GUIDELINES FOR NEW STUDENTS DIPLOMA PROGRAMME

SEMESTER II, SESSION 2024/2025

For any enquiry please email to
diploma@utm.my

WELCOME
NEW STUDENTS
TO UTM

UTM CAMPUS

UTM JOHOR
BAHRU CAMPUS

(1,148 hectares)

UTM KUALA
LUMPUR CAMPUS

(35 hectares)

innovative • entrepreneurial • global

WHY STUDY AT UTM

Why Study at UTM?

No 1 in Malaysia

#Architecture/ Built Environment

Top 100 in the World

#Engineering-Mineral & Mining

#Architecture/ Built Environment

#Engineering-Civil & Structural

#Engineering-Petroleum

#Engineering-Electrical and Electronics

#Engineering-Chemical

Top 150

#Engineering-Mechanical, Aeronautical & Manufacturing

QS WORLD UNIVERSITY RANKINGS BY SUBJECTS 2024

#37

in Asia

QS WORLD UNIVERSITY RANKINGS

#1

in the World for SDG7 -Affordable and Clean Energy
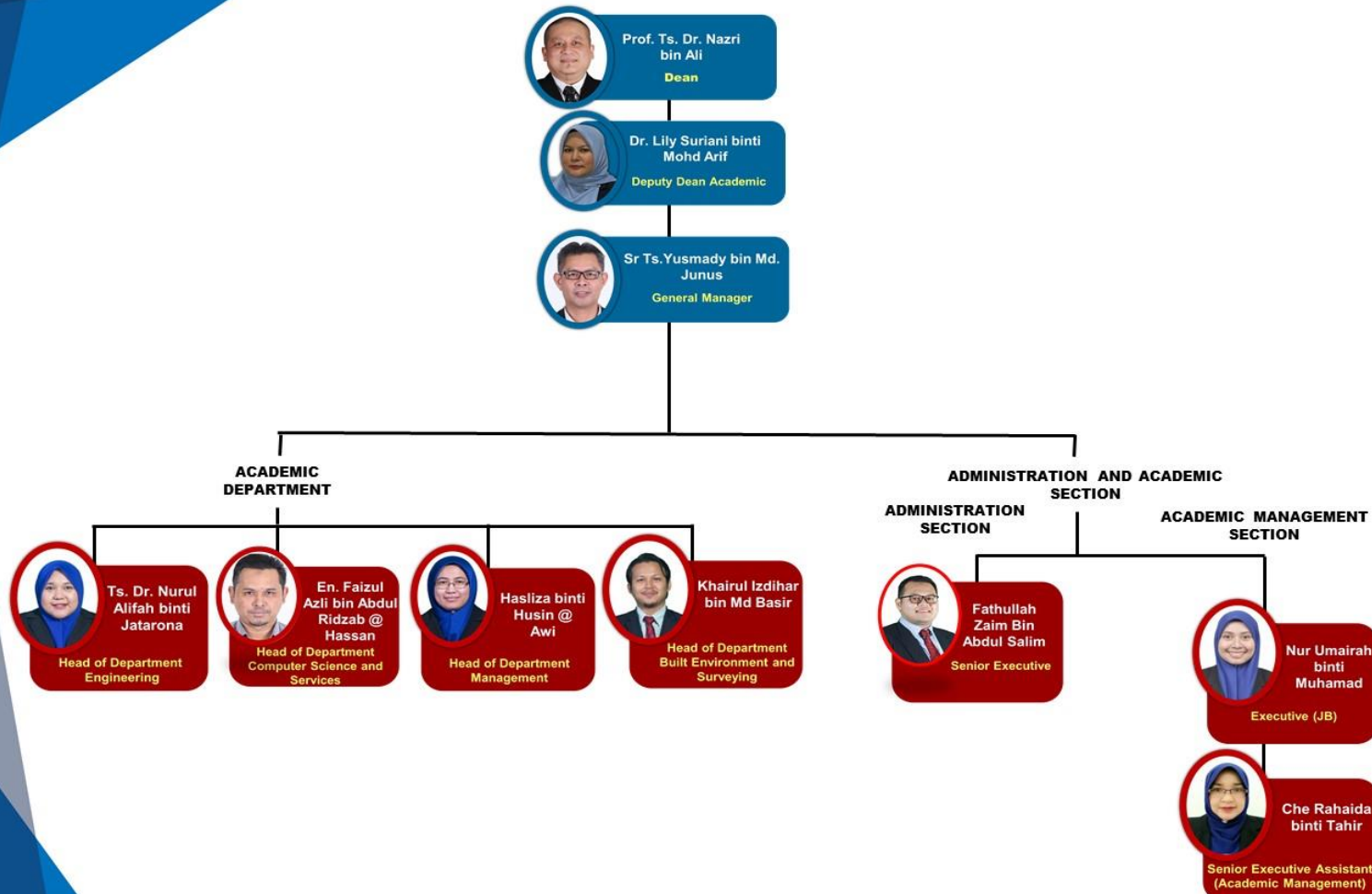
THE Impact Rankings 2023

