

ELM GRADUATE SCHOOL

Master of Business Administration
Master of Business Administration (Online)
Master of Entrepreneurship
Master of Accounting and Finance
Master of Corporate Governance
Master of Project Management
Master of Executive Management
Master of Human Resource Development
Master of Managerial Psychology
Master of Applied Psychology in Coaching
Master of Philosophy
Doctor of Business Administration
Doctor of Philosophy

INSTITUTE OF CRIME AND CRIMINOLOGY

MSc in Economic Crime Management

DEPARTMENT OF PSYCHOLOGY

Master of Clinical Psychology
Master in Counselling

DEPARTMENT OF LANGUAGES

Master of Education in Teaching English as a Second Language

DEPARTMENT OF EDUCATION

Master of Education in Teaching and Learning

DEPARTMENT OF INFORMATION TECHNOLOGY

Postgraduate Certificate in Software Engineering

HELP UNIVERSITY

Founded in 1986 to provide affordable quality educational opportunities in Malaysia and in the region, HELP University (HELP) has developed into the country's leading institution of higher learning with a strong reputation for quality and credibility recognised by national and international universities, research organisations, businesses, corporations and governments in the Asia Pacific, Europe and North America. In upholding rigorous standards and setting benchmarks in many areas for three decades, HELP achieved many successes, won plaudits and respectability, and has become a preferred partner in many crucial areas of academia, endeavour and enterprise.

HELP offers a wide and diverse range of programmes that includes business, law, management, economics, social sciences, IT, and the humanities at undergraduate and postgraduate levels. It is also assuming a leading role in research and development in certain disciplines and subject areas. The quality of education imparted by HELP ensures that its graduates are favoured by many discerning employers including national corporations and multi-nationals. HELP graduates also rapidly assume responsible positions and leadership roles in their career.

ELM GRADUATE SCHOOL

*PREPARING INDUSTRY READY PROFESSIONALS,
RESEARCHERS AND LEADERS*

The ELM Graduate School (ELMGS) boasts a strong and fine tradition of **reliably** delivering successful postgraduate education as well a continuing education and professional development. Its taught Master programmes offer students a wide range of specialised learning opportunities. It imparts business skills and to cultivate their entrepreneurial leadership potential for the highly globalised economy. Its research-based Master and doctoral programmes strives to prepare students for career in academic and industry within the business management disciplines: Business, Economics, Accounting and Finance, Operations, Human Resources and Organisational Behaviour, Sales and Marketing, Entrepreneurship, Strategy. ELMGS also offers professional development programmes on a wide arrays of entrepreneurship, leadership and management development areas.

- Nurtures competence and confidence in ambitious individuals to adapt to a rapidly changing and challenging business environment, effectively developing their careers across the different sectors and industries;
- Provides affordable, flexible quality graduate education, upholding HELP's mission to help people succeed in life and lead a life of significance through education;
- Has one of the largest (and growing) alumni of successful individuals in academia, business, government, and not for profit organizations;
- Has a diverse population from Malaysia and the more than 20 other countries who study with us part time and full time across a wide range of quality taught specialist master, MBA and research based programmes such as MPhil, DBA and PhD;
- Enables students to develop personal, consultancy and research competences to undertake rigorous research at an advanced level that contributes to theory and practice in business and management;
- Is centrally located at Damansara Heights between Kuala Lumpur and Petaling Jaya, in a select neighbourhood providing a convenient, conducive venue for postgraduate studies.

Master of Business Administration (MBA)

Fully Accredited by Malaysian Qualifications Agency (MQA Ref.: A5957)



The HELP MBA aims to transform mind-sets and develop winning behaviour by equipping its students with leadership and management competencies for personal and professional advancement. Attracted by its tradition of excellence and relevance, affordability and flexible modular delivery - expedient for busy adults occupied with business and personal commitments - student registrations have grown with an interesting diversity of students from the Asia-Pacific region, the Middle East and Africa, and countries such as the Netherlands, Korea, China, France, Russia, Kazakhstan, Indonesia, Japan, Iceland, Spain and many more countries providing good cultural learning opportunities and networking benefits.

The HELP MBA earns recognition in both Malaysia and internationally from leading business organisations and institutions including reputable European and Australian universities and business schools such as the University of Queensland and HHL-Leipzig Graduate School of Management, Germany.

Course Structure

- Duration : 1 ½ years
Assessment mode : Open-book Exam (20%) + Assignment I (30%) + Assignment II (50%),
with such variation as and when approved by the Academic Board
Course Requirement : 12 subjects (8 core + 4 electives) to be completed on a modular basis
Course Admission Criteria : A Bachelor's degree from a recognised university with a CGPA of 2.50, preferably with adequate industry experience; those with a CGPA of less than 2.50 but with 5 years' relevant working experience are also admissible.

Non-degree holders (Malaysian) with at least a Diploma or STPM may obtain MQA Accreditation of Prior Experiential Learning (APEL) approval for programme admission.

International applicants are required to fulfil a minimum score of 6.0 for International English Language Testing System (IELTS) or the equivalent.

Introductory Case and Research Methodology (non-credit subject)			MCR500
Core Subjects (8 units)			
Accounting for Managerial Decisions	ACC512	Business Ethics	MGT503
Business Economics	ECO501	Operations Management	MGT508
Global Human Resource Management	MHRD510	Marketing Management	MKT501
Corporate Finance	FIN501	Strategic Management (Project Paper)	MGT510
Electives currently offered			
Management Electives		Finance and Banking Electives	
Management Theory and Practice	MGT501	Investment Analysis	FIN502
International Business	MGT505	Financial Planning for Entrepreneurs	MER504
Leadership and Organisational Effectiveness	MGT506	International Financial Management	FIN504
Management of Organisational Change	MGT507		
Entrepreneurship Management	MER501		

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Master of Business Administration (MBA Online)

2017 New Programme
MOHE Approved (N/345/7/0824)



The HELP MBA Online is offered by ELMGS in response to the demand for more flexible study options for professional and career advancement. The HELP MBA Online is delivered by an accomplished faculty and supported by experienced industry practitioners. Students can now access it whenever or wherever their schedule permits and still learn and share with participants from all over the world in an interactive and virtual environment.

