



UNIVERSITI  
TEKNOLOGI  
PETRONAS



2024/2025

# FOUNDATION PROGRAMME

A Handbook to the University Guidelines and Procedures



# FOUNDATION PROGRAMME

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## A GUIDE TO UNIVERSITY ACADEMIC GUIDELINES & PROCEDURES

The content of this booklet is correct on the date of publication.

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SELF GUIDED

# CAMPUS TOUR MAP

## HOW TO USE THIS MAP

This Self-Guided Campus Tour Map allows you to easily locate buildings and venues at UTP. For directions to each location on campus, just refer to the legend menu on at the bottom of the map.

Please note that some buildings and areas on campus are restricted and require permission, while others are open to the public. You are at your own risk when visiting, and UTP will not be held responsible for any accidents that may occur within the campus. Kindly remain safe at all times, and follow all rules and regulations.



## LEGEND

- |                                |  |              |              |
|--------------------------------|--|--------------|--------------|
| 1 Main Entrance                | 10 Registry                              | V1 Village 1 | P Parking    |
| 2 Oval Park                    | 11 Centre for Academic Excellence (CAEx) | V2 Village 2 | T Toilet     |
| 3 Guest House                  | 12 An-Nur Mosque                         | V3 Village 3 | C Cafe       |
| 4 Chancellor Complex           | 13 Sports Complex                        | V4 Village 4 | CL Clinic    |
| 4a Information Resource Centre | 14 An-Nur Islamic Centre                 | V5 Village 5 | MP Mini Post |
| 4b Chancellor Hall             |  | V6 Village 6 |              |
| 5 Academic Complex             |  |              |              |
| 6 Research & Development       |  |              |              |
| 7 Guest Apartment              |  |              |              |
| 8 Main Hall                    |  |              |              |
| 9 Lecture Hall 1, 2 & 3        |  |              |              |



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# CHAPTER - I



## GENERAL INFORMATION

### 2.0 University Vision and Mission

#### 1.1 Vision

***A Leader in Technology Education and Centre for Creativity and Innovation.***

#### 1.2 Mission

- UTP is an institute of higher learning. We provide opportunities for the pursuit of knowledge and expertise for the advancement of engineering, science and technology to enhance the nation's competitiveness.
- Our objective is to produce well-rounded graduates who are creative and innovative with the potential to become leaders of industry and the nation.
- Our aim is to nurture creativity and innovativeness and expand the frontiers of technology and education for the betterment of society.

### 2.1 University Logo



UNIVERSITI  
TEKNOLOGI  
PETRONAS

- Relates to the concept of renaissance, birth and nurturing of the mind for national advancement of the highest order.
- Simulates the bloom of a floral bud while injecting a graphic outline of the PETRONAS Twin Towers.
- Reflects the beginning of a journey towards new standards in higher education.
- Gold to denote light, and deep pastel blue to signify peace and tranquillity.



# CHAPTER - II



## FOUNDATION PROGRAMME ACADEMIC GUIDE

## FOUNDATION PROGRAMMES ACADEMIC GUIDE

### 1.0 Academic Regulations

#### 1.1 Introduction

Academic Regulations are formulated to regulate and coordinate the administration of academic and related matters. It is the responsibility of students to know and follow all the University's rules and regulations. The University reserves the right to amend the Academic Regulations as and when necessary.

#### 1.2 Definitions

##### 1.2.1 University

University refers to Universiti Teknologi PETRONAS.  
UTP is the acronym for Universiti Teknologi PETRONAS.

##### 1.2.2 Senate and Other Committees

###### a. Senate

The Senate is the highest academic body of the University and, subject to the provisions of the Private Higher Educational Institutions Act 1996, the University Constitution and other related rules, shall have the control and general direction of instruction, research and examination, and the award of degrees, diplomas, certificates and other academic distinctions.

Members of SENATE are:

1. Chairman: Vice Chancellor and Chief Executive Officer
2. Deputy Vice Chancellor Academic
3. Deputy Vice Chancellor Research, Innovation & Commercialisation
4. Deputy Vice Chancellor Student Affairs
5. Dean, Faculty of Engineering
6. Dean, Faculty of Science and IT
7. Dean, Centre for Foundation Studies
8. Dean, Centre for Graduate Studies
9. Director, Research Management Centre
10. Senior Director, Centre for Student Development
11. One (1) Professor from Faculty of Engineering
12. One (1) Professor from Faculty of Science and IT
13. Chief Financial Officer (ex-officio member)
14. Chief Strategy Officer (ex-officio member)
15. Chief Support Service Officer (ex-officio member)
16. Senior Manager Legal Services Office (ex-officio member)
17. Secretary: Registrar

###### In Attendance

1. Department Chairs (any 3 Chairs to be nominated by the DVCA)
2. Institute Directors (any 2 Directors to be nominated by the DVCRI)
3. Senior Director, Centre for Academic Excellence
4. Senior Manager, Quality Management & Assurance

**b. University Academic Committee**

The University Academic Committee (UAC) is the body appointed by the Senate to administer academic matters.

Members of the Academic Committee are:

- i. Chairman - Deputy Vice Chancellor, Academic
- ii. Secretary – Senior Director, Centre for Academic Excellence
- iii. Members:
  - a. Deans
  - b. Department Chairs
  - c. Manager, Centre for Excellence in Teaching and Learning
  - d. Senior Director, Center for Student Development
  - e. Director, Information Resource Centre
  - f. Director, Laboratory Management
  - g. Other members as appointed by the Chairman

**c. University Examination Committee**

The University Examination Committee (UEC) is the body appointed by the Senate to administer examination matters.

Members of University Examination Committee are:

- i. Chairman - Deputy Vice Chancellor, Academic
- ii. Secretary – Senior Manager, Registration & Examination
- iii. Members:
  - a. Deans
  - b. Department Chairs
  - c. Other members as appointed by the Chairman

**d. Examination Appeal Committee**

The Examination Appeal Committee is the body appointed by the Senate to administer appeals with regards to examinations.

Members of Examination Appeal Committee are:

- i. Chairman - Vice Chancellor
- ii. Secretary - Executive of Registry nominated by the Registrar
- iii. Members:
  - a. Registrar
  - b. Representative of Academic Departments
  - c. Other members appointed by the Chairman

**e. Academic Disciplinary Committee**

The Academic Disciplinary Committee is the body appointed by the Senate to administer academic misconduct.

Members of Academic Disciplinary Committee are:

- i. Chairman - Deputy Vice Chancellor, Academic
- ii. Secretary - Executive of Registry Office nominated by the Registrar
- iii. Members:
  - a. Two (2) representatives from relevant Academic Departments
  - b. One (1) representative from any other departments
  - c. One (1) Legal Advisor

**f. Academic Disciplinary Committee (Appeal 1 & 2)**

The Academic Disciplinary Committee is the body appointed by the Senate to administer appeals with regards to Academic Disciplinary Misconduct.

Members of the Academic Disciplinary Appeal Committee are:

- i. Chairman - Vice Chancellor
- ii. Secretary - Executive of Registry nominated by the Registrar
- iii. Members:
  - a. Registrar
  - b. Representative of Academic Departments
  - c. Other members appointed by the Chairman

**1.2.3 Vice Chancellor**

The Vice Chancellor is the Chief Executive Officer of the University who shall be responsible for the overall administrative, academic and management functions of the University and shall exercise all functions and duties provided in the Act, including general supervision over the arrangements for instruction, research, finance, administration, day to day affairs, welfare and discipline in the University, and shall act under the general authority and direction of the University Board of Directors.

**1.2.4 Registrar**

The Registrar is an officer of the University, responsible in administering students' intake, academic records, course registration, examinations, graduation approval and accreditation of Programmes.

**1.2.5 Deputy Vice Chancellor, Academic**

The Deputy Vice Chancellor, Academic (DVCA) is an officer of the University who heads the Academic Division. DVCA is responsible for all matters involving foundation, undergraduate and postgraduate academic studies.

**1.2.6 Deputy Vice Chancellor, Research, Innovation & Commercialisation**

The Deputy Vice Chancellor, Research, Innovation & Commercialisation is an officer of the University who heads the Research, Innovation & Commercialisation Division. DVCRIC is responsible for all matters involving research and innovation.

**1.2.7 Deputy Vice Chancellor, Student Affairs**

The Deputy Vice Chancellor, Student Affairs (DVCSA) is an officer of the university who heads the Student Affairs Division. DVCSA is responsible for all matters involving student development and experience in support of the university's aspiration to produce well-rounded graduates.

**1.2.8 Dean**

The Dean is an officer of the University who heads a Faculty or a Centre. Dean is responsible for all faculty matters involving foundation, undergraduate and postgraduate academic studies.

**1.2.9 Department Chair**

A Department Chair (DC) is an officer of the University who heads a particular academic department. DC is responsible for managing all academic and administration matters of the department.

**1.2.10 Senior Director, Centre of Academic Excellence**

The Senior Director, Centre of Academic Excellence is an officer of the University who heads the Department of Centre of Academic Excellence, who is responsible in managing all academic related services, such as the academic facilities, timetabling of courses offered and managing academic process and quality.

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**1.2.11 Lecturer**

A lecturer is a person assigned by the Dean to manage a certain course, who is responsible in delivering course materials, supervising students' projects, and evaluating students' achievements.

