

SILA BACA DAN AMBIL PERHATIAN

PLEASE READ VERY CAREFULLY

**PRO-FORMA, MAKLUMAT KURSUS &
GARIS PANDUAN PEMARKAHAN, PRAKTIKUM DAN KERJA KURSUS
BAGI KURSUS GXEX1412- ASAS PEMBUDAYAAN KEUSAHAWANAN
SEMESTER II, SESI 2011/2012**

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

BIL.	KAEDAH PENILAIAN	JUMLAH MARKAH	TANGGUNG JAWAB
1.	Seminar Keusahawanan	10%	FAKULTI
2.	Rancangan Perniagaan	10%	PENSYARAH
3.	Praktikum Keusahawanan	30%	FAKULTI
4.	Pembentangan Praktikum	20%	FAKULTI
5.	Peperiksaan Akhir Nota: Ketidakhadiran Kuliah 3 kali tanpa sebab (surat/sebarang pengesahan) akan dihalang dari mengambil Peperiksaan Akhir	30%	SKET
JUMLAH		100%	

NO.	VALUATION METHOD	TOTAL MARKS	RESPONSIBILITY
1.	<i>Entrepreneurship Seminar</i>	10%	FACULTY
2.	<i>Business plan</i>	10%	LECTURER
3.	<i>Entrepreneurship Praticum</i>	30%	FACULTY
4.	<i>Presentation of Practicum</i>	20%	FACULTY
5.	<i>Final Examination</i> 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%	

BIL.	KRITERIA PENILAIAN SEMINAR KEUSAHAWANAN	MARKAH
1.	Kehadiran seminar minggu ke tujuh	50/100
2.	Kehadiran seminar minggu ke sebelas	50/100
	JUMLAH	(/100) x 10%

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

BIL.	KRITERIA PENILAIAN RANCANGAN PERNIAGAAN	MARKAH
1.	Latar belakang syarikat & industri	/20
2.	Aspek operasi	/20
3.	Strategi pemasaran	/20
4.	Aspek persaingan	/20
5.	Aspek kewangan & akaun	/20
	JUMLAH	(/100) x 10%

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

BIL.	ASPEK PENILAIAN PRAKTIKUM (HARI KEUSAHAWANAN) –Rujuk Bahagian C	MARKAH
1.	Kreativiti	/20
2.	Kerjasama Dalam Kumpulan	/20
3.	Teknik Menarik Perhatian/ Strategi Perniagaan	/20
4.	Komunikasi/Kemahiran Interpersonal	/20
5.	Perancangan & Pengurusan Sumber	/20
	JUMLAH	(/100) x 30%

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

BIL.	ASPEK PENILAIAN PEMBENTANGAN PRAKTIKUM - Rujuk Bahagian D	MARKAH
1.	Isi Kandungan	/25
2.	Kelancaran & Kesenambungan Idea	/25
3.	Teknik, Kreativiti & Kualiti Persembahan	/25
4.	Kerjasama Dalam Kumpulan	/25
	JUMLAH	(/100) x 20%

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

**PELAJAR PERLU MEMATUHI
PERATURAN-PERATURAN BERIKUT:**

**STUDENTS HAVE TO COMPLY
WITH FOLLOWING REGULATIONS:**

Pengesahan Kursus dan Kehadiran:

Perhatian : Pihak SKET melarang pelajar mendaftar selepas minggu ke 3 (minggu pengesahan). Keputusan adalah muktamad & sebarang alasan atau rayuan tidak akan dilayan.

Course Confirmation and Class Attendance:

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

1. Menjadi tanggungjawab pelajar untuk mengetahui nama penuh pensyarah mereka dan memastikan jadual kelas tidak bertindih dengan kursus lain. Sila rujuk Jadual Pengajaran yang dilampirkan.
2. Minggu pertama (1) dan minggu kedua (2) adalah minggu untuk tambah /gugur kursus (*sekiranya ada pelajar yang ingin memastikan jadual kelas tidak bertindih atau ingin menggugurkan kursus atas alasan lain*). Rayuan pendaftaran secara manual dibuka pada minggu kedua (Isnin – Khamis) dengan alasan dan bukti. Keputusan rayuan pendaftaran kursus secara manual boleh disemak secara online pada minggu ketiga (Isnin & Selasa). Pelajar tidak dibenarkan membuat pengesahan sehingga proses rayuan selesai.
3. Setiap pelajar **WAJIB** membuat pengesahan ketika minggu pengesahan (minggu ketiga – hari Rabu hingga Ahad). Sila semak semula nama anda dalam sistem selepas pengesahan dilakukan. Pastikan nama anda tersenarai di dalam sistem pendaftaran pelajar untuk kursus APK.

