

FACULTY OF SOCIAL SCIENCES & HUMANITIES

FSSH

UNIVERSITI TEKNOLOGI MALAYSIA

ABOUT UTM

Innovation-driven entrepreneurial
research university in engineering,
science and technology

2 Campuses

Johor Bahru & Kuala Lumpur
+ 1 research hub in Pagoh





2018/2019 Quacquarelli Symonds (QS) World University Rankings

Ranked #228 in the world

Ranked #18 in the “Top 50 Under 50”

Ranked 47 in Asia

Asia Top 10 Young Universities

Ranked 5 Stars Overall Rating for QS Star Rating

2019 QS World University Rankings 2019

Top 10 in South East Asia



Ranked #86 in the 2019 Times Higher Education (THE) Emerging Economies University Rankings

2020 THE World University Rankings by Subject

Education | Ranked 101 – 125 (#1 in Malaysia)

Business & Economics | Ranked 126 – 250 (#1 in Malaysia)

Social Sciences | Ranked 201 – 250 (#1 in Malaysia)

THE Ranking

UTM UNIVERSITI TEKNOLOGI MALAYSIA

THE WORLD UNIVERSITY RANKINGS

Congratulations
Universiti Teknologi Malaysia

2020 THE World University Rankings by Subject

| Subject | Ranking |
|--|----------------|
| in Social Sciences (Arts & Humanities) | Ranked 201-250 |
| in Business & Economics | Ranked 126-150 |
| in Education | Ranked 101-125 |

Well done UTM staff and students!

5 Star QS Overall Rating

TOP 50 Best Universities in Asia

TOP 20 Universities under 50 years of establishment

www.utm.my

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utmofficial

SYNERGY 4.0



Synergy 4.0 : A New Synergy Horizon

Faculty of Engineering

Faculty of Social Sciences and Humanities

Faculty of Built Environment and Surveying

Faculty of Science

Azman Hashim International Business School

Razak Faculty of Technology and Informatics

Malaysia-Japan International Institute of Technology (MJIT)

Malaysia-Japan International Institute of Technology (MJIT)

Razak Faculty of Technology and Informatics

Engineering and Technology
Science, Management and Design
Advanced Informatics
Perdana Centre

Azman Hashim International Business School

Business Administration, UTM Kuala Lumpur
Business Administration, UTM Johor Bahru
Accounting and Finance, UTM Johor Bahru
Information System, UTM Johor Bahru

Faculty of Engineering

School of Chemical and Energy Engineering
School of Electrical Engineering
School of Civil Engineering
School of Mechanical Engineering
School of Biomedical Engineering and Health Sciences
School of Computing

Faculty of Social Sciences and Humanities

School of Education
School of Human Resource Development and Psychology
Islamic Civilisation Academy
Language Academy
Centre for Advanced Studies on Islam, Science and Civilisation (CASIS)

Faculty of Built Environment and Surveying

Geoinformation
Real Estate
Quantity Surveying
Architecture
Landscape Architecture
Urban Regional Planning

Faculty of Science

Physics
Chemistry
Mathematical Sciences
Biosciences

UTM
UNIVERSITI TEKNOLOGI MALAYSIA
FACULTIES

UTMSPACE
SCHOOL OF PROFESSIONAL
AND CONTINUING EDUCATION

18 Faculties / Schools

1972-2018

7 Faculties

From July 1st 2018

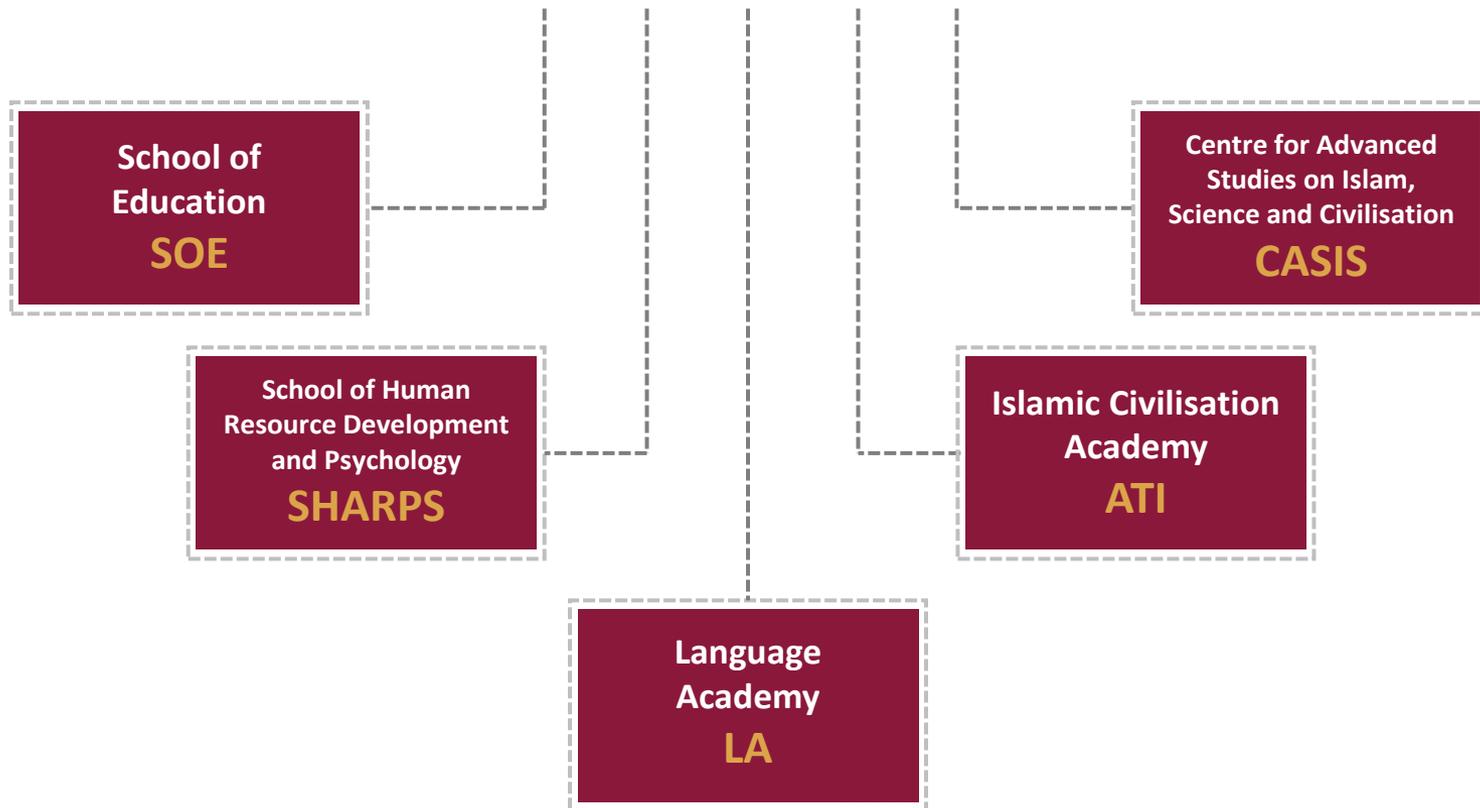
**Boxes shown by faculty with the most (top) to the least # of academic staff (bottom)*

innovative • entrepreneurial • global

FACULTY OF SOCIAL SCIENCES & HUMANITIES

FSSH

UNIVERSITI TEKNOLOGI MALAYSIA



School of
Education
SOE

School of Human
Resource Development
and Psychology
SHARPS

Language
Academy
LA

Islamic Civilisation
Academy
ATI

Centre for Advanced
Studies on Islam,
Science and Civilisation
CASIS

ABOUT FSSH

VISION

To become an outstanding and excellent leader in the field of social science and humanities

MISSION

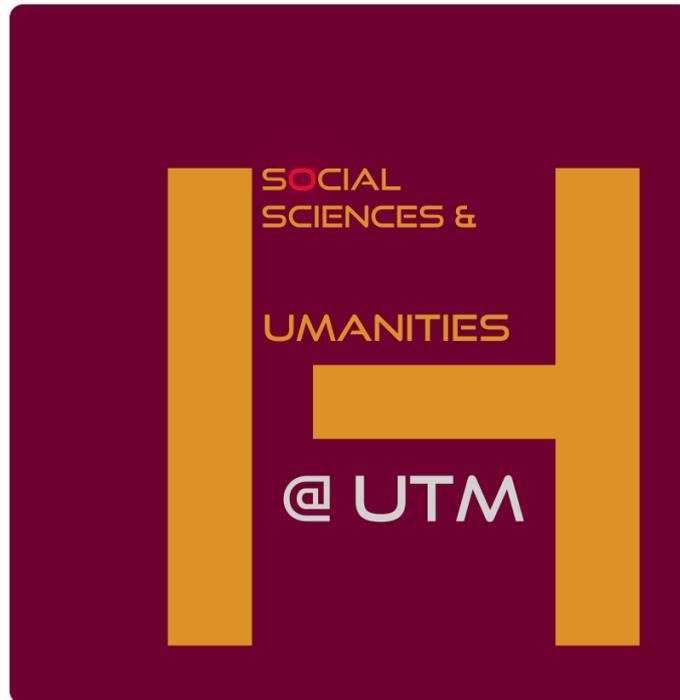
To develop human resources in science and technology through quality and innovative education and professional courses



OBJECTIVES

- To produce educators in various field of study to fulfill the needs of the nation.
- To enhance the quality of the University's academic staff professionalism in the field of education.
- To enhance the teaching skills of trainers for the nation's human resource development needs.
- To conduct research and dissemination of knowledge in various field of social science and humanities.
- To provide social services in the areas of social science and humanities.
- To explore new methods and materials in enhancing the effectiveness of teaching and learning.
- To publish social science and humanities materials in order to upgrade the professionalism.

