



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of
Professional and
Continuing
Education
(SPACE)



ACADEMIC GUIDEbook

CENTRE FOR DEGREE AND FOUNDATION STUDIES
SESSION 2022/2023



**Foundation
Programme**

<http://space.utm.my/foundation>

FOUNDATION PROGRAMME UTM

ACADEMIC GUIDEBOOK

Edition: 2022/2023

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NOTE:

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Full Time Programme UTMSPACE reserves the right to amend any information
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ENQUIRIES:

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NATIONAL EDUCATION PHILOSOPHY

Education in Malaysia is an on-going effort towards further developing the potential of individuals in a holistic and integrated manner, so as to produce individuals who are intellectually, spiritually, emotionally and physically balanced and harmonious, based on a firm belief in and devotion to God. Such an effort is designed to produce Malaysian citizens who are knowledgeable and competent, who possess high moral standards, and who are responsible and capable of achieving high level of personal well-being as well being able to contribute to the harmony and betterment of the family, the society, and the nation at large.

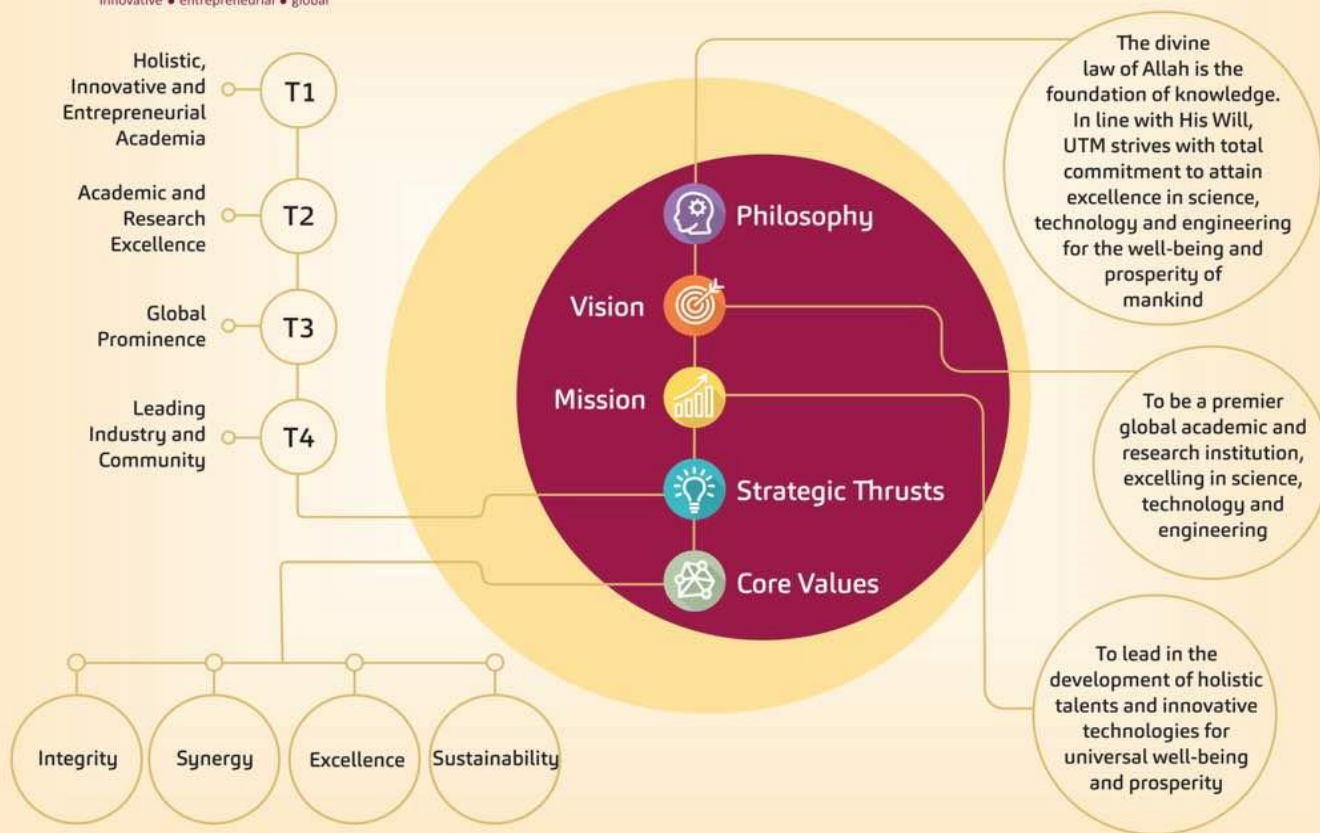


UNIVERSITY PHILOSOPHY, VISSION, MISSION, STRATEGIC THRUSTS AND CORE VALUES



innovative • entrepreneurial • global

UTM Philosophy, Vision, Mission, Strategic Thrusts and Core Values



SPACE VISION, MISSION, MOTTO AND CORE VALUES

Vision

To be an international centre of excellence in Lifelong Learning.

Mission

To provide quality continuing education programmes that are widely accessible, customized and flexible to meet customer expectations.

Motto

Leading Transnational Continuing Engineering Education.

Core Values

- Quality Driven
- Student Centred
- Flexible Learning
- Global Outlook



UTM GRADUATE ATTRIBUTES

✓ COMMUNICATION SKILLS

- CS1** Ability to convey ideas in writing clearly, effectively and comprehensible.
- CS2** Ability to deliver ideas orally in a clear, effective and comprehensible manner.
- CS3** Ability to listen actively and respond accordingly.
- CS4** Ability to make clear presentations to a diverse audience with confidence.
- CS5** Ability to use a variety of media in presentations.
- CS6** Ability to negotiate and reach agreement.
- CS7** Ability to communicate with people from different cultures and backgrounds.
- CS8** Ability to use third language in conversations when the need arises.

✓ THINKING SKILLS

- TH1** Ability to define and analyze complex, overlapping, ill-defined problems and make well-supported judgment.
- TH2** Ability to expand on and discuss ideas.
- TH3** Ability to look for alternative ideas and creative solutions.
- TH4** Ability to 'think outside the box'.
- TH5** Ability to think critically.
- TH6** Ability to think holistically and systematically.

✓ SCHOLARSHIP

- SC1** Ability to seek and manage relevant information from a variety of sources.
- SC2** Ability to be receptive to new ideas towards self-directed or autonomous learning.
- SC3** Ability to develop an inquisitive mind.
- SC4** Ability to use systematic research methodology.

