

GUIDELINES FOR NEW STUDENTS DEGREE PROGRAMME UTM

SEMESTER I, SESSION 2020/2021



For more information, please go to
[New Students' Guide Session 2020/2021](#)

For any enquiry, please email to
bba.space@utm.my / bgs@utm.my

WELCOME

New Students!



UTM CAMPUS



UTM JOHOR
BAHRU CAMPUS

(1,148 hectares)



UTM KUALA
LUMPUR CAMPUS

(35 hectares)

MEET OUR TEAM



School of
Professional and
Continuing
Education
(SPACE)

ORGANIZATION STRUCTURE

CENTRE FOR DEGREE AND FOUNDATION STUDIES (PPI)



PROF. TS. DR. OTHMAN BIN
CHE PUAN
CHAIR



PROF. MADYA. SR. DR. MOHD
ZULKIFLI BIN MOHD YUNUS
DEPUTY CHAIR (ACADEMIC)



DR. MASLAN BIN OSMAN
GENERAL MANAGER



MOHD KAMAL BIN YUSOFF
HEAD OF DEPARTMENT
DEGREE PROGRAMME



ADRIAN SYAH BIN HALIFI
HEAD OF DEPARTMENT
UTM-IDP



AINA MARDZIAH BINTI
AHMAD RIFAI
HEAD OF DEPARTMENT
PRE-DEGREE PROGRAMME



MOHD NOOR FAIROS BIN
MOHD NAWAWI
ACTING MANAGER
(ADMINISTRATION)



NORHIDAYAH BINTI MOHD
NOOR HUSSAIN
SENIOR EXECUTIVE



NURUL ATHMA BINTI MOHD
SHUKRY
EXECUTIVE



NUR FARADIANA
BINTI RUHAZAT
ADMINISTRATIVE ASSISTANT

ACADEMIC UNIT
(DEGREE & UTM-IDP PROGRAMMES)



NURULAIN BINTI MISMAN
ADMINISTRATIVE ASSISTANT

ACADEMIC UNIT
(FOUNDATION PROGRAMME UTM)

HEAD OF PROGRAMME & COORDINATOR

CENTRE FOR DEGREE AND FOUNDATION STUDIES (PPI)

DEPARTMENT

HEAD OF PROGRAMME

COORDINATOR

DEGREE PROGRAMMES



SITI NUR SHAHIDA
BINTI AB RAHIM
HEAD OF PROGRAMME
BACHELOR OF BUSINESS
ADMINISTRATION
(INTERNATIONAL BUSINESS)



SITI NUR ZAHARA BINTI
HAMZAH
HEAD OF PROGRAMME
BACHELOR OF GENERAL STUDIES

UTM-IDP



ADRIAN SYAH BIN
HALIFI
HEAD OF PROGRAMME
BRIDGING



SITI MUSLEHA BINTI AB
MUTALIB
HEAD OF PROGRAMME
UTM-IDP

PRE-DEGREE PROGRAMME



NOOR SYUHaida BINTI
IBRAHIM
COORDINATOR
(PHYSICAL SCIENCE)

