

GUIDELINE ON THE APPLICATION TO OFFER NEW PROGRAMME/COURSE IN COLLABORATION WITH UMCCed

Each application to offer a new programme/course in collaboration with the Universiti Malaya Centre for Continuing Education (UMCCed) must be submitted together with the following documents:

1) COMPANY / INSTITUTION PROFILE:

- Background information on the company management and administration.
- Experience and track record of conducting training programmes.
- Copy of Certificate of Incorporation from The Companies Commission of Malaysia (Suruhanjaya Syarikat Malaysia or SSM).
- The company Board of Directors or Form 49 SSM.

2) RECORD OF FINANCIAL STATUS:

- Applicants must submit a 3 years recent bank statement / Financial Report of the company or institution.

3) UMCCed NEW COLLABORATIVE PROGRAMME APPLICATION FORM

- **Appendix 1:**
Please complete this form along with proof of payment of a processing fee of RM100 for each course submitted. Payment must be made through bank transfer to UMCCed account as follows:
 - Account Name: UMCCed
 - Name of Bank: CIMB Bank Bhd.
 - Account number: 8600227441
- Please attach a copy of receipt along with the application.

4) NEW COURSE EVALUATION FORM

- **Appendix 2:**
Please fill in and complete the New Course Evaluation Form (Appendix 2) either in Bahasa Malaysia or English.
- **Appendix 3:**
Refer to UMCCed Certification Criteria (UMCCed Certification Criteria) to determine the right type of certification.

5) COMMITMENT DEPOSITS

- If the application is approved, the applicant is required to make a Commitment Deposit payment of RM2000 within 2 weeks after the approval date.
- This payment will be fully refunded after the expiration of the agreement if the applicant successfully executes the courses or any of the agreed courses during the period of collaboration as specified in the agreement.
- This fee will not be refunded if the applicant fails to conduct the course or any of the agreed courses during the period of collaboration as specified in the agreement.

BORANG PERMOHONAN KERJASAMA PROGRAM BAHARU
(NEW COLLABORATIVE PROGRAMME APPLICATION FORM)

NAMA SYARIKAT/INSTITUSI COMPANY/INSTITUTION NAME	
NO. PENDAFTARAN SYARIKAT COMPANY REGISTRATION NO.	
ALAMAT SYARIKAT COMPANY ADDRESS	
PEGAWAI UNTUK DIHUBUNGI CONTACT PERSON	
JAWATAN POSITION	
NO. TEL/HP TEL/HP NO.	
E-MEL E-MAIL	

CADANGAN KURSUS (PROPOSED COURSE/S):

Jenis Pensijilan: (Sila tanda yang berkenaan)

Type of Certification: Please tick where applicable

<input type="checkbox"/>	Pensijilan UMCCed UMCCed Certification
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<input type="checkbox"/>	Perakuan Pensijilan Endorsement of Certificate
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Bil. No.	Tajuk Kursus Course Title

(Sekiranya ruang tidak mencukupi, sila lampirkan maklumat di helaian berasingan)

(If the space provided is not sufficient, please attach information on a separate sheet)

YURAN PROSES (PROCESSING FEE)

Sila isikan butiran pembayaran (Please fill in the payment details):

Bilangan Kursus No. of Courses	*Yuran Proses (RM) *Processing Fee (RM)	Kaedah Bayaran (Tunai/Cek/Pindahan Bank) Payment Method (Cash/Cheque/Bank Transfer)

*Yuran Proses adalah sebanyak RM100 bagi setiap kursus

* Processing fee is RM100 per course

Sila lampirkan butiran dan dokumen sokongan seperti mana dinyatakan dalam garis panduan beserta bayaran yuran proses.

Please attach details and supporting documents as stated in the guidelines along with processing fee.

