

**FACULTY OF BUSINESS, HUMANITIES & HOSPITALITY**

**BACHELOR OF BUSINESS ADMINISTRATION (HONS.)**

**INTERNATIONAL BUSINESS**

**MPU2412 &3412**

**FD1001: CO-CURRICULUM CREDITS (UCC) COURSE**

Academic Year 2024

|  |  |
| --- | --- |
| **WEEK** | **TOPIC** |
| 1 | **Introduction** |
| 2 | Briefing |
| 3 | Writing a Proposal |
| 4 | Writing a Proposal |
| 5 | Proposal Approved |
| 6 | Student – Carry out project |
| 7 | Student – Carry out project |
| 8 | Student – Carry out project |
| 9 | Writing Post-event Report |
| 10 | Writing Post-event Report |
| 11 | Checking of documents |
| 12 | Approval of draft by advisors |
| 13 | Checking of Draft by 3CC |
| 14 | Approval to be processed |

**DESCRIPTION OF COURSE**

|  |
| --- |
| The Co-Curriculum Credits (UCC) course provides opportunities for students to develop cooperative skills, sportsmanship, self-confidence, responsibility, as well as mental, physical and social growth.  |

**AIM**

The course aims to offer students a wide variety of experiences for them to develop physically, mentally and socially. UCC will develop the ‘graduate attributes’ which include skills, qualities and understanding regardless of their discipline of study. Nilai University’s graduate attributes include Knowledge, Capacity for Lifelong Learning, Teamwork & Leadership Skills, Communication Skills, Global Perspective and Ethics & social responsibility.

**LEARNING OUTCOMES**

* **Become productive & contribute to the community (C5)**
* Organise & carry out events (C5)
* Demonstrate fairness & show sportsmanship (C3)
* Experience a variety of activities (C3)
* Explore opportunities for social, cultural & personal development (C5)

**SUPPORT & CONTACT DETAILS**

**Rekha Prakash -** **rekha@nilai.rdu.my**

**A117**

**ext. #397**

**ASSESSMENT**

|  |  |  |
| --- | --- | --- |
| **Assessment Methods**  |  **Assessment Type**  |   |
|  **100% Course Work**  |  Project proposal  |  Written  |   |
|   |  Update Log Book  |  Keeping a record |   |
|  |  Post-event Report |  Written |   |

**MAIN REFERENCES SUPPORTING THE COURSE**

* Nilai University (2023). Co-Curriculum Credits Course Guide MPU 2422 & MPU 3412.

Nilai University

**PROCEDURE**

The following chart summarises the procedure to be followed (F2F):

|  |  |
| --- | --- |
| **STEP1** | * Register with OAR
* Proceed to SHSS with proof of registration
* Meet University Co-Curriculum Coordinator & collect Log Book
 |
| **STEP2** | * Select category (A, B. C. D) & identify activities
* Seek permission from University Co-cu Coordinator for activity not listed
 |
| **STEP3** | * Prepare a project proposal, which includes a budget
* Obtain validation of proposal from FCC/ club/ Society advisor
* Seek advice
* Submit form/ a copy of poster & event details to DSA – for projects that require equipment / facilities
 |
| **STEP4** | * Carry out project after approval of proposal
* Keep records & note information in log book – notify UCC for Online projects
* All projects to be monitored by DSA
 |
| **STEP5** | * Upon completion of project, submit report & account statement (hard & soft copy for f2f projects; soft copy for online projects)
* Submit activity log book to UCC for verification
* Keep log book for future projects
* For online projects – log book to be updated & handed to UCC on request
 |
| **STEP6** | * UCC will endorse Log Book after all 2/3 credits have been earned
* Log Book to be submitted to Dean of School
* Log Book to be submitted to Exam Unit.
 |

**CATAGORIES**

The 3 CC course offers the following categories for students to earn credit points:

* **Category A – Games / Sports/ Martial Arts**
* **Category B – Society / Club / Uniformed Unit**
* **Category C – Community Services**
* **Category D – 1. Learning a new skill – Music, games, language**

 2. **Teaching a new skill** - **Music, games, language**

**The UCC points can be earned from any project /activity carried out in at least two of the above categories.**

**Activities not listed under any of these categories will be considered. However, prior approval from UCC must be sought.**

