

GUIDELINES FOR NEW STUDENTS FOUNDATION PROGRAMME UTM

SEMESTER II (JULY), SESSION 2020/2021



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

For any enquiry, please email to
foundation@utm.my

WELCOME

New Students!



UTM CAMPUS



UTM JOHOR
BAHRU CAMPUS

(1,148 hectares)



UTM KUALA
LUMPUR CAMPUS

(35 hectares)

MEET OUR TEAM

ORGANIZATION STRUCTURE

CENTRE FOR DEGREE AND FOUNDATION STUDIES (PPI)



HEAD OF PROGRAMME & COORDINATOR

CENTRE FOR DEGREE AND FOUNDATION STUDIES (PPI)



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of
Professional and
Continuing
Education
(SPACE)

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)

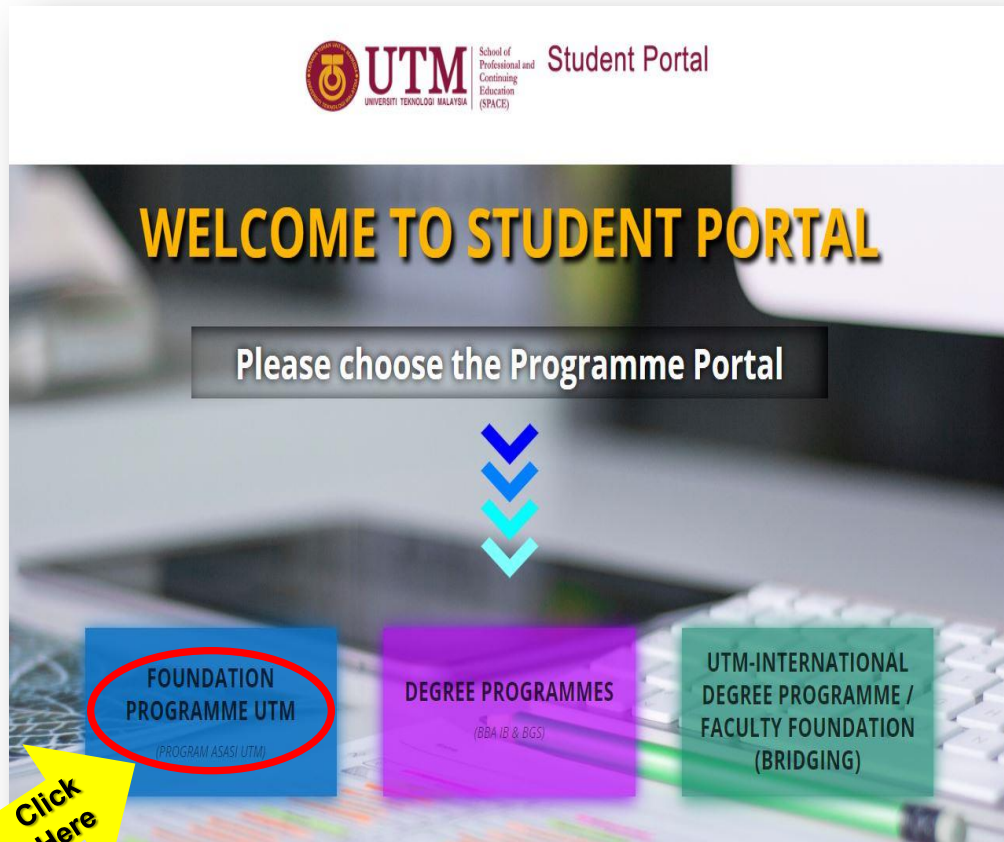


**NAWAL BINTI
SHAHARUDDIN**
COORDINATOR
(LIFE SCIENCE)



DEEPA A/P ALAGAPPAN
COORDINATOR
(SOCIAL SCIENCE)

FOUNDATION STUDENT PORTAL



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

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

ACADEMIC CALENDAR



*Kindly click on the link
provided below:*



[https://studentppi.utmspace.edu
my/?p=458](https://studentppi.utmspace.edu.my/?p=458)

