PROGRAMME HANDBOOK
(Academic Year 2024/2025- May Intake)

BACHELOR OF ARTS IN ENGLISH STUDIES (HONOURS)

Department of English Studies
Faculty of Social Science and Humanities (FSSH)

CONTENTS

A. OVERVIEW OF UNIVERSITY

VISION

Tunku Abdul Rahman University of Management and Technology is to be a leading University transforming the future.

MISSION

Tunku Abdul Rahman University of Management and Technology is providing Beyond Education; a learning experience beyond academic knowledge and skills. We provide a vibrant and immersive campus environment for students to develop competencies and values that lead to a fulfilling life and career. Together, let's learn and grow with Beyond Education.

B. OVERVIEW OF FSSH

The Faculty of Social Science and Humanities (FSSH) offers Diploma, Bachelor and Postgraduate programmes in the areas of Hospitality Management, Social Science, English Studies and Education. FSSH also provides a variety of language and general studies courses for students from all programmes in TAR UMT.

At FSSH, we aim to help you build a solid foundation of theoretical knowledge and provide you with hands-on experiences which will enrich your study experience in TAR UMT. In addition, the language and general studies courses will provide you with essential skills which are required for employment.

Your study experience with us in FSSH will be gratifying and fun-filled as our focus is to offer you hands-on learning which will strengthen your knowledge and skills to be industry relevant. Such qualities will open many opportunities for you as they are highly demanded by the industries.

C. PROGRAMME OVERVIEW

i. PROGRAMME AIMS

This programme aims to produce graduates with the communication skills and fundamental knowledge of the language to communicate competently and effectively for professional employment in any organisations where the English Language is required as the medium of communication.

ii. PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

This programme is designed to equip graduates who are competent in applying in-depth knowledge and skills to contribute positively and confidently in the areas of English Language applications. Additionally, graduates will also be able to exhibit leadership skills and good communication skills, and with the ability to lead work and social teams effectively. The programme also aims to possess entrepreneurial competencies and willingness to develop themselves by doing lifelong learning. Graduates from this programme are also expected to demonstrate strong professional ethical values at their workplace.

iii. PROGRAMME LEARNING OUTCOMES (PLO)

On completion of the programme, students are able to:

- demonstrate comprehensive theoretical knowledge of the English Language to contribute positively and effectively in an organization.
- demonstrate intellectual independence in the application of knowledge and understanding of the English Language to identify and solve potential challenges at the workplace in a creative, logical, critical, analytical and decisive manner.
- apply a range of essential methods and procedures to solve a broad range of complex problems concerning the field of the English Language.
- demonstrate appropriate skills when interacting and dealing with different levels of people and work requirements.
- communicate competently and effectively orally and in writing when expressing ideas.
- show competency in managing information as well as using a wide range of digital technologies to enhance study and research for professional development.
- demonstrate skills in interpreting numerical or visual data to enhance study and research.
- demonstrate autonomous capabilities and effective leadership skills to

guide, motivate and lead a team to achieve the desired results.
- engage effectively in self-improvement and lifelong learning.
- engage effectively in entrepreneurial and professional pathways.
- practise fair judgement and professional ethics to contribute positively to the development of an organisation.

iv. PROGRAMME STRUCTURE

BACHELOR OF ARTS IN ENGLISH STUDIES (HONOURS)
PROGRAMME STRUCTURE **(MAY 2024 INTAKE)**

14 weeks (long) -7 weeks (short) -14 weeks (long) Semester

Course Code	Course Title	Weighting			Hours per week				Credit Hour	Credit Bearing	CGPA Bearing	Pre-req uisite
		P	**CW**	**E**	**L**	**T**	**P**	**B**				
BJES1014	Introduction to English Literature	0	60	40	2	1	0	0	4	✔	✔	-
BJES1033	Structure and Grammar of English I	0	60	40	2	1	0	0	3	✔	✔	-
BJES1013	Introduction to Linguistics	0	60	40	2	1	0	0	3	✔	✔	-
BJES1093	History of the English Language	0	100	0	2	1	0	0	3	✔	✔	-
BJES1012 OR BJES1032	Study Skills OR Public Speaking and Presentation Skills	0	100	0	2	0	0	0	2	✔	✔	-
MPU-3103 **	Penghayatan Etika dan Peradaban	0	100	0	0	0	0	1	3	✔	✔	-
MPU-U4	Co-Curriculum								2			-
							Sub-total		**20**			