**1.2.12 Tutor**

A tutor is a person assigned by the Dean to assist a lecturer in managing a course by conducting a tutorial session.

**1.2.13 Demonstrator**

A demonstrator is a person assigned by the Dean to assist a lecturer in supervising laboratory work performed by students. Demonstrator is responsible in demonstrating the usage of laboratory or computer equipment and assessing laboratory reports and assignments.

**1.2.14 Co-Curriculum Instructor**

A Co-Curriculum Instructor is a professional coach, or instructor, or any individual assigned by the Director, Center for Student Development to facilitate the co-curriculum activities that enable to supplement and complement the main syllabi activities.

**1.2.15 Student**

A student is an individual who enrolls for any academic programme at the University.

**1.2.16 Transcript**

A transcript is a complete record of a student's particulars and academic performance.

**1.2.17 Programme**

Programme refers to the approved curriculum to be offered and conducted by the University.

**1.2.18 Curriculum**

Curriculum comprises of courses and other activities that are compulsory for students, as determined by the University.

**1.2.19 Semester**

A semester is an academic period of about four (4) months that normally starts in January, May and September.

**1.2.20 Modes of Delivery**

**a. Learner Centered Approach**

A Learner Centered Approach is the pedagogical approaches that encompass student centered learning strategies such as, active learning, cooperative/collaborative learning, problem-based learning (PBL), online learning, blended learning and flipped classroom.

**b. Lectures and Tutorials**

- i. A lecture is an oral presentation conducted by a lecturer.
- ii. A tutorial is a hands-on activity conducted by a tutor or lecturer to complement the lectures and to enhance the students' understanding of the subject matter.

**c. Laboratory Work**

Laboratory work is a practical approach to enable students to gain practical experience in the laboratory.

**d. Project and Team–Based Learning**

Project and Team-Based Learning is one of the methods in learning whereby a student is required to solve a particular problem using analysis and synthesis to produce a solution.

**e. E-Learning**

E-Learning is a learning method whereby students can learn their respective courses via self-learning activities using the digital contents, online forum/discussion and online assessment.

**f. Adjunct Lecturer/Professor**

An Adjunct Lecturer/Professor is an industrial expert appointed by the University to deliver lectures on topics related to the course content.

**g. Mentor**

A mentor is an academic staff assigned by the Dean to monitor the mentees' academic performance.

Roles of a mentor are to establish a caring, genuine and open relationship that encourages learning, to monitor mentees' progress towards academic performance, and to suggest solutions to overcome the mentees' problem in learning, i.e., time management, learning skills, registration of courses and etc.

**h. Mentee**

A student is assigned to a mentor upon obtaining academic result that places the student under 'Academic Probation', 'Academic Probation and Warning' and 'Academic Dismissal' (reinstated after appeal).

Roles of a mentee are to be responsible for his/her academic performance and to cooperate with his/her mentor to improve his/her academic performance, to attend talks or workshops organized for them by the University, to meet the mentor fortnight according to the pre-arranged schedule, and to seek advice and opinion of the mentor regarding his/her academic matters.

**i. Credited Co-Curriculum Activities**

A credited co-curriculum activity is an extramural activity that is compulsory for all UTP students in order to fulfil the University requirements. Courses under credited co-curriculum activity are listed in **Chapter V**.

**j. Extra-Curricular Activities**

An extra-curricular activity is a non-academic activity which has been approved by the University.

**1.2.21 Student Learning Time (SLT)**

Student Learning Time (SLT) is the effective time spent by a student in learning which includes all activities and effort in achieving the specified learning outcomes. SLT includes formal interactions with the course lecturers, tutors, and demonstrators (in lecture, tutorial and lab sessions and in assessment) and informal activities (done outside class in preparing, studying and revising course materials which might include doing assignments, projects or homework).

**1.2.22 Credit Hours**

One credit hour is defined as 40 hours of SLT spent by a student in activities contributing to a course within a semester. A 3-credit hour course means that a student has to spend 120 hours throughout the semester for the course.

#### **1.2.23 Course Learning Outcomes (CLOs)**

CLOs are descriptions of the students' ability which can be reliably demonstrated upon the completion of a course.

#### **1.2.24 Summative Assessment**

Summative assessment refers to the assessment of learning to ascertain if students have achieved the intended learning outcome. It is a measure on the level of success, performance quality, proficiency or how well students have achieved the learning outcome at the end of the course. It is used to assign grades to the students.

#### **1.2.25 Formative Assessment**

Formative Assessment refers to the assessment for learning and is part of the instructional process. It is conducted throughout the teaching and learning process to assess the student's current achievement of the intended learning outcome at that point of time. It provides the information needed for the instructor to adjust the teaching and learning process, if necessary, to help students achieve the intended learning outcome within the set time frame.

#### **1.2.26 Outcome-Based Education (OBE)**

An approach to education that begins with clearly focusing on high-quality, culminating demonstrations of significant learning in context and organizing everything in an educational system around what is essential for all students to be able to do successfully at the end of their learning experiences. This means starting with a clear picture of what is important for students to be able to do, then organizing the curriculum, instruction, and assessment to make sure this learning ultimately happens to all students.

#### **1.2.27 Programme Educational Objectives (PEOs)**

PEOs are specific statements/goals consistent with the mission and vision of the IHL, are responsive to the expressed interest of programme stakeholders, and describe the expected achievements of graduates in their career and professional life a few (3 to 5) years after graduation.

#### **1.2.28 Programme Learning Outcomes (PLOs)**

PLOs describe what students are expected to know and be able to perform or attain by the time of graduation. These relate to the skills, knowledge, and behaviour that students acquire through the programme.

#### **1.2.29 Grade**

A grade is an assessment in a form of a letter grade signifying a student's performance in a particular course.

#### **1.2.30 Grade Points**

A grade point is the point given to a course based on the grade obtained multiplied by the credit hours allocated to it.

#### **1.2.31 Grade Point Average (GPA)**

A GPA obtained by a student at the end of a semester is calculated as follow:

$$\text{GPA} = \frac{\text{Total of Grade Points Scored in the Semester}}{\text{Total of Credit Hours Taken in the Same Semester}}$$

**1.2.32 Cumulative Grade Point Average (CGPA)**

A CGPA is the grade point average obtained by a student based on all courses he/she has completed to date. The calculation is based on the following formula:

CGPA	=	$\frac{\text{Total of Grade Points Scored to Date}}{\text{Total of Credit Hours Taken to Date}}$
------	---	--

**1.2.33 Final Examination**

Final Examination is the final summative assessment of a student's learning performance in learning a course. It is compulsory for students to attend the final examination, in failing to do so, the students will be given an 'F' grade.

In order to pass the course, the student must obtain a minimum score of 20% in the final examination.

**1.2.34 Course Repeating**

A student who has failed a course from an earlier semester shall be required to repeat and pass the course at the earliest semester when the course is offered again.

**1.2.35 Course Redemption**

A student who has obtained a CGPA of less than 2.0 after completing all courses to complete the programme is allowed to redeem a course with grade of 'C' or lower. The student is to register and repeat the course. The grade of the redeemed course will be used to calculate the CGPA.

**1.2.36 Supplementary Examination**

Any student who has failed the final examination of a course may be offered to sit for a supplementary examination upon the UEC approval.

**1.2.37 Replacement Examination**

Any student who has failed to attend final examination due to valid approved reason may request to sit for replacement examination upon the UEC approval.

**1.2.38 Examiner**

An Examiner is a lecturer or an appointed qualified person (internal/external) conducting the academic assessment.

**1.2.39 Invigilator**

An Invigilator is a qualified individual appointed by the University to invigilate a particular examination.

**1.2.40 Appeal for Reinstatement/Readmission**

An Appeal for Reinstatement/Readmission is an application by a student who has been placed under dismissal status to continue study at the University.

The Appeal Committee shall decide to reject or to grant for reinstatement or readmission. Reinstatement refers to the decision to continue study in the same programme, whereas readmission refers to the decision to continue study in another programme.

**1.2.41 Suspension Period**

A Suspension Period is a period in which a student is suspended from being a student of UTP due to disciplinary or academic reasons. The suspension period will be considered as part of the duration of study at UTP.

International students are required to cancel their current students pass and return to their respective home countries.

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**1.2.42 Course**

A course is a subject that carries a unique code and a number of credit hour.

**1.2.43 Barred from Examination**

A student may be barred and will not be allowed to sit for the final examination of a course due to poor attendance record which did not fulfil the University's requirement and will be given an 'F' grade for the course.

**1.2.44 Incomplete Grade**

The Incomplete grade (I) will be given to a student who is not able to sit for the final examination or to complete a course due to reasons accepted by the University.

**1.2.45 Facilities and Services**

Facilities and services are provided by the University to fulfil academic and non-academic requirements e.g. lecture theatres, classrooms, laboratories, information technology and sports facilities.

## 2.0 Academic Administration

Each student is required to register for every course taken up during the registration period and according to the number of credit hours allowed.

### 2.1 Registration of Courses

It is compulsory for students to register for their courses at the beginning of the semester. The registration for the following semester will be conducted at the end of each semester. Registration of courses is conclusive unless the student is under probation, probation & warning, or dismissal status; or the student failed any of the pre-requisite courses.

Students are required to register during the prescribed registration period and comply with the credit hour requirement. Students who failed to register within the given time can be barred from continuing their study for that particular semester.

Students who still have outstanding dues are not allowed to register for the new semester.

