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| 1. **MAKLUMAT PELAJAR**   ***STUDENT INFORMATION*** | | | | | | |
| Nama  *Name* | : |  | | Jantina  *Gender* | : |  |
| No. Matrik  *Matric No.* | : |  | | No. Telefon *Telephone No.* | : |  |
| Alamat Email  *E-Mail Address* | : |  | | Program  *Program* | : |  |
| Fakulti  *Faculty* | : |  | | | | |
| Tahap Pengajian  (Sila Tandakan *(✔)* Yang Mana Berkenaan)  *Level Of Study*  *(Please Tick (✔) The Appropriate Box)* |  | Pelajar Baharu  *New Student* | Tahap Pertengahan  *Middle Level* | | | |
| Tahap Awal  *Early Level* | Tahap Akhir  *Final Level* | | | |
|  | |  |  | | --- | --- | | **Tahap Pengajian**  ***Level of Study*** | **Bilangan Kredit yang telah disempurnakan *Number of Credit Completed*** | | Pelajar Baharu/*New Student* | - | | Tahap Awal/*Early Level* | < 35 credit | | Tahap Pertengahan/*Middle Level* | 36 to 75 credit | | Tahap Akhir/*Final Level* | > 76 credit |   Nota / Notes : | | | | |
| 1. **GARIS PANDUAN AM**   ***GENERAL GUIDELINES*** | | | | | | |
| 1. Bahasa: Bahasa Inggeris atau Bahasa Melayu   *Language: English or Bahasa Melayu*   1. Panjang laporan bertulis adalah sekurang-kurangnya 5 muka surat untuk Bahagian C   *The written report should be at least 5 pages in Part C* | | | | | | |

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| 1. **REFLEKSI AKTIVITI**   ***ACTIVITY REFLECTION*** |
| 1. **Laporan bertulis**   ***Written report***  Hasil daripada program/aktiviti harus dijelaskan dalam refleksi ini. Pelajar diharapkan dapat mengadakan sesi pembentangan produk yang dibangunkan dan berkongsi hasil pelaksanaan program/aktiviti pada minggu 14. Pelajar juga adalah diharapkan untuk berfikir tentang hasil, kemahiran yang diperoleh dan sumbangan/kesan/aplikasi daripada produk yang dibangunkan dan program/aktiviti yang telah dilaksanakan.  *The outcome of the programs/activities should be described in this reflection. Students are expected to do the pitching session for the product developed and share the results of the completed program/activity in week 14. Students are also expected to reflect the outcome, skills acquired and the significant contribution/impact/possible application from the product developed and completed programs.*  Laporan refleksi perniagaan termasuklah:  *Written reflection report includes:*   * Produk *(Product)* * Masalah *(Problem)* * Penyelesaian *(Solution)* * Model Perniagaan *(Business Model)* * Persaingan *(Competition)* * Kelebihan Persaingan *(Competitive Advantage)* * Kumpulan Kepimpinan *(Leadership Team)* * Rancangan Perniagaan *(Marketing Plan)* * Pengumpulan Dana *(Fundraising)*  1. **Video**   **Pitching Video**  Dek pembentangan jualan produk termasuklah:  *The product pitching presentation deck includes:*   * + *Barangan/Perkhidmatan (Product/Services)*   + *Pasaran (Market)*   + *Masalah (Problem) & Penyelesaian (Solution)*   + *Persaingan (Competition) & Kelebihan Persaingan (Competitive Advantage)*   + *Promosi/Pemasaran (Promotion/Marketing Plan)*   + *Pengumpulan Dana/Pendapatan (Fundraising/Profit)* |

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| 1. **Kemahiran dan kecekapan yang diperoleh daripada program/aktiviti yang telah dilaksanakan**   ***Skills and competencies acquired from the completed activities***  Kenalpasti kemahiran dan kecekapan anda yang diperolehi selepas menjalankan program/aktiviti. Nilaikan tahap penguasaan berdasarkan kepada skala mengikut sebelum dan selepas pelaksanaan program/aktiviti. Contoh kemahiran dan kecekapan adalah seperti kemahiran komunikasi, kemahiran pembentangan, kreativiti, pemikiran kritikal, kemahiran berunding, kecekapan menganalisis dan lain-lain.  *Identify your skills and competencies acquired after the program/activity's implementation. Evaluate the level of mastery based on the scale according to before and after the execution of programs/activities. Example of skills and competencies such as communication skills, presentation skills, creativity, critical thinking, negotiation skills, analysis competency and others.* | | |
| Kemahiran dan Kecekapan  *Skills and Competencies* |  | Tahap Penguasaan  *Level of Mastery* |
| 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  | | --- | --- | | Sebelum  Before | Selepas  After | |  |  | |  |
| 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  | | --- | --- | | Sebelum  Before | Selepas  After | |  |  | |  |
| 3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  | | --- | --- | | Sebelum  Before | Selepas  After | |  |  | |  |

