan.

*This course is for students to develop their research proposal with opportunities for ongoing discourse with an extended learning community in the Faculty of Education doctoral program, consisting of fellow graduate students and members of the faculty. Students will present and discuss their work-in-progress proposals, receive feedback from fellow classmates and the instructor, and make relevant improvements..*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	-	100%	Peperiksaan	-	-
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	-	100 %	<i>Examination</i>	-	-
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris					
<b>Medium of Instruction</b>	:	<i>Malay, English</i>					

#### Rujukan Terpilih / Selected References

- Lokesh, K. (2020). *Methodology of Educational Research*. Vikash Publishing. India.
- Robert, C., Michael, W, Larry, V.H., & James, A. (2017). *Research Methods and Methodologies in Education*. Sage.
- Ioanna, P., & David, N. (2015). *Doing Research in Education: Theory and Practice*. Sage.

#### PWX8006 Thesis (56 jam kredit)

#### PWX8006 Thesis (56 credit hours)

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Kursus ini memerlukan pelajar untuk menyediakan satu cadangan penyelidikan (termasuk ulasan literature yang lengkap), bentang usul cadangan, menjalankan pelan rekabentuk penyelidikan (termasuk kutipan data dan analisis) dan akhirnya menulis satu laporan dan membentangkan dapatan kajian. Pelajar akan diselia oleh ahli Fakulti. Pada akhir program satu disertasi akan diserahkan untuk pemeriksaan dan dipertahankan di hadapan jawatankuasa yang dilantik

*This course requires the student to prepare a research proposal (including a comprehensive literature review), defend the proposal, carry out the plan in the proposal (including data collection and analysis), and finally report and defend the findings. Students would be supervised by a member(s) of the faculty. A dissertation is submitted for examination at the end of the program and will be defended in front of appointed committee.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	-	100%	Peperiksaan	-	-
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<b>Assessment Method</b>	:	Continuous Assessment	-	100 % Examination	-	-
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris				
<b>Medium of Instruction</b>	:	Malay, English				

#### Rujukan Terpilih / Selected References

- Efron, S.A., & Ravis, R. (2019). Writing the literature review: A practical guide. New York: Guilford Press
- Robert, C., Hyatt, L. (2018). The Dissertation Journey: A Practical and Comprehensive Guide to Planning, Writing, and Defending Your Dissertation. Thousand Oaks, CA: Sage

#### PWA8002 Statistik Lanjutan dalam Penyelidikan Pendidikan (3 jam kredit)

#### PWA8002 Advanced Statistics in Educational Research (3 credit hours)

Kursus ini menyediakan pelajar dengan kemahiran untuk menganalisis data daripada penyelidikan pendidikan. Pelajar akan mendapat pendedahan tentang explorasi data deskriptif, statistik inferensi, ujian korelasi dan regresi linear mudah dan statistik tak berparameter. Perisian komputer akan digunakan semasa menganalisis data.

*This course provides students with skills to analyze data from educational research. Students will gain exposure on data exploration descriptive, inferential statistics , test correlation and simple linear regression and nonparametric statistics . Computer software will be used when analyzing the data.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	-	70 %	Peperiksaan	-	30 %
<b>Assessment Method</b>	:	Continuous Assessment	-	70 %	Examination	-	30 %
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris					
<b>Medium of Instruction</b>	:	Malay, English					

#### Rujukan Terpilih / Selected References

- Cheung, M.W-L. (2015). *Meta-Analysis: A Structural Equation Modeling Approach*. Wiley: UK
- Bluman, A.G. (2012). *Elementary statistics: A step by step approach(8th edition)*. New York:McGraw Hill.
- Chua, Y.P.(2013) *Mastering Research Statistics*. Kuala Lumpur:McGraw Hill.
- Chua, Y.P. (2006). *Asas Statistik Penyelidikan Buku Dua*. Kuala Lumpur: McGraw Hill.
- Field, A. (2009). *Discovering statistics using SPSS*. London: SAGE Publication.

#### PWA8003 Analisis Data Multivariat (3 jam kredit)

#### PWA8003 Multivariate Data Analysis (3 credit hours)

Kursus ini direkabentuk untuk membantu pelajar mengaplikasikan teknik analisis multivariat dalam penyelidikan pendidikan. Kursus ini bermula dengan penghuraian konsep dari matriks algebra dan perbincangan ciri-ciri taburan normal multivariat. Regresi gandaan dan regresi multivariat juga dibincang. Perbandingan pelbagai variabel antara kumpulan; kaedah menguji perbezaan min dan kovarians juga akan diperkenalkan. Analisis diskriminan dan kaedah analisis klasifikasi juga akan diperkenalkan. Kursus ini dirumuskan dengan perbincangan analisis komponen principal dan analisis faktor.

*The course is designed to assist students in applying multivariate on analysis techniques for research in education. The course begins with a review/introduction to basic concepts from matrix algebra and a discussion of the properties of the multivariate normal distribution. Multiple regression is briefly reviewed and multivariate regression is mentioned. The class then discusses methods for comparing groups on several variables; methods for testing for differences of means and covariances will be introduced. Discriminant analysis and classification analysis methods are then introduced. The course concludes with a discussion of principal components analysis and factor analysis.*

<b>Kaedah Penilaian</b>	:	Penilaian	-	70 %	Peperiksaan	-	30 %
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<b>Assessment Method</b>	: Berterusan Continuous Assessment	- 70 %	Examination	- 30 %
<b>Bahasa Pengantar</b>	Bahasa Melayu, Bahasa Inggeris			
<b>Medium of Instruction</b>	<i>Malay, English</i>			

#### Rujukan Terpilih / Selected References

- Vaughn D.L. & Lomax,R. (2020). Statistical concepts: A Second course. 5th edition. New York:Routledge.
- Hair, J.F., Babin, B.J., Black, W.C. & Anderson, R.E. (2018) Multivariate Data Analysis, 8th Edition. New Jersey: Pearson Education.
- Wichern, D.W. & Johnson, R.A. (2018). Applied Multivariate Statistical Analysis, 6th Edition. New Jersey: Pearson.
- Vaughn D.L. (2016) Applied Multivariate Statistical Concepts. New York:Routledge.
- Keenan, A.P., & Stevens, J.P. (2015). Applied Multivariate Statistics for the Social Sciences, 6th Edition. London: Routledge.

#### PWA8006 Teori dan Amalan dalam Kurikulum (3 jam kredit)

#### PWA8006 Theory and Practice in Curriculum (3 credit hours)

Tokoh-tokoh dalam teori kurikulum telah menulis secara meluas dan pelbagai tentang klasifikasi pemikiran kurikulum. Kursus ini meneliti secara kritis teori kurikulum dengan memberi perhatian kepada pengaruh-pengaruh ideologi, politik, sosial, budaya, psikologi, epistemologi serta pegangan agama dan falsafah. Tumpuan ialah kepada perspektif awal kurikulum, perubahan fokus kurikulum yang dipengaruhi oleh pelbagai aliran (spt. Progresif, konstruktivisme), konsepsi pengetahuan dan perkembangan teknologi. Konsep tentang rekabentuk kurikulum dan perancangan kurikulum akan dibincangkan dengan terperinci dan juga berdasarkan kepada analisis perbandingan pelbagai bidang. Tumpuan juga diberi kepada masa depan kurikulum dengan merujuk kepada perkembangan globalisasi dan masyarakat berdasarkan pengetahuan.

*Curriculum theorists have written diversely and at length about the classification of different curriculum thought. This course critically reviews those curriculum theories in relation to the ideological, socio-political, cultural, psychological, epistemological influences including beliefs in religion and philosophy. Focus on early curriculum perspectives, changes on curriculum focus which were influenced by various schools of thought (e.g. Progressism, Constructivism), knowledge conception and technological development. The concept of curriculum design and curriculum planning will be discussed in detail and also will be based on a comparative analysis of the various fields. Attention is also given to the future curriculum with reference to globalization and knowledge based society.*

<b>Kaedah Penilaian</b>	: Penilaian Berterusan	- 70 %	Peperiksaan	- 30 %
<b>Assessment Method</b>	: Continuous Assessment	- 70 %	Examination	- 30 %
<b>Bahasa Pengantar</b>	Bahasa Melayu, Bahasa Inggeris			
<b>Medium of Instruction</b>	<i>Malay, English</i>			

#### Rujukan Terpilih / Selected References

- Morley, D. A., & Jamil, M. G. (2020). *Applied Pedagogies for Higher Education: Real World Learning and Innovation across the Curriculum* (p. 415). Springer Nature.
- Paulsen, M. B., & Perna, L. W. (Eds.). (2019). Higher Education: Handbook of Theory and Research: Volume 34. Springer.
- Taylor & Richards (2018). *An Introduction to Curriculum Studies*. Taylor and Francis.
- Davidson, C.N. (2017). *The New Education: How to Revolutionize the University to Prepare Students for a World In Flux*. Hachette Book Group. New York.
- Samuel, M. A., Dhunpath, R., & Amin, N. (Eds.). (2017). *Disrupting higher education curriculum: Undoing cognitive damage*. Springer.
- Carnell, B.& Fung, D. (Eds.). (2017). *Developing the Higher Education Curriculum: research-*

*based Education in Practice.* UCL Press.

- Boyle & Charles (2016). *Curriculum Development: A Guide to Educators.* SAGE Publications Ltd
- Glatthorn, A.A., Boschee, F., Whitehead, B.M., & Boschee, B. F. (2016). *Curriculum Leadership: Strategies for Development and Implementation.* Thousand Oaks, CA: Sage.

### **PWA8007 Pelaksanaan dan Penilaian Kurikulum (3 jam kredit)** **PWA8007 Curriculum Implementation and Evaluation (3 credit hours)**

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Kursus ini direkabentuk untuk memenuhi keperluan khusus para pendidik dari pelbagai bidang pengkhususan – Pendidikan Bahasa, Kurikulum dan Pengajaran, Matematik dan Sains, dan Sains Sosial. Pelajar akan membina kemahiran dalam merancang pelaksanaan dan penilaian bagi penambahbaikan mutu kurikulum dalam pelbagai bidang. Tumpuan perbincangan meliputi teori, model dan pendekatan dalam pelaksanaan dan penilaian kurikulum, pemantauan pelaksanaan kurikulum, penaksiran impak program dan analisis faedah progam. Asas pengetahuan yang diberikan dalam kursus ini membolehkan pelajar membuat aplikasi ke dalam bidang tertentu.

*This course is designed to meet the specific needs of educators through specialization in several areas – Language Education, Curriculum and Instruction, Mathematics and Science Education, and Social Sciences. Students will develop skills in planning the implementation and evaluation towards the improvement of curriculum quality for various disciplines. Discussions are focused on theories, models and approaches of curriculum implementation and evaluation, impact assessment of the program and analysis on the program benefits, curriculum improvement and decision making process. Basic knowledge gained from this course will benefit the students when applied to their respective fields.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	–	70 %	Peperiksaan	–	30 %
<b>Assessment Method</b>	:	Continuous Assessment	–	70 %	Examination	–	30 %
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris					
<b>Medium of Instruction</b>	:	<i>Malay, English</i>					

#### **Rujukan Terpilih / Selected References**

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- Norlidah Alias, Abu Bakar Nordin, Saedah Siraj & Mohd Nazri Abdul Rahman. (2014). *Kurikulum: Satu Disiplin Yang Dinamik.* Kuala Lumpur: Pearson Malaysia Sdn. Bhd.
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### **PWA8008 Reka Bentuk dan Pembangunan Sistem Pengajaran (3 jam kredit)** **PWA8008 Design and Development of Instructional Systems (3 credit hours)**

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Kursus ini memberi pendedahan kepada pelajar berkenaan prinsip-prinsip, konsep dan penyelidikan berkaitan bidang Rekabentuk Teknologi Pengajaran (IDT). Topik-topik yang dibincangkan termasuk: prinsip-prinsip, model, proses dan penyelidikan dalam bidang Rekabentuk Teknologi Pengajaran (IDT).

*This course expose students to the principles, concepts and research related to the field of Instructional Design and Technology (IDT). Topics include: principles of instructional design and technology (IDT), instructional design models, instructional design and development processes, and research related to IDT..*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	–	100 %	Peperiksaan	–	-
<b>Assessment Method</b>	:	Continuous Assessment	–	100 %	Examination	–	-
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris					
<b>Medium of Instruction</b>	:	<i>Malay, English</i>					

#### **Rujukan Terpilih / Selected References**

- Blokdyk, G. (2020). *Instructional Design A Complete Guide - 2020 Edition*. 5STARCOoks: TX
- Nello, P. L. and Thomas, H. (2020). *Instructional Technology (IT) Project Management Handbook. Kindle Edition*.
- Blokdyk, G. (2020). *Instructional Design Process A Complete Guide - 2020 Edition*. 5STARCOoks: TX.
- Lever-Duffy, J. and McDonald, J. (2017). *Teaching and Learning with Technology*. Pearson: UK.
- Burke, B. (2016). *Gamify: How Gamification Motivates People to Do Extraordinary Things*. Routledge: UK.

**PWA8009 Teori dan Penyelidikan dalam Pembelajaran dan Teknologi (3 jam kredit)  
PWA8009 Theory and Research on Learning and Technology (3 credit hours)**

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Kursus ini akan bincang kedudukan teori dan penyelidikan pendidikan berdasarkan persekitaran pembelajaran yang berbeza (semuka; blended dan atas talian). Pelajar akan menghubungkait literatur berkaitan pengajaran dan pembelajaran berdasarkan teori sedia ada. Akhir sekali pelajar akan didedahkan mengenai bagaimana menyediakan aktiviti pengajaran dan pembelajaran berdasarkan teori.

*This course will discuss the position of educational theory and research based on different learning environments (face -to -face; blended and online). Students will relate literature related to teaching and learning based on existing theories. Finally students will be exposed to how to prepare theory -based teaching and learning activities.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	–	70 %	Peperiksaan	–	30%
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	–	70 %	<i>Examination</i>	–	30%
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris					
<b>Medium of Instruction</b>	:	<i>Malay, English</i>					

**Rujukan Terpilih / Selected References**

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- Weinstein, Y., Sumeracki, M., & Caviglioli, O. (2018). *Understanding how we learn: A visual guide*. London: Routledge.
- Turkle, S. (2016). *Reclaiming conversation: The power of talk in a digital age*. New York: Penguin Random House.
- Clark, R. C., & Mayer, R. E. (2016). *E-Learning and the Science of Instruction: Proven Guidelines for Consumers and Designers of Multimedia Learning (4th Edition)*. San Francisco, CA: Pfeiffer.
- Spector, J. M., Merrill, M. D., Elen, J., & Bishop, M. J. (Eds.). (2014). *Handbook of research on educational communications and technology*. New York: Springer
- Jonassen, D. H. (Ed.). (2004). *Handbook of research on educational communications and technology*. New York: Taylor & Francis.
- Bransford, J.D., Brown, A. L., & Cocking, R.R. (Eds.). (2002). *How people learn: Brain, mind, experience, and school*. Washington , D.C. : National Academy Press.

**PWA8011 Seminar Kedoktoran dalam Amalan Profesional Pengurusan Pendidikan (3 jam kredit)**

**PWA8011 Doctoral Seminar on Professional Practices in Educational Management (3 credit hours)**

Seminar Kedoktoran dalam Amalan Profesional (SKAP) dalam Pengurusan Pendidikan ini adalah satu kursus yang direka khas untuk calon menulis disertasi, artikel jurnal dan menjalankan penyelidikan kendiri. Kursus ini bermula dari perspektif meningkatkan keberkesanannya organisasi yang akan membangunkan individu dalam organisasi terlibat secara profesional. Calon akan meneroka daripada perspektif teori dan praktikal mengenai komponen utama pembangunan profesional yang menghubungkan refleksi dan pengetahuan dengan kemahiran dan kompetensi yang mana mereka akan perlukan dalam mengurus institusi pendidikan samada pada masa kini dan akan datang.

*This Doctoral Seminar on Professional Practices (DSPP) in Educational Management is a course specially designed to prepare the candidate how to write thesis, academic articles and undertake research projects independently. This course begins from the perspective that organizational effectiveness will be improved if the individuals within the organization are engaged in developing professionally. Candidates will explore from a theoretical and practical perspective the key components of professional development that link reflection and knowledge with the skills and competencies that they will need in managing educational establishments both now and in the future.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	–	100 %	Peperiksaan	–	-
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	–	100 %	<i>Examination</i>	–	-
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris					
<b>Medium of Instruction</b>	:	<i>Malay, English</i>					

#### Rujukan Terpilih / Selected References

- Sara Efrat Efron and Ruth Ravid (2018). Writing the Literature Review: A Practical Guide. Guilford. New York, NY.
- Creswell, J. W. (2017). Research design: Qualitative and quantitative approaches. (5th ed.) Thousand Oaks, CA: Sage
- Aitchison, C. & Guerin, C. (2014). Writing Groups for Doctoral Education and Beyond: Innovations in practice and theory. Routledge: NY
- Spring, J. (2013). Political Agendas for Education, From Race to the Top to saving the Planet. Series- Sociocultural, Political, and Historical Studies in Education. (5th ed) Routledge
- Diana Ridley (2012). The literature review: a step-by-step guide for students. Thousand Oaks, CA: Sage
- Trombley, W.H., & Sallo, T., (2012) American Higher Education: Journalistic and Policy Perspectives From National CrossTalk. California: The National Centre for Public Policy and Higher Education
- Lewis-Beck, M. S., & Bryman, A., & Liao, T. F. (2004). The Sage encyclopedia of social science research methods. London: Sage.

#### PWA8012 Falsafah Pengurusan dan Organisasi (3 jam kredit)

#### PWA8012 Philosophy of Management and Organization (3 credit hours)

Kursus ini membincangkan proses pembinaan falsafah pengurusan organisasi dari perspektif Barat dan Timur. Kajian perbandingan dibuat antara falsafah yang mendasari sistem ekonomi utama dunia seperti kapitalis dan sosialis dengan falsafah yang diamalkan oleh mazhab-mazhab pengurusan Barat seperti klasik, behavioral, sistem, dan contingency. Perbincangan juga mencakupi tokoh-tokoh falsafah terkemuka Barat dan Timur. Kursus ini menjurus kepada proses pembinaan falsafah pengurusan organisasi yang relevan kepada bidang pendidikan menerusi pengubahsuaian unsur-unsur model pengurusan dan kepimpinan.

*This course discusses the process of building the organizational management philosophy from the Western and Eastern perspectives. Comparative studies are made between the philosophy underlying the world's major economic systems such as capitalist and socialist philosophy practiced by western management societies such as classical, behavioral, systems, and contingency. Discussions also cover Western and Eastern leading philosophical figures. This course focuses on the process of building an organization's management philosophy relevant to the field of education through the modification of the elements of management and leadership model.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	–	70 %	Peperiksaan	–	30%
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	–	70 %	<i>Examination</i>	–	30%
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris					
<b>Medium of Instruction</b>	:	<i>Malay, English</i>					

#### Rujukan Terpilih / Selected References

- Burns, K., (2019). Eastern Philosophy: The Greatest Thinkers and Sages from Ancient to Modern Times. Arcturus Publishing Limited: London.
- Noddings, N. (2018). Philosophy of Education( 4th ed.). Routledge, New York.
- Smeyers P. (eds) (2018). International Handbook of Philosophy of Education. Springer International Handbooks of Education. Springer, Cham
- Booth, A., R., (2017). Analytic Islamic Philosophy. Palgrave Macmillan, London
- Tsang, E., W., K., (2017). The Philosophy of Management Research. Routledge, New York.
- Bates, B. (2016). Learning Theories Simplified. Sage: Los Angeles

### **PWA8013 Perancangan dan Dasar Pendidikan (3 jam kredit)**

### **PWA8013 Educational Planning and Policy (3 credit hours)**

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Kursus ini membincangkan perancangan pembangunan makro dan mikro dalam sistem pendidikan di beberapa negara, khasnya di Malaysia. Rancangan-rancangan pembangunan dikaitkan dengan dasar-dasar pembangunan negara serta logistik dan mekanisme untuk menjayakan rancangan-dasar. Konsep perancangan-dasar, kitaran kembar, teori, dan falsafah perancangan dan dasar dikupas berdasarkan realiti bidang perancangan dan dasar pendidikan. Isu-isu penting seperti aksesibiliti, ekuiti, kualiti, literasi, prestasi, kos-faedah, kos-keberkesanan, dan keseimbangan turut menjadi fokus perbincangan kursus. Isu-isu akan dikupas secara komparatif dengan negara-negara maju dan negara-negara sedang membangun.

*This course discusses on macro and micro development planning of the education system in several countries particularly Malaysia. Development plans are linked with national development policies together with logistics and mechanisms for the success of planning-policy. The concept of planning-policy, double cycle, theories, and policy paradigms are discussed based on realities in the field of educational planning and policy. Important issues such as accessibility, equity, quality, literacy, performance, cost-benefit, cost-effectiveness, and equilibrium become the focus of discussion in this course. These issues are viewed comparatively between the advanced and developing countries.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	-	100 %	Peperiksaan	-	-
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	-	100 %	<i>Examination</i>	-	-
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris					
<b>Medium of Instruction</b>	:	<i>Malay, English</i>					

### **Rujukan Terpilih / Selected References**

- Reimers, F. M. & Chung, C. K. (2016). *Teaching and Learning for the Twenty-First Century: Educational Goals, Policies, and Curricula from Six Nations*. Harvard Education Press: US
  - Samuel, M. (2017). Reflections on the state and future of Malaysia's education. In Education in Malaysia (pp. 155-173). Springer, Singapore.
  - Mundy, K., Green, A., Lingard, B., & Verger, A. (Eds.). (2016). Handbook of global education policy. John Wiley & Sons.
  - Ministry of Education Malaysia (2015). Malaysian Higher Education Blueprint 2015-2025. Putrajaya: The Ministry.
  - Abd Rahman Idris et al. (2014). Analisis Strategik Dasar Pendidikan. Kuala Lumpur: Penerbit UM.
  - Ministry of Education Malaysia (2013). Malaysian Education Blueprint 2013-2025. Putrajaya: The Ministry.
  - Bell, Les; and Stevenson, Howard (eds.) (2006). *Education Policy: Process, Themes and Impact*. London: Routledge.
  - Malaysia (2004). Laporan Ekonomi Tahun 2003. Kuala Lumpur: Percetakan Negara.
  - Stein, T.J. (2001). *Social Policy and Policy Making*. New York: Columbia University Press.
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**PWA8015 Pembangunan Organisasi Pendidikan (3 jam kredit)**  
**PWA8015 Organizational Development in Education (3 credit hours)**

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Kandungan kursus ini bertumpu kepada pembangunan/penambahbaikan suatu organisasi pendidikan dalam bidang iklim fizikal, budaya pengajaran dan pembelajaran, proses, mutu kerja, dan mekanisme operasi dalam perubahan organisasi. Perbincangan meliputi kepentingan metaforik yang relevan kepada organisasi pendidikan, perkaitan dengan teori sosiologi dan psikologi organisasi pendidikan, pelbagai dimensi dalam kualiti dan pencapaian staf, kaedah diagnostik untuk menganalisis perbagai kategori masalah organisasi, dan analisis keperluan dalam OD. Kaedah kajian tindakan akan diajar supaya pelajar dapat mengumpul dan menganalisis data empirikal yang penting untuk proses OD.

*The contents focus on the developments/ improvements of an educational organization in the area of physical climate, teaching-learning culture, process, work quality and operational mechanics of organizational change. Discussion includes important metaphors relevant to educational organizations, related sociological and psychological theories of educational organizations, various dimensions of quality and performance of staff, diagnostic methods of analyzing various categories of organizational problems, and needs analysis in OD. The action research method will also be taught so that students will be able to collect and analyse empirical data necessary for OD process.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	–	70 %	Peperiksaan	–	30%
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	–	70 %	<i>Examination</i>	–	30%
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris					
<b>Medium of Instruction</b>	:	<i>Malay, English</i>					

**Rujukan Terpilih / Selected References**

- Mertle, C. A. (2019) *The Wiley Handbook of Action Research in Education*, New Jersey: Wiley-Blackwell
- Onald L Anderson (2019, 5th edition) *Organization Development: The Process of Leading Organizational Change*. Thousands Oak, CA: Sage Publications, Inc.Sage Publications
- Cummings T. G & Worley, C. G (2018, 11th edition) *Organizational Development and Change*. Stamford: Cengage Learning.
- Bolman, L.G. & Deal, T. E. (2017). *Reframing Organizations: Artistry, Choice, and Leadership 6th Edition* Jossey Bass: San Francisco
- Gallos, Joan V. (2006) *Organization development: a Jossey-Bass reader*. CA: Jossey-Bass A Wiley Imprint
- Kaplan, R.S., & Norton, D. P. (2004). *Strategy Maps: Converting Intangible Assets into Intangible Outcomes*. Boston: Harvard Business School Publishing.

**PWA8016 Governan dan Pengurusan Pendidikan Tinggi (3 jam kredit)**  
**PWA8016 Higher Education Governance and Management (3 credit hours)**

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Kursus ini membincangkan falsafah dan matlamat penubuhan universiti dan kolej sebagai institusi sosial yang mengutamakan kemajuan ilmu dan tamadun. Perbincangan juga berfokus kepada model-model governan dari sudut politik, pengagihan kuasa, tekanan kumpulan berkepentingan, autonomi budaya ilmu liberal, dan survival berterusan universiti dan kolej. Ubah ansur model governan seperti model akademik klasik, model berpusatkan negeri, model demokratik, dan model berpusatkan pasaran dibincangkan menurut daya tekanan oleh pelbagai kumpulan berkepentingan. Sistem, konsep, teori, prinsip, dan pendekatan pengurusan dibincangkan menurut konteks penubuhan universiti dan kolej. Analisis struktur organisasi dibuat untuk memahami interaksi antara governan dan pengurusan dari peringkat canselor hingga ke fakulti dan jabatan. Analisis perlembagaan dan statut-statut dibuat untuk memahami dengan terperinci mekanisme operasi akademik dan perkembangan akademik serta perkara-perkara yang mengawal pengajaran pelajar. Perbincangan dan kerja praktik secara kajian kes atau kajian tindakan mencakupi perancangan pembangunan universiti dan kolej.

*This course discusses philosophies and aims regarding the establishment of universities and colleges as social institutions that stress on the advancement of civilization and knowledge progress. Discussion also focuses on various models of governance within the context of politics, distribution of power, competing demands of many interest groups, autonomy of liberal academic culture, and continuous sustenance of universities and colleges. Evolution of governance involves discussion on the classic academic model,*

*state-oriented model, democratic model, and market-oriented model in relation to various demands of stakeholders and interest groups. Management system, concepts, theories, principles, and approaches are deliberated within the context of university or college establishment. Several types of analyses such constitutional analysis, statute analysis, structural analysis, and academic programmed analysis are used for deriving a deep understanding on the roles and functions of various components of a university or college organization. The analyses also lead to a better understanding of the operational mechanism and academic developments in a university or college system. Discussions and case observations include planning of university or college development.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	–	70 %	Peperiksaan	–	30%
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	–	70 %	<i>Examination</i>	–	30%
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris					
<b>Medium of Instruction</b>	:	<i>Malay, English</i>					

#### **Rujukan Terpilih / Selected References**

- Susan R. Pierce & Stephen Trachtenberg (2014) *Governance Reconsidered: How Boards, Presidents, Administrators, and Faculty Can Help Their Colleges Thrive.*, San Francisco: Jossey-Bass Publishers.
- Locke, W., Cummings, W. K., Fisher, D. (Eds.) (2011). *Changing Governance and Management in Higher Education*. Springer: NY
- Cummings, L.W. & Fisher, W.K. Donald (2011) *Changing Governance and Management in Higher Education*. The Perspective of the Academic Series; Springer.
- Baldridge, J.V. (1971). *Academic Governance: Research on Institutional Politics and Decision Making*. Berkeley: McCutchan Publishing.
- Marginson, S. & Considine, M. (2000, 2002). *The Enterprise University: Power, Governance and Reinvention in Australia*. Oakleigh, Australia: University of Cambridge Press.
- Middlehurst, R. (1993). *Leading Academics*. Buckingham: Society for Research into Higher Education & Open University Press.

#### **PWA8017 Analisis Komparatif Kewangan Sekolah (3 jam kredit)**

#### **PWA8017 School Finance Comparative Analysis (3 credit hours)**

Kursus ini memberi tumpuan kepada topik tentang perkembangan dan isu-isu pembiayaan pendidikan di negara maju dan negara membangun. Konsep pelaburan dalam pendidikan dan kesan kepada pendapatan per kapita individu dan masyarakat, pendekatan pelaburan dalam pendidikan dan pembangunan sumber manusia terlatih, kos dan faedah pelaburan dalam pendidikan secara perbandingan, strategi dan kaedah pembiayaan pendidikan dan pengurusan kewangan sekolah di Amerika Syarikat, United Kingdom, Australia, Jepun, Malaysia, Thailand dan negara ASEAN yang lain akan dibincangkan. Isu-isu mengenai struktur dan strategi pembiayaan pendidikan dan proses dan kesan pengurusan kewangan sekolah di negara maju dan negara membangun juga turut dibincangkan.

*This course will concentrate on the development and the issues of financing education in the developing and developed countries. The topics to be discussed will include the concept of investment in education and the effect of it on the per capita income of the individual and the society: the investment on the education and training of human resources, comparative strategy and approaches of the costs and benefits in the investment in education and school financial management in USA, UK, Australia, Japan, Malaysia, Thailand, OECD and ASEAN countries. The strategic and structural issues in financing education and the process and the effects of the school financial management in the developed and developing countries will also be discussed.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	–	70 %	Peperiksaan	–	30%
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	–	70 %	<i>Examination</i>	–	30%

<b>Bahasa Pengantar</b>	: Bahasa Melayu, Bahasa Inggeris
<b>Medium of Instruction</b>	: Malay, English

### Rujukan Terpilih / Selected References

- Shannon Franklin. (2016). *Book Review: Student Financing of Higher Education: A Comparative Perspective*. London: Sage Publishing
- Wiseman, A. W. & Anderson, E. (2014). *Annual Review of Comparative and International Education 2014 (International Perspectives on Education and Society)*. Emerald Group Publishing Limited: UK
- Michael Kariwo, Tatiana Gounko and Musembi Nungu (Eds.) (2014). *A Comparative Analysis of Higher Education Systems Issues, Challenges and Dilemmas*. Sense Publishers: Rotterdam
- Shahril Marzuki. (2005). *Pembentangan Pendidikan dan Pengurusan Kewangan Sekolah di Malaysia*, Kuala Lumpur: PTS
- Odden, A.R & Picus, I.O. (2000). *School Finance, A Policy Perspective*, Boston, Mc Graw Hill.
- Alexender, K., & Salmon , R.G. ( 1995). *Public School finance*, London, Allyn and Bacon.
- Burrup, P.E. et al. (1996). *Financing Education in a climate Of change*, London, Allyn and Bacon.

### PWA8018 Analisis Komparatif Undang-undang Pendidikan (3 jam kredit)

#### PWA8018 Education Law Comparative Analysis (3 credit hours)

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Kursus ini membanding dan membezakan perkembangan undang-undang pendidikan di Amerika Syarikat, United Kingdom dan Australia dari aspek: peranan pihak berkuasa untuk menyediakan peluang pendidikan yang saksama kepada semua warganegara; hak perlombagaan pelajar; hak perlombagaan guru; proses disiplin di sekolah mengikut peraturan sedia ada; ekuiti, gender; kewangan dan governan pendidikan. Kes kes kontraversi akan di analisis juga.

*The course compares and contrasts the development of education law in the United States of America, the United Kingdom and Australia from the perspective of: - the role of the authority in providing equitable education to all individuals; the constitutional rights of students and teachers; the disciplinary process; gender equity; finance and education law; and, educational governance, and controversial issues will also be analysed*

<b>Kaedah Penilaian</b>	: Penilaian Berterusan	- 70 %	Peperiksaan	- 30%
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<b>Assessment Method</b>	: Continuous Assessment	- 70 %	Examination	- 30%
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<b>Bahasa Pengantar</b>	: Bahasa Melayu, Bahasa Inggeris
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<b>Medium of Instruction</b>	: Malay, English
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### Rujukan Terpilih / Selected References

- McManus, J. R. (2012 3rd edition). *Education and the courts*. London: Jordan Publishing.
- Russo, C. J. (2013). *Yearbook of education law*. Dayton, OH: Education Law Association.
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- Stewart, D J., & Knott, A. E. (2002). *Schools, courts and the law*. New South Wales: Prentice Hall.
- Vacca, R. (2008 7th edition). *Law and education: Contemporary issues and court decisions*.London: Matthew Bender and Company.

### PWA8019 Politik Ekonomi dalam Pendidikan (3 jam kredit)

#### PWA8019 Political Economics in Education (3 credit hours)

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Kursus ini membincangkan tajuk-tajuk; konsep dan teori politik dan ekonomi dalam pendidikan, hubungan simbolik politik dengan pendidikan, perkembangan pendidikan dengan perkembangan dan pengaruh politik dan ekonomi negara. Ini meliputi semua dasar terutama dasar bahasa, dasar ekonomi, dasar perpaduan negara dan dasar pengagihan pendapatan atau ekuiti dan equality of opportunity (kesamarataan) mengikut kaum, kumpulan etnik, negeri, daerah atau kawasan. Pembentangan pendidikan dan peruntukan sumber pendidikan di pengaruhi oleh dasar ekonomi dan politik. Strategi menggunakan pendidikan untuk mencapai

matlamat politik dan ekonomi (pengagihan pendapatan) dan perpaduan negara. Pendidikan dengan tenaga kerja terlatih, pendidikan dengan produktiviti, peranan dan pengaruh kumpulan pendesak seperti persatuan guru, parti politik, kumpulan NGO, persatuan majikan & pengilang dalam perkembangan pendidikan, autonomi universiti, kebebasan akademik, sistem kuota dan meritokrasi. Isu pendidikan seperti pengkorporatan, penswastaan dan pendidikan swasta akan dibincangkan dan akhir sekali kursus ini juga akan menyentuh proses penggubalan beberapa Akta Pendidikan dan isu reformasi pendidikan yang berkaitan dengan perkembangan politik dan ekonomi negara.

*The course will discuss the following topics: The concepts and economic-political theories in education, The relationship between the political symbolic with the education, The effect of educational development towards the political and economic of the nation: This would be included the language policy, The New Economic Policy, The National Integration Policy and The Income Distribution Policy or Equity based on the ethnic groups and races, district and area, The political-economic policy and its effect on the financing and resource distribution in education. The education strategy to achieve the political and economic goals and the income distribution and national integration. Education and Human Resources, Education and productivity, The role and the influences of the pressure groups such as; Teachers Unions, Political Parties, NGO groups, Employers and Manufacturer Unions in the system, and Educational issue such as corporatization and privatization and private education, lastly its will discuss the political-economic in education which has influence on the formation of the Education Act and the education Reform.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	– 70 %	Peperiksaan	– 30%
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	– 70 %	<i>Examination</i>	– 30%
<b>Bahasa Pengantar</b>	: Bahasa Melayu, Bahasa Inggeris				
<b>Medium of Instruction</b>	: <i>Malay, English</i>				

#### Rujukan Terpilih / Selected References

- Spring, J. (2015). *Economization of Education: Human Capital, Global Corporations, Skills-Based Schooling*. Routledge: London
- Francesca Ashurst and Couze Venn (2014) *Inequality, poverty, education: A political economy of school exclusion*, New York; Palgrave Macmillan
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- Harman, G.S., & Smith, C. S. (Eds.). (1996). *Reading in the Economic & Politics of Australian Education*. Oxford, Pergamon Press.
- Thomas, R. M. (Ed.) (1995). *Politic & Education: Cases from Eleven Nations*, Oxford, Pergamon Press.
- Shahril Marzuki dan Habib Mat Som. (1999). *Isu Pendidikan di Malaysia*, Kuala Lumpur, Utusan Publication & Distribution

#### PWA8020 Resolusi Konflik dalam Pengurusan Pendidikan (3 jam kredit)

#### PWA8020 Conflict Resolution in Educational Management (3 credit hours)

Kursus ini akan meneliti isu-isu perundungan yang berkait dengan konflik dalam pengurusan pendidikan. Kursus ini juga akan membincangkan kesan, strategi dan cara mengatasi konflik dalam pelbagai keadaan dalam organisasi pendidikan . Kajian kes melibatkan langkah mengenal pasti asal-usul konflik; isu perundungan yang timbul; pendekatan yang digunakan untuk menyelesaiannya; perlindungan; intervensi perundungan; dan, mekanisme resolusi konflik. Analisis penyelidikan yang dijalankan dalam bidang ini akan dijalankan.

*The course examines legal issues that are related to conflicts in educational management. Case studies include the identification of sources of conflict; legal issues that arises; alternative approaches to resolve these conflicts; protection; legal interventions; and the conflict resolution mechanism. The course would also analyze research that has been conducted in the area.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	– 70 %	Peperiksaan	– 30%
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	– 70 %	<i>Examination</i>	– 30%
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris			
<b>Medium of Instruction</b>	:	<i>Malay, English</i>			

#### Rujukan Terpilih / Selected References

- Caspersen, D. & Elffers, J. (2015). *Changing the Conversation: The 17 Principles of Conflict Resolution*. Profile Book Ltd.: London
- Nathan L. Exxex (2015). *School Law and the Public schools: A Practical Guide for Educational Leaders* (6th edition). The Pearson Educational Leadership series. ISBN-13: 978-0133905427
- Russo, C. J. (Ed.). (2014). *The yearbook of education law 2014*. Dayton, OH: Education Law Association.
- Stuckey, R. (2007) *Best Practices for Legal Education*. USA: Clinical Legal Education Association
- Lawrence, C. E., & Vachon, M.K. (2001). *The marginal teacher: A step-by-step guide to fair procedures for identification and dismissal*. Thousand Oaks, CA: Corwin.
- Lawrence, C. E., & Vachon, M. K. (2003). *How to handle staff misconduct: A practical guide for school principals and supervisors*. Thousand Oaks, CA: Corwin.

#### PWA8021 Etika Dalam Pengurusan Pendidikan (3 jam kredit)

#### PWA8021 Ethics in Educational Management (3 credit hours)

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Kursus ini membincangkan cara mempertingkatkan keberkesanan pengurusan dan etika kerja dengan menumpukan perhatian tentang isu etika pengurusan dalam organisasi pendidikan (management ethics in educational organization). Konsep-konsep etika tentang salah, betul dan saksama dalam tindakan dan membuat keputusan bagi menangani masalah, isu dan konflik di dalam organisasi pendidikan adalah persoalan utama yang menjadi tajuk-tajuk perbincangan. Konsep-konsep etika dan moral adalah berdasarkan kepada ajaran-ajaran agama dan falsafah secara perbandingan yang berteraskan agama Islam, Kristian, Buddha, Hindu dan pandangan falsafah seperti pragmatisme, fundamentalisme, existentialisme dan lain-lain. Kursus ini juga akan menekankan bagaimana pemimpin pendidikan dapat memperkuatkan keutuhan proses pengurusannya yang berteraskan agama dan beretika agar dapat mencegah dan mengelak dari menyalah guna kuasa, rasuah, pertimbangan yang tidak adil, diskriminasi dan keputusan yang bertentangan dengan norma masyarakat, dan etika dalam proses dan membuat keputusan dalam organisasi pendidikan.

*The course will focus on an enhancement of ethics and moral values in educational organization. The ethical concepts of right, wrong and equity in an action and decision-making to resolve the problems. The issues and conflicts in educational organization would be discussed in details. Discussion will also be based on a comparative analysis of the various religion and philosophies such as pragmatism, fundamentalism and existentialism. The course will also emphasize on how the educational leadership could apply ethics and moral values in improving the integrity of the educational organization and work quality.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	– 70 %	Peperiksaan	– 30%
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	– 70 %	<i>Examination</i>	– 30%
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris			
<b>Medium of Instruction</b>	:	<i>Malay, English</i>			

#### Rujukan Terpilih / Selected References

- Rebore, R. W. (2014). *The Ethics of Educational Leadership*. Allyn & Bacon: NY
- Brooks, R. Riele, K.t. Maguire, M. (2014). *Ethics and Education Research*. Sage Publications: NY
- Patrick, J. A., & Quinn, J.F. (2011). *Management ethics: Integrity at work*. Thousand Oaks, CA: Sage

- PublicationsHosmer, L.T. (2010). *The Ethics of Management*. (7th ed.). Chicago: Irwin/Mcgraw- Hill.
- Malaysia. (2004). *Plan Intregasi Nasional*. Kuala Lumpur: Institut Interasi Kebangsaan.
- Malaysia. (1997). *Akta Pencegah Rasuah*. Kuala Lumpur: Percetakan Nasional.

### **PWA8023 Terapi Perkahwinan dan Keluarga (3 jam kredit)**

#### **PWA8023 Marriage and Family Therapy (3 credit hours)**

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Kursus ini memberikan fokus yang mendalam kepada asas teori sistem keluarga. Penekanan diberikan kepada penguasaan teori sistem dan perkembangan teori terkini. Pelajar akan didedahkan kemahiran mengintegrasikan pengetahuan dan kemahiran dengan, menggunakan model yang bersesuaian. Tumpuan juga akan diberikan dalam kemahiran menganalisis kajian-kajian kes.

*This course provides an in-depth focus on the theoretical foundations of the family system. Emphasis is given to the mastery of systems theory and recent theoretical developments. Students will be exposed to the skills of integrating knowledge and skills with, using appropriate models. Focus will also be given in the skills of analyzing case studies*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	–	70 %	Peperiksaan	–	30%
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	–	70 %	<i>Examination</i>	–	30%
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris					
<b>Medium of Instruction</b>	:	<i>Malay, English</i>					

#### **Rujukan Terpilih / Selected References**

- Schwartz, R.C. & Sweezy, M. (2020). *Internal family systems therapy*. New York: Guilford
- Nichols, M. P. & Schwartz, R. C (2017). *Family Therapy: Concepts and Methods*. Boston, MA; Pearson
- Luquet, W. (2015). *Short Term Couple Therapy: The Imago Model in Action*. New York: Taylor and Francis.
- Bitter, J.M. (2014). *Theory and Practice of Family Therapy and Counseling*. Brooks/Cole: USA
- Greenberg, L.S., & Johnson, S.M. (2010). *Emotionally Focused therapy for couples*. New York: Guilford Press.

### **PWA8024 Teori dan Amalan Kaunseling Lanjutan (3 jam kredit)**

#### **PWA8024 Advanced Counselling Theories and Practices (3 credit hours)**

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Kursus ini adalah kursus lanjutan dalam teori dan amalan kaunseling. Penekanan diberi kepada aspek teori dalam perhubungan kaunseling dan juga dalam amalan umum kaunseling. Pelajar akan menilai teori-teori sedia ada dan membuat perbandingan berdasarkan kontek budaya. Pelajar juga membina model sendiri yang mengambil kira aspek rohani, perskitaran dan neurologi.

*This course is an advanced course in the theory and practice of counseling. Emphasis is given to the theoretical aspects in the counseling relationship as well as in the general practice of counseling. Students will learn existing theories and make comparisons based on cultural contexts. Students will develop their own theoretical model that take into account spiritual, environmental and neurological aspects.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	–	70 %	Peperiksaan	–	30%
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	–	70 %	<i>Examination</i>	–	30%
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris					
<b>Medium of Instruction</b>	:	<i>Malay, English</i>					

### Rujukan Terpilih / Selected References

- Corey, G. (2016). *Theory and Practice of Counseling and Psychotherapy*. Cengage Learning: US
- Sharf, R. (2015). *Theories of counseling and psychotherapy*. Boston, MA; Cengage.
- Corey, G. (2013) *Case approach to counseling and psychotherapy*. Belmont, CA: Cengage.
- Duncan, B. L., Miller, S. D., Wampold, B. E., & Hubble, M. A. (2010). *The heart and soul of change*. Washington, DC: American Psychological Association

### PWA8026 Penyeliaan Dalam Kaunseling dan Psikoterapi (3 jam kredit)

### PWA8026 Supervision in Counselling and Psychotherapy (3 credit hours)

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Kursus ini dibentuk untuk pelajar ijazah lanjutan yang bercadang untuk mengambil peranan dan fungsi penyeliaan dalam bidang kaunseling dan psikoterapi dalam berbagai seting organisasi. Tumpuan akan diberikan kepada model-model sedia ada dalam penyeliaan dan bagaimana model-model tersebut boleh diaplikasi dalam seting penyeliaan. Pelajar juga akan didedahkan kepada kemahiran membina model penyeliaan sendiri.

*This course is designed for postgraduate students who intend to take on supervisory roles and functions in the field of counseling and psychotherapy in a variety of organizational settings. The focus will be on existing models in supervision and how those models can be applied in a supervisory setting. Students will also be exposed to the skills of building their own supervisory model*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	–	70 %	Peperiksaan	–	30%
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	–	70 %	<i>Examination</i>	–	30%
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris					
<b>Medium of Instruction</b>	:	<i>Malay, English</i>					

### Rujukan Terpilih / Selected References

- Bernard, J. M., & Goodyear, R. K. (2019). *Fundamentals of clinical supervision*. Boston: Pearson
- Watkins, C. E. (2019). *Handbook of psychotherapy supervision*. New York: Wiley.
- Holloway, E. L., & Carroll, M. (1999). *Counseling supervision in context*. Thousand Oaks, CA: Sage.

### PWA8027 Kaunseling Pencegahan (3 jam kredit)

### PWA8027 Preventive Counseling (3 credit hours)

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Kursus ini menyediakan pelajar pasca ijazah dalam kaunseling dengan pengetahuan dalam konseptual dan "bagaimana untuk" merancang, melaksanakan dan menilai intervensi pencegahan. Pelajar akan memahami bagaimana mereka boleh memberi impak kepada individu, keluarga, dan sistem sosial dalam menangani masalah psikologi, pendidikan, dan kesihatan dengan menggunakan intervensi pencegahan. Pencegahan masalah sosial dan psikologi seperti keganasan sekolah, kemiskinan, dan penyalahgunaan bahan yang telah dibuktikan oleh kajian empirikal akan turut dibincangkan. Selain itu isu-isu etika dan budaya dalam konteks inntervensi pencegahan

*This course provides graduate students in counselling with conceptual and "how-to" knowledge in designing, implementing and evaluating preventive interventions. Students will gain an understanding of how they can impact individuals, families, and social systems to avert psychological, educational, and health problems preventive interventions. Prevention of social and psychological problems such as school violence, poverty, and substance abuse that have been proven by empirical research will be discussed, Besides, along with ethical and multicultural issues in prevention.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	–	70 %	Peperiksaan	–	30%
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	–	70 %	<i>Examination</i>	–	30%
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris					

**Medium of Instruction** : Malay, English

#### Rujukan Terpilih / Selected References

- Conyne, R. K. (2004). *Preventive counseling: Helping people to become empowered in systems and settings* (2nd Ed.). NY: Brunner-Routledge.
- Doll, B. (2010). *Handbook of youth prevention science*. NY: Routledge.
- Conyne, R.K. (1987) *Primary preventive Counseling: Empowering people and system*. ERIC Document ED 345 181

#### PWA8028 Medium Terapi Seni (3 jam kredit)

#### PWA8028 Expressive Therapy Mediums (3 credit hours)

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Kursus ini akan mendedahkan kepada pelajar pelbagai medium yang digunakan dalam Terapi Seni Ekspresif. Pelajar akan belajar bagaimana menggabungkan kaedah yang berbeza dalam kaunseling. Penekanan akan diberikan kepada bagaimana medium Ekspresif dapat dimasukkan ke dalam orientasi teori yang berbeza ke atas populasi yang berbeza.

*The course will expose students to the different mediums used in Expressive Arts Therapy. Students will learn how to incorporate the different modalities in counseling. Emphasis will be placed on how Expressive mediums can be incorporated into different theoretical orientations with different populations.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	-	70 %	Peperiksaan	-	30%
<b>Assessment Method</b>	:	Continuous Assessment	-	70 %	Examination	-	30%
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris					
<b>Medium of Instruction</b>	:	Malay, English					

#### Rujukan Terpilih / Selected References

- Elbrecht, C. (2018) Healing Trauma with Guided Drawing: A Sensorimotor Art Therapy Approach to Bilateral Body. Berkeley, CA: North Atlantic Books.
- Buchalter, S. (2017). 250 Brief, Creative & Practical Art Therapy Techniques: A Guide for Clinicians and Clients. Eau Clair, WI: Pesi Publishing & Media.
- Malchiodi, C.A. (2005). Expressive Therapies. New York: The Guilford Press

#### PWA8029 Teori dan Amalan dalam Kepimpinan Pendidikan (3 jam kredit)

#### PWA8029 Theory and Practice in Educational Leadership (3 credit hours)

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Kursus ini membincangkan pengenalan asas mengenai kepimpinan seperti definisi, konsep dan sejarah. Selanjutnya, kursus ini turut membincangkan pendekatan seperti trait, gelagat dan situasi serta teori kepimpinan pendidikan seperti transformasi, hamba, etika, pembelajaran dan penyelidikan. Di samping itu juga pelajar didedahkan dengan amalan pendekatan dan teori kepimpinan pendidikan oleh tokoh terkemuka dunia. Perbincangan mengenai isu kepimpinan pendidikan turut terkandung dalam kursus ini khususnya isu berkaitan perubahan persekitaran seperti Revolusi Industri 4.0.

*This course discusses the basic concepts of leadership such as definitions, concepts and history. In addition, the course also discusses approaches such as traits, behavior and situations. Theories of educational leadership such as transformation, servant, ethics, learning and research leaderships are also introduced in this course. In addition, students are exposed to the application of educational leadership approaches and theories by famous international leaders. Discussions on education leadership issues are also covered in this course, especially on environmental change issues such as Industrial Revolution 4.0.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	-	100 %	Peperiksaan	-	-
<b>Assessment Method</b>	:	Continuous Assessment	-	100 %	Examination	-	-

<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris
<b>Medium of Instruction</b>	:	<i>Malay, English</i>

#### Rujukan Terpilih / Selected References

- Norfariza Mohd Radzi. (2020). *Kepimpinan sekolah abad ke-21*. Kuala Lumpur: Dewan Bahasa & Pustaka.
- Peter G. Northouse. (2019) *Leadership: Theory and Practice, 9th Edition*. London: SAGE Publications.
- Bush, T. (2018). *Theories of Educational Leadership & Management (6th ed)*. London: SAGE Publications.
- Adams, D. (2018). *Mastering Theories of Educational Leadership and Management*. Kuala Lumpur: University of Malaya Press
- Fullan, M. (2017). *Educational leadership (8th ed.)*. San Francisco: Prentice Hall.

#### PWA8030 Analisis Data Kuantitatif (3 jam kredit)

#### PWA8030 Quantitative Data Analysis (3 credit hours)

Kursus ini menyediakan pelajar dengan kemahiran untuk menganalisis data daripada penyelidikan pendidikan. Pelajar akan mendapat pendedahan tentang explorasi data deskriptif, statistik inferensi, ujian korelasi dan regresi linear mudah dan statistik tak berparameter. Perisian komputer akan digunakan semasa menganalisis data.

*This course provides students with skills to analyze data from educational research. Students will gain exposure on data exploration descriptive, inferential statistics , test correlation and simple linear regression and nonparametric statistics . Computer software will be used when analyzing the data.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	– 70 %	Peperiksaan	– 30%
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	– 70 %	<i>Examination</i>	– 30%
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris			
<b>Medium of Instruction</b>	:	<i>Malay, English</i>			

#### Rujukan Terpilih / Selected References

- Vaughn D.L. & Lomax,R. (2020). *An Introduction to Statistical concepts.4th edition*. New York:Routledge.
- Chua, Y.P.(2020) *Mastering Research Statistics, Second Edition*. Kuala Lumpur:McGraw Hill.
- Bluman, A.G. (2017). *Elementary statistics: A step by step approach(10<sup>th</sup> edition)*. New York:McGraw Hill.
- Field, A. (2017). *Discovering statistics using SPSS, 5th edition* London: SAGE.

#### PWA8031 Analisis Data Kualitatif dalam Pendidikan (3 jam kredit)

#### PWA8031 Qualitative Data Analysis in Education (3 credit hours)

Calon akan didedahkan kepada pelbagai kaedah menganalisa data kualitatif. Kandungan ini meliputi topik seperti sumber data kualitatif, teknik menganalisis data, pengurusan data, isu kesahan dan kebolehpercayaan, dan mentafsir data dalam penyelidikan pendidikan. Kursus ini juga akan menyentuh pengurusan data kualitatif menggunakan perisian komputer.

*Candidates will be introduced to various methods of qualitative data analysis. The course covers topics such as sources of qualitative data, data analysis technique, data management, validity and reliability issues, and interpreting data in educational research. The course will also cover managing qualitative data using computer software.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	– 70 %	Peperiksaan	– 30%
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	– 70 %	<i>Examination</i>	– 30%

<b>Bahasa Pengantar</b>	: Bahasa Melayu, Bahasa Inggeris
<b>Medium of Instruction</b>	: Malay, English

### Rujukan Terpilih / Selected References

- Cardano, M. (2020). *Defending qualitative research: Design, analysis and textualization*. London, UK: Routledge.
- Gibss, G. R. (2018). *Analyzing qualitative data*. Thousand Oaks, Ca: SAGE Publications.
- Hennink, M., Hutter, I., & Bailey, A. (2020). *Qualitative research methods*. SAGE Publications Limited.
- Lester, J. N., Cho, Y., & Lochmiller, C. R. (2020). *Learning to do qualitative data analysis: A starting point*. Human Resource Development Review, 19(1), 94-106.
- Merriam, S. B.;, & Grenier, R. S. (2019). *Qualitative research in practice: Examples for discussion and analysis*. Hoboken, NJ: John Wiley & Sons.
- Miles, M. B., Huberman, A. M., & Saldana, J. (2018). *Qualitative data analysis: A methods sourcebook*. Thousand Oaks, Ca: SAGE Publications.

### PWA8032 Pengukuran Objektif (3 jam kredit)

#### PWA8032 Objective Measurement (3 credit hours)

Objektif kursus ini adalah memperkenalkan pengukuran menggunakan pemodelan rasch dalam konteks penyelidikan pendidikan. Topik termasuk: Pengenalan kepada psikometrik (pengukuran manusia), four building blocks, transformasi data dalam pemodelan rasch, isu kesahan dan kebolehpercayaan, membina kesahihan, analisis skala penilaian, analisis statistik patut item untuk dicotomous dan data politomous, fungsi item berbeza (DIF) orang yang sesuai dengan statistik, teknik penumpuan dan penumpukan, model kredit separa dan analisis pelbagai pihak.

*The objective of this course is to introduce measurement using rasch modelling in the context of educational research. Topics include: Introduction to psychometrics (human measurement), four building blocks, data transformation in rasch modelling, validity and reliability issues, construct validity, rating scale analysis, item fit statistics analysis for dicotomous and politomous data, different item functioning (DIF), person fit statistics, racking and stacking techniques, partial credit model and multi rater analysis.*

<b>Kaedah Penilaian</b>	: Penilaian Berterusan	- 70 %	Peperiksaan	- 30%
<b>Assessment Method</b>	: Continuous Assessment	- 70 %	Examination	- 30%
<b>Bahasa Pengantar</b>	: Bahasa Melayu, Bahasa Inggeris			
<b>Medium of Instruction</b>	: Malay, English			

### Rujukan Terpilih / Selected References

- Andrich, D. and Marais, I. (2019). *A Course in Rasch Measurement Theory, measuring in the educational, social and health sciences*. Singapore: Springer.
- Bond, T. G. and Fox, C. M. (2015). *Applying the Rasch model: Fundamental measurement in the human sciences*. Third Edit. New York: Routledge.
- Boone, W. J., Staver, J. R., and Yale, M. S. (2014). *Rasch analysis in the human sciences*. New York: Springer.
- Boone, W. J. and Staver, J.R. (2020). *Advances in Rasch Analyses in the Human Sciences*. Dordrecht: Springer.
- Engelhard, Jr. G. (2013). *Invariant measurement: Using Rasch models in the social behavioral, and health sciences*. New York: Routledge
- Wilson, M. (2005). *Constructing Measures: An Item Response Modeling Approach*. New Jersey: Lawrence Erlbaum Associates Publ.
- Sumintono, B. and Widhiarso, W. (2014). *Aplikasi model Rasch untuk Penelitian Ilmu-Ilmu Sosial* (edisi revisi). Cimahi: Trimkom Publishing House.

**PWA8033 Model Statistik Linear Gunaan (3 jam kredit)**  
**PWA8033 Applied Linear Statistical Models (3 credit hours)**

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Kursus ini direka bentuk untuk membantu pelajar dalam melaksanakan teknik analisis regresi untuk penyelidikan dalam pendidikan. Melalui tugas praktikal, pelajar bukan sahaja mempelajari cara menerapkan teknik statistik, tetapi juga bagaimana membina model regresi. Isi kandungan meliputi kes-kes khas Model Linear Umum (GLM) seperti regresi linear yang mudah, regresi berganda, model linear, model polinomial, outlier, peramal kategori,. Secara umum kursus ini merangkumi teknik regresi yang paling penting yang digunakan dalam penyelidikan pendidikan. Artikel dari jurnal penyelidikan pendidikan digunakan untuk menggambarkan bagaimana teknik regresi diterapkan dan diterangkan dalam literatur saintifik, dan bagaimana hasilnya boleh dilaporkan dan ditafsirkan.

*The course is designed to assist students in applying regression analysis techniques for research in education. Through practical assignments, students not only learn how to apply the statistical techniques, but also how to construct a regression model. The contents cover special cases of General Linear Models(GLM) such as simple linear regression, multiple regression, linear models, polynomial models, outliers, categorical predictors. In general, this course covers the most important regression techniques used in educational research. Articles from educational research journals are used to illustrate how the regression techniques are applied and described in the scientific literature, and how the results can be reported and interpreted.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	–	70 %	Peperiksaan	–	30%
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	–	70 %	<i>Examination</i>	–	30%
<b>Bahasa Pengantar</b>	:	Bahasa Melayu, Bahasa Inggeris					
<b>Medium of Instruction</b>	:	<i>Malay, English</i>					

**Rujukan Terpilih / Selected References**

- Darlington, R. & Hayes, A. (2017). *Regression Analysis and Linear Models*. New York: Guilford Press.
- Judd, C.M., McClelland, G.H. & Ryan, C. (2017). *Data Analysis: A Model Comparison Approach*. New York: Routledge.
- Fox, J. (2016). *Applied Linear Regression and Generalized Linear Models*. California:SAGE Publication.

**PWA8034 Analisis Permodelan Persamaan Struktur (3 jam kredit)**  
**PWA8034 Structural Equation Modelling Analysis (3 credit hours)**

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Kursus ini memperkenalkan model variable latent dan kemahiran confirmatory factor analysis, structural equation models, dan lanjutan latent model-model tersebut. Analisis struktur latent adalah kaedah yang melibatkan variabel latent dan manifest. Variabel manifest boleh diperhatikan dan Variabel latent adalah konstruk teori dan tidak dapat ‘diperhatikan’. Jangkaan, kovarians, regresi, maximum likelihood estimation, generalized least squares, path analysis, confirmatory factory analysis, measurement models, and structural equations juga terlibat. Pelajar akan dapat melukis model dan menulis model sebagai satu sistem persamaan, menulis dan menjalankan program serta menginterpretasikan keputusan analisis.

*This course will introduce latent variable models. and confirmatory factor analysis, structural equation models skills and latent class extensions of these models. Structural equation modelling analysis is a general class of methods that involve manifest and latent variables that are continuous or categorical. Manifest variables are observed and are usually used as measures of the latent variables. Latent variables are not observed and are the constructs of interest in a theory. Expectations, covariance, regression, maximum likelihood estimation, generalized least squares, path analysis, confirmatory factory analysis, measurement models, and structural equations. You will learn how to diagram the model, write it as a system of equations, write and run a program, and interpret the results.*

<b>Kaedah Penilaian</b>	:	Penilaian Berterusan	–	70 %	Peperiksaan	–	30%
<b>Assessment Method</b>	:	<i>Continuous Assessment</i>	–	70 %	<i>Examination</i>	–	30%

<b>Bahasa Pengantar</b>	: Bahasa Melayu, Bahasa Inggeris
<b>Medium of Instruction</b>	: Malay, English

### Rujukan Terpilih / Selected References

- Boateng, S. & Boateng, R. (2018). *Structural Equation Modelling made Easy for Business and Social Science Research Using SPSS and AMOS*.
- Hair, J. F., Sarstedt, M., Ringle, C. M., & Gudergan, S. P. (2018). *Advanced Issues in Partial Least Squares Structural Equation Modeling (PLS-SEM)*. Thousand Oaks, CA: Sage.
- Hair, J.F., Hult, G.T.M., Ringle, C.M., & Sarstedt,M.(2017). *A Primer on Partial Least Squares Structural Equation Modelling (PLS SEM) 2nd Edition*: London: SAGE Publication.
- Ramayah, T., Cheah, J., Chuah, F., Ting, H., & Memon, M. A. (2018). *Partial Least Squares Structural Equation Modeling (PLS-SEM) using SmartPLS 3.0: An Updated Guide and Practical Guide to Statistical Analysis (2nd Edition)*. Kuala Lumpur, Malaysia: Pearson
- Bryne, B. (2016). *Structural Equation Modeling With AMOS: Basic Concepts, Applications, and Programming, Third Edition*. London: Routledge.
- Kline, R.B.(2015). *Principles and Practice of Structural Equation Modeling, 4th edition*. New York: The Guilford Press
- Finch, W.H. & French, B. F. (2015). *Latent Variable Modeling with R*. Routledge: NY
- Beaujean, A. A. (2014). *Latent Variable Modeling Using R: A Step-by-Step Guide*. Routledge: NY

### PWA8035 Undang-undang dan Governan dalam Pendidikan (3 jam kredit)

#### PWA8035 Laws and Governance in Education (3 credit hours)

Kursus ini membincangkan undang-undang dan governan dalam sector pendidikan. Perbincangan juga berfokus kepada model-model governan dari sudut politik, pengagihan kuasa, tekanan kumpulan berkepentingan, autonomi budaya ilmu liberal, dan operasi berterusan universiti dan kolej. Sistem pengurusan, konsep, teori, prinsip, dan pendekatan pengurusan dibincangkan menurut konteks penubuhan universiti dan kolej. Beberapa analisis struktur organisasi dibuat seperti analisis perlembagaan, analisis statut, analisis berstruktur, dan analisis program academic digunakan untuk memahami peranan dan fungsi komponen universiti dan kolej.

*This course discusses laws and governance in education sector. Discussion also focuses on various models of governance within the context of politics, distribution of power, competing demands of many interest groups, autonomy of liberal academic culture, and continuous sustenance of universities and colleges. Management system, concepts, theories, principles, and approaches are deliberated within the context of university or college establishment. Several types of analyses such constitutional analysis, statute analysis, structural analysis, and academic programmed analysis are used for deriving a deep understanding on the roles and functions of various components of a university or college organization.*

<b>Kaedah Penilaian</b>	: Penilaian Berterusan	- 100 %	Peperiksaan	-	-
<b>Assessment Method</b>	: Continuous Assessment	- 100 %	Examination	-	-
<b>Bahasa Pengantar</b>	: Bahasa Melayu, Bahasa Inggeris				
<b>Medium of Instruction</b>	: Malay, English				

### Rujukan Terpilih / Selected References

- Shattock, M., Horvath, A. (2020) *Governance of British Higher Education: The Impact of Governmental, Financial and Market Pressures*. Bloomsbury Publishing.
- Trimmer, K., R. Dixon & Y. S. Findlay (2018). *The Palgrave Handbook of Education Law for Schools*, Springer International Publishing.
- Hair, J.F., Hult, G.T.M., Ringle, C.M., & Sarstedt,M.(2017). *A Primer on Partial Least Squares Structural Equation Modelling (PLS SEM) 2nd Edition*: London: SAGE Publication.
- McCarthy, M. M., S. Eckes & J. R. Decker (2018). *Legal Rights of School Leaders, Teachers, and Students*, Pearson.
- Akuno, E. & D. O. Ondieki (2017). *Higher Education Leadership and Governance in the Development of the Creative and Cultural Industries in Kenya*, CODESRIA, Council for the Development of Social Science Research in Africa.

- Syed Ahmad S A Alsagoff . (2017). *The Law of Torts in Malaysia*. LexisNexis.
- Mohamed Ishak Abdul Hamid (2012) *Comparative Education Law: Rights & Obligations of Teachers in United States & Malaysia*. LAP LAMBERT Academic Publishing

**PERATURAN-PERATURAN UNIVERSITI  
MALAYA (IJAZAH SARJANA  
PENDIDIKAN) 2019**

**UNIVERSITY OF MALAYA (*DEGREE OF  
MASTER OF EDUCATION*)  
*REGULATIONS 2019***



**PROGRAM IJAZAH SARJANA  
PENDIDIKAN  
MASTER OF EDUCATION PROGRAMMES  
SESI/SESSION 2022/2023**

# **SARJANA PENDIDIKAN SECARA PENYELIDIKAN**

## **MASTER OF EDUCATION BY RESEARCH**

Program / Programme	: Sarjana Pendidikan / Master of Education
Kod Program / Programme Code	: PMD
Mod Program / Programme Mode	: Penyelidikan / Research

### **KAEDAH-KAEDAH UNIVERSITI MALAYA (IJAZAH SARJANA) 2019**

### **UNIVERSITY OF MALAYA (MASTER'S DEGREE) RULES 2019**

#### **1) JENIS PROGRAM**

##### *TYPE OF PROGRAMME*

Program ini adalah secara penyelidikan sepenuhnya, dimana di akhir program membawa kepada penghasilan disertasi.

*This is a programme by research, which leads to the production of a dissertation.*

#### **2) SYARAT KEMASUKAN**

##### *ADMISSION REQUIREMENTS*

Kelayakan masuk untuk mengikuti program ini adalah seperti berikut:

*The programme's admissions criteria are as follows:*

- i) Ijazah Sarjana Muda dengan PNGK tidak kurang daripada 3.0; atau  
*A Bachelor's degree with a minimum 3.0 CGPA*
- ii) Ijazah Sarjana Muda dengan PNGK 2.7 hingga 2.99 boleh dipertimbangkan sekiranya memenuhi sekurang-kurangnya satu kriteria dan PNGK 2.5 hingga 2.69 boleh dipertimbangkan sekiranya memenuhi sekurang-kurangnya dua kriteria berikut:  
*A Bachelor's degree with a 2.7-2.99 CGPA can be considered if at least one and a 2.5-2.69 CGPA can be considered if at least two of the following criteria is fulfilled:*
  - i. Mempunyai sekurang-kurangnya satu (1) tahun pengalaman kerja dalam bidang yang berkaitan; atau  
*Has at least satu (1) years of working experience in relevant fields; or*
  - ii. Menghasilkan penerbitan dalam bidang yang berkaitan; atau  
*Has published in relevant fields; or*
  - iii. Adalah penerima biasiswa; atau  
*Is a scholarship recipient; or*
  - iv. Merupakan graduan Universiti Malaya; atau  
*Is a graduate of the University of Malaya; or*
  - v. Merupakan kakitangan agensi kerajaan atau  
*Is a government agency employee or*
  - vi. Lulus temuduga di peringkat PTj; atau  
*Has passed an interview by the respective department/faculty; or*
  - vii. Lulus Penilaian Khas PTj. atau  
*Has passed an evaluation as deemed appropriate by the respective department/faculty or*
- iii) Pemohon dengan kelayakan Ijazah Sarjana Muda PNGK 2.0 hingga 2.5 boleh dipertimbangkan sekiranya memenuhi sekurang-kurangnya **dua** daripada kriteria berikut:  
*A Bachelor's degree with a 2.0 - 2.5 CGPA can be considered if at least **two** of the following*

*criteria:*

- i. Mempunyai sekurang-kurangnya lima (5) tahun pengalaman kerja dalam bidang yang berkaitan; atau  
*Has at least five (5) years of working experience in relevant fields; or*
- ii. Menghasilkan sekurang-kurangnya satu (1) penerbitan dalam jurnal berwasit dalam bidang yang berkaitan; atau  
*Has published at least one (1) article in a refereed journal in a relevant field; or*
- iii. Merupakan graduan Universiti Malaya; atau  
*Is a graduate of the University of Malaya; or*
- iv. Lulus temuduga di peringkat PTj; atau  
*Has passed an interview by the respective department/faculty; or*
- v. Lulus Penilaian Khas PTj. atau  
*Has passed an evaluation as deemed appropriate by the respective department/faculty or*

**Calon Antarabangsa**  
***International Candidates***

**Syarat Bahasa Inggeris untuk Calon Antarabangsa**

- a. Calon yang Menulis Disertasi dalam Bahasa Inggeris  
*Candidates who intend to write the thesis in English*

Mempunyai kelulusan lain yang diiktiraf setaraf dengannya oleh Kerajaan Malaysia dan diperakukan oleh Senat Universiti Malaya.

*Has other equivalent qualifications recognised by the Malaysian Government and approved by the University of Malaya Senate*

dan  
*and*

Memperolehi skor minimum band 5.5 bagi *International English Language Testing System (IELTS)(Academic)*.

*Obtain a minimum score of band 5.5 for the International English Language Testing Services (IELTS) (Academic).*

atau  
*or*

Memperolehi skor minimum sebanyak 550 (*Paper based*), skor 213 (*Computer based*) atau skor 80 (*Internet based*) bagi *Test of English as a Foreign Language (TOEFL)*

*Obtain a minimum score of 550 (Paper based), score of 213 (Computer based) or score of 80 (Internet based) for the Test of English as a Foreign Language (TOEFL)*

Atau  
*or*

Memperolehi Band 4 dan ke atas dalam *Malaysian University English Test (MUET)*;  
*Obtain Band 4 and above in the Malaysian University English Test (MUET);*

Atau  
*or*

Memperolehi skor 42 dan ke atas dalam *Pearson Test of Academic English (PTE Academic)*;  
*Obtain a score of 42 and above in the Pearson Test of Academic English (PTE Academic);*

Atau  
or

Memperolehi Gred C dan ke atas untuk subjek *English* dalam *General Certificate of Education (A Level), University of Cambridge*;  
Obtain a Grade C and above in English for General Certificate of Education (A Level), University of Cambridge;

Atau  
or

Memperolehi Gred C dan ke atas dalam *Cambridge Assessment English: First (FCE)*;  
Obtain a Grade C and above in the Cambridge Assessment English: First (FCE);

Atau  
or

Memperolehi Gred C dan ke atas dalam *Cambridge Assessment English: Advanced (CAE)*;  
Obtain a Grade C and above in the Cambridge Assessment English: Advanced (CAE);

Atau  
or

Memperolehi Gred C dan ke atas dalam *Cambridge Assessment English: Proficiency (CPE)*.  
Obtain a Grade C and above in the Cambridge Assessment English: Proficiency (CPE).

- b. Calon yang Menulis Disertasi dalam Bahasa Malaysia atau Bahasa Arab  
*Candidates who intend to write the thesis in Malay or Arabic*

Memperolehi skor minimum band 5.0 bagi International English Language Testing System (IELTS)(Academic) atau Memperolehi skor minimum sebanyak 500 bagi Test of English as a Foreign Language (TOEFL)  
*Obtain a minimum score of band 5.0 for the International English Language Testing System (IELTS) (Academic) or minimum score of 500 for the Test of English as a Foreign Language (TOEFL) qualification.*

#### **Syarat Bahasa Malaysia untuk Calon Antarabangsa**

Bagi calon bukan warganegara dikehendaki menghadiri dengan memuaskan suatu kursus Bahasa Malaysia yang dikehendaki oleh Universiti sebelum dianugerahkan ijazahnya.  
*Non-Malaysian citizens are required to attend and pass a Malay language course as required by the University before the degree is conferred.*

#### **3) TEMPOH PENGAJIAN** *LENGTH OF STUDY*

Tempoh Minimum: 2 Semester Biasa  
*Minimum length : 2 regular semesters*

Tempoh Maksimum : 8 Semester Biasa  
*Maximum length : 8 regular semesters*

#### **4) MATLAMAT PROGRAM** *PROGRAMME AIM*

Untuk menghasilkan graduan yang mempunyai literasi tinggi dan mendalam tentang proses dan amalan penyelidikan dan dapat menangani serta mengaplikasikan pengetahuan penyelidikan dalam bidang pendidikan.

*To produce graduates who are highly literate in research and can apply this knowledge to the area of education.*

**5) HASIL PEMBELAJARAN PROGRAM**  
**PROGRAMME LEARNING OUTCOMES**

Domain MQF	Hasil Pembelajaran
PO1	Menguasai pengetahuan yang terkini dalam proses dan amalan penyelidikan pendidikan
PO2	Mengaplikasikan kemahiran praktikal penyelidikan berkaitan pendidikan dalam tugas harian sebagai pengupaya
PO3	Mempamerkan kemahiran sosial, unsur keprihatinan dan tanggungjawab dalam tugas sebagai seorang penyelidik dalam bidang pendidikan
PO4	Mengamalkan adab, nilai, etika, sikap dan profesionalisme dalam proses dan amalan penyelidikan bidang pendidikan
PO5	Mengukuhkan jalinan kerjasama bekerja dalam pasukan dengan pelbagai pihak dan menunjukkan kepimpinan dan kreativiti bagi menjayakan aktiviti penyelidikan dalam bidang pendidikan
PO6	Mensintesis kemahiran penyelesaian masalah dan kemahiran saintifik dalam proses dan amalan penyelidikan berkaitan bidang pendidikan
PO7	Menggunakan pengetahuan dan kemahiran penyelidikan yang diperoleh dalam pembelajaran sepanjang hayat dan mengurus maklumat berkaitan penyelidikan berkaitan bidang pendidikan

**6) BIDANG PENYELIDIKAN**  
**FIELD OF RESEARCH**

Fakulti Pendidikan menawarkan pelbagai bidang penyelidikan untuk program ini.

Bidang penyelidikan termasuk:

*The Faculty of Education offers a range of research areas for this program. The available areas of research include:*

Pendidikan Seni / *Art Education*  
 Pendidikan Nilai / *Values Education*  
 Pendidikan Islam / *Islamic Education*  
 Sosiologi Pendidikan / *Sociology of Education*  
 Pendidikan Sains Sosial / *Social Science Education*  
 Perkembangan Kurikulum / *Curriculum Development*  
 Teknologi Pengajaran / *Instructional Technology*  
 Kurikulum dan Pengajaran / *Curriculum and Instruction*  
 Pengajaran Bahasa Inggeris Sebagai Bahasa Kedua / *Teaching English as a Second Language*  
 Pengajaran Bahasa Arab sebagai Bahasa Kedua / *Teaching Arabic as a Second Language*  
 Pendidikan Bahasa / *Language Education*  
 Pendidikan Matematik / *Mathematics Education*  
 Pendidikan Sains / *Science Education*  
 Pendidikan Jasmani / *Physical Education*  
 Pendikan Khas / *Special Education*  
 Perancangan dan Pentadbiran Pendidikan / *Educational Planning and Administration*  
 Pengurusan Pendidikan / *Educational Management*  
 Kempimpinan Pendidikan / *Educational Leadership*  
 Polisi dan Pengurusan Pendidikan / *Educational Policy and Management*  
 Psikologi Pendidikan / *Educational Psychology*  
 Pengukuran dan Penilaian / *Measurement and Evaluation*  
 Kaunseling / *Counselling*  
 Pendidikan Awal Kanak-Kanak / *Early Childhood Education*

## **1. PEMOHONAN SEBAGAI CALON SARJANA PENDIDIKAN**

**APPLICATION FOR MASTER RESEARCH CANDIDATES**

- (1) Tiap-tiap calon dikehendaki mengemukakan kenyataan lengkap mengenai kelayakan dan pengalaman yang bersabitan. Sebagai tambahan, calon harus mengemukakan Prospektus menghuraikan penyelidikan yang dicadangkan. Huraian sepanjang 1,000 - 1,500 perkataan harus dilengkapi dengan  
*Every candidate is required to submit a complete statement of qualifications and experience. In addition, candidates must submit the Prospectus describing the proposed research. Explanation over 1.000 to 1.500 words must be equipped with*
- (a) Latar belakang masalah yang akan diselidik, termasuk sorotan rujukan yang berkenaan  
*The background of the problem to be investigated, including the literature review*
  - (b) Pernyataan masalah yang akan diselidik dan  
*Statement of the problem to be investigated and*
  - (c) Tujuan, kepentingan dan batasan kajian  
*The purpose, importance and limitations of the study*
- (2) Calon perlu menunjukkan pengetahuan yang cukup dengan mengemukakan kerangka teori (*theoretical framework*) bagi penyelidikan yang dirancangkan itu.  
*The candidate must demonstrate adequate knowledge by presenting theoretical framework (Theoretical framework) for the planned research.*
- (3) Biasanya calon dikehendaki menunjukkan bukti keupayaan penyelidikannya dalam bidang yang dipilih. Laporan daripada dua orang penyokong atau penilai yang dapat memastikan pengalaman ini adalah dikehendaki. Calon mungkin juga dikehendaki menghadiri satu temuduga.  
*Normally, candidates are required to show evidence of research capabilities in selected areas. Report of two referees or assessors who will ensure existence of the relevant experience is required. Candidates may also be asked to attend an interview.*
- (4) Pemohon adalah dinasihatkan supaya mendapat nasihat dari kakitangan pendidikan sebelum mengemukakan prospektus mereka.  
*Applicants are advised to seek advice from the education staff before submitting their prospectus.*
- (5) Permohonan mestilah dibuat secara atas talian melalui laman web Institut Pengajian Siswazah. Semua permohonan akan dipertimbangkan oleh fakulti.  
*Application must be made online from the Institute of Graduate Studies website. All applications will be considered by the Faculty.*
- (6) Struktur Program / Programme Structure

Setelah didaftarkan, calon akan mengikuti kursus pengajian tinggi yang diluluskan (mungkin termasuk kerja kursus yang ditetapkan) dan penyelidikan di bawah arahan dan penyeliaan penyelia (atau penyelia-penyelia) bagi tempoh tidak kurang dari empat semester bagi calon penuh masa dan tidak kurang dari enam semester bagi calon sambilan.

*Once registered, candidates will follow an approved course of higher education (may include prescribed course work) and research under the direction and supervision of the supervisor (or supervisors) for a period of not less than four semesters for full-time candidates and not less than six semesters for part-time candidates.*

Tertakluk kepada persetujuan Senat, seseorang calon mungkin dibenarkan mengikuti kursus pengajian dan penyelidikannya di universiti atau di institusi pendidikan/ penyelidikan lain. Sekiranya tempat penyelidikan yang diluluskan itu terletak di luar dari Malaysia, calon itu dikehendaki memenuhi syarat bermastautin selama dua belas bulan di Universiti Malaya.

*Subject to the consent of the Senate, a candidate may be allowed to follow courses of study and research in other universities or other educational/research institutions. If the approved research site is located outside Malaysia, the candidate is required to meet the requirements of twelve months residence at the University of Malaya.*

## (7) Tempoh Pencalonan / *Candidature Period*

Tempoh maksimum pencalonan seorang calon Sarjana Pendidikan ialah empat tahun akademik, dikira dari tarikh permulaan pendaftaran. Tempoh minimum pencalonannya ialah dua semester.

*Maximum period of candidature for a Master Research candidate is four academic years, calculated from the date of initial registration. The minimum period of candidature is two semesters.*

## 2. KEHADIRAN DAN PENYELIAAN IJAZAH TINGGI *ATTENDANCE AND SUPERVISION OF HIGH DEGREE*

Semua calon ijazah tinggi, dikehendaki berjumpa dengan penyelia atau penasihat mereka, menghadiri kursus (sekiranya disyaratkan) dan seminar atau menggunakan perpustakaan dan kemudahan penyelidikan lain di Universiti.

*All higher degree candidates are required to consult with their supervisor or their advisers, attend any courses (if required) and seminars or use the library and other research facilities at the University.*

## 3. LAPORAN KEMAJUAN *PROGRESS REPORT*

Pada tiap sesi akademik, semua calon ijazah tinggi dikehendaki menyerahkan laporan kemajuan kepada penyelia mereka dengan mengisi borang secara online ([myum.um.edu.my](http://myum.um.edu.my)) Calon yang gagal menyerahkan laporan kemajuan dianggap kurang memuaskan dan pencalonan mereka akan dikaji semula oleh Jawatankuasa Pengajian Ijazah Tinggi. Pencalonan seseorang akan ditamatkan jika kemajuannya tidak memuaskan.

*In each academic session, all candidates are required to submit a progress report to their supervisor through online ([myum.um.edu.my](http://myum.um.edu.my)). Candidates who fail to submit a progress report are considered unsatisfactory and their candidature will be reviewed by the Postgraduate Studies Committee. The candidature of a student will be terminated if progress is not satisfactory.*

Calon dikehendaki mengemukakan laporan kemajuan penyelidikannya pada akhir semester kepada penyelia mengikut prosedur yang telah ditetapkan. Penyelia, Penyelia Bersama atau Perunding yang dilantik hendaklah menilai laporan kemajuan penyelidikan calon mengikut prosedur yang ditetapkan. *Candidates are required to submit their progress report at the end of the semester to their supervisor according to the fixed procedures. Supervisor/supervisors or appointed consultant needs to evaluate the progress report of the candidate according to the fixed procedures.*

Calon yang kemajuannya memuaskan akan diperakukan untuk pencalonan diteruskan. Calon yang kemajuannya tidak memuaskan untuk tiga (3) semester berturut-turut akan ditamatkan pencalonannya oleh Fakulti. Dekan Institut Pengajian Siswazah akan dimaklumkan mengenai penamatan pencalonan calon untuk diambil tindakan.

*Candidates whose progress is satisfactory will be allowed to continue their candidature. Candidates whose progress is unsatisfactory for three (3) continuous semesters will be terminated by the Faculty. The Faculty Dean will be notified regarding candidature termination for further action.*

Calon yang gagal mengemukakan laporan kemajuan penyelidikannya dalam tempoh yang ditetapkan akan dihalang daripada mendaftar untuk semester berikutnya.

*Candidates who fail to submit a progress report within the stipulated period will be barred from registration for the following semester.*

## 4. BAHASA PENULISAN TESIS *THESIS WRITING LANGUAGE*

Bahasa penulisan Tesis adalah dibuat dalam Bahasa Malaysia atau Bahasa Inggeris.  
*The thesis writing language is Bahasa Malaysia or English.*

## 5. KEBENARAN MENGGUNA SEKOLAH-SEKOLAH UNTUK PENYELIDIKAN *PERMISSION TO USE SCHOOLS FOR RESEARCH*

Calon yang ingin menggunakan sekolah/institusi lain di bawah penguasaan Kementerian Pendidikan untuk penyelidikan mereka dikehendaki meminta kebenaran daripada Kementerian tersebut. Permohonan harus dihantar kepada Bahagian Perancangan dan Penyelidikan Pendidikan,

Kementerian Pendidikan. Borang permohonan untuk keperluan ini boleh didapati daripada Penolong Pendaftar, Fakulti Pendidikan.

*Candidates who wish to use the school / other institutions under the control of the Ministry of Education for their research are required to seek permission from the Ministry. Applications should be sent to the Educational Research and Planning Division, Ministry of Education.  
Application forms for this requirement are available from the Assistant Registrar, Faculty of Education.*

## **6. GARIS PANDUAN MENYEDIAKAN CADANGAN PENYELIDIKAN (SEMINAR 1 DAN SEMINAR 2)/ PROVIDING GUIDELINES FOR RESEARCH PROPOSALS (PROPOSAL DEFENCE AND CANDIDATURE DEFENCE)**

Seseorang calon Sarjana Pendidikan dikehendaki menyerahkan secara rasmi cadangan penyelidikannya untuk kelulusan Jawatankuasa peringkat Jabatan selewat-lewatnya lima semester selepas tarikh pendaftaran permohonan.

*A Master of Education candidate is required to submit a formal research proposal for approval at the Department level Committee at least five semesters after the date of the registration application.*

Empat salinan cadangan yang ditaip dengan menggunakan dua jarak atas kertas yang bersaiz A4, harus diserahkan kepada Jabatan mengikut program masing-masing.

*Four typed copies of the proposal using double spacing on A4 size paper, should be submitted to the Department of the Programmes.*

Satu Jawatankuasa Penasihat Penyelidikan yang dianggotai oleh Ketua Jabatan sebagai pengurus, penyelia (atau penyelia-penyelia) dan penyemak yang dilantik akan menyemak cadangan penyelidikan dan menemuduga calon berkenaan.

*A Research Advisory Committee consisting of the Head of Department as chairman, the supervisor (or supervisors) and the reviewer will review research proposals and interview the candidate.*

Calon juga dikehendaki mempertahankan cadangannya semasa ditemuduga oleh Jawatankuasa Penasihat Penyelidikan.

*Candidates are also required to defend the proposal during an interview by the Research Advisory Committee.*

Cadangan ini biasanya mengandungi aspek-aspek di bawah:

*The proposal generally contains the aspects below:*

- (a) Penghuraian mengenai masalah penyelidikan, termasuk hipotesis atau pembentukan soalan-soalan penyelidikan yang tepat.  
*Description of research problems, including the formation of exact hypotheses or research questions.*
- (b) Penerangan jelas mengenai tujuan, kepentingan dan batasan penyelidikan dari segi konteks, teori dan amalannya.  
*A clear description of the purpose, importance and limitations in the context of research, theory and practice.*
- (c) Tinjauan bahan yang berkenaan berkaitan dengan penyelidikan yang akan dijalankan termasuk penjelasan mengenai tanggapan yang dibuat untuk kajian serta perkaitan kajian dengan sorotan kajian penyelidikan yang telah diikuti.  
*Review the relevant materials related to research will include an explanation of the assumptions for the study and highlight the relevance of research studies that have followed.*
- (d) Ringkasan mengenai rekabentuk kajian termasuk keterangan dan penjelasan metodologi atau prosedur yang digunakan.  
*A summary of the research design, including information and details of methodology or procedure used.*
- (e) Penjelasan yang memuaskan mengenai penyelidikan dan analisisan data yang akan digunakan.  
*A satisfactory explanation of the research and data analysis to be used.*

- (f) Lampiran-lampiran, termasuk soalselidik atau alat-alat penyelidikan dan maklumat yang berkenaan jika ada.  
*Appendices, including the questionnaire or the research tools and relevant information if available.*
- (g) Bibliografi.  
*Bibliography.*

## **7. PENYERAHAN TESIS** **SUBMISSION OF THESIS**

- (a) Syarat-syarat khas  
*Special conditions*
  - (i) Enam (6) disertasi berkulit nipis diserahkan untuk pemeriksaan. Tesis hendaklah ditaip dua spasi ataupun dicetak di atas kertas bersaiz A4, kecuali untuk lukisan atau peta yang tidak mempunyai had saiz kertas. Ruang berukuran 4 sentimeter hendaklah disediakan di sebelah kiri. Tajuk atau ringkasan tajuknya serta nama pengarang hendaklah dicetak dalam huruf besar di tulang belakang disertasi. Abstrak atau sinopsis yang tidak melebihi 250 perkataan hendaklah dijadikan prakata kepada tesis.  
*Six (6) dissertation bound in soft cover and three (3) dissertation in hard cover must be submitted for examination. The dissertation must be typed or printed double space on A4 size paper, except for drawings or maps that do not have the paper size limit. Space measuring 4 centimeters shall be provided on the left. Title or abbreviated title and author's name should be printed in block letters on the spine. Abstract or synopsis not exceeding 250 words should be the preface to the dissertation.*
  - (ii) Disertasi yang telah diperiksa itu dan mengandungi mana-mana pembetulan jika ada, hendaklah dijilid dalam kulit tebal berjenis reksin berwarna merah tua (dark red rexine).  
*Tiga naskhah tesis tersebut hendaklah diserahkan kepada Universiti.*  
*The dissertation that has been inspected and contains any corrections if any, shall be bound in dark red rexine. Three copies of the thesis are to be submitted to the University.*
  - (iii) Sebuah disertasi Sarjana Pendidikan tidak boleh melebihi 60,000 perkataan (tidak termasuk notakaki, lampiran, jadual dan rajah) kecuali dalam kes di mana kebenaran khas telah diberi oleh Universiti untuk melebihi had ini. Sebagai tambahan, sebuah abstrak yang tidak melebihi 500 perkataan perlu dikemukakan secara berasingan oleh calon Sarjana Pendidikan.  
*A Master Research dissertation must not exceed 100,000 words (not including the footnote, appendices, tables and figures), except in cases where special permission has been granted by the University to exceed this limit. In addition, an abstract not exceeding 500 words should be submitted separately by the Master of Research candidate.*
- (b) Format manuskrip  
*Format of the manuscript*

Pada kebiasaannya, tiap-tiap manuskrip mengandungi tiga bahagian utama; permulaan, teks dan tambahan termasuk rujukan atau bibliografi. Susunan tiap-tiap bahagian ini harus ditentukan oleh calon atas nasihat penyelianya. Butir lanjut mengenai format dan isi kandungan tiap-tiap bahagian boleh didapati dalam nota panduan "Rancangan Ijazah Tinggi dalam Pendidikan: Maklumat dan Garispanduan untuk Pelajar", yang disediakan oleh Fakulti Pendidikan.

*Usually, every manuscript contains three main parts: the beginning, the text and references or bibliography. The arrangement of every part should be determined by the candidate on the advice of his or her supervisor. Further details on the format and content of each part can be found in the guidelines "Higher Degree Programme in Education: Information and Guidelines for Students", prepared by the Faculty of Education.*

## **8. SYARAT PENCALONAN** **CANDIDATURE REQUIREMENTS**

Mengikuti kursus Kaedah Penyelidikan dalam Pendidikan **POX7001** (sekurang-kurangnya 3 jam kredit) tidak lewat dari semester kedua pencalonan;

*Attend at least 3 credits of Research Methods in Education Course **POX7001** not later than the second (2nd) semester of candidature;*

*(Fulfil attendance requirements for the University Bahasa Malaysia course not later than the second (2nd) semester of candidature; **additional for International student.**)*

## **9. KEHADIRAN DAN PENYELIAAN IJAZAH TINGGI**

### *ATTENDANCE AND HIGHER DEGREE SUPERVISION*

Semua calon ijazah tinggi, dikehendaki berjumpa dengan penyelia atau penasihat mereka, menghadiri kursus (sekiranya disyaratkan) dan seminar atau menggunakan perpustakaan dan kemudahan penyelidikan lain di Universiti,

*All higher degree candidates are required to consult with their supervisor or their advisers, attend any courses (if required) and seminars or use the library and other research facilities at the University*

## **10. JADUAL PEMBENTANGAN SEMINAR 1 DAN SEMINAR 2**

### *PROPOSAL DEFENCE AND CANDIDATURE DEFENCE PRESENTATION SCHEDULE*

Membentangkan cadangan penyelidikan dalam Proposal Defence tidak lewat dari semester kedua pencalonan;

*Present your research proposal at Proposal Defence not later than the second (2nd) semester of candidature;*

Membentangkan kemajuan penyelidikan dalam Candidature Defence tidak lewat dari semester ketiga pencalonan;

*Present your research progress at Candidature Defence not later than the third (3'd) semester of candidature;*

## **11. GARIS PANDUAN PENERBITAN**

### *PUBLICATION GUIDELINES*

1) perlu menunjukkan bukti penerimaan untuk penerbitan seperti berikut (mengikut kriteria yang ditetapkan dalam garis panduan penerbitan), sebelum pengijazahan:

*must show proof of acceptance for publication as per the following (according to the criteria set in the publication guidelines), prior to graduation:*

- i. sekurang-kurangnya satu (1) artikel dalam jurnal diindeks oleh Thomson Reuters Web of Science (WoS)  
*at least one (1) article in journals indexed by Thomson Reuters Web of Science (WoS)*  
atau; or;

- ii. sekurang-kurangnya satu (1) penerbitan buku yang diterbitkan di bawah senarai penerbit Thomson Reuters Web of Science (WoS) Master Book List atau Penerbit Universiti Malaya atau Dewan Bahasa dan Pustaka atau mana-mana penerbit yang diiktiraf dan disenaraikan oleh PTj  
*at least one (1) book published by publishers listed in the Thomson Reuters Web of Science (WoS) Master Book List or by University of Malaya Press or Dewan Bahasa dan Pustaka or any publishers listed and recognized by the Faculty*

atau; or;

- iii. sekurang-kurangnya satu (1) penerbitan dalam jurnal benruasit kategori A atau B, atau bab buku seperti berikut:

*at least one (1) publication in Category A or B refereed journals, or book chapters as follows:*

- **Artikel dalam jurnal kategori A:**

Jurnal di senaraikan dalam indek Scopus

#### **Articles in Category A journals:**

*Journals indexed in the Scopus citation database*

- **Aftikel dalam jurnal Kategori B:**

Jurnal yang diterbitkan oleh Universiti atau penerbit ilmiah atau disenaraikan dalam MyJurnal (Malaysian Journal Management System). (Senarai jurnal kategori B yang diiktiraf dan disenaraikan oleh PTj)

**Articles in Category B journals:**

*Journals published by University or scholarly publishers or listed in MyJurnal (Malaysian Journal Management System). (List of Category B journals must be listed and recognized by the Faculty)*

- **Bab buku daripada buku yang berlainan:**

Bab buku yang diterbitkan di bawah senarai penerbit Thomson Reuters Web of Science (WoS) Master Book List atau Penerbit Universiti Malaya atau Dewan Bahasa dan Pustaka atau mana-mana penerbit yang diiktiraf dan disenaraikan oleh PTj. Dua (2) bab buku daripada buku yang berlainan adalah bersamaan dengan satu (1) penerbitan; dan

*Book chapters in different books:*

*Book chapters published by publishers listed in the Thomson Reuters Web of Science (WoS) Master Book List, or by University of Malaya Press or Dewan Bahasa dan Pustaka or any publishers listed and recognized by the Faculty. Two (2) book chapters in different books are equivalent to one (1) publication;*

## 12. LAPORAN KEMAJUAN **PROGRESS REPORT**

Pada tiap sesi akademik, semua calon ijazah tinggi dikehendaki menyerahkan laporan kemajuan kepada penyelia mereka dengan mengisi borang secara *online* ([myum.um.edu.my](http://myum.um.edu.my)). Calon yang gagal menyerahkan laporan kemajuan dianggap kurang memuaskan dan pencalonan mereka akan dikaji semula oleh Jawatankuasa Pengajian Ijazah Tinggi. Pencalonan seseorang akan ditamatkan jika kemajuannya tidak memuaskan.

*In each academic session, all candidates are required to submit a progress report to their supervisor through online ([myum.um.edu.my](http://myum.um.edu.my)). Candidates who fail to submit a progress report are considered unsatisfactory and their candidature will be reviewed by the Postgraduate Studies Committee. The candidature of a student will be terminated if progress is not satisfactory.*

## 13. PANJANG PATAH PERKATAAN DISERTASI **LENGTH OF DISSERTATION**

Panjang patah perkataan tesis perlu secara am berada dalam julat 40,000 - 60,000 patah perkataan. Jumlah maksimum panjang patah perkataan adalah tidak termasuk footnotes, rujukan, lampiran, jadual, rajah dan kata pengantar. Calon yang mahu melepassi had jumlah patah perkataan yang ditetapkan perlu memohon kepada Senat melalui Fakulti tersendiri sekurang-kurangnya tiga bulan sebelum tarikh penyerahan tesis untuk pemeriksaan dan memberikan sebab-sebab mengapa calon tidak boleh menetapi jumlah patah perkataan yang telah ditetapkan.

*Length of thesis should generally be in the range 40,000 - 60,000 words. The maximum length of words excludes footnotes, references, appendices, tables, figures and prefaces. A candidate who wishes to exceed the number of words specified must apply to the Senate through the respective Faculty at least three months before the submission of the thesis for examination and provide reasons for the inability to adhere to the prescribed length.*

## 14. PENAMATAN PENCALONAN **TERMINATION OF CANDIDATURE**

Penamatan pencalonan seseorang calon ijazah tinggi boleh berlaku atas sebab-sebab berikut:  
*Termination of candidature of any candidate could have happened for the following reasons:*

(i) Penarikan Diri/ *Withdrawal:*

(ii) Atas permohonan secara bertulis oleh calon untuk menarik diri.  
*Upon application in writing by the candidate to withdraw.*

(iii) **Luput/ Lapse:**

Pencalonan dianggap luput apabila calon gagal mendaftarkan diri atau membaharui pencalonannya pada permulaan tiap-tiap sesi akademik.

*Candidature nomination is considered lapsed when the candidate fails to register or renew his or her candidature at the beginning of every academic session.*

(iv) **Penamatan/ Termination:**

Pencalonan akan tamat jika calon gagal menyempurnakan pengajiannya dalam tempoh maksimum yang ditetapkan.

*Candidature will expire if the candidate fails to complete the study within the prescribed maximum period.*

Senat, atas perakuan Jawatankuasa Pengajian Ijazah Tinggi dan Fakulti, boleh membenarkan perlanjutan pencalonan, dan menetapkan syarat baginya, sekiranya permohonan untuk melanjutkan pencalonan dibuat secara bertulis kepada Fakulti.

*The Senate, on the recommendation of the Postgraduate Studies Committee and the Faculty, may grant an extension of candidature, and set the conditions if the application for extension of the candidature is made in writing to the Faculty.*

(v) **Kemajuan/ Progress:**

Jawatankuasa Pengajian Ijazah Tinggi di Fakulti boleh menamatkan pencalonan atas perakuan penyelia sekiranya kemajuan calon didapati tidak memuaskan.

*The Higher Degree Committee of the Faculty may terminate the candidature of the student if the supervisor certifies that progress is not satisfactory.*

## **SINOPSIS KURSUS / COURSE SYNOPSIS**

### **POX7001 Kaedah Penyelidikan dalam Pendidikan (3 Jam Kredit) POX7001 Research Methods in Education (3 Credit Hours)**

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#### **Sinopsis/Synopsis**

Pelajar diberi pendedahan tentang proses menjalankan penyelidikan dalam pendidikan. Antara aspek yang akan dibincang adalah (1) konsep asas dalam penyelidikan; (2) memilih permasalahan kajian yang hendak dikaji dan kenapa mengkajinya; (3) membentuk soalan kajian yang relevan; (4) mengulas secara kritikal kajian yang lalu, membanding teori yang bersabit dan membentuk hipotesis; (5) menganalisis beberapa kaedah mengumpul data dan memilih kaedah yang sesuai; (6) menganalisis data dan menginterpretasi dapatan; (7) menyimpulkan dapatan; dan (8) mengkaji gaya penulisan beberapa laporan penyelidikan; dan (9) berupaya memberi justifikasi bagi setiap tindakan di atas.

*Students will be introduced to the entire process of conducting research in education. Among the topics to be discussed include: (1) basic concepts in research; (2) selection of a topic or problem to carry out research; (3) to design relevant research questions; (4) critically review relevant past studies to discern relevant theories to help answer the research questions; (5) to state the research hypothesis; (6) to select appropriate method or methods of gathering data; (7) use of appropriate method of analyzing the data and drawing meaningful interpretation and conclusion; (8) analyze the major components of a research report or dissertation (9) be able to provide justification for each of the above steps taken.*

**Kaedah Penilaian:** Penilaian Berterusan

**Assessment Method:** Continuous Assessment

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

#### **Rujukan Utama:**

#### **Main References:**

- Ary, D., Jacobs, L. C., Razavieh, A. & Sorensen, C. K. (2010). *Introduction to research in education.* (8<sup>th</sup> ed). Wadsworth, USA: Cengage Learning.
- Creswell, J. W. (2012). *Educational research: Planning, conducting, and evaluating quantitative and qualitative research.* (4<sup>th</sup>ed) Boston: Pearson.
- Faculty of Education, UM. (2010). *Guidelines for the writing of project paper, research report, dissertation and thesis.* Kuala Lumpur: Faculty of Education, University of Malaya.
- Fraenkel, J. R., Wallen, N. E., & Hyun, H. H. (2015). *How to design and evaluate research in education.* (9<sup>th</sup>ed) New York: McGraw Hill, Inc.
- Johnson, B. & Christensen, L. (2004). *Educational research: Quantitative, qualitative, and mixed approaches.* (2<sup>nd</sup> ed). Boston: Pearson Education Inc

**JABATAN PENDIDIKAN BAHASA DAN LITERASI  
DEPARTMENT OF LANGUAGE AND LITERACY EDUCATION**

**SARJANA PENDIDIKAN SECARA KERJA KURSUS  
MASTER OF EDUCATION BY COURSEWORK**

Program/  
*Programme* : **Sarjana Pendidikan Bahasa Inggeris Sebagai Bahasa Kedua /  
*Master of Education in English as a Second Language***

Kod Program /  
*Programme code* : **PQE**

Mod Program /  
*Programme mode* : **Kerja Kursus/  
*Coursework***

**KAEDAH-KAEDAH UNIVERSITI MALAYA (IJAZAH SARJANA) 2019/  
UNIVERSITY MALAYA (MASTER'S DEGREE) RULES 2019**

**1. Mod Program / Programme Mode**

Program secara Kerja Kursus, merupakan program secara perkuliahan sepenuhnya yang melibatkan penghasilan Laporan Penyelidikan.