Our Identity



The H logo is one that symbolises the word Humanity, which is the ultimate driving force of the work that we do in the faculty, in line with the UTM motto – “In the Name of God, for Humankind”. This central foundation is the one that unites the various schools, each containing a diverse plethora of academic disciplines, into one cohesive unit, going in the same direction. The words Social Sciences and Humanities visualises the identity of the faculty, and the colours of Maroon and Sand and the colours that proudly announce the belonging of FSSH to Universiti Teknologi Malaysia. The H logo is used in all branding materials of the faculty to signify the identity uniqueness of the only faculty in UTM that is dedicated to Social Sciences and Humanities.

EDUCATING & HUMANIZING

Our tagline consists of two words that represent our brand promise. At the core of everything we do, whether through research, teaching, or community service, we are educators. The ultimate purpose of why we educate is based on the Malay concept of '*untuk menjadi orang*', which literally means to become human. This concept is one that transcends the biological definition of being human, and embraces one where the term to become human means to embody all the virtues of humanity, and everything good that humanity stands for.

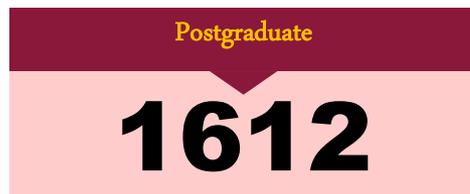
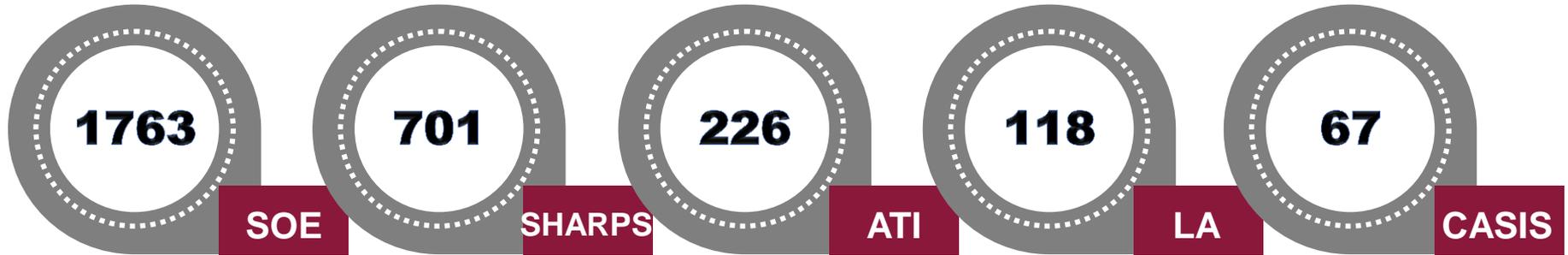
Academic And Support Staff

| | |
|---------------------------------|------------|
| Professors | 12 |
| Associate Professors | 63 |
| Senior Lecturers | 154 |
| Lecturers | 9 |
| Teachers | 33 |
| Total Academic Staff | 271 |
| Administrative | 6 |
| Support Staff | 104 |
| Total Non-Academic Staff | 110 |
| TOTAL STAFF | 370 |

Academic Staff Qualification

| | |
|--------------|----------------------|
| PhD | 190 (73%) |
| Master | 59 (23%) |
| Degree | 11 (4%) |
| TOTAL | 260 |

STUDENT ENROLLMENT



Total Active Students

2875

** Until : 31 December 2019*

ORGANIZATIONAL CHART 2020

Faculty Of Social Sciences & Humanities



DEAN
PROF. DR. ZAIDATUN TASIR



Chair School of Education
ASSOC. PROF. DR. FATIMAH ALIAH PIANG ABDULLAH



Chair School of Human Resource, Development & Psychology
ASSOC. PROF. DR. SITI AISYAH PANATIK @ ABDUL RAHMAN



Chair Academy of Islamic Civilization
ASSOC. PROF. DR. JIMAAIN SAFAR



Chair Language Academy
ASSOC. PROF. DR. HANITA HASSAN



Deputy Dean (Academic & Student Affairs)
ASSOC. PROF. DR. AZLINA MOHD KOSNIN



Deputy Dean (Research, Innovation, Development & Alumni)
ASSOC. PROF. DR. ARIEFF SALLEH ROSMAN



Assistant Dean (Quality & Strategy)
ASSOC. PROF. DR. AHMAD JOHARI SIHAT



Assistant Dean (External & Global Engagement)
DR. ABDULLAH MOHD NAWI



Assistant Dean (Continuing & TNE)
DR. LILY SURIANI MOHD ARIF



Deputy Registrar
KHAIRULL AZMI ISHAK



Director Educational Foundation & Social Sciences
ASSOC. PROF. DR. MAHANI MOKHTAR



Director Science & Mathematics Education and Creative Multimedia
DR. MEGAT AMAN ZAHIRI MEGAT ZAKARIA



Director Technical and Engineering Education
ASSOC. PROF. DR. YUSRI KAMIN



Director HRD
ASSOC. PROF. DR. ROZZANA SHAARI



Director Psychology
DR. NORASHIKIN MAHMUD



Assoc. Chair Academy of Islamic Civilization
DR. AHMAD MARZUKI MOHAMAD



Assoc. Chair Language Academy
DR. NOOR AIREEN IBRAHIM



Director MyLine
HEMA ROSHENY MUSTAFA



Director (FSSH) UTMKL
ASSOC. PROF. DR. SARIMAH SHAMSUDIN



Director CASIS (UTMKL)
ASSOC. PROF. DR. KHALIF MUHAMMAR A HARRIS



Facility Manager
DR. KAMARULARIFIN SUBARI



Senior Assistant Registrar (UTMKL)
SHAQIFAH FADZLINA HELMY ALHUSAINI



Senior Assistant Registrar (PG)
HAZLINA STAM



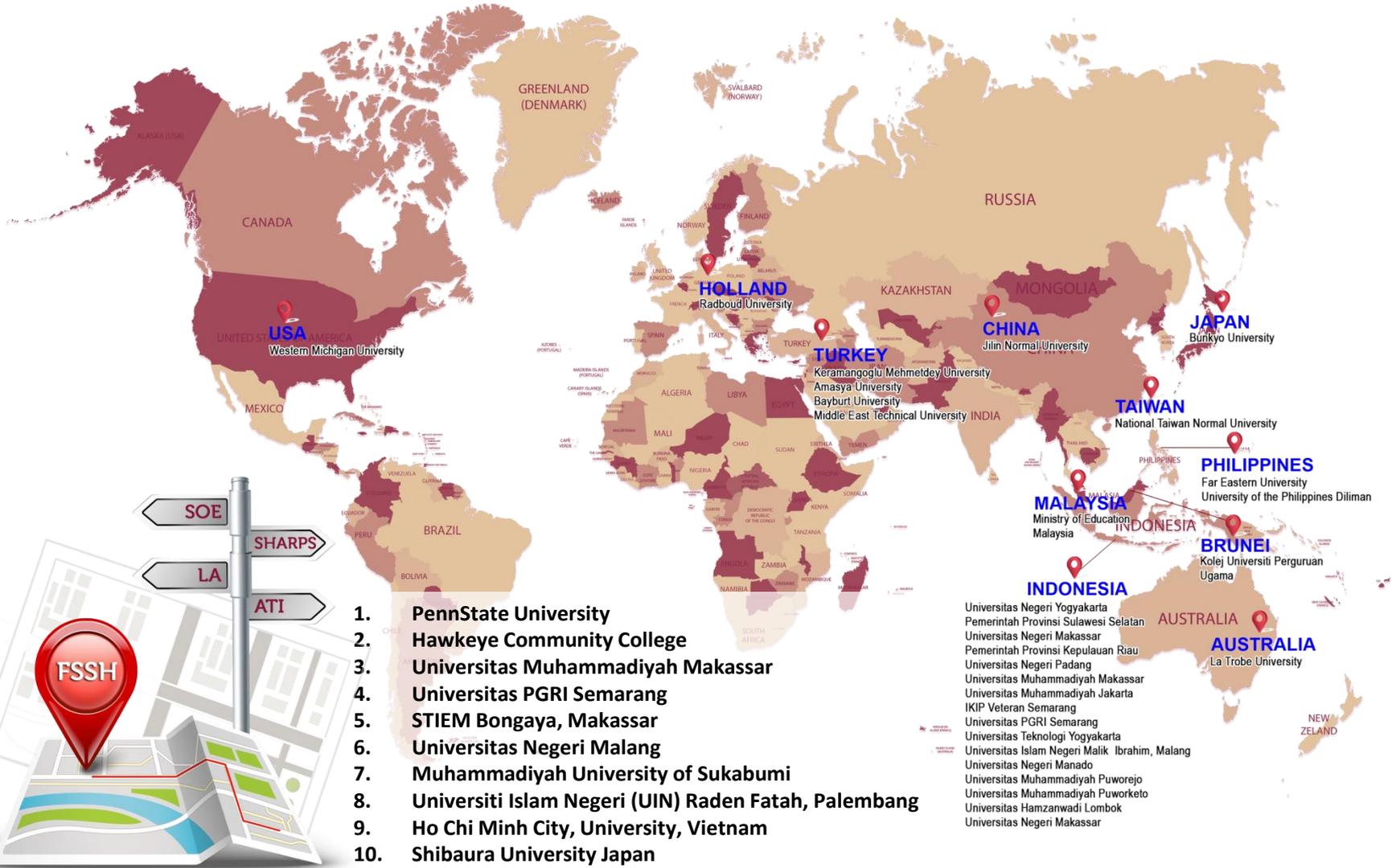
Senior Assistant Registrar (UG)
NORLITA HASSAN



