

A horizontal bar composed of various colored squares and rectangles in shades of green, blue, red, yellow, purple, and brown.

A GUIDE TO LANGUAGE COURSES

School of LANGUAGES, LITERACIES
AND TRANSLATION

| 2017/2018

| www.usm.my

A decorative geometric pattern in the bottom right corner, consisting of overlapping triangles in various shades of purple and blue.

A Guide to Language Courses

School of Languages, Literacies and Translation

Academic Session 2017/2018

USM Vision

Transforming Higher Education for a Sustainable Tomorrow

USM Mission

USM is a pioneering, transdisciplinary research intensive university that empowers future talents and enables the bottom billions to transform their socio-economic well-being.

CONTENT	PAGE
I. VISION AND MISSION	i
II. CONTENT	ii
III. ACADEMIC CALENDAR	iii
IV. PRINCIPAL OFFICERS	iv
V. STAFF LIST	v
1.0 INTRODUCTION	
1.1 School of Languages, Literacies and Translation	1
1.2 Mission and Vision of the School of Languages, Literacies and Translation	2
1.3 Courses Offered	3
2.0 ACADEMIC SYSTEM AND GENERAL INFORMATION	
2.1 Course Registration	6
2.2 Examination System	12
2.3 Academic Integrity	15
2.4 USM Mentor Programme	19
2.5 Student Exchange Programme	20
2.6 Ownership of Students' Dissertation/Research Project/Theses and University's Intellectual Property	21
3.0 UNIVERSITY REQUIREMENTS	
3.1 Summary of University Requirements	22
3.2 Bahasa Malaysia	23
3.3 English Language	24
3.4 International Students – Option	27
3.5 Skill Courses/Foreign Languages/Options	27
4.0 MINOR PROGRAMMES	29
5.0 FACILITIES AND SERVICES	31
6.0 LIST AND SYNOPSES OF COURSES	32
7.0 LANGUAGE COURSES INDEX	54
8.0 STUDENTS' FEEDBACK	57

ACADEMIC CALENDAR - ACADEMIC SESSION 2017/2018
FOR ALL SCHOOLS (EXCEPT THE SCHOOL OF MEDICAL SCIENCES AND SCHOOL OF DENTAL SCIENCES)

*Registration for New Students (3 September 2017) / Orientation Week 3-10 September 2017

SEM	WEEK	ACTIVITY	DATE				REMARKS
ONE	1	Teaching & Learning Period (T&LP - 5 Weeks)	Monday, 11.09.2017	-	Sunday, 17.09.2017	01.09.2017, Friday - Eid-ul adha	
	2		Monday, 18.09.2017	-	Sunday, 24.09.2017	09.09.2017, Saturday- Agong's Birthday	
	3		Monday, 25.09.2017	-	Sunday, 01.10.2017	16.09.2017, Saturday - Malaysia Day	
	4		Monday, 02.10.2017	-	Sunday, 08.10.2017	22.09.2017, Friday - Maal Hijrah 1439	
	5		Monday, 09.10.2017	-	Sunday, 15.10.2017		
	6	Mid Semester Break	Monday, 16.10.2017	-	Sunday, 22.10.2017	18.10.2017, Wednesday - Deepavali**	
	7	Teaching & Learning Period (T&LP - 9 Weeks)	Monday, 23.10.2017	-	Sunday, 29.10.2017		
	8		Monday, 30.10.2017	-	Sunday, 05.11.2017		
	9		Monday, 06.11.2017	-	Sunday, 12.11.2017		
	10		Monday, 13.11.2017	-	Sunday, 19.11.2017		
	11		Monday, 20.11.2017	-	Sunday, 26.11.2017		
	12		Monday, 27.11.2017	-	Sunday, 03.12.2017	01.12.2017, Friday - Prophet Muhammad's Birthday	
	13		Monday, 04.12.2017	-	Sunday, 10.12.2017		
	14		Monday, 11.12.2017	-	Sunday, 17.12.2017		
	15		Monday, 18.12.2017	-	Sunday, 24.12.2017		
	16	Revision Week	Monday, 25.12.2017	-	Sunday, 31.12.2017	25.12.2017, Monday-Christmas	
	17	Examinations (3 Weeks)	Monday, 01.01.2018	-	Sunday, 07.01.2018	01.01.2018, Monday-New Year 2018	
	18		Monday, 08.01.2018	-	Sunday, 14.01.2018		
	19		Monday, 15.01.2018	-	Sunday, 21.01.2018		
	20	Mid Semester Break (3 Weeks)	Monday, 22.01.2018	-	Sunday, 28.01.2018		
	21		Monday, 29.01.2018	-	Sunday, 04.02.2018	31.01.2018, Wednesday- Thaipusam**	
	22		Monday, 05.02.2018	-	Sunday, 11.02.2018		
TWO	1/23	Teaching & Learning Period (T&LP - 7 Weeks)	Monday, 12.02.2018	-	Sunday, 18.02.2018	16 & 17.02.2018, Friday & Saturday - Chinese New Year	
	2/24		Monday, 19.02.2018	-	Sunday, 25.02.2018		
	3/25		Monday, 26.02.2018	-	Sunday, 04.03.2018		
	4/26		Monday, 05.03.2018	-	Sunday, 11.03.2018		
	5/27		Monday, 12.03.2018	-	Sunday, 18.03.2018		
	6/28		Monday, 19.03.2018	-	Sunday, 25.03.2018		
	7/29		Monday, 26.03.2018	-	Sunday, 01.04.2018		
	8/30	Mid Semester Break	Monday, 02.04.2018	-	Sunday, 08.04.2018		
	9/31	Teaching & Learning Period (T&LP - 7 Weeks)	Monday, 09.04.2018	-	Sunday, 15.04.2018		
	10/32		Monday, 16.04.2018	-	Sunday, 22.04.2018		
	11/33		Monday, 23.04.2018	-	Sunday, 29.04.2018		
	12/34		Monday, 30.04.2018	-	Sunday, 06.05.2018	01.05.2018, Tuesday - Labour Day	
	13/35		Monday, 07.05.2018	-	Sunday, 13.05.2018		
	14/36		Monday, 14.05.2018	-	Sunday, 20.05.2018		
	15/37	Monday, 21.05.2018	-	Sunday, 27.05.2018	Examinations start on 23.05.2018 - 13.06.2018		
16/38	Examinations (3 Weeks)	Monday, 28.05.2018	-	Sunday, 03.06.2018	29.05.2018, Tuesday - Wesak Day		
17/39		Monday, 04.06.2018	-	Sunday, 10.06.2018	02.06.2018, Saturday - Nuzul Al-Quran		
18/40		Monday, 11.06.2018	-	Sunday, 17.06.2018	15 & 16.06.2018, Friday & Saturday - Eid-ul fitr**		
KSCP	19/41	Long Vacation/ Industrial Training/ KSCP (11 Weeks)	Monday, 18.06.2018	-	Sunday, 24.06.2018		
	20/42		Monday, 25.06.2018	-	Sunday, 01.07.2018		
	21/43		Monday, 02.07.2018	-	Sunday, 08.07.2018	07.07.2018, Saturday - Penang Heritage & Penang Governor's Birthday	
	22/44		*T&LP	Monday, 09.07.2018	-	Sunday, 15.07.2018	
	23/45		Monday, 16.07.2018	-	Sunday, 22.07.2018		
	24/46		*Examination	Monday, 23.07.2018	-	Sunday, 29.07.2018	28.08.2018, Saturday - Agong's Birthday
	25/47		Monday, 30.07.2018	-	Sunday, 05.08.2018		
	26/48		Monday, 06.08.2018	-	Sunday, 12.08.2018		
	27/49		Monday, 13.08.2018	-	Sunday, 19.08.2018		
	28/50		Monday, 20.08.2018	-	Sunday, 26.08.2018	22.08.2018, Wednesday-Eid-ul-adha**	
29/51	Monday, 27.08.2018		-	Sunday, 02.09.2018	31.08.2018, Friday - National Day		

*Courses during the Long Vacation (KSCP)

**This Academic Calendar is subject to change

SCHOOL OF LANGUAGES, LITERACIES AND TRANSLATION
SCHOOL PRINCIPAL OFFICERS

Dean



Professor Dr. Tengku Sepora Tengku Mahadi

Deputy Deans



[Academic, Students & Alumni Affairs]

Dr. Thomas Chow Voon Foo



[Research, Postgraduate & Networking]

Dr. Ilangko Subramaniam

Programme Chairpersons



[English for Professionals]

Mr. Azril Ali



[Malay Language]

Mdm. Azlina Md. Sadik



[English Language]

Ms. Arbaeyah Hassan

PROGRAMME CHAIRPERSON



[Foreign Language]

Ms. Ummu Salmah
Rahamatullah



[Health Campus]

Mdm. Nor Rafida
Mohd Seni



[Engineering Campus]

Mdm. Suzila Mohd. Shukor



Senior Assistant Registrar
Mdm. Rasslene Rass Rasalingam



Publications Officer
Ms. Salwa Abdul Jalil

STAFF LIST

MAIN CAMPUS, PENANG

PRINCIPAL OFFICER

NAME	EXT NO	E-MAIL
DEAN		
Professor Dr. Tengku Sepora Tengku Mahadi	3145	tsepora@usm.my
DEPUTY DEAN		
(Academic, Students and Alumni Affairs)		
Dr. Thomas Chow Voon Foo	3751	tomichow@usm.my
(Research, Postgraduate and Networking)		
Dr. Ilanko Subramaniam	3254	ilanko@usm.my
PROGRAMME CHAIRPERSON		
(Bachelor of Arts (Hons.) English for Professionals)		
Mr. Azril Ali	4881	azril@usm.my
(Bahasa Malaysia)		
Mdm. Azlina Md. Sadik	3974	msazlina@usm.my
(English Language)		
Ms. Arbaeyah Hassan	3406	arbaeyah@usm.my
(Foreign Language)		
Ms. Ummu Salmah Rahamatullah	3396	ummu_salmah@usm.my
(Engineering Campus)		
Mdm. Suzila Mohd. Shukor	5400	pbsuzila@usm.my
(Health Campus)		
Mdm. Nor Rafida Mohd Seni	1257	rafida@usm.my
SENIOR ASSISTANT REGISTRAR		
Mdm. Rasslene Rass Rasalingam	4543	rasslene@usm.my
PUBLICATIONS OFFICER		
Ms. Salwa Abdul Jalil	4545	salwajalil@usm.my

Academic Staff

NAME	EXT NO	E-MAIL
PROFESSOR		
Tengku Sepora Tengku Mahadi, Prof. Dr.	3145	tsepora@usm.my
SENIOR LECTURER		
Akmar Mohamad	3976	akmar@usm.my
Debbita Tan Ai Lin, Dr.	3405	debbita_tan@usm.my
Fauzilah Md Husain	3977	fauzilah@usm.my
Ilangko Subramaniam, Dr.	4975	ilangko@usm.my
Julie Chuah Suan Choo	2649	cscju@usm.my
Malini Ganapathy, Dr.	2425	malinik@usm.my
Manjet Kaur Mehar Singh, Dr.	2644	manjeet@usm.my
Murshidi Harun @ Zakaria	3977	murshidi@usm.my
Paramaswari Jaganathan, Dr.	3405	parames@usm.my
Thomas Chow Voon Foo, Dr.	3751	tomichow@usm.my
Bahasa Malaysia Section		
Azlina Md Sadik	3974	msazlina@usm.my
Aisyah Wahab	2188	aisyahwahab@usm.my
Ezaleena Mohd Khalid	3143	ezaa@usm.my
Ilangko Subramaniam, Dr.	3254	ilangko@usm.my
Julie Azita Mohd Rosli	2643	julie@usm.my
Mariyani Mahamud	4123	mariyani@usm.my
Mazlina Baharudin	4125	mazlina@usm.my
Murshidi Harun @ Zakaria	3977	murshidi@usm.my
Noordin Mohd Noor	4226	noordin@usm.my
Nor Hayati binti Abd. Ghani	2667	hayati@usm.my
Nur Faraliana Mohd Yusoff	4973	faraliana@usm.my
Razalina Md. Radzi	3155	razalina@usm.my
Rosaida Abdul Kadir	2647	rosaida@usm.my
Safiah Ahmad	3750	safiah@usm.my
Shahdatulakma Ahmad	2362	shahdatulakma@usm.my
Siti Hasnah Zainal Abidin	4973	cthasnah@usm.my
Siti Nor Hamahida Zainal	2364	hamahida@usm.my
Siti Noraini Jupri	2649	snoraini@usm.my
Suhana Yusof	4214	suhana@usm.my
Tan Hock Thye	2363	httan@usm.my
Wan Azni Wan Mohamad	3991	azni@usm.my
Wan Halizawati Wan Mahmood	3752	whaliza@usm.my

