



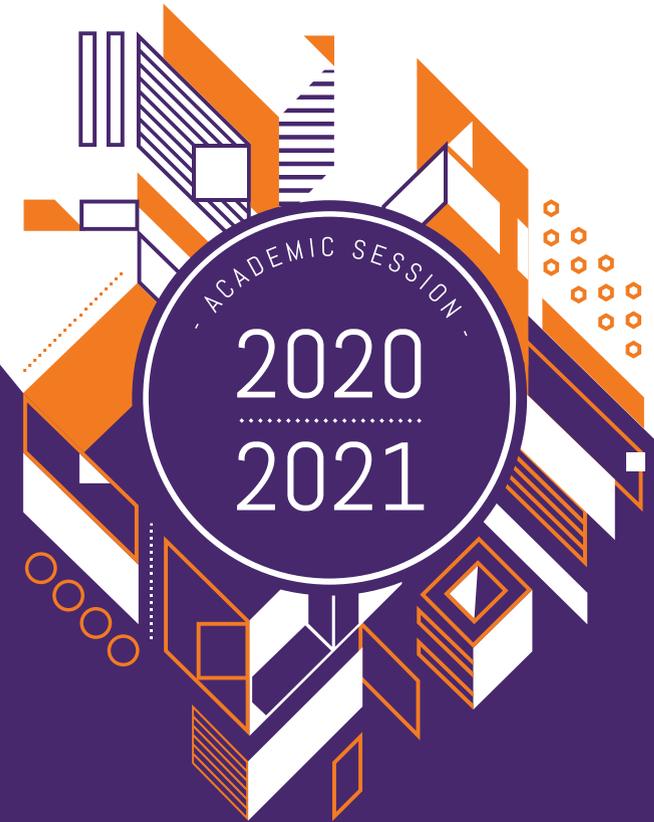
SCHOOL OF SOCIAL SCIENCES - POSTGRADUATE PROGRAMMES

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Socsc Postgrad

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2020 / 2021



SCHOOL OF SOCIAL SCIENCES

POSTGRADUATE PROGRAMMES

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ACADEMIC CALENDAR SESSION 2020/2021
[12 OCTOBER 2020 – 1 AUGUST 2020]

SEMESTER I

Monday, 12 October 2020 – Sunday, 29 November 2020

Monday, 12 Oct. 2020	-Sunday, 29 Nov. 2020	:Teaching and Learning 7 weeks
Monday, 30 Nov. 2020	-Sunday, 06 Dec. 2020	:Mid Semester Break
Monday, 07 Dec. 2020	-Sunday, 24 Jan. 2021	:Teaching and Learning 7 weeks
Monday, 25 Jan. 2021	-Sunday, 31 Jan. 2021	:Revision 1 week
Monday, 01 Feb. 2021	-Sunday, 21 Feb. 2021	:Teaching and Learning 3 weeks

MID SEMESTER BREAK

Monday, 22 February 2021 – Sunday, 21 March 2021

SEMESTER II

Monday, 22 March 2021 – Sunday, 09 May 2021

Monday, 22 March 2021	-Sunday, 09 May 2020	:Teaching and Learning 7 weeks
Monday, 10 May 2021	-Sunday, 16 May 2021	:Mid Semester Break
Monday, 17 May 2021	-Sunday, 04 July 2021	:Teaching and Learning 7 weeks
Monday, 05 July 2021	-Sunday, 11 July 2021	:Revision 1 week
Monday, 12 July 2021	-Sunday, 01 August 2021	:Examinations 3 weeks

SEMESTER III

02 August 2021 – 10 October 2021

MASTER OF PUBLIC ADMINISTRATION (MPA)

Coursework Mode

INTRODUCTION

The Master of Public Administration (MPA) program is designed for those serving in the public sector and those planning a career in the public service. It is also open to those from other sectors for whom knowledge of the public sector is important. The basic entry requirement is a bachelor's degree from a recognized university.

For full time students, the MPA program is a three-semester program by coursework. For part-time students, the program will take 6 semesters to complete. To earn the MPA degree, students are required to accumulate 44 credits from the core and elective courses. For the first two semesters, students will register core courses (32 credits) and in the third semester, students will register elective courses (12 credits).

OBJECTIVE

The general objective of the program is to equip participants with knowledge in the foundations, structures and functions of the public sector and in policy analysis, management and research as well as to expose them to global developments in the theory and practice of public administration required for effective performance in the changing national and international environment. This will be achieved by focusing on:

- the normative foundations of public administration and the implications of the changing and increasingly challenging national and global context for effective governance and the achievement of national goals,
- a theoretically-based examination of the structures and functioning of the public sector and public organizations in modern government and of alternative and innovative approaches for their improvement,
- the research and analytical skills needed for effective problem-solving and decision-making in the public sector, and
- the development of an approach towards public service which guides the efforts of civil servants and integrates their contributions with those of other governmental and non-governmental economic and social institutions in society consistent with national aspirations.

DEGREE REQUIREMENTS AND ASSESSMENT

Participants will be conferred the Master of Public Administration degree after they have successfully accumulated 44 credits from the core and elective courses.

Students will be assessed according to the Cumulative Grade Point Average (CGPA) system with the following grades distribution:

Grade	Grade Point	Explanation
A	4.00	Pass
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	
C+	2.33	
F	0	Fail

Passing grade for each course is C+. For graduation purposes, students must obtain a minimum CGPA of 3.00/4.00. SPA592/12 Research Project will be graded according to this system. Students are allowed to repeat courses for which they have obtained Grade B- and below.

PROGRAM STRUCTURE

The program incorporates a balance among the various kinds of knowledge and skills required by the public administrator. These are: (a) an adequate understanding of the political and institutional setting within which he/she operates, (b) management skills sufficient to design and oversee internal operations, monitor and direct the allocation and use of human and material resources, and review performance, (c) technical-analytical and research skills sufficient to produce high quality staff work for senior-level administrative or political officials, or to direct and evaluate the work of others who provide such decision inputs, and (d) sufficient mastery of the substantive issues in one's policy area to monitor developments, anticipate problems and design workable policies and programs.

The core and elective courses under the four categories of knowledge and skill, as well as the Research Project, are shown in the table below.

Depending on class composition, courses will be conducted in English. However, students can choose to do their examinations or write their term and project papers in Bahasa Malaysia.

Students are expected to have a basic knowledge of computer usage. Internet facilities are provided in the MPA computer laboratory.