Assistant Registrar (HR)
MASNIZAH OSMAN



Chief IT Officer
AZIZ YAACOB



1. PennState University
2. Hawkeye Community College
3. Universitas Muhammadiyah Makassar
4. Universitas PGRI Semarang
5. STIEM Bongaya, Makassar
6. Universitas Negeri Malang
7. Muhammadiyah University of Sukabumi
8. Universiti Islam Negeri (UIN) Raden Fatah, Palembang
9. Ho Chi Minh City, University, Vietnam
10. Shibaura University Japan

SCHOOLS

SCHOOL OF EDUCATION (SOE)



**FAKULTI SAINS SOSIAL
DAN KEMANUSIAAN**
Faculty of Social Sciences and Humanities



AIMS OF THE SCHOOL OF EDUCATION

The aims of the School of Education are :

- To provide specialized education in the teaching of science, information technology, multimedia in education and technical and vocational education.
- To lead and produce methods and materials in the teaching and learning in order to enhance the acquisition of knowledge.
- To provide services and consultations in different educational fields to fulfill the needs of customers.
- To inculcate the culture of life-long learning.

INTRODUCTION

The School of Education was established in August 1993 as the Faculty of Education. The school offers various educational programmes at the first degree until the post graduate levels. Every programme is designed to enable students to successfully master the courses that they have selected. In addition, students are trained to equip themselves with the knowledge and skills in Information & Communication Technology (ICT) and the use of Multimedia in Education. The school offers courses which specialized in Science and Mathematics Education, Social Education and Engineering Technology. The implementation of the programmes in the School of Education is conducted in cooperation with other faculties in Universiti Teknologi Malaysia (UTM).

UNDERGRADUATE PROGRAMMES OFFERED

SCHOOL OF EDUCATION

Bachelor of Science with Education
[Teaching English as Second Language]

Bachelor of Science with Education
[Sport Science]

Bachelor of Technology with Education
[Mechanical Engineering]

Bachelor of Technology with Education
[Living Skills]

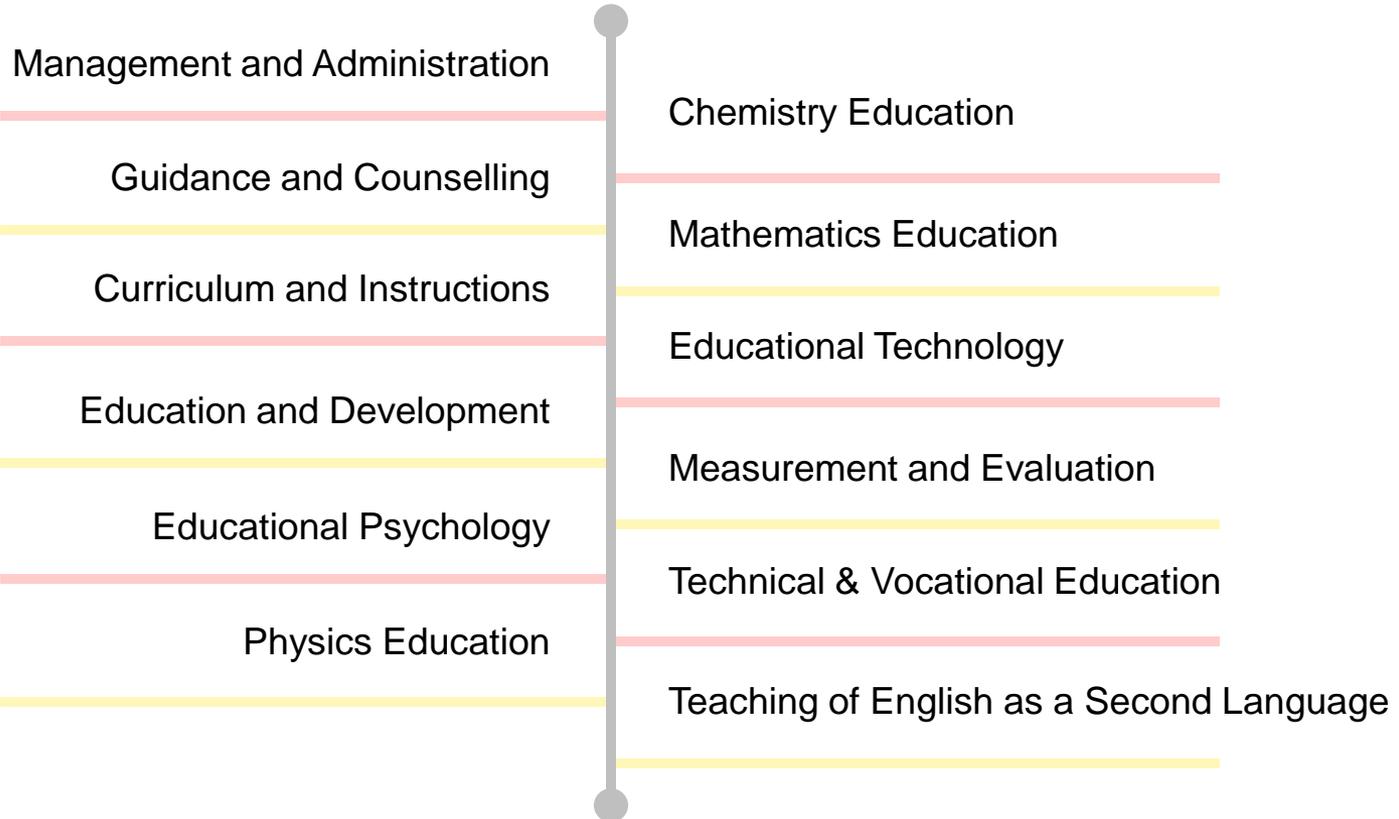
Bachelor of Technology with Education
[Building Construction]

Bachelor of Technology with Education
[Electric and Electronics]

PROGRAMME OFFERED POSTGRADUATE

SCHOOL OF EDUCATION

Master of Education (M.Ed) & Doctor of Philosophy (Ph.D)



RESEARCH GROUPS

SCHOOL OF EDUCATION

- Creative and Innovative Technology in Education (CITE)
- Educational Growth and Human Development (EGHD)
- Lifelong Education and Assessment (LLEA)
- Technical Vocational Education and Training (TVET)
- Creative and Innovative Technology in Education (CITE)
- Higher Education (Higher Ed)
- Counselling and Psychological Wellness (CPW)
- Science and Mathematics Education (SME)

RESEARCH AREAS & EXPERTISE

SCHOOL OF EDUCATION

- Curriculum design and development for workforce education and training.
- Tec Business & Technical ,Education Technical And Vocational
- Education, Engineering Education, Research Method
- Employability Skills, Technical & Vocational Education,
- Agricultural Education
- Instructional Design For Competency-Based Education
- Automotive Education
- Technical and Vocational Education Design & Technology
- Education Manufacturing Technology
- Technical and Vocational Education
- Educational Ergonomics/Human
- Factors, System and Product Design
- Technical And Vocational Education
- Food Management; Home Economics; Technical & Vocational Education
- Supervision In TVET
- Technical and Vocational Education
- Industrial Education And Training
- Comparative Study in VET
- Adult Education, Design Education
- Curriculum and Instruction,Rash Measurement Model
- Instructional Design For Practical In Electrical Study
- Engineering Education Research
- Education for Sustainable Development
- Sustainability inEngineering Education
- Innovating Teaching Strategy and Approaches
- Radio over Fiber Communication Technology
- Problem-Based Learning
- Andragogy in Technology
- Personalized learning through multimedia in Education
- Personalized learning through web
- Active learning through technology
- Online Learning,activity theory,user centered design in online learning environment

- Distance and online learning
- Animation and simulation in education
- Authentic Learning, Visual thinking Through Visualization, Online Learning
- Cognitive engagement and interaction in online learning
- Personalized learning through web and interaction in online learning
- Technology Enhanced Learning Environment
- Online data management system in education
- Online learning research
- Software Evaluation, CAI
- Data management system in education
- Personalized learning through web
- Online Learning, Metacognition
- Media Design and Technology
- Online and blended learning at tertiary institution
- Personalized learning through web
- Learning resources management
- Metacognition, Problem Solving in Physics, Epistemological Beliefs, Reflective Thinking
- Action Research, Grounded Theory, Technological Pedagogical
- Content Knowledge (TPCK), Computers in Physics Education, STEM Education
- Engineering Education, Environmental Education
- Teaching and Learning Chemistry, Scientific Skills
- Professional Development of Chemistry Teacher. Reflective Teaching
- Inquiry based science instruction, Computational thinking, STEM/STEAM education
- Mathematics education, Engineering education, Technology in education, Mathematical Thinking, Statistical Reasoning
- Mathematics education, , Technology in education, Geometric thinking
- STEM education, research methodology
- Qualitative Research, Grounded Theory, Critical Thinking, Mathematical Thinking, Engineering Education

SCHOOL OF HUMAN RESOURCE & PSYCHOLOGY
(SHARPS)



OBJECTIVES

- To produce human resources to fulfil the needs of the nation.
- To enhance the quality of the University's academic staff professionalism in the field of human resources development.
- To enhance the teaching skills of trainers for the nation's human resource development needs.
- To conduct research and dissemination of knowledge in various field of human resources development & psychology.
- To provide social services in the areas of human resources development & psychology.
- To explore new methods and materials in enhancing the effectiveness of teaching and learning.
- To publish educational materials in order to upgrade the human resources professionalism.