English Language Section

NAME	EXT NO	E-MAIL
Ahmad Sofwan Nathan Abdullah	4123	svpathma@usm.my
Ajuntha Kuppan	2667	ajuntha@usm.my
Akmar Mohamad	3976	akmar@usm.my
Anne Rowena David	3996	rowena@usm.my
Arbaeyah Hassan	3406	arbaeyah@usm.my
Ayuni Akhbar	4969	ayuni@usm.my
Azril Ali	4881	azril@usm.my
Cheah Ishuet	4972	cheahishuet@usm.my
Chew Saw Cheng	3975	scchew@usm.my
Christine Mary Jalleh	4210	christine@usm.my
Chong Jui Jong	4969	jjchong@usm.my
Debbita Tan Ai Lin, Dr.	3405	debbita_tan@usm.my
Fauzilah Md Husain	3977	fauzilah@usm.my
Geetha Munusamy	2482	geetha@usm.my
Ida Suhaini Tajul Urus	3150	idasuhaini@usm.my
Isyam Amran	3750	isyamran@usm.my
Jayagowri Muniandy	4970	jayagowri@usm.my
Jayanthi Muniandy	2362	jayanthi@usm.my
Julie Chuah Suan Choo	2649	cscju@usm.my
Kam Su-Yin	2482	su_yin@usm.my
Kanchana Devi Sibeperegasam	2647	kanchana@usm.my
Lee Bee Choo	3155	beechoo_lee@usm.my
Malini Ganapathy	2425	malinik@usm.my
Manjet Kaur Mehar Singh, Dr.	2644	manjeet@usm.my
Maryam Hamzah	3401	maryam2@usm.my
Mazlan Hanafi Basharudin	3400	mazlan@usm.my
Muhamad Affadil Izmi Roslan	3153	affaddil@usm.my
Nadia Roselilyana Noordin	4224	nadiarose@usm.my
Neoh Hun Keong	2648	neohhk@usm.my
Neoh Soon Yum	3998	neoh@usm.my
Ng Yim San	3153	ysng@usm.my
Noorul Shakirin bt Mohamed Hassan	4976	noorul@usm.my
Noraida Kamarudin	2644	noraidakamarudin@usm.my
Nor Fazliyaton Abdul Kadir	3149	elly@usm.my
Nur Dayana Abdul Rahman	2364	nurdayana@usm.my
Nurtasneem Ibrahim	3149	tasneem@usm.my
Oon Sok Imm	4226	sioon@usm.my
Paramaswari Jaganathan, Dr.	3405	parames@usm.my
R. Hemalatha V. Renganathan	3150	hemalatha@usm.my
Roopa Ram Kartarram	4974	roopa@usm.my
Shaidatul Akma Adi Kasuma, Dr.	3143	shaidatul@usm.my
Sharifah Nur Hamizah Syed Fesal	3146	sharifahamizah@usm.my
Sherline Ann Andrew	3153	sherline@usm.my
Shireen K. Durai	2645	shireen@usm.my
Siti Farhah Fuadi Jamil Azhar	3997	sfarhah@usm.my
Subathira Devi Ramaya @ Ramiah	4995	suba@usm.my

NAME	EXT NO	E-MAIL
Syed Yusof Syed Kechik	4971	syusof@usm.my
Tan Xiaoyeen	4972	xiaoyeen@usm.my
Tasnim Meera Mohaideen	3401	tmeera@kk.usm.my
Tengku Sepora Tengku Mahadi, Prof. Dr.	3145	tsepora@usm.my
Thomas Chow Voon Foo, Dr.	3751	tomichow@usm.my
Vivien Chee Pei Wei	3997	vivien@usm.my
Wan Azri Wan Hamid	3153	w.azri89@usm.my
Yeap Mei Chan	3403	mcyead@usm.my
Zeehan Shanaz Ibrahim	2643	zeehan@usm.my
Zuraidah Abu Bakar	2645	zabakar@usm.my
Alla Baksh Bin Mohamed Ayub Khan (Study Leave)		
Foreign Language Section		
[a] ARABIC LANGUAGE		
Enid Zureen Zainal Abidin	2361	enid@usm.my
Ilham Ebau	3146	ilham@usm.my
Mohammad Roshimi Abdullah	2361	mroshimi@usm.my
Rohaida Idris	3155	rohaida@usm.my
[b] CHINESE LANGUAGE		
Eng Ming Yuan	4970	myeng@usm.my
Gan Pek Har	4974	ganpekhar@usm.my
Lee Pin Ling	2188	leepi@usm.my
Tan Hui Wen	2361	tanhuiwen@usm.my
[c] JAPANESE LANGUAGE		
Didi Ng Guat Ding	3150	didi@usm.my
Kelana Ahmad	3403	kelana@usm.my
Yeoh Lee Su	3995	lsyeoh@usm.my
Zam Zam Iryani Che Zainon	4976	zamzam@usm.my
[d] KOREAN LANGUAGE		
Kim Hyun Sook	4181	kimhs@usm.my
[e] FRENCH LANGUAGE		
Tunku Fatimah Firdaus Tunku Fariddudin	4224	fatimah@usm.my
[f] SPANISH LANGUAGE		
Ummu Salmah Rahamatullah	3396	ummu_salmah@usm.my

[g] THAI LANGUAGE

Wallapa Buranawijarn 3146 wallapa@usm.my

[h] TAMIL LANGUAGE

Roni Kae Mery Pranchis 3146 roni@usm.my

Administrative Staff/Support/Technical

NAME	EXT NO	E-MAIL
EXECUTIVE SECRETARY (DEAN)		
Mdm. Hanizza Mohamad Sani	3145	hanizza@usm.my
EXECUTIVE SECRETARY (DEPUTY DEANS)		
Mdm. Siti Rayuan Sapar	3751	sitirayuan@usm.my
SENIOR ADMINISTRATIVE ASSISTANT (CLERICAL)		
Mdm. Akbali Bibi Rahmat Ali	4541	akbali@usm.my
SENIOR ADMINISTRATIVE ASSISTANT (CLERICAL - KUP)		
Mdm. Marshita Rahim	4542	marshita@usm.my
ADMINISTRATIVE ASSISTANT (CLERICAL)		
Mr. Muhamad Nazri Jamaludin	3158	muhamad_nazri@usm.my
ADMINISTRATIVE ASSISTANT (CLERICAL - KUP)		
Mdm. Aszirah Kamarudin	4141	aszirah@usm.my
Ms. Sere Banun Abdul Latiff	4898	sere_banun@usm.my
Mdm. Thevinachiyal Ramanei	3383	thevinachiyal@usm.my
GENERAL OFFICE ASSISTANT		
Mr. Faizal Che Watan	3152	faizal@usm.my
ASSISTANT ENGINEER		
Mr. Hj. Rosli Hashim	3154	hrosli@usm.my

TECHNICIAN

Mr. Mohamad Fuad Che Din	3156	mfcfd@usm.my
Ms. Nur Amirah Abdul Aziz	3156	miera@usm.my

ENGINEERING CAMPUS, NIBONG TEBAL**Academic Staff**

NAME	EXT NO	E-MAIL
Bahasa Malaysia Section		
Aida Shuhaida Mustafa	5430	pbaida@usm.my
Mohd Rashid Darham	5426	mrashid@usm.my
Tang Tyy Ling	5417	pbtyyling@usm.my
English Language Section		
Agnes Shanti a/p Joseph, Dr.	5411	pbagnes@usm.my
Aniza Haryati Ghazali	5424	pbaniza@usm.my
Chan Siew Hoong	5414	shchan@usm.my
Dhayalan Rama Krishnan	5418	pbdhaya@usm.my
Rabiatul Adawiyah Razali	5419	pbrabiatul@usm.my
Siti Sara Zainal Abidin	5420	pbsara@usm.my
Suzila Mohd Shukor	5400	pbsuzila@usm.my
Foreign Language Section		
[a] ARABIC LANGUAGE		
Mohammad Najib Mat Basir	5425	pbnajib@usm.my
[b] CHINESE LANGUAGE		
Khor Gek Suan	5421	pbkhorgeksuan@usm.my
[c] JAPANESE LANGUAGE		
Cheah Moey Lan	5413	moeylan@usm.my
[d] FRENCH LANGUAGE		
Anita Bt Arham	5422	pbanita.arham@usm.my

Administrative Staff / Support/ Technical

NAME	EXT NO	E-MAIL
EXECUTIVE OFFICER		
Mdm. Syazana Zambri	5402	pbsyazana@usm.my
ADMINISTRATIVE ASSISTANT (CLERICAL)		
Mdm. Sumariamah Mohd Radzi	5407	rgmaria@usm.my
GENERAL OFFICE ASSISTANT		
Mr. Sariman Shahrum	5406	pbsariman@usm.my
TECHNICIAN		
Mr. Mohamad Fazmin Ilias	5436	rgfazmin@usm.my
Mr. Muhamad Jamaludin Mohd Nor	5436	mjamaludin@usm.my

HEALTH CAMPUS, KUBANG KERIAN**Academic Staff**

NAME	EXT NO	E-MAIL
Bahasa Malaysia Section		
Mohd Shah Imran Lim Abdullah	1256	shahimran@usm.my
Roshanizam Ibrahim	1259	roshanizam@usm.my
Drs Tuan Nordin Tuan Kechik	1261	tnordin@usm.my
Che Rahimah Che Razak	1254	crahimah@usm.my
Helmey Zainee Mohd Zain	1250	zainee@usm.my
Zurairhan Zakaria	1267	zurairhan@usm.my
English Language Section		
Enikartini Daud	1263	enikartini@usm.my
Fadilah Zakaria	1265	fadilahz@usm.my

Nor Rafida Mohd Seni	1257	rafida@usm.my
Nurul Adilah Ramlan	1269	nurul@usm.my
Nur Aisyah Mohd Ridzuan	1265	nuraisyah@usm.my
Nurun Najmee Hasenan	1258	najmee@usm.my
Siti Aishah Meor Zulkefli' Auni	1270	aishah@usm.my

Foreign Language Section

[a] ARABIC LANGUAGE

Ahmad Siddiki Abdul Kadir	1260	siddiki@usm.my
---------------------------	------	----------------

[b] JAPANESE LANGUAGE

Jamil Abdul Wahab	1260	jamilaw@usm.my
-------------------	------	----------------

Administrative Staff / Support/ Technical

NAME	EXT NO	EMAIL
EXECUTIVE OFFICER		
Mdm. Maizatul Akma Abd Ghani	1266	akmakck@usm.my
ADMINISTRATIVE ASSISTANT (CLERICAL)		
Mdm. Katrina Mamat	1252	katrina@usm.my
Mdm. Normin Nordin	1252	normin@usm.my
GENERAL OFFICE ASSISTANT		
Mr. Mohamad Apendi Husain	1264	apendi@usm.my

1.0 INTRODUCTION

1.1 School of Languages, Literacies and Translation

The School of Languages, Literacies and Translation was established in 2008. It began as a language unit under the School of Education in 1972. The Language Unit provided the facilities for language learning for the campus community. Bahasa Malaysia and English were the main subjects offered and foreign languages namely Thai, Korean, Vietnamese and Tagalog formed part of its offerings. Since then, Bahasa Malaysia has been a compulsory course for all undergraduate students while foreign languages have been listed as elective courses.

In 1985, the Language Unit was upgraded to the Centre for Languages and Translation (CLT). Bahasa Malaysia was made the medium of instruction for teaching and learning and English became compulsory for all undergraduates. As a result, CLT took on a more prominent and significant role.

Besides offering language courses, CLT also coordinated the development of terminologies in Science and Technology as well as other relevant fields. A terminology development committee was formed in every academic school at the university and CLT, through its Terminology Unit, played an advisory role. This Terminology Unit also shouldered the responsibility of providing assistance to *Dewan Bahasa dan Pustaka* (DBP) in terminology building in Bahasa Malaysia.

As its range of work and responsibilities expanded, CLT was upgraded to the School of Languages, Literacies and Translation on 19 November 2008. With its new status as a School, it has started to offer degree programmes in various language-related specialisations and will continue to provide quality language-based services. The first of its programmes is the Bachelor of Arts (Hons.) English for Professionals designed to meet current demands for career-oriented degree programmes. Graduates of the programme will not only be competent in English but also equipped with the necessary skills to function effectively in local and global workplaces. As a language provider, the School offers a range of foreign languages comprising Arabic, Chinese, Japanese, German, Korean, French, Spanish, Tamil, Russian and Thai. These courses are offered as elective/optional courses as well as a third language to provide students with more opportunities to learn new languages to widen their career prospects. While Bahasa Malaysia and English continue to be compulsory for graduation, the School also offers three minor programmes in foreign languages namely Chinese Language, Japanese Language as well as Communicative Arabic.

Graduate studies programmes by research leading to a Master of Arts (MA) or a Doctor of Philosophy (PhD) with specialisations in English Language, TESL, CALL, Educational Technology, Literacy Studies, Bahasa Malaysia, Linguistics, Terminologies, Translation, Interpretation and other language-related fields are also available.

Besides its academic programmes, the School is also a language-service provider to the University and external parties. Its services include translation, editing, interpreting, language consultancy and short-term and long-term language courses.

The School achieves all it sets out to do through its dedicated and qualified staff, an environment conducive for effective language teaching, learning and research, and high-technology language facilities.

