12.0 RESOURCES AND LEARNING TOOLS

In order to enhance the students' learning experience and to facilitate better engagements with their lecturers, tutors and peers within the learning community, electronic learning resources and tools are provided so that students could learn more effectively with the use of technology. For example, students could access the latest course materials and engage in online discussions with their lecturers and peers through the Web Based Learning Environment (WBLE) and keep themselves informed with the latest announcements and events through the UTAR Student Portal.

In addition, students could develop their soft skills and life skills to enhance their competitive edge in the job market and excel in life by participating in the short programmes offered by the Department of Soft Skills Development (DSSC) and short courses / talks / programmes organized by the Centre for Corporate and Community Development. DSSC also organizes a wide range of activities such as Speakers' Corner session, UTAR New Village Community Project and Student Overseas Study Tour and Mobility Programmes, among others.

12.1 ICT Computing Resources

(a)   The electronic resources include, but not limited to:
- UTAR Network ID
- UTAR Portal
- Student E-mail
- Web Based Learning Environment (WBLE)
- Web Based Learning Environment 2 (WBLE2)
- Student e-Portfolio
- IT Services

(b)   Students may refer to the UTAR Portal for more detailed information regarding the above electronic resources.
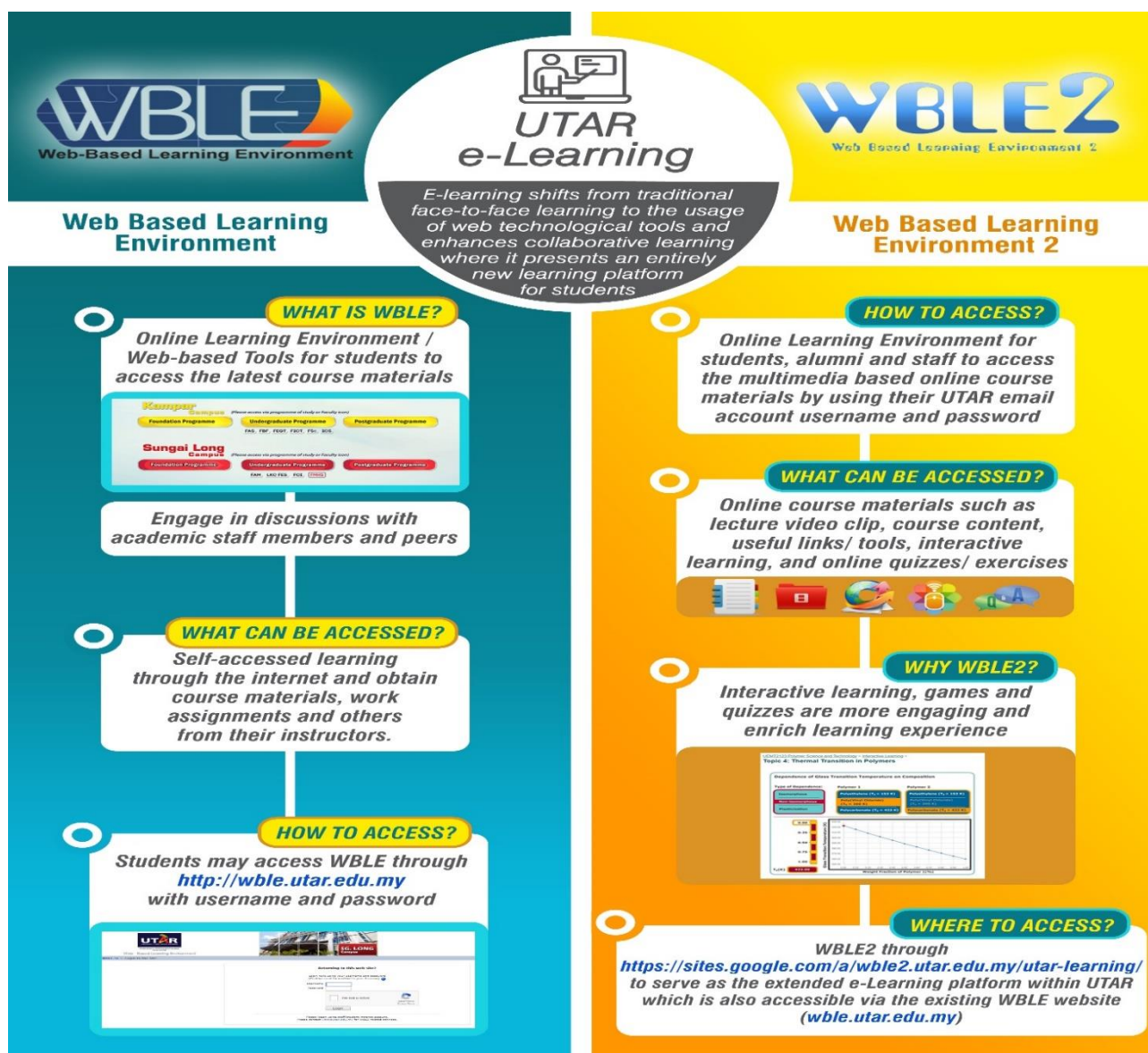
12.2 Web Based Learning Environment (WBLE)