*Coursework mode programme involves lectures and the production of a Research Report.*

**2. Syarat Kemasukan / Admission Requirements**

Kelayakan masuk untuk mengikuti program ini adalah seperti berikut:

*Admission requirements for this programme are as follows:*

1. Ijazah Sarjana Muda Pendidikan TESL/TESOL/TEFL dengan PNGK 3.00 atau setaraf  
*A Bachelor of Education Degree TESL/TESOL/TEFL with CGPA of 3.00 or equivalent*

ATAU/OR

2. Ijazah Sarjana Muda dengan PNGK 3.00 atau setaraf  
*A Bachelor Degree with CGPA of 3.00 or equivalent*

DAN/AND

- i. Diploma Pendidikan Pascasiswazah (Minimum PNGK 3.00), atau  
*Postgraduate Diploma in Education (Minimum of CGPA 3.00), or*
- ii. Kelayakan Mengajar yang diiktiraf universiti atau,  
*Teaching qualification recognised by the university, or*
- iii. Pengalaman mengajar dengan institusi yang diiktiraf Senat, atau  
*Teaching experience in an institution recognised by the Senate, or*
- iv. Kelayakan professional dari badan professional yang diiktiraf, atau  
*A professional qualification from recognised professional bodies, or*
- v. Kelayakan lain yang diluluskan Senat dari semasa ke semasa.  
*Qualifications that are approved by the Senate from time to time.*

ATAU/OR

3. Ijazah Sarjana Muda Pendidikan TESL/TESOL/TEFL dengan PNGK 2.70 hingga 2.99 atau setaraf

*A Bachelor of Education Degree TESL/TESOL/TEFL with CGPA of 2.70 to 2.99 or equivalent*

DAN/AND

Memenuhi sekurang-kurang satu (1) daripada kriteria berikut:

*Fulfilled at least one (1) of the criteria as below:*

- i. Graduan UM, atau  
*UM Graduates, or*
- ii. Pengalaman kerja dalam bidang yang berkaitan sekurang-kurangnya satu (1) tahun,  
atau  
*At least one (1) year experience in related field, or*
- iii. Menghasilkan penerbitan dalam bidang yang berkaitan, atau  
*Published in related field, or*
- iv. Merupakan penerima biasiswa, atau  
*A sponsorship holder, or*
- v. Merupakan kakitangan agensi kerajaan; atau  
*A government servant; or*
- vi. Lulus temuduga PTj, atau  
*Passed an interview by RoC, or*
- vii. Lulus Penilaian Khas PTj.  
*Passed Special Assessment by RoC.*

ATAU/OR

4. Ijazah Sarjana Muda dengan PNGK 2.70 hingga 2.99 atau setaraf  
*A Bachelor Degree with CGPA of 2.70 to 2.99 or equivalent*

DAN/AND

- i. Diploma Pendidikan Pascasiswazah (Minimum PNGK 3.00), atau  
*Postgraduate Diploma in Education (Minimum of CGPA 3.00), or*
- ii. Kelayakan Mengajar yang diiktiraf universiti, atau  
*Teaching qualification recognised by the university, or*
- iii. Pengalaman mengajar dengan institusi yang diiktiraf Senat, atau  
*Teaching experience in an institution recognised by the Senate, or*
- iv. Kelayakan professional dari badan professional yang diiktiraf, atau  
*A professional qualification from recognised professional bodies, or*
- v. Kelayakan lain yang diluluskan Senat dari semasa ke semasa  
*Qualifications that are approved by the Senate from time to time*

DAN/AND

Memenuhi satu (1) daripada kriteria berikut:

*Fulfilled at least one (1) of the criteria as below:*

- ii. Graduan UM, atau  
*UM Graduates, or*
- iii. Pengalaman kerja dalam bidang yang berkaitan sekurang-kurangnya satu (1) tahun,

- atau  
*At least one (1) year experience in related field, or*
- iv. Menghasilkan penerbitan dalam bidang yang berkaitan, atau  
*Published in related field, or*
  - v. Merupakan penerima biasiswa, atau  
*A sponsorship holder, or*
  - vi. Merupakan kakitangan agensi kerajaan; atau  
*A government servant; or*
  - vii. Lulus temuduga PTj, atau  
*Passed an interview by RoC, or*
  - viii. Lulus Penilaian Khas PTj.  
*Passed Special Assessment by RoC.*

ATAU/OR

5. Ijazah Sarjana Muda Pendidikan TESL/TESOL/TEFL (PNGK 2.50 – 2.69 atau setaraf)  
*A Bachelor of Education Degree TESL/TESOL/TEFL (CGPA of 2.50 – 2.99 or equivalent)*

DAN/AND

Memenuhi sekurang-kurangnya satu (1) kriteria (bagi pemohon graduan UM) atau dua (2) kriteria (bagi pemohon bukan graduan UM) daripada yang disenaraikan:  
*Fulfilled at least one (1) of the criteria (for UM graduate) or two (2) criteria (for non-UM graduate) as below:*

- i. Pengalaman kerja dalam bidang yang berkaitan sekurang-kurangnya satu (1) tahun,  
atau  
*At least one (1) year experience in related field, or*
- ii. Menghasilkan penerbitan dalam bidang yang berkaitan, atau  
*Published in related field, or*
- iii. Merupakan penerima biasiswa, atau  
*A sponsorship holder, or*
- iv. Merupakan kakitangan agensi kerajaan; atau  
*A government servant; or*
- v. Lulus temuduga PTj, atau  
*Passed an interview by RoC, or*
- vi. Lulus Penilaian Khas PTj.  
*Passed Special Assessment by RoC.*

ATAU/OR

6. Ijazah Sarjana Muda dengan PNGK 2.50 hingga 2.69 atau setaraf  
*A Bachelor Degree with CGPA of 2.50 to 2.69 or equivalent*

DAN/AND

- i. Diploma Pendidikan Pascasiswazah (Minimum PNGK 3.00), atau  
*Postgraduate Diploma in Education (Minimum of CGPA 3.00), or*
- ii. Kelayakan Mengajar yang diiktiraf universiti, atau  
*Teaching qualification recognised by the university or,*
- iii. Pengalaman mengajar dengan institusi yang diiktiraf Senat, atau

*Teaching experience in an institution recognised by the Senate, or*

- iv. Kelayakan profesional dari badan profesional yang diiktiraf, atau  
*A professional qualification from recognised professional bodies, or*
- v. Kelayakan lain yang diluluskan Senat dari semasa ke semasa  
*Qualifications that are approved by the Senate from time to time*

DAN/AND

Memenuhi sekurang-kurangnya satu (1) kriteria (bagi pemohon graduan UM) atau dua (2) kriteria (bagi pemohon bukan graduan UM) daripada yang disenaraikan:

*Fulfilled at least one (1) of the criteria (for UM graduate) or two (2) criteria (for non-UM graduate) as below:*

- i. Pengalaman kerja dalam bidang yang berkaitan sekurang-kurangnya satu (1) tahun, atau  
*At least one (1) year experience in related field, or*
- ii. Menghasilkan penerbitan dalam bidang yang berkaitan, atau  
*Published in related field, or*
- iii. Merupakan penerima biasiswa, atau  
*A sponsorship holder, or*
- iv. Merupakan kakitangan agensi kerajaan, atau  
*A government servant, or*
- v. Lulus temuduga PTj, atau  
*Passed an interview by RoC, or*
- vi. Lulus Penilaian Khas PTj.  
*Passed Special Assessment by RoC.*

#### **Syarat Bahasa/ *Language Requirements***

##### **1. Pemohon Warganegara/ *Local Applicant***

Calon tempatan perlu mempunyai sekurang-kurangnya MUET Band 4.  
*Local candidates must obtain a minimum Band 4 for MUET.*

##### **2. Pemohon Bukan Warganegara/ *International Applicant***

Memenuhi mana-mana kelulusan seperti yang dinyatakan di atas.  
*Fulfilled any qualification as mentioned above.*

DAN/AND

Memperolehi keputusan yang berikut dalam salah satu (1) peperiksaan kecekapan Bahasa Inggeris yang dinyatakan di bawah:

*Obtained one (1) of the English proficiency examinations as specified below:*

- (i) Memperolehi skor minimum band 6.5 bagi International English Language Testing System (IELTS)(Academic).  
*Obtain a minimum score of band 6.5 for the International English Language Testing Services (IELTS) (Academic).*

atau/or

- (ii) Memperolehi skor minimum sebanyak 576 untuk jumlah berasaskan kertas (PBT), skor sebanyak 232 bagi jumlah berasaskan komputer (CBT) atau skor sebanyak 90 bagi jumlah berasaskan internet (iBT) bagi Test of English as a Foreign Language (TOEFL)  
*Obtain a minimum score of 576 for paper-based total (PBT), a score of 232 for the computer-based total (CBT) or a score of 90 for the internet-based total (IBT) for the Test of English as a Foreign Language (TOEFL)*

atau/or

- (iii) Memperolehi skor minimum 62 Pearson Test of Academic English (PTE Academic)  
*Obtain a minimum score of 62 Pearson Test of Academic English (PTE Academic)*

atau/or

- (iv) Memperolehi minimum gred C bagi subjek Bahasa Inggeris General Certificate of Education (A-Level)  
*Obtain a minimum Grade C for the English Language subject General Certificate of Education (A-Level)*

atau/or

- (v) Memperolehi minimum gred C Cambridge English: First (FCE)  
*Obtain a minimum Grade C for the Cambridge English: First (FCE)*

atau/or

- (vi) Memperolehi minimum gred B Cambridge English: Advance (CAE)  
*Obtain a minimum Grade B for Cambridge English: Advance (CAE)*

atau/or

- (vii) Memperolehi minimum gred C Cambridge English: Proficiency (CPE), atau  
*Obtain a minimum Grade C for Cambridge English: Proficiency (CPE), or*

atau/or

- (viii) Memperolehi minimum band 4 Malaysian University English Test (MUET)  
*Obtain a minimum band 4 Malaysian University English Test (MUET)*

Untuk calon yang berkeperluan khas, selain syarat yang dinyatakan, permohonan calon boleh dipertimbangkan tertakluk kepada tahap keperluan khas dan ketidakupayaan, serta kesesuaian dengan keperluan program.

*For candidates with special needs, in addition to the stated terms, the application may be considered subject to the level of special needs and disabilities, as well as suitability to program requirements.*

### **3. Tempoh Pengajian / Study Period**

Tempoh Minimum <i>Minimum Period</i>	: 2 Semester Biasa dan 1 Semester Khas <i>: 2 Regular Semesters and 1 Special semester</i>
Tempoh Maksimum <i>Maximum period</i>	: 8 Semester Biasa <i>: 8 Regular Semesters</i>

### **4. Matlamat Program / Programme Objective**

Untuk membangunkan pelajar pascasiswazah yang merupakan pengamal berpengetahuan luas serta bertanggungjawab sosial, penyelidik, dan pemimpin yang mempunyai pengetahuan dan kemahiran yang maju dalam bidang pendidikan Bahasa Inggeris Sebagai Bahasa Kedua.

*To develop postgraduates who are well-informed and socially responsible practitioners, researchers and leaders with advanced knowledge and skills in the field of English as a Second Language education.*

## 5. Hasil Pembelajaran Program / Programme Learning Outcomes

Di akhir program, pelajar dapat:

*At the end of the programme, students will be able to:*

Domain MQF	Hasil Pembelajaran/ Learning Outcomes
PO1	Membuat analisis dan sintesis yang kritis terhadap pengetahuan lanjutan tentang konsep, teori, kaedah, dan amalan khusus dalam bidang Pendidikan Bahasa Inggeris Sebagai Bahasa Kedua dalam mendepani cabaran kurikulum yang dinamik. <i>Critically analyse and synthesise advanced knowledge on specialized concepts, theories, methods, and practice in the field of ESL education in meeting the challenges of a dynamic curriculum.</i>
PO2	Menilai senario baharu dan menyelesaikan isu-isu berkaitan Pendidikan Bahasa Inggeris Sebagai Bahasa Kedua secara inovatif dengan mempamerkan penguasaan pengetahuan menerusi penerapan teknik analisis dan numerasi lanjutan. <i>Evaluate emerging scenarios and innovatively solve related issues in ESL education demonstrating mastery of knowledge, incorporating advanced analytical and numerical techniques.</i>
PO3	Merancang dan menjalankan penyelidikan berdasarkan hasil pembelajaran menggunakan pelbagai teknik, termasuk teknologi digital untuk memantapkan pengetahuan dan amalan mengenai pengajaran dan pembelajaran dalam bidang Bahasa Inggeris Sebagai Bahasa Kedua. <i>Organise and conduct outcomes-based research employing various techniques, including digital technology to strengthen the knowledge and practices on teaching and learning in the field of ESL education.</i>
PO4	Menampilkan gaya kepimpinan yang sesuai dan mempamerkan tanggungjawab dan autonomi dalam persekitaran Pendidikan Bahasa Inggeris Sebagai Bahasa Kedua semasa yang baharu dan dinamik. <i>Adapt suitable leadership styles and demonstrate responsibility and autonomy in emerging and dynamic setting of ESL education.</i>
PO5	Berkomited untuk melaksanakan tugas sama ada secara individu atau secara berpasukan interdisiplin dengan kemahiran bermunikasi dan interpersonal yang baik dalam semua persekitaran Pendidikan Bahasa Inggeris Sebagai Bahasa Kedua. <i>Commit to delivering tasks either individually or through multi-disciplinary teams with good communication and interpersonal skills in all ESL education settings.</i>
PO6	Menjunjung profesionalisme dan etika untuk memenuhi standard pengajaran dan penyelidikan profesional bagi meningkatkan imej profesi sepanjang masa. <i>Uphold professionalism and ethics to fulfil professional teaching and research standards in enhancing the image of the profession at all times.</i>
PO7	Mempamerkan sikap positif dan komitmen dalam pembelajaran sepanjang hayat dengan pemikiran keusahawanan bagi menangani perubahan dunia Pendidikan Bahasa Inggeris Sebagai Bahasa Kedua untuk kemajuan profesional. <i>Exhibit positive attitude and commitment to life-long learning with entrepreneurial mindset in response to the changing world of ESL education and for professional advancement.</i>

## 6. Struktur Program / Programme Structure

Struktur Program Sarjana Pendidikan Bahasa Inggeris Sebagai Bahasa Kedua berasaskan pendekatan bersifat kontemporari untuk melahirkan warga pendidik yang cemerlang. Kandungan kurikulum direkabentuk bersandarkan perkembangan ilmu pendidikan daripada perspektif perkhidmatan dan pengajaran yang sejarah dengan Falsafah Pendidikan Kebangsaan, Wawasan Negara serta Pelan Transformasi Negara.

*The Master of Education in English as a Second Language is based on contemporary approaches to produce excellent educators. The design of the curriculum content is in line with education knowledge development from a service and teaching perspective which are parallel with the National Education Philosophy, National Vision as well as the National Transformation Plan.*

Program ini merangkumi Empat Puluh Dua (42) jam kredit yang merangkumi Dua Puluh Empat (24)

jam kredit bagi kursus teras, Enam (6) jam kredit elektif dan Dua Belas (12) jam kredit bagi projek penyelidikan. Strategi pembelajaran melibatkan aktiviti kuliah, perbincangan, pembentangan, tugas, penyelidikan dengan menggunakan pendekatan yang komprehensif dan inovatif.

*The programme consists of forty-two (42) credit hours that involves twenty-four (24) credit hours of core courses, six (6) credit hours of elective courses and twelve (12) credit hours for a research project. Learning strategies involve lecture, discussion, presentation, assignments, and research activities that use comprehensive and innovative approaches.*

#### **Kursus Teras (Pilihan Wajib) / Core Courses (Compulsory)**

POX7001	Kaedah Penyelidikan dalam Pendidikan <i>Research Methods in Education</i>	3 kredit <i>credits</i>
POX7003	Analisis Data Kuantitatif dan Kualitatif <i>Quantitative and Qualitative Data Analysis</i>	3 kredit <i>credits</i>
PQE7001	Pemerolehan Bahasa Kedua <i>Second Language Acquisition</i>	3 kredit <i>credits</i>
PQE7004	Analisis Teks dan Wacana <i>Text and Discourse Analysis</i>	3 kredit <i>credits</i>
PQE7006	Pendidikan untuk Guru Bahasa Kedua <i>Second Language Teacher Education</i>	3 kredit <i>credits</i>
PQE7013	Perspektif Sosiolinguistik dalam Kelas Bahasa <i>Sociolinguistics Perspectives on Language Classroom</i>	3 kredit <i>credits</i>
PQE7015	Prinsip dan Amalan dalam Pengajaran Bahasa Inggeris sebagai Bahasa Kedua <i>Principles and Practice in Teaching English as a Second Language</i>	3 kredit <i>credits</i>
PQE7016	Seminar Penyelidikan dalam Pendidikan Bahasa Inggeris <i>Research Seminar in English Language Education</i>	3 kredit <i>credits</i>

#### **Kursus Elektif (Pilih Dua) / Elective Courses (Select Two)**

PQE7011	Pengukuran Untuk Bahasa Kedua <i>Second Language Assessment</i>	3 kredit <i>credits</i>
PQE7014	Mendengar dan Bertutur: Teori dan Amalan <i>Listening and Speaking: Theory and Practice</i>	3 kredit <i>credits</i>
PQE7017	Penulisan Akademik dalam Pengajaran Bahasa Inggeris sebagai Bahasa Kedua <i>Academic Writing in Teaching English as a Second Language</i>	3 kredit <i>Credits</i>
PQE7018	Sastera dalam Pengajaran Bahasa Inggeris sebagai Bahasa Kedua <i>Literature in Teaching English as a Second Language</i>	3 kredit <i>credits</i>
PQE7019	Bacaan dan Penulisan: Teori dan Amalan <i>Reading and Writing: Theory and Practice</i>	3 kredit <i>Credits</i>
PQX7001	Statistik untuk Penyelidikan dalam Pendidikan <i>Statistics for Research in Education</i>	3 kredit <i>credits</i>

#### **Penyelidikan / Research**

PQX7002	Projek Penyelidikan <i>Research Project</i>	12 kredit <i>credits</i>
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**SARJANA PENDIDIKAN BAHASA INGGERIS SEBAGAI BAHASA KEDUA  
SENARAI KURSUS MENGIKUT SEMESTER (PERANCANGAN KULIAH)  
MASTERS OF EDUCATION IN ENGLISH AS A SECOND LANGUAGE  
LIST OF COURSES ACCORDING TO SEMESTER (LECTURE SCHEDULE)**

KOMPONEN / COMPONENT	SEMESTER 1		SEMESTER 2		SEMESTER 3		JUMLAH KREDIT TOTAL CREDIT
	KURSUS COURSES	KREDIT CREDIT	KURSUS COURSES	KREDIT CREDIT	KURSUS COURSES	KREDIT CREDIT	
Kursus Teras/ Core Courses	POX7001 Kaedah Penyelidikan dalam Pendidikan <i>Research Methods in Education</i>	3	POX7003 Analisis Data Kuantitatif dan Kualitatif <i>Quantitative and Qualitative Data Analysis</i>	3			
	PQE7001 Pemerolehan Bahasa Kedua <i>Second Language Acquisition</i>	3	PQE7016 Seminar Penyelidikan dalam Pendidikan Bahasa Inggeris <i>Research Seminar in English Language Education</i>	3			24
	PQE7015 Prinsip dan Amalan dalam Pengajaran Bahasa Inggeris sebagai Bahasa Kedua <i>Principles and Practice in Teaching English as a Second Language</i>	3	PQE7004 Analisis Teks dan Wacana <i>Text and Discourse Analysis</i>	3			
	PQE7006 Pendidikan untuk Guru Bahasa Kedua <i>Second Language Teacher Education</i>	3					
	PQE7013 Perspektif Sosiolinguistik dalam Kelas Bahasa <i>Sociolinguistics Perspectives on Language Classroom</i>	3					
Kursus Elektif (Pilih Dua) <i>Elective Courses (Select Two)</i>	PQE7011 Pengukuran Untuk Bahasa Kedua <i>Second Language Assessment</i>	3	PQE7019 Bacaan dan Penulisan: Teori dan Amalan <i>Reading and Writing: Theory and Practice</i>	3			6
	PQE7017 Penulisan Akademik dalam Pengajaran Bahasa Inggeris sebagai Bahasa Kedua <i>Academic Writing in Teaching English as a Second Language</i>	3	PQE7014 Mendengar dan Bertutur: Teori dan Amalan <i>Listening and Speaking: Theory and Practice</i>	3			
	PQE7018 Sastera dalam Pengajaran Bahasa Inggeris sebagai Bahasa Kedua <i>Literature in Teaching English as a Second Language</i>	3	PQX7001 Statistik untuk Penyelidikan dalam Pendidikan <i>Statistics for Research in Education</i>	3			
Projek Penyelidikan <i>Research Project</i>			PQX7002 Projek Penyelidikan (P1) <i>PQX7002 Research Project (Part 1)</i>	6	PQX7002 Projek Penyelidikan (P2) <i>PQX7002 Research Project (Part 2)</i>	6	12
Jumlah Kredit <i>Total Credits</i>		18		18		6	42

**JUMLAH KREDIT KESELURUHAN: 42 Jam Kredit  
OVERALL TOTAL CREDIT: 42 Credit Hours**

**PERATURAN-PERATURAN UNIVERSITI MALAYA (IJAZAH SARJANA) 2019 /  
UNIVERSITY OF MALAYA (MASTER'S DEGREE) REGULATIONS 2019**

**1. Pendaftaran Kursus / Course registration**

- (1) Pendaftaran kursus mesti disempurnakan dalam tempoh selama dua (2) minggu dari tarikh permulaan semester.  
*Course registration must be completed within two (2) weeks from the date semester begins.*
- (2) Seseorang calon hendaklah mendaftar sekurang-kurangnya tiga (3) jam kredit termasuk kredit yang diperuntukan bagi penyelidikan pada mana-mana semester melainkan ia diluluskan penarikan diri daripada semester berkenaan.  
*The candidate must register for at least three (3) credits, including credits allocated for research, in any given semester unless withdrawal from that semester has been approved.*

**2. Penyeliaan / Supervision**

Pelantikan penyelia dilakukan tidak lewat daripada semester pertama pengajian.

*Appointment of supervisor must be done no later than the first semester of study.*

**3. Ketetapan Bidang Penyelidikan / Determination of Research Areas**

Ketetapan bidang bagi laporan penyelidikan hendaklah dilakukan sebelum calon memulakan penyelidikannya.

*Research area must be determined before the candidate begins his or her research.*

**4. Pendaftaran PQX7002 Projek Penyelidikan / Registration of PQX7002 Research Project**

- (1) Tajuk laporan penyelidikan hendaklah dikemukakan kepada Fakulti untuk kelulusan tidak lewat dari satu (1) tahun sebelum calon menyerahkan laporan penyelidikannya untuk pemeriksaan.  
*The title of the research report must be submitted to the Faculty for approval no later than one (1) year before the candidate submits his/her research report for examination*
- (2) Calon hendaklah menyerahkan laporan penyelidikannya untuk peperiksaan dalam tempoh pencalonannya.  
*The candidate shall submit his/her research report for examination within the candidacy period.*
- (3) Calon dikehendaki menyerahkan borang kelulusan tajuk (FP44/2007) dan mendapatkan kelulusan tajuk daripada fakulti sebelum membuat pendaftaran bagi PQX7002 Projek Penyelidikan.  
*Candidates are required to submit title approval form (FP 44/2007) and get an approval from faculty before registering for PQX7002 Research Project*
- (4) Calon dinasihatkan supaya melengkapkan semua kursus sebelum mendaftar PQX7002 Projek Penyelidikan.  
*Candidate are required to complete all courses before registering for PQX7002 Research Project.*
- (5) Calon yang mendaftar PQX7002 Projek Penyelidikan perlu mendaftar kursus PROGRESIF 1 (P1) dan PROGRESIF 2 (P2) bagi DUA (2) SEMESTER BERTURUT-TURUT dan hendaklah berbincang bersama penyelia setiap kemajuan Projek Penyelidikan yang dijalankan.  
*Candidates who have registered for PQX7002 Research Project are required to register Progressive Course for two (2) consecutive semesters and to always discuss its progress with the appointed supervisor.*

## **SINOPSIS KURSUS / COURSE SYNOPSIS**

### **PQE7001 Pemerolehan Bahasa Kedua (3 kredit) PQE7001 Second Language Acquisition (3 credits)**

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#### **Sipnosis/Synopsis**

Kursus ini meneroka pelbagai pendekatan untuk mengkaji pengambilalihan bahasa kedua dalam kedua-dua tetapan yang diarahkan dan naturalistik. Kursus ini memberi tumpuan kepada pelbagai faktor yang mempengaruhi pembelajaran / pemerolehan bahasa kedua, serta cara mengkaji ciri-ciri bahasa pelajar. Sepanjang kursus ini, para pelajar digalakkan untuk merenungkan kaitan penyelidikan bahasa kedua untuk pengalaman mereka sendiri sebagai kedua-dua pelajar bahasa dan profesional yang bekerja dalam konteks pendidikan atau bidang yang berkaitan dengan bahasa lain.

*This course explores a variety of approaches to the study of second language acquisition in both instructed and naturalistic settings. The course focuses on the range of factors that influence the learning/acquisition of a second language, as well as ways of studying the characteristics of learner language. Throughout the course, students are encouraged to reflect on the relevance of second language acquisition research to their own experiences as both language learners and professionals working in educational contexts or other language-related areas.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Inggeris

**Medium of instruction:** English

**Rujukan Utama:**

**Main references:**

- Gass, S., Behney, J., & Plonsky, L (2019) *Second Language Acquisition: An Introductory Course*. Mahwah, New Jersey, Lawrence Erlbaum Associates
- Mackey, A., & Gass, S.M. (2017). *Second language research: Methodology and design*. Mahwah, NJ: Erlbaum.
- Mitchell, R. & Myles, F. (2019) *Second Language Learning Theories*. Oxford: Oxford University Press.

### **PQE7004 Analisis Teks dan Wacana (3 kredit)**

### **PQE7004 Text and Discourse Analysis (3 credits)**

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#### **Sinopsis/Synopsis**

Matlamat kursus ini adalah untuk menyediakan pemahaman yang komprehensif mengenai penggunaan kaedah penilaian teks dan wacana dalam pendidikan. Topik kursus merangkumi analisis perbualan, sosiolinguistik interaksional, analisis genre, etnografi komunikasi dan analisis kritikal wacana. Kursus ini juga akan memberi tumpuan kepada penganalisaan teks dan wacana yang berlaku di rumah, di bilik darjah dan di tempat kerja; dan penerokaan implikasinya terhadap pengajaran dan pembelajaran bahasa.

*The aim of the course is to provide a comprehensive understanding of the use of text and discourse analytical approaches and methods in educational settings. Topics covered include conversational analysis, interactional sociolinguistics, genre analysis, ethnography of communication and critical discourse analysis. The course will also focus on analysing of texts and discourses that take place at home, in the classrooms and at the workplace; and exploring its implication on language teaching and learning.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Inggeris

**Medium of instruction:** English

**Rujukan Utama:**

**Main references:**

- Jones, R. (2019). *Discourse analysis*. (2nd Edition). Abingdon: Routledge.
- Flowerdew, J., & Richardson, J. (2017) *The Routledge handbook of critical discourse studies*. London: Taylor & Francis.
- Johnson, B. (2017). *Discourse analysis*. (3rd Edition) Oxford: Blackwell

**PQE7006 Pendidikan untuk Guru Bahasa Kedua (3 kredit)**  
**PQE7006 Second Language teacher education (3 credits)**

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**Sinopsis/Synopsis**

Kursus ini meneliti pelbagai isu kompleks berkaitan pengalaman profesional dalam Pendidikan Guru Bahasa Kedua yang berkisarkan reka bentuk kurikulum, pelaksanaan, dan pembelajaran professional. Ia meneroka pengalaman peribadi dan profesional dalam pembelajaran, latihan perguruan, dan pengajaran bahasa kedua dan kaitannya dengan isu seperti polisi, kurikulum, kerjasama sekolah, universiti, pementoran dan sebagainya. Kursus ini membincangkan peranan teknologi digital dalam pendidikan dan perkembangan guru bahasa kedua. Disamping itu, ia meneroka implikasi kepada pedagogi, teori, dan penyelidikan dalam pendidikan guru bahasa kedua.

*This course examines a range of complex issues concerning the professional experience in Second Language Teacher Education with regard to curriculum design and implementation, as well as professional learning. It also explores the context of personal and professional experience in second language learning, teacher training, and teaching with relations to contextual issues such as policies, curricular, university-school partnership, and mentoring, and etc. This course highlights the role of digital technology in second language teacher education and development. In addition, it explores research-informed implications for pedagogy, theory, and research in second language teacher education.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Inggeris

**Medium of instruction:** English

**Rujukan Utama:**

**Main references:**

- Walsh, S., & Mann, S. (Eds) (2019) *The Routledge Handbook of English Language Teacher Education (First Edition)*. Routledge.
- Farrel, T.S.C (Ed.) (2018). *International Perspectives on English Language Teacher Education*. Springer.
- Mercer, S., Gregersen, T. (2020). *Teacher wellbeing*. Oxford: Oxford University Press.

**PQE7013 Perspektif Sosiolinguistik dalam Kelas Bahasa (3 kredit)**

**PQE7013 Sociolinguistics Perspectives on Language Classroom (3 credits)**

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**Sinopsis/Synopsis**

Matlamat kursus ini adalah untuk membangunkan kesedaran dan memberikan pemahaman yang menyeluruh tentang domain sosiolinguistik yang mempunyai pengaruh yang signifikan terhadap pendekatan dan pemilihan pedagogi dalam bilik darjah serta isu-isu pembelajaran bahasa khasnya yang melibatkan pelajar Bahasa Inggeris sebagai bahasa kedua (PBISBK).

*The aim of the course is to develop awareness and provide a comprehensive understanding of the sociolinguistics domains that have a significant influence on the pedagogical approaches and decisions in the language classrooms as well as language learning issues, particularly involving English as a second language (ESL) learners.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Inggeris

**Medium of instruction:** English

**Rujukan Utama:****Main references:**

- Barnard, R. & Hasim, Z. (Eds). (2018). *English medium instruction programmes: perspectives from South East Asian universities*. UK, London: Routledge.
- McKay, S.L. (2017) *Sociolinguistics and Language education*. In: Van Deusen-Scholl N., May S. (eds) *Second and Foreign Language Education. Encyclopedia of Language and Education* (3rd ed.). Springer, Cham.
- Coulmas, F. (2017). *The Handbook of Sociolinguistics*. Blackwell Publishing Ltd.

**PQE7011 Pengukuran Untuk Bahasa Kedua (3 kredit)****PQE7011 Second Language Assessment (3 credits)****Sinopsis/Synopsis**

Kursus ini menekankan bahan pengukuran yang formal dan tidak formal dalam menyokong Pengajaran Bahasa Inggeris sebagai Bahasa Kedua. Ia memberikan kefahaman mendalam tentang isu-isu yang berkaitan pengukuran bahasa di mana pelajar akan mendalami kefahaman konsep, merekabentuk dan menilai cara dan kaedah pengukuran untuk menyokong pengajaran dan pembelajaran. Pelajar juga akan mengenalpasti impak polisi dalam pengukuran nasional, daerah dan sekolah dan akan mendalami situasi pelajar-pelajar Bahasa Inggeris berkaitan dengan target pengukuran sekolah serta implikasi syarat penilaian terhadap kurikulum dan pelan pelajaran.

*This course focuses on formal and informal assessment tools and practices that support the learning of English language among ESL learners. It provides a deep understanding of issues related to the assessment of language where students will involve in understanding concepts, designing and evaluating assessment methods and practices to support teaching and learning. Students will also examine the impact of national, district and school policies about testing and examine the case of English language learners in relation to school assessment targets, and the implications of testing requirements on curriculum and lesson planning.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Inggeris

**Medium of instruction:** English

**Rujukan Utama:****Main references:**

- Aryadoust, Vahid; Raquel, Michelle. (2019). *Quantitative data analysis for language assessment. Volume I, Fundamental technique*. Routledge Research in Language Education.
- Aryadoust, Vahid; Raquel, Michelle. (2019). *Quantitative data analysis for language assessment. Volume II, Fundamental technique*. Routledge Research in Language Education.
- Green, A. (2021). *Exploring language assessment and testing language in action* (2nd Edition). Routledge.

**PQE7014 Mendengar dan Bertutur: Teori dan Amalan (3 kredit)****PQE7014 Listening and Speaking: Theory and Practice (3 credits)****Sinopsis/Synopsis**

Kursus ini bertujuan untuk membangunkan kefahaman peserta mengenai asas teori dalam pengajaran dan pembelajaran kemahiran mendengar dan bertutur dalam bahasa kedua. Kursus dimulakan dengan membangkitkan isu utama dalam pengajaran kemahiran mendengar dan bertutur, termasuklah masalah yang dialami oleh pelajar serta jenis kemahiran dan strategi yang terlibat dalam mendengar dan bertutur. Kursus ini juga membincangkan faktor yang terlibat dalam mendengar dalam bahasa kedua, termasuklah konsep utama seperti proses *top-down* dan *bottom-up* serta kemahiran mikro dalam mendengar. Kursus ini juga meneliti secara kritikal pendekatan semasa dalam pengajaran semasa dalam penagajaran kemahiran mendengar dalam bahasa kedua dan memperkenalkan pembangunan silibus dan bahan

mengajar semasa. Kursus ini seterusnya meneroka pengetahuan, kemahiran dan proses yang terlibat dalam kemahiran bertutur dalam bahasa kedua dengan berfokuskan kepada ciri-ciri *pragmalinguistics* seperti kesopanan dan pengurusan perbualan. Kursus ini turut mempertimbangkan implikasi kepada perkembangan kemahiran bertutur dalam bahasa kedua serta mengkaji pendekatan metodologi semasa.

*The course aims to develop participants' understanding of the theoretical bases for the teaching of listening and speaking skills in the second language classroom. The course begins by raising key issues in the teaching of listening and speaking skills, including the kinds of problems encountered by L2 learners and the types of skills and strategies involved in listening and speaking. In addition, this course discusses factors involved in L2 listening, involving key concepts such as top-down and bottom-up processes, and in particular focusing on listening micro-skills. The course next critically examines current approaches to teaching listening skills, and introduces some recent developments in syllabus and materials design. The course explores what is involved in L2 speaking in terms of knowledge, skills and processes, and in particular focus on pragmalinguistic features such as politeness and conversational management. The course moves on to consider the implications of digital technology on the teaching, learning, and testing of second language listening and speaking.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Inggeris

**Medium of instruction:** English

**Rujukan Utama:**

**Main references:**

- Pawlak, Miroslaw. (2017). *Issue in teaching, learning and testing speaking in a second language*. New York: Springer.
- Newton, J.M., & Nation, I.S.P. (2021). *Teaching ESL/EFL listening and speaking* (2nd Edition). Routledge.
- Newton, J.M., Ferris, D.R., Goh, C.C.M., Grabe, W., Stoller, F.L., and Vandergrift, L. (2018). *Teaching English to second language learners in academic contexts - Reading, Writing, Listening and Speaking*. New Routledge.

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**PQE7015 Prinsip dan Amalan dalam Pengajaran Bahasa Inggeris sebagai Bahasa Kedua (3 kredit)**

**PQE7015 Principles and Practice in Teaching English as a Second Language (3 credits)**

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### **Sinopsis/Synopsis**

Kursus ini bertujuan memberi pendedahan kepada pelajar tentang aspek-aspek yang berkaitan pengajaran dan pembelajaran bahasa. Pelajar akan didedahkan dengan teori, metodologi serta pelbagai isu yang berkaitan kajian dan amalan dalam pengajaran dan pemerolehan bahasa; meneliti dan mengkaji tentang pelbagai sumbangan dalam penyelidikan yang berhubung pengajaran dan pembelajaran bahasa.

*This course provides an overview of teaching English to speakers of other languages with an emphasis on methodology. Through a program of lectures, readings and discussions, we will explore the educational contexts in which English is taught and learned, some methods and materials that teachers have used to teach it, and the links between what teachers and learners do in class and what applied linguistic research tells us about how second languages are learned.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Inggeris

**Medium of instruction:** English

**Rujukan Utama:**

**Main references:**

- Mann, S., & Walsh, S. (2017). *Reflective practice in English language teaching: Research-based principles and practices*. Taylor & Francis.

- Hanks, J. (2017). *Exploratory practice in language teaching: Puzzling about principles and practices*. Springer.
- Cope, B., & Kalantzis, M. (Eds.). (2017). *A pedagogy of multiliteracies: Learning by design*. Springer.

**PQE7016 Seminar Penyelidikan dalam Pendidikan Bahasa Inggeris (3 kredit)  
PQE7016 Research Seminar in English Language Education (3 credits)**

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**Sinopsis/Synopsis**

Kursus ini memberi tumpuan kepada prinsip penyelidikan umum dan penggunaan kaedah penyelidikan dalam kajian bahasa. Ia merangkumi keseluruhan proses penyelidikan daripada memilih topik, mencari kesusasteraan berkaitan topik, dan merumuskan soalan penyelidikan, untuk menulis cadangan penyelidikan. Penerokaan metodologi penyelidikan kuantitatif, kualitatif dan kaedah penyelidikan bercampur mengembangkan literasi penyelidikan pelajar untuk memahami laporan penyelidikan dan merancang projek penyelidikan.

*This course focuses on general principles of research and the use of research methods in language studies. It covers the whole process of research from choosing a topic, searching the related literature on the topic, and formulating research questions, to writing up research proposals. The exploration of quantitative, qualitative, and mixed-method research methodologies develops students' research literacy to understand research reports and to design research projects.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Inggeris

**Medium of instruction:** English

**Rujukan Utama:**

**Main references:**

- Belcher, W.L. (2019). *Writing Your Journal Article in Twelve Weeks: A guide to academic publishing success*. University of Chicago Press.
- Creswell, J.W. (2017). *Research Design* 5th Edition. London: Sage
- Juliana Othman & Maskanah Mohd Lotfie. (2019). *Research design for language studies*. UM Press.

**PQE7017 Penulisan Akademik dalam Pengajaran Bahasa Inggeris sebagai Bahasa Kedua (3 kredit)  
PQE7017 Academic Writing in Teaching English as a Second Language (3 hours)**

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**Sinopsis/Synopsis**

Dalam kursus ini pelajar akan terlibat dalam berikut: penganalisaan ciri-ciri retorik dan linguistik dalam artikel kajian dalam bidang masing-masing; koleksi sumber-sumber akademik untuk rumusan, kritikan dan sintesis, komposisi pelbagai bahagian artikel kajian dan juga dua atau lebih artikel penuh; dan analisis dan perbincangam penulisan mereka. Pada akhir kursus ini, pelajar akan lebih mengetahui untuk menterjemahkan aktiviti kesarjanaan mereka menjadi kajian yang mematuhi kehendak komuniti akademik Bahasa Inggeris.

*In this course, students engage in the following: the analysis of rhetorical and linguistic features in research articles in their field; the collection of academic sources for summary, critique, and synthesis; the composition of various sections of research articles as well as two or more complete research articles; and the analysis, revision, and discussion of their own writing. By the end of the course, students will be able to translate their scholarly activities into written reports that conform to the expectations of the English-speaking academic community.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Inggeris

**Medium of instruction:** English

**Rujukan Utama:**

**Main references:**

- Bailey, S. (2018). *Academic Writing: a handbook for international students*. Routledge.
- Bitchener, J., Storch, N., & Wette, R. (2018). *Teaching writing for academic purposes to multilingual students instructional approaches*. Routledge.
- Bitchener, J. (2018). *A guide to supervising non-native English writers of theses and dissertations focusing on the writing process*. Routledge.

**PQE7018 Sastera dalam Pengajaran Bahasa Inggeris sebagai Bahasa Kedua (3 kredit)**

**PQE7018 Literature in Teaching English as a Second Language (3 credits)**

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### **Sinopsis/Synopsis**

Kursus ini meneroka isu-isu dalam pendidikan kesusasteraan dalam konteks di mana Bahasa Inggeris diajar sebagai bahasa kedua. Ia mengkaji peranan kesusasteraan dalam kurikulum dengan memberi tumpuan kepada bagaimana pengalaman berdasarkan kesusasteraan dapat direka bentuk secara bermakna dan menyenangkan bagi pelajar sambil memupuk perkembangan bahasa dan estetika serta pertumbuhan peribadi. Ia akan meneroka proses bacaan sastera, tanggapan bahasa dan kecekapan sastera dan asas-asas teori dalam pengajaran dan pembelajaran kesusasteraan berasaskan untuk membangunkan amalan tentang pengajaran genre prosa, puisi dan drama. Perkembangan pedagogi pengajaran dan pembelajaran kesusasteraan yang sensitif dan responsif akan dipertimbangkan. Prinsip pengajaran dan pembelajaran kesusasteraan akan diambil dari pengalaman kelas dan juga kajian terkini. Pelajar akan membuat refleksi dan menganalisis bacaan yang berkaitan.

*This course explores issues in literature education in contexts where English is taught to speakers of other languages. It examines the role of literature in the curriculum focusing on how literature-based experiences could be personally meaningful and pleasurable for learners while fostering language and aesthetic development as well as personal growth. It will explore the processes of literary reading, the notions of language and literary competence and the theoretical bases on which literature teaching and learning can be based to develop the informed practice of the teaching of the genres of prose, poetry and drama. The development of a context-sensitive and responsive pedagogy of literature teaching and learning will be considered. Principles for the teaching and learning of literature will be culled from classroom experiences as well as recent scholarship. Students will reflect on and analyse relevant readings.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Inggeris

**Medium of instruction:** English

**Rujukan Utama:**

**Main references:**

- Thomas, P. (2018). *Approaches to learning and teaching literature in English: a toolkit for international teachers*. Cambridge, UK: Cambridge University Press
- Loh, C. E., Choo, S., & Beavis, C. (2018). *Literature education in the Asia-Pacific: policies, practices, and perspectives in global times*. London: Routledge.
- Goodwyn, A., Durrant, C., Reid, L., & Scherff, L. (2018). *International perspectives on the teaching of literature in schools: Global principles and practices*. Oxon, UK: Routledge.

**PQE7019 Bacaan dan Penulisan: Teori dan Amalan (3 kredit)**

**PQE7019 Reading and Writing: Theory and Practice (3 credits)**

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### **Sinopsis/Synopsis**

Kursus ini meneliti penyelidikan mengenai pengajaran membaca dan menulis dalam Bahasa Inggeris sebagai bahasa kedua atau asing. Membaca dan menulis di peringkat sekolah rendah dan menengah,

serta di peringkat tertiari akan dipertimbangkan. Tumpuan kursus akan diberikan kepada orientasi teori; kaedah penyelidikan-teori-amalan; dan isu kritikal dan bidang penyelidikan dalam pengajaran atau membaca dan menulis. Implikasi untuk kurikulum, pedagogi dan penilaian akan dipertimbangkan.

*The course examines the research on the teaching of reading and writing in English as a second or foreign language. Reading and Writing at the primary and secondary school level, as well as at the tertiary level will be considered. The focus of the course will be on theoretical orientations; research-theory-practice links; and critical issues and researchable areas in the teaching or reading and writing. Implications for curriculum, pedagogy and assessment will be considered.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Inggeris

**Medium of instruction:** English

**Rujukan Utama:**

**Main references:**

- Hinkel, E. (2020). *Teaching academic L2 writing practical techniques in vocabulary and grammar (2nd Edition)*. Routledge.
- Birch, M. B., & Fulop, S. (2021). *English L2 reading: getting to the bottom*. Routledge.
- Nation, I.S.P., & Macalister, J. (2021). *Teaching ESL/EFL reading & writing (2nd Edition)*. Routledge.

**PQX7001 Statistik untuk Penyelidikan dalam Pendidikan (3 kredit)**

**PQX7001 Statistics for Research in Education (3 credits)**

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### **Sinopsis/Synopsis**

Kursus ini direkabentuk untuk membantu pelajar menggunakan statistik asas dalam penyelidikan pendidikan. Melalui tugas praktikal, pelajar akan mempelajari cara menggunakan prosedur statistik yang sesuai. Disamping itu, cara mengenalpasti masalah dalam analisis data seperti kes ekstrim (outlier), taburan tidak normal dan lain-lain juga akan dibincangkan. Data daripada penyelidikan pendidikan akan digunakan untuk menunjukkan bagaimana teknik statistik diaplikasi, ditafsir dan dilaporkan menurut format APA. Isi kandungan kursus ini termasuk organisasi data, perwakilan secara grafik, ukuran kecenderungan memusat, ukuran kebolehubahan, skala pengukuran, taburan normal, konsep pengujian hipotesis, perbandingan perbezaan antara dua min (sample besar dan kecil), perbandingan perbezaan antara dua varians, jadual kontingensi, pengujian khi kuasa dua, ujian korelasi Pearson, persampelan rawak yang ringkas dan ANOVA satu hala. Secara umum kursus ini merangkumi teknik prosedur deskriptif dan inferensi penting yang digunakan dalam penyelidikan pendidikan. Indeks saiz kesan dan cara meningkatkan kuasa sesuatu prosedur statistik juga akan dibincangkan.

*The course is designed to assist students in applying basic statistics for research in education. Through practical assignments, students will learn appropriate the statistical procedures. In addition, the methods in identifying the problems in data analysis such as extreme values (outliers), non-normal distribution will be discussed. Data from educational research journals are used to illustrate how the statistical techniques are applied, described and reported using the APA format. The contents cover the organisation of data, graphical representation of data, measurements of variables, central tendency and variability; measurement scales; normal distribution; concept of hypothesis testing, comparison of means (small and large samples), comparison of variances, contingency tables, Chi Square test, Pearson correlation, random sample and one-way ANOVA. In general, the course covers the most important descriptive and inferential statistical techniques used in educational research. Effect size indices and statistical power will be discussed.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Malaysia dan Bahasa Inggeris

**Medium of instruction:** Bahasa Malaysia and English

**Rujukan Utama:**

**Main references:**

- Chua, Y.P. (2020). *Mastering research statistics*, 2<sup>nd</sup> Edition. Kuala Lumpur: McGraw Hill.
- Lomax, R.& Vaughn D.L. (2020). *An introduction to statistical concepts*. 4th edition. New York: Routledge.
- Bluman, A.G. (2019). *Elementary statistics: A step by step approach* (9<sup>th</sup> edition). New York: McGraw Hill.
- Christopher, A.N. (2016). *Interpreting and using statistics in psychological research*. London: SAGE Publications.
- Field, A. (2013). *Discovering statistics using SPSS*. London: SAGE Publication.
- Lind, D., Marchal, W., & Wathen, S. (2011). *Basic statistics for Business & Economics*. New York: McGraw Hill.

### **PQX7002 Projek Penyelidikan (12 Jam Kredit)**

### **PQX7002 Research Project (12 Credit Hours)**

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#### **Sinopsis/Synopsis**

Kursus ini memerlukan pelajar memformulasikan masalah kajian dan kerangka konseptual / teori yang berkaitan dalam mana-mana bidang relevan untuk program yang didaftar dan menjalankan kajian secara koheren. Pelajar akan menjalankan sorotan literatur yang komprehensif dan mengaplikasikan kaedah sesuai untuk kutipan data dan analisis. Pelajar akan diselia oleh seorang penyelia sepanjang proses ini. Projek penyelidikan ini akan dibahagikan kepada dua bahagian. Pelajar perlu menyediakan kertas cadangan yang merangkumi bab 1, 2 dan 3 pada semester pertama. Laporan penyelidikan lengkap yang meliputi kesemua Bab 1,2 3, 4 dan 5 di semester kedua akan diserahkan untuk penilaian.

*This course requires students to formulate research problems and relevant conceptual / theoretical framework in any field relevant to the program listed and conduct the study coherently. Students will conduct a comprehensive literature review and apply appropriate methods for data collection and analysis. Students will be supervised by a supervisor throughout this process. This research project will be divided into two parts. Students need to prepare a proposal covering chapters 1, 2 and 3 in the first semester. A complete research report covering all Chapters 1,2 3, 4 and 5 in the second semester will be submitted for evaluation.*

**Kaedah Penilaian:** Penilaian Berterusan: Gred akhir diberi

**Assessment Method:** Continuous Assessment: A final grade is given

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Chua Yan Piaw. (2020). *Mastering research methods*, 3rd Edition. McGraw-Hill. ISBN 978-967-0761-43-5.
- Creswell, J. W., & Creswell, J. D. (2018). *Research design: qualitative, quantitative and mixed methods approaches*. London; Sage Publication.
- Silverman, D. (2016). *Qualitative research* (4<sup>th</sup> edition). London: Sage Publication.
- Fraenkel, J. R., Wallen, N. E., & Hyun, H. H. (2015). *How to design and evaluate research in education* (th Edition). New York: McGraw Hill, Inc
- Chua, Y. P. (2015). Book 2 - Research statistics. 3rd Edition. Shah Alam: McGraw-Hill Education
- Hammond, M. & Wellington, J. (2012). *Research methods: the key concepts*. Routledge.
- Newman, W. (2011). *Basics of social research: qualitative and quantitative approaches* International Edition (3rd Edition). Pearson.

### **POX7001 Kaedah Penyelidikan dalam Pendidikan (3 Jam Kredit)**

### **POX7001 Research Methods in Education (3 Credit Hours)**

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#### **Sinopsis/Synopsis**

Pelajar diberi pendedahan tentang proses menjalankan penyelidikan dalam pendidikan. Antara aspek yang akan dibincang adalah penghasilan cadangan kajian yang merangkumi: (1) konsep asas dalam penyelidikan; (2) memilih permasalahan kajian yang hendak dikaji dan kenapa mengkajinya; (3) membentuk soalan kajian yang relevan; (4) mengulas secara kritikal kajian yang lalu, membanding teori yang bersabit

dan membentuk hipotesis; dan (5) memilih metodologi kajian, termasuk kaedah data analisis yang sesuai. Seterusnya, pelajar akan dibimbing cara membincang dapatan kajian demi menghasilkan kesimpulan kajian.