All full time students must register a minimum of nine (9) credit hours or equivalent to 2 courses in a particular semester. However, this ruling may be waived for completing students who are in their final semester.

### 2.2 Adding/Dropping/Withdrawal of Courses

#### 2.2.1 Adding/Dropping of Courses

Students are allowed to add/drop courses within the first two (2) weeks of the semester subject to the approval of the Dean of Centre for Foundation Studies and subject to the compliance of the total credit hours allowed.

#### 2.2.2 Withdrawal from Courses

Students are allowed to withdraw from the courses latest by week eight (8) of the semester provided that they maintain a minimum of nine (9) credit hours. The course fee however, shall not be refunded.

### 2.3 Attendance

Students are required to attend lectures, tutorials, laboratories, project-based learning, additional lectures, co-curricular activities and meetings with academic advisors. Students shall obtain written permission from the Dean of Centre for Foundation Studies if, they are unable to attend lectures, tutorials and laboratories mentioned above.

The students are required to submit the application three (3) days before the actual date or, in emergency cases, after returning to campus by attaching the relevant supporting documents (medical certificate or death certificate) to the Centre for Foundation Studies.

The minimum attendance requirement is ninety percent (90%) for each course after add/drop period. A student who fails to fulfill this requirement without providing approved supporting document may be barred from sitting for the final examination.

International students who did not fulfill the requirements above will affect the renewal of student pass.

#### **2.4 Deferment of Studies with Medical Certificate (MC)**

A student who wishes to apply for a deferment must satisfy the following requirements:

- i. Deferment of studies is only applicable on medical grounds.
- ii. Application for deferment must be made within one (1) semester from the date they are deferred.
- iii. Deferment of studies may be given for a minimum of one (1) semester and maximum of two (2) semester within the candidacy period. Application is entertained based on one application per semester.
- iv. All applications for deferment must be in writing and to be addressed to the Registrar.
- v. International students are required to cancel their current student pass and return to their home country during deferment period.

All successful applicants for deferment are exempted from paying the necessary fees and the deferred semester is not considered as part of the study period.

#### **2.5 Deferment of Studies without Medical Certificate (MC)**

A student who has difficulty to continue studying in a semester shall inform Registry to apply for deferment of studies without MC following the rules below:

- i. Deferment of studies without MC may be given for one (1) semester with reasonable justification upon recommendation by the Dean of Centre for Foundation Studies.
- ii. All applications for inactive semester must be in writing and to be addressed to the Registrar.
- iii. The deferred semester will be considered as part of the study period.
- iv. International students are required to cancel their current student pass and return to their home country during the deferred semester period.
- v. The application deadline is to be submitted latest by week eight (8) of the semester.

Any cost incurred for the deferred semester period shall be borne by the student after add/drop week.

### 3.0 Academic Requirements

#### 3.1 Completion Requirements

The minimum period of study is three (3) semesters (1 year) and the maximum period of study is six (6) semesters (2 years). A student must:

- i. Obtain a CGPA of 2.00 or higher.
- ii. Pass all courses as required by the programme. A student who fails a course is required to repeat the particular course.
- iii. Satisfy all requirements as approved by UTP Senate.

#### 3.2 Change of Programme

A student may request for a change of programme upon the endorsement of the Dean of Faculty subject to availability and approval from the Director of Registry and the sponsor (if any). The administrative fees will be charged for the processing and handling of change programme application.

#### 3.3 Transfer of Credits

A student may request for transfer of credits for a change of programme upon the advice of the Dean of Centre for Foundation Studies or for other justified reasons subject to availability and approval from the DVCA and sponsors (if any).

### 4.0 Assessment

An assessment is an evaluation of a student's performance through formative & summative assessment as specified by the lecturer.

#### 4.1 Methods of Assessment

Students are assessed throughout the semesters via coursework and/or the final examinations.

##### 4.1.1 Coursework

Coursework comprises of tests, assignments, laboratory works, oral presentations, quizzes, projects, and others as specified by the lecturer.

##### 4.1.2 Final Examination

Final examination is a written test that is held at the end of the course of study.

There are courses whereby students are assessed throughout the semester without having to sit for final examinations.

#### 4.2 Final Examinations

##### 4.2.1 Eligibility

Eligibility to sit for the Final Examination are as follows:

- i. Registered for the course
- ii. Fulfilled the minimum attendance requirement

##### 4.2.2 Final Examination Timetable

The final examination timetable is planned in accordance with the approved Academic Calendar.

##### 4.2.3 Examination Slip

An examination slip is a document that must be presented during final examinations. Failure to do so will result in students not being allowed to sit for the final examination. Students are required to print the examination slips within the specified period set by the University.

##### 4.2.4 Examination Attendance

Students who are absent during the final examination without a valid reason (to be determined by University) will obtain an 'F' grade for the course(s) involved.

#### **4.2.5 Medical Certificate**

The University will only recognize medical certificates from UTP Health Clinic, local Government Hospitals and other health establishment recognized by UTP.

Time Slip is a slip given to a student by the clinic to indicate that the student had gone to see the doctor for medical consultation and is not recognized as a Medical Certificate.

#### **4.2.6 Examination Rules and Regulations for Students**

- i. Proper attire as specified in the University dress code should be worn during the examinations.
- ii. Students are requested to arrive at the examination venue thirty (30) minutes before the examination begins for security screening.
- iii. Students are not allowed to sit for the examination if they arrive thirty (30) minutes after the examination starts.
- iv. Students are not allowed to enter the examination hall until being instructed by the Chief Invigilator.
- v. Only pencils, pens, erasers, rulers, calculators and other items as allowed by the Chief Invigilator can be brought into the examination hall.
- vi. Students are not allowed to bring any form of documents e.g. books, notes, papers and other materials without the permission of the Chief Invigilator.
- vii. Students are not allowed to enter the examination hall without their student ID card and examination slip.
- viii. Students are not allowed to open the question booklet until they are instructed to do so.
- ix. Students are advised to read the instructions on the cover page of the question papers before the start of the examination.
- x. Students are required to place their student ID card and examination slip on the right corner of their table.
- xi. Students are not allowed to smoke in the examination hall.
- xii. Food and drinks are not allowed in the examination hall.
- xiii. Handphones and other electronic devices (e.g. programmable calculators, smart phones, smart watches, tablet devices, iPods, notebooks, cameras and, etc.) are prohibited and must be placed outside the examination hall.
- xiv. Students are required to fill in all the necessary information on the answer booklet and attendance slip.
- xv. Students are not allowed to write their names and student ID numbers on the answer sheet.
- xvi. Students are not allowed to leave the examination hall thirty (30) minutes after the examination starts and thirty (30) minutes before the examination ends.
- xvii. No parts of the answer booklet or papers can be taken out of the examination hall.
- xviii. Students are not allowed to communicate with, receive assistance from or copy and/or allow other students to copy from them during an examination. Students who fail to abide to the academic rules and regulations and are caught copying, bringing notes, cheating, or attempting to cheat, will be testified for Academic Misconduct and the case will be deliberated in University Academic Disciplinary Committee. Penalties or disciplinary actions for cheating or attempting to cheat which include Academic Dismissal will be imposed on students who fail to comply with the academic rules and regulations.
- xix. Students are not allowed to make any noise during the examinations.
- xx. Students should stop writing once the Chief Invigilator has instructed them to do so at the end of the examination. An invigilator has the right to reject a student's answer booklet, if he fails to do so.
- xxi. Students are not allowed to leave the examination hall until instructed by the Chief Invigilator.
- xxii. Students are advised to recheck all the necessary information in the answer booklet before handing it to the invigilator.
- xxiii. Students are required to tie the answer booklet and any other relevant papers, which they intend to submit to the invigilator if necessary.

- xxiv. Students are required to sit for the final examinations of all registered courses unless permission to withdraw from the course has been granted.
- xxv. All answers must be in ink except for diagrams and answers on the Optical Mark Reader (OMR) sheet.
- xxvi. A student who wants to go to the washroom must obtain permission from the Invigilator.
- xxvii. During an examination, any kind of communication is not allowed in the examination hall except with the Invigilators.
- xxviii. All bags and books must be placed outside the examination halls.

#### 4.2.7 Breach of Examination Rules and Regulations

Should a student breach any of the above conducts, the chief invigilator has the authority to disqualify him/her from the examination.

If a student is found guilty, he will be given an 'F' grade for the course and may be suspended from his studies for a period determined by the University or other actions deemed necessary.

### 4.3 Grading System

#### 4.3.1 UTP Academic Grading System

The academic grading system adopted by UTP is as follow:

Grade	Meaning	Grade Points
A	High Distinction	4.00
A-	Distinction	3.75
B+	Good Credit	3.50
B	Credit	3.00
C+	Good Pass	2.50
C	Pass	2.00
D+	Marginal Pass	1.50
D	Unsatisfactory Pass	1.00
F	Fail	0.00
QF	Qualified Fail (not obtaining 20% in final examination)	0.00

**Note:**

A student may repeat courses with grades lower than 'C' in order to improve his CGPA.

