



# **GUIDELINE BOOK**

**FOR**

**FOUNDATION PROGRAMME  
(BRIDGING)**

**UNIVERSITI TEKNOLOGI MALAYSIA**

**UNIVERSITI TEKNOLOGI MALAYSIA**  
**ACADEMIC GUIDELINES**  
**Bridging Programme for International Undergraduates**

**PART I - PREAMBLE**

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**1.1 THE UNIVERSITY**



Universiti Teknologi Malaysia (UTM) was established in 1972. It has two campuses at Skudai Johor and Kuala Lumpur. Its main campus is in Skudai. It only takes about 30 minutes drive to Singapore. As of Dec 2021, UTM has produced 193,345 graduates particularly in the niche fields of engineering and technology. Presently, there are about 16,090 students registered at the undergraduate level and another 9,396 students at the postgraduate level. A total of 5,257 students are foreign students from more than 33 countries.

**1.2 School of Professional and Continuing Education, *UTMSPACE***



Universiti Teknologi Malaysia (UTM), through its School of Professional and Continuing Education (SPACE) offers higher education opportunities for the adult learners. To date, SPACE UTM offers UTM Diploma, Foundation and Part-time Programmes in various disciplines of engineering, science, technology, information and business at 16 learning centers across the country. With more than 10,000 graduates, SPACE UTM is proud to have produced smart, working marketable adults in achieving their dreams in professional careers. SPACE also runs Short Courses, Workshops and Conferences in various fields of engineering, technology and management. English Language Programmes are also offered to help non-native students in developing English Language in preparation to pursue for their undergraduate and postgraduate studies in UTM.

### 1.3 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)
<b>SEMESTER I</b>		
Lectures	7 weeks	
Mid-Semester Break	1 week	
Lectures	7 weeks	
Revision	1 week	
Final Examinations	1 week	
<b>Total</b>	<b>17 weeks</b>	
End of Semester Break	6 weeks	
<b>SEMESTER II</b>		
Lectures	7 weeks	
Mid-Semester Break	1 week	
Lectures	7 weeks	
Revision	1 week	
Final Examinations	1 week	
<b>Total</b>	<b>17 weeks</b>	
End of Academic Year Break	12 weeks	
<b>TOTAL</b>	<b>52 Weeks</b>	

\*subject to change

## **PART II – THE BRIDGING PROGRAMME**

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### **2.1 THE BRIDGING PROGRAMME**

The Bridging programme for international undergraduates was first introduced by the University in 2007. The programme is offered in full-time mode only (a minimum of two semesters). The programme aims to prepare the student with a sound basis for progression to the undergraduate degree programmes at UTM by ensuring that they possess the necessary knowledge, values, skills and competencies. Students are encouraged to reflect on their learning, and to be increasingly self-motivated and self-critical, with assignments and examinations becoming progressively more challenging and demanding throughout the course.

### **2.2 OBJECTIVES**

The objectives of the Bridging Programme are as follows;

- a. To facilitate the international students to be enrolled into the Undergraduate programmes at the various faculties in the University
- b. To improve the proficiency of the English Language among international students intending to pursue their undergraduate programmes in the University
- c. To ensure sufficient level of English proficiency to facilitate learning, in view of English as the main medium of instruction in the University
- d. To ensure sufficient knowledge on basic fundamentals of Science and Mathematics in preparation for Undergraduate education

### **2.3 COMPONENTS OF PROGRAMME**

- a. The Bridging Programme consists of TWO basic components, i.e. the Intensive English Course (IEC) and the Foundation components.
- b. The Intensive English is a prerequisite to the Foundation component. Hence, students are required to pass the IEC component prior to admission to Foundation.
- c. If the student fail any of the subject taught in IEC, the student needs to repeat the whole course.

### **2.4 ADMISSION TO UNDERGRADUATE PROGRAMMES AT FACULTY**

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

## PART III – ADMISSION REQUIREMENTS

- 3.1 The process of admission of students into the University programmes is depicted in Figure 1.

