



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

# Welcome

## All New Student 2024/2025 SESSION

### SoE, FACULTY OF SOCIAL SCIENCES & HUMANITIES (FSSH)

### Universiti Teknologi Malaysia

**Puan Che Noorlia Binti Shaari**

*Penolong Pendaftar Kanan  
FSSH, UTM JB*

8 Oktober 2024



*Menginovasi Penyelesaian*

# Academic Calendar For 2024/2025



DATE		PROGRAMME	PUBLIC HOLIDAY
UTM JB	UTM KL		
<b>Postgraduate</b> International : 16 - 19 September 2024 (JB) 28 - 29 September 2024 (KL)  Local : 24 - 26 September 2024 (JB) 28 - 29 September 2024 (KL)  <b>Undergraduate</b> International : 16 - 19 September 2024 (JB) 28 - 29 September 2024 (KL)  Local : 28 September 2024 (JB & KL)		Registration of New Students Semester I 2024/2025 Session (October Intake)	
29 September – 3 October 2024		Student Orientation Week Minggu Mesra Mahasiswa (MMM) International Student Orientation Programme (ISOP) Faculty Briefing for Academic Matters	
2 - 3 October 2024	3 - 4 October 2024	Special Course Registration	
<b>SEMESTER I 6 OCTOBER 2024 – 15 MARCH 2025 – UTM JB ■ 7 OCTOBER 2024 – 16 MARCH 2025 – UTM KL (23 WEEKS)</b>			
6 October 2024 – 23 November 2024	7 October 2024 – 24 November 2024	Lectures Semester I (First Half) (7 Weeks)	Deepavali 31 October 2024 (Thursday)
24 November 2024 – 30 November 2024	25 November 2024 – 1 December 2024	Mid-Semester Break for Semester I (1 Week)	
1 December 2024 – 18 January 2025	2 December 2024 – 19 January 2025	Lectures Semester I (Second Half) (7 Weeks)	Christmas Day 25 December 2024 (Wednesday) New Year's Day - KL only 1 January 2025 (Wednesday)
19 January 2025 – 25 January 2025	20 January 2025 – 26 January 2025	Revision Period for Semester I (1 Week)	
31 January 2025 – 16 February 2025	31 January 2025 – 16 February 2025	Final Examination for Semester I (3 Weeks)	Chinese New Year 29 - 30 January 2025 (Wednesday & Thursday) Federal Territory Day (KL Only) 1 February 2025 (Saturday) Thaipusam 11 February 2025 (Tuesday)
17 February 2025 – 15 March 2025	17 February 2025 – 16 March 2025	Final Break for Semester I (4 Weeks)	Awal Ramadhan 1 March 2025 (Saturday) - Johor Only
<b>Postgraduate</b> International : 24 - 26 February 2025 (JB) 8 - 9 March 2025 (KL)  Local : 3 - 5 March 2025 (JB) 8 - 9 March 2025 (KL)  <b>Undergraduate</b> International : 24 - 26 February 2025 (JB) 8 - 9 March 2025 (KL)  Local : 12 March 2025 (JB & KL)		Registration of New Students Semester II, 2024/2025 Session (March Intake)	
10 - 13 March 2025		International Student Orientation Programme (ISOP)	
		Faculty Briefing for Academic Matters	

ACADEMIC-CALENDAR-DEGREE-AND-  
POSTGRADUATE-2024 2025-1.pdf  
(utm.my)

# Academic System



Study duration of four (4) years (min - 8 sem; max - 12 sem)



Semester system - 14 lecture weeks (Continuous assessment)




Semester duration - Two (2) normal semester & 1 short sem



Total credit registered every semester: 12 - 18 credits

Academic Performance: CGPA

- $CGPA \geq 2.00$  (KB - satisfactory)
  - $1.70 \leq CGPA < 2.00$  (KS - provisional)
  - $CGPA < 1.70$  (KG - failed)
- 

