UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of
Professional and
Continuing
Education
(SPACE)

HANDBOOK OF ACADEMIC GUIDELINE FOR

BRIDGING PROGRAMME

UNIVERSITI TEKNOLOGI MALAYSIA

Second Edition

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First Edition 2011
Second Edition 2023

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UNIVERSITI TEKNOLOGI MALAYSIA
ACADEMIC GUIDELINES
Bridging Programme for International Undergraduates

PART I - PREAMBLE

1.1 THE UNIVERSITY

Universiti Teknologi Malaysia (UTM) was established as a full-fledged university in 1972. It is located both in the heart of Kuala Lumpur, known as the UTM Kuala Lumpur Campus and in Johor Bahru, which is its main campus, situated in a strategic location in the Iskandar Malaysia region, a vibrant economic corridor in the south of Peninsular Malaysia. Along with its established vision to be recognised as a world-class Entrepreneurial Research University, UTM is set to be the centre of academic and technological excellence. Its mission is to be a leader in the development of human capital and innovative technologies that will contribute to the nation's wealth creation. UTM is now regarded as Malaysia's premier institution in engineering, science and technology.

1.2 School of Professional and Continuing Education, SPACE UTM

The School of Professional and Continuing Education (SPACE UTM) is one of the schools in UTM that offers and performs teaching and learning activities for UTM academic programmes such as UTM Foundation, UTM Diploma, Bachelor of Business Administration (BBA), Bachelor of General Studies (BGS), and Bridging Programme. SPACE UTM is proud to have produced smart, and marketable students to achieve their dreams in professional careers in various engineering, science, technology, and management fields.

PART II – THE BRIDGING PROGRAMME

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, with a maximum of two semesters. The programme aims to prepare students with a sound basis for progression into 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 programme. Students are required to pass the Bridging Programme before they can register into respective faculties for the Degree Programme.

2.2 OBJECTIVES

The objectives of the Bridging Programme are as follows;

a. To facilitate international students enrollment into the Undergraduate programmes at the various faculties in UTM.
b. To ensure sufficient knowledge of the fundamentals in preparation for the Undergraduate Programme in Engineering, Science, Computing, Social Science and Built Environment.

2.3 ADMISSION TO UNDERGRADUATE PROGRAMMES AT THE FACULTY

a. Students who have been determined to undergo the bridging programme are required to complete and achieve the minimum requirement as stipulated before registering for the offered programme at the faculty.
b. Change of the offered degree programme while undergoing the bridging programme is not allowed. Students who plan to change their programme of study may only do so upon entering their first semester in the faculty.
c. During the undergraduate programme, all academic activities and documentations will be managed by the faculty.

2.4 ACADEMIC SESSION

The academic session for the bridging programme is in one normal semester and follows the Undergraduate Academic Calendar of UTM. A normal semester should have a minimum of 17 weeks, comprising weekly lectures, a mid-semester break, a revision period, and one week of the final examination.

SEMESTER	
Lectures	7 weeks
Mid-Semester Break	1 week
Lectures	7 weeks
Revision	1 week
Final Examinations	1 week
TOTAL WEEKS	**17 weeks**

2.5 The maximum allowable semester for the Bridging Programme is two semesters. Students are required to complete the Bridging Programme and pass within the maximum allowable **TWO** semesters.

