

PUTRA BUSINESS SCHOOL Fact Sheet 2019/2020 & 2020/2021

1. Contacts



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2. Academic Calendar 2019/2020 & 2020/2021

Master Academic Calendar (Master of Business Administration Programme)

3rd Trimester 2019/2020 (May 2020)	
No earlier than 7 May 2020 No later than 24 May 2020	Expected Arrival Date on Campus
9 May 2020	New Student Registration
11 May 2020	Trimester Commences
11 May 2020 – 9 August 2020	Course Registration & Lecture Week
10 August 2020 – 16 August 2020	Study Week
17 August 2020 – 30 August 2020	Final Examination
31 August 2020 – 6 September 2020	Inter-trimester Break
1st Trimester 2020/2021 (September 2020)	
No earlier than 3 September 2020 No later than 20 September 2020	Expected Arrival Date on Campus
5 September 2020	New Student Registration
7 September 2020	Trimester Commences
7 September 2020 – 29 November 2020	Course Registration & Lecture Week
30 November 2020 – 6 December 2020	Study Week
7 December 2020 - 20 December 2020	Final Examination
21 December 2020 – 3 January 2021	Inter-trimester Break

Airport pick-up service from Kuala Lumpur International Airport 1 & 2 is offered only on arrival days; 8am – 8pm ONLY,

Students are advised NOT to make any travel arrangements during the examination week. Any request to change examination dates and times will not be entertained.

Examination day may fall on Saturday & Sunday

3. Application

- The application form can be downloaded from:
- **Link for application:** <http://putrabusINESSschool.edu.my/exchange-programs>

3.1 Trimester Application Deadline

- **3rd Trimester 2019/2020 (May 2020) Intake – 11 March 2020**
- **1st Trimester 2020/2021 (September 2020) Intake – 19 June 2020**

4. Academic preparation

- 4.1 Before coming to Putra Business School, student should select the courses they wish to attend. Please discuss with your course coordinator for the selection of courses. The list of courses offered will be available at your International Office and Putra Business School will update the list every trimester.
- 4.2 The student also should alert on the important dates provided by the Putra Business School in term of lecture week, midterm examination and the final examination date before purchasing the return ticket to your home country. Please refer to the Academic Calendar at <http://putrabusINESSschool.edu.my/academic-calendar/>
- 4.3 Class will be conducted at Putra Business School either in the morning, afternoon or evening session based on the course selected. Class timetable will be issued to students on the registration day.
- 4.4 An Orientation Programme is arranged in week 2 of the trimester to provide students with information about all kinds of facilities, rules and regulations and activities they need in order to make the most of their stay in Putra Business School.

5. Fees

- 5.1 Exchange students are required to pay the following fees :

University fee	RM450.00
International student fee	RM1000.00
Total	RM1450.00

- 5.2 Minimum three courses and maximum four courses to be registered in one trimester. One course is equivalent to 3 credit hours.

- 5.3 Payment should be made (via telegraphic transfer) to below bank details:
Payable to: PUTRA BUSINESS SCHOOL
Account No: 562142405860
Bank Name: Malayan Banking Berhad (Maybank)

Bank Branch: Taman Sri Serdang
Pay to Country: Malaysia
Pay to City: Selangor
Swift Code: MBBEMYKL

6. Visa Procedure

6.1 Preparation for pre-departure

- 6.1.1 International applicant who is offered a place to study in Malaysia is required to apply for Visa with Reference (VDR) before entering this country. Visa with Reference (VDR) is a Single Entry Visa issued by the Malaysian Representative Office abroad to a non-citizen to enable individual(s) to enter Malaysia after the visa is approved by the Immigration Department Headquarters in Malaysia.
- 6.1.2 The VDR process will normally take up to 2 months. Therefore, students are advised to take immediate action upon receiving the letter of offer from the University.
- 6.1.3 The following documents are required for applying the VDR and applicant is required to submit complete documents via email to norhayati@putrabs.edu.my soonest possible:
- i) 2 copies of passport size photo with white background;
 - ii) Bachelor Certificate and Transcript (translated to English);
 - iii) Current semester result of your Master programme;
 - iv) Copy of passport (all pages inclusive of blank pages);
 - v) Pre-arrival medical examination report (if the medical screening is done at the clinic that is not registered under EMGS); **refer to 7.3 for countries exempted for pre-arrival medical examination.**
 - vi) Visa fees (including medical, insurance and student pass) amounting to RM1200.00
 - vii) Payment should be made to below bank details:
Payable to: PUTRA BUSINESS SCHOOL
Account No: 562142405860
Bank Name: Malayan Banking Berhad (Maybank)
Bank Branch: Taman Sri Serdang
Pay to Country: Malaysia
Pay to City: Selangor
Swift Code: MBBEMYKL

