



Announcement on Conduct of Academic and Research Activities During and Post CMCO

10 June 2020

The media statements from MOHE on 27 May 2020 and the Standard Operating Procedures (SOPs) from MOHE on 3 June 2020 have outlined the conduct of academic activities at Institutions of Higher Learning during and post CMCO and stated that all teaching and learning activities must be carried out via Online Teaching and Learning (OTL) until 31 December 2020 and face-to-face teaching is still not allowed until then.

Nevertheless, exceptions are given to specific categories of students who can be allowed to return to campus. On 7 June 2020, the Prime Minister of Malaysia has announced that CMCO is replaced by RMCO which shall be in effect from 10 June 2020 to 31 August 2020. As the government and MOHE have unveiled the plan to lift the restrictions in phases, the university shall allow the return of these students to campus gradually in stages over the next few months; following the safety and health precautionary measures including temperature screening at entrance, wearing of masks at all times, the use of sanitizers, maintaining social distance and limiting the number of students in any one location.

1. With reference to the above, the University would like to inform all students that Online Teaching and Learning (OTL) activities will continue to be implemented for May 2020 Trimester and October 2020 Trimester, until 31 December 2020.
2. In addition, as per the announcement by MOHE, the following categories of students are allowed to return to campus to conduct essential laboratory and physical hands-on activities or to access specialized or computing facilities for online teaching and learning; whichever is relevant:
 - i. Post-graduate students undertaking the research mode who are required to carry out physical hands-on laboratory / design studio / workshop or have the need to use specialized facilities for the conduct of research.

These students are allowed to return in stages starting from 3 June 2020. Students have been informed of the date of return to campus by their respective faculties / institutes.

- ii. Students who are in the Final Year (based on programme structures) for all programmes and/or have registered for Final Year Courses but do not have the much needed internet access and a conducive learning environment and wish to return to campus. The return of such students to campus can be as early as 6 July 2020.

These students who wish to make use of the campus infrastructure (campus wifi and general computer laboratories) for Online Teaching and Learning (OTL) will be allowed to do so through online booking / appointment arrangements. The details of such booking / appointment arrangements shall be announced later.

iii. Undergraduate students who have registered for Final Year Courses in May 2020 Trimester, including Final Year Projects, which require essential physical hands-on laboratory / practical training / clinical work / design studio / workshop or must use the specialized facilities.

a) Students who have registered for the Final Year Courses, as listed in Table 1*, which require essential physical hands-on laboratory / practical training / clinical work / design studio / workshop as per programme/course requirements are required to return to campus to conduct these as early as 3 August 2020. The exact dates of return in stages to campus for essential physical hands-on classes / activities shall be announced soon by the respective Faculties to the students with advanced notice of 4 weeks given to students. For those students who are unable to return to campus to carry out such essential physical hands-on class / activities, they can apply to their respective faculty Dean with suitable reason for approval to fulfill this requirement at a later time.

b) For Final Year students who are doing Final Year Projects, only those students who have essential needs to carry out physical hands-on work or to use specialized facilities, as agreed by their project supervisors and the respective faculty Dean, and are required to return to campus.

c) All Final Year students of FMHS programmes which include MBBS, Chinese Medicine, Nursing and Physiotherapy, will be scheduled to do their clinical postings in their respective teaching hospitals, subject to approval by MOH. However, in some courses in Physiotherapy programme as listed in Table 1, the students are required to return to campus to use specialized facilities to fulfill the specific course learning outcomes. For more details, please refer to HoDs of FMHS programmes.

iv. New students for May 2020 Intake and October 2020 Intake for all undergraduate and foundation programmes.

a) New students will continue to do online teaching and learning from home as per MOHE guidelines and for those students who wish to return to campus to make use of campus infrastructure (campus wifi and general computer laboratories) for Online Teaching and Learning (OTL), they will be allowed to do so as early as 6 July 2020, through online booking / appointment arrangements. The details of booking / appointment arrangements shall be announced later.

b) For students who have registered for the First Year Courses, as listed in Table 2**, which require essential physical hands-on laboratory / practical training / clinical work / design studio / workshop as per course requirements are required to return to campus to conduct these as early as 3 August 2020. The exact dates of return in stages to campus for essential physical hands-on classes/activities, shall

be announced soon by the respective Faculties to the students with advanced notice of 4 weeks given to students. For those students who are unable to return to campus to carry out such essential physical hands-on class / activities, they can apply to their respective faculty Dean with suitable reason for approval to fulfill this requirement at a later time.

