



ACADEMIC CIRCULAR NO. 3/2020

ACADEMIC IMPLEMENTATION FOR SEMESTER II SESSION 2019/2020 DURING THE MOVEMENT CONTROL ORDER (MCO) AT UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTeM)

Pejabat Pendaftar
27 MARCH 2020

Disalinkan kepada:

Naib Canselor
Timbalan Naib Canselor (Akademik & Antarabangsa)
Timbalan Naib Canselor (Penyelidikan & Inovasi)
Timbalan Naib Canselor (Hal Ehwal Pelajar)
Penolong Naib Canselor (Jaringan Industri & Masyarakat)
Penolong Naib Canselor (Pembangunan & Pengurusan Fasiliti)
Pegawai-Pegawai Kanan
YDP Majlis Perwakilan Pelajar

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

UTeM.02.12.04/100-3/14 (17)

27 March 2020

ACADEMIC CIRCULAR NO. 3/2020

ACADEMIC IMPLEMENTATION FOR SEMESTER II, SESSION 2019/2020 DURING THE MOVEMENT CONTROL ORDER (MCO) AT UNIVERSITI TEKNIKAL MALAYSIA MELAKA, (UTeM)

1.0 PURPOSE

This Academic Circular is to inform all staff and students about the Academic Implementation for Semester II, Session 2019/2020 at Universiti Teknikal Malaysia Melaka (UTeM) during the Movement Control Order (MCO) in response to the COVID-19 outbreak.

2.0 BACKGROUND

2.1 With reference to the COVID-19 Outbreak Special Address by the Prime Minister on 16 March 2020, the Government has declared that the MCO is to take effect from 18 March to 31 March 2020.

2.2 Consequently, the following guidelines and information have been issued by the Department of Higher Education, UTeM and institutional stakeholders :

- a) The Department of Higher Education
 - i. Guidelines in handling issues related to the COVID-19 outbreak for all Public Higher Learning Institutions (PHLIs) and Private Higher Educational Institutions (PHEIs) from 18 March to 31 March 2020, dated 17 March 2020.
 - ii. Media Statement dated 20 March 2020 on the implementation of online learning, on the condition that all students are able to access the infrastructure provided. Face-to-face (F2F) learning sessions are not allowed.

b) UTeM

- i. Notice of Internal Order dated 17 March 2020 on the closure of all operations in UTeM from 18 March 2020 to 31 March 2020.
- ii. Academic Circular No. 2/2020 released on 17 March 2020 on the Change of Academic Calendar for Diploma, Bachelor's Degree and Postgraduate Programmes, Semester II, Session 2019/2020.
- iii. Letter of Notification of Leave Approval or Postponement of Industrial Training for UTeM students from 18 March 2020 to 31 March 2020, dated 18 March 2020.
- iv. Letter to all Faculties/Institutes on the preparation for online Teaching and Learning (T&L), dated 18 March 2020.
- v. Letter to all Faculties/Institute on the conduct of research, supervision and other postgraduate-related activities using online mode, dated 20 March 2020.

c) MQA

- i. Announcement by MQA on measures to contain the COVID-19 outbreak, dated 16 March 2020.

d) EAC- ETAC

- i. Announcement on measures to prevent the COVID-19 outbreak dated 17 March 2020 for the accreditation visitation.

e) MBOT

- i. Guidelines of conduct for academic programmes in handling the COVID-19 outbreak which emphasizes on students achieving their learning outcomes. For assessment purposes, MBOT has allowed some flexibility for staff while ensuring that the validity, level of difficulty and fairness to students are maintained. Any modifications should be approved by the University.

3.0 NEW STRUCTURE FOR ACADEMIC IMPLEMENTATION FOR SEMESTER II, SESSION 2019/2020 AT UTeM

3.1 The University Board of Directors meeting dated 26 March 2020 has agreed to implement the New Structure for Academic Implementation Semester II, Session 2019/2020 at UTeM, which is the extension of the MCO (from 1 April to 26 April 2020) with amendment to the Academic Calendar for Semester II, Session 2019/2020 as follows:

Session		Date
Instructional Session Part 2	:	27/4/2020 - 5/6/2020
Revision Week	:	6/6/2020 – 14/6/2020
Final Examination for Semester II	:	15/6/2020 – 26/6/2020
Industrial Training	:	29/6/2020 – 4/9/2020 (10 weeks) - Engineering 10/2/2020 – 17/3/2020 (6 weeks) 27/4/2020 - 28/8/2020 (18 weeks) – (FPTT/FTMK/FTKMP/ FTKEE)
Registration for Semester 1, Session 2020/2021	:	7/9/2020

