# EARLY SEMESTER BRIEFING SEMESTER II, 2015/2016 4 FEBRUARY 2016

### IMPORTANT DATES FOR INSTRUCTORS

DETAIL	DATE
1st Half of Semester	14 Feb – 2 Apr 2016 (7 weeks)
Mid-semester Break	3 – 9 April 2016 (Week 8)
2 <sup>nd</sup> Half of Semester	10 Apr – 28 May 2016 (7 weeks)
Revision Week	29 May – 4 June 2016 (Week 16)
Final Exam Period	5 – 25 June 2016 (Weeks 17-19)
Announcement of Course Grades by faculties	27 Dec 2015 – 20 Jan 2016 (25 days)
Special Exam	22 Feb – 3 Mar 2016 (2 weeks)

### IMPORTANT DATES FOR STUDENTS

DETAIL	WEEK	DATE
Pre-registration (online)		6-17 December 2015 (2 weeks)
Registration (online)		10-11 February 2016 (2 days)
Amendments to registration	1	14-18 February 2016 (5 days)
Amendments to registration (with penalty)	2	21-25 February 2016 (5 days)
Faculties update registration in computer	3	28 Feb – 3 March 2016 (4 days)
Course Withdrawal (TD)	3 - 9	28 Feb – 7 April 2016 (6 weeks)
CICT prints Course Registration Slips	4	7 March 2016 (1 day)
Course Registration Slip issued	4	7-8 March 2016 (2 days)
Faculties update Couse Withdrawal in computer	8	7 April 2016
Examination Schedule released	13	9 May 2016
Submission of Appeal	17 - 21	5 – 29 June 2016 (Weeks 17-20)

### THINGS TO REMEMBER

#### 1. CLASSES

Print students' names from AIMS weekly (for Wks 1-5)



Go to class



Take attendance (for every meeting)



Create a WhatsApp or Telegram group

Even if there is no student listed in AIMS (for Wks 1 & 2 only)

Wait for 20 minutes before leaving the class

Make students sign the attendance. Do not tick.

Sign according to contact hours, not class meetings

#### **ATTENDANCE SHEET**

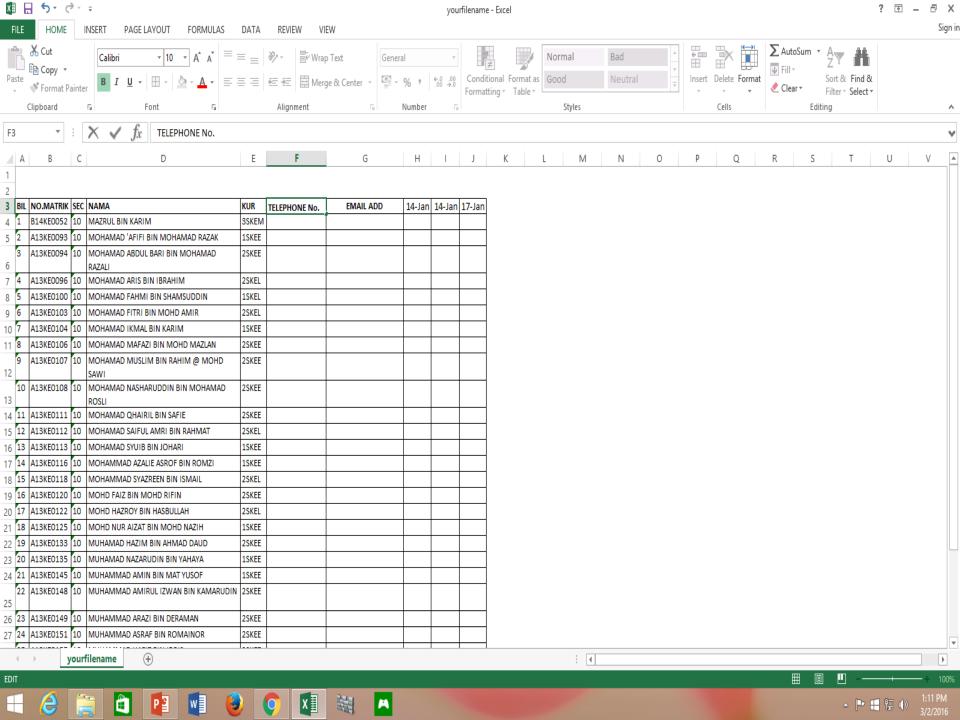
- 1. Straight from AIMS—draw column for mobile no., Email address, and signatures
- 2. Download to Excel add columns for details