For those students in the above categories who are allowed to return to campus as per MOHE guidelines, they can arrange by appointment to meet up with their Academic Advisors, Project Supervisors and Course Lecturers for academic consultations in campus while keeping social distancing and following safety and health SOPs as per government requirement.

The conduct of all essential physical hands-on classes / activities in campus or the use of campus infrastructures and facilities, where relevant, will also follow all the health & safety as well as social distancing procedures issued by the University and all the health / safety requirements as per MOHE and the relevant authorities.

3. Please be informed that in addition to online library services for access to online journals, eBooks and reading resources, UTAR Library has also provided essential library services to students with effect from 1 June 2020 via **appointment** basis, as follows:
 - (a) [Book Returning](#) with appointment booking via Google form on library website
 - (b) [Book Borrowing](#) with appointment booking via Google form on library website
 - (c) Online Reservation for Open Shelf book loans via [Library Account](https://library.utar.edu.my/LIBAccount.php) (<https://library.utar.edu.my/LIBAccount.php>)
 - (d) Remote Renewal via email request (library@utar.edu.my), for those who have exceeded the maximum number of online renewals allowed (2 times) and still wish to extend the borrowing period
 - (e) [Document Delivery Service \(DSS\)](#) via Google form on library website

Kindly click on the above Google forms for more details on Book Returning / Borrowing services. You will be assigned with a **specific date and time** to collect the requested books or return the books to the Library according to the following operating hours:

Monday to Friday - 9.30 am to 12.30 pm
1.30 pm (2.00 pm for Friday) to 4.30 pm

For any enquiry about library services, please email the library at library@utar.edu.my or call at 05-4688888 ext. 2539 / 2270 (Kampar Campus) and at 03-90860288 ext. 702 / 703 (Sungai Long Campus) or live chat via UTAR Library Website.

4. To facilitate the students on online teaching and learning, online library resources such as online journal databases, eBook collection (with over 220,000 titles, such as Proquest eBooks, Wiley eBooks and CNKI eBooks) and other online information services are available to students throughout the period of online teaching and learning.

In addition, Microsoft Teams of 1TB cloud drive and Microsoft Office 365 for 5 devices for each student are also provided to students for their learning purposes, specialized

software licenses such as Bloomberg, EViews, SPSS and other software required for course learning are also made available for students' access remotely.

Additional 2 higher performance servers to enhance capacity of existing UTAR online learning platform in WBLE/WBLE2 have been setup together with Google cloud drive, and ePortfolio that will further enhance students' online learning experience.

For further enquiry and technical support, please contact SODEMC/ITISC:

SODEMC

Email: sodemc@utar.edu.my

Hotline: Sungai Long Campus: 03-90860288 ext: 140

Kampar Campus: 05-4688888 ext: 2505

ITISC

Email: itisc@utar.edu.my

Hotline: Sungai Long Campus: 03-90860288 ext: 855/399

Kampar Campus: 05-4688888 ext: 1010

5. For students who need financial assistance, please refer to <https://dcepr.utar.edu.my/covid-19-advisory/announcements/Announcement-on-Financial-Assistance-for-UTAR-students-19052020-1110AM.pdf> for further details on scholarships, loan, fees installment plans and financial aid available to students.
6. Any change / update of the above arrangements will be announced from time and time, depending on the latest directives from MOHE and relevant authorities.

Please stay safe and healthy. Thank You.

