

EARLY SEMESTER BRIEFING
SEMESTER II 2016/2017 SESSION
5 February 2017 @ 9.30 am @ Bilik Seminar 1



1. Important Dates for UG Courses

UG Activity (ULAB/ULAM/Foreign Language)	Date	
	LAJB	LAKL
Course Pre-registration by Students (Online)	4-15 Dec 2016	5-16 Dec 2016
Course Registration by Students (Online)	8-9 Feb 2017	
Lectures (1 st Half)	12 Feb-30 Mar 2017	13 Feb-31 Mar 2017
Course Registration/ Amendments to Course Registration by Students (Manual)	13-16 Feb 2017	13-17 Feb 2017
Course Registration/ Amendments to Course Registration (with penalty) by Students (Manual)	19-23 Feb 2017	20-24 Feb 2017
Monitoring of Students' Attendance by Instructors + Advising Students with Poor Attendance + Failing Students With < 80% Attendance to Allow Them to Withdraw from the Course	13 Feb-30 Mar 2017	13 Feb-31 Mar 2017
Submission of Monitoring Form by Instructors to Course Coordinators	By 30 Mar 2017	By 31 Mar 2017
Submission of Monitoring Form by Instructors to Course Coordinators due to Changes Made after the First Submission on 30/31 March 2017	31 Mar-25 May 2017	1 Apr-26 May 2017
Course Withdrawal by Students	26 Feb-6 Apr 2017	27 Feb-7 Apr 2017
Mid-Semester Break	31 Mar-8 Apr 2017	1-9 Apr 2017
Lectures (2 nd Half)	9 Apr-25 May 2017	10 Apr-26 May 2017
Revision Period	26 May-3 Jun 2017	27 May-4 Jun 2017
Final Examination Period	4-22 Jun 2017	5-23 Jun 2017
ULAB Final Examinations (3 rd Day)	6 Jun 2017 (Tue)	
Submission of Marks (ULAB/ULAM/Foreign Language) to Course Coordinators	By 15 Jun 2017 (Thur)	
UG&PG Course/Programme Coordinators Present Examination Results at JKA Meeting	20-22 Jun 2017 (Thur)	
Aidil Fitri	25-26 Jun 2017 (Sun-Mon)	
Other Faculties' JKA Meetings	4-5 Jul 2017	5-6 Jul 2017
JKTS	17-18 Jul 2017	
Submission of Appeal on Course Examination Results by Students	4-29 Jun 2017	5-23 Jun 2017
Final Date for Faculty to Submit Amendments of Marks to Academic Management Division (AMD) after Review of Appeals	2 Jul 2017	3 Jul 2017
Faculty Updates Marks After JKA Meeting	6 Jul 2017	7 Jul 2017
Special Examination Period	23 Jul-3 Aug 2017	23 Jul-3 Aug 2017
ULAB Special Examinations	To be Announced	To be Announced

□ Subject to change

2. Courses and Sections (UG/PG)



- Language Academy (LA) services the following Undergraduate (UG) and Postgraduate (PG) courses/programmes for Semester II 2016/2017 Session:

No.	Course Code/ Programme	Level	LAJB		LAKL	
			No. of Sections	Faculty	No. of Sections	Faculty
1	ULAB 1122	UG	44	Non Engineering	2	Razak School & MJIT
2	ULAB 2122	UG	53	Non Engineering	5	Razak School & MJIT
3	ULAB 3162	UG	51	Engineering	4	Razak School & MJIT
4	LEAP	UG	6	Non Engineering	-	-
5	ULAM 1112	UG	1	All	-	-
6	SLAJ 1122	UG	5	All	-	-
7	SLAJ 1222	UG	2	All	-	-
8	SLAJ 1322	UG	1	All	-	-
9	SLAJ 1152	UG	-	-	5	MJIT
10	SLAJ 2252	UG	-	-	4	MJIT
11	SLAJ 2352	UG	-	-	9	MJIT
12	SLAC 1122	UG	4	All	-	-
13	SLAC 1222**	UG	1	All	-	-
14	SLAF 1122	UG	1	All	-	-
15	ULAM 6013	PG	NA	All	-	-
16	MLCDC*	PG	6	LA	-	-
17	ULAB 1032***	Diploma	-	-	2	UTMSPACE
18	ULAB 1042***	Diploma	-	-	20	UTMSPACE
19	UHAS 1172	UG	NA	FM/ALL	-	-
20	UHAS 3042	UG	NA	FM/ALL	-	-
21	BSc TESL	UG	6	FP	-	-
22	MEd TESL	PG	6	FP	-	-