✓ LEADERSHIP AND TEAMWORKING SKILLS

- TW1** Ability to establish rapport, interact and work effectively with others to accomplish common objectives.
- TW2** Ability to lead and influence team members to complete given tasks.
- TW3** Ability to understand other people's attitude and behavior, respect their ideas and have mutual trust.
- TW4** Ability to understand responsibility towards group decision.

✓ ADAPTABILITY

- AD1** Ability to adapt to the culture of new communities and work environment.
- AD2** Ability to recognize potential for improvement.
- AD3** Ability to apply known solutions to new situations.
- AD4** Ability to initiate and implement change.
- AD5** Ability to work effectively under pressure.



UTM GRADUATE ATTRIBUTES

✓ GLOBAL CITIZEN

- GC1** Spiritually grounded, compassionate and caring.
- GC2** Ability to keep updated with current world issues.
- GC3** Ability to act ethically in making decisions and interacting with the community.
- GC4** Ability to act professionally and responsibly in carrying out duties.
- GC5** Ability to understand the impact of socio-cultural, economic, environmental and politics on professional practices.
- GC6** Ability to practice and prioritize principles of sustainability in making decisions.

✓ ENTERPRISING SKILLS

- ES1** Ability to identify opportunities (including business).
- ES2** Ability to use innovative methods in dealing with issues.
- ES3** Willingness to take risks.
- ES4** Ability to use entrepreneurial mindset in dealing with problems.
- ES5** Ability to be resilient.
- ES6** Ability to act effectively and imaginatively in difficult situations.

FACILITIES IN UTM JOHOR BAHRU

1) UTM FACILITIES

(a) Library

There are two main libraries in UTM:

- Perpustakaan Sultanah Zanariah (PSZ) - The newly developed digital library system to support INFOLAN, the library's automated system is complemented with easy access to the electronic information.
- Perpustakaan Raja Zarith Sofia (PRZS) - PRZS in the newest branch of Universiti Teknologi Malaysia (UTM) Library. It is a designated research library for the university.

(b) Online Learning System (e-Learning)

Students can have access lecture notes, quizzes and assignments of all courses offered online. The e-learning can also serve as a platform for students to conduct educational forum or discussions with other students or interact with their lecturer after class.

(c) Executive Program Academic Management System (TEAMS)

An academic information management called TEAMS has been used for registration, course scheduling, management of students' course grades and record keeping of every student in UTM.

2) STUDENT SUPPORT FACILITIES

(a) Hostel

There are 11 residential colleges in UTM Johor Bahru main campus to accommodate all undergraduate and postgraduate students. Among the facilities provided at each residential college are a cafeteria, a multipurpose hall, a Muslim prayer room, tennis courts, an internet and computer center, a convenient store and a common room besides other facilities in the students' rooms.

(b) Sport and Recreational Centres

UTM houses ten different recreational centers and gardens for the purpose of students and staff recreational and motivational outdoor activities. These include recreational forest, orchard and nursery, herbal garden, tropical garden, deer garden, equestrian center, golf driving range, children playground and camping area. These are various sport facilities available at UTM. The indoor sports facilities include squash and badminton courts and a gymnasium, whilst the outdoor facilities include volleyball, netball, basketball and tennis courts, as well as full-sized fields for soccer, rugby and cricket. UTM has its own sport stadium and swimming pool. In addition, university also provides a varied array of clubs and societies ranging from cultural to recreational to suit the varied interests of the students.

(c) Health Centre

The Health Centre in UTM offers various services such as dental, outpatient, maternity and pediatric clinics. It also caters for emergency and haemodialysis treatments and radiology checkups. The health centre is open from Monday to Saturday and closed on Sunday as well as public holidays.

(d) Transportation

The University also provides transport services for students to commute from their on-campus residential colleges or off-campus accommodation to classes. There are more than 30 buses that provide services from 7.15 am to 11.30 pm every day. The off-campus residential areas covered by the service include Taman Universiti, Taman Sri Skudai, Taman Sri Pulai, Taman Teratai, Taman Desa Skudai and Taman Sri Putri. In addition, there are also public buses such as the Transit Link and Maju bus companies, which ply between Taman Universiti via the ring road of the campus to Johor Bahru City Centre.

(e) Student Centres

Student Centres are located at Student Union Building (SUB). All student societies have an office for their administration. All student activities are governed by the Office of Student Affairs (HEP).

(f) Mosque

The construction of the Sultan Ismail Mosque began in 1986 and was completed in 1990. The mosque can accommodate about 10,000 worshippers and has many facilities such as mini-library, seminar rooms, lecture hall, morgue and offices. The planning of the Skudai campus was based on the concept of centralising the main activities of common interests around the mosque. The mosque is located right at the centre of the campus surrounded by other buildings within walking distance, and is the most outstanding building of the university. Its location at the centre of the campus is in line with the concept of Islamic learning in which the mosque is the source of the acquisition and dissemination of knowledge and in life as well with the university motto, "For God and Mankind".

(g) Dining

UTM campus have at least 30 food centre (cafeterias), where the student can have breakfast, lunch as well as dinner at a discounted student rate. Some cafeteria is special and open 24 hours a day and some even offering western food style. Average spending on food per meal is RM5.00. If you prefer canned drink, the canteen is everywhere inside the academics area. The cafeteria are a walking distances from the hostels. There are more than 100 catering outlets across the campus, including air-conditioned restaurants, cafeterias, fast-food restaurants selling a whole variety of food including traditional Malay, Chinese, Indian and Western cuisines. There are many shops on campus including bookstores, photocopy centers, mobile phone centers, news agents, launderettes, hair dressing and beauty saloons, computer shops, travel agencies and more than 20 mini grocery stores, mostly within the students' residential colleges. Just outside UTM campus, through second gate (you have to go through padang kawad), there is McDonald Family Restaurant that open 24Hr per day.

(h) Bank & Post Office

CIMB Bank becoming an official bank for UTM. But there are have ATM/Teller booth machine of Bank Simpanan Nasional, Maybank and Bank Islam Malaysia Berhad in the campus. One post office is located inside the campus, inside student union building. Pos-Laju and pay-bill services are there, and they open post office for the whole weeks office hour, except Sunday.

