

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.08.OO/10.12/2 Jid. 1 1 (36)

28th July 2020

ACADEMIC CIRCULAR NO. 10/2020 DEPARTMENT OF DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL)

GUIDELINES FOR STUDENTS RETURNING TO CAMPUS AND DETERMINING LEARNING METHOD FOR SEMESTER III SESSION 2019/2020 AND SEMESTER I SESSION 2020/2021

This circular aims to inform students, Faculties/Schools on the standard operating procedure (SOP) for students return to campus, and implementation of teaching and learning (TnL) for Semester III Session 2019/2020 and Semester I Session 2020/2021 .

2. The Ministry of Higher Education (MoHE) through the circular issued on 6th July 2020, has agreed to allow four (4) additional categories of students to return to campus -
 - i) Local Malaysian students at private higher education institutions amounting to thirty per cent (30%) as applied by the Malaysian Association of Private Colleges and Universities.
 - ii) Public university students from year one (1) to year four (4) in fields of studies that require clinical training, practical training, workshop, laboratory, studio or specific equipment and those that have to sit for professional body examinations.
 - iii) Public university students from year one (1) to year four (4) who have no internet access or lack conducive environment such as narrow space or uncomfortable circumstances to carry out online learning.
 - iv) International students for both public universities and private higher education institutions, including new students
3. Starting from 27th July 2020, students of Universiti Teknologi Malaysia (UTM) are allowed to return to campus by closely adhering to the Guidelines for Conducting Academic

and Research Activities on Campus During and Post Movement Control Order Period of the Covid-19 Pandemic issued on 7 June 2020, and the SOP provided by the authorities. Students may apply to enter UTM campus via UTMSmart application after providing health declaration.

4. For Teaching and Learning (TnL) activities, UTM recommends faculties / schools to implement three delivery methods depending on the program and course requirements. Lecturers can suggest any of the delivery methods listed below to be implemented for each course subject to faculty's approval. The faculty also reserves the right to instruct lecturers to implement different delivery methods as necessary to ensure effectiveness of delivery, and considering the need to comply with social distancing. The three (3) delivery modes are:-

a. Full Face-to-face Learning

- i. Programmes with courses that require 100% face-to-face activity in the related semester. For instance, programs that include Industrial Training or practical lab works and studio activities that could not be replaced by online activities.
- ii. The Faculty needs to ensure that all students have access to lab. Rescheduling of the lab maybe necessary so that safety measures as well as social distancing SOP are fully adhered to. The faculty must also ensure that all students including international students will be able to return to campus. Students who are not able to return to campus should be advised not to register for the semester, and have the right to defer their studies for the reason of disaster. The semester in which a student had to defer studies for reason of disaster shall not be counted as part of the study period.
- iii. Students who are unable to attend physically, the academic advisors play an important role in assisting students in arranging the study plans.

b. Blended Learning

- i. This include programmes with courses that involve both online learning and face-toface (F2F) courses and activities. For example, semesters which involve co-curricular or service learning courses.
- ii. For these types of courses, students are allowed to be on campus to follow lectures delivered online. Students who are not yet able to return to UTM can follow lecture online from home, provided that they have conducive study environment and good access to internet.
- iii. Lecture planning should also consider the timing for students' return to campus in to join F2F activities. It is recommended F2F T&L activities be done towards the end of the semester.

c. Full Online Learning

- i. Programmes which involve lectures only. These can be executed fully online or with some parts of it done face-to-face (F2F). For example, programs from social science streams and postgraduate programs can be implemented entirely online.
- ii. Although the learning process is implemented online, Students can choose to be in UTM or in their respective homes, provided that they have conducive environment and good internet access.
- iii. This option is also recommended for programs with a high number of international students who are likely to face problems to return to Malaysia.
- iv. If face-to-face (F2F) lectures are not necessary, and if courses can be carried out entirely online throughout the semester until the end of December 2020, fully online T&L is allowed.

5. Notification on the implementation mode for each course will be made to students through the myUTM portal two weeks before the beginning of semester 1 2020/2021.

6. All staff and students are advised to refer to this circular and guidelines issued on 7 June 2020 to ensure the smooth and safe running of T&L and research activities. All staff and students must also refer to the circular issued by MOHE dated 16 July 2020. This circular can be downloaded via the Department of Deputy Vice Chancellor (Academic and International) website <https://www.utm.my/office-dvcai/pekeliling-akademik/>.

7. All UTM staff and students are required to further adapt to the new norm accordingly. Standard Operating Procedures (SOP) for social distancing and cleanliness awareness should not be disregarded until we manage to break the Covid-19 chain for good in Malaysia.

That's all. Thank you.

"Berkhidmat untuk Negara kerana Allah"

"I, who uphold trust"



(PROF. IR. -RS. DR. ZAINUDDIN BIN ABD. MANAN)
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cc Vice Chancellor

- Deputy Vice Chancellor (Development)
- Deputy Vice Chancellor (Research and Innovation)
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