*Students will be introduced to the entire process of conducting research in education. Among the topics to be discussed in the preparation of research proposal includes: (1) basic concepts in research; (2) selection of a topic or problem to carry out research; (3) designing relevant research questions; (4) critically review relevant past studies to discern relevant theories and to form research hypothesis; and (5) to select appropriate research methodology including relevant data analysis method. In addition, students will be guided on how to discuss the research findings to derive the research conclusion.*

**Kaedah Penilaian:** Penilaian Berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous Assessment: 70%, Examination: 30%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

#### Rujukan Utama:

#### Main References:

- Ary, D., Jacobs, L. C., Irvine, C. K. S., & Walker, D. (2018). *Introduction to research in education. 10th Edition. Australia: Cengage Learning.*
- Creswell, J. W., & Creswell, J. D. (2017). *Research design: quantitative, qualitative and mixed methods approaches (5th Ed.). USA: Sage Publishing.*
- Creswell, J. W., & Poth, C. N. (2017). *Qualitative inquiry and research design: choosing among five approaches (4th Ed.). USA: SAGE Publications, Inc.*
- Faculty of Education, UM. (2018). *Guidelines for the writing of project paper, research report, dissertation and thesis. Kuala Lumpur: Faculty of Education, University of Malaya.*
- Fraenkel, J. R., Wallen, N. E., & Hyun, H. H. (2018). *How to design and evaluate research in education (10th Ed.). New York: McGraw Hill, Inc.*
- Johnson, B. & Christensen, L. (2014). *Educational research: quantitative, qualitative, and mixed approaches (5th Ed.). USA: SAGE Publications, Inc.*
- Merriam, S. B., & Grenier, R. S. (2019). *Qualitative research in practice: examples for discussion and analysis (2nd Ed.). USA: Jossey-Bass.*
- Publication Manual of the American Psychological Association (7th Ed.). (2020). *By American Psychological Association*.

#### POX7003 Analisis Data Kuantitatif dan Kualitatif (3 Jam Kredit)

#### POX7003 Quantitative and Qualitative Data Analysis (3 Credit Hours)

#### Sinopsis/Synopsis

Kursus ini direka bentuk untuk membantu pelajar memahami konsep asas analisis data kuantitatif dan kualitatif. Melalui kuliah, pembelajaran online dan tugas praktikal, pelajar bukan sahaja dapat belajar bagaimana memilih kaedah analisis data yang sesuai, malah juga menganalisis data kuantitatif dan kualitatif menggunakan kaedah yang sesuai serta menginterpretasi keputusan analisis data dengan tepat dan jelas. Isi kandungan kursus ini meliputi kaedah analisis data kuantitatif yang termasuk analisis deskriptif dan inferensi. Selain itu, kaedah analisis data kualitatif termasuk menyediakan data, mentranskripsi data, mengekod data, menganalisis dan melaporkan keputusan analisis. Secara umum, kursus ini merangkumi pengetahuan dan kemahiran asas analisis data bagi penyelidikan kuantitatif dan kualitatif yang perlu dikuasai oleh pelajar semasa melaksanakan penyelidikan pendidikan.

*This course is designed to help students understand the basic concepts of quantitative and qualitative data analysis. Through lectures and practical assignments, students do not only learn how to choose the right data analysis method, but also analyse quantitative and qualitative data using appropriate methods and interpret accurate data analysis results. The course content covers quantitative data analysis methods which include descriptive and inference analysis. In addition, qualitative data analysis methods include preparing data, transcribing data, coding data, analysing and reporting analysis results. In general, this course covers the basic knowledge and skills of data analysis for quantitative and qualitative research that students must master when conducting educational research.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%

**Assessment Method:** Continuous Assessment: 60%, Examination: 40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Chua, Y. P. (2020). *Mastering research statistics. 2nd edition.* Kuala Lumpur. McGraw-Hill.
- Chua, Y. P. (2021). *Basic research statistics (Asas statistik penyelidikan), 4th edition.* Kuala Lumpur: McGraw-Hill.
- Chua, Y. P. (eds). (2021). *Contemporary research approach: Application of structural equation modeling in research and practices.* Kuala Lumpur: University of Malaya Press.
- Friese, S. (2019). *Qualitative data analysis with ATLAS.ti.* London: Sage Publications Ltd.
- Miles, M. B., Huberman, A. M., & Saldana, J. (2019). *Qualitative data analysis: a method sourcebook. 4<sup>th</sup> edition.* Los Angeles: Sage Publications.

Program/ Programme	: <b>Sarjana Pendidikan Bahasa Arab/ Master of Arabic Language Education</b>
Kod Program/ Programme Code	: <b>PQF</b>
Mod Program/ Programme Mode	: <b>Kerja Kursus/ Coursework</b>

## **KAEDAH-KAEDAH UNIVERSITI MALAYA (IJAZAH SARJANA) 2019 /**

### **UNIVERSITY OF MALAYA (MASTER'S DEGREE) RULES 2019**

#### **1. Jenis Program / Programme Type**

Program secara kerja kursus, iaitu program secara perkuliahan sepenuhnya yang melibatkan penghasilan Laporan Penyelidikan

*This is a programme by coursework, which involves lectures and the production of a Research Report.*

#### **2. Syarat Kemasukan / Admission Requirements**

##### **(1) Pemohon Warganegara/ Local Applicant**

Ijazah Sarjana Muda Pendidikan dalam bidang Bahasa Arab atau Pengajian Islam dengan PNGK 3.00 atau setaraf

*A Bachelor of Education Degree in the field of Arabic Language or Islamic Studies with CGPA of 3.00 or equivalent*

ATAU/OR

Ijazah Sarjana Muda dengan PNGK 3.00 atau setaraf

*A Bachelor Degree with CGPA of 3.00 or equivalent*

DAN/AND

- i. Diploma Pendidikan Pascasiswazah (Minimum PNGK 3.00) atau,  
*Postgraduate Diploma in Education (Minimum of CGPA 3.00), or*
- ii. Kelayakan Mengajar yang diiktiraf universiti atau,  
*Teaching qualification recognised by the university, or*
- iii. Pengalaman mengajar dengan institusi yang diiktiraf Senat atau,  
*Teaching experience in an institution recognised by the Senate, or*
- iv. Kelayakan profesional dari badan profesional yang diiktiraf atau  
*A professional qualification from recognised professional bodies, or*
- v. Kelayakan lain yang diluluskan Senat dari semasa ke semasa  
*Qualifications that are approved by the Senate from time to time*

ATAU/OR

Ijazah Sarjana Muda Pendidikan dalam bidang Bahasa Arab atau Pengajian Islam dengan PNGK 2.70 hingga 2.99 atau setaraf

*A Bachelor of Education Degree in the field of Arabic Language or Islamic Studies with CGPA of 2.70 to 2.99 or equivalent*

DAN/AND

Memenuhi sekurang-kurang satu (1) daripada kriteria berikut:

*Fulfilled at least one (1) of the criteria as below:*

- i. Graduan UM, atau  
*UM Graduates, or*
- ii. Pengalaman kerja dalam bidang yang berkaitan sekurang-kurangnya satu (1) tahun,  
atau  
*At least one (1) year experience in related field, or*
- iii. Menghasilkan penerbitan dalam bidang yang berkaitan, atau  
*Published in related field, or*
- iv. Merupakan penerima biasiswa, atau  
*A sponsorship holder, or*
- v. Merupakan kakitangan agensi kerajaan; atau  
*A government servant; or*
- vi. Lulus temuduga PTj, atau  
*Passed an interview by RoC, or*
- vii. Lulus Penilaian Khas PTj.  
*Passed Special Assessment by RoC.*

ATAU/OR

Ijazah Sarjana Muda dengan PNGK 2.70 hingga 2.99 atau setaraf  
*A Bachelor Degree with CGPA of 2.70 to 2.99 or equivalent*

DAN/AND

- i. Diploma Pendidikan Pascasiswazah (Minimum PNGK 3.00), atau  
*Postgraduate Diploma in Education (Minimum of CGPA 3.00), or*
- ii. Kelayakan Mengajar yang diiktiraf universiti atau,  
*Teaching qualification recognised by the university, or*
- iii. Pengalaman mengajar dengan institusi yang diiktiraf Senat atau,  
*Teaching experience in an institution recognised by the Senate, or*
- iv. Kelayakan profesional dari badan profesional yang diiktiraf atau  
*A professional qualification from recognised professional bodies, or*
- v. Kelayakan lain yang diluluskan Senat dari semasa ke semasa  
*Qualifications that are approved by the Senate from time to time*

DAN/AND

Memenuhi satu (1) daripada kriteria berikut:  
*Fulfilled at least one (1) of the criteria as below*

- i. Graduan UM, atau  
*UM Graduates, or*
- ii. Pengalaman kerja dalam bidang yang berkaitan sekurang-kurangnya satu (1) tahun,  
atau  
*At least one (1) year experience in related field, or*
- iii. Menghasilkan penerbitan dalam bidang yang berkaitan, atau  
*Published in related field, or*
- iv. Merupakan penerima biasiswa, atau  
*A sponsorship holder, or*

- v. Merupakan kakitangan agensi kerajaan, atau  
*A government servant, or*
- vi. Lulus temuduga PTj, atau  
*Passed an interview by RoC, or*
- vii. Lulus Penilaian Khas PTj.  
*Passed Special Assessment by RoC.*

ATAU/OR

Ijazah Sarjana Muda Pendidikan dalam bidang Bahasa Arab atau Pengajian Islam (PNGK 2.50 – 2.69 atau setaraf)  
*A Bachelor of Education Degree in the field of Arabic Language or Islamic Studies (CGPA of 2.50 – 2.99 or equivalent)*

DAN/AND

Memenuhi sekurang-kurangnya satu (1) kriteria (bagi pemohon graduan UM) atau dua (2) kriteria (bagi pemohon bukan graduan UM) daripada yang disenaraikan:  
*Fulfilled at least one (1) of the criteria (for UM graduate) or two (2) criteria (for non-UM graduate) as below:*

- i. Pengalaman kerja dalam bidang yang berkaitan sekurang-kurangnya satu (1) tahun, atau  
*At least one (1) year experience in related field, or*
- ii. Menghasilkan penerbitan dalam bidang yang berkaitan, atau  
*Published in related field, or*
- iii. Merupakan penerima biasiswa, atau  
*A sponsorship holder, or*
- iv. Merupakan kakitangan agensi kerajaan; atau  
*A government servant, or*
- v. Lulus temuduga PTj, atau  
*Passed an interview by RoC, or*
- vi. Lulus Penilaian Khas PTj.  
*Passed Special Assessment by RoC.*

ATAU/OR

Ijazah Sarjana Muda dengan PNGK 2.50 hingga 2.69 atau setaraf  
*A Bachelor Degree with CGPA of 2.50 to 2.69 or equivalent*

DAN/AND

- i. Diploma Pendidikan Pascasiswazah (Minimum PNGK 3.00) atau,  
*Postgraduate Diploma in Education (Minimum of CGPA 3.00), or*
- ii. Kelayakan Mengajar yang diiktiraf universiti atau,  
*Teaching qualification recognised by the university, or*
- iii. Pengalaman mengajar dengan institusi yang diiktiraf Senat atau,  
*Teaching experience in an institution recognised by the Senate, or*
- iv. Kelayakan profesional dari badan profesional yang diiktiraf atau  
*A professional qualification from recognised professional bodies, or*

v. Kelayakan lain yang diluluskan Senat dari semasa ke semasa  
*Qualifications that are approved by the Senate from time to time*  
DAN/AND

Memenuhi sekurang-kurangnya satu (1) kriteria (bagi pemohon graduan UM) atau dua (2) kriteria (bagi pemohon bukan graduan UM) daripada yang disenaraikan:  
*Fulfilled at least one (1) of the criteria (for UM graduate) or two (2) criteria (for non-UM graduate) as below:*

- i. Pengalaman kerja dalam bidang yang berkaitan sekurang-kurangnya satu (1) tahun, atau  
*At least one (1) year experience in related field, or*
- ii. Menghasilkan penerbitan dalam bidang yang berkaitan, atau  
*Published in related field, or*
- iii. Merupakan penerima basiswa, atau  
*A sponsorship holder, or*
- iv. Merupakan kakitangan agensi kerajaan; atau  
*A government servant, or*
- v. Lulus temuduga PTj, atau  
*Passed an interview by RoC, or*
- vi. Lulus Penilaian Khas PTj.  
*Passed Special Assessment by RoC.*

(2) Pemohon Bukan Warganegara / *International Applicant*

Mempunyai kelulusan lain yang diiktiraf setaraf dengannya oleh Kerajaan Malaysia dan diperakuan oleh Senat Universiti Malaya.

*Have another qualification recognized by the Government of Malaysia and approved by the University of Malaya Senate.*

DAN/AND

Memperolehi keputusan yang berikut dalam salah satu (1) peperiksaan kecekapan Bahasa Inggeris yang dinyatakan di bawah:  
*Obtained one (1) of the English proficiency examinations as specified below:*

- (i) Memperolehi skor minimum band 5.5 bagi International English Language Testing System (IELTS)(Academic).  
*Obtain a minimum score of band 5.5 for the International English Language Testing Services (IELTS) (Academic).*
- atau/or
- (ii) Memperolehi skor minimum sebanyak 550 untuk jumlah berasaskan kertas (PBT), skor sebanyak 213 bagi jumlah berasaskan komputer (CBT) atau skor sebanyak 80 bagi jumlah berasaskan internet (iBT) bagi Test of English as a Foreign Language (TOEFL).  
*Obtain a minimum score of 550 for paper-based total (PBT), a score of 213 for the computer-based total (CBT) or a score of 80 for the internet-based total (IBT) for the Test of English as a Foreign Language (TOEFL).*

atau/or

- (iii) Memperolehi skor minimum 42 Pearson Test of Academic English (PTE Academic)  
*Obtain a minimum score of 42 Pearson Test of Academic English (PTE Academic)*

atau/or

- (iv) Memperolehi minimum gred C bagi subjek Bahasa Inggeris General Certificate of Education (A-Level);  
*Obtain a minimum Grade C for the English Language subject General Certificate of Education (A-Level)*

atau/or

- (v) Memperolehi minimum gred C Cambridge English: First (FCE)  
*Obtain a minimum Grade C for the Cambridge English: First (FCE)*

atau/or

- (vi) Memperolehi minimum gred C Cambridge English: Advance (CAE)  
*Obtain a minimum Grade C for Cambridge English: Advance (CAE)*

atau/or

- (vii) Memperolehi minimum gred C Cambridge English: Proficiency (CPE); atau  
*Obtain a minimum Grade C for Cambridge English: Proficiency (CPE); or*

atau/or

- (viii) Memperolehi minimum band 4 Malaysian University English Test (MUET)  
*Obtain a minimum band 4 Malaysian University English Test (MUET)*

Untuk calon yang berkeperluan khas, selain syarat yang dinyatakan, permohonan calon boleh dipertimbangkan tertakluk kepada tahap keperluan khas dan ketidakupayaan, serta kesesuaian dengan keperluan program.

*For candidates with special needs, in addition to the stated terms, the application may be considered subject to the level of special needs and disabilities, as well as suitability to program requirements.*

Walau apapun syarat yang dinyatakan di dalam subperaturan di atas, dalam keadaan tertentu, kemasukan pelajar adalah tertakluk kepada keputusan Senat atas perakuan Jawatankuasa Pemilihan Kemasukan Fakulti yang berkenaan.

*Notwithstanding the conditions stated in the above subregulations, in certain circumstances, the admission of students is subject to the decision of the Senate on the recommendation of the relevant Faculty Admission Selection Committee.*

### **3. Tempoh Pengajian**

Tempoh Minimum : 2 Semester Biasa dan 1 Semester Khas  
Tempoh Maksimum : 8 Semester

#### ***Duration of Study***

*Minimum duration : 2 regular semesters and 1 special semester*  
*Maximum duration : 8 semesters*

### **4. Matlamat Program / Programme Aim**

Untuk membangunkan pelajar pascasiswazah yang merupakan pengamal berpengetahuan luas serta bertanggungjawab sosial, penyelidik, dan pemimpin yang mempunyai pengetahuan dan kemahiran yang maju dalam bidang pendidikan bahasa Arab.  
*To develop postgraduates who are well-informed and socially responsible practitioners, researchers and leaders with advanced knowledge and skills in the field of Arabic language education.*

### **5. Hasil Pembelajaran Program / Programme Learning Outcomes**

Di akhir program, pelajar dapat;

By the end of the programme, candidates will be able to;

<b>Domain MQF</b>	<b>Hasil Pembelajaran/ Learning Outcomes</b>
PLO1	Membuat analisis dan sintesis yang kritis terhadap pengetahuan tentang konsep teori, dan amalan khusus yang terkehadapan dalam bidang Pendidikan Bahasa Arab dalam mendepani cabaran kurikulum yang dinamik <i>Make a critical analysis and synthesis of the knowledge of theoretical concepts, and specific practices that are advanced in the field of Arabic Language Education in the face of dynamic curriculum challenges.</i>
PLO2	Menilai senario mendatang dan menyelesaikan isu-isu berkaitan dengan Pendidikan Bahasa Arab secara inovatif dengan mempamerkan penguasaan pengetahuan, penerapan teknik analisis dan numerasi lanjutan. <i>Evaluate future scenarios and resolve issues related to Arabic Language Education innovatively by demonstrating mastery of knowledge, application of analytical techniques and advanced numeracy.</i>
PLO3	Merancang dan menjalankan penyelidikan berdasarkan hasil pembelajaran menggunakan pelbagai teknik, termasuk teknologi digital untuk memantapkan pengetahuan dan amalan mengenai pengajaran dan pembelajaran Bahasa Arab. <i>To plan and conduct research based on learning outcomes using various techniques, including digital technology to strengthen knowledge and practice on the teaching and learning of Arabic.</i>
PLO4	Menampilkan gaya kepimpinan yang sesuai dan mempamerkan tanggungjawab dan autonomi dalam persekitaran pendidikan Bahasa Arab semasa yang mendatang dan dinamik. <i>Demonstrate an appropriate leadership style and demonstrate responsibility and autonomy in the current and dynamic Arabic language education environment</i>
PLO5	Berkomited untuk melaksanakan tugas sama ada secara individu atau secara berpasukan interdisiplin dengan kemahiran bermunikasi dan interpersonal yang baik dalam semua persekitaran Pendidikan Bahasa Arab. <i>Committed to performing tasks either individually or in interdisciplinary teams with good communication and interpersonal skills in all Arabic Language Education environments.</i>
PLO6	Menjunjung profesionalisme dan etika untuk memenuhi standard pengajaran dan penyelidikan profesional bagi meningkatkan imej profesion sepanjang masa. <i>Uphold professionalism and ethics to meet professional teaching and research standards to enhance the image of the profession at all times</i>
PLO7	Mempamerkan sikap positif dan komitmen dalam pembelajaran sepanjang hayat dengan pemikiran keusahawanan bagi menangani dunia pendidikan Bahasa Arab untuk kemajuan profesional. <i>Demonstrate a positive attitude and commitment in lifelong learning with entrepreneurial thinking to address Arabic language education for professional advancement.</i>

## 6. Struktur Program

Struktur Program Sarjana Pendidikan Bahasa Arab berdasarkan pendekatan bersifat kontemporari untuk melahirkan guru Bahasa Arab yang cemerlang. Kandungan kurikulum direkabentuk bersandarkan perkembangan ilmu pendidikan daripada perspektif perkhidmatan dan pengajaran yang sejarar dengan Falsafah Pendidikan Kebangsaan, Wawasan Negara serta Pelan Transformasi Negara.

*The Masters of Arabic Language Education programme is based on contemporary approaches to produce excellent Arabic language teachers. Curriculum content is designed based on education knowledge development from a service perspective and teaching in line with the National Philosophy of Education, National Vision as well as the National Transformation Plan.*

Program ini merangkumi Empat Puluh Dua (42) jam kredit yang merangkumi Dua Belas (12) jam kredit bagi kursus teras, Lapan Belas (18) jam kredit bagi kursus elektif dan Dua Belas (12) jam kredit bagi projek penyelidikan yang melibatkan aktiviti kuliah, tugas, perbincangan, pembentangan, penyelidikan, lawatan dan pendekatan yang berasaskan teknologi.

*This programme involves forty-two (42) credit hours that involve twelve (12) credit hours of core*

courses, eighteen (18) credit hours of elective courses and twelve (12) credit hours for the research project, all of which involves lectures, assignments, discussions, presentations, research, field visits and technology-based approaches.

#### **Kursus Teras Fakulti (Pilihan Wajib)/ Faculty Core Courses (Compulsory)**

POX 7001	Kaedah Penyelidikan dalam Pendidikan <i>Research Methods in Education</i>	3 kredit <i>credits</i>
POX 7003	Analisis Data Kuantitatif dan Kualitatif <i>Quantitative and Qualitative Data Analysis</i>	3 kredit <i>credits</i>
PQF 7001	Teori dan Amalan Pengajaran Bahasa Arab <i>Theories and Practices in the Teaching of Arabic Language</i>	3 kredit <i>credits</i>
PQF 7002	Perkembangan Kurikulum dalam Pendidikan Bahasa Arab <i>Curriculum Development in Arabic Language</i>	3 kredit <i>credits</i>

#### **Kursus Elektif (Pilih Enam) / Elective courses (select six)**

PQF 7003	Pengukuran dalam Pendidikan Bahasa Arab <i>Evaluation In The Teaching Of Arabic Language</i>	3 kredit <i>credits</i>
PQF 7004	ICT dalam Pendidikan Bahasa Arab <i>ICT in Arabic Language Education</i>	3 kredit <i>credits</i>
PQF 7005	Pengajaran Kemahiran Komunikasi Bahasa Arab <i>Teaching of Arabic Communication Skills</i>	3 kredit <i>credits</i>
PQF 7007	Pendidikan Literasi Bahasa Arab <i>Arabic Language Literacy Education</i>	3 kredit <i>credits</i>
PQF 7008	Morfologi dan Sintaksis dalam Pendidikan Bahasa Arab <i>Morphology and Syntax in Arabic Language Education</i>	3 kredit <i>credits</i>
PQF 7009	Seminar Penyelidikan dalam Pendidikan Bahasa Arab <i>Research Seminar in Arabic Language Education</i>	3 kredit <i>credits</i>
PQF 7010	Pengukuran Dalam Pendidikan Bahasa Arab <i>Assessment in Arabic Language Education</i>	3 kredit <i>credits</i>
PQF 7011	Pendidikan Digital Bahasa Arab <i>Digital Education in Arabic Language</i>	3 kredit <i>credits</i>
PQF 7012	Pendidikan Guru Bahasa Arab <i>Arabic Language Teacher Education</i>	3 kredit <i>credits</i>
PQX7001	Statistik untuk Penyelidikan dalam Pendidikan <i>Statistics for research in education</i>	3 kredit <i>credits</i>
PQX 7009	Penulisan Akademik <i>Academic Writing</i>	3 kredit <i>credits</i>

#### **Penyelidikan**

PQX 7002	Projek Penyelidikan <i>Research Project</i>	12 kredit <i>credits</i>
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**SARJANA PENDIDIKAN BAHASA ARAB**  
**SENARAI KURSUS MENGIKUT SEMESTER (PERANCANGAN KULIAH)**  
**MASTER OF ARABIC LANGUAGE EDUCATION**  
**LIST OF COURSES ACCORDING TO SEMESTER (LECTURE SCHEDULE)**

KOMPONEN COMPONENT	SEMESTER 1		SEMESTER 2		SEMESTER KHAS SPECIAL SEMESTER		JUMLAH KREDIT TOTAL CREDIT
	KURSUS COURSES	KREDIT CREDIT	KURSUS COURSES	KREDIT CREDIT	KURSUS COURSES	KREDIT CREDIT	
Kursus Teras <i>Core Courses</i>	POX 7001 Kaedah Penyelidikan dalam Pendidikan <i>POX 7001 Research Methods in Education</i>  PQF7001 Teori dan Amalan Pengajaran Bahasa Arab <i>PQF 7001 Theories and Practices in the Teaching of Arabic Language</i>	3  3	POX7003 Analisis Data Kuantitatif dan Kualitatif <i>POX7003 Quantitative and Qualitative Data Analysis</i>  PQF7002 Perkembangan Kurikulum Bahasa Arab <i>PQF7002 Curriculum Development in Arabic Language</i>	3  3			<b>12</b>
Kursus Elektif (Pilih Enam) <i>Elective Courses (Select Six)</i>	PQF7003 Pengukuran Dalam Pendidikan Bahasa Arab <i>PQF7003 Evaluation in the Teaching of Arabic Language</i>  PQF7006 Pendidikan Guru Bahasa Arab <i>PQF7006 Arabic Language Teacher Education</i>  PQF7008 Morfologi dan Sintaksis dalam Pendidikan Bahasa Arab <i>PQF7008 Morphology and Syntax in Arabic Language Education</i>  PQF7009 Seminar Penyelidikan dalam Pendidikan Bahasa Arab <i>PQF7009 Research Seminar in Arabic Language Education</i>  PQJ7011 Bahasa Arab untuk Pendidikan Islam <i>PQJ7011 Arabic Language for Islamic Education</i>  PQX7001 Statistik untuk Penyelidikan dalam Pendidikan <i>PQX7001 Statistics for research in education</i>	3  3  3  3  3	PQF7004 Pendidikan Digital Bahasa Arab <i>PQF7004 Digital Education in Arabic Language</i>  PQF7005 Pengajaran Kemahiran Komunikasi Bahasa Arab <i>PQF7005 Teaching of Arabic Communication Skills</i>  PQF7007 Pendidikan Literasi Bahasa Arab <i>PQF7007 Arabic Language Literacy Education</i>  PQJ7005 Pendidikan al Quran <i>PQJ 7005 Al Quran Education</i>  PQX7009 Penulisan Akademik <i>PQX7009 Academic Writing</i>	3  3  3  3  3			<b>18</b>
Projek Penyelidikan <i>Research Project</i>			PQX 7002 Projek Penyelidikan (P1) <i>PQX 7002 Research Project (P1)</i>	6	PQX 7002 Projek Penyelidikan (P2) <i>PQX 7002 Research Project (P2)</i>	6	<b>12</b>
Jumlah Kredit <i>Total Credits</i>		<b>15</b>		<b>21</b>		<b>6</b>	<b>42</b>

**JUMLAH KREDIT KESELURUHAN: 42 Jam Kredit**  
**OVERALL TOTAL CREDIT: 42 Credit Hours**

**PERATURAN-PERATURAN UNIVERSITI MALAYA (IJAZAH SARJANA) 2019 /  
UNIVERSITY OF MALAYA (MASTER'S DEGREE) REGULATIONS 2019**

**1. Pendaftaran Kursus / Course registration**

- (1) Pendaftaran kursus mesti disempurnakan dalam tempoh selama dua (2) minggu dari tarikh permulaan semester.  
*Course registration must be completed within two (2) weeks from the date semester begins.*
- (2) Seseorang calon hendaklah mendaftar sekurang-kurangnya tiga (3) jam kredit termasuk kredit yang diperuntukan bagi penyelidikan pada mana-mana semester melainkan ia diluluskan penarikan diri daripada semester berkenaan.  
*The candidate must register for at least three (3) credits, including credits allocated for research, in any given semester unless withdrawal from that semester has been approved.*

**2. Penyeliaan / Supervision**

Pelantikan penyelia dilakukan tidak lewat daripada semester pertama pengajian.

*Appointment of supervisor must be done no later than the first semester of study.*

**3. Ketetapan Bidang Penyelidikan / Determination of Research Areas**

Ketetapan bidang bagi laporan penyelidikan hendaklah dilakukan sebelum calon memulakan penyelidikannya.

*Determination of the research area must be carried out before the candidate begins his or her research.*

**5. Pendaftaran PQX7002 Projek Penyelidikan / Registration of PQX7002 Research Project**

- (1) Tajuk laporan penyelidikan hendaklah dikemukakan kepada Fakulti untuk kelulusan tidak lewat dari satu (1) tahun sebelum calon menyerahkan laporan penyelidikannya untuk pemeriksaan.  
*The title of the research report must be submitted to the Faculty for approval no later than one (1) year before the candidate submits his/her research report for examination*
- (2) Calon hendaklah menyerahkan laporan penyelidikannya untuk peperiksaan dalam tempoh pencalonannya.  
*The candidate shall submit his/her research report for examination within the candidacy period.*
- (3) Calon dikehendaki menyerahkan borang kelulusan tajuk (FP44/2007) dan mendapatkan kelulusan tajuk daripada fakulti sebelum membuat pendaftaran bagi PQX7002 Projek Penyelidikan.  
*Candidates are required to submit title approval form (FP 44/2007) and get an approval from faculty before registering for PQX7002 Research Project*
- (4) Calon dinasihatkan supaya melengkapkan semua kursus sebelum mendaftar PQX7002 Projek Penyelidikan.  
*Candidate are required to complete all courses before registering for PQX7002 Research Project.*
- (5) Calon yang mendaftar PQX7002 Projek Penyelidikan perlu mendaftar kursus PROGRESIF 1 (P1) dan PROGRESIF 2 (P2) bagi DUA (2) SEMESTER BERTURUT-TURUT dan hendaklah berbincang bersama penyelia setiap kemajuan Projek Penyelidikan yang dijalankan.  
*Candidates who have registered for PQX7002 Research Project are required to register Progressive Course for two (2) consecutive semesters and to always discuss its progress with the appointed supervisor.*

## **SINOPSIS KURSUS / COURSE SYNOPSIS**

### **POX7001 Kaedah Penyelidikan dalam Pendidikan (3 Jam Kredit) POX7001 Research Methods in Education (3 Credit Hours)**

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#### **Sinopsis/Synopsis**

Pelajar diberi pendedahan tentang proses menjalankan penyelidikan dalam pendidikan. Antara aspek yang akan dibincang adalah penghasilan cadangan kajian yang merangkumi: (1) konsep asas dalam penyelidikan; (2) memilih permasalahan kajian yang hendak dikaji dan kenapa mengkajinya; (3) membentuk soalan kajian yang relevan; (4) mengulas secara kritikal kajian yang lalu, membanding teori yang bersabit dan membentuk hipotesis; dan (5) memilih metodologi kajian, termasuk kaedah data analisis yang sesuai. Seterusnya, pelajar akan dibimbing cara membincang dapatan kajian demi menghasilkan kesimpulan kajian.

*Students will be introduced to the entire process of conducting research in education. Among the topics to be discussed include the preparation of research proposal that includes: (1) basic concepts in research; (2) selection of a topic or problem to carry out research; (3) to design relevant research questions; (4) critically review relevant past studies to discern relevant theories and to form research hypothesis; and (5) to select appropriate research methodology including relevant data analysis method. In addition, students will be guided on how to discuss the research findings to derive the research conclusion.*

**Kaedah Penilaian:** Penilaian Berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous Assessment: 70%, Examination: 30%

**Bahasa Pengantar:** Bahasa Melayu/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Melayu / English

**Rujukan Utama:**

**Main References:**

- Ary, D., Jacobs, L. C., Irvine, C. K. S., & Walker, D. (2018). *Introduction to research in education. 10<sup>th</sup> Edition*. Australia: Cengage Learning.
- Creswell, J. W., & Creswell, J. D. (2017). *Research design: Quantitative, qualitative and mixed methods approaches* (5<sup>th</sup> Ed.). USA: Sage Publishing.
- Creswell, J. W., & Poth, C. N. (2017). *Qualitative inquiry and research design: choosing among five approaches* (4<sup>th</sup> Ed.). USA: SAGE Publications, Inc
- Faculty of Education, UM. (2010). *Guidelines for the writing of project paper, research report, Faculty of Education, UM. (2018). Guidelines for the writing of project paper, research report, dissertation and thesis*. Kuala Lumpur: Faculty of Education, University of Malaya.
- Fraenkel, J. R., Wallen, N. E., & Hyun, H. H. (2018). *How to design and evaluate research in education* (10<sup>th</sup> Ed.). New York: McGraw Hill, Inc.
- Johnson, B. & Christensen, L. (2014). *Educational research: Quantitative, qualitative, and mixed approaches* (5<sup>th</sup> Ed.). USA: SAGE Publications, Inc.
- Merriam, S. B., & Grenier, R. S. (2019). *Qualitative research in practice: examples for discussion and analysis* (2<sup>nd</sup> Ed.). USA: Jossey-Bass
- *Publication Manual of the American Psychological Association* (7<sup>th</sup> Ed.). (2020). By American Psychological Association

### **POX7003 Analisis Data Kuantitatif dan Kualitatif (3 Jam Kredit) POX7003 Quantitative and Qualitative Data Analysis (3 Credit Hours)**

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#### **Sinopsis/Synopsis**

Kursus ini direka bentuk untuk membantu pelajar memahami konsep asas analisis data kuantitatif dan kualitatif. Melalui kuliah, pembelajaran online dan tugas praktikal, pelajar bukan sahaja dapat belajar bagaimana memilih kaedah analisis data yang sesuai, malah juga menganalisis data kuantitatif dan kualitatif menggunakan kaedah yang sesuai serta menginterpretasi keputusan analisis data dengan tepat dan jelas. Isi kandungan kursus ini meliputi kaedah analisis data kuantitatif yang termasuk analisis deskriptif dan inferensi. Selain itu, kaedah analisis data kualitatif termasuk menyediakan data, mentranskripsi data,

mengekod data, menganalisis dan melaporkan keputusan analisis. Secara umum, kursus ini merangkumi pengetahuan dan kemahiran asas analisis data bagi penyelidikan kuantitatif dan kualitatif yang perlu dikuasai oleh pelajar semasa melaksanakan penyelidikan pendidikan.

*This course is designed to help students understand the basic concepts of quantitative and qualitative data analysis. Through lectures and practical assignments, students do not only learn how to choose the right data analysis method, but also analyse quantitative and qualitative data using appropriate methods and interpret accurate data analysis results. The course content covers quantitative data analysis methods which include descriptive and inference analysis. In addition, qualitative data analysis methods include preparing data, transcribing data, coding data, analysing and reporting analysis results. In general, this course covers the basic knowledge and skills of data analysis for quantitative and qualitative research that students must master when conducting educational research.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%

**Assessment Method:** Continuous Assessment: 60%, Examination: 40%

**Bahasa Pengantar:** Bahasa Melayu/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Melayu / English

**Rujukan Utama:**

**Main References:**

- Chua, Y. P. (2020). *Mastering research statistics*. 2nd edition. Kuala Lumpur. McGraw-Hill.
- Chua, Y. P. (2021). *Basic research statistics (Asas statistik penyelidikan)*, 4th edition. Kuala Lumpur: McGraw-Hill.
- Chua, Y. P. (eds). (2021). *Contemporary research approach: Application of structural equation modeling in research and practices*. Kuala Lumpur: University of Malaya Press.
- Friese, S. (2019). *Qualitative Data Analysis with ATLAS.ti*. London: Sage Publications Ltd.
- Miles, M. B., Huberman, A. M., & Saldana, J. (2019). *Qualitative data analysis: A method sourcebook*. 4<sup>th</sup> edition. Los Angeles: Sage Publications.

#### **PQF7001 Teori dan Amalan Pengajaran Bahasa Arab (3 kredit)**

#### **PQF7001 Theories and Practices in the Teaching of Arabic Language (3 credits)**

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#### **Sinopsis/Synopsis**

Kursus ini mendedahkan kepada pelajar tentang tabiat dan fungsi bahasa dalam pengajaran bahasa khususnya pengajaran bahasa Arab sebagai bahasa kedua. Ia akan membincangkan teori-teori dan model pengajaran bahasa kedua untuk diaplikasikan dalam pengajaran bahasa Arab. Pelajar juga akan dapat berbincang tentang isu-isu semasa khususnya yang berkaitan dengan perkembangan keupayaan bahasa, pendekatan dan teknik pengajaran dan juga pembinaan bahan-bahan pengajaran.

*This course exposes students to the natures and functions of language in language teaching especially the teaching of Arabic as a second language. It will discuss the theories and concepts of second language teaching to be applied in Arabic language teaching. Students will also be able to discuss current issues particularly related to the development of language ability, teaching approaches and techniques as well as the construction of teaching materials.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Arab dan Bahasa Inggeris

**Medium of instruction:** Arabic Language and English Language

**Rujukan Utama:**

**Main references:**

- Brown, H.D. (2017). *Principles of language learning and teaching*. San Francisco: Prentice Hall Regent
- Johnson, K. (2018). *Introduction to foreign language learning and teaching*. Longman: London.

- Toimah, R.A (2019). *Ta'lîm al A'râbiyah li Ghâiri an Natiqin Biha*. ISESCO: Rabat.
- Naif Kharma & Ali Hajjaj (2017). *Al Lughah Al Ajnabiyyah: Ta'alimuha wa Ta'alluha. A'lam Al Ma'arifah*: Kuwait.

**PQF7002 Perkembangan Kurikulum Bahasa Arab (3 kredit)**  
**PQF7002 Curriculum Development in Arabic Language (3 credits)**

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**Sinopsis/Synopsis**

Kursus ini mendedahkan teori umum kurikulum. Berdasarkan pemahaman kurikulum, pelajar perlu mengembangkan kurikulum yang disarankan dan membentangkannya. Pelajar mesti menilai kurikulum yang dirancang.

*This course exposes the general theory of curriculum. Based on the understanding of curriculum, students are to develop the curriculum suggested and present it. The students are to evaluate the curriculum designed.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Arab dan Bahasa Inggeris

**Medium of instruction:** Arabic Language and English Language

**Rujukan Utama:**

**Main references:**

- Syahin, A.H (2018). *Tasmim manahij*. Kaherah: Kulliyyah Tarbiyyah Damanhur.
- Boyle, B & Charles, M (2019), *Curriculum development: A guide for educators*. Sage Publishing
- Richards, J.S (2016). *Curriculum development in language teaching*. Cambridge: Cambridge University Press

**PQF7005 Pengajaran Kemahiran Komunikasi Bahasa Arab (3 kredit)**

**PQF7005 Teaching of Arabic Communication Skills (3 credits)**

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**Sinopsis/Synopsis**

Kursus ini menerangkan tentang pengajaran kemahiran mendengar, bertutur, membaca dan menulis dalam bahasa Arab sebagai bahasa kedua. Pelajar akan didedahkan dengan teori, konsep, pendekatan dan peringkat dalam mengajar kemahiran tersebut. Pelajar juga akan membentangkan topik yang berkaitan dengan kursus.

*This course explains about the teaching of listening, speaking, reading, and writing skills in Arabic as a second language. Students will be exposed to theories, concepts, approaches, and stages in teaching the skills. Students will also present topics related to the course.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Arab dan Bahasa Inggeris

**Medium of instruction:** Arabic Language and English Language

**Rujukan Utama:**

**Main references:**

- Shahatah, H. (2017). *Ta'lîm al- lughah al- Arabiyyah*. Kaherah, Dar al Misriyyah al Lubnaniyyah.
- Toimah, R.A (2019). *Ta'lîm al A'râbiyah li Ghâiri an Natiqin Biha*. Rabat: ISESCO.
- Mustafa, M.A. (2014). *Maharat al- Lughah al- Arabiyyah*. Amman: Aram Studies, Publishing & Distribution House.
- Bygate, M. (2012). *Speaking*. Oxford: Oxford University Press.
- Lynch, T. (2020). *Communication in the language classroom*. Oxford: Oxford University Press.

**PQF7007 Pendidikan Literasi Bahasa Arab (3 kredit)**  
**PQF7007 Arabic Literacy Education (3 credits)**

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**Sinopsis/Synopsis**

Kursus ini memberi imbasan tentang perkembangan literasi sepanjang kehidupan. Ianya menilai perkembangan literasi sebagai proses linguistik, kognitif dan sosiolinguistik dalam pelbagai konteks termasuk di rumah, tempat kerja dan sekolah. Tajuk tajuk yang akan dibincangkan: definisi literasi, perkembangan bacaan dan penulisan, model dan teori bacaan dan penulisan, pengajaran dan penilaian literasi.

*The course provides an overview of literacy development throughout the lifespan. It examines literacy development as a linguistic, cognitive and sociocultural process in a variety of contexts, including home, school and the workplace. Topics covered include: definitions of literacy, reading and writing development, theories and models of reading and writing, literacy instruction and literacy assessment; multiliteracies, critical literacies and emergent literacies.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Arab dan Bahasa Inggeris

**Medium of instruction:** Arabic Language and English Language

**Rujukan Utama:**

**Main references:**

- Coiro, J. et al, (2018) *Handbook of research on new literacies*. New York: Lawrence Erlbaum.
- Byrnes & Wasik (2019). *Language and literacy development: What educators need to know*. New York: The Guilford Press.
- Gee (2015). *Literacy and education*. UK: Routledge.
- Hall, Cremin, Comber, & Moll (2017). *International handbook of research on children's literacy, learning and culture*. Oxford: Wiley.

**PQF7008 Morfologi dan Sintaksis Dalam Pendidikan Bahasa Arab (3 kredit)**  
**PQF7008 Morphology and Syntax in Arabic Language Education (3 credits)**

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**Sinopsis/Synopsis**

Kursus ini mendedahkan kepada pelajar tentang konsep-konsep dalam morfologi dan sintaksis Bahasa arab. Ia akan membincangkan secara fungsian untuk diaplikasikan dalam pengajaran bahasa Arab. Pelajar juga akan dapat berpeluang membina bahan pengajaran dalam konteks pengajaran bahasa Arab sebagai bahasa kedua.

*This course exposes students to concepts in the morphology and syntax of Arabic. It will discuss the functionality to be applied in the teaching of Arabic. Students will also be able to build teaching materials in the context of teaching Arabic as a second language.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Arab dan Bahasa Inggeris

**Medium of instruction:** Arabic Language and English Language

**Rujukan Utama:**

**Main references:**

- Fuad Ni'amat (2019). *Mulakkkhas Qawa'id Al Lughah Al Arabiah*. Cairo: Maktab Al Ilmi Lit Taklif wa At Tarjamah.
- Muhammad Al Antaki (2017). *Al Minhaj fil Qawa'id wa Al I'rab*. Beirut: Maktabah Darul Syaraf.
- Abdur Rajhi (2015). *Fi Tatbiq An Nahwi wa As Sorfi*. Alexandria: Dar Al Ma'rifah Al Jamiiyah.

**PQF7009 Seminar Penyelidikan dalam Pendidikan Bahasa Arab (3 kredit)**  
**PQF7009 Research Seminar in Arabic Language Education (3 credits)**

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**Sinopsis/Synopsis**

Kursus ini memberi tumpuan kepada prinsip penyelidikan umum dan penggunaan kaedah penyelidikan dalam kajian bahasa. Ia merangkumi keseluruhan proses penyelidikan daripada memilih topik, mencari kesusasteraan berkaitan topik, dan merumuskan soalan penyelidikan, untuk menulis cadangan penyelidikan. Penerokaan metodologi penyelidikan kuantitatif, kualitatif dan kaedah penyelidikan bercampur mengembangkan literasi penyelidikan pelajar untuk memahami laporan penyelidikan dan merancang projek penyelidikan.

*This course focuses on general principles of research and the use of research methods in language studies. It covers the whole process of research from choosing a topic, searching the related literature on the topic, and formulating research questions, to writing up research proposals. The exploration of quantitative, qualitative, and mixed-method research methodologies develops students' research literacy to understand research reports and to design research projects.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Arab dan Bahasa Inggeris

**Medium of instruction:** Arabic Language and English Language

**Rujukan Utama:**

**Main references:**

- Bitchener, J. (2020). *Writing an applied linguistics thesis or dissertation: A guide to presenting empirical research*. Hampshire, England: Palgrave Macmillan.
- Creswell, J.W. (2019) *Research design* 4th Edition. London: Sage.
- Juliana Othman & Maskanah Mohd Lotfie.(2019). *Research design for language studies*. Kuala Lumpur: UM Press.

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**PQF7010 Pengukuran Dalam Pendidikan Bahasa Arab (3 kredit)**  
**PQF7010 Evaluation in the Teaching of Arabic Language (3 credits)**

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**Sinopsis/Synopsis**

Kursus ini akan menjelaskan tentang pengukuran Bahasa Arab sebagai bahasa kedua. Pelajar akan didedahkan kepada teori, konsep, pendekatan, prinsip dan langkah-langkah pengukuran Bahasa Arab sebagai bahasa kedua. Pelajar juga akan membuat pembentangan beberapa tajuk yang berkaitan dengan kursus.

*This course explains about evaluation in Arabic Language as a second language. Students will be exposed to theories, concepts, approaches and stages in the evaluation of Arabic Language as a second language. Students will also present topics related to the course.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Arab dan Bahasa Inggeris

**Medium of instruction:** Arabic Language and English Language

**Rujukan Utama:**

**Main references:**

- Alderson, J.C., Clapham, C. & Wall, D. (2018). *Language test construction and evaluation*. Cambridge: Cambridge University Press.
- Brown, J.D. (2019). *Testing in language programs*. New Jersey: Prentice Hall Regents.
- Davies, A. (2013). *Principles of language testing*. Oxford: Blackwell.
- Muhammad, M. A. (2016). *Language testing (Arabic version)*. Riyadh: University of King Saud Printing.

**PQF7011 Pendidikan Digital Bahasa Arab (3 kredit)**  
**PQF7011 Digital Education in Arabic Language (3 credits)**

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**Sinopsis/Synopsis**

Kursus ini mendedahkan pelajar untuk menerapkan teori dan penggunaan teknologi digital dalam pendidikan Bahasa Arab. Pelajar akan dapat mengenal pasti elemen digital yang berkesan dalam pengajaran dan pembelajaran bahasa Arab.

*This course exposes students to the application of the theory and application of digital technology in Arabic language education. Students will be able to identify effective digital elements in the teaching and learning of Arabic.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Arab dan Bahasa Inggeris

**Medium of instruction:** Arabic Language and English Language

**Rujukan Utama:**

**Main references:**

- Shengquan Yu, S., Ally, M & Tsinakos, A. (2020). *Emerging technologies and pedagogies in the curriculum*. Springer.
- Hasunah, I. U. (2018) *Info grafik fi ta'lim*. Gazzah: Kuliyah Tarbiyyah.
- Al-Gharib, I. (2017). *Ta'lim iliktronni min tasnif ila ihtiraf wa jaudah*. Mesir: A'lim Kutub.

**PQF7012 Pendidikan Guru Bahasa Arab (3 kredit)**  
**PQF7012 Arabic Language Teacher Education (3 credits)**

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**Sinopsis/Synopsis**

Kursus ini mendedahkan kepada pelajar tentang pengetahuan dan kemahiran asas guru bahasa Arab. Ia akan membincangkan keperluan-keperluan dalam perlaksanaan dan penilaian pendidikan guru bahasa Arab. Pelajar juga akan dapat berbincang tentang isu-isu semasa khususnya yang berkaitan dengan kajian-kajian penyelidikan berkaitan pendidikan guru bahasa Arab.

*This course exposes students on the basic knowledge and skills of Arabic Language teachers. It will discuss the needs in the implementation and evaluation of the Arabic Language teachers. Students will also be able to discuss on the current issues mainly on research related to Arabic Language Teacher Education*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Arab dan Bahasa Inggeris

**Medium of instruction:** Arabic Language and English Language

**Rujukan Utama:**

**Main references:**

- Hammond, L.D. (2016). *Powerful teacher education*. San Francisco: Jossey-Bass.
- Hammond, L.D. & Bransford, J. (2018). *Preparing teachers for a changing world*. San Francisco: Jossey-Bass.
- Shahatah, H. (2017). *Ta'lim al- Lughah al- Arabiah*. Kaherah: Dar al Misriyyah al Lubnaniyyah.
- Toimah, R.A (2019). *Ta'lim al A'rabiyyah li Ghairi an Natiqin Biha*. Rabat: ISESCO.
- Mustafa, M.A. (2014). *Maharat al- Lughah al- Arabiah*. Amman: Aram Studies, Publishing & Distribution House

## PQJ7005 Pendidikan al Quran dan Tahfiz (3 kredit)

PQJ7005 Al-Quran and Tahfiz Education (3 hours)

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### Sinopsis/Synopsis

Kursus ini bertujuan untuk mendedahkan pelajar kepada falsafah dan konsep asas yang diaplikasikan dalam disiplin Pendidikan al Quran. Fokus perbincangan kursus meliputi evolusi Pendidikan al Quran, pelbagai komponen serta cabang ilmu dalam disiplin Pendidikan al Quran, konsep kesepaduan dalam Pendidikan al Quran serta isu dan trend dalam amalan Pendidikan al Quran dan Tahfiz di Malaysia dan sebagainya. Pelajar juga akan dilatih untuk menganalisis serta mengaplikasikan teori, kaedah serta prinsip pendidikan yang sesuai bagi mengembangkan disiplin Pendidikan al Quran. Perbincangan kursus turut mengambilkira perspektif tradisional dan kontemporari bagi memastikan kerangka falsafah dan praktikal Pendidikan al Quran secara komprehensif.

*This course aims to expose students to the philosophy and basic concepts applied in the discipline of Al Quran education. The focus of course discussion covers the evolution of al-Quran education, various components and the knowledge branch of the Al-Quran education discipline, the concept of integration in Al Quran education as well as issues and trends in the practice of Al-Quran and Tahfiz education in Malaysia and others. Students will also be trained to analyse and apply the appropriate theories, methods and educational principles to expand the discipline of Al Quran Education. The course discussion also takes into account traditional and contemporary perspectives to ensure a comprehensive philosophical and practical framework of Quranic Education.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Malaysia, Bahasa Arab dan Bahasa Inggeris

**Medium of instruction:** Bahasa Malaysia, Arabic and English

### Rujukan Utama:

### Main references:

- Fadzil, A. (2007) *Anatomi al Quran: mengenal ilmu, sejarah & kandungan al-Quran*. Selangor: PTS Publications.
- Boyle, H.N. (2004). *Quranic schools: agents of preservation and change*. New York: Routledge.
- Muhammad Mahmud Abdullah. (2015). *Asalib Tadris al-Quran* (أساليب تدريس القرآن). Riyadh: Dar al-Rayah Lilnasyr wa Tauzi'.
- Ware, R.T. (2014). *The walking Quran: islamic education, embodied knowledge, and history in West Africa*. USA: The University of North Carolina Press.
- Günther, S. (2020). *Knowledge and education in classical islam: religious learning between continuity and change*. Leiden: Brill.

## PQJ7011 Bahasa Arab untuk Pendidikan Islam (3 kredit)

PQJ7011 Arabic Language for Islamic Education (3 hours)

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### Sinopsis/Synopsis

Kursus ini akan membincangkan mengenai perspektif Al-Quran yang merupakan sumber pertama dari kepelbagaiannya ilmu, yang terdiri daripada sains perundangan, ilmu tafsir, feqh, Qiraat dan sebagainya. Justeru daripada kepelbagaiannya ilmu tersebut lahirlah fundamental ilmu linguistik yang sangat sinonim dengan segi retorik, penghujahan dan pengucapan. Oleh itu dalam kursus ini juga akan membincangkan topik mengenai proses linguistik dalam pengajaran kerana ia adalah satu alat untuk memahami agama dan mengambil faedah di dalamnya, begitu juga dapat memahami dengan apa yang Tuhan kehendaki daripadanya, kerana dalam aspek bahasa setiap perbezaan melodi akan membawa kepada makna yang berbeza dan dengan demikian membawa kepada perbezaan ketetapan setiap hukum.