PART III – ADMISSION REQUIREMENTS

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

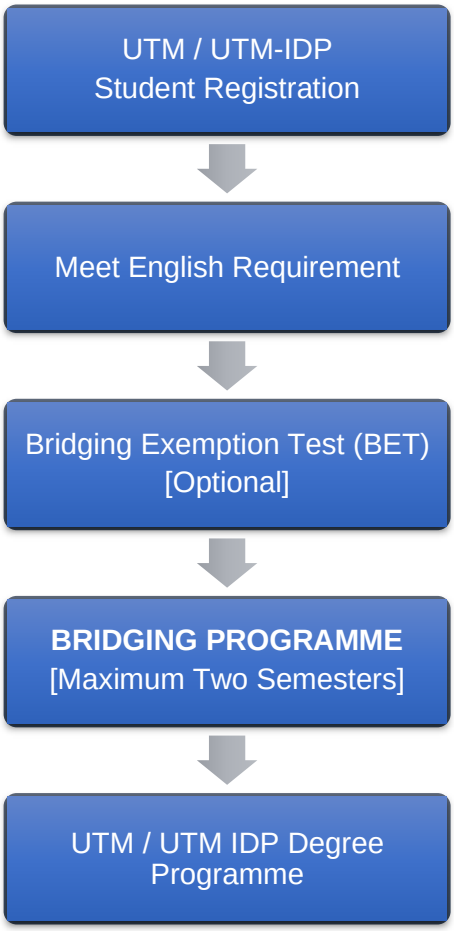

Figure 1: Students' Admission Process

3.2 STUDENT REGISTRATION

There are two different admissions for the Bridging Programme. Students who applied for UTM Mainstream will register under UTM SRAD, meanwhile, SPACE UTM will manage the students' registration under UTM IDP admission.

3.3 ENGLISH REQUIREMENT

Students are required to pass any recognised English Language test prior to admission to the Bridging Programme, as shown in **Table 1**:

Table 1: Minimum Requirement for English Language Test

English Language Test Qualification	Result
International English Language Testing System (IELTS)	A minimum overall score of 5.5 in IELTS (Academic)
Test of English as a Foreign Language (TOEFL) iBT	A minimum score of 46 and above
Malaysian University English Test (MUET)	A minimum MUET Band 3 or higher
Cambridge English Qualification (CEQ) – B2 First, C1 Advanced, C2 Proficiency	A score of 160 and above
PTE Academic	A score of 51 and above

3.4 BRIDGING EXEMPTION TEST (BET)

a. Students shall be exempted from the Bridging Programme if they can prove their basic knowledge competency through passing a series of Bridging Exemption Test (BET). BET is not compulsory, as students may decide not to take the BET and therefore proceed with the Bridging Programme for that particular semester.

b. Students who opt to take BET should register upon completion of the student registration and completely pass the English requirement.

c. The Bridging Exemption Test (BET) is a test module constructed based on the curriculum of the Bridging Programme. Students are required to sit for the test module according to the Bachelor's Degree Programme offered by UTM.

d. The passing mark is **65 out of 100** for each paper. This means that students must achieve a **minimum score of 65%** for all papers according to the Module. If the candidates fail, they need to continue with the Bridging Programme for that semester. If the candidates pass, they will directly register for the degree programme at UTM.

PART IV – ACADEMIC ADVISING

4.1 An Academic Advisor will be assigned to the students throughout their Bridging Programme study period.

4.2 The roles of Academic Advisors are to provide guidance and advice to the students on academic matters.

4.3 Students may refer to the respective Academic Advisor for guidance and advice related to academic and disciplinary matters in order to improve their overall academic performance and personal well-being throughout their studies.

PART V – REGISTRATION AND COURSES

5.1 Students who have passed the English test must register for the Bridging Programme. Course registration must be done within the compulsory course registration period as in **Table 2**.

Table 2: Duration of Course Registration

Course Registration	Week one and week two of the semester
Late Course Registration	Week three of the semester

5.2 Courses offered in the Bridging Programme are listed in **Table 3**.

Table 3: List of courses in the Bridging Programme

Course Code	Course Names	Credits
BSPM 0014	Mathematics	4
BSPM 0024	Basic Mathematics	4
BSPM 0034	Business Mathematics	4
BSPC 0014	Chemistry	4
BSPP 0014	Physics	4
BSPT 0014	Information and Communication Technology (ICT)	4
BSPT 0024	Fundamentals of Programming	4
BSPE 0014	Economics	4
BSPB 0014	Introduction to Business	4

5.3 Students are required to register for **THREE** (3) courses (total of 12 credits) according to their degree programme's clusters as listed in **Table 4**. Guidelines for course registration are stated in **Appendix II.**

Table 4: Clusters of Bridging courses by Programmes/Faculties.