FACILITIES IN UTM KUALA LUMPUR

UTM Kuala Lumpur Library

UTM Kuala Lumpur Library is a branch library situated at UTMKL, Jalan Sultan Yahya Petra, Kuala Lumpur. Currently, the library has 28 staffs comprises of 6 professionals and 22 support staff. Among the services offered are Reference and Research Support Consultant, Library Information Skill Classes, Literature Searching Workshop, Electronic Databases and Inter-Library Loan (ILL). The library also provide the facilities to the users such as Research Carrel (10 rooms), Carrel Room (22 rooms), Discussion Room (12 rooms), Seminar Room (4 rooms), Information Searching Lab, Reading Area, Computer Zone (130 computers) and 24 hours Study Room. To ease the process of borrowing books and printed materials in the library, users could use the Online Public Access Catalog (OPAC) which is called LESTARI. It helps users to find the materials online. The library portal can be accessed via ent.library.utm.my.

Undergraduates Affairs Office

Responsible in students' activity management, sponsorship, loans, health, accommodation, welfare, and undergraduates discipline.

Undergraduates Clinic

Students could receive health services besides going to the government hospitals.]

Accommodation

Kediaman Siswa Jaya (KSJ) is situated at Setapak Jaya which is 2km from UTMKL and could accommodate 3000 students. Bus service is provided for students to go to the campus from 6.45am to 10.45 pm. There are also food court, mosque, minimart, laundry, mini cinema, and sports facilities provided for students.

Transportation

Bus service is provided from KSJ to the main campus according to students' lectures timetable. The journey from KSJ to UTMKL takes about 20 minutes.

Sports and Recreation

This facility is handled by Sports Unit. The unit is responsible in expanding and developing sports culture among students besides encouraging positive moral values among students and staff.

Mosque

UTMKL mosque provides consultancy services to individuals, society and institution inside and outside university.

Students Minimart

These shops are situated in the campus and in the students' hostel.

Electronic Banking Central

Automatic Teller Machines (ATM) are available in the campus for students and staff.

WELCOMING SPEECH

In the Name of Allah, the Most Beneficent, the Most Merciful,

I am very pleased to welcome all the new students to the Foundation Programme Universiti Teknologi Malaysia (UTM).

Congratulations for being among the privileged of the candidates to get the opportunity as pioneer students to study in matriculation programme at UTM. I am pleased to announce the Foundation Programme UTM is the first matriculation UTM badge and your arrival at UTM marks a new chapter in the story of your life.

The preceding chapters were largely written by others include your parents, guardians, families, lecturers and the like. Now you will be the principal author of the next chapter in corresponds to have the opportunity to determine your own direction, the plot and the tempo of after completed Sijil Pelajaran Malaysia (SPM). At the heart of the success of Foundation Programme UTM lies its academic and support staff who are relentless and innovative in their effort to produce the best talents within an exciting, productive, challenging and sustainable learning environment. Throughout this matriculation UTM, we are committed in our mission to nurture students into a global citizen by designing competitive 21st Century Curriculum in line with 4th Industrial Revolution.

I wish that you will remain focused on achieving academic success, be actively engaged inside and outside of the classroom, be open to new and challenging experiences, conduct yourself in accordance with our core values, seek help when needed, and don't forget to make learning time excitement during the learning study at UTM. I sincerely hope this Student Academic Handbook is a valuable as a reference to entry requirements, curriculum, and career path after graduated from here. It's going to be a great year and we look forward for supporting your academic and personal success at Universiti Teknologi Malaysia!

I wish you all the best in your studies and future undertakings.
Thank you and best regards.

Professor Dr. Nazri bin Ali
Chair,
School of Professional and Continuing Education (SPACE)



FOUNDATION PROGRAMME AT A GLANCE

The UTM Foundation Programme is a one-year academic programme from Universiti Teknologi Malaysia (UTM). It is offered by the School of Professional and Continuing Education (SPACE). It offers students an alternative choice of pre-university education, other than matriculation, the Malaysian Higher School Certificate (STPM), and other foundation programmes recognized by the Malaysian government.

The UTM Foundation Programme is offered in full time mode. Students attend lectures, complete assignments, and undergo periodical tests and end-of-semester examinations, similar to their counterparts in other pre-university education pathways. The total credit hour of the UTM Foundation Programme is 50 credit hours. In the first semester, students enroll in four subjects with a total of 10 credit hours. In the second and third semester, students enroll in 7 subjects with a total of 20 credit hours for each semester. It takes a year to complete the UTM Foundation Programme. The students' academic load is spread over a course of three semesters.

Students under the UTM Foundation Programme study a mixture of subjects in the sciences and engineering, as well as English, academic writing, and selected general education subjects. This foundation programme will prepare them for their next education pathway in Bachelor's degree at UTM. Subject to their academic achievement, they may choose to enroll in science, engineering and technology academic programmes, or social science programmes offered by UTM-IDP.

The UTM Foundation Programme is open to both Malaysians and international students. The programme will be conducted at the UTM Johor Bahru and Kuala Lumpur campuses for Physical Science, Life Science and Social Science Fields.



ORGANIZATION STRUCTURE



ORGANIZATION STRUCTURE

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HEAD OF PROGRAMME & COORDINATOR



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of
Professional and
Continuing
Education
(SPACE)

DEPARTMENT

HEAD OF PROGRAMME

COORDINATOR

DEGREE PROGRAMMES



**NASSYUHA ASSYILLAH
BINTI ABDUL SAMAD**
HEAD OF PROGRAMME
BACHELOR OF BUSINESS
ADMINISTRATION
(INTERNATIONAL BUSINESS)



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

UTM-IDP



**SITI ZHAHIRAH BINTI
ZAINAL**
HEAD OF PROGRAMME
UTM-IDP

PRE-DEGREE PROGRAMME



NOR NAIMAH BINTI SHAARI
COORDINATOR
(PHYSICAL SCIENCE)



KHAIRUL RIJAL BIN RAZALI
COORDINATOR
(LIFE SCIENCE)



NUR LIYANA BINTI ZAKARIA
COORDINATOR
(SOCIAL SCIENCE)



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

LIST OF ACADEMIC STAFF

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B.Sc. (Microbiology) (UKM)

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40. Muhammad Shukri bin Muhammad Sepian

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PROGRAMME SPECIFICATIONS

1. Programme Name		Foundation Programme UTM	
2. Final Award		Foundation Programme 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)	
No. of	Full time		
	Semester I	Semester II	Semester III
Week	9	17	17
Semester	3		
Year	1		
12. Entry Requirement		12.1 Requirement for Local Candidates	
		GENERAL ENTRY REQUIREMENTS	
		<ul style="list-style-type: none">• A Malaysian citizen• A pass with at least 5 credits including Bahasa Melayu at SPM Level and• A pass in History at SPM Level	
		SPECIAL ENTRY REQUIREMENTS	
		Physical Science A pass in SPM / SPMV level with credits in at least 5 (Five) of the taken subjects including: - Mathematics - Chemistry - Physics - Additional Mathematics - ONE (1) credit from any other subjects. OR A pass in O-Level with at least Grade B in any 3 of the taken subjects including Mathematics and two Science subjects. OR Other equivalent qualification recognized by the government.	

