

# CPKL

## UNDERGRADUATE PROGRAMME HANDBOOK 2024 / 2025



**CENTRE FOR THE PROMOTION OF  
KNOWLEDGE AND LANGUAGE**



جامعة السلطان الشريف علي الإسلامية  
UNIVERSITI ISLAM SULTAN SHARIF ALI  
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

# **CENTRE FOR THE PROMOTION OF KNOWLEDGE AND LANGUAGE**

## **UNDERGRADUATE PROGRAMME HANDBOOK 2024/2025**

***Prepared by:***

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# 1.0 FOREWORD

لَقَارِبُو لَاهُ تَجَرُّو مَكْبَلَعُ الْبَلَدِ الْا

Welcome to Sultan Sharif Ali Islamic University.

*Alhamdulillah*, it is due to the praise and thanks to *Allahu Subhanahu Wata'ala* for His blessings and guidance which allowed the smooth deliverance of our tasks and good intentions. At the same time, may we submit our prayers and greetings to our prophet Nabi Muhammad *Shallallahu 'Alaihi Wasallam* along with his family, friends and followers until the end of time.

With the blessing and guidance of *Allahu Subhanahu Wata'ala*, we are keen to introduce to you the Centre for the Promotion of Knowledge and Language Handbook which is meant to serve as a valuable reference guide as well as a comprehensive introduction to the various academic programmes, courses and facilities provided by Centre for the Promotion of Knowledge and Language (CPKL) here at UNISSA.

As such, our Centre plays an integral role in its commitment to help you develop yourselves into highly qualified graduates who are pious, well-presented, open-minded and able to serve the needs of both community and country. Our Centre offers almost all University-required courses which primarily focus on essential general and global-oriented knowledge including further language development and relevant skills. Some of these courses include English and Foreign Language development courses, Melayu Islam Beraja (MIB) and its English-language equivalent Brunei Studies, Industrial Training (LI) and Co-Curricular Programmes, which aim to support you in your pursuit of both academic excellence and personal development.

On a side note, we would like to extend our acknowledging remarks and thanks to all who had kindly contributed valuable ideas and most appreciated efforts in the creation of this Handbook for your convenience. Sincerest thanks are given to the University Administration, especially for their support and encouragement for the various programmes that our Centre is offering to our students.

Overall, we pray to *Allahu Subhanahu Wa Ta'ala* for His guidance and blessings in hopes that this book will give benefits and convenience to you in your academic journey with us at UNISSA.

Wassalaam.

**DR SUPRI BIN HAJI SUDIN**

Director

Centre for the Promotion of Knowledge and Language  
Sultan Sharif Ali Islamic University



## **2.0 ABOUT US**

The Centre for the Promotion of Knowledge and Language (CPKL) serves as a service centre that offers general studies as well as further development in relevant skills that support students' study of their chosen academic programme to produce graduates who are not only highly specialized in their academic field but also matured in terms of their personal and professional development.

### **Vision**

To provide proper knowledge and Islamic values, and instil the spirit of service of the King, Religion and State.

### **Mission**

Equipping students with useful knowledge, and good human values derived from the culture of the society, which is based on the principle of Islam, Malay and Monarchy.

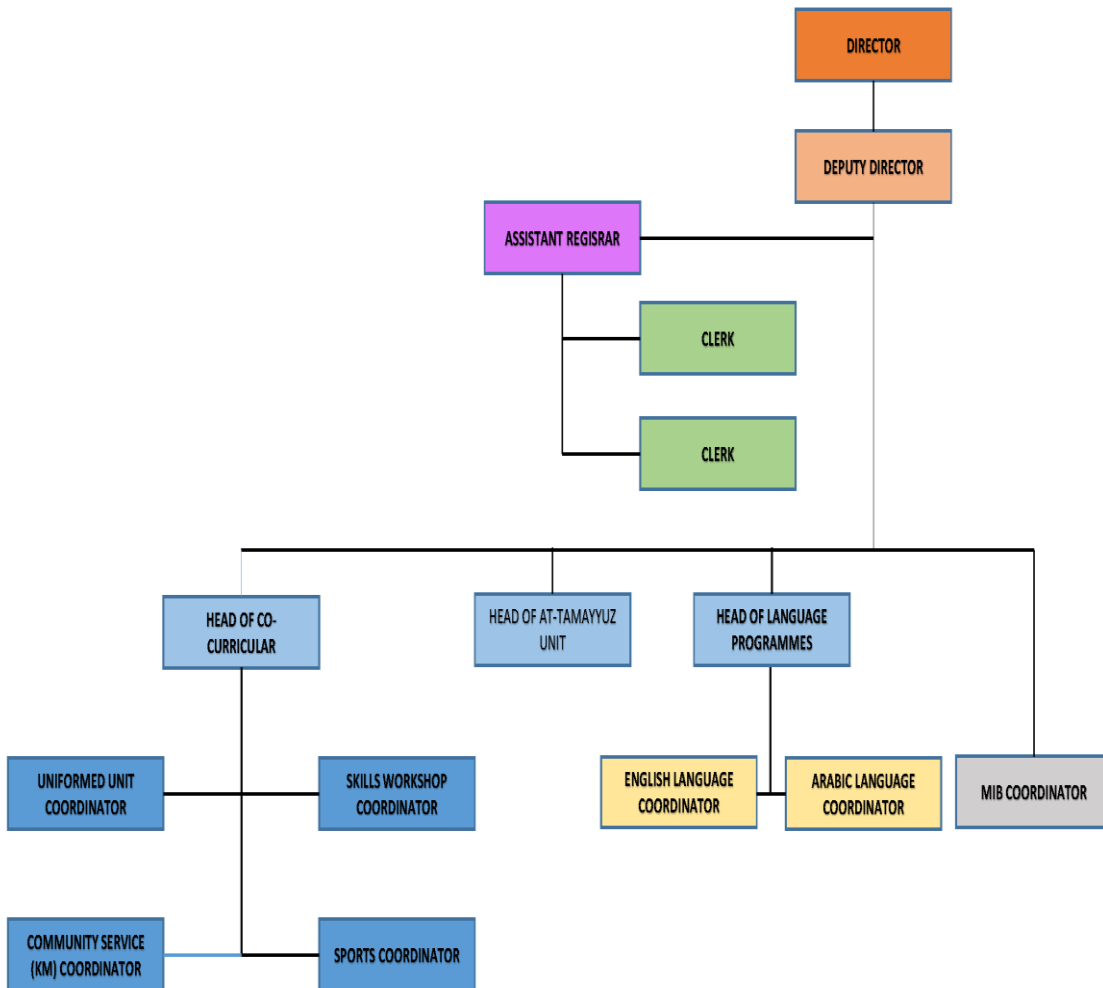
### **Objectives**

- 1) To produce students with a pure Bruneian identity and spirit while inculcating a sense of passion to serve the King, the Religion and the Nation in accordance with the country's national philosophy Malay Islamic Monarchy (MIB).
- 2) To place students in a real working world environment in order to instil professionalism through interaction and communication at their training places while at the same time acquire and develop soft skills from their working experience.
- 3) To provide students with opportunities to balance their academic achievements with personal and professional development through involvement in non-academic activities via our Co-curricular programme. This programme allows students to further improve their self-confidence, interpersonal skills and soft

skills so that they can grow to become highly skilled and educated graduates as well as committed contributors to community service.

- 4) To provide students with opportunities to further develop their communicative skills in English language for specific purposes such as in contexts of business, Islamic studies, law, academic purposes and professional communication in order to support the study of their academic programme while in UNISSA.
- 5) To offer students the opportunity to acquire an additional foreign language to enhance their existing professional skillset and allow them to contribute to the global community and establish international relations with speakers of those foreign languages.

## CPKL ORGANISATIONAL STRUCTURE



### 3.0 STAFF DIRECTORY



**DR SUPRI BIN HAJI SUDIN**  
**Director**

**Educational Background:**

- Ph.D in Shariah and Judiciary, Islamic Science University of Malaysia, Malaysia.
- M.A in Fiqh & Jurisprudence, University of Jordan, Jordan.
- B.A in Islamic Studies, University of Brunei Darussalam.

**Specialisation:**

Usul Fiqh, Fatwa.

**Area of Interest:**

Legislation and Judiciary

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**DR NORASHIKIN BINTI YUSOF**  
**Deputy Director / Senior Assistant Professor**

**Educational Background:**

- PhD in Education in CLIL and Phenomenology, School of Education (College of Arts & Social Sciences), University of Aberdeen, United Kingdom.
- Master of Education in TESOL (Teaching English to Speakers of Other Languages), Graduate School of Education, University of Exeter, United Kingdom.
- Bachelor of Arts in Education in TESL (Teaching English as a Second Language), Sultan Hassanal Bolkiah Institute of Education, Universiti Brunei Darussalam.

**Specialisation:**

English Language and Literacy Education, CLIL – Content and Language Integrated Learning, Teaching English as a Second Language (TESL), Teaching English to Speakers of Other Languages (TESOL), Phenomenology.

**Area of Interest:**

CLIL (Content and Language Integrated Learning), Language in content area teaching and learning, English language and literacy education, Genre-based approach to teaching reading and writing, Using multimodality for effective communication, Teaching strategic reading, Teaching vocabulary

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**DR HAJAH HALIMATURRADIAH BINTI DATO  
SERI SETIA HAJI METUSSIN  
Head of At-Tamayyuz Unit / Assistant Professor**

**Educational Background:**

- PhD in Education, Universiti Brunei Darussalam.
- Master of Science in Sociology and Social Research, University of Southampton, United Kingdom.
- Bachelor (Hons) of Science in Sociology and Anthropology, International Islamic University Malaysia, Malaysia.

**Specialisation:**

Educational Psychology, Research Methodology, Gender, Sociology.

**Area of Interest:**

Educational Psychology (particularly in learning styles, study strategies, self-efficacy, coping styles and personality and psychological factors), Gender, Educational Interventions, Special Education, Pedagogy, Assessment, *Melayu Islam Beraja*, Medical Education, Online interaction and technologies, Digital Citizenship, Sociology of Youth, Changes during the life-course of young people, Poverty, Social Problems, Teenage Pregnancy, Industrial Revolution, Industrial Training.

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**DR DYG HJH UMMI FA'IZAH BINTI HAJI  
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Head of Co-Curriculum Unit /  
Assistant Professor**

**Educational Background:**

- PhD in Islamic Studies (*Da'wah* & Leadership), Universiti Kebangsaan Malaysia.
- Master in Islamic Studies (*Da'wah* & Leadership), Universiti Kebangsaan Malaysia.
- Bachelor in Syariah, Universiti Brunei Darussalam.

**Specialisation:**

Islamic Organization, Islamic Leadership, Methodology of *Da'wah*.

**Area of Interest**

Muslim Youth, Islamic Leadership, MIB and Negara Zikir

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**NURUL NAQIBAH BINTI BAHAR  
Head of Language Programmes / English Language  
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**Educational Background:**

- MA in Linguistics, University of York, United Kingdom.
- Bachelor of Arts (Hons) in Education (Teaching English as a Second Language), Universiti Brunei Darussalam, Brunei Darussalam.

**Specialisation:**

Teaching English as a Second Language, Language Education, Applied Linguistics

**Areas of Interest:**

Teaching English as a Second Language, Language Education, Gamification in Language Learning

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**DR NORLIANA BINTI LIMAN**  
**Arabic Language Coordinator / Lecturer**

**Educational Background:**

- PhD Islamic Science University of Malaysia (Doctor of Philosophy in Arabic Studies)
- M.A. in Arabic Language & its Literature, University of Jordan, Jordan.
- Bachelor Degree in Arabic Language, University of Brunei Darussalam.

**Specialisation:**

Arabic Language

**Area of Interest:**

Arabic Language, Arabic Grammar, Teaching Arabic Language for Non-Native Speakers, Data Analysis.

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**DR MARIAM BINTI ABDUL RAHMAN**  
**MIB Coordinator / Lecturer**

**Educational Background:**

- PhD in Islamic Thought, Universiti Malaya, Kuala Lumpur, Malaysia.
- Master of Islamic Studies, Universiti Kebangsaan Malaysia, Bangi, Malaysia.
- Bachelor (Hons) of Akidah & Falsafah, Universiti al-Azhar, Mesir.