The HELP MBA Online's flexible, 12-module online structure makes it highly attractive and popular for busy working adults and large cohorts of students from across the world. Students can choose to pay-as-they learn by enrolling in multiple modules at a time, or pay the full cost of the programme, whichever that is easier and more convenient for them.

Course Structure

- Duration : 1 to 3 years
Assessment mode : Online Discussion (10%) + Open-book Exam (20%) + Assignment I (30%) + Assignment II (40%), with such variation as and when approved by the Academic Board
Course Requirement : 12 subjects (7 core + 5 electives) to be completed on a modular basis
Course Admission Criteria : A Bachelor's degree from a recognised university with a CGPA of 2.50, preferably with adequate industry experience; those with a CGPA of less than 2.50 but with 5 years' relevant working experience are also admissible.

Non-degree holders (Malaysian) with at least a Diploma or STPM may obtain MQA Accreditation of Prior Experiential Learning (APEL) approval for programme admission.

Core subjects (7 compulsory units)			
Accounting for Managerial Decision-Making	ACC512	Operations Management	MGT508
Business Economics	ECO501	Marketing Management	MKT501
Global Human Resource Management	MHRD510	Business and Management Research	MCR501
Project Paper (Capstone)	MGT500		
Electives currently offered (1 compulsory + select 4 units)			
Business Ethics (compulsory)	MGT503	Corporate Finance	FIN501
Strategic Management	MGT510	Digital Marketing	MKT503
International Business	MGT505	Entrepreneurship	MER501
Leadership and Organisational Effectiveness	MGT506	Management of Organisation Change	MGT507
Other Electives – available when subject(s) offered			
Supply Chain Management	MGT513	Business Analytics for Decision Making	MEM506
Enterprise Risk Management	MGT515		

** Free Electives: Students are required to choose 2 of the 3 free electives. More free electives will be offered when they are available.

Note: Please note that current scheduling and modules offered may be subject to change.

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Master of Entrepreneurship (MER)

Fully Accredited by Malaysian Qualifications Agency (MQA Ref.: A6246)



Drawing on HELP's own start-up and successful emergence as both a business and social enterprise, and expressing its core value of sharing success, the HELP MER was initiated to support the growth of dynamic entrepreneurship and ignite the entrepreneurial spirit in individuals to actualise their aspirations.

The programme emphasises theoretical rigour to help students develop a conceptual awareness of the nature of enterprise. It facilitates the understanding of a wide range of managerial, marketing and financial skills within the entrepreneurial context using experiential and action learning. This pragmatic and holistic pedagogy supports the development of mind-set based competencies for entrepreneurial foresight and actions. The programme material is gleaned from lessons and cases of successful entrepreneurship and the experience of iconic entrepreneurs. It is also based on hard experience of HELP as an entrepreneurial institution in the field of education. Students will have the opportunities to interact with SMEs to understand real world challenges and exercise entrepreneurial skills acquired from the programme.

Course Structure

- Duration : 1 ½ years
Assessment mode : Open-book Exam (20%) + Assignment I (30%) + Assignment II (50%), with such variation as and when approved by the Academic Board
Course Requirement : 12 subjects (10 core + 2 electives) to be completed on a modular basis
Course Admission Criteria : A Bachelor's degree from a recognised university with a CGPA of 2.50, preferably with adequate industry experience; those with a CGPA of less than 2.50 but with 5 years' relevant working experience are also admissible.

Non-degree holders (Malaysian) with at least a Diploma or STPM may obtain MQA Accreditation of Prior Experiential Learning (APEL) approval for programme admission.

International applicants are required to fulfil a minimum score of 6.0 for International English Language Testing System (IELTS) or the equivalent.

Introductory Case and Research Methodology (non-credit subject)			MCR500
Core Subjects (10 units)			
Entrepreneurship Management	MER501	New Venture Growth Management	MER506
New Venture Project Evaluation and Management	MER503	Managing Innovation	MEM507
Financial Planning for Entrepreneurs	MER504	Strategic Alliances	MER509
Entrepreneurial Marketing	MER505	Strategy Management for Entrepreneurs	MER511
Business Economics	ECO501	Business Plan for New Ventures (Project Paper)	MER512
Electives currently offered			
Psychology of Entrepreneurship	MER502	Global Ventures for Entrepreneurs	MER510

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Master of Accounting and Finance (MAF)

Fully Accredited by Malaysian Qualifications Agency (MQA Ref.: A8814)



Professional accountants are increasingly being appointed to helm large corporations in a rapidly challenging and highly dynamic business environment in both the private and public sectors. With a clear mandate from government and industry regulators to enhance business performance, accountants have taken up key positions in the corporate world, expanding their expertise into other service industries such as in ICT, transportation and aviation and many other areas.

The HELP MAF aims to provide the theoretical framework and skills which accountants and financial managers need in order to cope with an increasingly complex and global accountancy environment. The programme provides an advanced study of accounting and financial management enabling accounting and finance graduates to extend their academic training to the frontiers of professional knowledge and also enabling professionally qualified accountants to take stock of, and enhance, what they have learnt in practice. Qualifying students with HELP MAF are acceptable for up to three (3) exemptions for the CPA Australia professional examinations; students are advised to confirm the status of this CPA exemption when they register for MAF and the CPA professional examination.

Course Structure

- Duration : 1 ½ years
Assessment mode : Open-book Exam (20%) + Closed Book Exam (10%) + Assignment I (30%) + Assignment II (40%), with such variation as and when approved by the Academic Board
Course Requirement : 12 subjects (11 core + 1 elective) to be completed on a modular basis
Course Admission Criteria : A Bachelor's degree in accounting/finance/related disciplines from a recognised university with a CGPA of 2.75, preferably with adequate industry experience; those with a CGPA of less than 2.75 but with 5 years' relevant working experience are also admissible.

Non-degree holders (Malaysian) with at least a Diploma or STPM may obtain MQA Accreditation of Prior Experiential Learning (APEL) approval for programme admission.

International applicants are required to fulfil a minimum score of 6.0 for International English Language Testing System (IELTS) or the equivalent.