6.2 Obtaining Visa Approval Letter (VAL)

- 6.2.1 Putra Business School will apply the VAL for student immediately upon receiving all the required documents together with the payment as stated in 6.1.3.
- 6.2.2 VAL will be emailed to student. Upon receiving the VAL, students are required to proceed to the nearest Malaysian Embassy or High Commission to obtain a single entry visa. Please note that the Visa Approval Letter is ONLY valid for six (6) months upon approval.
- 6.2.3 After obtained the single entry visa, student may proceed to make an arrangement to depart to Malaysia. Putra Business School will send the Airport Arrival Form for the student to complete and email it to norhayati@putrabs.edu.my at least seven (7) working days before arriving in Malaysia. Please take note that the **Airport pick-up service from Kuala Lumpur International Airport 1 & 2 is offered only on arrival days; 8am – 8pm ONLY.**

- 6.2.4 Before the departure, students must bring along the following important documents:-
- i) Original copies of previous qualifications, passport size photographs, photocopies of passport, etc.;
 - ii) Passport (which is valid for at least 12 months before expiry); and
 - iii) Original copy of Visa Approval Letter or Valid Entry Visa (for countries that require visas to enter Malaysia).

6.3 Arriving in Malaysia

- 6.3.1 Upon arrival at the Kuala Lumpur International Airport (KLIA) or Kuala Lumpur International Airport 2 (KLIA2), students are required to find their way to the Immigration Section. If you are confused, please approach the airport staff in uniform for assistance.
- 6.3.2 At the Airport Immigration Counter Arrivals at KLIA/KLIA2 - When arriving at the Immigration Counter, a Putra Business School representative will meet you at Student Waiting Area (in front of the Health and Quarantine Office – main terminal). Our PUTRA representative will normally carry a signage of PUTRA or PUTRA pass.
- 6.3.3 The representative will then accompany the student to the Immigration Counter for clearance. Students are reminded that Immigration Officer WILL NOT release any student without the presence of PUTRA representative to escort the student out of the airport.
- 6.3.4 Prior notification of arrival is important. Only students with Visa Approval Letters may be cleared from the airport, otherwise our staff will be unable to clear them.

6.4 Student Pass

- 6.4.1 Putra Business School will apply for the student pass for all international students.
- 6.4.2 Putra Business School will make an arrangement to take student for the post-medical health screening examination at EMGS panel clinics within 7 days upon arrival.
- 6.4.3 Students are then required to surrender the original passport to Putra Business School International Office for student pass sticker endorsement after undergoing the post-medical health screening examination. This process to obtain the endorsement of student pass will takes maximum 2 weeks.
- 6.4.4 Upon receiving the original passport, student will be given an acknowledgment letter and copy of the passport (visa page) while waiting for the student pass.
- 6.4.5 Approval of the student pass is subject to the medical health screening examination results. Student will be given a validity of one year student pass upon approval. For those who fail the medical health screening examination, they will be repatriated to their home country and the offer of admission at Putra Business School will be cancelled.
- 6.4.6 Students are advised to surrender the original passport two weeks before the trimester end for the cancellation of student pass. Upon cancellation of the student pass, student will be given a maximum 30 days to leave Malaysia.
- 6.4.7 Student need to email the exit stamp copy page of the passport after departing from Malaysia.

7. Health and Insurance

- 7.1 The Malaysian Ministry of Education requires all international students to undergo a set of medical health examination, pre and post medical health screening examination.
- 7.2 As a new international student, you will be required to attend a medical screening while you are still in your home country. You will then be required to submit your pre-arrival medical examination report together with all other relevant documents required to the institution. If the medical screening is done at a registered overseas clinic, the medical examination report will be automatically submitted online by the clinic. For more information on the approved

overseas clinics, kindly visit :

<https://educationmalaysia.gov.my/how-to-apply/medical-screening.html/>

- 7.3 Pre-Arrival Medical Screening Health Examination Report are exempted for students who are citizen of the 13 countries listed below:
1. United Kingdom
 2. Japan
 3. USA
 4. Australia
 5. South Korea
 6. Belgium
 7. Finland
 8. France
 9. Turkey
 10. Netherlands
 11. Spain
 12. Sweden
 13. Switzerland
- 7.4 Student will be taken to the EMGS panel clinic for post-medical health examination within 7 days upon arrival. Normally Putra Business School will make the arrangement to take the student for the post-medical health screening examination on the 3rd day after the arrival.
- 7.5 Medical insurance card together with the International ID card will be issued to the student after the student pass is approved.

