



CURRICULUM VITAE

I. PERSONAL PARTICULARS			
Name	NAJDAH SALWA ABD RAZAK		
Current Position Faculty / Department	LANGUAGE CENTRE		
Position	TUTOR		
II. ACADEMIC AND PROFESSIONAL QUALIFICATIONS			
(Please list all academic qualifications, from your first degree, in chronological order)			
Year	Degree	Discipline	University
2015	Ph.D (ongoing)	Arabic Language for Specific Purposes	National University of Malaysia (UKM)
2008	Master of Modern Language Studies (MMLS)	Linguistics	University of Malaya (UM)
2005	B. Arts (Islamic Studies and Arabic)	Arabic Language and Literature	Al-Azhar University, Cairo
2003	Diploma of Arabic Language and Literature	Arabic Language and Literature	Sultan Zainal Abidin Islamic College (KUSZA)
III. TITLES OF POSTGRADUATE THESES WRITTEN			
No.	TITLES OF POSTGRADUATE THESES		
1.	Criteria And Content Criteria Ratings For Arabic Courses For KAGAT Personnel Assigned To Arab Countries (PhD Thesis-submitted for viva voce)		
2.	Ism Fi'l in Al-Quran: Syntax Analysis (MMLS)		

IV. WORK EXPERIENCE (Please list your relevant experience in chronological order)			
Year	Position	Field of Work	Place of Work
2010	Tutor	Arabic Language For Specific Purposes, Syntax & Arabic language education.	National Defence University of Malaysia (UPNM)
2009	Language Instructor (Contract)	Arabic Language Communication	UPNM
2006	Tutor (Part time)	Arabic Language Skills	Faculty of Education, National University of Malaysia (UKM)

1.0 TEACHING AND SUPERVISION

1.1 Undergraduate Courses

(Please list in chronological order and state : course title, semester and year)

No	Course Title	Semester	Year
	Arabic Language (LFL1211)	Sem 2	2015
	Arabic Language (LFL1212)	Sem 2	2015
	Arabic Language (LFL 1212)	Sem 1	2010/2011
	Arabic Language (LFL 1112)	Sem 2	2009/2010
	Arabic Language (LFL 1212)	Sem 2	2009/2010
	Arabic Language (LFL 1112)	Sem 1	2009/2010
	Arabic Language Skills In Education (GGGP1073)	Sem 1	2006/2007

2.0 PUBLICATION

2.1 Publications

2.2.1 Book/Chapter in Book:

(Please list in chronological order and state: authors, year, title, publisher/journal/conference, volume and number of pages (Please bold your name))

No	Authors, year, title, publisher/journal/conference, volume and number of pages (Please bold your name)	Level <ul style="list-style-type: none"> • International • National • University
1	Najjah Salwa Abd Razak. (2009). <i>Bahasa Arab</i> . Kuala Lumpur: Penerbit Universiti, Universiti Pertahanan Nasional Malaysia. ISBN 978-983-44136-75	University

2.2.2 Journal Article

(Please list in chronological order and state: authors, year, title, publisher/journal/conference, volume and number of pages (Please bold your name))

No	Authors, year, title, publisher/journal/conference, volume and number of pages (Please bold your name)	Level <ul style="list-style-type: none"> • International • National • University
1	Najjah Salwa Abd Razak, Zulkarnain Mohamed, Ezzad Azraai Jamsari and Maheram Ahmad: 2015. Planning An Arabic Language Syllabus For Military Religious Corps (KAGAT) Personnel Deployed In Arabic Speaking Countries (In Press). <i>The Journal Of Defence And Security</i> .	International
2	Najjah Salwa Abd Razak, Zulkarnain Mohamed, Ezad Azraai Jamsari and Maheram Ahmad. 2014. Cultural Leverage on Communication between Military and Community. <i>Journal of Language & Communication</i> , 1(2).231-246	International
3	Najjah Salwa Abd Razak, Zulkarnain Mohamed, Ezad Azraai Jamsari and Maheram Ahmad. 2012. Pembinaan Kurikulum Bahasa Arab yang Efektif. <i>Jurnal Pendidikan Islam</i> . 15 (Jun-Dis). 79-96.	International
4	Najjah Salwa Abd Razak. (2011). <i>Bahasa Arab dan Sejarah Nahu Arab. Language, Literature and Technology</i> . Kuala Lumpur: Penerbit Universiti Pertahanan Nasional Malaysia. ISBN 978-967-5985-22-5	University
5	Wan Norhasniah Haji Wan Husin and Najjah Salwa Abd Razak. (2011). Hubungan Sosial di Antara Komuniti Melayu dengan Komuniti Bukan Melayu Mengikut Perspektif Peradaban: Satu Pengenalan. <i>Jurnal Pengajian Melayu</i> 22, 205-233 ISSN 1823-7622	International