Introductory Case and Research Methodology (non-credit subject)			MCR500
Core Subjects (11 units)			
Corporate Governance and Accountability	ACC511	Corporate Finance	FIN501
Financial Reporting and Disclosure	ACC514	Investment Analysis	FIN502
Current Issues in Financial Accounting	ACC515	Financial Planning for Entrepreneurs	FIN503
Reporting and Professional Practice	ACC516	International Financial Management	FIN504
Business Economics	ECO501	Project Paper	MAF510
Case and Research Methodology	CRM500		
Electives currently offered			
Management Elective			
Business Ethics	MGT503		

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Master of Corporate Governance (MCG)

Fully Accredited by Malaysian Qualifications Agency (MQA Ref.: A10103)



The main objective of HELP MCG is to provide students with comprehensive knowledge of the theories, principles and practice of Corporate Governance. It focuses on ethical issues in the conduct and regulation of business. In addition, the structure of the programme enables students to enhance their risk management skills. The knowledge and expertise acquired from HELP MCG is crucial for students who participate in the dynamic management of both private and public organisations.

The recent financial crises that challenged many corporations and national economies underscore the importance of acquiring knowledge and expertise in developing a code of best practices in corporate governance and developing organisational policy and procedure. The crises not only raised questions on the conduct of the affected corporations but also impacted corporate and industry behaviour globally. Students with good knowledge of corporate governance would be able to develop a clear understanding of corporate structures, processes, policies, roles and responsibilities, crucial for the proper direction and control of businesses not only for their immediate but also greater stakeholders. Qualifying students with the MCG are acceptable for up to two (2) exemptions for the CPA Australia professional examinations; students are advised to confirm the status of this CPA exemption when they register for HELP MCG and the CPA professional examination.

Course Structure

- Duration : 1 ½ years
Assessment mode : Open-book Exam (20%) + Assignment I (30%) + Assignment II [inclusive of presentation] (50%), with such variation as and when approved by the Academic Board
Course Requirement : 12 subjects (6 core + 6 electives) to be completed on a modular basis
Course Admission Criteria : A Bachelor's degree from a recognised university with a CGPA of 2.50, preferably with adequate industry experience; those with a CGPA of less than 2.50 but with 5 years' relevant working experience are also admissible.

Non-degree holders (Malaysian) with at least a Diploma or STPM may obtain MQA Accreditation of Prior Experiential Learning (APEL) approval for programme admission.

International applicants are required to fulfil a minimum score of 6.0 for International English Language Testing System (IELTS) or the equivalent.

Introductory Case and Research Methodology (non-credit subject)			MCR500
Core Subjects (6 units)			
Corporate Governance and Accountability	ACC511	Risks Management	CGV501
Auditing and Control Systems	ACC525	Governance in International Business	CGV502
Corporate Finance	FIN501	Environmental Governance	CGV503
Electives currently offered (Selection of 6)			
Accounting for Managerial Decisions	ACC512	International Business	MGT505
Business Economics	ECO501	Leadership and Organisational Effectiveness	MGT506
Global Human Resource Management	MHRD510	Strategic Management	MGT510
Management Theory and Practice	MGT501	Management of Organisational Change	MGT507
Business Ethics	MGT503	Operations Management	MGT508

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Master of Project Management (MPM)

Fully Accredited by Malaysian Qualifications Agency (MQA Ref.: A10051)

Accredited by the Project Management Institute (PMI) Global Accreditation Center (GAC), USA



The first and only MPM from Southeast Asia awarded accreditation by the Project Management Institute (PMI) Global Accreditation Center (GAC) for Project Management Education Programmes. This programme aims to advance executives, engineers, and consultants with the knowledge and skills of project management principles and practice to enable them to undertake and deliver projects successfully.

Students will not only be required to learn from academicians and experienced practitioners to be proficient in specialist areas such as managing scope, time, costs and risks, resolving conflicts and examining supply and value chain but also be competent over a broad spectrum of general management disciplines that include leadership, strategy and ethics, and investigative case studies. Such proficiency will endow individuals with the strength and confidence to take on responsibility for increasingly significant projects and deliver the benefits successfully. The HELP MPM focuses on the delivery of results through the proper selection and execution of strategic objectives in all types of enterprise, including government and non-governmental organisations (NGO).

The competence to manage projects is increasingly in demand and essential in an economic and investment environment that challenges industry in both developing and developed nations. Success in project management career will provide opportunities for advancement to senior management positions as well as arm individuals for greater success in management consultancy or other rewarding entrepreneurial ventures.

Course Structure

Duration : 1 ½ years

Assessment mode : Open-book Exam (20%) + Assignment I (30%) + Assignment II (50%),
with such variation as and when approved by the Academic Board

Course Requirement : 12 subjects (8 core + 4 electives) to be completed on a modular basis

Course Admission Criteria : A Bachelor's degree from a recognised university with a CGPA of 2.50, preferably with adequate industry experience; those with a CGPA of less than 2.50 but with 5 years' relevant working experience are also admissible.

Non-degree holders (Malaysian) with at least a Diploma or STPM may obtain MQA Accreditation of Prior Experiential Learning (APEL) approval for programme admission.

International applicants are required to fulfil a minimum score of 6.0 for International English Language Testing System (IELTS) or the equivalent.

Introductory Case and Research Methodology (non-credit subject)			MCR500
Core Subjects (8 units)			
Project Management Principles and Practice	MPM501	Supply Chain Management	MGT513
Risk Management	CGR501	Project Management Case Study	MPM510
Negotiation and Conflict Resolution	MEM502	Business Ethics	MGT503
Project Cost Analysis and Appraisal	MPM502	Operations Management	MGT508
Electives currently offered (Selection of 4)			
Business Economics	ECO501	Accounting for Managerial Decisions	ACC512
International Business	MGT505	Corporate Finance	FIN501
Leadership and Organisational Effectiveness	MGT506	Management of Organisational Change	MGT507
Strategic Management	MGT510	Global Human Resource Management	MHRD510
Marketing Management	MKT501		

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Master of Executive Management (MEM)

Fully Accredited by Malaysian Qualifications Agency (MQA Ref.: A10034)



The HELP MEM, first offered in 2011, aspires to instil junior executives and middle managers with the knowledge, skills and behaviour for advancement to senior and higher management roles, especially in the arena of corporate and business strategy, innovation, leadership, and governance. These are among the very critical issues that today challenge ambitious and emerging, as well as endangered organizations in their bid for business success and corporate growth amidst ever-changing, ever-threatening and ever-opportunistic global developments.

With a specialist curriculum, the HELP MEM pioneers new learning courses such as Cultural Intelligence, Negotiation, Conflict Resolution, Statistics and Knowledge Management examining areas not specifically addressed in many traditional management programmes but also draws on the relevance of selected HELP MBA subjects to provide students with a comprehensive exposure to important disciplines in general management. The HELP MEM is supported with an academically and professionally qualified faculty familiar with corporate and industry thought and practice.

Course Structure

- Duration : 1 ½ years
 Assessment mode : Open-book Exam (20%) + Assignment I (30%) + Assignment II (50%),
 with such variation as and when approved by the Academic Board
 Course Requirement : 12 subjects (9 core + 3 electives) to be completed on a modular basis
 Course Admission Criteria : A Bachelor's degree from a recognised university with a CGPA of 2.50, preferably with adequate industry experience; those with a CGPA of less than 2.50 but with 5 years' relevant working experience are also admissible.

Non-degree holders (Malaysian) with at least a Diploma or STPM may obtain MQA Accreditation of Prior Experiential Learning (APEL) approval for programme admission.

International applicants are required to fulfil a minimum score of 6.0 for International English Language Testing System (IELTS) or the equivalent.

Introductory Case and Research Methodology (non-credit subject)			MCR500
Core Subjects (9 units)			
Corporate Governance and Accountability	ACC511	Global Business Strategies	MEM505
Cultural Intelligence and Strategic Leadership Development	MEM501	Statistics for Executives	MEM506
Negotiation and Conflict Resolution	MEM502	Managing Innovation	MEM507
Knowledge Management	MEM503	Leadership and Organisational Effectiveness	MGT506
Management Consultancy	MEM504		
Electives currently offered (Selection of 3)			
Business Economics	ECO501	Corporate Finance	FIN501
Management Theory and Practice	MGT501	Global Human Resource Management	MHRD510
International Business	MGT505	Business Ethics	MGT503
Strategic Management	MGT510	Management of Organisational Change	MGT507
Marketing Management	MKT501	Operations Management	MGT508
Accounting for Managerial Decisions	ACC512		

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Master of Human Resource Development (MHRD)

MOHE Approved (N/345/7/0824)

MQA Provisional Accreditation (PA 4273)

Full Accreditation expected by end 2018



The HELP MHRD is designed to equip HR practitioners or those aspiring to assume senior HR roles with a strong interdisciplinary foundation and a set of leadership competencies to undertake multiple leadership roles and be visibly accountable for business results. Students would develop skills to explore cutting edge concepts, business insights, best practices and case studies related to areas such as HR Leadership and Influence, Integrated Talent Management, Employee Engagement, HR Transformation, HR Technology, Global HR Management, Strategic HR Planning as well as Organisational Change.

The HELP MHRD graduates would demonstrate the ability to apply strategic thinking and exhibit outstanding leadership skills in HR management, addressing and resolving complex organisational issues. The acquired strategic, functional and team development expertise besides personal leadership competencies ensure effective HR management and implementation of policies that are strategically aligned to organisational goals. A successful HR practitioner is one who not only leads the organisational HR functions but assumes an equally significant role of a strategic business partner to the organisation.

Course Structure

Duration : 1 ½ years

Assessment mode : Open-book Exam (20%) + Assignment I (30%) + Assignment II (50%),
with such variation as and when approved by the Academic Board

Course Requirement : 12 core subjects to be completed on a modular basis

Course Admission Criteria : A Bachelor's degree from a recognised university with a minimum CGPA of 2.50, preferably with adequate industry experience; those with a CGPA of less than 2.50 but with 5 years' relevant working experience are also admissible.

Non-degree holders (Malaysian) with at least a Diploma or STPM may obtain MQA Accreditation of Prior Experiential Learning (APEL) approval for programme admission.

International applicants are required to fulfil a minimum score of 6.0 for International English Language Testing System (IELTS) or the equivalent.

Introductory Case and Research Methodology (non-credit subject)			MCR500
Core Subjects (12 units)			
Organisational Communication	MHRD501	Negotiation and Conflict Resolution	MHRD507
Organisational Learning and Change	MHRD502	Organisational Consulting and Design	MHRD508
Human Resource and Technology	MHRD503	HR Transformation	MHRD509
Employee Engagement	MHRD504	Global Human Resource Management	MHRD510
Shared Values and Business Ethics	MHRD505	Strategic Human Resource Planning	MHRD511
Integrated Talent Management	MHRD506	HR Leadership and Influence	MHRD512

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Master of Managerial Psychology (MMP)

Fully Accredited by Malaysian Qualifications Agency (MQA Ref.: A6245)



The HELP MMP applies psychological principles to the practice and discipline of people management. It is designed specifically for leaders, general managers and human resource manager as well as trainers, consultants and corporate coaches.

The HELP MMP will develop leaders that are able to understand and inspire their teams. While the HELP MMP covers core areas such as organisational behaviour and human performance, it also deals with some of the greatest challenges in the workplace such as conflict, stress, change management, talent identification and talent management.

Course Structure

Duration : Approximately 1 ½ years

Assessment mode : Open-book Exam (40 - 50%) + Assignment (50 - 60%)
with such variation as and when approved by the Academic Board

Course Requirement : 12 subjects (6 cores + 6 electives) to be completed on a modular basis

Course Admission Criteria : A Bachelor's degree from a recognised university with a CGPA of 2.50; those with a CGPA of less than 2.50, those with a CGPA of less than 2.50 but with 5 years' relevant working experience are also admissible. Applicants are required to complete one pre-requisite subject during the course of the programme, if they do not have a prior degree in Psychology.

Non-degree holders (Malaysian) with at least a Diploma or STPM may obtain MQA Accreditation of Prior Experiential Learning (APEL) approval for programme admission.

