GUIDELINE BOOK

FOR

FOUNDATION PROGRAMME (BRIDGING)

UNIVERSITI TEKNOLOGI MALAYSIA

UTM BRIDGING PROGRAMME

PHILOSOPHY OF THE UNIVERSITY

FALSAFAH UNIVERSITI

The divine law of Allah is the foundation for science and technology. Universiti Teknologi Malaysia strives with total and unified effort to develop excellence in science and technology for universal peace and prosperity, in accordance with His Will.
Hukum Allah adalah dasar kepada sains dan teknologi.
Universiti teknologi Malaysia berusaha secara menyeluruh dan bersepadu memperkembangkan kecemerlagan sains dan teknologi untuk kesejahteraan dan kemakmuran sejagat sesuai dengan kehendakNya.

VISION OF THE UNIVERSITY

VISI UNIVERSITI

To be recognized as a world class centre of academic and technological excellence
Diiktiraf sebagai pusat kecemerlangan akademik dan teknologi bertaraf dunia

MISSION OF THE UNIVERSITY

MISI UNIVERSITY

To be a leader in the development of human capital and innovative technologies that will contribute to the creation of nation's wealth
Menjadi peneraju dalam pembangunan modal insan dan teknologi inovatif demi penkayaan khazanah negara

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VISION OF THE SCHOOL OF PROFESSIONAL AND CONTINUING EDUCATION (SPACE)

VISI SEKOLAH PENDIDIKAN PROFESIONAL DAN PENDIDIKAN BERTERUSAN (SPACE)

To be an international centre of excellence in Lifelong Learning
Menjadi pusat pembelajaran antarabangsa yang cemerlang dalam pembelajaran Sepanjang Hayat

MISSION OF THE SCHOOL OF PROFESSIONAL AND CONTINUING EDUCATION (SPACE)

MISI PUSAT PENGAJIAN IJAZAH

To provide quality in Lifelong Learning programme that meets our customers' needs and expectations
Untuk menyediakan program pembelajaran Sepanjang Hayat yang boleh diakses secara meluas, disesuaikan dan fleksibel yang memenuhi keperluan dan jangkaan pelanggan

THE UNIVERSITY ACADEMIC CALENDAR

The University Academic Year is divided into two regular semesters, i.e. Semesters I and II, as shown in Table 1. Each semester consists of 14 weeks of lectures.

Table 1: Academic Calendar*

Orientation Week	1 week (Before the Beginning of the Academic Year)
SEMESTER I	
Lectures	7 weeks
Mid-Semester Break	1 week
Lectures	7 weeks
Revision	1 week
Final Examinations	1 week
Total	**17 weeks**
End of Semester Break	6 weeks
SEMESTER II	
Lectures	7 weeks
Mid-Semester Break	1 week
Lectures	7 weeks
Revision	1 week
Final Examinations	1 week
Total	**17 weeks**
End of Academic Year Break	12 weeks
TOTAL	**52 Weeks**

*subject to change

ACADEMIC REGULATIONS & GUIDELINES

COMPONENTS OF PROGRAMME

1. The Bridging Programme consists of TWO basic components, i.e. the Intensive English Programme (IEP) and the Foundation components.
2. The Intensive English Programme (IEP) is a prerequisite to the Foundation component. Hence, students are required to pass the IEP component prior to the admission of Foundation.
3. If the student fails any of the subjects taught in IEP, the student needs to repeat the whole course.

ADMISSION TO UNDERGRADUATE PROGRAMMES AT FACULTY

1. Students shall be admitted to the programme offered to them. Change of programme at this point is not allowed.
2. Students shall be enrolled into the faculty to undertake an undergraduate programme after all the University, Faculty and Undergraduate Programme requirements have been fulfilled.

DURATION OF STUDY

1. Students required to undergo the Bridging programme and must complete both components within the maximum allowable semesters, as shown in Table 3

Table 3: Maximum allowable semesters

Component	Maximum no. of Semesters
Intensive English Programme	2
Foundation	2

2. (1) Students are assessed based on must register all courses every semester.
   (2) The registration of Courses must be done before the end of mandatory course registration period, which is two (2) days before the semester begins.
   (3) All students must register the correct code and section number for all Courses.
   (4) Students can only register for the Courses offered with the approval of the faculty.
   (5) Students are responsible to correct any error in the Course registration slip within the stipulated period of time.
   (6) Registration of Audit Courses (HS)

CHANGE OF PROGRAMME OF STUDY

1. A student who plans to change his programme of study may only do so upon entering his first year in faculty.
2. Changing of programme while undergoing the bridging programme is **NOT** permitted.

CODE OF CONDUCT/ ACADEMIC MISCONDUCT

1. Students who have committed a misconduct or academic wrongdoing can be charged under University and College University Acts, 1971, and Regulations of Universiti Teknologi Malaysia (Students Disciplinary), 1999.
2. Students are not allowed to do the following:
   i. To plagiarise phrases, ideas or information without the original writer's permission.
   ii. To give, receive or hold any information related to a course just before or while the examination of that course is conducted.
   iii. To take, change, disclose, destroy or vandalise any property in connection with the preparation or completion of research or examination.
   iv. To cheat in any academic related matter other than those mentioned above.

