

**FREQUENTLY ASKED QUESTIONS  
RESEARCH METHODS AND DATA ANALYSIS COURSE IN  
MANAGEMENT SCIENCE**

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**A. ABOUT INTAN**

**1. What is the function of the National Institute of Public Administration (INTAN)?**

- *INTAN is a public training center under the Public Service Department whose role is to implement training in attitude development, skills strengthening and knowledge empowerment as well as implementing research, consulting and publishing activities to equip civil servants with constructive thinking, talents and abilities.*

**2. Where is INTAN Bukit Kiara located?**

- *INTAN Bukit Kiara is located at Bukit Kiara Road, Kuala Lumpur (Waze: INTAN Bukit Kiara) (Latitude: 3.140555 | Longitude: 101.649712)*

**3. Where can I find more information about INTAN?**

- *Information on INTAN can be accessed through the website link <http://www.intanbk.intan.my/> or by calling the telephone number 03-2084 7777.*

**B. ABOUT THE COURSE**

**4. How can the course benefit me?**

- *This course is beneficial to civil servants because it provides exposure on the basics of social science research which covers qualitative and quantitative methods. In addition, this course is also very suitable to civil servants involved in implementing research in their respective agencies / departments.*

**5. How long is the duration of this course?**

- *This course is held for five working days, from Monday until Friday.*

**6. What is the content of the course?**

- *The course content includes the introduction to research methods in management science, as well as quantitative and qualitative methods.*

**7. What is the medium of instruction used during the course?**

- *The course is in Malay and English.*

**8. Are slides or course notes provided for participants?**

- *Softcopies of the slides or course notes from lecturers can be downloaded (if available).*

**9. Where is the course held?**

- *The course is held at INTAN Bukit Kiara, the exact location will be stated in the invitation letter; and*
- *directions to the class will be displayed at major pathways in INTAN.*

**C. PARTICIPANT'S RESPONSIBILITIES**

**10. Should participants notify their respective supervisors about the course?**

- *Participants are responsible to inform their respective supervisors about the course.*

**11. How much is the registration fee?**

- *All participants are required to register according to the date, time and place stated in the invitation letter. RM30.00 is to be paid on the day of the registration. Receipt of the payment will be given to the participant on the last day of the course.*

**12. What is the dresscode for the course?**

- *Men – Office attire (long sleeve, neck tie, long pants)*
- *Ladies – Proper office attire; and*
- *Batik attire on Thursday.*

**13. Is it compulsory for participants to attend all five days of the course?**

- *It is compulsory for participants to attend all five days of the course. Participants must adhere to the course schedule.*

**14. Can participants participate in any official duties (such as attending meeting, presenting paper or being invited as a speaker/program assessor) during the course?**

- *Not allowed.*

**15. Are participants allowed to attend pre-schedule medical appointments within the duration of the course?**

- *Participants are allowed to attend pre-schedule medical appointments within the duration of the course. Time slip or verification document must be presented to the organizer for record purposes.*

**16. How will the course be evaluated?**

- *It is compulsory for participants to complete an online course evaluation through INTAN Training Information and Management System (ITIMS). The online course evaluation can be assessed through <http://10.1.3.227/itims-v3/>.*

**17. What other equipment can participants bring to the course?**

- *Participants can bring their own laptop to be used during the simulation slots for quantitative and qualitative methods.*

#### **D. ACCOMODATION**

**18. Is accomodation provided for participants?**

- *Accommodation in the INTAN Bukit Kiara hostel is limited to participants living outside of Klang Valley/Putrajaya/Cyberjaya and Kuala Lumpur and it is subject to vacancy. Participants must submit a request for accomodation stating participants' name, My Kad no., Department address and Contact no. The request should be submitted at least two weeks prior to the course commencement via email to the following personnel:*

**Name** : **Muhammad Fikri bin Ramli**  
**Tel. No.** : **03-20847339**  
**Email** : **[fikri@intanbk.intan.my](mailto:fikri@intanbk.intan.my)**

- For further information on accomodation, participants can liase with personnel incharged through email: [nazaima@intanbk.intan.my](mailto:nazaima@intanbk.intan.my) or [yusoff@intanbk.intan.my](mailto:yusoff@intanbk.intan.my).

## **E. OTHER MATTERS**

### **19. What are other facilites provided in INTAN?**

- Computer in the INTAN library;
- Free wifi;
- Library;
- Sports facilities – swimming pool, gymnasium, sports courts (for sepak takraw, squash, tennis, netball and volley ball) and football field;
- Surau (for Friday prayers);
- Cafeteria;
- Printing services ;
- Free parking and
- Book store;

### **20. Does INTAN Bukit Kiara have access to public transportation?**

- Access to public transportation from INTAN Bukit Kiara is limited to taxi or e-hailing services only.

### **21. Who can be contacted for further information about the course?**

- For further information about the course, please contact the following pesonnel:

**Name : Nurbaity binti Abdul Ghani**  
**Tel. No. : 03-20847484**  
**Email : [nurbaity@intanbk.intan.my](mailto:nurbaity@intanbk.intan.my)**

**Name : Nor Baizura binti Mohd Noordin**  
**Tel. No. : 03-20847366**  
**Email : [nbaizura@intanbk.intan.my](mailto:nbaizura@intanbk.intan.my)**

**Name : Muhammad Fikri bin Ramli**  
**Tel. No. : 03-20847339**  
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