

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.08.00/10.12/2 Jld.9 (28)

16 April 2020
22 Syaaban 1441

PEKELILING AKADEMIK BIL. 4/2020 JABATAN TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)

PENGURUSAN AKTIVITI PEMBELAJARAN DAN PENGAJARAN BAGI SEMESTER 2 SESI 2019/2020 SEMASA KRISIS PANDEMIK COVID-19 BAGI PELAJAR PRASISWAZAH DAN PASCASISWAZAH

Universiti Teknologi Malaysia (UTM) melalui Mesyuarat Senat Khas Bil. 2 2019 /2020 pada 2 April 2020 telah meluluskan pelaksanaan aktiviti Pembelajaran dan Pengajaran (PdP) secara fleksibel melalui kaedah dalam talian dan jarak jauh (DTJJ) semasa krisis pandemik Covid-19 bagi pelajar prasiswazah dan pascasiswazah. Berikut adalah perkara yang telah diputuskan:

1. Pelaksanaan Pembelajaran dan Pengajaran (PdP) Secara Dalam Talian dan Jarak Jauh (DTJJ).
 - 1.1. Semua kursus perlu dilaksanakan secara DTJJ mengikut kesesuaian dan berdasarkan Pekeliling Akademik Bil.1/2020: GARIS PANDUAN PEMBELAJARAN DALAM TALIAN SEMASA COVID-19. Pelaksanaannya adalah berdasarkan kalendar akademik baharu yang telah diluluskan oleh Senat pada 2 April 2020.
 - 1.2. Penggunaan kaedah PDP secara DTJJ adalah diutamakan untuk tujuan syarahan, tugas, projek pembentangan manakala kaedah alternatif DTJJ juga diutamakan untuk tujuan amali, pembelajaran servis serta pentaksiran termasuk peperiksaan akhir dan seumpamanya. Pendekatan PDP, termasuk pentaksiran alternatif secara DTJJ ini boleh dilaksanakan sehingga tamat minggu pengkuliah Semester II Sesi 2019/2020.
 - 1.3. Peperiksaan akhir secara bersemuka hendaklah dilaksanakan dalam tempoh minggu peperiksaan akhir Semester II Sesi 2019/2020 dengan kelulusan Jawatankuasa Akademik Fakulti (JKAF). Fakulti yang merancang untuk melaksanakan peperiksaan akhir secara bersemuka hendaklah juga membuat persiapan untuk melaksanakan pentaksiran alternatif bagi peperiksaan akhir, sebagai ganti sekiranya kaedah bersemuka tidak dapat dilaksanakan andai kata krisis COVID-19 yang berpanjangan.

- 1.4. Jawatankuasa Akademik Fakulti (JKAF), hendaklah memastikan supaya pelaksanaan pentaksiran alternatif dan peperiksaan akhir melalui proses piawaian jaminan kualiti sebagaimana yang ditetapkan oleh Universiti.

2. Pelaksanaan Kursus Yang Memerlukan Kehadiran Fizikal dalam tempoh sepanjang semester II sesi 2019/2020 dan/atau semester pendek sesi 2020/2021.
 - 2.1. Bagi aktiviti PdP yang memerlukan kehadiran secara fizikal seperti bengkel, makmal, studio, projek sarjana muda, projek penyelidikan, pembelajaran servis, dan lain-lain; aktiviti PdP berkenaan boleh diselesaikan bermula 31 Mei 2020 sehingga akhir tempoh pengkuliah Semester II Sesi 2019/2020, tertakluk kepada Perintah Kawalan Pergerakan dan pmatuhan terhadap prosedur keselamatan.

 - 2.2. Sekiranya kursus seperti dalam 2.1 tidak boleh diselesaikan dalam tempoh sehingga hujung minggu peperiksaan akhir Semester II Sesi 2019/2020, atau sekiranya Perintah Kawalan Pergerakan dilanjutkan; dan/atau memerlukan tempoh masa yang lebih panjang, ia boleh diselesaikan dalam tempoh semester pendek (atau semester III, bersamaan dengan tempoh dengan cuti Semester II Sesi 2019/2020). Markah kursus tersebut akan diberikan status Kedudukan Tidak Selesai (TS). Pelajar perlu mematuhi had maksimum beban pengajian bagi semester pendek sebagaimana yang terkandung dalam Peraturan Akademik.

 - 2.3. Sekiranya, masih terdapat kursus yang tidak dapat diselesaikan dalam tempoh semester pendek Sesi 2019/2020, Kedudukan Tidak Selesai (TS) akan diberikan sehingga kursus tersebut dapat diselesaikan pada sesi berikutnya dengan kelulusan Jawatankuasa Akademik Fakulti (JKAF). JKAF perlu menetapkan tempoh masa untuk pelajar menyelesaikan kursus yang berkaitan mengikut kesesuaian serta perkembangan pembelajaran pelajar.

3. Jawatankuasa Akademik Fakulti boleh meluluskan pelaksanaan kursus secara **HADIR WAJIB (HW)** bagi Semester II Sesi 2019/2020 hanya untuk kursus berbentuk latihan industri yang bergred sahaja.

