

| UNIVERSITI TUNKU ABDUL RAHMAN                          |                    |                                 |                                     |
|--|--------------------|---------------------------------|-------------------------------------|
| Guideline Title: <b>UTAR Student Academic Handbook</b> |                    |                                 |                                     |
| Guideline Number: <b>GD-IAD-004</b>                    | Rev No.: <b>15</b> | Effective Date: May <b>2024</b> | Page No.: Page <b>1</b> of <b>4</b> |

## 6.0 PROGRAMME INFORMATION AND ACADEMIC SUPPORT

Students should familiarize themselves with the programme information and academic resources provided by the University that would enable them to receive the required academic support and guidance throughout their programme of studies. This section contains descriptions and information about such academic programme information, such as academic calendar, course plan, programme structure, the academic advisory system and the Academic / Industry Advisory Panel. Students would be able to provide constructive feedback that would contribute towards the overall improvement to the students' learning experience at UTAR by completing the UTAR Students Online Survey.

### 6.1 Academic Calendar

- (a) The University academic calendar provides information on important dates of the academic year, such as teaching weeks, study weeks, examination and trimester breaks.
- (b) Students may refer the current Academic Calendar year 2023/2024 [[Appendix 12](#)], Academic Calendar year 2024/2025 [[Appendix 13](#)] and year 2024 (MBBS) [[Appendix 13a](#)] respectively.

### 6.2 Course Plan

- (a) Students would be given a course plan for each course undertaken, which contains the following information:
  - Course name, code and classification
  - Credit hours
  - Trimester / year offered
  - Pre-requisite (if any)
  - Assessment system and breakdown of marks
  - Academic staff teaching the Course
  - Objectives of the course
  - Learning outcomes
  - Synopsis of course
  - Breakdown of topics
  - Main and additional references

### 6.3 Programme Structure

- (a) A programme structure contains a listing of all the courses that a student would need to complete in order to graduate, the prerequisites (where applicable), academic credits and other relevant information for a particular programme.

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- (b) Students may view the programme structures of their respective programmes through the UTAR Portal, under My Programme.

#### 6.4 Academic Advisory System

- (a) The Academic Advisory System is implemented to ensure that all students are placed under the care of an academic staff, in order to encourage students in achieving the student learning and development outcomes. An online system has been implemented to facilitate this.
- (b) Academic advisers provide information and advice on academic programmes, degree requirements, career options, programme selection, secondary fields of study and extracurricular activities.

##### Note:

For counseling on non-academic matters, please enlist the assistance of UTAR Department of Student Affairs (DSA) which has a 'Counseling and Guidance Services' unit for either individual or group counseling for students pertaining to the following issues / goals:

- Personal matters
  - Family or social relationship
  - Emotional issues
  - Campus life adjustment
  - Career indecision
  - Confidence and self-esteem matters
  - Stress management
  - Personal development
- (c) Students may check the details of their Academic Adviser through notification sent to their UTAR mail accounts, UTAR Portal under My Programme, or refer to the notice board for further details.
- (d) Students should ensure that they meet up with their adviser at least once a trimester.
- (e) Students who do not meet their academic adviser before the pre-registration period, will not be allowed to pre-register for any course in the following trimester.
- (f) Students are advised to see their academic adviser before Week 12 of the long trimester and before Week 5 of the short trimester.

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## 6.5 UTAR Students Online Survey

All students should take part in the online UTAR Students Online Survey conducted during the end of each trimester to contribute constructive opinions as part of the on-going evaluation process for various aspects related to students' learning experience covering teaching, learning, assessment and so forth. Students will receive notification to complete the online survey through the announcement section on the main page of Student Portal.

Feedbacks from students for the online surveys are anonymous and 100% confidential. Lecturers / Tutors / Heads of Department / Dean will only have access to the survey results (without information of student names and IDs) after Senate has approved the grades / marks of all students for each trimester.

## 6.6 Academic Timeline

Students may refer <https://dsa.sl.utar.edu.my/UTAR-Planner.php> for information regarding the timeline for important academic-related activities that take place in each trimester, such as pre-registration, add / drop / withdrawal of courses, course verification, examination, appeals and others.

## 6.7 Online Teaching and Learning

Online Teaching and Learning (OTL) classes are conducted virtually according to the class timetable scheduled in the Portal. OTL requires students to use e-learning tools to attend lectures, tutorials, practical laboratory session, consultation and assessment and online attendance is taken for each session. If prompted, students are to attempt all the quizzes or polls during OTL classes as besides checking students' understanding, these activities are also used for attendance taking purposes.

Students who face Internet connectivity problems must inform their lecturer or academic advisor and seek help to attend OTL classes seamlessly. Students are encouraged to watch pre-recorded videos before online classes, communicate regularly with lecturers through various electronic channels, such as email, online consultation hours and social media.

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## 6.8 Online Platforms and Resources

Students can refer to [UTAR e-Learning](#) website below:

- [Web-based Learning Environment](#) (WBLE) for the registered courses; and
- [Web-based Learning Environment 2](#) (WBLE2) for more than 2,000 online courses with pre-recorded videos offered by other programmes.

For courses that require remote access to specialized software, students can arrange to access selected licensed courseware remotely for programming software, project, thesis writing and other e-learning processes.

## 6.9 Academic Integrity

Students shall complete assignments by adhering to a high level of originality and authenticity of the submitted work. To uphold academic integrity, students are required to learn and master proper academic referencing skills (e.g. citation, quotation, paraphrasing, compiling a reference list), and know the risks of plagiarism for all submissions of their academic work.

In an open-book assignment where referencing is permissible, students can search for open sources individually but not to collaborate with peers when attempting and answering the questions. Students shall cite (not copy the content) the original source with acknowledgement given to the original author or writer.

To support student learning, the University provides many resources for learning, i.e. WBLE and WBLE2 contents, lecture notes, pre-recorded lecture videos, live lecture classes, consultation hours and library resources. Hence, students should prioritize the use of the University's resources and not overly dependent on external free or paid content and services. Any act of seeking illegal external advice, such as getting help to complete assessments on behalf, is against the University's code of conduct, and shall be subject to investigation and disciplinary action.

Students have no rights to upload any materials belonging to the University and/or the academic staff who curate, develop or own the copyright, e.g. lecture notes, PowerPoint slides, assignment briefs, case studies, tutorial topics, tutorial Q&A sessions, past year examination papers, workshop materials, question bank, snapshots of written answers, Final Year Project, Thesis, lab reports, photographs, footages, design, simulation, pre-recorded videos, live streaming lectures etc.