

EARLY SEMESTER BRIEFING

SEMESTER II, 2014/2015

16 February 2015

IMPORTANT DATES

DETAILS	DATES
1 st Half of Semester	22 February – 4 April (6 weeks)
1 st Day of Class	23 February 2015
Mid-semester Break	5 – 11 April (1 week)
2 nd Half of Semester	12 April – 6 June (8 weeks)
Revision Week	7 – 9 June (3 days)
Final Exam Period	10 – 27 June (3 weeks)

IMPORTANT DATES (STUDENTS)

DETAILS	DATES
Deadline for online registration	28 February (End of Week 1)
Late Registration Of Courses (With Penalty)	8 – 14 March (Week 3)
Amendments Of Course Registration	15 – 21 March (Week 4)
Amendments Of Courses Registration (With Penalty)	22 – 28 March (Week 5)
Course Withdrawal (TD)	29 March – 23 April (Weeks 6 - 9)

IMPORTANT THINGS TO DO

REGISTRATION & INSERT DELETE FORMS	DO NOT SIGN
TRANSFER OF CREDIT / EXEMPTION	DO NOT SIGN
REPORT CLASS SIZE TO AM UG	WEEK 3
MONITOR AIMS LIST	WEEKS 2 - 15
CONTACT STUDENTS' FACULTIES	FOR REGISTRATION & ATTENDANCE PROBLEMS
STUDENT MONITORING FORM (BORANG PEMANTAUAN)	SUBMIT TO COORDINATORS - WEEK 8
WARNING LETTERS	WEEK 9 FOR ATTENDANCE <80%. 4 COPIES (i.e. student, lecturer, LA, student's faculty). GET REFERENCE NO. FROM PN AZILA
LETTER BARRING STUDENTS FROM TAKING THE FINAL EXAM	WEEKS 10 – 15. ATTENDANCE CONTINUE <80%. 4 GET REF. NO. FROM PN AZILA. COPIES SIGNED BY DEPUTY DEAN/DEAN

IMPORTANCE OF MONITORING FORMS

Instructors are no longer allowed to back date the following:

- Absence from Class Letter
- Barred from Taking the Final Exam Letter
- Zero Marks for Courses without Final Examination Letter

Instructors who have problems at the end of the semester because of students attendance but have not taken any actions will have to answer at both faculty and university levels.

ULAB COURSES

OLD COHORT		NEW COHORT	
Pre-requisite(s)	Course Code	Pre-requisite(s)	Course Code
None	ULAB1112/UHB1412	None	ULAB1122
ULAB1112/ UHB1412	ULAB2112/UHB2422	ULAB1122	ULAB2122
ULAB1112/ UHB1412 & ULAB2112/ UHB2422	One of the following electives: •ULAB3122/UHB3022 •ULAB3132/UHB3032 •ULAB3142/UHB3042 •ULAB3152/UHB3052	ULAB1122 & ULAB2122	ULAB3162

Note: Students cannot mix courses from the old and new cohorts.

IMPORTANT INFO ABOUT ULAB COURSES

1. There are no exemptions given for ULAB courses.
2. Students must complete the pre-requisite(s) first.
3. Students cannot mix courses from the old and new cohorts.
4. Students cannot take more than one ULAB course in one semester i.e. two different levels.
5. Students cannot take more than one elective in one semester (old cohort).
6. Instructors can check the registration slips if ever in doubt.
7. Instructors must **check the AIMS LIST for both ULAB and UHB courses** if there are teaching elective courses.

Course Outlines & Course Packs

Course Outlines (Signed)	For students. Available at languageacademy.utm.my → Undergraduates → Course Outlines
Course Packs <ul style="list-style-type: none">• Course Outline (unsigned)• Rubrics and Assessments• Teacher's Notes• Sample Examination Papers• Relevant Materials	For instructors only. Password protected: myulab . Do not share password with students. Available at languageacademy.utm.my → Undergraduates → Course Packs
Exam Sample	For instructors only. Password protected: SAMPLE. Do not share password with students. Available at languageacademy.utm.my → Undergraduates → Exam Sample

LIST OF UG COORDINATORS

COURSE CODE	NAME	HP NO
ULAB 1122	Pn Rohani Othman	019-7525299
ULAB 2122	En. Faizal Yamimi	012-7736446
ULAB 3162	Pn. Wan Zarina	019-7106266
UHB3022/ULAB3122	Pn Norhanim	019-7293389
UHB3032/ULAB3132	Pn. Jamiah	019-7762898
UHB3042/ULAB3142	Tn. Hj. Mohd Nasir	019-7558417
UHB3052/ULAB3152	Pn. Hafilah	013-7715432