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. Nama pelajar yang tidak membuat pengesahan tidak akan tercatat pada senarai kehadiran kuliah (yang dikeluarkan pada minggu keempat).
5. Pelajar diwajibkan menghadiri kelas setiap minggu termasuk seminar dan praktikum. Sebarang ketidakhadiran mesti disertakan surat tunjuk sebab. Ketidakhadiran sehingga 3 kali tanpa sebab-sebab munasabah akan menyebabkan pelajar dihalang dari mengambil peperiksaan.
6. Sila isikan no matrik dan nama dengan HURUF BESAR dan tandatangan dalam borang kehadiran dari minggu pertama – minggu ketiga. Mulai minggu keempat dan seterusnya, senarai kehadiran akan diberikan mengikut senarai sistem UMISIS. Kemudian, anda dikehendakai menandatangani kehadiran mengikut no matrik dan nama anda mengikut kumpulan gerai.

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. Pelajar wajib menandatangani kehadiran pada senarai kehadiran yang diberikan dan tidak dibenarkan menandatangani bagi pihak ketiga. Pelajar juga dilarang menyimpan (memegang terlalu lama) senarai kehadiran di dalam kelas sehingga pelajar lain tidak dapat menandatangani kehadiran. Pelajar terakhir hendaklah menyerahkan senarai tersebut kepada pensyarah serta merta untuk semakan.

8. Sebarang keingkaran pada perkara no. 7 di atas, kehadiran anda pada hari tersebut akan dibatalkan.

9. Setiap surat tunjuk sebab ketidakhadiran termasuk sijil sakit/sijil kematian/latihan wajib ditulis bilangan minggu kuliah di bahagian atas.

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.

❖ **Rancangan Perniagaan:**

1. Rancangan Perniagaan hendaklah berdasarkan kepada tajuk yang berkaitan dan berkenaan dengan perniagaan pada Hari Keusahawanan. Pelajar dilarang meniplak/meniru bulat-bulat daripada internet atau mana-mana bahan cetakan kecuali fakta-fakta dan data-data dan dinyatakan sumbernya. Sebarang pelanggaran arahan akan menjejaskan markah anda.
2. **Borang Penyerahan Tugas Rancangan Perniagaan** (warna putih) wajib dilengkapkan sama seperti borang tugas Hari Keusahawanan berwarna kuning, termasuklah turutan **nama-nama, no matrik dan no telefon** ahli kumpulan. Maklumat **ketua kumpulan** wajib ditulis di ruangan teratas borang dan diikuti oleh ahli-ahli yang lain. *(Rujuk Hari Keusahawanan perkara no 3)*

❖ **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. Tuliskan nombor gerai pada sudut kiri sebelah atas borang dengan saiz tulisan yang besar (Font 18) . Borang tersebut mempunyai 15 ruangan senarai. Setiap kumpulan diberikan 2 set borang untuk mencukupkan 25 ruangan senarai ahli.
4. No Gerai dan pelan gerai anda boleh dirujuk di papan kenyataan tangga pejabat SKET pada Hari Jumaat Minggu ke-9.
5. Serahkan borang tersebut bersama-sama Kerja Kursus anda kepada pensyarah atau Kaunter SKET pada Minggu kesebelas (8.30 pagi – 5.30 petang), Isnin-Jumaat. Jika hari kelepasan jatuh pada hari Jumaat, pelajar dibenarkan membuat penyerahan pada hari Isnin minggu berikutnya sahaja.
6. Markah bagi Rancangan Perniagaan akan dipamerkan pada hari Jumaat minggu keempat belas (14).

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.*

Gerai
1

SEKSYEN KURSUS KOKURIKULUM, ELEKTIF LUAR FAKULTI & TITAS (SKET)
UNIVERSITI MALAYA, 50603 KUALA LUMPUR

(SECTION FOR CO-CURRICULAR COURSES, EXTERNAL FACULTY ELECTIVES & TITAS (SKET)
UNIVERSITY OF MALAYA, 50603 KUALA LUMPUR)



**UNIVERSITI
MALAYA**

The Leader in Research & Innovation

BORANG PENYERAHAN KERJA KURSUS
(ASSIGNMENT - SUBMISSION FORM)

Stall
1

SEMESTER/SESI AKADEMIK : _____ / _____
(SEMESTER/ACADEMIC SESSION)

KOD/TAJUK KURSUS : _____
(CODE/COURSE TITLE)