International applicants are required to fulfil a minimum score of 6.0 for International English Language Testing System (IELTS) or the equivalent.

Introductory Case and Research Methodology (non-credit subject)			MCR500
General Psychology (pre-requisite subject)			PSY101
Core Subjects (6 units)			
Project Paper	MGP601	Psychology of Training and Development Management	MGP605
Selection Placement in Management Psychology	MGP602	Testing and Measurements in Managerial Psychology	MGP606
Principles of Organisational Psychology	MGP603	Psychology of Organisational Change and Development	MGP613
Electives currently offered (Selection of 6)			
Consumer and Advertising Psychology	MGP604	Psychology of Leading, Coaching and Mentoring	MGP611
Ethics and Conflict Resolution	MGP607	Cross-Cultural Managerial Psychology	MGP612
Psychology of Peak Performance	MGP608	Entrepreneurship	MGP614
Psychology of Consulting and Practice	MGP609	Occupational Health and Human Factors Psychology	MGP615

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Master of Applied Psychology in Coaching (MAPC)

Fully Accredited by Malaysian Qualifications Agency (MQA Ref.: A10733)



The HELP MAPC incorporates a powerful blend of psychological principles and coaching skills to help develop coaches to understand people and help them reach their full potential. Graduates of this programme are eligible to register with the International Coaching Federation (ICF).

The HELP MAPC strives to develop world class coaches and help people attain a higher level of performance so that they can succeed in life.

Course Structure

- Duration : Approximately 2 years
Assessment mode : Open-book Exam (40 - 50%) + Assignment (50 - 60%)
with such variation as and when approved by the Academic Board
Course Requirement : 12 core subjects to be completed on a modular basis
Course Admission Criteria : A Bachelor's degree from a recognised university with a CGPA of 2.50; those with a CGPA of less than 2.50 but with 5 years' relevant working experience are also admissible.

Non-degree holders (Malaysian) with at least a Diploma or STPM may obtain MQA Accreditation of Prior Experiential Learning (APEL) approval for programme admission.

International applicants are required to fulfil a minimum score of 6.0 for International English Language Testing System (IELTS) or the equivalent.

Introductory Case and Research Methodology (non-credit subject)			MCR500
Core Subjects (12 units)			
Psychology of Peak Performance	MAC601	Life & Executive Coaching	MAC607
The Psychology of Human Development	MAC602	Business & Organizational Coaching	MAC608
Organizational Psychology	MAC603	Ethics & Multiculturalism in Coaching	MAC609
The Psychology of Learning and Change	MAC604	Project Paper in Coaching	MAC610
Coaching Power Tools & Empowerment	MAC605	Psychology of Human Personality	MAC611
High Performance Coaching	MAC606	Practicum in Coaching	MAC612

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Master of Philosophy (MPhil)

MOHE Approved (N/340/7/0365)

MQA Provisional Accreditation (PA 3825)

Full Accreditation expected by end 2018



The HELP MPhil aims to deliver an interdisciplinary education in Business Administration and equip students to enter a career as a profession in their field or continue their studies to complete a PhD or a DBA.

The HELP MPhil is a supervised research and is assessed on the basis of one (1) Statistics for Research and two (2) methodological courses and a written dissertation. The three (3) courses are Statistics for Data Analysis, Qualitative Research and Quantitative Research methodological courses. The HELP MPhil involves the systematic acquisition and understanding of a substantial disciplinary field of area or area of professional practice in Business and Economics. Business includes but not limited to Accounting, Finance, Human Resources, Organisational Development/Organisation Behaviour, Sales, Marketing, Operations, Governance and Ethics, International Business, Entrepreneurship, Strategy.

During HELP MPhil programme progression, students will be provided with a one to one mode of supervision and are also expected to complement their learning by research seminars and specialised subjects in their area of research to expand their field knowledge and methodological skills-set further by participating in relevant courses offered by the ELMGS or attending appropriate courses or workshops offered in other universities.

General Information

Intake: January and July

Duration: 2 years

Course Structure

Students will attend three (3) mandatory courses within six (6) months upon admission to lay the foundation from which they will develop advanced research skills starting with a non-graded course in Statistics for Data Analysis and two (2) research methodology courses which will be assessed via both formative and summative assessment tasks.

Upon completion of the coursework, students will undertake a dissertation of approximately 40,000 words, of which they will report on an independent, sustained and supervised research project investigating an approved specialised topic. The dissertation will be assessed via external examination of the research dissertation alone.

Course Admission Criteria

- A Bachelor's degree in business or related field with minimum CGPA of 2.75 or equivalent from HELP University or a recognised university; **or**
- A Bachelor's degree with CGPA of 2.50 and above but less than 2.75 or equivalent from HELP University or a recognised university are subject to approval by the Dean of the School in consultation with the Academic Programme Director;
- Other qualifications equivalent to a bachelor's degree with a minimum of 5 years working experience in relevant field that are subject to rigorous internal assessment acceptable by the Senate;
- Students are also expected to submit a preliminary research proposal as part of the application and undergo a personal interview with a faculty member. The preliminary research proposal should outline the rationale, objectives, issues, methodology and potential contribution and timeline to complete. It should be no less than 1,000 words;
- International applicants are required to fulfil a minimum score of 6.0 for International English Language Testing System (IELTS) or the equivalent.

Students' application will be assessed to determine their eligibility, the area of research is within the School's area of research focus and suitable supervision and resources are available.

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Doctor of Business Administration (DBA)

Fully Accredited by Malaysian Qualifications Agency (MQA Ref.: A8927)



The HELP DBA degree is offered through a blend of taught subjects, workshops/seminars and a supervised research. Unlike a PhD, the emphasis of the DBA, however, is more focused on testing and extending existing theory than on developing new theory. It is designed to make a contribution to the enhancement of trans-disciplinary professional practice in business management disciplines, in addition to a contribution to knowledge via the development and application of theoretical frameworks, methods, and techniques within the context of practice.

Students will not only be able to bring new and relevant scholarship to bear on new business and management issues. They can also create, apply, integrate and present scholarly research to both academic and non-academic audiences and adopt innovative solutions to business problems and opportunities.