**Specialisation:**

Logic Thinking (*Mantiq*) and Islamic Thought.

**Area of Interest:**

*'Aqidah of Ahli Sunnah Wal Jamaah, Syi'ah Thinking, Mu'tazilah Thinking, Tafsir, Usul Fiqh* and Malay Islamic Monarch (MIB)

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**HAJAH AMALENA BINTI HAJI JARUDIN**  
**Uniformed Unit Coordinator (Co-Curricular Programme)**  
**/ Assistant Lecturer**

**Educational Background:**

- Master of Arabic Language, Universiti Islam Sultan Sharif Ali, Brunei Darussalam.
- Bachelor of Arabic Language, Universiti Brunei Darussalam, Brunei Darussalam.

**Specialisation:**

Teaching Arabic Language for Non-Arabic Speakers.

**Area of Interest:**

Teaching Arabic Language for Non-Arabic Speakers.

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**DAYANG NOR SURILAWANA BINTI HAJI  
SULAIMAN**  
**Skills Workshop Coordinator / Assistant Lecturer**

**Educational Background:**

- Master of Muamalat Administration (Halal Product), University Sains Islam Malaysia

**Specialisation:**

Halal Science

**Area of Interest:**

Halal Industry; Halal Management; Halal Policy, Standards & Regulations; Halal Science.

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**Coordinator of Sports (Co-curricular Programme) /  
Assistant Lecturer**

**Educational Background:**

- Master of Laws (International Law) (LLM), Universiti Islam Sultan Sharif Ali, Negara Brunei Darussalam.
- Bachelor of Law ( LLB) & Bachelor of Shariah Law ( BSL), Universiti Islam Sultan Sharif Ali, Negara Brunei Darussalam.

**Specialisation:**

Law and Shariah Law.

**Area of Interest:**

International Law, Criminal Law, Child Rights Law, *Legal Protection against the Sexual Abuse of Children: A Study of Brunei Darussalam*, etc.

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**(Co-Curricular Programme) / Assistant Lecturer**

**Educational Background:**

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- Bachelor of Science in Islamic Finance, Univeristi Islam Sultan Sharif Ali, Negara Brunei Darussalam

**Specialisation:**

Social Finance (Zakat), Islamic Finance

**Area of Interest:**

Social Finance, Islamic Financial Systems, Al-Quran Recitations & Tajweed Teaching

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**Lecturer**

**Educational Background:**

- Master of Arts in Teaching English as a Foreign Language, Lancaster University, United Kingdom.
- Bachelor (Hons) of Teaching English as a Second Language, Universiti Brunei Darussalam, Brunei Darussalam.

**Specialisation:**

TEFL/TESL

**Area of Interest:**

Materials Development, Task-based Language Teaching, reflective practice

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**MUHAMMAD RIZIMAN BIN HAJI USIN**  
**Assistant Lecturer**

**Educational Background:**

- Master of Shariah, Universiti Islam Sultan Sharif Ali, Brunei Darussalam.
- Bachelor of Syariah (Fiqh & Usul), Universiti Islam Sultan Sharif Ali (UNISSA), Brunei Darussalam.

**Specialisation:**

Arabic Traditional Calligraphy & Mushaf Writing Skill

**Areas of Interest:**

Modern Art Arabic Calligraphy Painting, Traditional Arabic Calligraphy Design, Arabic Calligraphy Research

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**Clerk**

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التقويم الجامعي للعام الدراسي ٢٠٢٥/٢٠٢٤  
 KALENDAR AKADEMIK / ACADEMIC CALENDAR 2024/2025



جامعة السلطان الشريف علي الإسلامية  
 UNIVERSITI ISLAM SULTAN SHARIF ALI  
 SULTAN SHARIF ALI ISLAMIC UNIVERSITY

2024							
JULAI / JULY / يوليو / محرم / ذوحجة/ Zulhijjah							
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2024							
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2024							
SEPTEMBER / SEPTEMBER / سبتمبر / ربيع الأول/ Safar / Rabiulawal							
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2024							
OKTOBER / OCTOBER / أكتوبر / ربيع الآخر/ Rabiulakhir							
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2024							
NOVEMBER / NOVEMBER / نونبر / جمادى الأولى/ Rabiulawal							
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2024							
DISEMBER / DECEMBER / ديسمبر / جمادى الأولى/ Jamadilakhir							
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2025							
JANUARI / JANUARY / يناير / شعبان/ Syaaban							
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2025							
FEBRUARI / FEBRUARY / فبراير / شعبان/ Syaaban							
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2025							
MAC / MARCH / مارس / رمضان/ Syaawal							
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2025							
APRIL / APRIL / إبريل / ذوالقعدة/ Zulkaedah							
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## 5.0 COURSES OFFERED & UNDERGRADUATE COURSE STRUCTURE

Courses offered at the Centre are university-mandatory courses, which are only offered to Year 1 to Year 4 students in their respective fields. All students are required to pass these courses to obtain their Bachelor's degree. The structure and courses offered are subject to change.

Year 1 Semester 1											
No	Code	Course Name	CHr	L	T	Med	CW%	EX%	Type	As	Choices
1	KL0102	ENGLISH FOR LAW	2	1	2	Eng	50	50	URC	Mnd	FSL HND only
2	KL1103	ENGLISH FOR BUSINESS	2	1	2	Eng	50	50	URC	Mnd	FEKIM, FOA & FPPI Eng-Med programmes only
3	KL1104	ENGLISH FOR ACADEMIC PURPOSES	2	1	2	Eng	50	50	URC	Mnd	All programmes
4	KL1112	CO-CURRICULUM I	1	0	2	NA	100	0	URC	Mnd	All programmes
<b>Total:</b>		<b>Courses: 4</b>	<b>CHrs: 7</b>	<b>Cont. Hrs: 11</b>			<b>Workload: 21</b>				

Year 1 Semester 2											
No	Code	Course Name	CHr	L	T	Med	CW%	EX%	Type	As	Choices
1	KL1119	ENGLISH FOR ISLAMIC STUDIES	2	1	2	Eng	50	50	URC	Mnd	Arabic-Med programmes only
2	KL1113	CO-CURRICULUM 2	1	0	2	NA	100	0	URC	Mnd	
3	KL0120	MELAYU ISLAM BERAJA	3	2	1	Mly	60	40	URC	Mnd	Malay speakers only
4	KL1120	MELAYU ISLAM BERAJA	3	2	1	Mly	60	40	URC	Mnd	HND only
5	KL1121	BRUNEI STUDIES {For Non-Malay Speakers}	3	2	1	Eng	60	40	URC	Mnd	Non-Malay speakers only
<b>Total:</b>		<b>Courses: 5</b>	<b>CHrs: 12</b>	<b>Cont. Hrs: 14</b>			<b>Workload: 36</b>				

Year 2 Semester 1											
No	Code	Course Name	CHr	L	T	Med	CW%	EX%	Type	As	Choices
1	KL2105	ENGLISH FOR PROFESSIONAL COMMUNICATION	2	1	2	Eng	50	50	URC	Mnd	Arabic-Med programmes only
2	KL2122	CO-CURRICULUM 3	1	0	2	NA	100	0	URC	Mnd	Except FIT
<b>Total:</b>		<b>Courses: 2</b>	<b>CHrs: 3</b>	<b>Cont. Hrs: 5</b>			<b>Workload: 9</b>				

Year 2 Semester 2											
No	Code	Course Name	CHr	L	T	Med	CW%	EX%	Type	As	Choices
1	KL2123	CO-CURRICULUM 4	1	0	2	NA	100	0	URC	Mnd	
<b>Total:</b>		<b>Courses: 2</b>	<b>CHrs: 1</b>	<b>Cont. Hrs: 2</b>		<b>Workload: 3</b>					

Year 2 Semester 3											
No	Code	Course Name	CHr	L	T	Med	CW%	EX%	Type	As	Choices
1	KL2124	INDUSTRIAL TRAINING 1	6	0	0	NA	100	0	URC	Mnd	
<b>Total:</b>		<b>Courses: 2</b>	<b>CHrs: 6</b>	<b>Cont. Hrs: 0</b>		<b>Workload: 18</b>					

Year 3 Semester 1											
No	Code	Course Name	CHr	L	T	Med	CW%	EX%	Type	As	Choices
1	KL2122	CO-CURRICULUM 3	1	0	2	NA	100	0	URC	Mnd	FIT Only
<b>Total:</b>		<b>Courses: 1</b>	<b>CHrs: 1</b>	<b>Cont. Hrs: 2</b>		<b>Workload: 3</b>					

Year 3 Semester 2											
No	Code	Course Name	CHr	L	T	Med	CW%	EX%	Type	As	Choices
1	KL2123	CO-CURRICULUM 4	1	0	2	NA	100	0	URC	Mnd	FIT Only
<b>Total:</b>		<b>Courses: 1</b>	<b>CHrs: 1</b>	<b>Cont. Hrs: 2</b>		<b>Workload: 3</b>					

Year 3 Semester 3											
No	Code	Course Name	CHr	L	T	Med	CW%	EX%	Type	As	Choices
1	KL0123	INDUSTRIAL TRAINING	3	0	0	N/A	100	0	URC	Mnd	HND Shariah only
2	KL6126	INDUSTRIAL TRAINING	0	0	0	N/A	100	0	URC	Mnd	PG Diploma only
3	KL3124	INDUSTRIAL TRAINING	6	0	0	N/A	100	0	URC	Mnd	
4	KL4125	INDUSTRIAL TRAINING	6	0	0	N/A	100	0	URC	Mnd	LLB&BSL only
5	KL3127	INDUSTRIAL TRAINING	10	0	0	N/A	100	0	URC	Mnd	FEKIM only
<b>Total:</b>		<b>Courses: 5</b>	<b>CHrs: 25</b>	<b>Cont. Hrs: 0</b>		<b>Workload: 75</b>					

<b>Grand Total:</b>	<b>Courses:</b>	<b>CHrs: 56</b>	<b>Cont. Hrs: 36</b>	<b>Workload: 171</b>							
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**Important Note:**

**IT IS THE STUDENTS' OWN RESPONSIBILITY TO ENSURE THAT THEY HAVE REGISTERED FOR THESE COURSES EVERY SEMESTER.**



## 6.0 COURSES DESCRIPTION

### 6.1 UNIVERSITY REQUIRED COURSES (URCs)

#### **KL0102 English for Law**

The course covers language skills of reading, writing, speaking and listening particularly for legal contexts and academic registers. It also focuses on grammar of law and academic texts which comprise of the study of parts of speech and verb tenses. The reading component develops students' ability to comprehend and interpret various range of texts and through the following macro- and micro-reading skills: making inferences, making predictions, analysing and evaluating text and interpreting the writer's point of view. The writing component develops students' ability in organizing and summarizing information and citing document sources appropriately (in-text citations and references). The listening component will include how to listen and interpret, infer, predict outcome, draw conclusions, analyze and evaluate information. The speaking component will include how to express opinions, participate in group discussions, support or oppose views or opinions and come to a general consensus.

#### **References**

Hames, J.B & Ekern, Y. (2006) *Legal Research, Analysis and Writing: An Integrated Approach, 2<sup>nd</sup> Edition*. New Jersey: Pearson Education Ltd.

Mickay, W.R & Charlton, H.E (2005) *Legal English*. Pearson Ltd

Mason, C. (2016). *The Lawyer's English Language Coursebook (2<sup>nd</sup> ed.)*. Birtley: Global Legal English Ltd.

#### **KL1103 English for Business**

##### **Prerequisite(s) English 'O' Level**

The course covers language skills of reading, writing, speaking and listening particularly for business/economics-related contexts and academic registers. It also focuses on grammar of business/economics-related and academic texts which comprise of the study of parts of speech and verb tenses. The reading component develops students' ability to comprehend and interpret various range of texts and through the following macro- and micro-reading skills: making inferences, making predictions, analysing and evaluating text and interpreting the writer's point of view. The writing component develops students' ability in organizing and summarizing information, and citing document sources appropriately (in-text citations and references). The listening component will include how to listen and interpret, infer, predict outcome, draw conclusions, analyse and evaluate information. The speaking component will include how to express opinions, participate in group discussions, support or oppose views or opinions and come to a general consensus.