1.2 Mission and Vision of the School of Languages, Literacies and Translation

The School of Languages, Literacies and Translation will provide students with quality education in language studies and equip them with the necessary skills and knowledge for academic success, career development, creativity, effective communication and a lifetime of learning. Our academic programmes are designed to provide flexible and comprehensive preparation both for employment in settings that require good interpersonal, communication, and problem-solving skills, and for continued, graduate-level education in a variety of academic and professional domains. The School is committed to the development and delivery of educational and professional language programmes of the highest standards to meet existing and emerging needs of our students, community, and nation.

Our vision reflects the core values and aspirations of the School and of Universiti Sains Malaysia as an APEX university. We are committed to advancing quality education through the creation and dissemination of knowledge. We aim to be recognised for the quality and impact of our teaching, research and service. As part of the APEX initiative, we will set the standard for academic excellence by nurturing an environment that is sustainable and that reflects the diverse community in which we are part of through understanding, acceptance and mutual respect for each other. Our School, students, and academic staff will be among the best in the nation.

1.3 Courses Offered

A. Bahasa Malaysia Courses

No	Course Code	Course Title
1	LKM 100/2	Bahasa Malaysia I
2	LKM 200/2	Bahasa Malaysia II
3	LKM 300/2	Bahasa Malaysia III
4	LKM 400/2	Bahasa Malaysia IV
5	LKM 101/2	Preparatory Bahasa Malaysia I
6	LKM 102/2	Preparatory Bahasa Malaysia II
7	LKM 201/2	Intermediate Bahasa Malaysia

B. English Language Courses

No	Course Code	Course Title
1	LMT 100/2	Preparatory English
2	LSP 300/2	Academic English
3	LSP 401/2	General English
4	LSP 402/2	Scientific and Medical English
5	LSP 403/2	Business and Communication English
6	LSP 404/2	Technical and Engineering English
7	LHP 451/2	Effective Reading
8	LHP 452/2	Business Writing
9	LHP 453/2	Creative Writing
10	LHP 454/2	Academic Writing
11	LHP 455/2	English Pronunciation Skills
12	LHP 456/2	Spoken English
13	LHP 457/4	Speech Writing and Public Speaking
14	LHP 458/2	English for Translation
15	LHP 459/2	English for Interpretation
16	LDN 101/2	English for Nursing I
17	LDN 201/2	English for Nursing II

C. Foreign Language Courses

No	Course Code	Course Title
1	LAA 100/2	Arabic Language I
2	LAA 200/2	Arabic Language II

3	LAA 300/2	Arabic Language III
4	LAA 400/2	Arabic Language IV
5	LAC 100/2	Chinese Language I
6	LAC 200/2	Chinese Language II
7	LAC 300/2	Chinese Language III
8	LAC 400/2	Chinese Language IV
9	LAE 100/2	Spanish Language I
10	LAE 200/2	Spanish Language II
11	LAE 300/2	Spanish Language III
12	LAE 400/2	Spanish Language IV
13	LAG 100/2	German Language I
14	LAG 200/2	German Language II
15	LAG 300/2	German Language III
16	LAG 400/2	German Language IV
17	LAJ 100/2	Japanese Language I
18	LAJ 200/2	Japanese Language II
19	LAJ 300/2	Japanese Language III
20	LAJ 400/2	Japanese Language IV
21	LAK 100/2	Korean Language I
22	LAK 200/2	Korean Language II
23	LAK 300/2	Korean Language III
24	LAP 100/2	French Language I
25	LAP 200/2	French Language II
26	LAP 300/2	French Language III
27	LAP 400/2	French Language IV
28	LAS 100/2	Thai Language I
29	LAS 200/2	Thai Language II
30	LAS 300/2	Thai Language III
31	LAS 400/2	Thai Language IV
32	LAT 100/2	Tamil Language I
33	LAT 200/2	Tamil Language II
34	LAT 300/2	Tamil Language III

D. Minor Programmes

No	Course Code	Course Title
A	Communicative Arabic Minor Programme	
1	LLA 100/4	Communicative Arabic I
2	LLA 200/4	Communicative Arabic II

3	LLA 300/4	Communicative Arabic III
4	LLA 400/4	Communicative Arabic IV
5	LLA 401/4	Business Arabic
B	Chinese Language Minor Programme	
6	LLC 100/4	Elementary Chinese
7	LLC 200/4	Intermediate Chinese
8	LLC 300/4	Advanced Chinese I
9	LLC 400/4	Advanced Chinese II
10	LLC 401/4	Business Chinese
C	Japanese Language Minor Programme	
11	LLJ 100/4	Elementary Japanese
12	LLJ 200/4	Intermediate Japanese
13	LLJ 300/4	Advanced Japanese I
14	LLJ 400/4	Advanced Japanese II
15	LLJ 401/4	Business Japanese
D	French Language Minor Programme	
16	LLP 100/4	Elementary French I
17	LLP 200/4	Elementary French II
18	LLP 300/4	Intermediate French I
19	LLP 400/4	Intermediate French II
20	LLP 401/4	French for Business
D	English for Professionals	
(i)	Compulsory Courses	
21	LET 101/4	Introduction to World Languages and Multilingualism
22	LET 106/4	Professional Reading
23	LET 107/4	Writing for Professional Communication
24	LEM 214/4	English in Society
(ii)	Optional Courses	
25	LEM 310/4	English Discourse in the Professions
26	LEM 311/4	English for Administration
27	LEM 313/4	English for Scientific, Technical and Web-based Writing
28	LEM 314/4	English for the Media
29	LEM 316/4	Oral Communication for Social and Occupational Purposes

2.0 ACADEMIC SYSTEM AND GENERAL INFORMATION

2.1 Course Registration

Registration of courses is an important activity during the period of study at the university. It is the first step for the students to sit for the examination at the end of each semester. Signing up for the right courses each semester will help to facilitate the graduation of each student from the first semester till the final semester.

2.1.1 Course Registration Platform

(i) *E-Daftar* (E-Registration)

E-Daftar is a platform for on-line course registration. The registration is done directly through the Campus Online portal (<https://campusonline.usm.my>). Only students whose academic status is active are allowed to register for courses in the *E-Daftar*.

Registration under *E-Daftar* for Semester 1 usually starts 1-2 days after the release of 'Official' examination results of Semester 2 of the previous academic year. The system closes a day before Semester 1 begins (usually in September). *E-Daftar* registration for Semester 2 usually starts 1-2 days after the Semester 1 'Provisional' examination results are released until a day before Semester 2 begins (normally in February). The actual timing of registration under *E-Daftar* will be announced by the Student Data & Records Section usually during the Revision Week of every semester and will be displayed on the Schools/Centres/Hostels' bulletin board and in the USM's official website.

Under *E-Daftar*, students can register for any courses offered by USM, except co-curriculum courses. Registration of co-curriculum courses is still placed under the administration of the Director of the Centre for Co-Curriculum Programme at the Main Campus or the Coordinator of the Co-Curriculum Programme at the Engineering Campus and the Coordinator of the Co-Curriculum Programme at the Health Campus.

Co-Curriculum courses will be included in the students' course registration account prior to the *E-Daftar* activity, if their pre-registration application is successful.

(ii) Registration of Language Courses

(a) Registration of Language courses through *E-Daftar* is allowed.

- ❖ However, if any problem arises, registration for language courses can still be carried out/updated during the official period of OCR at the office of the School of Languages, Literacies & Translation.
- ❖ All approval/registration/dropping/adding of language courses is under the responsibility and administration of the School of Languages, Literacies & Translation.
- ❖ Any problems related to the registration of language courses can be referred to the School of Languages, Literacies & Translation. The contact details are as follows:-

General Office	:04-6535242/ 5243/5248	} for Main Campus students
Malay Language Programme Chairperson	:04-6533974	
English Language Programme Chairperson	:04-6533406	
Foreign Language Programme Chairperson	:04-6533396	
Engineering Campus Programme Chairperson	:04-5995407 :04-5996385	
Health Campus Programme Chairperson	:09-7671252	

(b) Dropping of Language courses, if necessary, must be made within the first week. After the first week, a fine of RM50.00 will be imposed.

(c) Registration of 'Audit' Courses (Y code)

Registration for the 'Audit' course (Y code) **is not allowed in the *E-Daftar***. It can only be done during the official period of OCR in the School or Centre involved. Students who are interested must complete the course registration form which can be printed from the Campus Online Portal or obtained directly from the School. Approval from the lecturers of the courses to be audited and the Dean/Deputy Dean (Academic) (signed and stamped) in the course registration form is required.

Registration of 'Audit' courses (Y code) is not included in the calculation of the total registered workload units. Grades obtained from 'Audit' course are not considered in the calculation of CGPA and total units for graduation.

(d) Registration of Prerequisite Courses (Z code)

Registration of the Prerequisite courses (Z code) is included in the total registered workload (units). Grades obtained from the Prerequisite courses are not considered in the calculation of CGPA and units for graduation.

(iii) Access to *E-Daftar* System

- a. *E-Daftar* System can be accessed through the Campus Online portal (<https://campusonline.usm.my>).
- b. Students need to register in this portal to be a member. Each member will be given an ID and password.
- c. Students need to use the ID and password to access their profile page, which includes the *E-Daftar* menu.
- d. Students need to click at the *E-Daftar* menu to access and register for the relevant courses.
- e. Students are advised to print the course registration confirmation slip upon completion of the registration process or after updating the course registration list (add/drop) within the *E-Daftar* period.
- f. The *E-Daftar* system can only be accessed for a certain period of time.
- g. Guidelines to register/gain access to the *E-Daftar* portal are available at the Campus Online portal's main page.

(iv) Online Course Registration (OCR) in Schools/Centres

OCR activities are conducted in the Schools/Centres and are applicable to students who are academically active and under Probation (P1/P2) status. Students who face difficulties registering their courses during the *E-Daftar* period can register their courses during the official period of OCR alternatively. Each school is responsible for scheduling this activity. Students must refer to the schedule at the notice board of their respective Schools.

The official period for OCR normally starts on the first day of the semester (without the penalty charge of RM50.00). After this official date, the

registration will be considered late. (The penalty of RM50.00 will be imposed if no reasonable excuse is given.) During the non-penalty period, OCR will be conducted at each School. After Week Six, all registration, including adding and dropping of courses will be administered by the Examination & Graduation Section Office (Academic Management Division, Registry).

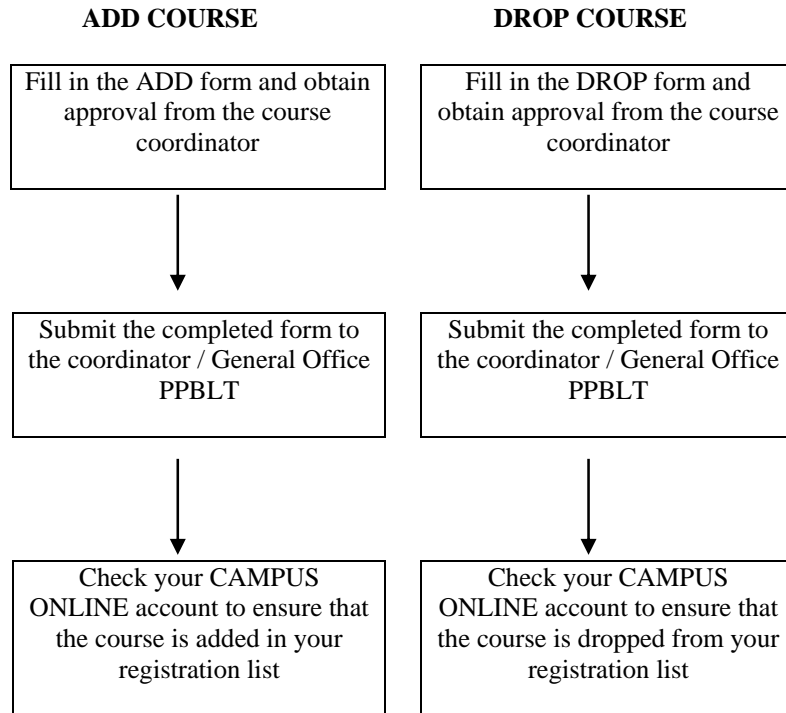
2.1.2 Language Class Timetable and List of Courses Offered

The language class timetable and list of courses offered will be prepared by PPBLT and displayed on the notice boards. Students must refer to them before selecting their courses. Students are not allowed to register for courses where there is overlapping of lecture hours.

2.1.3 Procedures for Adding/Dropping Language Courses

- i. All matters pertaining to the registration, adding and dropping of language courses are managed by School of Languages, Literacies and Translation.
- ii. If there is a need to drop any language course after E-Daftar, it must be done within the first week of the semester. **A penalty of RM50.00 will be imposed if a course is dropped after the first week.**

Procedure to Add/Drop a Language Course



2.1.4 Course Registration Confirmation Slip

The course registration confirmation slip that has been printed/obtained from each respective school after registering the course should be checked carefully to ensure there are no errors, especially the code type of the registered courses. Any data errors for language course registration must be corrected immediately whether during the period of *E-Daftar* (for students with active status only) or during the period of OCR at PPBLT.

2.1.5 Late Course Registration/Late Course Addition

Late course registration or addition is not allowed after the official period of the OCR ends unless with valid reasons. General information on this matter is as follows:

- (i) Late course registration and addition are only allowed in **the first to the third week** with the approval of the Dean. Students will be fined RM50.00 if the reasons given are not acceptable.
- (ii) Application to add a course **after the third week** will not be considered, except for special cases approved by the University.