NAMA PENSYARAH : _____
(LECTURER'S NAME)

TAJUK TUGASAN : _____
(ASSIGNMENT - TITLE)

SALINAN SKET
(SKET'S COPY)

KAMI MENGENALKAN TUGASAN INI ADALAH HASIL KERJASAMA AHLI KUMPULAN BERIKUT:
(WE ACKNOWLEDGE THAT THIS ASSIGNMENT IS A COLLECTIVE EFFORT OF THE FOLLOWING GROUP MEMBERS:)

NO.	NAMA PELAJAR <i>(STUDENT'S NAME)</i>	NO. MATRIK <i>(MATRIC NUMBER)</i>	NO. TEL <i>(TELEPHONE NO.)</i>	TANDATANGAN <i>(SIGNATURE)</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

TANDATANGAN PENERIMA *(RECEIVED BY)*

.....
NAMA *(NAME)* :
TARIKH *(DATE)* :

COP *(STAMP)* :

❖ **Seminar Keusahawanan & Pembentangan Praktikum:**

1. **Sila ambil perhatian bahawa, Seminar Keusahawanan dan Pembentangan adalah diselia oleh fakulti** masing-masing. Segala markah kehadiran dan peraturan adalah ditetapkan oleh Ahli Jawatankuasa Induk/Ahli Jawatankuasa Pelaksana Fakulti berkenaan. Pihak SKET tidak ada kena mengena atau terlibat terhadap sebarang masalah yang timbul berkaitan seminar dan pembentangan praktikum.
2. Sebarang pertanyaan terhadap tarikh dan masa seminar/pembentangan, wajib dirujuk ke pejabat fakulti, papan kenyataan atau maklumat seumpamanya di **fakulti** masing-masing.
3. Pihak **SKET** hanya bertanggungjawab terhadap **kehadiran kelas, Rancangan Perniagaan dan peperiksaan semester** sahaja.

❖ ***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 Committe 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.*

❖ **Hari Keusahawanan & Borang Tugas Kumpulan Hari Keusahawanan**

1. Setiap kumpulan gerai mempunyai ahli seramai 20 hingga 25 orang dan ditetapkan oleh pensyarah masing-masing.
2. Nama Ketua Kumpulan yang telah dilantik **WAJIB DITULIS SEMULA** di senarai teratas pada borang kuning. Nyatakan konsep perniagaan seperti pembarangan/pembuatan/perkhidmatan atau sebagainya di ruangan **Konsep**.

❖ **Entrepreneurship Day (Hari Keusahawanan) & Entrepreneurship Day Practical Form (Borang Tugas 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.*


HARI KEUSAHAWANAN UNIVERSITI MALAYA SEMESTER II SESI 2011/2012

BIL.	TARIKH	PERKARA
1.	5 dan 6 Mei 2012 (Sabtu & Ahad/Saturday & Sunday)	Pemasangan kanopi dan penyambungan bekalan elektrik <i>Fixing of tent and electricity supply</i>
2.	7 Mei 2012 (Isnin/Monday)	Persiapan fizikal pelajar <i>Student's preparation</i>
3.	8 & 9 Mei 2012 (Selasa & Rabu /Tuesday & Wednesday)	Hari Keusahawanan <i>Entrepreneurship Day Practical</i>
4.	10 Mei 2012 (Khamis/Thursday)	Pembersihan tapak <i>Clearing of site</i>

Anggaran Bilangan Kanopi

Estimated number of Tents

Kompleks Perdanasiswa (<i>Perdanasiswa Complexs</i>)	:	35 buah
Dataran Letak Kenderaan Bangunan Peperiksaan (<i>Parking Lot of Exam Building</i>)	:	20 buah


SEKSYEN KOKURIKULUM, ELEKTIF LUAR FAKULTI DAN TITAS (SKET), UNIVERSITI MALAYA/SECTION FOR CO CURRICULAR COURSE, EXTERNAL FACULTY ELECTIVES & TITAS (SKET), UNIVERSITI OF MALAYA
BORANG TUGASAN KUMPULAN / GERAI HARI KEUSAHAWANAN
(ENTREPRENEURSHIP DAY GROUP ASSIGNMENT FORM)

KOD KURSUS : GXEX 1412 / ASAS PEMBUDAYAAN KEUSAHAWANAN (BASIC ENTREPRENEURSHIP CULTURE)

SEMESTER / SESI : SEMESTER 2 / SESI 2010/2011 GERAI NO (STALL NO)* : 5 (*selepas minggu ke 9)

*Tulis semula no gerai pada Borang Penyerahan Kerja Kursus dan Rancangan Perniagaan (di bahagian atas sebelah kiri)
















NAMA PENSYARAH (NAME OF LECTURER) : Dr. Paramasivam a/l Muthusamy

KUMPULAN KULIAH/ CLASS GROUP : 1- Perniagaan & Perakaunan / 1- Business & Accountancy

Kami dengan ini mengesahkan nama-nama di bawah ini adalah ahli kumpulan ini bagi persediaan Rancangan Perniagaan, Hari Keusahawanan dan Laporan Pembentangan.