#### **References**

Bailey, S. (2011) *Academic Writing: A Handbook for International Students*. Routledge Taylor & Francis Group.

Krizan, Merrier Jones (2002). *Business Communication, 5<sup>th</sup> Edition*. Thomson Learning.

Frendo, E. (2005) *Teach Business English*. Longman.

## **KL1112/ KL1113/ KL2122/ KL2123 Co-Curriculum 1,2,3&4**

Co-Curriculum courses I & II are offered to Year 1 and Year 2 students only and consist of three options. **A:** Uniformed Units, **B:** Workshops and Community Service, and **C:** Sports and Community Service. The **Uniformed Units** include: Military Cadets, Fire & Rescue Cadets, Police Cadets, Scouts, Brunei Red Crescent & Girl Guides. Meanwhile, the **Workshops** include Soft Skills workshops, Creativity and Innovation workshops, and Spiritual workshops. **Sports** involve developing and honing skills for certain sports activities with the guidance of a coach.

Finally, taken alongside either Skills Workshops or Sports Coaching are many forms of **community service**.

**(For a more comprehensive guide, please refer to the Co-Curricular Programme sections of this Handbook).**

### **References**

*Buku Dikir Maulud Syarafil Anam.*

*Buku Wirid dan Doa-Doa Pilihan.*

Berhormat Pehin Datu Seri Maharaja Dato Paduka Seri Setia (Dr.) Ustaz Haji Awang Abdul Aziz bin Juned, *Aqidah Ahli Sunnah Wal-jamaah : Penyelamat Ummah*, pada 24 Rabiulakhir 1432H/29 Mac 2011M.

## **KL1119 English for Islamic Studies**

The course covers language skills of reading, writing, speaking, listening and viewing particularly for various literary texts. It also focuses on grammar of the literary texts which comprise of the study of parts of speech and verb tenses. The reading component develops students' ability to comprehend and interpret various range of texts and through the following macro- and micro-reading skills: making inferences, making predictions, analysing and evaluating text and interpreting the writer's point of view. The writing component develops students' ability in organizing and summarizing information. The listening component will include how to listen and interpret, infer, predict outcome, draw conclusions, analyse and evaluate information. The speaking component will include how to express opinions, participate in group discussions, support or oppose views or opinions and come to a general consensus. The viewing component will include how to communicate ideas using multiple modes to increase communication effectiveness.

### **References**

Bedri, A. & McGarry, F. (2013) *English for Islamic Studies*. Garnet Education.

Cottrell, S. (2008). *Palgrave Study Skills: The Study Skills Handbook*. (3<sup>rd</sup> ed.). London: Palgrave Macmillan

McCarthy, M., & O'Dell, F. (2002). *English Vocabulary in Use: Advanced*. Cambridge: Cambridge University Press

**KL0120 / KL1120            Melayu Islam Beraja (For Malay Speakers)**

This course explores the following concepts of Malay Islamic and Monarchy (MIB) with the emphasis of its status as Brunei Darussalam's national philosophy. In addition, it aims to equip students with the core knowledge of *aqidah* of Ahli Sunnah Wal Jama'ah compared to others, the status of Islamic constitution, special Royalty protocols, Brunei Royalty language (Bahasa Dalam), the relationship between umara and ulama, the evolution of MIB as a concept of social living in Brunei as well as how MIB has been assimilated and inculcated into the government and administration of the country.

**References**

- Abdul Latif Haji Ibrahim, Haji dan Mohd. Taib Osman. (1993). *Melayu Islam Beraja, kertas-kertas kerja Seminar "Melayu Islam Beraja"*. Universiti Brunei Darussalam: Akademi Pengajian Brunei.
- Muhammad Abdul Hadi Al-Masri (1994). *Ahlussunnah Wal-Jama'ah: Petunjuk Jalan Yang Benar*. Kuala Lumpur: Penerbitan Kintan.
- Muhamamd Abu Zahrah (terj). (2005). *Imam Shafi'I Biografi dan pemikirannya sdalam masalah Aqidah, Plotik dan Fiqh*. Jakarta:Penerti Lentera.

**KL1121                    Brunei Studies (For Non-Malay Speakers)**

The aim of this course is to introduce non-Malay speaking students to significant aspects of life in Brunei Darussalam. It also enables students to learn about and understand Brunei society and culture in a broad and meaningful way. Field visits (subject to availability) related to the course will be organised to give students the opportunity to derive additional information and get better exposure to the local and social and cultural environment. At the end of the course, students are expected to have a greater awareness and understanding of their host country.

**References**

- Abdul Latif Haji Ibrahim (2001) *Issues in Brunei Studies*. Gadong: Akademi Pengajian Brunei, Universiti Brunei Darussalam.
- Pehin Jawatan Luar Pekerma Raja Dato Seri Utama Dr Ustaz Haji Md. Zain Haji Serudin (1998). *Melayu Islam Beraja : Suatu Pendekatan*. Dewan Bahasa dan Pustaka Brunei.
- Sainah, H.S. (2000). *Public Administration in Brunei Darussalam*. ETC:UBD.

## **KL1104 English for Academic Purposes**

### **Prerequisite(s) “O” Level English**

The course covers language skills of reading, writing, speaking and listening particularly for academic registers. It also focuses on grammar of academic texts which comprise of the study of parts of speech and verb tenses. The reading component develops students' ability to comprehend and interpret various range of texts and through the following macro- and micro-reading skills: making inferences, making predictions, analysing and evaluating text and interpreting the writer's point of view. The writing component develops students' ability in organizing and summarizing information and citing document sources appropriately (in-text citations and references). The listening component will include how to listen and interpret, infer, predict outcome, draw conclusions, analyse and evaluate information. The speaking component will include how to express opinions, participate in group discussions, support or oppose views or opinions and come to a general consensus.

### **References**

- Fiske, R.H. (2006). *The Dictionary of Concise Writing*. (2<sup>nd</sup> ed.). Portland, Oregon: Marion Street Press.
- Hewings, M. (2005). *Advanced Grammar in Use*. (2<sup>nd</sup> ed.). Cambridge University Press.
- Pears, R., & Shields, G. (2013). *Palgrave Study Skills: Cite Them Right – The Essential Referencing Guide*. London: Palgrave

## **KL2105 English for Professional Communication**

The course is intended to enhance students' English language proficiency with respect to the following competencies: widen their professional vocabulary and reinforce their knowledge of English grammar paying particular attention to the grammar of workplace/professional texts; focus on reading graphically displayed information and extract information from visual aids; write applications for jobs memorandums, facsimiles, electronic mail, resumes, reports, listening and speaking: Language in meetings, other forms of interpersonal communication, providing aural input / listening skills in the context of real-life discussions, oral presentations. In addition to the language skills focus, Islamic ethics in the workplace/professional contexts will be discussed as amongst other themes in this course.

### **References**

- Alias Mohd Yatim, Hazidi Abdul Hamid, Mohd Helmi Abdul Rahim, & Teo Hui Lian. (March 2010). *OUMH1203 English for Written Communication*. Open University Malaysia.
- Azar, B. S., Koch, R. S., & Longman (Firm). (2005). *Understanding and using English grammar interactive*. S.I.: Pearson, Longman.
- Bedri, A. & McGarry, F. (2013). *English for Islamic Studies*. Garnet Educatio

**KL0123 / KL2124 / KL3124 / KL3127 / KL4125 / KL6126    Industrial Training (LI)**

Industrial Training (LI) gives students opportunities to practice the theoretical knowledge that they learned in class and apply it in the real working environment. It also aims to instill professionalism in students through interaction and communication with the people at their training places and build networking connections that may be beneficial to them when seeking job opportunities for their future career. Overall, LI aims to further enhance the professional and personal development of students.

**References**

N/A

**(For a more comprehensive guide, please refer to the Industrial Training (LI) Programme sections of this Handbook).**



## AT-TAMAYYUZ UNIT



## 7.0 INTRODUCTION TO AT-TAMAYYUZ PROGRAMME

An internship and mobility programme which involves the mobility of students between UNISSA and other institutions and organisations for the purpose of industrial training or educational visits.

The Industrial Training (LI) portion of the programme adopts experiential learning and provides opportunities for students to undergo LI placements locally or abroad, in accordance with the requirements approved by the UNISSA council, for 9, 10 or 20 weeks.

The Mobility portion welcomes international students to UNISSA for educational visits and learning opportunities.

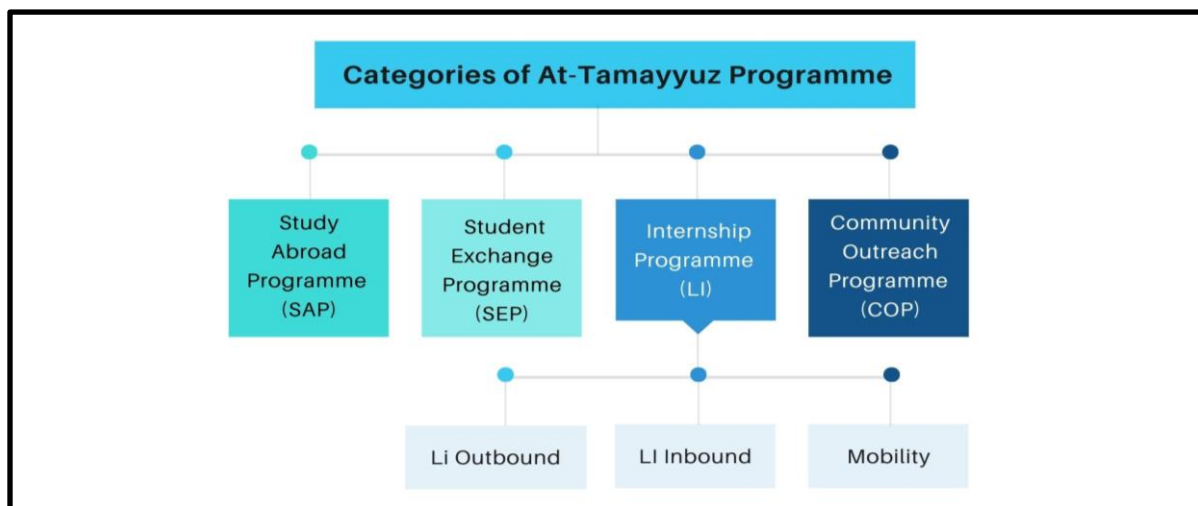


## 8.0 OBJECTIVES OF AT-TAMAYYUZ PROGRAMME

- To make UNISSA recognized globally.
- To expose the students to local and overseas learning experiences which will help them prepare for global challenges.
- To improve communication skills in foreign languages, especially English and Arabic language, through social interaction and cross-cultural understanding especially while abroad.
- To equip students with 21<sup>st</sup> century knowledge and skills for the real world of career.
- Expanding and activating activities under a Memorandum of Understanding (MoU) with universities/institutions locally and abroad.



## 9.0 CATEGORIES OF AT-TAMAYYUZ PROGRAMME



### 9.1 STUDY ABROAD PROGRAMME (SAP)

A programme in which students benefit from experiential learning through study abroad at one of UNISSA's partner university/institutions.

- Duration: 2 Semesters (in 1 year session).
- Semester 1 & 2 of the third year.

#### 9.1.1 SAP REQUIREMENTS

- Academic Achievement: CGPA 3.55 and above for the first 4 semesters.
- Language Proficiency: English & Arabic.
- Active involvement in Co-curriculum activities.
- Positive attitude & behaviour.
- Other criteria set by the faculty / centre / and industry.





## 9.2 STUDENT EXCHANGE PROGRAMME (SEP)

A programme in which students are accepted in a UNISSA's partner university or institution to study abroad. However, this does not necessarily mean that the students must find a counterpart from the other university or institution with whom to exchange.

- Duration: 1 Semester.
- Usually in Semester 1 or Semester 2 of the third year.

### 9.2.1 SEP REQUIREMENTS

- Academic Achievement
  - Level 1 – obtain CGPA 3.55 and above for the first 4 semesters.
  - Level 2 – obtain CGPA 3.33 - 3.54 in the first 4 semesters.
- Language Proficiency: English & Arabic.
- Active involvement in Co-curriculum activities.
- Positive attitude & behaviour.
- Other criteria set by the faculty / centre / and industry.



