Handbook
POSTGRADUATE PROGRAMMES
2016/2017

FACULTY OF LANGUAGES AND LINGUISTICS
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message from the Dean</td>
<td>3</td>
</tr>
<tr>
<td>Academic Calendar, Session 2016/2017</td>
<td>4</td>
</tr>
<tr>
<td>Faculty of Languages and Linguistics</td>
<td>5</td>
</tr>
<tr>
<td>Mission and Vision</td>
<td>6</td>
</tr>
<tr>
<td>Organizational Chart of Faculty of Languages and Linguistics</td>
<td>8</td>
</tr>
<tr>
<td>Management and Staff of the Faculty of Languages and Linguistics</td>
<td>9</td>
</tr>
<tr>
<td>Dean’s Office</td>
<td>9</td>
</tr>
<tr>
<td>Research and Development Office</td>
<td>9</td>
</tr>
<tr>
<td>Undergraduate Studies Office</td>
<td>9</td>
</tr>
<tr>
<td>Postgraduate Studies Office</td>
<td>10</td>
</tr>
<tr>
<td>Department of Arabic and Middle Eastern Languages</td>
<td>11</td>
</tr>
<tr>
<td>Department of Asian and European Languages</td>
<td>12</td>
</tr>
<tr>
<td>Department of Malaysian Languages and Applied Linguistics</td>
<td>15</td>
</tr>
<tr>
<td>Department of English Language</td>
<td>17</td>
</tr>
<tr>
<td>Language Unit</td>
<td>20</td>
</tr>
<tr>
<td>Information and Programme Structure</td>
<td></td>
</tr>
<tr>
<td>Master of English Language Studies</td>
<td>21</td>
</tr>
<tr>
<td>Master of Arts (Linguistics)</td>
<td>24</td>
</tr>
<tr>
<td>Doctor of Philosophy</td>
<td>28</td>
</tr>
<tr>
<td>Synopses of Courses</td>
<td>29</td>
</tr>
<tr>
<td>Candidature Requirements for Master of English Language Studies Candidate (Coursework Mode)</td>
<td>43</td>
</tr>
<tr>
<td>Graduate on Time (GoT) Schedule for Master of Arts (Linguistics) (Mixed Mode)</td>
<td>44</td>
</tr>
<tr>
<td>Graduate on Time (GoT) Schedule for Doctor of Philosophy Candidates (Full Research Mode)</td>
<td>45</td>
</tr>
<tr>
<td>Publication Requirement for Doctor of Philosophy Candidates</td>
<td>46</td>
</tr>
<tr>
<td>Guideline for Publication Requirement for Doctor of Philosophy Candidates</td>
<td>47</td>
</tr>
<tr>
<td>Opportunities</td>
<td>48</td>
</tr>
<tr>
<td>Facilities at the Faculty of Languages and Linguistics</td>
<td>49</td>
</tr>
<tr>
<td>Important Telephone Numbers</td>
<td>50</td>
</tr>
<tr>
<td>Building Plan</td>
<td>51</td>
</tr>
<tr>
<td>Acknowledgements</td>
<td>54</td>
</tr>
</tbody>
</table>
Welcome to all new and current postgraduate students!

The Faculty of Languages and Linguistics has been a leading centre for research in languages and linguistics, and offers a unique experience for all postgraduate students to challenge themselves in exploring various aspects of research and learning in linguistics.

Our postgraduate programmes are aimed to train our students to become leaders in the field of languages and linguistics. Faculty members work closely with students to develop their learning and research needs, both professionally and creatively. The faculty offers dedicated academic, research and social facilities and spaces to make the postgraduate experience a rewarding one.

It is our hope that the Faculty provides a platform for all students and academic staff for cultivating their commitment to the field of linguistics and languages. It is also our vision that the Faculty remains as the leading centre of research in the field of linguistics in Malaysia and, further, to become a leading centre in the region of South East Asia, and in the wider world of linguistics research.

We are committed to providing productive, edifying and valuable training and learning programmes as well as research experiences. It is our hope that our students constantly seek to grow professionally and academically, and to go on to make a difference in the wider world community of linguists and professional practitioners.

PROFESSOR DR STEFANIE PILLAI
DEAN
### ACADEMIC CALENDER 2016/2017 SESSION

#### SEMESTER I

<table>
<thead>
<tr>
<th>Event</th>
<th>Duration</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures</td>
<td>7 weeks*</td>
<td>05.09.2016 – 21.10.2016</td>
</tr>
<tr>
<td>Semester I Break</td>
<td>4 weeks*</td>
<td>15.01.2017 – 12.02.2017</td>
</tr>
<tr>
<td></td>
<td>24 weeks</td>
<td></td>
</tr>
</tbody>
</table>

#### SEMESTER II

<table>
<thead>
<tr>
<th>Event</th>
<th>Duration</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures</td>
<td>7 weeks</td>
<td>13.02.2017 – 31.03.2017</td>
</tr>
<tr>
<td>Mid-Semester II Break</td>
<td>1 week</td>
<td>01.04.2017 – 09.04.2017</td>
</tr>
<tr>
<td>Lectures</td>
<td>7 weeks*</td>
<td>10.04.2017 – 26.05.2017</td>
</tr>
<tr>
<td>Revision week</td>
<td>1 week</td>
<td>27.05.2017 – 04.06.2017</td>
</tr>
<tr>
<td>Semester II Examination</td>
<td>3 weeks</td>
<td>05.06.2017 – 24.06.2017</td>
</tr>
<tr>
<td></td>
<td>19 weeks</td>
<td></td>
</tr>
</tbody>
</table>

#### ANNUAL BREAK/ SPECIAL SEMESTER

<table>
<thead>
<tr>
<th>Event</th>
<th>Duration</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Break</td>
<td>9 weeks</td>
<td>25.06.2017 – 27.08.2017</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Lecturers and Examination</td>
<td>8 weeks</td>
<td>28.06.2017 – 20.08.2017</td>
</tr>
</tbody>
</table>

#### PUBLIC HOLIDAY

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indepence Day (31 August 2016)</td>
<td></td>
</tr>
<tr>
<td>Eid Ul Adha (12 September 2016)</td>
<td></td>
</tr>
<tr>
<td>Malaysia Day (16 September 2016)</td>
<td></td>
</tr>
<tr>
<td>Maal Hijrah (2 October 2016)</td>
<td></td>
</tr>
<tr>
<td>Deepavali (29 October 2016)</td>
<td></td>
</tr>
<tr>
<td>Maulidur Rasul (12 December 2016)</td>
<td></td>
</tr>
<tr>
<td>Christmas (25 December 2016)</td>
<td></td>
</tr>
<tr>
<td>New Year (1 January 2017)</td>
<td></td>
</tr>
<tr>
<td>Chinese New Year (28 &amp; 29 January 2017)</td>
<td></td>
</tr>
<tr>
<td>Thaipussam (10 February 2017)</td>
<td></td>
</tr>
<tr>
<td>Labor Day (1 May 2017)</td>
<td></td>
</tr>
<tr>
<td>Wesak (10 May 2017)</td>
<td></td>
</tr>
<tr>
<td>Nuzul Al Qu’ran (12 June 2017)</td>
<td></td>
</tr>
<tr>
<td>Eid Ul Fitr (26 &amp; 27 June 2017)</td>
<td></td>
</tr>
</tbody>
</table>
The Faculty of Languages and Linguistics (known as the Language Centre prior to 14 July 1995), University of Malaya, was established on 9 March 1972 as a service centre that was responsible for conducting language courses to meet the requirements of the various faculties, academies and centres at the University of Malaya.

On 27 April 1996, the Faculty of Languages and Linguistics began offering undergraduate programmes leading to the degree of Bachelor of Languages and Linguistics with specialisations in eight languages: Arab, Chinese, Tamil, English, Japanese, German, French and Spanish. Italian was added to the list in the 2000/2001 session. The first cohort of 145 students enrolled during the 1998/1999 intake.