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| 1. **Sumbangan (Langsung/Tidak Langsung)**   ***Contribution (Direct/Indirect)***  Terangkan sumbangan anda terhadap komuniti/syarikat/hos dan pihak lain yang berkaitan daripada segi sumbangan secara langsung atau/dan tidak langsung daripada program/aktiviti yang telah dilaksanakan.  *Describe your contribution towards the community/company/hosts and other relevant parties in terms of direct and/or indirect from the programs/activities conducted.* |
| |  | | --- | | Sumbangan (Langsung) /Contribution (*Direct)* | | Sumbangan (Tidak Langsung) /*Contribution* (*Indirect*) | |

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| 1. **Pencapaian hasil kursus (Sila tandakan (✔) yang mana berkenaan)**   ***Course outcome achievement (Please tick (✔) the appropriate box)***  Nilaikan hasil pencapaian kursus.  *Evaluate the course outcome achievement.* | | | |
| Hasil kursus  *Course outcome* | Status Pencapaian  *Status of achievement* | | |
| Tidak tercapai  *Not achieved* | Separa tercapai *Partially achieved* | Tercapai  *Achieved* |
| 1. Mencadangkan pelan perniagaan untuk peluang/idea perniagaan yang dipilih   *Propose a business plan for the selected business opportunity/idea.* |  |  |  |
| 1. Melaksanakan produk / perkhidmatan yang dibangunkan dari pelan perniagaan   *Demonstrate the products/services developed from the business plan* |  |  |  |
| 1. Mencadangkan strategi dalam mengembangkan perniagaan setelah tamat pengajian.   *Propose strategies in expanding the business upon graduation* |  |  |  |

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| 1. **PENILAIAN KENDIRI (Sila tandakan (**✔**) bagi setiap kategori)**   ***SELF-EVALUATION (Please tick (***✔***) one from each categories)*** |
| **A. Kesempurnaan**  ***Completeness***  **1. Kertas Laporan** |
| Laporan bertulis mengandungi semua perkara seperti di dalam borang templat (10 markah)  *The report contains all items as per template (10 marks)*  1 markah ditolak bagi setiap satu perkara yang tidak disenaraikan di dalam borang templat  *1 mark should be deducted for every one item not listed in the proposal*  Jumlah markah yang diperolehi: ( \_\_\_\_\_\_\_\_\_\_ )  *The total marks obtained* |
| **2. Video** |
| Video mengandungi semua perkara seperti di dalam borang templat (10 markah)  *The report contains all items as per template (10 marks)* |
| 2 markah ditolak bagi setiap satu perkara yang tidak disenaraikan di dalam borang templat  *2 marks should be deducted for every one item not listed in the proposal* |
| Jumlah markah yang diperolehi: ( \_\_\_\_\_\_\_\_\_\_ )  *The total marks obtained* |
| **B. Kemahiran**  ***Skill*** |
| Lebih daripada 3 kemahiran dan kecekapan dibangunkan daripada program (6 markah)  *3 or more skills and competencies were developed from the program (6 marks)* |
| Hanya 2 kemahiran dan kecekapan dibangunkan daripada program (4 markah)  *Only 2 skills and competencies were developed from the program (4 marks)* |
| Hanya 1 kemahiran dan kecekapan dibangunkan daripada program (2 markah)  *Only 1 skill and competency was developed from the program (2 marks)* |
| Tiada kemahiran dan kecekapan dibangunkan daripada program (0 markah)  *There were no skills and competencies developed from the program (0 marks)* |
| **C. Sumbangan**  ***Contribution*** |
| Terdapat 2 sumbangan langsung/tidak langsung dikenalpasti daripada program (4 markah)  *2 direct/indirect contributions were identified from the program (4 marks)* |
| Hanya 1 sumbangan langsung/tidak langsung dikenalpasti daripada program (2 markah)  *Only 1 direct/indirect contribution was identified from the program (2 marks)* |
| Tiada sumbangan langsung/tidak langsung dikenalpasti daripada program (0 markah)  *No direct/indirect contribution were identified from the program (0 marks)* |
| **D.** **Pencapaian Hasil Kursus**  ***Course Outcome Achievement*** |
| Semua hasil kursus dapat dicapai (5 markah)  *All of the course outcomes were achieved (5 marks)* |
| Tiada hasil kursus yang dapat dicapai (0 markah)  *No course outcomes were achieved (0 marks)* |
| **(E). Tarikh penyerahan**  ***Submission Deadline*** |
| Penyerahan dilakukan selewat-lewatnya pada hari Jumaat minggu ke-14 (5 markah)  *Submission done latest by Friday in the 14th Week (5 marks)* |
| Penyerahan dilakukan selepas hari Jumaat malam pada minggu ke-14 (0 markah)  *Submission done after Friday in the 14th Week (0 marks)* |

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| 1. **PENGESAHAN PELAJAR DAN PENGANJUR**   ***STUDENT AND HOST’S VERIFICATION*** | | | | | |
| Saya dengan ini mengesahkan bahawa maklumat yang diberikan adalah benar dan markah penilaian kendiri adalah refleksi sebenar kerja saya.  *I hereby confirm that all the information provided is true and the self-evaluation marks are a reflection of my work.* | | | | | |
| ………………………………….. | | | ………………………………….. | | |
| Tandatangan pelajar  (*Student’s signature*) | | | Tandatangan Penganjur  (*Host’s signature*) | | |
| Nama  *Name* | : |  | Nama  *Name* | : |  |
| Tarikh  *Date* | : |  | Tarikh  *Date* | : |  |