**PLEASE NOTE: Participation of students in appropriate district, state & national level activities may earn the student up to 2 credits in any chosen category of co-curriculum – This has to be approved by the UCC.**

**For each recognised activity, the student will earn 1 credit point.**

**The components of these three categories are as follows:**

|  |
| --- |
| **CATEGORY A – GAMES / SPORTS** |
| Athletics | Marathon | Akido |
| Badminton | Tchoukball | Judo |
| Basketball | Netball | Karate |
| Bowling | Road Relay | Tae Kwando |
| Cricket | Rugby | Wu Shu |
| Football | Street Soccer | Tai chi |
| Futsal | Swimming | Silambam |
| Frisbee | Tennis | Silat |
| Golf | Volleyball | Kabbadi |
| Squash | Tug-of-war | Others |
| Table Tennis |  |  |

|  |
| --- |
| **CATEGORY B – Clubs / Societies / Uniformed Bodies** |
| Adventure Club | English Language Society | Nilai University Youth Repertoire |
| Aviation Society | Engineering Club | Nursing Student Association |
| British Degree Organisation | Indian Cultural Society | St. John Ambulance |
| China Students Society | Leo Club | Red Crescent Society |
| Chines Cultural Society | Life Science Society | Scouts |
| Christian Fellowship | MAGe Club | Girl Guides |
| Dance & events Club | Malay Cultural Society  | The Boys’ Brigade |
| Indonesian Society | Mongolian Society | Kor SISPA |
|  | Nilai African Student Association | Others |

|  |
| --- |
| **CATEGORY C – Community Service** |
| Places of worship | Gotong Royong | Blood Donation |
| Orphanages | Old Folks Home | Others  |

|  |
| --- |
| **CATEGORY D - Others** |
| Teaching Music | Mentoring | Journalism |
| Teaching a skill | Cultural engagement | Organising Drama / Concert |
| Teaching a new language | Entrepreneurship | Printing Workshop |
| Volunteering | Photography / Videography | Leadership Training |

**ASSESSMENT COMPONENT**

The MQA specifies that **ONE** credit is assigned for every **40 hours** of student learning time. This includes time spent on planning, preparation & execution. As this co-curriculum course awards the student 2 credits, 80 hours of student learning time is involved

1. **Project Proposal**
* The student prepares proposal & obtains confirmation from advisor / UCC for Online project
* The confirmed proposal must be submitted to UCC for approval **two weeks prior to event.**
* A proposal that does not follow the two-week deadline will not be considered.
1. **Log Book**
* The student should maintain a clean & accurate log of activities
* The Log Book serves as evidence of projects carried out.
* The Log Book should be monitored by the advisor: It will prove that the student has met the required type & range of activities, as well as the duration to earn the 2 credits
* On completion of each project, the Log Book will be certified by the UCC and handed back to the student.
* On completion of the 2 events, the Log Book has to be handed to the UCC to be verified; then to the Dean’s office as evidence of completion of the 2 credit course.
* The final decision as to whether the requirements have been met and merit the grant of 2 credits is endorsed by the Dean of the Faculty
1. **Post-event Report**
* A hard copy of the report (soft copy for Online event) must be submitted to UCC for final endorsement.
* A hard copy of the poster & 40 hours must be submitted to DSA no later than two weeks after the date of the activity.
* **Late submission of more than two weeks** will render the possibility of it being rejected unless valid reasons are provided.
* On receiving the Report the UCC will verify the completion of activities
* The student will hand the Report to the Dean’s office to obtain the credit earned (Optional)
* All Reports must include photographs, and other documents as noted in the Report.