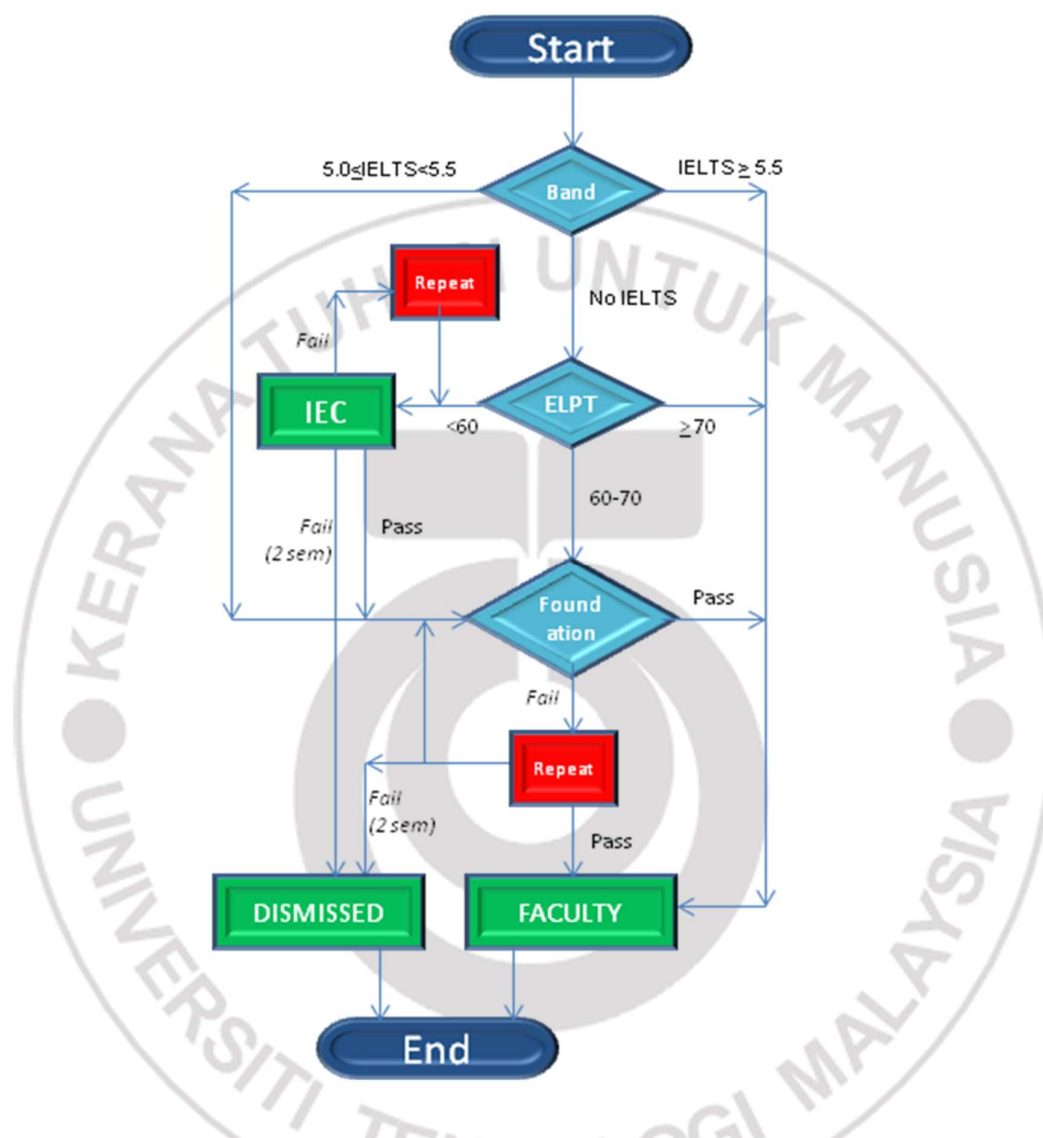


Figure 1: Students' Admission/Enrolment Flowchart

- 3.2 Students fulfilling IELTS or TOEFL requirements shall be admitted into the University based on their IELTS/TOEFL score. Their point of entry is as shown in Table 2.
- Exemption from Bridging Programme would only be given to student who fulfill IELTS or TOEFL requirements AND passed A-Level.
  - Students with IELTS Band score of  $\geq 5.5$ , OR TOEFL score of  $\geq 500$ , OR TOEFL (IBT) score of  $\geq 79$  or ELPT 70% shall be exempted from Intensive English Course. They must be enrolled into the Foundation programme for one(1) semester.



**Table 2 Students' Admission, based on IELTS/TOEFL scores**

Score	Admission Level
IELTS Band $\geq 5.5$ TOEFL $\geq 500$ TOEFL (IBT) $\geq 79$	Foundation
IELTS Band 5.0 to $< 5.5$ $500 > \text{TOEFL} \geq 475$ TOEFL (IBT) $\geq 61$	Intensive English Course & Foundation
IELTS Band $< 5.0$ $475 > \text{TOEFL} \geq 450$ TOEFL (IBT) $\geq 40$	Intensive English & Foundation

- c. Students with IELTS Band score of IELTS Band 5.0 to less than 5.5, OR TOEFL score of between 475 to less than 500, OR TOEFL (IBT) score of equal or exceeding 61 are required to undergo the entire Bridging Programme. , and upon passing the requirements, they shall be enrolled into the First Year of the Undergraduate programme at the Faculty.
- d. Students with IELTS Band score of less than 5.0, OR TOEFL score of between 450 to 475, OR TOEFL (IBT) score of more or equal to 40 shall be required to undergo the entire Bridging Programme.

- 3.3** Students without IELTS/TOEFL at entry are required to sit for the English Language Proficiency Test, ELPT conducted by the University. Based on the ELPT scores obtained, students shall be streamed as in Table 3.