CODE OF ATTIRE

1. Students must be neatly, decently and appropriately attired.
   a. Male : Shirt or T-shirt with collar, trousers, shoes
   b. Female : Shirt or T-shirt, trousers, dress or skirt that goes below the knees, shoes
2. Students are not allowed to wear shorts, sleeveless shirts, skimpy tight fitting clothes and flip-flops/slippers.
3. Students must ensure that the style and length of their hair are in accordance with the University guidelines.
   a. Male : short and neat, not coloured/dyed
   b. Female : neat, not coloured/dyed
4. Students are not allowed to display any tattoos on any parts of the body.
5. Students must display their matriculation cards at all times while in the campus.
6. Students found violating the regulations will be given a warning or penalty of not more than RM50.00 or will face the UTM Disciplinary Board.

CREDITS AND GRADING SCHEME

1. A student's performance in any Courses is reflected by the grades obtained. The relationship between marks, grades and point value is shown in Table 2.

Table 2: The Relationship between Marks, Grades and Point Value

Marks	Grade	
90 - 100	A+	PASS
80 - 89	A	
75 - 79	A-	
70 - 74	B+	
65 - 69	B	
60 - 64	B-	
55 - 59	C+	
50 - 54	C	
45 - 49	C-	FAIL
40 - 44	D+	
35 - 39	D	
30 - 34	D-	
00 - 29	E	

2. Assessment on a Course is conducted continuously in the form of tests, quizzes, assignments and final examination throughout the semester.
3. The final examination must be conducted within a specific time frame, according to guidelines set by the University.
4. If a student failed, it is allowable to repeat only one (1) semester in a subsequent semester.

ATTENDANCE

The student should adhere to the rules of attendance as stated in the University Academic Regulation:

1. Student must attend not less than 80% of lecture hours as required for the course.
2. The student will be prohibited from attending any lecture and assessment activities upon failure to comply with the above requirement.

GENERAL COURSES FOR BRIDGING PROGRAMME

Students are required to attend and pass the Faculty Foundation (Bridging) programme before enrolling in the undergraduate programme offered. Courses offered are at the University's Discretion. The courses are categorized into different groups for the foundation (Bridging) programme as follows:

1. **Module 1: Engineering & Science**
   (Civil, Electrical, Chemical & Natural Resources, Biomedical & Health Science, *Mechanical*, *Bioscience & Bioengineering*, *Science, and Education)*

PROGRAMME CODE	PROGRAMME	CREDIT
IFM 1004	Mathematics	4
IFP 1014	Physics	4
IFC 1024	Chemistry	4

2. **Module 2: Others**
   (*Computer Science & Information System*, *Geomatic Science & Engineering - SGS, SGU, SGG)*

PROGRAMME CODE	PROGRAMME	CREDIT
IFM 1004	Mathematics	4
IFP 1014	Physics	4
IFT 1064	ICT	4

3. **Module 3: Non-Engineering**
   (Management & Human Resources, *Built Environment*, *Education (SPL, SPI)*, *Geomatic Science & Engineering for SGP, SGT programmes)*

PROGRAMME CODE	PROGRAMME	CREDIT
IFB 1034	Business Mathematics	4
IFB 1044	Business	4
IFE 1054	Economics	4

SYLLABUS SUMMARY

IFM1004 Mathematics

This is an introductory course on mathematics, particularly on calculus. Topics include differentiation, integration, vectors, matrix algebra, polar coordinates and complex numbers. Students will learn all the techniques to differentiate and integrate some functions, use dot and cross products to solve vector problem in either two or three dimensions, solve the linear system of equations using matrices, sketch the graph of parametric and polar equations and learn all basic algebraic operations in complex numbers.

IFP1014 Physics

This subject is especially suited for students taking 1 semester basic concepts and principles of physics that can be applied later into the study of the field of engineering. This course has two specific goals:

1. To introduce students to basic concepts of physics in the field of mechanics, thermodynamics, electricity and magnetism.
2. To develop analytical skills relevant to area mentioned in (1) above so that it can strengthen the concept of physics through the application in the engineering study.

IFC1024 Chemistry

This subject will discuss on the fundamental concept of chemistry. The subject will include; tools of chemistry, the atom, molecules and compounds, stoichiometry, reaction in aqueous solution, thermochemistry, organic chemistry, the behavior of gases, chemical kinetics, chemical equilibrium, the chemistry of acids and bases, thermodynamics and electrochemistry. For every topic, student will be introduced to the understanding of basic concept and terminology in chemistry.

IFB1034 Business Mathematics

This subject encompasses basic mathematical concepts, techniques and applications that are useful for students in the field of business, economics, management and social science. Some of the basic mathematical concepts, such as the real number system, linear equations and system of linear equations and applications, quadratic functions and differentiation. Matrices operations will also be discussed. Some of the key business

topics including simple interest and compound interest, business discounts and markups will also be covered.

IFE 1044 Business

This course introduces students to the competitive environments, goals and strategy, organizational culture and structure, marketing and operations management. It develops essential skills for independent thinking, carrying out research in an electronic environment, and business report writing.

IFE 1054 Economics

This course introduces the basic concepts of economics with a focus on the most important tools in economics. It teaches the application of basic economic principles. It aims to equip students who are embarking on a first-degree tertiary education with an understanding of the principles of microeconomics and macroeconomics in order to analyze real world economic issues.

IFT1064 Information and Communication Technologies (ICT)

This is an introductory course on information and communication technologies. The topics include ICT Terminologies, hardware and software components, and the internet and world

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Prepared by:
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