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#### COURSE BACKGROUND

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Course	MANAGING e-UNIVERSITY For SENIOR OFFICERS (MeUNI) SHORT COURSE
Date (Duration)	July 12 – July 20, 2008 (10 days)
Closing Date	May 14, 2008
Number of Participants	12

#### Course Objectives:

Upon completion of the course, participants will be able to:

- Understand the basics concepts of Managing E-University
- Proposed relevant database system to be implemented in their respective organizations
- Use various database technologies for effective management.

#### Course Content:

- 1 The recipes to successfully manage a university by fully employing the available technology.
  - a. Vision/Mission/Values/Organizational Structure.
  - b. Social, political and economical perspectives of MMU to the development of Malaysia.
  - c. MMU's management style, approach and principle. The need analysis of MMU's practices as compared to other successful universities around the globe.
  - d. Globalization and its affect in managing an internationally recognized university.
  - e. The E-Management concept of MMU.
2. Forum and Round table discussion on "Smart partnership and E-University in the IT era" The discussion is led by the Honorary Tun Chancellor – Tun Dr Siti Hasmah. The round table discussion will provide an avenue for the officials to understand effective management of a university.
- 3 Visit and briefing by various faculties and servicing departments in MMU
4. Visit to the Ministry of Education (MOE). Participants will visit Bahagian Teknologi Pendidikan that is responsible in ensuring the success of Smart School Project. The participants will look at the Smart School Management System, Learning Management System, Learning Content Management System, Courseware Development and the Help Desk. They will also visit other important departments in the Ministry of Education such as the Educational Planning and Research Division, Curriculum Development Center and Bahagian Pendidikan Guru. These departments to a certain extent assist MMU to understand the education needs of Malaysians in facing the future.

#### Course Methodology:

The whole course will be conducted in such a way that the senior officials will gain as much as they can on matters pertaining to managing a university by fully utilizes the available technology. A mixture of visits and briefings will provide the participants a complete picture of university's management in the 21<sup>st</sup> century. At the end of the course, participants are required to propose some smart partnership projects that will benefit both parties.

This course will be conducted in English. Therefore, participants are required to have an appropriate level of proficiency in English, written as well as spoken.

○ Instruction

- The completed paper on the candidate's planning after attending the course should be submitted to the Project Manager, two (2) weeks before the course starts as a **prerequisite** to issuing the air-tickets.
- The paper should be type-written, double-spaced, font 12 Arial in a Windows compatible programme and sent by e-mail [rizal@mmu.edu.my](mailto:rizal@mmu.edu.my) or [nilofar.kamil@mmu.edu.my](mailto:nilofar.kamil@mmu.edu.my) or [zay@mmu.edu.my](mailto:zay@mmu.edu.my) or fax to [606] 231-8799.
- Participants are required to provide information on organization, organizational structure, and bring along some pictures of the organization.

Only the successful candidates who have been selected to attend the course will be notified officially. Decision of the Committee is final, and no appeal for consideration is allowed.

## ATTACHMENT 1

### THE MALAYSIAN TECHNICAL CO-OPERATION PROGRAMME (MTCP)

The Malaysian Technical Cooperation Programme (MTCP) was launched in 1980 to promote and facilitate technical cooperation amongst developing countries based on the concept of self-reliance. The programme consolidates various forms of technical cooperation in areas where Malaysia has the experience and expertise. The Programme encourages the exchange of relevant experiences, pooling and sharing of resources and the development of complementary capabilities through:

- ☐ Provision of scholarship and study awards for studies at various institutions in Malaysia;
- ☐ Provision of training where participants are sponsored by third world countries/organizations;
- ☐ Study visits and practical attachments;
- ☐ Export of services and expertise in various fields

The MTCP implemented by The Centre for Foundation Studies and Extension Education (FOSEE), Multimedia University is based on the fact that the development of a country depends on the quality of its human resources. Such human resource quality can best be achieved through training. FOSEE under Multimedia University Melaka Campus is one of the many training institutions in Malaysia involved in this training.

Presently, the MTCP covers 136 developing countries (please refer the attached list or surf <http://www.epu.jpm.my/Bi/mtcp/MTCPFRAME.htm>).