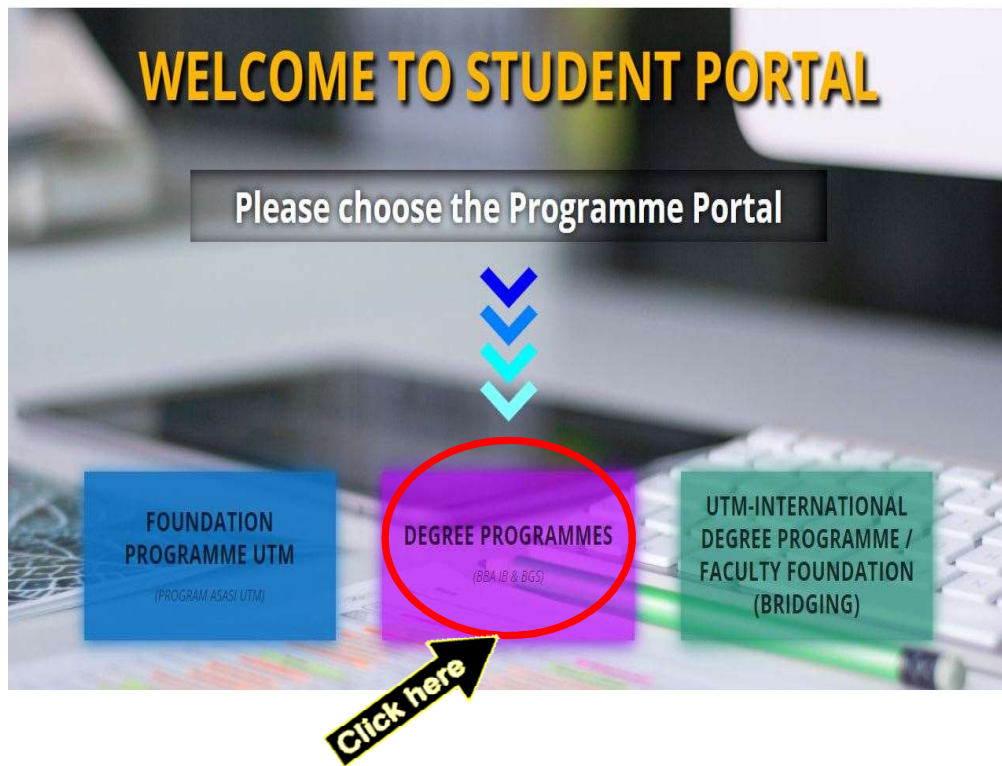


NAWAL BINTI
SHAHARUDDIN
COORDINATOR
(LIFE SCIENCE)



DEEPA A/P ALAGAPPAN
COORDINATOR
(SOCIAL SCIENCE)

STUDENT PORTAL



*Kindly visit student portal
by clicking on the link
provided below:*



<https://studentppi.utmspace.edu.my/>

Highlight notes (choose your programme):

Degree Program :

- (BBA) -Bachelor Business Administration (International Business) with Honours
- (BGS)-Bachelor General Studies

ACADEMIC CALENDAR

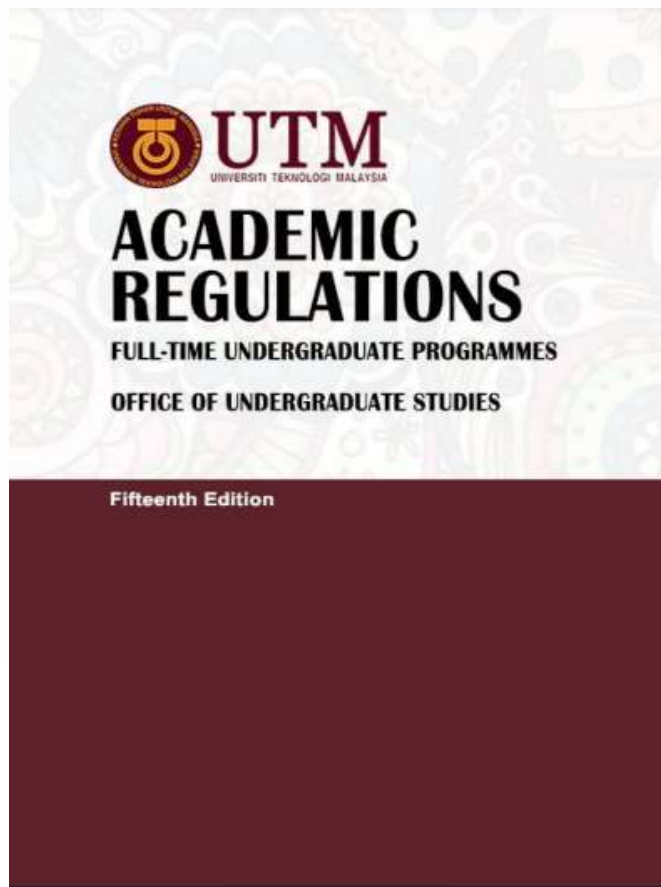


*Kindly click on the link
provided below:*



[https://studentppi.utmspace.edu
u.my/?p=3226](https://studentppi.utmspace.edu.my/?p=3226)

