# HANDBOOK OF THE CO-OPERATIVE EDUCATION PROGRAMME

UCSI University®

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## 1. INTRODUCTION

The Co-Operative Education Programme at UCSI University formally integrates classroom learning with workplace training in co-operative employer organisations. As part of their degree requirements, students enrolled in any UCSI University programme are required to complete a co-operative module comprising two months of working experience for each year of their degree programme; beginning in Year One right through to the Final Year. Each co-operative module is worth three credits and students are graded based on a written assignment and an employer's evaluation upon completion of each co-operative module.

## 2. THE REGISTRATION PROCESS

1. Click on the URL link →**http://www.ucsiuniversity.edu.my/mycoop/**

2. Click on **REGISTER** as New Co-Op Partner

3. Complete the registration form and click submit

4. After you have registered, an *e*-mail will be sent to you with your company's user name and password.

Your registration on this portal will help us to keep track of your job vacancies for us to effectively match candidates best suited to your job vacancies. Alternatively, you may also *e*-mail us your job vacancies.

## 3. What is the Co-Operative Education Programme (Co-Op)?

3.0 The Co-Op at UCSI University is implemented to formally integrate classroom learning with workplace training in Co-Op employer organisations

3.1 Students following any UCSI University programme are required to complete a Co-Op module, comprising two months' working experience for each year of their degree, beginning in Year One right through to the Final Year

3.2 Students are graded based on a written assignment and an employer's evaluation upon the completion of each Co-Op module

3.3 The Co-Op is a core element of the curriculum for all the undergraduate degrees listed below:

- ➢ B.A. (Hons.) Accounting
- ➢ B.A. (Hons.) Accounting & Finance
- ➢ B.A. (Hons.) Business Administration
- ➢ B.A. (Hons.) English Language and Communication
- ➢ B.A. (Hons.) Logistics Management
- ➢ B.A. (Hons.) Marketing
- ➢ B.A. (Hons.) Mass Communication
- ➢ B.A. (Hons.) Psychology
- ➢ B.Eng. (Hons.) Chemical Engineering
- ➢ B.Eng. (Hons.) Chemical Engineering  (Petrochemical)
- ➢ B.Eng. (Hons.) Civil Engineering
- ➢ B.Eng. (Hons.) Communication & Electronic Engineering
- ➢ B.Eng. (Hons.) Electrical & Electronic Engineering
- ➢ B.Eng. (Hons.) Mechanical Engineering
- ➢ B.Eng. (Hons.) Mechatronic Engineering
- ➢ B.Eng. (Hons.) Petroleum Engineering
- ➢ B.Sc. (Hons.) Biotechnology
- ➢ B.Sc. (Hons.) Business Information Systems
- ➢ B.Sc. (Hons.) Computing
- ➢ B.Sc. (Hons.) Food Science & Nutrition
- ➢ B.Sc. (Hons.) Mobile Computing
- ➢ Dip. Electrical & Electronic Engineering
- ➢ Dip. Information Technology
- ➢ Dip. Logistics Management

## 4. Implementation of the Co-Op

4.0 All students are required to perform their Co-Op from **1 November to 31 December** each year except for Final Year students who graduate before that time of the year

4.1 Graduating students may complete their final Co-Op term immediately after completing their final examination in their final term, e.g. in either January, May, September or November

4.2 Graduating students who find a related, permanent job may consider the first two months of their permanent job to be their final Co-Op module with the prior approval of BOTH their employer and UCSI University.

## 5. Remuneration for Co-Op students

5.0 As an employer, you may hire any number of Co-Op students your company needs

5.1 Any allowance/remuneration/compensation for the Co-Op students is subject to your company policy.