2.1.6 Dropping of Courses

Dropping of courses is allowed until the **end of the sixth week**.

For this purpose, students must meet the requirements set by the University as follows:-

- (i) Dropping Course Form must be completed by the student and signed by the lecturer of the course involved and the Dean/Deputy Dean of their respective Schools and submitted to the general office of the School/Centre which is responsible for offering the courses involved.
- (ii) Students who wish to drop a language course must obtain the signature and stamp of the Dean of the School of Languages, Literacies and Translation, as well as the signature and stamp of the Dean of their respective schools.
- (iii) Students who wish to drop the Co-Curriculum courses must obtain the approval of the Centre for Co-Curriculum Programme and the signature and stamp of the Dean of their respective schools.
- (iv) The option for dropping courses cannot be misused. Lecturers have the right not to certify the course that the student wishes to drop if the student is not serious, such as poor attendance record at lectures, tutorials and practical, as well as poor performance in coursework. The student will be barred from sitting for the examination and will be given grade 'X' and is not allowed to repeat the course during the *Courses during the Long Vacation (KSCP)* period.

2.2 Examination System

Examinations are held at the end of every semester. Students have to sit for the examination for courses they have registered. Students are required to settle all fees due and fulfil the requirements for lectures/ tutorials/ practical sessions and other requirements before being allowed to sit for the examination of their respective courses. The evaluation of a course is based on continuous assessment in the form of coursework and the final examination. Coursework evaluation includes tests, essays, projects, assignments and participation in tutorials.

Examination Duration and Course Information

Course	No. of units	No. of contact hours per week	Coursework & Examination Contribution		Examination Duration (hour)
			Coursework (%)	Examination (%)	
MALAY LANGUAGE					
LKM100	2	4	50	50	2
LKM200	2	4	50	50	2
LKM300	2	4	50	50	2
LKM400	2	2	40	60	2
LKM101	2	15	100		
LKM102	2	15	100	-	-
LKM103	2	15	100		
ENGLISH LANGUAGE					
LMT100	2	3	50	50	2
LSP300	2	3	50	50	2
LSP401	2	3	50	50	2
LSP402	2	3	50	50	2
LSP403	2	3	50	50	2
LSP404	2	3	50	50	2
LHP451	2	3	40	60	2
LHP452	2	3	40	60	2
LHP453	2	3	70	30	2
LHP454	2	3	70	30	1
LHP455	2	3	100	-	-
LHP456	2	3	100	-	-
LHP457	4	3	50	50	2

LHP458	2	3	60	40	1
LHP459	2	3	100	-	-
LDN101	2	3	50	50	2
LDN201	2	3	50	50	2
FOREIGN LANGUAGES					
OPTION COURSES [LA_]	2	4	40	60	2
MINOR PROGRAMMES [LL_]	4	6	40	60	3

2.2.1 Barring from Examination

Students can be barred from taking the final examinations if they do not fulfil the course requirements of attending lectures and tutorials, and not fulfilling the coursework requirements. They can also be barred from taking the final examinations if they have outstanding study fees. A grade 'X' will be awarded instead.

2.2.2 Grade Point Average System

Evaluation of achievement for courses registered will be as follows:

Alphabetical Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Grade Points	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0

Students must obtain at least grade C for Malay and English courses in order to be awarded the units and/or to proceed to the next level.

2.2.3 Courses during the Long Vacation (Kursus Semasa Cuti Panjang)-KSCP

KSCP is offered to students who have taken a course and obtained a grade of 'C-', 'D+', 'D', 'D-', 'F', and 'DK' only. Students who obtained a grade 'X' or 'F*' are not allowed to repeat the course during KSCP.

The objectives of KSCP are to:-

- i. Give an opportunity to students facing time constraints for graduation.
- ii. Assist students who need to accumulate a few more credits for graduation.
- iii. Assist “probationary” students to redeem their academic status.
- iv. Assist students who need to repeat a pre-requisite course which is not offered in the following semester.

However, this opportunity is only accorded to students who are taking courses that they have attempted before and achieved a grade as stipulated above, provided the course is being offered. Usually, formal lectures are not held and teaching is via tutorials.

The duration of KSCP is 3 weeks, i.e. 2 weeks of tutorials and 1 week of examinations, all held during the long vacation. The KSCP schedule is available in the University Academic Calendar.

KSCP Implementation

- i. The student is allowed to register for a maximum of 3 courses and not more than 10 units.
- ii. Marks/Grades for the course work component will be based on the highest mark/grade obtained from the normal semester. The final grade obtained:

Final Grade = Highest Coursework Mark/Grade + Mark/Grade of KSCP examination

- iii. The calculation of GPA for KSCP is based on the **LATEST** grade (obtained during KSCP) and includes second Semester courses as well as courses repeated during KSCP. If a student’s GPA during KSCP is 2.00 or higher, the student is accorded the **ACTIVE** status although he/she might have been under **PROBATION** in the second Semester. However, if the GPA for KSCP (based the calculation above) is 1.99 and below, the academic status of the student follows the GPA of the second Semester.
- iv. Graduating students (those who have fulfilled the graduation requirement) in the second semester are not allowed to register for KSCP.

2.3 Academic Integrity

“Integrity without knowledge is weak and useless. Knowledge without integrity is dangerous and dreadful.” - Samuel Johnson

Honesty in academic is important because it is the main pillar in ensuring that manners and ethics with regards to high academic integrity are preserved.

Universiti Sains Malaysia encourages its students to be respectful of and to ensure that any matter relating to academic integrity will be well-preserved. Universiti Sains Malaysia always encourages its students to ensure that manners and integrity would be essential in academics while focusing on their studies in Universiti Sains Malaysia.

These are practices or acts that are considered as conducts which lack integrity in academics:

(a) Cheating

Cheating in the context of academics include copying in examinations, unauthorised use of information or other aids in any academic exercise without authorization or in a non-sincere manner. There are numerous ways and methods of cheating which include:

- Copying answers from others during a test or an exam.
- Any suspicious action that can be described as cheating or an attempt to cheat in an exam.
- Using unauthorised materials or devices without authorization (calculator, PDA, mobile phone, pager, or any smart device, and other unauthorized devices) during a test or an exam.
- Asking or allowing another student to take a test or an exam on behalf and vice-versa.
- Sharing answers or programmes for assignments or projects.
- Purposely tampering with marked/graded work after it has been returned, and then resubmitting it for remarking/regrading.
- Give command, to force, persuade, deceive or blackmail others to conduct research, do writing, programming or any task for personal gains.
- Submitting any identical or similar work in more than one course without consulting or prior permission from the lecturers concerned.

(b) Plagiarism

The reputation of an academic institution depends on the ability to achieve and sustain academic excellence through the exercise of academic integrity. Academic integrity is based on honesty, trust, fairness, respect, and responsibility, which form the basis of academic work.

One aspect of the loss of academic integrity is due to plagiarism, which is the act of presenting published and unpublished ideas, writings, works or inventions of others in written or other medium, as one's own original intellectual endeavours without any clear acknowledgement of or reference to the author of the source.

A substantial portion of academic work and research are in the written form and the university is committed in the deterrence of plagiarism.

POLICY ON PLAGIARISM OF UNIVERSITI SAINS MALAYSIA

The University Policy on Plagiarism describes USM's strong commitment to uphold academic integrity in relation to plagiarism. It will come into effect when there is an infringement of academic conduct relating to plagiarism.

This policy acts as a guideline that both educates and prevents and can be used as the basis if anyone that is part of the university violates any rules and laws of the University.

The policy applies to all students, former students, staff and former staff which include fellows, post-doctorates, visiting scholars, as well as academic, non-academic, research, contract and temporary staff who study, serving or having served, or have graduated from the University.

Plagiarism is defined as the act of presenting, quoting, copying, paraphrasing or passing off ideas, images, processes, works, data, personal words or those of other people or sources without any proper acknowledgement, reference to or quotation of the original source(s). The acts of plagiarism include, but are not limited to, the following:

- Quoting verbatim (word-for-word replication of) works of other people.
- Paraphrasing another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source(s).

- Submitting another person's work in whole or in part as one's own.
- Auto-plagiarising or self-plagiarism (one's own work or previous work) that has already been submitted previously for assessment, or for any other academic award and admitting it as newly-produced without citing the original content.
- Insufficient or misleading referencing of the source(s) that would enable the reader to check whether any particular work has indeed been cited accurately and/or fairly and this identify the original writer's particular contribution in the work submitted.

The university will take action of every report and offences relating to plagiarism and if the student is found guilty, the student can be charged by the University according to the Students Disciplinary Rules.

(c) Fabrication

Fabrication refers to a process of invention, adaptation or copying with the intention of cheating. This is an act of deceiving other people. Fabrication is somewhat related to matters which have been 'created' or altered.

Invention or task outcome or academic work without acknowledgement, alteration, falsification or misleading use of data, information or citation in any academic work constitutes fabrication. Fabricated information neither represent the student's own effort nor the truth concerning a particular investigation or study, and thus violates the principle of truth in knowledge. Some examples are:

- Creating or exchanging data or results, or using someone else's results, in an experiment, assignment or research
- Citing sources that are not actually used or referred to.
- Listing with intent, incorrect or fictitious references.
- Forging signatures of authorisation in any academic record or other USM documents.
- Forging signatures of authorisation in any academic record or other university documents.

(d) Collusion

Collusion refers to the cooperation in committing or to commit or to do work with negative intentions. Some examples of collusion include:

- Paying, bribing or allowing someone to do an assignment, test/exam, a project or research for you.
- Doing or assisting others in an assignment, test/exam, a project or research for something in return.
- Permitting your work to be submitted as the work of others.
- Providing material, information, or sources to others knowing that such aids could be used in any dishonest act.

(e) Other violations relating to academic integrity

- Arriving late to lecture, tutorial, class or other forms of teaching relating to their courses.
- Sending or submitting any overdue assignment relating to their courses.
- Any other violations that USM considers as violating academic integrity.

2.3.1 Consequences of Violating Academic Integrity

Students are responsible in protecting and upholding academic integrity in USM.

If in any specific event a student or students would encounter any incident that denotes academic dishonesty, the student(s) need to submit a report to the relevant lecturer. The lecturer is then responsible to investigate and substantiate the violation and report the matter to the Dean of the School.

- (i) If any violation of academic integrity is considered as not of a serious nature, the Dean of the School can take administrative action on the students.
- (ii) However, if the violation is deemed serious by the School, this matter will be brought to the attention of the University Disciplinary Committee for appropriate measures to be taken.
- (iii) If a student is caught copying or cheating in an examination, the Investigation Committee on Copying/Cheating in Examinations will pursue the matter according to the university's procedures. If the investigation found that there is a case, the student(s) will be brought to the USM University Disciplinary Committee (Academic

Matters). Regarding this matter, the University Disciplinary Action will be enforced.

- (iv) Measure 48 Measure (Universiti Sains Malaysia) Students Rule of Conduct provides that a student who had committed an inappropriate conduct and is found guilty could be sentenced with either or a combination of or other suitable penalty as listed:
- (a) a warning;
 - (b) a fine not exceeding two hundred ringgit;
 - (c) exclusion from any specific part or parts of the University for a specified period;
 - (d) suspension from being a student of the University for a specified period;
 - (e) expulsion from the University.

Any student(s) found guilty and to be suspended from their studies within a given duration by the University Disciplinary Committee (Academic Matters) or the University Disciplinary Committee (General Matters), the maximum suspension period will not be accounted for them in the completion their studies and while waiting for the verdict to be read.

2.4 USM Mentor Programme

The Mentor Programme acts as a support-aid that involves staff undergoing special training as consultants and guides to the USM community who would like to share their feelings and any psychosocial issues that could affect their social activities. This programme helps individuals to manage psychosocial issues in a more effective manner, which will eventually improve their well-being in order to achieve a better quality of life.

Objectives

- (a) To serve as a co-operation and mutual assistance mechanism for dealing with stress, psychosocial problems and many more in order to ensure the well-being of the USM community.
- (b) To inculcate the spirit of unity and the concept of helping one another by appointing a well-trained mentor as a social agent who promotes a caring society for USM.

- (c) To produce more volunteers to assist those who need help.
- (d) To prevent damage in any psychosocial aspect before they reach a critical stage.

2.5 Student Exchange Programme

2.5.1 Study Abroad Scheme

The student exchange programme is an opportunity for USM students to study for one or two semesters abroad at any USM partner institutions. Ideally, students are encouraged to participate in the exchange programme within their third to fifth semester (3 year degree programme) and within the third to seventh semester (4 year degree programme).

USM students who wish to follow the SLBN programme must discuss their academic plans with the Dean or Deputy Dean of their respective Schools and also with the International Mobility & Collaboration Centre (IMCC) (to ensure that credits obtained from the external higher education institution can be transferred as part of the credit accumulation for graduation).

Any student that follows the SBLN programme and violates any disciplinary act in the external higher education institution, can be penalised in accordance with the University (Discipline of Students) Rules if the matter is referred to USM.

For further information, please visit <http://www.imcc.usm.my> or contact the International Mobility and Career Centre (IMCC) at +604 – 653 2777/ 2774.

