

GUIDELINES FOR NEW STUDENTS DIPLOMA PROGRAMME

SEMESTER I, SESSION 2020/2021

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

For any enquiry please email to
diploma@utm.my

Welcome New Students!



Universiti Teknologi Malaysia



UTM CAMPUS



UTM JOHOR
BAHRU CAMPUS

(1,148 hectares)



UTM KUALA
LUMPUR CAMPUS

(35 hectares)

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“You are just one click away to access on the specific decks!”



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MEET OUR TEAM

ORGANIZATION CHART CENTRE FOR DIPLOMA STUDIES, SPACE



Update : 18 Mei 2020

HEAD OF PROGRAMME & COORDINATOR CENTRE FOR DIPLOMA STUDIES, SPACE



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of
Professional and
Continuing
Education
(SPACE)

DEPARTMENT

HEAD OF PROGRAMME

COORDINATOR & PANEL

DEPARTMENT OF ENGINEERING



Ts. Dr. Nurul Alifiah binti Jatarona
Head of Programme
Diploma In Civil Engineering
DDWA



Zaimah binti Daud
Head of Programme
Diploma In Electrical
Engineering (Mechatronics)
DDWB



Ts. Marizan binti Yaacob
Head of Programme
Diploma In Electronics
Engineering
DDWE



Husna Hafiza binti R. Azmi
Coordinator of Programme
Diploma In Chemical
Engineering
DDWT



Azahar bin Nawawi
Head of Programme Diploma In
Electrical Engineering (Power) /
Diploma In Electrical Engineering
DDWK



Ts. Dr. Samsol Faizal bin Anis
Head of Programme Diploma In
Mechanical Engineering
DDWJ

DEPARTMENT OF GEOMATICS AND BUILT ENVIROMENT



Muhammad Naqib bin Halim
Head of Programme
Diploma In Land Surveying
DDWL



Siti Fatimah Ilani bt Bilyamin
Head of Programme Diploma In
Urban and Regional Planning
DDWN



Ts. Rosmiza binti Awang Noh
Head of Programme
Diploma In Quantity Surveying
DDWQ



Khairul Izdihar bin Abd Basir
Head of Programme
Diploma In Architecture
DDWR

DIPLOMA IN CAMPUS UTMJB



Ts. Mohd Amirul Hakim bin Zamri
Coordinator of Programme
Diploma In Architecture
DDWR JB



Atikah binti Razali
Coordinator of Programme
Diploma In Quantity Surveying
DDWQ JB

DEPARTMENT OF COMPUTER SCIENCE AND SERVICES



Faizul Azli bin Mohd Rizab @ Hassan
Head of Programme Diploma In
Computer Science (Information
Technology) / Diploma In
Computer Science
DDWC



Syed Ardi bin Syed Yahya Kamal
Head of Programme Diploma In
Computer Science (Multimedia)
DDWZ



Zura'ni binti Dahlan
Head of Panel
**SCIENCE AND
MATEMATICS**



Prof. Madya Zainudin Bin Abdul Razak
Coordinator
**CO-CURRICULUM AND
SERVICE LEARNING**



Dr. Harmi Izzuan Bin Baharum
Coordinator
ENGLISH LANGUAGE



Nik Mohd Zaim bin Abd Rahim
Coordinator
GENERAL COURSE

DEPARTMENT OF MANAGEMENT



Nik Hamidi bin Nik Mustapha
Head of Programme Diploma In
Property Management
DDWF