The Faculty of Languages and Linguistics also offers opportunities for postgraduate studies comprising a Ph.D programme, Master of English as a Second Language and Master of Linguistics. The Masters’ programmes are conducted by coursework and dissertation. The increasing number of applications attest to the success of these programmes. Between 2001 and 2015, 137 students obtained their doctorates while 738 completed their masters’ programmes.

The active research culture in the faculty fosters a strong learning climate that not only encourages students to work together with each other and their instructors in joint projects, but also to take charge of their own learning and progress.
THE UNIVERSITY’S MISSION AND VISION

**MISSION**
To be an internationally renowned institution of higher learning in research, innovation, publication and teaching.

**VISION**
To advance knowledge and learning through quality research and education for the nation and for humanity.
THE FACULTY’S MISSION AND VISION

MISSION

• To act as a national and international resource of knowledge and expertise in the field of languages and linguistics;

• To carry out research to contribute to human knowledge in the field of languages and linguistics;

• To provide high quality research-led teaching in the field of languages and linguistics at postgraduate and undergraduate levels in order to produce excellent graduates who are

  • knowledgeable in their field of study;
  • employable and fit for the world of work;
  • well-balanced individuals capable of assuming leadership at national and international levels.

• To make a contribution to the good name and reputation of the University of Malaya and to the international standing of Malaysia, and to the Malaysian national economy.

VISION

• To be recognized within Malaysia as the preeminent institution for research and teaching in the field of languages and linguistics;

• To be recognized internationally as the natural representative for all matters concerning languages and linguistics within Malaysia and to take part as the national representative in all matters concerning languages and linguistics.
ORGANIZATIONAL CHART FLL
MANAGEMENT & STAFF FLL

DEAN'S OFFICE

Email: dekan_fbl@um.edu.my
Tel: 03 - 79673177
Fax: 03 – 79579707

Dean
Professor Dr. Stefanie Pillai

Support Staff
Faridah binti Taib
Mohd Khairull Bin Md Din
Roslan Bin Mohamad

RESEARCH AND DEVELOPMENT OFFICE

Email: tdpp_fbl@um.edu.my
Tel: 03 - 79673160
Fax: 03 – 79579707

Deputy Dean (Research and Development)
Associate Professor Dr. Faridah Noor Mohd Noor

Support Staff
Shamsiah binti Muhd Ali
Azizol Bin Arifin
Hamid Bin Mohamed
Maharan Binti Dollah
Muhamad Zubir Bin Abd Manaf
Mohammad Rafiei Bin Ramli
Noor Suhaida Binti Mahmud
Roshidah Binti Mohamed
Syed Ghaffar Bin Syed Zain
Ramlan Bin Sulaiman

UNDERGRADUATE STUDIES OFFICE

Email: tdekan_fbl@um.edu.my
Tel: 03 - 79673001 / 3029
Fax: 03 - 79673155

Deputy Dean (Undergraduate Studies)
Dr. Mohd Zaki Abd Rahman
Senior Assistant Registrar
Masitah Idris

Support Staff
Nurhafiezah Mohd Nor Peah Razali Bin Ibeh
Siti Fatimah binti Mohammad Arif Azhar Bin Mohd Yunus
Napsiah Nasrudin

POSTGRADUATE STUDIES OFFICE

Email : ddfll_pgrad@um.edu.my
Tel : 03 – 79673003 / 3133 / 3144
Fax : 03 – 79579707

Deputy Dean (Postgraduate Studies) Support Staff
Dr. Surinderpal Kaur Mazni Abdul Manan
Assistant Registrar Noor Haifa Mohd Yunus
Emi Shaqiza Azizi Noraidah Bahari

Nur Zahirah Kamar Khazmi

POSTGRADUATE PROGRAMME COORDINATORS

Master of English Language Studies Master of Arts (Linguistics)
Dr. Ng Lee Luan Dr. Chau Meng Huat
DEPARTMENT OF ARABIC AND MIDDLE EASTERN LANGUAGES

Email: ketua_fbljabtt@um.edu.my
Tel: 03 – 79673156
Fax: 03 – 79579707

HEAD OF DEPARTMENT

Dr. Ahmad Arifin Sapar
Ph.D (UM), MMLS (UM), BA (UIAM)

ASSOCIATE PROFESSOR

Dr. Hj. Mohammad Seman
Ph.D (Janub al-Wadi/Oxford), MMLS (UM), BA (Medina)

SENIOR LECTURERS

Dr. Ahmad Fikri Hj. Husin
Ph.D (UM), MMLS(UM), BA(UM)

Dr. Ahmad Arifin Sapar
Ph.D (UM), MMLS (UM), BA (UIAM)

Dr. Mat Taib Pa
Ph.D (UM), MA (Jordan), BA (Kuwait)

Dr. Mohd. Zaki Abd. Rahman
Ph.D(UM), MA (al-Azhar), BA (al-Azhar), Dip. Pend. (Ain Shams)

LANGUAGE TEACHERS

Abd. Malek Shaari
BA (UM)

Azahar b. Seman
BA (Al-Azhar)

Jamilah Hj. Mohd. Saleh
BA (Kuwait)

Lutfi Amir Hj. Harun
BA (al-Azhar)

Dr. Mohammed Jailani Hamzah
Ph.D (UM), MMLS (UM), BA (al-Azhar)

Dr. Muhammad Idris
Ph.D (UM), MMLS (UM), BA (al-Azhar)

Muhammad Salman@Zalman b. Jonid
MA (Baghdad), BA (Baghdad)

Mohd. Khairul Akhbar b. Jahiruddin
BA (UM)

Nik Muhammad Rozi Nik Yusoff
BA (Al-Azhar)

Shukriah bt. Che Kasim
MA (UKM), BA (Al-Azhar)

Thuraya bt. Mohd Said@Hashim
MA (UIAM), BA (UIAM)

Zazmin bt. Abu Bakar
BA (UM)
DEPARTMENT OF ASEAN AND EUROPEAN LANGUAGES

Email : ketua_fbljbae@um.edu.my
Tel : 03 – 79673063
Fax : 03 – 79579707

HEAD OF DEPARTMENT

Dr. Patricia Nora Riget
Ph.D (Strasbourg), MA, BA (Franche-Comté, Besançon)

SENIOR LECTURERS

Dr. Charity Lee Chin Ai
Ph.D (UM), MA (UoM), BA (UM)

Dr. Larisa Nikitina
Ph.D (UM), MA, BA (Moscow State Uni)

Dr. Musaev Talaibek
Ph.D, MA (Nagoya), BA (Bishkek)

Dr. Neo Swee Leng
Ph.D (UM), MA, BA

Ong Shyi Nian
MMLS (UM), BA (USM)

Dr. Patricia Nora Riget
Ph.D (Strasbourg), MA, BA (Franche-Comté, Besançon)

Dr. Roshidah Hassan
Ph.D (UM), MA (Poitiers), MMLS, BA (UM), Dip. Ed. (Uni. de LaRochelle)

Dr. Wong Ngan Ling
Ph.D, MA (Nagoya), BA (Tsukuba)

Dr. Woo Wai Sheng
Ph.D, MA (Osaka), BA (UM)

VISITING SENIOR LECTURERS

Dr. Paolo Coluzzi
Ph.D (University of Bristol, UK), MA University of Exeter, UK),
BA (University of Westminster, UK)
Dr. Hans Volker Wolf
Ph.D (University Wuppertal, Germany), M. Lit (University Townsville, Australia), MA, BA (Heidelberg, Germany)

Dr. Reinhard Leber
Ph.D, MA (Germany)