Permohonan lengkap perlu dikemukakan kepada:

Completed applications should be submitted to:

**JABATAN PEMBANGUNAN PROGRAM
(Programme Development Department)**

Pusat Pendidikan Berterusan Universiti Malaya

Aras 7, Wisma R&D Universiti Malaya

Jalan Pantai Baharu, 59990 Kuala Lumpur, Malaysia

Tel: 03-2246 3603 / 3607 / 3609 / 3612 / 3614 / 3600

Faks (Fax): 03-2246 3613

E-mel (E-Mail): samsol.kamal@um.edu.my / fairus@um.edu.my

**PENGESAHAN PERMOHONAN
CONFIRMATION OF APPLICATION**

NAMA PEMOHON / NAME OF APPLICANT:

COP RASMI SYARIKAT / INSTITUSI
COMPANY / INSTITUTION OFFICIAL STAMP

TANDA TANGAN / SIGNATURE

TARIKH / DATE

UNTUK KEGUNAAN PEJABAT / FOR OFFICE USE

Tarikh Terima/ Date Recieved: _____

Tarikh Semak/ Date Checked: _____

Disemak oleh : / Checked by : _____

	Semakan	Catatan
	Borang Permohonan	
	Salinan Dokumen	
	Yuran Proses	

**BORANG PENILAIAN KURSUS BAHARU
NEW COURSE EVALUATION FORM**

Bil. No.	ITEM ITEM	DESKRIPSI KURSUS COURSE DESCRIPTION
1.	Tajuk Kursus <i>Course Title</i>	
2.	Peringkat Pensijilan <i>Certification Level</i>	
3.	Mod Pengajian (Sepenuh Masa / Separuh Masa) <i>Study Mode (Full Time / Part Time)</i>	
4.	Justifikasi Penawaran <i>Justification of Course</i>	
5.	Sasaran Peserta <i>Target Participants</i>	
6.	Bilangan Sasaran Peserta <i>Expected No.of Participants</i>	
7.	Bilangan Minimum Peserta <i>Minimum No.of Participants</i>	
8.	Objektif Kursus <i>Course Objectives</i>	
9.	Kelayakan Kemasukan (Jika perlu) <i>Entry Qualification (If required)</i>	
10.	Kandungan Kursus (Sila Lampirkan) <i>Course Content (Please attach)</i>	

11.	Jangkamasa <i>Course Duration</i>	
12.	Jumlah Jam Kredit (Jika perlu) <i>Total Credit Hours (If required)</i>	
13.	Jumlah Jam Pertembungan <i>Total Training Hours</i>	
14.	Kaedah Pengajaran <i>Delivery Method</i>	
15.	Bahasa Pengantar <i>Medium of Instruction</i>	
16.	Kaedah Penilaian (jika ada) <i>Course Assessment (If any)</i>	
17.	Tenaga Pengajar <i>Trainer/Speaker</i>	
18.	Tarikh Ditawarkan <i>Commencement date</i>	
19.	Kekerapan Ambilan Setahun <i>Frequency of Intake Per Year</i>	
20.	Lokasi Kursus <i>Course Location</i>	
21.	Yuran <i>Course Fee</i>	
22.	Maklumat Lain Berkaitan <i>Other Related Information</i>	



Nota:

- Sila sediakan maklumat dalam lampiran yang berasingan sekiranya ruang yang disediakan tidak mencukupi.
- Lampirkan dokumen / maklumat tambahan seperti mana yang diperlukan (cth.: Resume / Profail Tenaga Pengajar, Kandungan Program dsb)
- Permohonan yang tidak lengkap atau mengandungi maklumat yang tidak tepat akan dipulangkan semula kepada pemohon untuk pembetulan.
- Hanya Borang yang telah lengkap sahaja akan diproses dan dipertimbangkan oleh UMCCed.

Note:

- If the space provided is not sufficient, please provide information on a separate sheet.
- Please attach additional documents/information as required (eg.: Trainer CV/Profile, Program Content, etc.).
- Application that are incomplete or with inaccurate information will be returned for correction.
- Only completed forms will be processed and considered by UMCCed.