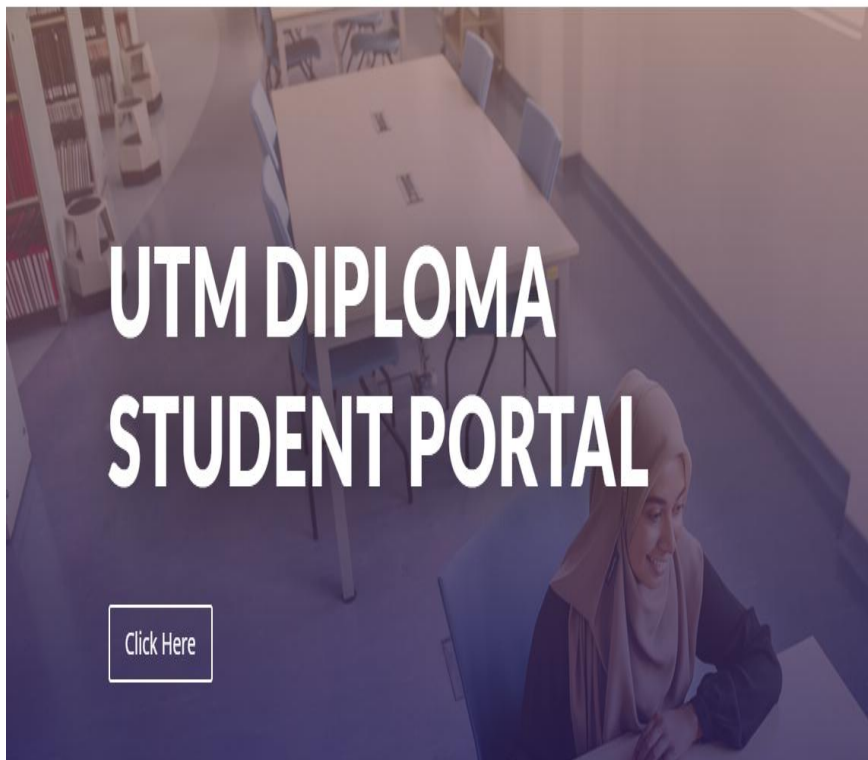


Diyana Nabilah binti Md. Burhan
Head of Programme Diploma In
Technology Management
DDWG



Hasliza binti Hussin @ Awi
Head of Programme Diploma In
Technology Management
(Accounting) / Diploma In
Accounting
DDWW