#1

in Malaysia for SDG9-Industry, Innovation and Infrastructure

THE Impact Rankings 2023

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MEET OUR TEAM

ORGANIZATIONAL CHART
CENTRE OF DIPLOMA STUDIES, SPACE UTM

Prof. Ts. Dr. Nazri bin Ali — Dean

Dr. Lily Suriani binti Mohd Arif — Deputy Dean Academic

Sr Ts. Yusmady bin Md. Junus — General Manager

ACADEMIC DEPARTMENT

- Ts. Dr. Nurul Alifah binti Jatarona — Head of Department Engineering
- En. Faizul Azli bin Abdul Ridzab @ Hassan — Head of Department Computer Science and Services
- Hasliza binti Husin @ Awi — Head of Department Management
- Khairul Izdihar bin Md Basir — Head of Department Built Environment and Surveying

ADMINISTRATION AND ACADEMIC SECTION

ADMINISTRATION SECTION
- Fathullah Zaim Bin Abdul Salim — Senior Executive

ACADEMIC MANAGEMENT SECTION
- Nur Umairah binti Muhamad — Executive (JB)
- Che Rahaida binti Tahir — Senior Executive Assistant (Academic Management)

UPDATED 4/12/.24

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MEET OUR TEAM

HEAD OF PROGRAMMNE & COORDINATOR
CENTRE OF DIPLOMA STUDIES, SPACE UTM

DEPARTMENT — **HEAD OF PROGRAMME** — **COORDINATOR**

DEPARTMENT OF ENGINEERING

Ts. Erni Syuhada binti Mazwil Ehsan
Head of Programme Diploma In Civil Engineering
DDWA

Ts. Noor izaety binti Azhar
Head of Programme Diploma In Mechanical Engineering
DDWJ

Ts. Othman bin Jais
Head of Programme Diploma In Electrical Engineering
DDWH

Anati Syahirah binti Hedzir
Head of Programme Diploma In Electronics Engineering
DDWE

Ts. Chia Yaw Kwan
Head of Programme Diploma In Chemical Engineering
DDWT

DEPARTMENT OF BUILT ENVIROMENT AND SURVEYING

Sr. Noorazliza binti Sudar
Head of Programme Diploma In Land Surveying
DDWL/DSPL

Dr Siti Fatimah Ilani binti Bilyamin
Head of Programme Diploma In Urban and Regional Planning
DDWN/DSPN

Nabilah Hanim binti Mohd Anuar
Head of Programme Diploma In Quantity Surveying
DDWQ/DSPQ

Sr Siti Zamilah binti Abd Hamid
Head of Programme Diploma In Property Management
DDWF/DSPF

Sarah Erina binti Roseley
Head of Programme Diploma In Architecture
DDWR/DSPR

DIPLOMA IN CAMPUS UTMJB

Ts. Ain Hasmiza binti Suffian
Coordinator of Programme Diploma In Architecture
DDWR/DSPR JB