*This course will discuss the perspective of the Qur'an which is the first source of a variety of knowledge, which consists of legal science, exegesis (tafsir), jurisprudence (feqh), Qiraat and so on. Thus, from the diversity of knowledge was exist the fundamentals of linguistic knowledge which is very synonymous in terms of rhetoric, argumentation, and utterance. Therefore, in this course will also discuss the topic of linguistic process in teaching as it is a tool to understand religion and take advantage of it, as well as to understand with what God wants from it, because in linguistic aspect every melodic difference will lead to meaning which are different and thus lead to differences in the stipulations of each legislation.*

**Kaedah Penilaian:** Penilaian berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous assessment: 70%, examination: 30%

**Bahasa Pengantar:** Bahasa Malaysia, Bahasa Arab dan Bahasa Inggeris

**Medium of instruction:** Bahasa Malaysia, Arabic and English

**Rujukan Utama:**

**Main references:**

- Nasr al-Din Surayy (2018). *Islamiyyat al-Ma'rifah. Majallat al-Fikr al-Islamiy No.91*
- Mohammed bin Abdul-Moneim Al-Alawa.(2014). *Rules and principles for understanding legal texts*
- Jabatan Kefahaman Islam Malaysia (2017) *Modul Bahasa Arab. Putrajaya.*
- Jurnal Ta'allum (2010). *Bahasa Arab dalam Pendidikan Islam*

**PQX7002 Projek Penyelidikan (12 Jam Kredit)**

**PQX7002 Research Project (12 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini memerlukan pelajar meformulasikan masalah kajian dan kerangka konspetual / teori yang berkaitan dalam mana-mana bidang relevan untuk program yang didaftar dan menjalankan kajian secara koheren. Pelajar akan menjalankan ulasan literature dan mengaplikasikan kaedah sesuai untuk kutipan data dan analisis. Pelajar akan diselia oleh seorang penyelia sepanjang proses ini. Satu laporan penyelidikan akan diserahkan untuk penilaian.

*This course requires the student to formulate a research problem and the related conceptual / theoretical frameworks in any relevant field for the programme registered for and carry out the research coherently. Students would conduct a comprehensive review of the relevant literature, and use appropriate methods of data collection and analysis. Students would be supervised by a lecturer throughout the process. A research report will be submitted for examination.*

**Kaedah Penilaian:** Penilaian Berterusan: Gred Akhir Diberi

**Assessment Method:** Continuous Assessment: A final grade is given

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Fraenkel, J. R., Wallen, N. E., & Hyun, H. H. (2015). *How to design and evaluate research in education. 9<sup>th</sup> Edition.* New York: McGraw Hill, Inc.
- Hammond, M. & Wellington, J. (2020). *Research methods: the key concepts.* London: Routledge.
- Newman, W. (2011). *Basics of social research: qualitative and quantitative approaches:* International Edition (3rd Edition). Boston: Pearson.

# **JABATAN PENGURUSAN, PERANCANGAN DAN DASAR PENDIDIKAN**

## **DEPARTMENT OF EDUCATIONAL MANAGEMENT, PLANNING AND POLICY**

Program <i>Programme</i>	: Sarjana Pengurusan Pendidikan <i>Master of Educational Management</i>
Kod Program <i>Programme Code</i>	: PQB
Mod Program <i>Programme Mode</i>	: Kerja Kursus <i>Coursework</i>

### **KAEDAH-KAEDAH UNIVERSITI MALAYA (IJAZAH SARJANA) 2019**

### **UNIVERSITY MALAYA (MASTER'S DEGREE) RULES 2019**

#### **1. Jenis Program**

Program secara Kerja Kursus, iaitu program secara perkuliahan sepenuhnya yang melibatkan penghasilan Laporan Penyelidikan

#### **Programme Type**

*This is a programme by coursework, which involves lectures and the production of a Research Report*

#### **2. Syarat Kemasukan**

#### ***Admission Requirements***

Kelayakan masuk untuk mengikuti program Sarjana Pengurusan Pendidikan adalah seperti berikut:  
*Admission requirements for the Master of Educational Management programme is as follows:*

- i. Ijazah Sarjana Muda Pendidikan dengan pencapaian PNGK sekurang-kurangnya 3.00 atau yang setaraf dengannya dalam pengkhususan Pendidikan; **ATAU**  
*Bachelor of Education Degree with a CGPA of at least 3.0 or its equivalent in Education specialisations; OR*
- ii. Ijazah Sarjana Muda dengan Pendidikan dengan pencapaian PNGK sekurang - kurangnya 3.00 atau yang setaraf dengannya; **DAN**  
*Bachelor of Education Degree with a CGPA of at least 3.0 or its equivalent; AND*
  - a. Diploma Pendidikan pasca ijazah PNGK 3.00; **ATAU**  
*Postgraduate diploma in education with a CGPA of at least 3.0; OR*
  - b. Kelayakan perguruan yang diiktiraf oleh Universiti; **ATAU**  
*Teaching qualifications recognized by the University; OR*
  - c. Pengalaman mengajar tidak kurang daripada satu tahun yang berkaitan dari institusi pendidikan yang diiktiraf oleh Senat; **ATAU**  
*Relevant teaching experience of at least one year in an education institution recognised by the Senate; OR*
  - d. Pengalaman kerja dalam bidang yang berkaitan; **ATAU**  
*Work experience in related fields; OR*
  - e. Kelayakan ikhtisas dari badan profesional yang diiktiraf; **ATAU**  
*Eligibility criteria from a recognised professional body; OR*
  - f. Kelayakan lain yang diluluskan oleh Senat dari semasa ke semasa; **ATAU**  
*Other qualifications approved by the Senate from time to time; OR*
  - g. Mempunyai kelulusan lain yang diiktiraf setaraf dengannya oleh Kerajaan Malaysia dan diperakuan oleh Senat Universiti Malaya.  
*Has other equivalent qualifications recognised by the Malaysian Government and approved*

*by the University of Malaya Senate .*

**Calon Antarabangsa/ International Candidate**

Mempunyai kelulusan lain yang diiktiraf setaraf dengannya oleh Kerajaan Malaysia dan diperakukan oleh Senat Universiti Malaya.

*Has other equivalent qualifications recognised by the Malaysian Government and approved by the University of Malaya Senate*

dan/ and

Memperolehi skor minimum band 5.5 bagi *International English Language Testing System (IELTS)(Academic)*.

*Obtain a minimum score of band 5.5 for the International English Language Testing Services (IELTS) (Academic).*

atau/ or

Memperolehi skor minimum sebanyak 550 (*Paper based*), skor 213 (*Computer based*) atau skor 80 (*Internet based*) bagi *Test of English as a Foreign Language (TOEFL)*

*Obtain a minimum score of 550 (Paper based), score of 213 (Computer based) or score of 80 (Internet based) for the Test of English as a Foreign Language (TOEFL)*

atau/ or

Memperolehi Band 4 dan ke atas dalam *Malaysian University English Test (MUET)*;

*Obtain Band 4 and above in the Malaysian University English Test (MUET);*

atau/ or

Memperolehi skor 42 dan ke atas dalam *Pearson Test of Academic English (PTE Academic)*;

*Obtain a score of 42 and above in the Pearson Test of Academic English (PTE Academic);*

atau/ or

Memperolehi Gred C dan ke atas untuk subjek *English* dalam *General Certificate of Education (A Level), University of Cambridge*;

*Obtain a Grade C and above in English for General Certificate of Education (A Level), University of Cambridge;*

atau/ or

Memperolehi Gred C dan ke atas dalam *Cambridge Assessment English: First (FCE)*;

*Obtain a Grade C and above in the Cambridge Assessment English: First (FCE);*

atau/ or

Memperolehi Gred C dan ke atas dalam *Cambridge Assessment English: Advanced (CAE)*;

*Obtain a Grade C and above in the Cambridge Assessment English: Advanced (CAE);*

atau/ or

Memperolehi Gred C dan ke atas dalam *Cambridge Assessment English: Proficiency (CPE)*.

*Obtain a Grade C and above in the Cambridge Assessment English: Proficiency (CPE).*

**3. Tempoh Pengajian**

Tempoh Minimum	: 2 Semester Biasa dan 1 Semester Khas
Tempoh Maksimum	: 8 Semester

***Duration of study***

<i>Minimum Duration</i>	: 2 Regular Semesters and 1 Special Semester
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#### 4. Matlamat Program

##### **Programme Aim**

Untuk melahirkan graduan berkaliber dalam bidang pengurusan pendidikan melalui pengajaran, pembelajaran, penyelidikan, inovasi, penerbitan, perundingan yang dapat mengamalkan ilmu dalam bidang Pengurusan Pendidikan.

*To produce professional graduates in educational management through teaching, learning, research, innovation, publishing, consulting and practice knowledge in the field of Educational Management.*

#### 5. Hasil Pembelajaran Program

##### **Program Learning Outcomes**

Di akhir program, pelajar dapat;

*At the end of the programme, students will be able to;*

Domain MQF	Hasil Pembelajaran Learning Outcomes
PO1	Menguasai ilmu pengetahuan merangkumi teori dan amalan dalam bidang organisasi dan pengurusan pendidikan. <i>Master knowledge about the theory and practice in the areas of organization and educational management.</i>
PO2	Mempamerkan kemahiran praktikal dalam aspek merancang, mengelola, memimpin dan mengawal sesebuah organisasi pendidikan melalui penilaian dan penyelidikan dalam bidang pengurusan pendidikan. <i>Demonstrate practical skills in designing, managing, leading and controlling an educational organization through assessment and research in the field of educational management.</i>
PO3	Mempraktik akauntabiliti dan tanggungjawab sosial berkaitan dengan pengurusan pendidikan kepada pihak-pihak tertentu khususnya masyarakat sekitar. <i>Exercise social accountability and responsibility in relation to the management of education to specific parties, especially the surrounding community.</i>
PO4	Mengamalkan nilai murni dan etika profesional dalam pengurusan pendidikan. <i>Practice professional values and ethics in educational management.</i>
PO5	Mempamerkan nilai kepimpinan dan kerjasama dengan pelbagai pihak bagi melaksanakan aktiviti dalam bidang Pengurusan Pendidikan. <i>Demonstrate leadership value and collaboration with various parties to carry out activities in the field of Educational Management.</i>
PO6	Mengimplementasi pemikiran kritis dan kreatif semasa membuat keputusan dan menyelesaikan masalah berkaitaan dengan teori dan amalan pengurusan pendidikan. <i>Implement critical and creative thinking when making decisions and solving problems related to educational management theory and practice.</i>
PO7	Mengurus maklumat ilmiah daripada pelbagai sumber sebagai asas pembelajaran sepanjang hayat. <i>Manage scientific information from a variety of sources as a basis for lifelong learning.</i>

#### 6. Struktur Program

Struktur Program pengurusan pendidikan berasaskan pendekatan bersifat kontemporari untuk melahirkan pemimpin yang cemerlang. Kandungan kurikulum direkabentuk bersandarkan perkembangan ilmu pendidikan daripada perspektif perkhidmatan dan pengajaran yang sejajar dengan Falsafah Pendidikan Kebangsaan, Wawasan Negara serta Pelan Transformasi Negara 2013-2025.

Program ini merangkumi Empat Puluh Lima (45) jam kredit yang merangkumi Dua Belas (12) jam kredit bagi kursus teras, Dua Puluh Satu (21) jam kredit bagi kursus elektif dan Dua Belas (12) jam kredit bagi laporan penyelidikan yang melibatkan aktiviti Kuliah, perbincangan, e-learning, forum, projek, pembelajaran teradun (*blended learning*).

### **Programme Structure**

The structure of Educational Management Program is based on a contemporary approach to producing outstanding leaders. Curriculum content is designed based on the development of education from the perspective of services and teaching in line with the National Philosophy of Education, National Vision and National Transformation Plan 2013-2025.

The program includes Forty-five (45) credit hours including Twelve (12) credit hours for core courses, Twenty-one (21) credit hours for elective courses and Twelve (12) credit hours for research reports involving Lecture, discussions, e-learning, forums, projects, blended learning.

### **Kursus Teras (Wajib)**

#### **Core Courses (Compulsory)**

PQB 7001	Kaedah Penyelidikan dalam Pentadbiran dan Pengurusan Pendidikan <i>Research Methods in Educational Administration and Management</i>	3 kredit <i>credits</i>
PQB 7002	Pengurusan Organisasi Pendidikan <i>Management of Educational Organisations</i>	3 kredit <i>credits</i>
PQB 7003	Konsep dan Amalan Dalam Pengurusan Pendidikan <i>Concept and Practice in Educational Management</i>	3 kredit <i>credits</i>
PQB 7004	Kepimpinan Pendidikan <i>Educational Leadership</i>	3 kredit <i>credits</i>

### **Kursus Elektif (Pilih Tujuh) / Elective Courses (Select Seven)**

PQB 7005	Pengurusan Sumber Manusia Dalam Pendidikan <i>Human Resource Management in Education</i>	3 kredit <i>credits</i>
PQB 7006	Seminar Amalan Profesional Dalam Pengurusan Pendidikan <i>Seminar on Professional Practices on Educational Management</i>	3 kredit <i>credits</i>
PQB 7007	Kualiti Pendidikan <i>Quality of Education</i>	3 kredit <i>credits</i>
PQB 7008	Teknologi Maklumat dan Komunikasi dalam Pendidikan <i>Information and Communication Technology in Education</i>	3 kredit <i>credits</i>
POF 7006	Perundangan Pendidikan <i>Educational Law</i>	3 kredit <i>credits</i>
PQB 7009	Perancangan dan Pengurusan Program Pembangunan Staf <i>Planning and Management of Staff Development Programmes</i>	3 kredit <i>credits</i>
PQB 7010	Pengurusan Dasar Strategik Dalam Pendidikan <i>Management of Strategic Policy in Education</i>	3 kredit <i>credits</i>
PQB 7011	Perancangan Kewangan dan Ekonomi Pendidikan <i>Financial Planning and Economics of Education</i>	3 kredit <i>credits</i>
POG7004	Pengurusan Kurikulum <i>Curriculum Management</i>	3 kredit <i>credits</i>

### **Projek Penyelidikan / Research Project**

PQX 7002	Projek Penyelidikan <i>Research Project</i>	12 kredit <i>credit</i>
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**SARJANA PENGURUSAN PENDIDIKAN**  
**SENARAI KURSUS MENGIKUT SEMESTER (PERANCANGAN KULIAH)**  
**MASTER OF EDUCATIONAL MANAGEMENT**  
**LIST OF COURSES ACCORDING TO SEMESTER (LECTURE SCHEDULE)**

KOMPONEN / COMPONENT	SEMESTER 1		SEMESTER 2		SEMESTER 3		JUMLAH KREDIT / TOTAL CREDIT
	MATA PELAJARAN / SUBJECT	KREDIT / CREDIT	MATA PELAJARAN / SUBJECT	KREDIT / CREDIT	MATA PELAJARAN / SUBJECT	KREDIT / CREDIT	
Kursus Teras / Core Courses	PQB 7001 Kaedah Penyelidikan dalam Pentadbiran dan Pengurusan Pendidikan <i>Research Methods in Educational Administration and Management</i>	3	PQB 7003 Konsep dan Amalan Pengurusan Pendidikan <i>Concept and Practice in Educational Management</i>	3			12
	PQB 7002 Pengurusan Organisasi Pendidikan <i>Management of Educational Organisations</i>	3	PQB7004 Kepimpinan Pendidikan <i>Educational Leadership</i>	3			
Kursus Elektif (Pilih 7) / Elective Courses (Select 7)	PQB7005 Pengurusan Sumber Manusia dalam Pendidikan <i>Human Resource Management in Education</i>	3	POF7006 Perundangan Pendidikan <i>Educational Law</i>	3			21
	PQB7006 Seminar Amalan Profesional Dalam Pengurusan Pendidikan <i>Seminar on Professional Practices on Educational Management</i>	3	PQB 7009 Perancangan dan Pengurusan Program Pembangunan Staf <i>Planning and Management of Staff Development Programmes</i>	3			
	PQB 7007 Kualiti Pendidikan <i>Quality of Education</i>	3	PQB 7010 Pengurusan Dasar Strategik Dalam Pendidikan <i>Management of Strategic Policy in Education</i>	3			
	PQB 7008 Teknologi Maklumat dan Komunikasi dalam Pendidikan <i>Information and Communication Technology in Education</i>	3	PQB 7011 Perancangan Kewangan dan Ekonomi Pendidikan <i>Financial Planning and Economics of Education</i>	3			
	POG 7004 Pengurusan Kurikulum <i>Curriculum Management</i>	3					
Projek Penyelidikan / Research Project			PQX 7002Projek Penyelidikan (P) / Research Project (P)	6	PQX 7002 Projek Penyelidikan (P) / Research Project (P)	6	12
Jumlah Kredit / Total Credit		18		21		6	45

**JUMLAH KREDIT KESELURUHAN: 45 Jam Kredit**  
**OVERALL TOTAL CREDIT: 45 Credit Hours**

**PERATURAN-PERATURAN UNIVERSITI MALAYA (IJAZAH SARJANA) 2019 /  
UNIVERSITY OF MALAYA (MASTER'S DEGREE) REGULATIONS 2019**

**1. Pendaftaran Kursus / Course registration**

- (1) Pendaftaran kursus mesti disempurnakan dalam tempoh selama dua (2) minggu dari tarikh permulaan semester.  
*Course registration must be completed within two (2) weeks from the date semester begins.*
- (2) Seseorang calon hendaklah mendaftar sekurang-kurangnya tiga (3) jam kredit termasuk kredit yang diperuntukan bagi penyelidikan pada mana-mana semester melainkan ia diluluskan penarikan diri daripada semester berkenaan.  
*The candidate must register for at least three (3) credits, including credits allocated for research, in any given semester unless withdrawal from that semester has been approved.*

**2. Penyeliaan / Supervision**

Pelantikan penyelia dilakukan tidak lewat daripada semester pertama pengajian.

*Appointment of supervisor must be done no later than the first semester of study.*

**3. Ketetapan Bidang Penyelidikan / Determination of Research Areas**

Ketetapan bidang bagi laporan penyelidikan hendaklah dilakukan sebelum calon memulakan penyelidikannya.

*Determination of the research area must be carried out before the candidate begins his or her research.*

**6. Pendaftaran PQX7002 Projek Penyelidikan / Registration of PQX7002 Research Project**

- (1) Tajuk laporan penyelidikan hendaklah dikemukakan kepada Fakulti untuk kelulusan tidak lewat dari satu (1) tahun sebelum calon menyerahkan laporan penyelidikannya untuk pemeriksaan.  
*The title of the research report must be submitted to the Faculty for approval no later than one (1) year before the candidate submits his/her research report for examination*
- (2) Calon hendaklah menyerahkan laporan penyelidikannya untuk peperiksaan dalam tempoh pencalonannya.  
*The candidate shall submit his/her research report for examination within the candidacy period.*
- (3) Calon dikehendaki menyerahkan borang kelulusan tajuk (FP44/2007) dan mendapatkan kelulusan tajuk daripada fakulti sebelum membuat pendaftaran bagi PQX7002 Projek Penyelidikan.  
*Candidates are required to submit title approval form (FP 44/2007) and get an approval from faculty before registering for PQX7002 Research Project*
- (4) Calon dinasihatkan supaya melengkapkan semua kursus sebelum mendaftar PQX7002 Projek Penyelidikan.  
*Candidate are required to complete all courses before registering for PQX7002 Research Project.*
- (5) Calon yang mendaftar PQX7002 Projek Penyelidikan perlu mendaftar kursus PROGRESIF 1 (P1) dan PROGRESIF 2 (P2) bagi DUA (2) SEMESTER BERTURUT-TURUT dan hendaklah berbincang bersama penyelia setiap kemajuan Projek Penyelidikan yang dijalankan.  
*Candidates who have registered for PQX7002 Research Project are required to register Progressive Course for two (2) consecutive semesters and to always discuss its progress with the appointed supervisor.*

## **SINOPSIS KURSUS / COURSE SYNOPSIS**

### **PQB7001 Kaedah Penyelidikan dalam Pentadbiran dan Pengurusan Pendidikan (3 Jam Kredit) PQB7001 Research Methods in Educational Administration and Management (3 Credits hours)**

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#### **Sinopsis/Synopsis**

Pelajar akan diperkenalkan dengan proses penyelidikan dan kemahiran penyelidikan dalam mempelajari budaya, sikap dan keutamaan organisasi. Beberapa metodologi cara pengumpulan data akan diperbincangkan. Pelbagai dimensi (seperti pendekatan kualitatif, kuantitatif dan juga kajian empirikal) akan diperbincang. Analisa data kualitatif dan kuantitatif akan dilaksanakan. Asas kemahiran penulisan akademik juga akan didalami.

*Students will be introduced to the research process and research skills in studying organizational culture, behavior and preference. Several methodologies, methods and instruments for data collection will be discussed. Different dimensions (such as qualitative, quantitative approaches, and empirical research) will be discussed. Qualitative and quantitative data analysis will be examined. Basic academic writing skills will also be explored.*

**Kaedah Penilaian:** Penilaian Berterusan: 100 %.

**Assessment Method:** Continuous Assessment: 100%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Creswell, J. W. (2015). *Educational research: Planning, conducting and evaluating quantitative and qualitative research* (9th Ed.) New Jersey: Pearson, Merrill, Prentice Hall.
- Efron, S. E., & Ravid, R. (2015). *Action research in education: A practical guide*. NY: The Guilford Press.

### **PQB7002 Pengurusan Organisasi Pendidikan (3 Jam Kredit)**

### **PQB7002 Management of Educational Organisations (3 Credit Hours)**

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#### **Sinopsis/Synopsis**

Kursus ini memberikan makluman tentang perkembangan dalam pengurusan pendidikan pada hari ini dan sebelumnya dan bagaimana ianya berhasil dalam sektor pendidikan daripada pengurusan asas. Topik-topik yang akan diperbincangkan: definisi dan konsep serta proses dalam pengurusan pendidikan juga pendekatan dan praktikalnya. Kursus ini juga akan menekankan kepelbagaiannya aspek praktikal dalam pengurusan seperti merancang, mengurus, mengetuai dan mengawal dalam peringkat mikro dan sekolah. Komunikasi dan resolusi konflik juga akan diberikan penekanan. Pendekatan PBL akan digunakan bagi menggalakkan penglibatan pelajar dalam proses pembelajaran.

Pelajar juga diminta untuk mempelajari pengurusan organisasi dan pengurusan pendidikan, fungsi dan peranan pengurus dalam pengurusan pendidikan di institusi pendidikan berpandukan kepada pengetahuan dan pemahaman konsep-konsep dan prinsip pengurusan disamping mempelajari kes-kes berkaitan pengurusan.

*This course will give the students an overview on past and current trends of educational management in educational sectors and how it derived to educational sector from pure management. The topics to be discussed; the definition and concepts and process of educational management theories and their practices and approaches. This course will also emphasize the various practical aspects in management such as planning organizing, leading and control at the micro or school level. Communication and conflict resolution will also be given due attention. PBL approaches will be employed to involve student in the learning process. Students are required to study organizational administration and management of education, roles and functions of managers in educational administration in educational institutions based on their knowledge and understanding of concepts and principles of management besides studying related cases in management.*

**Kaedah Penilaian:** Penilaian Berterusan: 70%, Peperiksaan: 30%  
**Assessment Method:** Continuous Assessment: 70%, Examination:30%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris  
**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**  
**Main References:**

- Daft, R.L. (2013). *Organisational Theory and Design*. South Western Cengage learning: Ohio
- Jones, G. (2012). *Organizational Theory, Design, and Change: Global Edition*. Pearson: USA.
- Shafriz, J.M. & Steven, O.J. (2011). *Classics of Organizational Theory, (5<sup>th</sup> Edition)*. Orlando: Harcourt.

**PQB7003 Konsep dan Amalan Pengurusan Pendidikan (3 Jam Kredit)**  
**PQB7003 Concept and Practice in Educational Management (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini bertujuan untuk memperkenalkan dan membimbing pelajar dalam memahami dengan terperinci tentang isu-isu pendidikan di peringkat global dan tempatan mengenai amalan profesional dalam salah satu aspek pengurusan pendidikan. Pelajar dikehendaki mensintesis dan menganalisis isu-isu yang dikenal pasti berdasarkan model dan teori yang berkenaan berdasarkan skop kajian. Untuk melakukan ini, mereka perlu mengkaji dengan teliti sorotan karya yang boleh diperolehi daripada jurnal terkemuka di seluruh dunia dan penyelidikan penemuan daripada tesis doktor falsafah di institusi pendidikan tinggi global dan tempatan kepada satu tajuk / skop kajian yang akan dipilih oleh pelajar individu. Dalam fasa kedua kursus ini, pelajar dikehendaki merekabentuk kaedah kajian dan akhirnya menjalankan proses pemerhatian pengumpulan data dalam satu institusi pendidikan pilihan mereka memberi fokus kepada amalan profesional dalam salah satu jenis isu yang berkaitan dengan pengurusan pendidikan. Berdasarkan format yang sedia ada dan prosedur yang ditetapkan tugas pemerhatian, pelajar dikehendaki menulis laporan kajian pemerhatian dan melakukan pembentangan terakhir mereka daripada penemuan mereka untuk memenuhi keperluan penilaian kursus.

*The course aims to introduce and guide students in understanding in details the educational issues at the global and local settings regarding professional practices in one of the aspects of educational management. Students are required to synthesise and analyse the identified issues based on relevant models and theories on the scope of the study. To do this, they have to review thoroughly academic literatures as possible from prominent journals all over the world and research findings from doctoral thesis at the global and local higher education institutions on one topic/scope of a study to be chosen by individual student. In the second phase of the course, students are required to design the methodology of the study and eventually conduct the observation process of data gathering in one educational institution of their choice focussing on professional practices in one of the type of issue pertaining to educational management. Based on the existing specified format and procedures of the observation assignment, students are required to write a report of the observation study and do their final presentation of their findings to fulfil the course assessment requirement.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%  
**Assessment Method:** Continuous Assessment: 60%, Examination:40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris  
**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**  
**Main References:**

- Hoy, W. K., & Miskel, C.G. (2013). *Educational Administration: Theory, Research and Practice* (9<sup>th</sup> ed.). New York; McGraw-Hill
- Cardno, C. (2012). *Managing Effective Relationships in Education*. London: Sage Publication
- Bush, T. (2010). *Theories of Educational Leadership and Management*(4<sup>th</sup> ed.), London: Sage Publication

**PQB7004 Kepimpinan Pendidikan (3 Jam Kredit)**  
**PQB7004 Educational Leadership (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini memberi tumpuan kepada jenis kepimpinan dalam organisasi pendidikan seperti sekolah, kolej, universiti, jabatan pendidikan negeri dan Kementerian Pendidikan. Ia merangkumi kualiti dan ciri kepimpinan yang sesuai untuk organisasi pendidikan. Amalan kepelbagaian jenis kepimpinan akan dianalisis secara kritikal dan dibincangkan untuk meningkatkan gaya kepimpinan sedia ada dalam organisasi pendidikan. Hasil analisis akan dikaitkan dengan teori dan konsep kepimpinan organisasi pendidikan. Kursus ini juga membincangkan konsep penting yang bertanggungjawab dan perubahan dalam organisasi pembelajaran, kepimpinan budaya, kepimpinan nilai dan kepimpinan pusat prinsip. Isu dan cabaran yang dihadapi pemimpin dalam membangunkan sumber manusia organisasi akan dibincangkan. Kursus ini menekankan beberapa kajian kes dalam kepimpinan organisasi pendidikan dan menganalisis kepimpinan organisasi di bawah keadaan dan situasi yang berbeza. Akhirnya, kursus ini menilai agenda penyelidikan semasa dalam bidang kepimpinan, dan mengonseptualisasi topik penyelidikan baru untuk penyelidikan selanjutnya.

*This course focuses on the types of leadership in educational organizations such as school, college, university, state education department and Ministry of Education. It encompasses leadership qualities and characteristics that are appropriate for educational organizations. The practice of different types of leadership will be critically analysed and discussed to improve the existing leadership styles in educational organizations. The outcome of the analysis will be related to the theory and concept of educational organization leadership. This course also discusses important concepts in charge and planned change in a learning organization, cultural leadership, value leadership and principle-central leadership. Issues and challenges facing the leaders in developing organizational human resources will be discussed. This course emphasizes several case studies in educational organization leadership and analyses organizational leadership under different circumstances and situations. Finally, this course evaluates current research agendas in the field of leadership, and conceptualizes new research topics for further research*

**Kaedah Penilaian:** Penilaian Berterusan:100%

**Assessment Method:** Continuous Assessment: 100%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Adams, D. (2018). *Mastering Theories of Educational Leadership and Management*. Kuala Lumpur: University of Malaya Press.
- Bush, T., Bell, L., & Middlewood, D. (2019). *Principles of Educational Leadership & Management* (3rd ed.). London: SAGE Publication.
- Heffernan, A. (2018). *The Principal and School Improvement: Theorizing Discourse, Policy, and Practice (Educational Leadership Theory)*. Singapore:Springer Nature.
- Northouse, P.N. (2018). *Introduction to Leadership: Concepts and Practice* (4th ed.). London: SAGE Publication.

**PQB7005 Pengurusan Sumber Manusia dalam Pendidikan (3 Jam Kredit)**

**PQB7005 Human Resource Management in Education (3 Credit Hours)**

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**Sinopsis/Synopsis**

Di antara pendidik-pendidik profesional yang berkhidmat dalam perkhidmatan pendidikan, peranan pengurusan sumber manusia adalah unik. Gerakerja sekolah, berbeza dengan pengurusan perniagaan kerana ia berdasarkan sumber manusia – dilengkapkan terutamanya daripada manusia. Oleh yang demikian, pengurusan sumber manusia merupakan pusat kepada proses pengurusan sekolah awam, universiti dan lain-lain agensi pendidikan. Fokus kursus ini adalah memeriksa strategi jangka panjang di dalam pengurusan sumber manusia untuk membantu menarik, mengekal dan membina individu-individu di dalam sistem persekolahan, universiti dan juga lain-lain agensi pendidikan untuk mencapai matlamat keseluruhan organisasi-organisasi tersebut. Ini disempurnakan melalui sumber manusia/ fungsi individu di dalam meramal keperluan tenaga kerja, latihan, pemilihan, induksi, penilaian, pembangunan, ganjaran, kawalan, perundingan dan maklumat.

*Among professional educators engaged in the delivery of educational services, the role of the human resource administrator is unique. The work of schools, in contrast to many enterprises is labor intensive – accomplished primarily by people. As a consequence, the administration of human resources is at the heart of the process of managing public schools, universities, and other educational agencies. The focus of this course is an examination of the long-range strategy of human resource management which seeks to help school systems, universities, and other educational agencies attract, retain and develop the kinds of personnel needed to achieve the overall goals of such organizations. This is accomplished through the human resource/personnel functions of forecasting manpower needs, recruitment, selection, induction, appraisal, development, compensation, security, negotiations and information.*

**Kaedah Penilaian:** Penilaian Berterusan: 100%

**Assessment Method:** Continuous Assessment: 100%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Dessler, G. (2013). *Human Resource Management*( 13<sup>th</sup>.ed.). Essex: Pearson Education Limited.
- Odden, A. R. (2011). *Strategic Management of Human Capital in Education*. New York: Routledge.
- Rebore, R.W.(2009). *Human Resource Administration in Education: A Management Approach*( 8<sup>th</sup>.ed.). Boston: Pearson Education, Inc.

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#### **PQB7006 Seminar Amalan Profesional dalam Pengurusan Pendidikan (3 Jam Kredit)**

#### **PQB7006 Seminar on Professional Practice in Educational Management (3 Credit Hours)**

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##### **Sinopsis/Synopsis**

Kursus ini bertujuan untuk memperkenal dan membimbing pelajar untuk memahami secara mendalam tentang isu-isu pendidikan di peringkat global dan lokal berkaitan amalan-amalan professional dalam satu daripada aspek pengurusan pendidikan. Pelajar dikehendaki untuk mensintesis dan menganalisis isu-isu yang dikenalpasti berdasarkan model-model dan teori-teori yang relevan terhadap skop kajian. Untuk membuatkannya, pelajar perlu meneliti secara mendalam sebanyak mungkin literatur akademik daripada jurnal-jurnal terkemuka di peringkat global dan lokal dan daripada dapatan-dapatan tesis ijazah kedoktoran dari institusi pengajian tinggi di peringkat global dan lokal tentang satu topik/skop kajian yang perlu dipilih oleh seseorang pelajar. Dalam fasa kedua kursus, pelajar dikehendaki untuk mereka bentuk metodologi kajian dan seterusnya mengendalikan proses pemerhatian untuk memungut data dalam sebuah institusi pilihan mereka dengan memberi fokus kepada amalan-amalan professional di dalam satu jenis isu berkaitan dengan pengurusan pendidikan. Berdasarkan format dan prosedur tugas pemerhatian, pelajar perlu menulis satu laporan dapatan kajian pemerhatian dan membuat pembentangan dapatan mereka bagi memenuhi keperluan penilaian kursus.

*The course aims to introduce and guide students in understanding in details the educational issues at the global and local settings regarding professional practices in one of the aspects of educational planning and administration. Students are required to synthesise and analyse the identified issues based on relevant models and theories on the scope of the study. To do this, they have to review thoroughly academic literatures as many as possible from prominent journals all over the world and research findings from doctoral thesis at the global and local higher education institutions on one topic/scope of a study to be chosen by every individual student. In the second phase of the course, students are required to design the methodology of the study and eventually conduct the observation process of data gathering in one educational institution of their choice focussing on professional practices in one of the types of issues pertaining to educational planning and administration. Based on the existing specified format and procedures of the observation assignment, students are required to write a report of the observation study and do their final presentation of their findings to fulfil the course assessment requirement.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%

**Assessment Method:** Continuous Assessment: 60%, Examination:40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris  
**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Durrant, J. (2020). *Teacher Agency, Professional Development and School Improvement*, Routledge.
- Hunzicker, J. (2018). *Teacher Leadership in Professional Development Schools*, Emerald Publishing Limited.
- Burstow, B. (2017). *Effective Teacher Development: Theory and Practice in Professional Learning*, Bloomsbury Publishing.
- Waddell, D., A. Creed, T. G. Cummings and C. G. Worley (2019). *Organisational Change: Development and Transformation*, Cengage Learning Australia.

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**PQB7007 Kualiti Pendidikan (3 Jam Kredit)**  
**PQB7007 Quality of Education (3 Credit Hours)**

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**Sinopsis/Synopsis**

Bacaan dan perbincangan yang diarahkan pada teori-teori dan retorik daripada matlamat untuk mencapai standard bertaraf dunia, ranking bertaraf dunia, globalisasi, pengantarabangsaan, keberkesanan organisasi dan kecekapan, pertumbuhan dan kemampuan organisasi pendidikan. Beberapa laporan kebangsaan mengenai pendidikan dan pendidikan perundungan akan dikaji semula untuk memahami keamatan keperluan kepada pendidikan yang berkualiti. Rujukan dan kritikan juga akan berkaitan dengan perniagaan teras yang holistik dan pragmatik sekolah, kolej, dan universiti. Dasar dan kajian yang berkaitan dengan kualiti pendidikan di beberapa peringkat dan komponen akan dimasukkan ke dalam kursus.

*Readings and discussions are directed at the theories and rhetorics of the goal of attaining world class standard, world class ranking, globalization, internationalization, organizational effectiveness and efficiency, growth, and sustainability of educational organizations. Several national reports on education and educational legislations will be reviewed to understand the intensity of requirement on quality education. References and critiques will also relate to the holistic and pragmatic core business of schools, colleges, and universities. Policies and studies related to quality of education at several levels and components will be included in the course.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%  
**Assessment Method:** Continuous Assessment: 60%, Examination: 40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris  
**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- MaClean, R. (2013). *Achieving quality education for all: Perspectives from the Asia-Pacific Region and Beyond*. Springer: USA.
- UNESCO, World Bank, and OECD Reports for the years 2010-2014
- Frazier, A. (2020). *A Roadmap for Quality Transformation in Education: A Guide for Local Education Reform Leaders*. CRC Press.

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**PQB7008 Teknologi Maklumat dalam pengurusan Pendidikan (3 Jam Kredit)**  
**PQB7008 Information Technology in Educational Management (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini akan menerangkan kepada pelajar tentang peranan pengurus dan pentadbir pendidikan dalam konteks pengurusan teknologi maklumat dalam sistem pendidikan. Contoh-contoh kajian kes tentang proses penyerapan teknologi maklumat dalam pengurusan institusi-institusi pendidikan di dalam dan luar negara akan dibincangkan dan diterangkan. Tujuan kursus ini adalah untuk mengkaji pembangunan bidang teknologi maklumat yang penting dalam pengurusan sekolah. Di antara topik-topik yang akan difokuskan adalah teknologi maklumat dalam pengurusan pendidikan sebagai sub-sistem, memaksimalkan potensi teknologi maklumat untuk pengurusan pendidikan, menyusun teori-teori dan praktis untuk asimilasi

teknologi maklumat di sekolah-sekolah, dan kes-kes penyerapan teknologi maklumat dalam pengurusan sekolah serta pengalaman daripada luar negara.

*This course will explain to students about the role of managers and administrators in the context of information technology management in the education system. Examples of case studies on the absorption of information technology in the management of educational institutions at home and abroad will be discussed and explained. The purpose of this course is to study the development of important information technology fields in school management. Among the topics to be focused are the information technology in education management as a sub-system, maximizing the potential of information technology for educational management, structuring and practicing for information technology assimilation in schools, and cases of information technology absorption in school management and experience from abroad.*

**Kaedah Penilaian:** Penilaian Berterusan:100%

**Assessment Method:** Continuous Assessment: 100%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Tripathi, H. (2020). *Educational Technology and ICT In Education*. India: Red'shine Publication. Pvt
- Auer, M.E., & Tsatsos, T. (2019). *The Challenges of the Digital Transformation in Education*. Switzerland: Springer Publication.
- Spector, Ermolayev, V., Carmen Suárez-Figueroa,M., Yakovyna,V., Mayr,H.C., Nikitchenko,M.,&Spivakovsky, A. (2019). *Information and Communication Technologies in Education, Research, and Industrial Applications*. Springer International Publishing.
- Visvizi,A., Lytras,M.D., &Sarirete, A . (2019). *Management and Administration of Higher Education Institutions in Times of Change*. UK: Emerald Publication.

#### **PQB7009 Perancangan dan Pengurusan Program Pembangunan Staf (3 Jam Kredit)**

**PQB7009 Planning and Management of Staff Development Programmes (3 Credit Hours)**

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#### **Sinopsis/Synopsis**

Kursus ini akan memberi fokus kepada pengetahuan dan mendedahkan pendekatan / strategi terkini dalam merancang, melaksanakan, memantau dan menilai program pembangunan kakitangan profesional. Bahagian pertama kursus ini akan memberi tumpuan kepada konsep, model dan teori pembangunan kakitangan yang telah digunakan di seluruh dunia dan menilai kekuatan dan kelemahan mereka. Bahagian kedua kursus ini akan memberi tumpuan kepada tanggungjawab pemimpin sekolah dalam merancang program pembangunan profesional secara profesional, berstruktur dan secara sistematis. Aspek yang akan dibincangkan termasuk analisis keperluan latihan, perancangan dan pelaksanaan program pembangunan kakitangan profesional, pemantauan dan penilaian serta amalan mentor. Pada fasa ini, para pelajar akan diberi peluang untuk mempelajari pendekatan yang berbeza dalam merancang dan mengurus program pembangunan kakitangan profesional. Bahagian ketiga kursus ini memerlukan pelajar merancang dan mempersemprehankan cetak biru untuk menganjurkan program pembangunan kakitangan di tempat kerja masing-masing. Pelbagai konsep, model dan teori akan dipelajari sebelum menghubungkan mereka dengan situasi semasa di Malaysia. Semua ini akan membolehkan konstituen memimpin inovasi untuk meningkatkan program pembangunan profesional strategik untuk kakitangan ke arah mewujudkan kesan organisasi berprestasi tinggi.

*This course will focus on imparting knowledge and exposing the latest approaches/strategies in planning, implementing, monitoring and evaluating professional staff development programmes. The first part of the course will focus on the concept, models and theories of staff development which have been utilised all over the world and assess their strengths and weaknesses. The second part of the course will focus on the responsibility of school leaders in planning professional development programmes in a professional, structured and systematic manner. Aspects that will be discussed include training needs analysis, designing and implementing professional staff development programmes, monitoring and evaluation and also the mentoring practices. In this phase, students will be given the opportunity to learn different approaches in planning and managing professional staff development programmes. The third part of the course will require students to design and present a blue print for organizing a staff development programme at their respective*

*workplaces. Various concepts, models and theories will be learned before relating them to the current situation in Malaysia. All these will enable the constituents to lead innovation for enhancing strategic professional development programmes for staff towards creating the impact of a high performing organization.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%  
**Assessment Method:** Continuous Assessment: 60%, Examination: 40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Mohammed Sani Ibrahim, Ahmad Zabidi Abdul Razak & Husaina Banu Kenyathulla. (2015) *Strategi Implementasi Pelan Pembangunan Pendidikan Malaysia*. Penerbit Universiti Malaya.
- Harris, P. R. (2013). *Developing High Performance Leaders*. London: Routledge.
- Dimmock, C. (2012). *Leadership, Capacity Building and School Improvement: Concepts, Themes and Impact*. London: Routledge.

**PQB7010 Pengurusan Dasar Strategik dalam Pendidikan (3 Jam Kredit)**

**PQB7010 Management of Strategic Policy in Education (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini memfokus kepada analisis dan pengurusan dasar pendidikan, terutamanya dasar makro strategik. Ianya membincangkan konsep, teori, kaedah analisis dasar dan proses kitaran dasar. Pelajar didedahkan dengan pelbagai pendekatan pengurusan untuk mengurus dasar pendidikan dengan keutamaan diberi kepada pengurusan strategik. Dasar pendidikan strategik dianalisis dengan menggunakan model pengurusan strategik. Pelajar perlu menganalisis dasar pendidikan tertentu dengan menggunakan model pengurusan strategik.

*This course focuses on analysis and management of education policies, particularly strategic macro policies that deal with social, economic, and technological development. It discusses concepts, theories, methods of policy analysis, and policy cycle process. Students are exposed to various management approaches to manage education policies, with particular emphasis on strategic management. Strategic education policies are analysed using strategic management models. Students are required to analyse specific education policies using policy analytic tools and strategic management models.*

**Kaedah Penilaian:** Penilaian Berterusan: 100%

**Assessment Method:** Continuous Assessment: 100%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Abd Rahman Idris, Hussein Haji Ahmad, Sufean Hussin, Simin Ghavifekr,& Mohammed Sani Ibrahim.(2014). *Analisis Strategik Dasar Pendidikan*. Kuala Lumpur: Penerbit UM.
- Ministry of Education Malaysia .(2013). *Malaysian Education Blueprint 2013-2025*. Putrajaya: The Ministry.
- Mohd Yusoff Mohd Nor & Sufean Hussin (2013). *Demokrasi Pendidikan: Dilema Sekolah Kecil dan Berpusat*. Kuala Lumpur: Penerbit UM.

**PQB7011 Perancangan Kewangan dan Ekonomi Pendidikan (3 Jam Kredit)**

**PQB7011 Financial Planning and Economics of Education (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini tertumpu kepada perancangan kewangan dan pendidikan ekonomi pada peringkat mikro dan makro. Pada peringkat makro, tumpuan kepada hasil dan perbelanjaan kerajaan, trend dalam perbelanjaan pendidikan serta penawaran dan permintaan untuk pendidikan, konsep modal insan serta pelaburan dalam pendidikan, analisis terhadap kos-faedah dan kos-keberkesanan, pendidikan dan pertumbuhan ekonomi,

fungsi pengeluaran, analisis terhadap pembayaran dan peruntukan pendapatan, perancangan tenaga manusia serta permintaan serta penawaran untuk guru.Pada peringkat mikro pula berkaitan dengan pembiayaan pendidikan dan kewangan sekolah yang melibatkan sistem bajet, peruntukan kewangan, tatacara kewangan and pinjaman serta sistem geran.

*This course will focus on the financial planning and economics of education at macro and micro level. The topics to be discussed at the macro level include government revenues and expenditure in education, trend in educational expenditures, demand and supply for education, human capital concepts and investment in human capital, cost-benefit and cost effectiveness analysis in education, education and economic growths, education production function, analysis of earning and income distribution, and manpower planning and supply and demand for teachers. At the micro level, aspects related to financing education and school finances which include school budgeting system, financial allocation, financial procedures and loan and grant system will be discussed in detail.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan Akhir: 40%

**Assessment Method:** Continuous Assessment: 60%, Final Examination: 40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Brewer, D. J. & Picus, L.O. (2014). *Encyclopedia of Education Economics and Finance*. Sage Publications: Singapore
- Brewer, Dominic & McEwan. P.J. (2010) *Economics of Education*. New York: Elsevier
- Shahril@Charil Marzuki (2008). *Dasar kewangan pendidikan*. Kuala Lumpur: PTS Publication & Distributors.

#### **POF7006 Perundangan Pendidikan(3 Jam Kredit)**

#### **POF7006 Educational Law(3 Credit Hours)**

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#### **Sinopsis/Synopsis**

Kursus ini bertujuan untuk memperkenal pelajar kepada sistem perundangan Malaysia dan impaknya terhadap pembangunan sistem pendidikan Negara. Prinsip-prinsip perundangan semasa yang masih diaplikasikan di dalam situasi tertentu akan dibincangkan seperti undang-undang kontrak dan tort. Kursus ini akan juga menggunakan pendekatan analisis secara komparatif terhadap beberapa kes perundangan daripada Malaysia dan luar Negara yang akan dibincangkan secara kritikal oleh para pelajar.

*The purpose of this course is to introduce the students to the Malaysian legal system and its impact on the development of the education system. Legal principles that are currently applied in certain situation will be discussed such as law of contract and the law of tort. This course will also use comparative analysis approaches to some legal cases from Malaysia and other countries, which will be discussed critically by all students.*

**Kaedah Penilaian:** Penilaian Berterusan: 70%, Peperiksaan Akhir: 30%

**Assessment Method:** Continuous Assessment: 70%, Final Examination: 30%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Imber & van .G.(2014). *Education Law*. Routledge; UK.
- Dayton. (2012). *Education Law: Principles, Policies and Practice*. Wisdom Builder Press; USA.
- Akta Pendidikan .(1961). *Kuala Lumpur: Published by The Commissioner of Law Revision, Malaysia Under the Authority of the Revision of Law Act 1968 (2012)*

**POG7004 Pengurusan Kurikulum (3 Jam Kredit)**  
**POG7004 Curriculum Management (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus direkabentuk bagi memperkenalkan pelajar kepada proses pelaksanaan kurikulum, asas teori yang digunakan, masalah yang mungkin dan juga biasa dihadapi dan strategi serta pendekatan yang boleh digunakan bagi menyelesaikan masalah dan membolehkan pelaksanaan berjalan lancar.. Antara tajuk yang dibincangkan ialah kes-kes pelaksanaan dalam pelbagai senario perubahan kurikulum, teori dalam perancangan sebagai landasan menentukan strategi pelaksanaan, faktor dalam masalah pelaksanaan kurikulum, langkah dalam menetukan pendekatan yang efektif dalam mengatasi masalah pelaksanaan, sumber data dan pencerakinannya dalam membantu proses pelaksanaan, dan perkembangan professional serta arah aliran dalam pelaksanaan kurikulum dimasa akan datang.

*This course is designed to introduced to students about processes of curriculum implementation, basic theory used, problem faced and strategy and approach used to solved problems and smoothen the implementation. Topics discuss are implementation cases in different changes in curriculum scenario, implementation theories as basis to decide implementation strategy, problems factors in implementation curriculum, steps in deciding effective approach to solve implementation problems, data resources and development in implementation processes and professional development and flow in implementing future curriculum.*

**Kaedah Penilaian:** Penilaian Berterusan: 70%, Peperiksaan Akhir: 30%

**Assessment Method:** Continuous Assessment: 70%, Final Examination: 30%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Saedah Siraj (Ed). (2000). *Perkembangan kurikulum: Teori dan amalan*. Kuala Lumpur: Alam Pintar Entp.
- Sowell, E. J. (2000) .*Curriculum: An integrative introduction*. Upper Saddle River: Merill.
- Wiles, J. & Bondi, J. (1998). *Curriculum Development: A guide to practice*. Upper Saddle River: Merill.

**PQX7002 Projek Penyelidikan (12 Jam Kredit)**

**PQX7002 Research Project (12 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini memerlukan pelajar meformulasikan masalah kajian dan kerangka konsepturnal / teori yang berkaitan dalam mana-mana bidang relevan untuk program yang didaftar dan menjalankan kajian secara koheren. Pelajar akan menjalankan ulasan literature dan mengaplikasikan kaedah sesuai untuk kutipan data dan analisis. Pelajar akan di selia oleh seorang penyelia sepanjang proses ini. Satu laporan penyelidikan akan di serahkan untuk penilaian.

*This course requires the student to formulate a research problem and the related conceptual / theoretical frameworks in any relevant field for the programme registered for and carry out the research coherently. Students would conduct a comprehensive review of the relevant literature, and use appropriate methods of data collection and analysis. Students would be supervised by a lecturer throughout the process. A research report will be submitted for examination.*

**Kaedah Penilaian:** Penilaian Berterusan: Gred Akhir Diberi

**Assessment Method:** Continuous Assessment: A final grade is given

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Fraenkel, J. R., Wallen, N. E., & Hyun, H. H. (2015). *How to design and evaluate research in*

*education*. 9<sup>th</sup> Edition. New York: McGraw Hill, Inc.