# TAKRIF



**“Kredit Dapat”** –  
Jumlah kredit yang  
diperolehi bagi mata  
pelajaran yang lulus.



**“Kredit Kira”** –  
Jumlah Kredit yang  
diambil kira dalam  
pengiraan PNG dan  
PNGK.

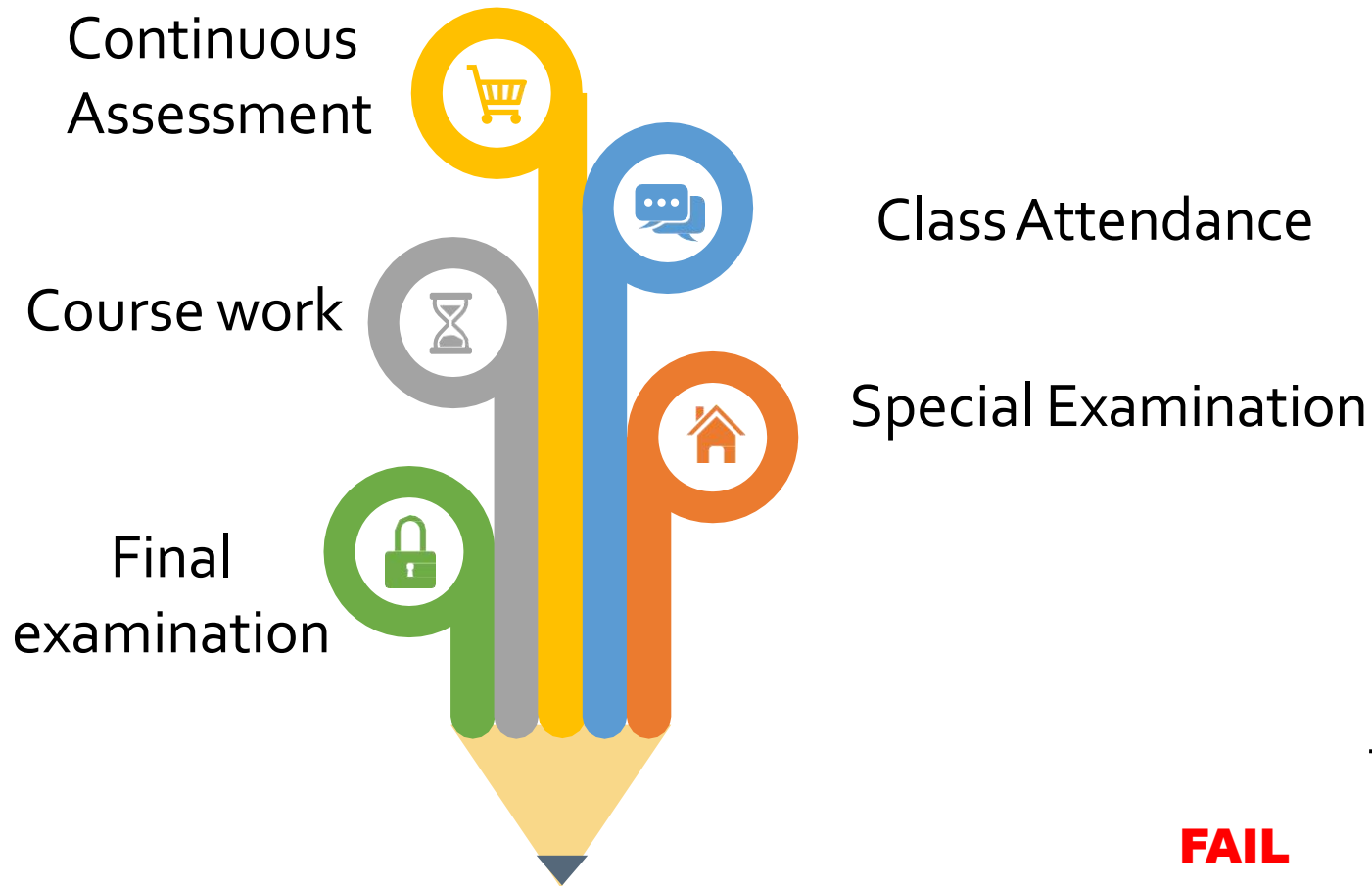


**PNG (Purata Nilai  
Gred)** – Purata mata  
nilai gred yang  
diperolehi bagi  
sesuatu semester.



**PNGK (Purata Nilai  
Gred Keseluruhan)** –  
Purata himpunan  
mata nilai yang  
diperolehi bagi semua  
semester yang telah  
diikuti.

