

# FACULTY OF DESIGN AND ARCHITECTURE

Sesi Taklimat Pelajar Baharu Sesi Akademik 2024/2025  
Bersempena Program Minggu Perkasa Putra

9 Oktober 2024 (Rabu)  
Dewan Reka Bentuk, FRSB

   @frsbupm  
[www.frsb.upm.edu.my](http://www.frsb.upm.edu.my)



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**DEPUTY DEAN**  
**(ACADEMIC, INTERNATIONAL AND STUDENT AFFAIRS & ALUMNI)**  
**ASSOC. PROF. DR. ZALINA SHARI**



**SENIOR ASSISTANT REGISTRAR**  
**(ACADEMIC, INTERNATIONAL AND STUDENT AFFAIRS & ALUMNI)**  
**DR. JAMALI JANIB**



**ADMINISTRATIVE ASSISTANT**  
**(SECRETARY & HEPA)**  
**HASMAH MAT ISA**



**ADMINISTRATIVE ASSISTANT**  
**(UNDERGRADUATE)**  
**NOR AZLINDA OTHMAN**



**ADMINISTRATIVE ASSISTANT**  
**(UNDERGRADUATE)**  
**NURKHALIZAH SARIP**

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# ACADEMIC GENERAL INFORMATION





**PROGRAM BACELOR SEMESTER PERTAMA 2024/2025** | **BACHELOR PROGRAMME FIRST SEMESTER 2024/2025**

AKTIVITI ACTIVITIES	MINGGU WEEK	TARIKH DATE			CUTI UMUM PUBLIC HOLIDAY			MINGGU
		ISNIN MONDAY	-	AHAD SUNDAY	TARIKH DATE	HARI DAY	CATATAN REMARKS	
KULIAH LECTURES	1	14.10.2024	-	20.10.2024				8 Minggu 8 Weeks
	2	21.10.2024	-	27.10.2024				
	3	28.10.2024	-	03.11.2024	31.10.2024	Khamis Thursday	Deepavali	
PENILAIAN I	4	04.11.2024	-	10.11.2024				
	5	11.11.2024	-	17.11.2024				
	6	18.11.2024	-	24.11.2024				
KULIAH LECTURES	7	25.11.2024	-	01.12.2024				
	8	02.12.2024	-	08.12.2024				
<b>CUTI PERTENGAHAN SEMESTER I MID-FIRST SEMESTER BREAK</b>		09.12.2024	-	15.12.2024	11.12.2024	Rabu Wednesday	Hari Keputeraan Sultan Selangor Birthday of the Sultan of Selangor	1 Minggu 1 Week
KULIAH LECTURES	9	16.12.2024	-	22.12.2024				6 Minggu 6 Weeks
PENILAIAN II	10	23.12.2024	-	29.12.2024	25.12.2024	Rabu Wednesday	Hari Krismas Christmas Day	
	11	30.12.2024	-	05.01.2025	01.01.2025	Rabu Wednesday	Tahun Baharu New Year	
	12	06.01.2025	-	12.01.2025				
KULIAH LECTURES	13	13.01.2025	-	19.01.2025				
	14	20.01.2025	-	26.01.2025				
<b>MINGGU ULANGKAJI REVISION WEEK</b>		27.01.2025	-	02.02.2025	29.01.2025-30.01.2025	Rabu-Khamis Wed-Thursday	Tahun Baru Cina Chinese New Year	1 Minggu 1 Week
PEPERIKSAAN AKHIR FINAL EXAMINATION		03.02.2025	-	09.02.2025				3 Minggu 3 Weeks
		10.02.2025	-	16.02.2025				
		17.02.2025	-	23.02.2025				
<b>CUTI AKHIR SEMESTER PERTAMA END FIRST SEMESTER BREAK</b>		24.02.2025	-	16.03.2025				3 Minggu 3 Weeks