ACADEMIC RULES & REGULATIONS

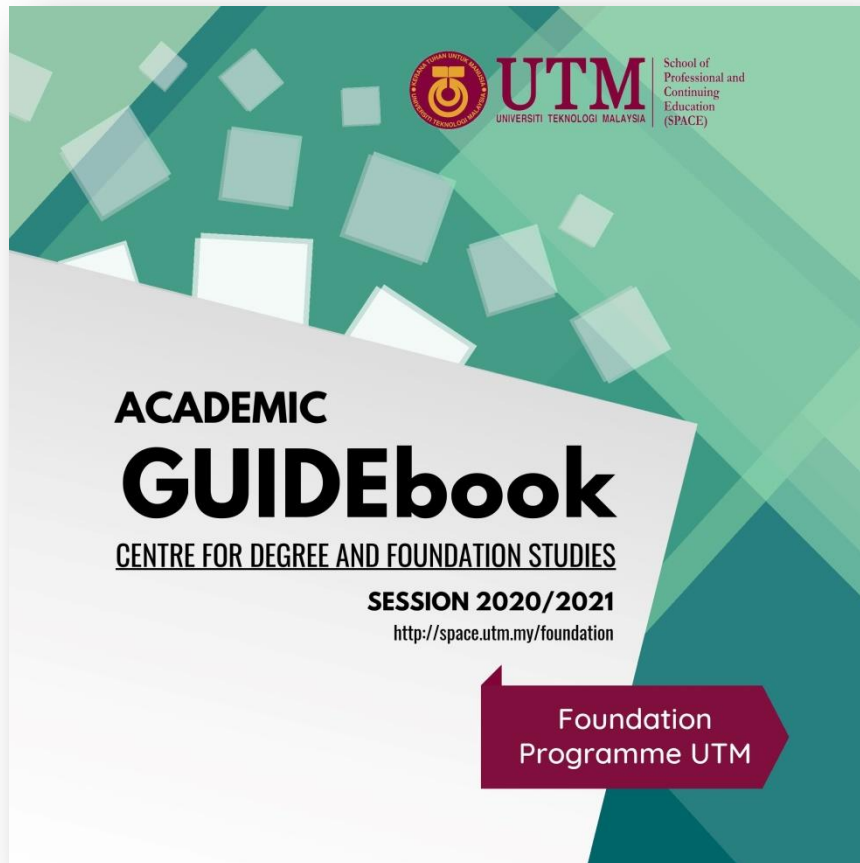


*Kindly click on the link
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ACADEMIC GUIDEBOOK



*Kindly click on the link
provided below:*



[https://studentppi.utmspace.edu.
my/?p=458/](https://studentppi.utmspace.edu.my/?p=458/)

STUDENT FINANCIAL REGULATION



*Kindly click on the link
provided below:*



<https://studentppi.utmspace.edu.my/?p=522>

STEP 1: COURSE REGISTRATION SLIP SEMESTER II, SESSION 2020/2021

1. Visit the Student Portal via website - <https://studentppi.utmspace.edu.my/> and choose your programme (**Foundation Programme UTM**).



2. Click the **SMP Foundation** button on the right side of the website.

* How To Log In - [click here](#)



3. Get your course registration slip via SMP Foundation.

* Refer procedure via link – [Web Guide for New Student](#)

* Please note that during your first semester, you will be registered for your courses automatically by the administrative team.

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

1. The timetable will be uploaded on Student Portal during orientation week. 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 II, SESSION 2020/2021

**PLEASE
NOTE...**

DATE : 9 JULY 2020

SPEAKER	TIME	LIVE LINK/RECORDED VIDEO LINK	REMARKS
GENERAL MANAGER	3.00 pm - 3.30 pm		<i>Information on the online briefing with GM and KJ can be found via link:</i> https://studentppi.utmspace.edu.my/?p=2916
HEAD OF DEPARTMENT	3.30 pm - 4.00 pm		

STEP 4: ONLINE BRIEFING WITH ACADEMIC ADVISOR FOR NEW STUDENTS SEMESTER II, SESSION 2020/2021



DATE : 9 JULY 2020

STUDENT GROUP	TIME	LIVE LINK/RECORDED VIDEO LINK	REMARKS
ALL SECTIONS	4.00 pm - 4.30 pm		<i>Information on the online briefing with GM and KI can be found via link:</i> https://studentppi.utmspace.edu.my/?p=2916

* You will find your academic advisor's name listed in your Student Portal. Please visit the portal regularly for updates.