# Assessment System



MARKS	GRADE	POINT VALUE
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
35 - 39	D	1.00
30 - 34	D-	0.67
00 - 29	E	0.00

**FAIL**

# Academic Standing

The student's academic standing is based on **GPA (Grade Point Average)** and **CGPA (Cumulative Grade Point Average)** calculated based on his achievement in all registered courses in any particular semester. Each grade is changed to point based on the formulation below:

Point	=	Course credit x Point value
GPA (Grade Point Average)	=	$\frac{\text{Total Points}}{\text{Total credits for the particular semester}}$
CGPA (Cumulative Grade Point Average)	=	$\frac{\text{Total points as a whole}}{\text{Total credits as a whole}}$

ACADEMIC STANDING	CGPA
<b>Good Standing</b> (Kedudukan Baik - KB)	<b>CGPA &gt; 2.00</b>
<b>Probationary Standing</b> (Kedudukan Bersyarat - KS)	<b>1.70 &lt; CGPA &lt; 2.00</b>
<b>Failure Standing</b> (Kedudukan Gagal - KG)	<b>CGPA &lt; 1.70</b>

# Academic Standing



- I. Students who obtained **Failure Standing (KG)** OR **Probationary Standing (KS) 3 times** in a row will be terminated.
  
- II. Student who obtained **GPA <1.00** even with **CGPA  $\geq$  1.70**, with Senate approval may:
  - a. Continue their studies OR
  - b. Be asked to defer their studies to the following semester OR
  - c. Be terminated from their studies.



# Academic Regulations Book

"Approved by the Senate on 27 July 2022. Effective starting from Semester 1 of the 2022/2023 Academic Session."

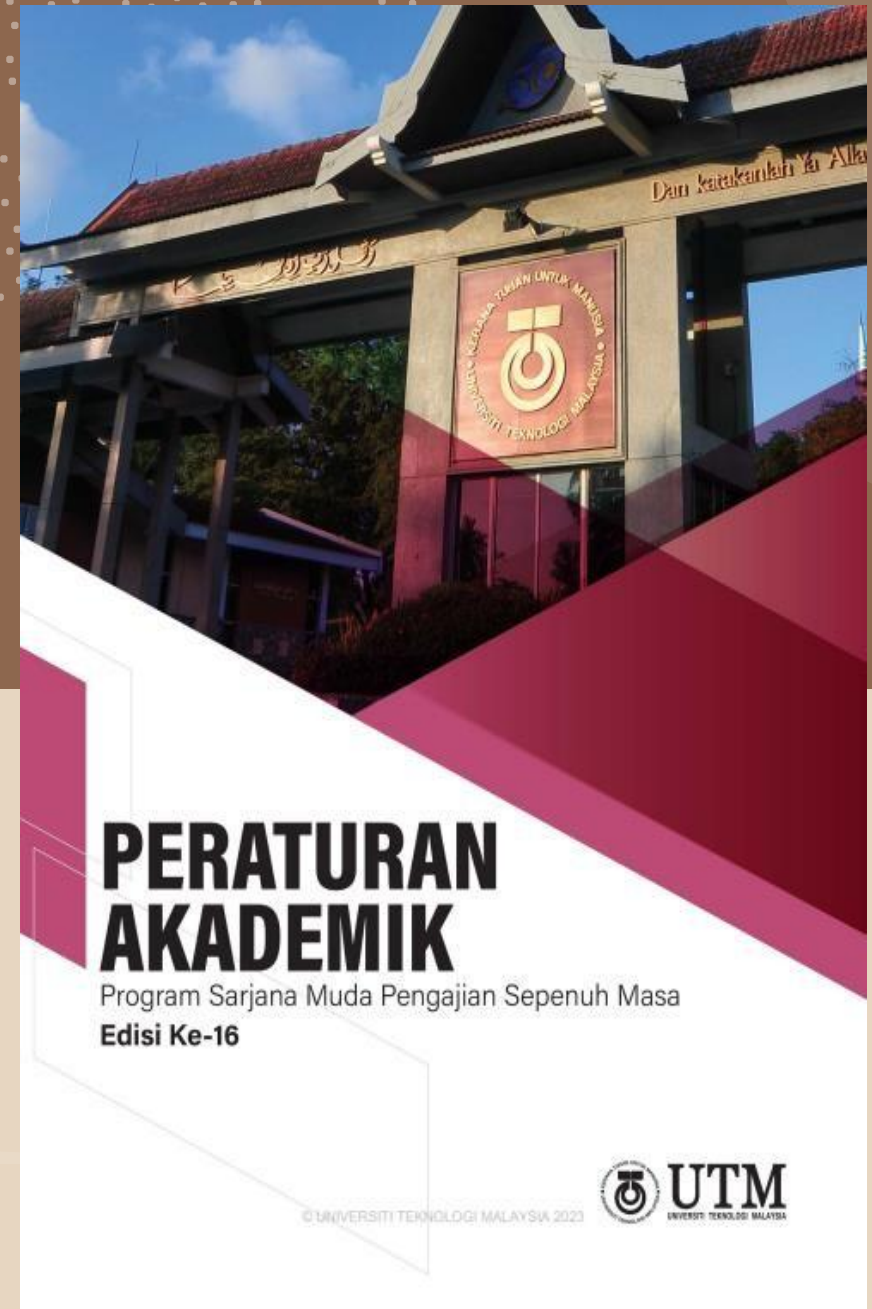
"The contents of the 2022 Edition of the Academic Regulations Book have been arranged as follows to facilitate reference;

