

# GUIDELINES FOR NEW STUDENTS FOUNDATION PROGRAMME UTM

## SEMESTER II (JULY), SESSION 2020/2021



For more information, please go to  
[New Students' Guide Session 2020/2021](#)

For any enquiry, please email to  
[foundation@utm.my](mailto:foundation@utm.my)

WELCOME

*New Students!*





# UTM CAMPUS



UTM JOHOR  
BAHRU CAMPUS

(1,148 hectares)



UTM KUALA  
LUMPUR CAMPUS

(35 hectares)

# MEET OUR TEAM

## ORGANIZATION STRUCTURE

CENTRE FOR DEGREE AND FOUNDATION STUDIES (PPI)





## HEAD OF PROGRAMME & COORDINATOR

### CENTRE FOR DEGREE AND FOUNDATION STUDIES (PPI)

#### DEPARTMENT

#### HEAD OF PROGRAMME

#### COORDINATOR

#### DEGREE PROGRAMMES



SITI NUR SHAHIDA  
BINTI AB RAHIM  
HEAD OF PROGRAMME  
BBA (IB) & BGS

#### UTM-IDP



ADRIAN SYAH BIN  
HALIFI  
HEAD OF PROGRAMME  
BRIDGING



SITI MUSLEHA BINTI AB  
MUTALIB  
HEAD OF PROGRAMME  
UTM-IDP

#### PRE-DEGREE PROGRAMME



NOOR SYUHaida BINTI  
IBRAHIM  
COORDINATOR  
(PHYSICAL SCIENCE)



NAWAL BINTI  
SHAHARUDDIN  
COORDINATOR  
(LIFE SCIENCE)



SITI NUR ZAHARA BINTI  
HAMZAH  
COORDINATOR  
(SOCIAL SCIENCE)

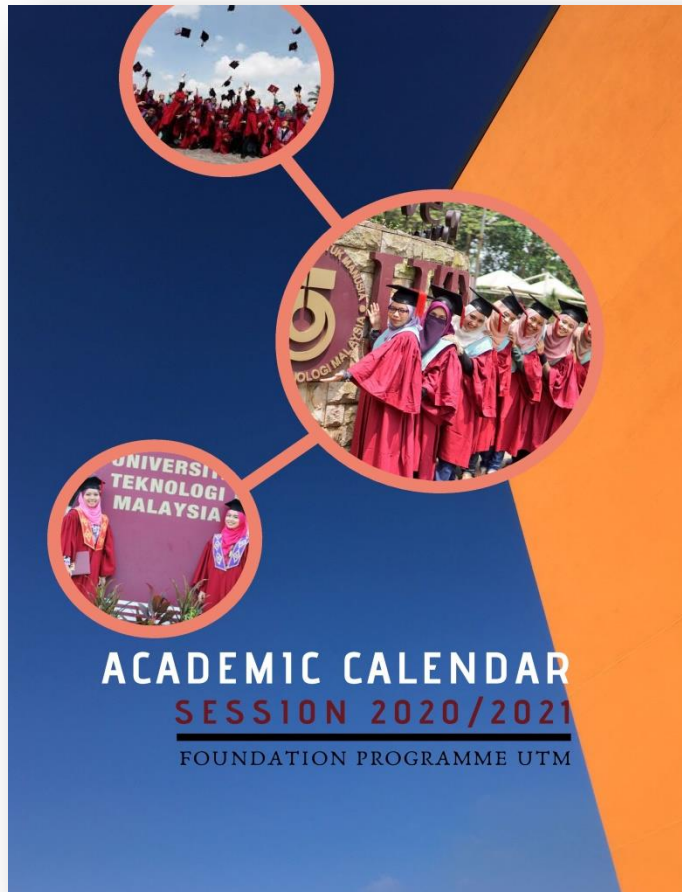
# FOUNDATION STUDENT PORTAL

The screenshot shows the 'Student Portal' page for the School of Professional and Continuing Education (SPACE) at UTM. The main heading is 'WELCOME TO STUDENT PORTAL'. Below it, a dark box contains the text 'Please choose the Programme Portal'. Three options are listed in colored boxes: 'FOUNDATION PROGRAMME UTM' (blue box, circled in red), 'DEGREE PROGRAMMES' (purple box, with '(BBA (B & BGS))' below it), and 'UTM-INTERNATIONAL DEGREE PROGRAMME / FACULTY FOUNDATION (BRIDGING)' (teal box). A yellow starburst with the text 'Click Here' points to the blue box. A green arrow on the right side of the slide points from the text 'Kindly visit the portal by clicking on the link provided below:' to the URL.