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			DC	WNLOAD KE E	XCEL (	CETAK					
BIL	NO.MATRIK	SEC	NAMA	KUR	PNGK		Mobile Number	Email Address	14/2	14/2	14/2
1	B14KE0052	10	MAZRUL BIN KARIM	3SKEM	- HOIL	-	WODIIC INGITIDEI	44	14/2		
2	A13KE0093	10	MOHAMAD 'AFIFI BIN MOHAMAD RAZAK	1SKEE		-					
3	A13KE0094	10	MOHAMAD ABDUL BARI BIN MOHAMAD RAZALI	2SKEE		-					
4	A13KE0096	10	MOHAMAD ARIS BIN IBRAHIM	2SKEL		-					
5	A13KE0100	10	MOHAMAD FAHMI BIN SHAMSUDDIN	1SKEL		-					
6	A13KE0103	10	MOHAMAD FITRI BIN MOHD AMIR	2SKEL		-					
7	A13KE0104	10	MOHAMAD IKMAL BIN KARIM	1SKEE		-					
8	A13KE0106	10	MOHAMAD MAFAZI BIN MOHD MAZLAN	2SKEE		-					
9	A13KE0107	10	MOHAMAD MUSLIM BIN RAHIM @ MOHD SAWI	2SKEE		-					
10	A13KE0108	10	MOHAMAD NASHARUDDIN BIN MOHAMAD ROSLI	2SKEE		-					
11	A13KE0111	10	MOHAMAD QHAIRIL BIN SAFIE	2SKEE		-					
12	A13KE0112	10	MOHAMAD SAIFUL AMRI BIN RAHMAT	2SKEL		-					
13	A13KE0113	10	MOHAMAD SYUIB BIN JOHARI	1SKEE		-					
14	A13KE0116	10	MOHAMMAD AZALIE ASROF BIN ROMZI	1SKEE		-					
15	A13KE0118	10	MOHAMMAD SYAZREEN BIN ISMAIL	2SKEL		-					
16	A13KE0120	10	MOHD FAIZ BIN MOHD RIFIN	2SKEE		-					
17	A13KE0122	10	MOHD HAZROY BIN HASBULLAH	2SKEL		-					
18	A13KE0125	10	MOHD NUR AIZAT BIN MOHD NAZIH	1SKEE		-					
19	A13KE0133	10	MUHAMAD HAZIM BIN AHMAD DAUD	2SKEE		-					
20	A13KE0135	10	MUHAMAD NAZARUDIN BIN YAHAYA	1SKEE		-					
21	A13KE0145	10	MUHAMMAD AMIN BIN MAT YUSOF	1SKEE		-					
22	A13KE0148	10	MUHAMMAD AMIRUL IZWAN BIN KAMARUDIN	2SKEE		-					

17	ATTOREGITO	110	MOTIVIMINAD ALACIE AGROT BITTOME	TONEL					
15	A13KE0118	10	MOHAMMAD SYAZREEN BIN ISMAIL	2SKEL	-				
16	A13KE0120	10	MOHD FAIZ BIN MOHD RIFIN	2SKEE	-				
17	A13KE0122	10	MOHD HAZROY BIN HASBULLAH	2SKEL	-				
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19	A13KE0133	10	MUHAMAD HAZIM BIN AHMAD DAUD	2SKEE	-				
20	A13KE0135	10	MUHAMAD NAZARUDIN BIN YAHAYA	1SKEE	-				
21	A13KE0145	10	MUHAMMAD AMIN BIN MAT YUSOF	1SKEE	-				
22	A13KE0148	10	MUHAMMAD AMIRUL IZWAN BIN KAMARUDIN	2SKEE	-				
23	A13KE0149	10	MUHAMMAD ARAZI BIN DERAMAN	2SKEE	-				
24	A13KE0151	10	MUHAMMAD ASRAF BIN ROMAINOR	2SKEE	-				
25	A13KE0157	10	MUHAMMAD HAFIZ BIN IDRIS	2SKEE	-				
26	A13KE0165	10	MUHAMMAD IZWAN BIN TON KARIM	2SKEE	-				
27	B14KE0040	10	NUR HAFIZAH BINTI IBRAHIM	3SKEM	-				
28	A13KE0294	10	YIEW KAH YEE	2SKEL	-				
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### **Contact The Respective Faculty**