6	Najjah Salwa Abd Razak and Wan Norhasniah Haji Wan Husin. (2010). Kesilapan Penulisan Ayat Bahasa Arab di Kalangan Kadet UPNM. <i>Teaching And Learning In A Military Context: Issues And Challenges</i> . Kuala Lumpur: Penerbit Universiti, Universiti Pertahanan Nasional Malaysia. ISBN 978-967-5985-09-6	University
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2.2.3 Proceedings Articles:

(Please list in chronological order and state: authors, year, title, publisher/journal/conference, volume and number of pages (Please bold your name))

No	Authors, year, title, publisher/journal/conference, volume and number of pages (Please bold your name)	Level <ul style="list-style-type: none"> • International • National • University
1	Najjah Salwa Abd Razak , Zulkarnain Mohamed, Maheram Ahmad and Ezad Azraai Jamsari. (2013, 16-17 Nov). The role of Arabic language in the Malaysian Armed Forces. International Conference on Languages (ICL 2013). Phuket, Thailand. CD Proceeding – Presenter	International
2	Najjah Salwa Abd Razak , Zulkarnain Mohamed, Kaseh Hj Abu Bakar, Ezad Azraai Jamsari dan Maheram Ahmad (2013, 3-4 Julai). Eksplorasi Peranan Bahasa Arab Bagi Petugas Angkatan Tentera Malaysia Di Rantau Arab. Malaysia International Conference On Foreign Languages (MICFL 2013). Kompleks Seri Negeri, Melaka.e-ISBN 978-967-960-343-9 (CD Proceedings) – Presenter	International
3	Najjah Salwa Abd Razak , Zulkarnain Mohamed, Ahmad Munawar Ismail, Ezad Azraai Jamsari, & Maheram Ahmad. (2013, 6-7 April). Kesignifikanan Pendidikan Bahasa Arab untuk Anggota Tentera. Paper presented at the 3rd International Conference on Islamic Education, Institut Latihan Keselamatan Sosial ESSET. ISBN: 978-967-10160-4-6 (CD Proceedings))- Presenter	International
4	Najjah Salwa Abd Razak , Zulkarnain Mohamed, Maheram Ahmad, & Ezad Azraai Jamsari. (2012, 27 November). Pembinaan Kurikulum Bahasa Arab Berasaskan Analisis Keperluan. Paper presented at the Prosiding Kolokium Antarabangsa Siswazah Pengajian Islam, Institut Latihan Keselamatan Sosial ESSET Bangi. ISBN 978-967-5478-55-0(CD Proceedings))- Presenter	International

3.0 ACADEMIC RECOGNITION AND LEADERSHIP, CONSULTANCY, SERVICE TO THE UNIVERSITY AND SERVICE TO THE COMMUNITY

Service to the University

Service to the university such as Vice Chancellor/Deputy Vice Chancellor/Dean/Director, Deputy Dean/Deputy Director/Unit Coordinator/Hostel Warden, Programme Chairperson/ Assistant Warden/Fellow. Representing University in Sports and Other Non-Academic Activities. Professional/Academic Association (Committee Member).
(Please list in chronological order and state: position/membership, committee and duration)

No	Position/Membership	Committee	Duration
1	Member (L2142010)	Qualitative Research Association of Malaysia	Life membership
2	Member	Alumna (UM)	Life membership
3	Member	Postgraduate Society (UKM)	
4	Advisor	Arabic Language Society	
5	Committee	Publication - Language Centre, National Defence University of Malaysia (UPNM)	
6	Committee	Translation and Editing- Language Centre, National Defence University of Malaysia (UPNM)	