3.2 With the new academic structure, all lectures will commence on 27 April 2020 for all academic programmes. The Action Plan for T&L for students and staff is as follows:

Element	Action Plan
Students	To return to their respective residential areas in Melaka within the duration given.
Academics	To prepare for both F2F and online T&L.
Teaching and Learning (T&L) activities	1. T&L Activities

	<ul style="list-style-type: none"> a. Activities are to be conducted via F2F or a combination of F2F and online. b. Activities are recommended to follow the Academic Calendar issued by BPA or PPS. <p>2. Lab Activities / Postgraduate Research / Projects / Integrated Design Project (IDP) / Final Year Project (FYP)</p> <ul style="list-style-type: none"> a. Activities are to be conducted via F2F with proper measures and social distancing under the supervision of the Faculty. b. Assessments are to be conducted online as decided by the Faculty. c. All activities are recommended to adhere to the Academic Calendar issued by BPA or PPS. <p>3. Industrial Training</p> <p>Extension of the Industrial Training period will adhere to the Academic Calendar issued by BPA.</p> <p>4. Assessment and Final Examination</p> <ul style="list-style-type: none"> a. The Final Examination is to be conducted in adherence to the Academic Calendar issued. b. Final assessments may also be conducted online, which is subject to course suitability and in accordance to the accreditation criteria or programme standard.
Postgraduate activities	<ul style="list-style-type: none"> 1. Supervision Activities <ul style="list-style-type: none"> a. Activities are allowed to be conducted online depending on the arrangement by supervisors. b. Activities must be recorded in the <i>Sistem Maklumat Pengajian Siswazah</i> (SMPS). 2. Postgraduate Assessment Activities <ul style="list-style-type: none"> a. Activities are to be conducted under the supervision of the Faculty/ Institute / PPS.

	<p>b. Progress report submissions are still required based on the Academic Calendar issued by PPS. Submission of progress reports is done online on SMPS.</p> <p>c. Viva voce sessions are to be conducted by PPS and proposal defense sessions will continue to be conducted by the Faculty/Institute. It may be done online but with adherence to the criteria given by PPS.</p> <p>d. International students are recommended to have online sessions supervised by the Faculty/Institute/ PPS.</p> <p>3. Research Laboratory Activities</p> <p>F2F sessions can be conducted with proper measures and social distancing, under the supervision of the Faculty.</p>
--	---

3.3 To account for the remaining eight (8) weeks of the instructional session, this implementation will include Saturdays and Sundays from 27 April to 5 June 2020. This approach is already implemented for the Undergraduate Engineering Programmes (Part Time) in UTeM. There are two (2) possible options as stated below:

- a) Via F2F – students are to attend physical classes.
- b) A combination of F2F and online learning as deemed appropriate. Students may attend F2F sessions for reinforcement. Courses with practical components such as laboratory sessions, workshops, FYP and IDP will be conducted via F2F and the ratio will depend on each academic programme to accommodate accreditation standards.

It is recommended that students who do not have the access to the ULearn platform to participate with alternative platforms such as WhatsApp, Telegram, and YouTube.

3.4 In the new academic structure, T&L activities will commence on 27 April 2020 to 4 September 2020. For reference, Tables 1 - 3 show the Academic Calendar for each Faculty / Institute.

- 3.5 Based on Tables 1 – 3, each Faculty/ Institute / PPS is required to review and plan for T&L for Semester II, Session 2019/2020 which includes timetables, test schedules, examination meetings, proposal defenses/viva voce schedules, project/research presentation schedules and any other matters related to students' needs and T&L activities at the Faculty/Institute / PPS.
- 3.6 However, any changes in T&L activities remain subjected to the accreditation requirement or the standards for each programme and compliance to ISO 9001: 2015.

Table 1: Academic Calendar for Engineering Faculties (FKE, FKEKK, FKM, FKP)
T&L Implementation Date: 27 April 2020 to 4 September 2020