1. You cannot find the venue for your class as stated in your timetable

2. There is another instructor in the class

### LIST OF ACADEMIC CLERKS

	HARLINA BINTI JA'AFAR (CC)	57416	sp-harlina@utm.my/	
FAB	NURHAYATI BT MAHMUD (TITIE)	57413	nurhayatimahmud@utm.my	0127850623 (titie)
	NURHAFIZAH BINTI SAMSURI	57417	nurhafizah@utm.my	0126781954 (fizah)
	SAPIAH BT ABD RAHIMAN	33072	sapiahar@utm.my	
FKA	NUR NABILA @ MAZILAWATI BINTI MARNI	31740	kamariah@utm.my	
FKE	AISYAH BINTI AHMAD/ SITI SUHANA BINTI HAMDAN	57010 57029	aisyahahmad@utm.my aisyah@fke.utm.my	
	ROSLI BIN BOHANI	57029	roslibohani@utm.my	
	NURUL AIDA BINTI JUNAIDI	57068	aida@mail.fkm.utm.my	
FKM	MOHD ISKANDAR BIN NAKHMAT	57065	nakhmatml@mail.fkm.utm.my	
	RAZLAN SYAH BIN YUSSOFF	57070	razlan@utm.my	
	SHAHEFHARIZA BINTI SHAHROM	34046	Tazian & utin.my	
FS	HALEEZAH BT HAMZAH	34043	haleezah@utm.my	
13	NOR ANIZAH BINTI KARIM	34046	noranizah@utm.my	
	SARIMAH BINTI PATLILAH		sarimahp@utm.my	
FGHT	SHAHIDA BINTI NAWI	30878	shahida@utm.my	
FOOME	APPLIES ALL PINIVESOS	38826		
FCOMP	ABDULLAH BIN YUSOF	38827	abdullahy@utm.my	
FM	NORLELA BTE MOHD ZIN	10026	norlolomain@utm.mv	
FIVI	NORLELA BTE MOND ZIN	10027	norlelamzin@utm.my	
FP	NOORAIDA BT ISMAIL	34601	nooraida@utm.my	
FKT	JOHARI BIN ABDULLAH	35806	r-johari@utm.my	
	HASNI BINTI HASHIM	36082	hasnihashim@utm.my	
FBME	AISAH BINTI SALLEH	58526	aisah@utm.my/	
			aisah@biomedical.utm.my	
LA	REDHUWAN BIN WANG	33094	redhuwan@utm.my	0

### IF YOU CHANGE YOUR CLASS SCHEDULE

All students must fit in the new schedule.

Cannot change if one student cannot fit in.

Cannot ask students to change section

Find a new venue at the same faculty or another faculty

Inform the respective faculty of the new schedule (day, time, venue).

Cancel the old venue

Update
En Redhuwan
of the new
schedule
a.s.a.p.

## REASONS FOR UPDATING YOUR SCHEDULE

- 1. For your official timetable
- 2. In case new students are assigned to join class
- If faculties or students report that you are not in class during your class time, you may have to present a show cause letter

### 2. REGISTRATION PROCEDURE

LA allocates enough sections based on the number of students provided by students' faculty

Lecturers send students who are not listed in their AIMS list to students' Academic Office

Students' faculty will have to contact LA for additional sections or an increase in existing class size

#### DO NOT

Do not send students to me with a note stating that you are willing to accept them into your class

### DO NOT SIGN

- 1. Do not sign the Registration Form
- 2. Do not sign the Insert-delete Form
- 3. Do not sign the Credit Transfer / Credit Exemption Form

