



WELCOME TO FACULTY OF DESIGN AND ARCHITECTURE



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CONGRATULATIONS!
On your offer to study at UPM

THANK YOU
For choosing FRSB as your STUDY destination



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96 NEW STUDENTS (FRSB) HAVE REGISTERED FOR FIRST SEMESTER SESSION 2023/2024

**25 (x) Bachelor of
Industrial Design with
Honours**

**33 (x) Bachelor of
Landscape Architecture
With Honours**

**38 (x) Bachelor of
Science in Architecture
With Honours**

(x) – International students



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ACADEMIC GENERAL INFORMATION



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Academic Calendar **FIRST** Semester 2023/2024

Items	Dates	Duration
Lecture	9 Oct 2023 - 3 Disember 2023	8 weeks
Mid-semester break	4 Disember 2023 – 10 Disember 2023	1 week
Lecture	11 Disember 2023 – 21 Januari 2024	6 weeks
Study week	22 January 2024 – 28 January 2024	1 week
Final examination	29 January 2024 – 18 February 2024	3 weeks
Semester break	19 February 2024 – 17 March 2024	4 weeks

14 weeks lectures
1 week mid-sem break
3 weeks final exam not include 1 study week

<https://akademik.upm.edu.my/pelajar-semasa/kalendar-akademik-2023-2024-8724>

Academic Calendar **SECOND** Semester 2023/2024

Items	Dates	Duration
Lecture	18 March 2024 – 5 May 2024	7 weeks
Mid-semester break	6 May 2024 – 12 May 2024	1 week
Lecture	13 May 2024 – 30 June 2024	7 weeks
Study week	1 July 2024 – 7 July 2024	1 weeks
Final examination	8 July 2024 – 28 July 2024	3 weeks
Semester break	19 February 2024 – 17 March 2024	4 weeks

14 weeks lectures
1 week mid-sem break
3 weeks final exam
including 1 study week

https://akademik.upm.edu.my/pelajar_semasa/kalendar_akademik_2023_2024-8724

GENERAL ACADEMIC INFORMATION

ACADEMIC RECORD

All course registration records, drop, course exemptions, deferment of studies, withdrawal, final examination results, student profiles contained in SMP

OFFICIAL RECORDS

Only records in SMP are valid records

KEEPING SAFE USER ID

User id and password has given to the student is private and confidential



UPDATE

RESPONSIBILITIES

Students need to update personal information from time to time for various purposes – sponsorship, transcripts, scrolls

