



UTM

UNIVERSITI TEKNOLOGI MALAYSIA

School of
Professional and
Continuing
Education
(SPACE)

ACADEMIC ADVISING GUIDELINES

for Foundation Students

Foundation Department
Centre of Degree and Foundation Studies
SPACE
Date: September 4, 2025

ACADEMIC ADVISOR Toolkit

Bil	Item	Channel
1	Student Portal	https://studentppi.utmspace.edu.my/?cat=16
2	Academic Matters	<ul style="list-style-type: none">• Student Portal : Forms• Student Portal : Academic Guidebook, Regulations, Calendar• Student Portal : Schedule• Email to : foundation@utm.my
3	E-learning Matter	<ul style="list-style-type: none">• https://studentppi.utmspace.edu.my/?p=10914• Email to : elearning@utmspace.edu.my
4	MUET	<ul style="list-style-type: none">• https://www.mpm.edu.my/• Sistem Pendaftaran MUET on Demand (MoD) – Outside UTM• MUET on Demand 2025 – Inside UTM
5	UTM ID	Email to : digitalcare@utm.my or student.enquiry@utmspace.edu.my
6	Tuition Fees	Email to : bkwjb@utmspace.edu.my
7	Matric Card	<ul style="list-style-type: none">• https://registrar.utm.my/security/kad-matrik/• Location : UTM Campus Connect Hub (UTMCCH), Block F54• Email to : identitycard@utm.my

ACADEMIC ADVISOR Toolkit

Bil	Item	Channel
8	UTM SMART	<ul style="list-style-type: none"> • https://smart.utm.my/admission/ • Email to : ugrad@utm.my
9	UPU	https://upu.mohe.gov.my/
10	UTM-IDP	<ul style="list-style-type: none"> • https://space.utm.my/utmstp/ • Email to : ambilan@utmstp.edu.my
11	Admission to UTM	https://admission.utm.my/
12	UTM Counselling	<ul style="list-style-type: none"> • https://studentaffairs.utm.my/pk/ • https://psycare.utm.my/
13	Medical Checkup/Health	https://studentaffairs.utm.my/healthcentre/
14	Pathway for degree programmes in UTM after Foundation	https://studentppi.utmsp.edu.my/?p=8155
15	Verification Letter	Local : https://surathep.utmsp.edu.my/ International : https://studentppi.utmsp.edu.my/?p=5154 or email to foundation@utm.my
16	Maklumat Perkhidmatan Pelajar SPACE UTM	<u>Maklumat Perkhidmatan Pelajar SPACE UTM</u>

ACADEMIC ADVISOR Checklist

SEMESTER 1

Bil	Item	Remarks
1	Identify list of students with the admin	The admin will email the appointment letter with the list of students
2	Create a platform to connect with students (Telegram/WhatsApp)	
3	Conduct first meeting with students (Ice breaking session)	
4	Ask students to fill up the student information sheet for records	<u>Student Information Sheet</u>
5	Remind student to always refer to the Student Portal	<ul style="list-style-type: none">• <u>Student Portal</u> – platform for all updates related to academic matters• <u>SMP Foundation</u> – login system that allows students to access their academic and financial activities (course registration, fee payments, and examination results)
6	Explain the difference between the Student Portal and SMP Foundation	
7	Explain the academic rules and regulation (attendance)	
		<ul style="list-style-type: none">• https://studentppi.utmspace.edu.my/?p=458• <u>Procedures of Class Absence Reporting</u>

ACADEMIC ADVISOR Checklist

SEMESTER 1

Bil	Item	Remarks
8	Explain and monitor their MUET application	Ensure that students obtain their MUET results prior to submitting their degree applications or completing the foundation programme
9	Explain and advise briefly on their choices of degree programme (Entry requirements)	https://admission.utm.my/undergraduate-malaysian/
10	Explain about UTM SMART and UPU applications	<ul style="list-style-type: none">• Guidelines for Admission to Bachelor Degree Programme UTM Session 2025/2026 (Local & International)• Panduan Mengisi Permohonan UPU 2025 (Local only)
11	Monitor student's academic progress (attendance, quiz, test, assignment, final exam)	The admin will email the final examination results at the end of each semester
12	Explain about the calculation of GPA, CGPA, average grade for core course, academic standing, repeat grade/course	<ul style="list-style-type: none">• GPA & CGPA Calculator• Average Grade Calculator• Academic Standing
13	Collecting MUET status information before the JKA meeting for each semester (1st: Before January 1, 2026 & 2nd: Before June 24, 2026)	<ul style="list-style-type: none">• Google Form link : https://forms.gle/ZHq9KafUTpB9Ux7U8• Response link

