

PLEASE READ VERY CAREFULLY

**COURSE PRO-FORMA, COURSE INFORMATION,
MARKING GUIDE LINES, PRACTICUM AND ASSIGNMENT FOR
GXEX1412- BASIC ENTREPRENEURSHIP CULTURE COURSE
SEMESTER II, SESSION 2011/2012**

ATTACHMENT:

- i. Course Pro-Forma
- ii. Course Information
- iii. Course Sinopsis
- iv. Course Teaching Schedule

NO.	VALUATION METHOD	TOTAL MARKS	RESPONSIBILITY
1.	Entrepreneurship Seminar	10%	FACULTY
2.	Business plan	10%	LECTURER
3.	Entrepreneurship Praticum	30%	FACULTY
4.	Presentation of Practicum	20%	FACULTY
5.	Final Examination Note: Absenteeism of more than 3 times without cause (official letter/medical certificate) will be barred from taking the Final Exam.	30%	SKET
	TOTAL	100%	

NOS.	ENTREPRENEURSHIP SEMINAR ASSESMENT CRITERIA	MARKS
1.	Attendance of seminar on the seventh week	50/100
2.	Attendance of seminar on the eleventh week	50/100
	TOTAL	(/100) x 10%

NOS.	BUSINESS PLAN ASSESMENT CRITERIA	MARKS
1.	Company's background & industry	/20
2.	Operational aspects	/20
3.	Marketing strategy	/20
4.	Competition Aspect	/20
5.	Financial aspect & accounts	/20
	TOTAL	(/100) x 10%

NOS.	PRACTICUM APPRAISAL ASPECT (ENTREPRENEURSHIP DAY) Refer Part C	MARKS
1.	Creativity	/20
2.	Cooperation in groups	/20
3.	Techniques of attracting customers / Business Strategy	/20
4.	Communication /Interpesonal skill	/20
5.	Planning & Resources Management	/20
	TOTAL	(/100) x 30%

NOS.	PRESENTATION OF PRACTICUM APPRAISAL ASPECT -Refer Part D	MARKS
1.	Table of Contents	/25
2.	Fluency & Continuity of Ideas	/25
3.	Technique, Creativity & of Presentation	/25
4.	Teamwork	/25
	TOTAL	(/100) x 20%

STUDENTS HAVE TO COMPLY WITH FOLLOWING REGULATIONS:

❖ Course Confirmation and Class Attendance:

Attention: Students are not allowed to register after the third week (Confirmation Weeks). This is final and no reasons/excuses or appeal will be entertained.

1. Students are responsible to know their lecturer's name and to ensure the class time table does not overlap/clash with another course. Please refer to the enclosed Course Teaching Schedule.
2. First week (1) and second week (2) is week is the add / drop course weeks (if there is student whose class schedule are clashing with another course or simply wish to drop the course). The manual appeal for registration opens in second week (Monday – Thursday) with reason and evidence. The manual appeal decision for course registration can be revised online on the third week (Monday & Tuesday). Student are not allowed to do the confirmation until appeal process complete
3. Confirmation should be done during the Confirmation Week which is **COMPULSORY** to all students (Wednesday to Sunday). Please recheck your name in the system after the confirmation. Your name should be listed in the Basic Entrepreneurship Culture Course's.
4. Students who have not done the confirmation; their names will not be presence on the list of names for the lecture on the fourth week. As such, the students will not be considered as a student of the class.
5. It is compulsory for students to attend class every week including seminars and practicum. Any absence must be enclosed with a official letter. Absence off more than 3 times without reasonable reasons, the student will be barred from taking the final examination.
6. Please fill in your matric number and name with CAPITAL LETTER and sign the attendance form for the first, second and third week. From fourth week onwards, the attendance will be in accordance with UMISIS system's list. All you have to do is to sign next to your name or according to stall group.
7. It is compulsory for student to sign the attendance list that is given and are not allowed to sign on behalf of another student. Student also not allowed to hold on to the attendance sheet too long until it prevents another student from signing their attendance. The last student to sign should hand over the list immediately to the lecturer.
8. Any insubordination on matter no. 7 above, your attendance on that day will be cancelled.
9. Every absence show be accompanied with a official letter including medical certificate / death certificate / others compulsory training, written by the lecturer with the number of weeks on the corner of the right side.

❖ Business Plan:

1. Business Plan should be based on a related subject on a business based on Entrepreneurship Day (Hari Keusahawanan). Student are prohibited from plagiarize / cutting and pasting completely from the internet or any printing material except facts and data and state the source. Non-compliance would affect your score.
2. It is compulsory to fill in the Business Plan Assignment Submission Form (white) which will be given to you which should include your name, matric no., and telephone no. It is compulsory for the group leader to fill in his/her information on the top column of the form and followed by other group members.
3. Please write the stall number at the top left hand corner of the form with a large font size i.e. 18. The form has only 15 columns, therefore each group will be given 2 sets form to fill in the all the group members name i.e. 20 – 25.
4. You may refer to you stall number and stall plan at the SKET office stairway's notice board by the Friday of the 9th week.
5. You are to submit the assignment submission form with your physical assignment to the SKET counter during **11th week (8.30 am – 5.30 pm), Monday –Friday**. *If that Friday clash with any holiday, student will be allowed to make delivery on Monday following week only.*

6. The marks for Business Plan will be displayed at the SKET notice board by the Friday of 14th week.

❖ **Entrepreneurship Seminar & Practicum Presentation :**

1. **Please take note that, Entrepreneurship Seminar & Practicum Presentation are overseen by respective faculty/academy/centre.** All marks and rules are set by Committee Member (*Ahli Jawatankuasa Induk/Ahli Jawatankuasa Pelaksana*) of the faculty/academy/centre. SKET will not be involved in any problem that arise relating seminar, practicum and presentation.