	<table border="1"><tr><th>Life Science</th></tr><tr><td>A pass in SPM / SPMV with credits in at least 5 (Five) of the taken subjects including: - Mathematics - Chemistry - Physics/ Biology - Additional Mathematics - ONE (1) credit from any other subjects. OR A pass in O-Level with at least Grade B in any 3 of the taken subjects including Mathematics and two Science subjects. OR Other equivalent qualification recognized by the government.</td></tr><tr><th>Social Science</th></tr><tr><td>A pass in SPM / SPMV with credits in at least 5 (Five) of the taken subjects including Mathematics. OR A pass in O-Level with at least Grade B in any 3 of the taken subjects including Mathematics. OR Other equivalent qualification recognized by the government.</td></tr></table>	Life Science	A pass in SPM / SPMV with credits in at least 5 (Five) of the taken subjects including: - Mathematics - Chemistry - Physics/ Biology - Additional Mathematics - ONE (1) credit from any other subjects. OR A pass in O-Level with at least Grade B in any 3 of the taken subjects including Mathematics and two Science subjects. OR Other equivalent qualification recognized by the government.	Social Science	A pass in SPM / SPMV with credits in at least 5 (Five) of the taken subjects including Mathematics. OR A pass in O-Level with at least Grade B in any 3 of the taken subjects including Mathematics. OR Other equivalent qualification recognized by the government.
Life Science					
A pass in SPM / SPMV with credits in at least 5 (Five) of the taken subjects including: - Mathematics - Chemistry - Physics/ Biology - Additional Mathematics - ONE (1) credit from any other subjects. OR A pass in O-Level with at least Grade B in any 3 of the taken subjects including Mathematics and two Science subjects. OR Other equivalent qualification recognized by the government.					
Social Science					
A pass in SPM / SPMV with credits in at least 5 (Five) of the taken subjects including Mathematics. OR A pass in O-Level with at least Grade B in any 3 of the taken subjects including Mathematics. OR Other equivalent qualification recognized by the government.					

12.2 Requirement for International Candidates

	<table border="1"><tr><th>Physical Science</th></tr><tr><td>Pass O-Level with at least a Grade B in 3 subjects including Mathematics and two Science subjects. OR Other equivalent school qualifications recognized by the Malaysian Government. AND In accordance with the country requirements as approved by the University Senate.</td></tr><tr><th>Life Science</th></tr><tr><td>Pass O-Level with at least a Grade B in 3 subjects including Mathematics and two Science subjects. OR Other equivalent school qualifications recognized by the Malaysian Government. AND In accordance with the country requirements as approved by the University Senate.</td></tr></table>	Physical Science	Pass O-Level with at least a Grade B in 3 subjects including Mathematics and two Science subjects. OR Other equivalent school qualifications recognized by the Malaysian Government. AND In accordance with the country requirements as approved by the University Senate.	Life Science	Pass O-Level with at least a Grade B in 3 subjects including Mathematics and two Science subjects. OR Other equivalent school qualifications recognized by the Malaysian Government. AND In accordance with the country requirements as approved by the University Senate.
Physical Science					
Pass O-Level with at least a Grade B in 3 subjects including Mathematics and two Science subjects. OR Other equivalent school qualifications recognized by the Malaysian Government. AND In accordance with the country requirements as approved by the University Senate.					
Life Science					
Pass O-Level with at least a Grade B in 3 subjects including Mathematics and two Science subjects. OR Other equivalent school qualifications recognized by the Malaysian Government. AND In accordance with the country requirements as approved by the University Senate.					

	Social Science Pass O-Level with at least a Grade B in 3 subjects including Mathematics. OR Other equivalent school qualifications recognized by the Malaysian Government. AND In accordance with the country requirements as approved by the University Senate.
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13. Programme Educational Objectives (PEO)

PEO 1	Knowledgeable and competent in solving problems of various fields at pre-university level.
PEO 2	Communicate clearly, analyse information using current technologies, compete and competent in pursuing studies.

14. Programme Learning Outcomes (PLO)

Programme Learning Outcomes (PLO)	Intended Learning Outcomes	Teaching and Learning Methods	Assessment
PLO1	Relate facts, concepts, principles, and processes in a specific field of study	Lectures, tutorials, internet searching, active and cooperative learning	Test, quizzes, Examinations, Assignments, and Presentation
PLO2	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	Conduct academic activities such as collecting information, data analysing and making conclusions, individually or in groups	Practical work and project	Assignments report, Log book, and Project report
PLO4	Demonstrate effective communication orally and in writing	Assignment and project	Assignments report, Project report and Presentation
PLO5	Utilise basic digital technology applications to seek and process data related to a specific field of study	Assignment, project, cooperative learning and practical	Assignments report, project report and presentation
PLO6	Seek, process and use information for life-long learning effectively	Assignment, project, cooperative learning and discussion	Assignments report, and Log book

15. Course Classification			
No.	Classification	Credit Hours	Percentage
i.	Common Core	14	28%
ii.	Core	24	48%
iii.	Concentration	12	24%
Total		50	100%