- Hammond, M. & Wellington, J. (2012). Research Methods: The Key Concepts. Routledge.
- Newman, W. (2011). *Basics of Social Research: Qualitative and Quantitative Approaches*: International Edition (3rd Edition). Pearson

**JABATAN PSIKOLOGI PENDIDIKAN DAN KAUNSELING  
DEPARTMENT OF EDUCATIONAL PSYCHOLOGY AND COUNSELLING**

**SARJANA PENDIDIKAN SECARA KERJA KURSUS  
MASTER OF EDUCATION BY COURSEWORK**

Program : **Sarjana Kaunseling Profesional**  
*Programme* : **Master of Professional Counseling**

Kod Program : **PQA**  
*Programme Code*

Mod Program : **Kerja Kursus**  
*Programme Mode* : **Coursework**

**KAEDAH-KAEDAH UNIVERSITI MALAYA (IJAZAH SARJANA) 2019  
UNIVERSITY MALAYA (MASTER'S DEGREE) RULES 2019**

**1. Jenis Program**  
***Programme Type***

Ini merupakan program secara Kerja Kursus, iaitu program secara perkuliahan sepenuhnya yang melibatkan penghasilan Laporan Penyelidikan

*This is a programme by coursework, which involves lectures and the production of a Research Report*

**2. Syarat Kemasukan**  
***Admission Requirements***

Kelayakan masuk untuk mengikuti program Sarjana Kaunseling Profesional adalah seperti berikut:  
*Admission requirements for the Master of Professional Counselling programme is as follows:*

- i. Ijazah Sarjana Muda Kaunseling dengan PNGK 3.00 atau setaraf; **ATAU**  
*A Bachelor of Counseling degree with CGPA of 3.00 or equivalent; OR*
- ii. Ijazah Sarjana Muda dari apa jua disiplin sains sosial dengan PNGK 3.00 atau setaraf;  
**DAN**  
*A Bachelor Degree in any discipline of Social Sciences with a CGPA of 3.0 or equivalent; AND*
- a. Pengalaman kerja dalam bidang perhubungan membantu; **ATAU**  
*Working experience in the field of helping relationship; OR*
- b. Kelayakan profesional dari badan profesional yang diiktiraf; **ATAU**  
*A professional qualification from recognised professional bodies; OR*
- c. Kelayakan lain diiktiraf setaraf dengannya dan diluluskan Senat dari semasa ke semasa. ;  
*Qualifications are recognized as equivalent and approved by the Senate from time to time.*

**ATAU/OR**

- iii. Ijazah Sarjana Muda Kaunseling dengan PNGK 2.70 hingga 2.99 atau setaraf  
*A Bachelor of Counselling Degree with CGPA of 2.70 to 2.99 or equivalent*  
**DAN/AND**

Memenuhi sekurang-kurang satu (1) daripada kriteria berikut:  
*Fulfilled at least one (1) of the criteria as below:*

- a. Graduan UM, atau  
*UM Graduates, or*
  - b. Pengalaman kerja dalam bidang yang berkaitan sekurang-kurangnya satu (1) tahun, atau  
*At least one (1) year experience in related field, or*
  - c. Merupakan penerima bantuan, atau  
*A sponsorship holder, or*
  - d. Merupakan kakitangan agensi kerajaan;  
*A government servant;*
- iv. **Keperluan Khas Program**  
Lulus Penilaian Khas PTJ  
  
*Program Special Requirement*  
*Passed Special Assessment by RoC.*

**Pemohon Bukan Warganegara / International Applicant**

Memenuhi mana-mana kelulusan seperti yang dinyatakan di atas  
*Fulfilled any qualification as mention above*

dan / and

Memperolehi keputusan yang berikut dalam salah satu (1) peperiksaan kecekapan Bahasa Inggeris yang dinyatakan di bawah:  
*Obtained one (1) of the English proficiency examinations as specified below:*

- (i) Memperolehi skor minimum band 5.5 bagi *International English Language Testing System (IELTS) (Academic)*.  
*Obtain a minimum score of band 5.5 in the International English Language Testing System (IELTS) (Academic)*

atau / or

- (ii) Memperolehi skor minimum sebanyak 550 untuk jumlah berasaskan kertas (PBT), skor sebanyak 213 bagi jumlah berasaskan komputer (CBT) atau skor sebanyak 80 bagi jumlah berasaskan internet (iBT) bagi *Test of English as a Foreign Language (TOEFL)*.

*Obtain a minimum score of 550 for paper-based total (PBT), a score of 213 for the computer-based total (CBT) or a score of 80 for the internet-based total (IBT) for the Test of English as a Foreign Language (TOEFL).*

atau/ or

- (iii) Memperolehi skor minimum 42 Pearson Test of Academic English (PTE Academic)  
*Obtain a minimum score of 42 Pearson Test of Academic English (PTE Academic)*

atau/ or

- (iv) Memperolehi minimum gred C bagi subjek Bahasa Inggeris General Certificate of Education (A-Level);  
*Obtain a minimum Grade C for the English Language subject General Certificate of*

*Education (A-Level);*

atau/ or

- (v) Memperolehi minimum gred C Cambridge English: First (FCE)  
*Obtain a minimum Grade C for the Cambridge English: First (FCE)*

atau/ or

- (vi) Memperolehi minimum gred C Cambridge English: Advance (CAE)  
*Obtain a minimum Grade C for Cambridge English: Advance (CAE)*

atau/ or

- (vi) Memperolehi minimum gred C Cambridge English: Proficiency (CPE)  
*Obtain a minimum Grade C for Cambridge English: Proficiency (CPE)*

atau/ or

- (vii) Memperolehi minimum band 4 Malaysian University English Test (MUET)  
*Obtain a minimum band 4 Malaysian University English Test (MUET)*

### **3. Tempoh Pengajian**

Tempoh Minimum	: 4 Semester Biasa
Tempoh Maksimum	: 8 Semester Biasa

#### ***Duration of study***

Minimum Duration	: 4 Regular Semesters
Maximum Duration	: 8 Regular Semesters

### **4. Matlamat Program *Programme Aim***

Untuk menghasilkan warga kaunselor yang dinamik dan reflektif yang berupaya memantau dan memperbaiki amalan profesional serta boleh mengaplikasi pengetahuan, kemahiran dan pendekatan praktikal kaunseling untuk menyelesaikan masalah yang berkaitan dengan bidang kaunseling dan kesihatan mental dalam agensi komuniti dan sosial; sektor kerajaan atau persendirian; pusat kaunseling universiti dan kolej; agensi atau institusi yang memberikan perkhidmatan kaunseling individu, perkahwinan dan keluarga, perkhidmatan perancangan dan penempatan kerjaya; hospital; seting perniagaan, dan lain-lain agensi kesihatan mental berkaitan.

*To produce dynamic and reflective counselors capable of monitoring and improving professional counseling practice and able to apply practical counseling knowledge, skills and approaches to resolve issues related to counseling and mental health in community and social agencies; government and private sectors; university and college counseling centers; agencies and institutions that provide marriage and family counseling services, career planning and placement services centers; hospitals; business settings and other related mental health agencies.*

### **5. Objektif Pendidikan Program/ Programme Educational Objectives**

#### **PEO1**

Untuk melahirkan pengamal kaunseling profesional yang mempunyai pengetahuan lanjutan, kemahiran praktikal, dan berkebolehan menggunakan teknik numerikal dan teknologi digital dalam bidang kaunseling dan psikologi

#### **PEO2**

Untuk melahirkan pengamal kaunseling yang berkebolehan memimpin secara autonomi, berkomunikasi dan berinteraksi dengan pemegang taruh dalaman dan luaran dalam membina amalan inovatif yang berkaitan dengan kaunseling, psikologi dan pembangunan manusia

**PEO3**

Untuk melahirkan pengamal kaunseling yang memegang teguh amalan profesional dan etika dalam kaunseling dan mempertahankan integriti profesion sepanjang masa.

**PEO4**

Untuk melahirkan pengamal kaunseling yang memiliki sikap positif, minda keusahawanan dan amalan lestari dalam memajukan kerjaya dan profesion mereka.

**6. Hasil Pembelajaran Program / Programme Learning Outcomes**

Di akhir program, pelajar dapat:

*At the end of the programme, students will be able to:*

<b>Domain MQF</b>	<b>Hasil Pembelajaran Program (Programme Learning Outcome)</b>
PO1	Menganalisa dan mensintesis secara kritis pengetahuan lanjutan dan ilmu yang timbul dari penyelidikan yang berkaitan kaunseling dalam menghadapi cabaran profesion kaunseling <i>Critically analyse and synthesise advanced knowledge and those emerging from research that are related to counselling in meeting the challenges of the counselling profession.</i>
PO2	Menilai isu dan keperluan baharu yang muncul dalam bidang kaunseling dan menyelesaikannya secara inovatif dengan mempamerkan kesarjanaan pengetahuan dan memasukkan teknik analisis dan numerasi lanjutan. <i>Evaluate emerging issues and needs in the counselling field innovatively and solve these issues by demonstrating mastery of knowledge and incorporating advanced analytical and numerical techniques.</i>
PO3	Menyusun dan menerapkan ilmu dan kemahiran kaunseling dengan menggunakan pelbagai teknik termasuk teknologi digital bagi memperkuatkannya pengetahuan dan amalan perkhidmatan kaunseling <i>Organise and apply the knowledge and skills of counselling by employing various techniques, including digital technology to strengthen the knowledge and practices of counselling services.</i>
PO4	Mengamalkan gaya kepimpinan yang sesuai, mempamerkan sikap tanggungjawab serta dapat bekerjasama secara berkesan dengan pelbagai pihak dalam melaksanakan perkhidmatan kaunseling. <i>Practice suitable leadership skills, demonstrate accountability and cooperate effectively with various parties in implementing counselling services.</i>
PO5	Memberikan komitmen untuk melaksanakan tugas sama ada secara individu atau berpasukan/berkelompok dengan menggunakan kemahiran komunikasi dan interpersonal yang baik dalam semua seting kaunseling <i>Commit to delivering tasks either individually or through teams/groups with good communication and interpersonal skills in all counselling settings.</i>
PO6	Menegakkan profesionalisme dan etika untuk memenuhi piawai etika kaunseling profesional dalam meningkatkan imej profesion pada setiap masa <i>Uphold professionalism and ethics to fulfil professional counselling standards in enhancing the image of the profession at all times.</i>
PO7	Mempamerkan sikap dan komitmen yang positif dalam pembelajaran sepanjang hayat dengan menggabungkan minda keusahawanan bagi memenuhi perkembangan bidang kaunseling dan kemajuan profesional. <i>Exhibit positive attitude and commitment to life-long learning by integrating entrepreneurial mind set in response to the developing world of counselling and professional advancement.</i>

## 7. Struktur Program / Programme Structure

Program Sarjana Kaunseling Profesional ini adalah berasaskan kepada pendekatan bersepada dalam bidang kaunseling. Program ini menawarkan ilmu akademik dan latihan ikhtisas dalam bidang kaunseling bagi menyiapkan pelajar dengan kemahiran asas kaunseling dan melayakkan mereka menjadi seorang pengamal dalam bidang tersebut dengan pengiktirafan daripada Lembaga Kaunselor Malaysia. Kandungan kurikulum direka bentuk berasaskan perkembangan ilmu psikologi daripada perspektif perkhidmatan dan penasihat sejarah dengan etika profesional dan pengalaman kaunseling kebangsaan dan antarabangsa.

*This Master of Professional Counselling programme is based on an integrated approach in the field of counseling. The program offers academic and professional counseling in the field of counseling to equip students with basic counseling skills and qualify them to become practitioners in the field with the recognition of the Malaysian Board of Counselors. Curriculum content is designed based on the development of psychology from the perspective of services and counseling in line with professional ethics and national and international counseling experience.*

Program ini merangkumi Lima Puluh Tujuh (57) jam kredit yang melibatkan aktiviti pengajaran, pembentangan seminar, latihan profesional, dan laporan penyelidikan.

*The program includes Fifty-Seven (57) credits namely teaching activities, seminar presentations, professional training, and research reports*

Program ini merangkumi lima puluh tujuh (57) jam kredit yang merangkumi empat puluh dua (42) jam kredit bagi kursus teras, tiga (3) jam kredit elektif dan dua belas (12) jam kredit bagi projek penyelidikan. Strategi pembelajaran melibatkan aktiviti kuliah, perbincangan, pembentangan, tugas, penyelidikan dengan menggunakan pendekatan yang komprehensif dan inovatif.

*The programme consists of fifty-seven (57) credit hours that involves forty-two (42) credit hours of core courses, three (3) credit hours of elective courses and twelve (12) credit hours for a research project. Learning strategies involve lecture, discussion, presentation, assignments, and research activities that use comprehensive and innovative approaches*

### **Kursus Teras Fakulti (Wajib)** **Faculty Core Courses (Compulsory)**

POX 7001	Kaedah Penyelidikan dalam Pendidikan <i>Research Methods in Education</i>	3 kredit <i>credits</i>
PQX 7003	Analisis Data Kuantitatif dan Kualitatif <i>Quantitative and Qualitative Data Analysis</i>	3 kredit <i>credits</i>
PQA 7002	Teori Perkembangan Kerjaya <i>Career Development Theories</i>	3 kredit <i>credits</i>
PQA 7016	Isti Profesional dan Etika dalam Kaunseling <i>Professional and Ethical Issues in Counseling</i>	3 kredit <i>credits</i>
PQA 7004	Teknik Kaunseling <i>Counseling Techniques</i>	3 kredit <i>credits</i>
PQA 7018	Kaunseling di Institusi Pengajian Tinggi <i>Counseling in Higher Education Institution</i>	3 kredit <i>credits</i>
PQA 7005	Amalan Kaunseling Kerjaya <i>Career Counseling Practice</i>	3 kredit <i>credits</i>
PQA 7020	Kaunseling Perkahwinan dan Keluarga <i>Marriage and Family Counseling</i>	3 kredit <i>credits</i>
PQA 7006	Pentaksiran dalam Perkhidmatan Kaunseling <i>Assessment in the Counseling Service</i>	3 kredit <i>credits</i>
<b>Projek Penyelidikan</b>		3 kredit
PQA 7008	Kaunseling Pelbagai Budaya <i>Multicultural Counseling</i>	12 kredit <i>credits</i>
PQX 7002	Kaunseling Kejelompok <i>Group Counseling</i>	3 kredit <i>credits</i>
PQA 7009	Praktikum Kaunseling <i>Counseling Practicum</i>	3 kredit <i>credits</i>
PQA 7010	Internship <i>Internship</i>	6 kredit <i>credits</i>
PQA 7015	Teori Kaunseling <i>Counseling Theories</i>	3 kredit <i>credits</i>
PQA 7019	Perkembangan Sepanjang Hayat <i>Lifespan Development</i>	3 kredit <i>credits</i>
PON 7002		

**SARJANA KAUNSELING PROFESSIONAL**  
**SENARAI KURSUS MENGIKUT SEMESTER (PERANCANGAN KULIAH)**  
**MASTER OF PROFESSIONAL COUNSELLING**  
**LIST OF COURSES ACCORDING TO SEMESTER (LECTURE SCHEDULE)**

KOMPONEN/ COMPONENT	SEMESTER 1		SEMESTER 2		SEMESTER 3		SEMESTER 4		JUMLAH KREDIT/ TOTAL CREDIT
	MATA PELAJARAN/ SUBJECT	KREDIT/ CREDIT	MATA PELAJARAN/ SUBJECT	KREDIT/ CREDIT	MATA PELAJARAN/ SUBJECT	KREDIT/ CREDIT	MATA PELAJARAN/ SUBJECT	KREDIT/ CREDIT	
Kursus Teras (Wajib) <i>Faculty Core Courses (Compulsory)</i>	POX 7001 Penyelidikan dalam Pendidikan <i>Research Methods in Education</i>	3	POX 7003 Analisis Data Kuantitatif dan Kualitatif <i>Quantitative and Qualitative Data Analysis</i>	3					6
	PQA 7019 Teori Kaunseling <i>Counseling Theories</i>	3	PQA 7004 Teknik Kaunseling <i>Counseling Techniques</i>	3	PQA7003 Isu Profesional dan Etika dalam Kaunseling <i>Professional and Ethical Issues in Counseling</i>	3	PQA 7015 Internship <i>Internship</i>	6	36
	PQA 7002 Teori Perkembangan Kerjaya <i>Career Development Theories</i>	3	PQA 7005 Amalan Kaunseling Kerjaya <i>Career Counseling Practices</i>	3	PQA 7008 Kaunseling Pelbagai Budaya <i>Multicultural Counseling</i>	3			
	PON 7002 Perkembangan Sepanjang Hayat <i>Lifespan Development</i>	3	PQA 7006 Pentaksiran dalam Perkhidmatan Kaunseling <i>Assessment in the Counseling Service</i>	3	PQA7010 Praktikum Kaunseling <i>Counseling Practicum</i>	3			
	PQA 7009 Kaunseling Kelompok Group <i>Counseling</i>	3							
Kursus Elektif (Pilih Satu) <i>Elective Courses (Select One)</i>			PQA 7018 Kaunseling di Institut Pengajian Tinggi <i>Counseling in Higher Education Institution</i>	3	PQA7007 Psikopatologi <i>Psychopathology</i>	3			3
			PQA7016 Intervensi Krisis <i>Crisis Intervention</i>	3	PQA 7020 Kaunseling Perkahwinan dan Keluarga <i>Marriage and Family Counseling</i>	3			
					PQA7017 Kaunseling Rehabilitasi <i>Rehabilitation Counseling</i>	3			
Projek Penyelidikan <i>Research Project</i>					PQX 7002 Projek Penyelidikan (P1) <i>Research Project (P1)</i>	6	PQX 7002 Projek Penyelidikan (P2) <i>Research Project (P2)</i>	6	12

Jumlah Kredit <i>Total Credit</i>		12		15		18		12	57
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**JUMLAH KREDIT KESELURUHAN: 57 Jam Kredit**  
***OVERALL TOTAL CREDIT: 57 Credit Hours***

**PERATURAN-PERATURAN UNIVERSITI MALAYA (IJAZAH SARJANA) 2019 /  
UNIVERSITY OF MALAYA (MASTER'S DEGREE) REGULATIONS 2019**

**1. Pendaftaran Kursus / Course registration**

- (1) Pendaftaran kursus mesti disempurnakan dalam tempoh selama dua (2) minggu dari tarikh permulaan semester.  
*Course registration must be completed within two (2) weeks from the date semester begins.*
- (2) Seseorang calon hendaklah mendaftar sekurang-kurangnya tiga (3) jam kredit termasuk kredit yang diperuntukkan bagi penyelidikan pada mana-mana semester melainkan ia diluluskan penarikan diri daripada semester berkenaan.  
*The candidate must register for at least three (3) credit hours, including credits allocated for research, in any given semester unless withdrawal from that semester has been approved.*

**2. Penyeliaan / Supervision**

Pelantikan penyelia dilakukan tidak lewat daripada semester pertama pengajian.  
*Appointment of supervisor must be done no later than the first semester of study.*

**3. Ketetapan Bidang Penyelidikan / Determination of Research Areas**

Ketetapan bidang bagi laporan penyelidikan hendaklah dilakukan sebelum calon memulakan penyelidikannya.  
*Determination of the research area must be carried out before the candidate begins his or her research.*

**8. Pendaftaran PQX7002 Projek Penyelidikan / Registration of PQX7002 Research Project**

- (6) Tajuk laporan penyelidikan hendaklah dikemukakan kepada Fakulti untuk kelulusan tidak lewat dari satu (1) tahun sebelum calon menyerahkan laporan penyelidikannya untuk pemeriksaan.  
*The title of the research report must be submitted to the Faculty for approval no later than one (1) year before the candidate submits his/her research report for examination*
- (7) Calon hendaklah menyerahkan laporan penyelidikannya untuk peperiksaan dalam tempoh pencalonannya.  
*The candidate shall submit his/her research report for examination within the candidacy period.*
- (8) Calon dikehendaki menyerahkan borang kelulusan tajuk (FP44/2007) dan mendapatkan kelulusan tajuk daripada fakulti sebelum membuat pendaftaran bagi PQX7002 Projek Penyelidikan.  
*Candidates are required to submit title approval form (FP 44/2007) and get an approval from faculty before registering for PQX7002 Research Project*
- (9) Calon dinasihatkan supaya melengkapkan semua kursus sebelum mendaftar PQX7002 Projek Penyelidikan.  
*Candidate are required to complete all courses before registering for PQX7002 Research Project.*
- (10) Calon yang mendaftar PQX7002 Projek Penyelidikan perlu mendaftar kursus PROGRESIF 1 (P1) dan PROGRESIF 2 (P2) bagi DUA (2) SEMESTER BERTURUT-TURUT dan hendaklah berbincang bersama penyelia setiap kemajuan Projek Penyelidikan yang dijalankan.  
*Candidates who have registered for PQX7002 Research Project are required to register Progressive Course for two (2) consecutive semesters and to always discuss its progress with the appointed supervisor.*

## **SINOPSIS KURSUS / COURSE SYNOPSIS**

### **POX7001 Kaedah Penyelidikan dalam Pendidikan (3 Jam Kredit) POX7001 Research Methods in Education (3 Credit Hours)**

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#### **Sinopsis/Synopsis**

Pelajar diberi pendedahan tentang proses menjalankan penyelidikan dalam pendidikan. Antara aspek yang akan dibincang adalah penghasilan cadangan kajian yang merangkumi: (1) konsep asas dalam penyelidikan; (2) memilih permasalahan kajian yang hendak dikaji dan kenapa mengkajinya; (3) membentuk soalan kajian yang relevan; (4) mengulas secara kritikal kajian yang lalu, membanding teori yang bersabit dan membentuk hipotesis; dan (5) memilih metodologi kajian, termasuk kaedah data analisis yang sesuai. Seterusnya, pelajar akan dibimbing cara membincang dapatan kajian demi menghasilkan kesimpulan kajian.

*Students will be introduced to the entire process of conducting research in education. Among the topics to be discussed include the preparation of research proposal that includes: (1) basic concepts in research; (2) selection of a topic or problem to carry out research; (3) to design relevant research questions; (4) critically review relevant past studies to discern relevant theories and to form research hypothesis; and (5) to select appropriate research methodology including relevant data analysis method. In addition, students will be guided on how to discuss the research findings to derive the research conclusion.*

**Kaedah Penilaian:** Penilaian Berterusan: 70%, Peperiksaan: 30%

**Assessment Method:** Continuous Assessment: 70%, Examination: 30%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

#### **Rujukan Utama:**

#### **Main References:**

- Ary, D., Jacobs, L. C., Irvine, C. K. S., & Walker, D. (2018). *Introduction to research in education*. 10th Edition. Australia: Cengage Learning.
- Creswell, J. W., & Creswell, J. D. (2017). *Research design: Quantitative, qualitative and mixed methods approaches* (5th Ed.). USA: Sage Publishing.
- Creswell, J. W., & Poth, C. N. (2017). *Qualitative inquiry and research design: choosing among five approaches* (4th Ed.). USA: SAGE Publications, Inc.
- Faculty of Education, UM. (2018). *Guidelines for the writing of project paper, research report, dissertation and thesis*. Kuala Lumpur: Faculty of Education, University of Malaya.
- Fraenkel, J. R., Wallen, N. E., & Hyun, H. H. (2018). *How to design and evaluate research in education* (10th Ed.). New York: McGraw Hill, Inc.
- Johnson, B. & Christensen, L. (2014). *Educational research: Quantitative, qualitative, and mixed approaches* (5th Ed.). USA: SAGE Publications, Inc.
- Merriam, S. B., & Grenier, R. S. (2019). *Qualitative research in practice: examples for discussion and analysis* (2nd Ed.). USA: Jossey-Bass.
- *Publication Manual of the American Psychological Association* (7th Ed.). (2020). By American Psychological Association.

### **POX7003 Analisis Data Kuantitatif dan Kualitatif (3 Jam Kredit)**

### **POX7003 Quantitative and Qualitative Data Analysis (3 Credit Hours)**

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#### **Sinopsis/Synopsis**

Kursus ini direka bentuk untuk membantu pelajar memahami konsep asas analisis data kuantitatif dan kualitatif. Melalui kuliah, pembelajaran online dan tugas praktikal, pelajar bukan sahaja dapat belajar bagaimana memilih kaedah analisis data yang sesuai, malah juga menganalisis data kuantitatif dan kualitatif menggunakan kaedah yang sesuai serta menginterpretasi keputusan analisis data dengan tepat dan jelas. Isi kandungan kursus ini meliputi kaedah analisis data kuantitatif yang termasuk analisis deskriptif dan inferensi. Selain itu, kaedah analisis data kualitatif termasuk menyediakan data, mentranskripsi data, mengekod data, menganalisis dan melaporkan keputusan analisis. Secara umum, kursus ini merangkumi pengetahuan dan kemahiran asas analisis data bagi penyelidikan kuantitatif dan kualitatif yang perlu dikuasai oleh pelajar semasa melaksanakan penyelidikan pendidikan.

*This course is designed to help students understand the basic concepts of quantitative and qualitative data analysis. Through lectures and practical assignments, students not only learn how to choose the right data analysis method, but also analyse quantitative and qualitative data using appropriate methods and interpret accurate data analysis results. The course content covers quantitative data analysis methods which include descriptive and inference analysis. In addition, qualitative data analysis methods include preparing data, transcribing data, coding data, analysing and reporting analysis results. In general, this course covers the basic knowledge and skills of data analysis for quantitative and qualitative research that students must master when conducting educational research.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%  
**Assessment Method:** Continuous Assessment: 60%, Examination: 40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Chua, Y. P. (2020). *Mastering research statistics*. 2nd edition. Kuala Lumpur. McGraw-Hill.
- Chua, Y. P. (2021). *Basic research statistics (Asas statistik penyelidikan)*, 4th edition. Kuala Lumpur: McGraw-Hill.
- Chua, Y. P. (eds). (2021). *Contemporary research approach: Application of structural equation modeling in research and practices*. Kuala Lumpur: University of Malaya Press.
- Friese, S. (2019). *Qualitative data analysis with ATLAS.ti*. London: Sage Publications Ltd.
- Miles, M. B., Huberman, A. M., & Saldana, J. (2019). *Qualitative data analysis: A methods sourcebook*. 4th edition. Los Angeles: Sage Publications.

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**PQA7002 Teori Perkembangan Kerjaya (3 Jam Kredit)**  
**PQA7002 Career Development Theories (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini bertujuan membolehkan pelajar mengintergrasikan pengetahuan teori-teori perkembangan kerjaya ke dalam perkhidmatan kaunseling kerjaya. Pelajar akan dapat menganalisa corak perkembangan kerjaya klien dan memahami isu-isu yang timbul serta cabaran yang dihadapi oleh klien dalam proses pemilihan dan perkembangan kerjaya. Berlandaskan teori-teori kerjaya yang diketengahkan, pelajar akan dapat mempersiapkan diri untuk mengendalikan sesi kaunseling kerjaya yang lebih berstruktur, berkesan dan profesional.

*This course aims to enable students to intergrate the knowledge on theories of career development into the career counseling service. Students will be able to analyse clients' career development pattern and understand emerging issues and challenges face by the clients in the process of career selection and career development. Based on the selected career theories, students will be able to prepare themselves to conduct more structured, effective and professional career counseling sessions.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%  
**Assessment Method:** Continuous Assessment: 60%, Examination: 40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Brown, S. D. & Lent, W. L. (2020). *Career development and counseling: Putting theory and research to work* (3rd Edition). John Wiley & Sons
- Saviskas, M. L. (2018). *Career counseling* (2nd Edition). American Psychological Association.
- Sulaiman, H., Melati Sumari, M., Khalid. N. M., & A. Razak. N.A (2021). *Perkembangan, perancangan dan maklumat kerjaya*. KL: Penerbit Universiti Malaya

**PQA7003 Isu Profesional dan Etika dalam Kaunseling (3 Jam Kredit)**  
**PQA7003 Professional and Ethical Issues in Counseling (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini memperkenalkan kepada pelajar tentang Kod Etika Kaunselor (Lembaga Kaunselor Malaysia) yang menjadi garispanduan dalam pelaksanaan kaunseling secara beretika dan profesional di Malaysia dan juga ACA Code of Ethics (American Counseling Association). Isu-isu semasa berkaitan etika dalam profesyen kaunseling akan dibincangkan dan pelajar akan dilatih untuk mengenalpasti dan menyelesaikan isu-isu berkaitan amalan piawai dan etika kaunseling secara profesional.

*This course introduce to the students the Counselor Code of Ethics (Malaysian Board of Counselors) which act as the guidelines in conducting ethical and professional counseling in Malaysia and also the ACA Code of Ethics (American Counseling Association). The current issues related to ethics in the counseling profession will be discussed and students will be trained to identify and solve issues related to the practice of standard and ethics of counseling professionally.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%  
**Assessment Method:** Continuous Assessment: 60%, Examination:40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Corey, G., Corey, M. S., & Corey, C. (2018). *Issues and ethics in the helping professions* (10<sup>th</sup> Edition). Cengage Learning, Inc.
- Finlay, L. (2019). *Practical ethics in counseling and psychotherapy: A relational approach*, London, Sage.
- Pope, K. S., & Vasquez, M. J. (2017). *Ethics in psychotherapy and counseling: A practical guide* (5<sup>th</sup> Edition). San Francisco; Jossey-Bass.
- Rafidah Aga Mohd Jaladin & Lau, P. L. (2013). *Isu profesional dan etika dalam kaunseling dan psikoterapi*. Kuala Lumpur: Penerbit UM.

**PQA7004 Teknik Kaunseling (3 Jam Kredit)**  
**PQA7004 Counseling Techniques (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini bertujuan untuk melatih pelajar menjalankan sesi kaunseling secara berkesan menggunakan asas-asas kaunseling individu dan kemahiran komunikasi terapeutik. Pelajar akan menjalankan latihan amali kaunseling individu berlandaskan proses-proses kaunseling yang sebenar dan menyesuaikan teknik dan teori dalam usaha menyelesaikan masalah klien. Melalui pengalaman menjalankan sesi kaunseling individu, pelajar akan dapat mengenalpasti dan memformulasikan pendekatan peribadi dan teknik untuk menjadi seorang kaunselor yang profesional dan berkesan.

*This course aims to train students in conducting effective counseling sessions using the basics of individual counseling and therapeutic communication skills. Students will conduct practical individual counseling sessions based on the actual counseling process and accommodate various techniques and theories in the attempt to solve clients problems. Through this experience of individual counseling sessions, student will be able to identify and formulate personal approaches and techniques in becoming a professional and effective counselor.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%  
**Assessment Method:** Continuous Assessment: 60%, Examination:40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:****Main References:**

- Cormier, S., Nurius, P.S. & Osborn C.J. (2017). *Interviewing and change strategies for helpers* (8<sup>th</sup> edition). Cengage Learning.
- Hill, C. E. (2020). *Helping skills: Facilitating exploration, insight, and action* (4th Edition). American Psychological Association.
- Melati Sumari, Ida Hartina Ahmed Tharbe, Norfaezah Md Khalid & Azmawaty Mohamad Nor. (2014). *Teori kaunseling dan psikoterapi*. Kuala Lumpur: Penerbit Universiti Malaya.
- Stafford, M.R. & Bond, T. (2020). *Counseling skills in action* (5th Edition). London: Sage Publishing.

**PQA7005 Amalan Kaunseling Kerjaya (3 Jam Kredit)****PQA7005 Career Counseling Practices (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini bertujuan meningkatkan pengetahuan dan kemahiran pelajar dalam amalan kaunseling kerjaya melalui mengintegrasikan teori perkembangan kerjaya dengan aspek kaunseling kerjaya yang praktikal. Pelajar akan dilatih mengamalkan struktur kaunseling kerjaya termasuk membina kerjasama terapeutik, mengumpul maklumat pekerjaan, melaksanakan kaedah penilaian kuantitatif dan kualitatif, melaksanakan proses membuat keputusan kerjaya dan perancangan dan menilai sesi kaunseling kerjaya tersebut. Kursus ini juga membincangkan isu kerjaya untuk klien pelbagai latarbelakang dan perancangan program kaunseling kerjaya di setting-setting berlainan.

*This course aims to enhance the knowledge and skills of the students in career counseling practice through the integration of career development theories with the practical aspects of career counseling. Students will be trained to use the career counseling structure including building a therapeutic alliance, gathering career related information, conducting the quantitative and qualitative assessment, decision making and planning process and evaluating the career counseling session. This course also discusses the career issues of clients from various backgrounds and planning of career counseling program in different settings.*

Prasyarat/Keperluan Minimum Kursus: PQA7002

Course Pre-requisite(s)/Minimum Requirement(s): PQA7002

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%

**Assessment Method:** Continuous Assessment: 60%, Examination: 40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:****Main References:**

- Brown. D. (2021). *Career information, career counselling & career development* (12th Edition) Pearson.
- Melati Sumari,M., Md Khalid, N., & A.Razak, N.A. (2015). *Teori dan amalan kaunseling kerjaya*. Kuala Lumpur : Penerbit Universiti Malaya.
- Sulaiman, H., Sumari, M., Md Khalid, N., & A.Razak, N.A., (2021). *Perkembangan, perancangan, dan maklumat kerjaya*. Kuala Lumpur: Penerbit Universiti Malaya.
- Zunker, V. G. (2021). *Career counseling: A holistic approach* (10th Edition). Belmont, CA: Thomson Learning

**PQA7006 Pentaksiran dalam Perkhidmatan Kaunseling (3 Jam Kredit)****PQA7006 Assessment in Counseling Services (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini melatih pelajar menjalankan ujian-ujian psikometrik dipelbagai lapangan seperti dalam seting pendidikan, institusi atau agensi (swasta atau awam) yang menawarkan perkhidmatan kaunseling. Kursus ini adalah direkabentuk untuk memberikan peluang kepada pelajar mengimplementasikan kemahiran dan

pengetahuan mengenai ujian psikometrik yang diperlukan untuk menjadi kaunselor yang kompeten. Kursus ini juga memberikan peluang kepada pelajar menggunakan pendekatan klinikal dalam membuat pemarkatan, merekod, mentaksir, menganalisa, dan memberi maklumbalas kepada klien mengenai hasil dapatan melalui ujian psikometrik yang dijalankan.

*This course train students to conduct psychometric test in various fields such as in educational, institutions or agencies settings (private or public) offering the counselling services. This course is designed to provide students with the opportunity to implement the skills and knowledge of psychometric test required to become a competent counselor. This course provides the opportunity for students to use clinical approaches in scoring, recording, analysing and providing feedback to clients through psychometric tests conducted.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%

**Assessment Method:** Continuous Assessment: 60%, Examination: 40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Balkin, S.R. & Juhnke, G. A. (2018). *Assessment in counseling: Practice and application* (1<sup>st</sup> ed.). Oxford.
- Danica G. Hayes (2017). *Assessment in counseling*. (6th ed.). American Counseling Association.
- Wiston, S.S. (2017). *Principles and application of assessment in counseling*. (5<sup>th</sup> ed.). Cengage Learning: Boston.

#### **PQA7007 Psikopatologi (3 Jam Kredit)**

**PQA7007 Psychopathology (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini akan memberi pendedahan mendalam kepada pelajar mengenai spektrum luas berkenaan psikopatologi sebagaimana yang ditakrifkan dalam DSM 5. Tumpuan kursus ini akan merangkumi etiologi, kelaziman, tanda-tanda dan gejala, serta kriteria untuk mendiagnosis pembezaan keadaan psikopatologi seseorang individu.

*This course will provide an in-depth review to the students of a broad spectrum of psychopathological conditions as defined in the DSM5. The focus of this course will include the etiology, prevalence and incidence, signs and symptoms, and criteria for differential diagnosis for individuals.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%

**Assessment Method:** Continuous Assessment: 60%, Examination: 40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- American Psychological Association (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.) Washington, DC: Author.
- *APA handbook of psychopathology* (2018). Washington, DC: Author.
- Giovanni, S., Broome, M., Raballo, A., Vincent, A., (2019). *The Oxford handbook of phenomenological psychopathology*. (1<sup>st</sup> ed.) Oxford.

#### **PQA7008 Kaunseling Pelbagai Budaya (3 Jam Kredit)**

**PQA7008 Multicultural Counseling (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini direka untuk memberi pengetahuan dan kemahiran kaunseling pelbagai budaya kepada pelajar. Pelajar akan belajar teori, kemahiran dan pendekatan tertentu yang boleh digunakan dalam sesi kaunseling bersama klien daripada kelompok budaya yang pelbagai termasuklah golongan minoriti. Di antara populasi

yang akan diberi tumpuan ialah kelompok minoriti seperti golongan warga tua, ibu/bapa tunggal, janda/duda, penjenayah juvana, penagih dadah, homoseksual, kanak-kanak berkeperluan khas, orang kurang upaya (OKU) dan lain-lain.

*The course is designed to provide students with the knowledge and skills in multicultural counselling. Students will be taught the various theories, skills and approaches that are relevant for counselling clients from diverse cultural groups including the minorities. Among the focused populations are cultural minority groups such as the elderly, single mother/father, divorcees, juvenile offenders, drug addicts, homosexuals, special needs children, persons with disabilities and others.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%

**Assessment Method:** Continuous Assessment: 60%, Examination: 40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Casas, J. M., Suzuki, L. A., Alexander, C. M., & Jackson, M. A. (2016). *Handbook of multicultural counselling* (4th ed.). Thousand Oaks, CA: Sage Publications.
- Ivey, A. E., Ivey, M. B., & Zalaquett, C. P. (2017). *Intentional interviewing and counseling: Facilitating client development in a multicultural society* (9th ed.). Belmont, CA: Cengage Learning.
- Pedersen, P. B., Lonner, W. J., Draguns, J. G., Trimble, J. E., & Scharron-del Rio, M. R. (2016). *Counselling across cultures* (7th ed.). Thousand Oaks, CA: Sage Publications.
- Sue, D. W., Sue, D., Neville, H. A., & Smith, L. (2019). *Counselling the culturally diverse: Theory and practice* (8th ed.). New York, NY: John Wiley & Sons.

**PQA7009 Kaunseling Kelompok (3 Jam Kredit)**

**PQA7009 Group Counseling (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini bertujuan untuk melatih pelajar merancang dan menguruskan sesi kaunseling kelompok secara profesional dan berkesan. Kursus ini akan memberi fokus kepada mengembangkan kemahiran komunikasi dan kepimpinan dalam kalangan pelajar melalui sesi amali kaunseling kelompok. Melalui kombinasi pembelajaran teoritikal dan pembelajaran berdasarkan pengalaman dalam sesi kaunseling kelompok sebenar, pelajar akan mampu menentukan strategi dan teori yang bersesuaian untuk menguruskan isu-isu berbangkit semasa pengendalian kaunseling kelompok.

*This course aims to train students in planning and managing group counseling sessions professionally and effectively. This course focuses on developing the communication and leadership skills among students through practical group counseling sessions. Through the combination of theoretical and experiential learning in real group counseling sessions, students are able to ascertain suitable strategies and theories to manage issues arising in group counseling sessions.*

Prasyarat/Keperluan Minimum Kursus: PQA7001

Course Pre-requisite(s)/Minimum Requirement(s): PQA7001

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%

**Assessment Method:** Continuous Assessment: 60%, Examination: 40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Ida Hartina Ahmed Tharbe. (2017). *Kepimpinan kaunseling kelompok: Teori dan praktis*. Kuala Lumpur : Penerbit Universiti Malaya.
- Chen, M.W & Ryback, C.J (2017) *Group leadership Skills: Interpersonal process in group counseling and therapy* (2nd Edition). Sage Publication Inc.

- Corey, M. S., Corey, G. & Corey, C. (2017). *Groups: Process and practice* (10th Edition) . Cengage Learning.
- Jacobs, E. E., Schimmel, C. J., Masson, R. L.,& Harvill, R. L. (2015) *Group counseling: Strategies and skills* (8th Edition). Cengage Learning.

**PQA7010 Praktikum Kaunseling (3 Jam Kredit)**  
**PQA7010 Counseling Practicum (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini memerlukan pelajar mempamerkan pengetahuan dan kemahiran kaunseling pada tahap lanjutan dengan melaksanakan tugas-tugas asas sebagai kaunselor pelatih. Ini termasuk melaksanakan sesi kaunseling individu dan kelompok, promosi perkhidmatan kaunseling, tugas-tugas pentadbiran dan menganjurkan program-program berasaskan kaunseling yang bersesuaian. Sesi amali kaunseling dan sumbangsaran yang dijalankan melalui perbincangan berpandu dan penyeliaan akan meningkatkan keupayaan pelajar untuk menyelesaikan masalah klien dengan berkesan. Pelajar diharapkan mengaplikasikan pendekatan teoritikal dan teknik yang bersesuaian di dalam sesi mereka disamping mengendalikan klien dari latarbelakang silang budaya.

*This course requires students to demonstrate their knowledge and skills of counselling at an advance level by conducting the duties as a counsellor trainee. This includes conducting individual and group counselling session, promoting the counselling service, administrative duties and organising relevant counselling-based program. Practical counselling and brainstorming sessions through guided discussions and supervision will enhance students' ability to solve clients' problems effectively. Students are expected to apply specific theoretical approaches and appropriate techniques in their session and attend clients from multicultural backgrounds.*

Prasyarat/Keperluan Minimum Kursus: PQA7001, PQA7004  
Course Pre-requisite(s)/Minimum Requirement(s): PQA7001, PQA7004

**Kaedah Penilaian:** Penilaian Berterusan: 100%

**Assessment Method:** Continuous Assessment: 100%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Baird, B. N. & Mollenm D. (2019). *Internship, practicum, and field placement handbook: a guide for the helping professions* (8th ed.) New York: Routledge.
- Corey, G. (2020). *Theory and practice of counseling and psychotherapy, enhanced* (10th ed.). Mason US: Cengage Learning Inc.
- Jungers, C.M., & Scott, J. (2019). *Practicum and internship: Textbook and resource guide for counseling and psychotherapy* (6th ed.).New York: Routledge.
- Nurius, P. S., Cormier, S., & Osborn, C.J. (2017). *Interview and change strategies for helpers* (8th ed.) Mason US: Cengage Learning Inc.
- Perry, W. (2018). *Basic counseling techniques: A begining therapist's toolkit* (3rd ed.). United Stated: Toplink Publishing, LLC
- Sumari, S., Ahmed Tharbe, I.H, Md Khalid, N., & Mohamed Nor, A. (2014). *Teori kaunseling dan psikoterapi*. Kuala Lumpur: Penerbit Universiti Malaya.

**PQA7015 Internship (6 Jam Kredit)**  
**PQA7015 Internship (6 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini mengintegrasikan semua pengetahuan dan kemahiran yang telah diperolehi sepanjang tempoh pembelajaran pelajar. Pelajar akan ditempatkan di sebuah organisasi untuk melaksanakan tugas rasmi sebagai pelatih kaunselor yang menjalankan fungsi-fungsi sebenar kaunselor. Pelajar juga perlu mengendalikan sesi kaunseling individu dan kelompok beserta program-program kaunseling yang lain berdasarkan keperluan di organisasi dimana mereka menjalankan latihan professional. Pelajar akan diselia oleh kedua-dua penyelia dari program dan dari organisasi bagi memastikan mereka dapat menjalankan

tugas sebagai kaunselor pelatih yang professional dan beretika.

*This course integrates all the knowledge and skills acquired during the students learning duration. Students will undergo placement in an organisation and handle the official duties as counselor trainees and carry out the actual functions of a counselor. Students must also conduct individual and group counseling sessions as well as other counseling programs based on the organisational needs of their internship site. Students will be supervised by both program and on-site supervisors to ensure that they are able to manage their duties as professional and ethical counselor trainees.*

**Kaedah Penilaian:** Penilaian Berterusan: 100%

**Assessment Method:** Continuous Assessment: 100%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Baird, B. N.& Mollen, D. (2018). *The internship, practicum, and field placement handbook : A guide for the helping professions* (8th Ed.). New York: Routledge.
- Hill, C.E. (2014). *Helping skills: Facilitating exploration, insight, and action* (4th Edition).Washington DC: American Psychological Association.
- Hodges, S (2019). *The Counseling Practicum And Internship Manual ( 3rd Edition) : A Resource For Graduate Counseling Students*. Springer Publishing Company.
- *Kod Etika Kaunselor* (2011). Penerbitan Lembaga Kaunselor.

#### **PQA7016 Intervensi Krisis (3 Jam Kredit)**

#### **PQA7016 Crisis Intervention (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini direka untuk memberi pengetahuan dan kemahiran intervensi krisis kepada pelajar. Kandungan kursus merangkumi penerangan krisis itu sendiri, teori intervensi krisis, jenis-jenis krisis secara umum dan peranan kaunselor dalam menangani krisis berdasarkan kepada tinjauan literatur yang berkaitan. Di samping itu, kursus ini turut menyelitkan contoh-contoh dan situasi bagaimana seorang kaunselor menghadapi krisis yang berlaku kepada klien. Melalui kursus ini, diharapkan agar para pelajar dapat mengenali situasi-situasi yang tergolong dalam kategori krisis dan seterusnya menghulurkan bantuan dan sokongan segera sekiranya diperlukan.

*The course is designed to provide students with the knowledge and skills in crisis intervention. Course content comprises explanation on crisis, theories of crisis intervention, types of crises on general, and roles of counsellors in dealing with crisis based on relevant review of literature. In addition, this course also includes examples and situations on how a counsellor deals with a client who suffers from a crisis. Through this course, it is hoped that students can identify situations which fall into crisis category and provide immediate help and support, if necessary.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%

**Assessment Method:** Continuous Assessment: 60%, Examination: 40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- James, R.K. & Gilliland, B.E. (2017). *Crisis intervention strategies* (8<sup>th</sup> ed). Boston, MA: Cengage Learning, Inc.
- Rafidah Aga Mohd Jaladin & Aina Razlin Mohammad Roose (2020). *Intervensi krisis dalam hubungan menolong*. Kuala Lumpur: Penerbit Universiti Malaya
- Rafidah Aga Mohd Jaladin & Nurul Aini Mudayat (2016). *Pengenalan kepada kaunseling krisis*. Kuala Lumpur: PERKAMA International.

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**PQA7017 Kaunseling Rehabilitasi (3 Jam Kredit)**  
**PQA7017 Rehabilitation Counseling (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini mendedahkan pelajar untuk menganalisa keperluan program kaunseling rehabilitasi bagi Orang Kurang Upaya. Pelajar akan didedahkan dengan konsep-konsep dan model-model ketidakupayaan serta kategori Orang Kurang Upaya. Sebahagian daripada isu yang akan dibincangkan adalah keperluan kaunseling individu, kerjaya dan keluarga. Kursus ini juga memperkenalkan kepada pelajar kaedah perancangan, pengendalian dan penilaian program bimbingan dan kaunseling yang berkesan bagi Orang Kurang Upaya.

*The course expose the students to analyse the needs of rehabilitation counselling programs for Persons with Disabilities. They will be exposed to concepts of disability, models of disability and the category of Persons with Disabilities. Some of the issues that will be discussed are the need for individual, career and family counselling. The course will also introduce the students to method of planning, organizing and evaluating effective guidance and counselling programs for Persons with Disabilities.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%  
**Assessment Method:** Continuous Assessment: 60%, Examination: 40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Marini, I., Millington, M. J., & Glover-Graf, N. M. (2017). *Psychosocial aspects of disability: Insider perspectives and strategies for counselors* (2nd Ed). Springer Publishing Company.
- Chan, F., Berven, N. L., & Thomas, K. R. (2015). *Counseling theories and techniques for rehabilitation and mental health professionals* (2nd Ed). Springer Publishing Company.
- Tarvydas, V. M., & Hartley, M. T. (2017). *The professional practice of rehabilitation counseling* (2nd Ed). Springer Publishing Company.

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**PQA7018 Kaunseling di Institut Pengajian Tinggi (3 Jam Kredit)**  
**PQA7018 Counseling in Institute of Higher Learning (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini mendedahkan pelajar untuk menganalisa keperluan program bimbingan dan kaunseling di IPT. Pelajar akan didedahkan dengan teori-teori perkembangan pelajar di peringkat kolej. Sebahagian daripada isu yang akan dibincangkan adalah keperluan kaunseling individu, akademik dan kerjaya. Kursus ini juga memperkenalkan kepada pelajar untuk membuat perancangan program bimbingan dan kaunseling, merancang program yang berkesan di peringkat pengajian tinggi.

*The course exposes students to analyse the need for guidance and counseling programs in higher education. They will be exposed to college student development theories. Some of the issues that will be discussed are the need for individual, academic, and group career counseling. The course will also teach the students to plan effective guidance and counselling programs in higher education institutions.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%  
**Assessment Method:** Continuous Assessment: 60%, Examination: 40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris

**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Abes, E.S., Jones, S.R., Stewart, D.L. (eds.) (2019). *Rethinking college student development theory using critical frameworks*. Stylus Publishing.
- Burke, M.G. & Sauerheber, J.D, Hughey, A.W. & Laves, K.S. (2016) *Helping skills for working with college students: Applying counseling theory to student affairs practice*. Routledge.

- Patton, L.D., Renn, K.A , Guido, F.M, Quay, S.J, Forney, D. S. & Evans, N. J. (2016). *Student development in college : Theory, research, and practice*. San Francisco, CA: Jossey-Bass.
- Schuh, J. H., Jones, S. R., Harper, S. R., & Komives, S. R. (2016). *Student services: A handbook for the profession.6th Edition*. San Francisco: Jossey-Bass.

**PQA7019 Teori Kaunseling (3 Jam Kredit)**  
**PQA7019 Counseling Theories (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini bertujuan untuk membantu pelajar memahami dan menilai teori-teori kaunseling utama dan kontemporari sebagai kerangka memahami tingkah laku manusia untuk dijadikan panduan utama dalam mengendalikan sesi kaunseling secara profesional. Pelajar akan didedahkan kepada teknik-teknik yang berkaitan berdasarkan teori-teori yang dipelajari.

*The objective of the course is to enable students to understand and assess the major and contemporary counseling theories as the framework of understanding human behaviours and main guide in conducting counseling sessions professionally. Students will also be introduced to the related techniques based on the theories learned.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%  
**Assessment Method:** Continuous Assessment: 60%, Examination:40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris  
**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Corey, G. (2017) *Theories and practice of counseling and psychotherapy* (10E Asia Edition) Cengage Learning, Inc.
- Gladding, S.T. (2017). *Counseling: A comprehensive profession* (8th Edition) . Pearson.
- Melati Sumari, Ida Hartina Ahmed Tharbe, Norfaezah Md Khalid & Azmawaty Mohamad Nor (2014). *Teori kaunseling dan psikoterapi* . Kuala Lumpur: Penerbit Universiti Malaya.

**PQA7020 Kaunseling Perkahwinan dan Keluarga (3 Jam Kredit)**  
**PQA7020 Marriage and Family Counselling (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini dibina untuk mendedahkan pelajar kepada keperluan kaunseling perkahwinan dan keluarga dalam masyarakat. Di antara topik yang dibincangkan adalah model-model utama dan kontemporari dalam kaunseling perkahwinan dan keluarga dan model utama dalam terapi pasangan. Selain itu, pelajar akan dibimbing untuk menilai isu-isu kekeluargaan dari perspektif kaunseling keluarga. Pengenalan kepada perundungan keluarga Islam dan Civil juga akan didedahkan.

