1. Log In into My UTM



	Login to MYUTM
Username:	J
Password:	
	Login
Porgot your For security reasing done accessing	cons, please log out and exit your web browser when you are



1.1 Choose "Activity List"



1. Diploma (Please refer to PPD SPACE)

1.2 Go to External Activity



	Management system								
â	Student Info	Activity	Award	User Manual					
≣ R	egistration	al Activity Mer Mar Sen AA: f Activities	tric Dr.						
			Activity Name :	-Activity Nam	e -	Q	Activity → Internal	Activity → Reg	jistration
No	Activity			Date	Time	Venue	Particinant(s)	Add Nev	w Activity
1.	CANVA WORKSHOP			19-APR-2022	1:50 PM	GOOGLE MEET/WEBEX, JOHOR BAHRU, JOHOR, MALAYSIA	19/60	Limited	& +
2.	MARINE INDUSTRIAL TA	ALK 2022 (MIT)		19-APR-2022	1:50 PM	ONLINE (FACEBOOK LIVE), JOHOR BAHR JOHOR, MALAYSIA	^{J,} 0/150	Limited	2+
3.	Byic Bonding Session 2.	0		19-APR-2022	8:45 PM	DISCORD (ONLINE), JOHOR BAHRU, JOHOR, MALAYSIA	0/25	Limited	& +



1.3 Add New Activity



No activity joined

1.4 Fill up the details of The Program

OAdd Activity					
			Activity →Add New Activity		
Program Details (🗄 Click F	ield to Edit)				
Category *	: -Please Choose-				
Sub Category *	: -Please Choose- 💟				
Name of Activity *	: -Please Choose- 🛛 😯 Add New	Role *	: -Please Choose-		
Session/Semester *	: 2020/2021-2 (e.g: 201520162)	Award	: -Please Choose-		
		Save			



1.5 Fill up the details of The Program





1.6 Fill up the details of The Program

Contraction in the system	PROGRAM TRANSFORMASI NEGARA MAHASISWA UTM		
🕋 Student Info Act	PROGRAM UTM YOUNG LEADERS		
	PROGRAM YOUTH EXPEDITION AND STRENGTHENING (YES)	CAMP'15	
	Persembahan Lagu Ciptaan "Losting" Kali Ke-19		
	Persembahan Lagu Ciptaan "Losting" Kali Ke-20		
	Philippines Community Services		
	Program "First Year Experience"		
	Program Boost Up Talent		
	Program Education Innovation of Motorsports & Automotive	Race (EIMARace) 2015	
OAdd Activity	Program First Year Experience (FYE) Physics Camp 2017		
	Program Hari Penghayatan Islam		
Program Details (🗄 Click Field to E	Program IEM I Camp 2015 - Matlab Workshop		
Category * :	Program IEM-UTM Welcoming Day 2013		
Sub Category * :	Program Kursus Pengurusan Persatuan/Kelab dan JKM 2014/2	015	
Name of Activity * :	Program Kursus Pengi 💙 🕞 Add New 🔸	Role *	
Session/Semester * :	2021/2022-1 V (e.g: 201520162)	Award	
	Save		

If the your Name of Activity not listing on the suggestion, please add new by click "Add New" button.





1.7 Add New Activity

Programme :			
Name			
Organizer : -Please Selec	t -		
Please email/co	ntact (iliruwaida@utm.my) (organizer is not in the listing.	
Category	:PI	ase Choose-	
Sub Category	: [-PI	ase Choose- 🗸	
Level	:pl	ase Choose- 🗸	
Туре	: -Pl	ase Choose-	~
Objective	:		
Start Date	: (-St	rt Date-	
End Date	: -Er	l Date-	
		ave	

- 1. Insert New Activity Name
- Choose the Organizer of the program or Activity
 - If the Organizer not listing, please email the detail program and Name of the Organizer to activitysystem@utm.my
- 3. Fill up the following requirement