Foundation Programme UTM Classification		Physical Science & Life Science		Social Science	
		Credit Hours	Percentage	Credit Hours	Percentage
A	University Courses				
	a. Lecture	10	20	10	20
	b. Laboratory/Workshop/Mini Project	4	8	4	8
	c. Skill Acquisition (incorporated in the courses)	0	0	0	0
Total credit hours for part A		14	28	14	28
B	Core courses				
	a. Lecture	28	56	36	72
	b. Laboratory/Workshop/Mini Project	8	16	0	0
	c. Skill Acquisition (incorporated in the courses)	0	0	0	0
Total credit hours for part B		36	72	36	72
C	Industrial Training				
	a. Lecture	0	0	0	0
	b. Laboratory/Workshop/Mini Project	0	0	0	0
	c. Skill Acquisition (incorporated in the courses)	0	0	0	0
Total credit hours for part C		0	0	0	0
D	Electives Courses				
	a. Lecture	0	0	0	0
	b. Laboratory/Workshop/Mini Project	0	0	0	0
	c. Skill Acquisition (incorporated in the courses)	0	0	0	0
Total credit hours for part D		0	0	0	0
Total credit hours for part A,B,C dan D		50	100	50	100
16. Total credit hours to pass		50		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 Programme UTM upon completion of all the designated courses. Achieve a total of 50 credit hours according to programme 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	CONCENTRATION					
	Physical Science	Credit	Life Science	Credit	Social Science	Credit
I	Computer Literacy	2	Computer Literacy	2	Computer Literacy	2
	Co-curriculum	2	Co-curriculum	2	Co-curriculum	2
	General English	2	General English	2	General English	2
	Intermediate Mathematics	4	Intermediate Mathematics	4	Business Mathematics	4
TOTAL		10		10		10
II	Philosophy of Science and Technology	2	Philosophy of Science and Technology	2	Philosophy of Science and Technology	2
	Academic Listening and Speaking Skills	2	Academic Listening and Speaking Skills	2	Academic Listening and Speaking Skills	2
	Calculus	4	Calculus	4	Introduction to Law	4
	Physics I	4	Physics I	4	Introduction to Human Resource	4
	Physics Practical I	2	Physics Practical I	2	Introduction to Marketing	4
	Chemistry I	4	Chemistry I	4	People and Organisation	4
	Chemistry Practical I	2	Chemistry Practical I	2		
TOTAL		20		20		20
III	Fundamentals of Computing	2	Fundamentals of Computing	2	Fundamentals of Computing	2
	Academic Reading and Writing Skills	2	Academic Reading and Writing Skills	2	Academic Reading and Writing Skills	2
	Statistics and Probability	4	Statistics and Probability	4	Statistics and Probability	4
	Physics II	4	Biology	4	Business Management	4
	Physics Practical II	2	Biology Practical	2	Financial Accounting	2
	Chemistry II	4	Chemistry II	4	Cost Accounting	2
	Chemistry Practical II	2	Chemistry Practical II	2	Introduction to Economics	4
TOTAL		20		20		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 and Understanding
PLO2	-	Cognitive Skills
PLO3	-	Practical Skills
PLO4	Communication	Communication Skills
PLO 5	Scholarship	Digital Skills
PLO6	Adaptability	Personal Skills

19. Mapping of Programme Learning Outcomes to Courses

OFFERED COURSES		Programme Learning Outcomes (PLO)					
Code	Subject	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6
COMMON CORE							
FSPK0012	Computer Literacy	√	√			√	
FSPQ0012	Co-Curriculum	√		√			√
FSPE0012	General English				√		
FSPI0012	Philosophy of Science and Technology	√	√		√		
FSPE0022	Academic Listening and Speaking Skills				√		
FSPK0022	Fundamental of Computing	√	√			√	
FSPE0032	Academic Reading and Writing Skills				√		

CORE							
PHYSICAL & LIFE SCIENCE	FSPM0014	Intermediate Mathematics	√	√			
	FSPM0024	Calculus	√	√			
	FSPM0034	Statistics and Probability	√	√			
	FSPP0014	Physics I	√	√			√
	FSPP0022	Physics Practical I	√	√	√	√	
	FSPC0014	Chemistry I	√	√			√
SOCIAL SCIENCE	FSPC0022	Chemistry Practical I	√	√	√	√	
	FSPM0044	Business Mathematics	√	√			
	FSPS0014	Introduction to Law	√	√			
	FSPM0034	Statistics and Probability	√	√			
	FSPS0024	Introduction to Human Resource	√	√			√
	FSPS0064	Introduction to Marketing	√	√			√
	FSPS0074	People and Organisation	√	√	√	√	

CONCENTRATION							
PHYSICAL SCIENCE	FSPP0034	Physics II	√	√			√
	FSPP0042	Physics Practical II	√	√	√	√	
	FSPC0034	Chemistry II	√	√			√
	FSPC0042	Chemistry Practical II	√	√	√	√	
LIFE SCIENCE	FSPB0034	Biology	√	√			√
	FSPB0042	Biology Practical	√	√	√	√	
	FSPC0034	Chemistry II	√	√			√
	FSPC0042	Chemistry Practical II	√	√	√	√	
SOCIAL SCIENCE	FSPS0034	Business Management	√	√			√
	FSPS0044	Introduction to Economics	√	√			√
	FSPS0042	Financial Accounting	√	√	√	√	
	FSPS0052	Cost Accounting					

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 programme for the new student orientation and learning skills
Student Academic Handbook
Academic Rule of UTM Foundation Programme

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 programme 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	PLO6	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,
Department of Pre-Degree Programme
Centre of Degree and Foundation Studies, SPACE
Universiti Teknologi Malaysia

MQA ACCREDITATION

mar@mqa.gov.my

MALYSIAN QUALIFICATIONS REGISTER
Malaysian Qualifications Agency



• Starting from 2007, MQA's accreditation is perpetual unless stated otherwise. All accredited qualifications are subject to periodic maintenance audit to ensure continuous improvement. If the accreditation of a qualification is revoked, the cessation date will be displayed in the Malaysian Qualifications Register. Qualifications previously accredited under National Accreditation Board of (Lembaga Akreditasi Negara, LAN) have a validity period of 5 years and this information is stated in the MQR for reference purposes.

• The verification of accreditation status of a programme will not be performed by MQA. This printed statement is sufficient for any related business.

Foundation Programme



Reference Number : MQA/SNA/3390
Certificate Number : 26498
Name of Qualification : Foundation Programme
Date of Accreditation (dd/mm/yyyy) : Starting 23/07/2019
Compliance Audit :
Name of Institution : Universiti Teknologi Malaysia (UTM)

Address :
Agensi Kelayakan Malaysia
Malaysian Qualifications Agency

81310 Johor Bahru

Johor

Telephone Number : 07-553 3333

Fax Number : 07-556 1722

E-mail : webmaster@utm.my

Website : www.utm.my

Type : Foundation Programme

MQF Level : This qualification enable students to progress to higher level.

NEC Field (National Education Code) : 010 (Basic / broad, general programmes)

Equivalency For Public Services : Equivalency for public services is not applicable for Foundation programme

Number of Credits : 50

Mode of Study : Full Time

Duration of Study (years) :

Full Time	Weeks/ Semester	Semesters	Duration
Long	18	2	1 year/s
Short	9	1	

Mode of Delivery : Conventional

Remark(s) : NA

NA : Not Available

Download [here](#).