<https://esmp.upm.edu.my>



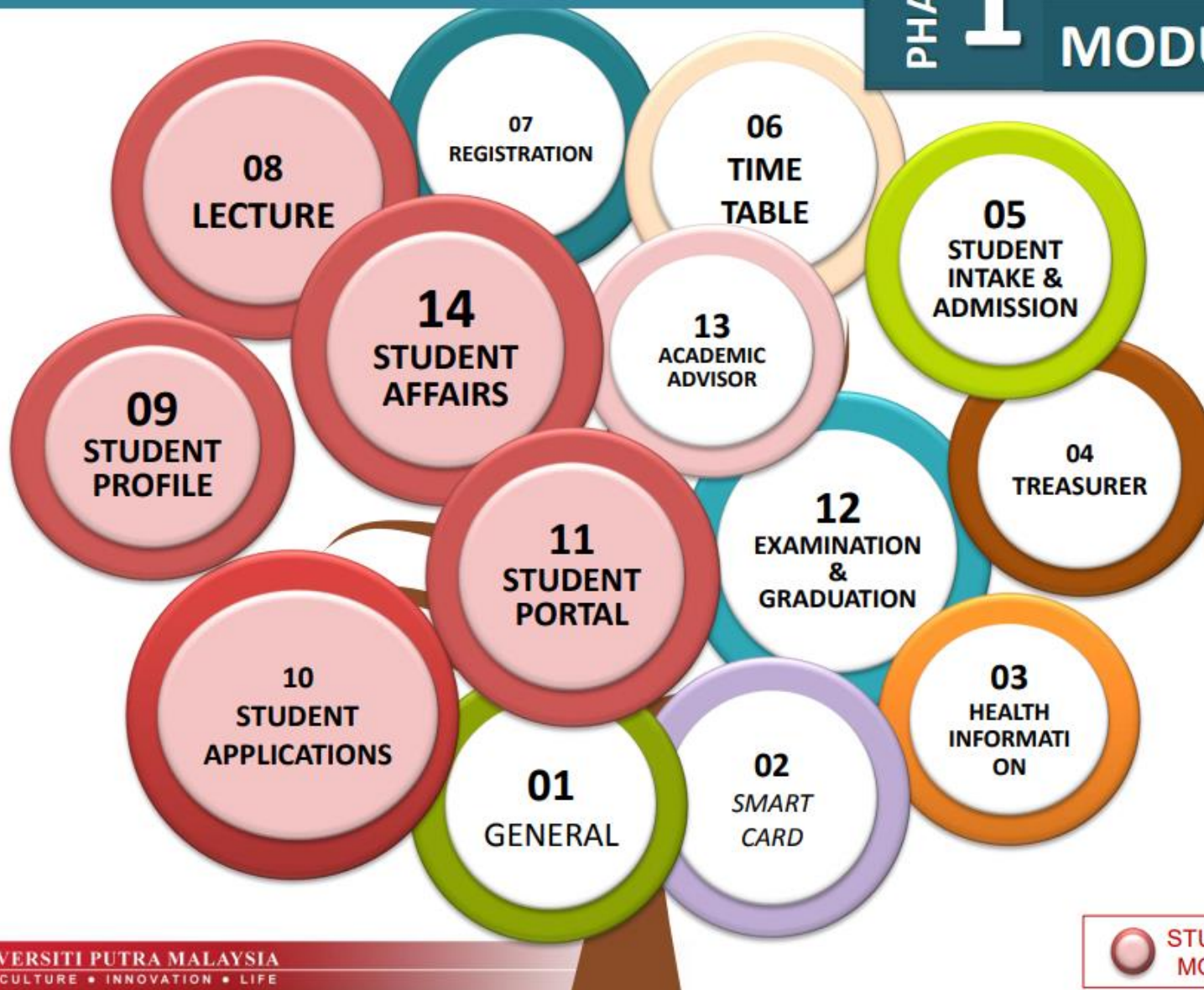
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GENERAL ACADEMIC INFORMATION (Main Reference)



Part B – Registration

Part G – Examination

Part C – Academic System
and Lectures

Part H – Examination,
Marking and Grading

Part D – Academic
Advisory System

Part I – Programme of
Studies

Part E – Attendance to
Academic Activities

Part J – General

Part F – Teaching and
Learning

Part K – Saving Provisions

https://akademik.upm.edu.my/pelajar_semasa/perkara_akademik-8790



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REGISTRATION & STUDIES



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WHAT DO YOU NEED TO DO NOW?



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- 1** REFER TO THE STUDY SCHEME IN THE PROGRAM HANDBOOK
Students in semester 1 who do not get course exemption/transfer credit, need to register according to the package. [Course exemption/transfer credit must be made within the first 2 weeks through SMP]
- 2** NEED TO PASS THE PREREQUISITES
For courses that have prerequisites, students must pass the prerequisites first
- 3** MEET ACADEMIC ADVISOR
Meet and discuss with the Academic Advisor before registering
- 4** CREDIT PER SEMESTER
The number of credits needs to be registered per semester 12 - 20 credits
- 5** DEAN'S APPROVAL
Registration for more than 20 credits requires the approval of the Dean of the faculty
- 6** REGISTRATION SLIP
Print the registration slip and keep it for your reference. Alternative save it in pdf
- 7** Make sure to ATTEND lectures and practical. Attendance must be at least 80% to qualify students for the final examination
- 8** Academic activities begin on the first day of the semester