We hereby confirm that the following names are the group of students involved in the preparation of the Business plan, Entrepreneurship Day, and Report Presentation

Konsep/concept : Barangan - pakaian wanita

BIL	NO. MATRIK	NAMA/NAME	NO. TEL (H/P)	TANDA TANGAN/SIGNATURE
*	Ketua/Leader :	Chin Khoon Chai	017-4999111	
1	CEA090057			
2	CEA090162	A'TIQAH BINTI AMINUDDIN	010-6499804	
3	CEA090717	JIANG ZHEN	018-4188555	
4	CEA100001	AIZAT ARIEF BIN KAMARUL ARIFFIN	013 604 0174	
5	CEA100003	ARFAH AISYAH BINTI AHMAD SABRI	0177470776	
6	CEA100004	CHA SIANG WEI	016945504	
7	CEA100006	CHANG RUE HUEI	013-6800558	
8	CEA100007	CHE KU LIYANA BT CHE KU HAMZAH	014-8183445	
9	CEA100008	CHEAH JIE RUN	016-6 8841	
10	CEA100009	CHEAH ZHI LIANG	017-48 64776	
11	CEA100011	CHENG JIA WEN	016-6 901198	
12	CEA100012	CHEY WAI HEING	017 627	
13	CEA100013	CHIN FEN YI	017-653 133	
14	CEA100014	CHIN KHOON CHAI	017-4999111	
15	CEA100017	CHOONG HUI YAN	016-6 5753	

017-4999111

3. Borang tugas hari Keusahawanan berwarna kuning wajib dikemukakan ke pejabat SKET /Pensyarah pada Minggu kelima . Lengkapkan borang sebanyak 4 set. Satu salinan disimpan oleh ketua kumpulan manakala 3 salinan diserahkan kepada pensyarah atau kaunter SKET pada hari Jumaat - Minggu kelima (8.30 am – 5.30 pm)
4. Segala turutan maklumat dalam borang tersebut wajib 100% sama sebagaimana pengisian borang Penyerahan Tugas Rancangan Perniagaan.
5. Senarai di dalam kumpulan adalah tetap dan dilarang melompat kumpulan. Sebarang rayuan pindaan tidak akan dilayan.

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. Di atas beberapa masalah/alasan keselamatan pada sesi terdahulu, pelajar-pelajar tidak dibenarkan memasak/memanggang/membakar sama ada menggunakan gas atau arang di dalam/di kawasan gerai pada hari keusahawanan. Walaubagaimanapun penjualan makanan secara 'ready made' atau menggunakan elektrik masih dibenarkan.
7. Setiap gerai hanya dibekalkan sumber-sumber seperti berikut:
 - i. Setengah ruangan khemah (dikongsi dengan satu kumpulan/gerai lain) - satu khemah saiz karnival dilengkapi dengan kipas dan lampu kalimantang.
 - ii. Satu (1) plug kuasa elektrik. Pelajar dibenarkan menggunakan 3 palam sambungan.
 - iii. Sebuah meja besar, alas meja dan empat (4) buah kerusi yang akan diambil di meja urusetia mulai pukul 2.00 petang di hari persiapan fizikal sehari sebelum Hari Keusahawanan di tapak Hari Keusahawanan.
8. Pelajar yang hendak menggunakan tenaga elektrik berkuasa tinggi seperti peti sejuk dan pemanas air (Water Heater) perlu maklumkan ke pejabat SKET/pensyarah dan nyatakan di ruangan 'Konsep' pada borang kumpulan tugas Hari Keusahawanan.

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 u 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. Pelajar dilarang mengambil kelengkapan dari gerai lain atau menghilangkan kelengkapan gerai. Kelengkapan yang hilang wajib diganti. Sebarang keingkaran akan dirujuk ke fakulti bagi pemotongan markah.
10. Senarai kehadiran diperolehi di kaunter Urusetia. Semua ahli gerai wajib mengisi kehadiran mereka. Sila serahkan senarai kehadiran kepada penilai atau ke pejabat am akademi/fakulti/pusat masing-masing selepas hari keusahawanan.
11. Sebarang masalah dan maklumbalas/sungutan boleh diajukan secara lisan atau bertulis di kaunter urusetia.