Structure of the MPA Program*	
Full-Time: 3 semesters	Part-Time: 6 semesters
44 credits	
Core: 32 credits	
Elective: 12 credits	
Core (32 credits)	
SPA501/4	Public Administration and the Political System
SPA502/4	Research Methods
SPA503/4	Organizational Management
SPA504/4	Economics for the Public Sector
SPA505/4	Government and Politics in Malaysia
SPA506/4	Public Sector Management
SPA507/4	Issues in the Malaysian Economy
SPA508/4	Policy Analysis and Design
*Elective (12 credits)	
SPA512/4	Case Studies in Managing Public Sector
SPA515/4	Ethics and Administration
SPA517/4	Globalisation and Regionalism
SPA591/4	Independent Studies
SPA592/12	Research Project

* Course offerings are subjected to the availability of lecturers.

COURSE REGISTRATION

Courses to be registered are given in the following table. For full time students, the program can be completed in 3 semesters, part time students will require 6 semesters. Part time students are allowed to convert to a full time status and they will then be allowed to register any course offered. The actual courses to be offered in the third semester will be announced during the second semester.

Full-Time Studies

Semester I	Semester II	Semester III
SPA501/4 SPA502/4 SPA504/4 SPA508/4	SPA503/4 SPA505/4 SPA506/4 SPA507/4	<i>Alternative 1:</i> 3 elective courses, 4-credit each. <i>Alternative 2:</i> SPA592/12*
16 credits	16 credits	12 credits

* Candidates who wish to register SPA592 should register in Semester II and should be continued in Semester III.

* Candidate who wish to register SPA592 will get exemption for 12 credits hours (3 Subjects).

Part-Time Studies

Year 1		
Semester I	Semester II	Semester III
SPA501/4 SPA502/4	SPA503/4 SPA507/4	Register 1 or 2 elective courses
8 credits	8 credits	4/8 credits

Year 2		
Semester I	Semester II	Semester III
SPA504/4 SPA508/4	SPA503/4 SPA505/4	<i>Alternative 1:</i> Register 1 or 2 elective courses <i>Alternative 2:</i> SPA592/12**
8 credits	8 credits	4/8/12 credits

** Candidates who wish to register SPA592 should register in Semester II and should be continued in Semester III.

** Candidate who wish to register SPA592 will get exemption for 12 credits hours (3 Subjects).

COURSE SYNOPSIS

SPA501/4 – Public Administration and the Political System

This course seeks to familiarize students with the political (i.e. the value-ideological and institutional) context of public administration, particularly in a democracy, and the impact of that context upon the conduct of public administration. Public administration is qualitatively different in important ways from other kinds of administration because it is part of government. A sound understanding of the underlying values of government and of the place of public administration in the overall design of the country's political system is indispensable if the public administrator is to discharge his duties responsibly and to contribute positively to societal governance. The implications of the value and institutional context for the behavior of the individual administrator will be emphasized throughout the course.

SPA502/4 – Research Methods

This course provides students with the necessary knowledge and skills to design a social research project, commission and supervise social research done by others, and evaluate research findings. This course will help students to be familiar with elements that need to be considered in preparing a research design and be able to prepare one. Upon completing the course, students will be able to formulate research questions and objectives, understand the major strategies of social research and the methodological choices that need to be made, understand the role of concepts, theories, hypothesis and models in social research, select appropriate sources of data to answer research questions, understand the major quantitative and qualitative methods of data gathering and analysis, and be familiar with the ethical issues involved in social research.

SPA503/4 – Organizational Management

This course examines the nature of organizations and their management in the legal-institutional context of public administration. Topics in this course include individual and group behavior in organizations, as well as the behavior of organizations as a unit of analysis. Special attention will be given to the implications of these behavioral tendencies for management in and of public organizations.

SPA504/4 – Economics for the Public Sector

This course will start by examining the rationale and uniqueness of public sector economics. It is designed to explain the theoretical basis of public sector functioning, management, and control, in particular the economic theory of government in a market system and the role of the state in the case of market failures and market efficiency. Subsequently, the income and expenditure patterns of government will be examined with reference to related issues such as budgetary policy, fiscal federalism, taxation system, public sector pricing, management of public debt and public goods. The role of the public sector in relation to growth and development with social justice/equity will be evaluated. The course concludes with an explanation of the possibilities of government failure and a discussion of alternative theories of social choice.

SPA505/4 – Government and Politics in Malaysia

Designed to deepen the student's understanding of the Malaysian political context, this course will examine the major features and issues of contemporary Malaysian governance and politics. It surveys the Malaysian governmental system and gives special emphasis to issues related to state and nation-building, ethnic relations, political and administrative reform, foreign policy, social problems, government-business relations, industrialization and economic development.

SPA506/4 – Public Sector Management

This course examines the problems and processes of managing the public sector by undertaking a theoretically based analysis of key choices and decisions. Together with the political system, these macro-decisions provide the parameters within which civil servants operate and constitute major influences on their behavior and performance. The course will focus on concepts and contemporary theories in public sector management. The current challenges and issues in public sector will also be examined.

SPA507/4 – Issues in the Malaysian Economy

This course seeks to familiarize students with the main macroeconomic problems of Malaysia. It provides an overview of the country's major macroeconomic indicators, including those on the labor force, employment, national product, money supply, savings and investments. The major macroeconomic problems, such as income distribution, inflation, balance of payment disequilibrium, labor shortage and foreign investment will also be examined. The final part of the course will be devoted to understanding on how the economy is managed while analyzing some of the major and related development strategies and policies.

SPA508/4 – Policy Analysis and Design

This course examines public policy analysis as a field of study and as an area of practice. The main approaches to the study of policy analysis will be explored, and the analytical techniques relevant to the various stages of the policy-making process will be examined. Successful administration of public policy requires understanding of policy and program formulation, implementation, evaluation, and the art of decision-making. These are the major components for policy analysis as a practical guide to decision-making.

SPA512/4 – Case Studies in Managing Public Sector

This course examines both theoretical thinking and cases in the management of public organizations and policies. The purpose is to enhance (would-be) public managers' ability in making sense of problems and opportunities and designing appropriate responses to them – which of course is the essential purpose and pay-off of professional training in public administration. Using Mark Moore's *Creating Public Value: Strategic Management in Government* as the main text, the first part will expose students to some basic ideas on managing public organizations and their application to actual cases. In the second part, students will apply and evaluate the ideas through the analysis of cases in Malaysian public administration, including, for this semester, the just released commission report on the police.