The MTCP Programme at FOSEE in 2008 are:

- Webpage Design and Dynamic Webpage Design Short Course (WDDW): Mar 10 – Mar 23, 2008.
- II. Multimedia Enhanced Instructions System for Technical Education and Training (MEIST): May 12 – May 25, 2008.
- III. Managing e-University for Senior Officers (MeUNI) : July 11 – July 20, 2008.
- IV. Groupware Applications for Electronic Commerce (GAEC) : August 11 – August 24, 2008.
- V. Instructional Design and Multimedia Content Development (IDMCD) : November 10 – November 23, 2008.

### TERMS AND CONDITIONS OF SCHOLARSHIP/FELLOWSHIP AWARDS UNDER THE MALAYSIAN TECHNICAL CO-OPERATION PROGRAMME (MTCP)

#### 1. General Conditions of Award:

- Participants never participate in any MTCP or being awarded scholarship/awards under the programme.
- Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP scholarship holders and abide by the laws, rules and regulations of the land and FOSEE, MMU. This scholarship can not be held concurrently with any other scholarship award.
- For lectures, participants are required to dress in long-sleeved shirts with ties, tailored pant and blazer or uniform. For formal occasions – suit, national costume or batiks. Ladies should be appropriately dressed in office attire.
- Participants shall follow the programme approved for them. Request for change of programme will not be entertained. Participants should participate in all activities related to the programme.

Participants are not allowed to participate in any political and/or commercial activities in any capacity whatsoever. Participants shall not take up paid employment during the tenure of their scholarship or serve on the staff of their Official Representatives in Malaysia.

Participants are NOT allowed to bring along their spouses or families for the duration of the course. Participants will be required to return to their own countries upon completion of the course or at the end of the tenure of the scholarship whichever is earlier.

The award may be terminated at any time for the reasons of unsatisfactory conduct, breaches of the conditions of the award, or failure to make satisfactory progress.

## **2. Travel Documents and Vaccination:**

Persons seeking to enter Malaysia must be in possession of valid passports or other internationally recognized travel documents endorsed for travel to Malaysia. Such passports or other travel documents must be valid for at least 6 months beyond the period of stay allowed in Malaysia. In the case of a national passport not recognized by Malaysia, the holder must be in possession of a document in lieu of a passport obtained at the nearest Malaysian Mission abroad.

Travelers from certain countries are required to produce the Yellow Fever Vaccination Certificate and other health certificates at the entry point in Malaysia..

## **3. Terms and Condition Covered by the MTCP for International Participants:**

### **3.1. Fares**

A return air ticket on economy class is provided. This is from the capital city of the recipient country to Kuala Lumpur and back. Expenditures such as Visa and transit fees, excess baggage fees are borne by the recipients.

### **3.2. Maintenance Allowance**

Full board and accommodation

Daily subsistence allowance will be given if food and accommodation are not made available, especially during attachment or study-tour, other similar arrangements will be made.

### **3.3. Tuition Fees**

Tuition fees will be borne by the Malaysian Government under the MTCP.

### **3.4. Medical Treatment**

Expenses for medical treatment in government hospitals/clinics will be borne by the Government of Malaysia if participants fell sick during the course. In case of admission of government hospitals will be eligible for First Class Wards (two bedded or more). Candidates must be certified medically fit to participate under this programme

### **3.5. Resource person**

Resource persons will be local experts and people in the fields to be selected from the FOSEE, MMU senior officials.

### **3.6. Methods of Payment**

The participants will receive allowance and other benefits as mentioned above from the Economic Planning Unit, Prime Minister's Department, Malaysia through FOSEE, MMU.