(a)   The Web Based Learning Environment (WBLE) is an Online Learning Environment / Web-based Tools for students to access the latest course materials and engage in discussions with academic staff members and peers.

(b)   Students are able to study through the internet and obtain course materials, work assignments and others from their instructors through WBLE.

(c)   Students may access WBLE through https://wble.utar.edu.my with username and password.

12.3 Web Based Learning Environment 2 (WBLE2)

(a) The Web Based Learning Environment 2 (WBLE2) is an Online Learning Environment for students / alumni to access the multimedia based online course materials.

(b) Through WBLE2, students / alumni are accessible to online course materials such as lecture video clips, course content, useful links / tools, interactive learning, and online quizzes / exercises.

(c) Students may access WBLE2 through http://sites.google.com/a/wble2.utar.edu.my/utar-elearning

12.4 Student e-Portfolio

(a)   An e-Portfolio is a way to showcase or to present oneself online and the benefits as follows:

- Providing a learner-centered rather than a course-centered view of learning and hence a channel for learners to take ownership of their learning.
- An electronic format for learners to record their work, their achievements and their goals, to reflect on their learning.

(b)   The key modules of Student e-Portfolio (Blogger, Goggle+) are accessible via the apps launcher icon (of Google apps for Education platform) at the top right corner of any component apps (such as UTAR Webmail, UTAR cloud drive), while the online help / user guide is located at the help option of the settings icon at the top right corner such as:

- Profile
- My Blogger
- My Google+

Please refer to the Student Portal for more details.

12.5 UTAR Student Portal

(a)   The Student Portal is an online service for students to access information as follows:

- **Home**
  New services to students including Announcements, Convocation, SSCU Programmes, Student Code of Conduct, Verification Exercise, UTAR Survey etc.

- **My Programme**
  Information to support students in managing their programme of study. Includes details about academic calendar, academic honours, programme syllabus, examination as well as timetable.

- **My Co-Curriculum**
  Information and news from your society including regulations on societies and student activities and society committee member list information.

- **My Account**
  A space for student to review their personal profile, change their password, register for WAP services and link to email account.

- **My Info Gateway**
  Provides a gateway to other web-based services such as Web Based Learning Environment (WBLE), UTAR Library OPAC, e-ewspapers link etc.

- **My Billing**
  Enables students to view and print student bills as well as make electronic payment via Public Bank's Internet Banking Service.

- **Highlight – Student Feedback**
  Enables students to give comments, suggestions or grievances on the respective issues. Normally, the feedback will be responded within three (3) working days and resolved / attended to within seven (7) working days.

12.6 UTAR Student Email

(a) As a new student, you are given a lifelong student email account that serves as the primary means of communication between you and the University.