SPA515/4 – Ethics and Administration

Administrators and managers face different kinds of moral and ethical problems. This course will introduce students to the theories and methods for ethical decision-making. Administrators and managers also operate in a political environment, in this context, the course will also discuss contemporary issues in political philosophy. The main emphasis of the course is on ethical dilemmas faced by administrators and managers, internal values, citizens' rights and norms in administrative services. Topics include: introduction to ethics and administration, Eastern and Western moral philosophy and political thought, relationship between decision makers and decision administrators, professional responsibilities, moral duties, citizens' rights and democratic institutions, ethics and administration in the Malaysian context, analytical expertise and ethical decision making, moral obligation and personal responsibilities.

SPA517/4 – Globalisation and Regionalism

The course is firstly to bring awareness to the students of the phenomenon of globalization, how it touches them, its causes, and what are its positive and negative impacts worldwide. Then how it is faced up to? One is global governance as an attempt to harness it. The other is the accentuation of the trend of regionalism. In the centre of this are the states that lead the way in regionalism to find a way to harness globalization, or otherwise be battered by it. Through inter-regional cooperation the attempt is made to harness globalization and also to initiate global governance. Within this context, the course will look at regional groupings in general but the EU in particular which attempts to defend European states and at the same time harness globalization to evade its negative impacts. A look at ASEAN will also be appropriate as ASEAN also looks to the EU for inspiration. ASEAN has also been battered by globalization, as reflected in the Asian economic and financial crisis. The EU and ASEAN attempt to cooperate in the international institutions which have a role to play in global governance i.e. the UN system, the World Bank and the IMF and more recently the WTO. Globalization is pushed much by these institutions but are they up to it in terms of global governance? Unmentioned so far are the transnationals and multinationals which have a large part to play. Finally, the international non-governmental organizations are a new actor on the international scene pushing for global governance.

SPA591/4 – Independent Studies

Anticipating students' interest in diverse policy areas, this course offers students an opportunity to pursue their specific interests through a guided reading program. One of the advantages of the course is its flexibility: any faculty member with the appropriate expertise and interest can be assigned as supervisor and, unlike the other courses, this course can be offered to interested students during all semesters, subject to availability of suitable faculty. Although the supervisor determines the method of evaluation, in general a paper or some form of written assignment will be the main method of evaluation.

SPA592/12 – Research Project Paper

This subject is an elective subject, designed with 12 credit hours and to be completed within 2 semesters. Students are required to register this subject in semester 2 and continued until semester 3. The structure of this subject allows the exemption for 3 elective subjects. The main aim of this subject is to provide an opportunity to student to learn and experience various research activities during the course, as the overall this program is not limited to course work. Students are required to work under supervision and to pass in research proposal defense at school level. The final report is 25,000 words which consist the element of research framework, data collection and results.

STUDENT ACTIVITY – THE MPA CLUB

Activities organized and conducted by students are integral to the success of a graduate program of this nature. This program aims to bring together students from various academic disciplines, careers and experiences into a common enterprise to foster exchanges in knowledge and experiences between them. One way to achieve this, and to encourage a sense of community among all participants, is the formation of an MPA club as part of the program. Students themselves with advice from one of the core faculty members manage the Club. It organizes related activities, for example, field trips, guest lectures, annual dinner-talks, and recreational activities, to encourage interaction among students and between students and faculty during the duration of the program and after graduation. The Club has its annual general meeting to elect a management committee in the third week of the first semester.

ACADEMIC STAFF

Core Faculty are those directly responsible for teaching the courses listed above in this Academic Year. Associate Faculty refers to guest lecturers in these courses or supervisors of SPA591 Independent Studies and SPA592 Research Project. Depending on the policy or problem areas of primary interest to students, additional associate faculty will be invited from time to time. Consultation hours of each faculty member will be announced when semester begins.

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Master of Economic Management (MEM)

Coursework Mode

INTRODUCTION

Master of Economic Management Programme (MEM) is a unique programme that combines practical economic knowledge with an issue-oriented approach. It is designed to train innovative economics practitioners. The programme provides an interesting blend of essential theory and practical application-skills that are necessary for those involved in economic management and are likely to be confronted by a wide range of economic issues.

MEM is a structured programme that integrates course work and research. It is offered on both a full-time (12 months) and a part-time (24 months) basis. In order to graduate, students are required to accumulate 40 credits from the compulsory, elective and optional courses.

AIM

This programme is designed to provide immediate and useable skills relevant in a wide variety of work-settings. The programme will be very useful to practitioners serving as administrators in the public and private sectors, researchers in research organisations, and professional consultants or economists in financial and multinational companies. The focus of the training is to impart the theory and problem-solving skills that will be useful in analysing applied and practical issues.

By being specifically geared to increasing the number of experts who possess a balanced blend of theory and practical economic management skills, the programme hopes to also alleviate the shortage of practising economists in the country.

OBJECTIVES

Specific objectives of the programme are to:

1. Provide a sufficient grounding in the basic tools of economic theory and quantitative analysis, with an emphasis on topics and tools most relevant for practical applications.
2. Provide an exposure to topical issues in areas of current interest. Among others, these include: global resource flows, micro issues in public sector economics, industrial dynamics, human resource economics, environmental and resource management and comparative economic management.
3. Foster analytical and management skills by providing opportunities to students to generate creative solutions to current and important economic issues or problems. The project component will test the ability of the students in this aspect.

PROGRAMME STRUCTURE, DEGREE REQUIREMENT AND ASSESSMENT

Students are required to accumulate 40 credits for graduation, with the following breakdown:

Structure of Credits

Course Type	Credits
Core	28
Electives	4 – 12
Options	0 – 8
Total	40

The core courses (28 credits or 70% of total) are Economics courses from the School of Social Sciences which the students must take. The elective courses are also Economics courses from the School of Social Sciences but the students have a choice in selecting the courses. Nevertheless, students must take a minimum of 4 credits and a maximum of 12 credits from these courses (10% - 30% of total). The optional courses are drawn from other disciplines offered by the School of Social Sciences as well as other Schools. The registration for these courses will depend on the pre-requisites which are set by the respective Schools.

Code and Course Title

Course Type	Code	Course Title
Core	SME501/4	Economics of Production and Consumption
	SME502/4	Macroeconomic Management and Policy
	SME503/4	Applied Econometrics
	SME504/4	Issues in the Malaysian Economy
	SME591/2	Research Project Seminar
	SME599/10	Research Project
Electives	SME511/4	Global Resource Flows
	SME521/4	Economics of Finance
	SME551/4	Resource and Environmental Economics
	SME561/4	Micro Issues in Public Sector Economics
	SME600/4	Independent Study
<i>Options</i>	CSI511/4	Management Information Systems
	CSI514/4	Security and Ethical Challenges of IT
	SPA506/4	Public Sector Management
	YSW501/4	International Communication
	RPK536/3	Transportation Planning
	AGU610/3	International Business Management
	AGU614/3	Investment Analysis and Portfolio Management
	AGU615/3	International Financial Management

Degree Requirements and Assessment

Students are assessed on the Cumulative Grade Point Average (CGPA) system, with the following grade distribution:

Grade	Grade Point	Explanation
A	4.00	Pass
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	
C+	2.33	
F	0	Fail

For graduation purposes, students must obtain a minimum CGPA of 3.00/4.00. Students are allowed to repeat courses for which they have obtained Grade B- and below.

