

Ruj. Kami : UTM.J.08.01/10.12/21 Jld. 5 (05)
Tarikh : 14 Jun 2023 / 25 Zulkaedah 1444H

Semua Pensyarah

Universiti Teknologi Malaysia

Assalamualaikum wrt. wbt., dan salam sejahtera,

YBrs Prof./ Prof. Madya/ Dr./Saudara,

PENYEDIAAN FAIL KURSUS (COURSE FILE)

Perkara di atas adalah dirujuk.

2. Seperti semua sedia maklum, penyediaan Fail Kursus (*Course File*) adalah satu aktiviti **WAJIB** yang perlu dilaksanakan secara berterusan oleh semua pensyarah yang mendapat beban pengajaran bagi sesuatu semester. Fail kursus WAJIB dilengkapkan selepas sesuatu semester itu berakhir.

3. Tujuan penyediaan Fail Kursus ini adalah sebagai rujukan kepada pensyarah sedia ada membuat penambahbaikan dalam sesi pembelajaran dan pengajaran dan juga bagi pensyarah yang akan mengajar kursus tersebut bagi semester atau sesi berikutnya. Di samping itu, fail Kursus adalah satu kompilasi bahan bukti yang boleh disemak dan dirujuk oleh panel auditor bagi memastikan program akademik yang berkaitan memenuhi keperluan *Malaysian Qualifications Framework 2.0 (MQF 2.0)*, *The Code of Practice for Programme Accreditation (COPPA)* dan lain-lain yang berkaitan.

4. Sehubungan dengan itu, semua pensyarah diminta memberikan sepenuh komitmen bagi memastikan Fail Kursus ini disediakan pada setiap semester mengikut kursus yang dipertanggungjawabkan. Senarai semak Fail Kursus adalah seperti di **lampiran**. Pihak Pengurusan Fakulti juga bertanggungjawab untuk memantau dan menyelaraskan semua penyediaan Fail Kursus mengikut medium (*platform*) masing-masing. Untuk makluman, pihak Universiti dalam perancangan untuk menyediakan sistem Fail Kursus secara berpusat pada masa akan datang.

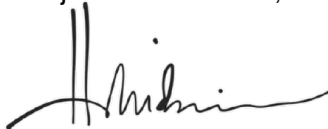
5. Terima kasih kepada semua pensyarah yang telah menyediakan Fail Kursus dan Fakulti yang telah menyelaraskan dengan sangat baik di fakulti masing-masing. Segala kerjasama yang telah dan akan diberikan didahului dengan ucapan ribuan terima kasih. Usaha penyediaan Fail Kursus ini dapat membantu Universiti meningkatkan kualiti akademik menerusi penambahbaikan berterusan dalam pembelajaran dan pengajaran (P&P).

Sekian, terima kasih.

“MALAYSIA MADANI”

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,



(PROF. Sr DR. HISHAMUDDIN BIN MOHD ALI)

Timbalan Naib Canselor (Akademik & Antarabangsa)
Universiti Teknologi Malaysia

Our Ref. : UTM.J.08.01/10.12/21 Jld. 5 (05)
Date : 14th June 2023

All Lecturers

Universiti Teknologi Malaysia

Sir/Madam,

COURSE FILE PREPARATION

The above matter is referred.

2. As we know, the preparation of the Course File is **MANDATORY** that needs to be carried out continuously by all lecturers who have a teaching load for a semester. Course Files **MUST** be completed after a semester ends.

3. The purpose of preparing this Course File is to provide a reference for existing lecturers to make improvements in teaching and learning sessions and also for lecturers who will teach the course for the next semester or session. Additionally, the Course File serves as a compilation of evidence that can be reviewed and referred by auditor to ensure that the academic program meets the requirements of the Malaysian Qualifications Framework 2.0 (MQF 2.0), The Code of Practice for Program Accreditation (COPPA) etc.