Link for Handbook program -
https://akademik.upm.edu.my/pelajar_semasa/buku_panduan_program-8746



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	IMPORTANT WEEKS
COURSE REGISTRATION	W1 – W2
COURSE DROP	W1 – W2
COURSE DROP (with penalty RM50 per course)	W3 – W7
ASSESSMENT 1	W4, 5 & 6
ASSESSMENT 2 (If any)	W9, 10 & 11
CONTINUOUS ASSESSMENT	Up to W14
REGISTRATION FOR THE FOLLOWING SEMESTER (SECOND SEMESTER 2023/2024)	W12 – W14
STUDY WEEK	W15
FINAL EXAMINATION	W16 – W17

WARNING!

1. **Withdrawal:**

Tuition fees will only be refunded if the application is made within the first 2 weeks

2. New Students are NOT ALLOWED to postpone studies and change the program


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01

CONTINUOUS REGISTRATION

Continuous registration in SMP is mandatory



02

DO NOT REGISTER - DROP

Not enroll in SMP will be dropped from the list of registered students despite attending academic activities



03

REINSTATEMENT

Students who drop out can apply for a 'reinstatement' with a fee of RM100. If approved, they will be allowed to register for the next semester



04

NOT ELIGIBLE REINSTATEMENT

Students who drop out more than two semesters are not eligible to apply for reinstatement



05

DO NOT PARTICIPATE IN COURSES - GRADE F

Registering for a course but not participate in the course and failing to drop a course in SMP will get Grade F



Credit Hour	Classification
0 – 30	Freshman
31 – 60	Sophomore
61 – 90	Junior
Above 90	Senior



REGISTRATION OF INDEBTED STUDENTS



- 1 Make sure all fees are paid on time.
- 2 Indebted students will be barred from the registration process at W12-W14 except for sponsored students.
- 3 Students who are indebted until W14 will not be allowed to sit for the final examination.
- 4 Students who owe to UPM due to fail of paying any fines such as traffic mistakes, late of returning books was prevented from the registration process.



CREDIT TRANSFER HORIZONTAL



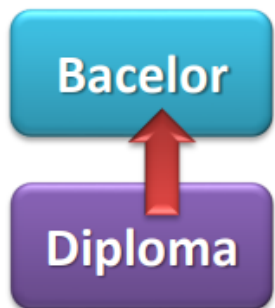
Transfer credit &
GRADE INCLUDED
IN GPA / CGPA OF
NEW PROGRAM

CREDIT TRANSFER

Effective date of credit
transfer by grade –
Semester 1 2017/2018

NO CREDIT TRANSFER LIMIT IF SAME PUBLIC UNIVERSITY

CREDIT TRANSFER VERTICAL



Transfer credit in
new program
WITHOUT GRADE
TRANSFER

The maximum of credit transfer CANNOT EXCEED 50% OF THE NUMBER OF GRADUATE CREDIT HOURS for a program of study being pursued from Diploma qualification (Level 4, MQF) to Bachelor (Level 6, MQF) vertically with the following stipulations:

<u>Percentage of Credit Transfer (%)</u>	<u>Minimum Grade of Same Course</u>	<u>Minimum Grade of Equivalent Course</u>
<u>1 to 30</u>	<u>Gred C</u>	<u>Gred C+</u>
<u>31 to 50</u>	<u>Gred B</u>	<u>Gred B</u>

Senate 673.12 Senate 638.03



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01

APPLICATION PROCESS

The application process for new students should be completed according to the following:
Horizontal - upon completion of the mobility semester (week 2 of the following semester) or week 2 of the first semester of the program exchange. Mobility: grade will be entered within the mobility semester ends.
Vertical - week 2 of the first semester.

02

APPEAL Appeals for failure to make credit transfers within the time given will not be considered

03

ASSESSMENT For different assessment system, the grade will be made based on the UPM system according to the raw marks score

04

CREDIT TRANSFER CRITERIA

- ☐ The maximum limit is determined by the Dean for the UPM's program.
- ☐ Courses transferred must have at least equivalent credit and at least 80% equivalent content.
- ☐ Minimum passing grade equivalent course is C+ and the same course is C.