- a) 10 Sections,
- b) 41 Provisions,
- c) 11 Appendices."

**BUKU PERATURAN AKADEMIK BAGI PENGURUSAN AKADEMIK**

**PELAJAR PRASISWAZAH UTM**

[https://ileague.utm.my/academic rules/](https://ileague.utm.my/academic/rules/)





# TRANSFER KREDIT

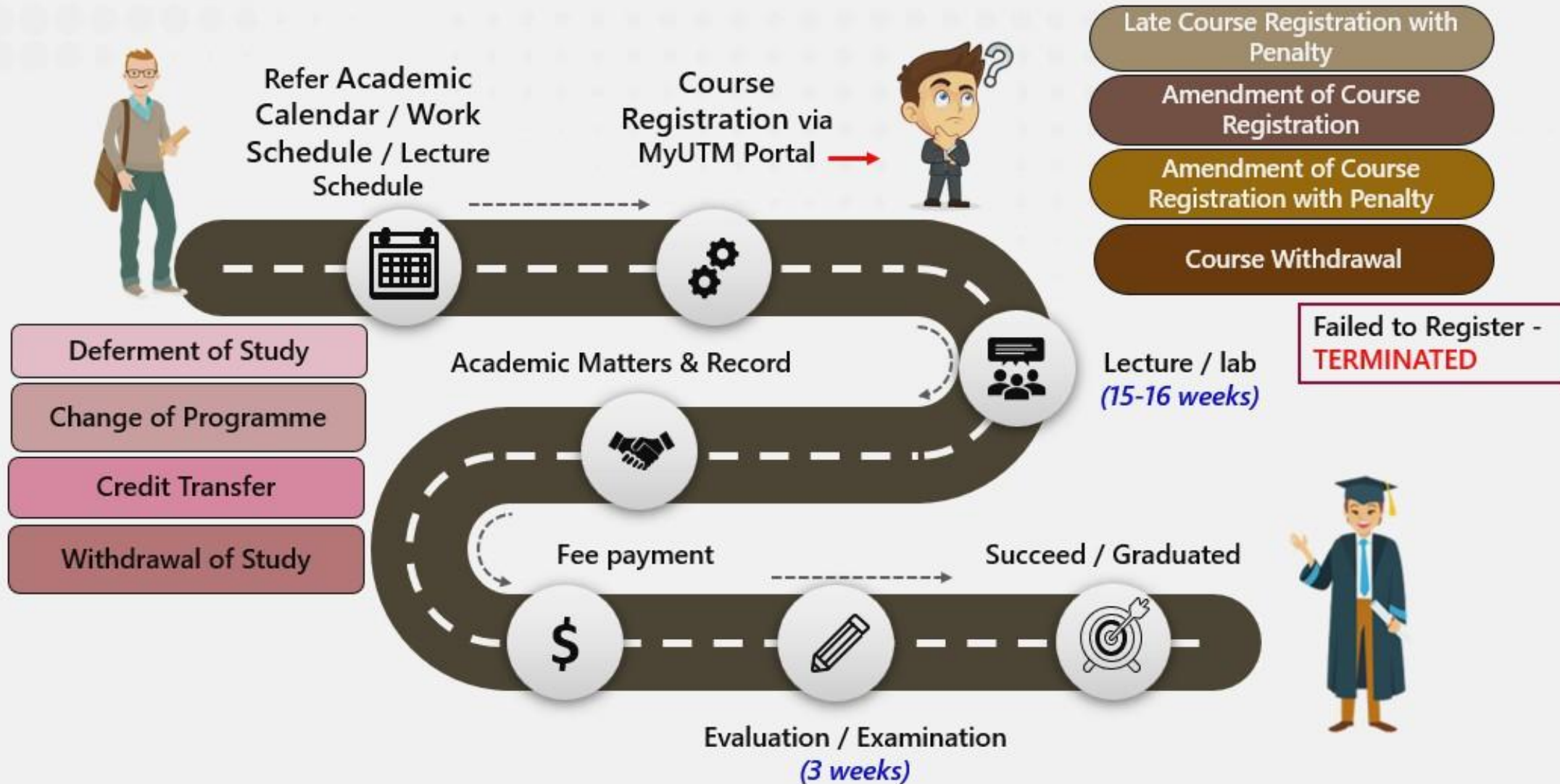
PELAJAR PRASISWAZAH , FSSH  
UNIVERSITI TEKNOLOGI MALAYSIA

