

# **GUIDELINES FOR NEW STUDENTS DIPLOMA PROGRAMME**

## **SEMESTER II, SESSION 2023/2024**

Student Portal

[Student Portal](#) > Go To **New Students' Guide Session 2023/2024**

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

# Welcome New Students!



Universiti Teknologi Malaysia





# UTM CAMPUS



UTM JOHOR  
BAHRU CAMPUS

(1,148 hectares)



UTM KUALA  
LUMPUR CAMPUS

(35 hectares)

# MEET OUR TEAM

## CARTA ORGANISASI PUSAT PENGAJIAN DIPLOMA, SPACE UTM



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

Sekolah Pendidikan  
Profesional dan  
Pendidikan  
Berterusan  
(SPACE)



Prof. Ts. Dr. Nazri  
bin Ali  
**Pengerusi**



Dr. Lily Suriani binti  
Mohd Arif  
Timbalan Pengerusi  
(AKademik)



Sr Ts. Yusmady bin  
Md. Junus  
Pengurus Besar

### JABATAN AKADEMIK

### SEKSYEN PENTADBIRAN DAN SEKSYEN PENGURUSAN AKADEMIK

#### SEKSYEN PENTADBIRAN

#### SEKSYEN PENGURUSAN AKADEMIK



Ts. Dr. Nurul  
Alifah binti  
Jatarona

Ketua Jabatan  
Kejuruteraan



Dr.  
Mohammad  
Ahmad bin  
Drs Nasrul

Ketua Jabatan Sains  
Komputer dan  
Perkhidmatan



Hasliza binti  
Hussin @  
Awi

Ketua Jabatan  
Pengurusan



Khairul  
Izdiyar bin  
Md Basir

Ketua Jabatan Geomatik  
dan Alam Bina



Fathullah  
Zaim Bin  
Abdul Salim

Eksekutif  
(Pentadbiran)



Nur Umairah  
binti  
Muhamad

Eksekutif (JB)























Che Rahaida  
binti Tahir

Penolong Eksekutif Kanan  
(Pengurusan Akademik)



## HEAD OF PROGRAMME AND COORDINATOR PUSAT PENGAJIAN DIPLOMA, SPACE UTM



DEPARTMENT	HEAD OF PROGRAMME	COORDINATOR		
DEPARTMENT OF ENGINEERING	 <p><b>Ts. Erni Syuhada binti Mazwli Ehsan</b> Head of Programme Diploma In Civil Engineering <b>DDWA</b></p>	 <p><b>Ts. Zaimah binti Daud</b> Head of Programme Diploma In Electronics Engineering <b>DDWE</b></p>		
	 <p><b>Ts. Othman bin Jais</b> Head of Programme Diploma In Electric Engineering <b>DDWH</b></p>	 <p><b>Noor izaety binti Azhar</b> Head of Programme Diploma In Mechanical Engineering <b>DDWJ</b></p>		
	 <p><b>Ts. Chia Yaw Kwan</b> Head of Programme Diploma In Chemical Engineering <b>DDWT</b></p>			
DEPARTMENT OF GEOMATICS AND BUILT ENVIROMENT	 <p><b>Sr. Gs. Amir Hamzah bin Othman</b> Head of Programme Diploma In Land Surveying <b>DDWL</b></p>	 <p><b>Siti Fatimah Ilani binti Bilyamin</b> Acting Head of Programme Diploma In Urban and Regional Planning <b>DDWN</b></p>	<p><b>DIPLOMA IN CAMPUS UTMJB</b></p>  <p><b>Ts. Ain Hasmiza binti Suffian</b> Coordinator of Programme Diploma In Architecture <b>DDWR JB</b></p>  <p><b>Siti Nurfatim binti Inman</b> Coordinator of Programme Diploma In Quantity Surveying <b>DDWQ JB</b></p>	
	 <p><b>Ts. Rosmiza binti Awang Noh</b> Head of Programme Diploma In Quantity Surveying <b>DDWQ</b></p>	 <p><b>Sarah Erina binti Roseley</b> Head of Programme Diploma In Architecture <b>DDWR</b></p>		
DEPARTMENT OF COMPUTER SCIENCE AND SERVICES	 <p><b>Norzaharawani Binti Busu</b> Head of Programme Diploma In Computer Science <b>DDWD</b></p>	 <p><b>Nadia Diana binti Muhd Rusdi</b> Coordinator of Programme Diploma In Computer Science <b>DDWD JB</b></p>	 <p><b>Shabitah binti Ramley</b> Coordinator <b>SCIENCE AND MATHEMATICS</b></p>	
		 <p><b>Umijah binti Madzen</b> Coordinator <b>GENERAL COURSE</b></p>	 <p><b>Ramona Bt Abd. Rahim</b> Coordinator <b>ENGLISH LANGUAGE</b></p>	
DEPARTMENT OF MANAGEMENT	 <p><b>Sr Nik Hamidi bin Nik Mustapha</b> Head of Programme Diploma In Property Management <b>DDWF</b></p>	 <p><b>Diyana Nabilah binti Md. Burhan</b> Head of Programme Diploma In Technology Management <b>DDWG</b></p>	 <p><b>Nur Solehah binti Sham</b> Head of Programme Diploma In Accounting <b>DDWP</b></p>	 <p><b>Dr. Nik Mohd Zaim Bin Ab Rahim</b> Coordinator of Programme Diploma In Islamic Studies Education <b>DDWI</b></p>