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. SURAT PENGEQUALIAN diberikan berdasarkan perkara-perkara berikut:

- i. Diberi pada hari keusahawanan sahaja di kaunter Urusetia. (rujuk pelan di SKET minggu kesembilan)
- ii. Diberi kepada pelajar kursus APK pada semester ini sahaja.
- iii. Jumlah surat pelepasan yang diberi adalah mengikut jumlah kelas yang ditinggalkan. Contoh bagi surat Pengecualian boleh didapati melalui email student info list atau papan kenyataan SKET minggu kesembilan.
- iv. Pengecualian untuk setiap pelajar diberi seperti berikut:
 1. pada pukul 1.00 pm – 4.00 pm hari pertama dan kedua untuk penilaian
 2. tambahan 2 jam pengecualian untuk waktu lain.
- v. Setiap gerai diwajibkan dijaga/diselia tidak kurang dari 4 orang pelajar di sepanjang Hari Keusahawanan.

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. Urusan kesihatan pelajar-pelajar adalah di bawah tanggungjawab Klinik Kesihatan Pelajar, Universiti Malaya.
14. Sebarang kejadian kemalangan/kecederaan/pengsan atau sebagainya, sila rujuk kepada Ketua Hari Keusahawanan atau kaunter urus setia. Pelajar dilarang membuat tindakan sendiri seperti menghubungi Ambulan PPPUM, Ambulan swasta atau sebagainya. Sebarang keingkaran, segala kos dan bil-bil pendahuluan adalah tanggungjawab pelajar yang telah menghubungi badan berkenaan.

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.*

Peperiksaan Akhir:

1. Mulai semester Khas (3) 2010/2011, Seksyen Peperiksaan dan Akademi/Fakulti/Pusat tidak lagi mengedarkan SLIP KEBENARAN MENDUDUKI PEPERIKSAAN kepada pelajar. Pelajar wajib mencetak sendiri slip tersebut melalui UMISISWEB dengan menggunakan akaun PERDANAMAIL masing-masing.
2. Sila ambil perhatian bahawa kegagalan mempamerkan Slip Kebenaran Menduduki Peperiksaan kepada Pengawas bertugas di dalam dewan peperiksaan akan menyebabkan anda tidak dibenarkan menduduki peperiksaan. Sebarang pertanyaan berhubung perkara ini bolehlah dibuat melalui emel exam@um.edu.my atau talian 03 7967 3266.
3. Pelajar dikehendaki menyemak Ejaan Nama/No Matrik/Kad Pengenalan dan lokasi/kedudukan tempat periksa di dalam slip peperiksaan yang diterima dari Bahagian Akademik.
4. Pastikan anda berada dewan, aras, fakulti dan meja yang betul (Kedudukan peperiksaan boleh juga di dapati di papan kenyataan SKET pada minggu ke 13). No matrik dan kad pengenalan/passport wajib ditulis dan dihitamkan dengan jelas. Slip Kehadiran wajib diisi no matrik, no Kad Pengenalan, kod/nama kursus, no meja, tarikh dan ditandatangani sebaik sahaja anda duduk.

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 hesitate 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 hall, 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. Pastikan kertas jawapan OMR anda ditanda set “A” atau “B” sama seperti set pada kertas soalan (untuk pelajar tempatan/warganegara sahaja). Bagi pelajar antarabangsa tidak perlu berbuat demikian dan pastikan anda berada di meja yang dikhaskan.
6. Semua pelajar harus faham , menjadi tanggungjawab masing-masing untuk membawa dua (2) batang pencil 2B dan pemadam disamping mematuhi peraturan di dalam dewan peperiksaan.
7. Maklumat selanjutnya, sila dengar dengan teliti setiap arahan/taklimat dari ketua Pegawai Peperiksaan di dalam Dewan Peperiksaan. Sila angkat tangan jika arahan tidak jelas.

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.*

NOTA TAMBAHAN:

Penjelasan selanjutnya berkaitan semua maklumat di atas perlu didapati dari pensyarah masing-masing di dalam kelas. Pelajar yang tidak hadir kuliah tidak terlepas dari penjelasan tersebut dan perlu merujuk kepada rakan yang lain.

*** Pihak SKET juga berhak meminda garis panduan mengikut keperluan penambahbaikan kursus dan Universiti dari masa ke semasa.

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 classmates for explanation.

**** 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.*