*Kindly visit the portal by clicking on the link provided below:*

<https://studentppi.utmspace.edu.my/>

# ACADEMIC CALENDAR



*Kindly click on the link  
provided below:*



[https://studentppi.utmspace.edu  
u.my/?p=458](https://studentppi.utmspace.edu.my/?p=458)

# ACADEMIC RULES & REGULATIONS



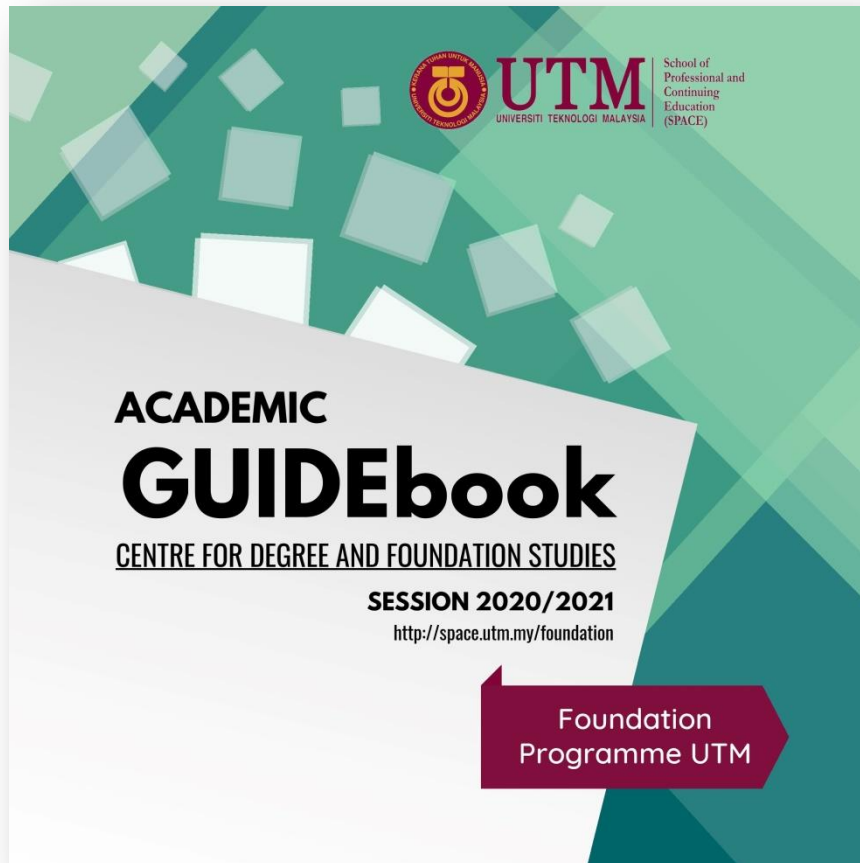
*Kindly click on the link  
provided below:*



<https://studentppi.utmspace.edu.my/?p=458>



# ACADEMIC GUIDEBOOK



*Kindly click on the link provided below:*



<https://studentppi.utmspace.edu.my/?p=458/>

# STUDENT FINANCIAL REGULATION



*Kindly click on the link  
provided below:*



<https://studentppi.utmspace.edu.my/?p=522>

## STEP 1: COURSE REGISTRATION SLIP SEMESTER II, SESSION 2020/2021

1. Visit the Student Portal via website - <https://studentppi.utmspace.edu.my/> and choose your programme (**Foundation Programme UTM**).

2. Click the **SMP Foundation** button on the right side of the website.

\* How To Log In - [click here](#)

3. Get your course registration slip via SMP Foundation.

\* Refer procedure via link – [Web Guide for New Student](#)

\* Please note that during your first semester, you will be registered for your courses automatically by the administrative team.



