

UNIVERSITI TEKNOLOGI MALAYSIA

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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