SEKOLAH PENDIDIKAN  
FAKULTI SAINS SOSIAL DAN KEMANUSIAAN

*School of Education  
Faculty of Social Sciences and Humanities*



# STUDENT'S ROADMAP



# IMPORTANT DATES OF COURSE REGISTRATION

## SEMESTER I, 2024/2025 SESSION FOR BACHELOR DEGREE PROGRAMME

Student **MUST** register courses for every semester. Those who **FAIL** to register without acceptable reasons will be **TERMINATED**



\*Special Course Registration\* is only for those who could not register during Course Registration period (in June 2024) due to the status of deferment or cross campus in Semester 2 2023/2024 or any other special case which allowed by the University

**Senior student only**

Prepared by:  
Academic Management & Conferment Section (AMaCS)  
Academic Management Division (AMD)

# GARIS PANDUAN PENGECCUALIAN KREDIT DAN PEMINDAHAN KREDIT

- ❖ **Pengeccualian Kredit** merujuk kepada kredit yang dikeccualikan yang diberikan kepada pelajar berdasarkan kelayakan terdahulu mereka (contohnya diploma) yang diiktiraf oleh Universiti.
- ❖ **Pengeccualian kredit** ini akan menjadi sebahagian daripada keperluan kredit untuk penganugerahan ijazah tertentu.
- ❖ **Pemindahan Kredit** ialah kredit yang diberikan kepada pelajar yang telah mengambil dan lulus kursus setara di **Institusi Pengajian Tinggi (IPT)** lain semasa pengajian mereka di Universiti.
- ❖ **Perpindahan kredit** – diberi pada kursus yang diambil ketika dalam tempoh pengajian
- ❖ **Jumlah keseluruhan pengeccualian/pemindahan kredit yang diberikan tidak boleh melebihi 50%** (atau mengikut peratusan yang ditentukan oleh badan profesional masing-masing) daripada jumlah keseluruhan kredit yang diperlukan untuk penganugerahan ijazah.



# TRANSFER KREDIT



- ❑ Proses **memindahkan kredit yang diperolehi dari pembelajaran selain dari pengajian semasa.**
- ❑ **Pemindahan Kredit ialah kredit yang diberikan kepada pelajar yang telah mengambil dan lulus kursus setara di Institusi Pengajian Tinggi (IPT) lain semasa pengajian mereka di Universiti. Pengecualian Kredit – diberi jika pelajar ada sijil/diploma/ ijazah @ pengalaman**

1

Permohonan Pengecualian Kredit hendaklah **dibuat kepada fakulti pelajar dan urusan permohonan hendaklah diselesaikan dalam minggu KETIGA (3) semester pertama pengajian.**

2

Kursus yang diberikan Kredit Kecuali dan Kredit Pindah hendaklah setara dengan kurikulum program pengajian Universiti dari segi pengiraan beban akademik dan nilai kredit.  
Syarat – **kandungan kursus tidak < 80%** daripada kandungan kursus semasa di Universiti.