1.8 Fill up the details of The Program





1.9 Fill up the details of The Program

Role *	: Director V				
Award	: -Please Choose-				
	-Please Choose-				
	Champion / Gold				
	Consolation / Other Awards				
	Runner-up / Silver	👚 Student Info 🖌	Activity Award User Manual		
	Third Place / Bronze		KI		
	01		Ba		
			M		
	G		Ma	Type of Study:	
				E-mail: Phone:	
		●Add Activity			
		Program Details (A Click Field t	a Edit)		Activity →Add New Activity
		Category *	: Leadership / Association / Club		
		Sub Category *	: Organizing Leadership Program		
		Name of Activity *	: Program Kursus Pengi 💙 📀 Add New	Role *	: Director V
		Session/Semester *	: 2021/2022-1 V (e.g: 201520162)	Award	: Please Choose-
Don't forget to	hit the button Save		Save		



1.10 Upload the Prove of involvement

●Add Activity				
			1	Activity →Add New Activity
Program Details (🖑 Click Field t	to Edit)			
Category *	: 🛿 Leadership / Association / Club			
Sub Category *	: Organizing Leadership Program			
Name of Activity *	: Program Kursus Pengurusan Persatuan/Kelab dan JKM 2014/2015	Role *	: Director	
Session/Semester *	: 202120221	Award	: -Please Choose-	
*File format: PDF (Do not exceed 5mb) Browse No file selected.	 Certificate of particip Appoiment Letter Etc. 	ation (Highly r	ecomanded)	
	Officer Proponent Name : MASNAWI BIN MISKAM - masnawim@utm.my			A 1
		Don'	t forget to SUBI	



1.11 Student Application Flow Chart





UNIVERSITI TEKNOLOGI MALAYSIA

TATACARA PERMOHONAN HADIAH AKADEMIK BAGI MAJLIS KONVOKESYEN UTM KE 69 - PROGRAM PRASISWAZAH

SEKOLAH PENGAJIAN PRASISWAZAH (UGS) UNIVERSITI TEKNOLOGI MALAYSIA

Menginovasi Penyelesaian

1.0 Introduction



- 1.1 Outstanding students are selected as Academic Award Recipients (PHA) for various categories at each convocation ceremony. The selection criteria are based on academic achievement, student involvement in co-curricular activities and also academic activities whether involvement at the faculty, university, state, national and international levels;
- 1.2 Academic Prizes are in the form of cash/cheques, medals, certificates and medals from the award's sponsor. Among the sponsor are The Keeper of the Rulers' Seal of the Malaysian Council, government agencies, private and corporate companies, organizations and associations and Universities;

2.0 List Of Award



2.1 ANTARA SENARAI ANUGERAH KONVOKESYEN KE-69

- Royal Education Award (Excellent Achievement Medal)
- Chancellor Award
- Professor Emerita Datuk Dr. Asma Binti Ismail Excellence Award
- Tun Fatimah Hj. Hashim Gold Medal Excellence Award
- Community Service Graduate Award
- Academic Excellence Award
- Vice Chancellor Award
- Johor Master Builder Builders Association (JBMA) Award
- ACCA Academic Excellence Award
- Malaysian Institute of Chemistry (Southern Branch) Academic Excellence Award
- Royal Institution of Surveyors Malaysia (RISM) Award
- TESL Graduate Academic Excellence Award
- Alumni Award

3.0 Application Period





21st April 2025 Until 20th June 2025



- 1. Students can apply for academic prizes through the MyUTM portal.
- 2. Users need to access the Academic Award tab

Sign In	Student Porta	al UTMACAD Course Regi
	Systems & Apps List by category	News Latest news
	Course Pagistration	
	Amendment	
UTMID	E-Learning	
test	ePortfolio	
Password	Student Portal	
	Academic Award ODI	Fumio visits MJIIT UTM
	Moocs	more
Forgot your password? Login	• ocw	
	E-Prints	Events
	UTMSAT	Latest events
	APEL.C	8 Mesyuarat Lembaga



- 1. The user will be taken to the field display as shown.
- 2. Users can obtain information and criteria for each academic prize by clicking on the prize/award tab, below the apply button (green color button). The list will be updated from time to time with the addition of several new awards.
- 3. Users can make an application by clicking on the application tab. (green color button)





- 1. The user will be taken to the application field display with several tabs.
- 2. First tab: List of Academic Activities as shown.

u	Bahasa Melay	nonan	📰 Sejarah Per	Permohonan Anugerah	
k	Anugerah Akademik →Permohonan Akadem				
	Pengesahan	ite Up Pen	Kokurikulum	Aktiviti Akademik	

Pastikan semua aktiviti telah dimasukkan dalam Modul Aktiviti. Sila hubungi Pejabat HEP sekiranya maklumat aktiviti telah dimasukkan tetapi tiada dipaparkan pada senarai.