Jean Michel Severy
MA, BA (Brussels), M.Phil. (Sorbonne)

Kimura Kaori
MA (Waseda University), BA (Fukuoka University)

Mireya Sosa Abella
MA (Institut Caro y Cuervo), BA (Universidad Nacional Colombia)

Dr. Pham Thi Thanh
Ph.D, BA (National University of Hanoi)

Ahmad Kamil Ghazali
BA (UM), Dip. in French Language Studies, Certificat Pratique de Language Francaise (University of Stendhal, Grenoble)

Adelina Georgeiva Danailova
BA (Jena University)

Azni Haji Ahmad
MA (UM), BE (Saitama University, Japan)

Adelina Georgieva Danailova
BA (Jena University, Germany)

Andrea Paduano
BA (University of Parma, Italy)

Elisabeth Marie-Jeanne Brilhault
MA (University of Rennes 2), BA (University of Grenoble, France)

Jamian Mohamad
MA (Lisbon), MMLS, BA (UM), Dip. In Portuguese Culture and Language (Coimbra)
Kitade Rie
MA (Hokkaido University), BA (AICHI University of Education)
Koh Yi Chern
MA, BLL (UM)
Ma Tin Cho Mar @ Noorjahan Bi Bi
MBA (UPM), BE (Yangon)
Maria Alejandra Herrera
M.MEA (Ukraine), BA (Ukraine)
Ng Boon Hong
BA (Universiti Malaya)
Dr. Rozita Che Omar
Ph.D (UM), MA (Spain), BLL (UM), Dip. In Spanish Language and Culture, Dip. In Spanish Language as a Foreign Language (Spain)
Suzana Ismail
MMLS (UM), BA (Tokyo), Post Graduate Research Certificate (Tokyo), M.Ed (National Graduate Institute For Policy Studies (Tokyo)
Rosenun Chesof
MA (National Institute of Development Administration, Bangkok), BA (Prince of Songkhla University)
Taricco Gian Piero
BA (University Of Torino)
Wong Yan Yee
MA (Busan, Korea), BA (UPM)
DEPARTMENT OF MALAYSIAN LANGUAGES AND APPLIED LINGUISTICS

Email: ketua_fbljbmlt@um.edu.my
Tel: 03 – 79673065
Fax: 03 -79579707

HEAD OF DEPARTMENT

Dr. Soh Bee Kwee
Ph.D (UM), MMLS (UM), BA (UM), Dip. Ed. (UM)

SENIOR LECTURERS

Chiah Seng
MA (UM), BA (UM), Dip. Ed. (UM)

Dr. Ding Seong Lin
Ph.D (Fudan University), MA (UM), BA (UM)

Dr. Looi Wai Ling
Ph.D (Univ. of London), MA (USM), BA (USM)

Dr. Chiew Poh Shin
Ph.D (Najing Normal University), MA, BA (Najing Normal University)

Dr. Yap Teng Teng
Ph.D (Minzu University of China), MA (UM), BA (UM), Dip. Edu (UM)

Dr. Malarvizhi Sinayah
Ph.D (UPM), MMLS (UM), BA(UM)

Dr. Soh Bee Kwee
Ph.D (UM), MMLS (UM), BA (UM), Dip. Ed. (UM)

Dr. Thanalachime Perumal
Ph.D (UPM), MMLS (UM), BA (UM)
LECTURERS

Mat Zaid Hussein  
MMLS (UM), BA (UM), Dip. Ed. (UM)
Norliza Amin  
MMLS (UM), BA (UM)
Elanttamil a/l Maruthai  
MIT(UM), MA(UM), BA(UM)

LANGUAGE TEACHERS

Ahmad Sabri Abdul Samat @ Abdul Samad  
BA (UPM)
Lau Su Kia  
MMLS (UM), BA (UM)
Norfaizal Jamain  
BA (UM)
Dr. Samsur Rijal Yahaya  
Ph.D(UM), MMLS (UM), BA (Universitas Hasanuddin)
DEPARTMENT OF ENGLISH LANGUAGE

Email : ketua_fbling@um.edu.my
Tel : 03 – 79673032
Fax : 03 – 79579707

HEAD OF DEPARTMENT

Dr. Teoh Mei Lin
Ph.D (UM), M.Ed. (Language Teaching)(University of Exeter), BA Hons (UM), Dip. Ed. (TESL) (UM)

PROFESSORS

Dr. Azirah Hashim
Ph.D (UM), MA (Linguistics) (East Anglia University, UK), MA (TEFL) (East Anglia University, UK), BA (University of Hertfordshire)

Dr. Kamila Ghazali
Ph.D (UM), MA (Southern Illinois University), BA (Southern Illinois University)

Dr. Stefanie Shamila Pillai
Ph.D (UM), MESL (UM), B.Ed. TESL (Kent)

Dr. Zuraidah Mohd. Don
Ph.D (UM), MA (East Anglia University), BA (UM), Dip. Ed. (UM)

ASSOCIATE PROFESSORS

Dr. Faridah Noor Mohd. Noor
Ph.D (UM), MA (Iowa State University), BA (University of Northern Iowa)

Dr. Hajah Jariah Mohd. Jan
Ph.D (UM), MA (Illinois), BSc.Edu. (Southeast Missouri State University)

Dr. Kuang Ching Hei
Ph.D (UM), MA in ELT (ECHE, London), Cert. In Teaching (TESOL) (Maktab Perguruan Ipoh), Dip in Executive (UMCced), Certified Coach (UMCced)

Dr. Su’ad Awab
Ph.D (Lancaster University), MA (University of Illinois at Urbana - Champaign), BA (Wichita, State University)

Dr. Toshiko Yamaguchi
Ph.D (University of Essex), Magister Artium (University of Heidelberg), MA (National University of Singapore)
SENIOR LECTURERS

Ainun Rozana Mohd. Zaid
MA TESL (Northern Arizona), BA (Eng. / Second Ed.) (Wichita, Kansas)

Dr. Asiah Mohd. Sharif
Ph.D (UM), M.Ed. (TESL) (State University of New York- Buffalo), BA (State University of New York- Buffalo)

Dr. Azlin Zaiti Zainal
Ph.D (Cambridge University), MPhil (Cambridge University), MSc (Oxford University), BEd(TESOL)
(Hons)(University of Edinburgh)

Dr. Cecilia Cheong Yin Mei
Ph.D (UM), MESL (UM), B.Ed (Hons) (TESL) (UPM)

Dr. Chau Meng Huat
Ph.D (Birmingham), MRes (Distinction) (Nottingham), BSc Ed (TESL) (Hons) (UTM)

Dr. David Yoong Soon Chye
Ph.D (La Trobe), MA (UM), BA (USM)

Dr. Jagdish Kaur
Ph.D (Lancaster), MA (Durham), BA (UM), Dip Ed (UM), Dip in Lingua E Cultura Italian (Perugia)

Dr. Kais Amir Khadim
Ph.D (USM), MA (USM), BA

Dr. Krishnavanie a/p K. Shunmugam
Ph.D (Monash), MA, BA, Dip. Ed.

Dr. Kulwindr Kaur a/p Gurdial Singh
Ph.D (UM), MESL (UM), BA (Hons) TESL (UKM)

Dr. Lau Kui Ling
Ph.D (UM), MA (UM), BA (UM)

Dr. Leela Koran
Ph.D (UCL), MESL (UM), BA (USM)

Dr. Mohsen Khedri
Ph.D (UPM), MA, BA ((Islamic Azad, Iran)

Dr. Ng Lee Luan
Ph.D (University of Otaga), MA (Ohio University), BA (Ed.) (Hons) (USM)

Norafidah Tajuddin
MMLS (UM), BA (UM), Dip. Ed. (UM)

Noor Aishah Salleh
MA (Western Kentucky University), BA (Western Kentucky University)
Dr. Norizah Hassan  
Ph.D (UM), MA (Indiana University), BA (Western Illinois University)

Dr. Rachel Tan Siew Kuang  
Ph.D (Nanyang Technological University), M.Ed. (UM), BA (UM), Dip. Ed. (UM)

Dr. Ruth Ong Lok Tik  
Ph.D (UM) MESL (UM), BA (Hons.) (UKM), Dip. Ed.(UKM)

Dr. Sakina Sahuri Suffian Sahuri  
Ph.D (UM), MA (Southern Illinois), BA (Southern Illinois)

Dr. Shangeetha a/p Rajah Kumar  
Ph.D (UKM), MA (UPM), BA (Exeter Uni.)