COURSE REGISTRATION

The programme can be completed in 1 year (max. 2 years) for full-time students and 2 years (max. 4 years) for part-time students. The course registration by semester for both full-time and part-time students is given in the following tables.

Full-Time Studies

Semester I	Semester II
SME501/4 SME502/4 SME503/4 SME504/4	<u>Electives (4-12 credits)</u> <u>Availability depends on course offerings</u> SME511/4 SME521/4 SME551/4 SME561/4 SME600/4 <u>Options (0-8 credits)*</u> <u>Availability depends on course offerings</u> CSI511/4 CSI514/4 SPA506/4 YSW501/4 RPK536/3 AGU610/3 AGU614/3 AGU615/3 <u>Core (12 credits)[#]</u> SME591/2 SME599/10
16 units (Core)	12 units (Electives/Options) 12 units (Core)

* Minimum total number of credits for graduation is 40 credits. However, there are optional courses which are 3 credits. If these 3-credit courses are chosen, the total number of accumulated credits will exceed 40.

[#] Students are required to attend the research proposal presentation session for SME591. Failure of attending The research proposal presentation would result in failing the course.

Students are required to do the corrections for their SME599 research project within one month after grades are known.

Part-Time Studies

Year 1	
Semester I	Semester II
SME503/4 SME504/4	<u>Electives (4-8 credits) Availability depends on course offerings</u> SME511/4 SME521/4 SME551/4 SME561/4 SME600/4 <u>Options (0-4 credits)* Availability depends on course offerings</u> CSI511/4 CSI514/4 SPA506/4 YSW501/4 RPK536/3 AGU610/3 AGU614/3 AGU615/3
8 credits (Core)	8 credits (Electives/Options)
Year 2	
Semester I	Semester II
SME501/4 SME502/4	<u>Electives (0-4 credits) Availability depends on course offerings</u> SME511/4 SME521/4 SME551/4 SME561/4 SME600/4 <u>Options (0-4 credits)* Availability depends on course offerings</u> CSI511/4 CSI514/4 SPA506/4 YSW501/4 RPK536/3 AGU610/3 AGU614/3 AGU615/3 <u>Core (2 credits)#</u> SME591/2 SME599/10
8 credits (Core)	4 credits (Electives/Options) 12 credits (Core)

* Minimum total number of credits for graduation: 40 credits. However, there are optional courses which are 3 credits. If these 3-credit courses are chosen, the total number of accumulated units will exceed 40.

Students are required to attend the research proposal presentation session for SME591. Failure of attending the research proposal presentation would result in failing the course.

Students are required to do the corrections for their SME599 research project within one month after grades are known.

COURSE SYNOPSIS

SME501/4 - Economics of Production and Consumption

The objective of this course is to provide a strong foundation in modern economics with emphasis on the application of theory in practical current economic issues. The problem-solving approach is used at the individual, firm and market levels so that the relationship between theory and reality is stressed. It is hoped that by the end of the course, students will be better equipped to understand, analyse and solve economic problems.

The course begins with an analysis of competitive markets in which the market mechanism and the effects of market intervention are discussed. This is followed by production and costs which cover several important aspects such as production functions, economies of scale and economies of scope. Other topics include pricing decisions, issues in consumption and information economics.

SME502/4 - Macroeconomic Management and Policy

This course studies the importance of aggregate macroeconomics in understanding the requirements of macroeconomic management. It analyses the macroeconomic management policies, which are based on fiscal and monetary tools, and economic growth in the context of national planning. Various aspects of national macroeconomic management in closed and open economies are studied. The topics include data for national planning, macro aggregates, macroeconomic model, macroeconomic management and policy, and economic growth.

SME503/4 - Applied Econometrics

This course introduces students to econometric methods which are used in the process of economic modelling. It stresses empirical interpretation and the application of econometric models for forecasting and policy analysis. The topics include multiple regression models, violations of classical assumptions, dummy independent and dependent variables, multi-equation and time series models.

SME504/4 - Issues in the Malaysia Economy

This course enables students to understand better the current position of the Malaysian Economy and its features. It familiarises students with the economic terms used commonly in economic reports and their implications. The course also aims to enable students to become more sensitive to how the private sector responds to government actions.

The course begins by tracing Malaysia's economic development in the last forty years. The topic, Malaysia and the Global Village, is next discussed. Other topics include the determinants of economic growth, public financing and private sector responses, tools of analysis, annual economic reports and economic forecasting.

SME511/4 - Global Resource Flows

This course examines the basis of trade flows between countries, trade policies, balance of payments, exchange rate system and resources, and trading arrangement and international finance.

The course begins with a discussion of the role of international trade and finance. It is then followed by trade theories and trade policies, including international trade organisations such as WTO and AFTA, labour and capital factor flows. Other topics covered are balance of payments and foreign exchange rate. The course concludes with a discussion on the effect of globalisation.

SME521/4 - Economics of Finance

The objective of this course is to introduce students to the financial systems at home and abroad. The course emphasises the practical aspects in the operation of a financial system. It is hoped that by the end of the course, the students will understand better the functions of financial institutions, monetary tools and the operations of money and capital markets. Besides, they will also be more skilful in the management of capital and the assessment of returns, risks and valuation.

The course begins with a discussion of the critical factors in a financial system, that is, inflation rates, interest rates and exchange rates. It is then followed by a review of financial institutions, instruments of monetary policy and types of securities. Other topics include financial statements and accounting principles, capital management, time value of money and the assessment of returns, risks and valuation. The course ends with a discussion of the sources of long term funds.

SME551/4 - Resource and Environmental Economics

This course exposes the students to the major ideas in economic analysis of pollution and resource exploitation. The focus of the course is on the following issues: scarcity and opportunity cost, the requirements of efficient markets, the conditions for market failure, externalities, the economics of pollution and pollution control, environmental policies in developing economics, issues and techniques in measuring the value of non-marketed aspects of the environment, and cost-benefit analysis. The course concludes with some reflections on policies on the environment.