Cluster	Course Code	Course Name
ENGINEERING & SCIENCE • Civil • Electrical • Chemical & Energy • Biomedical • Mechanical • Science	BSPM 0014 BSPP 0014 BSPC 0014	Mathematics Physic Chemistry
COMPUTER SCIENCE • Software Engineering • Network and Security • Graphic and Multimedia Software	BSPM 0014 BSPT 0014 BSPT 0024	Mathematics ICT Fundamentals of Programming
SOCIAL SCIENCE • Management & Human Resources • Education (TESL)	BSPM 0034 BSPE 0014 BSPB 0014	Business Mathematics Economics Introduction to Business
BUILT ENVIRONMENT • Architecture, Real Estate, Surveying • Quantity Surveying • Urban and Regional Planning • Geoinformation	BSPE 0014 BSPM 0024 BSPT 0014	Economics Basic Mathematics ICT

5.4 All students must register for the course with the correct code, and section upon approval from the Academic Advisor.

5.5 Students who failed to register for the course within the first three weeks **MUST** apply for deferment. Students who are in the maximum semester and failed to register for the course within the stipulated time without acceptable reasons will be **TERMINATED**.

5.6 Deferment of study can be made based on the following reasons:

a. Health reasons,
b. Personal reasons,
c. GPA < 1.00,
d. Misconduct,
e. State of emergency,
f. National interest, or
g. Other reasons approved by the academic committee.

5.7 Students should adhere to the rules of attendance as stated below:

a. Students must attend not less than 80% of lecture hours as required for the course.
b. Students will be prohibited from attending any lecture and assessment activities upon failure to comply with the above requirement.

PART VI - CREDITS AND GRADING SCHEME

6.1 Students' performance in any courses is reflected by the grades obtained. The relationship between marks, grades and point value is shown in **Table 5.**

6.2 Students shall pass with a minimum grade of **D+ (40-44 marks)** for each course **AND** obtain a minimum CGPA of **2.00** throughout the entire Bridging Programme. Students are required to repeat the respective course on failing any courses. The result is only used to pass the Bridging Programme and will not be carried forward to the faculty.

6.3 Assessment of a course is conducted continuously in the form of tests, quizzes, assignments, and final examinations throughout the semester.

6.4 The final examination will be conducted within a specific time frame, according to guidelines set by the SPACE UTM.

6.5 Special Exam can be applied for cases as stated in UTM Academic Regulations.

Table 5: The Relationship between Marks, Grades, and Point Value

Marks	Grade	Point value	
90 - 100	A+	4.00	PASS
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	FAIL
30 - 34	D-	0.67	
00 - 29	E	0.00	

6.6 EXAMPLE OF CGPA CALCULATION

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

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)
BSPM 0014	**4**	**76**	**A-**	**3.67**	**14.68**
BSPP 0014	**4**	**70**	**B+**	**3.33**	**13.32**
BSPC 0044	**4**	**66**	**B**	**3.00**	**12.00**
SUM	**12**				**40**

CGPA = 40 / 12 = 3.33

Status = PASS

Example 2

Courses	**Credits** (k)	**Marks** (%)	**Grade**	**Point Value** (m)	**Total Point Value** (k × m)
BSPM 0034	**4**	**33**	**D-**	**0.67**	**2.68**
BSPB 0014	**4**	**83**	**A**	**4.00**	**16.00**
BSPE 0014	**4**	**65**	**B**	**3.00**	**12.00**
SUM	**12**				**30.68**

CGPA = 30.68 / 12 = 2.56

Status = FAIL

Example 3

Courses	**Credits** (k)	**Marks** (%)	**Grade**	**Point Value** (m)	**Total Point Value** (k × m)
BSPM 0014	**4**	**41**	**D+**	**1.33**	**5.32**
BSPP 0014	**4**	**43**	**D+**	**1.33**	**5.32**
BSPC 0014	**4**	**46**	**C-**	**1.67**	**6.68**
SUM	**12**				**17.32**

CGPA = 17.32 / 12 = 1.44

Status = FAIL

PART VII - ACADEMIC MISCONDUCT

7.1 Students who have committed 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.

PART VIII – GENERAL CIRCULAR

8.1 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

8.2 Students are not allowed to wear shorts, sleeveless shirts, skimpy tight-fitting clothes and flip-flops/slippers.

8.3 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

8.4 Students are not allowed to display tattoos on any body part.

8.5 Students must display their matriculation cards at all times while on campus.

8.6 Students are not allowed to bring vehicles into the campus.

8.7 Students violating the regulations will be given a warning or penalty of not more than RM50.00 or face the UTM Disciplinary Board.