**Table 3: Admission to Bridging Programme, based on ELPT scores**

ELPT score	Admission Level
$\geq 70\%$	Foundation
$60\% \leq \text{ELPT} < 70\%$	Intensive English Course & Foundation
$< 60$	Intensive English & Foundation

- a. Students with ELPT score of less than 70%, shall be required to undergo the entire Bridging Programme.
- b. Students with ELPT score of more than 70%, are required to register for the Foundation component only. They shall be given exemption from the Intensive English Component of the Bridging Programme. They shall be admitted into the Foundation component only, and upon passing the Foundation requirements, they shall be enrolled into the First Year of the Undergraduate programme at the Faculty.

## PART IV – REGISTRATION OF BRIDGING PROGRAMME AND COURSES

- 4.1 Students mentioned in 3.2a and 3.3c who are required to register for the entire Bridging Programme have to complete both components of Intensive English and Foundation.
- 4.2 Students are required to register for Intensive English and Foundation separately, one after another for 2 separate semesters.
- 4.3 Students are required to register all courses in the Intensive English and Foundation components.
- 4.4 Courses offered in the Intensive English component are listed in Table 4

**Table 4 List of courses in Intensive English component**

Course Code	Course Name	Credits
IEU 0003	Reading	3
IEU 0014	Writing	4
IEU 0023	Listening and Speaking	3
IEU 0031	Self-access Language Learning	1

- 4.5 Students are required to register and pass all courses with minimum of grade C (GPA = 2.00). On failing any course, students are required to repeat the entire Intensive English component.
- 4.6 Courses offered in the Foundation component are listed in Table 5.