SME561/4 - Micro Issues in the Public Sector Economics

This course uses microeconomic concepts to analyse key issues in public sector economics such as public sector intervention to correct market failures and taxation. The course defines the public sector and discusses measures commonly used to measure its size. Key instances of public sector intervention to correct market failure are examined and the policy implications emphasised. Similarly, the discussion on the principles of taxation is followed by an examination important policy issues.

SME591/2 - Research Project Seminar

The objective of this course is to expose students to the process of research in economics. The results from this course will contribute towards the completion of SME599/10 Research Project.

This 2-credit course examines the stages of academic research in economics. Apart from attending lectures relating to these stages of research, students are required to prepare a Research Proposal which consists of the problem statement, objectives of the research, research outline and literature review. Students are also required to make a presentation on their research proposal.

SME599/10 - RESEARCH PROJECT

This 10-credit component is a continuation from SME591. At this stage, students collect data, analyse data, test hypothesis and write the project paper. The assessment of this component is based on the project paper.

(Pre-requisite: Pass SME591/2)

SME600/4 - Independent Study

There is a possibility that some students are very interested in studying a particular issue in detail and this is not provided in other courses. The programme offers SME600 which gives an opportunity to students to explore issues which they are interested in by directed reading. However, whether this course is offered depends on the availability of expertise and interest among the academic staff. If this course is offered, the course supervisor will determine the mode of assessment.

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MASTER OF SOCIAL WORK

Mixed Mode

INTRODUCTION

The Masters of Social Work Program offered by the School of Social Sciences, Universiti Sains Malaysia is a programme that combines social work knowledge and field practice (practicum). It is designed to train social work practitioners from government and non-governmental organizations. This program helps student to work in the social work field at both micro (individual and groups) and macro (organization and community).

This Master of Social Work is a mixed mode programme which integrates coursework, practicum and research. For the full-time option, the minimum duration is for three semesters (18 months) and a maximum of 6 semesters (36 months).

AIM

The aim of this program is to enhance the quality of social work services, theories and advanced social work practices. This program will train social work practitioners to become more holistic social workers who are skillful and competent. Training more professional social workers at the Master's level will help increase the quality of social work services.

Increasing social problems in this country clearly requires a more competent work force in the field of social work. This program will help to increase the quality of workers in various social institutions and non-governmental bodies which are currently facing lack of skillful workers.

OBJECTIVES

The main objectives of this program are as follows:

- a) The MSW Program will help fulfill the need for human work force in order to cope with various social problems in line with the caring society context. In addition, to produce students who are innovative, motivated, competent and committed in the field of social work practice.
- b) To expand and increase Master's students with knowledge and specific skills in order to offer effective services as social workers.
- c) To produce more trained social work graduates that are clearly needed by many governmental and non-governmental organizations, industrial as well as private sectors.
- d) To enhance more research and expand social work knowledge by helping the country towards establishing quality social policies and human services.

ENTRY REQUIREMENTS

[1] A bachelor's degree in Social Work with a minimum CGPA of 3.00 from a recognized university.

or

[2]* Other degrees with a minimum CGPA of 3.00 from a recognized university.

or

[3]* Other degrees with a minimum CGPA 3.00 from a recognized university with at least five (5) years of working experience in the field of social services.

*Applications with other degrees (#2 & #3) will be required to attend a social work preparatory course. They will have to write a personal essay (maximum of 500 words) explaining why they want to enroll in this programme. All applicants will be called for an interview.

PROGRAM STRUCTURE, GRADUATION REQUIREMENTS AND EVALUATION

The structure of the programme is as follows:

Courses	Credits	%
Core Theories: (SSWS501, SSW502, SSW503, SSW504)	12	48
Specialisation: (SSW505, SSW506, SSW507)	9	
Methods: (SSW591)	3	52
Dissertation: (SSW599)	20	
Total	44	100

	Code/Credit	Courses
1.	SSW501/3	Advanced Social Work Theories with Individuals and Families
2.	SSW502/3	Advanced Social Work Theories with Group and Community
3.	SSW503/3	Social Policy and Social Services
4.	SSW504/3	Integrated Social Work Seminar
5.	SSW505/3	Social Work Education
6.	SSW506/3	Health and Well Being
7.	SSW507/3	Social Services Management
8.	SSW590/3	Independent Studies
9.	SSW591/3	Advanced Social Work Research
10.	SSW599/20	Dissertation

Graduation Requirements

Students are required to complete the following requirements:

- a) Successful completion of study for minimum of three semesters (full-time).
- b) Achieve CGPA not less than 3.00/4.00.
- c) Complete 600 hours of practicum.
- d) Pass dissertation (20,000 – 25,000 words).
- e) Accumulation of 44 credits.

Evaluation System

Candidates will be evaluated according to Cumulative Grade Point Average (CGPA) System with the following grade scale distribution:

Grade	Grade Point	Explanation
A	4.00	Pass
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	
C+	2.33	
F	0	Fail

Course evaluation will be based on 50 percent coursework and 50 percent examination. SSW591/3 and SSW599/20 will be evaluated as PASS/FAIL. For graduation requirements, candidate is required to achieved at least 3.00 CGPA. Students are allowed to repeat courses for which they have obtained Grade B- and below.

COURSE REGISTRATION POLAR

Full-time candidate must register courses according the following polar:

Year I		Year 2	
<i>Semester I</i>	<i>Semester II</i>	<i>Session Break</i>	<i>Semester I</i>
SSW501/3	SSW504/3		
SSW502/3	SSW505/3		
SSW503/3	SSW506/3		
SSW507/3	SSW591/3		
	PRACTICUM	PRACTICUM BLOCK	
	←-----		SSW599/20

COURSE SYNOPSIS

COURSE SYNOPSIS

SSW501/3 - Advanced Social Work Theories with Individuals and Families

Professional social work practice is based on knowledge, values and skills. The knowledge that is required for competent social work intervention encompasses the various theories and theoretical models that can be utilized in the intervention process.

This course will enhance the students' capacity to manage and conduct relevant intervention process with individuals (and families) in various situations with the aim of achieving well being of the individuals whether it is rehabilitative, preventive or developmental in nature.

These theories will be discussed in depth and the micro, meso and macro system will be considered.

At the end of the course, students are expected to:

1. Have knowledge and deepen understanding of the various theories and models of social work practice,
2. Develop capacity to assess/analyse the theories and their suitability to the local culture,
3. Conduct their social work intervention based on theories,
4. Possess the ability to plan and conduct various social work interventions which is integrated, culturally sensitive and transformative.