ACADEMIC RULES & REGULATIONS (for Degree Programme)



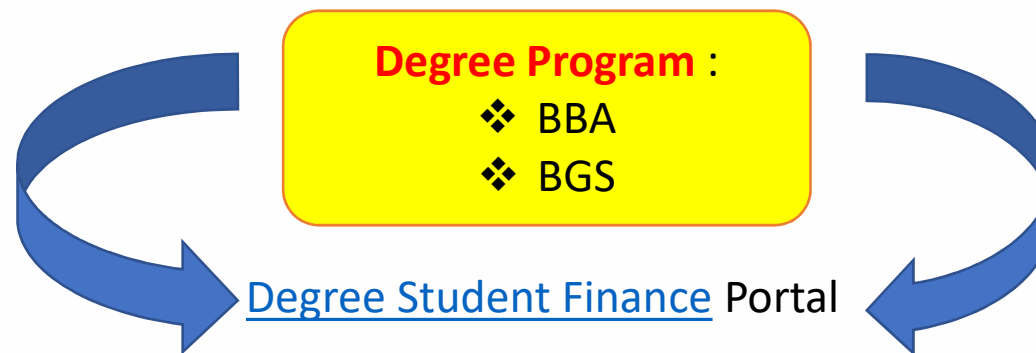
*Kindly click on the link
provided below:*



<https://ileague.utm.my/handouts-of-academic-advising/>

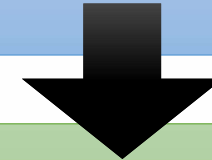
STUDENT FINANCIAL REGULATION

Kindly click on the link provided below:



STEP 1: COURSE REGISTRATION SEMESTER I, SESSION 2020/2021 (for Degree Programme)

1. Log in to UTMSMART or my UTM <http://pendaftaran.utm.my>



2. Click on Course Registration



3. Get your course registration slip in 3 copies:

- 1 copy for Academic Administration – send to related email:
(BBA) bba.space@utm.my ; (BGS) bgs@utm.my
- 1 copy for Student Academic Advisor
- 1 copy for student

STEP 2: STUDENT TIMETABLE SEMESTER I, SESSION 2020/2021

1. The timetable will be uploaded on Student Portal. Students will get to know their section from the list of name given together with the timetable.



Note: Please take note on the important information in the timetable such as

- i) **Day and Time,**
- ii) **Course Code and Section.**

All student need to attend lectures according to the day and time slot they have set.



2. Lecturer information that teaches courses can be referred in the **Academic Guidebook (refer page no. 5) – List of Staff**

*Note: Students can contact the relevant lecturer via email/WhatsApp which appears on the Web

STEP 3: ONLINE BRIEFING WITH GENERAL MANAGER, HEAD OF DEPARTMENT (KJ) FOR NEW STUDENTS SEMESTER I, SESSION 2020/2021

**PLEASE
NOTE...**

DATE : 12th October 2020

SPEAKER	TIME	LIVE LINK/RECORDED VIDEO
CHAIR OF SPACE	2.30 – 3.00 pm	<i>Information on the online briefing can be found via link:</i> <u>WELCOME-BRIEFING AND REGISTRATION</u>
GENERAL MANAGER	3.00 – 3.30 pm	
Head of Department Degree Programme	3.30 – 4.30 pm	

STEP 4: ONLINE LEARNING PREPARATION



Online application used for every courses are subject to discussion made between the lecturers and students.