#### 4.3.2 Symbols in Academic Transcript

Students may find certain symbols shown below in their transcripts. These symbols mean the following:

Grade	Meaning
AU	Audit course(s).
CT	Credit Transfer
DF	Deferment
EX	Exemption
V	Incomplete
P	Pass
W	Withdrawal from course(s).
SP	Supplementary Pass
X	Incomplete. Unable to complete course work or practical training without permission.
X	Absent or unable to complete course work or practical training without permission

#### **4.4 Appeals for Remarking**

If a student is dissatisfied with the final examination results, an appeal for remarking may be made within three (3) days after the results are released. The appeal shall be forwarded to the Registration & Examination Unit of Registry.

Procedures of remarking are:

- i. Students who intend to apply for a remarking of the final examination scripts must fill in an application form, which can be obtained from the Registration & Examination Unit of Registry Office.
- ii. Students are required to make a payment of RM50.00 (Ringgit Malaysia Fifty Only) to the Finance and Fund Management Department for each course.
- iii. Students are then required to submit the application form together with the receipt of payment to Registration & Examination Unit of Registry Office.
- iv. The answer scripts will be checked by the respective examiners and will be brought to the University Examination Committee (UEC) for consideration.
- v. Students will be informed on the status of the remarking and, if there are changes to the final marks, a new result slip will be issued to the students.

All remarking results are FINAL and re-appeal will not be allowed.

#### **4.5 Examination Results**

Examination results will be announced to students upon approval by Senate and the result slips will be sent to sponsors (where applicable).

#### **4.6 Dean's List Status**

Students will be awarded the Dean's List Certificate, if they fulfill all the following conditions:

- i. PASS all courses registered.
- ii. Register a minimum of ten (10) credit hours.
- iii. Obtain a Grade Point Average (GPA) of 3.50 and above.

#### **4.7 Withholding of Results**

If a student fails to comply with any of the University Regulations, irrespective of whether the student has been permitted to sit for the examination or otherwise, his/her results in either a particular course or the whole of the programme may be withheld. The student may subsequently appeal to the Office of Registrar.

#### **4.8 Academic Transcript**

Students who completed their foundation study will receive an original hardcopy of their document (official foundation transcript), subject to clearance of financial outstanding.

A minimum fee will be chargeable to a student requesting for an additional transcript (Partial or Official Academic Transcript).

#### **4.9 Redemption of Courses**

Completing students are allowed to redeem courses with grades lower than C. The new grade will replace any previous grade.

#### **4.10 Supplementary Examinations**

Supplementary examinations will only be offered to Foundation Studies students who meet any of the following criteria:

- i. Attempted the course but failed.
- ii. Absent from final examination with written approval.

The supplementary paper will be graded, and the previous 'F' grade will be included in the calculation of GPA and CGPA. The maximum new grade that he or she will obtain is 'C'.

## 5.0 Academic Performance

A student's academic standing is determined by the student's academic performance for the particular semester and the cumulative achievement for all semesters. However, a student's registration may be affected if any kinds of misconduct including cheating and plagiarism have been committed. The University considers all academic misconducts seriously as they affect the integrity of the University's academic evaluation process.

### 5.1 Academic Misconduct

Academic misconduct includes cheating and plagiarism. Cheating implies dishonesty in fulfilling academic requirements. Some examples of cheating include copying, allowing other students to copy outside or during an examination. Plagiarism may involve presenting another person's work, opinion or term as one's own without proper acknowledgement, be it printed or electronic materials such as books, magazines, thesis or projects.

If found guilty, the student will be given an 'F' grade for the said course and may be suspended for a period of time or dismissed or any other penalty deemed necessary by the University.

In addition, suspended international students are required to cancel their student pass and return to their home country.

### 5.2 Satisfactory Performance

A student's performance is considered satisfactory if he/she obtains a GPA and CGPA of 2.00 and above. If a student's CGPA is unsatisfactory, he/she will be placed on probation or probation and warning or dismissed from UTP.

#### 5.2.1 Dean's List

Students who obtain a GPA **between 3.50 to 4.00** but subjected to fulfilling Dean's List conditions.

#### 5.2.2 Good Standing

Students who obtain GPA **between 3.00 to 3.49**.

#### 5.2.3 Pass

Student who obtain GPA **between 2.00 to 2.99**.

#### 5.2.4 Academic Probation

A student may be put on academic probation if he/she obtains a GPA or CGPA of 1.50 to 1.99 for any semester. The student will only be allowed to register for a minimum of nine (9) credit hours and a maximum of eleven (11) credit hours, where two courses should be of core courses, unless permission to do otherwise is granted by the Dean of Centre for Foundation Studies.

In addition, subject to Malaysian Immigration Laws and Regulations, approval for the renewal of an international student's student pass may be affected if he obtains a CGPA of below than 2.00.

#### 5.2.5 Academic Probation and Warning

A student may be put on academic probation and warning if he/she obtains a GPA or CGPA of 1.00 to 1.49 for any semester or is under Academic Probation status for 2 consecutive semesters. The student will only be allowed to register for a minimum of nine (9) credit hours and a maximum of eleven (11) credit hours, where two courses should be of core courses, unless permission to do otherwise is granted by Dean of Centre for Foundation Studies.

In addition, subject to Malaysian Immigration Laws and Regulations, approval for the renewal of an international student's student pass may be affected if he obtains a CGPA of below than 2.00.

#### **5.2.6 Academic Dismissal**

A student will be dismissed under the following conditions:

- i. Being on academic probation and warning for two (2) consecutive semesters.
- ii. Exceeding the maximum duration of stay.
- iii. Obtaining both GPA and/or CGPA of less than 1.00.
- iv. Obtaining both GPA and CGPA of less than 2.00 for two (2) consecutive semesters.
- v. Failed all courses registered in a particular semester.

All decision on academic dismissal is at the discretion of the UEC & Senate.

In addition, international students are required to cancel their current student pass and return to their home country.

#### **5.3 Appeals for Reinstatement**

Students under academic dismissal are eligible to submit an appeal letter to Registration and Examination Unit within one (1) week after the examination results are announced.

### **6.1 Health, Safety, Security and Environment**

The University subscribes to and practices health, safety and environment requirements as provided for by Malaysian laws.

Before being offered admission to the University each candidate is required to fulfill all health requirements as per Guidelines for Medical Examination and Insurance issued by The Malaysian Ministry of Education. Any candidate who is found to have any of the diseases/disorders that prohibits registration during the verification process by UTP Health Centre will not be admitted to the University. International students will be required to return to his/her home country at his/her own expense. UTP Students are obliged to comply with University regulations in relation to Health, Safety and Environment.

It is the responsibility of each student:

- i. To take precautions to safeguard one's own health and safety, as well as others, that may be affected as a result of one's actions or ignorance.
- ii. To cooperate with the University's personnel in implementing the relevant laws and regulations.
- iii. To wear or use at all times the protective equipment or clothing which required by the university management.
- iv. To obey all instructions and follow all health and safety procedures prescribed by the University.
- v. To report to the respective lab technician, lecturer, security personnel or hostel supervisor immediately of any case of accident, dangerous occurrence, poisoning and infectious disease.
- vi. To avoid disturbances or misuse of equipment for health and safety precautions.
- vii. To park one's car in reverse position for safety purposes.
- viii. To dispose their leftover food into the provided container/waste bins.

Firecrackers are strictly prohibited at all times.

Students shall refer to 'Students Disciplinary Rules and Regulations' Handbook for traffic rules and regulations.

Where the circumstances warrant, the University may take disciplinary actions against a student who breaches any HSE Rules and Regulations.

## 7.0 Mentor Mentee Programme

### 7.1 Introduction

The Mentor Mentee Programme (MMP) is envisaged to help students who are facing academic difficulties. The focus of this programme is to help students who are placed under the status of '**Academic Probation**', '**Academic Probation and Warning**' and '**Academic Dismissal**' (reinstated after appeal) in a particular semester, to improve their academic performance through regular meeting/discussion with their appointed Mentor.

Under this programme, a Mentee will be placed under the supervision of a Mentor, who will monitor the academic progress and provide motivation for Mentee to excel in their studies.

### 7.2 Purpose and Objectives

The purpose of MMP is to assist students who are placed under Academic Probation (GPA or CGPA less than 2.0/4.0) during a particular semester.

The objectives of this programme are as follows:

- i. To assist Mentee (students) in improving their academic performance.
- ii. To monitor the progress of a Mentee's academic performance.
- iii. To ensure that the Mentee achieves the desired academic performance at the end of the semester.

### 7.3 Roles of a Mentor

- i. To establish a caring, genuine and open relationship that encourages learning.
- ii. To monitor Mentees' progress towards academic performance.
- iii. To find/suggest solutions to overcome the Mentees' problem in learning, i.e. - time management, smart learning, registration of courses and etc. (to assist students in obtaining the desired semester results).

### 7.4 Roles of a Mentee

- i. To be responsible for their academic performance and to cooperate with their Mentor to improve their academic performance.
- ii. To attend talks or workshops organised for them by the University.
- iii. To meet the Mentor fortnightly according to the pre-arranged schedule.
- iv. To seek advice and opinion of the Mentor regarding their academic matters.

# CHAPTER - III

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## FOUNDATION PROGRAMME INFORMATION

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### 1.0 Introduction

The Foundation Programme (FP) is conducted for students who have successfully completed their SPM or other levels that are equivalent to SPM. The Foundation Programme is a complete academic programme that provides students with the basic knowledge and necessary skills relevant to their respective degree programmes. It is tailored towards degree programmes in either engineering, technology, science, or management.

### 2.0 Programme Educational Objectives (PEOs)

To produce students with the ability to apply fundamental knowledge and skills, communicate effectively, and display good values in pursuing education in either engineering, technology, science, or management.