**Table 5 List of courses in Foundation component**

Course Code	Course Names	Credits
IFM 1004	Mathematics	4
IFP 1014	Physics	4
IFC 1024	Chemistry	4
IFB 1034	Business Mathematics	4
IFB 1044	Introduction to Business	4
IFE 1054	Economics	4
IFT 1064	Information and Communication Technology (ICT)	4

- 4.7 Students are required to register for 3 courses, as determined by their respective faculty/programme. Students shall pass a course with a minimum of grade D+ AND with an average grade of C (CGPA = 2.00) for the entire Foundation component. **On failing any course, students are required to repeat the respective course only.** The new grade obtained is considered as final marks and will automatically replace the previous

credit counted and grade point. Combination of Foundation courses offered is listed in Table 6 according to Undergraduate Programmes/Faculties.

**Table 6 Combination of Foundation courses, by Programmes/Faculties.**

Faculty/Programme	Course Codes
<b>ENGINEERING &amp; SCIENCE:</b>	
Civil	IFM 1004
Electrical	IFP 1014
Chemical & Natural Resources	IFC 1024
Biomedical & Health Science	
Mechanical	
Bioscience & Bioengineering	
Science	
Education	
CST	
<b>NON-ENGINEERING:</b>	
Management & Human Resources	IFB 1034
Built Environment	IFB 1044
Education (SPL, SPI)	IFE 1054
Geomatic Science & Engineering (for SGP, SGT programmes)	
<b>OTHERS:</b>	
Computer Science & Information System	IFT 1064
Geomatic Science & Engineering (SGS, SGU, SGG)	IFM 1004
	IFP 1014

- 4.8** The student should adhere to the rules of attendance as stated in the University Academic Regulation:
- Student must attend not less than 80% of lecture hours as required for the course.
  - The student will be prohibited from attending any lecture and assessment activities upon failure to comply with the above requirement.



## PART V - CREDITS AND GRADING SCHEME

- 5.1 A student's performance in any Course is reflected by the grades obtained. The relationship between marks, grades and point value is shown in Table 7.

**Table 7 The Relationship between Marks, Grades and Point Value**

Marks	Grade	Point value	
90 - 100	A+	4.00	<div>PASS</div>
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	<div>FAIL</div>
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	

- 5.2 Assessment on a Course is conducted continuously in the form of tests, quizzes, assignments, and final examination throughout the semester
- 5.3 The final examination must be conducted within a specific time frame, according to guidelines set by the University.

**5.4** Special Exam can be held for

- a. Students who are unable to sit for the final examination because of illness certified by a medical officer from the University or government hospital, or reasons acceptable to the University  
or  
Students involved in misfortune (accident, natural disaster, or death of parents or next of kin),  
or  
Students involved with national duty.
- b. Students who obtained a CGPA of 2.00 and above but failed ONE (1) course in the current semester.

**5.5** Special Examination Marks are used to determine the results of the courses taken as follows:

- a. Special examination mark as per item 1. (a) will be used as the final examination mark while the coursework marks are retained.
- b. Special examination mark as per item 1. (b) will be fully used to determine the result of the course (Passed or Failed) and will not be taken into account in the calculation of GPA and CGPA. Failed students are required to repeat the course.

**5.6** Special Examination will not be held for the following cases:

- a. Students who did not take the final examination without valid reasons acceptable to the University.
- b. Students who have less than 80% attendance in all form of face-to-face learning activities.
- c. Students who have failed due to disciplinary reasons.
- d. Courses that have no final examinations.

**5.7** Students who fail to sit for the Special Examination for item 1. (a) will be awarded ZERO (0) for the final examination.

