

PROGRAMME SPECIFICATION FOUNDATION PROGRAMME UTM

1. Programme Name		Foundation Program UTM		
2. Final Award		Certificate of Foundation Program UTM		
3. Awarding Institution		Universiti Teknologi Malaysia		
4. Teaching Institution		Universiti Teknologi Malaysia		
5. Professional or Statutory Body of Accreditation		Ministry of Higher Education		
6. Code of Programme		FSPA		
7. Language(s) of Instruction		Bahasa Melayu and/or English		
8. Mode of study (conventional, distance learning, etc)		Conventional		
9. Mode of operation (Franchise, self-govern, etc)		Self-govern		
10. Study scheme (Full time / Part time)		Full-time		
11. Study Duration		Minimum : 3 semester (1 year) Maximum : 6 semester (2 years)		
Types of Semester	No. of Semesters		No. of weeks per semester	
	Full time	Part time	Full time	Part time
Long	3	0	10, 21, 21	0
Short	3	0	0	0
12. Entry Requirement		<p>12.1 Requirement for Local Candidates</p> <ul style="list-style-type: none"> i. Pass SPM or equivalent with credit in at least 5 (Five) subjects including Mathematics and 2 (Two) Science subjects; OR ii. Pass O Level with a minimum grade B in 3 (Three) subjects including Mathematics and 2 (Two) Science subjects; OR iii. Other equivalent qualification recognized by the Malaysian government. <p>12.2 Requirement for International Candidates</p> <ul style="list-style-type: none"> i. Pass O Level or other equivalent qualification; OR ii. SMU 3/SMA with average grade of 5-5.9 (for applicants from Indonesia); OR iii. Other equivalent school qualifications recognized by the Malaysian Qualifications Agency (MQA) iv. Obtained Grade A- in Mathematics, Physics and Chemistry and English Language qualification equivalent to Cambridge O Level 1119, minimum Grade 6. 		

13. Programme Educational Objectives (PEO)

Graduates of this program should be able to:

1. Demonstrate knowledge and understanding in their fields of study which is the continuation of secondary school education as contained in textbooks;
2. Apply knowledge and understanding to identify and use data when handling problems;
3. Communicate with friends and supervisors on understanding and skills; and
4. Display both technical and generic skills for higher education purposes.

14. Programme Learning Outcomes (PLO)

Programme Learning Outcomes (PLO)	Intended Learning Outcomes	Teaching and Learning Methods	Assessment
PLO1 Knowledge	Demonstrate understanding based on facts, concepts, principles, and processes in the related fields	Lectures, tutorials, internet searching, active and cooperative learning	Test, quizzes, Examinations, Assignments, and Presentation
PLO2 Problem Analysis	Apply the fundamental principles in a particular area to identify and solve problems	Project based learning, active, and cooperative learning, case studies, problem based learning.	Test, Assignments report, and Project report.
PLO3 Investigation	Conduct an academic conceptual activities such as collecting information. Data analysis and conclusions	Practical work and project	Assignments report, Log book, and Project report
PLO4 Communication	Communicate effectively through writing and verbal modes	Assignment and project	Assignments report, Project report and Presentation
PLO5 Lifelong Learning	Demonstrate the ability to seek information effective and continuous self-learning.	Assignment, project, cooperative learning and discussion	Assignments report, and Log book

15. Course Classification

No.	Classification	Credit Hours	Percentage
i.	University Courses	14	28%
ii.	Core Course	36	72%
Total		50	100

Foundation Program UTM Classification		Credit Hours	Percentage
A	University Courses		
	a. Lecture b. Laboratory/Workshop/Mini Project c. Skill Acquisition (incorporated in the courses)	10 4 0	20 8 0
	Total credit hours for part A	14	28
B	Core courses		
	a. Lecture b. Laboratory/Workshop/Mini Project c. Skill Acquisition (incorporated in the courses)	28 8 0	56 16 0
	Total credit hours for part B	36	72
C	Industrial Training		
	a. Lecture b. Laboratory/Workshop/Mini Project c. Skill Acquisition (incorporated in the courses)	0 0 0	0 0 0
	Total credit hours for part C	0	0
D	Electives Courses		
	a. Lecture b. Laboratory/Workshop/Mini Project c. Skill Acquisition (incorporated in the courses)	0 0 0	0 0 0
	Total credit hours for part D	0	0
	Total credit hours for part A,B,C dan D	50	100
16. Total credit hours to pass		50	

17. Programme structures and features, curriculum and award requirements

The programme is offered in full time mode and based on a 3 Semester Academic Year. Several courses being delivered and assessed in each Semester.