*This course is designed to expose students to the needs of marriage and family counseling in the community. Among the topics discussed were key and contemporary models in marriage and family counseling and key models in couples therapy. In addition, students will be guided to evaluate family issues from a family counseling perspective. Introduction to Islamic and Civil family law will also be revealed.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%  
**Assessment Method:** Continuous Assessment: 60%, Examination: 40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris  
**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Gladding, S.T (2019). *Family therapy: History, theory and practice*, Boston, MA: Pearson.

- Nichols, (2017). *Family therapy: Concepts and methods*. Boston, MA: Pearson.
- Patterson, J., & Williams. L., Edwards, T.M., Chamow, L., & Grauf-Grounds, C. (2018). *Essential skills in family therapy: From the first interview to termination* (3<sup>rd</sup> Edition) New York, NY: The Guilford Press.

**PON 7002 Perkembangan Sepanjang Hayat (3 Jam Kredit)**  
**PON 7002 Lifespan Development (3 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini memberi pelajar asas pengetahuan mengenai perkembangan manusia dalam setiap perkembangan dalam kehidupan. Ia juga membezakan pelbagai jenis teori dan membuat perkaitan antara satu sama lain.

*This course gives an input on the system of organizing and analyzing different people in different stages of human development. Discussion will also include the concept and theories of human development.*

**Kaedah Penilaian:** Penilaian Berterusan: 60%, Peperiksaan: 40%  
**Assessment Method:** Continuous Assessment: 60%, Examination: 40%

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris  
**Medium of Instruction:** Bahasa Malaysia / English

**Rujukan Utama:**

**Main References:**

- Baranovich, D. (2017). *Understanding and mentoring the hurt teenager*. Partridge Publishing, Singapore.
- Baranovich, D. (2019). *Child-centered filial play skills: Bonding through play a manual for mental health professionals, parents and caregivers of hurt children*. Malaysia: Pearson Publications.
- Boyd, B., & Bee, H. L. (2019). *Lifespan development* (2<sup>nd</sup> Ed.). USA: Test Bank.
- Lally, M., & Valentine-French, S. (2019). *Lifespan development: A psychological perspective* (2nd Ed.). USA: Creative Commons.
- Laura, E. B. (2017). *Exploring lifespan development* (7th Ed.). USA: Pearson.
- Santrock, J. W. (2021). *Life span development* (18<sup>th</sup> Ed.). USA: Mc Graw Hill.

**PQX7002 Projek Penyelidikan (12 Jam Kredit)**  
**PQX7002 Research Project (12 Credit Hours)**

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**Sinopsis/Synopsis**

Kursus ini memerlukan pelajar meformulasikan masalah kajian dan kerangka konseptual / teori yang berkaitan dalam mana-mana bidang relevan untuk program yang didaftar dan menjalankan kajian secara koheren. Pelajar akan menjalankan sorotan literatur yang komprehensif dan mengaplikasikan kaedah sesuai untuk kutipan data dan analisis. Pelajar akan diselia oleh seorang penyelia sepanjang proses ini. Projek penyelidikan ini akan dibahagikan kepada dua bahagian. Pelajar perlu menyediakan kertas cadangan yang merangkumi bab 1, 2 dan 3 pada semester pertama. Laporan penyelidikan lengkap yang meliputi kesemua Bab 1,2 3, 4 dan 5 di semester kedua akan diserahkan untuk penilaian.

*This course requires students to formulate research problems and relevant conceptual / theoretical frameworks in any field relevant to the program listed and conduct the study coherently. Students will conduct a comprehensive literature review and apply appropriate methods for data collection and analysis. Students will be supervised by a supervisor throughout this process. This research project will be divided into two parts. Students need to prepare a proposal paper covering chapters 1, 2 and 3 in the first semester. A complete research report covering all Chapters 1,2 3, 4 and 5 in the second semester will be submitted for evaluation.*

**Kaedah Penilaian:** Penilaian Berterusan: 100% Laporan Projek Penyelidikan  
**Assessment Method:** Continuous Assessment: 100% Research Project Report

**Bahasa Pengantar:** Bahasa Malaysia/ Bahasa Inggeris  
**Medium of Instruction:** Bahasa Malaysia / English

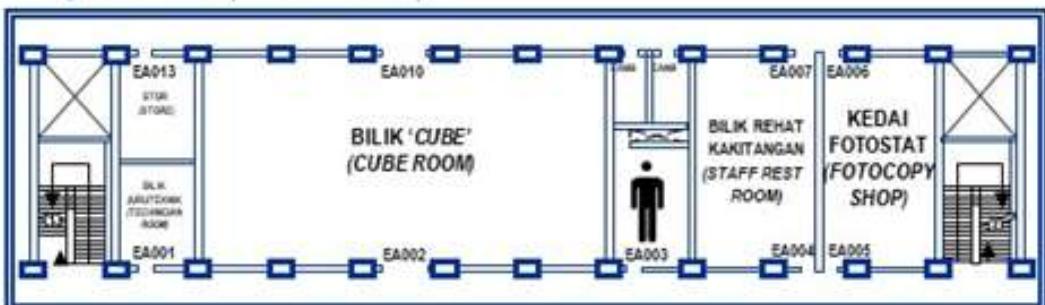
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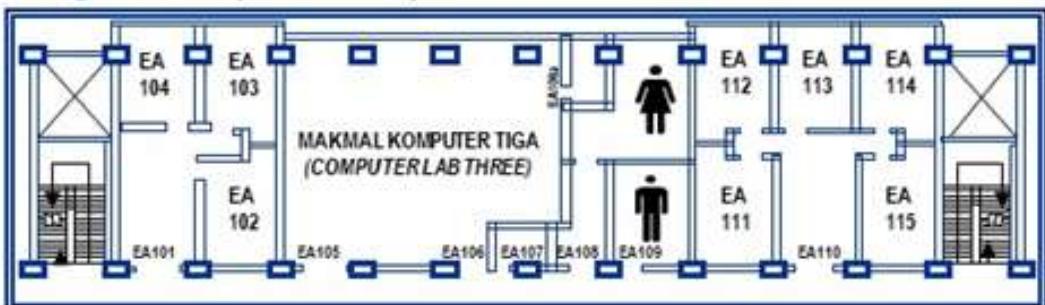
- Chua, Y. P. (2015). *Book 2 - Research statistics*. 3rd Edition. Shah Alam: McGraw-Hill Education
- Chua, Y. P. (2020). *Mastering research methods*, 3rd Edition. McGraw-Hill.
- Creswell, J. W., & Creswell, J. D. (2018). *Research design: Qualitative, quantitative and mixed methods approaches*. London; Sage Publication.
- Fraenkel, J. R., Wallen, N. E., & Hyun, H. H. (2015). *How to design and evaluate research in education* (9th Edition). New York: McGraw Hill, Inc.
- Hammond, M. & Wellington, J. (2012). *Research methods: The key concepts*. Routledge
- Newman, W. (2011). *Basics of social research: Qualitative and quantitative approaches*: International Edition (3rd Edition). Pearson.
- Silverman, D. (2016). *Qualitative research* (4th edition). London: Sage Publication.

## BLOK A (*Block A*)

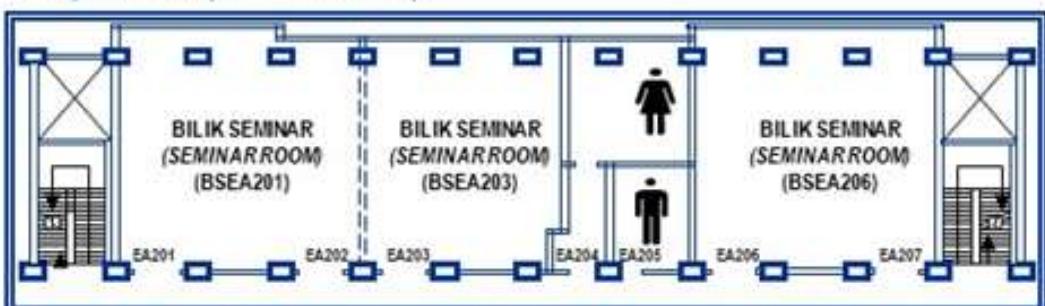
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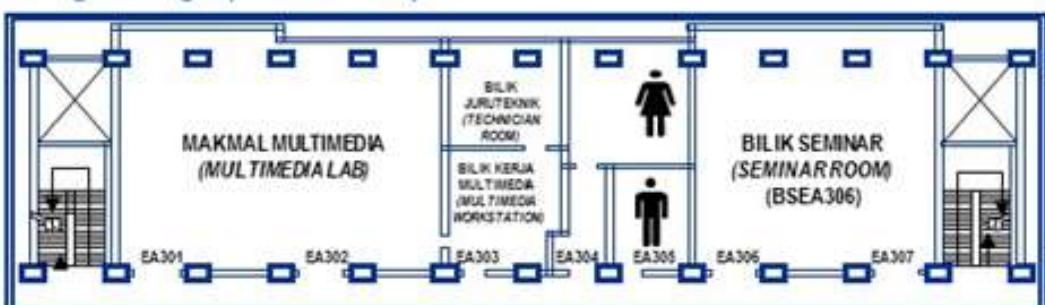
### Tingkat Satu (*First Floor*)



### Tingkat Dua (*Second Floor*)

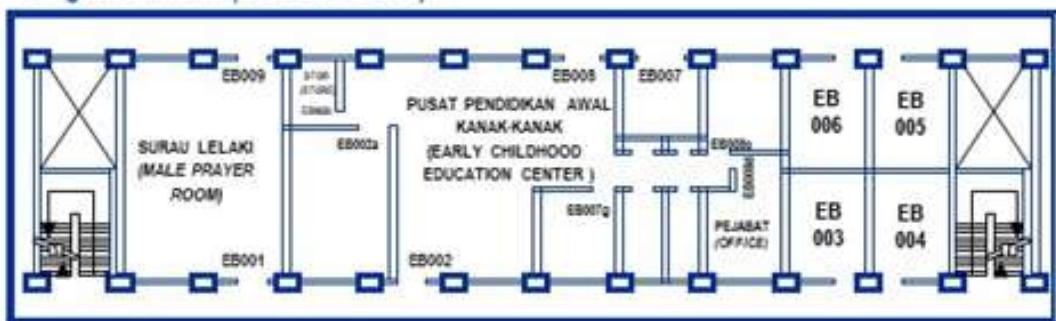


### Tingkat Tiga (*Third Floor*)

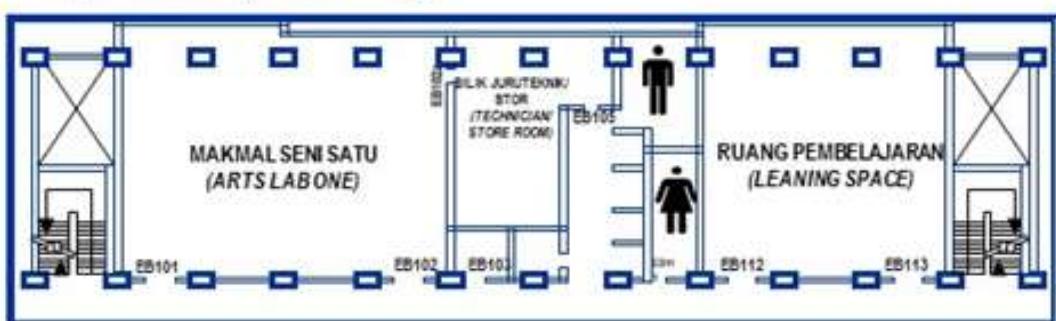


## BLOK B (BLOCK B)

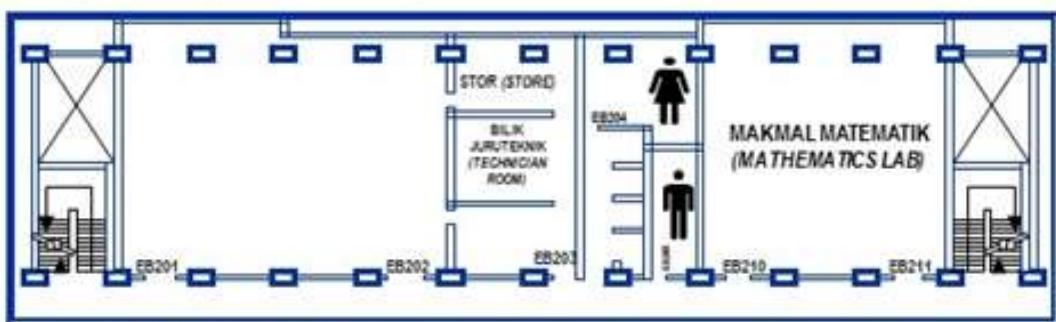
### Tingkat Bawah (Ground Floor)



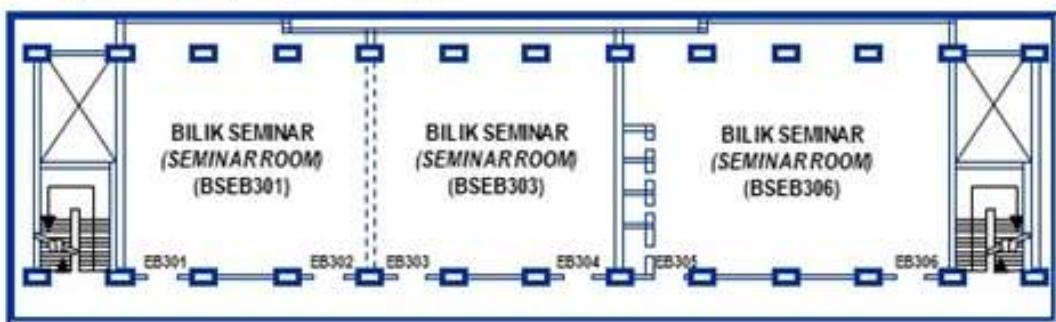
### Tingkat Satu (First Floor)



### Tingkat dua (Second Floor)

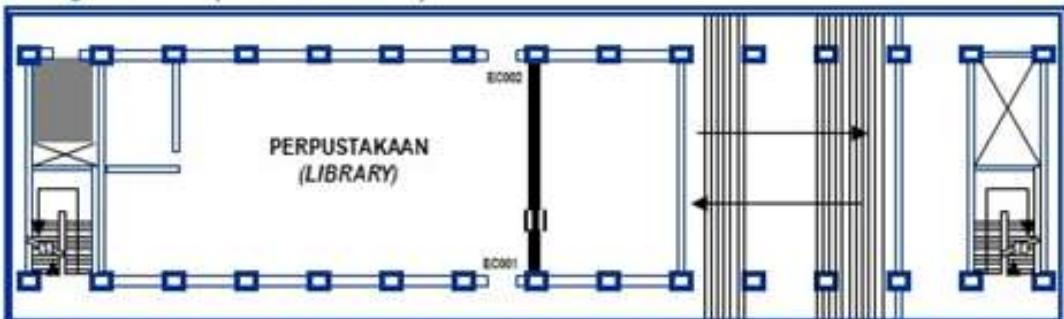


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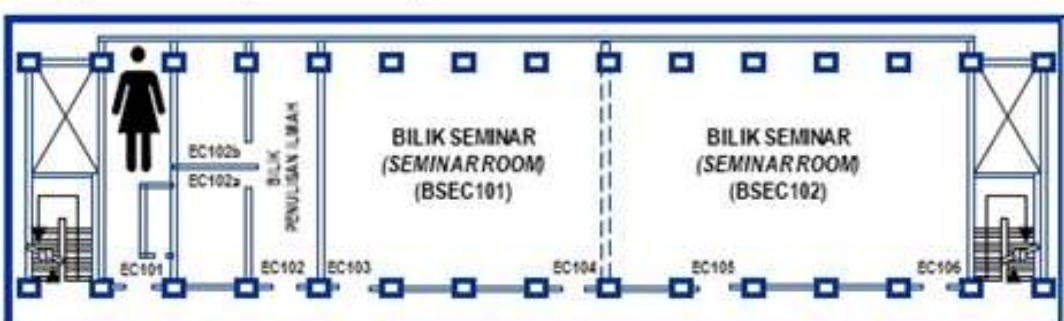


## BLOK C (BLOCK C)

Tingkat satu (*Ground Floor*)



Tingkat Satu (*First Floor*)



Tingkat Dua (*Second Floor*)

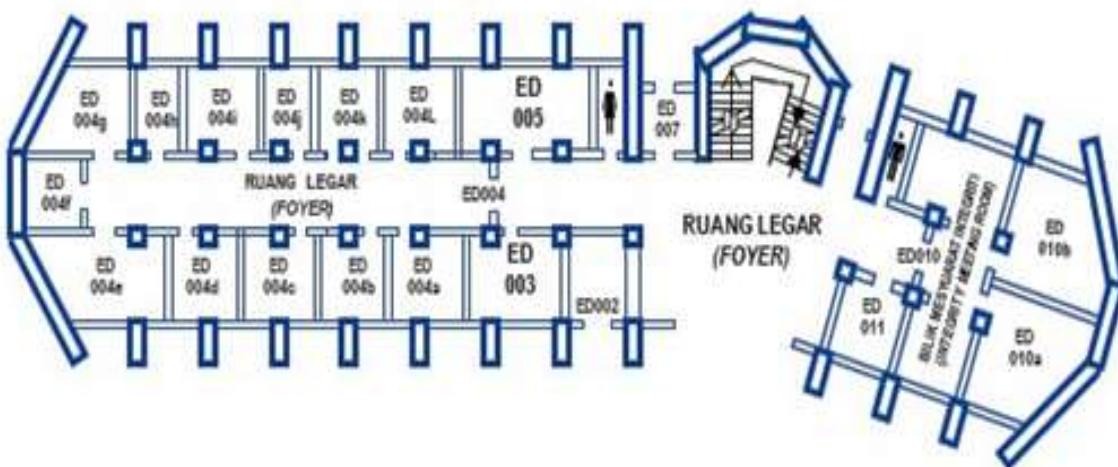


Tingkat Tiga (*Third Floor*)

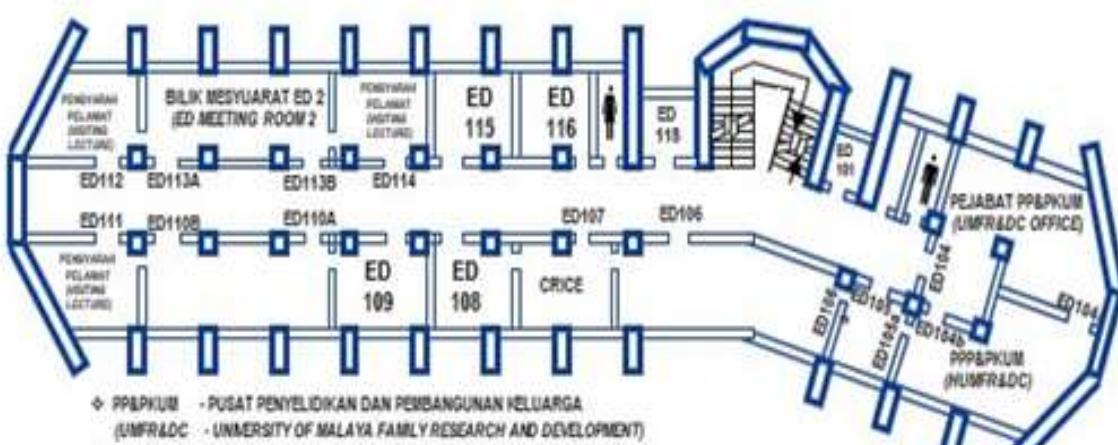


## BLOK D (BLOCK D)

### Tingkat Bawah (Ground Floor)



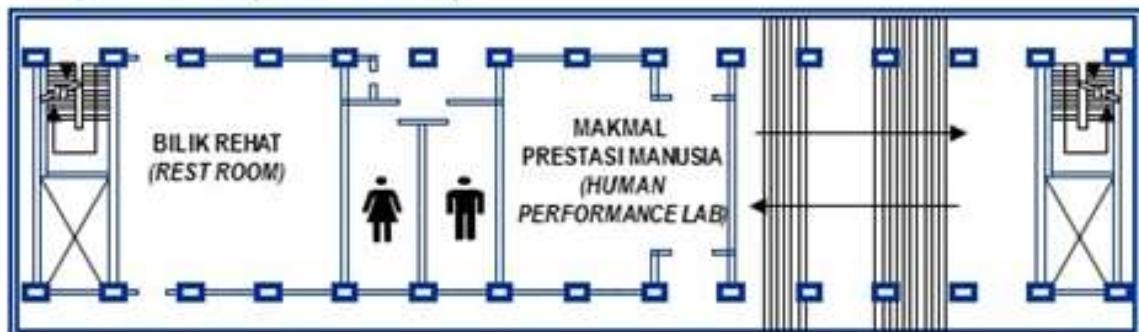
### Tingkat Satu (First Floor)



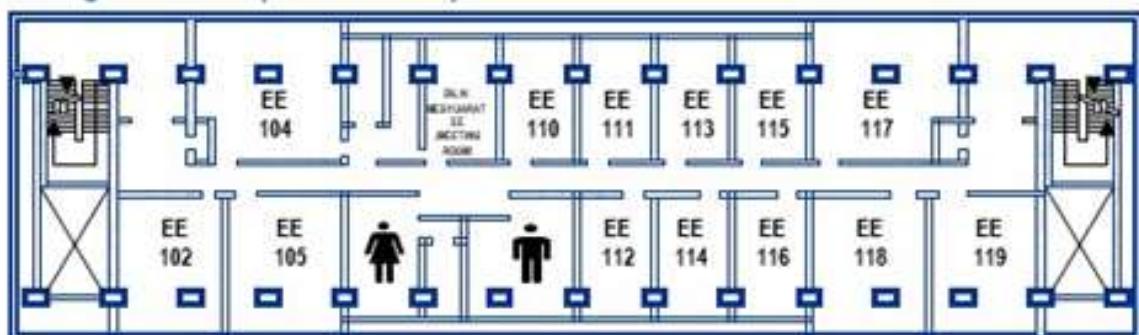
- ◆ PP&PKUM - PUSAT PENSYIARAH DAN PEMBANGUNAN KELUARGA (UMFR&DC - UNIVERSITY OF MALAYA FAMILY RESEARCH AND DEVELOPMENT)
- ◆ PPP&PKUM - PENGAHAR PUSAT PENSYIARAH DAN PEMBANGUNAN KELUARGA (UMFR&DC - HEAD UNIVERSITY OF MALAYA FAMILY RESEARCH AND DEVELOPMENT)
- ◆ PPA&PP - PUSAT PENSYIARAH ANTARABANGSA DAN PERBANDINGAN PENDIDIKAN (CRICE - CENTRE FOR RESEARCH INTERNATIONAL AND COMPARATIVE EDUCATION)

## BLOK E (BLOCK E)

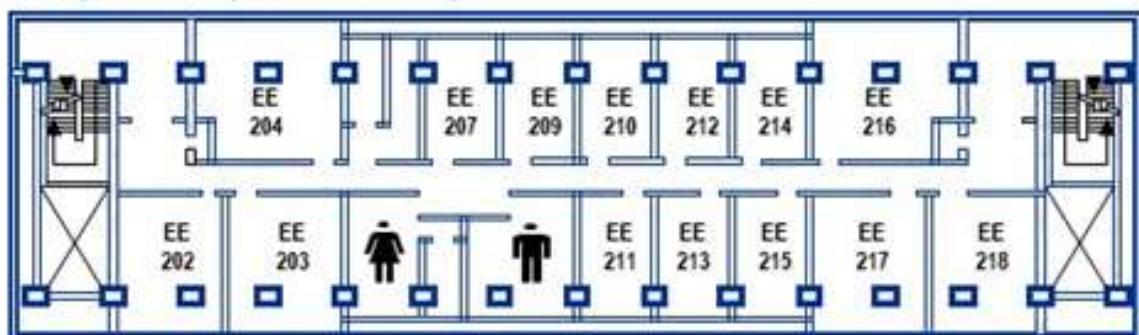
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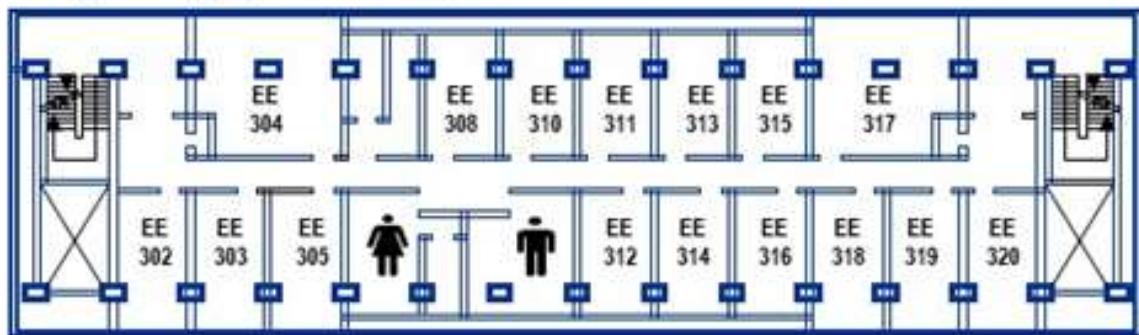
Tingkat Satu (First Floor)



Tingkat Dua (Second Floor)

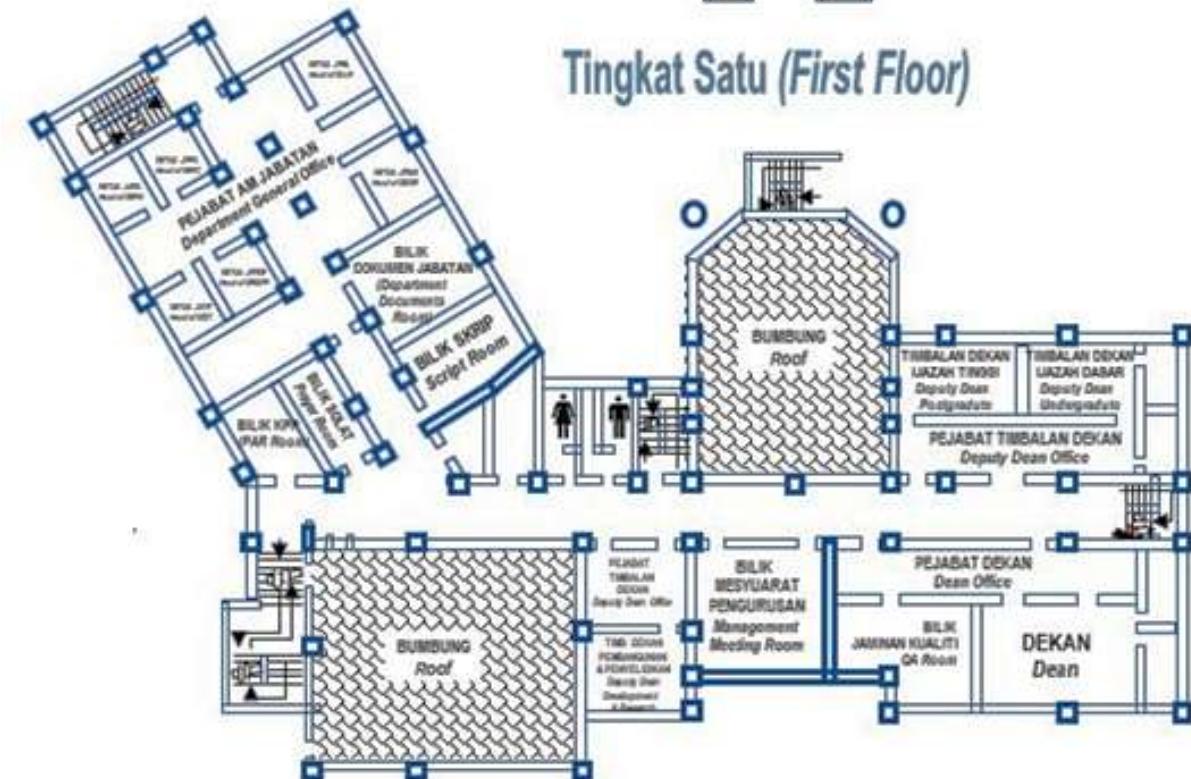
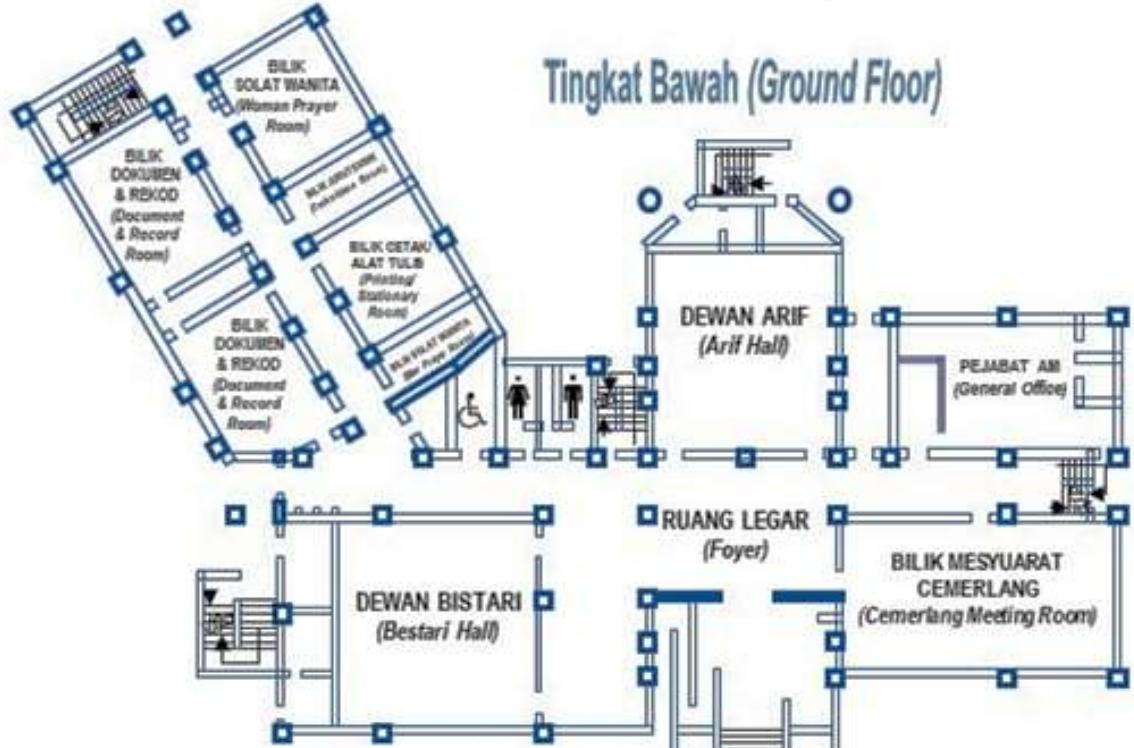


Tingkat Tiga (Third Floor)



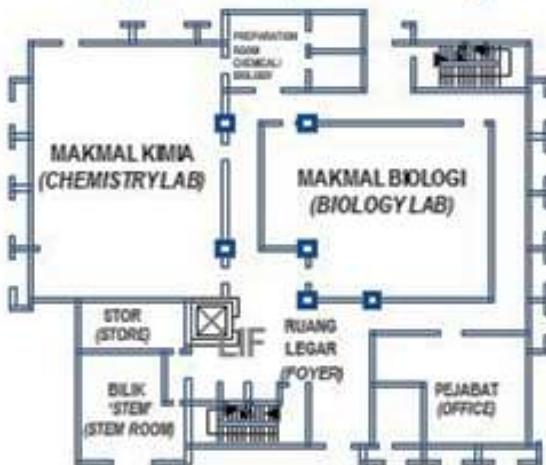
# BANGUNAN PENTADBIRAN (Blok F)

## ADMINISTRATION BUILDING (Block F)

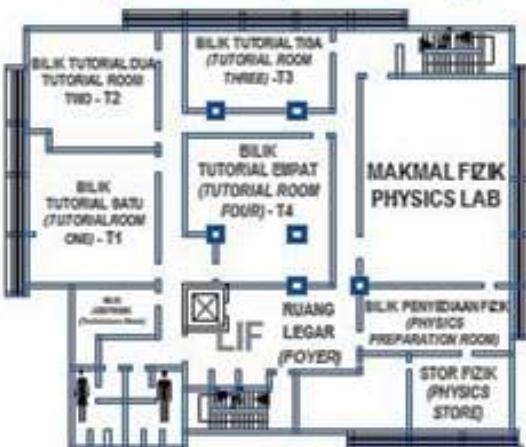


## MENARA PENDIDIKAN (Blok G) EDUCATION TOWER(Block G)

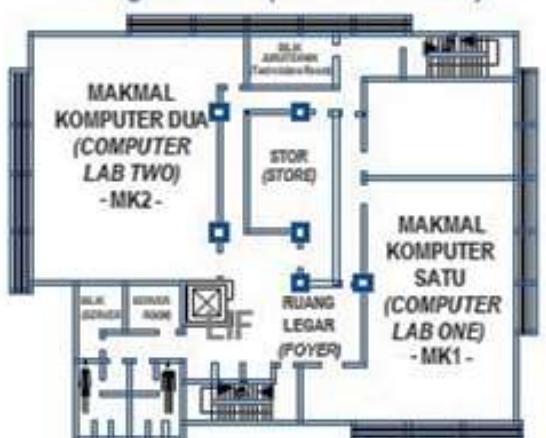
**Tingkat Bawah (Ground Floor)**



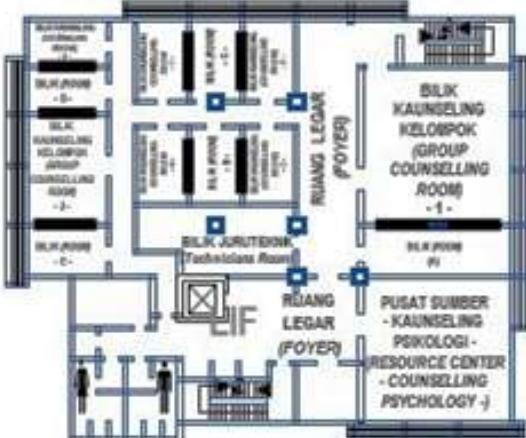
**Tingkat Satu (First Floor)**



**Tingkat Dua (Second Floor)**



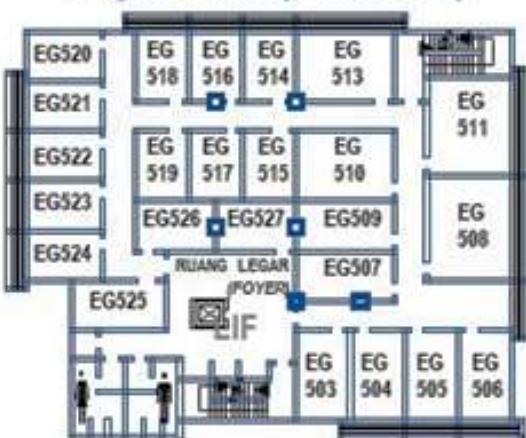
**Tingkat Tiga (Third Floor)**



**Tingkat Empat (Fourth Floor)**



**Tingkat Lima (Fifth Floor)**



# **PANDUAN PENYEDIAAN TESIS, DISERTASI DAN LAPORAN PENYELIDIKAN**

***GUIDE TO THE PREPARATION OF  
THESES, DISERTATIONS AND RESEARCH  
REPORTS***



## **PROGRAM IJAZAH TINGGI POSTGRADUATE PROGRAMMES**

**SESI/SESSION 2022/2023**

**FAKULTI PENDIDIKAN  
UNIVERSITI MALAYA  
50603 KUALA LUMPUR**



**UNIVERSITI**  
**M A L A Y A**  
Fakulti Pendidikan

**FACULTY OF EDUCATION  
UNIVERSITY OF MALAYA**

**GUIDELINES FOR THE PREPARATION  
OF RESEARCH REPORT,  
DISSERTATION AND THESIS**

***EDITED VERSION 2022***

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## PREFACE

In the process of completing a postgraduate programme in the Faculty of Education, and being awarded the degree by the Universiti Malaya, a candidate required to submit a research report or dissertation or thesis, depending on the requirements of the specific programme.

The terms “research report”, “dissertation” and “thesis” are defined as follows:

1. Research Report - the documentation of research prepared and submitted by the candidate for the award of a Master’s Degree by Coursework;
2. Dissertation - the documentation of the original research prepared and submitted by the candidate for the award of a Master’s Degree by Research and Master’s Degree by Mixed Mode;
3. Thesis - the documentation of the original research prepared and submitted by the candidate for the award of a Doctoral Degree by Research and Doctoral Degree by Mixed Mode.

This guideline will assist candidates to meet the minimum requirements set by the Faculty of Education, University of Malaya to complete the final form of a research report, dissertation or thesis.

## **CHAPTER 1**

### **FORMAT**

#### **1.1 Introduction**

Research reports, dissertations and theses of the Faculty of Education, University of Malaya reflect the standards that students need to abide by. As such, the rules and format in this document need to be strictly adhered to.

The guidelines in this document are specifically for the postgraduate students of the Faculty of Education, University of Malaya in the process of preparation of research reports, theses and dissertations. The formats for in-text citations, references, tables and figures follow the 7<sup>th</sup> edition of the American Psychological Association (APA) guidelines.

#### **1.2 Binding**

A research report/dissertation/thesis submitted shall be bound in one (1) volume. If there is a need for a second volume, special permission must be obtained from the faculty.

For the purpose of examination, a research report/dissertation/thesis submitted to the external examiner should be bound in soft cover rexine with the colour indicated below:

1. Research report: Ocean blue or Light bright blue
2. Dissertation: Dark red or maroon
3. Thesis: Dark red or maroon

For final submission prior to graduation, a research report/dissertation/thesis submitted to the faculty should be bound in hard cover rexine with the colour indicated below:

1. Research report: Ocean blue or Light bright blue
2. Dissertation: Dark red or maroon
3. Thesis: Dark red or maroon

The thesis cover must be of A4 size (210mm x 297mm).

The title of a research report/dissertation/thesis, name of author, name of the university and year of submission must be printed in gold block on the front cover. The letters for the Front Cover should be font size 16, font type Arial Narrow, bold and in uppercase letters. The examples are shown in Appendices A1 – A5.

The spine of a research report/dissertation/thesis should show the title of research, name of author, year of submission and name of degree. The year of submission must be in accordance with the year when the research report/dissertation/thesis is submitted. The examples are shown in Appendices B1 and B2.

#### **1.3 Word Limit of Research Reports/Dissertations/Theses**

A research report/dissertation/thesis should generally be in the word limit stated in Table 1.

**Table 1**  
*Word Limit for Research Reports/Dissertations/Theses*

No.	Report/Dissertation/Thesis	Word Limit Range
1.	Research report (12 credit hours)	14,000 - 17,000
2.	Research report (15 credit hours)	17,000 – 20,000
3.	Masters dissertation (Mixed mode) (24 credit hours)	20,000 - 25,000
4.	Masters dissertation (Mixed mode) (30 credit hours)	25,000 – 30,000
5.	Masters dissertation (Mixed mode) (40 credit hours)	30,000 – 40,000
6.	Masters dissertation (Research mode)	40,000 - 60,000
7.	PhD thesis (Mixed mode)	60,000 - 80,000
8.	PhD thesis (Research mode)	80,000 - 100,000

The word limit includes footnotes, references, tables, figures and preliminaries. Justification for word limit:

1. The maximum word limit for (5), (6), (7) and (8) do follow the maximum word limit set by AASC.
2. The minimum word limit for (8) is a requirement set by the Malaysian Qualifications Agency (MQA).

A candidate who wishes to exceed the word limit specified must apply to the Dean of Faculty at least one month before the submission of the research report/dissertation/thesis for examination and provide reasons for the inability to adhere to the prescribed word limit.

#### 1.4 Paper and Duplication

The research report/dissertation/thesis should be printed, single-sided, on high quality white A4 paper (201 × 297 mm; 80 grams). Computer pin-feed printout paper is not permitted.

The research report/dissertation/thesis, in softcover or hardbound copies, must be typed and duplicated by offset printing or good quality photocopying. All copies must be clean and legible.

## **1.5 Typing**

### **1.5.1 Typing Quality**

The research report/dissertation/thesis must be typed using font type Times New Roman, font size 12 (except for tables and figures) and justified, using Microsoft Word, or similar word-processing software. Research report/dissertation/thesis in Arabic should be typed using Font type Traditional Arabic in font size 16.

Words in a language that is different from the language of the research report/dissertation/thesis must be typed in *italics*.

For mathematical texts, the use of *Equation Editor* or *LaTeX* is advisable. Script fonts are not permitted.

Text should be typed on one side of a paper only. A high-quality laser should be used for the printing.

### **1.5.2 Spacing**

Double-spacing should be used throughout the text, including abstract. Single-spacing should be used for long tables, quotations, footnotes and reference entries.

## **1.6 Margins**

The stipulated margins for the general text are as follows:

Top	: 2.0 cm
Right	: 2.0 cm
Left	: 4.0 cm
Bottom	: 2.0 cm

The following guidelines also need to be followed as far as possible:

1. Typing should not extend more than one line below the bottom margin and then only to complete a footnote or the last line of a chapter, sub-heading or a caption.
2. All tables and figures including their captions should conform to margin requirements.
3. A new paragraph at the bottom of a page must have at least two full lines of text or it should begin on the next page.
4. There should be only two double spacings between two paragraphs.
5. Use justify alignment for paragraphs. Do not indent the starting word of a paragraph.

## 1.7 Pagination

All page numbers are to be placed without punctuation 1.0 cm from the bottom edge at the right-hand side. The recommended font and size for the page numbers are font type Times New Roman with font size 10.

In addition, the page numbering system must conform to the following rules:

1. The *Preliminaries* include the Title Page, Original Literary Work Declaration, Abstracts, Acknowledgement, Table of Contents, List of Tables, List of Figures and List of Abbreviations. The *Preliminaries* are numbered in consecutive lower case Roman Numerals (i, ii, iii, iv, etc.)
2. The *Title Page* is considered as page i, but the number is not typed. The Roman numeral ii appears on the first page that follows the title page and continues through for all the *Preliminaries*.
3. The whole *Main Text* (Chapters and References) and *Supplementaries* (Appendices and List of Publications and Papers Presented) are numbered consecutively in Arabic numerals (1, 2, 3, etc.) beginning with 1 on the first page of the text.

## 1.8 Footnotes

Candidates are advised to limit the use of footnotes unless they are proved necessary to the document. APA does not recommend the use of footnotes. Nevertheless, the APA format suggests using footnotes for two types of information: content comments and copyright permission.

Footnotes are used to elaborate or provide additional information regarding matters discussed in that page.

Footnotes are recorded using Arabic numeric and numbered consecutively. Raised superscript numerals in the text refer to explanatory notes and documented sources appearing at the bottom of the page as footnotes. The advantage of using footnotes is that explanatory type of information can be presented along with source citations on the same page or place.

Footnotes should use a smaller font than the text (font size 8). When using footnote, a number formatted in superscript is inserted following the punctuation mark in the text. Footnotes should be placed at the bottom of the page on which they appear.

An example of a footnote:

One of the earliest contemporarily models of creative thinking problem solving as a process by Guilford (1910) can be found in in *Creativity*.<sup>2</sup>

---

<sup>2</sup> Dewey, Jones. *How We Think*. D.C. Health, 1920.

## 1.9 Tables

Tables are useful for presenting a large quantity of information clearly and concisely. They typically display numerical data in columns and rows for easy classification and comparison. Tables do not duplicate text, but rather present information. They should be interpretable without the text.

The followings are basic presentation and formatting of tables.

1. *Numbering*: Each table is preceded by the capitalised word “Table” followed by an Arabic number (e.g., Table 1.1, Table 1.2, Table 1.1, Table 1.2 and so on according to the Chapter). The number given to a table is determined by the order in which that table is referred to in the text (i.e., the first table discussed is Table 1.1, the second is Table 1.2, and so on). Capitalise and bold the table number. Example: **Table 1.1**
2. *Titling*: Each table has a unique title written directly below the table number. Titles should be brief yet descriptive. Capitalise each major word in the title (but not of, on, in, and, etc.). Italicise titles. Do not put a period. Example: *Mean Performance Scores of Students with Different College Majors*
3. *Spacing*: Tables in the 7th edition APA Publication Manual can be double-spaced or single-spaced with readability as the primary consideration. Spacing should be consistent throughout the table.
4. *Ruling*: Put lines in a table only when they are necessary for clarity. Horizontal lines are permissible; vertical lines are not.
5. *Table notes*: Note or source for table is positioned below the table.

Table 1.1 is an example of a table.

**Table 1.1**

*Kolmogorov-Smirnov and Shapiro-Wilk Tests for Normality Distribution*

Group	Kolmogorov-Smirnov <sup>a</sup>			Shapiro-Wilk		
	Statistic	df	p	Statistic	df	p
Control group	0.094	41	0.200*	0.96	41	0.12
Experimental group	0.106	39	0.200*	0.97	39	0.55

Note. a. Lilliefors Significance Correction.

\*. This is a lower bound of the true significance.

## 1.10 Figures

The 7th edition of the APA Publication Manual gives the following guidance in relation to figures:

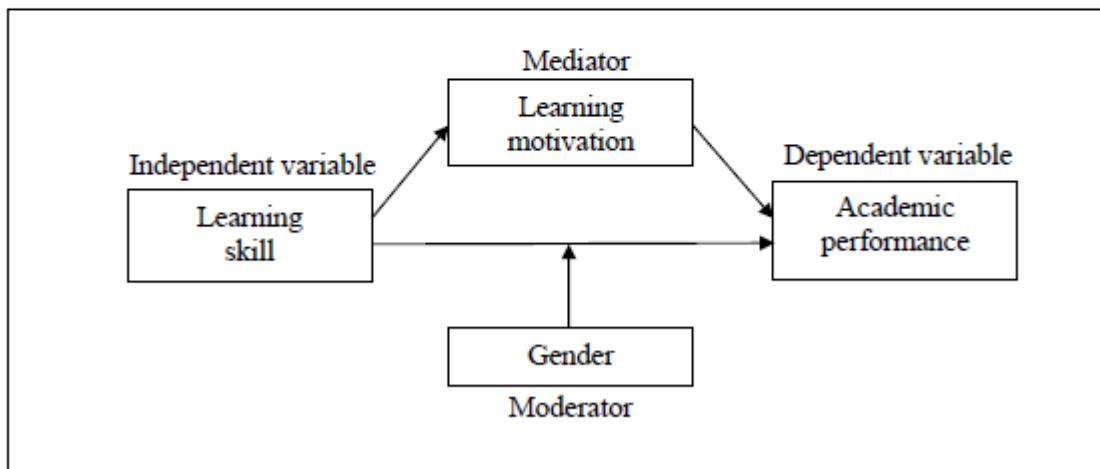
1. Augments rather than duplicates the text, conveys only essential facts, omits distracting material, and is carefully planned.

2. Be certain in figures of all types that lines are smooth and sharp, units of measure are provided, axes are clearly labelled, and elements within the figure are labelled or explained.
3. Note or source for figure is positioned below the figure.

Figure 1.1 is an example of a figure.

**Figure 1.1**

*Conceptual Framework of the Study*



Note. This model is improved from the Academic Performance Model of Green (2021)

## **CHAPTER 2**

### **LAYOUT AND ARRANGEMENT OF CONTENTS**

The structure of the research report, dissertation or thesis is based on a standard format which contains three main sections: *Preliminaries*, *Main Text* and *Supplementary*.

#### **3.1 The Preliminaries**

This section consists in order of the following:

##### **2.1.1 Title Page**

The title page is the first page after the front cover and should include:

1. The final research title which has been approved by the faculty.
2. Name of candidate according to the registration records.
3. A statement according to the mode of programme.
4. The year of submission.
5. The words on title page should be typed with Arial Narrow font, font size 12 and spacing 1.5.

See Appendices D1 for title page statements and D2 for examples of title pages.

##### **2.1.2 Original Literary Work Declaration Form**

This form must be completed by the candidate and signed by a witness (Supervisors or Head of Department/Deputy Dean of Postgraduate of the faculty). The original signed form must be included in all copies of the research report/dissertation/thesis. The form can be downloaded from the MAYA website in two languages (English and Bahasa Malaysia). If the research report/dissertation/thesis is written in English, the English version of the form is used and vice versa.

See Appendices E1 and E2 for examples.

##### **2.1.3 Abstract**

The abstract should be written as one paragraph, double-spaced and should not be more than 500 words. Each abstract/*abstrak* should have a title in bold capital letters with font size 12.

Where the language of the thesis is other than Bahasa Malaysia [Malaysia] or English [United Kingdom], an abstract in that language must also be included. The sequence of abstracts is as follows:

1. For research report/dissertation/thesis written in Bahasa Malaysia, the abstract in Bahasa Malaysia is followed by the English version.
2. For research report/dissertation/thesis written in English, the abstract in English is followed by the Bahasa Malaysia version.
3. For research report /dissertation/thesis written in Arabic, the abstract in Arabic is followed by its version in Bahasa Malaysia and English.

The Abstract page is assigned Roman numeral "iii" and the following pages should be numbered consecutively.

A good abstract should consist of brief description of the followings:

1. Statement of Problem
2. Objectives of the Study
3. Methodology
4. Findings
5. Conclusion

Appendix F presents an example of an abstract.

Note: Dissertation and thesis for proposal and candidature defences should have an abstract.

#### **2.1.4 Acknowledgements**

Most research reports/dissertations/theses include a message to convey appreciation to those who have been involved and provided their assistance directly or indirectly in the preparation of the study. This is optional and should not exceed a single page, which is numbered in Roman numeral accordingly.

#### **2.1.5 Table of Contents**

The table of contents lists the chapters, headings together with their page numbers. Headings should be labelled according to the chapter. The format of table of contents is shown in Appendix G.

#### **2.1.6 List of Figures**

This list should use the same numbers and captions which appear above the figures in the text and the appendices. The numbering system is according to chapter, for example: Figures in Chapter 1 are numbered sequentially as: Figure 1.1, Figure 1.2 and so on.

#### **2.1.7 List of Tables**

This list should use exactly the same numbers and captions that appear above the tables in the text and the appendices. The numbering system is according to chapter, for example: Tables in Chapter 1 are numbered sequentially as: Table 1.1, Table 1.2 and so on.

#### **2.1.8 List of Abbreviations**

If necessary to the presentation of the thesis, this list appears after the list of Tables and Figures.