ACADEMIC PROGRAMMES

Undergraduate Programmes

SHAY

Bachelor of Psychology with Human Resource Development

SHAR

Bachelor of Science with Human Resource Development

ACADEMIC PROGRAMMES

Postgraduate Programmes

**Master
By
Research**

Master of Philosophy
Field : Human Resource Development

**Master
By Mixed
Mode**

Master of Human Resource
Development

PhD

Field :

- Management
- Human Resource
- Psychology

OUR RESEARCH GROUPS

- 1 Integriti and Good Governance (IGG)
- 2 Work, Organisational, Learning and Development (WORLD)
- 3 Industrial, Work and Organisational Psychology (IWOP)
- 4 Leadership, Politics and Nation (LPN)

Psychological Testing for Recruitment, Selection
& Personal Development

1

Corporate Integrity Assessment System (CIAQ)

2

Business Ethics Modul

3

Training of Trainer on Managing Training Process

4

Need Assessment for Improvement – Training and
Non-Training

5

Case Study for Teaching / Trainer's use for
Management Development Training in HR

6

Social Impact Study

7

Happiness Index Study

8

Work-Life Balance Study

9

OUR CURRENT RESEARCH / CONSULTATION

OUR TRAINING PROGRAMME

- 1 Effective Leadership Training
- 2 Managing Mental Health at Work
- 3 Personal Development Training
- 4 Effective Communication for Better Workplace Efficiency

Mental Health Assessment

1

Personality Assessment

2

Emotional Intelligence Assessment

3

Training Need Analysis

4

PSYCHOLOGICAL ASSESSMENT

RESEARCH AREA & EXPERTISE

SCHOOL OF HUMAN RESOURCE DEVELOPMENT & PSYCHOLOGY

- Human Resource Development
- Training and Development
- Organisational Learning
- Organisational Development
- Leadership Development
- Knowledge Management
- Organisational Communication
- Human Resource Information System
- Adult Learning
- Industrial and Organisational Psychology
- Counselling
- Islamic Psychology
- Clinical Psychology
- Ergonomic
- Occupational Safety and Health
- Ethic and Integrity
- Creative and Critical Thinking
- Sociology

LANGUAGE ACADEMY (LA)



VISION

To be recognized as a renowned language and communication centre

MISSION

To be a leader in the advancement of language and communication that contributes to UTM's academic and technological excellence.

ACADEMIC PROGRAMMES

Postgraduate Programmes

MLCDC

Master Of Language In Communication And Digital Culture

MPhil

Master of Philosophy

PhD

Doctor of Philosophy

OFFERED

- Summer School Programme

- Translation, Editing And Proofreading Services
 - ✓ Language Academy provides translation, editing, and proofreading services for the UTM community and the public.

 - ✓ Translations are usually from Malay to English, English to Malay, foreign languages to English or Malay, and vice-versa. Our translation, editing and proofreading services cover a wide range of written materials like manuscripts, articles, pamphlets, thesis, etc.

- Foreign Language Classes
 - ✓ Foreign language classes offered include Arabic, French, German, Japanese, Korean, Mandarin, Russia and Spanish. In addition, we also offer Malay and English Communication courses.

RESEARCH AREA & EXPERTISE

LANGUAGE ACADEMY

- Computer Mediated
- Cultural
- Gender
- Health
- Intercultural
- Media and Global
- Visual/Multimodality
- Linguistics
- Applied Linguistics
- Corpus Linguistics
- Discourse Analysis
- Organisational and Institutional Discourse
- Political Discourse
- Sociolinguistics



RESEARCH GROUPS

- 1 Corpus and Academic Discourse
- 2 Japanese Language Education and Culture
- 3 Language Education and Training
- 4 Innovative Digital Community Partnership in Language Learning
- 5 Culture Communication and Internationalization
- 6 Health Communication and Community Engagement
- 7 Language and Communication in Society
- 8 Language Learning and Teaching
- 9 Second Language Studies
- 10 Technology in Language Learning

ACADEMY OF ISLAMIC CIVILISATION (ATI)





ACADEMIC PROGRAMMES

Postgraduate Programmes

MASTER

- Master of Philosophy (Halal Science)
- Master of Philosophy

PhD

- Doctor of Philosophy (Fiqh Science and Technology)
- Doctor of Philosophy

RESEARCH GROUPS

ACADEMY OF ISLAMIC CIVILISATION

- Islamic Educational Thought And Methodology Research (ITEM)
- Islamic Culture And Globalization (ICG)
- Center of Research for Fiqh Science & Technology (CFIRST)
- Syariah, Law and Economics (SLEC)
- West Asia Civilization (WAC)

RESEARCH AREA & EXPERTISE

ACADEMY OF ISLAMIC CIVILISATION

- Philosophy and Islamic Thought
- Al-Qur'an and Al-Hadith
- Arabic Language and Literature
- Islamic Education (Philosophy, Pedagogy, Curriculum, Co-curriculum, Psychology)
- *Dakwah* and Leadership
- Islamic Finance and Economics
- Environmental Issues and Ethics
- Islam and Social Studies
- Islam and Gender Studies
- Classical Text Studies
- Islamic Art and Architecture
- Islamic Management and Administration
- Comparative Religion
- Psychology in Islam
- Islam and Political Science
- History and Islamic Civilization
- Culture and Islamic Civilization
- Sufism and Theology
- Islamic Law (*Syariah*)
- Principles of Islamic jurisprudence
- Muslim Minority
- Bioscience and Bioethics
- The Ethics of Halal Science
- Halal Food Industry
- Tourism and Hospitality
- Halal Management and Entrepreneurship
- Policies of Halal Science
- Technical and Applied Science
- Law and Regulation of
- Halal Industry in Malaysia
- Halal Development
- Halal Businesses and Global Issues
- Ethics in Science and Technology
- The *Fiqh* of Science and Technology
- Issues in Islam, Science and Technology
- The Concept, Theory, and Philosophy of Islamic Science
- The Methodology of Islamic Science
- Education in Science and Technology
- The Science of *I'jaz al-Qur'an*
- Muslim Scientists and Their Thoughts

AREAS OF RESEARCH FOR MASTER'S PROGRAM IN HALAL SCIENCE

ACADEMY OF ISLAMIC CIVILISATION

- Bioscience and Bioethics
- The Ethics of Halal Science
- Halal Food Industry
- Tourism and Hospitality
- Halal Management and Entrepreneurship
- Policies of Halal Science
- Technical and Applied Science
- Law and Regulation of
- Halal Industry in Malaysia
- Halal Development
- Halal Businesses and Global Issues

AREAS OF RESEARCH FOR DOCTORAL PROGRAM IN *FIQH* SCIENCE AND TECHNOLOGY

ACADEMY OF ISLAMIC CIVILISATION

- Ethics in Science and Technology
- The *Fiqh* of Science and Technology
- Issues in Islam, Science and Technology
- The Concept, Theory, and Philosophy of Islamic Science
- The Methodology of Islamic Science
- Education in Science and Technology
- The Science of *I'jaz al-Qur'an*
- Muslim Scientists and Their Thoughts



Centre for Advanced Studies on Islam, Science, and Civilisation (CASIS) is a centre of excellence at the Universiti Teknologi Malaysia (UTM). CASIS seeks to promote post-graduate scholarship and learning for the advancement of knowledge in the fields of study relating to Islam, Science, and Civilisation and their allied sciences under the ambit of the worldview of Islam in full cognisance of relevant developments in other civilisations, especially in the contemporary world.

Among its main objectives is to train young scholars who are intellectually adept to delve into the intricacies of religious thought while simultaneously at home with (intellectual and) scientific ideas, technologies and socio-economic thought and institutions of today. These emerging scholars will have the requisite intellectual tools and competent knowledge to imbibe from the multi-disciplinary program to prepare themselves for future intellectual and civilisational challenges at home and the world at large.

AIMS AND OBJECTIVES

- To establish a centre of excellence for conducting cutting-edge researches on Islam, science and civilisation.
- To provide expertise on the field of Islamic thought and civilisation.
- To produce competent scholars who can integrate religion with science and technology to develop a civilisation based on tawhidic worldview.
- To study, publish and generate meaningful works on contemporary Islamic thought and civilisation.
- To translate great works of Muslim scholars into various languages.
- In short, CASIS is an institute that seeks to inculcate authentic Islamic knowledge and profound understanding of other historic civilisations and the contemporary world.