### 3.1 Programme Learning Outcomes (PLOs)

By the end of the programme, students should be able to:

- Apply relevant fundamental knowledge and analytical skills for problem solving.
- Analyse data for management of information.
- Communicate ideas effectively.
- Demonstrate good values in learning.
- Recognize the need for engaging in independent learning.

### 4.0 Courses Offered in Foundation Programme

Stream	Core Course		Non-core Course	
	Course Name	Credit Hours	Course Name	Credit Hours
Engineering & Science	i. Mathematics I & Mathematics II	10		
	ii. Physics I & Physics II	10		
	iii. Chemistry I & Chemistry II	10		
	iv. Structured Algorithm and Programming	5		
	<b>Total</b>	<b>35</b>		
Business Management & Computing	i. *Fundamental Mathematics I & Fundamental Mathematics II OR **Mathematics I & Mathematics II	10	i. Proficiency English	3
	ii. Introduction to Business and Information Systems	5	ii. Technical English	4
	iii. Business Management	5	iii. Thinking Skills	3
	iv. Visual Programming	5	iv. Islamic/Moral Studies	3
	v. Problem Solving & Programming	5	v. Co-curriculum	2
	vi. Principles of Economics	5		
	<b>Total</b>	<b>35</b>		
	<b>Total</b>	<b>70</b>	<b>Total</b>	<b>15</b>

\*For BM, IT & IS programme only

\*\*For CS programme only

## 5.0 Admission Requirements

To be considered for admission, a candidate must meet one of the following requirements:

- 5.1 **Engineering & Science (SPM/SPMV)** – Pass with minimum C-credits in Bahasa Melayu, English, Mathematics, Additional Mathematics, Physics and Chemistry.
- 5.2 **Engineering & Science (O levels or equivalent)**– Pass with minimum Credits (Grade C) or 60% and above in five (5) subjects inclusive of Mathematics, Physics, Chemistry, Additional Mathematics AND any other one (1) subject.
- 5.3 **Technology & Business Management (SPM/SPMV)** – Pass with minimum C-credits in Bahasa Melayu, English, Mathematics, AND any other two (2) non-language subjects.
- 5.4 **Technology & Business Management (O levels or equivalent)** – Pass with minimum Credits (Grade C) or 60% and above in five (5) subjects; Mathematics AND any other two (2) non- language subjects & two other Subject (2) subjects.
- 5.5 **Computer Science (SPM/SPMV)** – Pass with minimum C-credits in Bahasa Melayu, English Mathematics, Additional Mathematics, AND any other one (1) non-language subject.
- 5.6 **Computer Science (O levels or equivalent)** – Pass with minimum Credits (Grade C) or 60% and above in five (5) subjects; Mathematics AND any other four (4) subjects.

### Additional requirement for international students

Other equivalent qualification recognised by the Malaysian Government may also be considered.

International students must fulfill the following additional requirements:

Application must be made using the final examination semester results

## 6.0 Completion Requirements

A student must **PASS** all the required courses, complete a minimum of **50 credits** and obtain a minimum CGPA of 2.00.

### 7.1 Admission to Degree Programme

Successful completion of the Foundation Studies Programme qualifies a student to enrol in one of the following relevant degree programmes at UTP:

- i. Bachelor of Chemical Engineering with Honours
- ii. Bachelor of Civil Engineering with Honours
- iii. Bachelor of Computer Engineering with Honours
- iv. Bachelor of Electrical & Electronics Engineering with Honours
- v. Bachelor of Mechanical Engineering with Honours
- vi. Bachelor of Materials Engineering with Honours
- vii. Bachelor of Petroleum Engineering with Honours
- viii. Bachelor of Computer Science (Hons)
- ix. Bachelor of Science (Hons) in Petroleum Geoscience
- x. Bachelor of Science (Hons) in Applied Chemistry
- xi. Bachelor of Business Management (Hons)
- xii. Bachelor of Information Systems (Hons)
- xiii. Bachelor of Information Technology (Hons)

## 8.0 Curriculum Structure for Foundation Programme

### 8.1 Curriculum Structure for Engineering & Science Stream (Chemical, Civil, Computer, Electrical & Electronics, Mechanical, Materials, Petroleum, Applied Chemistry, and Geoscience)

TRIMESTER 1				
	CODE	COURSES	HOURS	STATUS
1	FCC 0015	Chemistry I	5	Core
2	FCM 0015	Mathematics I	5	Core
3	FCP 0015	Physics I	5	Core
4	FCL 0013	Proficiency English	3	Non-core
Credit Hours			18	

TRIMESTER 2				
	CODE	COURSES	HOURS	STATUS
1	FCL 0024	Technical English	4	Non-core
2	FCH 0033	Thinking Skills	3	Non-core
3	FCT 0015	Structured Algorithm and Programming	5	Core
4	FCH 0013/ FCH 0023	Islamic / Moral Studies	3	Non-core
5	KXX 00xx	Co-curriculum	1	Non-core
Credit Hours			16	

TRIMESTER 3				
	CODE	COURSES	HOURS	STATUS
1	FCM 0035	Mathematics II	5	Core
2	FCP 0025	Physics II	5	Core
3	FCC 0025	Chemistry II	5	Core
4	KXX 00xx	Co-curriculum	1	Non-core
Credit Hours			16	

**8.2 Curriculum Structure for Business Management & Computing Stream (Business Management, Information Systems, Information Technology & Computer Science)**

TRIMESTER 1				
	CODE	COURSES	HOURS	STATUS
1	FCB 0015	Business Management	5	Core
2	FCM 0025 / FCM 0015	* Fundamental Mathematics I / ** Mathematics I	5	Core
3	FCB 0035	Principles of Economics	5	Core
4	FCL 0013	Proficiency English	3	Non-core
Credit Hours			18	

TRIMESTER 2				
	CODE	COURSES	HOURS	STATUS
1	FCL 0024	Technical English	4	Non-core
2	FCH 0033	Thinking Skills	3	Non-core
3	FCT 0035	Problem Solving & Programming	5	Core
4	FCH 0013/ FCH 0023	Islamic/Moral Studies	3	Non-core
5	KXX 00XX	Co-curriculum	1	Non-core
Credit Hours			16	

TRIMESTER 3				
	CODE	COURSES	HOURS	STATUS
1	FCB 0025	Introduction to Business and Information Systems	5	Core
2	FCT 0025	Visual Programming	5	Core
3	FCM 0045 / FCM 0035	*Fundamental Mathematics II / **Mathematics II	5	Core
4	KXX 00xx	Co-curriculum	1	Non-core
Credit Hours			16	

\*For BM, IT & IS programme only

\*\*For CS programme only

# CHAPTER - IV



## FOUNDATION PROGRAMME COURSES SYNOPSIS

## FOUNDATION PROGRAMME COURSES SYNOPSIS

### 1.0 Core Courses Synopsis

**COURSE CODE:** FCB 0015  
**COURSE:** Business Management  
**NO. OF CREDIT:** 5 credits  
**PRE-REQUISITE:** None

This course will cover:

Overview of business and its organisation, How Economics Affect Business, Business Ethics and Fulfilling Social Responsibility, Organizing a Business, Principles of Management, Human Resource Management (HRM), Principles of Marketing, Principles of Accounting, Financial Management, Money and Banking.

**COURSE CODE:** FCB 0025  
**COURSE:** Introduction to Business and Information Systems  
**NO. OF CREDIT:** 5 credits  
**PRE-REQUISITE:** Business Management

This course will cover:

Concepts on Information Systems and how it adds competitive advantages to businesses and organisations.

**COURSE CODE:** FCB 0035  
**COURSE:** Principles of Economics  
**NO. OF CREDIT:** 5 credits  
**PRE-REQUISITE:** None

This course will cover:

Concepts and models of microeconomics and macroeconomics analysis; and to demonstrate its applications in the business environment in order to gain a better understanding of problems and policy issues relevant to the national and international economics.

**COURSE CODE:** FCC 0015  
**COURSE:** Chemistry I  
**NO. OF CREDIT:** 5 credits  
**PRE-REQUISITE:** None

This course will cover:

Matter and Measurement, Atoms, Molecules and Ions, Stoichiometry Calculation, Aqueous Reaction and Solution Stoichiometry, Electronic Structure of Atoms, Periodic Properties of Elements, Basic Concepts of Chemical Bonding, Molecular Geometry, Gases, Intermolecular Forces, Liquids and Solids, Chemical Equilibrium, and Acid-Base Equilibria.

**COURSE CODE:** FCC 0025  
**COURSE:** Chemistry II  
**NO. OF CREDIT:** 5 credits  
**PRE-REQUISITE:** Chemistry I

This course will cover:

Properties of Solutions, Chemical Kinetics, Thermodynamics, Electrochemistry, Introduction to Organic Chemistry, Stereochemistry, Alkanes, Alkenes, Alkynes, Alkyl Halide, Alcohols, Aldehydes, Ketones, Ethers, Carboxylic Acids, Esters, Introduction to Polymer.

**COURSE CODE:** FCP 0015  
**COURSE:** Physics I  
**NO. OF CREDIT:** 5 credits  
**PRE-REQUISITE:** None

This course will cover:

Measurements, error analysis, kinematics and dynamics of motion, force, work and energy, momentum, uniform circular motion, rotational motion, static equilibrium, elasticity, oscillations, waves, sound, fluids, temperature and heat.