### LAHIRKAN PEMIMPIN BERTAKWA, BERWIBAWA MELALUI SEP



SERAMAI 13 mahasiswa daripada jurusan Sarjana Muda Sains Halat, Pusat Penyelidikan Halatan Thayyiban (PPHT), Universiti Islam Sultan Sharif Ali (UNISSA) berangkat ke Malaysia, pada Ahad, 20 November, bagi mengikuti Program Pertukaran Pelajar (Student Exchange Programme - SEP).

BANDAR SERI BEGAWAN, Sabasa, 22. November - Seramai 13 mahasiswa daripada jurusan Sarjana Muda Sains Halat, Pusat Penyelidikan Halatan Thayyiban (PPHT), Universiti Islam Sultan Sharif Ali (UNISSA) berangkat ke Malaysia, pada Ahad, 20 November, bagi mengikuti Program Pertukaran Pelajar (Student Exchange Programme - SEP), yang akan berjalan selama enam bulan. Hadir di Lapangan Terbang Antarabangsa Brunei bagi mengucapkan selamat belayar, Pengarah PPHT, Pangiran Dr. Hajah Norkhairah binti Pangiran Haji Hashim bersama penyarah yang lain. Seramai lima mahasiswa akan mengikuti Program Bachelor of Health Quality Assurance di Faculty of Health & Life Sciences, Management and Science University (MSU), Shah Alam. Manakala isapan pelajar lagi akan mengikuti pengajian dalam Program Bachelor in Contemporary Islamic Studies di Akademi Pengajian Islam Kontemporari, Universiti Teknologi MARA (UiTM),

Malaysia (Cawangan Shah Alam). Sejak penubuhannya, UNISSA sangat bergiat aktif dalam program-program pengantarabangsaan melalui kerjasama penyediaan persidangan, seminar dan pertukaran pelajar bersama universiti di rantau ASEAN juga antarabangsa. Sehubungan itu, program pertukaran pelajar adalah salah satu usaha di bawah program pengantarabangsaan yang amat memberi manfaat kepada para mahasiswa, dari segi penguasaan pengetahuan, pendalaman serta pengalaman, terutama sekali dalam industri halal. Program Pertukaran Pelajar ini juga diharap akan menjadi satu platform untuk pelajar memenui amu baktara, bahkan berkongsi ilmu pengetahuan dan pandangan bersama mahasiswa luar negara dan secara tidak langsung mempromosikan kebolehsasaran budaya yang dimiliki oleh kedua-dua negara ini. Program ini selaras dengan misi UNISSA untuk melahirkan pemimpin yang berakhlak dan berwibawa, yang boleh menyumbang pada pembangunan ummah melalui kecermerlangan akademik, penyelidikan dan khidmat masyarakat.



## 9.3 INTERNSHIP PROGRAMME (LI)

### LI OUTBOUND

As one of the compulsory courses for UNISSA undergraduate and postgraduate diploma students to complete, this programme provides opportunities for students to undergo LI training at local or overseas organisations from 9 to up to 20 weeks in accordance with the requirements approved by the UNISSA council.

Students have the choice of applying for placements in either local or overseas organisations/institutions. For overseas placements however, these have their own requirements which can be found in a separate subsection of this handbook.

#### 9.3.1 What can you gain from LI Outbound?

- Get the best practical training within the particular time frame.
- Gain first-hand experience outside of the university by working in a professional organisation.
- Training will be provided by either government or private sector.
- Apply your technical knowledge to real-life situations.
- Have the opportunity to work with other professionals.
- Further develop technical, interpersonal and communication skills, both oral and written.



### 9.3.2 Who will undergo LI Outbound?

#### *Faculty of Arabic Language*

- Bachelor of Arabic Language and Translation

#### *Faculty of Usuluddin*

- Bachelor of Usuluddin (Tafsir & Hadith)
- Bachelor of Usuluddin ('Aqidah & Da'wah)
- Bachelor of Tahfiz & Qiraat

#### *Faculty of Islamic Development Management*

- Bachelor of Islamic History & Civilisation
- Bachelor of Islamic Development Management

#### *Faculty of Islamic Economics and Finance*

- Bachelor of Science in Islamic Finance
- Bachelor of Business Management
- Bachelor of Islamic Economics

#### *Faculty of Shariah*

- Bachelor of Shariah (Fiqh & Judiciary)
- Bachelor of Shariah (Fiqh & Usul)

#### *Faculty of Law*

- Higher National Diploma (HND) in Shariah Criminal Justice System
- Bachelor of Laws & Bachelor of Shariah Law (LLB & BSL)
- Postgraduate Diploma in Islamic Law & Legal Practice

#### *Faculty of Agriculture*

- Bachelor of Science in Agriculture (Agribusiness)

#### *Faculty of Islamic Technology*

- Bachelor of Islamic Media and Communication Technology

#### *Halalan Tayyiban Research Centre*

- Bachelor of Halal Science



### 9.3.3 When is the LI Outbound?

Bachelor of Arabic Language & Translation	<p><b>KL 2124</b> 6 Credit Hours Year 2, Semester 3 10 Weeks</p> <p><b>KL3124</b> 6 Credit Hours Year 3, Semester 3 10 Weeks</p>
Bachelor of Usuluddin (Tafsir & Hadith) Bachelor of Usuluddin ('Aqidah & Da'wah) Bachelor of Tahfiz & Qiraat	
Bachelor of Islamic History & Civilisation Bachelor of Islamic Development Management	
Bachelor of Shariah (Fiqh & Judiciary) Bachelor of Shariah (Fiqh & Usul)	
Bachelor of Science in Agriculture (Agribusiness)	
Bachelor of Islamic Media and Communication Technology	
Bachelor of Halal Science	
Higher National Diploma in Shariah Criminal Justice System	<p><b>KL0123</b> 3 Credit Hours Year 2, Semester 3 9 Weeks</p>
Bachelor of Laws & Bachelor of Shariah Law (LLB & BSL)	<p><b>KL4125</b> 6 Credit Hours Year 4, Semester 3 10 Weeks</p>
Postgraduate Diploma in Islamic Law & Legal Practice	<p><b>KL6126</b> 0 Credit Hours 9 Weeks 2 Placements</p>
Bachelor of Science in Islamic Finance Bachelor of Business Management Bachelor of Islamic Economics	<p><b>KL3127</b> 10 Credit Hours Year 3, Semester 3 20 weeks</p>

### 9.3.4 Who is Eligible for LI Outbound?

- i. Local students who study at UNISSA under government scholarship.
- ii. Students studying through the In-Service Training Scheme are subject to approval of the Public Service Department.
- iii. International students studying under the Brunei Darussalam Government Scholarship are subject to authorisation and regulation of the Brunei Darussalam Government Scholarship.
- iv. Students using their own expenses are considered.



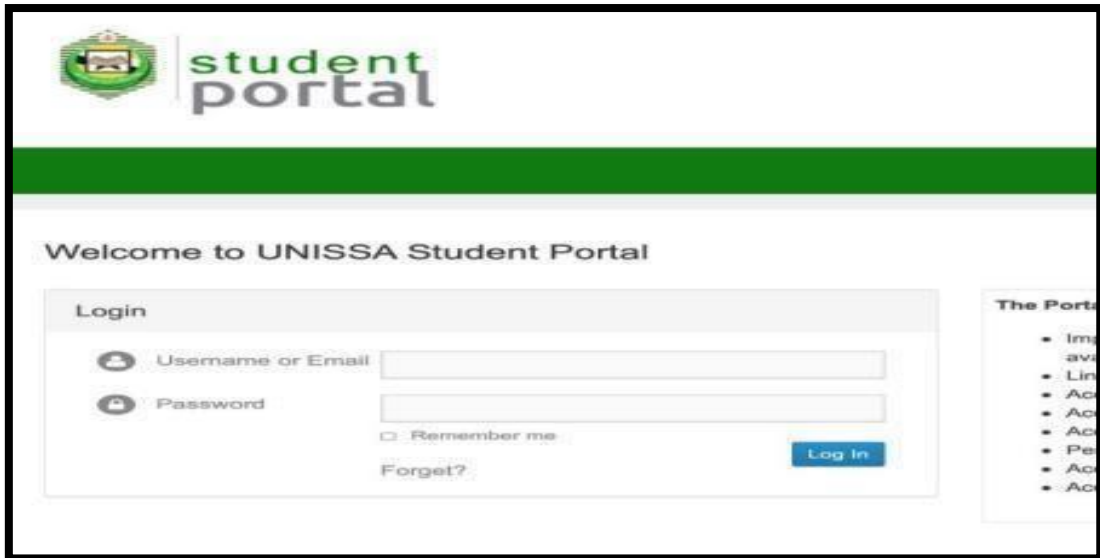
### 9.3.5 LI Outbound Overseas Requirements (Overseas Placements)

- Academic Achievement:
  - *Level 1*  
Obtain CGPA **3.33 and above** for the first 5 semesters of study at UNISSA.
  - *Level 2*  
Obtain CGPA **2.00 - 3.32** in the first 5 semesters.
- *Language Proficiency*: English & Arabic.
- Must be actively involved in co-curricular activities.
- Has positive attitude and behaviour.
- Fulfils other criteria set by the faculty / centre / and industry.

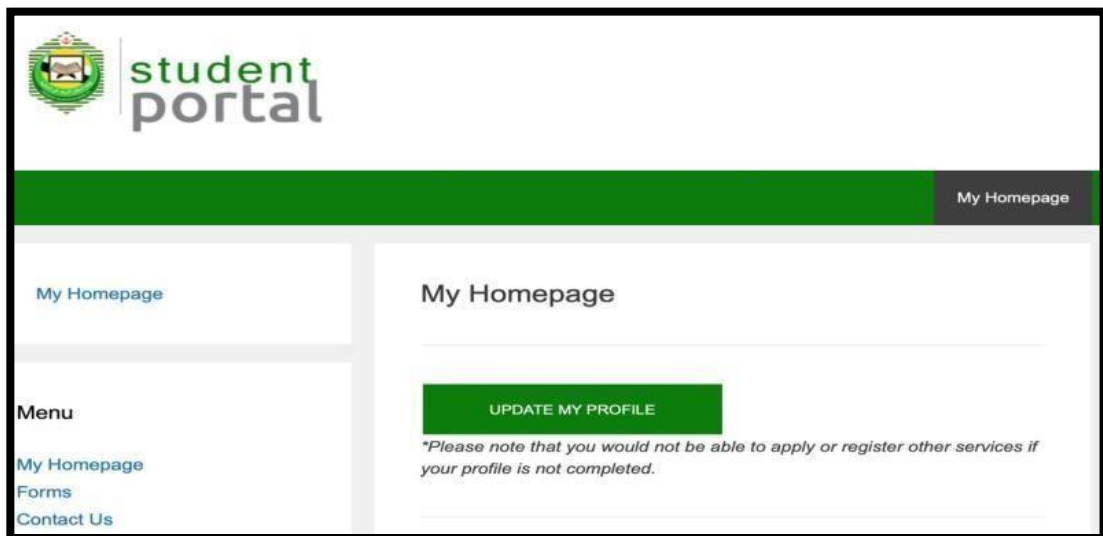
### 9.3.6 LI Outbound Application Process

#### 9.3.6.1 How to Apply for LI Outbound?

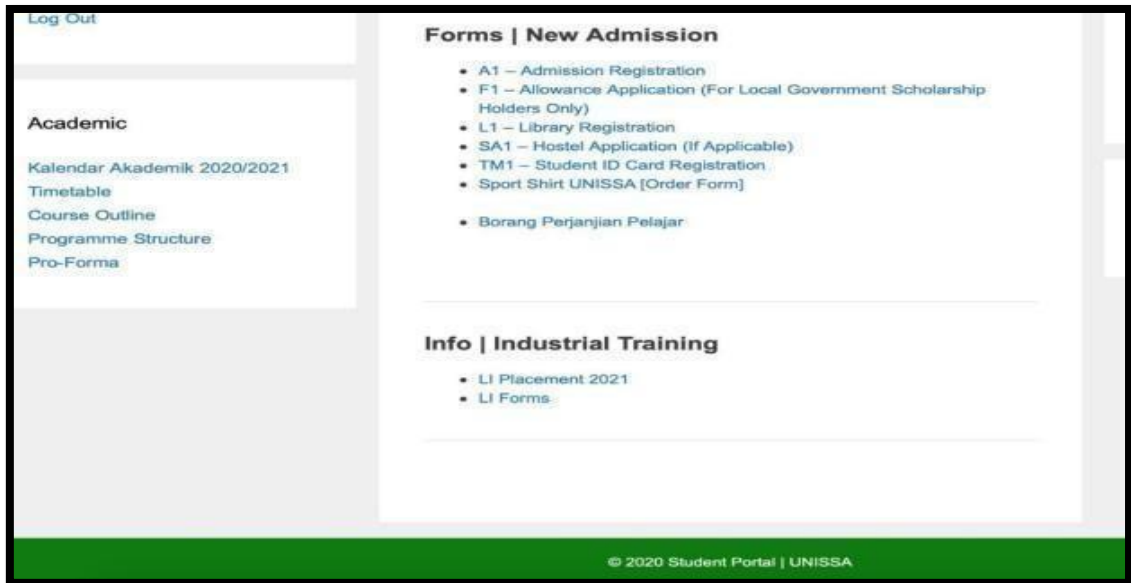
- 1) LOG IN to your Student Portal [www.unissa.edu.bn/studentportal].



