



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

**SCHOOL OF GRADUATE STUDIES**

# ONLINE AND DISTANCE LEARNING HANDBOOK

Semester 2 2019/2020



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# ABOUT UTM

UTM is a leading innovation-driven entrepreneurial research university in engineering, science and technology located both in Kuala Lumpur and Johor Bahru, Malaysia.

It is renowned for being at the forefront of engineering and technological knowledge and expertise. UTM as the biggest postgraduate research university in technology has also established a reputation for innovative education and cutting-edge research, with a vision towards the development of creative human capital and advanced technological innovation.

UTM operates based on the core values of Integrity, Synergy, Excellence and Sustainability. These values guide our practices and they are embedded in the strategic thrusts that propel the University to greatness.







# 1. OUR PROGRAMMES IN BRIEF



## Master of Business Administration

Designed to train future leaders with knowledge and skills needed to manage organisations and respond to diverse stakeholders' interest.



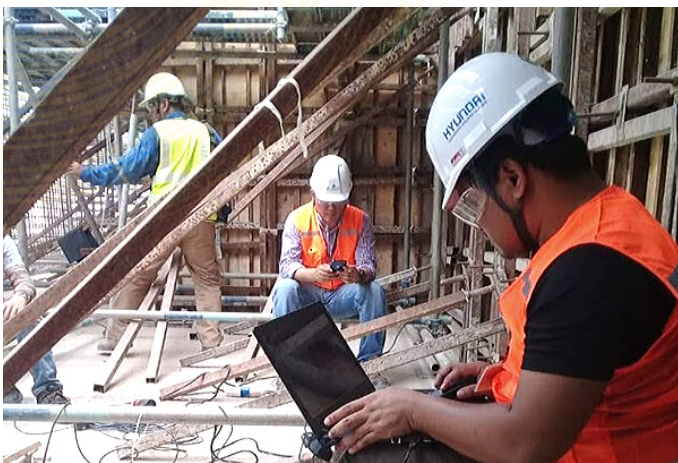
## Master of Educational Technology

Designed to educate professionals in the use and impact of digital learning technologies in education.



## Master of Forensic Engineering

Designed for engineers to apply engineering principles to the investigation of failures or other performance problems. This programme combines four main areas relating to the failure of structures and construction in civil, electrical, mechanical, and chemical engineering.



Please visit our site at [odl.utm.my](http://odl.utm.my) for further information about the courses



# 2. ADMISSION

A recognised bachelor's degree with good honours with minimum CGPA 2.5/4.0 or equivalent.

International applicants must satisfy academic admission and English language proficiency requirements (IELTS band 6, TOEFL score 550, or CEFR B2) and any other conditions specified. Candidates from English-speaking countries are exempted from the UTM English language requirements.

Detail information about entry requirements maybe found on our admissions site, <https://admission.utm.my/odl/>



# 3. HARDWARE/SOFTWARE REQUIREMENTS



## 3.1 COMPUTER ACCESS

It is recommended that distance learning students have regular access to a personal computer with internet. Lectures are typically delivered through video conferencing and a chat room. Recorded lecture videos also available if you miss the live online session. So you will need access to a computer, the internet, and a fully up-to-date web browser. A high-speed connection is preferable.

## 3.2 COMPUTER REQUIREMENTS

The following are the required computer hardware and software. Please understand that these are the minimum requirements. You should check with your instructor for any other hardware/software requirements specific to your course. You can also find this information in the course syllabus.

### MICROSOFT WINDOWS

1. **Operating System:** Windows 7 or higher
2. **Processor Speed/Type:** 2.0 GHz or higher
3. **CPU Memory (RAM):** 4 GB or higher
4. **Productivity Software:** Microsoft Office and/or Office 365

### MACINTOSH

1. **Operating System:** MAC OS X 10.6
2. **Processor Speed/Type:** 2.0 GHz or higher
3. **CPU Memory (RAM):** 4 GB or higher
4. **Productivity Software:** Office Suite for Mac

You also need a high internet bandwidth. We recommend minimum 1 Mbit download and 0.5 Mbits upload speed. Your internet bandwidth can be checked using the following link: <http://www.speedtest.net/>