SEM	WEEK	ACTIVITY		DATE			REMARKS	
		T&L	Industrial Training (IT)	Month	Day	Date		
		Registration		Feb	Thursday	6/2	New students' registration	
2 – 2019/2020	1	T&L – 6 Weeks			Monday	10 – 14 /2		
	2				Monday	17 – 21 /2		
	3				Monday	24 – 28 /2		
	4		March	Monday	2 – 6 /3			
	5			Monday	9 – 13 /3			
	6			Monday	16 – 17 /3			
		Mid-Semester Break			Wednesday	18 – 20 /3	Special break due to MCO	
					Monday	23 – 27 /3		
			March	Monday	30/3 – 31/3			
		Extension of MCO			April	Wednesday	1/4 – 3/4	
					Monday	6/4 – 10/4		
					Monday	13/4 – 17/4	15/4 – Melaka Bandaraya Bersejarah public holiday	
					Monday	20 – 24/4	24//4 – First Ramadhan public holiday	
		7-8	T&L – 8 Weeks			Monday	27/4 – 1/5	1/5 – Labour Day public holiday
		8-9		May	Monday	4/5 – 8/5	7/5 – Wesak Day public holiday	
		10			Monday	11/5 – 15/5		
		11-12			Monday	18/5 – 22/5		
		12-13			Monday	25/5 – 29/5	24/5 – 25/5 – Aidilfitri public holiday	
	14	Jun		Monday	1/6 – 5/6			
		Revision Week			Monday	8/6 – 12/6		
		Examination (2 Weeks)			Monday	15/6 – 19/6		
					Monday	22/6 – 26/6		
SPECIAL – 2019/2020	1	T&L – 8 Weeks	IT – 1	July	Monday	29/6 – 3/7		
	2		IT – 2		Monday	6/7 – 10/7		
	3		IT – 3		Monday	13/7 – 17/7		
	4		IT – 4		Monday	20/7 – 24/7		
	5		IT – 5		Monday	24/7 – 31/7	31/7 – Aidil Adha public holiday	
	6		IT – 6	August	Monday	3/8 – 7/8		
	7		IT – 7		Monday	10/8 – 14/8		
	8		IT – 8		Monday	17/8 – 21/8	20/8 – Awal Muharram public holiday	
			IT – 9		Monday	24/8 – 28/8		
		Students' Orientation Week	IT – 10	Sept	Monday	31/8 – 4/9	31/8 – National Day public holiday	
1 – 2020/2021	1	T&L			Monday	7/9 – 11/9		
	2				Monday	14/9 – 18/9		
	3				Monday	21/9 – 25/9		

**Table 2: Academic Calendar for Engineering Technology Faculties (FTKMP,FTKEE)
T&L Implementation Date: 27 April 2020 to 4 September 2020**

SEM	WEEK	ACTIVITY		DATE			REMARKS	
		T&L	Industrial training (IT)	Month	Day	Date		
		Registration		Feb	Thursday	6/2	New students' registration	
2 – 2019/2020	1	T&L – 6 Weeks	IT – 1		Monday	10 – 14 /2		
	2		IT – 2		Monday	17 – 21 /2		
	3		IT – 3		Monday	24 – 28 /2		
	4		IT – 4	March	Monday	2 – 6 /3		
	5		IT – 5		Monday	9 – 13 /3		
	6		IT – 6		Monday	16 – 17/3		
		Mid-Semester Break			Rabu	18 – 20 /3	Special break due to MCO	
					Monday	23 – 27 /3		
				March	Monday	30/3 – 31/3		
		Extension of MCO			April	Wednesday	1/4 – 3/4	
					Monday	6/4 – 10/4		
					Monday	13/4 – 17/4	15/4 – Melaka Bandaraya Bersejarah public holiday	
					Monday	20 – 24/4	24//4 – First Ramadhan public Holiday	
		7-8	T&L – 8 Weeks	IT – 7		Monday	27/4 – 1/5	1/5 – Labour Day public holiday
		8-9		IT – 8	May	Monday	4/5 – 8/5	7/5 – Wesak Day public holiday
		10		IT – 9		Monday	11/5 – 15/5	
		11-12		IT – 10		Monday	18/5 – 22/5	
		12-13		IT – 11		Monday	25/5 – 29/5	24/5 – 25/5 –Aidilfitri public holiday
	14	IT – 12		June	Monday	1/6 – 5/6		
		Revision Week	IT – 13		Monday	8/6 – 12/6		
		Examination (2 Weeks)	IT – 14		Monday	15/6 – 19/6		
			IT – 15		Monday	22/6 – 26/6		
SPECIAL – 2019/2020	1	T&L – 8 Weeks	IT – 16	July	Monday	29/6 – 3/7		
	2		IT – 17		Monday	6/7 – 10/7		
	3		IT – 18		Monday	13/7 – 17/7		
	4		IT – 19		Monday	20/7 – 24/7		
	5		IT – 20		Monday	24/7 – 31/7	31/7 – Aidil Adha public holiday	
	6		IT – 21	August	Monday	3/8 – 7/8		
	7		IT – 22		Monday	10/8 – 14/8		
	8		IT – 23		Monday	17/8 – 21/8	20/8 – Awal Muharram public holiday	
			IT – 24		Monday	24/8 – 28/8		
		Students' Orientation Week		Sept	Monday	31/8 – 4/9	31/8 – National Day public holiday	
1 – 2020/2021	1	T&L			Monday	7/9 – 11/9		
	2				Monday	14/9 – 18/9		
	3				Monday	21/9 – 25/9		