**COURSE CODE:** FCP 0025  
**COURSE:** Physics II  
**NO. OF CREDIT:** 5 credits  
**PRE-REQUISITE:** Physics I

This course will cover:

Electric charge, electric field, electric potential, electric current, DC circuits, magnetism, electromagnetic waves, geometrical optics, physical optics, quantum, atomic & nuclear physics.

**COURSE CODE:** FCM 0015  
**COURSE:** Mathematics I  
**NO. OF CREDIT:** 5 credits  
**PRE-REQUISITE:** None

This course will cover:

Fundamentals of mathematics, functions, polynomials and rational functions, exponential and logarithmic functions, trigonometry, limits of functions, differentiation techniques and application of differentiation.

**COURSE CODE:** FCM 0025  
**COURSE:** Fundamental Mathematics I  
**NO. OF CREDIT:** 5 credits  
**PRE-REQUISITE:** None

This course will cover:

The basic algebra, functions, polynomials and rational functions, exponential and logarithmic functions, trigonometry, differentiation techniques and application of differentiation.

**COURSE CODE:** FCM 0035  
**COURSE:** Mathematics II  
**NO. OF CREDIT:** 5 credits  
**PRE-REQUISITE:** Mathematics I

This course will cover:

Techniques and application of integrations, introduction to differential equation, linear algebra, introduction to series, descriptive statistics, probability and random variables.

**COURSE CODE:** FBM 0045  
**COURSE:** Fundamental Mathematics II  
**NO. OF CREDIT:** 5 credits  
**PRE-REQUISITE:** Fundamental Mathematics I

This course will cover:

The curve sketching techniques, integration and application of integrations, systems of linear inequalities, measures of central tendency and dispersion, basic mathematics of finance and visual presentation data.



**COURSE CODE:** FCT 0015  
**COURSE:** Structured Algorithm and Programming  
**NO. OF CREDIT:** 5 credits  
**PRE-REQUISITE:** None

This course will cover:

The basic concepts of computers problem solving using computers and basic technique in designing solution; and fundamental concepts of programming that includes writing working computer programmes. (Engineering & Sciences Stream.)

**COURSE CODE:** FCT 0025  
**COURSE:** Visual Programming  
**NO. OF CREDIT:** 5 credits  
**PRE-REQUISITE:** None

This course will cover:

The concepts of object oriented, event driven programming, and its capabilities as a tool for application development in business environment.

**COURSE CODE:** FCT 0035  
**COURSE:** Problem Solving and Programming  
**NO. OF CREDIT:** 5 credits  
**PRE-REQUISITE:** None

This course will cover:

The basic concepts of computers problem solving using computers and basic problem solving in designing solution; and fundamental concepts of programming that includes writing working computer programmes. (Business Management & Computing Stream).

## 2.0 Non-core Courses Synopsis

**COURSE CODE:** FCH 0013  
**COURSE:** Islamic Studies  
**NO. OF CREDIT:** 3 credits  
**PRE-REQUISITE:** None

This course will cover:

The important Islamic concepts of aqidah, ibadah and shariah. It also emphasises the importance of values from Islamic perspective as a student and member in a multi-religious society in Malaysia.

**COURSE CODE:** FCH 0023  
**COURSE:** Moral Studies  
**NO. OF CREDIT:** 3 credits  
**PRE-REQUISITE:** None

This course will cover:

The concepts of moral values and compass that will guide their development into effective students and global citizens that are able to evaluate, manage and resolve moral issues and conflicts.

**COURSE CODE:** FCH 0033  
**COURSE:** Thinking Skills  
**NO. OF CREDIT:** 3 credits  
**PRE-REQUISITE:** None

This course will cover:

Traditional Thinking, Personal Learning Styles, Intelligence, Creativity, Stages in Creative Thinking. Errors/Pitfalls to Thinking, Lateral Thinking in Problem-Solving Situations, Applications of ASE Paradigm, Synthesis, Brainstorming, Fishbone, Pareto Chart and SWOT Analysis.

**COURSE CODE:** FCL 0013  
**COURSE:** Proficiency English  
**NO. OF CREDIT:** 3 credits  
**PRE-REQUISITE:** None

This course will cover:

Reading (identifying main ideas and supporting details), writing (topic sentence, thesis statement, and two types of essays; compare and contrast, and argumentative), vocabulary and literature. Students will be doing an English project in this course where they have to write and present a drama. The contents of this course are mapped against the Common European Framework of Reference (CEFR).

**COURSE CODE:** FCL 0024  
**COURSE:** Technical English  
**NO. OF CREDIT:** 4 credits  
**PRE-REQUISITE:** None

This course will cover:

Reading - Skimming (identifying main ideas and supporting details), Scanning (identifying specific details and information) Inferencing (identifying meaning of words and ideas based on contextual clues), Writing (describing graphs), Grammar, Vocabulary, and Presentation Skills.

# CHAPTER - V



## CREDITED CO-CURRICULUM COURSES

## CREDITED CO-CURRICULUM COURSES

### 1.0 Introduction

Co-Curricular activities are regarded as an important component in building self-esteem and a tool in moulding students into well-rounded graduates. Participation in these activities is one of the many requirements needed for graduation at (UTP).

Co-Curriculum Programme is an on-going process, which provides students with experience and exposure to theories and practical work without interfering with their main focus of studies. Co-Curriculum courses in UTP have been carefully developed and designed to achieve the University's objectives and requirements. Each co-curricular activity is handled by experienced and qualified personnel to ensure high quality in the teaching-learning process of all existing courses.

### 2.0 Credited Co-Curriculum Philosophy

Education through involvement in co-curricular activities is an on-going process, which develops the individual's behavioural, emotional, physical and social aspects. This on-going learning experience can come in the form of formal and informal ways, which develop total awareness such as appreciation, analytical thinking and problem solving which are essential in everyday life.

### 3.0 Credited Co-Curriculum Objectives

#### 3.1 Mission

To offer Credited Co-Curriculum Courses which are niche, enriching, and vibrant to suite the 21st century skillsets in supporting the university's aspiration to produce well-rounded global graduates.

#### 3.2 Objectives

The objectives of the Co-Curriculum Programme are as stated below: -

- I. To fulfil the mission and vision of UTP in producing well-rounded global graduates who are creative and innovative.
- II. To provide a comprehensive all-round education to enhance students' knowledge, experience and capabilities.
- III. To produce graduates with rational thinking, healthy body, and mind.
- IV. To provide invaluable experiences in all aspects of management

### 4.0 Implementation

Participation in Credited Co-Curriculum Programme is essential and as important as academic pursuit in producing well-rounded global graduates. Credited Co-Curriculum Programme is part of University's courses and therefore is COMPULSORY for all students to obtain minimum of "D" grade in at least FOUR (4) Credited Co-Curriculum courses taken.

#### 4.1 Credit Hours

The total credit hours required is **two (2)** and should be taken in the **second** and **third semester**.

Students are allowed to take more than the required credit hours but only the required number of credit hours will be taken into consideration for graduation purposes.

#### 4.2 Choice of Courses

There are four clusters in the Co-Curriculum Programme, which are:

- i. Cluster 1: Leadership & Communication
- ii. Cluster 2: Creativity, Innovation & Entrepreneurship
- iii. Cluster 3: Arts & Culture
- iv. Cluster 4: Sports & Recreation

Students are required to at least enrolled in 2 different clusters throughout the studies. Students are not permitted to enrolled in the same course throughout the studies either in Foundation or Undergraduate programme.

## 5.0 Co-Curriculum Categories

All credited co-curriculum courses are divided into four clusters, which can be identified with certain codes. Course code ended with letter 'F' are offered for Foundation programme while course code ended with letter 'U' are offered for Undergraduate programme. These clusters and codes are as stated below:

### 5.1 KFL – Leadership & Communication

- |       |                     |                          |
|-------|---------------------|--------------------------|
| i.    | KFL1011F / KFL1011U | Event Management         |
| ii.   | KFL1021F / KFL1021U | Groom-Me                 |
| iii.  | KFL1031F / KFL1031U | Safety & Risk Management |
| iv.   | KFL1041F / KFL1041U | Wellbeing & Resilience   |
| v.    | KFL1051F / KFL1051U | Global Citizen           |
| vi.   | KFL1061F / KFL1061U | Territorial Army 101     |
| vii.  | KFL1071F / KFL1071U | Speaking Out Loud        |
| viii. | KFL1081F / KFL1081U | The Press                |
| ix.   | KFL1091F / KFL1091U | Content Creator          |
| x.    | KFL1101F / KFL1101U | Effective Influencer     |

### 5.2 KFC – Creativity, Innovation, and Entrepreneurship

- |       |                     |                    |
|-------|---------------------|--------------------|
| i.    | KFC1011F / KFC1011U | Creative Animation |
| ii.   | KFC1021F / KFC1021U | Snap a Shot!       |
| iii.  | KFC1031F / KFC1031U | Interior Design    |
| iv.   | KFC1041F / KFC1041U | 3D Prototyping     |
| v.    | KFC1051F / KFC1051U | Drone Piloting     |
| vi.   | KFC1061F / KFC1061U | The Inventors      |
| vii.  | KFC1071F / KFC1071U | Digital-preneur    |
| viii. | KFC1081F / KFC1081U | E-marketing        |
| ix.   | KFC1091F / KFC1091U | FinTech            |
| x.    | KFC1101F / KFC1101U | Investment         |