# DIPLOMA STUDENT PORTAL



ALL INFORMATIONS ARE  
ACCESSIBLE ON UTM DIPLOMA  
STUDENT PORTAL



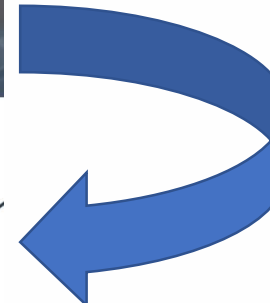
KINDLY CLICK ON THE  
LINK PROVIDED BELOW

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

# ACADEMIC CALENDAR

Academic Calendar

REFER ACADEMIC CALENDAR  
FOR DIPLOMA STUDENTS



KINDLY CLICK ON THE  
LINK PROVIDED

Session 2023/2024

BACHELOR DEGREE &  
POSTGRADUATE PROGRAMME

DIPLOMA PROGRAMME

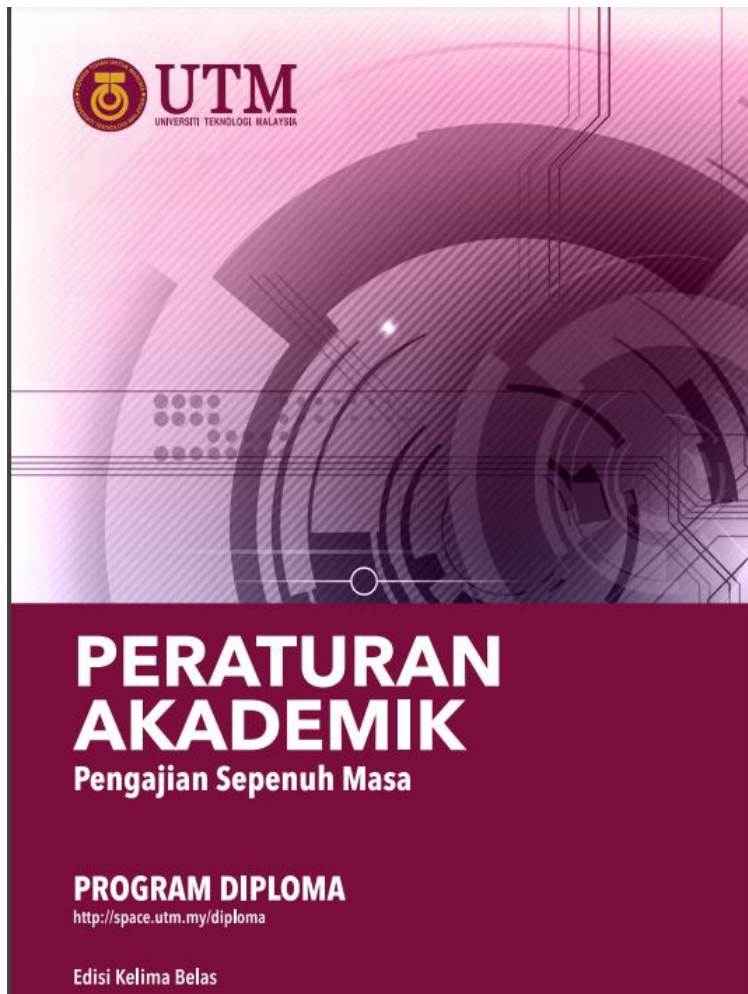
Session 2022/2023

BACHELOR DEGREE &  
POSTGRADUATE PROGRAMME

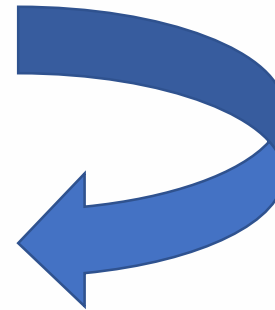
DIPLOMA PROGRAMME

<https://amd.utm.my/academic-calendar/>

# ACADEMIC RULES & REGULATIONS



REFER ACADEMIC REGULATIONS  
FOR DIPLOMA STUDENTS



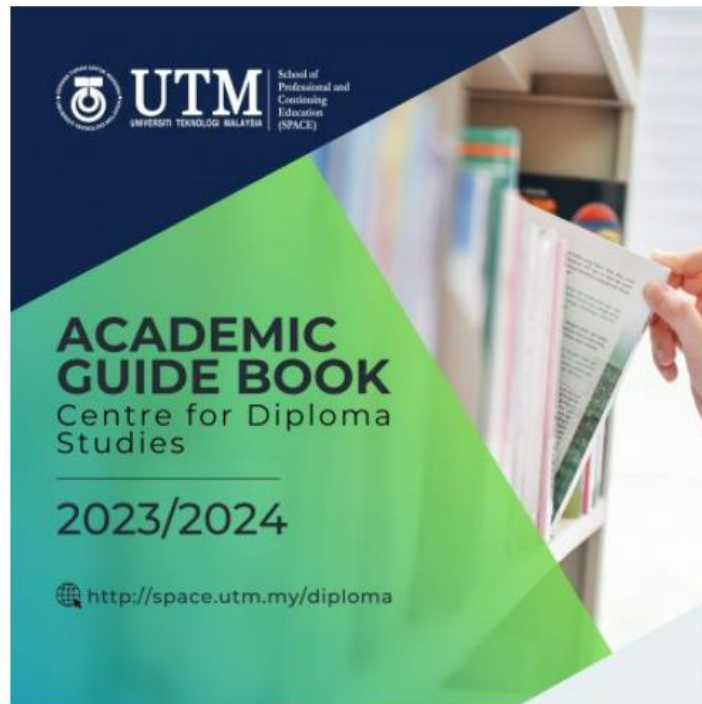
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LINK PROVIDED

[https://studentdiploma.utmspace.edu.  
my/?p=2574](https://studentdiploma.utmspace.edu.my/?p=2574)



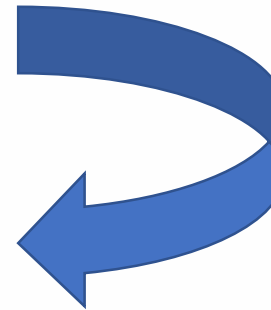
# ACADEMIC GUIDEBOOK

## Academic Guidebook



Academic Guide Book Session 2023/2024

REFER ACADEMIC GUIDEBOOK  
FOR DIPLOMA STUDENTS



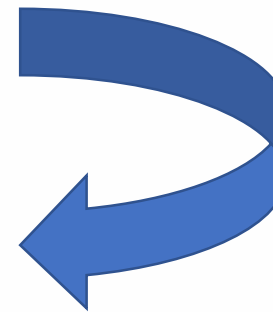
KINDLY CLICK ON THE  
LINK PROVIDED

<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 II, SESSION 2023/2024

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 2023/2024