ACADEMIC PROGRAMMES

Postgraduate Programmes

MASTER

- Master of Philosophy in Islamic Civilisation

PhD

- Doctor of Philosophy in Islamic Civilisation

RESEARCH AREA & EXPERTISE

CASIS

- Authentic Islamic Knowledge
- Historic Civilisations and The Contemporary World

FACILITIES



Lecture Hall & Room



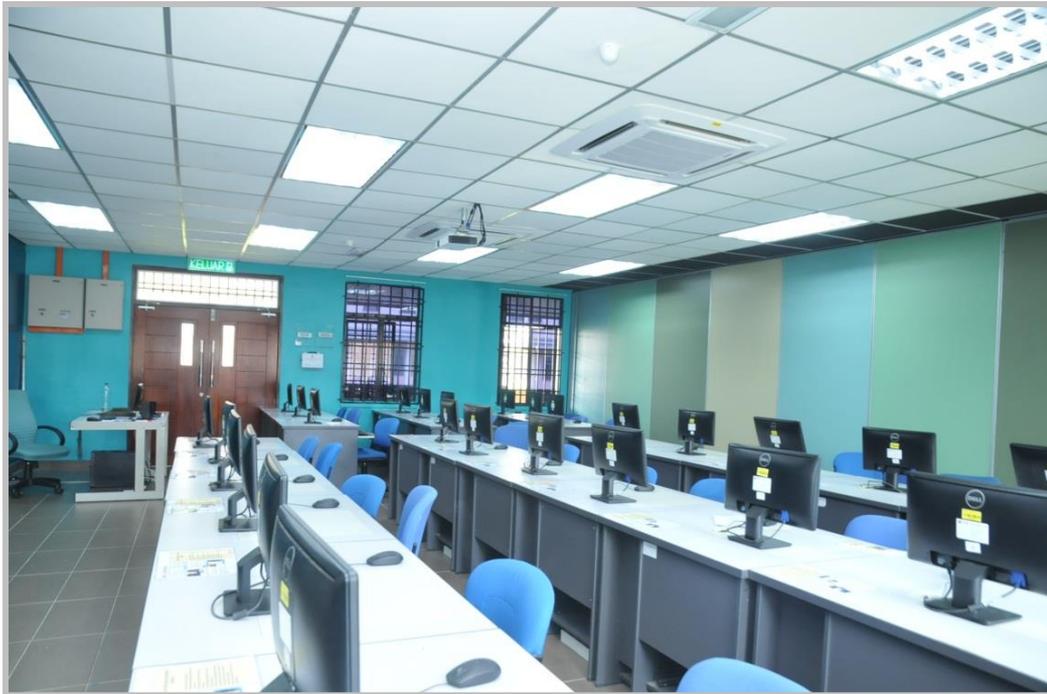
Viva Rooms





Resource Rooms

Computer Lab



Computer Lab



SCL Room





Conference Rooms



Science Halal Lab





Photography & Animation Studio





Audio Visual Lab



Automotive Lab



Machinery & Metal Lab



Air Conditioner Lab



Electrical Lab



Sewing Lab





Cuisine Art Lab



Taklimat

PROGRAM

PRASISWAZAH



Sekolah Pendidikan

Disampaikan Oleh :

PROF. MADYA DR. AZLINA BT. MOHD KOSNIN

Timbalan Pengarah (Strategi & Kualiti)

Fakulti Sains Sosial Dan Kemanusiaan



School of Education

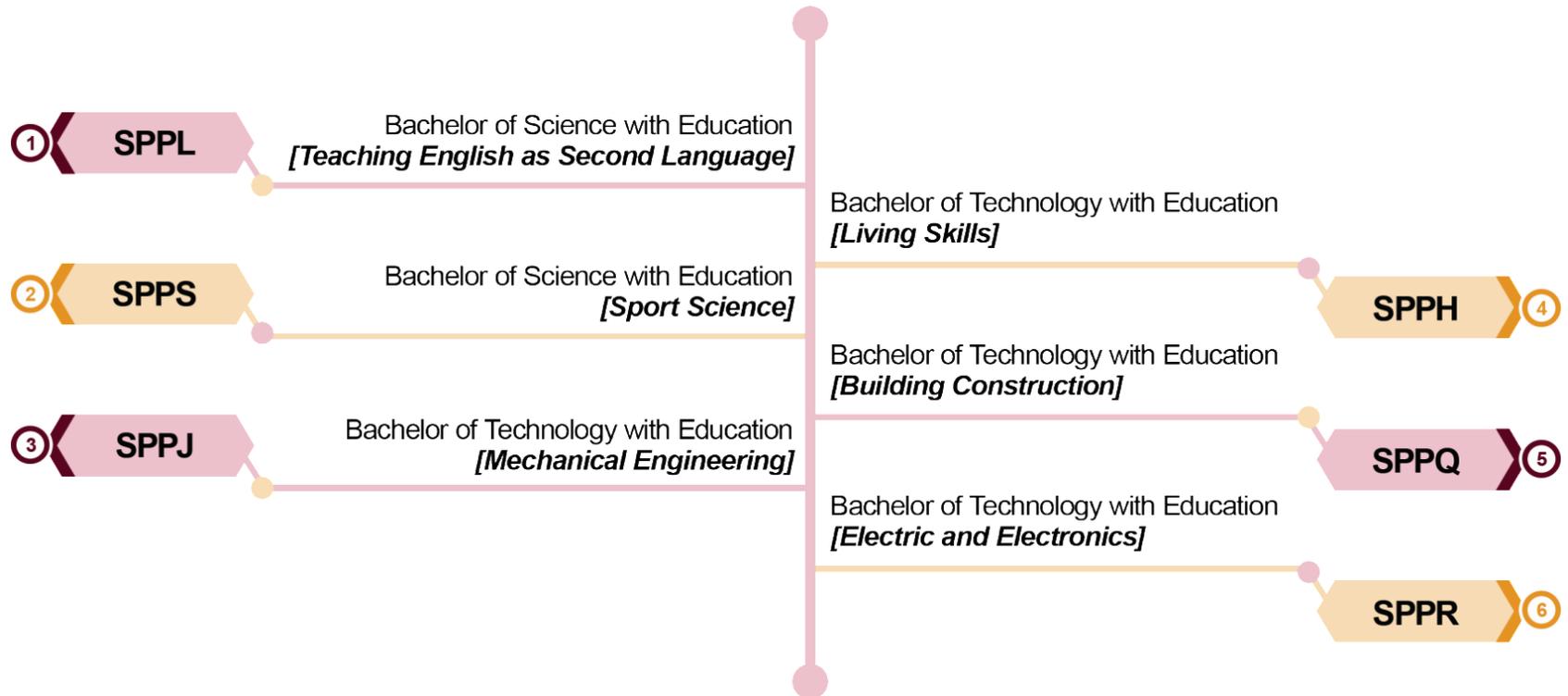
Faculty of Social Sciences and Humanities

innovative • entrepreneurial • global



PROGRAM

SARJANA MUDA YANG DITAWARKAN



URUSAN KEMASUKAN PELAJAR BAHARU

SEMESTER II SESI 2019/2020

| BIL | KURSUS | KOD UTM | KOD UPU | JUMLAH |
|---------------------|---|---------|---------|-----------|
| 1. | SARJANA MUDA SAINS SERTA PENDIDIKAN (SAINS SUKAN) | SPPS | T03 | 9 |
| 2. | SARJANA MUDA SAINS SERTA PENDIDIKAN (TESL) | SPPL | T06 | 6 |
| 3. | SARJANA MUDA TEKNOLOGI SERTA PENDIDIKAN (KEJURUTERAAN MEKANIKAL) | SPPJ | T30 | 13 |
| 4. | SARJANA MUDA TEKNOLOGI SERTA PENDIDIKAN (KEMAHIRAN HIDUP) | SPPH | T31 | 24 |
| 5. | SARJANA MUDA TEKNOLOGI SERTA PENDIDIKAN (BINAAN BANGUNAN) | SPPQ | T60 | 11 |
| 6. | SARJANA MUDA TEKNOLOGI SERTA PENDIDIKAN (ELEKTRIK & EEKTRONIK) | SPPR | T61 | 13 |
| JUMLAH BESAR | | | | 76 |

MAKLUMAT PENTING

BERKAITAN DENGAN URUSAN AKADEMIK

| BIL | BAHAN |
|-----|---|
| 1. | Peraturan Akademik Program Sarjana Muda Pengajian Sepenuh Masa (Peraturan Akademik UTM). |
| 2. | Dokumen Panduan Akademik Sekolah Pendidikan (Maklumat program dan kurikulum pengajian anda) (Sumber : https://humanities.utm.my/education/) - Edaran akan dibuat dan sila rujuk penyelarasan program anda bagi maklumat terkini. |
| 3. | Peraturan Pengecualian dan Perpindahan Kredit. (Jika berkaitan) – Rujuk Carta Alir Pengecualian / Perpindahan Kredit (Sumber : Buku Peraturan Akademik Program Sarjana Muda Pengajian Sepenuh Masa; m/s 64-65) |
| 4. | Jadual Kerja Urusan Pendaftaran Kursus, Permohonan Penganugerahan Ijazah dan Urusan Peperiksaan. |
| 5. | Kalendar Akademik Prasiswazah UTM. |

PENDAFTARAN

KURSUS

1

Pelajar hendaklah mendaftar semua kursus yang diambil pada setiap semester.

2

Pendaftaran kursus hendaklah dibuat dalam tempoh pra pendaftaran (*online* - setiap hujung semester) atau pendaftaran wajib (manual - awal semester berikutnya).

3

Semua pelajar hendaklah mendaftar kursus dengan kod dan seksyen yang betul.

4

Pelajar hanya boleh mendaftar kursus yang ditawarkan dengan kebenaran fakulti.

5

Pelajar bertanggungjawab memastikan tiada sebarang kesilapan dalam rekod pendaftaran kursus. Pembetulan boleh dilakukan dalam tempoh yang ditetapkan oleh Universiti.