## 5.8 Example of GPA calculation

$$\begin{aligned}\text{CGPA} &= \frac{\text{Sum of Total Point Value}}{\text{Sum of Credits Counted}} \\ &= \frac{k_1 \times m_1 + k_2 \times m_2 + k_3 \times m_3}{k_1 + k_2 + k_3}\end{aligned}$$

where,

Sum of Total Point Value =  $k_1 \times m_1 + k_2 \times m_2 + k_3 \times m_3$

Sum of Credits Counted =  $k_1 + k_2 + k_3$

$k_1, k_2, k_3$  = course credits taken

$m_1, m_2, m_3$  = point value

### Example 1

Courses	Credits (k)	Marks (%)	Grade	Point Value (m)	Total Point Value (k × m)
IFM 1004	4	76	A-	3.67	14.68
IFP 1014	4	70	B+	3.33	13.32
IFC 1024	4	66	B	3.00	12.00
<b>SUM</b>	<b>12</b>				<b>40</b>

CGPA =  $40 / 12 = 3.33$

Status = PASS

### Example 2

Courses	Credits (k)	Marks (%)	Grade	Point Value (m)	Total Point Value (k × m)
IFB 1034	4	82	A	4	16
IFB 1044	4	57	C+	2.33	9.32
IFE 1054	4	42	D+	1.33	5.32
<b>SUM</b>	<b>12</b>				<b>30.64</b>

CGPA =  $30.64 / 12 = 2.55$

Status = PASS

### Example 3

Courses	Credits (k)	Marks (%)	Grade	Point Value (m)	Total Point Value (k × m)
IFM 1004	4	41	D+	1.33	5.32
IFP 1014	4	43	D+	1.33	5.32
IFC 1024	4	46	C-	1.67	6.68
<b>SUM</b>	<b>12</b>				<b>17.32</b>

CGPA =  $17.32 / 12 = 1.44$

Status = FAIL

## PART VI – DURATION OF STUDY

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- 6.1** Students required to undergo the Bridging programme must complete both components within the maximum allowable semester, as shown in Table 8.

**Table 8 Maximum allowable semester**

Component	Maximum no. of Semesters
Intensive English	2
Foundation	2

- 6.2** (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 time period, which is two (2) days before the semester begins.
- (3) All students must register the right 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.

## PART VII - CHANGE OF PROGRAMME OF STUDY

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

## **PART VIII - CODE OF CONDUCT/ ACADEMIC MISCONDUCT**

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- 8.1** Students who have committed a misconduct or academic wrongdoing can be charged with Academic misconduct according to University and College University Acts, 1971, Regulations of Universiti Teknologi Malaysia (Students Disciplinary), 1999.
- 8.2** 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.

## **PART IX – GENERAL PROVISIONS**

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- 9.1** Any other action may be taken under any other provision on the Academic Regulations. All implementation of guidelines must be observed. However, the Senate is entitled to change the guidelines according to any situation that may arise.
- 9.2** The Appendices and Tables in this Academic Regulations will become part of the current reinforcement of regulation.
- 9.3** In any situation where there is a dispute, the regulations stated in this Academic Regulations Handbook will apply.
- 9.4** The information in this Handbook is correct at the time of publication.

## PART X – CODE OF ATTIRE

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- 10.1** 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
- 10.2** Students are not allowed to wear shorts, sleeveless shirts, skimpy tight fitting clothes and flip-flops/slippers.
- 10.3** Students must make sure that the style and length of their hair follow the University guidelines.
- a) Male : short and neat, not coloured/dyed
  - b) Female : neat, not coloured/dyed
- 10.4** Students are not allowed to display any tattoos on any part of the body.
- 10.5** Students must display their matriculation cards at all times while in the campus.
- 10.6** 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.



**11.1 COURSE SYNOPSES**

**a) INTENSIVE ENGLISH COURSE**

**IEU0014(A) Writing I**

The course is aimed at assisting international students who wish to enroll in the undergraduate programme in UTM. It is specifically designed for students to improve their English language proficiency in writing skills using the skills-based approach. The skills emphasized include writing paragraphs and essays. Students will be taught how to expand paragraphs to become good essays. The course will also prepare them to use English for general and academic purposes. The task assigned will be in the form of individual and/or group work (peer feedback) which would help improve students' writing skills as well as their inter-personal skills in working with others as a team.