**PROGRAM BACELOR | BACHELOR PROGRAMME**  
**SEMESTER KEDUA 2024/2025 | SECOND SEMESTER 2024/2025**

AKTIVITI ACTIVITIES	MINGGU WEEK	TARIKH DATE			CUTI UMUM PUBLIC HOLIDAY			MINGGU
		ISNIN MONDAY	-	AHAD SUNDAY	TARIKH DATE	HARI DAY	CATATAN REMARKS	
KULIAH LECTURES	1	17.03.2025	-	23.03.2025	17.03.2025	Isnin   Monday	Nuzul Al-Quran	7 Minggu 7 Weeks
	2	24.03.2025	-	30.03.2025				
	3	31.03.2025	-	06.04.2025	31.03.2025- 01.04.2025	Isnin – Selasa Mon - Tue	Hari Raya Aidilfitri	
PENILAIAN I	4	07.04.2025	-	13.04.2025				
	5	14.04.2025	-	20.04.2025				
	6	21.04.2025	-	27.04.2025				
KULIAH LECTURES	7	28.04.2025	-	04.05.2025	01.05.2025	Khamis Thursday	Hari Pekerja Labour Day	
<b>CUTI PERTENGAHAN SEMESTER II MID-SECOND SEMESTER BREAK</b>		<b>05.05.2025</b>	<b>-</b>	<b>11.05.2025</b>				<b>1 Minggu 1 Week</b>
KULIAH LECTURES	8	12.05.2025	-	18.05.2025	12.05.2025	Isnin   Monday	Hari Wesak Wesak Day	7 Minggu 7 Weeks
	9	19.05.2025	-	25.05.2025				
	10	26.05.2025	-	01.06.2025	30.05.2025- 31.05.2025 01.06.2025-	Jumaat-Sabtu Fri-Sat Ahad  sunday	Pesta Keamatan (Labuan & Sabah) Hari Gawai (Sarawak Sahaja)	
PENILAIAN II	11	02.06.2025	-	08.06.2025	02.06.2025 03.06.2025 07.06.2025	Isnin   Monday Selasa   Tuesday Sabtu   Saturday	Hari Gawai (Sarawak Sahaja) Hari Keputeraan Seri Paduka Baginda YDP Agong Hari Raya Haji	
	12	09.06.2025	-	15.06.2025				
KULIAH LECTURES	13	16.06.2025	-	22.06.2025				
	14	23.06.2025	-	29.06.2025	27.06.2025	Jumaat  Friday	Awal Muharam	
<b>MINGGU ULANGKAJI REVISION WEEK</b>		<b>30.06.2025</b>	<b>-</b>	<b>06.07.2025</b>				<b>1 Minggu 1 Week</b>
PEPERIKSAAN AKHIR FINAL EXAMINATION		07.07.2025	-	13.07.2025				3 Minggu 3 Weeks
		14.07.2025	-	20.07.2025				
		21.07.2025	-	27.07.2025	22.07.2025	Selasa   Tuesday	Hari Sarawak (UPMKB)	
<b>CUTI AKHIR SEMESTER KEDUA END SECOND SEMESTER BREAK</b>		<b>28.07.2025</b>	<b>-</b>	<b>12.10.2025</b>				<b>11 Minggu 11 Weeks</b>

	PENDAFTARAN KURSUS (PELAJAR BAHARU) COURSE REGISTRATION (NEW STUDENT)	09.10.2024	-	18.10.2024			
M1-M8	<b>KULIAH LECTURE</b>	<b>14.10.2024</b>	-	<b>08.12.2024</b>	<b>31.10.2024 Khamis</b>	<b>Deepavali</b>	<b>8 MINGGU 8 WEEKS</b>
M1	*PENDAFTARAN KURSUS LEWAT ((DENGAN DENDA)) LATE COURSE REGISTRATION (WITH FINE)	14.10.2024	-	18.10.2024			1 MINGGU 1 WEEK
M1-M2	GUGUR KURSUS TANPA DENDA DROP COURSE	14.10.2024	-	25.10.2024			2 MINGGU 2 WEEKS
M1-M2	PENGESAHAN PENDAFTARAN KURSUS COURSE REGISTRATION CONFIRMATION	14.10.2024	-	25.10.2024			10 HARI 10 DAYS
M1-M2	**PERMOHONAN PEMINDAHAN KREDIT **APPLICATION FOR TRANSFER CREDIT	14.10.2024	-	27.10.2024			2 MINGGU 2 WEEKS
M1-M7	PERMOHONAN TANGGUH PENGAJIAN DEFERMENT APPLICATION	14.10.2024	-	01.12.2024			7 MINGGU 7 WEEKS
M2	LAPOR DIRI PELAJAR RAYUAN REGISTRATION (2 <sup>ND</sup> INTAKE)	19.10.2024	-	20.10.2024			2 HARI 2 DAYS
M3	PENDAFTARAN KURSUS PELAJAR RAYUAN COURSE REGISTRATION (2 <sup>ND</sup> INTAKE STUDENT)	21.10.2024	-	25.10.2024			5 HARI 5 DAYS
M3-M7	PERMOHONAN GUGUR KURSUS DENGAN DENDA DROP COURSE APPLICATION	28.10.2024	-	29.11.2024			5 MINGGU 5 WEEKS
	CUTI PERTENGAHAN SEMESTER MID TERM BREAK	09.12.2024	-	15.12.2024	11.12.2024 Rabu Wednesday	Hari Keputeraan Sultan Selangor Sultan of Selangor Birthday	1 MINGGU 1 WEEK
M9-M14	<b>KULIAH LECTURE</b>	<b>16.12.2024</b>	-	<b>26.01.2025</b>	<b>25.12.2024 Rabu Wednesday</b>	<b>Hari Krismas Christmas Day</b>	<b>6 MINGGU 6 WEEKS</b>
					<b>01.01.2025 Rabu Wednesday</b>	<b>Tahun Baharu New Year</b>	
	MINGGU ULANGKAJI REVISION WEEK	27.01.2025	-	02.02.2025	29- 30.01.2025 Rabu- Khamis Wednesday - Thursday	Tahun Baru Cina  Chinese New Year	1 MINGGU 1 WEEK
M15-M17	PEPERIKSAAN AKHIR FINAL EXAM	03.02.2025	-	23.02.2025			3 MINGGU 3 WEEKS
	CUTI AKHIR SEMESTER FINAL SEMESTER HOLIDAY	17.02.2025	-	16.03.2025			3 MINGGU 3 WEEKS