MLCDC* -- Master of Language in Communication & Digital Culture: Awaiting approval to be offered

SLAC 1222** – If the number of enrolment is less than 15, the course will not be offered and the section will be converted to SLAC 1122

ULAB 1032 & 1042*** -- The courses are currently offered in LAKL (7 Nov 2016 – 17 Feb 2017 = 14 wks)

- All the above courses are considered as teaching workload for LA academic staff and the class schedules are slotted into the Instructor's Timetable

- Language Academy also offers the following paid courses:

Course	Participants	PIC
Foreign Language Classes	UTM students and staff & general public	<ul style="list-style-type: none"> • Dr Norhiza, PAPL • Pn Halimah, Coordinator, Foreign Language Classes Committee
IELTS Preparatory Course	UTM students and staff & general public	<ul style="list-style-type: none"> • PAPL
IELTS for Undergraduates	New UTM UG students from <i>Negara Rumpun Nusantara</i> with no IELTS score upon entry	<ul style="list-style-type: none"> • Pn Hafilah, Coordinator, IELTS for Undergraduates Committee
English for Post Graduate (EPG)	New UTM PG Students with IELTS Score Band 5.5 upon entry	<ul style="list-style-type: none"> • Dr Mahani, Coordinator, EPG Committee

3. UG Course Outlines (ULAB/LEAP/ULAM/Foreign Language)

- Course Outlines can be viewed at and retrieved from languageacademy.utm.my → Undergraduates → COURSE OUTLINE
- Course Coordinators should have submitted one signed hardcopy of their Course Outline to me (PAUG) by 2 February 2017 to be signed, scanned, and emailed to our Facility Manager to be uploaded in the website
- Instructors should upload the Course Outline in their e-learning webpage to earn marks for elppt
- Instructors can help increase the hit to LA's website by encouraging their students to view the Course Outline from the website

4. UG Course Packs (ULAB/LEAP/ULAM/Foreign Language)

- Course Packs are available at languageacademy.utm.my → Undergraduates → COURSE PACK. The password is [myulab](#). Please do not share this password with your students
- Course Coordinators should have emailed their Course Pack to the Facility Manager by 2 February 2017
- Course Packs should contain the following documents:
 1. Teacher's Notes (if the course does not use a textbook which comes with a Teacher's Handbook or the course uses a tailor made module)

2. Test Specifications
3. Rubrics & Marking Schemes
4. Supplementary Materials (if relevant)
5. Sample Quizzes, Tests, and Final Exam Papers (if relevant)

5. MyLinE Activities (ULAB only)



- There are changes to the time given to students to complete their MyLinE activities for all ULAB courses:

Course Code	Duration	Last Date & Time
ULAB 1122	Weeks 4-15 (12 weeks)	26 May 2017 @ 11.59 pm
ULAB 2122	Weeks 1-15 (15 weeks)	26 May 2017 @ 11.59 pm
ULAB 3162	Weeks 1-15 (15 weeks)	26 May 2017 @ 11.59 pm

- Course Coordinators should have sent the rubrics and marking schemes for the activities to MyLinE Team by 2 February 2017 to be uploaded
- Marks for MyLinE activities will be processed up until 11.59 pm on 26 May 2017 only*
- Students will not get marks for activities done after the deadline*
- Students cannot be awarded MyLinE marks for doing other assignment(s) as replacement for MyLinE activities*
- Instructors must key in the actual marks shown in MyLinE Award of Marks in the OBE Marksheet*
- A copy of MyLinE Award of Marks has to be submitted to the Course Coordinator together with other documents for Submission of Marks*