(b) The official email address format is *username@1utar.my*

12.7 Course Registration System

(a) The University provides an online pre-registration system for students to register classes for each trimester.

(b) Students must meet with their respective Academic Advisors before pre-registration.

(c) Students may log in to the course registration system through UTAR Portal, as below:
  (i) Click on the web browser and follow the steps below:
    - Go to the Course Registration System at http://unitreg.utar.edu.my and then,
    - Press the ENTER key,

    OR

  (ii) Go to UTAR homepage at http://www.utar.edu.my and click on UTAR Portal then select the Information Gateway tab, followed by Course Registration to display the login page.

(d) Students are reminded to read through the **Course Registration User Guide** before they proceed with their course registrations.

For detailed information such as **Web Based Learning Environment (WBLE), Online Public Access Catalogue (OPAC)** and **Programme Registration System**, please **login** to **Student Portal**, click on **MY INFO GETAWAY.**

12.8 IT Services

(a) Enquiries of the following IT services could be made at ITISC (IT Infrastructure and Support Centre) counter:
- Network Account Accessibility
- Wireless Internet Access
- Technical Support (Classroom PC, LCD Projector, Lab PC & Printer)

(b) **Student ID Card**

All UTAR students are required to have their latest photograph for their student ID card. Students must pay their tuition fees in full / by instalment scheme before they are allowed to apply their student ID card.

i. **Student ID Photo Requirement(s)**
- Dark shirt with white plain background
- Baseball cap / hat, or covered face is not permitted
- Revealing clothes are not permitted
- Centered and front view of full face straight ahead
- Photo taken with proper lighting (no filter) and no shadows over
- your face
- Eyes open and visible, and no glare on eyeglasses
- Current color photo taken within the last 3 months
- Format: high-resolution photos in jpg or jpeg

ii. **Collection of Student ID Card**
Student ID card can be collected from respective Centre / Faculty / Institute counter during office hour.

(*Note: Postgraduate / part-time degree / EEP student is to collect from Institute of Postgraduate Studies & Research (IPSR) / Centre for Extension Education (CEE) respectively*)

iii. **Replacement of Student ID Card**
- Replacement of student ID card due to expiry, damage, lost, etc,; will be subject to charges imposed by the University
- Payment (*with supporting document eg. police report, if applicable*) can only be made at the Division of Finance (*DFN*) counter
- With the payment receipt, the replacement card can be made and collected on the spot at Centre of Multimedia Production and Services (*CMPS*)

Kampar Campus : Heritage Hall (*1st floor, room A170*)
Sungai Long Campus : KB Block (*10th floor, room KB1009*)

(c) **Network User Account**
Each student will be given a network user account to access into the IT facilities provided in the University:
- Computer Laboratories
- Wireless Internet Access (WIA)
- UTAR Portal
- WBLE, WBLE2
- Programme Registration
- Student Email

(d) **Computer Labs Rules & Regulations**
- Wear ID card in a proper visible position
- Observe the dress code of UTAR
- Leave bags at the shelf provided outside the computer laboratories
- Keep noise to a minimum
- Switch mobile phone to silent mode
- No food or drink is allowed
- Do not change the default setting for hardware or software of any PC and printer
- Do not remove any equipment from the computer labs
- If there are problems or faults, report to the Computer Lab Administrator

12.9 Other Resources (ICT Facilities)

In addition to the above information on resources and learning tools, students may learn more about the ICT Facilities available at UTAR such as computer lab facilities, wireless facilities and more.

12.10 UTAR Soft Skills Development Certificate (USSDC)

(a) The **Department of Soft Skills Competency (DSSC)** offers short programmes to equip students with the necessary soft skills and life skills to enhance their competitive edge in the job market and excel in life. It also coordinates the University's compulsory unit on co-curricular.