Dr. Sheena Kaur a/p Jaswant Singh  
Ph.D (Lancaster University), MESL (UM), BA (UM), Dip. Ed. (UM)

Dr. Siti Zaidah Zainuddin  
Ph.D (La Trobe, Melbourne), MA (UPM), BA (UPM)

Dr. Sridevi Srinivasas  
Ph.D (UM), MESL (UM), BSc. (UKM), Dip. Ed. (UM)

Dr. Surinderpal Kaur Ramana  
Ph.D (University of Lancaster), MA (UM), BA (UM)

Dr. Tam Shu Sim  
Ph.D (UM), M.Ed. (UM), BA (UM), Dip.Ed. (UM)

Dr. Thilagavathi Shanmuganathan  
Ph.D (UM), MESL (UM), BA (Hons) (UKM), Dip. Ed. (UM)

Dr. Teoh Mei Lin  
Ph.D (UM), M.Ed. (Language Teaching)(University of Exeter), BA Hons (UM), Dip. Ed. (TESL) (UM)

Dr. Veronica Lowe Siew Yoke  
Ph.D (UM), M.A. (Hons) (Canterbury), BA (Hons) (UM)

LECTURERS

Dr. Anne Benedict Nair  
Ph.D (UM), MA (Durham University), BA (UM), Dip. Ed. (UKM)

Daniel Chow Ung T’Chiang  
MESL (UM), B.Ed. (Hons) (TESL) (UPM)

Siti Nurbaya Mohd. Nor  
MESL (UM), BA (Essex University), Dip. Ed. (UKM)

Siti Rohana Mohd. Thani  
MA (TESL) (Northern Arizona University), BA (TESL) (Wichita State University)
LANGUAGE UNIT

Email: ketua_unitbahasa@um.edu.my
Tel: 03 – 79673161
Fax: 03 – 79579707

HEAD OF LANGUAGE UNIT

Rema Menon
MA (UM), BA (UM) Dip. Ed (UM)

LANGUAGE TEACHERS

Aina Azlin Binti Mohamat Arif
B.HSc. (UIAM)

Dr. Ang Pei Soo
Ph.D (Macq.), MLing (UM), B.Ed. (Hons) (Exe.)

Azrina Wati Mazlan
B.A (UWM, US), Dip. Ed. (MARA)

Chin Yueh Lai
M. Ed. (UM), Dip. Ed. (UM), Dip. ESL (UM), BA (UM)

Choo Wee Ling
M. Ed. (UM), B. Ed. (University of Otago)

Farril Daniel Bin Zainal
B. Ed (TESL)

J. Yasodhara Menon
MA (UM), B Ed (University of Otago)

Kamarazaman Bin Md. Said
BBA, Finance (WMU), Dip. Ed., English (IPBA)

Kiranjeet Kaur
MA (UM), BA (UM)

Maher Vann Singh a/l Hari Singh
B.Ed TESL Hons (UM)

Mohamed Iskandar Bin Rahmad Sukor
B. Ed (Hons) (TESL)

Nina Ainun Binti Hamdan
M. Ed (UM), B. Ed (UPM)

Dr. Nor Azlina Binti Muhamad
Ph.D (UM), M. Sc. Corporate Communication (UPM), B. Ed. TESL (Hons.) (UPM)

Nurulain Binti Hamdan
B.HSc. (UIAM)

Rema Menon
MESL (UM), Dip. Ed. (UM), BA (UM)

Saifulnazirah Binti Bongsu
MA (UUM), BA (UPM),

Sharija Binti Shahruddin
MA (UPM), B. Ed. TESL (UPM)

Siti Roziah Binti Jaafar
B.A. (Hons) UKM, Dip.Ed (UM)

Dr. Yeo Siang Lee
Ph.D (Macq.), MLing (UM), BEd (Hons) (Heriot-Watt)
INFORMATION AND PROGRAMME STRUCTURE

MASTER OF ENGLISH LANGUAGE STUDIES

1. Programme of Studies
   The Master of English Language Studies is a master’s programme by coursework. This programme introduces key concepts and issues in the acquisition, use and teaching and learning of English. Upon completing the programme, individuals will be equipped with knowledge and research skills related to the acquisition, use and the teaching and learning of English.

2. Admission Requirements
   (1) Admission Qualifications
      (i) A bachelor’s degree with a CGPA of not lower than 3.0 or equivalent in the field of English language or linguistics studies,
      or
      (ii) A bachelor’s degree with a CGPA of not lower than 3.0 or equivalent in a non-language or linguistics related field; and a minimum of one year’s working experience in a field related to studies in English language use or linguistics,
      or
      (iii) A bachelor’s degree with a CGPA of not lower than 3.0 or equivalent; and a minimum of two years’ working experience in a field related to English language use or linguistics,
      or
      (iv) Other qualifications approved by the University of Malaya’s Senate from time to time

   (2) English Language requirements for international applicants:

      Before registering, international applicants are required to obtain a minimum IELTS (Academic) overall band of 7.0 or a minimum score of 700 for the paper based TOEFL.

3. Course Duration
   The minimum duration for this programme is two (2) normal semesters, one (1) special semester; the maximum duration is eight (8) semesters

4. Course Structure
   The following is the course structure for the Degree of Master of English Language Studies:
This programme comprises 2 parts which are:

i. Part I (coursework): 30 credit hours including the following courses

- Core Course* 12 credit hours
- Elective Program Course* 3 credit hours
- Elective Faculty Course 9 credit hours

* Passed with minimum Grade B and not redeemable

ii. Part II (research): a research project which involves research resulting in a research report worth 16 credit hours.

Details of the courses offered are subject to the University of Malaya’s Senate’s approval from time to time which acts upon the recommendation of the Faculty/Academy/Centre/Institute, and candidates will be informed of courses offered at the beginning of each session.

The list of courses approved by the Senate is presented in List 1.
<table>
<thead>
<tr>
<th>Part</th>
<th>Component</th>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Core</td>
<td>TOX7001: Research Methodology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TQA7002: Social Dimension of English</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TQA7003: Structure of English</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TQA7004: Variations of English</td>
<td>3</td>
</tr>
<tr>
<td>Part I Course</td>
<td>Elective Programme (choose 1)</td>
<td>TQA7005: English Language Acquisition and Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TQA7006: Language in English Literature</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective Faculty (choose 3)</td>
<td>TOX7002: Semiotics and Multimodality</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOX7003: Language for Specific Purposes</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOX7004: Translation Studies</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOX7005: Pragmatics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOX7006: Language and Cognition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOX7007: Discourse Analysis</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOX7008: Critical Discourse Analysis</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOX7009: Systemic Functional Linguistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOX7010: Sociolinguistics</td>
<td>3</td>
</tr>
<tr>
<td>Part II Research</td>
<td></td>
<td>TQA7001: Research Project</td>
<td>16</td>
</tr>
</tbody>
</table>

Total credit (I and II) 40

International candidate is required to attend Malay Language course (TXGZ6102) before graduation.
1. Programme of Studies

The type of programme offered for Master of Arts (Linguistics) is mixed mode programme. This programme focuses on knowledge and research skills related to language structure and use through the variety of courses offered and the dissertation.