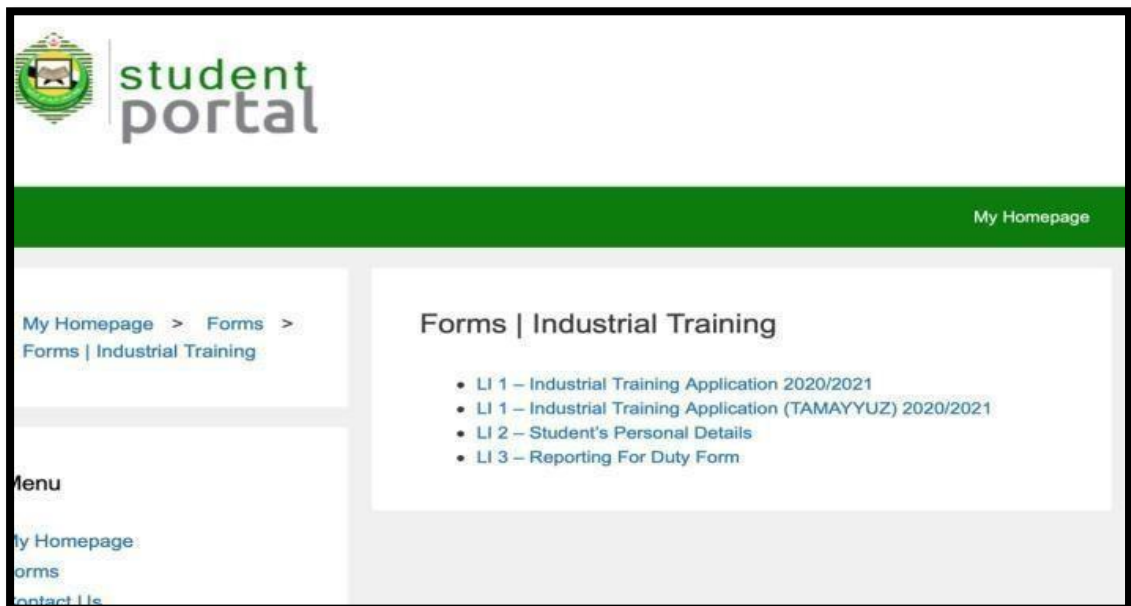
- 2) Logging in will take you to your Homepage. Ensure that you update your Profile first before proceeding any further.



- 3) Once updated, find the “**Info | Industrial Training**” section which contains all Industrial Training Forms you will need to complete. Click on “**LI Forms**”.



- 4) This will take you to a list of four (4) LI forms which you will be required to fill in. However, at this application stage though, only the first three forms (**LI 1** and **LI 2**) will be relevant.



- 5) Click on “LI 1 - Industrial Training Application 2022/2023” and complete the form.

The screenshot shows the 'student portal' interface. The main heading is 'LI 1 – Industrial Training Application 2022/2023'. Below this, it states 'FOR ALL STUDENTS EXCEPT FSL STUDENT' and 'DEADLINE SUBMISSION DATE: 14TH OCTOBER 2022'. The form title is 'LI 1 - Industrial Training Application 2022/2023'. Under 'Personal Details', there are input fields for 'Name \*', 'Identity Card No. \*', and 'Registration ID No. \*'. A left-hand menu includes 'My Homepage', 'Forms', 'Contact Us', and 'Log Out'. A breadcrumb trail shows 'My Homepage > Forms > Forms | Industrial Training > LI 1 – Industrial Training'.

- 6) Select the training places of your choice from the list below.

The screenshot shows a dropdown menu for 'Training Place (1st Choice)'. The selected option is '--Select--'. The list of options includes various government and private organizations, such as 'Kolej Universiti Perguruan Ugama Seri Begawan (KUPU SB)', 'Institut Tahfiz Al-Quran Sultan Haji Hassanah Bolkiah', 'Sekolah Ugama Arab Menengah Perempuan Raja Isteri Pengiran Anak', 'Jabatan Majlis Ugama Islam Brunei (Bahagian Agihan dan Kutipan Zakat)', 'Unit Tafsir, Pusat Dakwah Islamiah', 'Pejabat Hal Ehwal Ugama Daerah Belait', 'Pejabat Unit Dakwah, Daerah Tutong', 'Jabatan Mufti Kerajaan', 'Pusat Al-Islah, Jalan Kerakas Payau', 'Biro Kawalan Narkotik', 'Bahagian Pengawalan Hiburan Awam dan Penerbitan', 'Jabatan Penjara, Jalan Jerudong', 'Radio Television Brunei', 'Perpustakaan, UNISSA', 'Jabatan Pembangunan Masyarakat (JAPEM)', 'Bahagian Pembangunan Belia dan Sukan (BPBS)', 'Kompleks Rumah Kebajikan, Kg Subok', 'Pusat Sejarah, Pusat Pengkajian Borneo', 'Unit Keagamaan, Hospital RIPAS', 'ARTZ Production', 'Syarikat Riza Fudlana Farming, KKP Tanah Tuah, Kulapis', 'Syarikat Haji Salleh bin Haji Ludin & Anak-Anak, KPP Batumpu', 'Syarikat RZ Prisma Enterprise, KPP Kilanas', and 'Syarikat KN Nursery (B) Sdn Bhd, Rimba Garden Centre, KPP Rimba'.



- 7) If there is an organisation or institution you wish to choose which is not on the list, please fill in the suggestion in the box below.

**Training Place (1st Choice)**

Name of Organisation (FOU - 1st Choice Placement)

if other please specify (1st Choice Placement)

District (1st Choice Placement)

Address (1st Choice Placement)\*

- 8) Once complete, return to the “**LI Forms**” page and click on “**LI 2 - Student’s Personal Details**”. Complete this form.

**student portal**

My Homepage

My Homepage > Forms > Forms | Industrial Training > LI 2 - Student's Personal

DEADLINE SUBMISSION DATE: 14TH OCTOBER 2022

**LI 2 - Student's Personal Details**

**Personal Details**

Please upload your Passport Photo\*  no...d

Name\*

Gender\*

Date of Birth\*

Place of Birth\*

**Menu**

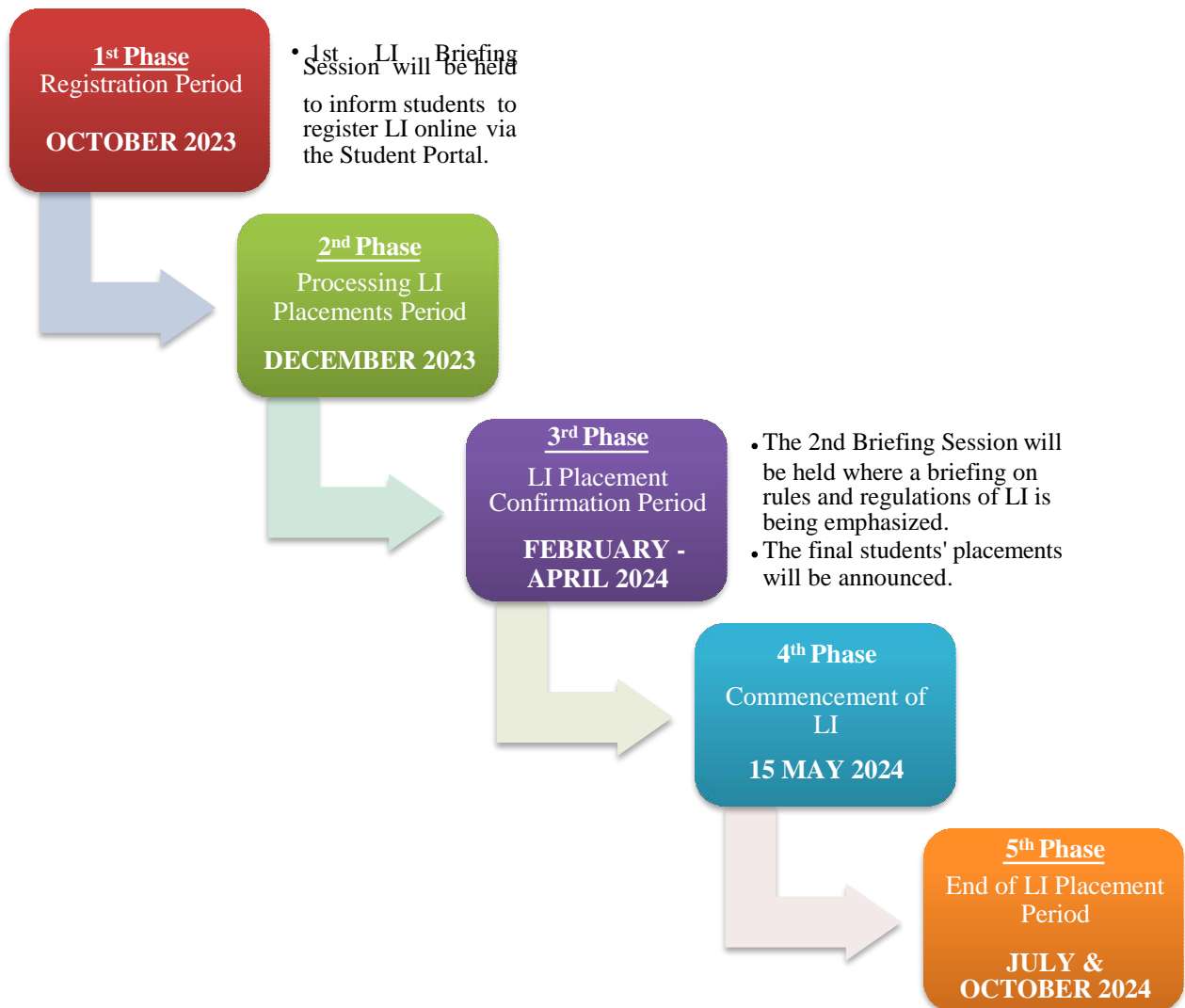
My Homepage  
Forms  
Contact Us  
Log Out

This ends the LI Outbound Application procedure.

Please take note that:

- Students can choose any other places, even though they are not listed in the ‘Placement List’ in the Student Portal.
- The Dean/Director of your faculty/centre has the right to decide the student’s placement for their LI course.
- Please refer to “Industrial Training Guidelines” found in the Student Portal for the complete rules and regulations.

### 9.3.6.2 LI Outbound Process Flowchart



## 9.4 LI INBOUND

Like UNISSA students, students from other local institutions (such as IBTE, Kolej IGS, and so on) may choose to intern at one or more departments at UNISSA for their own LI training. These students commence their LI at any time and for any duration of training according to their home institutions' requirements.



*IBTE Students completing their LI training at UNISSA*

## 9.5 LI MOBILITY

Groups of international students may choose to come to UNISSA via their home institutions' mobility programmes for educational visits around UNISSA campus. These students can visit UNISSA at any time and for any duration of stay.



## 9.6 COMMUNITY OUTREACH PROGRAMME (COP)

Students engage in activities that focus on community service locally and abroad for a period of not more than 1 semester (9 weeks).