ACADEMIC ADVISOR Checklist

SEMESTER 1

Bil	Item	Remarks
14	Explanation of the procedure for withdrawal or deferment from the programme	https://studentppi.utmspace.edu.my/?p=5144
15	Explanation of the procedure for changing the concentration/campus	https://studentppi.utmspace.edu.my/?p=5154
16	Conduct a short motivation/sharing session	
17	Identify problem faced by the students (finance, personal, health)	
18	Raise the issue faced by the students to the faculty for further action if needed	
19	Provide advise/suggest solution	
20	Get a report from each course lecturer on the student's current results	
21	Explanation of the course registration procedure for the upcoming semester	

IMPORTANT DATES

SEMESTER 2

Bil	Item	Timeframe	Duration	Date	Remarks
1	Online course registration for Semester II	1 week before the study week starts	2 weeks	1 Dec – 14 Dec 2025	https://studentppi.utmspace.edu.my/?p=14940
2	Special course registration	2 working days before the semester starts	2 days	15 – 16 Jan 2026	
3	Manual amendments to course registration by students (no penalty)	Week 1 – 2	2 weeks	19 Jan – 30 Jan 2026	https://studentppi.utmspace.edu.my/?p=5140
4	Manual amendments to course registration by students (with penalty)	Week 3	1 week	2 Feb – 6 Feb 2026	
5	Course withdrawal by students	Week 1 – 10	10 weeks	19 Jan – 27 Mar 2026	
6	Submission of application for conferment of certificate by students in their final semester	Week 8 – 17	10 weeks	9 Mar – 15 May 2026	https://studentppi.utmspace.edu.my/?p=5145
7	Final Examination	Week 20 – 21	2 weeks	8 June – 19 June 2025	
8	Grade list to be made available on Student's Management System (SMP)	Week 21 – 23	3 weeks	8 June – 28 June 2025	https://studentppi.utmspace.edu.my/?p=14940

IMPORTANT DATES

SEMESTER 2

Bil	Item	Timeframe	Duration	Date	Remarks
9	Submission of appeal on course examination results by student	After the grade list is available on the SMP Foundation until the deadline	3 weeks	8 June – 29 June 2025	https://studentppi.utmspace.edu.my/?p=5143
10	Submission of application for special examination by students		3 weeks		
11	*Faculty conducts special examinations	-	2 days	30 June – 1 July 2026	The timetable will be emailed to the students
12	*Department meeting for final exam results coordination	-	1 day	3 July 2026	
13	*Mesyuarat Jawatankuasa Akademik SPACE	1 week before the new semester starts	1 day	6 July – 10 July 2026	
14	*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan	-	1 day	July 2026	
15	*Senate Meeting	-	1 day	July 2026	
16	Semester I, Session 2026/2027	-	21 weeks	27 July 2026 – 17 Jan 2027	

* Subject to change.

ACADEMIC ADVISOR Checklist

SEMESTER 2

Bil	Item	Remarks
1	Monitor student's course registration	
2	Identify student with CGPA<2.00 and advise students on the removal of relevant courses	Students who obtained a KS result are only allowed to take between 12 to 16 credits in the following semester
3	Schedule a meeting with students for advising session	
4	Follow up complaints from other lecturers or management (attendance, warning letter, etc)	
5	Ensure that all students have obtained at least Band 2 for their MUET before degree application begins	
6	Preparation for UTM SMART/UPU application	
7	Remind about the calculation of average grade for each core course	
8	Assist and advise student in choosing the degree programme (Entry requirements)	https://admission.utm.my/undergraduate-malaysian/

ACADEMIC ADVISOR Checklist

SEMESTER 2

Bil	Item	Remarks
9	Ensuring that all students have submitted the application for degree application via UTM SMART/UPU on time	
10	Remind students to submit the application for the conferment of certificate within the stipulated timeframe	https://studentppi.utmspace.edu.my/?p=5145
11	Identify students who will be taking the special exam or repeating (UK or UG)	
12	Set a meeting with students who will be taking special exam or repeating (UK or UG)	
13	Remind those who have applied through UPU to upload all the required documents (MUET, temporary transcript, completion letter)	
14	Search for any available scholarship that can be applied by the students using their SPM/Foundation results	

ACADEMIC ADVISOR Checklist

SEMESTER 2

Bil	Item	Remarks
15	Update the programme offered to students through UTM SMART and UPU application as reference for the upcoming batch	
16	Advise about the next step if the degree application from UTM SMART and UPU is rejected	
17	Collect data on the degree programmes offered to students at various universities for our records	

Thanks!

Student Portal

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

For any enquiry, please email to

foundation@utm.my

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