[J2(10)]

05

REGISTRATION Credit transfer courses cannot be re-registered to improve grades

06

EQUIVALENT Credit transfer involving courses outside the university must be approved by the Academic Equivalent Committee UPM



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COURSE EXEMPTION

refers to a COURSE THAT IS EXCLUDED BUT THE CREDIT NEEDS TO BE REPLACED.

EXAMPLE:
UPM ASPER GRADUATES - PRT2009 COURSE EXEMPTED but must take another course with the same credit as PRT2009 (2 credits)

CREDIT TRANSFER

means an EQUIVALENT / SAME COURSE IS EXCLUDED BUT THE CREDIT IS TAKEN INTO ACCOUNT AS MEETING THE CREDIT REQUIREMENTS OF THE PROGRAM OF THE STUDY.

The grade will be transferred in the CGPA of the study program if the student is still in the system which is not yet graduated from the original program (effective starting Semester 1 2017/2018 intake)

Example: The conversion of student in Semester 3 from program Bachelor of Agricultural Science to the Bachelor of Plantation Management Science. (horizontal)

UPMKB DIPLOMA GRADUATE - can transfer 2 credits PRT2009 without transferring grades (vertical)



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ACADEMIC SYSTEM



ACADEMIC SYSTEM



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ACADEMIC ADVISOR

Each student is placed under the guidance of the Academic Advisor

3

CREDIT OF GRADUATION

Make sure you meet the requirement of minimum credit for graduation

2

SEMESTER-BASED SYSTEM

First Semester and Second Semester

1

STUDY PLAN

Make sure you follow the course based on your program syllabus

4

ACADEMIC RULES

Make sure you adhere to the academic rules in force

5

RECORD REVIEW

Be sure to check the registration record from time to time

6



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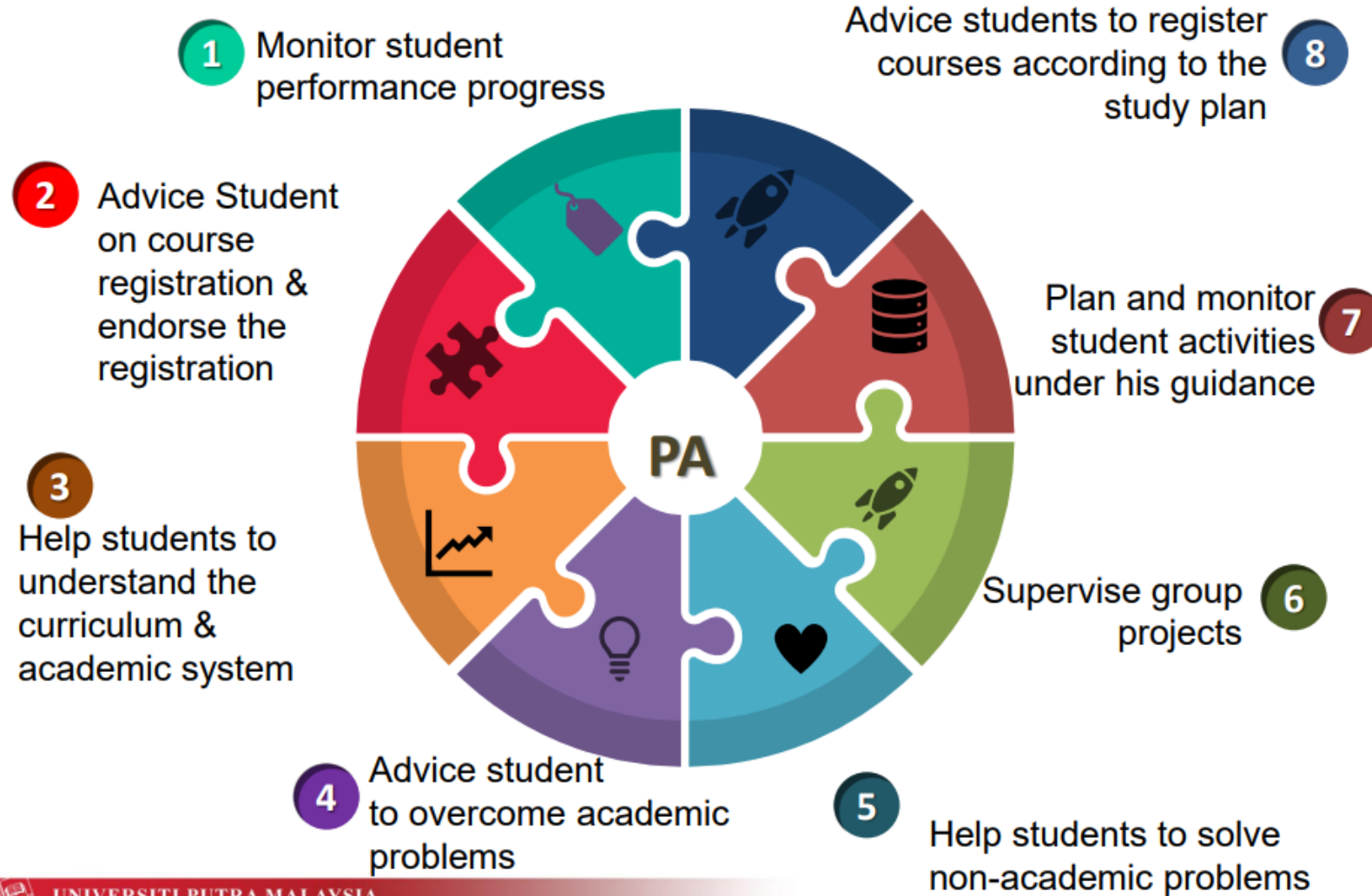
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DUTIES OF ACADEMIC ADVISOR