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

SISTEM JADUAL WAKTU PUSAT PENGAJIAN DIPLOMA UTMSPACE

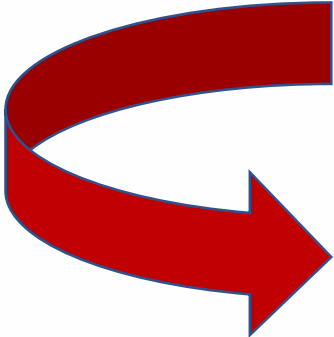
Faculty : PROGRAM PENGAJIAN DIPLOMA SPACE UTM (PERDANA) [Change]

# STUDENT TIMETABLE 202320241

Show Print

Year of Study for Current Semester

Course Section



1 DDWA 01

Program Code

## STEP 3: ONLINE LEARNING PREPARATION



**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!**



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

## STEP 4: ONLINE PRE-REGISTRATION GUIDELINES FOR SEMESTER II SESSION 2023/2024

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

\*Procedure for pre-registration course Sem II, 2023/2024 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

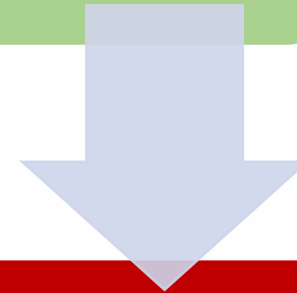
\*please refer to the respective [Academic Advisor](#) or [Head of Programme](#) for courses taken

\* Note: Registration course for Semester II, Session 2023/2024 is on 27<sup>th</sup> - 28<sup>th</sup> December 2023 (UTM Johor Bahru) and 28<sup>th</sup> - 29<sup>th</sup> December 2023 (UTM Kuala Lumpur)

## **STEP 5: EXAMINATION GUIDELINES FOR SEMESTER II, SESSION 2023/2024**

1. Final Examination for Semester II, Session  
2023/2024 will be held on 22<sup>th</sup> April – 12<sup>th</sup> May  
2024