(b) UTAR Soft Skills Development Certificate (USSDC) is a certification system to recognize students' achievements and efforts to improve themselves in areas of communication, leadership, teamwork, critical thinking, creativity, problem solving skills, entrepreneurship skills, digital literacy, lifelong

learning and commitment to integrity. It involves experiential learning in training programmes, interaction sessions and extra-curricular activities. Students are strongly encouraged to register for the USSDC.

DSSC engages experienced trainers and also works in collaboration with public and private sector organizations to conduct the following key areas of soft skills and life skills programmes for students:

- Communication & Language Skills
- Cognitive, Adaptability & Innovative Skills
- Complex Problem Solving & Decision Making
- Critical and Analytical Thinking
- Emotional Intelligence, Cultural Intelligence and Collaborative Skills
- Moral and Professional Ethics
- Leadership Skills
- Growth Mindset and Lifelong Learning
- Entrepreneurship Skills
- Digital Literacy and Technological Skills

(c) DSSC also organizes a wide range of activities such as Speaker's Corner session, UTAR New Village Community Project, and Student Overseas Study Tour and Exchange.

(d) Students may obtain to the latest information on the calendar of training programmes organized in the current year by referring to the list of **DSSC Programmes**

For detailed information on the above, please **login** to **Student Portal – USSDC Programme** under **HOME.**

Visit to famous Hakka New Village

Group photo at the front of Sum San Koo Meow Temple.

New Village Community Service at SJK(C) Pei Ching, Beruas

Collaboration between UTAR students and primary school students in accomplishing mural art painting at SJK(C) Pei Ching, Beruas on 16 February 2020.

UTAR students participated in the study tour at Manuel S. Enverga University Foundation (MSEUF) in Lucena City, Philippines

Group photograph at the façade of the Manila Cathedral.

The delegates visiting the Philippine Fisheries Development Authority.

A visit to the Central Bank of the Philippines.

UTAR students participated in the study tour at Shanghai Ocean University, China

UTAR students experience the dragon boat culture in Shanghai Ocean University.

UTAR students participated in the study tour at National Kaohsiung Normal University, Taiwan

UTAR students attempting Taiwan's ancient archery tradition during the study tour at National Kaohsiung Normal University, Taiwan.

UTAR students participated in the study tour at Jisen Women University, Japan

UTAR staff and students in kimonos dressing at Jisen Women University, Japan

12.11 UTAR Community and Voluntary Engagement Programme (UTAR CARE Programme)

(a)   UTAR Community and Voluntary Engagement Programme (UTAR CARE Programme) was introduced from January 2021 onwards as an effort to cultivate and recognise students' contribution and efforts in community and voluntary projects.

(b)   The UTAR CARE transcript will record students' contribution in community / volunteering projects within their study period in UTAR (from Foundation Studies to Postgraduate Studies), which includes University Social Responsibility (USR) projects, Knowledge Transfer Program (KTP), Student-initiated Community Project and Voluntary Services to the university.

(c)   Objectives of UTAR CARE Programme:
- **New System**

  UTAR CARE Programme represents a new system that recognise students' achievement toward community engagement.

- **Developing Interpersonal Skills**

  Undergraduates who have a high level of involvement in community service would show positive changes in behaviour, values, aspirations and career preparation. From the social aspect, they also learn empathy, positive attitude and higher level of internalized moral standards. Volunteering also gives students the opportunity to practice crucial skills to better prepare them for the future workplace, such as teamwork, communication, problem solving, project planning, task management and organization skills.

- **Real World Learning**

  Students are given opportunities to experience out-of-the classroom learning, where they are exposed to the current issues faced by the communities in the real world.

- **Expanding Network**

  Students are also given a platform to expand their network with various parties such as the local communities, local authorities, NGOs, government agencies and even industry players.

- **Enhancing Employability**

  Many companies have a strong social responsibility core and showing one's charitable side displays a good cultural fit. Candidates

who volunteer stand out in a positive way because their passion and involvement with community is evident. Volunteering can add depth to a candidate's experience and help one to stand out.

