

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 7 (18)

12 Mac 2020
17 Rejab 1441

PEKELILING PENTADBIRAN BIL. 14/2020

ARAHAN PEMATUHAN PELAKSANAAN PENGAJARAN & PEMBELAJARAN (P&P) DAN AKTIVITI PEMBANGUNAN PELAJAR SUSULAN PERKEMBANGAN SEMASA PENULARAN WABAK COVID-19

Merujuk kepada perkembangan terkini dari Kementerian Kesihatan Malaysia (KKM) dan hebahan rasmi Universiti Teknologi Malaysia (UTM) melalui Pekeliling Pentadbiran Bil. 10/2020 bertarikh 29 Februari 2020 dan Bil. 11/2020 bertarikh 5 Mac 2020, kegiatan Pengajaran & Pembelajaran (P&P) dan aktiviti pembangunan pelajar hendaklah mengikut ketetapan seperti berikut:

PELAKSANAAN PENGAJARAN & PEMBELAJARAN (P&P)

1. Semua program akademik yang dianjurkan di luar UTM terutama yang melibatkan kumpulan besar seperti seminar, bengkel, persidangan dan seumpamanya **DITANGGUHKAN** sehingga situasi adalah terkawal.
2. Bagi program dan aktiviti pengajaran & pembelajaran seperti kuliah dan projek yang diadakan dalam kumpulan kecil yang merupakan sebahagian daripada kursus dan program akademik UTM boleh dilaksanakan seperti biasa, dengan mengambil berat langkah-langkah penjagaan kesihatan, kebersihan dan keselamatan. Penyampaian kuliah secara atas talian atau *e-Learning* adalah amat digalakkan.
3. Bagi program pesisir di dalam Malaysia, program UTMSPACE, sebarang aktiviti akademik dan kuliah berkaitan amat digalakkan untuk dilaksanakan secara e-pembelajaran, terutama kuliah yang belum selesai atau yang akan dilaksanakan.
4. Bagi urusan pembentangan cadangan penyelidikan (*proposal*) pelajar Sarjana penyelidikan dan Doktor Falsafah, sesi tersebut boleh dibuat secara atas talian atau menangguhkan sesi pembentangan cadangan penyelidikan bagi pelajar-pelajar dari China, Taiwan, Macau, Hong Kong, Korea Selatan, Jepun, Itali dan Iran serta negara-negara yang sedang mengalami wabak pada semester ini.

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5. Bagi urusan peperiksaan lisan (*viva voce*) pelajar Sarjana penyelidikan dan Doktor Falsafah, sesi peperiksaan lisan boleh dibuat secara atas talian bagi pelajar-pelajar dari China, Taiwan, Macau, Hong Kong, Korea Selatan, Jepun, Itali dan Iran serta negara-negara yang sedang mengalami wabak. Pelaksanaan ini boleh dibuat dengan penyediaan kemudahan teknikal yang baik dan mendapatkan kebenaran dan persetujuan bersama semua pihak.

PELAKSANAAN AKTIVITI PEMBANGUNAN PELAJAR

1. Semua aktiviti pembangunan pelajar dalam kampus yang melibatkan warga UTM adalah **DIBENARKAN** seperti Hari Kokurikulum Mingguan, *Town Hall*, *roadshow* dalaman, *Speakers' Corner*, aktiviti persatuan/kelab, kegiatan di kolej kediaman.
2. Aktiviti yang melibatkan orang awam dan pengunjung luar yang dilaksanakan dalam atau luar kampus adalah **TIDAK DIBENARKAN** seperti festival/karnival, aktiviti peringkat kebangsaan dan antarabangsa, wacana ilmu, konvensyen, forum, seminar, *Corporate Social Responsibility* (CSR) atau program jemputan luar [agensi, *Non-Governmental Organization* (NGO)].

Penangguhan ini adalah berkuat kuasa serta-merta berdasarkan situasi semasa dan arahan Kerajaan melalui KKM. Warga Universiti adalah diminta mengambil maklum dan melaksanakan tindakan seperti yang ditetapkan.

Terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Saya yang menjalankan amanah,



(ABDUL RAZIB BIN HJ. SHAHEED)
Pendaftar

- s.k.
- Naib Canselor
 - Timbalan Naib Canselor (Pembangunan)
 - Timbalan Naib Canselor (Penyelidikan dan Inovasi)
 - Timbalan Naib Canselor (Akademik dan Antarabangsa)
 - Timbalan Naib Canselor (Hal Ehwal Pelajar)
 - Pro-Naib Canselor (Kampus UTM Kuala Lumpur)
 - Pengarah Pusat Penyelidikan UTM Pagoh
 - Pegawai-Pegawai Kanan/Dekan/Pengarah

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ADMINISTRATIVE CIRCULAR NO. 14/2020

DIRECTIVE ON THE COMPLIANCE IN THE IMPLEMENTATION OF TEACHING & LEARNING (T&L) AND STUDENT DEVELOPMENT ACTIVITIES WITH THE CURRENT COVID-19 OUTBREAK

With references to recent developments of the COVID-19 outbreak from the Ministry of Health Malaysia (MOH) and the official announcement of Universiti Teknologi Malaysia (UTM) through the Administrative Circular No. 10/2020 dated February 29, 2020 and No. 11/2020 dated March 5, 2020, the implementation of Teaching & Learning (T&L) and Student Development activities are as follows:

IMPLEMENTATION OF TEACHING & LEARNING (T&L)

1. All academic programs organized outside of UTM especially involving large groups such as seminars, workshops, conferences and the like are **POSTPONED** until the situation is under control.
2. Teaching & Learning programs and activities such as lectures and projects held in small groups which are a part of the UTM academic courses and programs, can be carried out as usual, while implementing safety measures and taking care of health and hygiene. Online lectures or e-learning are highly recommended.
3. For off-campus programs in Malaysia and UTMSPACE programs, lectures and academic related activities are strongly encouraged to be carried out through e-learning, especially for those not completed or to be implemented.
4. For matters related to the presentation of research proposals of Masters and Doctor of Philosophy research students, the session may be held online or postponed for students from China, Taiwan, Macau, Hong Kong, South Korea, Japan, Italy and Iran as well as other countries with the outbreak this semester.

5. For the oral examinations (viva voce) of Masters and Doctor of Philosophy research students, they can be held online for students from China, Taiwan, Macau, Hong Kong, South Korea, Japan, Italy and Iran as well as other countries having the outbreak. The online session can be done with the provision of good technical facilities and with the consent and agreement from all parties involved.

IMPLEMENTATION OF STUDENT DEVELOPMENT ACTIVITIES

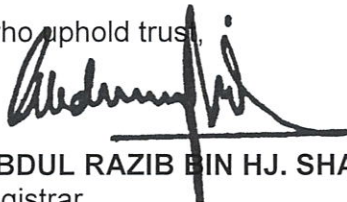
1. All student development activities on campus involving UTM residents are **ALLOWED**, such as the weekly Curriculum Day, Town Hall, Roadshows, Speakers' Corner, Society/ Club activities, Residential College activities.
2. Activities that involve the public and external visitors carried-out on or off-campus are **NOT PERMITTED**, such as festivals/carnivals, national and international activities, knowledge/scientific discussion, conventions, forums, seminars, Corporate Social Responsibility (CSR) or external invitation [from agency or Non-Governmental Organization (NGO)].

This postponement is effective immediately in light of the current situation and the directive from MOH. All staff and students are required to follow this directive and take the necessary action.

Thank you.

“Berkhidmat untuk Negara kerana Allah”

I who uphold trust,



(ABDUL RAZIB BIN HJ. SHAHUDDIN)
Registrar

- c.c. - Vice-Chancellor
- Deputy Vice-Chancellor (Development)
- Deputy Vice-Chancellor (Research and Innovation)
- Deputy Vice-Chancellor (Academic and International)
- Deputy Vice-Chancellor (Student Affairs)
- Pro-Vice-Chancellor (UTM Kuala Lumpur)
- Director Research Centre – UTM Pagoh
- Senior Officers / Deans / Directors