DIPLOMA STUDENT PORTAL



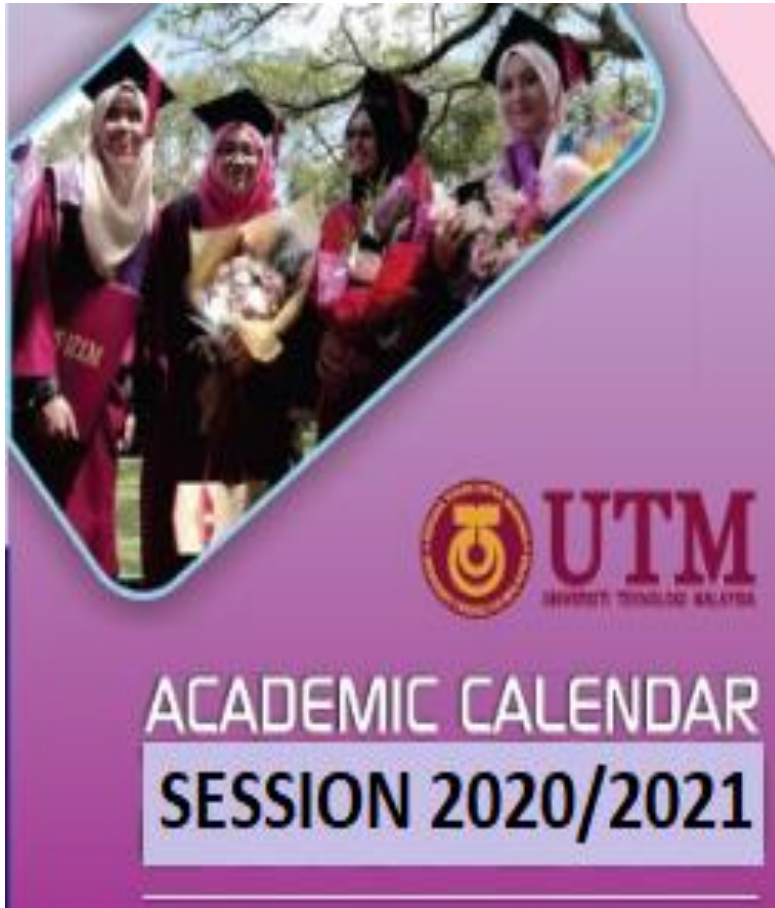
ALL INFORMATIONS ARE
ACCESSIBLE ON UTM DIPLOMA
STUDENT PORTAL



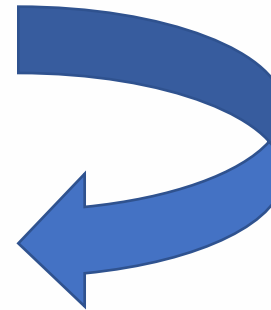
KINDLY CLICK ON THE
LINK PROVIDED BELOW

<https://space.utm.my/studentdiploma>

ACADEMIC CALENDAR



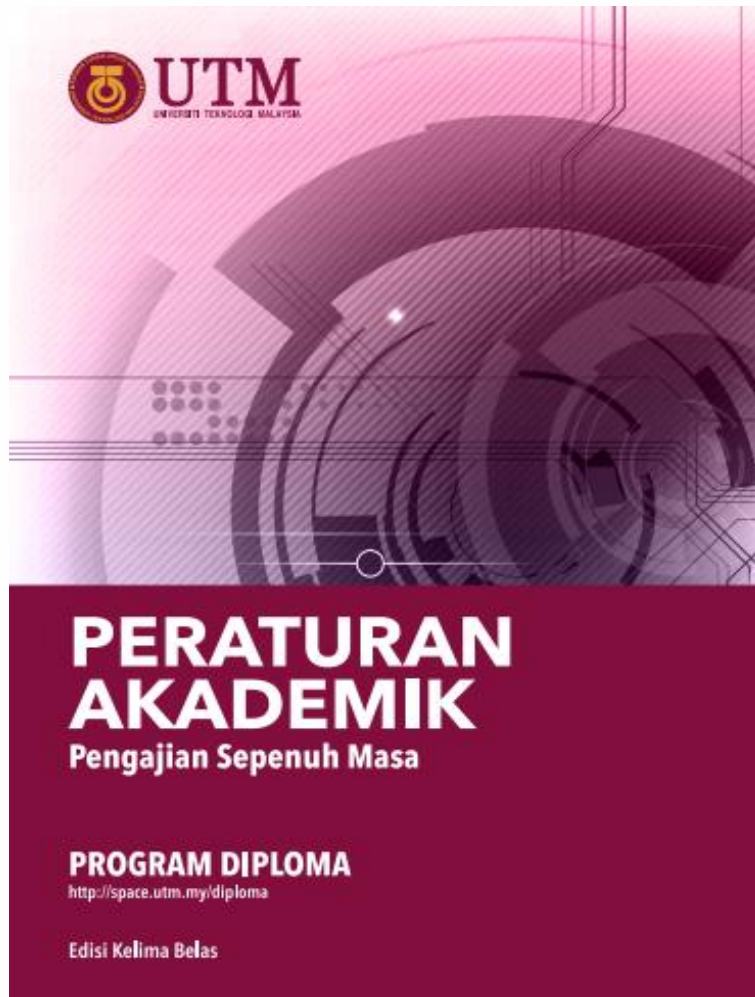
REFER ACADEMIC CALENDAR
FOR DIPLOMA STUDENTS



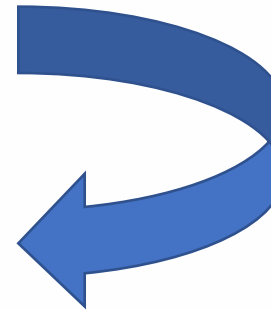
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<https://studentdiploma.utmspace.edu.my/?p=2574>

ACADEMIC RULES & REGULATIONS



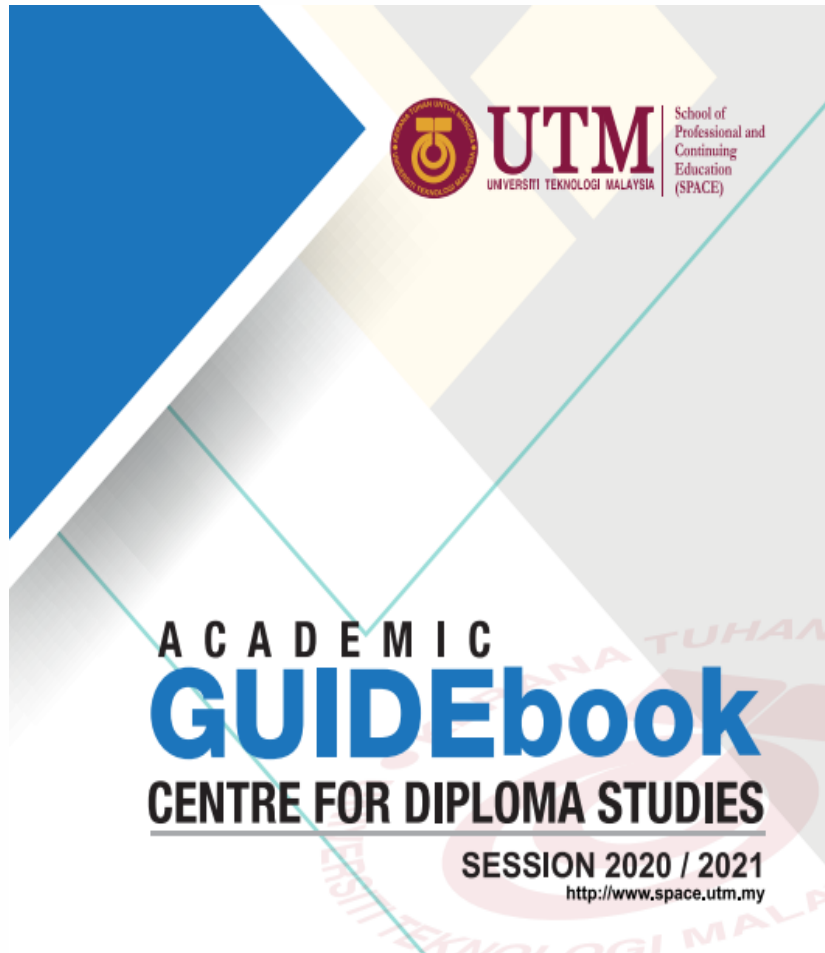
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FOR DIPLOMA STUDENTS