KRITERIA PENSIJILAN UMCCed

Tahap	Penganugerahan/ Peringkat Pensijilan	Tempoh	Syarat Kemasukan	Peserta	Kaedah Penyampaian	Jam Latihan	Penilaian	Keperluan Pensijilan
1	<ul style="list-style-type: none"> Sijil Kehadiran Sijil Penyertaan 	Minimum: Separuh hari	Tiada	Terbuka	Kuliah/ Bengkel/ Seminar/ Praktikal	Minimum 3 jam	<ul style="list-style-type: none"> Kehadiran 	<ul style="list-style-type: none"> Kehadiran 80%
2	<ul style="list-style-type: none"> Sijil Tamat Kursus Sijil Pencapaian 	1 hari – 3 minggu	Tiada	Terbuka	Kuliah/ Bengkel/ Praktikal	7 – 21 jam	<ul style="list-style-type: none"> Kehadiran; dan Ujian/Projek 	<ul style="list-style-type: none"> Kehadiran 80%; dan Lulus Ujian/Projek
3	<ul style="list-style-type: none"> Sijil Kompetensi 	3 minggu – 3 bulan	Berumur 18 tahun ke atas	Lepasan Sekolah/ Dewasa Bekerja	Kuliah/ Bengkel/ Praktikal	21 - 48 jam	<ul style="list-style-type: none"> Kehadiran; dan Ujian/Projek 	<ul style="list-style-type: none"> Kehadiran 80%; dan Lulus Ujian/Projek
4	<ul style="list-style-type: none"> Sijil Profesional (Tahap 1) (Program tidak berakreditasi MQA) 	3-6 bulan	<ul style="list-style-type: none"> Berumur 18 tahun ke atas; dan Lulus SPM / O- Level 	Lepasan Sekolah / Dewasa Bekerja	Kuliah/ Bengkel/ Praktikal	Minimum 48 jam	<ul style="list-style-type: none"> Penilaian Berterusan: Ujian dan Tugas / Persembahan Penilaian Akhir: Peperiksaan / Projek Akhir 	<ul style="list-style-type: none"> Kehadiran 80%; dan Lulus semua kursus dan memperoleh Markah Purata Akhir (MPA) minimum Gred C (Lulus)
5	<ul style="list-style-type: none"> Sijil Profesional Lanjutan (Tahap 2) (Program tidak berakreditasi MQA) 	3-8 bulan	<ul style="list-style-type: none"> Berumur 18 tahun ke atas; dan Lulus SPM / O Level; dan Memiliki pengalaman kerja minimum 1 tahun 	Dewasa Bekerja	Kuliah/ Praktikal	Minimum 128 jam	<ul style="list-style-type: none"> Penilaian Berterusan: Ujian dan Tugas / Persembahan Penilaian Akhir: Peperiksaan / Projek Akhir 	<ul style="list-style-type: none"> Kehadiran 80%; dan Lulus semua kursus dan memperoleh Markah Purata Akhir (MPA) minimum Gred C (Lulus)

Tahap	Penganugerahan/ Peringkat Pensijilan	Tempoh	Syarat Kemasukan	Peserta	Kaedah Penyampaian	Jam Latihan	Penilaian	Keperluan Pensijilan
6	<ul style="list-style-type: none"> Sijil Profesional Bertauliah (Program tidak berakreditasi MQA) 	8-12 bulan	<ul style="list-style-type: none"> Berumur 18 tahun ke atas; dan Sekurang-kurangnya lulus 3 kredit Sijil Pelajaran Malaysia (SPM) atau yang setara/lain- lain kelayakan yang diiktiraf oleh UMCCed; dan Memiliki pengalaman kerja minimum 3 tahun atau Lulus Program Profesional (Tahap 1) dalam bidang berkaitan. 	Dewasa Bekerja	Kuliah/ Praktikal/ <i>Self-refelction/</i> <i>Exercise/</i> Lawatan Lapangan (jika berkaitan)	Minimum 48 jam	<ul style="list-style-type: none"> Penilaian Berterusan: Ujian dan Tugasan / Persembahan Penilaian Akhir: Peperiksaan / Projek Akhir 	<ul style="list-style-type: none"> Kehadiran 80%; dan Lulus semua kursus dan memperoleh Markah Purata Akhir (MPA) minimum Gred C (Lulus)