Siti Fasihah binti Abdul Fatah
Coordinator of Programme Diploma In Quantity Surveying
DDWQ/DSPQ JB

DEPARTMENT OF COMPUTER SCIENCE AND SERVICES

Norzaharawani Binti Busu
Head of Programme Diploma In Computer Science
DDWD/DSPD

Nurazreen Ezzaty binti Zainurin
Coordinator of Programme Diploma In Computer Science
DDWD/DSPD JB

Shabitah binti Ramley
Coordinator
SCIENCE AND MATEMATICS

Umijah binti Madzen
Coordinator
GENERAL COURSE

Ramona Bt Abd. Rahim
Coordinator
ENGLISH LANGUAGE

DEPARTMENT OF MANAGEMENT

Syarifah Rabiyah Al Adawiah binti Syed Badrul Hisham
Head of Programme Diploma In Technology Management
DDWG/DSPG

Nur Solehah binti Sham
Head of Programme Diploma In Accounting
DDWP/DSPP

Tn. Syed Husaini Bin Syed Hussain
Coordinator of Programme Diploma In Islamic Studies Education
DDWI

Dr Asha Hasnimy binti Mohd Hashim
Coordinator of Programme Diploma In Sport and Fitness
DSPU

Kemaskini JUN 2024

DIPLOMA STUDENT PORTAL

ALL INFORMATIONS ARE ACCESSIBLE ON UTM DIPLOMA STUDENT PORTAL

KINDLY CLICK ON THE LINK PROVIDED BELOW

https://studentdiploma.utmspace.edu.my/

ACADEMIC CALENDAR

REFER ACADEMIC CALENDAR
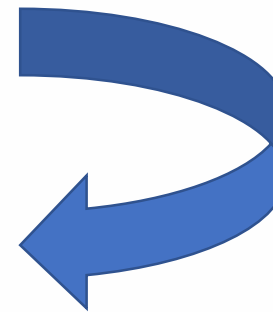FOR DIPLOMA STUDENTS