LIST OF ACADEMIC CLERKS

FAB	HARLINA BINTI JA'AFAR (CC) NURHAYATI BT MAHMUD (TITIE) NURHAFIZAH BINTI SAMSURI	57416 57413 57417	sp-harlina@utm.my/ nurhayatimahmud@utm.my nurhafizah@utm.my
FKA	SAPIAH BT ABD RAHIMAN NUR NABILA @ MAZILAWATI BINTI MARNI	33072 31740	sapiahar@utm.my kamariah@utm.my
FKE	AISYAH BINTI AHMAD/ SITI SUHANA BINTI HAMDAN	57010 57029	aisyahahmad@utm.my aisyah@fke.utm.my
FKM	ROSLI BIN BOHANI MOHD ISKANDAR BIN NAKHMAT RAZLAN SYAH BIN YUSSOFF	57069 57070	roslibohani@utm.my nakhmatml@mail.fkm.utm.my razlan@utm.my
FS	SHAHEFHARIZA BINTI SHAHROM HALEEZAH BT HAMZAH NOR ANIZAH BINTI KARIM	34046 34043 34046	haleezah@utm.my noranizah@utm.my
FGHT	SARIMAH BINTI PATLILAH SHAHIDA BINTI NAWI	30878	sarimahp@utm.my shahida@utm.my
FCOMP	ABDULLAH BIN YUSOF/	38826 38827	abdullahy@utm.my
FM	NORLELA BTE MOHD ZIN/	10026 10027	norlelamzin@utm.my
FP	NOORAIDA BT ISMAIL (JADUAL)	34601	nooraida@utm.my
FPREE	JOHARI BIN ABDULLAH/ NORFARIDAH BT ISA	35806	r-johari@utm.my norfaridah@petroleum.utm.my
FKK	AZILA BINTI DRAMAN/ HASNI BINTI HASHIM	35474	aziladraman@utm.my hasnihashim@utm.my
FKBSK	AISAH BINTI SALLEH/	58526	aisah@utm.my/ aisah@biomedical.utm.my

OTHER CONTACT NO.

CTL (E-learning)	En Fairul En Zulazri En Jefri	37914 37916
MyLinE Activities	Pn Nursyuhadah Rusni En Abdul Rahim Ahmad	37926 37969

NO. OF SECTIONS FOR SEM. II, 2014/2015

Courses	Original	Additional
ULAB3122	19	
ULAB3132	9	1
ULAB3142	9	3
ULAB3152	9	
ULAB1122	37	1
ULAB2122	42	4
ULAB3162	6	2
LEAP	18	
BSc TESL	2	1
Med TESL	7	
UVB	2	
PG Methodology	1	
	161	12
	173	

TEACHING CAPACITY FOR SEM II 2014/2015

Jawatan	Jumlah Pengajar x Jumlah Kelas	Jumlah Kelas
Eksekutif (tanpa HH, FP)	$(11-2) \times 1$	9
PM Fatimah Putih (FP)	1×2	2
Penyelaras 8 kredit setahun	2×2	4
Penyelaras 10 kredit setahun	13×2	26
Penyelaras 12 kredit setahun (tanpa NA, NI)	$(5-2) \times 3$	9
Dr Noor Abidah (NA)	$1 \times 2 (+ 1)$	2
Dr Noor Aireen (NI)	$1 \times 2 (+ 1)$	2
Penyelaras 20 kredit setahun (SK)	1×5	5
Pensyarah (tanpa ZZ, FM)	$(13-2) \times 3$	33
En Faruk (FM)--masalah kesihatan	$1 \times 2 (+ 1)$	2
Guru Bahasa MylLine	3×4	12
Guru Bahasa (tanpa SK, NS, FD, AB)	$(16-4) \times 5$	60
Pn Nur Salwa (NS)--masalah kesihatan	1×3	3
Pn Farhana Diana (FD)--Semester 1 lapor diri	1×1	1
Pn Aminabibi (AB)--Membuat pembetulan	$1 \times 2 (+ 1L)$	2
Intern	1×1	1
HH = Dr Hadina ZZ = Dr Zaidah TD = Timbalan Dekan		Jumlah Kelas Yg Boleh Diajar
		173

