



ACADEMIC CIRCULAR NO. 6/2020

THE IMPLEMENTATION OF TEACHING AND LEARNING FOR SEMESTER II 2019/2020 AND SEMESTER I 2020/2021 AT UNIVERSITI TEKNIKAL MALAYSIA MELAKA

Registrar Office
24 APRIL 2020

CC to:

Vice Chancellor
Deputy Vice Chancellor (Academic & International)
Deputy Vice Chancellor (Research & Innovation)
Deputy Vice Chancellor (Student Affairs)
Assistant Vice Chancellor (Industrial & Community Networking)
Deputy Vice Chancellor (Facilities Development & Administration)
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1.0 OBJECTIVE

This academic circular is to inform all staff and students of the implementation of teaching and learning for Semester II 2019/2020 and Semester I 2020/2021 at Universiti Teknikal Malaysia Melaka.

2.0 BACKGROUND

- 2.1 The Senate Meeting on 22 April 2020 which was conducted on a circulatory basis has agreed to resume Semester II Session 2019/2020, and implement online teaching and learning from 04 May 2020 till December 2020. Students are not required to return to the campus for Semester II Session 2019/2020 and Semester I Session 2020/2021.
- 2.2 However, all implementation of online teaching and learning should adhere to the latest revision of the academic calendar and must follow the current timetable.

3.0 METHOD OF ASSESSMENT AND FINAL EXAMINATION

- 3.1 All assessments and final examinations are proposed to be conducted online. As such, students need not return to UTeM campus to sit for the final examinations. Examination schedule will still be prepared to ensure the examination period integrity. Final examination guidelines will be sent out shortly.

- 3.2 In respect of conducting the final examinations, courses with more than one (1) section may prepare different sets of questions to ensure the examination integrity.
- 3.3 For the Engineering Programmes, it is proposed that the final examinations be conducted online.
- 3.4 Examination questions must be in open-book or any other similar form which covers the Bloom Taxonomy's level 3 and above i.e. Application (C3), Analysis (C4), Evaluation (C5) dan Creating (C6).
- 3.5 *Open-book* or its similar form should avoid *Remember* (C1) and *Understand* (C2) questions so as to prevent cheating in the assessments. These types of questions can be given in any other continuous assessment for the said course.
- 3.6 Every exam question prepared must fulfil the University ISO Standard.
- 3.7 For the non-Engineering programmes, final assessments such as tests or any other final assessment methods are to be adhered to 3.4 to 3.6 above.
- 3.8 For Student Centred Learning (SCL) programmes such as PSM, IDP, Diploma and Masters Projects, there can be continuous assessment via online. Such examples are project presentations via video, final report assessments and others. Nevertheless, any teaching and learning activities must conform to the accreditation or standards required of each programme and fulfil the ISO 9001: 2015.
- 3.9 Any changes will have to abide by the government's directive from time to time.

4.0 EFFECTIVE DATE

The implementation of the MCO teaching and learning in Universiti Teknikal Malaysia Melaka (UTeM) takes effect from **22 April 2020**.

As such, Circular No. 3/2020 on the Academic Implementation For Semester II Session 2019/2020 During The Movement Control Order (MCO) At Universiti Teknikal Malaysia Melaka (UTeM) dated 27 March 2020 **is void**.

Thank you.

“BERKHIDMAT UNTUK NEGARA”
“KOMPETENSI TERAS KEGEMILANGAN”

Yours sincerely,



MASDZARIF BIN MAHAT
Chief Operating Officer
Universiti Teknikal Malaysia Melaka