2.5.2 Student Exchange Programme in Local Higher Education Institutions (RPPIPT)

This is a programme that allows students of Higher Learning Institutions to do an exchange programme for a semester among the higher institutions themselves. Students can choose any relevant courses and apply for credit transfers.

USM students who want to participate in RPPIPT have to discuss their academic plans with the Dean or Deputy Dean of their respective Schools as well with the International Mobility & Collaboration Centre (IMCC) (to ensure that credits obtained from the higher education institution in Malaysia can be transferred as part of the credit accumulation for graduation).

Any student who participates in RPPIPT and violates any of the institution's disciplinary rules can be penalised according to the University (Discipline of Students) Rules if the matter is referred to USM.

For further information, please visit <http://bheaa.usm.my/index.php/programmes/inter-university-exchange> or contact the Academic Collaboration Unit of the Academic and International Division at +604 – 653 2451.

2.6 Ownership of Students' Dissertation/Research Project/Theses and University's Intellectual Property

The copyright of a dissertation/research project/thesis belongs to the student. However, as a condition for the conferment of a degree, the student gives this right unconditionally, directly but not exclusively, and free of royalties to the university to use the contents of the work/thesis for teaching, research and promotion purposes. In addition, the student gives non-exclusive rights to the University to keep, use, reproduce, display and distribute copies of the original thesis with the rights to publish for future research and the archives.

3.0 UNIVERSITY REQUIREMENTS

3.1 Summary of University Requirements

Students are required to take 15 - 22 units of the following University/Option courses for University requirements:

University Requirements		Unit
1	Bahasa Malaysia	2
2	English Language	4
3	<u>Local Students</u> <ul style="list-style-type: none"> • Islamic and Asian Civilisations (TITAS) (2 Units) • Ethnic Relations (2 Units) • Core Entrepreneurship* (2 Units) <u>International Students</u> <ul style="list-style-type: none"> • Malaysian Studies (4 Units) • Option/Bahasa Malaysia/English Language (2 Units) 	6
4	Co-curricular /Skill Courses/Foreign Language Courses/Options Students have to choose one of the following: <ul style="list-style-type: none"> • Co-curricular** (1-10 units) • Skill Courses/Foreign Language Courses/Options 	3 – 12
Total		15 – 22

* Students from Schools which have a similar course as this are exempted from following this course. The units should be replaced with an option course.

** Students from the School of Educational Studies are required to choose a uniformed body co-curricular package. Registration for co-curricular courses is compulsory for students from the School of Dental Sciences (SDS). The number of co-curricular units that need to be collected is three (3) units. The breakdown is as follows: (i) 2nd year students must register one (1) unit of the co-curricular course in semester 1. (ii) 3rd year students must register (1) unit of co-curricular course in semester 1 AND one (1) unit in semester 2 (further information can be obtained from the SDS Academic Office). Registration for co-curricular course is compulsory for 1st year students from the School of Medical Sciences (SMS). The number of units that need to be collected for

co-curricular courses is two (2) units. The breakdown is as follows: 1st year students must register (1) unit of co-curricular course in semester 1 AND one (1) unit in semester 2 (further information can be obtained from the SMS Academic Office).

Details of the University requirements are given in the following sections.

3.2 Bahasa Malaysia

(a) Local Students

The requirements are as follows:

- LKM400/2 - Bahasa Malaysia IV

All Malaysian students must take LKM400 and pass with the minimum of Grade C in order to graduate.

Entry requirements for Bahasa Malaysia are as follows:

No.	Qualification	Grade	Level of Entry	Type	Units	Status
1.	(a) SPM/MCE/SC (or equivalent qualification)	1 - 6	LKM400	U	2	Graduation requirement
	(b) STPM/HSC (or equivalent qualification)	P/S				

Note: To obtain credit units for Bahasa Malaysia courses, a minimum grade of C is required. Students may obtain advice from the School of Languages, Literacies and Translation if they have different Bahasa Malaysia qualifications from the above.

(b) International Students

- International students pursuing Bachelor’s degrees in Science, Accounting, Arts (ELLS), Education (TESL), Housing, Building and Planning and English for Professionals.

All international students in this category are required to take the following courses:

Code	Type	Units
LKM100	U	2

- International students (non-Indonesian) pursuing Bachelor’s degrees in Arts.

All international students in this category are required to take the following courses:

Code	Type	Units
LKM 100	Z	2
LKM 200	U	2
LKM 300	U	2

- International students (Indonesian) pursuing Bachelor degrees in Arts.

The Bahasa Malaysia graduation requirement for this category of students is as follows:

Code	Type	Units
LKM200	U	2
LKM300	U	2

Note: Students must pass with a minimum grade C for type U courses.

3.3 English Language

All Bachelor degree students must take 4 units of English Language courses to fulfil the University requirement for graduation.

(a) Entry Requirements for English Language Courses

No.	English Language Qualification	Grade	Level of Entry	Status
1.	*MUET LSP401/402/403/ 404 † Discretion of the Dean of PPBLT	Band 6 A - C	LHP 451/452/453/454/4 55/ 456/457/458/459	Compulsory / Option/Type U (2 Units)
2.	*MUET LSP300 † Discretion of the Dean of PPBLT	Band 5 A - C	LSP 401/402/403/404	Compulsory / Type U (2 Units)
3.	*MUET LMT100 † Discretion of the Dean of PPBLT	Band 4 A - C	LSP300	Compulsory / Type U (2 Units)
4.	*MUET † Discretion of the Dean of PPBLT	Band 3/2 (Score 0 - 179)	LMT100/ Re-sit MUET	Prerequisite/ Type Z (2 Units)

* MUET: Malaysian University English Test.

† Students may obtain advice from the School of Languages, Literacies and Translation (PPBLT) if they have different English Language qualification from the above.

Note:

- Students are required to accumulate four (4) units of English for graduation.
- In order to obtain units in English Language courses, students have to pass with a minimum grade C.
- Students with a Score of 260 – 300 (Band 6) in MUET must accumulate the 4 units of English from the courses in the post-advanced level (LHP451/452/453/454/455/456/457/ 458/459*). They can also take foreign language courses to replace their English language units but they must first obtain written consent from the Dean of the School of Languages, Literacies and Translation. (Please use the form that can be obtained from the School of Languages, Literacies and Translation.)

[*The number of units for LHP457 is 4 and for LHP451, 452, 453, 454, 455, 456, 458 and 459 is 2.]

- Students with a score of 179 and below in MUET are required to re-sit MUET to improve their score to Band 4 or take LMT100 and pass with a minimum grade C.

(b) English Language Courses (Compulsory English Language Units)

The English Language courses offered as University courses are as follows:

No	Code/Unit	Course Title	School (If Applicable)
1.	LMT100/2	Preparatory English	Students from all Schools
2.	LSP300/2	Academic English	Students from all Schools
3.	LSP401/2	General English	Students from: School of Educational Studies (Arts) School of Fine Arts School of Humanities School of Social Sciences School of Languages, Literacies and Translation
4.	LSP402/2	Scientific and Medical English	Students from: School of Biological Sciences School of Physics School of Chemical Sciences School of Mathematical Sciences School of Industrial Technology School of Educational Studies (Science) School of Medical Sciences School of Health & Dental Sciences

			School of Pharmaceutical Sciences
5.	LSP403/2	Business and Communication English	Students from: School of Management School of Communication
6.	LSP404/2	Technical and Engineering English	Students from: School of Computer Sciences School of Housing, Building and Planning Schools of Engineering
7.	LDN 101/2	English For Nursing I	Students from the School of Health Sciences
8.	LDN 201/2	English For Nursing II	Students from the School of Health Sciences

3.4 International Students - Option

(a) Option/Bahasa Malaysia/English Language (2 Units)

International students need to fulfil another 2 units of an option course or an additional Bahasa Malaysia/English Language course.

3.5 Skill Courses/Foreign Language Courses/Options

(i) English Language Courses

The following courses may be taken as university courses to fulfil the compulsory English Language requirements (for Band 5 and Band 6 in MUET) or as skill/option courses:

No	Code/Unit	Course Title
1.	LHP451/2	Effective Reading
2.	LHP452/2	Business Writing
3.	LHP453/2	Creative Writing

No	Code/Unit	Course Title
4.	LHP454/2	Academic Writing
5.	LHP455/2	English Pronunciation Skills
6.	LHP456/2	Spoken English
7.	LHP457/4	Speech Writing and Public Speaking
8.	LHP458/2	English for Translation (Offered only in Semester II)
9.	LHP459/2	English for Interpretation (Offered only in Semester I)

(ii) Foreign Language Courses

The foreign language courses offered by the School of Languages, Literacies and Translation can be taken by students as an option or compulsory courses to fulfil the number of units required for graduation. Students are not allowed to register for more than one foreign language course per semester. **They must complete at least two levels of a foreign language course before they are allowed to register for another foreign language course.** However, students are not required to complete all four levels of one particular foreign language course. The foreign language courses offered are as follows:

Arabic	Chinese	Japanese	German	Spanish
LAA100/2	LAC100/2	LAJ100/2	LAG100/2	LAE100/2
LAA200/2	LAC200/2	LAJ200/2	LAG200/2	LAE200/2
LAA300/2	LAC300/2	LAJ300/2	LAG300/2	LAE300/2
LAA400/2	LAC400/2	LAJ400/2	LAG400/2	LAE400/2

French	Thai	Tamil	Korean
LAP100/2	LAS100/2	LAT100/2	LAK100/2
LAP200/2	LAS200/2	LAT200/2	LAK200/2
LAP300/2	LAS300/2	LAT300/2	LAK300/2
LAP400/2	LAS400/2		

4.0 MINOR PROGRAMMES

The School of Languages, Literacies and Translation offers 5 minor programmes, namely Japanese Language, Chinese Language, Communicative Arabic, French Language and English for Professionals.

Students have to accumulate **20 compulsory units**. Students taking the minor package for foreign languages have to begin with level 100 and then proceed to the subsequent levels. The courses offered in each of the minor programmes are as follows:

(a) **Communicative Arabic Minor Programme**

LLA 100/4	Communicative Arabic I
LLA 200/4	Communicative Arabic II
LLA 300/4	Communicative Arabic III
LLA 400/4	Communicative Arabic IV
LLA 401/4	Business Arabic

(b) **Chinese Language Minor Programme**

LLC 100/4	Elementary Chinese
LLC 200/4	Intermediate Chinese
LLC 300/4	Advanced Chinese I
LLC 400/4	Advanced Chinese II
LLC 401/4	Business Chinese

(c) **Japanese Language Minor Programme**

LLJ 100/4	Elementary Japanese
LLJ 200/4	Intermediate Japanese
LLJ 300/4	Advanced Japanese I
LLJ 400/4	Advanced Japanese II
LLJ 401/4	Business Japanese

(d) French Language Minor Programme

LLP 100/4	Elementary French I
LLP 200/4	Elementary French II
LLP 300/4	Intermediate French I
LLP 400/4	Intermediate French II
LPP 401/4	French for Business

(e) English for Professionals

(i) Compulsory Courses

LET 101/4	Introduction to World Languages and Multilingualism
LET 106/4	Professional Reading
LET 107/4	Writing for Professional Communication
LEM 214/4	English in Society

(ii) Optional Courses

LEM 310/4	English Discourse in the Professions
LEM 311/4	English for Administration
LEM 313/4	English for Scientific, Technical and Web-based Writing
LEM 314/4	English for the Media
LEM 316/4	Oral Communication for Social and Occupational Purposes

5.0 FACILITIES AND SERVICES

(a) Terminology Unit

The objectives of the Terminology Unit of Universiti Sains Malaysia are:

- i. To function as a one-stop centre providing translation, editing and other services related to terminology and language for the USM community in particular and the public in general.
- ii. To formulate terminologies in disciplines/sub-disciplines to meet the current terminology requirements for courses offered at USM.
- iii. To coordinate, strengthen and disseminate the use of available terminologies, either produced by JIPPUSM, DBP (Dewan Bahasa & Pustaka) or MABBIM (Majlis Bahasa Brunei-Darussalam, Indonesia dan Malaysia) for the USM community in particular and the public in general.

(b) Language Clinic

The Language Clinic was set up with the aim of providing remedial lessons to students who are weak in the English language. Students are given additional guidance and specific attention in reading, writing, listening, speaking and grammar.

(c) Language Laboratories

The School of Languages, Literacies and Translation has a large collection of video and audio materials for all the languages offered for teaching and learning purposes. In keeping with the fast paced development in computers and technology, the Centre has seven up-to-date language laboratories to facilitate and enhance the teaching and learning of languages.

(d) Self-Access Learning Room

The Self-Access Learning Room is equipped with a variety of English language materials, computers and audio-visual equipment. It is a place where students can cultivate a habit of studying independently at their own pace.

(e) The Literacy and Language Development Centre

The Centre is now operating and is open to both staff and students of PPBLT. It consists of a resource room which contains a library of books and theses, a computer laboratory, and a multimedia room. The Centre is open at 10.00 am to 5.00 pm from Monday to Friday.