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COURSE COMPONENTS AND TERMS



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COMPULSORY COURSE: GENERAL AND CORE COURSES

CORE COURSES (50-65%)

to ensure students
gain skills in the
field of study in
their program



GENERAL COURSES

General Courses (MPU) &
University Courses (10-
20%) to ensure that
students get
comprehensive learning

Bachelor in UPM: 20 credits

1. MPU (U1, U2, U3, U4) = 12 credits
2. University courses = 8 credits



EQUIVALENT COURSES

Courses equal
minimum of 80%
similarity content
and credit hours



ELECTIVE COURSES (25-30%)

can be selected to
support program of
study and
student's interest
(if fail can repeat
or take other
elective courses in
the same
component)



AUDIT COURSES

Not count for credit
hours & grades in
GPA



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STUDY DEFERMENT & CHANGE PROGRAM / MAJORING



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STUDY DEFERMENT

- 1 New students are not allowed to defer their studies except with the approval of the Senate.
- 2 Existing students can postpone their studies during Week 1 to Week 7 of the semester.
- 3 Existing students can defer their studies due to health reasons certified by PKU / Government medical officers after Week 7 - before the final examination
- 4 While sitting for the final exam, deferment is not allowed
- 5 The maximum number of study deferment is 4 semesters throughout the study



CHANGE PROGRAM/MAJORING

- 1 New students are not allowed to change programs
- 2 Change of programs is allowed after two semesters with the approval of the dean of the original program and the dean of the new program
- 3 Students with 'Good' status are eligible to apply for credit transfer
- 4 Students with CGPA of less than 2,000 are not eligible to apply for credit transfer
- 5 Change majoring need the approval of the dean of the program



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4

EXAMINATION & GRADING SYSTEM



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CONTINUOUS ASSESSMENT

- ☐ Test
- ☐ Assignment
- ☐ Quiz
- ☐ Report
- ☐ Final Examination $\leq 40\%$
(exceptional for programs that using standard program)



PLAGIARISM

Students are prohibited from commit in plagiarism, forgery or data fraud.