KINDLY CLICK ON THE
LINK PROVIDED

https://amd.utm.my/academic-
calendar/
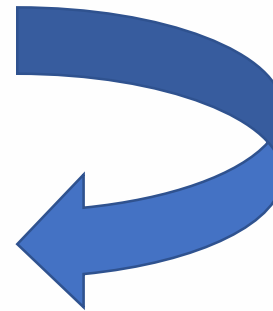
ACADEMIC RULES & REGULATIONS
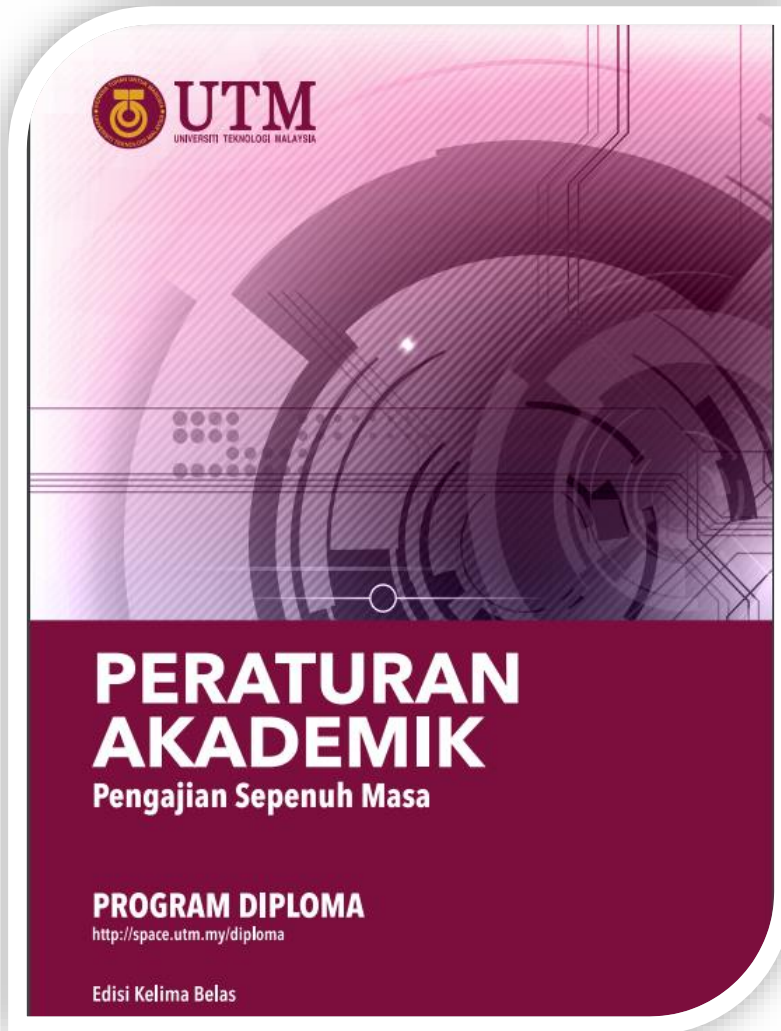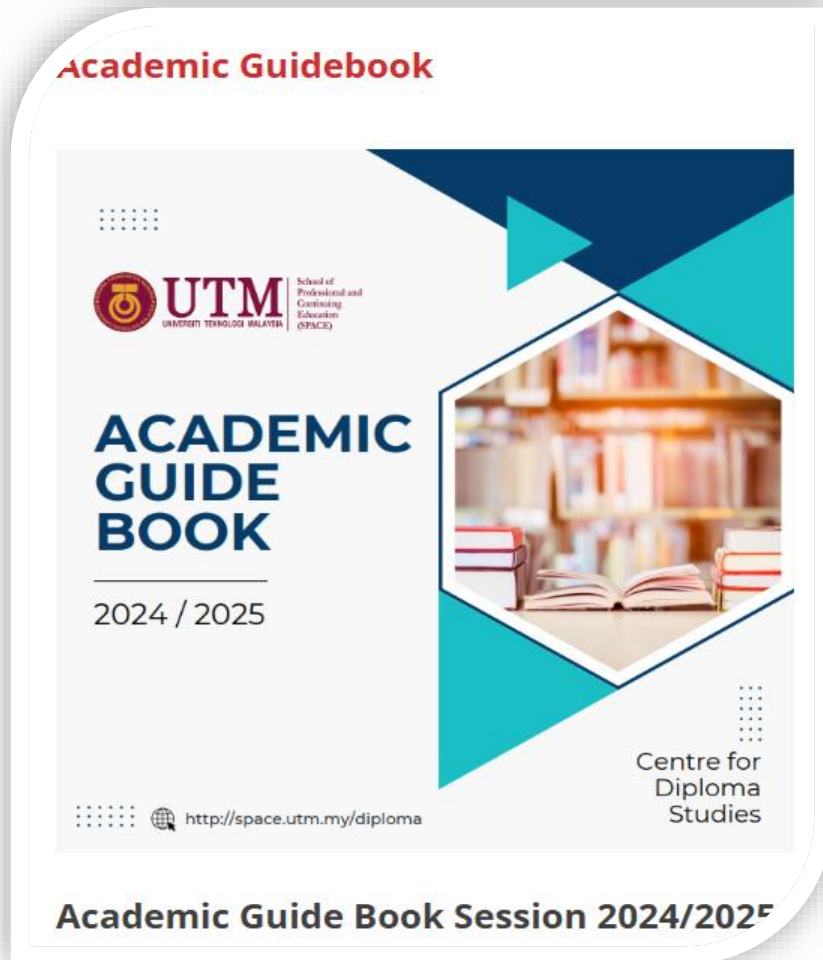
REFER ACADEMIC REGULATIONS FOR DIPLOMA STUDENTS