For detailed information on the above, please **login** to **Student Portal – UTAR CARE** under **HOME.**

12.12 UTAR Undergraduate Research Scheme (URS) Certificate

The **UTAR Undergraduate Research Scheme (URS) Certificate** recognizes students' achievements and efforts to improve themselves by undergoing a structured programme (which is not part of their undergraduate coursework syllabus) designed to expose and train them in the areas of research project implementation related to their fields of study. Under the scheme, students have the opportunity to participate in active research and undertake practical research work in their respective fields of study.

The certification covers training / activities of 2 core components:

(a)   Research training / workshop
An undergraduate participant of the scheme is required to attend 8 hours of research workshop / training.

(b)   Research project attachment
Each UTAR URS student will be attached to approved research project(s) during their study in UTAR and achieve a minimum of 140 hours of engagement.

12.13 Centre for Extension Education

The **Centre for Extension Education (CEE)** supports the design, development and delivery of English and academic programmes for adult, part-time and online learners as well as UTAR and International students.

The programmes offered by CEE are:

- ACCA Preparatory Course
- English Enhancement Programme (EEP)
- English Language Clinic
- Inspire@Learning (UTAR MOOC and Webinar)
- Mathematics Enhancement Course (MEC)
- MUET Preparatory Course
- Micro-Credential Course (MCC)
- Non-Graduating Course (NGC)

- Part-Time Honours Degree Programmes (PTD)
- Student Exchange Programmes (SEP)

For more information, visit https://cee.utar.edu.my/

12.14 Centre for Corporate and Community Development

Universiti Tunku Abdul Rahman (UTAR), operating through its **Centre for Corporate and Community Development (CCCD)**, is recognised as a registered training provider by the Human Resource Development Corporation (HRD Corp) under the Ministry of Human Resources, Malaysia. The CCCD's mission is to cater to the learning and development requirements of corporations, organisations, and communities, thereby contributing to UTAR's broader commitment to society.

The programmes and events offered by CCCD are as follows:

(a) Corporate and Community Training

- Corporate and Public Training
- Professional Qualification Programmes
- Inbound Edutourism Programmes
- HSK & HSKK Tests

(b) Corporate and Community Events

- Conferences / Symposiums
- Talks / Webinars / Seminars / Workshops
- Malaysia Mental Literacy Movement
- Knowledge Transfer

(c) STEM Outreach

- Kuala Lumpur Engineering Science Fair
- Activities for Schools, Educators, Parents, e.g.
  - Talks
  - Workshops
  - Webinars
  - Forums
  - Demonstrations
  - Competitions

For more information, visit https://cccd.utar.edu.my/

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TRAINING

Participants attending public training on 'Energy Management and Energy Audit'

Participants engaging in an activity during the public training on 'Incorporating Energy Efficiency into Electrical Installation Designs'

INBOUND EDUTOURISM PROGRAMMES

Soka University students at Refarm for rubber tapping and honey harvesting activities

Josai University students in Malaysian traditional costumes during cultural exhibition

EVENTS

UTAR CEO Talk Series: Webinar by Petra Group Chairman and Chief Executive –Datuk (Dr) Vinod Sekhar

Speed Reading Competition at the 15th Malaysia Festival of the Mind organised by Malaysia Mental Literacy Movement

STEM OUTREACH

The Heart Touching Moment workshop for children

STEM Engagement Day at SMJK Yu Hua

Excel Application for Daily Usage workshop for students from Tsun Jin High School

12.15 Unovate Centre – Student's Entrepreneurship Development

(a) **Unovate Centre** is a department that manages activities related to entrepreneurship development. UTAR has set up two business incubators, one on each campus. The Unovate Centre aims to foster an entrepreneurial culture in the campus. It also aspires to nurture and accelerate the successful development of young businesses or start-ups during their early years. For more details, please refer https://unovate.utar.edu.my.

(b) Among the services provided by Unovate Centre are shared physical space, high-speed internet access, business advice, networking connections, mentoring, training, financial assistance etc.