Plagiarism, forgery and data fraud subject to disciplinary action



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NOT SIT FOR EXAMINATION

Students who do not sit for a test will get zero mark



REPLACEMENT EXAM

Students who are unable to sit for the exam for reasonable reasons in the Dean's view, may apply to sit for the replacement exam within 2 weeks after the original date or at any time before the following semester begins

OBEY THE RULES

Students must obey the examination rules

NOT SIT FOR REPLACEMENT EXAM

Students who fail to sit for the replacement exam will get zero marks

ADDITIONAL

Final semester students who fail in the compulsory course can apply to sit for the Special Examination, and if passed, will be given a Minimum Pass Grade



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REVIEW APPEAL



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1

Students who are not satisfied with the results of the examination can apply for grade review through the Academic Governance Division by paying a fee of RM20 per course from the first day of the results are announced until the first week of the next semester

2

Students who get Failed and Terminated status can apply for status review through the Academic Governance Division by paying a fee of RM50 within 2 weeks after it is announced

3

Fees will be refund for successful appeals



Based On :



Cumulative Grade Point Average (CGPA)



Student status in the previous semester



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1

1

GOOD

- Minimum CGPA 2.000
- Continue studies

2

2

WARNING AND PROBATION

- WARNING– deficit points < 12
- PROBATION– deficit points $12 < 24$

3

3

TERMINATED

- Terminated – deficit points 24 and above OR fail to get minimum CGPA 2.000 in PROBATION status



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MARKING AND GRADING SYSTEM



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Mark	Grade	Value Points
80-100	A	4.000
75-79	A-	3.750
70-74	B+	3.500
65-69	B	3.000
60-64	B-	2.750
55-59	C+	2.500
50-54	C	2.000
47-49	C-	1.750
44-46	D+	1.500
40-43	D	1.000
39 and below	F	0



The minimum score for courses in the field of Engineering and Veterinary Medicine is 50 (Grade C).



Scores less than 50 get Grade F.



Passing mark for medical courses are 50.



Students who score between 45 - 49 can increase their marks by sitting for the oral examination, if they fail they need to repeat the course.



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VALUE POINTS AND GRADE



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FORMULA:

GRADE POINT AVERAGE (GPA)

$$\frac{\text{Total of Value Points}}{\text{Total of Credit Hours}}$$

CUMMULATIVE GRADE POINT AVERAGE (CGPA)

$$\frac{\text{Cumulative Total of Value Points}}{\text{Cumulative Total of Credit Hours}}$$



DEFICIT

POINTS (DP)

$$2 \text{ (cumulative total credit hours) } - \text{cumulative total value points}$$



Certificate of Honors Vice Chancellor
– GPA 4.000



Dean of Honors Certificate
GPA 3.750 – 3.999



GRADE AND VALUE POINTS CALCULATION



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Semester 1

Course	Credit	Grade	Value Points
Course 1	3	A	12
Course 2	3	B	9
Course 3	3	B	9
Course 4	3	C	6
	12		36

GPA= 3.000
CGPA= 36/12 = 3.000
Status Good

Semester 2

Course	Credit	Grade	Value Points
Course 5	3	A	12
Course 6	3	A	12
Course 7	3	B	9
Course 8	3	A	12
	12		45

GPA= 3.75
CGPA= 81/24= 3.375
Status Good



CGPA depends on the results of the previous semester

DP Semester 1:
 $2 (12) = 36$
 $24 = 36$
DP = 0



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DEFICIT POINTS CALCULATION



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Semester 1

Course	Credit	Grade	Value Points
Course 1	3	D	3
Course 2	3	C	6
Course 3	3	D	3
Course 4	3	C	6
	12		18

GPA = 1.500

CGPA= 18/12 = 1.500

Status Warning

Semester 2

Course	Credit	Grade	Value Points
Course 5	3	D	3
Course 6	3	D	3
Course 7	3	F	0
Course 8	3	F	0
	12		6