### COP REQUIREMENTS

- Academic Achievement
  - Level 1 - obtain CGPA 3.33-3.54 for the first 2 semesters.
  - Level 2 - obtain CGPA 2.00-3.32 in the first 2 semesters.
- Language Proficiency: English & Arabic.
- Active involvement in Co-curricular activities.
- Positive attitude & behaviour.
- Other criteria set by the faculty / centre / and industry.

## 9.7 GET TO KNOW THE AT-TAMAYUZ UNIT (ACADEMIC YEAR 2023/2024)

### **Dr Hajah Halimaturradiah binti DSS Haji Metussin**

**Head of At-Tamayyuz Unit & Assisant Professor**

**Tel:** +673 717 5565

**Office:** NG12, Block N, CPKL

**Email:** radiah.metussin@unissa.edu.bn



*eee*

## FACULTY OF SHARIAH (FOS)



### LI ATC SHARIAH

Dayang Suaad binti Dr Haji  
Serbini



Bachelor of Shariah (Fiqh & Judiciary)



Bachelor of Shariah (Fiqh & Usul)



Mobile No.: +673 872 4920  
Email: dygsuaad.drhjserbini@unissa.edu.bn

## FACULTY OF LAW (FOL)



### LI ATC LAW

Rajali bin Haji Aji



Postgraduate Diploma in Islamic Law &  
Legal Practice



Bachelor of Laws & Bachelor of Shariah  
Law (LLB & BSL)



Higher National Diploma in Shariah  
Criminal Justice System



Mobile No.: +673 711 2916  
Email: rajali.aji@unissa.edu.bn

# FACULTY OF USULUDDIN (FOU)



## LI ATC FOU

Dr Hajah Masuriyati binti Haji  
Yahya



Mobile No.: +673 714 2212  
Email: masuriyati.hyahya@unissa.edu.bn

# FACULTY OF ARABIC LANGUAGE (FAL)



## LI ATC FAL

Kujaimah Binti Haji Abdul  
Kahar



Mobile No.: +673 821 8176  
Email: kujaimah.kahar@unissa.edu.bn

# FACULTY OF ECONOMICS & ISLAMIC FINANCE (FEKIM)



## LI ATC FEKIM

Dr Hajah Nur Annisa binti Haji Sarbini



Mobile No.: +673 887 6987  
Email: nurannisa.sarbini@unissa.edu.bn

# FACULTY OF ISLAMIC DEVELOPMENT MANAGEMENT (FPPI)



## LI ATC FPPI

Liza Mariah Haji Azahari



Mobile No.: +673 876 3743  
Email: mariah.azahari@unissa.edu.bn

# HALALAN TAYYIBAN RESEARCH CENTRE (PPHT)



## LI ATC PPHT

Dr Siti Nur Idayu binti Haji  
Matusin



Mobile No.: +673 882 5092  
Email: [idayu.matusin@unissa.edu.bn](mailto:idayu.matusin@unissa.edu.bn)

# FACULTY OF AGRICULTURE (FOA)



## LI ATC FOA

Dr Syahirah binti Haji Shahlehi



Mobile No.: +673 867 3106  
Email: [syahirah.shahlehi@unissa.edu.bn](mailto:syahirah.shahlehi@unissa.edu.bn)



# FACULTY OF ISLAMIC TECHNOLOGY



**LI ATC FIT**

Dr Amirah binti Ismail



Mobile No.: +60 17-872 0007  
Email: [amirah.ismail@unissa.edu.bn](mailto:amirah.ismail@unissa.edu.bn)

UNIVERSITI ISLAM SULTAN SHARIF ALI

UNISSA



## UNISSA CO-CURRICULAR PROGRAMME

PG1112 Co-Curriculum I

&

PG2122 Co-Curriculum II



## **16.0 INTRODUCTION TO CO-CURRICULAR PROGRAMME**

The Co-curriculum Unit at Sultan Sharif Ali Islamic University (UNISSA) plays an important role in providing students with a variety of co-curricular activities and volunteering opportunities aimed at supporting their academic and personal development.

As a University Required Course (URC) offered by the Centre for the Promotion of Knowledge and Language, all undergraduate students at UNISSA are required to participate in this programme to graduate. This co-curricular programme is offered to undergraduate students of Year 1 and Year 2 and is to be completed during the first four (4) semesters, i.e. two years of study at UNISSA.

This section of the CPKL Handbook aims to provide students with a comprehensive introduction as well as valuable information about the Co-curricular Programme offered here at UNISSA. It outlines what students should expect from this programme as well as what the Co-curriculum Unit expects students to do.

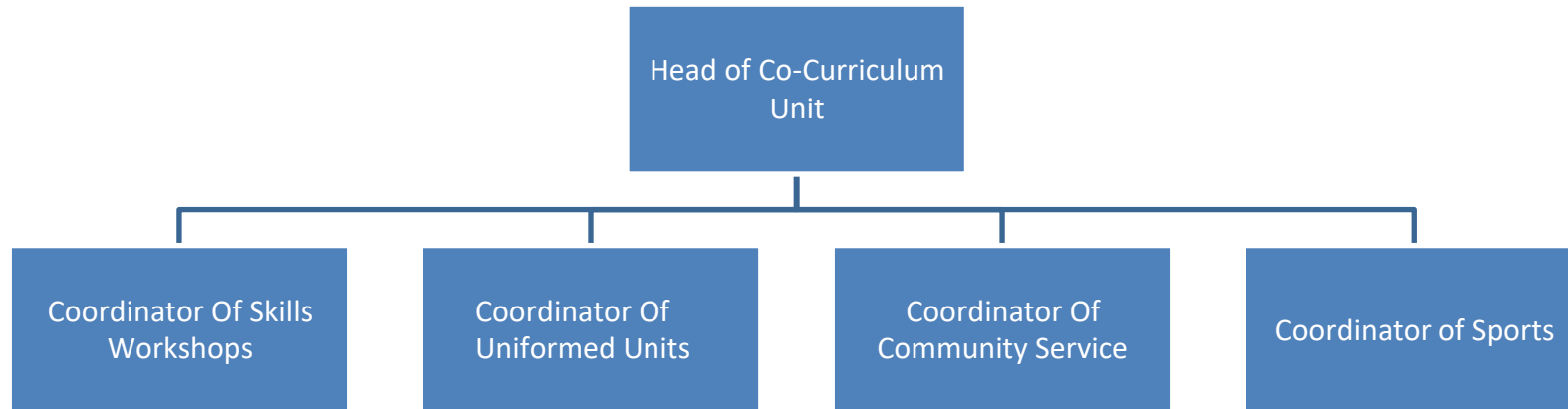
## **17.0 OBJECTIVES OF CO-CURRICULAR PROGRAMME**

We strive to provide students with opportunities to balance their academic achievements with personal and professional development through involvement in non-academic activities including skill development and engaging in community service.

That is why through this programme, students may expect to further improve their self-confidence, interpersonal skills and soft skills in order to be able to grow as highly skilled and educated graduates who are also committed contributors to the needs of the community and country.

At the same time, students can gain a greater understanding of problems faced by individuals and communities through participation and reflection of their community service and volunteering activities. Ultimately, this programme prepares students to become productive, thoughtful, and compassionate individuals who are balanced for the world and the Hereafter.

**18.0 ORGANISATIONAL STRUCTURE OF CO-CURRICULUM UNIT**  
**CENTRE FOR THE PROMOTION OF KNOWLEDGE AND LANGUAGE**  
**SULTAN SHARIF ALI ISLAMIC UNIVERSITY**  
**ACADEMIC YEAR 2023/2024**



## 19.0 DURATION OF PROGRAMME

The Co-curricular Programme is offered for a total of 4 (four) semesters consecutively (for Year 1 and Year 2 students only). In general, all Co-curricular learning activities, including Uniformed Units, Skills and Sports workshops, take place every Wednesday of each semester, beginning 1:30pm until 3:30pm.

Despite this, please note that additional learning activities may also take place on different days and time depending on the requirement of that particular activity.

## 20.0 PROGRAMME CONTENT AND FORMAT

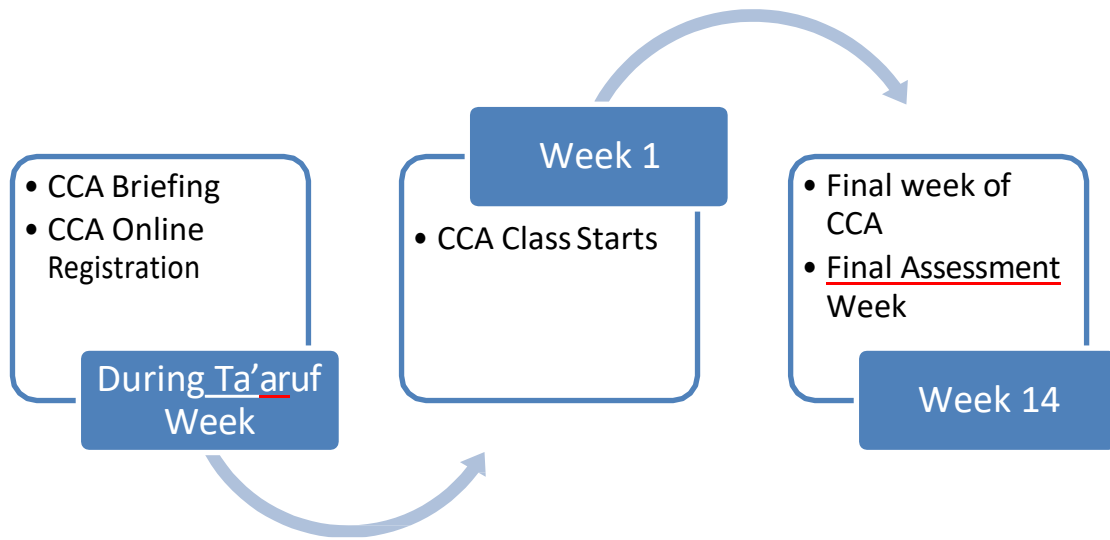
There are two options in the Co-curricular programme and students are to choose one of the following choices:

OPTION A	
Description	Total Marks
Uniformed Units ( <i>Pasukan Beruniform</i> ) (inclusive of 20 hours of Community Service)	100
<ul style="list-style-type: none"><li>• Students who choose this option MUST complete TWO (2) full semesters in their chosen Uniformed Unit in order to gain the required credit hours and assessment marks for the co-curricular programme. Students are also highly encouraged to stay in the same Uniformed Unit throughout their academic year in UNISSA.</li><li>• Students in this option will be given an inclusive 20 hours of community service during their cadetship in their chosen Uniformed Unit for those 2 full semesters. This is because the roles and responsibilities of Uniformed Units and their community service contribution are heavier than the workload contained in Option B.</li></ul>	

**OR**

<b>OPTION B</b>	
<b>Description</b>	<b>Total Marks</b>
Skills Workshops OR Sports	50
Community Service <i>(up to 50 hours in total)</i>	50
<ul style="list-style-type: none"><li>• Students who choose this option <b>MUST</b> complete <b>TWO (2)</b> full semesters of their chosen workshop in order to gain the required credit hours and assessment marks for the co-curricular programme. (They may choose to change their workshop after Year 1 if they wish).</li><li>• Students must log up to 10 hours or more of community service for each semester.</li><li>• By the end of four semesters (or two academic years), students should have completed a total of 40 hours or more of community service.</li><li>• Students <b>MUST</b> finish any remaining community service hours (minimum total of 50 hours) before the end of their university study period in order to be able to graduate.</li></ul>	

## 21.0 CO-CURRICULUM PROGRAMME FLOWCHART



## 22.0 DETAILS OF PROGRAMME

### 22.1 UNIFORMED UNITS (*PASUKAN BERUNIFORM*)

There are six (6) uniformed units to choose from at UNISSA if students wish to join as a member:

- Military Cadets (PKT UNISSA)
- Police Cadets (PKP UNISSA)
- Fire & Rescue Cadets (PKB UNISSA)
- Scouts (Pengakap Kelana 1102)
- Brunei Red Crescent (PBSM UNISSA)
- Girl Guides (PPP UNISSA)



As a member of a uniformed unit, students **MUST** complete the full two (2) semesters consecutively in the same Uniformed unit to gain the required credit hours and assessment marks as part of their co-curricular programme assessment. This is due to each uniformed unit having its own learning and teaching syllabus, training courses, national events and community service activities relevant to that uniformed unit's field.