8. Accommodation

- 8.1 International Student Office will contact all students who are offered admission to Putra Business School to offer available and suitable accommodation units nearby to the campus.
- 8.2 There are a variety of options to suit your personal budget. Modern, spacious and safe living accommodation in close proximity to our campus is available. Academia Residences, East Lake Residence, Fortune Park Condominium, One South Condominium and Heritage Condominium are among the famous choices which are located in Sri Kembangan, 15 minutes away from the Campus. Facilities at the condominium include a multi-purpose hall, swimming and wading pools, a tennis court, a barbeque area, a jogging track, a playground, ample parking spaces and 24-hour security surveillance with CCTV coverage and smart access card system. All the condominiums are strategically located close to various amenities such as banks, retail outlets, restaurants, schools and clinics. South City Plaza and the Mines Shopping Fair are the nearest shopping centres to the condominium. It is also in close proximity to the Malaysia International Exhibition & Convention Centre, the Mines Beach Resort and Spa, the Mines Waterfront Business Park and the Mines Wonderland Recreational Park. A 24 hours perimeter surveillance team with card identification system also enhances the security of your home. For more details, student may contact the property as follows:
- i) East Lake Residence – email: admin@eastlakeresidence.com.my
- contact no: +60389466166
 - ii) Fortune Park Condominium – contact no: +60169105905
- 8.3 UPM shuttle service is also available at the area with a frequency of every one hour. Student will be given the bus time table upon request. Bus coupon is available for RM15 for one month validity and can be purchased via Putra Business School service counter. Grab car and Uber services are also available at the area.

9. Financial Requirements

- 9.1 The currency in Malaysia is the Ringgit Malaysia (RM). The exchange rate as of January 2020 is USD 1 to RM4.10. Please check the latest currency rate for an up to date rate.
- 9.2 A credit card will be useful. It is advisable that funds should be brought into Malaysia in the form of travellers cheque. It is not advisable to carry a large amount of cash with you. You are advised to have sufficient funds for your expenses throughout your studies.
- 9.3 Living Expenses
- i) Rental RM600 – Rm1500 per month (depends on the location, facilities and types of room)
 - ii) Food RM800 – RM1200 per month. The amount varies and depends on your food preferences.
 - iii) Study Expenses RM100 – RM300 per trimester. Cost will depend on the subject you are studying. Many books can be found in the library.
 - iv) Travel Cost – RM100+ per month. Travel expenses will be incurred when there is an emergency where you need to take a taxi / Grab Car / Uber or when you travel out of town by taking public transportation.
 - v) Social Life – How much you spend depends on your interest and how much socialising you do. For example movie ticket can cost you RM10 – RM18 per person.

Should you need further information or clarification, please do not hesitate to email norhayati@putrabs.edu.my

COURSES OFFERED IN 2ND TRIMESTER 2019/2020 (May 2020)*

Core Courses for MBA (May 2020)

1. Accounting for Decision Making
2. Marketing Management
3. Business Economics
4. Human Centrality in Organisations
5. Management Information System
6. Strategising Decisions
7. Business Research Method
8. Project Paper

Specialisation Courses for MBA (May 2020)

1. Human Resource Development
2. Total Rewards Management
3. Asia Marketing Management
4. Marketing Communication
5. Financial Planning
6. Corporate Finance
7. Investment Analysis
8. Corporate Administration
9. Corporate Social Responsibility
10. International Marketing
11. International Finance

Elective Courses for MBA (May 2020)

1. Digital Business and Entrepreneurship
2. Financing Businesses
3. Islamic Finance

*The above courses are subject to change without prior notice. The course offered subject to number of student.

COURSES OFFERED IN 1ST TRIMESTER 2020/2021 (SEPTEMBER 2020)*

Core Courses for MBA (September 2020)

1. Accounting for Decision Making
2. Marketing Management
3. Business Economics
4. Human Centrality in Organisations
5. Management Information System
6. Strategising Decisions
7. Business Research Method
8. Project Paper

Specialisation Courses for MBA (September 2020)

1. Strategic Human Resource Management
2. Marketing Strategy
3. Islamic Finance
4. Security Analysis and Portfolio Theory
5. Current Issues in Finance
6. Corporate Governance
7. Corporate Secretaryship
8. International Finance
9. International Trade

Elective Courses for MBA (September 2020)

1. Digital Business and Entrepreneurship
2. Knowledge Management
3. Financing Businesses
4. Islamic Finance

*The above courses are subject to change without prior notice. The course offered subject to number of student.