

GUIDELINES FOR NEW STUDENTS FOUNDATION PROGRAMME UTM

SEMESTER II (JULY), SESSION 2021/2022



For more information, please go to
[New Students' Guide Session 2021/2022](#)

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

WELCOME

New Students!



UTM CAMPUS



UTM JOHOR
BAHRU CAMPUS

(1,148 hectares)



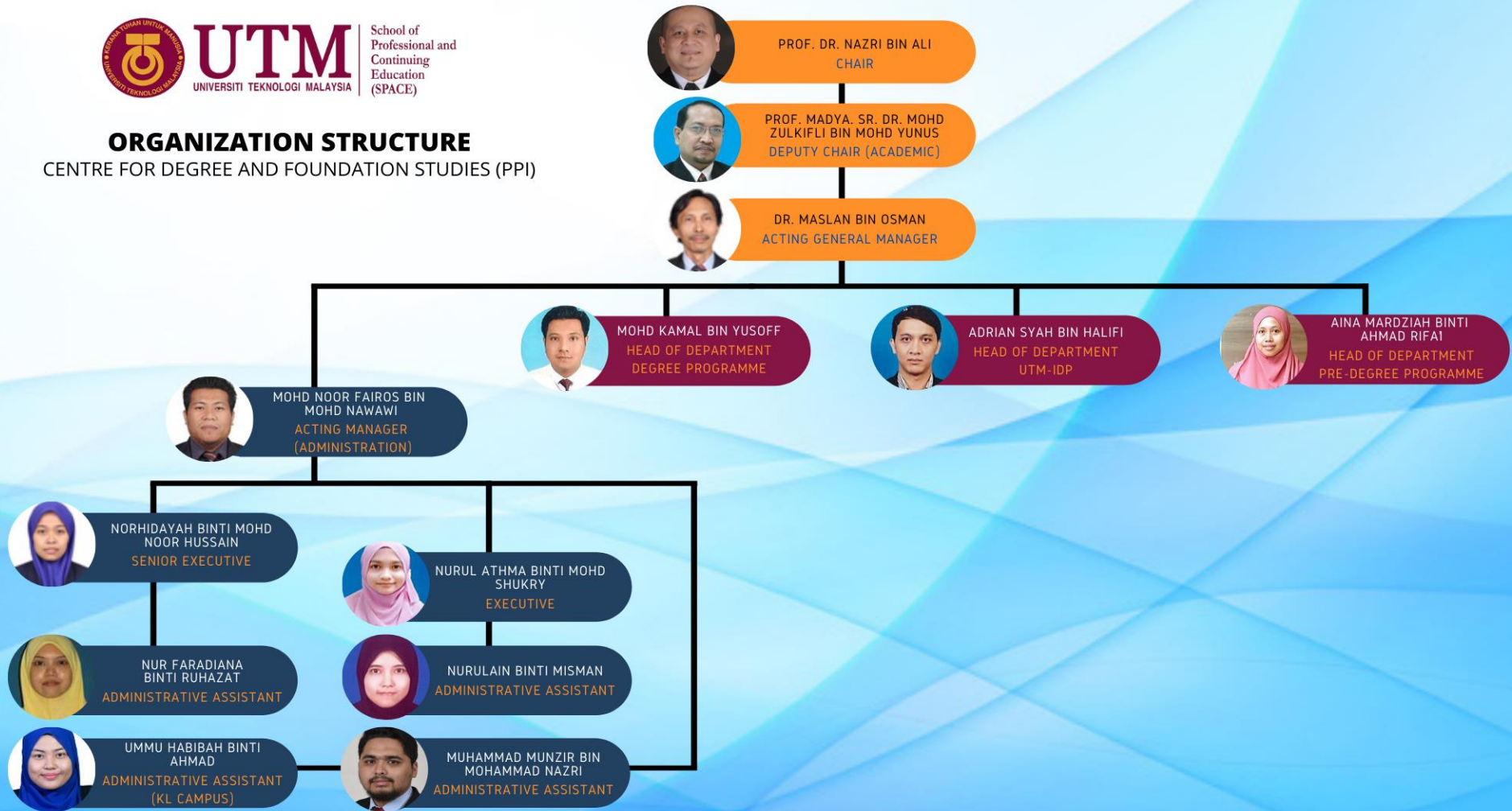
UTM KUALA
LUMPUR CAMPUS

(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)



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)