### 5.3 KFA - Arts & Culture

- |       |                     |                         |
|-------|---------------------|-------------------------|
| i.    | KFA1011F / KFA1011U | Culinary Arts           |
| ii.   | KFA1021F / KFA1021U | Lights, Camera, Action! |
| iii.  | KFA1031F / KFA1031U | Traditional Music       |
| iv.   | KFA1041F / KFA1041U | Let's Dance             |
| v.    | KFA1051F / KFA1051U | Malaysian Craft         |
| vi.   | KFA1061F / KFA1061U | The Voice               |
| vii.  | KFA1071F / KFA1071U | Doodle Arts             |
| viii. | KFA1081F / KFA1081U | Calligraphy             |
| ix.   | KFA1091F / KFA1091U | String Ensemble         |
| x.    | KFA1101F / KFA1101U | Creative Writing        |

### 5.4 KFS – Sports & Recreation

- |       |                     |                    |
|-------|---------------------|--------------------|
| i.    | KFS1011F / KFS1011U | Outdoor Recreation |
| ii.   | KFS1021F / KFS1021U | Fencing            |
| iii.  | KFS1031F / KFS1031U | Aerobic Dance      |
| iv.   | KFS1041F / KFS1041U | Shooting           |
| v.    | KFS1051F / KFS1051U | Golf               |
| vi.   | KFS1061F / KFS1061U | Mixed Martial Arts |
| vii.  | KFS1071F / KFS1071U | Wall Climbing      |
| viii. | KFS1081F / KFS1081U | Scuba Diving       |
| ix.   | KFS1091F / KFS1091U | Sports First Aider |
| x.    | KFS1101F / KFS1101U | Sports Management  |

## 5.5 Entry Guidelines

- i. Students registered for the Credited Co-Curriculum Programme are advised to follow all the requirements and guidelines for all courses.
- ii. Students are allowed to register for ONLY one (1) credit hour in any semester.
- iii. All registration guidelines are in accordance with the academic rules and regulations of the university.

## 6.0 Courses Registration

Registration for Credited Co-Curriculum course is based on "first come first served" basis and students are advised to register early in order to avoid any inconveniences.

### 6.1 Credit Transfer

Credit Transfer for Co-Curriculum courses can be obtained if student meet below requirement:

- i. Eligible to request for Credit Transfer with Grade only
  - ii. Eligible for horizontal students only (Current students who changes program within UTP / Student who participated in mobility program at other university)
  - iii. Must obtain a minimum grade of C'/60%
  - iv. Credit transfer must be same credit as the course credits for the programme being transferred into
  - v. Credit transfer must be based on subject-to-subject mapping with at least 80% match in content and equivalent course outcome
  - vi. Maximum allowable credit transfer with grade is one (1) credit hour
- Credit transfer Without Grade & vertical credit transfer is not permitted for Credited Co-Curriculum Courses.

### 6.2 Course Requirements

Students are required to participate in all activities involved in the Co-Curriculum programme, which involves classroom, and outdoor activities. Any additional expenses (i.e. uniforms, personal equipment etc.) needed for any of the activities are to be borne by the respective students.

### 6.3 Participation of Students with Special Needs

All students with physical disabilities are also required to participate in Co-Curriculum Programme. However, students requiring special assistance should notify the Co-Curriculum Coordinator for guidance and advice regarding the suitability of a course to their needs.

### 6.4 Course Evaluation

Evaluation of each co-curriculum course is based on the requirements of the courses. Normally, evaluation is done on these criteria:

- i. Attendance (80 % of all classes)
- ii. Practical and coursework (100%)

The grading system for Credited Co-Curriculum Programme is based on Academic Grading System and will be recorded in the end-semester results' slip. The grading WILL BE INCLUDED in the CGPA.

### 6.5 Attendance

Every student will have to fulfil the required 80% of attendance in accordance with the academic rules and regulations. If a student has been absent for more than 20% without any approved exemption, he/she can be barred from taking any further part in the programme and may/will be assigned an "F" grade. Students, who are unable to attend classes and/or practical because of various reasons, student **MUST**:

- i. Fill in the form (**UTP-AA-001**) from Registry Office and hand it to the Centre for Student Development (Co-Curriculum Unit, Talent Enrichment Office) within a week (7 days) from the date of absence. Please do enclose all related documents. Personal letters will not be entertained.

- ii. Students will be notified of the outcome.

## 6.6 Fixtures

Normally all classes, training or co-curriculum activities are held on **Fridays** and **Saturdays**. However, these activities can be held at any other day, which is deemed appropriate. Students are advised to refer to the ULearn platform for information on the time and day of a particular course.

## 6.7 Attire

Students attending the co-curriculum courses will have to abide by all rules/regulations of each particular course. This includes attire and personal equipment/s needed for certain activities.

# 7.1 Rules and Regulations

Students are allowed to choose only one (1) from many courses offered in any one semester. Registration is on "first come first served" basis, which means students who register late, may not be able to participate in the preferred co-curriculum course due to limited places.

It is advisable for students to complete the four (4) or two (2) credit hours requirement as soon as possible in order not to jeopardize the graduation process.

Few registration rules & regulations for students to abide are as follows:

- i. Students can opt for the co-curriculum course of their choice, depending on the courses offered and the availability of intake quota.
- ii. After registration, students are not allowed to change courses without prior consent from the Co-Curriculum Coordinator.
- iii. Every student is responsible for his/her actions in order to complete the allocated four (4) or two (2) credit hours needed for graduation.
- iv. All students must abide by all the rules & regulations regarding the Credited Co-Curriculum Programme.

# 8.0 Appeals

Appeal is a formal application instituted by students regarding the Credited Co-Curriculum Programme. Types of appeals are as stated below:

## 8.1 Change of Course

- i. In any event where students are not able to continue in the registered Co-Curriculum course due to health reasons (with the recommendation & report by the physician), they may participate in another suitable course with the consent of Co-Curriculum Coordinator.
- ii. Application to change co-curriculum courses can be considered in the first two weeks of the semester with prior consent of the Co-Curriculum Coordinator.

## 8.2 Dropping/Withdrawal

Dropping/Withdrawal from any co-curriculum courses due to unavoidable circumstances can be permitted. This has to be done during the Add/Drop/Withdrawal period as stated by Registration & Examination (REX) Unit, Registry.

## 9.0 Credited Co-curriculum Courses Synopsis

### 9.1 Cluster 1: Leadership & Communication

**COURSE CODE:** KFL1011F / KFL1011U  
**COURSE:** Event Management  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course highlight on the introduction to Event Management phases and processes. It also emphasizes on the skills to organize virtual, physical & hybrid event. This course is focusing on the event flow, protocol, and event coordination skills.

**COURSE CODE:** KFL1021F / KFL1021U  
**COURSE:** Groom-Me  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course enables students to learn basic principles in professional and corporate etiquette and provide strategies and tips to refine professional image using the best etiquette techniques. This course also enables student to learn etiquette for networking, social events, and corporate grooming. with government bodies as an added values on knowledge to students.

**COURSE CODE:** KFL1031F / KFL1031U  
**COURSE:** Safety & Risk Management  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course introduces the fundamental of safety and risk management which focuses on the knowledge to identify hazards, conduct risk assessments, basic journey plan (JMP) and emergency preparedness & response. Students will also be introduced to Safety Management System (SMS) in industry.

**COURSE CODE:** KFL1041F / KFL1041U  
**COURSE:** Wellbeing & Resilience  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course enables students to acquire the basic communication skills, techniques and counselling skills needed to lead and assist other student/peers towards a better and productive living. This course complement students with the skills and knowledge to make own decision, future planning, responsibilities as a member of a community and ability to apply it in everyday life, mainly in academic and career matters.

**COURSE CODE:** KFL1051F / KFL1051U  
**COURSE:** Global Citizen  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

The aim of the course is to present major social scientific concepts referring to trends and problems of the current transformation of societies throughout the world. The key concepts are globalization and social change. The course is also fostering students' appreciation of the significance of diversity, involving ethnicity, gender, religion and disability and to encourage them to develop cross-cultural communication skills.

**COURSE CODE:** KFL1061F / KFL1061U  
**COURSE:** Territorial Army 101  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

Introduction to the Territorial Army 101 (Askar Wataniah) Malaysia. This course will instill the leadership elements and basic military training to students. Student will be attaching to main Wataniah Base which appropriate as per trainers' advice. The course will cover basic battlefield knowledge skills, tactics and as well as survival skills.

\*Eligible for Malaysian student only.

**COURSE CODE:** KFL1071F / KFL1071U  
**COURSE:** Speaking Out Loud  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

Objective of the Speaking Out Loud (Public Speaking) course is to inculcate confidence and courage for students to speak. This course focusing on practical content, method to deliver, introduction and differential on debate vs public speaking.

**COURSE CODE:** KFL1081F / KFL1081U  
**COURSE:** The Press  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This (Journalism) course addresses the fundamental skills associated with journalistic writing and demonstrate basic skills and techniques in newsgathering and newswriting including an understanding of major legal and ethical issues in journalism. This course also enables student to acquire the skills and information to write clear, concise, accurate and interesting news stories and independent news reporting.

