

GUIDELINES FOR NEW STUDENTS DIPLOMA PROGRAMME SEMESTER I, SESSION 2021/2022

For more information, please go to
[New Students' Guide Session 2021/2022](#)

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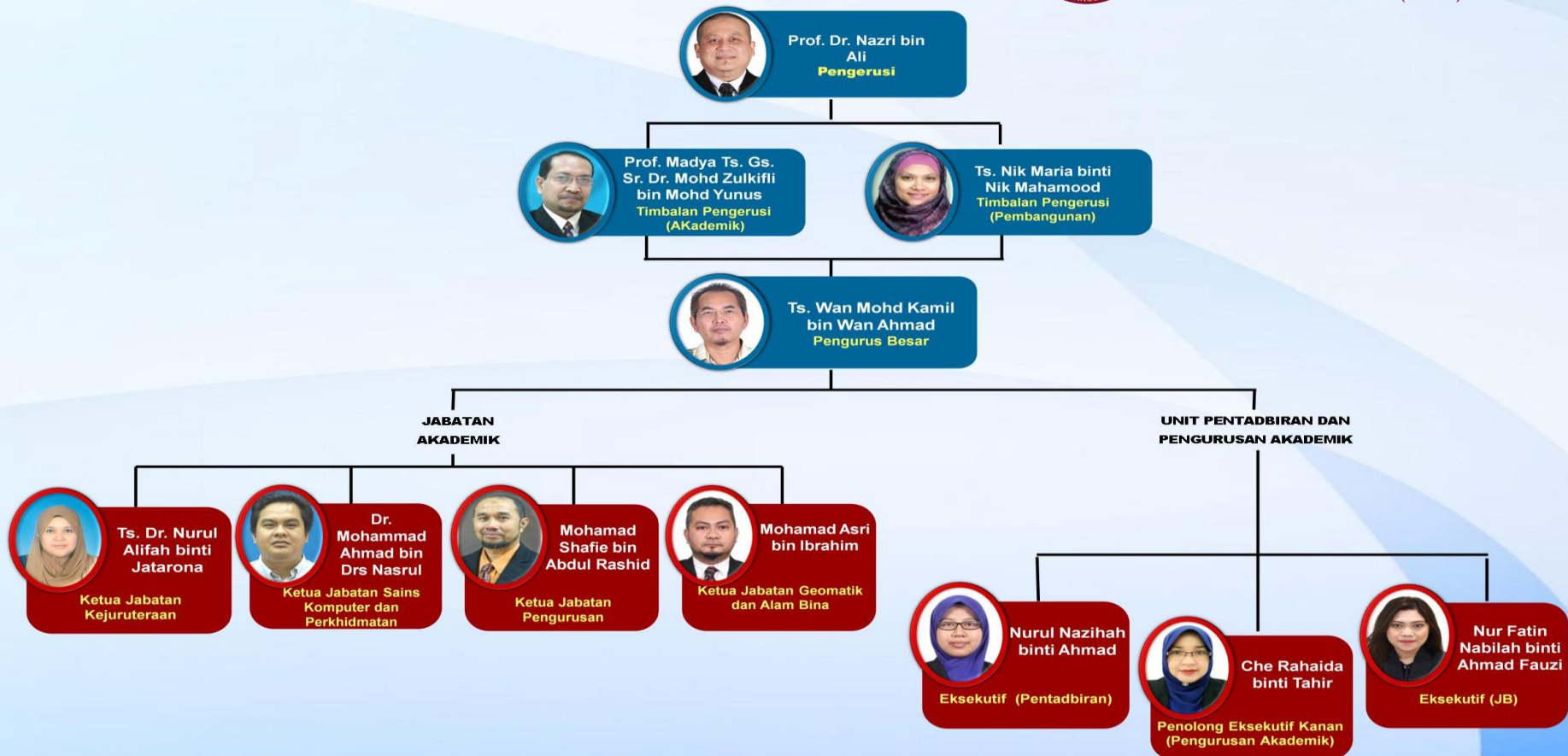
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“You are just one click away to access on the specific decks!”