Year 1 Semester 1 (May – Sep)
Programme Semester 1

Course Code	Course Title	Weighting			Hours per week				Credit Hour	Credit Bearing	CGPA Bearing	Pre-req uisite
		P	**CW**	**E**	**L**	**T**	**P**	**B**				
BJES1073	Business Communication	0	100	0	4	2	0	0	3	✔	✔	-
BJES1083	Expository Writing	0	60	40	4	2	0	0	3	✔	✔	-
MPU-3133 **	Falsafah dan Isu Semasa	0	100	0	0	0	0	2	3	✔	✔	-
							Sub-total		**9**			

Year 1 Semester 2 (Oct – Dec)
Programme Semester 2

Year 1 Semester 3 (Jan – Apr)

Programme Semester 3											
Course Code	**Course Title**	**Weighting**			**Hours per week**				**Credit Hour**	**Credit Bearing**	**CGPA Bearing**	**Pre-requisite**
		P	**CW**	**E**	**L**	**T**	**P**	**B**				
BJES1043	Structure and Grammar of English II	0	60	40	2	1	0	0	3	✔	✔	BJES1033 Structure and Grammar of English I
BJES1063	Malaysian Literature in English	0	60	40	2	1	0	0	3	✔	✔	-
BJES1023	English Phonetics and Phonology	0	60	40	2	1	0	0	3	✔	✔	-
BJES1053	English Morphology and Syntax	0	60	40	2	1	0	0	3	✔	✔	-
BHJL1023 OR BHFL1023 OR BHKL1023	Japanese Language I OR French Language I OR Korean Language I	0	100	0	0	0	0	2	3	✔	✔	-
MPU-3302	Integrity and Anti Corruption	0	100	0	0	0	0	1	2	✔	✔	-
							Sub-total		17			

Year 2 Semester 1 (May – Sep) Programme Semester 4											
Course Code	**Course Title**	**Weighting**			**Hours per week**				**Credit Hour**	**Credit Bearing**	**CGPA Bearing**	**Pre-requisite**
		P	**CW**	**E**	**L**	**T**	**P**	**B**				
BJES2014	Language Awareness	0	60	40	2	1	0	0	4	✔	✔	-
BJES2103	Language and Media	0	60	40	2	1	0	0	3	✔	✔	-
BJES2013	Introduction to Sociolinguistics	0	60	40	2	1	0	0	3	✔	✔	-
BJES2023	Introduction to Psycholinguistics	0	60	40	2	1	0	0	3	✔	✔	-
BJES2034 OR BJES2074	Corporate Writing OR Critical Reading and Reasoning	0	100	0	2	1	0	0	4	✔	✔	
							Sub-total		17			

Year 2 Semester 2 (Oct – Dec)

Programme Semester 5											
Course Code	**Course Title**	**Weighting**			**Hours per week**				**Credit Hour**	**Credit Bearing**	**CGPA Bearing**	**Pre-requisite**
		P	CW	E	L	T	P	B			
BJES2064	Translation: Theory and Practice	0	60	40	4	2	0	0	4	✔	✔	-
BHJL2023 OR BHFL2023 OR BHKL2023	Japanese Language II OR French Language II OR Korean Language II	0	100	0	0	0	0	4	3	√	√	BHJL1023 Japanese Language I OR BHFL1023 French Language I OR BHKL1023 Korean Language I
								Sub-total	7		

Year 2 Semester 3 (Jan – Apr) Programme Semester 5											
Course Code	**Course Title**	**Weighting**			**Hours per week**				**Credit Hour**	**Credit Bearing**	**CGPA Bearing**	**Pre-req uisite**
		P	CW	E	L	T	P	B			
BJES2033	Introduction to Discourse Analysis	0	60	40	2	1	0	0	3	✔	✔	-
BJES2044	Research Methodology	0	100	0	2	1	0	0	4	✔	✔	-
BJES2054	Critical and Literary Theories	0	100	0	2	1	0	0	4	✔	✔	-
BJES2094	Semantics and Pragmatics	0	60	40	2	1	0	0	4	✔	✔	-
BJED2023 OR BJES2113	Renaissance Drama OR 20th Century American Literature	0	60	40	2	1	0	0	3	✔	✔	-
								Sub-total	18		

Year 3 Semester 1 (May – Sep) Programme Semester 7											
Course Code	**Course Title**	**Weighting**			**Hours per week**				**Credit Hour**	**Credit Bearing**	**CGPA Bearing**	**Pre-req uisite**
		P	CW	E	L	T	P	B			
BJES3023	Language and Intercultural Communication	0	100	00	2	1	0	0	3	✔	✔	-