PLATFORM	BROWSERS
WINDOWS 10	Firefox 60 ESR, Edge, Internet Explorer 11, Chrome
WINDOWS 7	Firefox 60 ESR, Internet Explorer 11, Chrome
MAC OS X	Firefox 60 ESR, Chrome
LINUX (SCIENTIFIC LINUX 6 AND 7)	Firefox 60 ESR

The supported Firefox versions are based on the Extended Support Release (ESR) versions that Firefox provides. No one version of Chrome is specified due to the nature of Chrome releases. No one version of Edge is specified due to the nature of Windows 10 releases. However, any changes in the minimum specifications will be updated on the ODL website.

### 3.3 COMPUTER SKILLS

You will need some basic computer skills to be a successful online student. Below is a list of the necessary skills.

#### 1. Basic skills

Create, save, copy, and locate files/folders; Navigate between two or more applications; Minimise/maximise windows.

#### 2. Email skills

Send, open, and reply to messages, Enter a message subject, Send, open, and save an attachment

#### 3. Web Browser/Moodle Skills

Go to a specific URL, Follow a hypertext link; Conduct a basic search using a search engine Download and install plug-ins; Zip (compress) or unzip a file; Update browser as needed; Upload an assignment file; Respond to a forum post

#### 4. Word-Processor and Slide Presentation Skills

Open a new/existing file; Save a file; Rename a file; Cut, paste, format text; Print a document; Add, remove, rearrange, and slideshow





### 3.4 BROWSER PLUG-INS

For some courses, you may be required to have one or more of these plug-in applications. These plug-ins are FREE downloads from the vendors and can be found on the internet. If you have any questions or concerns about any of the plug-ins or are unable to download the plug-ins, contact the Helpdesk. The following are recommended for your computer:

VENDOR	PLATFORM	PLATFORM
MICROSOFT	WINDOWS MEDIA PLAYER	AUDIO AND VIDEO FOR WINDOWS
ADOBE	ACROBAT READER	PDF VIEWER
ADOBE	FLASH PLAYER	TO SUPPORT VIDEO CONFERENCING
APPLE	QUICKTIME	AUDIO AND VIDEO FOR MAC
SUN	JAVA	TO SUPPORT VIDEO CONFERENCING