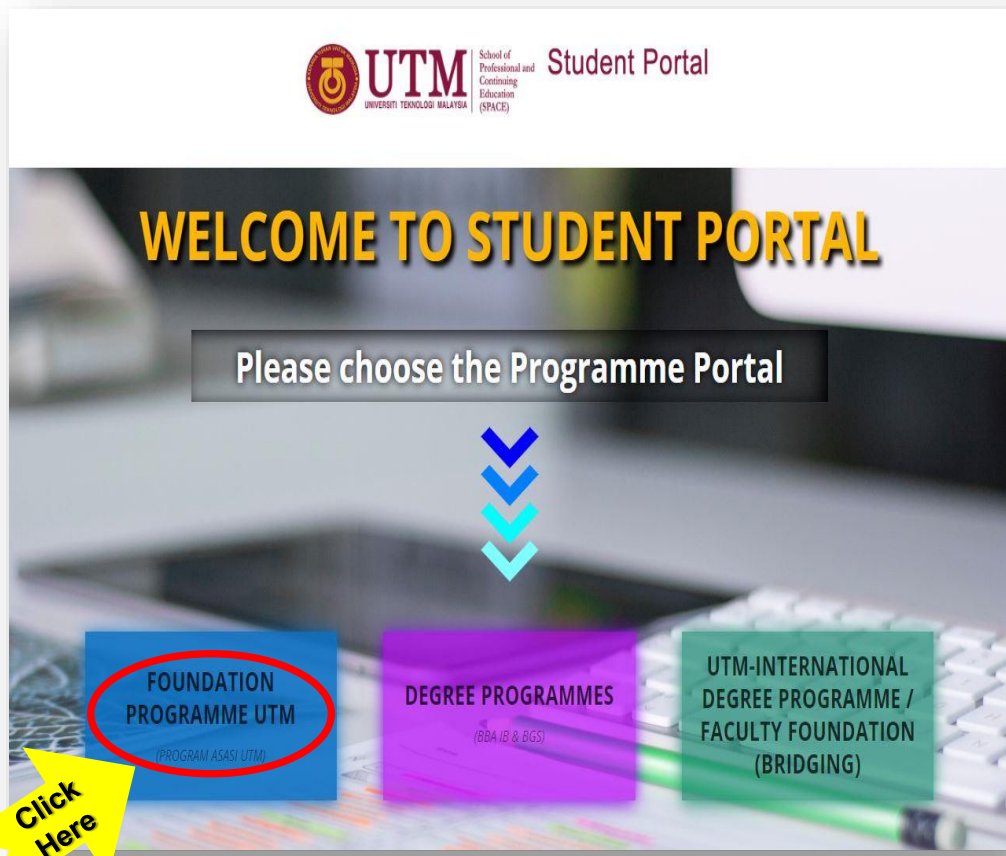


DEEPA A/P ALAGAPPAN
COORDINATOR
(SOCIAL SCIENCE)