In joining up as a cadet or a member, students may expect to find that the combination of basic theory, training and application of knowledge and skills will be valuable assets for their personal and professional development. At the same time, being a member of a larger organisation outside the university may provide networking opportunities and connections for their future careers.

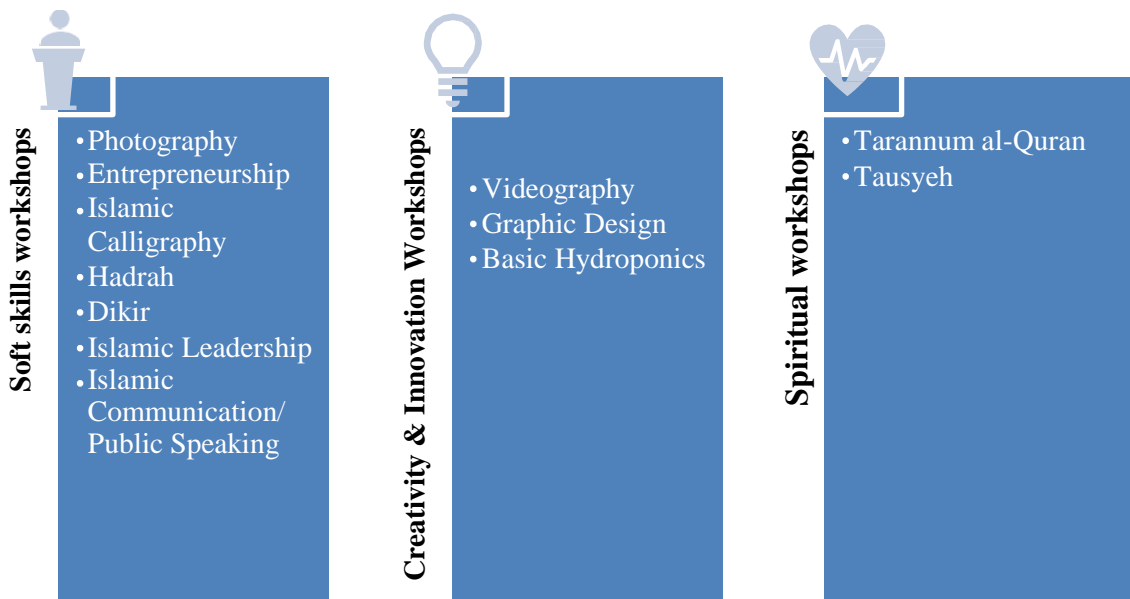


## 22.2 SKILLS WORKSHOPS

Skills workshops are divided into two categories as follows:

- a) Skills workshops that are conducted in UNISSA
- b) Skills workshops that are conducted at the Youth Development Centre (*Pusat Pembangunan Belia*)

Skills workshops that are conducted at UNISSA have three (3) main types, namely Soft Skills workshops, Creativity & Innovation workshops and Spiritual workshops:



Additionally, there are also Skills Workshops offered by the **Youth Development Centre** which include the following:

**(Please note, however, that these workshops are subject to availability by YDC).**

Fashion Design Technology Skills	Culinary & Banquet	Pastry & Confectionary
Air Conditioning & Refrigeration Maintenance	Welding & Fabrication	Computer & Office Management
Car Body Repair		

## 22.2.1 SKILLS WORKSHOPS AT UNISSA

### 1. PHOTOGRAPHY



#### **Content:**

This workshop teaches some general information about cameras, whether they are compact cameras or DSLR cameras. We then move on to the introduction of DSLR, camera anatomy, an introduction to the camera Asa mode, lenses, flashes, camera accessories, correct techniques to hold cameras as well as methods to clean DSLR. In addition, there will be practical and written tests to assess students' knowledge and skills throughout the workshop learning period.

### 2. ENTREPRENEURSHIP



#### **Content:**

Students will be provided information on entrepreneurship from an Islamic point of view, on business management, finance, marketing and so on. Furthermore, students will learn how to prepare and compile business proposals and many more.

### 3. ISLAMIC CALLIGRAPHY



#### **Content:**

Students will be exposed to the basic writing method of the Diwani Jaly calligraphy style. The teaching methods used in this workshop are both theoretical and practical in stages beginning with the initial introduction to the calligraphy style to forming single letters, forming connected letters and then constructing full sentences. In addition, to ensure that students can become proficient in writing calligraphy, they will also be given tasks to do writing exercises outside the classroom.

### 4. HADRAH & DIKIR



#### **Content:**

Students will be trained on the ways to perform hadrah and/or dikir while at the same time, they will enhance their hadrah and/or dikir skills in order to become UNISSA hadrah representatives should there be a demand from the public.

## 5. ISLAMIC LEADERSHIP



### **Content:**

A more comprehensive description and explanation about the concept of Islamic leadership and students will be provided with practical exercises which involves cultivating advanced leadership attitudes.

## 6. ISLAMIC COMMUNICATION / PUBLIC SPEAKING



### **Content:**

*“Obey Allah and obey the Messenger and beware (of evil): if you do turn back, know you that it is Our Messenger’s duty to convey (the Message) in the clearest manner.” (5:92)*

Effective public speaking, according to the Islamic perspective, involves the art and process of delivering the message of Islam with certain knowledge, wisdom and through the art of preaching for the sake of Allah SWT. This workshop aims to develop students’ public speaking skills through an Islamic viewpoint since total personality development as Muslims includes not only knowledge of the Qur’an and the authentic Sunnah (Hadith) but also effective speaking so that we can become righteous and practice what we say.

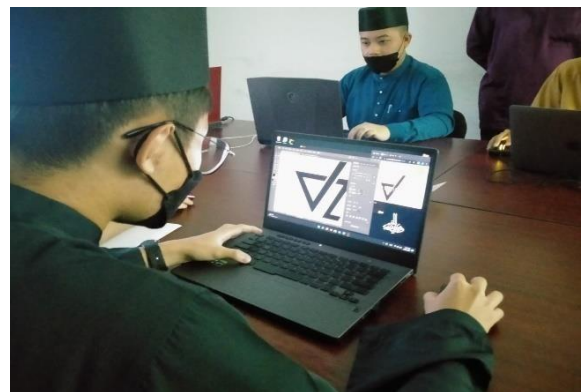
## 7. VIDEOGRAPHY



### **Content:**

This workshop will cover the fundamental pillars of video camera systems: aperture, shutter speed, focal length, format (sensor size), and white balance. Illustrated workshop notes will be provided to help participants gain a practical understanding of the learning material. Students will then be able to apply them in various settings using current industry standard video cameras and they will also have a chance to fill each role in a film studio set (Director of Photography, Camera Operator, Grip, Sound Recorder, and Subject).

## 8. GRAPHIC DESIGN



### **Content:**

This workshop will provide a comprehensive description and explanation about basic multimedia. In addition, students will be guided on how to make a high quality posters and other forms of media using multimedia tools.

## 9. BASIC HYDROPONICS



### Content:

A workshop for those who are interested in learning the basics of Hydroponics and start their own Hydroponic garden. With this basic Hydroponics training workshop, students will be able to start their own hydroponic garden by designing and building their own basic DIY hydroponics system. In addition, the students will be able to sell their produce by organising a pop-up market. This is in line with His Majesty's Titah to encourage youth to venture into agriculture and consider it as a business opportunity.

## 10. TARANNUM AL-QURAN



### **Content:**

Students will be trained on the methods of how to recite the Holy Quran in a clear voice as well the correct method to perform *tarannum*.

## 11. TAUSYEH



### **Content:**

The objective of this skills workshop is to make UNISSA into a platform which enlivens Islamic teachings through Tausyeh songs as many contain zikir, salawat and du'a. At the same time, this workshop aims to unearth hidden talents of students in the skill of Tausyeh.

The establishment of this workshop also corresponds with His Majesty's the Sultan and Yang Di-Pertuan of Brunei Darussalam's wishes to make Brunei Darussalam into "Negara Zikir". Finally, it also aims to cultivate a spirit of love to participate in various Islamic competitions and performances and preserve the many Tausyeh songs among the Muslim community so that they may not become lost in time.



## 22.2.2 SKILLS WORKSHOPS AT YOUTH DEVELOPMENT CENTRE

Please note that university transport will be provided for students participating in workshops at the Youth Development Centre.

### 1. FASHION DESIGN TECHNOLOGY SKILLS



#### Content:

The workshop provides an explanation into the basics of sewing and the fashion design technology skills. Students are offered the opportunity to learn the craft of creating their own Baju Kurta (males) and Jubah (females).

### 2. CULINARY & BANQUET



#### Content:

Students will be taught a number of criteria when it comes to polishing their craft in the culinary arts. These include their ability to follow cooking instructions, cleanliness, cooking techniques

and food presentation. Opportunities to practice the skills followed by a final practical assessment at the end of the workshop learning period will also be included.

### 3. PASTRY & CONFECTIONARY



#### Content:

The workshop provides a basic introduction to pastry and confectionary skills. Explanations into the importance of cleanliness and safety levels while creating the food products will also be emphasised. Finally, opportunities to practice the skills followed by a final practical assessment at the end of the workshop learning period will be included.

### 4. AIR CONDITIONING & REFRIGERATION MAINTENANCE



#### Content:

Students will be taught on how to practice and abide by the rules and safety measures of air conditioning unit maintenance as well as learn the basic equipment used in air conditioning.

They will also be taught skills on how to perform general servicing and maintenance on both indoor and outdoor air conditioning units.

## 5. WELDING & FABRICATION



### **Content:**

This workshop introduces basic introduction on welding. Students will be equipped with personal protective equipment (PPE) and be taught safety procedures of the workshop. Students will learn how to cut, fold and join metal plates. Finally, they will be given the opportunity to create a box and a dust plan.

## 6. COMPUTER AND OFFICE MANAGEMENT



### **Content:**

This is an introductory workshop to the Power director application as well as a step by step approach to video editing, short movie creation and working with recordings (splitting and

trimming videos). Furthermore, students will learn how to use the 3D design software. 3D design is the process of using software to create a mathematical representation of 3 dimensional models used for computer generated design. In this workshop, students will be able to create their own 3D designs and many more.

## 7. CAR BODY REPAIR





### Content:

Students will be taught skills on car panel repair as well as knowledge on panel preparation technique. This workshop also teaches the safety procedures for every practical activity.

## 22.3 SPORTS

Finally, the Co-curricular Programme offers a number of sports activities for students with promising athletic and sporting potential in order to explore and develop their abilities and skills. The list of Sports activities students can partake in this programme include:

	<b>Archery</b>		<b>Silat</b>
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	<b>Football</b>		<b>Karate</b>
	<b>Badminton</b>		<b>Taekwondo</b>
	<b>Netball</b>		<b>Swimming</b>
	<b>Bowling</b>		<b>Ping pong</b>

## 22.4 COMMUNITY SERVICE (KM)

Community service is a form of practical work with the community within and outside the university that is conducted outside of lecture hours. At UNISSA, students must log up to **10 hours minimum for each semester.**

There are many advantages to being involved in community service. Not only does it provide students with opportunities to apply knowledge and skills that were acquired in their academic studies, community service offers a wealth of training, transferable skills and most importantly, networking opportunities. Engaging in community service can also help to become a more well-rounded student who is compassionate and responsible to society and country.

### 22.4.1 Examples of Community Service Activities

- Da'wah

- Communal work
- Organisations/ public & private institutions/ universities
- Volunteering service
- Natural disaster services
- Working committee for event organisation
- And many more

#### **22.1.4 Total Required Community Service Hours**

- i- At least **50 hours** throughout students' university study period.
- ii- Students who have enrolled in a Uniformed Unit will be given **20 hours of community service during the two (2) full semesters of that Uniformed Unit period.** The remainder of the community service hours must then be completed during the rest of their academic study period.
- iii- However, if students of Uniformed Units decide to continue their cadetship/membership for another two semesters, they are only required to fulfil **10 more hours** of community service.

#### **22.4.3 Community Service Activity Categories**

The type of community service activity that students participate in will differ in terms of the number of hours spent, the amount of workload, degree of involvement, level of contribution and whether the activity itself is considered effective and impactful for the community as well as promote the image of the student, the university and the community at large.