#### **CREDIT EXEMPTION**

No credit exemption is given to the new ULAB courses since 2013/2014 session

- ULAB1122
- ULAB2122
- ULAB3162

### DO

 Do send students to me if they want to withdraw from the course

2. Do share my mobile number (017 7278642) with the above students so that they can make an appointment to see me

# 3. CLASS SIZE (15>STUDENTS>30)

Inform En Redhuwan by the second meeting of your class in Week 2



Fill in a form



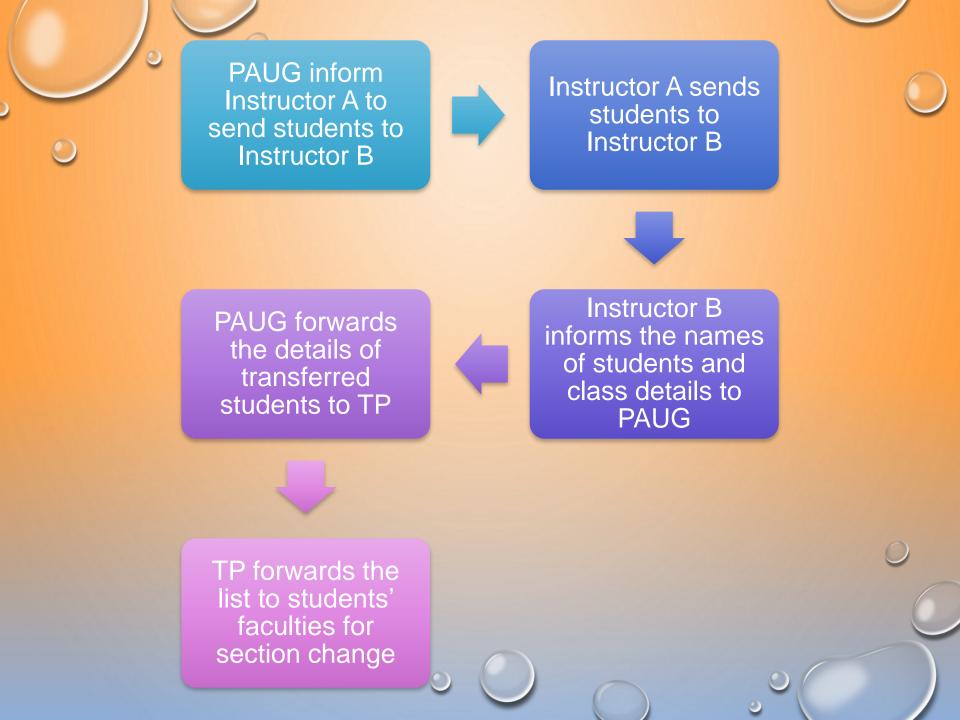
Cooperate in the re-shuffling process

#### REPORT ON CLASS SIZE FOR ULAB1122 15>STUDENTS>30 SEMESTER II, 2015/2016 SESSION

Item	Date	Name of Lecturer	Faculty	Section	No. of Stds

# REASONS FOR UPDATING CLASS SIZE BY END OF WEEK 2

- Re-assignment of students to new sections must be done before faculties finish updating course registration in the computer on Wednesday, 2 March (Week 3)
- LA is requesting the students' faculties to change the sections, instead of making the students submit the Insert-delete form for section change
- 3. Once the system is closed, the students' faculties will have to ask the university to re-open the system



#### 4. AIMS LIST

- Print a new one for the first 5 weeks. CICT prints course registration slips in Week 4
- Print before class because students register manually and faculties have up till Week 3 to update the registration
- Print again in Weeks 9 & 10 because students can withdraw up till week 9

# 5(A) BARRED FROM TAKING THE FINAL EXAMINATION LETTER (FOR ULAB1122, ULAB2122, ULAB3122, & ULAB3142)

5(B) ZERO MARK FOR COURSE WORK

FOR COURSES WITHOUT FINAL EXAMINATIONS

(FOR ULAB3162 & ULAB3152)