# 4. BECOMING AN ONLINE DISTANCE STUDENT

## 4.1 BEING AN ODL STUDENT

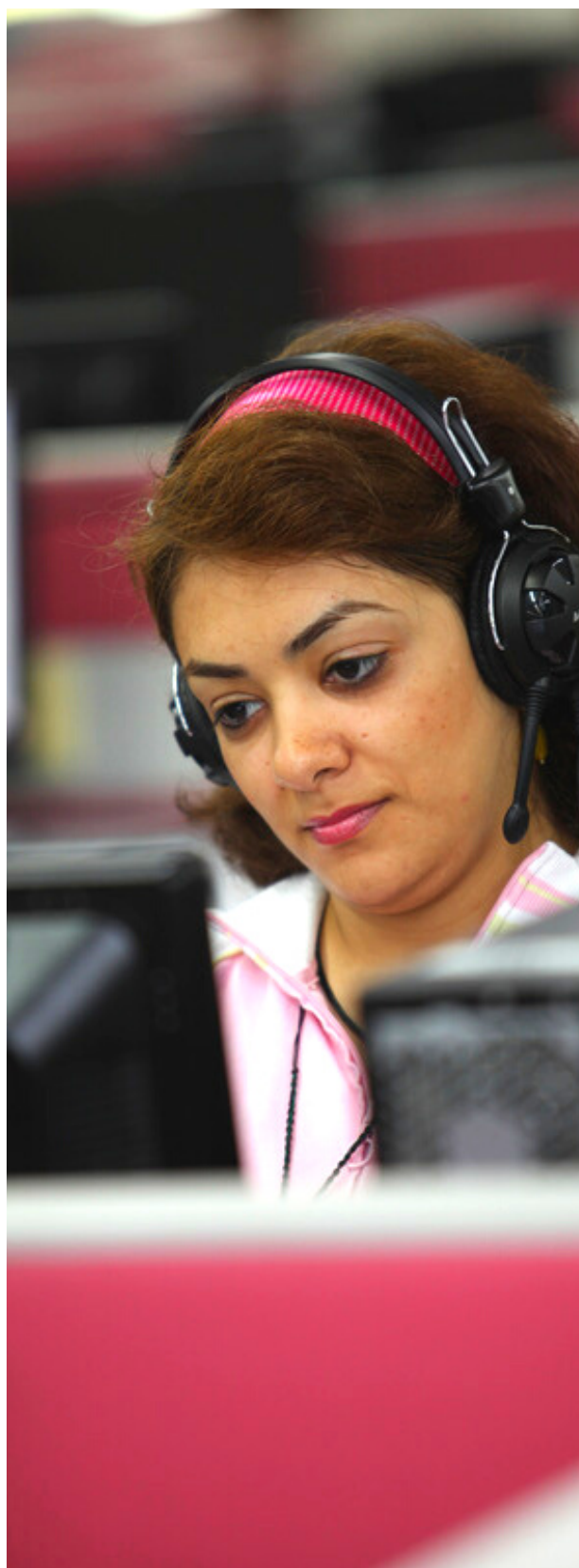
All our courses are designed for self-paced learning with an opportunity to interact with the instructors through video conferences or chat. Each course includes a mixture of rich content, targeted learning strategies, dynamic screens, interactive tests, exercises with feedback, and illustrative case studies. The approach is meant to make complex topics accessible to novice learners, while also meeting the needs of experienced professionals wishing to update their skills. In addition to the course materials, you will find links to online resources, recommended readings, and self-study tutorials to get you started in applying what you have learned.

## 4.2 STUDENT IDENTITY VERIFICATION

Universiti Teknologi Malaysia verifies the identity of a student who participates in Open Distance Learning through at least one of the following options:

- (i) A secure login and pass code
- (ii) Proctored examination

Proctored examinations may be required for a summative assessment for certain courses. If required, a qualified proctor, approved by the instructor, must verify the identity of the student taking the exam. Online proctoring is also available as an alternative to verify student identity.



### 4.3 STUDENT ORIENTATION

First-time distance learning students are required to complete the **'ODL Student Orientation course'** prior to the start of classes.

The orientation will also show up in your class list under 'My courses' in the ODL learning management system. The online orientation helps to familiarise students with the Moodle environment and outlines key strategies for success as an online student.



UTM University



Slides for New Postgraduate Student's Briefing

Congratulate and welcome all the Open & Distance Learning students who have been admitted into the various master programmes at our University.  
Postgraduate Students Guides

### 4.4 YOUR RESPONSIBILITY

As a UTM ODL student, you are required to comply with the rules and regulations. Students must register for the courses at the beginning of the semester, pay the tuition fees, and practice academic integrity during the studies.

*Completion of the orientation course is compulsory. You can only access your courses in which you are registered once the ODL Student Orientation has been successfully completed in our Learning Management System*

## TIPS FOR BECOMING SUCCESSFUL OPEN DISTANCE LEARNER

### Time Management

The rule of thumb is 3 hours of work for each credit hour per week.

### Self-Discipline and Motivation

Use Google Calender and set reminder

### Good Study Habits

- Check your UTM email account at least once a day
- Manage your time: don't leave assignments until the last day; use all available resources
- Dedicate at least 3 hours per week for each credit hour of your course
- Communicate frequently with your instructor and peers
- Reach out when you need help
- Maintain a strong sense of self-awareness

### Communicate!

Communicate with instructors and fellow colleagues

# 5. COURSES AND EXAMINATION

## 5.1 COURSE REGISTRATION AND WITHDRAWAL

Students are required to register in their courses at the beginning of the semester. Failure to register in your course for a semester will lead to the termination of your study. A student must be registered in a minimum of one (1) course in the normal semester. Students can have a maximum of eighteen (18) credits in the normal semester and a maximum of ten (10) credits in the short semester.