Office of the Registrar

10 June 2020

Table 1 List of Final Year Courses / Final Year Project for May 2020 Trimester

(*The list of courses in Table 1 is subject to updates based on the latest announcements by MOHE or latest requirements by the professional bodies)

| No | Faculty | Programme(s) | <u>Course Code and Name</u> <u>[Final Year Courses, including Final Year Projects]</u> |
|----|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| 1 | FCI | DA - Bachelor of Arts (Hons) Digital Animation | UJMZ3048 – Final Project |
| 2 | FCI | DA - Bachelor of Arts (Hons) Digital Animation | UJMN3004 – Audio Design for Animation |
| 3 | FCI | GD - Bachelor of Arts (Hons) Graphic Design and Multimedia | UJMZ30010 – Final Project |
| 4 | FCI | GD - Bachelor of Arts (Hons) Graphic Design and Multimedia | UJMD3044 – Advanced Animation |
| 5 | FEGT | EE - Bachelor of Engineering (Honours) Electronic Engineering | UGEA4916 Project |
| 6 | FEGT | EV - Bachelor of Engineering (Honours) Environmental Engineering | UGEA4916 Project |
| 7 | FEGT | IE - Bachelor of Engineering (Honours) Industrial Engineering | UGIA4163 Manufacturing Technology II |
| 8 | FEGT | IE - Bachelor of Engineering (Honours) Industrial Engineering | UGEA4916 Project |
| 9 | FEGT | PE - Bachelor of Engineering (Honours) Petrochemical Engineering | UGEA4916 Project |
| 10 | FICT | CN - Bachelor of Information Technology (Hons) Communications and Networking CS - Bachelor of Computer Science (Hons) IA - Bachelor of Information Systems (Hons) Information Systems Engineering | UCCD3054 Graphics Programming for Mobile Platform |
| 11 | FICT | CT - Bachelor of Information Technology (Hons) Computer Engineering | UCCE3034 Embedded Systems Design |
| 12 | FMHS | PS - Bachelor of Physiotherapy (Hons) | UMFC4016 Clinical Cardio-Pulmonary, Medicine and Surgery Posting |
| 13 | FMHS | PS - Bachelor of Physiotherapy (Hons) | UMFC4076 Clinical Cardio-Pulmonary, Medicine and Surgery Posting |

| No | Faculty | Programme(s) | Course Code and Name [Final Year Courses, including Final Year Projects] |
|----|------------|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14 | FMHS | PS - Bachelor of Physiotherapy (Hons) | UMFC4026 Clinical Neurology Posting |
| 15 | FMHS | PS - Bachelor of Physiotherapy (Hons) | UMFC4086 Clinical Neurology Posting |
| 16 | FSc | AG - Bachelor of Science (Hons) Agricultural Science | UDAA3184 Farm Animal Breeding and Reproduction Technology |
| 17 | FSc | AG - Bachelor of Science (Hons) Agricultural Science | UDAA3243 Weed Science |
| 18 | FSc | AG - Bachelor of Science (Hons) Agricultural Science | UDAA3108 Project |
| 19 | FSc | BE - Bachelor of Science (Hons) Biochemistry | UDEE3214 Immunology |
| 20 | FSc | BE - Bachelor of Science (Hons) Biochemistry | UDEE3233 Genomics and Bioinformatics |
| 21 | FSc | BE - Bachelor of Science (Hons) Biochemistry | UDEE3108 Project |
| 22 | FSc | BT - Bachelor of Science (Hons) Biotechnology | UDBB3108 Project |
| 23 | FSc | CE - Bachelor of Science (Hons) Chemistry | UDEC3214 Natural Products Chemistry |
| 24 | FSc | CE - Bachelor of Science (Hons) Chemistry | UDEC3224 Polymer Chemistry |
| 25 | FSc | CE - Bachelor of Science (Hons) Chemistry | UDEC3234 Organometallic Chemistry |
| 26 | FSc | CE - Bachelor of Science (Hons) Chemistry | UDEC3108 Project |
| 27 | FSc | FD - Bachelor of Science (Hons) Food Science | UDAF3203 Food Product Innovation |
| 28 | FSc | FD - Bachelor of Science (Hons) Food Science | UDAF3108 Project |
| 29 | FSc | MB - Bachelor of Science (Hons) Microbiology | UDBM3108 Project |
| 30 | LKC FES | AR - Bachelor of Science (Hons) Architecture | UEBA3126 Architectural Design VI (For this course, students can be asked to return to campus as early as 20 July 2020 to fulfil requirements by LAM) |
| 31 | LKC FES | 3E - Bachelor of Engineering (Honours) Electrical and Electronic Engineering | UEEA4483 High Voltage Engineering |
| 32 | LKC FES | BI - Bachelor of Engineering (Honours) Biomedical Engineering | UEMB4193 Tissue Engineering |