Topics in this course will include: System and Ecological Theories/Models, Psychosocial and Communication Theories/Models, Behavioral Theories/Models, Humanistic and Existential Theories/Model, Crisis Theory/Intervention, Cognitive Theory/Model, Feminist Theory/Model, Radical and Marxist Theory/Model.

SSW502/3 - Advanced Social Work Theories with Group and Community

Group work or team work is one of the methods used in social work practice. In reality, each individual cannot live without group and it is important for every individual to learn how to adapt themselves with their groups. Community work is a field in social sciences focusing on reflective practice based on strategic analysis and intervention.

This course is introduced to enable students to understand the group dynamics. It will also help the students to understand how group work can be used in the helping process or in social work intervention. It also introduces students to community work practice based on theoretical knowledge, practice skills and orientations based on values and principles of social work.

In addition, it focuses on the use of problem solving models of social work intervention with groups, organizations and community. Theories in social work will be used to examine the practice of working with groups, organizations and community. It also considers the relationship of each component to their social environment.

Topics:

- A. The evolutions of social work and group work, preplanning and formation of groups, beginning phase, intermediate phase and termination of groups, theories/models of group work, skills and roles of group workers, issues and problems in groups work.
- B. Definitions, objectives and values in community work, roles of community workers in modern society, theories/models of community work practice, community work process, skills and roles of community workers, issues and problems in community work.

SSW503/3 - Social Policy and Social Services

This course will discuss problems that are related to social welfare and policy. It is important for social workers at different levels of practice to understand the nature of social problems, and also the influences of external factors that form the basis of the formulation of social welfare policies. Since the field of social work focuses on the relationship between the individual and the environment, it is important for the practitioners to understand the development of social welfare policies through the various social systems and society as a whole. The interaction between policies, society and social systems has to be seen as an effort to manage, control, reduce, and eradicate social problems. Social workers are responsible professionally towards the development and implementation of social welfare policies and programs that have been formulated. Additionally, social workers should have the capability to analyze and influence the development of social policies.

The following topics will be discussed in the course: historical development of social welfare and social work profession, analysis of social problems and understanding of Malaysian social welfare system, legal procedures will be discussed in reference to policy issues, the role of discrimination, oppression and inequality in formulating and implementing of social policy and services, emphasis will be given to social issues pertaining to social justice, differences, ethics and values in social work, finally discussion on poverty, health, education and rural problems will be discussed.

SSW504/3 - Integrated Social Work Seminar

This course will review critically the various social science and social work theories and their applicability in the local context. Based on this deeper understanding, students will be guided to apply these theoretical models in social work intervention with individuals, families, groups and communities taking into consideration holistic well-being and the various social systems that operate in the client's life.

This course is conducted in the format of a workshop-style. At the end of the course, students are expected to: (a) have critical understanding of the various theories and its relevance to the local context, (b) know the various weaknesses and strengths of the different social work models and approaches and their relationship to social work philosophy and values, and (c) be able to understand and conduct social work practice that is holistic, collaborative, integrative and responsive to the local context.

Topics for discussion will revolve around: development of social work theories and its relationship to social science, social work intervention and its link with psychology, sociology, political science, economics, indigenous practices and its relevance in social work intervention.

SSW505/3 - Social Work Education

Education needs to be transferred in a form of democratic ideology. University students are adult group and they need to be treated in a form of learning which enables them to learn in a more open environment and not to be treated as children. Social work educators have major responsibilities to help individuals establish good values. In order to strengthen social work education, it is also important for social work educators to have good values that can be of examples to their students. Therefore, teaching skills and inculcating good values should be emphasized to enable student to become more efficient social worker.

At the end of this course, student will understand and learn: (a) about social work profession, and values /ethics that social worker must adhere, (b) methods of transferring and teaching social work values to individuals or students, (c) elements that needs to be emphasized in a social work curriculum building process, and d) effective teaching and learning social work methods.

SSW506/3 - Health and Well Being

This course examines social policies related to the health system in this country and also the practice of medical social work. At the end of this course, students should be able to (i) explain the concepts and theories used in health and mental health, (ii) understand various marginalized groups who do not receive medical services and to see its relationship with available policies, (iii) issues related to social work practitioners in hospitals and health departments and (iv) identify how to influence others' in changing social policies which is no longer functioning or which needs to be improvised.

SSW507/3 - Social Services Management

Social services agencies possess unique characteristics. These characteristics include political funding, strong social objectives, a variety of constituencies, expectations, service and administrative personnel. Hence social service agencies also share the same management problems as other agencies/organizations in society.

As a response to the changing needs of society such agencies may have to re-look at their roles, identity and structures. Thus changes are imperative. This course will enable students to develop skills in management as well as evaluation in order to bring about innovations that are relevant and realistic.

This course is designed to enable students to identify the various theories in management, their strengths and weaknesses and their applicability in the local environment. In due course, students will be able to identify the most potential and relevant management method for each distinctive human service agency. Topics to be covered will also focus on the development of agencies beginning from the planning stage to staff development and evaluation. The topics include: planning, management of resources both human and material, decision making, supervision, conflict resolution and leadership. All topics will take into consideration the diversity that exists in the agency, objectives of the agency and the changing needs of the community.

At the end of the course, students are expected to:

- (a) Understand the identity and uniqueness of social service agencies.
- (b) The role of agency managers.
- (c) Possess knowledge on management.
- (d) Develop skills in building and managing personnels as well as material resources in the agency.
- (e) Develop capacity to plan and evaluate services and programmes.
- (f) Possess leadership skills.

Topics that will be covered include: management in the context of social service agencies, role of managers, creating task and job responsibilities, motivation, recruitment and interview, supervision, staff training and creative learning, planning, conflict resolution, managing volunteer, managing financial resource of the agencies, and evaluation.

SSW590/3 - Independent Studies

In order to meet the needs of the different background of the candidates, this course gives the chance for those who wish to study in-depth their focal research interest by supervision from one of the faculty members. Candidate is given list of references and evaluated based on their writing assignments. This course can also be registered in any semester convenient to the candidate.

SSW591/3 - Advanced Social Work Research

The purpose of this course is to strengthen the knowledge of students in social work research. The course will increase the knowledge and understanding of the scientific process of research – methodology, formulation of problem statement, sampling, measurement and data collection procedure. This course will focus on the usage statistics in the data analysis.

The following topics will be discussed: theory building in social work setting, discussion on hypothesis and research questions, process of research from problem statement formulation to data collection, application of statistics, and the protocol of writing a research report.

SSW599/20 - Dissertation

The dissertation is linked to the practicum component. It is designed to equip students with adequate research experience during their practicum. Practicum begins at the end of the 2nd semester of the 1st year.

