

ACADEMIC BRIEFING

PROGRAMME COORDINATOR

AA231

PUTERI NUR SYAZWANI BINTI MEGAT DAUD

ROOM NO: 101 Ground Floor

CONTACT INFORMATION: 012- 586 7585

EMAIL: nursyazwani@gapps.kptm.edu.my



JOB SCOPE AS A COORDINATOR

- Assist Head of Programme to arrange the visiting lecturers
- Arrange meeting between KPTM and DBS
- Advise students all matters related to programme
- Collect data from students who are interested to visit Dublin Business School, Ireland

- Q&A

- Availability time to contact lecturers
- Time management