Course Code	Course Title	P	CW	E	L	T	P	B	Credit Hour	Credit Bearing	CGPA Bearing	Pre-requisite
BJES3013	World Literature	0	60	40	2	1	0	0	3	✔	✔	-
BJES3053	Technology Enhanced Language Learning	0	100	0	2	1	0	0	3	✔	✔	-
BJES3033	Project I	0	100	0	0	1	0	0	3	✔	✔	-
BJES3044	English for Specific Purposes	0	100	0	2	1	0	0	4	✔	✔	-
BJES3093 OR BJES3003	Creative Fiction and Non-Fiction Writing OR Fundamentals of Mentoring and Coaching	0	100	0	2	1	0	0	3	✔	✔	-
							Sub-total		19			

Year 3 Semester 2 *(Oct – Dec)* Programme Semester 8												
Course Code	Course Title	Weighting			Hours per week				Credit Hour	Credit Bearing	CGPA Bearing	Pre-requisite
		P	CW	E	L	T	P	B				
BJES3043	Project II	0	100	0	0	2	0	0	3	✔	✔	BJES3033 Project I
MPU-3232 OR MPU-3212	Entrepreneurship OR Bahasa Kebangsaan A	0	100	0	0	0	0	2	2	✔	✔	-
Sub-total									5			

*** MPU-3212 BKA is compulsory for students without credit for Bahasa Malaysia at SPM level***

Year 3 Semester 3 *(Jan – Apr)* Programme Semester 9												
Course Code	Course Title	Weighting			Hours per week				Credit Hour	Credit Bearing	CGPA Bearing	Pre-requisite
		P	CW	E	L	T	P	B				
BJES3028	Industrial Training	0	100	0	0	0	0	0	8	✔	-	-
Sub-total									8			

***International students will be required to complete MPU-31P3 Philosophy and Contemporary Issues and MPU-3143 Bahasa Melayu Komunikasi 2. International students who are well versed in Bahasa Melayu will be enrolled in MPU-3323 Introduction to Leadership.*

Note: Tunku Abdul Rahman University of Management and Technology reserves the right to amend, alter or otherwise change the following programme structure.

- students without a credit for SPM BM paper are required to do MPU-3213 Bahasa Kebangsaan A.
- Pre-requisite for BJES1043 Structure and Grammar of English II is BJES1033 Structure and Grammar of English I with a minimum grade of C.
- Pre-requisite for Foreign Language II is Foreign Language I with a minimum grade of C.

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Total Credit Hour	
Year 1	47
Year 2	41
Year 3	32
Grand Total	**120**

v. MINIMUM ENTRY REQUIREMENT

STPM	A LEVEL	UEC	TAR UC	OTHER IHL
Grade C in 2 relevant subjects	Grade D in 2 relevant subjects	Grade B in 5 relevant subjects	Foundation (Track B) **OR** Relevant Diploma	Relevant Foundation/ Diploma accredited by MQA

AND

SPM Credit/O Level Grade C/UEC Grade B in English Language

AND
MUET Band 4/IELTS Band Score 6.0/equivalent

Note:
a) Students without a credit in SPM Bahasa Malaysia are required to pass Bahasa Kebangsaan A before the award of Bachelor Degree.
b) Equivalent qualifications other than the above will be considered on a case-by-case basis.
c) Information is correct at the point of printing. Subject to the Ministry of Education latest requirements.

D. EXAMINATION GRADING AND REGULATION

1. The University grading scheme is as follows:

GRADE	MARKS RANGE	GRADE POINT	DESCRIPTION
A+	90-100	4.0000	High Distinction
A	80 – 89	4.0000	Distinction
A-	75 - 79	3.7500	Distinction
B+	70 - 74	3.5000	Merit
B	65 - 69	3.0000	Merit
B-	60 - 64	2.7500	Merit
C+	55 - 59	2.5000	Pass
C	50 - 54	2.0000	Pass
F	0 - 49	0.0000	Fail

Note: Passing grade is C and above.

2. The Grade Point Average (GPA) for an examination sitting shall be determined by dividing the total Quality Points by the total Credits of all the courses (excluding courses which have no contribution to the GPA) attempted in the same sitting. The Quality Point of a course shall be defined as the Grade Point score multiplied by the Credits of the course.