Reinstatement no later than two (2) semesters after the termination, subject to the available remaining period of study. Otherwise, students have to re-apply for admission. You should register on time to avoid the late registration fees.

Always check your academic record. You may contact the Academic Management Division for corrections to the record. A student may insert and/or delete a course within the prescribed duration.

Students may withdraw (TD) from any course in which they are registered in the current semester within the prescribed duration, subject to the minimum credit requirement. A student who withdraws (TD) from all courses will be given a deferment of the study, subject to the deferment regulationst

## 5.2 COURSE INFORMATION

The course information is a document that explains the scope of your course. The course information lists assignments, due dates, assessment criteria, and course expectations. It also contains your instructor's contact information and instructions for when and how best to reach them.

Other information found in the course information includes school and instructor policies, grades, course materials, and other pertinent course information. It can be found in ODL System at the top of the Course Page of your course. You should print a copy and/or save a copy to your desktop for easy reference.

# 5. COURSES AND EXAMINATION

## 5.3 CLASS ATTENDANCE

Students enrolling in a ODL programme are not required to be physically present for their class. ODL students must achieve at least 20% involvement in a course by mid of the semester. Student participation is calculated from student involvement in weekly assignments, training and accessing self-directed learning materials provided by lecturers. Students who do not meet the specified percentage of participation may be withdrawn from a course. Please contact your instructor or the School of Graduate Studies should you have any problem related to completing your assignments.



## 5.4 MONITORING OF COURSE PARTICIPATION

Student participation will be monitored using activity completion and learning analytics in the ODL Learning Management System. Instructors will be able to identify students who have not accessed the course recently (in the past few days, week, or month) and students who have not completed their formative assessment. Students will receive messages to remind them to participate, with offers of assistance where needed. Overall records of the students' participation can be found on the system dashboard.

## 5.5 CHANGE OF PROGRAMME OF STUDY, TYPE OF REGISTRATION & MODE OF STUDY

Students may apply to change the type of study/mode of delivery of coursework with a mix mode or full research or Open distance learning (ODL) and vice versa. The change can be made before the final semester of study and the student is only permitted to make only one mode change throughout the course of study. You are required to consult your school/faculty before applying for change. Exchange more than once is only allowed for reasons that are acceptable after the consent of the faculty.



# 5. COURSES AND EXAMINATION

## 5.6 PROJECT AND DISSERTATION

Students who have successfully completed all taught courses can progress to the Masters Projects. Dissertations/Projects are a very important and demanding part of your studies. It requires students to undertake a substantial self-directed piece of work under the direction of an expert academic supervisor, who you will engage with for the duration. The Masters dissertation/projects, run over two consecutive semesters, which includes the proposal and final project.

## 5.7 EXAMINATION AND PROCTORS

Some courses may require proctored exams. A proctored exam is one that is overseen by an impartial individual, called a proctor, who supervises the student during the exam. The proctor ensures the security and integrity of the exam.



The proctoring process may be conducted via online proctoring or face-to-face proctoring. In a face-to-face proctoring situation, we will identify a physical location near the student's residence, where the student will be asked to come and take the exam at the scheduled time, overseen by the identified proctor. Alternatively, instructors may also require students to use the online proctoring system.

In the event where students are unhappy with the results, students can request feedback about their exam performance from the faculty. Exam feedback requests are only accepted within three weeks after marks are released (provisional or final).



# 5. COURSES AND EXAMINATION

## 5.8 APPEAL OF ASSESSMENT RESULTS

A student can make an appeal for a review of any subject grade during the giving period and at the prescribed cost. The points/marks that are taken into consideration are those obtained after a review or re-check. Students must give notice to appeal within fourteen (14) days after receiving the results from the Examination Board.



# 6. STUDENT SUPPORT AND SERVICES

We offer a range of support services ready to help you with your studies, including a library, IT support, career advice, counselling, and more.



1

## LIBRARY

The <http://library.utm.my/odl/> page provides our distance learners access to a wide range of online library resources: online databases, e-journals, and e-books. Students may also access our large collection of research databases via <http://ezproxy.utm.my>. You need to log in using your UTMID credentials. Additionally, you will find links to e-resources throughout the library search and library catalogues.