6.0 LIST AND SYNOPSES OF COURSES

Bahasa Malaysia Courses

LKM 100 - Bahasa Malaysia I

This is a beginner level Bahasa Malaysia course. Students are taught pronunciation according to the Malay Language Sound System. They are also introduced to basic grammar and trained to write simple sentences. A list of about 500 words is introduced. These include nouns, verbs, adjectives and function words. This course enables students to use basic language structures for daily conversations in a variety of situations. Students are also exposed to the Malay culture.

LKM 200 - Bahasa Malaysia II

This course covers the four skills of reading, writing, listening and speaking. It emphasises various aspects of grammar such as prefixes (meN, beR-, teR- and others), word class and vocabulary, both within and beyond the context of the given passages. Basic sentence structures and aspects of simple essay writing are introduced. Listening comprehension, speaking and reading in selected contexts are also emphasised.

LKM 300 - Bahasa Malaysia III

This course emphasises the speaking and writing skills which includes grammar, composition, summary, comprehension and oral. This course is offered to foreign students who have passed the intensive course or LKM 200.

LKM 400 - Bahasa Malaysia IV

This course emphasises grammar, writing and critical thinking skills. In the grammar component, the use of affixes, phrases and sentence structures and the correct form of the verb 'to be' are taught. Affixes covered include meN...kan, meN...i, peR...an, peN...an, nya and others. In addition, students learn Hukum D-M; common errors in the use of words; passive sentences with the subject taking the form of first, second and third person pronouns, common nouns or proper nouns; inverted and compound sentences such as sentences that begin with Apa..., sentences with embedded words like yang mana, di mana, etc.

In writing, the techniques and strategies of good writing such as organization, paragraph development, equivalence, parallelism and coherence are emphasised.

In critical thinking, skills including analysing, synthesising, presenting arguments, and distinguishing opinions from facts in writing and reading are emphasised.

LKM 101 – Preparatory Bahasa Malaysia I

In the early stages, students are exposed to aspects of pronunciation in Bahasa Malaysia based on spelling, that is, pronunciation according to the letters of the alphabet. This includes ways of pronouncing the vocal phonemes and consonants of Bahasa Malaysia as well as consonant phonemes that have been borrowed from other languages. In the next level, students are introduced to vocabulary that covers various aspects such as age, occupation and daily activities. Students are also taught various types of interrogatives, pronouns, adjectives and basic verbs.

LKM 102 – Preparatory Bahasa Malaysia II

This course introduces affixes in the Malay Language and strengthens vocabulary. Students also learn about the cultures and customs of Malaysian society.

For the first eight weeks, conversational drills are emphasised. Students make use of CD ROM and Karya Net portal materials and are given additional vocabulary practice. At this stage, students would have increased their vocabulary, learnt how to construct sentences, handle conversations in different situations and obtained a general idea of the culture and customs of Malaysian society.

For the next eight weeks, various aspects of the language such as nouns, verbs, prepositions and conjunctions are introduced and practised in writing various types of essay.

LKM 201 – Intermediate Bahasa Malaysia

This course is a continuation of LKM 102 – Preparatory Bahasa Malaysia II. The focus is on further developing the skills of listening and speaking, reading, writing and grammar. In listening and speaking, students will be taught pronunciation, intonation and different speech styles. Reading skills are further developed through reading comprehension and answering questions as well as reading literature at intermediate level. The skill of writing is further developed through summary writing. The grammar component is emphasised, covering word class, word forms and affixes, sentence types, phrasal and sentence structures and compound sentences.

English Language Courses

LMT 100 – Preparatory English

Texts like poems, short stories and novels are used to develop students' reading comprehension skills. Students are exposed to different types of texts ranging from one-line texts to short stories.

LSP 300 – Academic English

Students are exposed to the language of processes, procedures, instructions and warnings. Students also learn the language of descriptions and comparisons, giving opinions and participating in a discussion. Essay writing and short report writing are also taught to help students develop their writing skills.

LSP 401 – General English

As the course is specific in nature (ESP), the materials and topics covered will be pertinent to the students' respective disciplines and future employment. It will provide students with an opportunity to enhance their language skills through active participation in a variety of integrated task - based and simulated activities involving the four language skills of listening, speaking, reading and writing. The course equips students with language and soft skills so that they are able to participate in discussions, give oral presentations and reports, carry out projects and attend job interviews.

LSP 402 – Scientific and Medical English

As the course is specific in nature (ESP), the materials and topics covered will be pertinent to the students' respective disciplines and future employment. It will

provide students with an opportunity to enhance their language skills through active participation in a variety of integrated task-based and simulated activities involving the four language skills of listening, speaking, reading and writing. The course equips students with language and soft skills so that they are able to participate in discussions, give oral presentations and reports, carry out projects and attend job interviews.

LSP 403 – Business and Communication English

As the course is specific in nature (ESP), the materials and topics covered will be pertinent to the students' respective disciplines and future employment. It will provide students with an opportunity to enhance their language skills through active participation in a variety of integrated task - based and simulated activities involving the four language skills of listening, speaking, reading and writing. The course equips students with language and soft skills so that they are able to participate in discussions, give oral presentations and reports, carry out projects and attend job interviews.

LSP 404 – Technical and Engineering English

As the course is specific in nature (ESP), the materials and topics covered will be pertinent to the students' respective disciplines and future employment. It will provide students with an opportunity to enhance their language skills through active participation in a variety of integrated task - based and simulated activities involving the four language skills of listening, speaking, reading and writing. The course equips students with language and soft skills so that they are able to participate in discussions, give oral presentations and reports, carry out projects and attend job interviews.

LHP 451 – Effective Reading

Students learn the techniques of effective reading and identifying main ideas, topic sentences, and major and minor supporting ideas. Students will also learn the techniques of note making and outlining.

LHP 452 – Business Writing

The business writing topics include writing business proposals, all types of business correspondence ranging from sales letters to letters of enquiry, promotional materials, and business plans and reports. This course teaches the basic formats of business writing and also covers the language of business writing.

LHP 453 – Creative Writing

This course enables students to develop and improve their writing skills through style, vocabulary, structure and grammar. Students will learn how to write different types of written texts such as short stories, narratives and essays. Students will also explore and develop plots, themes, characters and dialogues in their writing.

LHP 454 – Academic Writing

This course is designed to develop the English language skills of students who are interested in academic writing. This course refines the aspects of writing a research report, thesis or dissertation. Aspects of writing abstracts, proposals, paragraphs and references or bibliography are also included. This course also emphasises the use of appropriate language for writing academic papers, theses and dissertations.

LHP 455 – English Pronunciation Skills

This course involves the study of the English sound system. It introduces the description and classification of speech sounds. This course is a practical starting point for students who have a strong understanding of the language and want to improve their English pronunciation. It starts with an introduction to the nature and organs of speech, basic pronunciation including work on the IPA (International Phonetic Alphabet), followed by continued refinement of English pronunciation skills. It also focuses on improving pronunciation through the stress-timed character of English.

LHP 456 – Spoken English

This course adopts a practical approach based on the Spoken English process and is student-oriented. It is designed to fulfil students' needs for effective oral communication for academic, social and occupational purposes. Students will learn the requisite language skills for meetings, discussions, debates, presentations and social interactions. At the same time, they will learn to speak English correctly, accurately and appropriately.

LHP 457 – Speech Writing and Public Speaking

This course explores the concepts and theories of message and speech design. It also helps students improve their communication skills. The component on speech writing is designed to give the students, both directly and inductively, a clear concept of the intimate relation between thinking and speaking. This interaction

of thought and speech focuses on many forms -from spontaneous, informal scripts to carefully prepared formal texts. In the public speaking component the course aims at exposing students to an overview of theories of rhetoric and teaching students the practical skills of public speaking. In addition, students are also exposed to different types of speeches.

LHP 458 – English for Translation

This course aims to enhance students' comprehension of a variety of English texts. The approach adopted is based on textual analysis with emphasis on use and function of syntax, lexis, idiomatic and figurative expressions and how they are related to meaning through cohesion and coherence. This course explains the intended meaning in English from the translation perspective.

LHP 459 – English for Interpretation

This course aims to help students improve their ability to understand spoken English and deliver oral messages effectively. It is designed for Interpretation students. In this course, students are exposed to a variety of texts and are taught how to identify and understand the roles of linguistic elements such as lexis, phrases, syntax, intonation and others in expressing meaning and providing appropriate feedback to texts. This course gives students opportunities to listen to authentic oral texts and use English in speaking.

LDN 101 – English for Nursing I

This course equips nursing students with the basic listening, speaking, reading and writing skills for academic, social and occupational purposes. Dictionary skills, describing people, places, pain and diseases, processes and procedures, explaining cause and effect relationships and classifying are taught to help students learn the basic English language skills in nursing.

LDN 201– English for Nursing II

Students are taught to describe processes, procedures and situations. Students also learn comparisons and contrasts, explain cause and effect relationships, classifying, giving opinions and justifications with logical and critical reasoning.

Foreign Language Courses

Arabic Language Courses

LAA 100 – Arabic Language I

The initial sections of this course emphasise the usage of correct Arabic grammatical forms for communication purposes. Vocabulary used in daily interactional situations such as in greetings, introductions, descriptions of common objects and places are also introduced. Writing skills are also given due emphasis through the provision of exercises and through the enhancement of Arabic via topic-related textual discussions.

LAA 200 – Arabic Language II

This course exposes learners to a wide range of communication skills used in daily activities. The number of vocabulary items vital for the acquisition of Arabic will be increased through their application in both conversational and writing tasks. Learners are introduced to interrogatives and prepositions that form the basis of effective interaction/dialogue. Grammatical items such as simple sentences using the present and past tense verb forms are also introduced to enhance communication skills.

LAA 300 – Arabic Language III

This course offers practice in vocabulary usage and in the construction of various sentence patterns for general and complex communication needs. It also introduces the correct usage of a variety of sentence structures by providing detailed explanations of past, present and imperative verb forms. Dialogue practice through a variety of conversational situations such as during convocation ceremonies, in job interviews, at flight terminals and during vacations are emphasised upon in all teaching and learning sessions.

LAA 400 – Arabic Language IV

At this level, emphasis is accorded to the use of accurate grammar and its application in communicative situations. The use of the Arabic language in daily interactions at hotels, banks, sport complexes, shopping malls and in comparing urban and rural lifestyles is given weightage in this course. Writing skills are also given due emphasis through the provision of supplementary exercises.

Chinese Language Courses

LAC 100 – Chinese Language I

This course is the beginning level and is an introduction to the Chinese language. Learners are exposed to the phonetic system of Hanyu Pinyin and a vocabulary of about 175 words. Learners will be taught the proper way to write Chinese script with correct strokes and the right stroke-order, to construct short sentences, to translate from Chinese to Malay/English and vice versa. Cultural elements related to the language and daily life of the Chinese are also introduced in this level.

LAC 200 - Chinese Language II

This course is an extension of level 100; it aims to develop elementary proficiency in spoken and written Chinese, focusing on reading, writing, listening comprehension, and speaking. Learners will increase basic grammatical and lexical knowledge, and gain some insight into the Chinese culture related to the arts and the topics taught.

LAC 300 - Chinese Language III

This course is an extension of level 200; it aims to consolidate learners' command of Chinese grammatical structures and a vocabulary of about 275 Chinese words. Learners are taught dialogues with various daily situations, and also idioms and simple grammar in simple text. In addition, the learners are also taught to write compositions of about 200 words and translate short simple texts. Elements of Chinese culture related to literature would be introduced in this level.

LAC 400 - Chinese Language IV

This is an extension of level 300 and also the final course of the Chinese language course series. Learners are taught to converse, to give speeches, and to learn a vocabulary of about 325 words. Learners are also exposed to authentic Chinese texts from magazines and newspapers which include a variety of idioms and sayings, and involve more complex grammar. In addition, learners are taught to write compositions of about 300 words and to translate more difficult texts. Simple cultural elements related to philosophy and classic literature are also introduced in this level.

Japanese Language Courses

LAJ 100 - Japanese Language I

This course is an introduction to the Japanese language, Japanese society and its culture. Learners will distinguish typical Japanese pronunciation and acquire basic grammatical structures and a range of vocabulary related to communication in everyday situations. Learners will also identify and display words and sentences in Hiragana, one of the three writing systems of the Japanese language.

LAJ 200 - Japanese Language II

This course aims to develop elementary proficiency in spoken and written Japanese, focusing on listening comprehension, speaking, reading, writing, and cultural literacy. Learners will identify Katakana, one of the three Japanese writing systems, increase basic grammatical and lexical knowledge, and gain some insight into cultural aspects pertaining to Japanese society. By the end of the course, learners will be able to express and understand simple needs in predictable and common situations related to their personal lives.

LAJ 300 - Japanese Language III

This course aims to consolidate learners' command of Japanese grammatical structures and their acquisition of vocabulary. While mastering complex sentence structures, learners will be able to understand and use a variety of basic sentence patterns that will enable them to enhance their interaction skills as well as their comprehension of conversations. This will also improve their essay writing skills. About 80 basic Kanji characters will be introduced.

LAJ 400 - Japanese Language IV

This is the final course of the Japanese language course series. Learners will review and expand their grammatical, lexical and cultural knowledge of Japanese society to attain proficiency at the intermediate level. They will be able to communicate with more accuracy and complexity in oral and written Japanese. About 100 Kanji characters will be introduced.