TAKRIF

1

“Kredit Dapat”

Jumlah kredit yang diperolehi bagi mata pelajaran yang lulus.

2

“Kredit Kira”

Jumlah Kredit yang diambil kira dalam pengiraan PNG dan PNGK.

3

PNG
(Purata Nilai Gred)

Purata mata nilai gred yang diperolehi bagi sesuatu semester.

4

PNGK
(Purata Nilai Gred Keseluruhan)

Purata himpunan mata nilai yang diperolehi bagi semua semester yang telah diikuti.

NORM (Jumlah Kredit)

UNTUK BERGRADUAN

| BIL | PROGRAM | BILANGAN KREDIT |
|-----|---|-----------------|
| 1. | Sarjana Muda Teknologi serta Pendidikan (Kejuruteraan Mekanikal) | 131/128 |
| 2. | Sarjana Muda Teknologi serta Pendidikan (Binaan Bangunan) | 131/128 |
| 3. | Sarjana Muda Teknologi serta Pendidikan (Elektrik dan Elektronik) | 133/130 |
| 4. | Sarjana Muda Teknologi serta Pendidikan (Kemahiran Hidup) | 133/130 |
| 5. | Sarjana Muda Sains serta Pendidikan (TESL) | 131/131 |
| 6. | Sarjana Muda Sains serta Pendidikan (Sains Sukan) | 134/131 |

KREDIT

TERUS

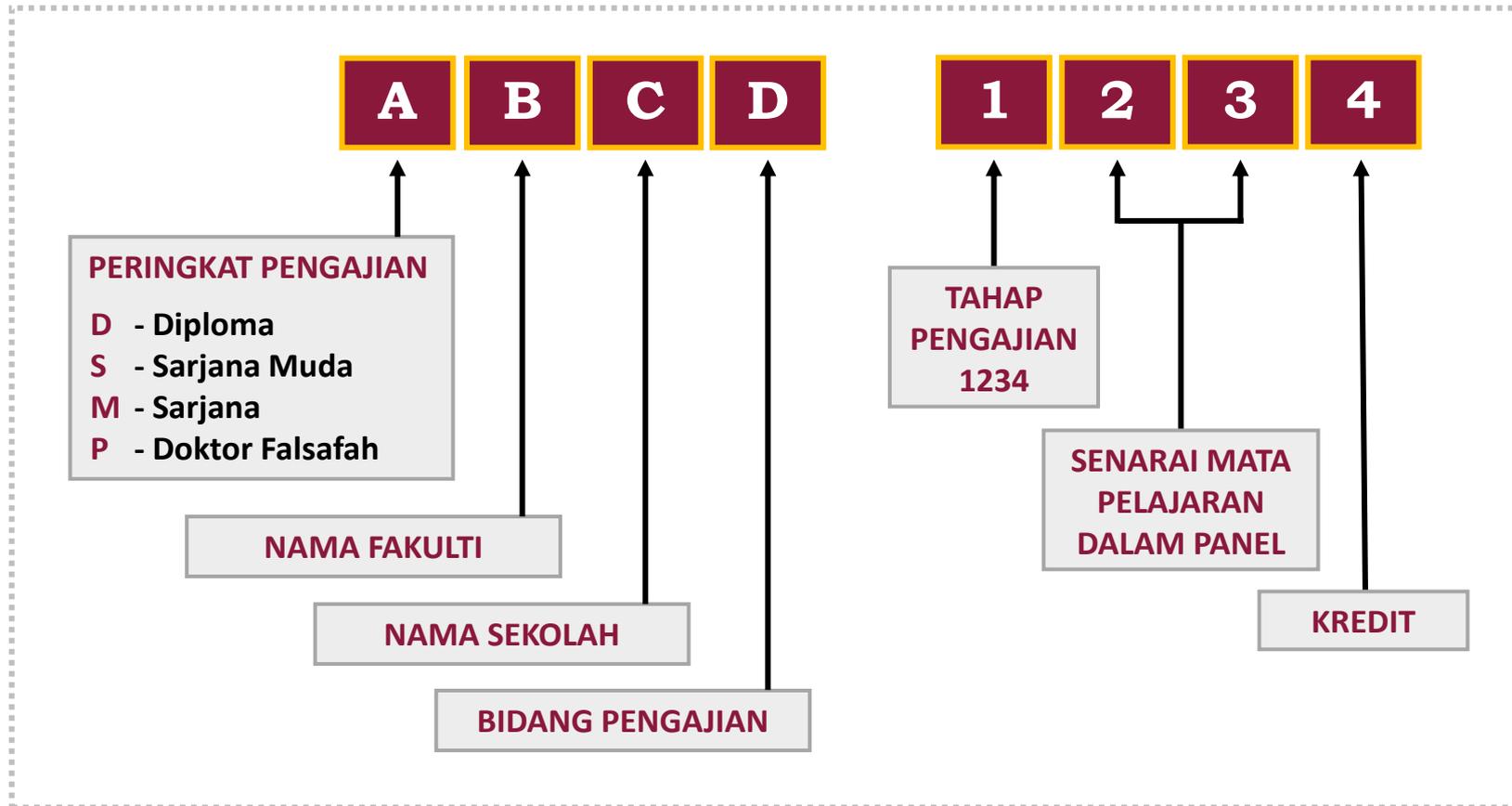
- Nilai kredit

| Bentuk Pertemuan | Jumlah Jam Pertemuan Satu Semester | Nilai Kredit | Jam Belajar Pelajar (SLT) |
|------------------------------------|------------------------------------|--------------|---------------------------|
| Kuliah | 14 | 1 | 40 |
| Amali/Studio/Projek Kerja Lapangan | 28 atau 42 | 1 | 40 |

- Beban kredit untuk setiap semester – Pelajar perlu mengambil sekurang-kurangnya **12 kredit** termasuk HS @ HW *kecuali* pelajar KS atau pelajar semester akhir.
- Lebih 18 hingga 21 kredit - Kelulusan Dekan
- Status KS : 9 - 13 kredit

KOD

MATA PELAJARAN



PENCAPAIAN

PELAJAR

- Pencapaian pelajar dinilai dengan menggunakan DUA (2) ukuran iaitu **PNG** bermaksud purata mata nilai gred yang diperolehi oleh pelajar bagi sesuatu semester dan **PNGK** bermaksud purata mata nilai gred kumulatif yang diperolehi oleh pelajar bagi semua semester yang telah diikutinya.

PNG =

Jumlah Mata Nilai Sesuatu Semester
Jumlah Kredit Kira Sesuatu Semester

PNGK =

Jumlah Mata Nilai Semua Semester
Jumlah Kredit Kira Semua Semester

NAMA :
NO.K/P :
NO. MATRIK :
FAKULTI : FAKULTI PENDIDIKAN
KURSUS :
TAHUN :
PENASIHAT AKADEMIK :
KOD :
PENGANJUR :

KEPUTUSAN PEPERIKSAAN
SEMESTER 2
SESI 2010/2011

| KOD | MATA PELAJARAN | GR | MN | KR | JMN | ST | | Sem Ini | Semua Sem | |
|---------|--------------------------------------|----|------|----|------|----|--|---------|-----------|--|
| SPE3002 | PERDAGANGAN DAN KEUSAHAWANAN | B+ | 3.33 | 02 | 6.66 | | KD | 16 | 85 | |
| SPE3022 | INDUSTRI DAN PTV | A- | 3.67 | 02 | 7.34 | | CE | 0 | 13 | |
| SPL3002 | PERKHIDMATAN BANGUNAN: PERPAIPAN | A | 4.00 | 02 | 8.00 | | KK | 16 | 85 | |
| SPL3212 | HORTIKULTUR HIASAN | B | 3.00 | 02 | 6.00 | | JMN | 58.66 | 308.67 | |
| SPL3412 | APLIKASI KOMPUTER GRAFIK | A | 4.00 | 02 | 8.00 | | PNG | 3.67 | | |
| SPL3422 | KAJIAN KONSUMER & AMALAN | A | 4.00 | 02 | 8.00 | | PNGK | | 3.63 | |
| SPP3042 | KAEDAH PENYELIDIKAN DALAM PENDIDIKAN | B+ | 3.33 | 02 | 6.66 | | Keputusan Muktamad | | | |
| SPP4082 | PENDIDIKAN KEKELUARGAAN | A | 4.00 | 02 | 8.00 | | KEDUDUKAN BAIK | | | |
| | | | | | | | SISTEM GRED A+ : 4.0 A : 4.0 A- : 3.67 B+ : 3.33 B : 3.0 B- : 2.67 C+ : 2.33 C : 2.0 C- : 1.67 D+ : 1.33 D : 1.0 D- : 0.67 E : 0.00 | | | |

CATATAN KEPUJIAN DEKAN

Panduan: GR : Gred MN : Matanilai KR : Kredit JMN : Jumlah Matanilai ST : Status KD : Kredit Dapat
 KK: Kredit Kira CE : Kredit Kecuali PK : Peperiksaan Khas UM : Ulang Mata Pelajaran L : Lulus
 G : Gagal

CONTOH KIRAAN

PNG

PNG

= Jumlah Mata Nilai Sesuatu Semester
Jumlah Kredit Kira Sesuatu Semester

= 58.66 / 16

= 3.67

NAMA :
NO.K/P :
NO. MATRIK :
FAKULTI : FAKULTI PENDIDIKAN
KURSUS :
TAHUN :
PENASIHAT AKADEMIK :
KOD :
PENGANJUR :