Table 3: Academic Calendar for IPTK, FPTT and FTMK
T&L Implementation Date: 27 April 2020 to 4 September 2020

SEM	WEEK	ACTIVITY		DATE			REMARKS	
		T&L	Industrial training (IT)	Month	Day	Date		
		Registration		Feb	Thursday	6/2	New students' registration	
2 – 2019/2020	1	T&L – 6 Weeks	IT – 1		Monday	10 – 14 /2		
	2		IT – 2		Monday	17 – 21 /2		
	3		IT – 3		Monday	24 – 28 /2		
	4		IT – 4	March	Monday	2 – 6 /3		
	5		IT – 5		Monday	9 – 13 /3		
	6		IT – 6		Monday	16 – 17/3		
		Mid-Semester Break			Wednesday	18 – 20 /3	Special break due to MCO	
					Monday	23 – 27 /3		
				March	Monday	30/3 – 31/3		
		Extension of MCO			April	Wednesday	1/4 – 3/4	
						Monday	6/4 – 10/4	
						Monday	13/4 – 17/4	15/4 – Melaka Bandaraya Bersejarah public holiday
						Monday	20 – 24/4	24/4 – First Ramadhan public holiday
		7-8	T&L – 8 Weeks	IT – 7		Monday	27/4 – 1/5	1/5 – Labour Day public holiday
		8-9		IT – 8	May	Monday	4/5 – 8/5	7/5 – Wesak Day public holiday
		10		IT – 9		Monday	11/5 – 15/5	
		11-12		IT – 10		Monday	18/5 – 22/5	
		12-13		IT – 11		Monday	25/5 – 29/5	24/5 – 25/5 – Aidilfitri public holiday
	14	IT – 12		June	Monday	1/6 – 5/6		
		Revision Week	IT – 13		Monday	8/6 – 12/6		
		Examination (2 Weeks)	IT – 14		Monday	15/6 – 19/6		
			IT – 15		Monday	22/6 – 26/6		
SPECIAL – 2019/2020	1	T&L – 8 Weeks	IT – 16	July	Monday	29/6 – 3/7		
	2		IT – 17		Monday	6/7 – 10/7		
	3		IT – 18		Monday	13/7 – 17/7		
	4		IT – 19		Monday	20/7 – 24/7		
	5		IT – 20		Monday	24/7 – 31/7	31/7 – Aidil Adha public holiday	
	6		IT – 21	August	Monday	3/8 – 7/8		
	7		IT – 22		Monday	10/8 – 14/8		
	8		IT – 23		Monday	17/8 – 21/8	20/8 – Awal Muharram public holiday	
			IT – 24		Monday	24/8 – 28/8		
		Students' Orientation Week		Sept	Monday	31/8 – 4/9	31/8 – National day public holiday	
1 – 2020/2021	1	T&L			Monday	7/9 – 11/9		
	2				Monday	14/9 – 18/9		
	3				Monday	21/9 – 25/9		

- 3.7 However, if the Government decides to extend the MCO period, the University will proceed with two (2) options:
- a. if the MCO is extended until June 2020, or
 - b. if the MCO is extended until July or August 2020.

3.8 The MCO options (a) and (b) are based on the situation at the given time. The table below is the amendment to the Academic Calendar Semester II, Session 2019/2020 in the event that the MCO period is extended

Session	MCO extended until June 2020	MCO extended until July or August 2020
Instructional Session Part 2	29/6/2020 – 7/8/2020	6/9/2020 ('Crash Course' for 8 weeks)
Revision Week	8/8/2020 – 16/8/2020	
Final Examination for Semester II	17/8/2020 – 28/8/2020	
Industrial Training	Extended based on each programme	
Registration for Semester 1, Session 2020/2021	<ul style="list-style-type: none"> • New Students' registration on 1/9/2020 • Current Students' registration on 7/9/2020 	<ul style="list-style-type: none"> • New Students' registration 1/9/2020 • Current Students' registration on 7/9/2020

4.0 EFFECTIVE DATE

Academic Implementation for Semester II, Session 2019/2020 at UTeM will take effect on **27 March 2020**.

As such, the amendments in the Academic Calendar for Diploma, Bachelor's Degree and Postgraduate Programmes for Semester II, Session 2019/2020 as stated in UTeM reference letter.02.07 / 100-3 / 14 (16) dated 17 March 2020 is null and void.

Thank you.

“BERKHIDMAT UNTUK NEGARA”
“KOMPETENSI TERAS KEGEMILANGAN”

Sincerely yours,



MASDZARIF BIN MAHAT
Chief Operating Officer
Universiti Teknikal Malaysia Melaka (UTeM)