German Language Courses

LAG 100 – German Language I

This course is an introduction to the German language, German-speaking countries and their culture. Learners will distinguish typical German pronunciation and acquire basic grammatical structures and a range of vocabulary related to communication in everyday situations.

LAG 200 - German Language II

This course aims to develop elementary proficiency in spoken and written German, focusing on listening comprehension, speaking, reading, writing, and cultural literacy. Learners will increase basic grammatical and lexical knowledge, and gain some insight into cultural aspects pertaining to German-speaking countries. At the end of the course learners will be able to express and understand simple needs in predictable and common situations related to their personal lives.

LAG 300 - German Language III

This course aims to consolidate learners' command of German grammatical structures and their acquisition of active and passive vocabulary. While mastering complex sentence structures, learners will be able to understand and use a variety of basic sentence patterns that will enable them to enhance their interaction skills as well as their comprehension of conversations. This will also improve their essay writing skills. Upon completion of this course, learners will be eligible to register for the international Goethe Institute Start Deutsch 1-(A1) examination.

LAG 400 - German Language IV

This is the final course of the German language course series. Learners will review and expand their grammatical, lexical and cultural knowledge of German-speaking countries to attain proficiency at the intermediate level. They will be able to communicate with more accuracy and complexity in oral and written German in informal and formal situations. Upon completion of the course, learners will also be eligible to register for the international Goethe Institute Start Deutsch 2-(A2) examination.

French Language Courses

LAP 100 - French Language I

This course is an introduction to the French language, French-speaking countries and their culture. Learners will distinguish typical French pronunciation and acquire basic grammatical structures and a range of vocabulary related to communication in everyday situations.

LAP 200 - French Language II

This course aims to develop elementary proficiency in spoken and written French, focusing on listening comprehension, speaking, reading, writing, and cultural literacy. Learners will increase basic grammatical and lexical knowledge, and gain some insight into cultural aspects pertaining to French-speaking countries. At the end of the course learners will be able to express and understand simple needs in predictable and common situations related to their personal lives. Upon completion of this course, learners will be eligible to register for the international “DEL F A1” examination.

LAP 300 - French Language III

This course aims to consolidate learners’ command of French grammatical structures and their acquisition of active and passive vocabulary. While mastering complex sentence structures, learners will be able to understand and use a variety of basic sentence patterns that will enable them to enhance their interaction skills as well as their comprehension of conversations. This will also improve their essay writing skills.

LAP 400 - French Language IV

This is the final course of the French language course series. Learners will review and expand their grammatical, lexical and cultural knowledge of French-speaking countries to attain proficiency at the intermediate level. They will be able to communicate with more accuracy and complexity in oral and written French in informal and formal situations. Upon completion of the course, learners will also be eligible to register for the international “DEL F A2” examination.

Spanish Language Courses

LAE 100 – Spanish Language I

This course is an introduction to the Spanish language, Spanish-speaking countries and their culture. Learners will distinguish typical Spanish pronunciation and acquire basic grammatical structures and a range of vocabulary related to communication in everyday situations.

LAE 200 - Spanish Language II

This course aims to develop elementary proficiency in spoken and written Spanish, focusing on listening comprehension, speaking, reading, writing, and cultural literacy. Learners will increase basic grammatical and lexical knowledge, and gain some insight into cultural aspects pertaining to Spanish-speaking countries. At the end of the course learners will be able to express and understand simple needs in predictable and common situations related to their personal lives.

LAE 300 - Spanish Language III

This course aims to consolidate learners' command of Spanish grammatical structures and their acquisition of active and passive vocabulary. While mastering complex sentence structures, learners will be able to understand and use a variety of basic sentence patterns that will enable them to enhance their interaction skills as well as their comprehension of conversations. This will also improve their essay writing skills. Upon completion of this course, learners will be eligible to register for the international DELE A1 examination.

LAE 400 - Spanish Language IV

This is the final course of the Spanish language course series. Learners will review and expand their grammatical, lexical and cultural knowledge of Spanish-speaking countries to attain proficiency at the intermediate level. They will be able to communicate with more accuracy and complexity in oral and written Spanish in informal and formal situations. Upon completion of the course, learners will also be eligible to register for the international DELE A2 examination.

Thai Language Courses

LAS 100 – Thai Language I

This course is the beginner level of Thai language and aims to give learners a basic knowledge of the language with emphasis on listening and speaking. Learners will be introduced to a transcription system (Roman letters) as a tool to acquire pronunciation of vocabulary of 300 words, basic grammatical structures including the present, past and future tenses, affirmative, negative, interrogative and conditional sentences and cultural aspects related to communication in everyday life situations.

LAS 200 – Thai Language II

This course, a continuation of LAS 100, aims to develop elementary proficiency in spoken and written Thai, focusing on listening comprehension, speaking, reading, writing, and cultural literacy. Learners are exposed to more complex grammatical structures including agreement, disagreement, imperative mood, word formations, function words and approximately 300 new words using the transcription system (Roman letters). Basic Thai alphabet system is taught as introduction for reading and writing of Thai script.

LAS 300 – Thai Language III

This course, a continuation of LAS 200, aims to further develop proficiency in spoken and written Thai in a more formal style suitable for the working environment. The focus on listening comprehension, speaking, reading, writing, and cultural literacy will introduce learners to more complex grammatical structures including passive voice, word formations, function words and approximately 400 new words with irregular spelling in Thai script.

LAS 400 – Thai Language IV

This final course of the Thai language course series emphasises the development of proficiency in spoken and written Thai in a more formal style suitable for the working environment. The focus on listening comprehension, speaking, reading, writing, and cultural literacy will introduce learners to authentic texts and other media and approximately 500 new words.

Tamil Language Courses

LAT 100 – Tamil Language I

This course introduces 12 vowel and 18 consonant letters of the Tamil language and sound system which encompasses stroke writing, verbal aspects and syllables. Aspects pertaining to teaching and learning comprise classroom daily greetings and general daily greetings, numbers related to date, month and year. Main verbs in present tense, interrogatives, statements and negatives will also be introduced. Topics and content of appropriate conversation for daily activities will be discussed to enable students to master basic communication skills.

LAT 200 – Tamil Language II

This course is a continuation of LAT 100, and introduces the Tamil alphabet and vocabulary of about 600 words. It includes references to numbers in terms of time, biodata, family, festivals and others. Students are also exposed to the usage of prepositions and directions. Appropriate activities and dialogues related to everyday life with family and friends, festivals and tours will also be introduced so that students can communicate in various situations. Aspects of understanding and the linkage between language and culture of the Indian community are also introduced.

LAT 300 – Tamil Language III

This course is a continuation of LAT 200. It includes various forms of grammatical items. Word formation process that is almost identical with compound words is also taught. Apart from that, more sentence structures are introduced so that students can communicate in Tamil eloquently and effectively. The knowledge and understanding of Tamil language elements and culture among communities in India are diversified.

Korean Language Courses

LAK 100 – Korean language I

This course is the beginner level of Korean language. Students are exposed to the Hangul script, vocabulary and basic aspects of Korean grammar. Emphasis is placed on the four basic language skills such as listening, reading, writing and speaking which include the competency of communication in daily situations.

LAK 200 – Korean language II

This course is a continuation of LAK 100. Students are exposed to vocabulary and complex aspects of Korean grammar. Emphasis is given to the four basic skills such as listening, reading, writing and speaking, and includes competency in communication of various daily situations.

LAK 300 – Korean language III

This course is a continuation of the LAK200 course. More emphasis is given to listening comprehension and speaking skills to enable students to communicate more effectively and fluently. Students are exposed to a more standard spoken Korean language in terms of the accuracy of intonation and pronunciation. Students will also learn the ways to conjugate and use more verbs and adjectives effectively to construct different sentence patterns correctly. Various Korean cultural aspects are introduced through films, TV programs and websites.

Minor Programmes

Chinese Language Studies

LLC 100 – Elementary Chinese

This course is designed to expose students to the Chinese language. Students will learn the four skills – listening, speaking, reading and writing – and grammar. Students will be introduced to the Chinese phonetic system (Hanyu Pinyin) and Chinese characters (Hanzi). For this level, approximately 300 Hanzi will be taught. Vocabulary to be learned consists of numerals and measure words, time words, words relating to year, month and day, fractions and percentages. In addition to question words, negative words, common greetings and responses are taught.

LLC 200 - Intermediate Chinese

This course is a continuation of LLC 100. Approximately 300 Chinese characters will be introduced in this course. Formation of various kinds of sentences will be practiced as well. The types of sentences to be taught at this level are compound and complex sentences. Vocabulary introduced at this level is related to school life, family members, occupations and paying visits. Functions such as thanking and making apologies are also included. The correct use of conjunctions, interjections, prepositions and particles will also be covered.

LLC 300 – Advanced Chinese I

This course is a continuation of LLC 200. Approximately 300 new Chinese characters will be taught. Changes of the complicated forms of Chinese characters to the simplified forms are discussed. As many as 50 radicals are introduced. The course introduces expressions and words for requests, invitations, refusals and welcoming friends. The use of auxiliary verbs, particles, and conjunctions as well as location words and words indicating weather conditions are discussed.

LLC 400 – Advanced Chinese II

This course is a continuation of LLC 300. An additional 300 new Chinese characters will be introduced. Students at this level are exposed to more complex Chinese reading materials and established magazines. Students will encounter more words and phrases in the construction of more complex sentences. Students will be taught how to look up new words in the Chinese dictionary and how to write memos and informal letters.

LLC 401 - Business Chinese

This course introduces students to the use of the Chinese language in a business context. In this course, emphasis is placed on competence in oral communication and the correct use of the Chinese language for business. Students will also be introduced to Chinese business culture and Chinese business philosophy. Furthermore, the course presents words and phrases that are often used in business conversations and discussions including appropriate language used when making an order, shopping, making an inquiry, interviewing and making telephone conversations. Students will also learn to fill in application and registration forms, to make orders in writing and to write formal letters.

Japanese Language Studies

LLJ 100 – Elementary Japanese

This course will introduce 60 Kanji characters and vocabulary of about 360 words. Students will learn about pronunciation, syllables and characters of the Japanese Language. These include the characters of Hiragana, Katakana and Kanji. This course will cover numbering, ways of asking questions, present and past statements, statement sentences and denial statements. In addition, it will cover words and statements about directions and places, time, month and year. Students will also learn about basic verbs in the forms of present and past tense. The course will also focus on oral exercises and listening practices so that students will be

able to understand simple conversations and be able to interact in various daily situations. Japanese culture will also be introduced to students so that they will be able to communicate with native speakers by using proper grammar and manners suitable to the socio-culture of Japanese society.

LLJ 200 – Intermediate Japanese

This course is an advanced course of LLJ100. 300 words and 90 Kanji characters are introduced. This course introduces more verbs and complex sentence structures. It also focuses on the aspect of verbs to indicate actions in progress and present states. More verb conjugations are also taught together with a range of grammatical items to express modality. Students learn how to construct longer and more complex sentences on the basis of basic grammatical knowledge so that they can communicate more effectively with native speakers.

LLJ 300 – Advanced Japanese I

This course is an advanced course of LLJ200. This course introduces conjunctions associated with conditions, assumptions, purposes, reasons and consequences. The course also provides grammatical information to express one's abilities, willingness, and appreciation toward someone. Expressions such as "giving" and "receiving" an action or a favour are introduced to express gratitude to someone. At this stage, students are required to read Japanese story books and websites to understand socio-cultural aspects of the Japanese language and people's lifestyles in the society.

LLJ 400 – Advanced Japanese II

This course includes usage of phrases that occur in modern Japanese language. This includes sentences which involve phrases and sentences that are more complex and complicated. This course also touches on formal speech concepts in and outside of groups, including courteous statements (honorific) and humility (humble form). Apart from that, stories are also introduced so that students can understand more the way of life, thinking and social culture of Japan.

LLJ 401 – Business Japanese

This course will introduce new vocabulary and Kanji that are often used in business conversations and discussions. This course will introduce greetings in various situations related to business activities. The course will focus on ways of interaction in business activities such as ways of making appointments, answering phone calls, taking memos, leaving messages in the office and so on. The students will also be exposed to Japanese socio-culture at the working place.

Communicative Arabic

LLA 100 - Communicative Arabic I

This course introduces students to writing the Arabic alphabet, pronunciation, use of letters in words and short sentences. This course also discusses the use of the words for time, date, day, month and year. Students are also taught to recognise nouns, verbs and particles in Arabic. Some dialogues related to daily situations are practiced with the students so that they can correctly and accurately pronounce Arabic letters and words. Cultural aspects in some expressions in the form of prayers are also introduced for customary meetings and partings.

LLA 200 - Communicative Arabic II

This course is an addition to the 100 level. Students are exposed to basic aspects of the functions of nouns, verbs, particles and the forming of a variety of sentence structures. Other than that, the course also trains students to communicate using the dialogue associated with buying and selling situations, post office services, the library, daily activities and health. Elements of traditional culture are also introduced i.e. during social visits, food and taboos of Arab society.