## **2.2 Main Text**

The text is organised into chapters. There is no restriction on the total number of chapters but has to be agreed upon by the supervisor and the candidate. Opinions of the examiners and examination board can be taken into consideration. Generally, the basic structure of the research report, thesis or dissertation is as follows:

### **Chapter 1: Introduction**

This chapter introduces the problem to be investigated and its background; the aim, the research objectives and research questions must be all aligned logically; the significance of the study; the scope of the study; the limitation of the study and the definition of terms.

Note: The conceptual and theoretical frameworks can be included in chapter 1 or in chapter 2 Literature Review.

### **Chapter 2: Literature Review**

This chapter discusses in detail a critical review of past literature by accredited scholars and researchers relevant to the study. The candidate can review in depth research conducted as necessary from older publications but should focus on recent/current publications within the latest five years.

### **Chapter 3: Methodology**

This chapter discusses the research methods including research design, sampling procedure, instrumentation, data collection procedures and data analysis in detail with all the necessary justifications for the chosen research method.

### **Chapter 4: Findings**

In this chapter, the findings must be presented in written text, with relevant tables and figures to answer the research questions. The interpretation of the findings must be presented in a scholarly manner.

### **Chapter 5: Discussion and Conclusion**

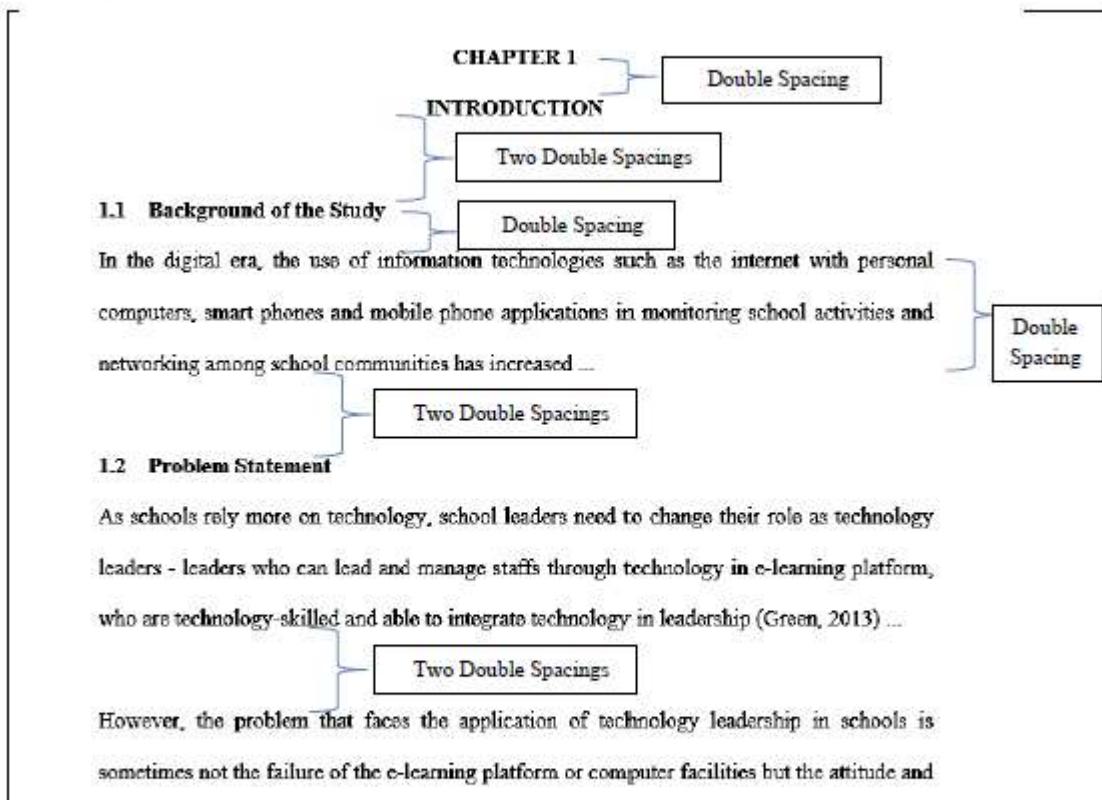
In this chapter, the research findings are summarized and discussed. The implications, recommendations, and suggestions for future research and a concise conclusion must be included.

#### **2.2.1 Main Text Layout**

An example of main text layout and text spacings is shown in Figure 2.1.

**Figure 2.1**

*An Example of Main Text Layout*



### **2.2.2 Format for Numbering Headings in Main Text**

The format for numbering headings in the main text is shown in Figure 2.2.

**Figure 2.2**

*Format for Numbering Headings*

## **CHAPTER 1**

### **CHAPTER TITLE**

Chapter foreword which explains its contents.

#### **1.1 Primary Heading**

The text below it begins from the left margin.

##### **1.1.1 Secondary Heading 1**

Use secondary headings if there are two or more headings under a primary heading.

##### **1.1.2 Secondary Heading 2**

Text is typed beginning from the left margin.

###### **1.1.2.1 Tertiary Heading 1**

Tertiary headings are not listed in the *Table of Contents*.

###### **1.1.2.2 Tertiary Heading 2**

Use tertiary headings if there are two or more headings below a secondary heading.

### **2.2.3 Format for Numbering Sub-Headings in Main Text**

For sub-headings under each of the above headings, use unbold fonts with numbers (1, 2, 3 ...), followed by lower-case alphabets (a, b, c ...), and lower-case *Roman Numerals* (i, ii, iii ...). An example of sub-headings layout is shown in Figure 2.3.

**Figure 2.3**

#### *Sub-headings Layout*

##### **1.7 Definition of Terms (a primary heading)**

The followings are the definition of terms for this study.

1. Leadership practices
  - a. Transformational leadership practices
    - i. Idealised influence
    - ii. Inspirational motivation
  - b. Transactional leadership practices
2. Motivation

This numbering system provides a clear picture of the relationship between chapters, headings and sub-headings and shows how they are connected.

### **2.3 References**

All works or studies referred to in the research report/dissertation/thesis in the form of quotations or citations must be included in the references. The references should be written consistently in the 7th edition of the American Psychological Association (APA) format.

Each reference should be written in single spacing format and a double space should be left between references. The list of references must be arranged in alphabetical order and the entries should not be numbered. The list must also have a hanging indentation of 0.5 inch. The format of references for journal article, book and chapter in book are as follows:

Journal article:

Author, A. A., & Author, B. B. (Year). Title of the article. *Name of the Periodical*, volume(issue), # #. <https://doi.org/xxxx>

Book:

Author, A. A., & Author, B. B. (Copyright Year). *Title of the book* (7th ed.). Publisher. DOI or URL

Chapter in book:

Author, A. A., & Author, B. B. (Copyright Year). Title of the book chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of the book* (2nd ed., pp. # #). Publisher. DOI or URL

For examples:

Cohen, J. (1988). *Statistical power analysis for the behavioural sciences*. Routledge.  
<https://doi.org/10.4324/9780203771587>

Cohen, J. (1992). A power primer. *Psychological Bulletin*, 112(1), 155–159.  
<https://doi.apa.org/doiLanding?doi=10.1037%2F0033-2909.112.1.155>

Cohen, L., Manion, L., & Morrison, K. (2007). *Research methods in education* (6th ed.). Routledge. <https://gtu.ge/Agro-Lib/RESEARCH%20METHOD%20COHEN%2.pdf>

Ryan Hidayat, Sharifah Norul Akmar Syed Zamri & Hutkemri Zulnaidi (2021). The effects of mastery goal orientation and metacognition on mathematical modeling competency. In Y. P. Chua (Ed.), *Contemporary research approach: application of structural equation modeling in research and practices* (pp.171-202). University of Malaya Press. DOI:10.14425/9789674881757.

Please refer to the Universiti Malaya Library APA Formatting and Style Guide. The guide can be downloaded at UM Library website (<https://umlibguides.um.edu.my>)

## 2.4 In-text Citations

In-text citations in research report, dissertation and thesis must follow the rules set by the 7<sup>th</sup> edition APA Publication Manual. The following are format of in-text citations.

### 2.4.1 Author

#### 1. General Author

Use the surname of the author for in-text citation. Example: (Green, 2021, p. 20)

#### 2. Multiple Authors

##### a. Two authors:

- i. *Parenthetical Citations*: (Green & White, 2022). For example: Intelligence is a factor of creativity (Green & White, 2022).
- ii. *Narrative Citations*: Green and White (2022). For example: Green and White (2022) state that intelligence is a factor of creativity.

##### b. Three or more authors:

- i. *Parenthetical Citations*: (Green et al., 2022)
- ii. *Narrative Citations*: Green et al. (2022)

c. Organisational Authors

If the author of a work is an organisation, company, or group, list that group's full name in the in-text citation:

- i. (Selangor State Education Department, 2022)
- ii. (Ministry of Higher Education Malaysia, 2022)

If the organisation has a common acronym, introduce it in first in-text citation and then use the abbreviation in all subsequent citations:

- i. (Ministry of Education Malaysia [MOE], 2022)
- ii. (MOE, 2022)

d. No Author

If there is truly no author for a reference, use the title, or first few words of the title. Capitalise the words in the title for the in-text citation. Place in quotation marks if the title is an article or a chapter. Italicise if it is a book, webpage, or other relevant documents:

- i. ("How To Find", 2022)
- ii. (*Malay Language Dictionary*, 2022)

#### 2.4.2 Date

1. Year

Use only year of the resource in the in-text citation. For example: (Green, 2022)

2. No Date

If there is no date for a reference, use the abbreviation n.d. For examples:

- a. (Ministry of Higher Education Malaysia, n.d.).
- b. Green (n.d.) states that ...

3. Same Author/Date

If two or more distinct works by the same author and published in the same year, differentiate them with letters. Letters will be assigned alphabetically by the order in which they are listed in the references list. For examples:

- a. (Green, 2022a)  
Reference: Green, A. B. (2022a). *Creative arts*. Pearson. <https://doi.10.2909.112>.

- b. (Green, 2022b)

Reference: Green, A. B. (2022b). Developing a model for educational technology leadership practices. *Education and Science*, 42, 73-84. <https://doi.10.34255.110-2132>.

If both items are using n.d. instead of a year, include a hyphen before the differentiating letter. For example: (Ministry of Education Malaysia, n.d.-a)

#### 2.4.3 Page Number

1. Page Numbers

If using information from a single page, use the abbreviation p. For example: (Green, 2022, p. 12)

## 2. No Page Numbers

If there are no page numbers on the resource, use section headers, paragraph numbers, or other descriptions to direct your reader to the information you are citing. For example: para. 1, Slide 8, Conclusion section.

Examples of no page numbers in-text citation:

- a. One of the author's main points is that "an important objective of education is to ensure that student outcomes are equitable" (Green, 2022, Chapter 1, Section 2, para. 5)
- b. (Brown, 2022, paras. 2-3)
- c. (White, 2022, Chapter 3)

## 3. Media

If citing a direct quotation from a video, you can use the time stamp in place of a page number within the in-text citation.

For example: Green (2022) states that "stress affects performance in a bell shape, where stress has a positive effect at moderate level, and negative effects at low level and high level." (4:12).

### 2.4.4 Narrative Citations

Narrative citations are the preferred method of citing quotes. Use them for paraphrasing or summarizing. The strength of narrative citations is that it flows better for a reader. A narrative citation weaves in the author's name(s) into the text, and then adds in the year in parentheses. The page number will bookend the quote at the end.

Use this fomat: Last name (Year) ... "quote" or paraphrase (p. X). For examples:

1. Green (2022) explains that "youth literacy has risen from 74% in 1980 to near-universal literacy of 96% today" (p. 42).
2. According to the Ministry of Education Malaysia (2022), the Malaysian Government has sustained high levels of investment in education over the past 63 years since independence (p. 23).

### 2.4.5 Parenthetical Citations

A parenthetical citation encompasses the components of the in-text citation in parentheses at the end of the sentence, prior to the closing period. This should mostly be used for paraphrasing, and typically not for direct quotes alone.

A page number is not necessary for paraphrasing but is encouraged. Use the format: (Author, Date, p. X). For examples:

1. School leaders need to change their role as technology leaders - leaders who can lead and manage staff with technology in e-learning platform (Green, 2022).
2. Technology leadership is defined as "virtual relationships of influence" (Green & White, 2022) whereby this new highly adaptive field of knowledge affects multiple daily interactions across professional education and training (Brown et al., 2022).

3. Moreover, the authors state that "the problem that faces the application of technology leadership in schools is sometimes not the failure of the e-learning platform or computer facilities but the attitude and behavior of leaders" (Crean & White, 2022, p. 18).

For more detail referencing style on multiple authors, authors of different ethnicity (e.g., Malay, Chinese, Indian, Punjabi, etc.), please refer to "Universiti Malaya Library APA 7<sup>th</sup> Edition Formatting and Style Guide" at:

<https://umlib.um.edu.my/wp-content/uploads/1616/46/APA-Style-7th-Edition.pdf>

## 2.5 **Supplements**

### 2.5.1 **Appendices**

This section supports the main written text of the thesis. Appendices consist of research instruments, additional illustration of data sources, raw data and quoted citations which are too long to be placed in the text. The appendix section supports the written text of the research report/dissertation/thesis by including materials that can provide additional information. These materials include research data, tables, examples of questionnaires, maps, photos and other materials that are too long to be included in the text or are not directly required to comprehend the text can be included as appendices.

Tables and graphics that are more than two pages long are suggested to be included in the Appendices section.

Appendices are labelled as Appendix A, Appendix B1, Appendix B2, Appendix C, etc. and they should correspond to the List of Appendices of Preliminary section.

### 2.5.2 **List of Publications and Papers Presented**

For master's degree and doctoral degree that publication is a requirement, published works as well as papers presented at conferences, seminars, symposiums etc. pertaining to the research topic of the research report/dissertation/thesis are suggested being included in this section. The first page of the article may also be appended.

Publications are labelled as Publication A, Publication B, and so on.

## CHAPTER 3

### OTHER RELATED GUIDELINES

#### **3.1 Plagiarism**

Postgraduate candidate of the Universiti Malaya are expected to produce original academic work. Plagiarism is defined as an academic fraud arising from the attitude of lying, insincerity, untrustworthiness, dishonesty and disrespect to fellow colleagues. Plagiarism happens when someone else's idea is taken without mentioning the source, and thus giving the impression that the idea is his own. This situation may occur when:

1. One's idea, taken word for word from an article or book that has been published.
2. The idea of a person from an article or book is taken using his own words.
3. A person's idea is taken from discussions whether in conferences, seminars, forums, talks or informal discussions between two parties.
4. Data, diagrams, tables, photographs or any other illustrative material derived from others is taken as if it were his own.

Postgraduate candidates are strongly advised to read the "How to Avoid Plagiarism: A Handbook for Postgraduate Students", which outlines the rules and regulations pertaining to acts of plagiarism.

#### **3.2 Turnitin**

The faculty requires the usage of *Turnitin*, an online web-based plagiarism detection application to avoid plagiarism and ensure academic integrity. The similarity index percentage for a research report/dissertation/thesis should equal to or less than 15% ( $\leq 15\%$ ).

#### **3.3 Publication from Research Report/Dissertation/Thesis**

##### **3.3.1 Type of Publications**

For Masters (research mode) and PhD, candidates are required to publish research article or review article in journals indexed in:

1. Web of Science (WoS) Core Collection Databases (<https://apps.webofknowledge.com>)
  - a. Science Citation Index Expanded
  - b. Social Sciences Citation Index
  - c. Arts & Humanities Citation Index
2. Scopus (<https://www.scopus.com>)
3. Malaysian Citation Index (MyCite) (<http://www.mycite.my>)
4. Journals recognised by the faculty.
5. Publication must adhere to the conditions stated in the offer letter.

##### **3.3.2 Authorship**

For publication of journal article/book chapter/book from the research project, dissertation or thesis, the candidate must be the *first author* of the publication, followed by supervisor(s) as *co-author(s)*. For journal article, the supervisor can be the *corresponding author*.

The candidate must obtain the consent from supervisors for the publication. The consent can be in the form of a verification from the publisher or letter or email communication with the supervisors.

### **3.3.3 Timing**

Publications accepted must be within the candidature of the candidate.

### **3.3.4 Topic of Publication**

Publications must be related and conform to the candidate's research in the thesis/dissertation.

### **3.3.5 Affiliation**

Publications must carry the affiliation of the department and/or faculty where the candidate is registered.

### **3.3.6 Blacklisted Journals**

Publications in journals blacklisted by the Malaysian Ministry of Higher Education (MOHE) are not accepted. The journals include:

1. Academic Journal ([www.academicjournals.org](http://www.academicjournals.org))
2. Euro Journal Inc ([www.eurojournals.com](http://www.eurojournals.com))
3. Common Ground Publishing ([www.commongroundpublishing.com](http://www.commongroundpublishing.com))
4. Africa World Press Inc. ([www.africaworldpressbooks.com](http://www.africaworldpressbooks.com))
5. Publications in Probable Predatory Journals according to Beall's List (<http://scholarlyoa.com/publishers/>)

The list of blacklisted journals is subject to change from time to time according to MOHE.

### **3.3.7 Completion Period**

Candidates who have completed the examination of their dissertations/theses must fulfil the publication requirement as set by the University before the expiry of their maximum period of candidature.

If the candidates fail to fulfil the publication requirement within the approved period, they will be terminated from the program of study and considered as failed.

## CHAPTER 4 SUBMISSION

### **4.1 Prior to Submission**

Postgraduate candidates are required to obtain approval from the supervisor(s) and faculty via MAYA before online submission. This is to allow timely nomination of examiners for research report/dissertation/thesis.

Submission of research report/dissertation/thesis for examination has to be done within the candidature period after title approval by the faculty.

Candidates are strongly advised against copying the formatting done by other candidates as previously submitted research report/dissertation/thesis may not conform to the current formatting requirements. Failure to meet the formatting requirements may result in a thesis/dissertation being rejected at the point of submission.

Postgraduate candidates shall submit their research report/dissertations/theses to the Postgraduate Officer of the faculty.

### **4.2 Required Documents for Submission**

Documents required for submission for the purpose of examination are as follows:

1. At least two (2) printed softbound/comb bound copies (or such numbers as may be determined by the faculty) of the research report/dissertation/thesis.
2. One (1) electronic copy (PDF format).
3. Submission of Thesis/Dissertation for Examination/Re-examination form.

Documents required for final submission prior to graduation after completing the corrections (if any), are as follows:

1. At least one (1) printed hardbound copy (or such numbers as may be determined by the faculty) of the final research report/dissertation/thesis.
2. One (1) electronic copy (PDF format).
3. Final Submission of Thesis/Dissertation form.
4. Repository Policy For Universiti Malaya Postgraduate Theses/Dissertation/Research Reports form.
5. Correction Report form (if applicable).

All the required forms can be downloaded from the MAYA portal in the following link:  
<https://umsitsguide.um.edu.my/index.html>.

## REFERENCES

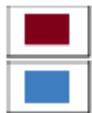
University of Malaya (2017). *Guidelines for the Preparation of Research Report, Dissertations and Theses*. Kuala Lumpur: Universiti Malaya.

American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7<sup>th</sup> ed.).  
<https://apastyle.apa.org/style-grammar-guidelines/references/examples>

## APPENDICES

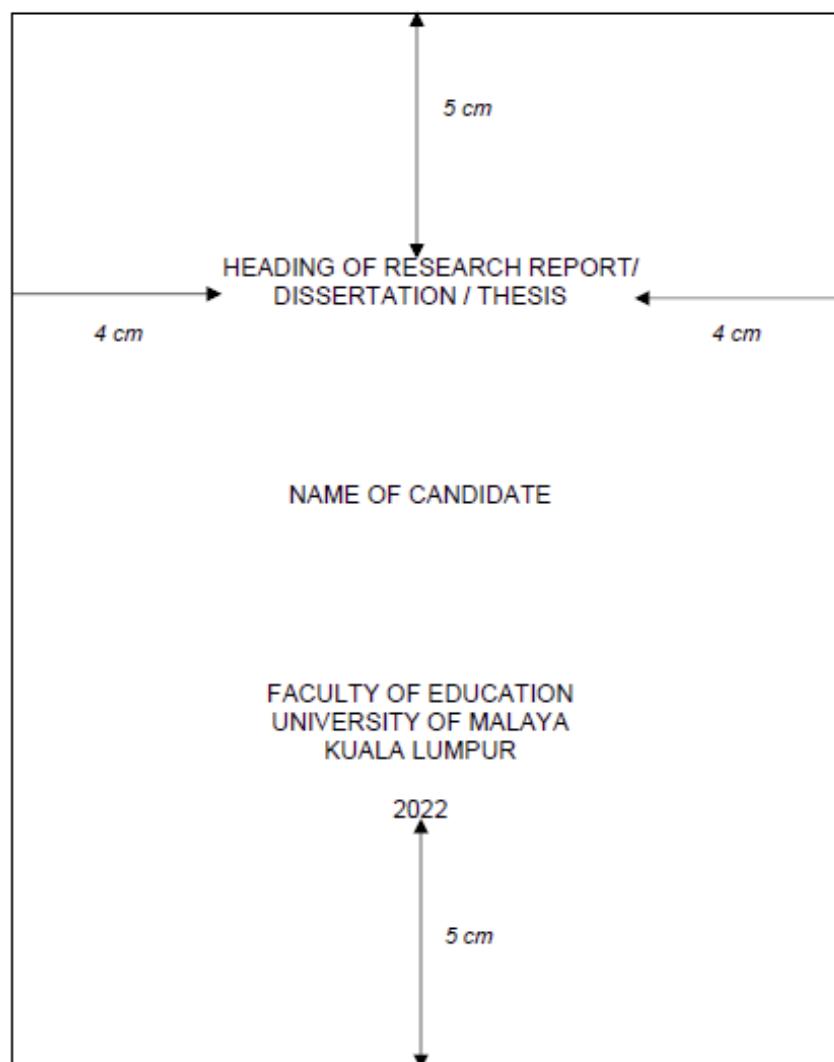
### Appendix A1 - Front Cover

Example of the front cover of a research report/dissertation/thesis:



Front cover colour of dissertation or thesis (Maroon/Dark Red)

Front cover colour of research report (Ocean Blue)

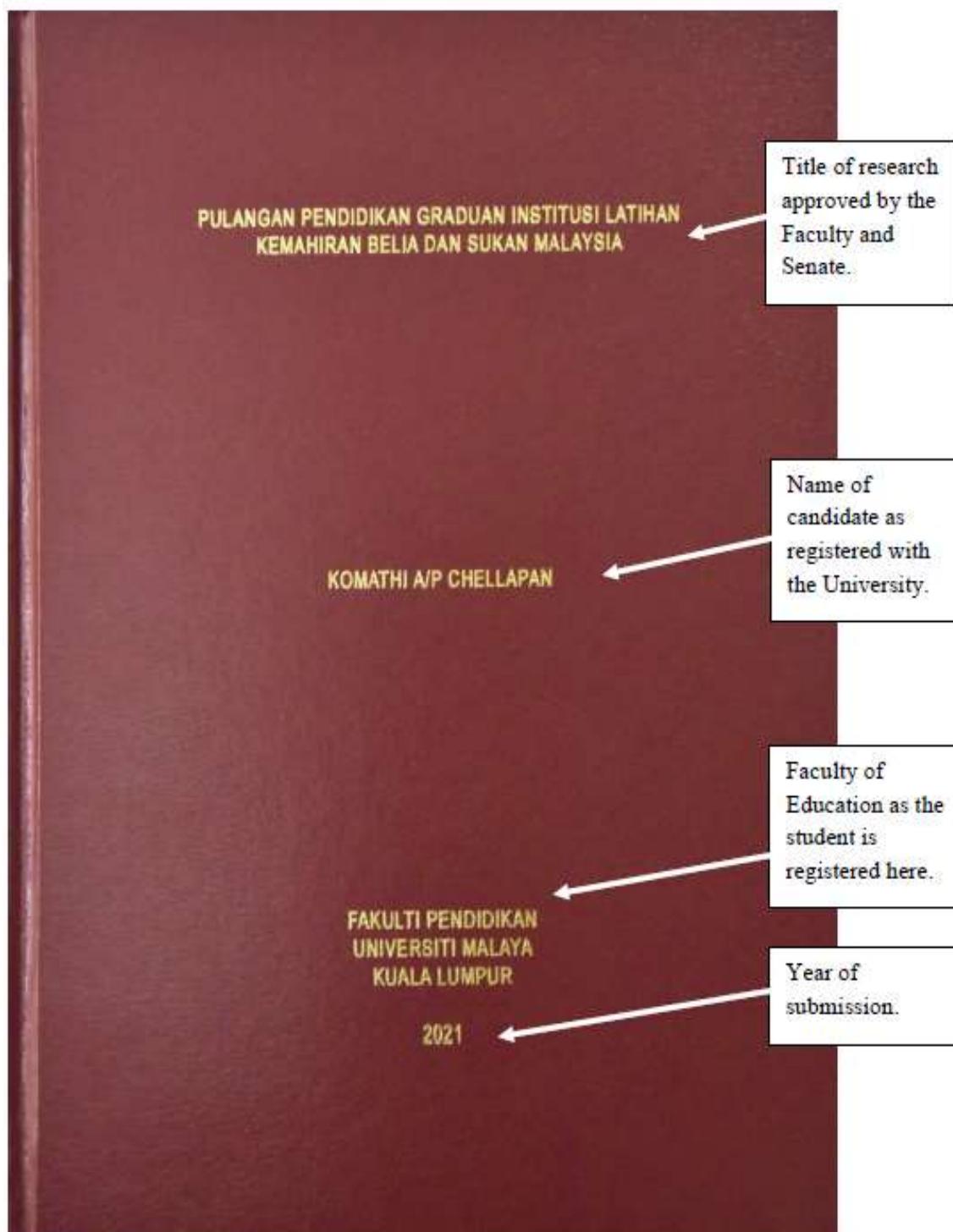


Font: Arial Narrow (Gold Lettering)

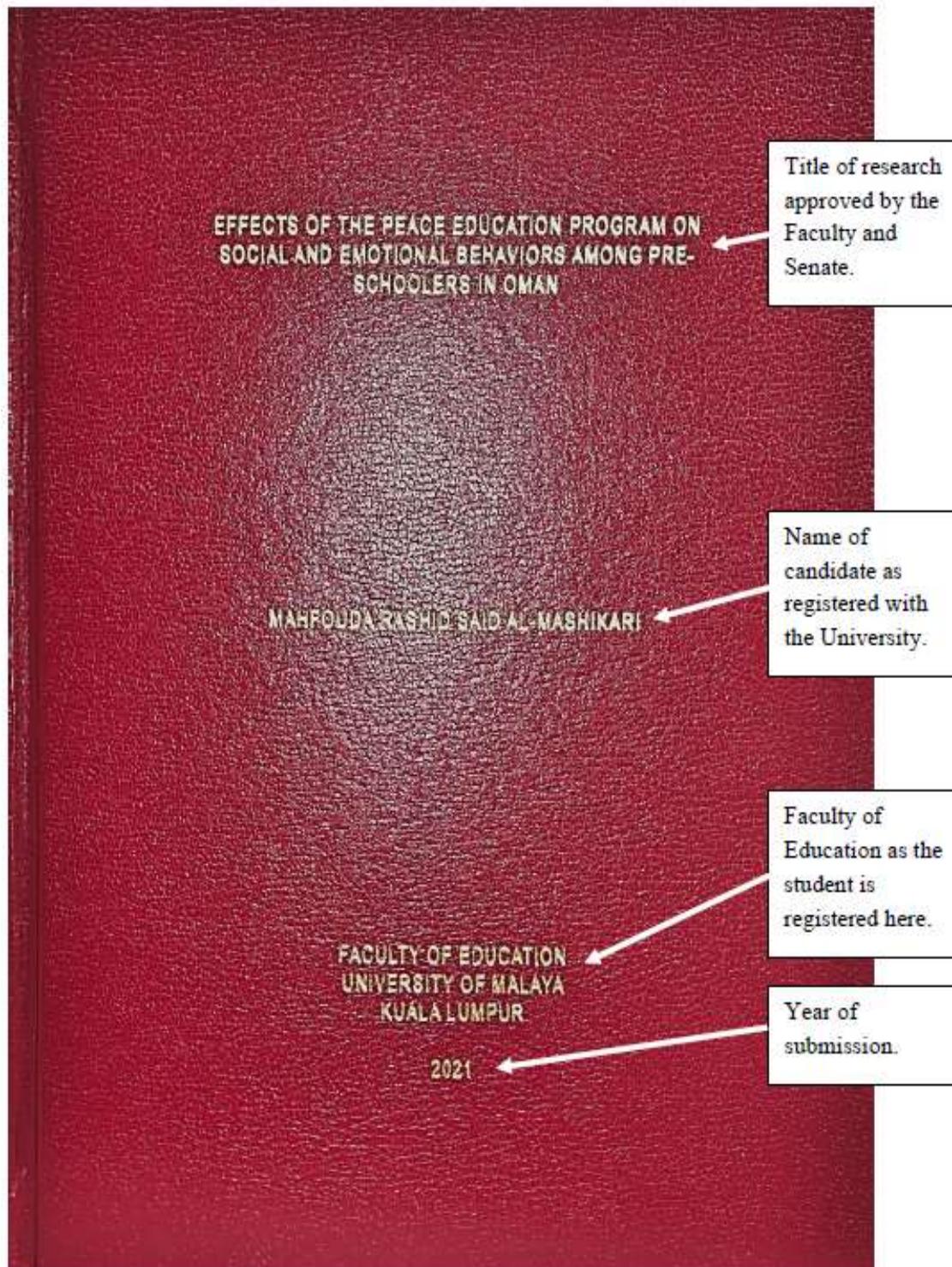
Size: 16, Bold

Spacing: 1.5

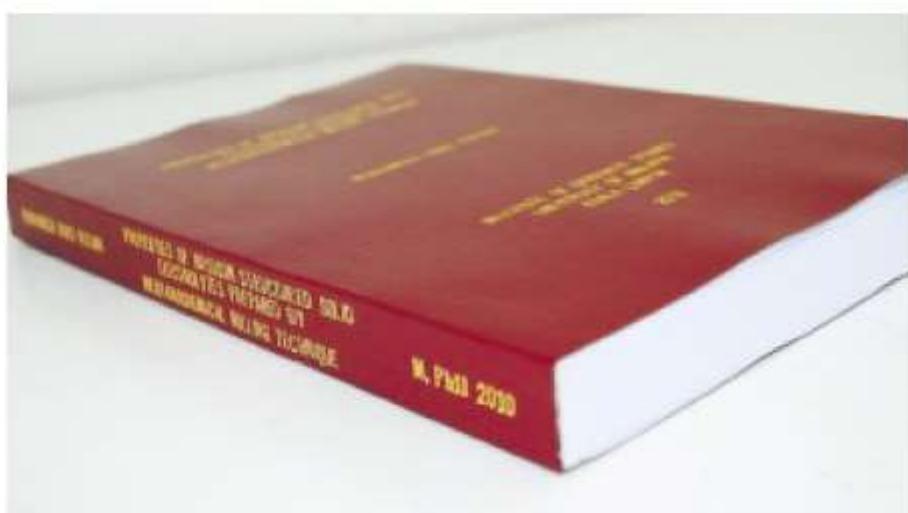
**Appendix A2 – Sample Hard Bound Copy for Final Submission (*Bahasa Malaysia*)**



**Appendix A3 – Sample Hard Bound Copy for Final Submission (English)**



**Appendix A4 – Sample of Softbound Copy for Examination**

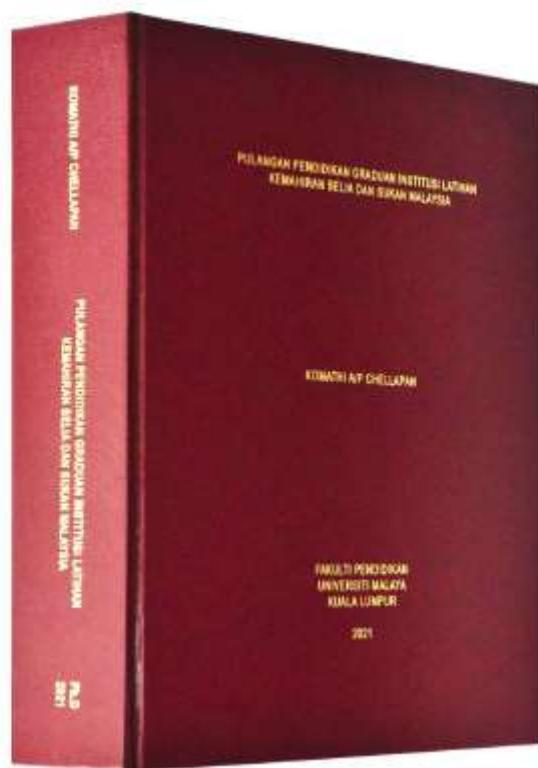


For PhD Thesis for examination, the softbound copy must be in soft red rexine.



For Masters Dissertation for examination, the softbound copy must be in red 'hard' cardboard.

## **Appendix A5 – Samples of Whole Hard Bound Copy for Final Submission**

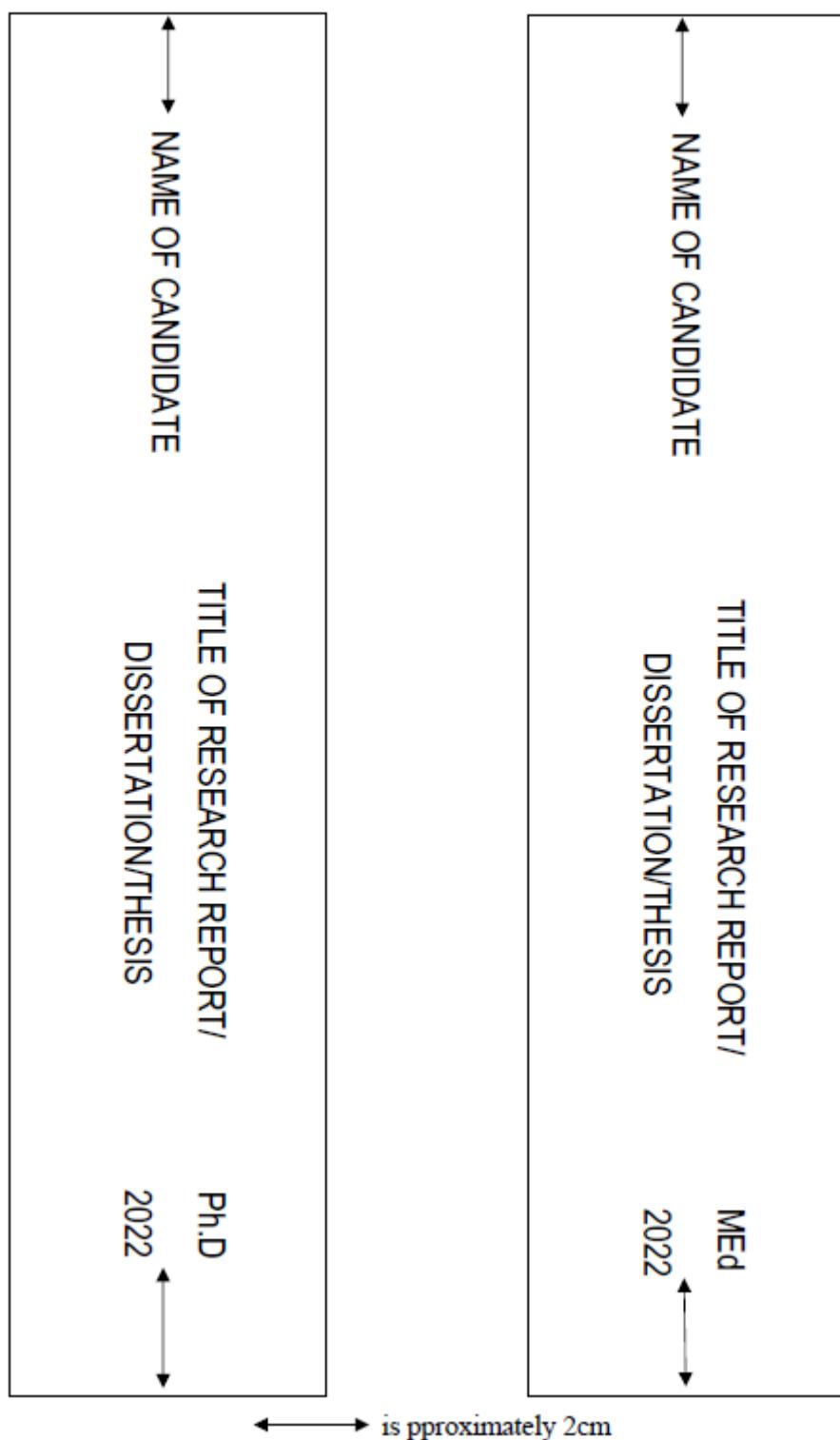


### Example of hardbound thesis (dark red/maroon)



### Examples of hardbound research report (ocean blue)

**Appendix B1 – Spine Format**

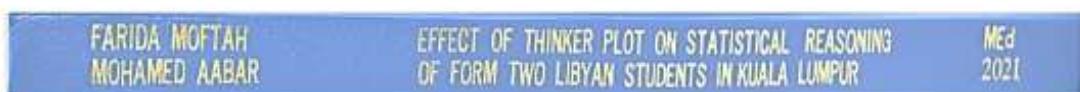


is approximately 2cm

## **Appendix B2 – Samples of Spine Format for Final Hard Copy**



Spine format for thesis



Spine format for dissertation

## Appendix C – Electronic Soft Copy

The submitted electronic copy of the research report/dissertation/thesis in a USB flashdrive or CD (in PDF format), is required to be labelled with the following details:

Name (*Nama*):

Matric Number (*Nombor Matrik*):

Title of Research Report/Dissertation/Thesis (*Tajuk Laporan Penyelidikan/Disertasi/ Tesis*):

Name of Faculty (*Nama Fakulti*):

Year of Submission (*Tahun Penyerahan*):

Note: Select only one language (*pilih hanya satu bahasa*)

Example:



### Appendix D1 – Statements of the Title Page

The title page is the first page after the front cover. Table 2.2 presents the statements according to mode of programme.

**Table 2.2**  
*Statement on Title Page According to Mode of Programme*

MASTER'S DEGREE		
Research Report (Coursework mode)	Dissertation (Mixed mode)	Dissertation (Research mode)
RESEARCH REPORT SUBMITTED TO THE FACULTY OF EDUCATION, UNIVERSITY OF MALAYA, IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (NAME OF PROGRAMME)	DISSERTATION SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (NAME OF PROGRAMME)	DISSERTATION SUBMITTED IN FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (NAME OF PROGRAMME)
DOCTORAL DEGREE		
Thesis (Mixed mode)	Thesis (Research mode)	
THESIS SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (NAME OF PROGRAMME)	THESIS SUBMITTED IN FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (NAME OF PROGRAMME)	

## **Appendix D2 – Title Page for Research Report, Dissertation and Thesis**

The words on title page should be typed with Arial Narrow font, font size 12 and spacing 1.5.

### **1. Title Page for Research Report**

TITLE OF RESEARCH REPORT
NAME OF CANDIDATE
RESEARCH REPORT SUBMITTED TO THE FACULTY OF EDUCATION, UNIVERSITY OF MALAYA, IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF MASTER OF COUNSELING
2022

TAJUK LAPORAN PENYELIDIKAN
NAMA CALON
LAPORAN PENYELIDIKAN DISERAHKAN KEPADА FAKULTI PENDIDIKAN, UNIVERSITI MALAYA SEBAGAI MEMENUHI SEBAHAGIAN KEPERLUAN BAGI IJAZAH SARJANA KAUNSELING
2022

### **2. Title Page for Dissertation by Mixed Mode**

TITLE OF DISSERTATION
NAME OF CANDIDATE
DISSERTATION SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF MASTER OF EDUCATION (LANGUAGE EDUCATION)
FACULTY OF EDUCATION UNIVERSITY OF MALAYA KUALA LUMPUR
2022

TAJUK DISERTASI
NAMA CALON
DISERTASI DISERAHKAN SEBAGAI MEMENUHI SEBAHAGIAN KEPERLUAN BAGI IJAZAH SARJANA PENDIDIKAN (PENDIDIKAN BAHASA)
FAKULTI PENDIDIKAN UNIVERSITI MALAYA KUALA LUMPUR
2022

3. Title Page for Dissertation by Research

TITLE OF DISSERTATION
NAME OF CANDIDATE
DISSERTATION SUBMITTED IN FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF MASTER OF EDUCATION
FACULTY OF EDUCATION UNIVERSITY OF MALAYA KUALA LUMPUR
2022

TAJUK DISERTASI
NAMA CALON
DISERTASI DISERAHKAN SEBAGAI MEMENUHI KEPERLUAN BAGI IJAZAH SARJANA PENDIDIKAN
FAKULTI PENDIDIKAN UNIVERSITI MALAYA KUALA LUMPUR
2022

4. Title Page for Thesis by Mixed Mode

TITLE OF THESIS
NAME OF CANDIDATE
THESIS SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY
FACULTY OF EDUCATION UNIVERSITY OF MALAYA KUALA LUMPUR
2022

TAJUK TESIS
NAMA CALON
TESIS DISERAHKAN SEBAGAI MEMENUHI SEBAHAGIAN KEPERLUAN BAGI IJAZAH DOKTOR FALSAFAH
FAKULTI PENDIDIKAN UNIVERSITI MALAYA KUALA LUMPUR
2022

5. Title Page for Thesis by Research

TITLE OF THESIS
NAME OF CANDIDATE
THESIS SUBMITTED IN FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY
FACULTY OF EDUCATION UNIVERSITY OF MALAYA KUALA LUMPUR
2022

TAJUK TESIS
NAMA CALON
TESIS DISERAHKAN SEBAGAI MEMENUHI KEPERLUAN BAGI IJAZAH DOKTOR FALSAFAH
FAKULTI PENDIDIKAN UNIVERSITI MALAYA KUALA LUMPUR
2022

**Appendix E1 – Original Literary Work Declaration Form (English)**

**UNIVERSITI MALAYA**

**ORIGINAL LITERARY WORK DECLARATION**

Name of Candidate:

(I.C/Passport No.: )

Registration/Matric No:

Name of Degree:

Title of Project Paper/Research Report/Dissertation/Thesis ("this Work"):

Field of Study:

I do solemnly and sincerely declare that:

- (1) I am the sole author/writer of this Work;
- (2) This Work is original;
- (3) Any use of any work in which copyright exists was done by way of fair dealing and for permitted purposes and any excerpt or extract from, or reference to or reproduction of any copyright work has been disclosed expressly and sufficiently and the title of the Work and its authorship have been acknowledged in this Work;
- (4) I do not have any actual knowledge nor do I ought reasonably to know that the making of this work constitutes an infringement of any copyright work;
- (5) I hereby assign all and every rights in the copyright to this Work to the University of Malaya ("UM"), who henceforth shall be owner of the copyright in this Work and that any reproduction or use in any form or by any means whatsoever is prohibited without the written consent of UM having been first had and obtained;
- (6) I am fully aware that if in the course of making this Work I have infringed any copyright whether intentionally or otherwise, I may be subject to legal action or any other action as may be determined by UM.

Candidate's Signature

Date

Subscribed and solemnly declared before,

Witness's Signature

Date

Name:  
Designation:

**Appendix E2 – Original Literary Work Declaration Form (*Bahasa Malaysia*)**

**UNIVERSITI MALAYA**

**PERAKUAN KEASLIAN PENULISAN**

Nama: \_\_\_\_\_ (No. K.P/Pasport: \_\_\_\_\_)

No. Pendaftaran/Matrik:

Nama Ijazah:

Tajuk Kertas Projek/Laporan Penyelidikan/Disertasi/Tesis ("Hasil Kerja Ini"):

Bidang Penyelidikan:

Saya dengan sesungguhnya dan sebenarnya mengaku bahawa:

- (1) Saya adalah satu-satunya pengarang/penulis Hasil Kerja ini;
- (2) Hasil Kerja ini adalah asli;
- (3) Apa-apa penggunaan mana-mana hasil kerja yang mengandungi hakcipta telah dilakukan secara urusan yang wajar dan bagi maksud yang dibenarkan dan apa-apa petikan, ekstrak, rujukan atau pengeluaran semula daripada atau kepada mana-mana hasil kerja yang mengandungi hakcipta telah dinyatakan dengan sejelasnya dan secukupnya dan satu pengiktirafan tajuk hasil kerja tersebut dan pengarang/penulisnya telah dilakukan di dalam Hasil Kerja ini;
- (4) Saya tidak mempunyai apa-apa pengetahuan sebenar atau patut semunasabahnya tahu bahawa penghasilan Hasil Kerja ini melanggar suatu hakcipta hasil kerja yang lain;
- (5) Saya dengan ini menyerahkan kesemua dan tiap-tiap hak yang terkandung di dalam hakcipta Hasil Kerja ini kepada Universiti Malaya ("UM") yang seterusnya mula dari sekarang adalah tuan punya kepada hakcipta di dalam Hasil Kerja ini dan apa-apa pengeluaran semula atau penggunaan dalam apa jua bentuk atau dengan apa juga cara sekalipun adalah dilarang tanpa terlebih dahulu mendapat kebenaran bertulis dari UM;
- (6) Saya sedar sepenuhnya sekiranya dalam masa penghasilan Hasil Kerja ini saya telah melanggar suatu hakcipta hasil kerja yang lain sama ada dengan niat atau sebaliknya, saya boleh dikenakan tindakan undang-undang atau apa-apa tindakan lain sebagaimana yang diputuskan oleh UM.

Tandatangan Calon

Tarikh

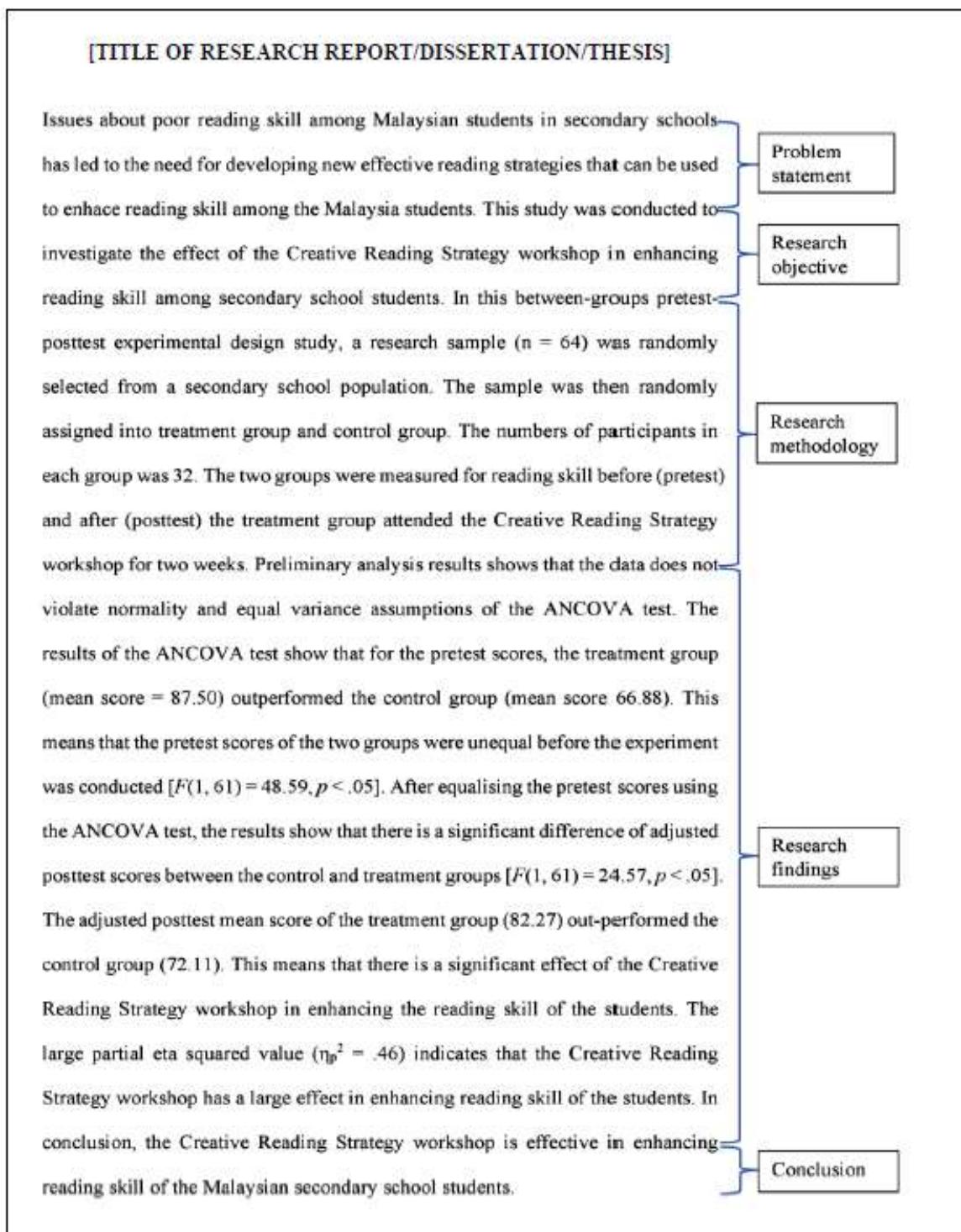
Diperbuat dan sesungguhnya diakui di hadapan,

Tandatangan Saksi

Tarikh

Nama:  
Jawatan:

## Appendix F – Example of an Abstract (English)



Note: The Abstract and Abstrak of research report/dissertation/thesis must have titles in Capital letters and in 12-point Bold Font.

## **Appendix G – Example of Table of Contents (Quantitative Research)**

Note: Students are encouraged to discuss with the supervisors on the relevant sub-topics that need to be included in the write up. This is just an example only.

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**PENGHARGAAN**  
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Kepada  
To

**Prof. Madya Dr. Zawawi Ismail**  
Dekan  
Dean

**Prof. Madya Dr. Zaharah Hussin**  
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*Deputy Dean (Higher Degree)*

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*Heads of Departments*

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**Jawatankuasa Buku Panduan DPP 2022/2023**  
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**Support Staff**

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**Kakitangan Sokongan**  
**Support Staff**

Puan Sunita Abdul Aziz

**Kakitangan Sokongan**  
**Support Staff**

Cik Helwa Rahiza Ahmad Saldi

dan  
and

Individu-individu yang terlibat secara langsung atau tidak langsung dengan penerbitan Buku Panduan ini.  
*Other individuals involved either directly or indirectly in the publication of this Handbook.*

Terima Kasih  
*Thank you.*



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