2. Admission Requirements

(1) Admission Qualifications
   (i) A bachelor’s degree with a CGPA of not lower than 3.0 or equivalent in the field of English language or linguistics studies,
       or
   (ii) A bachelor’s degree with a CGPA of not lower than 3.0 or equivalent in a non-language or linguistics related field; and a minimum of one year’s working experience in a field related to studies in English language use or linguistics,
       or
   (iii) A bachelor’s degree with a CGPA of not lower than 3.0 or equivalent; and a minimum of two years’ working experience in a field related to English language use or linguistics,
       or
   (iv) Other qualifications approved by the University of Malaya’s Senate from time to time

(2) English Language requirements for international applicants:
    Before registering, international applicants are required to obtain at least a minimum IELTS (Academic) overall band of 6.0 or a minimum score of 550 for the paper based TOEFL if their first degree was not obtained from a university in English is the medium of instruction.

3. Course Duration

The minimum duration for this programme is three (3) semesters; the maximum duration is eight (8) semesters.

4. Course Structure

The following is the course structure for the Degree in Master of Arts (Linguistics):

   (a) This programme comprises two parts which are:
(i) Coursework of 15 credit hours including the following courses

- Core Course * 9 credit hours
- Elective Programme Course * 3 credit hours
- Elective Faculty Course 3 credit hours

* Passed with minimum Grade B and not redeemable

(ii) A dissertation component which involves research resulting in a dissertation worth 35 credit hours.

(b) Details of the courses offered are subject to the Senate’s approval from time to time which acts upon the recommendation of the Faculty/Academy/Centre/Institute and candidates will be informed of courses offered at the beginning of each session.

(c) The list of courses approved by the university’s Senate is presented in List 2.
# List 2

## Part I: Coursework

<table>
<thead>
<tr>
<th>Component</th>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core</strong></td>
<td>TOX7001: Research Methodology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TOA7001: Fundamentals of Linguistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TOA7003: Approaches to Linguistics Theory</td>
<td>3</td>
</tr>
</tbody>
</table>

### Elective Programme (choose 1)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOA7004: Syntax</td>
<td>3</td>
</tr>
<tr>
<td>TOA7005: Phonetics and Phonology</td>
<td>3</td>
</tr>
<tr>
<td>TOA7006: Lexis and Morphology</td>
<td>3</td>
</tr>
<tr>
<td>TOA7007: Arabic Semantic Studies</td>
<td>3</td>
</tr>
<tr>
<td>TOA7008: Arabic Grammar Structure</td>
<td>3</td>
</tr>
</tbody>
</table>

### Elective Faculty (choose 1)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOX7002: Semiotics and Multimodality</td>
<td>3</td>
</tr>
<tr>
<td>TOX7003: Language for Specific Purposes</td>
<td>3</td>
</tr>
<tr>
<td>TOX7004: Translation Studies</td>
<td>3</td>
</tr>
<tr>
<td>TOX7005: Pragmatics</td>
<td>3</td>
</tr>
<tr>
<td>TOX7006: Language and Cognition</td>
<td>3</td>
</tr>
<tr>
<td>TOX7007: Discourse Analysis</td>
<td>3</td>
</tr>
<tr>
<td>TOX7008: Critical Discourse Analysis</td>
<td>3</td>
</tr>
<tr>
<td>TOX7009: Systemic Discourse</td>
<td>3</td>
</tr>
<tr>
<td>TOX7010: Sociolinguistics</td>
<td>3</td>
</tr>
<tr>
<td>TOX7011: Issues in Arabic Translation</td>
<td>3</td>
</tr>
<tr>
<td>TOX7012: Issues in Learning Arabic Language</td>
<td>3</td>
</tr>
</tbody>
</table>

## Part II: Research

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOA7002: Dissertation</td>
<td>35</td>
</tr>
</tbody>
</table>
International candidates are required to attend the Malay Language course (TXGZ6102) before graduation.
DOCTOR OF PHILOSOPHY (Ph.D)

1. Programme of Studies

   This Ph.D programme is a research-based programme.

2. Admission Requirements

   (1) Admission Qualifications

   (i) A bachelor’s degree in the relevant field and a CGPA of not less than 3.0 (or its equivalent);

       and

   (ii) A Master’s degree with a Distinction in the relevant field or a Master’s degree with a CGPA of not less than 3.0 (or its equivalent), whichever is relevant

   (2) English Language requirements for international applicants:

       Before registering, international applicants are required to obtain at least a minimum IELTS overall band 6.0 or a minimum score of 550 for the paper based TOEFL if their first degree was not obtained from a university in which English is the medium of instruction.

3. Course Duration

   The minimum duration for this programme is four (4) semesters; the maximum duration is twelve (12) semesters.

4. Course Structure

   This Ph.D programme is based on individually supervised research. At the end of the candidate’s study, a thesis must be submitted and upon successful defence of the thesis, the candidate will be granted a Ph.D.

   All research proposals must be approved and supervised by the Faculty. The candidate is required to attend the Research Methodology course (TXGX6106) during his or her semester, take part in a candidature defence in the fifth semester and complete the Malay Language course (TXGZ6102) before the Ph.D degree can be conferred. The candidate will be guided by one or more supervisors to write a thesis of not more than 100,000 words in the field of languages and linguistics.
SYNOPSIS OF COURSES

COURSE FOR DOCTOR OF PHILOSOPHY

TXGX6106 RESEARCH METHODOLOGY

This course covers the principles of quantitative and qualitative research, methods, important concept in research such as the validity and reliability of data as well as ethics in research. Emphasis is placed on the management of research such as preparing the research proposal and design of the study as well as data management and referencing. Students are asked to prepare a research plan that contains 5,000 words to be presented in class.

Main References:

CORE COURSE FOR MASTER OF ENGLISH LANGUAGE STUDIES AND MASTER OF ARTS (LINGUISTICS)

TOX7001 RESEARCH METHODOLOGY

This course is an exploration of research method and methodology in languages and linguistics. Students will get hand-on experience in formulating a plan to collect relevant data. It will also assist in the development of skills in critiquing, evaluating and interpreting published research.

Main References:
This course will form a foundation from which students may begin to conceptualize their own research proposals for their final research projects and dissertation, and to choose which methods courses best suit their purposes.

Main References:

CORE COURSES FOR MASTER OF ENGLISH LANGUAGE STUDIES

TQA7001 SOCIAL DIMENSIONS OF ENGLISH

The course aims to equip students with an understanding of the social functions and roles of the English language in the global scene. This will include studying the status of the English language in a number of Eastern and Western communities in relation to social, political, and educational issues. Students will also be exposed to a range of approaches employed in studies which have examined the sociolinguistic aspects of the English language.

Main References:

TQA7003 STRUCTURE OF ENGLISH

The course aims to heighten students’ understanding and knowledge of the structure of the English language. This will be realised through varied practice tasks which will examine basic and complex structures of English syntax whilst comparing them to those of other languages. Additionally, data on English usage from a wide variety of authentic sources will be gathered and analysed. This course will also provide students the opportunity to conduct research on one significant aspect of English structure.

Main References:
TQA7004 VARIATIES OF ENGLISH

The course introduces students to the historical and socio-political developments in the English language which have led to the varieties of English that exist in the world today. Students will be exposed to the models and theoretical frameworks related to the spread of English and the linguistic features that characterize the existing varieties of the language. The course also discusses issues related to standardization and validation of the varieties of English, language education and language planning, and attitudes and perceptions towards the varieties of English.

Main References:

TQA7005 ENGLISH LANGUAGE ACQUISITION AND DEVELOPMENT

This course explores the complex dimensions of English language acquisition and development in particular as a second language. The course will discuss a range of topics such as learning processes, linguistic factors, learner characteristics and instructional variables. It will include understanding differential rates and success in language learning. Theories which underlie past and current research in the acquisition of English as a second language will be discussed and evaluated. The course will provide students an opportunity to conduct research on a related topic.