MEET OUR TEAM

CARTA ORGANISASI PUSAT PENGAJIAN DIPLOMA, SPACE UTM



HEAD OF PROGRAMME & COORDINATOR CENTRE FOR DIPLOMA STUDIES, SPACE



DEPARTMENT

HEAD OF PROGRAMME

COORDINATOR

DEPARTMENT OF ENGINEERING



Ts. Michelle Zainab Baird
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



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

DDWK



Noor izaety binti Azhar
Head of Programme Diploma In
Mechanical Engineering

DDWJ



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

DDWT

DEPARTMENT OF GEOMATICS AND BUILT ENVIROMENT



Sr. Gs. Amir Hamzah bin Othman
Head of Programme
Diploma In Land Surveying

DDWL



Mohd Zaki bin Baharuddin
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



Siti Nurfatim binti Imran
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



Nadia Dianan binti Muhd Rusdi
Coordinator

**SCIENCE AND
MATEMATICS**



Prof. Madya Zainudin Bin Abdul Razak
Coordinator

**CO-CURRICULUM AND
SERVICE LEARNING**



Zaiton binti Ismail
Coordinator

ENGLISH LANGUAGE



Umijah binti Madzen
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

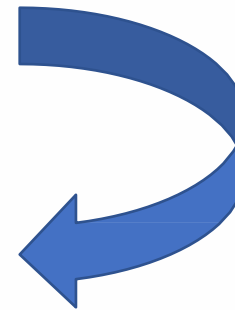
DIPLOMA STUDENT PORTAL

ALL INFORMATIONS ARE
ACCESSIBLE ON UTM
DIPLOMA STUDENT
PORTAL



UTM DIPLOMA STUDENT
PORTAL

CLICK HERE



KINDLY CLICK ON THE
LINK PROVIDED
BELOW

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

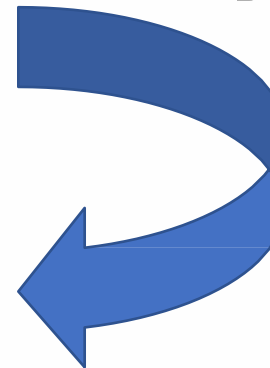
ACADEMIC CALENDAR

ACADEMIC CALENDAR FOR 2021/2022
DIPLOMA PROGRAMME
UNIVERSITI TEKNOLOGI MALAYSIA



REFER ACADEMIC
CALENDAR FOR
DIPLOMA STUDENTS

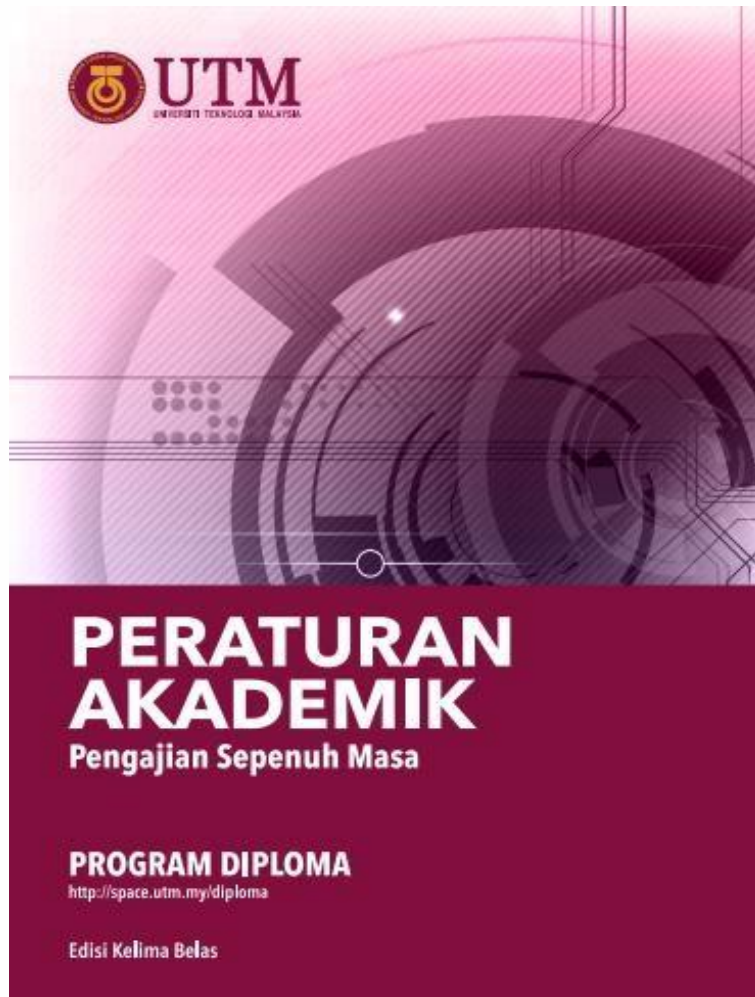
DATE		PROGRAMME	PUBLIC HOLIDAY
UTMJB	UTMKL		
28 July 2021	28 July 2021	Registration of New Students (1 Day)	
28 – 30 July 2021	28 – 30 July 2021	Student Orientation Week (MMM) (3 Days)	