UMCCed CERTIFICATION CRITERIA

Level	Award/ Certification Level	Duration	Entry Requirement	Participants	Training Methodology	Training Hours (Face to Face)	Assessment	Certification Requirements
1	<ul style="list-style-type: none"> • Certificate of Attendance • Certificate of Participation 	Minimum: Half-day	None	Open	Lecture/ Workshop/ Seminar/ Practical	Minimum: 3 hours	<ul style="list-style-type: none"> • Attendance 	<ul style="list-style-type: none"> • 80% Attendance
2	<ul style="list-style-type: none"> • Certificate of Completion • Certificate of Achievement 	1 day – 3 weeks	None	Open	Lecture/ Workshop/ Practical	7-21 hours	<ul style="list-style-type: none"> • Attendance and Test/Project 	<ul style="list-style-type: none"> • 80% Attendance; and • Pass Test/Project
3	<ul style="list-style-type: none"> • Certificate of Competency 	3 Weeks – 3 months	Pass SPM / O-Level	School Leavers / Working Adults	Lecture/ Workshop/ Practical	21 - 48 hours	<ul style="list-style-type: none"> • Attendance and Test/Project 	<ul style="list-style-type: none"> • 80% Attendance; and • Pass Test/Project
4	<ul style="list-style-type: none"> • Professional Certificate (Level 1) (Non-MQA accredited programme) 	3-6 months	<ul style="list-style-type: none"> • Aged 18 years and above; and • Pass SPM / O Level 	School Leavers / Working Adults	Lecture/ Workshop/ Practical	Minimum: 48 hours	<ul style="list-style-type: none"> • Continuous Assessment: Tests and Assignments / Presentations • Final Assessment: Examination / Final Project 	<ul style="list-style-type: none"> • 80% Attendance; • Pass all courses and obtain a minimum Final Average Score (FAS) Grade C (Pass)
5	<ul style="list-style-type: none"> • Advanced Professional Certificate (Level 2) (Non-MQA accredited programme) 	3-8 months	<ul style="list-style-type: none"> • Aged 18 years and above; and • Pass SPM / O-Level; and • Possess a minimum of 1 year of work experience 	Working Adults	Lecture/ Practical	Minimum: 48 hours	<ul style="list-style-type: none"> • Continuous Assessment: Tests and Assignments / Presentations • Final Assessment: Examination / Final Project 	<ul style="list-style-type: none"> • 80% Attendance; • Pass all courses and obtain a minimum Final Average Score (FAS) Grade C (Pass)

Level	Award/ Certification Level	Duration	Entry Requirement	Participants	Training Methodology	Training Hours (Face to Face)	Assessment	Certification Requirements
6	<ul style="list-style-type: none"> • Certified Professional (Non-MQA accredited programme) 	8-12 months	<ul style="list-style-type: none"> • Aged 18 years and above; and • At least 3 credits of Sijil Pelajaran Malaysia (SPM) or equivalent/other qualifications recognized by UMCCed; and • Have a minimum of 3 years work experience or • Passed a Professional Program (Level 1) in a related field. 	Working Adults	Lecture/ Practical/ Self-refelction/ Exercise/ Field Trip (if applicable)	Minimum: 128 hours	<ul style="list-style-type: none"> • Continuous Assessment: Tests and Assignments / Presentations • Final Assessment: Examination / Final Project 	<ul style="list-style-type: none"> • 80% Attendance; • Pass all courses and obtain a minimum Final Average Score (FAS) Grade C (Pass)