KEPUTUSAN PEPERIKSAAN
SEMESTER 2
SESI 2010/2011

| KOD | MATA PELAJARAN | GR | MN | KR | JMN | ST | | Sem Ini | Semua Sem | |
|---------|--------------------------------------|----|------|----|------|----|--|---------|-----------|--|
| SPE3002 | PERDAGANGAN DAN KEUSAHAWANAN | B+ | 3.33 | 02 | 6.66 | | KD | 16 | 85 | |
| SPE3022 | INDUSTRI DAN PTV | A- | 3.67 | 02 | 7.34 | | CE | 0 | 13 | |
| SPL3002 | PERKHIDMATAN BANGUNAN: PERPAIPAN | A | 4.00 | 02 | 8.00 | | KK | 16 | 85 | |
| SPL3212 | HORTIKULTUR HIASAN | B | 3.00 | 02 | 6.00 | | JMN | 58.66 | 308.67 | |
| SPL3412 | APLIKASI KOMPUTER GRAFIK | A | 4.00 | 02 | 8.00 | | PNG | 3.67 | | |
| SPL3422 | KAJIAN KONSUMER & AMALAN | A | 4.00 | 02 | 8.00 | | PNGK | | 3.63 | |
| SPP3042 | KAEDAH PENYELIDIKAN DALAM PENDIDIKAN | B+ | 3.33 | 02 | 6.66 | | Keputusan Muktamad | | | |
| SPP4082 | PENDIDIKAN KEKELUARGAAN | A | 4.00 | 02 | 8.00 | | KEDUDUKAN BAIK | | | |
| | | | | | | | SISTEM GRED A+ : 4.0 A : 4.0 A- : 3.67 B+ : 3.33 B : 3.0 B- : 2.67 C+ : 2.33 C : 2.0 C- : 1.67 D+ : 1.33 D : 1.0 D- : 0.67 E : 0.00 | | | |

CATATAN KEPUJIAN DEKAN

Panduan: GR : Gred MN : Matanilai KR : Kredit JMN : Jumlah Matanilai ST : Status KD : Kredit Dapat
 KK: Kredit Kira CE : Kredit Kecuali PK : Peperiksaan Khas UM : Ulang Mata Pelajaran L : Lulus
 G : Gagal

CONTOH KIRAAN

PNGK

PNGK

= Jumlah Mata Nilai Semua Semester
Jumlah Kredit Kira Semua Semester

= 308.67 / 85

= 3.63

TARAF KEDUDUKAN

AKADEMIK PELAJAR

| TARAF KEDUDUKAN | | PNGK |
|--|----------------------------|---|
| Kedudukan Baik | KB | PNGK \geq 2.00 |
| Kedudukan Bersyarat | KS | $1.70 \leq$ PNGK $<$ 2.00 |
| Kedudukan Gagal | KG Diberhentikan | PNGK $<$ 1.70 |
| Kedudukan Tidak Selesai Mobiliti Pelajar | KM | - |

- Pelajar yang mendapat **PNG $<$ 1.00** walaupun **PNGK $>$ 1.70** boleh, dengan kelulusan Senat :
 - (i) meneruskan pengajian; atau
 - (ii) diarah menangguhkan pengajian pada semester berikutnya; atau diberhentikan daripada pengajian

SISTEM

GRED UTM

| | MARKAH | GRED | MATA NILAI |
|---|----------|------|------------|
|  LULUS | 90 – 100 | A+ | 4.00 |
| | 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 |
|  GAGAL | 35 – 39 | D | 1.00 |
| | 30 – 34 | D- | 0.67 |
| | 0 – 29 | E | 0.00 |

TARAF KEDUDUKAN

AKADEMIK PELAJAR

- Mendapat **PNG 3.67** akan dianugerahkan Sijil Dekan pada semester terbabit.
- Pelajar yang mendapat Kedudukan Bersyarat (**KS**) TIGA (3) kali berturut-turut akan diberikan taraf Kedudukan Gagal (**KG**) dan diberhentikan daripada pengajian.
- Pelajar yang telah tamat tempoh pengajian tetapi tidak memenuhi syarat penganugerahan akan diberikan status Kedudukan Gagal (**KG**) dan diberhentikan daripada pengajian.
- Taraf kedudukan akademik pelajar untuk Semester Pendek tidak ditentukan. Gred yang diperolehi dalam semester ini akan diambilkira bagi pengiraan **PNGK** dalam Semester I sesi berikutnya.

SALAH LAKU

PEPERIKSAAN

- Sila rujuk Buku Peraturan Akademik
Website Office of Undergraduate Studies:
<https://www.utm.my/undergraduates/>



- Boleh dibuang UTM dan diberi markah '0' keseluruhan kursus yang diikuti.

KEHADIRAN

KULIAH / AMALI

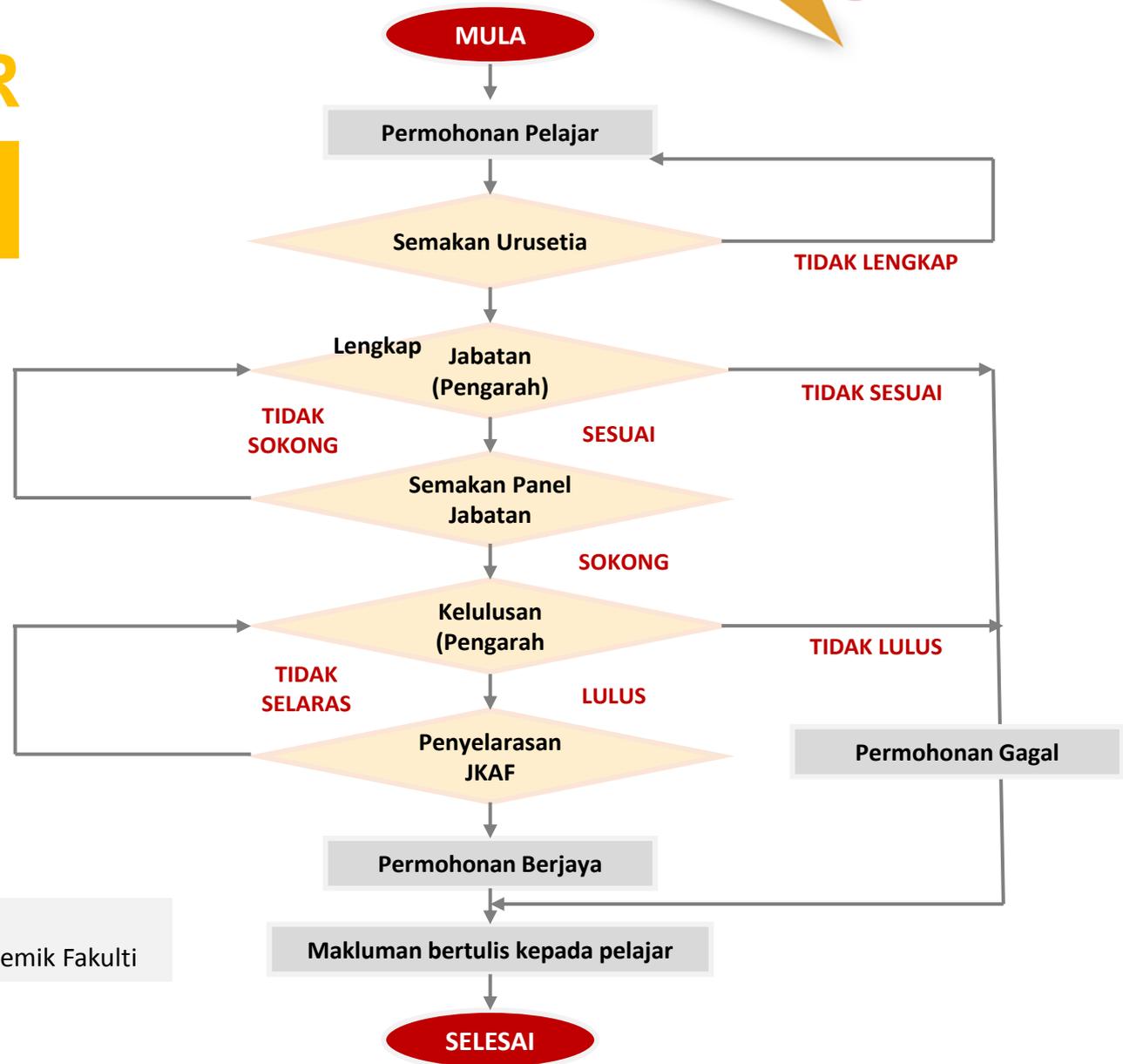
- **80% atau lebih** daripada waktu kuliah atau amali lebih untuk membolehkan **DIBERI GRED YANG BERSESUAIAN**.
- **Kurang daripada 80%** akan diberikan **MARKAH 0** untuk KURSUS tersebut. Dan tidak akan dibenarkan untuk mengikuti sebarang aktiviti kelas yang berkaitan.

PROSES PENGECUALIAN & PERPINDAHAN KREDIT

- **Pengecualian Kredit** – diberi jika pelajar ada Sijil/Diploma/Ijazah @ pengalaman. Perlu mohon selewat-lewatnya minggu ke-3 semester pertama pengajian.
- **Perpindahan Kredit** – diberi pada kursus yang diambil ketika dalam tempoh pengajian.
- **Syarat** – kandungan kursus tidak < 80% daripada kandungan kursus semasa.
- Sila rujuk peraturan carta alir proses pengecualian dan perpindahan kredit Sekolah Pendidikan.
- Maksimum: 30% untuk pengecualian kredit (peringkat fakulti), 50% (dengan kelulusan Senat UTM).