Assessment:

- Courses:
 - 50 % Course work
 - 50 % Final Examination
- Laboratory work:
 - 100% Course work
- Skill acquisition (Lab incorporated):
 - 50%- 60% Course work
 - 40%- 50% Final Examination

Award requirements:

Candidates will be awarded the Certificate of Foundation Program UTM upon completion of all the designated courses. Achieve a total of 50 credit hours according to program structure within the allowed period of study with a Cumulative Grade Average (CGPA) of not less than 2.00.

Curriculum Structure of the Foundation Programme UTM:

SEMESTER	CODE	COURSE	Lecture	Tutorial	Laboratory	Credit
I	FSPM0014	Intermediate Mathematics	4	1		4
	FSPK0012	Computer Literacy	1		2	2
	FSPH0012	Fundamental of Knowledge	2			2
	FSPE0012	General English	3			2
Jumlah						10

SEMESTER	CODE	COURSE	Lecture	Tutorial	Laboratory	Credit
II	FSPM0024	Calculus	4	1		4
	FSPK0014	Physics I	4	1		4
	FSPK0022	Physics Practical I			3	2
	FSPK0014	Chemistry I	4	1		4
	FSPK0022	Chemistry Practical I			3	2
	FSPK0012	Philosophy of Science and Technology	2			2
	FSPE0022	Academic Listening and Communication	3			2
Jumlah						20

SEMESTER	CODE	COURSE	Lecture	Tutorial	Laboratory	Credit
III	FSPM0034	Statistics and Probability	4	1		4
	FSPK0034	Physics II	4	1		4
	FSPK0042	Physics Practical II			3	2
	FSPK0034	Chemistry II	4	1		4
	FSPK0042	Chemistry Practical II			3	2
	FSPK0022	Fundamental of Computing	1		2	2
	FSPE0032	Academic Reading and Writing Skills	3			2
Total						20

Total of Credits: 50 Credit

18. Mapping Programme Outcomes (PLO) with ETAC, MQA and UTM Graduate Attributes

Programme Outcomes	UTM Graduate Attributes 2016	MQA
PLO1 Knowledge	Scholarship	Knowledge
PLO2 Problem Analysis	Thinking Skills	Problem Solving and Scientific Skills
PLO3 Investigation	Thinking Skills	Problem Solving & Scientific Skills
PLO4 Communications	Communicating Skills	Communicating, Leadership and Team Skills
PLO5 Lifelong Learning	Scholarship	Information Management Skills and Lifelong Skills

19. Mapping of Programme Learning Outcomes to Courses

		Programme Learning Outcomes (PLO)				
OFFERED COURSES		Knowledge	Problem Analysis	Investigation	Communication	Lifelong Learning
Code	Subject	PLO1	PLO2	PLO3	PLO4	PLO5
UNIVERSITY COURSE						
FSPK0012	Computer Literacy	√	√			
FSPH0012	Fundamental of Knowledge	√		√		√
FSPE0012	General English				√	
FSPH0012	Philosophy of Science and Technology	√	√	√	√	
FSPE0022	Academic Listening and Speaking Skills				√	
FSPK0022	Fundamental of Computing	√	√			
FSPE0032	Academic Reading and Writing Skills				√	
CORE COURSES						
FSPM0014	Intermediate Mathematics	√	√			
FSPM0024	Calculus	√	√			
FSPH0014	Physics I	√	√			√
FSPH0022	Physics Practical I	√	√	√	√	
FSPH0014	Chemistry I	√	√			√
FSPH0022	Chemistry Practical I	√	√	√	√	
FSPM0034	Statistics and Probability	√	√			
FSPH0034	Physics II	√	√			√
FSPH0042	Physics Practical II		√	√	√	
FSPH0034	Chemistry II	√	√			√
FSPH0042	Chemistry Practical II	√	√	√	√	√