ACADEMIC SESSION

SEMESTER MAY

Lectures	7 weeks
Revision Week*	1 week
Final Examinations	1 week
Final Break for Semester I	1 week
Total	10 weeks

SEMESTER JULY

Lectures (Part 1)	8 weeks
Mid-Semester Break	1 week
Lectures (Part 2)	8 weeks
Revision Week*	1 week
Final Examinations	1 week
Final Break for Semester I	2 weeks
Total	21 weeks

SEMESTER DECEMBER

Lectures (Part 1)	8 weeks
Mid-Semester Break	1 week
Lectures (Part 2)	8 weeks
Revision Week*	1 week
Final Examinations	1 week
Final Break for Semester I	2 weeks
Total	21 weeks

TOTAL	52 weeks
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* Subject to change.

CURRICULUM STRUCTURE

SESSION 2022/2023 (DECEMBER 2022 INTAKE)

No	Semester	PHYSICAL SCIENCE			LIFE SCIENCE			SOCIAL SCIENCE		
		Course Code	Course Name	Credit	Course Code	Course Name	Credit	Course Code	Course Name	Credit
1	1 st (Dec 2022 – May 2023) 18 weeks	FSPE0012	General English	2	FSPE0012	General English	2	FSPE0012	General English	2
2		FSPi0012	Philosophy of Science and Technology	2	FSPi0012	Philosophy of Science and Technology	2	FSPi0012	Philosophy of Science and Technology	2
3		FSPM0014	Intermediate Mathematics	4	FSPM0014	Intermediate Mathematics	4	FSPM0044	Business Mathematics	4
4		FSPp0014	Physics I	4	FSPp0014	Physics I	4	FSP0034	Business Management	4
5		FSPp0022	Physics Practical I	2	FSPp0022	Physics Practical I	2	FSPS0044	Introduction to Economics	4
6		FSPC0014	Chemistry I	4	FSPC0014	Chemistry I	4	FSPS0042	Financial Accounting	2
7		FSPC0022	Chemistry Practical I	2	FSPC0022	Chemistry Practical I	2	FSPS0052	Cost Accounting	2
Total Credit				20				20		
8	2 nd (May 2023 – Jul 2023) 9 weeks	FSPE0022	Academic Listening and Speaking Skills	2	FSPE0022	Academic Listening and Speaking Skills	2	FSPE0022	Academic Listening and Speaking Skills	2
9		FSPM0024	Calculus	4	FSPM0024	Calculus	4	FSPS0014	Introduction to Law	4
10		FSPQ0012	Co-curriculum (Entrepreneurship)	2	FSPQ0012	Co-curriculum (Entrepreneurship)	2	FSPQ0012	Co-curriculum (Entrepreneurship)	2
11		FSPK0012	Computer Literacy	2	FSPK0012	Computer Literacy	2	FSPK0012	Computer Literacy	2
Total Credit				10				10		
12	3 rd (Jul 2023 – Dec 2023) 18 weeks	FSPE0032	Academic Reading and Writing Skills	2	FSPE0032	Academic Reading and Writing Skills	2	FSPE0032	Academic Reading and Writing Skills	2
13		FSPK0022	Fundamentals of Computing	2	FSPK0022	Fundamentals of Computing	2	FSPK0022	Fundamentals of Computing	2
14		FSPM0034	Statistics and Probability	4	FSPM0034	Statistics and Probability	4	FSPM0034	Statistics and Probability	4
15		FSPp0034	Physics II	4	FSPB0034	Biology	4	FSPS0064	Introduction to Marketing	4
16		FSPp0042	Physics Practical II	2	FSPB0042	Biology Practical	2	FSPS0074	People and Organisation	4
17		FSPC0034	Chemistry II	4	FSPC0034	Chemistry II	4	FSPS0024	Introduction to Human Resource Management	4
18		FSPC0042	Chemistry Practical II	2	FSPC0042	Chemistry Practical II	2			
Total Credit				20				20		
OVERALL TOTAL CREDIT				50				50		

Note: For further information on the curriculum structure, please refer to your respective Academic Advisor.

COURSE SYNOPSIS

FSPM 0014: INTERMEDIATE MATHEMATICS

This course provides a solid foundation of basic mathematics prior to pursuance of any mathematics at university level. It comprises of various topic such as Logic, Number System, Polynomials, Inequalities, Functions and Graphs, Trigonometry, Conic Sections, Matrices, Vectors and Complex Numbers. The intention is to equip students with the necessary tools required for further mathematics and engineering courses.

FSPK 0012: COMPUTER LITERACY

This course introduces information systems (IS) and technology (IT) as well as its uses in daily life both at home and at work. Various aspect of IS and IT consist of hardware, software, network, communications, internet, and systems applications will be introduced. At the end of the course, student should be able to distinguish basic IS/IT component and applications.

FSPE 0012: GENERAL ENGLISH

This General English course emphasizes on developing interest and confidence building among the students through the integration of the four language skills. It focuses on enhancing students' productive and receptive skills through student centered activities. Grammar activities will be incorporated to develop students' language skills. At the end of this course, students should be able to improve their ability to communicate in English in various everyday situations, such as travelling, socializing, following different interests and hobbies, etc.

FSPM 0024: CALCULUS

This course provides a solid foundation of basic calculus prior to pursuance of any mathematics at university level. It comprises of various topic such as Limits and continuity of functions, Differentiations, Integrations, Differential Equations and Numerical Methods. The intention is to equip students with the necessary tools required for further mathematics and engineering courses.

FSPP 0014: PHYSICS I

The course provides the basic theory and practice of concepts in physics which comprises kinematics, static, dynamics, fluid dynamics, properties of matter and heat. The concepts will be applied to linear, planar, circular, rotational and simple harmonic motion. The properties of matter flow of fluid and heat phenomenon will also be discussed. The physical laws involved will be explained so that they may be applied in solving various related problems. Upon completion, students should be able to describe, analyse, discuss and apply the concepts and laws introduced to solve related physical problems.

FSPP 0022: PHYSICS PRACTICAL I

Students perform experiments related to the physics of mechanics, electricity and magnetism. These experiments will be performed either in a group or individually. At the end of each experiment, the students present a technical report which describes the experiment, the analysis and the findings. Upon completion, the students should have the ability to relate the experiment to the theory learned in Physics class, that is, mechanics, electricity and magnetism, perform an experimental analysis on the laboratory works and write technical reports.

FSPC 0014: CHEMISTRY I

This course introduces students to fundamental and basic concepts in chemistry, units and dimensions, reaction stoichiometry and concentration. The underlying theories and principles of electronic structure of atoms, periodic properties of elements, chemical bonding, bonding theories and states of matter are also discussed.