LLA 300 – Communicative Arabic III

This course introduces more Arabic vocabulary through conversations and situations with the aim of obtaining information on employment, the customs and immigration counters at the airport, handling currency exchange and at the pharmacy. The conversations also involve the use of more complex grammar as well as an emphasis on writing official letters. Students are exposed to reading actual materials from books, magazines and websites.

LLA 400 – Communicative Arabic IV

At this level, students are exposed to communication skills to obtain information on festivals, weather conditions, orders or reservations, and brief descriptions. Aspects of grammar are taught in the advanced stages by using sentence pattern varieties. An introduction to literary Arabic (al-Balaghah) will also be given for students to understand the beauty of the Arabic language, which usually has phrases rich with hidden meaning and depth.

LLA 401 – Business Arabic

This course emphasises communication relating to business. Terms of business and current issues related to students are taught for the mastery of vocabulary of

this particular field. In addition, this course aims to train students to write minutes of meetings, memos, interview letters, how to answer the telephone, facsimiles, e-mails and others. It also exposes students to business culture in the Arab community.

French Language

LLP 100 - Elementary French I

This course introduces students to the writing of the French alphabet, pronunciation skills, and the use of letters in words and short sentences. This course also discusses the usage of the words or vocabulary for time, date, day, month and year. Students are also taught to recognise nouns, verbs and particles. Some dialogues related to daily situations are also practiced so that they can correctly and accurately pronounce French letters and words. Upon completion of this course, learners will be eligible to register for the international examination DELF (Diploma in French Language Studies) level A1.

LLP 200 - Elementary French II

This course is a continuation of LLP 100. It is at this level that the majority of descriptors stating social functions are to be found, like the use of simple greetings, asking people how they are, reacting to news, handling very brief social exchanges, asking and answering questions about what they do at work and during their free time, making and responding to invitations, discussing what to do, where to go and making arrangements for appointments or meetings, and making and accepting offers. The students are also exposed to the descriptors on getting out and about like making simple transactions in shops, post offices or banks, getting simple information about travel matters, using public transportation, asking for and giving directions, and requesting for everyday goods and services. Upon completion of this course, learners will be eligible to register for the international examination DELF (Diploma in French Language Studies) level A2.

LLP 300 – Intermediate French I

This course introduces more French vocabulary through conversations and situations, and students are exposed to communication skills to obtain information on employment matters, festivals, weather conditions, orders and reservations, and brief descriptions. The conversations also involve the use of more complex grammar as well as an emphasis on making comparisons, expressing opinions and making judgements. Students are exposed to the reading of actual French (or native speaker) materials such as books, magazines and websites. Upon

completion of this course, learners will be eligible to register for the international examination DELF (Diploma in French Language Studies) level B1.

LLP 400 – Intermediate French II

This course aims to further develop the reading, writing, listening and speaking skills practised in LLP300. It emphasises communication and comprehension, but also builds on the grammar base acquired in previous courses. At this level, students learn more complex grammatical structures and how to express their opinions (giving advice, justifying an idea, solving problems, and making requests), allowing them to take part in real conversations in French, while addressing tangible social issues. By the end of the course, students should experience relative ease when speaking, and should be able to briefly communicate with native speakers.

LLP 401 – French for Business

This course aims to enhance students' reading, writing, listening and speaking skills in French in relation to business. Business terms and relevant current issues will be taught and examined for the purpose of vocabulary mastery in this field. In addition, this course focuses on business letter writing, economic and business technology, international trade, foreign investments, banking, advertising and sales, and the economy of France itself. It also exposes students to the business culture in the French community. Upon completion of this course, learners will be eligible to register for the international DELF Professional B2 examination.

English for Professionals

LET 101 - Introduction to World Languages and Multilingualism

This course provides an introduction to multilingualism and its effects on the individual, language and politics. Language families, attitudes toward language and dialects, language and culture, multilingualism, foreign language learning, written codes, official languages, and language policies are among some of the topics that will be covered. Students will gain an understanding of multilingualism and their implications on language policies in different countries.

LET 106 - Professional Reading

This course focuses on the theoretical and practical approaches to effective reading. It emphasises the critical strategies and analysis in the study of the relationship between text types and text styles and how texts contribute to the

understanding of the reader. The relationship between literary and non-literary texts will also be explored.

LEM 107 - Writing for Professional Communication

This course emphasises professional and academic writing skills in journals, abstracts, conference papers, essays and thesis writing. Students will also be taught the major elements in academic and professional discourse such as content, structure, stylistics, accuracy, coherence and cohesion.

LET 214 - English in Society

This course is the study of the relationship between language and society, and between the uses of language and the social structures in which the users of the language live. In this course, among the topics that will be covered are social dialects; gender and age; language change, style, context and register; speech functions; politeness and cross-cultural communication; attitudes to language and applications of sociolinguistics; language choice in multilingual communities; language maintenance and shift; linguistic varieties and multilingual nations; national languages and language planning; and language and identity.

LEM 310 - English Discourse in the Professions

The focus of the course is on the study of all spoken and written texts in the workplace. The study of a variety of languages for communication in the workplace will also be covered. Students will be introduced to professional discourse in professions such as teaching, administration, marketing, and in the fields of legal practice, science and technology.

LEM 311 - English for Administration

This course is designed to teach professional English language skills in administration. Communication skills related to processes and projects in administration are also taught. Students will also be taught to communicate with a high degree of accuracy and appropriateness in different situations and use grammatical devices and produce sentence structures to create a style which is appropriate to the subject matter and the intended "audience."

LEM 313 - English for Scientific, Technical & Web-based Writing

This course helps students understand different types of technical writing, desktop publishing and web page design. The emphasis will be on style and format to achieve clarity, correctness and conciseness in technical writing. The course is

unique in the way that students will have the flexibility to choose their own topics to develop their linguistic and graphical skills and other transferable skills that will be valued in future employment.

LEM 314 - English for the Media

This course introduces students to the typical linguistic and extra-linguistic features of English media texts. It aims to promote a greater awareness of the central concerns in writing and editing English texts for the media and explores intertextual and multimedia communication in life.

LEM 316 - Oral Communication for Social and Occupational Purposes

This course explores the concepts and theories of message and speech design to enable students to communicate effectively. The speech writing component is designed to teach the relationship between thinking and speaking. The interaction between thinking and speaking takes different forms from the preparation of spontaneous informal script to the production of the complete formal text. Students are also exposed to public speaking skills for different purposes.

7.0 LANGUAGE COURSES INDEX

LKM 100 – BAHASA MALAYSIA I	31	LAA 300 – ARABIC LANGUAGE III	36
LKM 200 – BAHASA MALAYSIA II	31	LAA 400 – ARABIC LANGUAGE IV	36
LKM 300 – BAHASA MALAYSIA III	31	LAC 100 – CHINESE LANGUAGE I	37
LKM 400 – BAHASA MALAYSIA IV	31	LAC 200 – CHINESE LANGUAGE II	37
LKM 101 – PREPARATORY BAHASA MALAYSIA I	32	LAC 300 – CHINESE LANGUAGE III	37
LKM 102 – PREPARATORY BAHASA MALAYSIA II	32	LAC 400 – CHINESE LANGUAGE IV	37
LKM 201 – INTERMEDIATE BAHASA MALAYSIA	32	LAJ 100 – JAPANESE LANGUAGE I	37
LMT 100 – PREPARATORY ENGLISH	32	LAJ 200 – JAPANESE LANGUAGE II	38
LSP 300 – ACADEMIC ENGLISH	33	LAJ 300 – JAPANESE LANGUAGE III	38
LSP 401 – GENERAL ENGLISH	33	LAJ 400 – JAPANESE LANGUAGE IV	38
LSP 402 – SCIENTIFIC AND MEDICAL ENGLISH	33	LAG 100 – GERMAN LANGUAGE I	38
LSP 403 – BUSINESS AND COMMUNICATION ENGLISH	33	LAG 200 – GERMAN LANGUAGE II	38
LSP 404 – TECHNICAL AND ENGINEERING ENGLISH	33	LAG 300 – GERMAN LANGUAGE III	39
LHP 451 – EFFECTIVE READING	34	LAG 400 – GERMAN LANGUAGE IV	39
LHP 452 – BUSINESS WRITING	34	LAP 100 – FRENCH LANGUAGE I	39
LHP 453 – CREATIVE WRITING	34	LAP 200 – FRENCH LANGUAGE II	39

LHP 454 – ACADEMIC WRITING	34	LAP 300 – FRENCH LANGUAGE III	39
LHP 455 – ENGLISH PRONUNCIATION SKILL	34	LAP 400 – FRENCH LANGUAGE IV	40
LHP 456 – SPOKEN ENGLISH	34	LAE 100 – SPANISH LANGUAGE I	40
LHP 457 – PUBLIC SPEAKING AND SPEECH WRITING	35	LAE 200 – SPANISH LANGUAGE II	40
LHP 458 – ENGLISH FOR TRANSLATION	35	LAE 300 – SPANISH LANGUAGE III	40
LHP 459 – ENGLISH FOR INTERPRETATION	35	LAE 400 – SPANISH LANGUAGE IV	40
LDN 101 – ENGLISH FOR NURSING I	35	LAS 100 – THAI LANGUAGE I	41
LDN 201 – ENGLISH FOR NURSING II	35	LAS 200 – THAI LANGUAGE II	41
LAA 100 – ARABIC LANGUAGE I	36	LAS 300 – THAI LANGUAGE III	41
LAA 200 – ARABIC LANGUAGE II	36	LAS 400 – THAI LANGUAGE IV	41
LAT 100 – TAMIL LANGUAGE I	42	LLA 300 – COMMUNICATIVE ARABIC III	46
LAT 200 – TAMIL LANGUAGE II	42	LLA 400 – COMMUNICATIVE ARABIC IV	46
LAT 300 – TAMIL LANGUAGE III	42	LLA 401 – BUSINESS ARABIC	46
LAK 100 – KOREAN LANGUAGE I	42	LLP 100 – ELEMENTARY FRENCH I	46
LAK 200 – KOREAN LANGUAGE II	43	LLP 200 – ELEMENTARY FRENCH II	47
LAK 300 – KOREAN LANGUAGE III	43	LLP 300 – INTERMEDIATE FRENCH I	47
LLC 100 – ELEMENTARY CHINESE	43	LLP 400 – INTERMEDIATE FRENCH II	47
LLC 200 – INTERMEDIATE CHINESE	43	LLP 401 – FRENCH FOR BUSINESS	47
LLC 300 – ADVANCED CHINESE I	43	LET 101 – INTRODUCTION TO WORLD LANGUAGES AND MULTILINGUALISM	48

LLC 400 – ADVANCED CHINESE II	44	LET 106 – PROFESSIONAL READING	48
LLC 401 – BUSINESS CHINESE	44	LET 107 - WRITING FOR PROFESSIONAL COMMUNICATION	48
LLJ 100 - ELEMENTARY JAPANESE	44	LEM 214 – ENGLISH IN SOCIETY	48
LLJ 200 – INTERMEDIATE JAPANESE	44	LEM 310 - ENGLISH DISCOURSE IN THE PROFESSIONS	48
LLJ 300 – ADVANCED JAPANESE I	45	LEM 311 - ENGLISH FOR ADMINISTRATION	49
LLJ 400 – ADVANCED JAPANESE II	45	LEM 313 - ENGLISH FOR SCIENTIFIC, TECHNICAL & WEB-WRITING BASED	49
LLJ 401 – BUSINESS JAPANESE	45	LEM 314 - ENGLISH FOR THE MEDIA	49
LLA 100 – COMMUNICATIVE ARABIC I	45	LEM 316 - ORAL COMMUNICATION FOR SOCIAL AND OCCUPATIONAL PURPOSES	49
LLA 200 – COMMUNICATIVE ARABIC II	46		

8.0 STUDENTS' FEEDBACK

The aim of this feedback form is to obtain students' response regarding the contents of this Guidebook. The information obtained will be useful in improving it.

Please respond to items 1 – 5 below based on the following 4-point scale:

1 = Strongly disagree	2 = Disagree	3 = Agree	4 = Strongly agree
-----------------------	--------------	-----------	--------------------

1. This Guidebook is very useful.

1	2	3	4
---	---	---	---

2. The information provided in this Guidebook is accurate.

1	2	3	4
---	---	---	---

If you choose 1 or 2 for Question no. 2, please state the page number that contains information that is inaccurate in the space below:

3. The information provided in this Guidebook is clear and easy to understand.

1	2	3	4
---	---	---	---

4. On the whole, the quality of this Guidebook is good.

1	2	3	4
---	---	---	---

5. I prefer to use the CD compared to this Guidebook.

1	2	3	4
---	---	---	---

6. If you think other information should be included to make this Guidebook better, please write your suggestions in the space below:

Please submit this feedback form to your School's General Office in the 4th week of Semester I, Academic Session 2017/2018.

This booklet is meant for new students for new Academic Session of 2017/2018. University and School have the right to change the content without prior notice.

Distributed by:

Division of Academic & International Affairs
Universiti Sains Malaysia, 11800 USM Penang.

T: 04-653 3888 ext. 2430 / 2597 / 2346

F: 04-656 6699

© All rights reserved

Cover designed by: NirMaryadi Rashid

*Transforming Higher Education
for a Sustainable Tomorrow*