*Decided in JKA bil 1 Semester I/2017@17 January 2017

6. LEAP Classes

- LEAP classes are for first year students who scored Bands 1 and 2 for MUET
- Classes start in Week 3 and end in Week 13 (ie 10 weeks only)
- The timetable* for LAJB LEAP classes is as below:



Semester	Faculty	No. of Sections	Day	Time	Venue
II, 2016/2017	Non-Engineering (FAB/FC/FGHT/FM/FP/FS)	3	Monday	4 pm – 6 pm	D06
		3	Wednesday	4 pm – 6 pm	D06

*Decided in JKA bil 1 Semester I/2017@17 January 2017

7. Class Schedule (ULAB/LEAP/Foreign Language)



NEW

- All LAJB instructors **must follow** the class schedule for every course stated in their timetable
- Any intention to change the schedule for any course must be discussed with the **Head of Department (JB)**, and if approved, informed to the PAUG

8. Registration / Insert-Delete & Withdrawal Forms (ULAB/ULAM/Foreign Language)

- Do not sign any of the above forms
- LAJB encourages other faculties to promote online registration for ULAB and Foreign Language courses, which is done during the pre-registration and actual registration periods. With this type of registration, instructors can start their classes in Week 1. However, some ULAB students purposely wait so that they can choose the section they want to join in. This could be because of the lecturer and/or the group of students in that section, which results in late registration and prevents many instructors from starting their classes on time and in Week 1. So to be fair to those who registered online, LA does not entertain change of sections and selection of sections by the students who register late for ULAB and Foreign Language courses. For these students, once a section is full, they will have to register or be assigned to another section which is still available
- To register for ULAB courses in UTMJB, students who have not registered have to go to their Academic Office, fill in the Registration / Insert Delete Form, state a section which is not yet full, and submit the form without the lecturer's signature to their Academic Clerk. If the section is really not full, they will be registered to that section. However, if the section they have chosen is full, their Academic Clerk will assign them to another section
- The students' Academic Clerks in UTMJB will contact me if the number of students exceed the number of sections that LA has allocated to their faculties based on the information provided by them last semester. If this happens, LA can open a new section to cater for a big number of students or I will assign the students to several sections with low number of students and inform the respective instructors via email or a copy of the students' Registration / Insert delete Forms
- To withdraw from ULAB courses in UTMJB, the students will have to fill in the Withdrawal Form, get my signature and stamp, and submit the form to their Academic Office by 6 April 2017
- To register for ULAM course, the students should ask their Academic Clerks or call Dr Zaliza (extn 31780) or En Redhuwan (extn 33094)



NEW

NEW

- To withdraw from ULAM courses in UTMJB, the students should get Dr Zaliza's signature
- To register for Foreign Language courses, the students have to fill in the Registration / Insert Delete Form, state a section which is not yet full, and submit the form without the lecturer's signature to their Academic Clerk. If the section is full, the students have to try their luck next semester, especially during the Pre-registration period
- To withdraw from Foreign Language courses in UTMJB, the students should get Pn Halimah's signature