FSPC 0022: CHEMISTRY PRACTICAL I

The emphasis of this course is to expose the students to the understanding of the fundamental chemistry through experiments conducted in the laboratory. The experiments in this course are designed in a step-by-step manner for easy understanding and working in the laboratory and also to built-up the student's technical skills. The experiments contain the basic laboratory techniques and core chemical principles, such as apparatus precision and measurement technique, titration, qualitative and quantitative analysis, data analysis involving many variables, and analyzing chemical reactions. The fundamental topics cover in the Chemistry Practical I including Stoichiometry, Periodic Table, Chemical Bonding and State of Matter. In addition, this course is aimed to promote good working attitudes such as being disciplined, careful and precise in laboratory investigations.

FSPI 0012: PHILOSOPHY OF SCIENCE AND TECHNOLOGY

This course is designed to build knowledge, application, communication, and teamwork. All of these skills are built through the learning and assignment activities set out to achieve course learning outcomes which covered the ability to discuss the philosophy of science and technology from the conceptual and historical aspects. This course discusses the concept of philosophy and philosophy of knowledge according to Islamic and Western scholars, the classification of philosophy which includes epistemology, ontology, and axiology. Also discussed are science from concept point, science from Islamic perspective, methodology in Islamic science, and comparison between Islamic science, Western science, and modern science. The next discussion is about technology from a conceptual perspective, development history, solutions to current issues, and the relationship between technology and divinity. Also included in the scope of this discussion are human- related matters from conceptual point of view, human creation process, human status and responsibility. This course also addresses scientist achievements in science and technology. Knowledge, application, and communication skills are measured through tests and final examinations and tasks pertaining to philosophy of science and technology.

FSPE 0022: ACADEMIC LISTENING AND SPEAKING

This course focuses on the skills of listening to academic lectures and talks, as well as aspects of style and structures, to help students perform effectively and competently in the academic contexts. It also focuses on speaking skills such as participating in group discussions and giving academic oral presentations as to prepare students to speak confidently and fluently in academic settings. This course also aims to raise students' proficiency by having in-class practices and by exploiting a variety of materials in varied academic situations.

FSPM 0034: STATISTICS AND PROBABILITY

This is an introductory course in statistics. Topics covered are descriptive statistics, counting techniques, probability, random variables and probability distributions. Students are introduced to basic definitions and concepts in statistics. Students learn to differentiate between permutations & combinations, calculate the probability of events, and identify binomial, Poisson & normal distributions. Normal approximations of the binomial and the Poisson distributions are also highlighted.

FSPP 0034: PHYSICS II

The course begins with the introduction of electric forces and the field of electricity and magnetism is covered in detail. Optics covers both geometrical and physical optics. It continues into the basics in atomic physics and then into nuclear physics. Finally, the course ends with radioactivity. Upon completion, students should be able to apply these concepts and laws introduced to solve related physical problems.

FSPP 0042: PHYSICS PRACTICAL II

Students perform experiments related to the physics of Thermodynamics, Optics and Modern Physics. These experiments will be performed either in a group or individually. At the end of each experiment, the students present a technical report which describes the experiment, the analysis and the findings. Upon completion, the students should have the ability to relate the experiment to the theory learned in Physics class, that is, perform an experimental analysis on the laboratory works and write technical reports.

FSPC 0034: CHEMISTRY II

This course is the extension of Chemistry I. It emphasizes the theories and principles related to topics in Physical Chemistry; Thermochemistry, chemical kinetics, chemical equilibrium, acids and bases, electrochemistry. At the end of the course, students will be introduced to the basic knowledge of organic chemistry.

FSPC0042: CHEMISTRY PRACTICAL II

The emphasis of this course is to expose the students to the understanding of the second part of the fundamental chemistry through experiments conducted in the laboratory. The experiments in this course are designed in a step-by- step manner for easy understanding and working in the laboratory and also to built-up the student's technical skills. The experiments contain the basic laboratory techniques and core chemical principles, such as; apparatus precise ion and measurement technique, titration, qualitative and quantitative analysis, data manipulation involving many variables, and analyzing chemical reactions. The fundamental topics cover in the Chemistry Practical II including Chemical Equilibrium, Acid and Base, Chemical Kinetics, Chemical Energetics, Electrochemistry and Organic Chemistry. In addition, this course is aimed to promote good working attitudes such as being disciplined, careful and precise in laboratory investigations.

FSPK 0022: FUNDAMENTALS OF COMPUTING

This course equips the students with theory and practice on problem solving techniques. Students are required to develop programs using C++ programming language, in order to solve simple to moderate problems. The course covers the following: preprocessor directives, constants and variables, data types, input and output statements, text files, control structures: sequential, selection and loop, builtin and user-defined functions.

FSPE 0032: ACADEMIC READING AND WRITING SKILLS

The course is designed to help improve students' ability to read, write and think in academic settings regardless of what major or degree they will be pursuing. It prepares students to embark on university study by focusing on transferable literacy skills which are important for academic success. This course aims to improve students' abilities in reading comprehension, building spelling and vocabulary skills, and writing well-formed simple, compound and complex sentences, and well-organized paragraphs. Attention is paid to skills such as identifying the main idea and supporting ideas, extracting Information for note-making purpose, and using contextual clues for vocabulary. Emphasis is also placed on the writing process, in which students move from writing well-formed simple and compound sentences to well-formed complex sentences and then well-organized paragraphs with topic sentences,

supporting details, and a conclusion. Readings are from a variety of texts such as academic and non-academic selections that often, along with discussions, form the basis of student writing.

FSPS 0042: FINANCIAL ACCOUNTING

This course is designed to introduce accounting concepts to students such as accounting equation, double entry system, ledger and journals, types of revenues, expenses, assets, liabilities and capital. At the end of the course, students should be able to demonstrate and apply knowledge by preparing all common accounts in business, trading and profit and loss report, income statement and statement of financial position.

FSPS 0052: COST ACCOUNTING

This course is designed to provide basic knowledge about cost accounting. It will cover various topics including cost terms, concept, cost behaviour and cost analysis. Analysis includes variance analysis, BEP, product costing, product pricing, profit planning, budgeting and performance evaluation. Student should be able to identify the relevant and irrelevant costs and benefits to make a decision.

FSPB 0034: BIOLOGY

This course introduces students to the important principles and concepts in biology. Part I comprises molecules of life, cell structure and function, genetic inheritance, population genetics, expression of biological information, mutation and recombinant DNA technology. Part II covers various biological processes which include cellular respiration, photosynthesis, gaseous exchange, transport system, homeostasis, coordination and immunity. This is to equip students with basic knowledge in fundamental biology before they go to a biology-related program at a higher level.