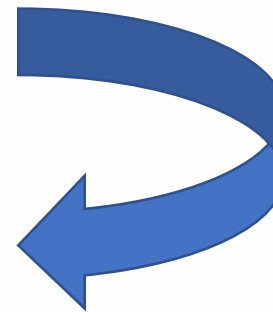
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ACADEMIC GUIDEBOOK



REFER ACADEMIC GUIDEBOOK
FOR DIPLOMA STUDENTS



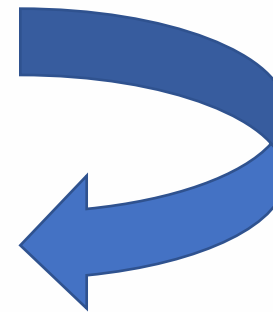
KINDLY CLICK ON THE
LINK PROVIDED

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

STUDENT FINANCIAL REGULATION



REFER FINANCIAL
REGULATION FOR DIPLOMA
STUDENTS



KINDLY CLICK ON THE
LINK PROVIDED

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

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

1. Check UTMID via website - <http://acid.utm.my>

*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 I, SESSION 2020/2021

1. Go to the website -

<http://jadualwaktu.utmspace.edu.my/>

- a. Click **Tab 'Student'** -> Select 'Student Group' eg: 1 DDWA 01
(refer next slide)
- b. Click **'Show'** to see the timetable for current semester
- c. Click **'Print'** 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

***Kindly ignore the classroom location as online learning will be conducted during this semester**

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**

INTELLIGENT TIMETABLE

UNIVERSITI TEKNOLOGI MALAYSIA

Timetable: Room Student Lecturer Clash Checker Listing

Faculty : PROGRAM PENGAJIAN DIPLOMA SPACE UTM (PERDANA) [Change]

STUDENT TIMETABLE

202020211

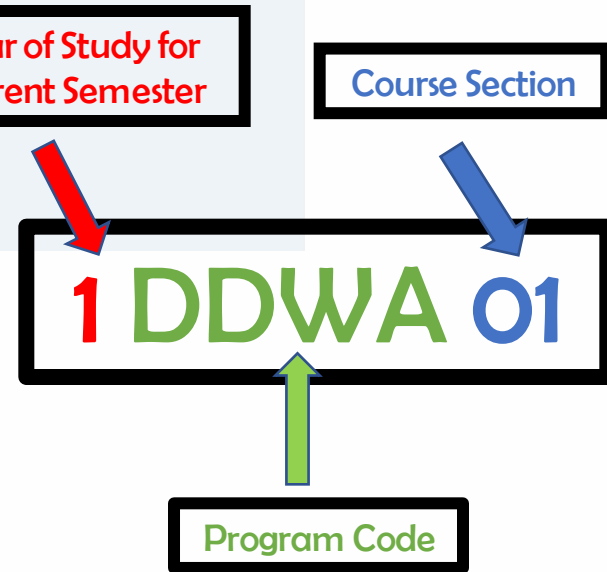
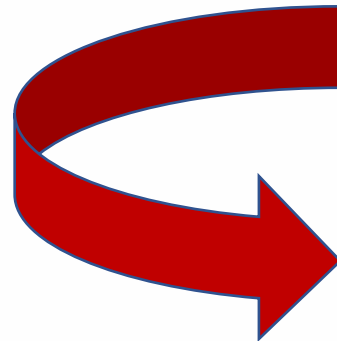
Student Groups