**Guidelines**

1. Co-curricular activities are compulsory (MPU 3412)
2. Without obtaining 2 co-curricular credits, the **student will not be able to obtain a Diploma/Degree** from Nilai University
3. Students are eligible for this course at any time during the Degree/ Diploma Programme (from semester one until the semester before embarking on OJT)
4. Students must be involved in at least 2 categories to earn 2 credits (Applicable to programme).
5. However, other considerations apply if a student represents a district, state or country. In this case the student is deemed to have undergone external training & will qualify for two credits.
6. A student should get prior approval for a project from programme advisor
7. The grading will be PASS or Fail only.
8. No credit transfer is allowed. Credits are earned on the activity during the duration of the programme
9. The role of OAR is to register the student for the UCC course.
10. The role of the UCC coordinator are to:
	1. provide the Log Book to student
	2. conduct a briefing regarding the Co-Cu course
	3. advise & approve projects before they are carried out
	4. endorse the final Report after the project is completed
11. The role of DSA are as follows:
	1. to coordinate & monitor the execution of projects
	2. to receive & retain Poster & 40 hour details of event.
12. The role of the Dean is to:
	1. certify the completion of projects to award 2 credits
	2. submit notification of completion of MPU 3412 to the Exam Unit
	3. hand over student Log Book to Exam Unit.
13. The role of Exam Unit are as follows:
	1. To accept & keep Log Book as evidence of the credit earned
	2. To endorse & include a PASS / FAIL grade in the exam script
14. The role of advisor (Programme/ Club / Society) is to check & approve project proposal.
15. The student / UCC must inform DSA if the student is conducting an activity for a UCC programme.
16. **Log Book:**
	1. **Each student will be given a Log Book on enrolment**
	2. **A passport-size photograph is required.**
	3. **The student is responsible for maintaining the Log Book**
	4. **A lost or poorly kept Log Book can be replaced**
	5. **The student will be charged RM 50.00 to replace a Log Book.**

**PROCEDURE FOR ODL\_CO-CURRICULUM (MPU 3412)**

1. Register for the subject (for those who have not) – follow registration procedures
2. Proceed to UCC **(email- rekha@nilai.edu.my)** with a copy of:
	1. Statement from OAR
	2. A passport size photo (latest)
3. Submit a detailed proposal using the Proposal form to your school Co-cu Coordinator/ advisor and SRC (Optional).
4. The proposal could be either virtual or other relevant activities (subject to approval)
5. All other existing terms and conditions are to be applied
6. Then, proceed to the university Co-cu Coordinator - Ms. Rekha
	1. Submission must be made minimum 2 weeks to ONE month before the actual date of the project.
	2. Please use the official form with the correct reference number. Look at the top right-hand corner: NU/SOP/SHSS/F01(rev. 1)
	3. The form is available on Moodle or NU website
7. Prepare the Post Event report:
	1. 2 weeks after your project, submit (email) a detailed report to University coordinator (School coordinator)
	2. Submit (email) the photos to DSA (optional)
8. Prepare Individual Event report:
	1. Submit a screenshot of the relevant pages of the log book (email until notified)

**For Online Proposals**

1. All other existing terms and conditions are to be applied – video is optional
	1. Pictures of evidence from WhatsApp / social media group committee discussion and participants group communication.
2. Proceed to the university Co-cu Coordinator - Ms. Rekha Prakash – **rekha@nilai.edu.my**
3. *Submission must be made* **minimum 2 weeks to 1 month before** *the actual date of the project.*
4. *Please use the official form with the correct reference number. Look at the top right-hand corner:* **NU/SOP/SHSS/F01(rev. 1)**
5. The form is available **on Moodle**
6. *Prepare the Post Event report:*

*a.***2 weeks after your project,** *submit (email) a detailed report to University coordinator.*

1. *Submit (email) the photos to DSA - Optional*
2. *Prepare* Individual Event report *– prepared by each member in the group:*
3. *Submit a***screenshot** *of the relevant pages of the log book (email until notified)*
4. *If* **you do not have the log book** *in hand; please inform* Ms. Rekha *about:*
	1. *Completed events (Date, name, and position during event)*
	2. *Other details*

**Additional Requirements:**

Ensure Co-curricular Projects and Post Event Reports are:

1. proof read by Committee member
2. acknowledged by Advisor/ Lecturer-in-charge
3. approved (final) by University Co-Curriculum Coordinator

5. acknowledged by Dean and Exam Unit (On completion of 2 credits)