2. Any query on the seminar date or time / presentation, you are requested to refer to your faculty office, notice board or information in respective faculty/academy/centre.

3. SKET is only responsible for class attendance, Business Plan and Final Examination.

❖ **Entrepreneurship Day (*Hari Keusahawanan*) & Entrepreneurship Day Practical Form (*Borang Tugasan Kumpulan Hari Keusahawanan*)**

1. For every stall the group members should not exceed more than 25 people or as stated by the respective lecturer.

2. The appointed group leader's name should be written on top of the yellow form and please mention the business concept such as merchandising / manufacturing / service or others in concept column.

3. **Please complete the yellow Entrepreneurship Practical Form and a set of four must be submitted to SKET office by 5th week (Friday -8.30-5.30 pm). Keep 1 set for yourself and make copies for every member of the group.**

4. All the details i.e names in the form must be of in the same sequence as the Assignment Submission Form.

5. The listed name in the stall group are permanent and not changeable and no appeals will be entertained.

6. For the security reason, students are not allowed to cook/barbeque/toast using a gas tank. Based on the problem in previous session and for security reasons, students are not allowed to cook / grill / burn either use gas or charcoal in stalls area on the entrepreneurship day. However, sale of food by 'ready made' or the use of electric items are still permitted.

7. Every stall will be provided with the following resources only:

i. Half a tent (sharing with another groups) - each camp is of a carnival size furnished with fan and fluorescent lamps

ii. One (1) electrical point. Student are allowed to use a maximum of 3 plug extension.

iii. A large table (or 2 small table), tablecloth and four (4) chairs can be taken from secretariat table after 2.00 pm in the afternoon a day before Entrepreneurship Day ("Hari Keusahawanan")

8. Student that intend to use high-powered electrical items such as refrigerator or water heater need to inform the officer in SKET/ lecturer beforehand and please state it in column 'Concept' in assignment group form of the "Hari Keusahawanan".

9. Student are prohibited from taking any equipment from other stalls or losing stall equipment. Equipment that disappear or misplaced need to be replaced by the students. Any non-compliance would be referred to faculty for marks deduction.

10. The attendance list for the day can be obtained from the secretariat counter. All group members need sign their attendance on that day. Please submit the signed attendance list to valuer or to academy general office / faculty / respective central committee after entrepreneurship day.

11. Any problems and feedback / complaint can be directed submitted either orally or written to the secretariat counter.

12. **EXEMPTION LETTER (*SURAT PENGECUALIAN*)** given based on following:

i. Exemption letter will be given on the "Entrepreneurship Day" at the secretariat counter. (Refer to the SKET's plan which will be given on the 9th week.

- ii. It only meant for student registered for the APK course in this semester only.
- iii. The number of exemption letters given will be according the number of classes is follow total classes i.e. lectures that you have missed.
- iv. Exemption letters will be given to each student as follows:
 - 1. Between 12.00 pm – 3.00 pm first and second day of the “Entrepreneurship Day”
 - 2. And exemption for another additional two (2) hours based on the lectures that you have missed.
- v. Every stall at any one time needs to be supervised by no less from four (4) students along Entrepreneurship day (Hari Keusahawanan.)

13. All health matters related to students is the responsibility of the Student Health Clinic of University of Malaya.

14. For any unwarranted incidents such as accident or injury, please refer to the Secretariat Counter for help. Students are not encourage to take matters into their own hands such as call the ambulance. If the student insist on taking matters into their own hands, then all cost and bills related will be bore by that students and he/she will take full responsibility are what has happended.

❖ **Final Examination:**

1. Please be informed that with effect from the Special Semester of the 2010/2011 academic session, students are required to print their own **Permission Slip/ Examination Slip to Sit For The Examination** through the **UMISISWEB** by using the **SISWAMAIL** account. The Examinations Section and the Academy/Faculty/Centre will no longer issue and distribute the slips as it was done in the previous smesters.
2. Failure to present your Permission/Examination slip to Sit For The Examination, the invigilators in the examination hall will not hestiate from barring you from sitting for the examination. Any enquiries pertaining to this matter can be made via email to exam@um.edu.my or by contacting the Examination Section at 03 7967 3266.
3. Student are required to check the Spelling of your Name/Matric No/Passport and location/ place position on examination slip received from Academic Section (SKR).
4. Make sure you are in the right level, faculty and sitting on the right table. Your sitting position in the examination hall can be viewed at the SKET notice board on the 13th week . Matric number and passport number are to be written on the OCR sheet and blackened clearly **by 2B pencil** . It is compulsory to fill in the Attendance Slip with your matric number, passport number, code / course name, table number, date and signed.
5. To citizens (local student), make sure OMR script marked set “A” or “B” as per the question paper. **FOR INTERNATIONAL STUDENT YOU NO NEED DO SO.**
6. All students must understand, it your responsibility to carry two (2) 2B’ pencil and eraser to the examination hall and obey all rules in the examination hall.
7. For further information, please listen carefully to the briefing given by the Chief Examination Officer in Examination Hall. Raise your hand if you are unclear on any issues.

🚩 **ANNOTATION:**

Further clarification relating all information above need to be clarified with from lecturer respectively in class. Students who are not present during the briefing in class should refer to fellow clasmates for explanation. SKET office is only responsible in supplying the Guideline notes only

*** *SKET party* also entitled to amend guideline according to the need to improve the course and as per University of Malaya guideline from time to time.