NEW

9. Name List, Attendance & Attendance Sheets (ULAB/ULAM/Foreign Language)

NEW

- LAJB Instructors are advised to print the name list from AIMS for your Attendance Sheet for every meeting for the first four (4) weeks of the semester. This is because there could be changes to the list of students in the class during this period
- All students, including the Exchange Students, who should be in your class should be listed for your section in AIMS
- Please get confirmation from me if the students tell you that they have been sent by their Academic Clerk to join your section. Normally, if there are students who should be joining your class and their names are not yet in AIMS, you should be getting at least one of the following notifications:
 - An email from me informing you of the number of new students joining your class, with/without the names
 - A hardcopy of the students' Registration / Insert-Delete Form with your section number and my signature and stamp on the form placed in your pigeon hole
- Send students who are not listed for your section in AIMS to their Academic Office for registration
- Do not allow students whose names are not in AIMS to attend your class. Please ensure that you check the students' names against the latest name list from AIMS. There are possible changes i.e. students joining your section or leaving your section during the first four weeks of the semester
- Do not refer to the hand written section number stated in the Registration / Insert Delete Form. Some faculties process the form late and/or by the time the faculties process the form, your section is already full and the students are assigned to another section
- If you want to check whether the students who are not listed in your section have registered or not, or you want to check the students' actual section, you may log in to AIMS, type the Course Code, leave the section number blank, and press Enter. All students registered for that particular

NEW

course will be listed in alphabetical order and you may inform the students of their correct section number, the one they should have gone to for lessons

- It is advisable to prepare one (1) column for each contact hour met/taught. It is easier to calculate the percentage of attendance at a later date
- Students must sign the Attendance Sheets. Do not use a tick (✓) to indicate their presence.
- It is important that you check your attendance sheets daily so that the students would not be able to still sign the Attendance Sheet at a later date for the days they were absent.
- Verbally warn those with poor attendance early in the semester. If there are students with less than 80% of attendance in your classes whom you want to fail, issue the letter to fail them preferably before the semester break so that the students have a chance to withdraw from the course if they wish to
- Please also check that the students do not sign for their friends


10. Total No. of Students (ULAB only)



- For Semester II 2016/2017 session, the maximum number of students for each ULAB course is as below:

Course Code	No of Students
ULAB 1122	30 students
ULAB 2122	26 students
ULAB 3162	26 students

- Sometimes LAJB has to increase the number of students per class due to several reasons
- LAJB Instructors should inform the PAUG if by the end of Week 2 (23 Feb 2017), the total number of students in your AIMS name list is as follows:



Course Code	No of Students
ULAB 1122	< 25 or > 35 students
ULAB 2122	< 22 or > 30 students
ULAB 3162	< 22 or > 30 students

11. Failing Students because of Attendance (ULAB/ULAM/Foreign Language)

- According to the Academic Guidelines,

students who have been absent for more than 20% of the total number of scheduled contact hours of learning activities for a course without valid reasons accepted by the university will be awarded zero (0) mark. The student will have to repeat the course.

- Instructors may fail students because of attendance at any time throughout the semester until

Week 15

- Please use the following templates available at languageacademy.utm.my → Undergraduates → TEMPLATES to fail your students:

Course Code	Template
ULAB 1122 & ULAB 2122	Barred From Taking The Final Examination
ULAB 3162, ULAM & Foreign Language Courses	Zero Mark For Course Work For Courses Without Final Examinations

- Here is the procedure for filling in the form for LAJB Instructors:

1. Fill in four (4) copies meant for the Instructor, the student, the student's Deputy Dean (Academic), and LA

2. Make sure that you replace the following information:

- a. **PROF. MADYA DR. NORAZMAN BIN ABDUL MAJID** Timbalan Dekan (Deputy Dean) with the name of the current Deputy Dean (Academic)
- b. *Fakulti Pelajar (Student's Faculty)* with the name of the faculty
- c. *Lecturer's Name and Course Code & Section Number* in the c.c. section of the letter with your own name, your course code, and your section number

3. Ask for the reference number from En Redhuwan or the UG Academic Clerk

4. Get the Deputy Dean (Academic)'s signature for all four (4) copies

5. Give two (2) copies to En Redhuwan, meant to be sent to the student's Deputy Dean (Academic) and for LA's record. Please remind him to send one (1) copy to the student's Deputy Dean (Academic)

6. Give one (1) copy to the student or to his/her friend to be given to him/her. Make sure that you follow up with the friend to be certain that the letter has been delivered to the respective student

7. Keep one (1) copy for your record

The formula for calculating students' attendance:

100% attendance up to Week X

= Total number of class hours up to that week minus class cancellation & public holidays plus extra classes

80% or more attendance up to Week X

= 80/100 x (Total number of class hours up to Week X, less class cancellation & public holidays, but includes extra classes) or more

Here is a sample calculation involving a class which

- meets on Sunday (2 hours) and Tuesday (1 hour)
- have met for 6 weeks
- had 1 pre-holiday class cancellation on Sunday (must replace 2 hours)
- had 1 post-holiday class cancellation on Tuesday (must replace 1 hour)
- had 1 public holiday on Sunday (no need to replace 2 hours)
- replaced 3 hours of classes

100% attendance up to Week 6

= Total number of class hours up to Week 6, less class cancellation & public holidays, but includes extra classes

= (3 hours x 6 weeks) – (2 hours pre-holiday cancellation) – (1 hour post-holiday cancellation) – (2 hours public holiday) + (3 hours of class replacements)

= 18 hours - 2 hours - 1 hour - 2 hours + 3 hours

= 16 hours

80% or more attendance up to Week 6

= 80/100 x 16 hours or more

= 12.8 hours or more

Based on the above calculation, students must attend at least 13 hours of the 16 hours of class meetings held from Week 1 to Week 6. In other words, students can be absent for 3 hours without valid reasons only during the first half of the semester. Those who have been absent for more than 3 hours should be warned first and failed if they refuse to change.

12. Monitoring Form (ULAB/ULAM/Foreign Language)

- Below are the dates to send the form:

UG Activity (ULAB/ULAM/Foreign Language)	Date	
	LAJB	LAKL
Submission of Monitoring Form by Instructors to Course Coordinators	By 30 Mar 2017 (Week 7)	By 31 Mar 2017 (Week 7)
Submission of Monitoring Form by Instructors to Course Coordinators due to Changes Made after the First Submission on 30/31 March 2017	31 Mar-25 May 2017 (after Week 7)	1 Apr-26 May 2017 (after Week 7)

NEW

- All LAJB Instructors will have to submit a copy of the Monitoring Form for each of their classes to the Course Coordinators by 30 March 2017 (Week 7), even if there is no problem with students' attendance for a particular class
- A new form should be submitted to the Course Coordinators if Instructors fail students after a copy of the Monitoring Form has been submitted
- The template is available at languageacademy.utm.my → Undergraduates → TEMPLATES

13. e-learning

- Please contact e-learning Helpdesk at 37914/37916 or e-mail to ctl@utm.my if you want to start uploading materials in your e-learning webpage in Week 1 and your courses are not listed, Lecturers' names for all sections will only be keyed in into AIMS in Week 2. Once they are keyed in into AIMS, your courses will automatically appear in e-learning
- By uploading the Course Outline in e-learning, you may increase your elppt marks
- Please also put languageacademy.utm.my link in your e-learning webpage and encourage students to view the Course Outline at our website
- Instructors must inform students to upload the following writing assignments in e-learning starting Semester II 2016/2017*:

NEW

Course Code	Assignment to be Uploaded in e-learning
ULAB 1122	Final essay
ULAB 2122	1. Outline 2. Final Term Paper
ULAB 3162	Personal Statement

*Decided in JKA bil 1 Semester I/2017@17 January 2017

14. Standardised Marking of Assignment

NEW

- ULAB Course Committees will conduct standardised marking sessions for their course assignments starting Semester II 2016/2017 Session*

*Decided in JKA bil 1 Semester I/2017@17 January 2017

15. End of Semester Course Survey (ULAB only)

NEW

- ULAB Instructors should remind their students to complete the above survey, which is parked under ULAB 1122, ULAB 2122, and ULAB 3162 courses in MyLinE, by 25 May 2017 (i.e. Thursday, Week 15)
- The ULAB Course Committees will have to upload the survey in MyLinE by Week 12 (Thursday, 4 May 2017)
- The ULAB Course Committee should propose to the Syllabus Committee if they would like to make changes to the current survey questions. However, changes would only be allowed starting from Semester I for each session