STEP 5: 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 6: ONLINE PRE-REGISTRATION GUIDELINES FOR NEXT SEMESTER SEMESTER III (DECEMBER), SESSION 2020/2021

1. Go to SMP Foundation to make Online Pre-Registration Course -

<https://apps.foundation.utmspace.edu.my/student/login?returnUrl=/student/>

*Procedure for pre-registration course can be referred via link (refer page no.7) [Web Guide for New Student](#)



2. Select '**Pendaftaran**' and then '**Daftar Kursus**' buttons.



3. Choose the **centre of studies**, **course** and **section** properly.

*Please refer to the respective Academic Advisor or Head of Department for courses taken.

STEP 7: ONLINE EXAMINATION GUIDELINES FOR SEMESTER II, SESSION 2020/2021

Online Final Examination for Semester II, Session 2020/2021 will be held on 15th - 19th November 2020.

*Procedure for Online Final Examination Semester II, 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 8: EXAMINATION RESULT FOR SEMESTER II, SESSION 2020/2021

Final exam result for Semester II, Session 2020/2021 can be accessed via SMP Foundation after final examination ends.



LIST OF IMPORTANT THINGS SESSION 2020/2021

Student Portal

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

New Students' Guide Session 2020/2021

- Registration Kit
- Guide to Use SMP Foundation
- Online Learning Preparation
- Rules and Regulation

Finance

- Financial Guidelines Book
- Fees Payment Period
Semester II, Session
2020/2021 (New Students)

Academic

- Academic Guidebook Session
2020/2021
- Academic Regulations Book
Edition 1/2018
- Academic Calendar Session
2020/2021

Related Links

- Student's Information System
(SMP Foundation)
- SPACE
- Blackboard@UTMSPACE
- E-learning@UTMSPACE
- UTM
- UTM Library

Students are required to fill out a Google Form to verify that students have read, understood and browse the website via the link

<https://forms.gle/fHbpowULgvJoCdUZ7>

before 24th July 2020 (Friday).

For any enquiries, please email to foundation@utm.my

Centre for Degree and Foundation Studies, SPACE
Universiti Teknologi Malaysia

*Kindly click on the link
provided to fill out a
Google form.*



<https://forms.gle/fHbpowULgvJoCdUZ7>

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
General Manager	Dr. Maslan bin Osman	maslan@utmpace.edu.my
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
Senior Executive	Norhidayah binti Mohd Noor Hussain	norhidayah@utmpace.edu.my
Executive	Nurul Athma binti Mohd Shukry	athma@utmpace.edu.my
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) & BGS)	Siti Nur Shahida binti Ab Rahim	shahida@utmSPACE.edu.my
Head of Programme (Bridging)	Adrian Syah bin Halifi	adriansyah@utmSPACE.edu.my
Head of Programme (UTM-IDP)	Siti Musleha binti Ab Mutalib	sitimusleha@utmSPACE.edu.my
Coordinator (Physical Science)	Noor Syuhaida binti Ibrahim	noorsyuhaida@utmSPACE.edu.my
Coordinator (Life Science)	Nawal binti Shaharuddin	nawal@utmSPACE.edu.my
Coordinator (Social Science)	Siti Nur Zahara binti Hamzah	zahara@utmSPACE.edu.my

Thank You!



Student Portal

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foundation@utm.my

Centre for Degree and Foundation Studies
Level 4 & 5, Block T05,
Universiti Teknologi Malaysia,
81310 Johor Bahru,
Johor.

Phone:
+607-531 8061 / 7061 / 8069