**COURSE CODE:** KFL1091F / KFL1091U  
**COURSE:** Content Creator  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course enables students to acquire basic content creation skills which allow them to create the right/ impactful contents to the right audience effectively. Cyber ethic knowledge is also embedded as part of skill set in this course. Platform to express and publish the contents will be through podcast, v-logging and social media.

**COURSE CODE:** KFL1101F / KFL1101U  
**COURSE:** Effective Influencer  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This (Key Opinion Leader) course focuses on character building ethically and spiritually to produce individual as an ethical influencer. Student will learn basic skills to express idea / to talk and to write ethically to different type of audience.

## 9.2 Cluster 2: Creativity, Innovation & Entrepreneurship

**COURSE CODE:** KFC1011F / KFC1011U  
**COURSE:** Creative Animation  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

Introduction on the fundamental processes of design and practice design solutions that are innovative and creative. The course will provide students with the necessary skills sets to conceptualise and create aesthetically outputs that are creative, functional, entertaining, engaging, and communicable.

**COURSE CODE:** KFC1021F / KFC1021U  
**COURSE:** Snap a Shot!  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course covers the fundamental and introduction to photography as an visual arts and commercial practice. Areas covered includes composition and the aesthetic, conceptual and technical concerns in digital imaging and hands-on skills in editing.

**COURSE CODE:** KFC1031F / KFC1031U  
**COURSE:** Interior Design  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course introduces the knowledge of art and science of understanding people's behaviour and needs to create functional spaces, that are aesthetically pleasing, within a building.

**COURSE CODE:** KFC1041F / KFC1041U  
**COURSE:** 3D Prototyping  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

Through this course, student will learn basic knowledge on how to be “makers” by using various types of 3D modelling software and imaging equipment, printing actual physical objects based on 3D Design. Digitally designed simple tools & viable mechanism prototypes and see their motion mechanics.

**COURSE CODE:** KFC1051F / KFC1051U  
**COURSE:** 3D Prototyping  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

Through this course, student will learn basic knowledge on how to be “makers” by using various types of 3D modelling software and imaging equipment, printing actual physical objects based on 3D Design. Digitally designed simple tools & viable mechanism prototypes and see their motion mechanics.

**COURSE CODE:** KFC1061F / KFC1061U  
**COURSE:** The Inventors  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course equips student with creative and critical thinking skills in order to invent or create some new process, appliance, or machine that did not exist before which can add value to daily operation or lives.

**COURSE CODE:** KFC1071F / KFC1071U  
**COURSE:** Digital-preneur  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course provides insight into the emergence of digital entrepreneurship, key concepts, business models and the resources needed to develop successful ventures. Students will develop a business plan for a digital enterprise as part of a venture team.

**COURSE CODE:** KFC1081F / KFC1081U  
**COURSE:** E-marketing  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course will provide basic knowledge on identifying marketing trends, understand consumer behaviour and create attention-grabbing campaigns through the digital marketing such as SocMed (FB, Instagram, Youtube, Social Engine Optimization and Google Adwords). This course will also include basic knowledge on customer insight, brand management and social media focus on real world knowledge.

**COURSE CODE:** KFC1091F / KFC1091U  
**COURSE:** FinTech  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course focuses on how to compete traditional financial methods which to improve and automate the delivery of financial services. FinTech is utilized to help companies, business owners, and consumers better manage the financial operations, processes, and lives.

**COURSE CODE:** KFC1101F / KFC1101U  
**COURSE:** Investment  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course is focuses on the study of concepts relevant to investment management and empirical evidence that are useful for investment decisions. Topics include asset allocation, portfolio optimization, trading, and simulation.

### 9.3 Cluster 3: Arts and Culture

**COURSE CODE:** KFA1011F / KFA1011U  
**COURSE:** Culinary Arts  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

Learn the basic to the art of preparing, cooking, presenting and serving food which include knowledge, skills and techniques to prepare various types of food from Western and Asian cuisine.

**COURSE CODE:** KFA1021F / KFA1021U  
**COURSE:** Lights, Camera, Action!  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

Learn the basic (Theatre Acting) discipline and art of acting, through exercises, discussion and scene work. Learning the craft of acting, which requires a disciplined commitment to voice, speech and movement training which focus on the work of the ensemble above all.

**COURSE CODE:** KFA1031F / KFA1031U  
**COURSE:** Traditional Music  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

Introduction on the knowledge, history, and technique to play traditional music instruments such as Gamelan, Angklung and Caklempong. Only one instrument will be chosen to be offer in a particular semester.

**COURSE CODE:** KFA1041F / KFA1041U  
**COURSE:** Let's Dance  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

Through this course, student will learn the history and development of Malaysian folk dance and gain knowledge on the dances genre and theories involved. Student will also be exposed to all elements involved in creation of movements.

**COURSE CODE:** KFA1051F / KFA1051U  
**COURSE:** Malaysian Craft  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course covers the history and introduction of Malaysian craft and basic knowledge of creating Malaysian craft such as embroidery (Tekat), Batik painting, pottery and sculpturing. Only one specific craft will be chosen to be offer in a particular semester.

**COURSE CODE:** KFA1061F / KFA1061U  
**COURSE:** The Voice  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This (Vocal) course focuses on skills required for knowledge acquisition on music theory, vocal practices and performances. Emphasis is placed on techniques in vocal projections, vocal harmony, and styles in choral singing.

**COURSE CODE:** KFA1071F / KFA1071U  
**COURSE:** Doodle Arts  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course enables student to learn basic topics which are doodle techniques, patterns, and common shapes. Student will also learn on the expression, essential meaning, significance, or aesthetic value of a work of art including the knowledge to commercialize the output.

**COURSE CODE:** KFA1081F / KFA1081U  
**COURSE:** Calligraphy  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course enables students to learn introduction and history of calligraphy art, introduction to the stationary use for calligraphy and the correct techniques to write basic letters. Only one type of calligraphy will be chosen to offer in a particular semester.

**COURSE CODE:** KFA1091F / KFA1091U  
**COURSE:** String Ensemble  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course equips student with history and knowledge of string instruments: violin, viola, cello, and double bass. Student will also learn basic technique to play the instruments and perform in an ensemble.

**COURSE CODE:** KFA1101F / KFA1101U  
**COURSE:** Creative Writing  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

Introduction to basic skills on how to write and read the creative writing poem, know the types of poems and the suitable language to be use in writing poem. Students are expected to do showcase at the end of course.

#### 9.4 Cluster 4: Sports & Recreation

**COURSE CODE:** KFS1011F / KFS1011U  
**COURSE:** Outdoor Recreation  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

Introduction to the basic outdoor recreation activities which involved survival skills, basic orienteering and roping that take place in a natural setting which can benefit the body, mind and/or spirit.

**COURSE CODE:** KFS1021F / KFS1021U  
**COURSE:** Fencing  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course is intended to provide students with the fundamentals of fencing, including footwork, bladework, tactical technique, duel and tournament. It will allow students to develop the ability to analyze a fencing bout and promotes creativity in applying acquired skills in a fencing bout.

**COURSE CODE:** KFS1031F / KFS1031U  
**COURSE:** Aerobic Dance  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course covers the knowledge of dance skills includes a warm-up stretch followed by dancing to music, usually at a fast pace. Some of the workout regimens are geared to high impact cardiovascular workout which allows students to experience the right way to perform an aerobic dance.

**COURSE CODE:** KFS1041F / KFS1041U  
**COURSE:** Shooting  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course enable student to learn history, value, rules and regulations of pistols and rifles, with an emphasis on safety, practicing basic handling and shooting skills.

**COURSE CODE:** KFS1051F / KFS1051U  
**COURSE:** Golf  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

Introductory course teaching the fundamental skills of golf. Development of golf skills and basic swing fundamentals, scoring, knowledge of rules, etiquette and strategies of play.

**COURSE CODE:** KFS1061F / KFS1061U  
**COURSE:** Mixed Martial Arts  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course enables students to learn a mix of introductory of martial skills and exercises that will not only aid in their physical fitness but will also help the students understand the vulnerable situations in which they require self-defence. This course also provides the student with a physical and spiritual development which ultimately leads them to live a healthy and positive lifestyle.

**COURSE CODE:** KFS1071F / KFS1071U  
**COURSE:** Wall Climbing  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

In this course, students are introduced to the basic technical skills needed to climb wall. The course covers climbing equipment, how to belay, and technique fundamentals. Our focus is on developing practices that enhance safety and mastering the technical skills.

**COURSE CODE:** KFS1081F / KFS1081U  
**COURSE:** Scuba Diving  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course will cover topic such introduction and equipment needed for diving, decompression diving concerns, dive planning and aquatic environment. The practical session for this class will take place at university's swimming pool by using basic gears for scuba diving.

**COURSE CODE:** KFS1091F / KFS1091U  
**COURSE:** Sports First Aider  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course provides student with information, skills, and techniques to deal with injuries (sprains, fractures, blood loss etc). Students will learn how to respond to emergency situations, perform lifesaving procedures, including chest compressions, CPR, and resting someone.

**COURSE CODE:** KFS1101F / KFS1101U  
**COURSE:** Sports Management  
**NO. OF CREDITS:** 1 credit  
**PRE-REQUISITE:** None

This course covers skills that correspond with planning, organizing, directing, controlling, budgeting, leading, or evaluating of any game/tournament within the sports field. Additionally, students will be able to learn on how to manage/create the game schedule and sports rules & regulations.



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