Year of Study for Current Semester

Course Section

1 DDWA 01

Program Code



STEP 3: ONLINE BRIEFING WITH GENERAL MANAGER, HEAD OF DEPARTMENT (KJ) & HEAD OF PROGRAM (KP) FOR NEW STUDENTS SEMESTER I, SESSION 2020/2021



DATE: 18 JUN 2020

SPEAKER	TIME	LIVE LINK / RECORDED VIDEO LINK	REMARKS
GENERAL MANAGER	10.00 am - 10.30 am		Information on the online briefing with GM & KJ can be found via link: https://studentdiploma.utmspace.edu.my/?page_id=3718
HEAD OF DEPARTMENT	10.30 am - 11.00 pm		
HEAD OF PROGRAMME	11.00 am - 12.00 pm		Information on the online briefing with KP can be found via link: https://studentdiploma.utmspace.edu.my/?page_id=3720

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

DATE: 24 JUN 2020



DEPARTMENT	PROGRAM	TIME	LIVE LINK / RECORDED VIDEO LINK	REMARKS
ENGINEERING	DDWA	2.30 - 3.30pm		Information on the online briefing with ACADEMIC ADVISOR (PA) can be found via link: https://studentdiploma.utmspace.edu.my/?page_id=3726
	DDWE			
	DDWJ			
	DDWK			
	DDWT			
MANAGEMENT	DDWF			
	DDWG			
	DDWW			
COMPUTER SCIENCE & SERVICES	DDWC			
GEOMATICS & BUILT ENVIRONMENT	DDWL			
	DDWN			
	DDWQ			
	DDWR			

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 APPLICATIONS PROVIDED FOR
A BETTER LEARNING EXPERIENCE!**



eLearning @
UTM

(click to access)

BLACKBOARD
@ UTMSPACE

(click to access)

* For more useful tips kindly go to [Student Portal](#) > Scroll down for **Online Learning Preparation**

STEP 6: ONLINE PRE-REGISTRATION GUIDELINES FOR SEMESTER II SESSION 2020/2021

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

*Procedure for pre-registration course sem II, 2020/2021 can be referred via link (*refer page no.10*) [Pre-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: Pre-registration course for Semester II, Session 2020/2021 is on 7th September until 18th September 2020

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

1. Online Final Examination for Semester I,
Session 2020/2021 will be held on 12th October –
30th October 2020

***Procedure for Online Final Examination Semester I,
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 I SESSION 2020/2021

Final exam result Semester I,
Session 2020/2021 can be
accessed via MyUTM
<http://my.utm.my>

It's
EXAM
time !

"Doing your best
is more important than being the best."
- Shannon Miller





LIST OF IMPORTANT THINGS

SESSION 2020/2021

Student Portal

space.utm.my/studentdiploma

New Student's' Guide Session 2020/2021

- Registration Kit
- Guide To Use My UTM
- Online Learning Preparation
- Rules and Regulation

Academic

- Academic Guide Book Session 2020/2021
- Academic Regulations Book Edition 15/2019
- Academic Calendar Session 2020/2021

Finance

- Financial Regulations Book Edition 3/2020
- Fees Payment Period Semester 1, Session 2020/2021 (New Student's)

Related Link

- MyUTM (UTM One Stop Student Services)
- Class Timetable
- e-PPP (Student Evaluation of Teaching)
- Blackboard@UTMSPACE
- e-Learning@UTM
- Student's Account System
- UTM
- UTM Library
- Activities and Events

Students are required to fill out a Google Form for **Verification Students** have a read, understood and browsed the website via the link <https://forms.gle/AcBHzzW3G7kSXU9Y7> **before/on 26 June 2020 (Friday)**