Doing a DBA is a life changing experience and we expect our DBA graduates with exceptional analytical research skills to be in great demand in their chosen fields; be it academia, consultancy or corporate work.

The HELP DBA is about personal growth and leadership transformation.

Course Structure

- Duration : Minimum 3 years to complete the 2 phases degree
- Course Assessment mode : Assignment I (40%) + Assignment II (60%), Individual and Group Presentation may form part of the assessment; with such variation as approved by the Academic Board
- Course Requirement : Phase I: The **10 taught subjects** are as below. Students complete each of the subject in a 6-week cycle, 8 core subjects that spans numerous business disciplines and 2 research methodology subjects, and Phase II: **Dissertation**, students are required to complete a supervised dissertation, defend their research proposal and sit for the final oral defence to graduate.
- Course Admission Criteria : A Master's degree in business or management or related or professional disciplines from a recognised university, preferably with adequate relevant experience in business and industry.

International applicants are required to fulfil a minimum score of 6.0 for International English Language Testing System (IELTS) or the equivalent.

Phase I: Learning Courses (10 units)		Phase II	
Case and Research Methodology A	DBA8000A	Dissertation (Minimum word count of 40,000)	DBA8010
Case and Research Methodology B	DBA8000B		
Emerging Issues in Organisational Behaviour and Human Resources Management	DBA8001		
Emerging Issues in Economics	DBA8002		
Issues in Optimising Operations Management	DBA8003		
Emerging Issues in Marketing Management and Research	DBA8004		
Managing Risks and Issues in International Environment	DBA8005		
Emerging Issues in Financial Decision Making	DBA8006		
Strategic Opportunities and Decision Making	DBA8007		
Emerging Issues in Corporate Governance and Accountability	DBA8008		

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Doctor of Philosophy (PhD)

MOHE Approved (N/340/8/0366)

MQA Provisional Accreditation (PA 3769)

Full Accreditation expected by end 2018



We are all living in a complex, uncertain and unpredictable business world, the demand for exceptional researchers and educators who are curious, persistent and open has never been greater.

The HELP PhD programme provides students the opportunity to undertake professional management research and produce papers in one of 9 distinct field of study: Accounting and Finance, Governance and Ethics, Economics, Operations Management, International Business, Marketing, Human Resource Management and Organisational Development / Organisational Behaviour, Entrepreneurship, Sustainable Development as well as interdisciplinary research.

Course Structure

Intake : January and July

Duration : 4 years

Course Requirement : **Phase I – Coursework:** 3 taught subjects consisting of 1 Statistics for Data Analysis and 2 Research Methodology subjects. Depending on the students' research interest and prior training, students may be required to take additional subjects offered by the ELMGS. The 3 taught subjects will be assessed by written assignment, individual and group presentation;
Phase II – Thesis: Students are required to produce a scholarly thesis which makes an original and substantive contribution to knowledge. Students will be assigned supervisor(s) to guide them in their thesis writing. As part the ongoing assessment, students prepare a formal research thesis proposal, which is presented at an open workshop or seminar and a final oral examination to defend their thesis.

Course Admission Criteria : A Master's degree in business, management or related professional disciplines from a recognised university, preferably with adequate relevant experience in business and industry.

International applicants are required to fulfil a minimum score of 6.0 for International English Language Testing System (IELTS) or the equivalent.

Admission is subject to approval of research proposal and appointment of supervisor to support the intended research area.

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INSTITUTE OF CRIME AND CRIMINOLOGY

Master of Science in Economic Crime Management

Fully Accredited by Malaysian Qualifications Agency (MQA Ref: A8877)

The ground-breaking Master of Science in Economic Crime Management is the first programme of its kind in Asia-Pacific. It is a professional programme that aims to equip members of private corporations, government and professional associations with competencies in managing corporate and advanced technological resources to combat economic crime.

The programme combines the areas of management, technology and analytical skills with a knowledge and understanding of economic crime from a global perspective. It focuses on fraud and risk management strategies, current economic crime challenges, and on applying innovative technological and analytical solutions. It has been designed to meet the growing security demands placed on experienced personnel in law enforcement, private corporations and government, including the security aspects vis-a-vis the threat of terrorism.

Course Structure

- Duration : 1 year and 10 months
Assessment Mode : Time Constraint Test (30%) + Assignment I (30%) + Assignment II (40%)
Course Requirement : 12 courses (9 core + 3 electives) to be completed on a modular basis
Course Admission Criteria : A Bachelor's degree from a recognised university with a CGPA of 2.50; preferably with adequate industry experience; those with a CGPA of less than 2.50 but with 5 years' relevant working experience, are also admissible.

Non-degree holders (Malaysian) with at least a diploma or STPM may obtain MQA Accreditation of Prior Experiential Learning (APEL) approval for programme admission.

International applicants are required to fulfil a minimum score of 6.0 for International English Language Testing System (IELTS) or the equivalent.

Case and Research Methodology (Introductory - non-credit)			
Core Courses		Electives – available when course(s) offered	
Introduction to Economic Crime	CRM501	Economic Crime Management and Technology	CRM505
Research and Analytical Methods	CRM502	Information, Networks and Internet Security	CRM506
Fraud and Corruption Investigation	CRM503	Advanced Fraud Analysis	CRM508
Psychology and Business Crime	CRM504	Criminology	CRM512
Forensic Accounting	CRM507	Introduction to Security Administration	CRM514
Corporate Criminal Liability and Evidential Issues	CRM509	Cyber Security	CRM515
Ethics in Economic Crime Management	CRM510	Anti-Money Laundering	CRM516
Applied Research Project	CRM511	Organized Crime	CRM517
Contemporary Issues in Terrorism	CRM513		

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DEPARTMENT OF PSYCHOLOGY

Master of Clinical Psychology (MCP)

Fully Accredited by Malaysian Qualifications Agency (MQA Ref: A8077)

The HELP MCP programme seeks to train and develop students who are passionate about the well-being of people whose lives have been challenged by various forms of psychological and behavioural disorders.