3

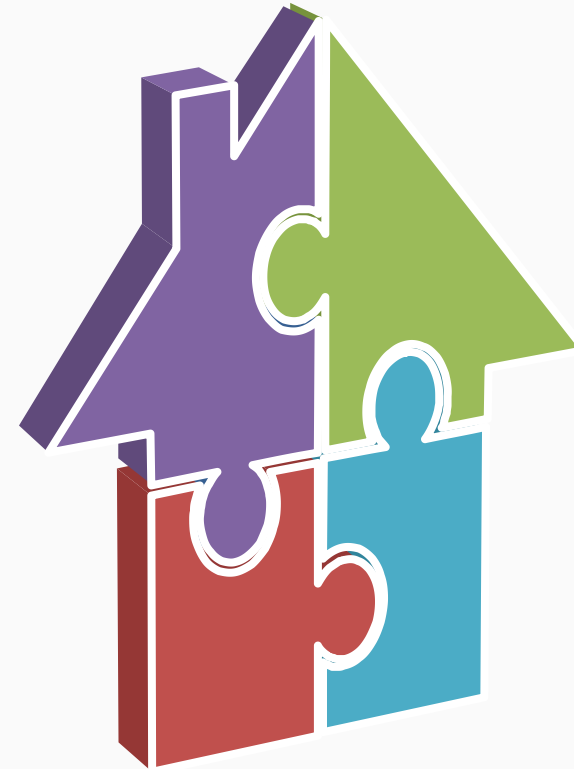
Bermula tahun 2020, pindahan kredit untuk kelayakan Diploma (Tahap 4, MQF) ke Sarjana Muda (Tahap 6, MQF) **secara vertical dengan pindahan maksimum sebanyak 50%** daripada jumlah kredit program.

4

**Kelulusan untuk Pengecualian Kredit dan Perpindahan Kredit** akan diberi oleh Fakulti yang menawarkan kursus.

# 2 JENIS TRANSFER KREDIT

- ✓ Pindah kredit boleh berlaku samada menerusi **“Pindah Kredit Secara Horizontal”** atau **“Pindah Kredit Secara Vertikal”** .
- ✓ **“Pindah Kredit Secara Horizontal”** bermaksud kredit yang diberikan perpindahan bagi kursus tertentu yang diambil oleh pelajar sama ada di UTM atau di IPT lain dalam tempoh pengajiannya. **Kredit kursus yang dipindahkan dikira dalam kredit bergraduasi pelajar dan gred kursus diambil kira dalam pengiraan pengiraan PNG dan PNGK pelajar.**
- ✓ **“Pindah Kredit Secara Vertikal”** bermaksud kredit yang diberikan pengecualian kepada pelajar berdasarkan kepada kelayakan terdahulu yang diiktiraf oleh Senat. **Kredit kursus yang dipindahkan dikira dalam kredit bergraduasi tetapi gred kursus tidak diambil kira dalam pengiraan PNG dan PNGK pelajar.**



# PINDAH KREDIT SECARA VERTICAL

- Pindah Kredit Secara Vertical diberikan kepada pelajar yang memiliki Diploma (Tahap 4 MQF) ke Sarjana Muda (Tahap 6 MQF) sebanyak 50% daripada jumlah kredit program yang ikuti dengan ketetapan seperti berikut:

Peratusan Pindah Kredit (%)	Gred Minimum Kursus
1-30	Gred C
31-50	Gred B

- Permohonan pindah kredit secara Vertikal hendaklah **dibuat oleh pelajar baharu selepas mendaftar untuk mengikuti program pengajian sehingga minggu kedua semester Pertama pelajar.**
- Pelajar perlu menarik diri (TD) bagi Kursus yang telah diberi pindah kredit secara Vertikal.