16. Display of Course Work Marks for ULAB 1122 & ULAB 2122

NEW

- Please display the Course Work marks for your classes by 5 June 2017 i.e. one (1) day before the ULAB final examinations, assuming that the examinations are on 6 June 2017
- Instructors may choose any of the following methods to display the marks:
 - Key in Course Work Marks in AIMS. However, marks can only be entered on 4 June 2017. Several Instructors have commented that their students were unable to view the marks for Semester I 2016/2017 Session
 - Post AIMS Display of Marks (*Senarai Tampal Markah Kerja Kursus*) outside Instructor's office
 - Attach Marksheet containing Course Work Marks in e-learning
 - Post Marksheet containing Course Work Marks outside Instructor's office
 - Attach Marksheet containing Course Work Marks in Telegram
 - Any relevant media to display the Course Work marks

17. ULAB Final Examinations

- The final examination period for Semester II 2016/2017 Session is from 4-22 June 2017. ULAB final examinations are normally on the third day of the final examination period, which is 6 June 2017 for Semester II 2016/2017 Session. However, this date is subject to change by the University
- Both support and academic staff will be assigned to invigilate only once, either for the morning or the afternoon session
- Those who were not Chief Invigilators last semester will be assigned to be one this semester
- It is compulsory to find a replacement and inform the PAUG as soon as possible if you are unable to be the Invigilator/Chief Invigilator on the ULAB final examination day
- LA needs additional Invigilators on the final examination day for emergency cases. Therefore, please inform the PAUG if you are available and are willing to do the following:
 - invigilate both the morning and afternoon sessions on the final examination day
 - be a Chief Invigilator for the session you are assigned to on the final examination day
- Please also note that UTMSPACE final examinations will also take place during the final examination period i.e. 4-22 June 2017. Please do not volunteer to invigilate UTMSPACE final examinations on the day of our ULAB final examinations or the day before/after our ULAB final examinations which would require you to miss invigilating our ULAB final examinations



NEW

18. OBE (ULAB/ULAM/Foreign Language)

- LA will still use the OBE system to prepare the Course Analysis and Course Assessment Report (CAR) for our courses, as required by the University
- ULAB Instructors should import steps 1-4 for the courses you are teaching from the following individuals:

Course Code	Import From		
	Name of Instructor	Section No. (Faculty)	Semester & Session
ULAB 1122	Pn Shalini	17 (FGHT)	II, 2015/2016
ULAB 2122	Dr Noor Mala	26 (FC)	II, 2015/2016
ULAB 3162	Cik Nur Hazwanie	10 (FS)	I, 2016/2017

19. Documents for Submission of Marks (ULAB/ULAM/Foreign Language)

- Here is the schedule for the end of semester work process:

UG Activity (ULAB/ULAM/Foreign Language)	Date	
	LAJB	LAKL
ULAB Final Examinations (3 rd Day)	6 June 2017 (Tue)	
Submission of Marks (ULAB/ULAM/Foreign Language) to Course Coordinators <i>i.e. Instructors have 8 days to finalise marks</i>	By 15 June 2017 (Thur)	
Submission of P2, P3, P4, and related documents by LAKL UG Program Coordinator to Course Coordinators	By 16 June (Friday)	
Course Committees Prepare P2, P3, P4, & OBE reports <i>i.e Course Committees have only 2 working days to do so </i>	18-19 June 2017 (Sun-Mon)	
UG&PG Course/Programme Coordinators Present Examination Results at JKA Meeting	20-22 June 2017 (Tue-Thur)	
Aidil Fitri <i>i.e last Thursday before Raya break is 22/6</i>	25-26 June 2017 (Sun-Mon)	
Other Faculties' JKA Meetings	4-5 July 2017	5-6 July 2017
JKTS	17-18 July 2017	