No.	Nama Aktiviti	Kategori	Sub Kategori	Peringkat	Peranan
1	Microsoft Excel Series 2	Academic Enrichment	Academic project	UTM	Participation
2	Microsoft Excel Series 2	Academic Enrichment	Academic project	UTM	Participation
3	Fye Programme 2021/2022 (Modul 4)	Academic Enrichment	Consultation	UTM	Participation
4	First Year Experience 2021 (Fye)	Academic Enrichment	Guidance Academic Activities	Association	Participation
5	Majlis Perasmian International Human Resource Development Exhibition And Convention 2024/2025	Academic Enrichment	Presenters Papers (Conference / Symposium / Seminar / Forum / workshop / colloquium / course / Invite)	UTM	Participation
6	Industrial Talk: Hris Insights (I-Hrdex)	Academic Enrichment	Presenters Papers (Conference / Symposium / Seminar / Forum / workshop / colloquium / course / Invite)	UTM	Participation
7	Majlis Perasmian Penutup Program I-Hrdex 2024/2025	Academic Enrichment	Presenters Papers (Conference / Symposium / Seminar / Forum / workshop / colloquium / course / Invite)	UTM	Participation
8	Kursus Pengurusan Aktiviti Pelajar	Academic Enrichment	The organization of the General Program	UTM	Participation



- 1. Second tab: List of Co-Curricular Activities as shown
- 2. These two tabs will list all activities that have been registered in the student system



Pastikan semua aktiviti telah dimasukkan dalam Modul Aktiviti. Sila hubungi Pejabat HEP sekiranya maklumat aktiviti telah dimasukkan tetapi tiada dipaparkan pada senarai.

No.	Nama Aktiviti	Kategori	Sub Kategori	Peringkat	Peranan
1	Program Bootcamp 3.0	Academic Enrichment	The organization of the Academic Program	UTM	Committee - Secretary
2	Perjumpaan Bersama Penasihat Akademik	Academic Enrichment	The organization of the Academic Program	UTM	Participation
3	Career Path: Hr Talk Show	Academic Enrichment	The organization of the Academic Program	Association	Committee - Committee member
4	Hrd Carnival 2023/2024	Academic Enrichment	The organization of the Academic Program	Faculty	Participation
5	Hrd Carnival 2023/2024	Academic Enrichment	The organization of the Academic Program	Faculty	Participation
6	Workshop With Fssh Visiting Proffesor : Positive Interventions & Mental Health	Academic Enrichment	The organization of the Academic Program	Faculty	Participation
7	Research Information Literacy For Undergraduate (18 April 2023@11.00am-12.30pm)	Academic Enrichment	The organization of the Academic Program	UTM	Participation
8	Perjumpaan Bersama Penasihat Akademik	Academic Enrichment	The organization of the Academic Program	Faculty	Participation
9	Perjumpaan Bersama Penasihat Akademik	Academic Enrichment	The organization of the Academic Program	UTM	Participation



- 1. After reviewing the list of activities and ensuring that all activities have been registered and listed, the user can click the Write Up tab to make a comment.
- 2. The user is required to enter a note on why you are eligible to receive the an award for UTM 69th Convocation Ceremony.
- 3. After completing the entry, please select an officer to support this application. The supporting officer consists of the Deputy Academic Registrar at the user's faculty.

Permohonan Anuge	erah 🔚 Sejarah Permohonan		Bahasa Melay
ktiviti Akademik A	tiviti Kokurikulum Write Up Jengesahan		Anugerah Akademik →Permohonan Akadem
• Nyata	ikan SEBAB anda LAYAK dicalonkar untuk menerir	na Hadiah Akademik (tidak lebih dari 700 pata	ah perkataan menggunakan BM
○ ○○ ○		‰ @ ≡ इ × ⅔ ⊕ ि <mark>⊘ T</mark> Font Arial	✓ Size 1 ✓ 译 译 =
Simp	pan		

Menginovasi Penyelesaian



1. After finished writing a review, users need to confirm in the Confirmation Tab.





TERIMA KASIH