KINDLY CLICK ON THE LINK PROVIDED

https://studentdiploma.utmspace.edu.my/?p=2574

PERATURAN AKADEMIK
Pengajian Sepenuh Masa

PROGRAM DIPLOMA
http://space.utm.my/diploma

Edisi Kelima Belas

ACADEMIC GUIDEBOOK

REFER ACADEMIC GUIDEBOOK
FOR DIPLOMA STUDENTS

Academic Guidebook

UTM
UNIVERSITI TEKNOLOGI MALAYSIA
School of
Professional and
Continuing
Education
(SPACE)

ACADEMIC GUIDE BOOK

2024 / 2025

Centre for
Diploma
Studies

http://space.utm.my/diploma

Academic Guide Book Session 2024/2025

KINDLY CLICK ON THE
LINK PROVIDED

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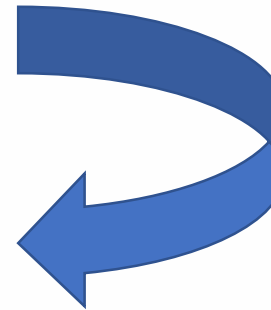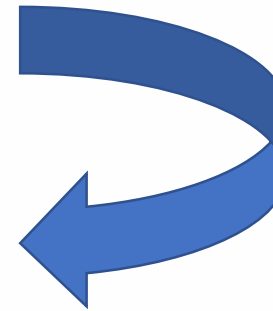
STUDENT FINANCIAL REGULATION

REFER FINANCIAL REGULATION FOR DIPLOMA STUDENTS

KINDLY CLICK ON THE LINK PROVIDED

https://studentdiploma.utmspace.edu.my/?p=2556

STUDENT FINANCIAL REGULATION
STUDENT ACCOUNT SYSTEM

UTMSPACE

Diploma Students' Account Management System

Please login with your **email** and **IC number (local students)** or **passport number (international students)**.

If you are facing any problems or have questions please contact us via:

- email at `bkwk1@utmspace.edu.my` or
- call us at `03-27286566, 03-27286567, 03-27286511, 03-27286565`

Email

> Email

IC or Passport Number

> IC or Passport Number

Login

Click Here: https://pupw.utmspace.edu.my/dipacc/login?returnUrl=/dipacc

STEP 1: COURSE REGISTRATION SLIP SEMESTER I, SESSION 2024/2025

1. Check UTMID

*UTMID procedure - How To Get UTMID

2. Get your course registration slip via website – http://myutm.my

*Refer procedure via link - Web Guide for New Student

3. Print the course registration slip

*Refer procedure via link - Web Guide for New Student

Note: On the course registration slip, students will get information such as *a) Course List, Course Code & Credit Amount for This Semester;* b) Section and c) Name of Academic Advisor*

STEP 2: STUDENT TIMETABLE SEMESTER II, SESSION 2024/2025

1. Go to the website –
https://spacescheduler.utmspace.edu.my/view/

a. Click 'Programme'

b. Click 'Section' to see the timetable for current semester

c. Click 'Show' to save a copy

Note: Please take note on the important information in the timetable: a) Day and Time Slot, b) Course Code & Section. All student need to attend lectures according to the day & time slot they have set

2. Lecturer information that teaches courses based on the program can be referred on the website – View Academic Staff

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

SPACEScheduler   🗓 Schedule ▾

SPACE**SCHEDULER**
· SISTEM JADUAL KULIAH SPACE UTM ·

UTM — School of Professional and Continuing Education (SPACE)

PROGRAMME

| PLEASE SELECT ONE ▾ | SHOW |

STUDENT TIMETABLE
202420252

SECTION

PLEASE SELECT ONE ▾

Click Here :