FSPB 0042: BIOLOGY PRACTICAL

This course emphasizes on the understanding of the fundamental biology through experiments conducted in the laboratory. Fundamental topics covers in the Biology Practical 1 include basic biochemistry (molecules of life), genetics and recombinant DNA technology. Student will have to perform experiments, observe and record findings as well as to prepare a laboratory report complete with analysis. At the end of the course, student should be able to relate the experiments to theory learned in Biology 1 class, which is crucial for the better understanding on the topic contents.

FSPB 0034: BUSINESS MANAGEMENT

This course is designed to prepare students with a basic understanding of the theories and principles by which businesses are organised and managed in modern society. It relates with management theories and practices of planning, organising, leading and controlling (POLC), organisational design and communication within business entities. Students will develop competency in analyzing business organisations both in terms of their internal functioning and interaction with the environment.

FSPS 0044: INTRODUCTION TO 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.

FSPQ 0012: ENTREPRENEURSHIP

This course introduces the concepts and basic theories of entrepreneurship. It aims to prepare students with the main characteristic of an entrepreneur and discusses the current example of successful entrepreneurs in Malaysian context. In addition, this course introduces the guideline for initiating new venture and skills in developing entrepreneurial venture. The students will also learn how to assess the micro and macro environment of the business as well as how to identify and evaluate business opportunities that arise. Besides that, the students will be guided on how to develop a good business plan. The course also emphasize on the importance of strategic networking in entrepreneurship.

FSPS0014: INTRODUCTION TO LAW

The course provides students with an understanding of legal concepts, meaning, functions, classification and some basic principles of legal liability. It outlines the brief history, sources, and organisation of courts in the English and Malaysian legal system. It also exposes students to legal professions in Malaysia.

FSPM0044: BUSINESS MATHEMATICS

This course provides a solid foundation on mathematical knowledge needed by students in business studies, banking, and finance. It comprises a various topic such as functions, matrix, break-even analysis, sequence and series, interest, markup and markdown, and calculus. The intention is to equip students with theories related to mathematics in business and to familiarise students with the real-life applications.

FSPS0064: INTRODUCTION TO MARKETING

This course is designed to expose students to the theories and practices of marketing. It also assists students to develop effective marketing strategies and marketing programmes. This course focuses on four major elements which encompass understanding the marketing management process, development of marketing strategy, marketing mix, and management of marketing at society and global levels.

FSPS0074: PEOPLE AND ORGANISATION

This course is to introduce students with basic understanding of behavior in the workplace from an individual, group and organizational perspective. The topics covered in this course are organized according to three main parts i) understanding of how individual attributes such as attitudes, personality, values and motivation, impact on employee performance; ii) role of groups and teams in supporting organizational outcomes and organizational communication and the importance of leadership in promoting positive employee behaviors; iii) organizational level perspective include culture, and stress management.

FSPS0024: INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

This course is to introduce students to the management of an organization's workforce through the design and implementation of effective human resources policies and procedures. This course considers various options for attracting, retaining and developing employees and ensuring that employers meet their legal and ethical obligations in relation to workforce management. In this course students have the opportunity to develop their professional skills and knowledge in managing the employment cycle.

GRADING SYSTEM

The performance of the student in a course is represented by the grade obtained. The relationship between the marks, grade and grade point is as listed in Table below:

Marks	Grade	Grade Point	Status
90 - 100	A+	4.00	Distinction
80 - 89	A	4.00	
75 - 79	A-	3.67	
70 - 74	B+	3.33	Credit
65 - 69	B	3.00	
60 - 64	B-	2.67	
55 - 59	C+	2.33	Pass
50 - 54	C	2.00	
45 - 49	C-	1.67	
40 - 44	D+	1.33	Fail
35 - 39	D	1.00	
30 - 34	D-	0.67	
0 - 29	E	0.00	

The passing grade of a course is subject to the requirements of the faculty with the Senate's approval. Generally, Grade D+ is the minimum passing grade.

Besides the grades listed above, the following grading is also used:

- TS (Incomplete)** - Grade given to students who did not sit for the final examination or were unable to complete their coursework due to illness or other reasons accepted by the University.
- HS (Audit)** - Grade given to registered audit courses.
- HL (Pass)** - Passing Grade given to course registered with HW Status.
- HG (Fail)** - Failing Grade given to course registered with HW status.

ACADEMIC STANDING

Performance of students is evaluated based on TWO (2) measurements namely GPA and CGPA which are as follows:

GPA = Total Grade Point per Semester/ Total No. Attempted Credit per Semester

CGPA = Total Grade Point for all Semesters/ Total No. of Credit Counted for all Semesters.

Academic Standing	CGPA
Good Status (KB)	$CGPA \geq 2.00$
Probation Status (KS)	$1.70 \leq CGPA < 2.00$
Fail Status (KG) (Study Terminated)	$CGPA < 1.70$

Students who obtain $GPA < 1.00$ even though the $CGPA \geq 1.70$ may, with the Senate's approval;

- continue his/her study; or
- be instructed to defer his/her study to the following semester; or
- have his/her study be terminated.

Students who obtained **TWO (2) consecutive Probation Status (KS)** will be given a Fail Status (KG) and the student will be terminated from his/her study.



ACADEMIC ADVISORY

An academic advisor is assigned to students to assist them in their course and career planning to provide advice degree requirements and options, to provide advice on academic policies and procedures and to help them reach their academic goals.

- Productive academic advising is a collaborative activity in which both the student and advisor have particular responsibilities. Having faculty-student contact at least once per semester is especially important because:
- Informal student-faculty contact can enhance the quality of the undergraduate experience.
- Course offerings and curricula requirements are sometimes subject to change.
- Undergraduate Plan of Study and Graduation Requirements sometimes need review and/or change those advisors can often be helpful with.
- Regular contact with an advisor will help provide good source for recommendations later in your career.

Advisor's Responsibilities

- To be accessible to students throughout the year during designated office hours. Names of alternate advisors should be posted during extended absence of an advisor from campus.
- To set aside designated times for registration advising and individual discussions.
- To be knowledgeable about curriculum requirements, academic policies and procedures, referrals and resources on campus, and career opportunities in the major field.
- To guide students through academic programs that will complement their personal, educational, and professional interests.

Student's Responsibilities

- To know your advisor's office hours and advising schedule
- To make an appointment and prepare for registration advising by reviewing the Curriculum and Class Hour Schedule.
- To be aware of academic and personal needs and to seek assistance when needed.
- To understand that the role of your supervisor is to advise, not to make decisions for you. Final decisions should be made by you, with advisement since it's your education.



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ACADEMIC

GUIDEbook

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SESSION 2022/2023

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