4. *Professional Skill Certificate* (PSC) diberi pengecualian khusus bagi kohort yang akan bergraduan pada Semester II Sesi 2019/2020. Pelajar hanya dikehendaki menyediakan *resume bertulis, video resume* dan digalakkan membina e-portfolio dan profail LinkedIn.

5. Pelaksanaan Mobiliti Semester II 2019/2020 adalah seperti berikut:
 - 5.1 Bagi pelajar mobiliti di Institusi Pendidikan Tinggi (IPT) lain di dalam dan di luar negara, mereka boleh mendaftar semula kursus yang telah diluluskan untuk mobiliti di UTM; dan sebahagian markah yang telah diperolehi di IPT berkaitan boleh dikira untuk tujuan pengredan dengan kelulusan Dekan dan Timbalan Naib Canselor (Akademik dan Antarabangsa).

 - 5.2 Bagi pelajar IPT lain yang mengikuti program mobiliti di UTM, mereka dibenarkan untuk terus mengikuti kursus sedang dijalankan. Sekiranya mereka membuat keputusan untuk meneruskan mengikuti kursus berkaitan di universiti sendiri, sebahagian markah yang diperolehi oleh pelajar tersebut boleh diberikan kepada IPT berkaitan untuk tujuan pengredan dengan kelulusan Dekan dan Timbalan Naib Canselor (Akademik dan Antarabangsa).

 - 5.3 Pelajar yang sedang mengikuti kursus pada Sesi 2019/2020 juga dibenarkan untuk menyempurnakan aktiviti PdP di Institusi Pendidikan Tinggi yang diktiraf oleh Senat dan boleh memohon Pindah Kredit Secara Horizontal. Kursus tersebut perlu ditukarkan kepada status KM bagi pelajar prasiswazah.

6. Mana-mana pelajar yang menghadapi kesulitan, termasuk pelajar pada semester maksimum yang tidak dapat meneruskan pengajian akibat krisis Pandemik Covid-19 boleh memohon penangguhan Semester II Sesi 2019/2020. Penangguhan semester akibat krisis Covid-19 tidak akan diambil kira dalam tempoh pengajian. Tarikh akhir untuk memohon penangguhan pengajian adalah 15 Mei 2020.

7. Universiti boleh memperakukan gred pencapaian pelajar yang diberikan oleh pensyarah sebagai memenuhi keperluan kredit sekiranya pelajar telah memenuhi keperluan pembelajaran dan penilaian pelajar (sama ada yang melibatkan penggantian atau tidak diganti) yang memenuhi sekurang-kurangnya 70% keperluan jam pembelajaran pelajar (SLT) dan hasil pembelajaran sepertimana saranan Agensi Kelayakan Malaysia (MQA) dan tertakluk kepada garis panduan badan profesional program berkaitan.
8. Tarikh baharu untuk Tarik Diri (TD) dari kursus bagi Semester II Sesi 2019/2020 mengikut kalendar akademik terbaharu adalah pada 15 Mei 2020.
9. Segala keputusan dalam pekeliling ini adalah terpakai untuk pelajar UTM yang meliputi semua peringkat pengajian mengikut kesesuaian, termasuk pelajar di bawah program kerjasama.

Sekian, terima kasih

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”

Saya yang menjalankan amanah,



(PROF. Ts. Ir. DR. ZAINUDDIN BIN ABDUL MANAN)

Menjalankan fungsi Timbalan Naib Canselor (Akademik dan Antarabangsa)

- Sk
- Naib Canselor
 - Timbalan Naib Canselor (Pembangunan)
 - Timbalan Naib Canselor (Penyelidikan dan Inovasi)
 - Timbalan Naib Canselor (Hal Ehwal Pelajar)
 - Pendaftar
 - Pro-Naib Canselor (Kampus UTM Kuala Lumpur)
 - Pengarah Pusat Penyelidikan UTM Pagoh
 - Pegawai-pegawai Kanan/Dekan/Pengarah

Sekiranya terdapat perbezaan maksud dalam Pekeliling ini Versi Bahasa Melayu akan diguna pakai

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16th April 2020
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ACADEMIC CIRCULAR No. 4/2020

DEPARTMENT OF DEPUTY VICE-CHANCELLOR (ACADEMIC AND INTERNATIONAL)

MANAGEMENT OF STUDENT LEARNING AND TEACHING ACTIVITIES DURING THE COVID-19 PANDEMIC CRISIS FOR UNDERGRADUATE AND POSTGRADUATE STUDENTS

Universiti Teknologi Malaysia (UTM), in the Special Senate Meeting No. 2 2019/2020 convened on 2 April 2020, has endorsed the implementation of flexible Online and Remote Teaching and Learning activities for undergraduate and postgraduate students due to the constraints faced during the COVID-19 pandemic crisis. The decisions made are as follows:

1. The implementation of Online and Remote Teaching and Learning approach.
 - 1.1 All courses shall be implemented online and through the remote teaching and learning mode, where appropriate, based on Academic Circular No.1/2020: GUIDELINES OF ONLINE LEARNING DURING COVID-2019. The implementation is based on the new academic calendar approved by the Senate on 2nd April 2020.
 - 1.2 The use of online and remote teaching and learning is preferred for the purpose of lecture, assignment, project presentation. Online and remote teaching and learning is also preferred for the purpose of practical work, service-learning and assessment including the final examination and other similar assessments. Teaching and learning approaches, including online and remote alternative assessments can be implemented until the end of the Semester II Session 2019/2020 lecture week.