2

## MY.UTM.MY: THE ONE-STOP STUDENT PORTAL

The web page <http://my.utm.my> is the portal that links you to important information, including admission records, fees statements, and exam results.

Students are required to register for courses and examinations every semester through the [my.utm.my](http://my.utm.my) portal using their UTMID.

After logging in, you will see a student dashboard screen containing options to view various functionalities. Information about UTMID credentials can be access via <http://utmids.utm.my>

3

## EMAIL SERVICES

Our ODL students will receive an email generated by CICT with [@graduates.utm.my](mailto:@graduates.utm.my) as the domain.

Official and important information will be sent to your [@graduate.utm.my](mailto:@graduate.utm.my) email address. Hence, students are encouraged to check this email account regularly (daily) throughout the semester.

You may log in to your account through the Gmail platform at <https://mail.google.com/>. Your username is **'[userid]@graduate.utm.my'**. Your initial password will be your birth date: [MMDDYYYY].

4

## ODL WEBSITE AND LEARNING MANAGEMENT SYSTEM (LMS)

some important sites that you should frequently visit:

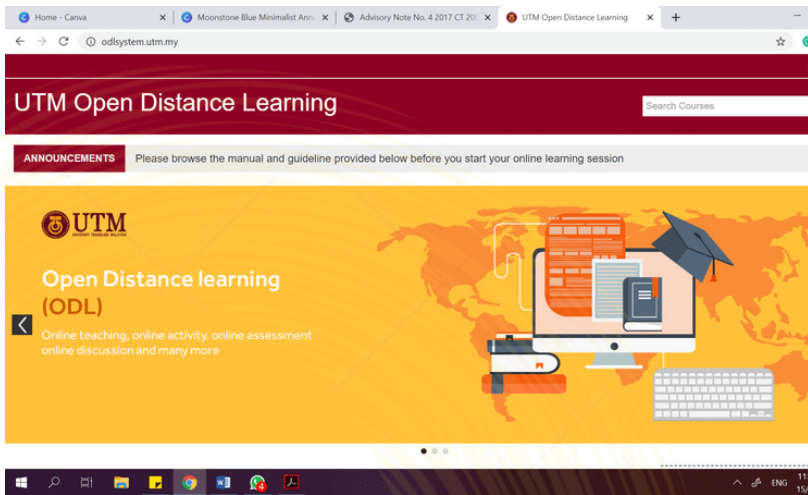
- ODL website at <http://www.odl.utm.my> for information related to our ODL programme.
- Learning Management System (SMS): <https://odlssystem.utm.my/>. The LMS allows students to access course materials, submit assignments, view important announcements, and communicate with peers and course facilitators. All teaching and learning is conducted within this platform, including accessing teaching materials, discussion through the forum, live video conferencing sessions, online quizzes, and assignment submission. The courses in which students are registered will appear on their dashboard automatically.

5

## COUNSELLING

As a student, you'll have access to our counselling services, dedicated to supporting you throughout your studies. Our trained counsellors will assist you throughout your period of study with both academic and personal concerns. Our counselling page is [www.utm.my/counsellingcentre/](http://www.utm.my/counsellingcentre/)