https://spacescheduler.utmspace.edu.my/view/

Year of Study for Current Semester

Course Section
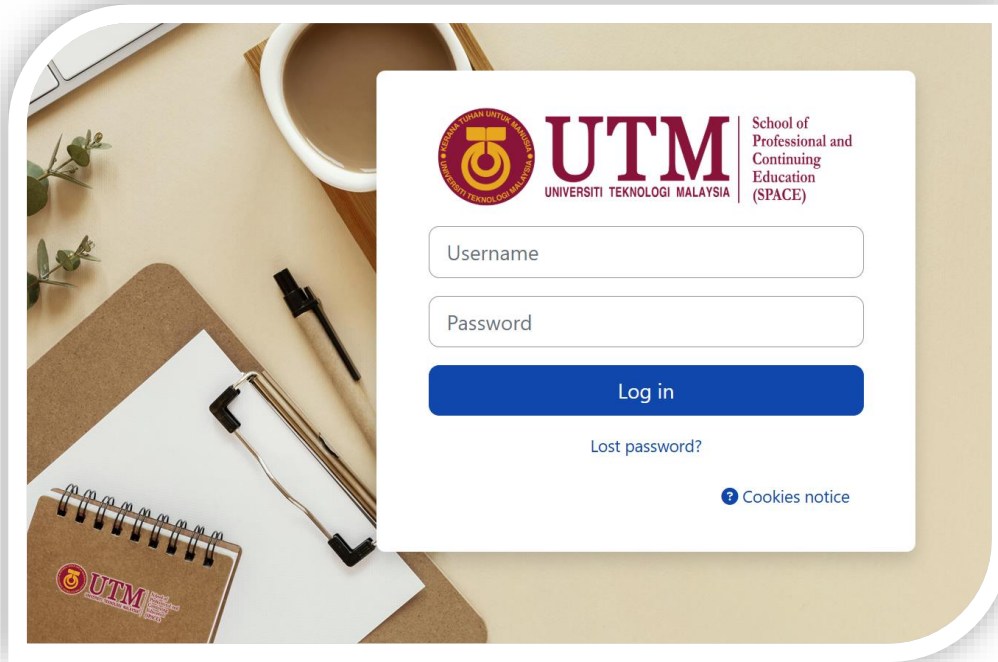
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Program Code
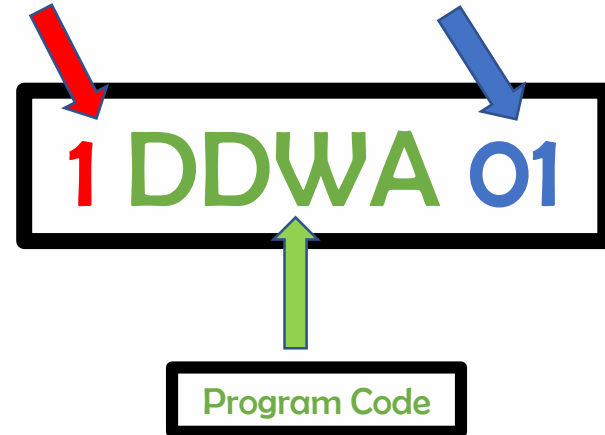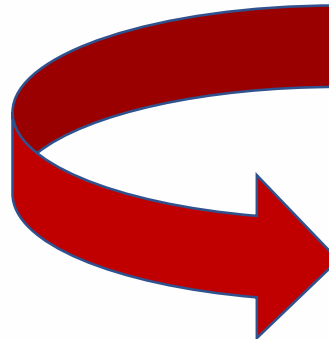
STEP 3: ONLINE LEARNING PREPARATION

PLEASE NOTE...

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

PLEASE CLICK ON THE E-LEARNING APPLICATIONS PROVIDED FOR A BETTER LEARNING EXPERIENCE!

UTM
School of Professional and Continuing Education (SPACE)

Username

Password

Log in

Lost password?