- 1.3 The in person final examination which is to be conducted during the final examination week is subject to the approval of the Faculty Academic Committee (JKAF). Faculties planning to implement in person final examinations must also prepare to conduct alternative assessments for the final examination, in the event where the in person method is not possible due to the prolonged COVID-19 crisis.
- 1.4 The Faculty Academic Committee (JKAF) shall ensure that the implementation of alternative assessments, and final examinations have undergone the quality assurance process as set by the University.
2. The implementation of courses that require physical presence throughout Semester II Session 2019/2020 and/or Short Semester Session 2020/2021
 - 2.1 For teaching and learning activities that require physical presence such as workshop, laboratory, studio, undergraduate project, research project, service-learning etc., teaching and learning sessions may commence from 31 May 2020 until the end of the Semester II Session 2019/2020 lecture week, subject to the Movement Control Order and compliance with safety procedures.
 - 2.2 If a course as in 2.1 cannot be completed within the said duration until the end of the final examination week of Semester II Session 2019/2020, or if the Movement Control Order is extended; and/ or an extended period is required, it may be completed within the short semester period (or Semester III, equivalent to final break for Semester II Session 2019/2020). Incomplete (TS) status will be given as the course mark. Students are required to adhere to the maximum limit of study load for the short semester, as stated in Academic Regulations.
 - 2.3 If there are courses that could not be completed during the short semester of Session 2019/2020, Incomplete (TS) status will be given until the course is completed in the following session with the approval of the Faculty Academic Committee (JKAF). JKAF will set a specific time period for such students to complete the course according to the suitability and study progress of the student.

3. The Faculty Academic Committee may approve the implementation of the COMPULSORY ATTENDANCE aka *HADIR WAJIB* (HW) grade for Semester II Session 2019/2020 only for industrial training courses which have normally been assigned regular academic grades.
4. A special exemption for Professional Skill Certificate (PSC) will be given to the cohort which will be graduating in the Semester II Session 2019/2020. Students are only required to prepare a written resume, a video resume, and is encouraged to develop an e-portfolio and a LinkedIn profile.
5. The implementation of Mobility for Semester II 2019/2020 are as follows:
 - 5.1 Outbound students at other Higher Education Institutions (HEI), locally and abroad, can re-enrol in courses which are approved for mobility at UTM. The marks obtained at the respective HEI will be considered for grading purposes with the approval of the Dean and Deputy Vice-Chancellor (Academic and International).
 - 5.2 Inbound students are allowed to take courses which are currently offered at UTM. Should they decide to pursue the related courses at their university, marks obtained at UTM will be transferred to the respective HEI for grading purposes with the approval of the Dean and Deputy Vice-Chancellor (Academic and International).
 - 5.3 Students taking courses in Session 2019/2020 will also be allowed to complete the teaching and learning activities at HEI approved by the Senate and may apply for horizontal credit transfer. For undergraduate students, the status of the course should be changed to KM.
6. Any student who is having difficulties, including those in the maximum semester who are unable to continue their studies due to the COVID-19 pandemic crisis may apply for deferment of Semester II Session 2019/2020. The deferred semester will not be counted during the period of study. The deferment application deadline is on 15 May 2020.

7. The University may approve the grade given by a lecturer to students as meeting the credit requirement if the students have fulfilled the learning and assessment requirements which meets at least 70% of student learning time (SLT) or learning outcomes (whether or not the teaching and learning activities have been replaced). This is in line with the recommendation of the Malaysian Qualifications Agency (MQA), and will also be subject to the guidelines set by the professional bodies of the relevant programmes.
8. The new deadline for withdrawal (TD) from the course for the Semester II Session 2019/2020 according to the latest academic calendar is 15 May 2020.
9. All decisions in this circular apply to all UTM students from all levels of study, as deemed appropriate, including students under joint programmes.

Thank you

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”

I, who uphold trust,



(PROF. Ts. Ir. DR. ZAINUDDIN BIN ABDUL MANAN)

In the role of Deputy Vice Chancellor (Academic and International)

- cc
- Vice Chancellor
 - Deputy Vice Chancellor (Development)
 - Deputy Vice Chancellor (Research and Innovation)
 - Deputy Vice Chancellor (Student's Affairs)
 - Registrar
 - Pro-Vice Chancellor (UTM Kuala Lumpur)
 - Director Research Centre - UTM Pagoh
 - Senior Officers/ Deans / Directors