4. Therefore, we kindly request all lecturers to fully commit to preparing the Course File each semester. Please find the Course File's checklist **attached**. The management of faculty is also responsible for monitoring and coordinating the preparation of Course Files according to their respective mediums (platforms). For information, the University is planning to provide a centralized Course File system in the future.

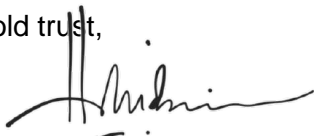
5. Thank you to all lecturers who have prepared Course Files and Faculties who have coordinated very well. All cooperation that has been and will be given is preceded by a thousand thanks. The effort of preparing the Course File can help the University improve academic quality through continuous improvement in learning and teaching (P&P).

Thank you.

“MALAYSIA MADANI”

“BERKHIDMAT UNTUK NEGARA”

I, who uphold trust,



(PROF. Sr DR. HISHAMUDDIN BIN MOHD ALI)
Deputy Vice Chancellor (Academic & International)
Universiti Teknologi Malaysia

CHECKLIST FOR COURSE FILE

Lecturer's name :
 Course :
 Name/Code :
 Session/semester :
 Course Owner :
 (Dept)

NO.	ITEMS	FILE NAME
COURSE MANAGEMENT		
1.	Appointment Letter and/ or Timetable	A1.1_AptLetterLecturerName A1.2_TimeTableLecturerName
2.	Course Assessment Report (CAR (from each section) and CAR (summary)) & EOC (end-of-course) Survey & CQI	A2.1_CARCourseCodeSek A2.2_CARCourseCode A2.3_EOCCourseCode
3	Indirect assessment (e.g ePPP/Students' feedback/ Exit survey / Industry report form)	A3.1_ePPPCourseCodeSek A3.2_StudentFBCourseCodeSek A3.3_ExitSurveyProgramCode A3.4_IndryRep_CourseCodeProgram
COURSE CURRICULUM		
1	Course Information (including CLO vs PLO Mapping & Weekly Lecture Plan)	B1_CICourseCode
COURSE TEACHING AND LEARNING		
1	Lecture Notes	C1_LectureNotes
2	Teaching activities (e.g : PBL /MOOCs/Project/ Lab)	C2.1_PBL1CourseCodeSek C2.2_PBL2CourseCodeSek etc
COURSE ASSESSMENT		
FORMATIVE ASSESSMENT		
1	Samples of Task / Assignments/Homework/Quizzes / Test (1 from each category*)	D1.1_TaskCourseCode D1.2_AssignmtCourseCode D1.3_HomeworkCourseCode etc
2	Sample of Marking Scheme / Rubrics/ Students Progress Assessment	D2.1_MSTest1CouseCode D2.2_MSTest2CourseCode etc
SUMMATIVE ASSESSMENT		
3	Table of specification for Final Exam	

4	Sample Final Exam Transcripts (3 from each category (low, moderate, high achievers))	D4.1_FinalExamScripts
5	Final Exam Question and Marking Scheme	D5.1_FinalExamCourseCode D5.2_FinalExamMS
OTHERS (OPTIONAL)		
1	Implementation of Non-Conventional T&O Strategies/e-content	E1_Non-Conventional Implementation of teaching and learning methods in courses involving any of the following methods such as Case Study Teaching, Peer Instruction, Service/community Based Learning, CDIO, Job Creation, First Year Experience, Empirical Reserach Project, Capstone Project, Industrial Training, Collaborative Assignment/Projects, Diversity/Global Learning, Problem Based Learning, Interdisciplinary Approach to Assessment, Writing Intensive Courses, OBE, Open Distance Learning

Formative Assessment : The assessment conducted from time to time to monitor students' mastery of learning. Students are given the opportunity to achieve the desired outcome within this timeframe. This assessment refers to the coursework.

Summative Assessment : Summative Assessment: The assessment conducted at the end of a certain specific period to grade and compare students' achievement within their norm. This assessment refers to the final examination.