| No | Faculty | Programme(s) | Course Code and Name [Final Year Courses, including Final Year Projects] |
|----|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| 33 | LKC FES | ME - Bachelor of Engineering (Honours) Mechanical Engineering MM - Bachelor of Engineering (Honours) Materials and Manufacturing Engineering | UEMT4223 Nanotechnology: Materials and Fabrications |
| 34 | LKC FES | MH - Bachelor of Engineering (Honours) Mechatronics Engineering | UEMH4143 Mechatronics System Design |
| 35 | LKC FES | 3E - Bachelor of Engineering (Honours) Electrical and Electronic Engineering EC - Bachelor of Engineering (Honours) Electronic and Communications Engineering ET - Bachelor of Engineering (Honours) Electronics (Computer Networking) | UEGE4113/UEGE4116 Project |
| 36 | LKC FES | BI - Bachelor of Engineering (Honours) Biomedical Engineering MH - Bachelor of Engineering (Honours) Mechatronics Engineering | UEGE4113/UEGE4116 Project |
| 37 | LKC FES | CI - Bachelor of Engineering (Honours) Civil Engineering | UEGE4113/UEGE4116 Project |
| 38 | LKC FES | ME - Bachelor of Engineering (Honours) Mechanical Engineering MM - Bachelor of Engineering (Honours) Materials and Manufacturing Engineering | UEGE4113/UEGE4116 Project |
| 39 | LKC FES | 3E - Bachelor of Engineering (Honours) Electrical and Electronic Engineering EC - Bachelor of Engineering (Honours) Electronic and Communications Engineering ET - Bachelor of Engineering (Honours) Electronics (Computer Networking) | UEEA2146 Integrated Project Design |
| 40 | LKC | CI - Bachelor of Engineering | UEMX4913 Integrated Design Project |

| No | Faculty | Programme(s) | <u>Course Code and Name</u> <u>[Final Year Courses, including Final Year</u> <u>Projects]</u> |
|----|------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| | FES | (Honours) Civil Engineering | |
| 41 | LKC FES | ME - Bachelor of Engineering (Honours) Mechanical Engineering | UEME3316 Integrated Design Project |
| 42 | LKC FES | MM - Bachelor of Engineering (Honours) Materials and Manufacturing Engineering | UEMT3136 Integrated Design Project |

Table 2 List of First Year and First Trimester Courses for May 2020 Trimester
 (**The list of courses in Table 2 is subject to updates based on the latest announcements by MOHE or latest requirements by the professional bodies)

| No | Faculty | Programme(s) | <u>Course Code and Name</u> <u>[First Year First Trimester Courses]</u> |
|----|------------|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | FMHS | NS - Bachelor of Nursing (Hons) | UMNB1043 Nursing Skills and Practice II |
| 2 | FMHS | PS - Bachelor of Physiotherapy (Hons) | UMFB1002 Electrotherapy I |
| 3 | FMHS | PS - Bachelor of Physiotherapy (Hons) | UMFB1012 Electrotherapy II |
| 4 | FSc | BE - Bachelor of Science (Hons) Biochemistry | UDEE1104 Cell Biology |
| 5 | FSc | BE - Bachelor of Science (Hons) Biochemistry | UDEC1154 Physical Chemistry |
| 6 | FSc | CE - Bachelor of Science (Hons) Chemistry | UDEC1224 Chemistry Laboratory II |
| 7 | LKC FES | AR - Bachelor of Science (Hons) Architecture | UEBA1116 Architectural Design I (For this course, students can be asked to return to campus as early as 20 July 2020 to fulfil requirements by LAM) |
| 8 | LKC FES | ME - Bachelor of Engineering (Honours) Mechanical Engineering MM - Bachelor of Engineering (Honours) Materials and Manufacturing Engineering | UEME1121 Mechanical Workshop Practices |
| 9 | LKC FES | PH - Bachelor of Science (Hons) Physics | UEEP1512 Physics Laboratory I |