# POLISI TRANSFER KREDIT

- Bagi pelajar kemasukan terus, tempoh maksimum pengajian ditetapkan oleh fakulti berdasarkan kepada jumlah pengecualian kredit yang diluluskan. **Pengiraan tempoh maksimum mengikut jumlah pengecualian kredit seperti berikut:**

Jumlah Pengecualian Kredit (CE)	Tempoh Maksimum (Semester)
<20	(1.5 x tempoh lazim) – 0
20 – 33	(1.5 x tempoh lazim) – 1
34 – 50	(1.5 x tempoh lazim) – 2
51 – 60	(1.5 x tempoh lazim) – 3





**WORK SCHEDULE FOR COURSE REGISTRATION, EXAMINATION AND CONFIRMATION FOR AWARD DEGREE  
BACHELOR DEGREE PROGRAMME (FULL TIME)  
SEMESTER I, 2024/2025 SESSION**

**STUDENT  
REFERENCE**

NO.	ACTIVITY	DURATION	WEEK	DATE		NOTES
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS	
1	<b>Special Course Registration Semester I, 2024/2025 Session</b>  <i>"Special Course Registration" is only for those who could not register during Course Registration period (in June 2024) due to the status of deferment or cross campus in Semester 2 2023/2024 or any other special case which allowed by the University.</i>		-	2 - 4 October 2024	3 - 5 October 2024	Registration through Student Portal <a href="https://my.utm.my">https://my.utm.my</a>
2	Course registration (with penalty)	5 days	1	6 - 10 October 2024	7 - 11 October 2024	Penalty of RM100.00 for each course and subjected to approval by the Faculty.
3	Lectures Semester I (Part 1)	7 weeks	1 - 7	6 October - 23 November 2024	7 October - 24 November 2024	31 October 2024* Deepavali
4	Application for credit transfer by new students (Semester I, 2024/2025 Session intake)	2 weeks	1 - 2	6 - 17 October 2024	7 - 18 October 2024	Application through Student Portal <a href="https://my.utm.my">https://my.utm.my</a>
5	<b>Amendments to course registration by students.</b>  <i>"Amendment" means to register additional course or to delete course or to change section which has been registered before. Student who do not register any course will not be allowed to do any amendment.</i>	2 weeks	1 - 2	6 - 17 October 2024	7 - 18 October 2024	Application through Student Portal <a href="https://my.utm.my">https://my.utm.my</a>
6	Amendments to course registration (with penalty)	5 days	3	20 - 24 October 2024	21 - 25 October 2024	Maximum penalty of RM100.00 for each course
7	Confirmation of Degree Award Information by students in their final semester	Start from 2nd Week of Semester I, 2024/2025	2 - 12	13 October - 26 December 2024	14 October - 27 December 2024	Submission of confirmation through Student Portal - <a href="https://my.utm.my">https://my.utm.my</a>

# CREDIT TRANSFER APPLICATION

For student who want to apply for vertical credit transfer (credit exemption), you may apply through Student Portal within Week 1 and Week 2.

Credit Transfer Application Process

<https://bit.ly/Credit-Transfer-UTM>

**CREDIT TRANSFER APPLICATION PROCESS**

- 01 LOG IN TO MYUTM PORTAL**
- 02 CLICK ON THE STUDENT PORTAL**
- 03 CLICK ON THE CREDIT TRANSFER**
- 04 CHOOSE APPLICATION**
- 05 CLICK ON THE +ADD BUTTON**
- 06 FILL IN THE COURSES DETAILS**
- 07 UPLOAD TRANSCRIPT AND COURSE INFORMATION IN THE SYSTEM AND SAVE**
- 08 SUBMIT APPLICATION**

The infographic illustrates the 8-step process for applying for credit transfer on the MYUTM portal. Each step is accompanied by a screenshot of the portal interface with red arrows pointing to the relevant elements. Step 1 shows the login page. Step 2 shows the student portal menu. Step 3 shows the credit transfer option. Step 4 shows the application selection screen. Step 5 shows the '+ADD' button. Step 6 shows the course details form. Step 7 shows the transcript upload section. Step 8 shows the final submission screen.

# ISU-ISU PRASISWAZAH FSSH



# ISU PELAJAR PRASISWAZAH





**THANK YOU**

**INNOVATING SOLUTIONS  
IN THE NAME OF GOD FOR MANKIND**