WORK LOAD FOR 2015

No.	Jawatan	Bilangan Jawatan	Beban kredit setahun	Beban kelas setahun	Ketetapan Beban Kelas semester II 2014/2015	Jumlah Masa Pengajaran semester II 2014/2015
1	PENTADBIR/EKSEKUTIF	8	4-6	2-3	1	2-3
	DIPINJAMKAN KE JAWATAN PENTADBIR	3				
2	PENYELARAS BSc	1	8-10	4-5	2	5-6
	PENYELARAS Med TESL	1				
	PENYELARAS KURSUS SEMASA	8	10-12	5-6	2	5
	PENYELARAS TECS	1				
	PENYELARAS PSM BSc TESL	1				
	PENYELARAS UJIAN & PENGUKURAN	1				
	PENYELARAS LEAP/MAKMAL BAHASA	1				
	PENYELARAS LEAP					
	PENYELARAS PRACTICUM + UVB	1				
	PENYELARAS UVB					
	PENYELARAS KURSUS TANPA PELAJAR	3	12-16	6-8	3	8-9
	PENYELARAS SILIBUS	1				
	PENYELARAS PRACTICUM					
	PENYELARAS PROGRAM PRASISWAZAH					
	PENYELARAS PROGRAM SISWAZAH	1				
	PENYELARAS KURSUS PENDEK					
	PENYELARAS MAKMAL BAHASA					
	PENYELARAS KEBAJIKAN DAN SOSIAL (PENSYARAH)		12-16	6-8	3	
	PENYELARAS KEBAJIKAN DAN SOSIAL (GURU BAHASA)	1	20-24	10-12	4+L	12
3	PENSYARAH	13	12-16	6-8	3	9
4	GURU BAHASA MYLINE	3	18-20	9-10	3+L	10
5	GURU BAHASA	15	20-24	10-12	4+L	12-13
6	INTERN	1			L	2

CLASS DISTRIBUTION FOR SEM. II, 2014/2015

Executive members	1 subject
Lecturers	2 different subjects
Language Instructors	3 different subjects

Bil	Jawatan	Total Classes	Total Credits	Total Contact Hours	Details
1	PENTADBIR/EKSEKUTIF	1	2-3	2-3	* 1 x 1122/Elective/TESL
	DIPINJAMKAN KE JAWATAN PENTADBIR				* 2 x TESL(PM Fatimah -- same class, two sections)
2	PENYELARAS BSc	2	4	5	* (1 x 2122/3162) + (1 x Elective)
	PENYELARAS MEd TESL				
	PENYELARAS KURSUS SEMASA	2	4-5	5	* (1 x 1122/2122/3162) + (1 x Elective/TESL) * 2 x 1122(Pn Rohani) * 2 x 2122(En Faizal)
	PENYELARAS TECS				
	PENYELARAS PSM BSc TESL				
	PENYELARAS UJIAN & PENGUKURAN				
	PENYELARAS LEAP/MAKMAL BAHASA				
	PENYELARAS LEAP				
	PENYELARAS PRACTICUM + UVB				
	PENYELARAS UVB				
	PENYELARAS KURSUS TANPA PELAJAR	3	6-7	8-9	* (2 x 1122/2122) + (1 x 3162/Elective) * (1 x 1122) + (1 x 3162) + 1 CLASS (Dr Aireen) * (1 x 2122) + (1 x TESL) + 1 CLASS (Dr Abidah) *(1 x 1122) + (1 x 2122) + 1 CLASS (En Faruk)
	PENYELARAS SILIBUS				
	PENYELARAS PRACTICUM				
	PENYELARAS PROGRAM PRASISWAZAH				
	PENYELARAS PROGRAM SISWAZAH				
	PENYELARAS KURSUS PENDEK				
	PENYELARAS MAKMAL BAHASA				
	PENYELARAS KEBAJIKAN DAN SOSIAL (GURU BAHASA)	5	8 + L	12	* (2 x 1122) + (2 x 3142) + (1 x LEAP) (Cik Siti Khadijah)
3	PENSYARAH	3	6-7	8-9	* (2 x 1122/2122) + (1 x Elective/3162/TESL) * (1 x 1122) + (1 x 2122) + 1 CLASS (En Faruk)
4	GURU BAHASA MYLINE	4	6 + L	10	* (2 x 1122/2122) + Elective + LEAP
5	GURU BAHASA	5	8 + L	12	* (2 x 1122/2122) + (2 x Elective) + LEAP * (3 x 1122) + (1 x Elective*) + (1 x LEAP) -- Pn Aida * (3 x 2122) + (1 x Elective*) + (1 x LEAP) -- New GB
6	INTERN	1	L		* 1 x LEAP

	1	2	3	4	5	6	7	8	9	10	11
	8.00 - 8.50	9.00 - 9.50	10.00 - 10.50	11.00 - 11.50	12.00 - 12.50	13.00 - 13.50	14.00 - 14.50	15.00 - 15.50	16.00 - 16.50	17.00 - 17.50	18.00 - 18.50
SUN	FAB			FBME		B	FGHT				
	FS						FC				
MON				FM		R					
TUE	FAB				FBME	E					
	FS										
WED						A	FGHT				
THU					FC	K					
					FM						