#### 4. Further Inquiries:

For further enquiries, either write directly to the nearest official representative (Embassies and Commissions) of the Government of Malaysia in their respective countries or to contact the Project Director or the respective Project Managers:

**Mr. Ahmad Rizal Selamat,**  
*Project Director*  
*Deputy Director FOSEE*  
[rizal@mmu.edu.my](mailto:rizal@mmu.edu.my) or [zay@mmu.edu.my](mailto:zay@mmu.edu.my)  
<http://fosee.mmu.edu.my>  
Tel/Fax: [606] 252-3671  
Tel: (606) 252-3017 / 3560  
Fax:[606] 231-8799 / 2523671

**Ms. Heng Chai Yen**  
*WDDW Project Manager*  
[cycheng@mmu.edu.my](mailto:cycheng@mmu.edu.my)  
<http://fosee.mmu.edu.my>  
Tel: (606) [606] 252-3549  
Fax:[606] 231-8799

**Mr. Ramlee Adnan**  
*MEIST Project Manager*  
[ramlee@mmu.edu.my](mailto:ramlee@mmu.edu.my)  
<http://fosee.mmu.edu.my>  
Tel: (606) [606] 252-3127  
Fax:[606] 231-8799

**Ms. Nilofar Ahmad Kamil**  
*MeUNI Project Manager*  
[nilofar.kamil@mmu.edu.my](mailto:nilofar.kamil@mmu.edu.my)  
<http://fosee.mmu.edu.my>  
Tel: (606) [606] 252-3264  
Fax:[606] 231-8799

**Ms. Sarinah Suliman**  
*GAEC Project Manager*  
[sarinah@mmu.edu.my](mailto:sarinah@mmu.edu.my)  
<http://fosee.mmu.edu.my>  
Tel: (606) [606] 252-3782  
Fax:[606] 231-8799

**Ms. Yasothei Suppiah**  
*IDMCD Project Manager*  
[yasothei.suppiah@mmu.edu.my](mailto:yasothei.suppiah@mmu.edu.my)  
<http://fosee.mmu.edu.my>  
Tel: (606) [606] 252-3148  
Fax:[606] 231-8799

#### 5. How To Apply:

Application must be made using the standard MTCP application forms (attached) and also obtainable from Malaysian Embassies, High Commissions or Consulates in the respective countries. 3 copies of application forms, supported by a medical report, must be officially submitted through the applicant's government to the Malaysian Government and must reach the organizer 2 months before the commencement of the course, unless specified otherwise; thus, a copy of the application should be mailed or fax/e-mail directly to:

The Deputy Director,  
Center for Foundation Studies and Extension Education (FOSEE),  
Multimedia University Melaka Campus  
Jalan Ayer Keroh Lama, Bukit Bruang, 75450 Melaka, Malaysia.

e-mail: [rizal@mmu.edu.my](mailto:rizal@mmu.edu.my) or [zay@mmu.edu.my](mailto:zay@mmu.edu.my)

<http://fosee.mmu.edu.my>

Tel: [606] 252-3671 / 3017 / 3560 Fax:[606] 231-8799 / 2523671

Only successful candidates who have been selected to attend the course will be notified officially. Decision by the Selection Committee is final and no appeal for consideration is allowed.



Please affix  
Passport  
Photograph

# **MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)** **APPLICATION FOR SHORT COURSES IN MALAYSIA**

## **FOR OFFICIAL USE ONLY**

Reference no: \_\_\_\_\_

Received: \_\_\_\_\_

Checked: \_\_\_\_\_

## **APPLICATION FORM** (Typewriting or block letters)

<b>TITLE OF COURSE :</b>	<b>Date of commencement:</b>
<b>NAME OF TRAINING INSTITUTION :</b>	

### **1. PERSONAL DATA**

Family name (surname)	Date of birth Day   Month   Year
First Name	Nationality ( citizenship ) :
Other names	Gender: Male / Female #
City and country of birth	Marital status: Single / Married / Divorced / Widowed #
Passport No:	Religion:

# Delete accordingly

### **2. COMMUNICATION AND MAILING ADDRESS**

Applicant's Office Address:			Applicant's Postal / Home Address:		
			Home telephone Country   Area   Number		
Office telephone Country   Area   Number		Telefax Country   Area   Number		Email	

Person to be contacted in case of emergency, name, telephone and address:

**3. EDUCATION** (list in order of time, starting with last institution attended)

Name of institution and place of study	Major field of study	Years of study: from - to	Degree