SEMESTER I 1 AUGUST – 30 DISEMBER 2021 – UTMJB ■ 2 AUGUST – 31 DISEMBER 2021 – UTMKL (22 WEEKS)			
1 August – 16 September 2021	2 August – 17 September 2021	Lectures Semester I (First Half) (7 Weeks)	Awal Muharam 10 Ogos 2021 (Tuesday) National Day 31 August 2021 (Tuesday) Hari Almarhum Sultan Iskandar Johor (Johor Only) 13 September 2021 (Isnin) Malaysia Day 16 September 2021 (Khamis)
19 – 23 September 2021	20 – 24 September 2021	Mid-Semester Break for Semester I (1 Week)	The Prophet Muhammad's Birthday 19 October 2021 (Tuesday) Deepavali 4 November 2021 (Thursday) UTM 64 th Convocation Ceremony 23 - 28 October 2021 (Saturday-Thursday)
26 September – 11 November 2021	27 September – 12 November 2021	Lectures Semester I (Second Half) (7 Weeks)	
14 - 18 November 2021	15 – 19 November 2021	Revision Period for Semester I (1 Week)	
21 November – 9 December 2021	22 November – 10 December 2021	Final Examination for Semester I (3 Weeks)	
12 – 30 December 2021	13 – 31 December 2021	Final Break for Semester I (3 Weeks)	
SEMESTER II 2 JANUARY – 30 JUNE 2022 – UTMJB ■ 3 JANUARY – 1 JULY 2022 – UTMKL (26 WEEKS)			
2 January – 17 February 2022	3 January – 18 February 2021	Lectures Semester II (First half) (7 Weeks)	Chinese New Year 1 - 2 February 2022 (Tuesday & Wednesday) Federal Territory Day (KL Only) 1 February 2022 (Tuesday)
20 – 24 February 2022	21 – 25 February 2021	Mid-Semester Break for Semester II (1 Week)	
27 February – 14 April 2022	28 February – 15 April 2022	Lectures Semester II (Second Half) (7 Weeks)	Sultan Johor's Birthday (Johor Only) 23 March 2022 (Wednesday) First Day of Ramadan (Johor Only) 3 April 2022 (Sunday) Nuzul Al-Quran 19 April 2022 (Tuesday)



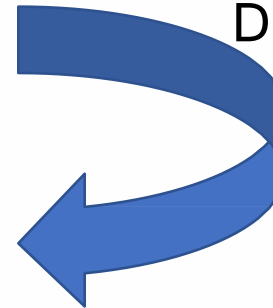
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<https://studentdiploma.utmspace.edu.my/?p=4571>