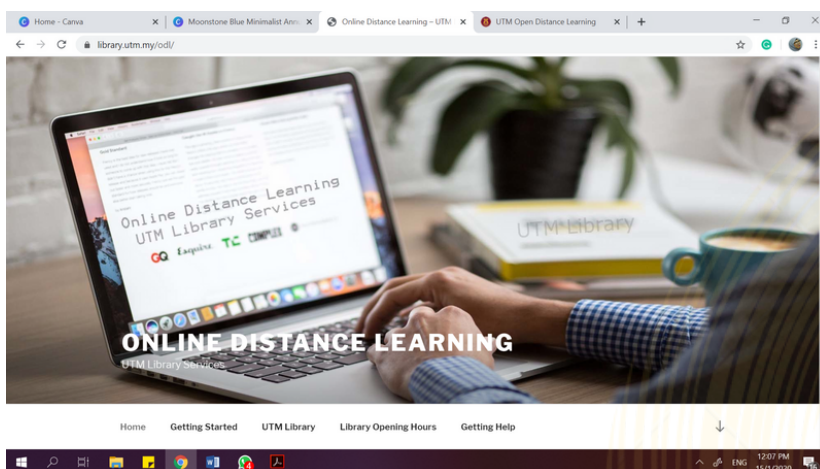




Our Learning Management Systems: <https://odlsystems.utm.my>



Our website: <http://odl.utm.my>



Our website: <http://odl.utm.my>

## 7. DEFERMENT, SUSPENSION, AND TERMINATION

A student may apply for deferment of study due to health reasons by submitting a medical report certified by a Medical Officer recognised by the University. In such a case the deferment will not be taken into account in the duration of study. A similar status of deferment may be granted to a student due to reasons of interest to the University or the Nation.

Deferment of study due to reasons other than those stated above will be taken into account in the duration of study. Deferment of more than two (2) consecutive semesters is not allowed. A student who fails to register after deferment of two (2) consecutive semesters may be terminated.

## 8. ACADEMIC DISHONESTY

Students are expected to keep their UTMID username and password confidential, to submit only original work, and to adhere to the Universiti Teknologi Malaysia policy on academic dishonesty.

Honesty and integrity are essential to the free exchange of ideas and knowledge at Universiti Teknologi Malaysia. Students share in the responsibility to develop and maintain an atmosphere where new ideas can be discussed and presented while recognising the original work of others. Graduates of Universiti Teknologi Malaysia will pursue professional careers in which people's lives and the welfare of the environment are entrusted to them. Therefore, it is critical that students understand and honour the principles of honesty and integrity that they will carry into their future endeavours.

In the age of the internet, it may appear that intellectual property may be freely exchanged; however, this is not the case. Individuals who labour over such creations – whether physical or digital – have the right to receive compensation and/or recognition for the use of their work under copyright law in the United States. Students are responsible for ensuring that the work they present as their own is truly their own. When the work of others is presented, it must be properly attributed and cited. This includes information that is in the public domain.

# 9. FEES

- 1) Students may pay tuition fees one semester at a time.
- 2) For first semester students, payment should be made through our online eCommerce portal at <https://ecommerce.utm.my/ecommerce/>. On the website, select 'Payment' menu, choose 'Postgraduate Tuition Fee' category, and click on the 'Action' button for the amount to be paid. Next, click 'Payment Type' – FPX or credit card (MasterCard/Visa) – and enter the payment amount and billing information. Once all information is provided, click on the submit button.
- 3) From the second semester onwards, payment should be made through UTM's portal at [my.utm.my](http://my.utm.my). On the 'Student Info' menu, click 'Financial' and choose the payment method (FPX or credit card).
- 4) Alternatively, after the first semester, students may also make their payment via **UTMSmart Application**. This application can be downloaded at the Google Play Store (Android) or App Store (iOS). Students need their UTMID and password to log into the system.
- 5) Students are advised to print and keep their online payment details as proof of payment and for record keeping.
- 6) Both new and returning students can also make payments via telegraphic transfer to the following account:
  - (i) Account Name: BENDAHARI UTM
  - (ii) Bank: CIMB Bank Berhad
  - (iii) Account no: 8006053550
  - (iv) Branch Address: 21, Jalan Kebudayaan 4, Tmn Universiti, 81300, Skudai, Johor, Malaysia
  - (v) Swift Code: CIBBMYKL
- 7) Students are advised to check their account statements at [my.utm.my](http://my.utm.my) portal.
- 8) Students with outstanding fees shall be barred from renewal of candidature and will not be able to register for the subsequent semester or the next course in ODL mode.
- 9) Fees are non-refundable unless stated otherwise in the section on Refund of Fees in the Student Financial Regulations. Processing and registration fees are not refundable under any circumstances.