**DR. SYARIFAH ZYURINA
BINTI NORDIN**
COORDINATOR
(KL CAMPUS)

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

ACADEMIC RULES & REGULATIONS

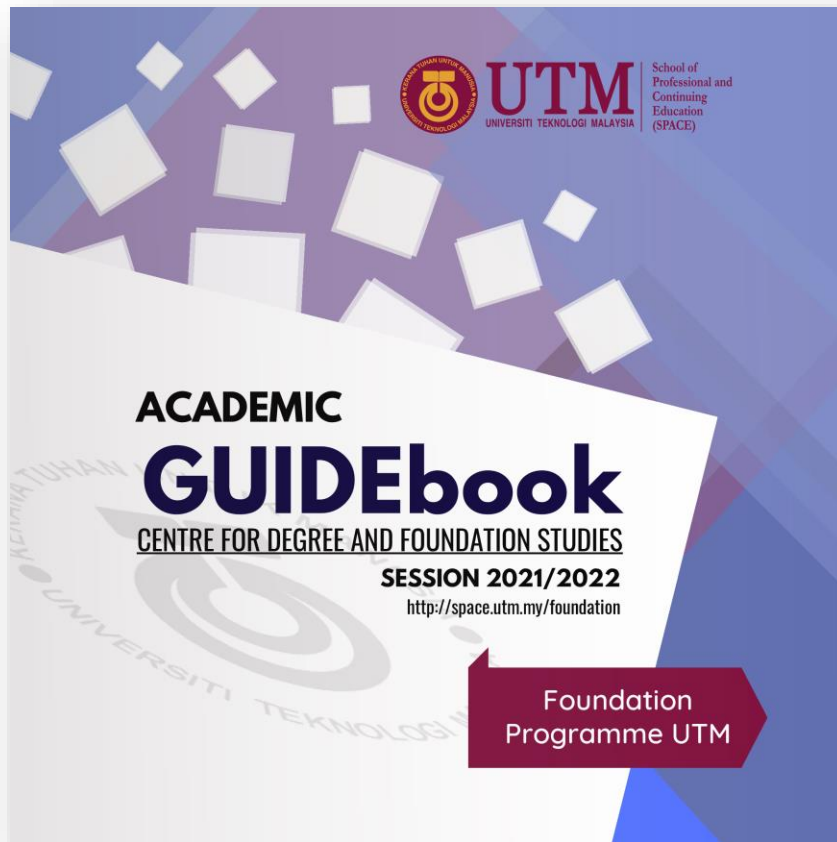


*Kindly click on the link
provided below:*



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

ACADEMIC GUIDEBOOK

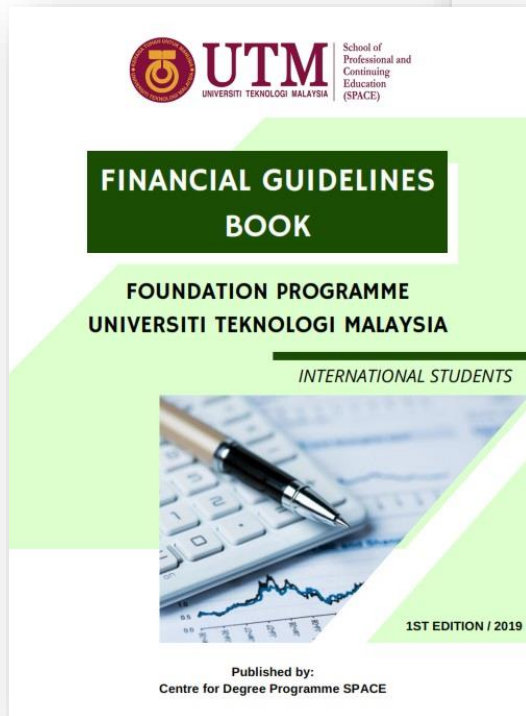


*Kindly click on the link
provided below:*



[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 2021/2022

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 – [Web Guide for New Student](#)

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 2021/2022

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 2021/2022



DATE : 29 JULY 2021 (THURSDAY)

SPEAKER	TIME	LIVE LINK/RECORDED VIDEO LINK	REMARKS
GENERAL MANAGER	10.00 am – 10.30 am		<p><i>Information on the online briefing with GM and KJ can be found via link:</i></p> <p>https://studentppi.utmspace.edu.my/?p=2916</p>
HEAD OF DEPARTMENT	10.30 am – 11.00 am		
COORDINATORS	11.00 am – 12.00 pm		

STEP 4: ONLINE BRIEFING WITH ACADEMIC ADVISOR FOR NEW STUDENTS SEMESTER II, SESSION 2021/2022



DATE : TO BE UPDATED

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

* You will find your academic advisor's name listed in the 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



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




STEP 6: ONLINE PRE-REGISTRATION GUIDELINES FOR NEXT SEMESTER SEMESTER III (DECEMBER), SESSION 2021/2022

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 2021/2022

Online Final Examination for Semester II, Session 2021/2022 will be held on 28th November – 2nd December 2021.

*Procedure for Online Final Examination Semester II, Session 2021/2022 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 2021/2022

Final exam result for Semester II, Session 2021/2022 can be accessed via SMP Foundation after final examination ends.



LIST OF IMPORTANT THINGS

SESSION 2021/2022

Student Portal

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

New Students' Guide Session 2021/2022

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

Finance

- Financial Guidelines Book
- Fees Payment Period Semester II, Session 2021/2022 (New Students)

Academic

- Academic Guidebook Session 2021/2022
- Academic Regulations Book 2021
- Academic Calendar Session 2021/2022

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/uMJU7hQam68iWp4p8>
before 6th August 2021 (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/uMJU7hQam68iWp4p8>

MANAGEMENT TEAM

Position	Name	Email
Chair	Prof. Dr. Nazri bin Ali	nazriali@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 (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	Muhammad Munzir bin Mohammad Nazri	munzir@utmpace.edu.my
Administrative Assistant	Ummu Habibah binti Ahmad	uhabibah@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 BGS	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)	Deepa A/P Alagappan	deepa@utmpace.edu.my
Coordinator (KL Campus)	Dr. Syarifah Zyurina binti Nordin	szyurina@utm.my

Thank You!



Student Portal

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

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

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