ACADEMIC RULES & REGULATIONS



REFER ACADEMIC
REGULATIONS FOR
DIPLOMA STUDENTS

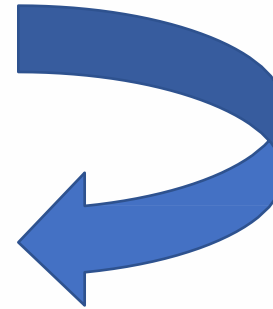


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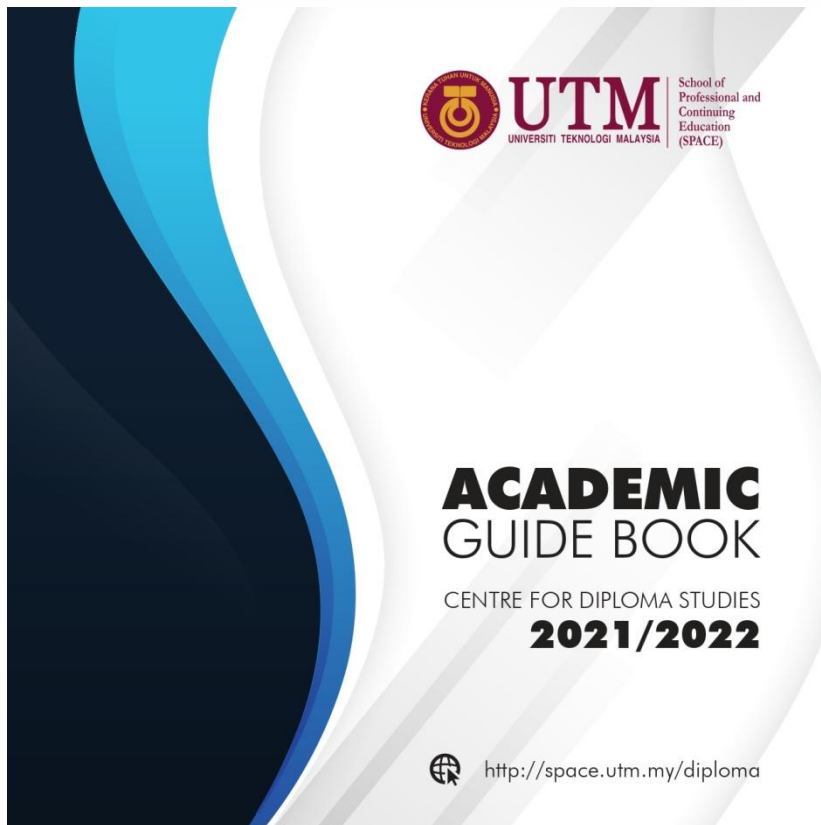
<https://studentdiploma.utmspace.edu.my/?p=2574>

ACADEMIC GUIDEBOOK

REFER ACADEMIC
GUIDEBOOK FOR
DIPLOMA STUDENTS



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THE LINK
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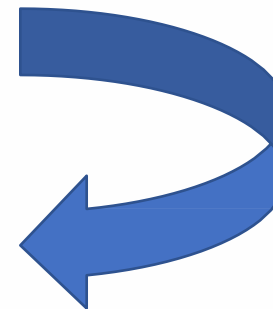


<https://studentdiploma.utmspace.edu.my/?p=2574>

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 2021/2022

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 2021/2022

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

PROGRAM PENGAJIAN DIPLOMA SPACE UTM (PERDANA)



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

STUDENT TIMETABLE 202120221

1DDWA01

Show

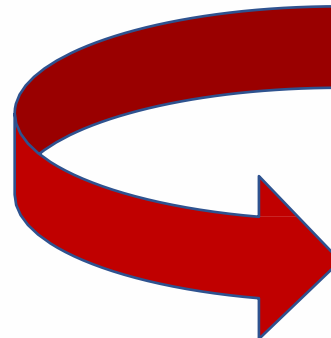
Print

Year of Study for Current Semester

Course Section

TIMETABLE FOR STUDENT GROUP : 1DDWA01

Day/Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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1DDWA01

Program Code

STEP 3: ONLINE BRIEFING WITH GENERAL MANAGER, HEAD OF DEPARTMENT (KJ) & HEAD OF PROGRAM (KP) FOR NEW STUDENTS SEMESTER I, SESSION 2021/2022

DATE: 29 JULY 2021



PLEASE
NOTE...

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 2021/2022

DATE: 4 AUG 2021

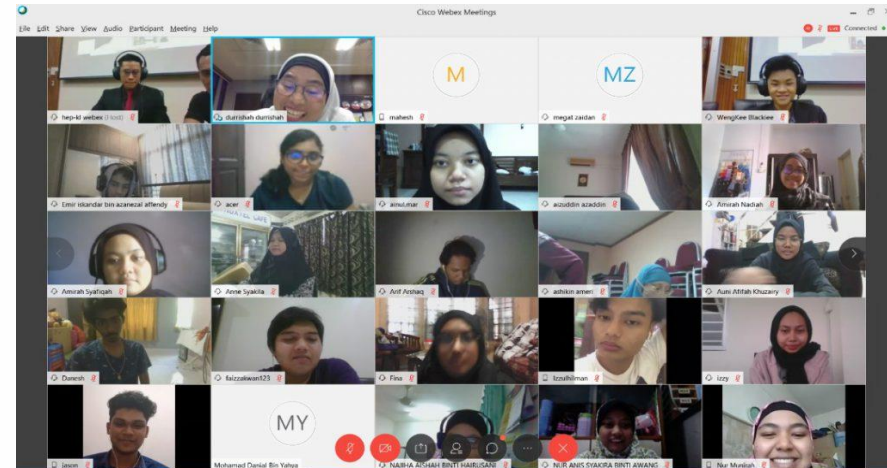
PLEASE
NOTE...