Students are required to submit an original research report incorporating theory, practice and analysis of the research questions critically and in the process try to develop innovative practice model. The dissertation should reflect the ability to apply research methodology in trying to solve social problems in an institutional/community setting. Students are encouraged to develop a practice model, implement and evaluate its effectiveness.

The topic of dissertation will be decided by each student based on the advisor's advice. The length of the dissertation is between 20,000-25,000 words written in either Bahasa Malaysia or English. Submission of the completed dissertation is at the end of the 1st semester of the 2nd year. Format of writing as instructed by Institut Pengajian Siswazah, USM, must be followed.

Practicum (600 hours)

Practicum is one of the major components in professional social work education. The Council of Social Work Educators: Education Policy and Accreditation Standards (2001) states that practicum should and must be offered in all social work education programmes both in the undergraduate and graduate level. It is only through practicum that students are able to apply the theories, skills and knowledge learnt in the classroom. It is the training at the practicum level that enables students to gain competence in professional social work intervention and practice.

The programme offered requires the students to undergo practicum training of 600 hours which is the minimum requirement for practicum at the graduate level. Students are required to undergo their training during Semester II (which is concurrent in nature) and during the long break at the end of the second semester but before the beginning of the new academic year.

Placement for practicum during the second semester (concurrent placement) is within Penang and students are required to cover 200 hours (25 days x 8 hours per day). During this period, students receive supervision from the academic staff in the university.

Focus of this practicum is on direct practice and in the process, students are also expected to assess issues, needs and problems which will enable them to develop modes of intervention or plan programmes as well as areas for research.

This practicum is linked with the course SSW591 Advanced Social Work Research as the final report from the practicum will be the basis of their dissertation. The full report will form their dissertation requirements (SSW599).

The block placement during the long vacation requires the students to complete 400 hours (50 days x 8 hours per day). Students are allowed to choose their own placement that is relevant to their field of research. Students will be supervised by the agency personnel. However, academic staffs involved in practicum will also monitor the students. Students are required to report regularly to the academic staffs regarding their progress. Monthly reports from students are also required.

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POSTGRADUATE PROGRAMMES: MASTER BY RESEARCH AND PH.D. PROGRAMMES

INTRODUCTION

The School of Social Sciences offers two postgraduate degrees, Master of Social Science (M.Soc.Sc.) and Doctor of Philosophy (Ph.D.) by research. Both programmes are offered in the following disciplines:

- Anthropology and Sociology
- Economics
- Development Planning and Management
- Political Science
- Social Work
- Psychology

Please refer to our academic staff's research interests for possible research topic.

Although the programmes are by research, M.Soc.Sc. candidates are required to successfully complete two preparatory postgraduate level courses while Ph.D. candidates are required to complete one preparatory course.

MASTER OF SOCIAL SCIENCE (FULL-TIME)

Entry Requirement

Candidates for the degree of Master of Social Science must minimally possess a Bachelor degree (Second Class Upper) from an accredited local or foreign university in the intended field of post-graduate study or CGPA of above 2.75.

Candidates must provide evidence of sufficient knowledge of their respective fields of specialisation. Candidates with academic backgrounds other than in the area for which they are applying may be required to successfully complete undergraduate level courses before commencing their preparatory post-graduate level courses.

Candidates are required to state their area of research when applying and submit a research proposal of 3-5 pages with the application.

Successful candidates generally work under a main supervisor. However there are provisions for a co-supervisor to be co-opted should the situation merit it.

Period of Candidature

The period of full-time candidature is not less than 12 months and shall not exceed 36 months. There is a 12-month residency requirement.

Graduate Requirements

1. Preparatory Courses

Candidates are required to register for the following preparatory postgraduate courses.

(a) SEW500/SAW500/STW500/SPW500/SBW500 - Advanced Theory

This is a course which aims to enhance the candidate's theoretical understanding in the field of his/her specialisation and research. The respective course is managed by the Sections in different ways.

SEW500	Managed by Economics
SAW500	Managed by Anthropology and Sociology
SPW500	Managed by Political Science
STW500	Managed by Social Work
SBW500	Managed by Development Planning and Management

Candidates are required to register for their course with their respective Sections. The course will be evaluated on a pass/fail basis. Candidates who fail the Advanced Theory course are permitted to repeat. Should he/she fails again his/her candidature from the Postgraduate Program will be discontinued.

(b) SKW501 - Social Science Methodology

This is a course on different methodologies within Social Sciences. Candidates are required to attend and complete this course as part of graduate requirements.

2. Graduate Seminar (Research Proposal Presentation)

Candidates are required to prepare a research proposal in consultation with the supervisor. The research proposal will then be circulated amongst Section members before presentation at a seminar. The seminar shall be chaired by a member of the Section and attended by academic staff of the Section and other post-graduate students. The candidate shall then undertake to make the necessary amendments to the proposal as suggested by the Section and submit it to the supervisor for approval. On approval of the research proposal, the candidate shall then proceed with his/her research and thesis proper.

3. Thesis

Candidates are required to produce a Master of Social Science thesis. This shall be done in consultation with the supervisor. A thesis should not exceed 50,000 words.

The thesis shall be evaluated by an External Examiner (one) and an Internal Examiner (one). On receipt of their reports the candidate is required to defend his/her thesis at a viva organised by the Thesis Examination Committee of the University.

The candidate must notify the Registrar in writing of the intention to submit the thesis three months prior to submission. This can only be carried out after the supervisor and the Dean are satisfied that all the necessary requirements have been fulfilled and all work completed satisfactorily.

MASTER OF SOCIAL SCIENCE (PART-TIME)

Requirements for a part-time Master of Social Science degree are similar to those of full-time candidates. The programme structure is also similar except for the period of candidature and residency requirements. The period of candidacy for a part-time candidate is a minimum of 24 months and a maximum of 72 months.

DOCTOR OF PHILOSOPHY IN SOCIAL SCIENCES (FULL-TIME & PART-TIME)

A recognised Master degree from a relevant field of study is the requirement for admission into the Ph.D. programme. Equivalent qualifications will also be considered. Candidates must show proof that they are adequately prepared for specialised research at the doctoral level. Candidates who do not meet the stipulated requirements will be required to take additional courses as specified by the Section.

It is essential that a Research Proposal of not more than 5 pages be submitted with the application forms, for the application to be considered.

The degree of Doctor of Philosophy is by thesis. The Ph.D. thesis should not exceed 80,000 words.