# 10. GRADUATION

## 10.1 DEGREE CONFERRALS AND GRADUATION

A student is to be awarded a degree after obtaining complete total credits for graduation as determined by the curriculum of the program with academic standing of Good Pass (KB) and paid all fees.

## 10.2 ORDERING AND RELEASE OF TRANSCRIPTS

UTM ODL graduates can apply for transcripts through the UTM online system. The graduate will be charged MYR25.00 for each transcript. Applications can be submitted through <http://aimsweb.utm.my/UTMTrAS>

## 10.3 COMMENCEMENT CEREMONY

Students who meet the requirements for graduation will be awarded their degree through the University Senate. The convocation ceremony will be held at UTM Johor Bahru, Malaysia. Attendance is optional, but the distance learning students are welcome to visit the university, meet fellow graduates, and celebrate their success.



# 11. FAQs

## 1. About the ODL Programme

**(1) Will my degree certificate say 'Open Distance Learning' on it?**

No, your master degree certificate will not specify that you completed an online programme. This will only be stated on your transcript.

**(2) What will my tuition fees be?**

Fees can vary between programmes. The total amount you pay depends on the courses you choose. Information on tuition fees by programme can be found on our website at <http://odl.utm.my>

**(3) Is there an age limit for this programme?**

There is no age limit for this programme as long as you fulfil all the admission requirements.

**(4) How can I pay the tuition fees?**

The University encourages you to pay your fees online via the e-commerce portal.

**(5) Would I be able to switch from a campus course to an online course halfway through my degree?**

No, it is not possible for a student to switch from a campus course to an online course half way through the study.

**(6) How can I find out whether this programme is accredited?**

The UTM ODL programme has been accredited by the Malaysian Qualifications Agency (MQA), and recognised by the Government of Malaysia. You can learn more about accreditation through the MQA website at [www.mqa.gov.my](http://www.mqa.gov.my)

**(7) How long will it take before I know whether I'm admitted?**

To ensure that applicants are fairly and thoroughly considered, there are several stages all applications must pass through before an offer can be made. As your application proceeds through the various stages, and when the final decision is reached, the status of your application will be updated at [smart.utm.my](http://smart.utm.my)

**(8) Where will I graduate?**

The convocation ceremony will be held at UTM Johor Bahru, Malaysia. Attendance is optional, but the distance learning students are welcome to visit the university, meet fellow graduates, and celebrate their success.

**(9) Am I required to visit or be on campus?**

Travelling to the UTM campus is not necessary. Our distance learning programme can be completed from wherever you are in the world without visiting the university. However, some courses may include a laboratory component or proctored exam, which will be held on campus or in another designated location. Review your instructor's syllabus for specific details about any required meeting dates and times.

# 11. FAQs

## 2. About ODL Support

### **(1) What support will I have as an online student?**

You're not on alone when you study via ODL at UTM. Many types of support are available, including e-resources, library materials, IT support, and an online helpdesk.

### **(2) If I have further questions, whom should I contact?**

UTM staff are happy to answer any enquiries you may have. You can contact our helpful online helpdesk through the ODL website.

### **(3) Is there any financial support available to distance learning students?**

Domestic postgraduate students may be able to get a discount to assist with finances. Unfortunately, for international students, there is no financial support at the moment. But in most cases tuition fees can be paid by instalments.

### 3. About Online Learning Delivery

#### **(1) What do I need to complete a distance learning course?**

You will need access to a computer with a microphone, speaker, and camera, a strong internet connection, and an up-to-date web browser. You need to be familiar with word processing, accessing online resources, generating and sending documents electronically, file management, navigating a website, and the ability to critically assess the validity of web-based content.

#### **(2) How are online courses delivered?**

Our courses are structured as weekly online meetings through our online learning management system. Our lecturers also run regular live online lectures via our video conferencing system, which students are encouraged to attend, enabling them to communicate in real-time. Class sizes are kept small (not more than 20 students) to maximise interaction between students and instructor.

#### **(3) How do I access my study materials and lectures?**

Online students are required to log in to our Open Distance Learning Management System to view the syllabus and grades; to contact lecturers, classmates, and support services; and to access course materials and lesson progress. You need to familiarise yourself with and be competent in using this system.