This programme will develop competent clinical psychologists in Malaysia, equipped with holistic psychological knowledge, innovative skills and a professional attitude, who are able to serve a diverse population in the assessment, diagnosis and intervention of a wide range of psychological disorders. Furthermore, this programme seeks to instil in these clinical psychologists a lifelong commitment to rigorous scientific inquiry through continuous clinical research and practice.

Course Structure

- Intake : January and July
 Duration : Approximately 2 years (full-time)
 Assessment mode : Coursework, practical training, and research
 Course Requirement : 25 subjects [inclusive of coursework (assignments and exams), practical training, and research project] are to be completed on a modular basis + passing a series of Clinical Competency Evaluation tasks.
 Course Admission Criteria : A Bachelor Degree in Psychology with Second Class Honours (Upper Division) and/or at least a CGPA of 3.00, or its equivalent (e.g. a Graduate Diploma in Psychology) AND
- A high standard of written and oral communication skills (in English)
 - Ability and willingness to sustain high workloads
 - Capacity to relate to a wide range of people from different age, gender, ethnic-racial, cultural, socioeconomic and vocational backgrounds
 - Experience in clinically related fields is an advantage, but not mandatory

After reviewing each applicant's qualifications, applicants will be notified if they have been shortlisted for a personal and/or group interview with the Selection Committee. After the interview session(s), the Selection Committee will then render a final decision to the applicant's acceptance into the MCP program. Please note that the interview serves as the most important entry requirement in determining the **goodness-of-fit** between the applicants and this programme. Applicants with strong academic qualification may still be rejected if they fail the interview session.

International applicants and applicants whose undergraduate degree's medium of instruction was not in English are required to fulfil a minimum score of 6.0 for International English Language Testing System (IELTS) or the equivalent.

Core Subjects (25 units)					
Clinical Interview and Basic Intervention Skills	MCL601	Psychopharmacology and Substance Abuse	MCL609	External Practicum I	MCL619
Child Development, Health and Dysfunctions	MCL602	Family Systems Theory and Therapy	MCL610	External Practicum II	MCL620
Clinical Neuropsychology	MCL603	Cognitive Behavioural Theory and Therapy	MCL611	External Practicum III	MCL621
Diagnostic Testing I	MCL604	Professional Issues: Ethics, Conduct and Law	MCL612	Clinical Research Project I	MCL622
Diagnostic Testing II	MCL605	Clinical Research and Evaluation Skills	MCL613	Clinical Research Project II	MCL623
Personality and Psychotherapy	MCL606	Internal Practicum I	MCL614	Clinical Research Project III	MCL624
Adult Development, Health and Dysfunctions	MCL608	Internal Practicum II	MCL615	Professionalisation Seminar I	MCL625
Social-Cultural Context of Psychology	MCL607	Group Process I, II and III	MCL616 - 618	Professionalisation Seminar II	MCL626
				Professionalisation Seminar III	MCL627

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DEPARTMENT OF PSYCHOLOGY

Masters in Counselling (MC)

Fully Accredited by Malaysian Qualifications Agency (MQA Ref: A6678)

The HELP MC programme covers all the main areas of study required of a professional counsellor. The curriculum is structured according to the requirements of the Standards and Requirements of Training for Counsellors 2003-2010 as set by the Malaysian Board of Counsellors.

The programme will develop professional counsellors capable of meeting the mental health needs of Malaysian society. The programme is designed to expose students to a holistic approach in the field of counselling. Students will find a balance between theory, research and practice.

Course Structure

- Intake : January (annually)
Duration : Approximately 2 years (full-time) or 2 ½ years (part-time)
Assessment Mode : Exam (40% - 60%) + Coursework (40% - 60%)
Course Requirement : 15 core subjects to be completed on a modular basis
Course Admission Criteria : A basic undergraduate degree in any discipline with a minimum CGPA of 2.50.

International applicants are required to fulfil a minimum score of 6.0 for International English Language Testing System (IELTS) or the equivalent.

Core Subjects (15 units)			
Human Development Across the Lifespan	MC501	Theory and Practice of Career Counselling	MC609
Social Diversity and Culture	MC502	Marital and Family Counselling	MC610
Theories of Counselling and Psychotherapy	MC503	Analysis of Individuals and Groups in Counselling	MC611
Career Information and Career Development	MC504	Issues and Ethics in the Helping Profession	MC612
Techniques and the Process of Counselling	MC505	Counselling Practicum	MC613
Research Methods and Statistics	MC506	Thesis Writing	MC714
Group Process	MC507	Counselling Internship	MC715
Testing and Assessment	MC508		

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DEPARTMENT OF LANGUAGES

Master of Education in Teaching English as a Second Language

Fully Accredited by Malaysian Qualifications Agency (MQA/FA 2999)

The Master of Education in TESL is designed to develop and enhance professional competence and knowledge in the teaching and acquisition of English as a second language. Candidates in the course are trained to critically and proactively appraise TESL theory, language policy, and major developments in current practice with the hands-on training and academic research experience provided.

MEd TESL programme aims to transform the thinking of English Language teachers regarding the principles, approaches, and methodology of more effective delivery in language classrooms in Malaysian schools as well as equip these teachers with skills to enable them to make learning of English efficacious and interesting. In order to attract not just local students but also those from ASEAN, Asia-Pacific region and beyond, the programme provides affordability and flexibility in terms of its modular structure to cater for busy adults engaged in work and personal commitments.

Course Structure

Duration : Approximately 2 years

Assessment Mode : There are two modes of assessment:

- Coursework (100%).
- Examination (40%) + Coursework (60%)

Course Requirement : 12 subjects (10 core + 2 electives) to be completed on a modular basis, 3 weekends per module

Course Admission Criteria : A Bachelor's degree of at least 3 years' study in any discipline from a recognised university with a minimum CGPA of 2.50 or equivalent; Non-degree holders (Malaysian) with at least a Diploma or STPM may obtain MQA Accreditation of Prior Experiential Learning (APEL) approval for course admission.

International applicants are required to fulfil a minimum score of 5.5 for International English Language Testing System (IELTS) or the equivalent.