Unovate Centre – Co-working space

(c) Unovate Centre also organises various entrepreneurial programmes such as Unovate STEP, entrepreneurial talk and webinar, flea market, business plan competition at UTAR.

(d) **UTAR E-Marketplace**
This is UTAR's e-commerce platform that aims to provide a learning platform to students who wish to start their e-commerce business at the University.

(i) **Join UTAR E-Marketplace as a merchant:** Email your enquiry to unovate@utar.edu.my

(ii) **Join UTAR E-Marketplace as a customer:** Shop from Unipreneur Website: https://unipreneur.utar.edu.my.

(e) **Campus Fulfilment Centre (CFC)**
CFC at both campuses encourage students who are involved in e-commerce activities to utilise this service to fulfil their e-commerce orders. It provides fulfilment service to e-commerce merchants include storing, packing, and shipping of their e-commerce orders.

(f) **E-Commerce Delivery Centre (ECDC)**
ECDC is a parcel pick-up and delivery centre dedicated to staff and students to collect their online purchases and delivery their parcels. UTAR staff and students can direct their e-commerce packages to the E-Commerce Delivery Centre to enjoy a hassle-free and time-saving service. UTAR staff and students may also deliver their parcels from ECDC through shipping services.

(g) **UTAR Young Entrepreneur Start-up Scheme (UTARYESS)** is a seed fund that aims to support student incubatees of Unovate Centre. The objective of UTARYESS is to provide seed funding for product development as well as conducting market research. A maximum grant amount of RM5,000 will be awarded to each successful applicant.

(h) **Student Software Application Scheme (SSAS)**
This scheme aims to provide financial support to UTAR students in publishing their created software apps in designated open market platforms, such as Google and Apple. Through this scheme, students can register their apps and get a reimbursement of up to USD30 per registration.

(i) **Unovate STEP** – A structured entrepreneur cultivation programme: This programme includes several activities such as entrepreneurial talk series, entrepreneurship masterclass, online workshops, flea market etc. It allows UTAR students to network with other start-ups, angel investors and venture capitalists.

(j) **Unipreneurship Project – We Move with Hope**
We Move with Hope is a fundraising project to support the UTAR Hospital Initiative. For more details, please refer https://unipreneur.utar.edu.my.

General Forms: **Unovate Centre**
FM-UC-001: Application for Admission to UTAR Unovate Centre
FM-UC-002: Application for UTAR Young Entrepreneur Start-up Scheme (UTARYESS)
FM-UC-003: Application for Student Software Application Scheme

12.16 UTAR Sustainable Development Goals (SDG) Initiatives

Founded with the bedrock principle of "by the people, for the people", UTAR, as a not-for-profit university has always embraced the society through various commitments which are also in line with the United Nations (UN) Sustainable Development Goals. Not limited to empowering students through quality yet affordable education, UTAR has throughout the years spearheaded sustainable initiatives which will not only broaden the horizons of one generation, but also transform their lives as well as that of the generations to come.

The Sustainable Development Goals (SDGs) are a collection of 17 global goals set by United Nations to build a better world by 2030. The goals cover a broad range of social, economic and environmental development issues. In order to achieve the goals, joint efforts from all sectors of society are needed, including effort from the government, the private sectors, civil society and every single individual on this planet. Together, we can do this for a better future. Within the

goals, there are 169 targets. Achieving all 169 targets would signify the accomplishment in achieving all 17 goals as below:

- No Poverty
- Zero Hunger
- Good Health and Well-Being
- Quality Education
- Gender Equality
- Clean Water and Sanitation
- Affordable and Clean Energy
- Decent Work and Economic Growth
- Industry, Innovation and Infrastructure
- Reduced Inequalities
- Sustainable Cities and Communities
- Responsible Consumption and Production
- Climate Action
- Life Below Water
- Life on Land
- Peace, Justice and Strong Institutions
- Partnerships for the Goals

For more information about UTAR SDG Initiatives, visit http://www.edu.my/dssc/