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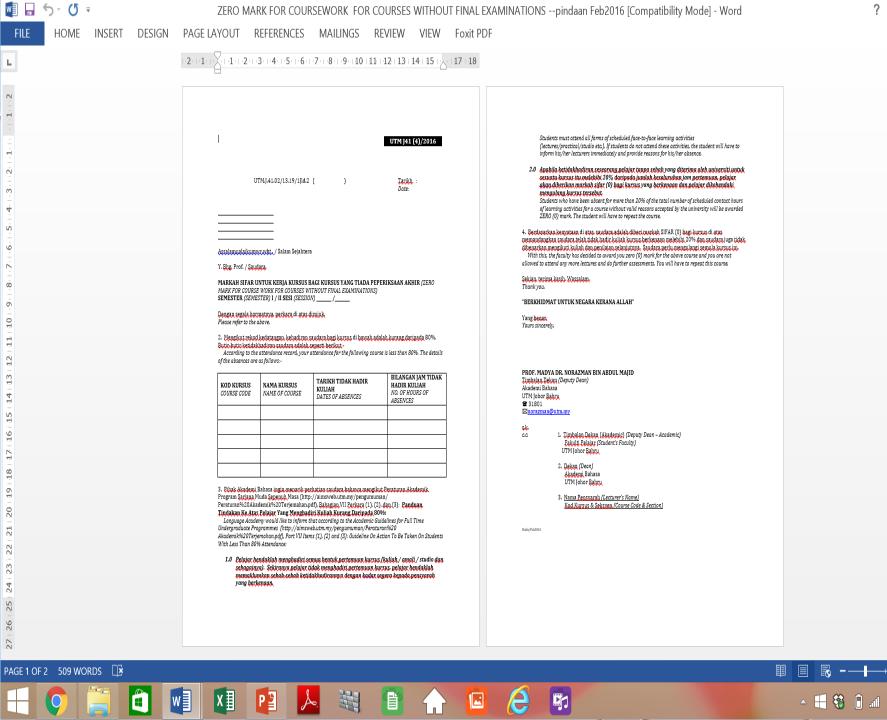












- This is the first and only letter issued to students. Absence from Class letter is no longer used as decided by the JKA meeting on 10 August 2015.
- Remind students at the beginning of semester that they must attend 80% of classes throughout the semester
- Monitor students' attendance starting from Week 1 of the semester.

 Give verbal warnings before you issue them the letter. Fill in 4 copies of the letter

Give one copy to the student

Get the
Reference No. from
En Redhuwan

Keep one copy with you

Get the Deputy Dean's signature

Give two copies to En Redhuwan:

- 1. for LA's record
- 2. For student's TDA/faculty

### SAMPLE CALCULATION

#### For 3-contact-hour courses:

- 100% attendance
- $= 3 \text{ hrs } \times 14 \text{ weeks}$
- = 42 hours of attendance

80% or more attendance

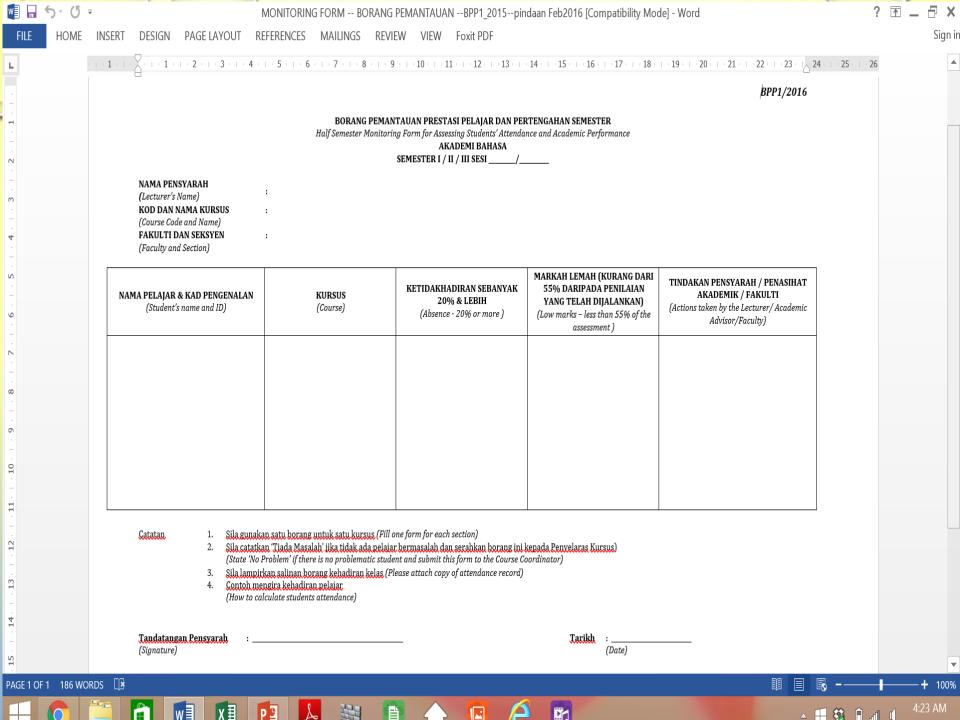
- $= (80 / 100) \times 42$
- = 33.6 hours or at least 34 hours of attendance