	1	2	3	4	5	6	7	8	9	10	11
	8.00 - 8.50	9.00 - 9.50	10.00 - 10.50	11.00 - 11.50	12.00 - 12.50	13.00 - 13.50	14.00 - 14.50	15.00 - 15.50	16.00 - 16.50	17.00 - 17.50	18.00 - 18.50
SUN	FKK					B	FAB				
							FKE				
MON						R					
TUE	FAB					E					
	FKK										
WED	FC				FKE	A	FM				
THU				FM		K					
				FC							

	1	2	3	4	5	6	7	8	9	10	11
	8.00 - 8.50	9.00 - 9.50	10.00 - 10.50	11.00 - 11.50	12.00 - 12.50	13.00 - 13.50	14.00 - 14.50	15.00 - 15.50	16.00 - 16.50	17.00 - 17.50	18.00 - 18.50
SUN	FKE			FAB		B					
		FM									
	FBME										
MON	FGHT			FS		R					
				FC							
TUE	FKE					E					
	FBME			FM							
WED	FAB				FS	A					
	FGHT				FC						
THU											

	1	2	3	4	5	6	7	8	9	10	11
	8.00 - 8.50	9.00 - 9.50	10.00 - 10.50	11.00 - 11.50	12.00 - 12.50	13.00 - 13.50	14.00 - 14.50	15.00 - 15.50	16.00 - 16.50	17.00 - 17.50	18.00 - 18.50
SUN						B	FAB: 3122				
							FKE: 3122, 3132, 3142, 3152				
MON				FKA: 3122, 3132, 3142, 3152		R					
TUE						E					
WED						A	FM: 3122, 3142 FPREE: 3122, 3132, 3142, 3152 FKK: 3122, 3132, 3142, 3152				
THU	FKM: 3122, 3132, 3142, 3152					K					

LEAP CLASSES FOR SEM. II, 2014/2015

NO.	FAK.	NO. SEKSYEN BAHARU	JUMLAH PELAJAR MENGIKUT SEKSYEN	HARI PERTEMUAN	MASA PERTEMUAN	TEMPAT PERTEMUAN	NAMA PENGAJAR
1	FC	1	23*	MONDAY	2-4	N28 BK2-L1	NEW GB
		2	24*	MONDAY	2-4	N28 BK5 L1	PUAN NUR 'AIN BINTI MOHD SHAHROOM
2	FPREE	3	34	SUNDAY	11-1	N03 1-4/1-5	PUAN AWIS RUMAISSA BINTI AZIZAN
3	FS	4	30	MONDAY	2-4	C17-105	CIK 'ATIQA BTE SHAHARUDDIN
		5	25	MONDAY	2-4	C08-409	PUAN RUZAINI BINTI IBRAHIM
		6	25 + 7 (FAB)	WEDNESDAY	11-1	C17-105	CIK SHAZWANI BINTI ABD RAHMAN
		7	25 + 8 (FAB)	WEDNESDAY	11-1	C17-111	PUAN NURUL NA'IMMAH BINTI HAMDAN
		8	30	MONDAY	11-1	C08-413	PUAN SHALINI SRIKA A/P BALA
		9	25	MONDAY	11-1	C17-109	PUAN AIDA BINTI A. RAHMAN
4	FGHT	10	30	MONDAY	2-4	C06 DK2	PUAN MAWADDAH BINTI SALLEH
		11	31	MONDAY	2-4	C05 BK8	ENCIK ZAID BIN SHAMSUDDIN
		12	31	MONDAY	2-4	B08 BK11	MR. JACK CORNELIUS WYNKER
5	FAB	13	28	SUNDAY	2-4	B11, BILIK KULIAH 1	PUAN LINDA A/P V. PRAPAGARA
		14	27	SUNDAY	2-4	B11, BILIK KULIAH 2	MS JENI PRATER
6	FM	15	30*	MONDAY	8-10	T08-F1-02	PUAN JOHANA BINTI MOHD. JOBIL
		16	31*	MONDAY	8-10	T08-F2-01	PUAN NUR SALWA BINTI ABD. WAHID
		17	31*	MONDAY	8-10	T08-F3-02	CIK SITI KHADIJAH BINTI ABDUL WAHAB
		18	31*	MONDAY	8-10	T08-F3-03	CIK NUR HAZWANI BINTI MOHD. MUHRIDZA

THANK YOU