The period of candidature for Ph.D. candidates shall not be less than 24 months and should not exceed a maximum of 60 months for full-time candidates. For part-time candidates it is a minimum of 36 months and a maximum of 90 months. The residency requirement for full-time candidates is 24 months whilst that for part-time candidates is 15 days in a calendar year.

Ph.D. candidates must register for SKW501- Social Science Methodology. Candidates are required to attend and complete this course as part of graduate requirements.

Graduate Seminar (Research Proposal Presentation)

Candidates are required to prepare a research proposal in consultation with the supervisor. The research proposal will then be circulated amongst Section members before presentation at a seminar. The seminar shall be chaired by a member of the Section and attended by academic staff of the Section and other postgraduate students. The candidate shall then undertake to make the necessary amendments to the proposal as suggested by the Section and submit it to the supervisor for approval. On approval of the research proposal, the candidate shall then proceed with his/her research and thesis proper.

LANGUAGE REQUIREMENTS

Candidates are required to complete the following language requirements:

(i) **Malaysian Citizen**

A minimum of a pass in Bahasa Malaysia at the Sijil Pelajaran Malaysia (SPM) level.

(ii) **Foreign Citizen**

Foreign candidates are required to pass LKM100 to satisfy Bahasa Malaysia language requirement. Proficiency in English according to the standards determined by the University.

Candidates who are unable to show proof of these are required to attain the qualification through study during the candidature period.

GRADUATE COLLOQUIUM

The School will organize a Graduate Colloquium at least once a year. All postgraduate students enrolled with the School are obliged to attend this event as this will count towards their compulsory residential requirement. The colloquium will include training, motivational and intellectual seminars, intensive supervisory sessions and other activities to benefit thesis preparation and writing.

ACADEMIC STAFF AND RESEARCH INTEREST

Staff

Research Interests

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Labour Economics: Labour Supply, Gender and
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Consumption & Saving Behavior

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Consumer and Household
Demand, Consumer Credit,
Financial Services, Payment
Innovations

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Public Finance, Islamic
Economics, Economic
Development, Consumer
Behavior, Public Sector
Economics, Macroeconomics

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Public Sector Economics, Public
Finance – Taxation, Social
Security, Government
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Agriculture Economics, Islamic
Economics, Malaysian
Economics, System Dynamics
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Economics, Food Security,
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Resource Economics,
Development Economics,
Agricultural Economics, Global
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POLITICAL SCIENCE

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International Relations, State and
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Community Building, East Asian
Regionalism, Regional Political
Economy

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Peace and Conflict Studies,
Conflict Resolution, ASEAN,
Regional Security and Order,
Peacebuilding, Conflict
Transformation

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Political Science, Cultural
Politics, Democratization, Youth
Politics and Social Movement

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Public Administration, Public
Policy, E-government, Good
Governance, Citizenship
Education

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New Public Service, Public
Participation And Active
Transport Policy

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Politics, Public Policy Studies and
Globalization and World Order

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Politics, Politics of Culture

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Malaysian Politics, Public
Employment, Affordable Housing

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Public Management, Industrial Revolution 4.0,
Quantitative Research Method

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Political Economy of Health System,
Health Financing System, Politics
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Politics of Heritage; Postcolonial Politics

DEVELOPMENT PLANNING AND MANAGEMENT

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Creative City, Urban Heritage
Conservation, Human Capital
Development, Discourses of
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Gender and Development, Gender
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Human Resource Development

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Urban Studies, Environmental and
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Community Development, The
Concept and Indicator of Quality of
Life/ Well-Being, Urban
Ecosystem and Capability
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Urban Development, Land and
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Studies

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Urban Development, Role of
Higher Learning Institutions,
Experience Economy

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Poverty Issues (Urban and Rural),
Development Economics (Amartya
Sen's Development Concepts),
Human Capital Development
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Studies (Poverty and Wages in
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Food Security, Agricultural
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Sustainable Development,
Economic Development, Climate
Change Adaption and Measures

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International Migration,
Immigrant's Settlement and
Mobility Patterns, Immigration in
Local Development, Rural
Development

SOCIAL WORK

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Social Work Education and Practice,
Clinical Social Work, Sexuality,
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Equality, Culture and Gender Role,
Social Development, Elderly

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Social Policy; Social Development;
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Community Development and Social
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Social Psychology, Positive Psychology,
Interpersonal Relationships, Happiness,
Well-Being

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Child Socioemotional Development, Mental
Health and Resilience, Substance Use

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Working memory, Intelligence, Cognitive
Training, Substance (heroin, amphetamine-
type stimulants, ketum) use disorder
treatments

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Emotions, Prosocial behaviour,
Decision making, Values, Social
Psychology

**SCHOOL OF SOCIAL SCIENCES
TUITION AND OTHER FEES**

MASTER DEGREE PROGRAMMES BY COURSE WORK & MIXED MODE

**Master of Public Administration (MPA)
Master of Economics Management (MEM)**

Description	Malaysian Citizen (RM)	International Students (USD)
Registration Fees	480.00	182.50
Student Card	60.00	15.00
Personal Bond	-	1,000.00
Convocation Fees	200.00	50.00
Learning & Examination Fee	-	80.00
Total	740.00	1,327.50

(a) Malaysian Citizens

Programmes	Tuition Fees (RM)	Registration Fees (RM)	Total (RM)
Master of Public Administration (MPA)	220.00 x 44 units	540.00	10,220.00
Master of Economics Management (MEM)	220.00 x 40 units	540.00	9,340.00

(b) International Students

Programmes	Tuition Fees (USD)	Registration Fees (USD)	Personal Bond* (USD)	Total (USD)
Master of Public Administration (MPA)	82.50 x 44 units	277.50	475.00	4,382.50
Master of Economics Management (MEM)	82.50 x 40 units	277.50	475.00	4,052.50

* **Personal Bond** (refundable upon completion of study).

Master of Social Work (MSW)

Description	Malaysian Citizen (RM)	International Students (USD)
Registration Fees	90.00	120.00
Student Card	60.00	15.00
Personal Bond	-	1,000.00
Convocation Fees	200.00	50.00
Total	350.00	1,185.00

(a) Malaysian Citizens

Programmes	Tuition Fees (RM)	Registration Fees (RM)	Total (RM)
Master of Social Work (MSW)	255.00 x 44 units	540.00	11,760.00

(b) International Students

Programmes	Tuition Fees (USD)	Registration Fees (USD)	Personal Bond* (USD)	Total (USD)
Master of Social Work (MSW)	96.25 x 44 units	277.50	475.00	4,987.50

* **Personal Bond** (refundable upon completion of study).

Please direct all enquiries regarding postgraduate programmes to:

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