\***Procedure for Final Examination Semester II,  
2023/2024 can be referred via link – *TO BE UPDATED  
FROM TIME-TO-TIME @ STUDENT PORTAL***



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



## STEP 6: EXAMINATION RESULT FOR SEMESTER II SESSION 2023/2024

Final exam result Semester II, Session 2023/2024 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 SEMESTER II SESSION 2023/2024

**Student Portal**  
[space.utm.my/studentdiploma](https://space.utm.my/studentdiploma)

### New Student's' Guide Session 2023/2024

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

### Academic

- Academic Guide Book Session 2023/2024
- Academic Regulations Book Edition 15/2019
- Academic Calendar Session 2023/2024

### Finance

- Financial Regulations Book Edition 3/2020
- Fees Payment Period Semester II, Session 2023/2024 (New Students')

### Related Link

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

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

<https://forms.gle/XW4UjND5XsHipcKL6>

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/XW4UjND5XsHipcKL6> **before/on 19 January 2024 (Friday)**

*For any inquiries please email to [diploma@utm.my](mailto:diploma@utm.my)*

Centre for Diploma Studies, SPACE  
Universiti Teknologi Malaysia

## MANAGEMENT TEAM

POSITION	NAME	EMAIL
Chair	Prof. Ts. Dr. Nazri bin Ali	nazriali@utmpace.edu.my
Deputy Chair (Academic)	Dr. Lily Suriani binti Mohd Arif	lily@utmpace.edu.my
Deputy Chair (Development)	Ts. Nik Maria binti Nik Mahamood	nik.maria@utmpace.edu.my
General Manager	Sr Ts. Yusmady bin Md Junus	gm.ppd@utmpace.edu.my
<b>FULL TIME PROGRAMME</b>		
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Head of Department Computer Science & Services	Dr. Mohamad Ahmad bin Drs Nasrul	hod.jskp@utmpace.edu.my
Head of Department Management	Pn. Hasliza binti Husin @ Awi	hod.management@utmpace.edu.my
Head of Department Geomatics & Built Environment	En. Khairul Izdiyar bin Abd. Basir	hod.jgab@utmpace.edu.my
Executive (Administration)	En. Fathullah Zaim Bin Abdul Salim	fathullah@utmpace.edu.my
Executive (UTM JB Campus)	Pn. Nur Umairah binti Muhamad	umairah@utmpace.edu.my
Senior Executive Assistant (Academic Management)	Pn. Che Rahaida binti Tahir	rahaida@utmpace.edu.my

## For more information about academic and programme, please contact:

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Head of Programme Diploma in Electronic Engineering	Ts. Zaimah binti Daud	zaimah.kl@utm.my
Head of Programme Diploma in Mechanical Engineering	Cik Noor Izaety binti Azhar	noor.izaety@utmpace.edu.my
Head of Programme Diploma in Chemical Engineering	Ts. Chia Yaw Kwan	kwan@utmpace.edu.my
Head of Programme Diploma in Computer Science	Pn. Norzaharawani binti Busu	norzaharawani@utmpace.edu.my
Head of Programme Diploma in Technology Management	Diyana Nabilah binti Md. Burhan	diyana@utmpace.edu.my
Head of Programme Diploma in Property Management	En. Nik Hamidi bin Nik Mustapha	nhamidi.kl@utm.my
Head of Programme Diploma in Accounting	Cik Nur Solehah Binti Sham	nsolehah@utmpace.edu.my



## For more information about academic and programme, please contact:

POSITION	NAME	EMAIL
Head of Programme Diploma in Islamic Studies Education	-	-
Head of Programme Diploma in Land Surveying	Sr. Gs. Amir Hamzah bin Othman	amirhamzah@utmpace.edu.my
Head of Programme Diploma in Town And Regional Planning	Dr. Siti Fatimah Ilani Binti Bilyamin	ilani@utmpace.edu.my
Head of Programme Diploma in Quantity Surveying (UTM KL)	Ts. Rosmiza binti Awang Noh	rosmiza@utmpace.edu.my
Coordinator of Programme Diploma in Quantity Surveying (UTM JB)	Pn. Siti Nurfatin binti Imran	sitinurfatin@utmpace.edu.my
Head of Programme Diploma in Architecture (UTM KL)	Cik Sarah Erina binti Roseley	sarah.erina@utmpace.edu.my
Coordinator of Programme Diploma in Architecture (UTM JB)	Ts. Ain Hasmiza binti Suffian	ainhasmiza@utmpace.edu.my

# *Thank You!*

**I AM UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

**SOARING  
UPWARDS**  
MALAYSIAN HIGHER EDUCATION



**Student Portal**

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

**Any enquiries, please contact us**

[diploma@utm.my](mailto:diploma@utm.my)

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