**4. EMPLOYMENT RECORD**

<b>A. Present or most recent post</b>	<b>B. Previous post</b>
Employer:	Employer:
Years of service ( from – to):	Years of service (from – to):
Title of your post/position	Title of your post/position :
Present salary per month ( US Dollars):	Salary per month ( US Dollars):
Name of supervisor and title:	Name of supervisor and title:
Type of organization: Government / Semi Government / Private / NGO #	Type of organization Government / Semi Government / Private / NGO #
Main functions of organization:	Main functions of organization:
Total number of employees:	Total number of employees:

# Delete accordingly

Description of your work including your responsibility:

*Please continue on supplementary pages if necessary*



## 5. RESONS FOR APPLYING THIS COURSE

Please state briefly the reasons for applying to this course and how you hope to benefit from the programme.

*Please continue on supplementary pages if necessary*

Have you participated in any training programme in Malaysia before : YES / NO #

Name of programme

Organizer

Year

Have you participated in any MTCP training programme in Malaysia before : YES / NO #

Name of courses

Name of Training Institute

Year

# Delete accordingly

## 6. CERTIFICATION OF ENGLISH LANGUAGE PROFICIENCY

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue: \_\_\_\_\_

Language test administered by \_\_\_\_\_

Title \_\_\_\_\_

Address : \_\_\_\_\_

Tel. Number \_\_\_\_\_

E mail \_\_\_\_\_

Date and signature: \_\_\_\_\_

**7. MEDICAL REPORT ( to be completed by an authorized physician )**

Name of Applicant:			
Age:	Sex:	Height: cm	Weight: kg.
Blood Group: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> AB <input type="checkbox"/> O <input type="checkbox"/> Other (    )			
Blood Pressure:			
Is the person examined at present in good health?		Is the person examined physically and mentally able to carry out intensive training away from home?	
Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases etc.) ?		Does the person examined have any condition or defect (including teeth) which might require treatment during the course?	
List any abnormalities indicated in the chest X ray.		Pregnancy Test ( for women ):	
<p>I certify that the applicant is medically fit to undertake a course in Malaysia.</p> <p>Name of Physician : _____</p> <p>Address of Clinic (printed) : _____</p> <p>Telephone (printed) : _____</p> <p>E mail : _____ Date : _____</p> <p>Signature of Physician: _____ Seal of Clinic : _____</p>			

\*Must be completed by certified medical officer

## 8. DECLARATION

Have you ever been convicted by a Court of Law of any country ?

Yes / No #

If yes, please give brief details:

I certify that my statements in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.

If accepted for a training award, I undertake to:

- (a) Carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the host government in respect of this course of training;
- (b) Follow the course of study or training, and abide by the rules of the institution in which I undertake to study or train;
- (c) Refrain from engaging in political activities, or any form of employment for profit or gain;
- (d) Submit any progress reports which may be prescribed; and
- (e) Return to my home country promptly upon the completion of my course of study or training.

I also fully understand that if I am granted an award it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.

Signature of applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Delete accordingly

## 9. OFFICIAL DECLARATION (to be completed by the nominating government)

The Government of: \_\_\_\_\_

nominates \_\_\_\_\_

( name of applicant)

For the course under the Malaysian Technical Cooperation Programme and certifies that:

- (a) all information supplied by the nominee is complete and correct;
- (b) the nominee had adequate knowledge and was appropriately tested for English Language proficiency.

Remarks: \_\_\_\_\_

\_\_\_\_\_  
( Name )

\_\_\_\_\_  
( Signature of responsible Government official)

\_\_\_\_\_  
( Designation)

Address of Department / Ministry: \_\_\_\_\_

Official Seal / Stamp: \_\_\_\_\_

Office Telephone number: \_\_\_\_\_

Office Fax number : \_\_\_\_\_

E mail: \_\_\_\_\_

Date: \_\_\_\_\_

**Important:** This application form must be duly completed and endorsed by the Ministry of Foreign Affairs or the relevant agency responsible for the MTCP programme in your country. INCOMPLETE AND/OR UNENDORSED FORMS CANNOT BE PROCESSED.