PLEASE CLICK ON THE ONLINE APPLICATION PROVIDED FOR A BETTER LEARNING EXPERIENCE

BLACKBOARD@
UTMSPACE
click to access

[Click here](#) to view the Student Manual
Blackboard for Online Learning > Scroll
down for Online Learning Preparation

E-LEARNING
@UTMSPACE
click to access



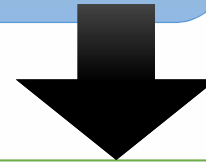
STEP 5: ONLINE PRE-REGISTRATION FOR NEXT SEMESTER SEMESTER II , SESSION 2020/2021

Semester II, 2020/2021
Course Pre-Registration Date:
10th – 21st January 2020

STEP 6: ONLINE EXAMINATION GUIDELINES FOR SEMESTER I, SESSION 2020/2021

Online Final Examination for Semester I, Session 2020/2021 will be held on
7th - 25th February 2020.

*Procedure for Online Final Examination Semester I, Session 2020/2021 can be referred via
link - ***TO BE UPDATED FROM TIME TO TIME @ STUDENT PORTAL***



Note: Online Examination or alternative online assessment method is subject to the lecturer. Students may refer to their respective course lecturers.

STEP 7: EXAMINATION RESULT FOR SEMESTER I, SESSION 2020/2021

Final exam result for Semester I, Session 2020/2021 can be accessed via [myUTM](#) after final examination ends.



NEW STUDENT GUIDE

*Kindly click on the link
for related document*



<https://forms.gle/fHbpowULgvJoCdUZ7>

STUDENT PORTAL

<https://studentppi.utmspace.edu.my/>

REGISTRATION KIT

UTM Academic Calendar
Class Time Table
Related Link
Briefing Session

ACADEMIC

Calendar Academic
Class Time Table
Academic guideline book
Academic Advisor

ONLINE LEARNING PREPARATION

Blackboard
E-learning

RELATED LINK

myUTM
SPACE
UTMI

FINANCE

Student Account
Management System
Financial Guidelines
Book

MANAGEMENT TEAM

Position	Name	Email
Chair	Prof. Ts. Dr. Othman bin Che Puan	othmancp@utmpace.edu.my
Deputy Chair (Academic)	Prof. Madya Sr. Dr. Mohd Zulkifli bin Mohd Yunus	timbdekan@utmpace.edu.my
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Head of Department (Degree Programmes)	Mohd Kamal bin Yusoff	mkamal@utmpace.edu.my
Head of Department (UTM-IDP)	Adrian Syah bin Halifi	adriansyah@utmpace.edu.my
Head of Department (Pre-Degree Programme)	Aina Mardziah binti Ahmad Rifa'l	aina@utmpace.edu.my
Acting Manager (Administration)	Mohd Fairos bin Mohd Nawawi	fairos@utmpace.edu.my
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Administrative Assistant	Nurulain binti Misman	nurulainmisman@utmpace.edu.my
Administrative Assistant	Nur Faradiana binti Ruhazat	faradiana@utmpace.edu.my

**For more information about academic and programme,
please refer to:**

Position	Name	Email
Head of Programme (BBA (IB))	Siti Nur Shahida binti Ab Rahim	shahida@utmpace.edu.my
Head of Programme (BBA (IB))	Siti Nur Zahara binti Hamzah	zahara@utmpace.edu.my
Head of Programme (Bridging)	Adrian Syah bin Halifi	adriansyah@utmpace.edu.my
Head of Programme (UTM-IDP)	Siti Musleha binti Ab Mutalib	sitimusleha@utmpace.edu.my
Coordinator (Physical Science)	Noor Syuhaida binti Ibrahim	noorsyuhaida@utmpace.edu.my
Coordinator (Life Science)	Nawal binti Shaharuddin	nawal@utmpace.edu.my
Coordinator (Social Science)	Siti Nur Zahara binti Hamzah	zahara@utmpace.edu.my

Thank You!



Student Portal

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For any enquiry, please email to

bba.space@utm.my / bgs@utm.my

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