    Quality Point = Grade Point x Credits of the course

    GPA= Total Quality Points for course(s) with CGPA bearing registered in a Semester
    Total Credits for all course(s) with CGPA bearing in a Semester

3. The Cumulative Grade Point Average (CGPA) shall be determined by dividing the Cumulative Quality Points earned by the Cumulative Credits attempted (excluding Credits of course(s) which have no contribution to the GPA/CGPA). Credits of a course which has been attempted more than once shall be counted only once for the Cumulative Credits attempted in determining the CGPA.

    CGPA =Total Quality Points for course(s) with CGPA bearing for all Semesters
    Total Credits for all course(s) with CGPA bearing in all Semesters

4. Grades A, A-, B+, B, B-, C+, C & F shall be included in the calculation of the GPA and CGPA. Courses not included in the calculation of the GPA and CGPA include:
    a) courses which have been given exemptions
    b) courses which have been awarded Satisfactory (S), Unsatisfactory (U) or Absent with valid reason (I)
    c) * MPU-3213 / MPU-3223 Bahasa Kebangsaan A

d) Other exceptional cases, i.e. graded industrial training courses et cetera as approved by Senate.
* Effective from May 2020 year 1 semester 1 intake onwards, MPU-3212 / MPU-3292 Bahasa Kebangsaan A will be included in the calculation of GPA and CGPA.

5. Normally, Candidates shall be evaluated through the following components:
   a) Final examination; and/or
   b) Coursework which includes test, quiz, project, report & case study; and/or
   c) Practical; and/or
   d) Any other evaluation approved by the Senate.

6. There shall be threshold requirements for all coursework and final examination as the Senate shall decide the academic courses shall be 50/100 marks for coursework/practical and 40/100 marks for final examination.

7. The maximum number of attempts allowed for a candidate for a course is four (4) attempts. Thereafter, the candidate shall be required to leave the programme of study.

8. (a) A candidate who fails a course shall repeat the course as decided by the Senate and the latest grade obtained from the repeat course shall be taken for computation of the GPA and CGPA. Under special circumstances as decided by the Senate, a candidate in a graduating semester may be allowed to re-sit the failed course(s). Notwithstanding the above,

   (b) i. a candidate who fails a course in the first attempt, may be permitted to opt for a resit, on the first instance, when the course is next made available. In the event the said candidate then fails upon the resit, the candidate shall thereafter repeat the course. In the event the candidate passes the course upon a resit as envisaged above, the candidate's grade shall be capped at a minimum pass grade

   ii. with effect from May 2016/2017 academic year, a candidate who has failed the course(s) in the first attempt, may opt to resit the failed course(s), if the following criteria is fulfilled:

   (1) a minimum CGPA of 1.5000; AND
   (2) obtained a minimum of 30 final mark for the failed course(s) concerned; AND
   (3) fulfilled threshold requirements for coursework/practical of the failed course(s) concerned.

   Notwithstanding the above, the Board of Examiners may, at its discretion, consider any exceptional circumstances (e.g. course(s) with exceptionally high failure rate), to permit a resit opportunity to candidates.

E. FEES

   1. **Facilities & Resource Fee**
      Facilities & Resource fee is payable for the maintenance of infrastructure, hardware and software and services provided. They include on-campus and off-campus e-learning platform and support, Cyber Centre, library services, internet access, utilities for facilities and resources, bus services, sports &

recreation facilities, etc. This fee is payable each year by intake session for each level of programme study.

2. **Laboratory/Workshop Fee**
   Laboratory/Workshop fee is payable for the use of hardware and software at laboratory/workshop. They include purchase of laboratory equipment and computers, equipment calibration fees, software license fees, utilities for laboratory/workshop, maintenance of special dedicated venue/ laboratory and other ancillary expenses in order to meet programme and course level needs. This fee is payable each year by intake session for each level of programme study. Some of the software made available for REH students are Nvivo, Atlas Ti, and Translation software. The software will be updated accordingly when required.

F. ADDITIONAL INFORMATION

1. In order to help students get the most out of their education, subject to availability of resources, classes shall be arranged from 8am to 9pm from Monday to Saturday, except for Public Holidays. Attendance in all classes is mandatory. Exceptions may be made for extenuating circumstances, with applications submitted and prior approval obtained from the faculty/centre.

2. Tunku Abdul Rahman University of Management and Technology reserves the right to amend, alter or otherwise change any of the regulations contained herein.

3. Notwithstanding anything to the contrary in these regulations, the President may allow any exceptions which may deem necessary from the provision of these regulations herein.