CARTA ALIR

PENGECUALIAN / PERPINDAHAN KREDIT



PETUNJUK :

- JKAF – Jawatankuasa Akademik Fakulti

MASALAH YANG SERINGKALI BERLAKU DI KALANGAN PELAJAR PRASISWAZAH

1

“Kejutan” akibat perubahan budaya dan kebebasan

- Budaya yang berbeza – lebih berdikari.

Cadangan :

- ✓ Bentuk “*Study Group*”
 - ✓ Dapatkan maklumat ketika kuliah. Jika tidak faham, sila berjumpa dengan para pensyarah.
 - ✓ PNGK tahun-tahun awal pengajian banyak menentukan PNGK akhir.
- Alpa dengan kebebasan : **disiplin diri, akhlak**

MASALAH YANG SERINGKALI

BERLAKU DI KALANGAN PELAJAR PRASISWAZAH

2

Motivasi diri

Kekurangan sifat jati diri serta sikap dan semangat untuk Mencapai tahap kecemerlangan dalam semua bidang.

3

Ketinggalan maklumat

Kenalpasti tarikh-tarikh penting dalam jadual urusan pendaftaran mata pelajaran & permohonan penganugerahan.

4

Tidak mengambil berat tentang penampilan dan pembangunan diri sebagai bakal pendidik. Pakaian & rambut tidak menepati peraturan pemakaian.

MASALAH YANG SERINGKALI

BERLAKU DI KALANGAN PELAJAR PRASISWAZAH

5

Ponteng Kuliah (> 20% = Tidak dibenarkan menduduki sebarang bentuk penilaian dan diberi markah sifar (0))

6

Pengurusan Kewangan

- Berikan keutaman kepada :
 - ✓ Perkara-perkara akademik
 - ✓ Makan dan minum

7

Tidak Prihatin dan kemaskini maklumat penting seperti Peraturan Akademik, Hal- Ehwat Akademik, perkembangan Sekolah Pendidikan dan UTM melalui notis, website, FB dan lain-lain.

PERKHIDMATAN

SOKONGAN

1

Fasiliti di
Sekolah
Pendidikan

2

Hal Ehwal
pelajar

- Biasiswa / PTPN
- Penginapan
- Persatuan dan lain-lain

3

Penasihatn
Akademik

4

Pusat
Kaunseling
Pelajar

5

Pusat
Pembangunan
Kerjaya



Tanggungjawab Penasihat Akademik

1

Memantau perkembangan pelajar dari segi akademik, bukan akademik, kemahiran sama ada dalam pergaulan dan penyesuaian diri serta penilaian sendiri.

2

Memantau pencapaian pelajar dari segi kemajuan dalam kelas, keputusan kuiz, ujian dan peperiksaan serta mengatasi permasalahan pelajar.

3

Melihat keperluan kursus sama ada syarat dan peraturan akademik serta kehendak kursus atau mata pelajaran.

4

Membimbing pelajar dengan cara menunjuk arah tentang kemudahan yang ada di UTM terutamanya peranan PKP, HEP dll.

PENASIHAT

AKADEMIK

Peranan Penasihat Akademik

Temui pelajar pada minggu pertama untuk menerangkan tentang sistem semester, pembelajaran dan bantuan-bantuan yang wujud di UTM.

- 1 Menyemak dan mengesahkan pendaftaran mata pelajaran, tarik diri dan penganugerahan.
- 2 Menasihati dan membantu pelajar dalam membuat perancangan pengajian, pemilihan mata pelajaran, beban kredit dan tempoh pengajian.
- 3 Mengikuti perkembangan pencapaian akademik pelajar.
- 4 Memaklumkan kepada Sekolah Pendidikan tentang prestasi cemerlang, masalah dan disiplin pelajar.

PERJUMPAAN BERKALA

DENGAN PENASIHAT AKADEMIK

(Cadangan Aktiviti Hari Kokurikulum Mingguan)



| BIL | ORGANISASI | MINGGU | BILANGAN PERTEMUAN / AKTIVITI |
|-----|--|-----------------|-------------------------------|
| 1. | JABATAN TNC HEP / AA / NC / P / PI / CANSELORI / PENGARAH KAMPUS / HEPKL | 1,7,11 | 3 |
| 2. | FAKULTI / SEKOLAH / JABATAN / UTMi / UGS | 2,6,10 | 3 |
| 3. | KOLEJ KEDIAMAN / PENGETUA / JKM / PUSAT ISLAM | 1,5,10,14 | 4 |
| 4. | PENASIHAT AKADEMIK DAN PEMBANGUNAN PELAJAR (PAPP) / PUSAT ISLAM | 2,6,10,14 | 4 |
| 5. | PERSATUAN / KELAB / SEKRETARIET / MPP | 3,4,5,8,9,12,13 | 7 |
| 6. | PUSAT KOKURIKULUM DAN PEMBELAJARAN KHIDMAT | SETIAP MINGGU | 14 |

PEGAWAI PENTING

ANDA PERLU BERURUSAN



Penolong Pendaftar Prasiswazah

Pn. Norlita Hassan

(Pejabat Akademik Sekolah Pendidikan - C22)

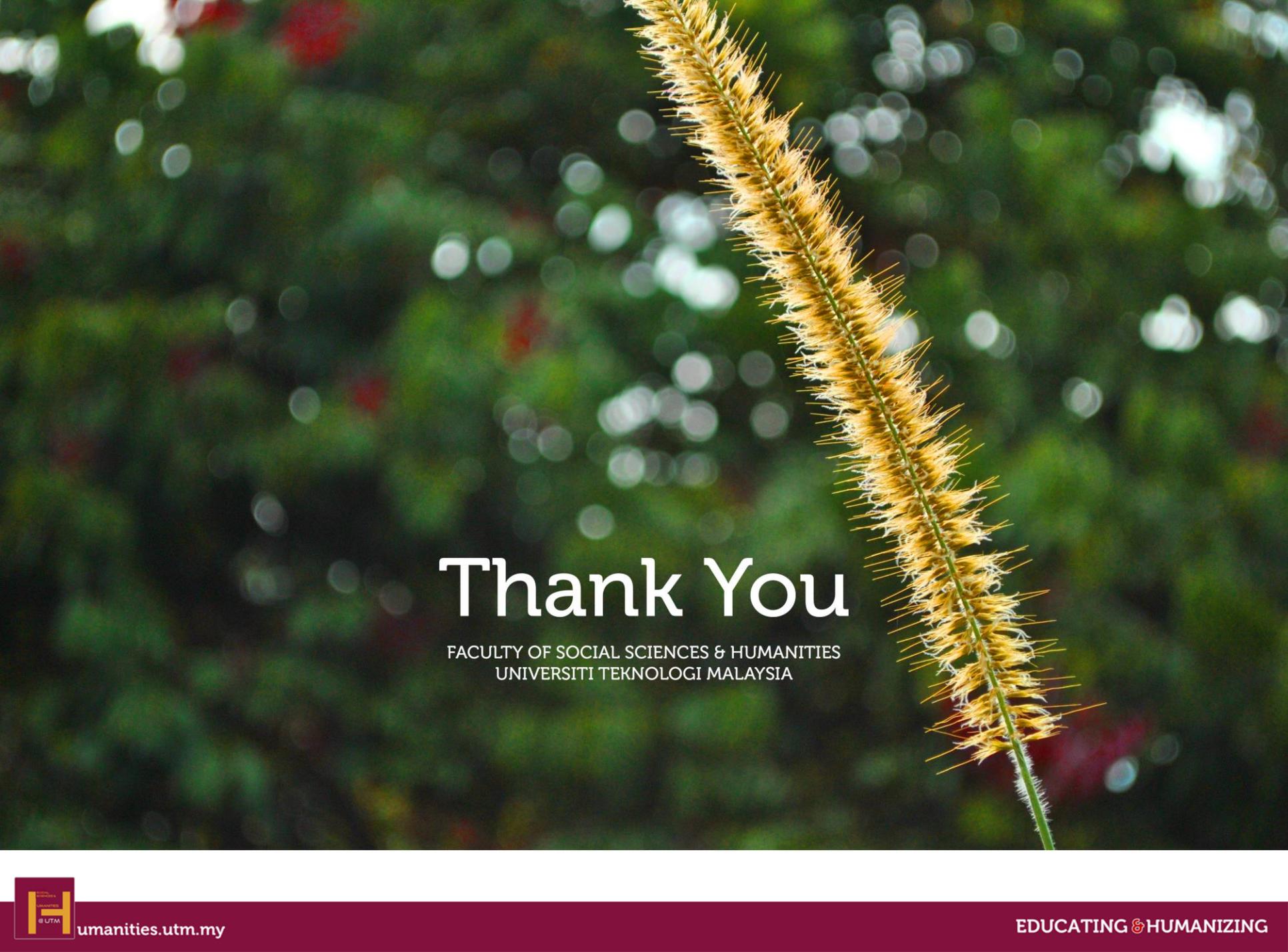
Pengarah Program

(Pejabat C15)

Penyelaras Program

Pembantu Tadbir Prasiswazah

(Pejabat Akademik Sekolah Pendidikan - C22)



Thank You

FACULTY OF SOCIAL SCIENCES & HUMANITIES
UNIVERSITI TEKNOLOGI MALAYSIA