GPA = 0.500

CGPA= 24/24=1.000

Status Fail and Terminated



CGPA depends on the results of the previous semester

DP Semester 1:

2 (12) – 18

24 – 18

DP = 6

DP Semester 2:

2 (24) – 24

48 – 24

DP = 24



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CLASSIFICATION OF DEGREE



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CGPA	CLASSIFICATION
3.750 – 4.000	First Class Honours
3.000 – 3.749	Second Class Upper Honours
2.250 – 2.999	Second Class Lower Honours
2.000 – 2.249	Third Class Honours



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5

OTHERS

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MPU2 COMPONENT	COURSES	
	LOCAL STUDENT	INTERNATIONAL STUDENT
U1 Internalization of philosophy, values & history	SKP3112 Philosophy and Current Issue 2 credits AND SKP3122 Internalization of Ethics and Civilization 2 credits	SKP3113 Philosophy and Current Issue in Civil Society 3 credits OR SKP3123 Internalization of Ethics and Civilization in Malaysia 3 credits AND LPM2100 Malay Language Communication 2(2+0) credits
	4 credits	5 credits
U2 Mastery of soft skills	SSE3200 Entrepreneurship in Computing 3(2+1) credits	
	3 credit	
U3 Expansion of knowledge about Malaysia	SKP2101 Malaysian Nationhood 3 credits	FEM2401 Malaysian Politics and Society 2 (2+0) credits
	3 credit	2 credit
U4 Community management skills in practical-based such as community service and co-curriculum	Credited Co-Curriculum Courses (KKB) 2 credits	
	2 credit	
TOTAL CREDIT U1-U4	12 credit	


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SKEMA PENGAJIAN PAKEJ ELEx UNTUK PROGRAM 3 TAHUN (BAHARU)
(Berkuatkuasa Semester 1, 2022/2023)



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Semester	SKEMA UNTUK PROGRAM 3 TAHUN			
	MUET 1.0 – 2.5 IELTS 3.0 – 3.5 CIEP 101 – 103 PTE 30 – 42 CE 120 – 139	MUET 3.0 – 4.5 TOEFL iBT 42 – 94 IELTS 4.0 – 6.5 CIEP 104 – 109 PTE 43 – 75 CE 140 – 179	MUET 5.0 – 5+ TOEFL iBT 95 – 120 IELTS 7.0 – 9.0 PTE 76 – 90 CE 180 – 230	
1	LAX 12 mata		LAX 6 mata	
2	CEL2102	LAX 6 mata	LPE2403	LAX 6 mata Pilih SATU: CEL 2103/2104
3	LPE2302		LPE2503	
4	LPE2403		LAX 12 mata	
5	LPE2503		Pilih SATU: CEL 2105/2106/ 2107	
6	Pilih SATU: CEL 2105/2106/ 2107	LAX 6 mata	Pilih SATU: CEL 2105/2106/ 2107	LAX 6 mata

CEFR	MUET		IELTS	TOEFL iBT	CIEP	Pearson Test of English (PTE) Academic	Cambridge English	Keperluan Bergraduat
Tahap	Band (format lama)	Band (format baharu)	Skor	Skor	Tahap	Skor	Skor	
C1-C2	5 - 6	5.0 - 5+	7.0 - 9.0	95 - 120	N/A	76-90	180 - 230	2 LPE+1 CEL+24 mata LAX atau 1 LPE+1 CEL+24 mata LAX + 1 Bahasa Global
B1-B2	3 - 4	3.0 - 4.5	4.0 - 6.5	42-94	104 - 109	43-75	140 - 179	2 LPE+2 CEL+24 mata LAX
A1-A2	1 - 2	1.0 - 2.5	2.5 - 3.5	N/A	101 - 103	24-42	100 - 139	3 LPE+2 CEL+24 mata LAX

https://calc.upm.edu.my/bahasa_inggeris/skema_pakej_elex-11753



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SKEMA PENGAJIAN PAKEJ ELeX UNTUK PROGRAM 4 TAHUN (BAHARU) (Berkuatkuasa Semester 1, 2022/2023)