## STEP 2: STUDENT TIMETABLE SEMESTER II, SESSION 2020/2021

1. The timetable will be uploaded on Student Portal during orientation week. Students will get to know their section from the list of name given together with the timetable.

Note: Please take note on the important information in the timetable such as **i) Day and Time, ii) Course Code and Section**. All student need to attend lectures according to the day and time slot they have set.

2. Lecturer information that teaches courses can be referred in the **Academic Guidebook (refer page no. 5) – List of Staff**

\*Note: Students can contact the relevant lecturer via email/WhatsApp which appears on the Web

## STEP 3: ONLINE BRIEFING WITH GENERAL MANAGER, HEAD OF DEPARTMENT (KJ) FOR NEW STUDENTS SEMESTER II, SESSION 2020/2021



**DATE : 9 JULY 2020**

SPEAKER	TIME	LIVE LINK/RECORDED VIDEO LINK	REMARKS
GENERAL MANAGER	3.00 pm - 3.30 pm		<p><i>Information on the online briefing with GM and KJ can be found via link:</i></p> <p><a href="https://studentppi.utmspace.edu.my/?p=2916">https://studentppi.utmspace.edu.my/?p=2916</a></p>
HEAD OF DEPARTMENT	3.30 pm - 4.00 pm		

## STEP 4: ONLINE BRIEFING WITH ACADEMIC ADVISOR FOR NEW STUDENTS SEMESTER II, SESSION 2020/2021



**DATE : 9 JULY 2020**

STUDENT GROUP	TIME	LIVE LINK/RECORDED VIDEO LINK	REMARKS
ALL SECTIONS	4.00 pm - 4.30 pm		<p><i>Information on the online briefing with GM and KI can be found via link:</i></p> <p><a href="https://studentppi.utmspace.edu.my/?p=2916">https://studentppi.utmspace.edu.my/?p=2916</a></p>

\* You will find your academic advisor's name listed in your Student Portal. Please visit the portal regularly for updates.



## STEP 5: ONLINE LEARNING PREPARATION



Online application used for every courses are subject to discussion made between the lecturers and students.



## PLEASE CLICK ON THE ONLINE APPLICATION PROVIDED FOR A BETTER LEARNING EXPERIENCE




[Click here](#) to view the Student Manual Blackboard for Online Learning > Scroll down for Online Learning Preparation



## STEP 6: ONLINE PRE-REGISTRATION GUIDELINES FOR NEXT SEMESTER SEMESTER III (DECEMBER), SESSION 2020/2021

1. Go to SMP Foundation to make Online Pre-Registration Course -  
<https://apps.foundation.utmspace.edu.my/student/login?returnUrl=/student/>

\*Procedure for pre-registration course can be referred via link (refer page no.6) [Web Guide for New Student](#)



2. Select '**Pendaftaran**' and then '**Daftar Kursus**' buttons.



3. Choose the **centre of studies**, **course** and **section** properly.

\*Please refer to the respective Academic Advisor or Head of Department for courses taken.



## STEP 7: ONLINE EXAMINATION GUIDELINES FOR SEMESTER II, SESSION 2020/2021

Online Final Examination for Semester II, Session 2020/2021 will be held on 15th - 19th November 2020.

\*Procedure for Online Final Examination Semester II, Session 2020/2021 can be referred via link - *TO BE UPDATED FROM TIME TO TIME @ STUDENT PORTAL*



**Note: Online Examination or alternative online assessment method is subject to the lecturer. Students may refer to their respective course lecturers.**

## STEP 8: EXAMINATION RESULT FOR SEMESTER II, SESSION 2020/2021

Final exam result for Semester II, Session 2020/2021 can be accessed via SMP Foundation after final examination ends.