Main References:
TQA7006 LANGUAGE IN ENGLISH LITERATURE

Students in this course will explore the language of literary texts written in English by authors belonging to various nations and times, by applying the linguistic principles of stylistic analysis. Students will gain an understanding of the core topics in established stylistic analysis like textual cohesion and coherence, point of view and speech acts. They will also be introduced to new approaches in stylistics like multimodal analysis, cognitive poetics and corpus stylistics.

Main References:

CORE COURSES FOR MASTER OF ARTS (LINGUISTICS)

TOA7001 FUNDAMENTALS OF LINGUISTICS

This is a survey course which presents general principles that determine the form and development of languages. Traditional subfields of linguistics together with methods of investigating linguistic phenomena are provided to discover the rules and representations underlying the structure of particular languages which students will ultimately work with in their research.

Main References:
TOA7003 APPROACHES TO LINGUISTICS THEORY

This course provides students with the essence of linguistics. Students will be introduced to the various schools of thought, movements and approaches in language analysis. References will be made to the antecedents of particular concepts in linguistics and the relationship of past with present. Students are familiarized with the research scope and the lineage of research interests of each of the schools of thought in linguistics. Students will be trained to organise, present and discuss questions and concerns in linguistics in a colloquium and to write a term paper of their research findings.

Main References:

KURSUS ELEKTIF PROGRAM SARJANA SASTERA (LINGUISTIK)

TOA7004 SYNTAX

The course introduces students to the discipline of syntax. Using formal theory as a foundation, the course is an exploration into how language is investigated, described and explained in syntactic terms. Students compare and contrast language for constituency and complexity in syntactic structure. The field of grammatical research and applications is also explored for its research emphases and publications.

Main References:
**TOA7005 PHONETICS AND PHONOLOGY**

This course provides an understanding of speech production and the description of speech sounds at the segmental and suprasegmentally levels. Students will be trained to transcribe using IPA conventions. Skills to conduct empirical research in the field of phonetics and phonology will be explored.

Main References:

**TOA7006 LEXIS AND MORPHOLOGY**

This course explores the ways in which words are structured to construct meaningful units. Students will be trained to develop skills in analysing the relationship between morphology and lexical semantics. The course will also include meaning construction of words in their diachronic and pragmatic contexts. Through lectures, readings, discussions, and the carrying out of assignments, students will learn how words gain their status at different linguistic levels.

Main References:
**TOA7007 ARABIC SEMANTIC STUDIES**

This course discusses the results of Arabic semantic studies in ancient and modern times. It also touches on the comparisons between Arabic and non-Arabic studies, especially in Western literature. Various issues of semantics such as synonym, homonym, and expansion of meaning and translation problems are also discussed.

Main References:

**TOA7008 ARABIC GRAMMAR STRUCTURE**

This course discusses the general structure of Arabic grammar which includes the fields of morphology and syntax. The course also emphasizes the development of grammar scholars view in the construction of knowledge of grammar since the first century (AH) and their research in terms of patterns, derivation, remuneration, gender, number, compatibility and so on. It also analyses the structure of Arabic morphology and syntax found in a variety of classical and modern texts.

Main References:

**ELECTIVE FACULTY COURSES FOR MASTER OF ENGLISH LANGUAGE STUDIES AND MASTER OF ARTS (LINGUISTICS)**

**TOX7002 SEMIOTICS AND MULTIMODALITY**

This course introduces students to the various concepts, theories and approaches in semiotics and multimodal research. Students will explore how meaning making is a social practice in all modes of communication. Students will be also taught how to analyse various multimodal texts using different approaches. The course also aims to prepare

Main References:
students to design and produce research based on semiotics and multimodality studies.

contemporary communication. London: Routledge

TOX7003 LANGUAGE FOR SPECIFIC PURPOSES

This course introduces students to the current theories and practices related to the planning of a Language for Specific Purposes (LSP) training programme for a group of target learners. Students are exposed to genre analysis among others as a research approach to critically examine the structure of various texts used in both the academic and professional settings. An interactive and practical approach, incorporating group discussions, case study, and presentations, is applied enabling students to carry out a needs analysis and design an LSP/ESP training programme for any organization. Students will also prepare a proposal of the training programme that they design.

Main References:
TOX7004 TRANSLATION STUDIES

This course introduces translation as a bilingual communication process involving interactions between cognitive and psycholinguistic processes in the transfer of meaning in different cultural and social contexts. Among issues explored are (1) the concept of equivalence and its relevance in the current translation scenario; (2) the role of linguistics in translation and how it helps to resolve translation problems, and (3) the role of translators and the issue of professionalism.

Main References:

TOX7005 PRAGMATICS

The course focuses on language use in cultural contexts, particularly how meaning is constructed and communicated. The aim of this course is to discuss major pragmatic theories and their practical application to the analysis of empirical data as well as the latest developments in pragmatics. The final part of the course will train students to integrate theoretical principles in conducting research and to produce a project paper.

Main References:
TOX7006 LANGUAGE AND COGNITION

This course explores the ways in which language is related to cognition with a special focus on meaning. Students will acquire knowledge of different approaches in cognitive linguistics and deepen their knowledge of the field by studying current research activities described in journal papers and book chapters. Through lectures, readings, discussions, and the carrying out of assignments, students will learn how language and conceptualisation are interlinked and how a cognitive framework can shed light on the nature of human language.

Main References:

TOX7007 DISCOURSE ANALYSIS

This course introduces students to the social production of meaning in discourse studies through a survey of the main strands in contemporary discourse analysis. Students will be taught the theoretical knowledge and empirical tools of various approaches to the analysis of discourse. Finally, the course aims to prepare students to carry out research using discourse analytical methods.

Main References:
3. Gee, J. P.; Handford, M (eds). (2012). The routledge handbook of...
TOX7008 CRITICAL DISCOURSE ANALYSIS

This course introduces students to the main approaches to critical discourse analysis. It aims to provide students with the theoretical knowledge and analytical tools that will enable them to examine issues of social significance. The focus is on investigating the different ways in which discourse is connected to power and ideology and hidden agendas. Learners will be taught how to analyse suitable data using selected approaches.

Main References:

TOX7009 SYSTEMIC FUNCTIONAL LINGUISTICS

The course is devoted specifically to Halliday’s Systemic Functional Linguistics (SFL) and is inspired by Halliday’s notion of language as a socio-semiotic entity. The course provides an introduction to the principles and practices of SFL.

Main References:
underlying SFL in the context of an overall model of language and a demonstration of its efficacy in analysing and interpreting authentic texts from a variety of genres. Students will be equipped with a set of functional linguistic tools and strategies for seeing how meaning is constructed in texts of different genres and styles. Recent SFL research and publications are also reviewed. No previous knowledge of theory of grammar is assumed.

Main References:

TOX7010 SOCIOLINGUISTICS

This course looks at the relationship between language, nationhood and society in multilingual countries. It also assesses main sociolinguistic issues and the use of language in relation to social variables, and the construction of social identity, power and solidarity through language. Research on sociolinguistic issues and relation areas will also be discussed.

Main References:
### TOX7011 ISSUES IN ARABIC TRANSLATION

This course analyses the concept and issues of two-way Arabic-Malay translation. Students are trained to formulate issues on translation by based on translation samples taken from various sources. They will also be trained to integrate theories of translation in two-way Arabic-Malay translation activities in various genres, such as religion, literature and law.

