



UNIVERSITI
MALAYSIA
KELANTAN

UMK/A10/19/2022

Tarikh Kuatkuasa / Effective Date: 03/08/2022

MGSEB EXECUTIVE EDUCATION FORM

MALAYSIAN GRADUATE SCHOOL OF ENTREPRENEURSHIP & BUSINESS (MGSEB)

A. Programme/Course Details

Target Audience	Who are your learners?
Name of Client (if it is an organisation)	
Expected number of participants	
Learners' intrinsic motivation within the topic	What makes the learners to join this programme?
Course Title	Insert your title here....
Duration of the programme/course	
Programme/Course Overview	Provide a summary of the programme/course. By end of the course, what you expect learner to learn?
Course Learning Outcomes	Please state
Final assessment	If any, please describe type of assessment
Collaborators (if any, please append any letter of agreement by the collaborators)	If any, please state.

B. Module Details

Module/ Chapter (Please state the title/topics to be covered in the programme/course)	Delivery Methods or Learning Activities (Please state type of delivery method e.g. lecture, case study, simulation. Industry visit etc.)	Learning Outcomes (Briefly describe the learning outcome for each module)

C. Budget for the Programme/Course (refer to Table 2 as guidelines)

NO	ITEM	NUMBER	AMOUNT PER UNIT (RM)	TOTAL (RM)
A	HONORARIUM			
	Main Facilitators			
	Resource Persons/Guest Speakers			
	Module Development (Slide Only)			
	Module Development (Full-Course module)			
	Technical/Supporting Staff			
	Marking of assessment/exam manuscript			
B	FOOD & BEVERAGES			
	Meals for participants			
C	PUBLICITY			
	Promotion Expenses (Per Programme) (lump sum)			
D	TRAVELLING & ACCOMMODATION			
	Traveling (state mode of travelling and for how many pax)			
	Accommodation (state rate per room and for how many pax)			
E	RENTAL			
	Rental of Equipment			
	Rental of UMK classroom			
	Rental of classroom outside UMK			
F	PROGRAM MATERIALS & OTHER EXPENSES			
	Printing			
	Certificate			
	Stationeries			
	Others (please state)			
G	TOTAL COST (A+B+C+D+E+F)			G
H	OVERHEAD FEE			
	EEP Manager	1	3% x Y	
	Programme/Course Coordinator (EEC)	1	7% x Y	
	MGSEB Management Fee		30% x Y	

	UMK Overhead		5-10% x Y	
	TOTAL OF H			H
I	GRAND TOTAL COST (G+ H)			I
J	COST PER PARTICIPANT (CP)		No. of Participants/I	CP
K	PROPOSED FEE PER PARTICIPANT (PF) & TOTAL REVENUE (Please state the appropriate fee per participant)	PF	PF x No. of Participants	TOTAL REVENUE (R)
L	EXPECTED INCOME (R- I)			L

Prepared by Programme/Course Coordinator: **Approved by MGSEB EEP Manager/Dean:**

Signature:

Signature:

Name:

Name:

Date:

Date:
