

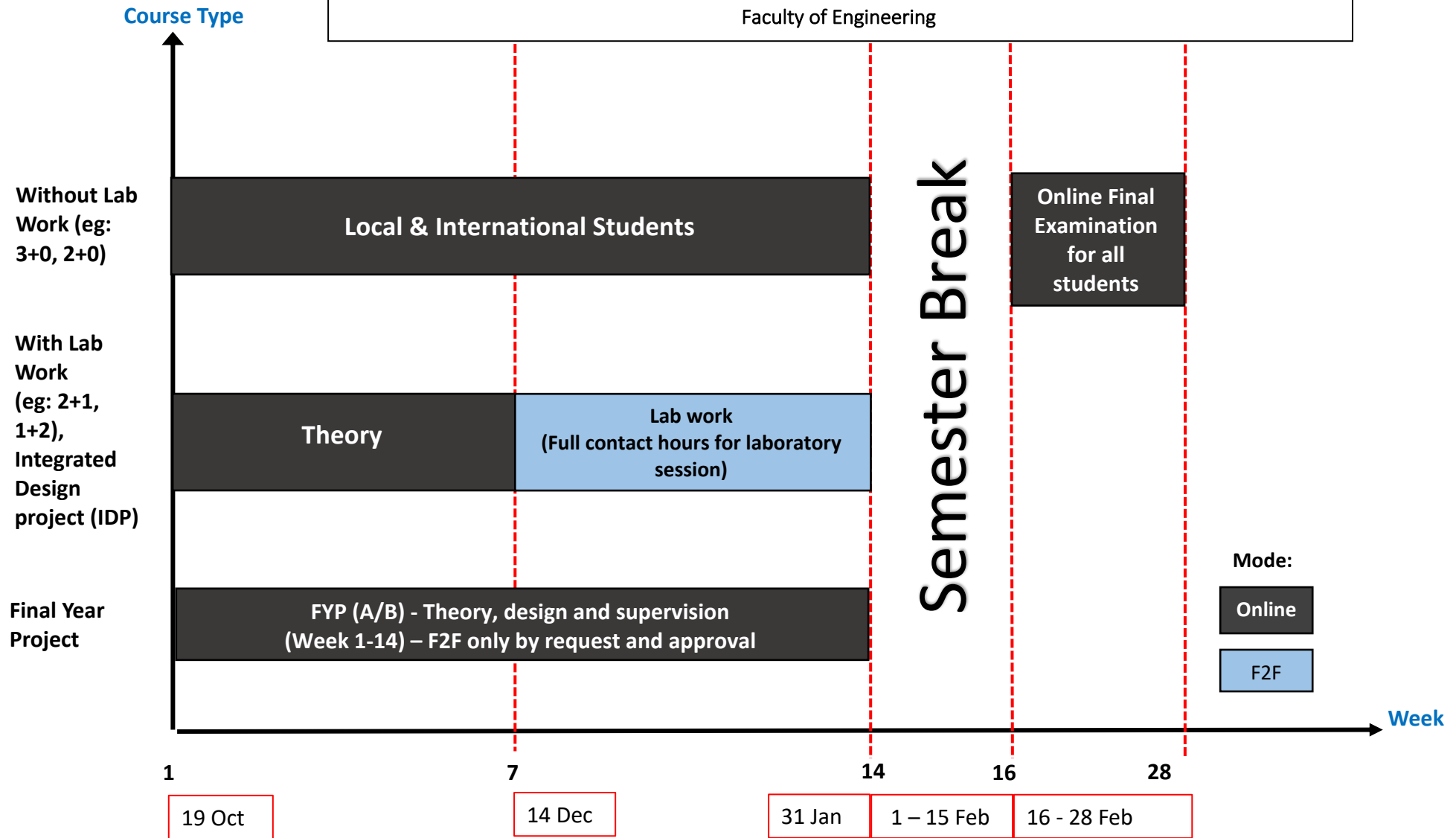
## GUIDE FOR STUDENTS

### IMPLEMENTATION METHOD OF TEACHING AND LEARNING (T&L) FOR UNDERGRADUATE PROGRAM FOR SEMESTER 1, 2020/2021

#### FACULTY OF ENGINEERING UPM

1. The Internal Circulations by Deputy Vice Chancellor (Academic and International) "Notification of Postponement of Registration and Teaching and Learning Activities Face-to-Face Implementation" dated 2<sup>nd</sup> October 2020 **AND** "Implementation Of Online Teaching And Learning Activities For International Students At The Faculty Of Engineering, Universiti Putra Malaysia For Semester 1, 2020/2021" dated 8<sup>th</sup> September 2020 are referred to (attached).
2. This guide is produced taking into account the following:
  - a. Current situation following the COVID-19 issue;
  - b. Fulfilling the Standard Operating Procedure (SOP) requirements on physical distancing during Recovery Movement Control Order (RMCO); and
  - c. Providing opportunity to international students to take courses through online mode delivery and hence providing sufficient time to undergo quarantine upon returning to Malaysia to complete the courses.
3. Implementation Method of Teaching and Learning (T&L) for undergraduate students of the First Semester of the 2020/2021 Academic Session is in accordance with the provisions of item a - g below (Please refer to Appendix 1 for illustration and summary)
  - a. Students who are enrolled in courses **WITHOUT LABORATORY SESSIONS** will participate in the classes **virtually** during the 14 weeks of teaching.
  - b. Students who are enrolled in courses **WITH LABORATORY SESSIONS** will learn the theory of the courses **virtually until week 7** and must participate in practical sessions in the laboratory for the remaining weeks taking into account physical distancing requirement.
  - c. Students who are enrolled in **PROJECT-BASED** courses will follow the following:
    - i. **Final Year Projects (A and B)** - online supervision is recommended and students (excluding those from the Red Zone) can apply to return to campus **if it is really necessary** without coercion from the Supervisor.
    - ii. **Integrated Design Project (IDP)** - online mode from Week 1 until Week 7 and face-to-face mode for the remaining weeks taking into account physical distancing requirement.
  - d. All online classes (synchronous) will follow Malaysian time. Lecturers can also record the lectures and upload it on Putrablast (asynchronous), however attendance will be taken during the stipulated class time.
  - e. **All Continuous Assessments and Final Examinations for all students will be conducted virtually.**
  - f. Guideline to get approval to stay at the college is referred (attached).
  - g. Any changes to the existing information will be notified from time to time based on the current situation in Malaysia.

Appendix 1: Teaching and Learning Implementation Mode For Undergraduate Courses, Semester 1-2020/2021  
Faculty of Engineering



No	Undergraduate Students Category	Course Registration	Teaching and Learning Delivery Mode (Week 1- 14)	Assessment	
				Continuous	Final Examination
1	Local	Register courses online	<p><b><u>Courses without lab:</u></b> Online</p> <p><b><u>Courses with lab:</u></b> Online until week 7 <b>AND</b> Face-to-face in the laboratory from week 8 onwards</p>	Online	Online
2	International				
	(a) Already in Malaysia or able to return to campus before the semester starts (completed the quarantine under own expense)	Allowed to register courses (without lab and with lab) according to the study scheme set by the respective Department	<p><b><u>Courses without lab:</u></b> Online</p> <p><b><u>Courses with lab:</u></b> Online until week 7 <b>AND</b> Face-to-face in the laboratory from week 8 onwards *similar to local students</p>	Online	Online
	(b) Able to return to campus and completed the quarantine under own expense no later than the 7 <sup>th</sup> week of the semester	Allowed to register courses (without lab and with lab) according to the study scheme set by the respective Department	<p><b><u>Courses without lab:</u></b> Online</p> <p><b><u>Courses with lab:</u></b> Online until week 7 <b>AND</b> Face-to-face in the laboratory from week 8 onwards *similar to local students</p>	Online	Online

	<b>(c) Able to participate in classes virtually and can only return to Malaysia to sit for the Final Examination face-to-face</b>	Only allowed to register for courses without laboratory work	<u><b>Course without lab:</b></u> Online  <u><b>Course with lab or fully lab:</b></u> <b>NOT ALLOWED</b> to take courses in this category unless the lab work can be done virtually (with permission from the respective Department)	<b>Online</b>	<b>Online</b>
	<b>(d) Unable to study virtually and unable to return to Malaysia</b>	Defer study	-	-	-

**Important Dates:**

- |                                      |   |                     |  |          |
|--------------------------------------|---|---------------------|--|----------|
| 1. Register courses online           | : | 19 Oct – 1 Nov 2020 |  | Week 1-2 |
| 2. Drop courses (without fee)        | : | 19 Oct – 1 Nov 2020 |  | Week 1-2 |
| 3. Drop courses (with fee)           | : | 2 Nov – 6 Dec 2020  |  | Week 3-7 |
| 4. Apply for deferment (with refund) | : | 19 Oct – 1 Nov 2020 |  | Week 1-2 |

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