**Main References:**

### TOX7012 ISSUES IN LEARNING ARABIC LANGUAGE

This course will discuss key issues related to the learning of Arabic in Malaysia and its relation to the syllabus, teachers and textbooks. Students are trained to analyse aspects of contrastive aspects of Arab-Malay and language errors in the use of Arabic. They will also be trained to assess the suitability of Arab language teaching approaches for non-Arabic speakers.

**Main References:**

### RESEARCH COMPONENT FOR MASTER OF ENGLISH LANGUAGE STUDIES

**TQA7002 RESEARCH REPORT**

Together with the supervisor’s insights, the candidate will conduct a scientific piece of research and produce the outcome in the form of a research report.

**Main References:**
thesis or dissertation!: A step by step guide to planning and writing a thesis or dissertation for undergraduate and graduate science students. London: Imperial College Press.

RESEARCH COMPONENT FOR MASTER OF ARTS (LINGUISTICS)

TOA7002 DISSERTATION

Together with the supervisor’s insights, the candidate will conduct a scientific piece of research and produce the outcome in the form of a dissertation.

Main References:
Candidature Requirements for Master of English Language Studies
Candidate (Coursework Mode)

Passed Part I, with minimum grade B (CGPA 3.00 and above)

Submit supervisor appointment form for research report

Passed Part II, with minimum grade B (CGPA 3.00 and above)
<table>
<thead>
<tr>
<th>Semester</th>
<th>Activities</th>
<th>Output/ Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>Register for Part I: Courses</strong></td>
<td><strong>OUTPUT OF SEM 1:</strong></td>
</tr>
<tr>
<td></td>
<td>✓ Attend Bahasa Melayu course*</td>
<td>✓ Completed Bahasa Melayu course</td>
</tr>
<tr>
<td></td>
<td>✓ Attend English Language course**</td>
<td>✓ Completed English Language course</td>
</tr>
<tr>
<td></td>
<td>✓ Complete all courses in Semester I and Semester II</td>
<td>✓ Completed a portion of required courses</td>
</tr>
<tr>
<td></td>
<td>✓ Attend relevant workshops/ research seminars (Compulsory: EndNote, Turnitin, Stylewriter)</td>
<td>✓ Familiarized with EndNote, Turnitin, Stylewriter</td>
</tr>
<tr>
<td></td>
<td>✓ Come up with a study plan to decide on programme specific and elective courses to take as suitable foundation for research area of interest</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Complete Research Methodology Course</td>
<td></td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>✓ Complete all courses in Semester I and Semester II</td>
<td><strong>OUTPUT OF SEM 2:</strong></td>
</tr>
<tr>
<td></td>
<td>✓ Consult coordinator/supervisor to determine broad area of interest to research on.</td>
<td>✓ Completed all courses</td>
</tr>
<tr>
<td></td>
<td>✓ Choose a research topic from a list collated by programme coordinator.</td>
<td>✓ Familiarized with EndNote, Turnitin, Stylewriter</td>
</tr>
<tr>
<td></td>
<td><strong>Register for Part II : Dissertation</strong></td>
<td>✓ Identified research topic</td>
</tr>
<tr>
<td></td>
<td>✓ Prepare and present proposal</td>
<td>✓ Research Proposal Approved by Panel</td>
</tr>
<tr>
<td></td>
<td>o Research Plan (Gantt Chart)</td>
<td>✓ Completed draft of chapters 1, 2 &amp; 3 (Approved by supervisor)</td>
</tr>
<tr>
<td></td>
<td>o Prepare research instruments (if applicable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Plan data collection procedures (identify research site, seek permission)</td>
<td></td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>✓ Collect data/conduct experiment</td>
<td><strong>OUTPUT OF SEM 3:</strong></td>
</tr>
<tr>
<td></td>
<td>✓ Analyse data</td>
<td>✓ Collected data.</td>
</tr>
<tr>
<td></td>
<td>✓ Expand Research Proposal into drafts of Chapters 1, 2, 3</td>
<td>✓ Analysed data</td>
</tr>
<tr>
<td></td>
<td>✓ Finalize Draft of Chapter 1 (Introduction) and 3 (Methodology)</td>
<td>✓ Reviewed and completed all chapters</td>
</tr>
<tr>
<td></td>
<td>✓ Begin Chapter 4 (Results/Analysis) and Chapter 5 (Discussion and Conclusion)</td>
<td>(Approved by supervisor)</td>
</tr>
<tr>
<td></td>
<td>✓ Prepare and present Candidature Defence</td>
<td>✓ Completed Candidature Defence</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>✓ Submit 3 Months Notice</td>
<td><strong>OUTPUT OF SEM 5:</strong></td>
</tr>
<tr>
<td></td>
<td>✓ Finalize all chapters</td>
<td></td>
</tr>
</tbody>
</table>
HANDBOOK POSTGRADUATE PROGRAMME, 2016/2017 ACADEMIC SESSION

- Submit dissertation for examination
- Committee of Examiners meeting
- Submitted dissertation for examination
- Outcome of Committee of Examiners meeting

*Applicable to all international candidates.
**Applicable to international candidates who are writing their dissertation in languages other than English.

GRADUATE ON TIME (GoT) SCHEDULE FOR DOCTOR OF PHILOSOPHY CANDIDATES

<table>
<thead>
<tr>
<th>Semester</th>
<th>Activities</th>
<th>Output/ Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Attend Research Methodology Course</td>
<td>Completed Research Methodology course</td>
</tr>
<tr>
<td></td>
<td>Attend Bahasa Melayu course*</td>
<td>Fulfilment of language requirements</td>
</tr>
<tr>
<td></td>
<td>Attend English language course**</td>
<td>Presented research proposal</td>
</tr>
<tr>
<td></td>
<td>Familiarization with and use of EndNote, Turnitin, editing software, data analysis and research tools</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conduct Literature Review</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Proposal Defence</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Extend Introduction section in proposal as Chapter 1 draft</td>
<td>Literature Review</td>
</tr>
<tr>
<td></td>
<td>Complete Literature Review</td>
<td>Thesis Plan/Outline of Thesis</td>
</tr>
<tr>
<td></td>
<td>Conduct pilot study / start data collection</td>
<td>Submission of Publication 1 (review paper / concept paper)</td>
</tr>
<tr>
<td></td>
<td>Attend at least 3 courses in Upskill Program (including GOT seminar)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepare for Candidature Defence</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Data analysis</td>
<td>Completed Candidature Defence</td>
</tr>
<tr>
<td></td>
<td>Candidature Defence report writing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attend at least 2 courses in Upskill Program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Candidature Defence</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Data analysis</td>
<td>Submission of Publication 2</td>
</tr>
<tr>
<td></td>
<td>Thesis write-up (Chapter 1, 2 &amp; 3)</td>
<td>Completed drafts of three chapters</td>
</tr>
<tr>
<td></td>
<td>Preparation of manuscripts for submission of publication</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attend at least 2 courses in Upskill Program</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Thesis write-up (complete remaining chapters)</td>
<td>Completed thesis draft</td>
</tr>
<tr>
<td></td>
<td>Presentation of Thesis Seminar</td>
<td>Presented Thesis Seminar</td>
</tr>
</tbody>
</table>
HANDBOOK POSTGRADUATE PROGRAMME, 2016/2017 ACADEMIC SESSION

- Attend at least 2 courses in Upskill Program
- Submit 3 Months Notice for thesis submission
- Attend Thesis Bootcamp

| 6 | ➢ Finalize and submit thesis | ➢ Submission of thesis |
|   | ➢ Prepare for viva voce      | ➢ Viva voce            |

PUBLICATION REQUIREMENTS FOR DOCTOR OF PHILOSOPHY CANDIDATES

Doctoral candidates pursuing programmes in the field of Social Sciences must show proof of acceptance of publication as per following, prior to the Committee of Examiners meeting and viva voce:

(i) at least one (1) paper in the ISI Web of Science (WoS) journals or;
(ii) at least two (2) publications in Category A or B refereed journals, books or book chapters as follows:

**Papers in Category A journals**
Publications in journals indexed by Scopus or ERA Journal List (Australian Research Council).