Semester	SKEMA UNTUK PROGRAM 4 TAHUN			
	MUET 1.0 – 2.5 IELTS 3.0 – 3.5 CIEP 101 – 103 PTE 30 – 42 CE 120 – 139		MUET 3.0 – 4.5 TOEFL iBT 42 – 94 IELTS 4.0 – 6.5 CIEP 104 – 109 PTE 43 – 75 CE 140 – 179	MUET 5.0 – 5+ TOEFL iBT 95 – 120 IELTS 7.0 – 9.0 PTE 76 – 90 CE 180 – 230
1	LAX 12 mata		LAX 6 mata	LAX 6 mata
2	CEL2102	LAX 6 mata	LPE2403	Pilih SATU: CEL 2103/2104
3	LPE2302		LPE2503	Pilih SATU: LPE2303/LPE2504/ Bahasa global
4	LPE2403		LAX 6 mata	LAX 6 mata
5	LPE2503		Pilih SATU: CEL 2105/2106/2107	Pilih SATU: LPE2303/LPE2504/ Bahasa global
6	Pilih SATU: CEL 2105/2106/2107		Pilih SATU: CEL 2105/2106/2107	LAX 6 mata
7	Pilih SATU: CEL 2105/2106/2107		LAX 6 mata	LAX 6 mata
8	LAX 6 mata		LAX 6 mata	

CEFR	MUET		IELTS	TOEFL iBT	CIEP	Pearson Test of English (PTE) Academic	Cambridge English	Keperluan Bergraduat
Tahap	Band (format lama)	Band (format baharu)	Skor	Skor	Tahap	Skor	Skor	
C1–C2	5 - 6	5.0 – 5+	7.0 – 9.0	95 – 120	N/A	76-90	180 – 230	2 LPE+1 CEL+24 mata LAX atau 1 LPE+1 CEL+24 mata LAX + 1 Bahasa Global
B1–B2	3 - 4	3.0 – 4.5	4.0 – 6.5	42–94	104 – 109	43–75	140 – 179	2 LPE+2 CEL+24 mata LAX
A1–A2	1 - 2	1.0 - 2.5	2.5 – 3.5	N/A	101 – 103	24–42	100 – 139	3 LPE+2 CEL+24 mata LAX

Maklumat Perubahan Kod Kursus LPE

Bil.	Nama Kursus	Kod Kursus Sedia Ada	Kod Kursus Baharu	Jam Kredit
1.	Interaksi dan Pembentangan Akademik (<i>Academic Interaction and Presentation</i>)	LPE2301	LPE2403	3(3+0)
2.	Membaca untuk Tujuan Akademik (<i>Reading for Academic Purposes</i>)	LPE2401	LPE2302	3(3+0)
3.	Kemahiran Pembacaan Kritis (<i>Critical Reading Skills</i>)	LPE2402	LPE2303	3(3+0)
4.	Penulisan Akademik (<i>Academic Writing</i>)	LPE2501	LPE2503	3(3+0)
5.	Kemahiran Penulisan Kreatif (<i>Creative Writing Skills</i>)	LPE2502	LPE2504	3(3+0)

Mobility Abroad



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- Second year students are encourage to do mobility program but it is not allow for students who are in final semester.
- Mobility :
 - Exchange (1 or 2 semester)
 - Short mobility (2 or more weeks)
 - Research Attachment
 - Internship
 - Summer programme eg.cultural etc. (less than 2 weeks)
- UPM has financial support based on terms and conditions.
- Transfer credits from outside university for equivalent courses* with minimum grade C+.

*Course equivalent is the course that has at least same credit and 80% content equivalent.



Example of mobility program:

- Ostbayerische Technische Hochschule (OTH), Regensburg GERMANY
- Shinshu University, JAPAN
- Shibaura Institute of Technology (SIT), JAPAN
- IPB, Bogor, INDONESIA



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THANK YOU