DEPARTMENT	PROGRAM	TIME	LIVE LINK / RECORDED VIDEO LINK	REMARKS
ENGINEERING	DDWA	2.30 - 3.30 pm		Information on the online briefing with ACADEMIC ADVISOR (PA) can be found via link: https://studentdiploma.utmspace.edu.my/?page_id=3726
	DDWE			
	DDWJ			
	DDWH			
	DDWT			
MANAGEMENT	DDWF			
	DDWG			
	DDWW			
COMPUTER SCIENCE & SERVICES	DDWD			
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 2021/2022

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

*Procedure for pre-registration course sem II, 2021/2022 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

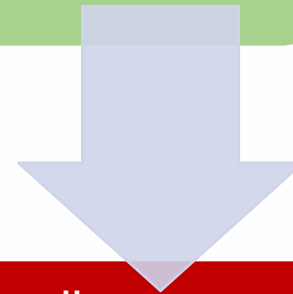
*please refer to the respective [Academic Advisor](#) or [Head of Programme](#) for courses taken

* Note: Pre-registration course for Semester II, Session 2021/2022 is on 17th October until 28th October 2021

STEP 7: ONLINE EXAMINATION GUIDELINES FOR SEMESTER I, SESSION 2021/2022

1. Online Final Examination for Semester I, Session 2021/2022 will be held on 21st November - 10th December 2021

*Procedure for Online Final Examination Semester I, 2021/2022 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 2021/2022

Final exam result
Semester I, Session
2021/2022 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 2021/2022

Student Portal

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

New Student's Guide Session 2021/2022

- Registration Kit
- Guide to use MyUTM
- Online Learning Preparation
- Rules and Regulation

Finance

- Financial Regulations Book Edition 3/2020
- Fee Payment Period Semester 1, Session 2021/2022 (New Student's)

Academic

- Academic Guide Book Session 2021/2022
- Academic Regulations Book Edition 15/2019
- Academic Calendar Session 2021/2022

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 to read, understood and browsed the website via the link

<https://forms.gle/XNNbfYyV9haeUmiB9>
before/on 20 August 2021 (Friday)

For any inquires 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/XNNbfYyV9haeUmiB9>

MANAGEMENT TEAM

POSITION	NAME	EMAIL
Chair	Prof. Dr. Nazri bin Ali	nazriali@utmpace.edu.my
Deputy Chair (Academic)	Prof. Madya Sr. Gs. Dr. Mohd Zulkifli bin Mohd Yunus	timbdekan@utmpace.edu.my
Deputy Chair (Development)	Ts. Nik Maria binti Nik Mahamood	maria.kl@utm.my nik.maria@utmpace.edu.my
General Manager	Ts. Wan Mohd Kamil bin Wan Ahmad	wankamil@utmpace.edu.my
FULL TIME PROGRAMME		
Head of Department (Engineering)	Ts. Dr. Nurul Alifah binti Jatarona	alifah@utmpace.edu.my
Head of Department (Computer Science & 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 & Built Environment)	Mohamad Asri bin Ibrahim	asri@utmpace.edu.my
Executive (Administration)	Nurul Nazihah binti Ahmad	nazihah@utmpace.edu.my
Executive (UTM JB Campus)	Nur Fatin Nabilah binti Ahmad Fauzi	nurfatin@utmpace.edu.my
Senior Executive Assistant (Academic Management)	Che Rahaida binti Tahir	rahaida@utmpace.edu.my

For more information about academic and programme, please contact:

POSITION	NAME	EMAIL
Head of Programme (Civil Engineering)	Ts. Michelle Zainab Baird	michelle@utmspace.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)	Noor Izaety binti Azhar	noor.izaety@utmspace.edu.my
Coordinator of Programme (Chemical Engineering)	Husna Hafiza binti R. Azmi	husna.hafiza@utmspace.edu.my
Head of Programme (Computer Science)	Faizul Azli bin Abdul Rizab @ Hassan	faizul.kl@utm.my
Head of Programme (Technology Management)	Diyana Nabilah binti Md. Burhan	diyana@utmspace.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 Husin @ Awi	hasliza@utmspace.edu.my
Head of Programme (Land Surveying)	Sr. Gs. Amir Hamzah bin Othman	amirhamzah@utmspace.edu.my
Head of Programme (Town And Regional Planning)	Mohd Zaki bin Baharuddin	mohd.zaki@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)	Siti Nurfatin binti Imran	sitinurfatin@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!



Student Portal

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

Any enquiries, please contact us

diploma@utm.my

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