**Papers in Category B journals**
Publications in journals published by University / Department / Research Institutes / Learned or Professional Institutes. (List of Category B journals must be recognized by the Faculty).

**Books or book chapters of different books**
Books or book chapters published by publishers listed in the ISI Web of Science (WoS) Master Book List, Thomson Reuters or University of Malaya Press or Dewan Bahasa dan Pustaka or any publishers recognized by the Faculty.
One (1) publication is equivalent to one (1) book or two (2) book chapters of different books.

GUIDELINES FOR PUBLICATION REQUIREMENTS FOR DOCTOR OF PHILOSOPHY CANDIDATES

<table>
<thead>
<tr>
<th>ASPECT</th>
<th>REMARK</th>
</tr>
</thead>
</table>

46
| (1) Type of publications | Publications accepted must be:  
- full length articles in journals and proceedings, with impact factor, which are listed in ISI Web of Science (WoS) or Category A* or Category B* recognized by the faculty; or  
- *books or book chapters published by publishers listed in the ISI Web of Science (WoS) Master Book List, Thomson Reuters or University of Malaya Press or Dewan Bahasa dan Pustaka or any publishers recognized by the Faculty.  

One (1) publication is equivalent to one (1) book or two (2) book chapters of different books.  

*Note: Publications in Category A or Category B refereed journals or books or book chapters are only applicable to candidates pursuing programmes in the field of Social Sciences. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(2) Authorship</td>
<td>Publications accepted must be published with the supervisor(s). The candidate must be the first author, or either the second or subsequent author after the supervisor(s), or the first student author. In the event, two or more candidates co-author in an article, only one candidate is allowed to use this article to fulfil his/her graduation requirement.</td>
</tr>
<tr>
<td>(3) Timing</td>
<td>Publications accepted must be within the candidature of the candidate.</td>
</tr>
<tr>
<td>(4) Topic of publications</td>
<td>Publications accepted must be related and conform to the candidate’s research in his/her thesis/dissertation.</td>
</tr>
<tr>
<td>(5) Affiliation</td>
<td>Publications accepted must carry the affiliation of the department and/or faculty where the candidate is registered.</td>
</tr>
</tbody>
</table>
| (6) Blacklisted journals | Publications in the following journals are NOT accepted:  
- Publications in journals blacklisted by Malaysian Ministry of Education (MoE)  
- Publications in Probable Predatory Journals according to Beall's List (http://scholarlyoa.com/publishers/) |
OPPORTUNITIES

POSTGRADUATE RESEARCH FUND

• Postgraduate research fund is offered to support project carried out by the postgraduate candidates
• Application is open once a year
• Guideline and eligibility is announced through email to candidates

FINANCIAL AID FOR CONFERENCE

• The Faculty of Languages and Linguistics recognises the importance of postgraduate students presenting papers at conferences and has created a fund to assist students to do this. The emphasis of the fund is provide an avenue for students to:
  • disseminate information about their current and innovative research
  • collect constructive insights into their research for improvement
  • make a name for themselves as specialists in their respective fields
  • network with other scholars for possible future professional collaborations and other opportunities
• For overseas conferences there is a limit of RM3200 for the award. For local conferences there is a limit of RM1500 for the award
FACILITIES

- Lecture Halls and Seminar Rooms
- Library
- Self-Access Room
- Multimedia Lab
- Audio Video Language Lab
- Word processing and Internet
- Prayer Room
- Examination Hall
- Cafeteria
- Free Wifi
- Postgraduate Room
- Cempaka Room (New Postgraduate Room)
### FACULTY OF LANGUAGES AND LINGUISTICS

<table>
<thead>
<tr>
<th>No.</th>
<th>Department/Office</th>
<th>Telephone No.</th>
<th>Fax No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dean’s Office</td>
<td>03-79673177</td>
<td>03-79579707</td>
</tr>
<tr>
<td>2</td>
<td>Undergraduate Studies Office</td>
<td>03-79673002 /03-79673029</td>
<td>03-79673155</td>
</tr>
<tr>
<td>3</td>
<td>Postgraduate Studies Office</td>
<td>03-79673003 /03-79673144</td>
<td>03-79579707</td>
</tr>
<tr>
<td>4</td>
<td>Research and Development Office</td>
<td>03-79673160</td>
<td>03-79579707</td>
</tr>
<tr>
<td>5</td>
<td>Department of Arabic and Middle Eastern Languages</td>
<td>03-79673156</td>
<td>03-79673155</td>
</tr>
<tr>
<td>6</td>
<td>Department of Asian and European Languages</td>
<td>03-79673063</td>
<td>03-79673155</td>
</tr>
<tr>
<td>7</td>
<td>Department of English Language</td>
<td>03-79673032</td>
<td>03-79673155</td>
</tr>
<tr>
<td>8</td>
<td>Department of Malay Languages and Applied Linguistics</td>
<td>03-79673065</td>
<td>03-79673155</td>
</tr>
<tr>
<td>9</td>
<td>Language Unit</td>
<td>03-79673029</td>
<td>03-79673155</td>
</tr>
</tbody>
</table>

### INSTITUTE OF GRADUATE STUDIES

<table>
<thead>
<tr>
<th>No.</th>
<th>Unit</th>
<th>Telephone No.</th>
<th>Fax No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Admission Unit</td>
<td>03-79674528</td>
<td>03-79566634</td>
</tr>
<tr>
<td>2</td>
<td>Examination Unit</td>
<td>03-79674603</td>
<td>03-79674606</td>
</tr>
<tr>
<td>3</td>
<td>Finance and Scholarship Unit</td>
<td>03-79674604</td>
<td>03-79674606</td>
</tr>
<tr>
<td>4</td>
<td>Thesis and Viva Unit</td>
<td>03-79676284</td>
<td>03-79674606</td>
</tr>
</tbody>
</table>

### LIBRARY

<table>
<thead>
<tr>
<th>No.</th>
<th>Library/Unit</th>
<th>Telephone No.</th>
<th>Fax No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Main Library</td>
<td>03-79567800</td>
<td>03-79673293</td>
</tr>
<tr>
<td>2</td>
<td>Faculty of Languages and Linguistics</td>
<td>03-79673092</td>
<td>03-79573661</td>
</tr>
</tbody>
</table>
PELAN BANGUNAN

FAKULTI BAHASA DAN LINGUISTIK

FAKULTI BAHASA & LINGUISTIK
1 - Bangunan Anggerik
2 - Bangunan Futawall
3 - Kantin Bahasa
4 - Dewan Kedai Angsana & Berinjir
5 - Lengkuk Bahasa
6 - Dewan Perkampungan
Dean
Professor Dr. Stefanie Pillai

Deputy Dean (Postgraduate Studies)
Dr. Surinderpal Kaur

Deputy Dean (Undergraduate Studies)
Dr. Mohd Zaki Abd. Rahman

Deputy Dean (Research and Development)
Associate Professor Dr. Faridah Noor Mohd Noor

Head, Department of Arabic and Middle Easter Languages
Dr. Ahmad Ariffin Sapar

Head, Department of Asian and European Languages
Dr. Patricia Nora Riget

Head, Department of English Language
Dr. Teoh Mei Lin

Head, Department of Malay Languages and Applied Linguistics
Dr. Soh Bee Kwee

Assistant Registrar
Emi Shaqiza Azizi

MELS Coordinator
Dr. Ng Lee Luan

MAL Coordinator
Dr. Chau Meng Huat

Postgraduate Office
Mazni Abdul Manan Noraidah Bahari
Nur Zahirah Kamar Khazmi Noor Haifa Mohd Yunus

Cover Design
Ramlan bin Sulaiman