Students can miss 8 hours of classes (i.e. 42 – 34) without valid reasons

Course Code	Contact Hour	Max No. of Hours Students Can Miss Without Valid Reason
ULAB3122 ULAB3132		
ULAB3132 ULAB3142	2	6 HOURS
ULAB3152		
ULAB1122		
ULAB2122 ULAB3162	3	8 HOURS
ULAB2112	4	11 HOURS

### 6. MONITORING FORM

- Send to coordinators between Weeks 8-15 even though there is no problem with your students
- Contact students' faculties to find out status of students
- 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.



### 7. END OF SEMESTER SURVEY

- For ULAB1122, ULAB2122, and ULAB3162 only
- The survey is parked under myline
- Each course committee will have to upload the survey
- No changes in survey questions are allowed for Semester II, 2015/2016
- Changes proposed for 2016/2017 session will have to go through the Syllabus Committee before the start of the new session
- Instructors will have to ask students to respond to the survey between Weeks 14-16
- Data analysis will be done by the course committee and presented at the JKA meeting in Week 19 or 20

### 8. COURSE FILE

- 1. Academic Calendar
- 2. Programme Learning Outcomes (PO)
- 3. Course Outline
- 4. Course Matrix Vs PO
- 5. Course Matrix Vs Cognitive, Psychomotor & Affective Domains
- 6. Lecture Notes & Class Activities
- 7. Course Construct Alignment
- 8. Assignments & Test Questions
- 9. Assessment Rubrics
- 10. Samples Of Students' Assignments
- 11. Assessment Specification Table (JSP)
- 12. Final Examination Question And Answer Scheme
- 13. Individual Marks
- 14. Samples Of Examination Answer Scripts
- 15. Course Review Report (CRR)

# 9. OUTCOME BASED EDUCATION (OBE)

- Congratulations & thank you to all ULAB1122 instructors for your cooperation & 100% submission of marks using OBE system for Semester I, 2015/2016
- All courses will use the OBE system in Semester II, 2015/2016
- Both CRR and OBE will have to be filled in until announced otherwise
- 4. Thank you to En Faizal Yamimi for his endless support in the preparation and amentmends of the CRRs

### 10. COURSE STATUS & CODE

The university has introduced course status with codes

- 2. ULAB/ULAM/Foreign Languages
  - = Kuliah & Tutorial (T)

# 11. TEMPLATES FOR SEMESTER II, 2915/2016

 MONITORING FORM -- BORANG PEMANTAUAN --BPP1\_2015-pindaan Feb2016

BARRED FROM TAKING THE FINAL EXAM -- DITAHAN
 DARIPADA MENDUDUKI PEPERIKSAAN AKHIR -- UTM J41 3\_2015--pindaan Feb2016

3. ZERO MARK FOR COURSEWORK FOR COURSES WITHOUT FINAL EXAMINATIONS --pindaan Feb2016

PAUG	Pn Nur-Al Huda Hashim (m-nhuda@utm.my)	0177278642 07-5531838 37969 37914 37916	
MyLinE	En Abdul Rahim Ahmad		
CTL (E-learning)	En Fairul En Zulazri En Jefri		

Call me if you need immediate feedback.

## **THANK YOU**

# IMPORTANT INFO ABOUT ULAB COURSES

- 1. There is no exemptions given to new ULAB courses.
- 2. Students must complete the pre-requisite(s) first.
- 3. Students cannot mix courses from the old and new cohorts.
- Students cannot take more than one ULAB course in one semester i.e. two different levels.
- 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 they are teaching elective courses.