## LIST OF IMPORTANT THINGS

### SESSION 2020/2021

#### Student Portal

<https://studentppi.utmspace.edu.my>

#### New Students' Guide Session 2020/2021

- Registration Kit
- Guide to Use SMP Foundation
- Online Learning Preparation
- Rules and Regulation

#### Finance

- Financial Guidelines Book
- Fees Payment Period Semester II, Session 2020/2021 (New Students)

#### Academic

- Academic Guidebook Session 2020/2021
- Academic Regulations Book Edition 1/2018
- Academic Calendar Session 2020/2021

#### Related Links

- Student's Information System (SMP Foundation)
- SPACE
- Blackboard@UTMSPACE
- E-learning@UTMSPACE
- UTM
- UTM Library

Students are required to fill out a Google Form to verify that students have read, understood and browse the website via the link

<https://forms.gle/fHbpowULgvJoCdUZ7>

**before 24th July 2020 (Friday).**

For any enquiries, please email to [foundation@utm.my](mailto:foundation@utm.my)

Centre for Degree and Foundation Studies, SPACE  
Universiti Teknologi Malaysia

*Kindly click on the link  
provided to fill out a  
Google form.*



<https://forms.gle/fHbpowULgvJoCdUZ7>

# MANAGEMENT TEAM

Position	Name	Email
Chair	Prof. Ts. Dr. Othman bin Che Puan	<a href="mailto:othmancp@utmpace.edu.my">othmancp@utmpace.edu.my</a>
Deputy Chair (Academic)	Prof. Madya Sr. Dr. Mohd Zulkifli bin Mohd Yunus	<a href="mailto:timbdekan@utmpace.edu.my">timbdekan@utmpace.edu.my</a>
General Manager	Dr. Maslan bin Osman	<a href="mailto:maslan@utmpace.edu.my">maslan@utmpace.edu.my</a>
Head of Department (Degree Programmes)	Mohd Kamal bin Yusoff	<a href="mailto:mkamal@utmpace.edu.my">mkamal@utmpace.edu.my</a>
Head of Department (UTM-IDP)	Adrian Syah bin Halifi	<a href="mailto:adriansyah@utmpace.edu.my">adriansyah@utmpace.edu.my</a>
Head of Department (Pre-Degree Programme)	Aina Mardziah binti Ahmad Rifa'l	<a href="mailto:aina@utmpace.edu.my">aina@utmpace.edu.my</a>
Acting Manager (Administration)	Mohd Fairos bin Mohd Nawawi	<a href="mailto:fairos@utmpace.edu.my">fairos@utmpace.edu.my</a>
Senior Executive	Norhidayah binti Mohd Noor Hussain	<a href="mailto:norhidayah@utmpace.edu.my">norhidayah@utmpace.edu.my</a>
Executive	Nurul Athma binti Mohd Shukry	<a href="mailto:athma@utmpace.edu.my">athma@utmpace.edu.my</a>
Administrative Assistant	Nurulain binti Misman	<a href="mailto:nurulainmisman@utmpace.edu.my">nurulainmisman@utmpace.edu.my</a>
Administrative Assistant	Nur Faradiana binti Ruhazat	<a href="mailto:faradiana@utmpace.edu.my">faradiana@utmpace.edu.my</a>



**For more information about academic and programme,  
please refer to:**

Position	Name	Email
Head of Programme (BBA (IB) & BGS)	Siti Nur Shahida binti Ab Rahim	<a href="mailto:shahida@utmpace.edu.my">shahida@utmpace.edu.my</a>
Head of Programme (Bridging)	Adrian Syah bin Halifi	<a href="mailto:adriansyah@utmpace.edu.my">adriansyah@utmpace.edu.my</a>
Head of Programme (UTM-IDP)	Siti Musleha binti Ab Mutalib	<a href="mailto:sitimusleha@utmpace.edu.my">sitimusleha@utmpace.edu.my</a>
Coordinator (Physical Science)	Noor Syuhaida binti Ibrahim	<a href="mailto:noorsyuhaida@utmpace.edu.my">noorsyuhaida@utmpace.edu.my</a>
Coordinator (Life Science)	Nawal binti Shaharuddin	<a href="mailto:nawal@utmpace.edu.my">nawal@utmpace.edu.my</a>
Coordinator (Social Science)	Siti Nur Zahara binti Hamzah	<a href="mailto:zahara@utmpace.edu.my">zahara@utmpace.edu.my</a>

# Thank You!



Student Portal

<https://studentppi.utmspace.edu.my/>

For any enquiry, please email to  
[foundation@utm.my](mailto:foundation@utm.my)

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