Because of these factors stated above, in order for us to transform the community service contribution into part of the co-curricular programme assessment in a fair manner, the type of community service activities that students participate in will be allocated a category: A, B, or C. These categories are:

Category	Type of Community Service Activity	Percentage taken from the number of hours spent in this activity
A	<p>The assessment that the supervisor of the activity gives to the student must be <b>“Excellent”</b>.</p> <p>However, the community service activity itself <b>MUST</b> also help promote the image of the student, the university as well as the community.</p> <p>The community service activities for this category must be initiated and conducted by the students themselves. These include student-led projects or programmes which aim to help others in the community who are in need of assistance and many more.</p> <p>Activities in this category also include teaching others Muqaddam, tajwid and al-Qur’an (with limitation of 10 hours max will be taken)</p>	100%
B	<p>The assessment that the supervisor of the activity gives to the student must be <b>“Very Good”</b>.</p> <p>However, the community service activity itself <b>MUST</b> also help promote the image of the student, the university and community.</p> <p>In this category, students must be involved as part of the higher working committee, facilitator or mentor in any UNISSA events or organisation.</p>	80%
C	<p>The assessment that the supervisor of the activity gives to the student must be <b>“Good”</b>.</p> <p>Such activities for this categories include communal work in any area of society or volunteer work at companies, shops, libraries, running/athletic programmes, and so on arranged by the organisation.</p>	60%

As shown in the above table, each community service activity category carries a certain percentage (100%, 80% or 60%). Depending on that category, only a certain percentage of the number of hours spent in that community service activity will be converted into Log Hours. These Log Hours will then be used in calculating students’ assessment marks for the community service portion of this co-curricular programme.

## 23.0 GET TO KNOW THE CO-CURRICULAR UNIT

We at the Co-curricular Unit aim to make students' experience undergoing our programme to be as beneficial as possible during their academic study period at UNISSA.

### Co-Curricular Unit (Academic Year 2024/2025)

	<p><b>Dr Hjh Umami Fa'izah binti Haji Abdul Rahman</b> Head of Co-Curricular Unit Room no: NG.05</p>
	<p><b>Dayang Hajah Amaleena binti Haji Jaruddin</b> Coordinator of All Uniformed Units Room no: MG4</p>
	<p><b>Nor Surilawana binti Haji Sulaiman</b> Coordinator of Skills Workshop Room no: HTRC Building, Sinaut Campus, UNISSA</p>
	<p><b>Haji Muhammad Danish Iqbal @ Haji Muhammad Dhiyauddin bin Haji Ariffin</b> Coordinator of Sports (Co-curricular Programme) Room no: MG.33</p>
	<p><b>Awang Muhammad Fuad bin Matahir</b> Coordinator of Community Service Room no: LG.28</p>




## UNIFORMED UNIT SUPERVISORS


### Supervisors of Military Cadets (PKT):

	<p><b>Dayang Hajah Amaleena binti Haji Jaruddin</b></p> <p>Room No: MG4</p>
	<p><b>Haji Muhammad Danish Iqbal @Haji Muhammad Dhiyauddin Bin Haji Ariffin</b></p> <p>Room No: MG.33</p>


### Supervisors of Police Cadets (PKP):

	<p><b>Muhammad Riziman Bin Haji Usin</b></p> <p>Room No: Banglo Unit Penerbitan Mushaf</p>
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### Supervisor of Fire & Rescue Cadets (PKB):

	<p><b>Awang Rajali bin Haji Aji</b></p> <p>Room No: LG.20</p>
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**Supervisor of Scouts (Pengakap Kelana 1002):**

 A portrait of a man wearing a dark blue suit, a white shirt, a dark tie, and a black songkok. He is smiling slightly and looking towards the camera. The background is white with a faint geometric pattern.	<p><b>Dr Muhammad Alif bin Hj Sismat</b></p> <p>Room No: L1.5</p>
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**Supervisor of Girl Guides (PPP):**

 A portrait of a woman wearing a grey hijab and a blue top. She is smiling and looking towards the camera. The background is white with a faint geometric pattern.	<p><b>Dr Mariam binti Abdul Rahman</b></p> <p>Room No: NG.10</p>
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**Supervisor of Brunei Red Crescent (PBSM):**

 A portrait of a woman wearing a green hijab and a green patterned top. She is smiling and looking towards the camera. The background is white with a faint geometric pattern.	<p><b>Nurul Naqibah binti Bahar</b></p> <p>Room No: NG.09</p>
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UNISSA  
Additional  
Languages Clubs



**Turkish  
Club**



## 24.0 INTRODUCTION TO ADDITIONAL LANGUAGES CLUBS

Looking to put that extra ‘added value’ quality to your academic and professional development? Look no further!

In this modern era, having the ability to speak multiple languages plays an important role, particularly in facing the implications of globalization where communication and interaction are no longer limited to the use of just one general/common language or *lingua franca* such as English only.

At UNISSA, we are pleased to offer the beautiful **Turkish language** in the form of Turkish Language Club to all students and staff members of the university for this academic year 2024/2025. Providing you access to learning this language will guarantee that not only will you continue to enhance your existing professional skillset, but you will also be equipping yourself with an extra competitive edge in the job market while also be able to further contribute to the social and economic development of your country and help foster good international relations with the global community.

Furthermore, our Turkish Language Club is approved and supported by the Turkish Embassy in Brunei Darussalam. Learning this beautiful language may give you further, exciting opportunities for study abroad, study exchange and maybe even work internships in the Republic of Turkiye.

### **TURKISH LANGUAGE CLUB**

As of academic year 2024/2025, Turkish Language Club is optional to enrol and **is open to students of all years, both undergraduate and postgraduate, as well as UNISSA staff as well**. At present, only **Basic Level 1 Turkish** will be offered to interested applicants. At this level, this beginner course aims to introduce learners to very simple communication using standardised expressions, formulating simple sentences and acquiring basic vocabulary. Learners would be able to meet basic needs for communication and allow them further study of the chosen language at higher levels.

Learning resources such as workbooks will be provided generously by the Turkish Embassy to aid in the learning process.

## 24.1 DURATION OF ADDITIONAL LANGUAGE CLUBS

NO.	CLUB	SEMESTER	DURATION	PRE-REQUISITES
1	Turkish Club (Level 1)	1	2 hours per week for 14 weeks	No prerequisites needed
		2 (to be confirmed)		

## 24.2 TURKISH LANGUAGE ASSESSMENT

- Like other courses, Turkish classes are still assessed, with 50% coursework and 50% final examination.
- However, assessment marks will NOT have an impact on your overall CGPA score.
- Upon successful completion and passing of Level I classes, students will be awarded an official language certificate by the Turkish Embassy of Brunei Darussalam.

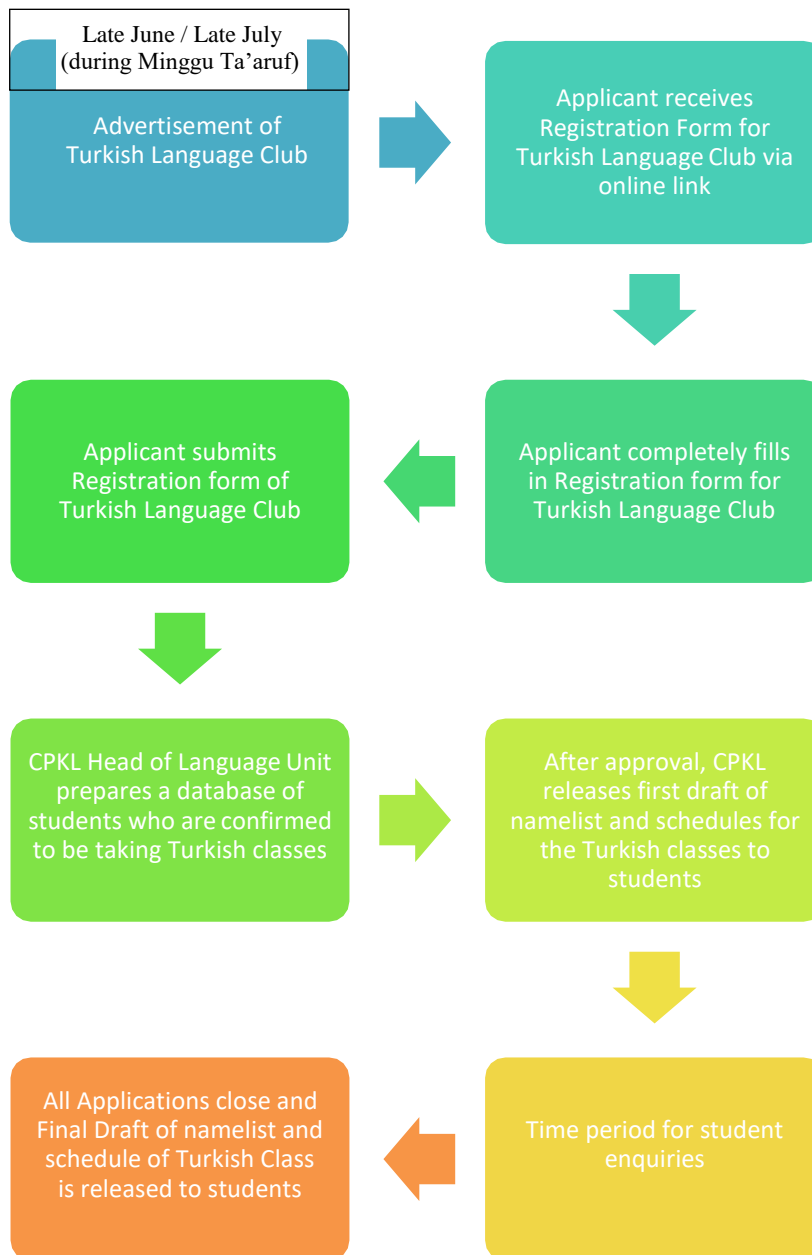
## 24.3 CLUB APPLICATION PROCESS

1. Interested applicants (Undergraduates, postgraduates, staff members of UNISSA) may register for Turkish Language Club during two intake dates: late June and late July.
2. **Applicants who have registered for Turkish classes MUST complete the full semester of classes. Dropping the Turkish classes during the semester is not allowed unless a written letter with valid reasons is sent to both the Instructor of the class and the Head of the CPKL Language Unit.** Otherwise, the request for dropping the classes will not be approved.
3. Turkish classes are scheduled on **Mondays and Tuesdays** on the following times. Students may choose which day and timeslot is most convenient for them while staff members are encouraged only to choose the 4pm-6pm timeslots (after work hours).





BIL	Day	Time	Open for:
1	Monday	2-4 pm 4-6pm	All students All students & staff
2	Tuesday	2-4 pm 4-6pm	All students All students & staff

4. The registration process will follow the usual course registration procedure at UNISSA that takes place before semester begins.

## 24.4 TURKISH LANGUAGE CLUB APPLICATION PROCESS FLOWCHART



## 24.5 MEET THE LANGUAGE TEAM

	<p><b>Nurul Naqibah binti Bahar</b> Head of Language Programmes / Lecturer of English Room No: NG.09</p>
	<p><b>Dr Norashikin binti Yusof</b> Senior Assistant Professor of English Room No: CPKL Main Office</p>
	<p><b>Nurhafizatulhikmah binti Haji Seribini</b> Lecturer of English Room No: Student Affairs Main Office</p>
	<p><b>Madam Lale Ersoy</b> Instructor of Turkish language</p>

## 25.0 CONTACT US AT CPKL

*Follow us for important news and updates  
about CPKL, LI and Co-curricular Programme.*

### Centre for the Promotion of Knowledge & Language

For the latest updates, keep an eye on our:



*Telegram: CPKL UNISSA 2024/2025*

*Other ways to reach us:*



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- phone number: 246 2000 ext 160
- Instagram: *cpkl\_unissa*
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### Language Unit, CPKL



- Instagram: *language.cpkl\_unissa*
- Empower UNISSA English Club IG: *eu.club*

### UNISSA Co-Curricular Unit

*Uniformed Units IG:*

- *pkt.unissa*
- *pkpunissa*
- *kadetbomba.unissa*
- *pbsm.unissa*
- *scout.unissa*
- *ppp.unissa*





*CENTRE FOR THE PROMOTION OF  
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