### **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	ULAB1122 & ULAB2122	ULAB3162
	•ULAB3152/UHB3052		

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

#### LIST OF ULAB/ULAM/FOREIGN LANGUAGE COORDINATORS

COURSE CODE	NAME OF COURSE	NAME OF COORDINATOR	CONTACT NUMBER
ULAB1122	Academic English Skills	PM Dr Kamarudin Kasim	0196433627
ULAB2122	Advanced Academic English Skills	Dr Noor Mala Ibrahim	0137033595
ULAB3162	English for Professional Purposes	Pn Wan Zarina Bt Wan Zakaria	0197106266
ULAB 1112/UHB1412	English For Academic Communication	Pn Siti Aishah Bt Abd Hamid	0197737122
ULAB2112/UHB2422	Advanced English For Academic Communication	Pn Zanariah Bt Md Salleh	0197548555

Pn Jamiah Bt Abd Manaf

Pn Norhanim Bt Abdul Samat

Dr Zairus Norsiah Azahar

Pn Hafilah Bt Zainal Abidin

Pn Halimah Bt Ma'alip

Dr Zaliza Mohamad Nasir

Dr Zuhana Mohamed Zain

0197762898

0197293389

0137719890

0137715432

0137234382

0137403995

0122953087

**English For Workplace** 

Communication

**Reading For Specific Purposes** 

Writing For Specific Purposes

**Effective Oral Communication** 

**Skills** 

Japanese, Mandarin, & French

**Language Courses** 

Malay Language Courses

ULAB3122/UHB3022

ULAB3132/UHB3032

ULAB3142/UHB3042

ULAB3152/UHB3052

**Foreign Languages** 

**Malay Language** 

**LAKL Programme** 

Coordinator

### **Course Outlines & Course Packs**

0	Course Outlines (Signed)	<ul> <li>For students.</li> <li>Available at languageacademy.utm.my →         Undergraduates → Course Outlines</li> </ul>
1. 2. 3. 4. 5.	Course Packs Course Outline (unsigned) Teacher's Notes Rubrics and Assessments Test Specifications Sample Examination Papers Relevant Materials	<ul> <li>For instructors only. Password protected: myulab.</li> <li>Do not share password with students. Available at languageacademy.utm.my → Undergraduates → Course Packs</li> </ul>
	Exam Sample	<ul> <li>For instructors only. Password protected:         SAMPLE. Do not share password with students.</li> <li>Available at languageacademy.utm.my →         Undergraduates → Exam Sample</li> <li>Only use the ones uploaded</li> </ul>

## NO. OF SECTIONS & COURSES FOR SEMESTER II, 2015/2016

Kod Kursus	Fakulti	Bil. Seksyen			
Rou Ruisus	rakulti	Anggaran	۱*	Kapasiti seksyen	Sebenar
ULAB1112/UHB1412					
ULAB2112/UHB2422	CAMPUR	1	1		
	CAMPUR	1			
ULAB3122/UHB3022	FKT	2	3		
ULAB3132					
ULAB3142/UHB3042	CAMPUR	1	1		
LU AD2152/LUD2052	CAMPUR	1	2		
ULAB3152/UHB3052	FKT	1	]		
	FAB	6		31	
	FS	7		31	
	FGHT	7		30	
ULAB1122	FC	7	46	29	
	FM	7	]	30	
	FP	9	1	29	
	FMBE	3	1	29	
	FAB	9		28	
	FS	10	1	26	
	FGHT	5	44	30	
ULAB2122	FC	8		26	
	FM	8		28	
	FP	1		10	
	FBME	3		30	
	FAB	1		27	
	FKA	8		27	
ULAB3162	FKE	11	48	28	
ULAD3102	FKM	10	48	26	
	FKT	11		28	
	FBME	7		25	
JUMLAH SEKSYEN		145	145		
LEAP	9				
LEAP X (MUET)	0				
BSc TESL	5				
Med TESL	7				
UVB6023	1				
ULAP0010	0				
Jumlah seksyen	22				