Subject to change

- Submission to Course Coordinators
 - Attendance Sheets – compulsory, hardcopy
 - AIMS printout – compulsory, hardcopy
 - AIMS analysis – compulsory, hardcopy
 - NEW** MyLinE Marks – compulsory, hardcopy*
 - OBE Marksheet (step 9) – compulsory, hardcopy
 - OBE Course Analysis Review (CAR-step 10) – compulsory, hardcopy
 - Failure/Problem Overview Form – compulsory, hardcopy; softcopy is only required if there are reported failures/problems
 - P3 Form – compulsory if there are failures, hardcopy + softcopy
 - P4 Form – compulsory if there are problems, hardcopy + softcopy
- Submission to PAUG
 - OBE Marksheet (step 9) – compulsory, hardcopy
 - OBE Course Analysis Review (CAR-step 10) – compulsory, hardcopy

*Decided in JKA bil 1 Semester I/2017@17 January 2017

20. Presentation of Marks by Course Coordinators at JKA Meeting

- Course Coordinators will have to present the following documents at the JKA meeting:
 1. P2 Form – the distribution of grades according to faculties, using data from AIMS. Please ask En Redhuwan or the UG Academic Clerk to print the statistics according to programmes from AIMS. AIMS does not provide statistics according to faculties
 2. P3 Form – a compilation of failures from all faculties in one form, using information from Instructors' P3s
 3. P4 Form – a compilation of problems from all faculties in one form, using information from Instructors' P4s
 4. OBE Marksheets – if relevant*



*Decided in JKA bil 1 Semester I/2017@17 January 2017

21. Course Grade Appeal (ULAB/ULAM/Foreign Language)

- The **duration** for Course Grade Appeal is from **4-29 July 2017**
- Item 2.0 of Guidelines for Course Grade Appeal in the **Academic Guidelines** (<http://aimsweb.utm.my/pengumuman/Peraturan%20Akademik%20Terjemahan.pdf>) which states the following:

Students may contact the respective lecturers directly if they feel that a mistake has been made on the student's grade. Students may also check their examination answer scripts and discuss with the lecturer if they are not satisfied with their results. If students are still unhappy with the results of the review of their scripts, students may apply for a course grade appeal which is an appeal for the script to be reassessed and re-marked. Students may only apply for a course grade appeal after they have reviewed and discuss the answer scripts with the respective lecturers.

- All Instructors should make themselves available to meet the students and let the students check and discuss their final exam scripts, if requested.

22. Documents for Course File (ULAB/ULAM/Foreign Language)

- All faculties that we have serviced can ask LA Instructors to submit the Course Files for the courses that we have taught at their faculties for audit purposes
- A Course File contains the following:
 1. Academic Calendar
 2. Programme Learning Outcomes (PO)
 3. Course Outline
 4. Course Matrix Vs PO
 5. Course Matrix Vs Cognitive, Psychomotor & Affective Domains
 6. Lecture Notes & Class Activities
 7. Course Construct Alignment
 8. Assignments & Test Questions
 9. Assessment Rubrics
 10. Samples Of Students' Assignments
 11. Assessment Specification Table (JSP)
 12. Final Examination Question And Answer Scheme
 13. Individual Marks
 14. Samples Of Examination Answer Scripts
 15. Course Review Report (CRR)

23. Folders Available

- The following folders are available at languageacademy.utm.my → Undergraduates :
 1. List of Foreign Language Courses (Non-credited)
 2. Course Outlines
 3. Course Packs
 4. Exam Sample
 5. Guidelines for Formatting & Vetting
 6. Notes on HOTS & LOTS
 7. OBE Flowchart
 8. OBE
 9. Templates
 10. Turnitin Manual

24. Templates

The following templates (updated Feb 2016) are available at languageacademy.utm.my →

Undergraduates → TEMPLATES:

1. Monitoring Form
2. Barred from Taking the Final Exam
3. Zero Mark for Coursework for Courses without Final Examinations
4. Overview Form
5. Borang P2
6. Borang P3
7. P3 Form
8. Borang P4
9. P4 Form