21. Our uniqueness

UTM Foundation Programme is a one (1) year academic programme. The programme is a pre-degree programme offered by Universiti Teknologi Malaysia (UTM) other than the matriculation, Sijil Tinggi Pelajaran Malaysia (STPM), and other foundation programme offered by the Ministry of Malaysia those gave the straight path to degree programme in Universiti Teknologi Malaysia.

22. Career Prospects

Foundation Programme UTM is a pathway to the Bachelor degree programmes at UTM or any other Public or Private University. The Foundation Programme UTM holder can continue to study in Science, Engineering and Technology, or Social Science.

23. Facilities Available

1. Science Laboratory
2. Computer Laboratory
3. Language Laboratory
4. Multimedia Laboratory
5. Photography Laboratory
6. Audio/Video Laboratory
7. Graphic Laboratory
8. Information Technology Centre
9. Counselling Laboratory
10. Language Laboratory

24. Support for Students and Their Learning

A. Personal support

Academic Advisor
Counselling
An induction program for the new student orientation and learning skills
Student Academic Handbook
Academic Rule of UTM Foundation Program

B. Infrastructure Support

Internet access
e-learning
Digital library
Email and personal website for students
Health care and recreation
Student Portal (<https://www.utmspace.edu.my/smp/login?returnUrl=/smp/>)

C. Financial Aid

Scholarships / loans from various State Governments, Zakat aid (self-managed by applicants)
Dermasiswa UTMSPACE

25. Methods for Evaluating and Improving the Quality and Standards of Teaching and Learning

1. Students Performance indexes:

- **KB** (Good pass)
- **KS** (Pass with condition)
- **KG** (Failed)
- **GPA** (Grade Point Average)
- **CGPA** (Cumulative Grade Point Average)
- **GOT** (Graduating on Time)
- **CR** (Credit Relative)

2. Graduate Employability

- Exit survey
- Market survey

3. Lecturer Teaching Performance

- Teaching evaluation by students (e-PPP)
- Annual evaluation for academic staff
- Faculty Academic Committee
- UTM Teaching and Learning Award
- Faculty Teaching and Learning Board
- Training and Workshop for Lecturer

4. Curriculum review

- Faculty Academic Committee
- Review of laboratory attachment training
- External appraisal report
- Advisory report
- CAR (Course Assessment Report)
- APAR (Annual Programme Assessment Report)
- Generic Skill Assessment (Criteria Performance Report)

5. Delivery System

- Academic Quality Assurance Committee
- Customer Satisfaction Index (CSI)
- Student Satisfaction Index (SSI)
- MQA standard

26. Regulation of Assessment

a. Summary of grades, marks and their interpretation

Marks	Grade	Evaluation Point
90-100	A+	4.00
80-89	A	4.00
75-79	A-	3.67
70-74	B+	3.33
65-69	B	3.00
60-64	B-	2.67
55-59	C+	2.33
50-54	C	2.00
45-49	C-	1.67
40-44	D+	1.33
35-39	D	1.00
30-34	D-	0.67
00-29	E	0.00

b. Role of Board of studies

Visiting Examiners are appointed by the Faculty Academic Committee to

- review and evaluate program curriculum,
- review and evaluate assessment procedure and methods,
- make necessary recommendations to the Academic Committee

27. Assessment Tools

Measurement Tools	PLO1	PLO2	PLO3	PLO4	PLO5	Duration	Action by
Course Assessment Report (CAR)	√	√	√	√	√	End of Semester	Lecturer
Programme Assessment Report (PAR)	√	√	√	√	√	End of Programme	Programme Owner
Annual Programme Assessment Report (APAR)	√	√	√	√	√	End of year	Programme Owner
Course Exit Survey	√	√	√	√	√	End of Semester	Lecturer
Exit Survey	√	√	√	√	√	Every Year	Faculty

Prepared by;

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