**IEU0014(B) Writing II**

The course is aimed at assisting international students who wish to enroll in the undergraduate programme in UTM. It is specifically designed for students to improve their English language proficiency in writing skills. The course will prepare them to use English for general and academic purposes using the skills-based approach. It is aimed at teaching students in organizing information if they are to write effective essays in English. This is done by taking students on a step-by-step progression through the processes that promote good writing. The task assigned will be in a form of individual and/or group work which will help improve students' writing skills as well as their inter-personal skills in working with others as a team.

**IEU0003(A) Reading I**

The course is aimed at assisting international students who wish to enrol for undergraduate programme at Universiti Teknologi Malaysia (UTM). It is designed to improve students' proficiency in English especially in developing reading skills such as skimming and scanning, understanding words, referencing, reading for details, identifying patterns of organization, and transferring information. The tasks assigned will be in the form of individual and group work which would develop skills in reading, teamwork and group interaction.

**IEU0003(B) Reading II**

The course is aimed at assisting international students who wish to enrol for undergraduate programme at Universiti Teknologi Malaysia (UTM). It is designed to improve students' proficiency in English especially in developing reading skills such as skimming and scanning, understanding words, referencing, reading for details, identifying patterns of organization, and transferring information. The tasks assigned will be in the form of individual and group work which would develop skills in reading, teamwork and group interaction.

**IEU0023(A) Listening and Speaking I**

The course is aimed at assisting international students who wish to enroll in the postgraduate programme in UTM. This course is specifically designed for students to improve their English language proficiency especially in developing listening and speaking skills. Topics covered include critical listening to make predictions, listening for main ideas and details in a lecture, introducing oneself and others, offering and requesting clarification, debating the pros and cons of current issues. The tasks assigned will be in the form of

individual and group work which would develop confidence among students in practicing the skills taught

### **IEU0023(B)     Listening and Speaking II**

The course is aimed at assisting international students who wish to enroll in the postgraduate programme in UTM. This course is specifically designed for students to improve their English language proficiency especially in developing listening and speaking skills. Topics covered include listening to note specific details, listening to distinguish between fact and opinion, expressing opinions about current issues, offering congratulations and condolences, debating the pros and cons of current issues. The tasks assigned will be in the form of individual and group work which would develop confidence among students in practicing the skills taught.

## **b)     FOUNDATION COURSE**

### **IFM 1004     Mathematics**

VECTORS: Basic concepts, vectors in space, the dot product and the cross product. COMPLEX NUMBERS: Imaginary number, complex numbers, algebraic operations on complex numbers and polar form of complex numbers. Functions and graphs. functions. , composite functions and inverse functions. Curves and polar coordinates: parametric equations and polar coordinates. Differentiation. definition of differentiation, differentiation rules, higher order differentiation, chain rules, differentiation of implicit functions parametric • equations and hyperbolic functions. Integration. Antiderivative and definite integrals, fundamental Theorem of Calculus. Techniques of integration, integration of trigonometric function, hyperbolic functions.

### **IFP 1014     Physics**

This subject is especially suited for students taking 1 semester basic concepts and principles of physics course that can applied later on 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 and 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 to the engineering study.

### **IFC 1024     Chemistry**

This subject will discuss the fundamental concept of chemistry. The subject will includes; 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 topics students will be introduced to the understanding of basic concept and terminology in chemistry

### **IFB 1034     Business Mathematics**

This subject encompasses basic mathematical concepts, techniques and applications that are useful to 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 are simple interest and compound interest, business discounts and markups will also be covered.

**IFB 1044      Introduction to Business**

This course introduces students to the competitive environments, goals and strategy, organizational culture and structure, marketing and operation 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 economics 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 necessary to analyze real world economic issues.

**IFT 1064      Information And Communication Technologies (ICT)**

This is an introductory course on information and communication technologies. Topics include ICT Terminologies, hardware and software components, the internet and world wide web, and ICT based applications.

**THE END**