25. Academic Clerks

FAKULTI	NAMA	SAMB	EMEL
FAB	HARLINA BINTI JA'AFAR NURHAYATI BT MAHMUD	57406 57413	sp-harlina@utm.my/ nurhayatimahmud@utm.my
FKA	VENI ARMUGAM FAIZNUREZA BINTI MOHAMAD PAUZI	31740 31740	veni@utm.my faiznureza@utm.my
FKE	SITI SUHANA BINTI HAMDAN SITI SALMAH BINTI BAHARI	57029 / 57239 57238	sitisuhana@utm.my salmah@utm.my
FKM	NURUL AIDA BINTI JUNAIDI ROSLI BIN BOHANI MOHD ISKANDAR BIN NAKHMAT	57065 57068 57070	aida@mail.fkm.utm.my roslibohani@utm.my nakhmatmi@mail.fkm.utm.my
FS	SHAHEFHARIZA BINTI SHAHROM HALEEZAH BT HAMZAH HASLINA BINTI MOHAMAD YATIM	33542 34043 33542	shahefhariza@utm.my haleezah@utm.my haslina@utm.my
FGHT	SARIMAH BINTI PATLILAH SHAHIDA BINTI NAWI	30896 30878	sarimahp@utm.my shahida@utm.my
FC	ABDULLAH BIN YUSOF	38826	abdullahy@utm.my
FM	SITI RAUDHA ROHAYAH BINTI ABU	10026 10026	sraudha@utm.my p-rohaya@utm.my
FP	NOORAIDA BT ISMAIL	34601	nooraida@utm.my
FKT	HASNI BINTI HASHIM JOHARI BIN ABDULLAH	36082	hasnhashim@utm.my r-johari@utm.my
FBME	AISAH BINTI SALLEH (V01) AZNI BINTI HJ USULDIN (V01) SITI NORDIANA FADZIL (T02)	58541 58527 57573	aisah@utm.my / aisah@biomedical.utm.my azni@utm.my nordiana@fbme.utm.my
LA	REDHUWAN BIN WANG	33094	redhuwan@utm.my

26. PICs

Task	PIC
Time Table Scheduling	PAUG (+ Academic Clerk)
Course Distribution – What course you are teaching	PAUG (+ Course/Programme Coordinators)
Final Exam Scheduling	Academic Clerk (+ PAUG)
Final Exam Invigilation Scheduling – Invigilators – Chief Invigilators – Morning or afternoon session	PAUG (+ Academic Clerk)
Course Registration Course Insert Delete Course Withdrawal	<ul style="list-style-type: none"> • ULAB <ul style="list-style-type: none"> ○ PAUG • Foreign Language <ul style="list-style-type: none"> ○ Foreign Language Coordinator ○ PAUG • ULAM <ul style="list-style-type: none"> ○ ULAM Coordinator
Credit Exemption	<ul style="list-style-type: none"> • Foreign Language <ul style="list-style-type: none"> ○ PAUG & Course Instructors ○ TDA
Credit Transfer	<ul style="list-style-type: none"> • ULAB Courses (Mobility Programme) <ul style="list-style-type: none"> ○ PAUG & Syllabus Committee ○ TDA • Foreign Language <ul style="list-style-type: none"> ○ PAUG & Course Instructors ○ TDA
ULAB Timetable – Schedules for all courses for all faculties	PAUG (+ JKA)
Liaison Personnel with other faculties regarding courses ie registration procedures, special timetable	<ul style="list-style-type: none"> • PAUG (+ Academic Clerk) • TP -- formal
Teaching Workload – How many classes you are teaching – Who gets extra/fewer class	KJ (+ TDA + Dean) – starting Semester II, 2016/2017
Staff Development Courses/Trainings/Workshops	KJ
Leave Application/MC	KJ

Prepared by:

Nur-Ali Huda Hashim
Academic Manager (Undergraduate)
(6 Nov 2014 - 28 Feb 2017)

Language Academy

UJMB

5 February 2017

(amended version)