PART IX – COURSE SYNOPSIS

9.1 COURSE SYNOPSIS

BSPM 0014 Mathematics

This course provides a solid foundation of basic mathematics prior to the pursuance of any mathematics at the university level. It comprises various topics such as Vectors, Complex numbers, Curves and Polar Coordinates, Differentiation, Integration and Matrices: The intention is to equip students with the necessary tools required for further mathematics and engineering courses.

BSPM 0024 Basic Mathematics

This is an introductory mathematics course. It provides students with a solid foundation in the fundamental theoretical aspects of the operations of arithmetic, algebra, geometry, and trigonometry. Students will learn to solve the linear system of equations using matrices and all basic concepts in statistics.

BSPM 0034 Business Mathematics

This course 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 are 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, and business discounts and markups will also be covered.

BSPC 0014 Chemistry

This course will discuss the fundamental concept of chemistry. The course will include tools of chemistry, the atom, molecules and compounds, stoichiometry, periodic table, thermochemistry, organic chemistry, the behaviour of gases, chemical kinetics, chemical equilibrium, the chemistry of acids and bases, and electrochemistry. For every topic, students will be introduced to the understanding of basic concepts and terminology in chemistry.

BSPP 0014 Physics

This course is especially suited for students taking one semester of basic concepts and principles of physics course that can be applied later on in the study of the field of engineering. Students should be able to determine the resultant force as a vector used in Newton's laws of motion and to study the friction forces and their influence on the equilibrium system. They will also analyse the study of a capacitor, resistance and current to the circuit of direct current (DC) as well as magnetism and apply the basic course of optics that can be used in engineering study.

BSPT 0014 Information and Communication Technologies (ICT)

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

BSPT 0024 Fundamentals of Programming

This course is an introductory course on problem-solving techniques. Students are required to develop programmes using C++ programming language to solve easy 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, built-in and user-defined functions, and array.

BSPE 0014 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 economic 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 analyse real-world economic issues.

BSPB 0014 Introduction to Business

This course introduces students to competitive environments, goals and strategy, organisational 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.

APPENDIX I – PROGRAMME TIMELINE

APPENDIX II – COURSE REGISTRATION GUIDELINES

HOW TO REGISTER FOR COURSES ONLINE?
BRIDGING PROGRAMME

1. Download the course registration form	Download the Course Registration Form in the REGISTRATION KIT
2. Install an app to fill out and sign the form on a smartphone or any device	Search for Adobe Fill & Sign: Easy PDF Doc & Form Filler application in Play Store/App Store and install. Open the downloaded form via this app and fill in
3. Fill Up the Course Registration form	Please ensure that the following information is correctly filled in: 1. Name 2. Passport Number 3. Matric Number (e.g., T20EA0001) 4. Session/Semester (e.g., 20222023-1) 5. Email Address (UTM email) 6. Course Code (e.g., BSPM0014) 7. Mailing Address 8. Phone Number 9. Student's signature 10. Date
4. Get a Signature from Academic Advisor	Get an official signature from the Academic Advisor
5. Do ONLINE registration (by 2nd week of class)	Students MUST submit the form online by the **2nd week of class** (refer to ONLINE FORM REGISTRATION in Student Portal (Registration Kit): Please ensure that the following information is correctly filled in: Part A: STUDENT DETAILS Part B: PARENT/GUARDIAN DETAILS Students are required to attach the following form in order to complete the registration process 1. Course Registration form 2. Copy of payment slip

IMPORTANT

- The students name list and class timetable will be uploaded to the Student Portal. Please visit the portal regularly for the latest updates and information on academic matters.
- Find your name in the list, identify your section, your academic advisor and class timetable. If your name is not on the list, please email us at: bridging@utmspace.edu.my.

SCAN ME

STUDENT PORTAL:
BRIDGING PROGRAMME

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