For any inquiries please email to diploma@utm.my

Centre for Diploma Studies, SPACE
Universiti Teknologi Malaysia

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

<https://forms.gle/AcBHzzW3G7kSXU9Y7>

MANAGEMENT TEAM

POSITION	NAME	EMAIL
Chair	Prof. Ts. Dr. Othman bin Che Puan	othmancp@utmspace.edu.my
Deputy Chair (Academic)	Prof. Madya Sr. Dr. Mohd Zulkifli bin Mohd Yunus	timbdekan@utmspace.edu.my
Deputy Chair (Development)	Prof. Madya Mazlan bin Mohamad Abdul Hamed	tda@utmspace.edu.my
General Manager	Ts. Nik Maria binti Nik Mahamood	maria.kl@utm.my / nik.maria@utmspace.edu.my
FULL TIME PROGRAMME		
Head of Department (Engineering)	Ts. Dr. Sahnus binti Usman	sahnus.kl@utm.my
Head of Department (Computer Science and Services)	Dr. Mohamad Ahmad bin Drs Nasrul	mahmad.kl@utm.my
Head of Department (Management)	Mohamad Shafie bin Abdul Rashid	shafiear.kl@utm.my
Head of Department (Geomatics and Built Environment)	Sr. Ts. Yusmady bin Md. Junus	yusmady.kl@utm.my
Executive (Administration)	Nurul Nazihah binti Ahmad	nazihah@utmspace.edu.my
Executive (UTM JB Campus)	Nur Fatin Nabilah binti Ahmad Fauzi	nurfatin@utmspace.edu.my
Senior Executive Assistant (Academic Management)	Che Rahaida binti Tahir	rahaida@utmspace.edu.my
JOINT PROGRAMME		
Senior Manager	Ts. Norhaslinda binti Harun	norhaslinda.kl@utm.my
Executive (UTM JB Campus)	Abdullah Shaakir bin Abdul Halim.	shaakir@utmspace.edu.my
Senior Executive Assistant	Furizan bin Adnan	furizan@utmspace.edu.my

For more information about academic and programme, please contact:

POSITION	NAME	EMAIL
Head of Programme (Civil Engineering)	Ts. Dr Nurul Alifah binti Jatanora	alifah@utmpace.edu.my
Head of Programme (Electrical Engineering)	Azahar bin Nawawi	Azaharnawawi.kl@utm.my
Head of Programme (Electronic Engineering)	Ts. Marizan binti Yaacob	marizan.kl@utm.my
Head of Programme (Mechanical Engineering)	Ts. Dr Samsol Faizal bin Anis	samsol.kl@utm.my
Coordinator of Programme (Chemical Engineering)	Husna Hafiza binti R. Azmi	husna.hafiza@utmpace.edu.my
Head of Programme (Computer Science)	En. Faizul Azli bin Mohd Rizab @ Hassan	faizul.kl@utm.my
Head of Programme (Technology Management)	Diyana Nabilah binti Md. Burhan	diyana@utmpace.edu.my
Head of Programme (Property Management)	Nik Hamidi bin Nik Mustapha	nhamidi.kl@utm.my

For more information about academic and programme, please contact:

POSITION	NAME	EMAIL
Head of Programme (Accounting)	Hasliza binti Hussin @ Awi	hasliza@utmSPACE.edu.my
Head of Programme (Land Surveying)	Muhammad Naqib bin Halim	naqib@utmSPACE.edu.my
Head of Programme (Town And Regional Planning)	Siti Fatimah Ilani binti Bilyamin	ilani@utmSPACE.edu.my
Head of Programme (Quantity Surveying - UTM KL))	Ts. Rosmiza binti Awang Noh	rosmiza@utmSPACE.edu.my
Coordinator of Programme (Quantity Surveying - UTM JB)	Atikah binti Razali	atikahrazali@utmSPACE.edu.my
Head of Programme (Architecture - UTM KL)	Khairul Izdihar bin Abd. Basir	izdihar@utmSPACE.edu.my
Coordinator of Programme (Architecture - JB)	Ts. Mohd Amirul Hakim bin Zamri	amirulhakim@utmSPACE.edu.my

Thank You!



**SOARING
UPWARDS**
MALAYSIAN HIGHER EDUCATION



Student Portal

<http://space.utm.my/studentdiploma>

**Any enquiries, please contact us
diploma@utm.my**

**UTM KUALA LUMPUR CAMPUS
Centre for Diploma Studies
Level 1, Block H,
Universiti Teknologi Malaysia,
Jalan Sultan Yahya Petra
54100 Kuala Lumpur, Malaysia.**

**Phone :
+603 2615 4388 /4357 (Academic)
+603 2615 4388 (Administration)**

**UTM JOHOR BAHRU CAMPUS
Centre for Diploma Studies
Level 2, B08, Fakulti Alam Bina Dan Ukur
Universiti Teknologi Malaysia
81310 Johor Bahru
Johor**

**Phone :
+6018-3696005**