Core Subjects (10 units)			
Second Language Learning: Theory, Acquisition and Development	MED501	Education Research Methods	MED506
TESL Methodology: Theory and Practice	MED502	Integrating Technology and Multimedia in TESL	MED507
Task-Based Language Teaching	MED503	TESL Methodology 2	MED515
Testing, Evaluation and Measurement in TESL	MED504	Linguistics and Language Teaching	MED509
Curriculum and Syllabus Design in TESL	MED505	Research – based Practicum (Project Paper)	MED510
Electives currently offered (Selection of 2)			
Language Planning, Policies and Implementation	MED511	English for Specific Purposes	MED514
Practical Strategies for Managing Large TESL Classes	MED512	Teacher Development in Language Education	MED508
Literature and Language Teaching	MED513		

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DEPARTMENT OF EDUCATION

Master of Education Teaching and Learning (MEDTL)

Fully Accredited by Malaysian Qualifications Agency / MQA Provisional Accreditation (MQA/PA 8168)

The HELP MEDTL first offered in 2017, aspires to enhance professional competence, students' knowledge and their career prospect in the discipline, based on informed practices and broader views of education. The HELP MEDTL programme also aims to equip professionals with skills that make teaching and learning efficacious and interesting.

As education is a multi-faceted discipline of study with a long historical development that cuts across several cultures and civilizations in the local setting, the informed teacher whose practice when culturally, socially and developmentally appropriate, is considered academically and professionally progressive at its best. Each has its own set of philosophy and values, literary and literacy scholarships, policies and regulations, systems and practices. Thus, the HELP MEDTL student is a researcher and a leader of education in process, engaged in acquiring an understanding of the core knowledge of pedagogy that encompass history, philosophy, sociology, psychology, economics, and politics. Furthermore, the inclusion of technology across these scholastic pursuits will prepare the students for the evolutionary movement occurring in the new millennium.

Course Structure

Duration : Approximately 1 ½ years (full time) to 3 years (part time)

Assessment Mode : There are two modes of assessment:

- Coursework (100%)
- Examination (30%) + Coursework (70%)

Course Requirement : 10 subjects (7 core + 1 elective + 1 teaching subject + 1 capstone Research project and teaching Practicum) to be completed on a modular basis

Course Admission Criteria : A Bachelor's degree of at least 3 years' study in any discipline from a recognised university with a minimum CGPA of 2.50 or equivalent; For non-education graduates, a minimum of 1 year's teaching experience is required – those with less than 1 year's teaching experience are required to attend a bridging programme to prepare them for this programme; Non-degree holders (Malaysian) with at least a Diploma or STPM may obtain MQA Accreditation of Prior Experiential Learning (APEL) approval for programme admission.

International applicants are required to fulfil a minimum score of 5.5 for International English Language Testing System (IELTS) or the equivalent.

Core Subjects (7 units)			
Teacher Education and Contemporary Society	MED6014	People Skills, Group Dynamics and Therapies	MED6054
Curriculum Challenges and Changes	MED6024	Research Approaches and Methods	MED6084
Instructional Media and Programmes	MED6034	The Project-based Learning Methodology	MED6134
Assessment (Subject) and Evaluation (Programme)	MED6044		
Electives currently offered (Selection of 1)			
Innovation & Technology	MED6063	Theatre Arts and Creativity	MED6073
Teaching subjects (Selection of 1)			
Language and Literature Studies	MED6093	Social Studies and Environment	MED6113
Social Studies and Environment	MED6103	Physical and Health Education, and Sports	MED6123
Practicum (Compulsory – Select 1 Education Setting)			
Practicum and Research Inquiry in Education Setting	MED6146		

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DEPARTMENT OF INFORMATION TECHNOLOGY

Postgraduate Certificate in Software Engineering (PGCSE)

2018 New Programme

KPT/JPS (N/481/7/0002) (MQA/PA8807) 08/22

The HELP PGCSE offers a comprehensive and professionally-oriented software engineering education that combines advanced software engineering concepts and methods with the applied and in-demand skills necessary for today's careers in technology. This programme will prepare students for a rewarding career in the software industry, e.g. positions in software houses, consultancies and with major software users, such as the financial sector, where there is a significant demand for professionals with a deep knowledge of advanced software development and a rigorous software engineering practice. After the completion of the programme, candidates may also consider a Master's degree or a research career. Furthermore, credits earned in the HELP PGCSE will be accepted in the MSc Software Engineering programme offered by the International Technology University (ITU), California, US.

Course Structure

Intakes : January; April, July, September

Duration : ½ year

Assessment mode : Examination (50%) + Coursework (50%)

Course Requirement : 5 subjects

Admission Criteria : A Bachelor's degree or its equivalent, with a minimum CGPA of 2.75;

OR

A Bachelor's degree or its equivalent, with a minimum CGPA of 2.50 and not meeting CGPA of 2.75, can be accepted subject to a rigorous internal assessment process;

OR

A Bachelor's degree or its equivalent, with CGPA less than 2.50, with a minimum of 5 years' working experience in a relevant field may be accepted.

For candidates without a Computing Degree, prerequisite modules in computing must be taken to adequately prepare them for their advanced study.

International applicants will also be required to fulfil one of the following English language competencies: IELTS 5.0; or TOEFL 35 (internet based); or TOEFL 500 (paper based); or equivalent.

Semester 1 (9 weeks)			
No	Subject Code	Subject Name	Credit Hours
1	PSE511	Python Programming	4
2	PSE512	Professional Practice In Software Engineering	4
3	PSE513	Software Engineering	4

Semester 2 (9 weeks)			
No	Subject Code	Subject Name	Credit Hours
1	PSE514	Software Design	4
2	PSE515	Software Project Management	4
TOTAL CREDIT HOURS			20

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Welcomes you to visit
the Graduate School
and looks forward to
your joining our fraternity

*“Helping people succeed in life
and live a life of significance
through education”*

ELM Graduate School

Level 10, ELM Business School

Institute of Crime and Criminology

Level 10, ELM Business School

**Department of Information
Technology**

Level UL, ELM Business School

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Department of Languages

Level 8, Wisma HELP

Department of Education

Level 8, Wisma HELP

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The information in this brochure is correct at the time of publication.
HELP University reserves the right to change the information in line with updates, from time to time.

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