? Cookies notice

eLearning @ UTM
(click to access)

* For more useful tips kindly go to Student Portal > Scroll down for **Online Learning Preparation**

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STEP 4: ONLINE PRE-REGISTRATION GUIDELINES FOR SEMESTER II SESSION 2024/2025

1. Go to MyUTM to make Online Pre-Registration Course - http://my.utm.my

*Procedure for pre-registration course Sem I, 2024/2025 can be referred via link *(refer page no.11)* Registration Course Guidelines

2. Select "Course Registration"

3. Fill in the courses you wish to register

*please refer to the respective Academic Advisor or Head of Programme for courses taken

* Note: Registration course for Semester II, Session 2024/2025 is on 25th – 27th Disember 2024 (UTM Johor Bahru & Kuala Lumpur)

STEP 5: EXAMINATION GUIDELINES FOR SEMESTER II, SESSION 2024/2025

1. Final Examination for Semester II, Session 2024/2025 will be held on 20th April – 11th Mei 2025

**(refer to Academic Calendar session 2024/2025 – Diploma Programme)

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

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Final exam result Semester II, Session 2024/2025 can be accessed via MyUTM
http://my.utm.my

Best of Luck for your Final Examination

DIPLOMA PROGRAMME
SEMESTER II , 2024 /2025

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KINDLY CLICK ON THE LINK PROVIDED TO FIIL OUT A GOOGLE FORM

https://forms.gle/EM2kTPMWYDWkvNad8

MANADEMENT TEAM

POSITION	NAME	EMAIL
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Deputy Dean (Development)	Ts. Nik Maria binti Nik Mahamood	nik.maria@utmspace.edu.my
General Manager	Sr Ts. Yusmady bin Md Junus	gm.ppd@utmspace.edu.my
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Head of Department Computer Science & Services	En Faizul Azli bin Abdul Ridzab @ Hassan	hod.jskp@utmspace.edu.my
Head of Department Management	Pn. Hasliza binti Husin @ Awi	hod.management@utmspace.edu.my
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Executive (UTM JB Campus)	Pn. Nur Umairah binti Muhamad	umairah@utmspace.edu.my
Senior Executive Assistant (Academic Management)	Pn. Che Rahaida binti Tahir	rahaida@utmspace.edu.my

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For more information about academic and programme, please contact:

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Head of Programme Diploma in Electronic Engineering	Pn. Anati Syahirah binti Hedzir	anati@utmspace.edu.my
Head of Programme Diploma in Mechanical Engineering	Ts. Noor Izaety binti Azhar	noor.izaety@utmspace.edu.my
Head of Programme Diploma in Chemical Engineering	Ts. Chia Yaw Kwan	kwan@utmspace.edu.my
Head of Programme Diploma in Computer Science	Pn. Norzaharawani binti Busu	norzaharawani@utmspace.edu.my
Head of Programme Diploma in Technology Management	Pn. Syarifah Rabiyah Al Adawiyah binti Syed Badrul Hisyam	rabiyah@utmspace.edu.my
Head of Programme Diploma in Property Management	Sr Siti Zamilah binti Abdul Hamid	zamilah@utmspace.edu.my
Head of Programme Diploma in Accounting	Cik Nur Solehah Binti Sham	nsolehah@utmspace.edu.my

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For more information about academic and programme, please contact:

POSITION	NAME	EMAIL
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Head of Programme Diploma in Land Surveying	Sr. Noorazliza binti Sudar	noorazliza@utmspace.edu.my
Head of Programme Diploma in Town And Regional Planning	Dr. Siti Fatimah Ilani Binti Bilyamin	ilani@utmspace.edu.my
Head of Programme Diploma in Quantity Surveying (UTM KL)	Nabilah Hanim binti Mohd Anuar	nabilah.hanim@utmspace.edu.my
Coordinator of Programme Diploma in Quantity Surveying (UTM JB)	Pn. Siti Fasihah binti Abdul Fatah	sitifasihah@utmspace.edu.my
Head of Programme Diploma in Architecture (UTM KL)	Pn. Sarah Erina binti Roseley	sarah.erina@utmspace.edu.my
Coordinator of Programme Diploma in Architecture (UTM JB)	Ts. Ain Hasmiza binti Suffian	ainhasmiza@utmspace.edu.my
Coordinator of Programme Diploma in Sport and Fitness (UTM JB)	Cik Noor Azilah binti Aziz	azilah@utmspace.edu.my

Thank You!

Student Portal
https://studentdiploma.utmspace.edu.my/

Any enquiries, please contact us
diploma@utm.my

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