#### **(4) How long should it take to complete the programme?**

The time required to complete an online degree depends on the amount time you are able to commit to your study. An online degree can take between two to four years.

#### **(5) Can I take an online course without enrolling in a degree programme?**

No. If you wish to earn a degree, you must enrol in the corresponding programme. Visit admissions at <http://admission.utm.my> to apply.

#### **(6) Can I transfer my online course credits to another school or university?**

Yes, all online course credits can be transferred to another institution, providing that they meet the requirements of that institution.

#### **(7) Do I have to sign in at particular time?**

Yes, to an extent. Log in to your online course on the first day of the semester. Enrolment is established when you submit the syllabus quiz, which must be done within the first ten percent of the class. Look for the deadline date to submit your syllabus quiz at the top of your online course. Failure to submit your syllabus quiz by the deadline will result in you being automatically withdrawn from the class. Once you have established enrolment, you will need to regularly log in to complete assignments, communicate with your instructor and classmates, and receive feedback and grades for work completed. Follow the syllabus and submit assignments on time to receive credit.

**(8) If I have a question, how do I get in touch with my instructor?**

Your instructor will list their contact information at the top of their syllabus. That information will include e-mail, phone number, office hours and location, and the best times to reach them.

**(9) How many students will be in the class?**

Just like a seated class, each distance learning course has a set number of places available, which varies from class to class. To avoid ineffective delivery, a maximum of 20 students per class has been set.

**(10) Will we have group projects in an online class?**

Your instructor will determine the course content for each class and will list any projects in their syllabus. As a rule, online instructors will offer both individual and group projects as graded assignments in order to provide you with the best educational experience possible.

**(11) What is the attendance requirement for an online class?**

Students must log in to their course and fulfil all the required learning activities, including assignments, discussion through the forum, and a quiz or test. The instructor will track the completed activities on the class roster.

**(12) Will there be a final exam?**

Please refer to your course syllabus for specific details on assessment.

**(13) Who monitors online courses?**

Each course has a designated instructor who will teach the course. You should contact your instructor if you have any questions or concerns about the content of the course. Your instructor's contact information is listed on their syllabus.

**(14) Do students who take online classes get the same content as students who take seated classes?**

Each course has a dedicated instructor who will facilitate the learning experience through a variety of online techniques, making the online class academically equivalent to on-campus classes.





# 12. IMPORTANT DATES OF COURSE REGISTRATION



**Late Course Registration  
(with penalty)**  
23-28 February 2020

**Amendment of Course  
Registration (with  
penalty)**  
8-13 Mac 2020

**Reminder and  
Termination Status**

Student must register a course every semester. Those who fail to register without acceptable reasons will be terminated.

**Course Registration  
(Online)**  
5-21 February 2020

**Amendment of Course  
Registration**  
1-5 Mac 2020

**Course Withdrawal (TD)**  
15 Mar – 10 April 2020

# 13. ONLINE COURSE REGISTRATION



# 14. CONTACT US

The office is located at the School of Graduate Studies (SPS), Level 2, Block F54, Universiti Teknologi Malaysia, 81310 UTM Johor Bahru, Johor, Malaysia. For more information, please visit the UTM ODL official website at <https://odl.utm.my/> or contact us at +607-5537799.

Contact information of other departments

DEPARTMENT	EMAIL
School of Graduate Studies	utmpesisir@utm.my
Centre of Information and Communication Technology	aduit@utm.my
Academic Management Division (AMD)	amdpg@utm.my
Bursary Office	bendahari-ukp@utm.my
Library	lib-enquiryjb@utm.my
Counselling Centre	pkk@utm.my

Universiti Teknologi Malaysia is committed to protecting the privacy of students and their education records, as stated in the UTM Student Personal Data Protection Notice, in accordance with the Akta Perlindungan Data Peribadi 2010 (Akta 709). UTM has the right to use students' data for the purpose of quality and service improvement. All teachings materials are copyright. Reproduction of the learning materials, other than for personal use, requires permission from the program owner

**GOOD LUCK  
AND ALL THE  
BEST**