**PROPOSAL OF PROJECT**

|  |  |
| --- | --- |
| Date of Submission |  |
| Club / Society / Projects |  |
| Name of Project |  |
| Nature of Project |  |
| Objectives  |  |
| Date  |  |
| Day |  | Time |  |
| Venue  |  | Estimated Pax |  |
| Person In Charge |  |
| Contact No. |  | E-mail |  |
| Proposed & Submitted by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature/ Name |  | Moderated by Faculty Co-cu Coordinator/Club/Society Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature/ Name |
| Date:  |  | Date:  |

|  |  |  |
| --- | --- | --- |
| Approved by 3CC Course Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature |  | Remarks: |
| Date:  |  |  |

|  |
| --- |
| Event Proposal Budget  |
|  |  |  |  |
| Name of Event  | : |  |
| Date of Event  | : |  |
| Organised by  | : |  |
|  |  |  |
| Income |
| Description | Amount | Remarks |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| Total Income | 0.00 |   |
|  |  |  |  |  |
| Expenditure |
| Description | Amount | Remarks |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| Total Expenditure | 0.00 |   |
|  |  |  |  |  |
| Surplus/Deficit | 0.00 |   |
|  |  |  |  |  |
| Prepared by : |  |  Date : |
|  |
|  Approved by :  |  |  | Date : |
|  |  |  |  |  |

# **Event Proposal - Cover page**

Proposer’s Name:

ID No.:

Programme:

Event:

Date of Event: (**Two weeks from proposed date)**

**Next Page**

**Introduction**

**Objectives (At least 2: beginning with – To …)**

**Event Details**

Date Time Details of activity

**Total Hours: (40 hours:** According to proposed event**)**

**Committee Name List (Minimum 3 members) –** Organisation chart - Optional

**Name Position ID No Duties Contact No**

**Cocu Claimers (minimum 2)**

**Name ID Programme**

**Appendix**

**Budget, Oraganisation Chart, letters, layout plan, Poster (NU logo & contact details)**

* **This is the Statement of Accounts & should be in the Post event Report**

|  |
| --- |
| **NU/SOP/SHSS/001/F03 (rev.1)** |
|  |  |  |  |  |  |  |  |
| Nilai Uni

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 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Statement of Account for Project & Activity**  |
|  |  |  |  |  |  |  |  |
| Club / Society  | : |  |
| Project Title  | : |  |
| Date of Project  | : |  |
| Date of Submission  | : |  |
|  |
| **INCOME** | **RM** |  | **CODE** | **EXPENDITURE** | **RM** |
|   |   |  | E1 |   |   |
|   |   |  | E2 |   |   |
|   |   |  | E3 |   |   |
|   |   |  | E4 |   |   |
|   |   |  | E5 |   |   |
|   |   |  | E6 |   |   |
| Total |   |  | E7 |   |   |
|   |  |  | E8 |   |   |
|   |  |  | E9 |   |   |
| Income |   |  | E10 |   |   |
| Expenditure |   |  | E11 |   |   |
| Surplus / Deficit |   |  | E12 |   |   |
| Advance Cash |   |  | E13 |   |   |
| Advance Bank-in Cash |   |  | E14 |   |   |
| Cash Returned |   |  | E15 |   |   |
|   |  |  |  |  |   | Total |   |
| Organising Chairperson |  |  |  |  |  |
| **Audited by** |  |  |  |  |  |

Please attach receipts for all expenditure with this statement and record the code on the receipt

**POST EVENT REPORT**



Proposer Name

ID number :

Contact number :

Event :

Date :

Organiser :

Email :

**[Next page]**

**Objectives**:

*

**Event flow:**

|  |  |
| --- | --- |
| **Date & Time** | **Remarks** |

Group Challenges/ Difficulties:

Recommendations:

**Statement of Accounts [Use form - optional]**

**Conclusion**

Submitted and reported by

Name :

Position :

Date:

**SIGNATURES**
 Acknowledged by

Organizing Chairperson
\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Name:

Date:

Approved by

Co-cu coordinator
\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Name:

Date:

[Next page]

**Appendix**

**Minutes of meeting:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Details | Time | Hours |
|  |  |

**Receipts & Photographs**

* **This should be included in the Post Event report & prepared by each cocu claimer**

**Individual Reports of cocu claimers:**

|  |  |
| --- | --- |
| **Name** | :  |
| **ID Number** | : |
| **Program****Event Name & Date:** | :  |
| **Position held in this Project**  | :  |

**Experience gained during event/ contribution:**

**Challenges and difficulties**

**How will this project help you in the future?**