



Candidates are invited to pursue a Master of Education in Educational Administration (flexible mode), which will be carried out during Malaysian school holidays. Lectures are conducted in the form of face-to-face interaction at the UPM Serdang campus and supported by blended learning approach using PutraBlast learning system. This programme with flexible mode is offered every semester by the Faculty of Educational Studies.

The aims of the Master of Education in Educational Administration programme is to produce:

- i. Administrators who are able to analyze theories and synthesize understanding of the practices in educational administration.
- ii. Leaders who are able to design educational policies, ensure the quality of education is safeguarded, and develop talents and potential.
- iii. Researchers who are able to conduct research and innovative projects in the interest of the field of educational administration and the society as a whole.

At the end of the program, students are able to:

- i. Apply and integrate knowledge regarding current research issues in the field of Educational Administration
- ii. Apply research techniques to obtain, interpret and develop knowledge in the field of Educational Administration
- iii. Demonstrate the ability to communicate, lead and collaborate in building new knowledge to enhance the the field of Educational Administration.
- iv. Synthesize knowledge and engage in problem solving and scientific skills to improve the administrative practice in the education system.
- v. Demonstrate the ability to work as a professional administrator who builds knowledgeable learning organizations in the future.
- vi. Design and conduct research professionally and ethically in the field of Educational Administration
- vii. Continuously, gradually and collectively develop general knowledge and talents as well as personal potential amongst educational institution staff.

Entry requirement

- The applicant should possess a Bachelor’s degree (with honours) in a relevant field with a minimum CGPA of 3.00, or
- The applicant should obtain a minimum CGPA of 2.75, and he/she can also be accepted into the programme subjected to a minimum of three (3) years working experience in relevant field, or
- The applicant should obtain a minimum CGPA of 2.75, and he/she can be admitted into the programme subjected to any other requirements specified by the Faculty, or
- The applicant should obtain a minimum CGPA of 2.50, and he/she can be accepted into the programme subjected to a minimum of ten (10) years working experience in relevant field.

Implementation of the programme is as follows: -

Students registered for this programme are subject to the 2003 Universiti Putra Malaysia (Graduate Studies, Rules 2003) Rules [Revision 2015-2016]. This programme is implemented during the Malaysian school holidays each year. Student admission is made every first semester and second semester of the academic year.

In this program, students will register at the beginning of the semester simultaneously with the admission of other students in the campus. Students will get access to learning materials and assignments through PutraBLAST. The examination period is based on the academic calendar set by the UPM Graduate School.

Lecture is carried out daily during weekdays of school holidays (i.e., Monday to Friday). The teaching approaches are in the form of interactive lectures and blended learning. The duration of daily lectures is as follows:

8.00 am to 11.00 am

11.30am to 2.30pm

3.00 pm to 6.00 pm

Post-graduate tuition fees:

	1st SEMESTER (upon registration)	2nd & subsequent SEMESTERS	No of Credit	Fee per credit
Local students	RM1,250	RM1,000	40	RM200
International students	RM2,300	RM2,050	40	RM350

ONLINE SYSTEM URL:

<http://sgsportal.upm.edu.my:8080/sgsportal/>
http://www.sgs.upm.edu.my/prospective_students-2964

For further information, please contact:

ASSOC. PROF. DR. SUHAIDA ABDUL KADIR

Graduate Programme Coordinator (Educational Administration)

Faculty of Educational Studies

Universiti Putra Malaysia

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SEMESTER	SCHOOL HOLIDAYS	THIRD COHORT
Sem 1 2019/2020 13 credits	END OF YEAR SCHOOL HOLIDAY 23 NOV 2019 (SAT) – 31 DEC 2019 (TUE)	3 courses (9 credits) 1. EAD5002 Personnel Management in Education 2. EAD5008 Instructional Supervision 3. EAD5004 Administration of Education Institutions
Sem 2 2019/2020 9 credits	TERM 1 SCHOOL HOLIDAY 2020	3 courses (9 credit) 1. EAD5810 Educational Policy and Planning 2. EAD5000 Educational Leadership 3. ERS5900 Research Methods
	MID YEAR SCHOOL HOLIDAY 2020	
Sem 1 2020/2021	TERM 2 SCHOOL HOLIDAY 2020	1 course + Seminar (4 credits) 1. EAD5007 Management of Educational Information System 2. ERS5977 Research Proposal Seminar
	END OF YEAR SCHOOL HOLIDAY 2020	3 courses (9 credits) 1. EAD5001 Human Relations in Education 2. EAD5003 Financial Management in Education 3. ERS5950 Statistics
Sem 2 2020/2021	TERM 1 SCHOOL HOLIDAY 2021	1. EAD5900 Internship in Educational Administration 2. ERS5988 Dissertation
	MID YEAR SCHOOL HOLIDAY 2021	
		CONVOCATION - NOVEMBER 2021

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<http://sgsportal.upm.edu.my:8080/sgsportal/>

Please refer to our website for immediate information at http://www.sgs.upm.edu.my/prospective_students-2964 or you can contact any of Admission Unit's staff below for further information:

A. STAFF RESPONSIBLE FOR MATTERS RELATED TO ADMISSION, APPLICATION STATUS & GENERAL ADMISSION INFORMATION

Ms. Haryati Kamaruzzaman (Email: k_haryati@upm.edu.my ,Tel : +603-89464218) Mrs. Hafizah Mohd Isa (Email: hafizahisa@upm.edu.my,Tel: +603-89464223) Mrs. Rosmizawani Che Awang (Email: rosmizawani@upm.edu.my, Tel: +603-89464225)

B. STAFF RESPONSIBLE FOR MATTERS RELATED TO DEFERMENT OF ADMISSION & GENERAL ADMISSION INFORMATION

Mr. Mohd Firdaus bin Maswin (Email: masfirdaus@upm.edu.my, Tel: +603-89464225)

C. VAL COORDINATOR

Mrs. Shahana Mohamad Yunus (Email: shahana@upm.edu.my, Tel: +603-89466048)

D. ENROLLMENT

Mr. Muhammad Shah (Email: msas@upm.edu.my, , Tel: +603-89464225)

Please note our working hours is 0800 to 1700 from Monday to Friday and we regret the delay in reply over the non-working hours.

Operating Office Hours:
Monday - Thursday : 8.00 am - 1.00 pm; 2.00 - 5.00 pm
Friday : 8.00 am - 12.15 pm; 2.45 pm - 5.00 pm
Saturday & Sunday : CLOSED
Public Holiday : CLOSED

Registration Package for International Students: <http://bit.ly/packageforinternationalstudents>

Registration Package for Local Students:<http://bit.ly/packageforlocalstudents>

Updated: February 8 2019