**NOTA:**

\* Pelajar perlu menghadirkan diri ke Pejabat Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik  
Students are required to present themselves at the Admissions Division and Academic Governance Division offices

\*\*Pelajar Baharu & Pelajar semester pertama bertukar program  
New Students & First-semester students change programs

## PERINGATAN REMINDER



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- Pelajar tidak dibenarkan mengikuti mana-mana kuliah tanpa terlebih dahulu mendaftar kursus tersebut melalui Portal SMP.
- *Students are not allowed to attend any lectures without registering for their courses via SMP Portal.*
- Pelajar perlu mencetak, menyemak dan mendapatkan pengesahan slip pendaftaran kursus daripada PA masing-masing sebagai rujukan setelah pendaftaran telah lengkap.
- *Students need to review and print their registration slip as the proof of registration **and obtain endorsement from their PA.***
- Pelajar yang **GAGAL/ CUI** untuk mendaftar kursus secara berterusan melalui SMP akan **terGUGUR** secara automatik dari menjadi pelajar UPM.
- *Students who **FAIL** to register for courses continuously through SMP will be automatically **DROPPED** from being UPM students.*
- Pelajar dimohon merujuk kepada Peraturan Akademik UPM Edisi terkini berkaitan Peraturan Pendaftaran Kursus.
- *Students are required to refer to the Academic Rules and Regulations, Latest Edition about Course Registration Regulation.*

# BUKU PANDUAN PROGRAM PENGAJIAN PRASISWAZAH

UNDERGRADUATE STUDY PROGRAMME HAND BOOK

SESI AKADEMIK  
ACADEMIC SESSION

2024/2025

FAKULTI REKABENTUK DAN  
SENIBINA

FACULTY OF DESIGN AND ARCHITECTURE

[https://akademik.upm.edu.my/pelajar\\_semasa/buku\\_panduan\\_program-8746](https://akademik.upm.edu.my/pelajar_semasa/buku_panduan_program-8746)

# GENERAL ACADEMIC INFORMATION



UPM  
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## ACADEMIC RECORD

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

## KEEPING SAFE USER ID

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



## OFFICIAL RECORDS

Only records in SMP are valid records

## UPDATE RESPONSIBILITIES

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

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

# GENERAL ACADEMIC INFORMATION (Main Reference)



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Part B – Registration

Part C – Academic System  
and Lectures

Part D – Academic  
Advisory System

Part E – Attendance to  
Academic Activities

Part F – Teaching and  
Learning

Part G – Examination

Part H – Examination,  
Marking and Grading

Part I – Programme of  
Studies

Part J – General

Part K – Saving Provisions

2

# REGISTRATION & STUDIES



## WHAT DO YOU NEED TO DO NOW?

- 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

## REGISTRATION AND EFFECTS

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



## CLASSIFICATION OF BACELOR STUDENT

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.



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# CREDIT TRANSFER

## CREDIT TRANSFER HORIZONTAL



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

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:

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

Senate 673.12 Senate 638.03

# CREDIT TRANSFER

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

## COURSE EXEMPTION vs. CREDIT TRANSFER

### 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)

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

### 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)

**3**

# ACADEMIC SYSTEM



# ACADEMIC SYSTEM

## ACADEMIC ADVISOR

Each student is placed under the guidance of the Academic Advisor

3

## STUDY PLAN

Make sure you follow the course based on your program syllabus

4

## CREDIT OF GRADUATION

Make sure you meet the requirement of minimum credit for graduation

2

## ACADEMIC RULES

Make sure you adhere to the academic rules in force

5

## SEMESTER-BASED SYSTEM

First Semester and Second Semester

1

## RECORD REVIEW

Be sure to check the registration record from time to time

6

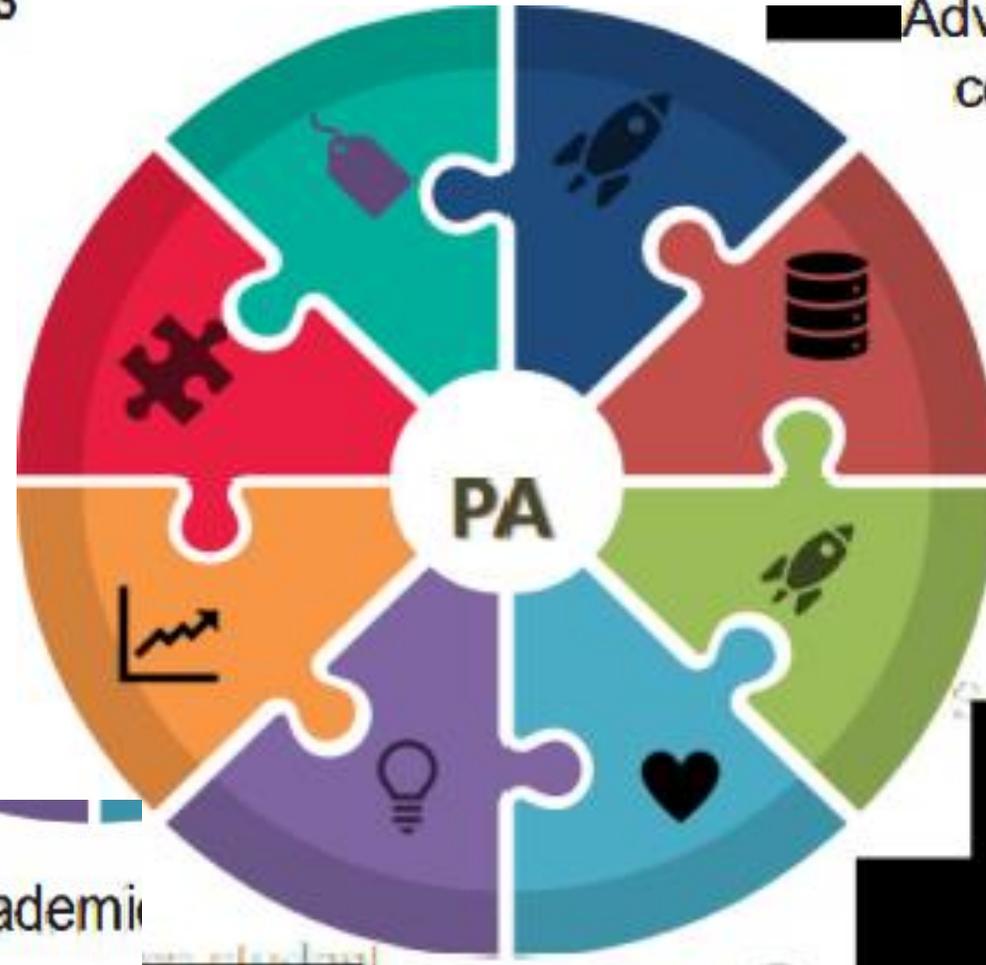


1 Monitor student performance progress

2 Advice Student on course registration & endorse the registration

3 Help students to understand the curriculum & academic system

4 Advice student to overcome academic problems



8 Advice students to register courses according to the study plan

7 Plan and monitor student activities under his guidance

6 Supervise group projects

5 Help students to solve non-academic problems

# STUDY DEFERMENT & CHANGE PROGRAM / MAJORING

## 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

4

# EXAMINATION & GRADING SYSTEM



## CONTINUOUS ASSESSMENT

- Test
- Assignment
- Quiz
- Report
- Final Examination  $\leq 40\%$

(exceptional for programs that using standard program)



## PLAGIARISM



PLAGIAT

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

Plagiarism, forgery and data fraud subject to disciplinary action



## EXAMINATION

### NOT SIT FOR EXAMINATION

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

### OBEY THE RULES

Students must obey the examination rules



### 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

### 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

## REVIEW APPEAL

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



## STUDENT STATUS



Based On :

- ➔ Cumulative Grade Point Average (CGPA)
- ➔ Student status in the previous semester

### 1 GOOD

- Minimum CGPA 2.000
- Continue studies

### 2 WARNING AND PROBATION

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

### 3 TERMINATED

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

# MARKING AND GRADING SYSTEM

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.



# VALUE POINTS AND GRADE

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



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## CLASSIFICATION OF DEGREE

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



# Mobility Abroad

- 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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# OTHERS

**MPU2**



KELOMPOK MPU2	SUSUNAN SEMASA KURSUS MPU2		SUSUNAN KURSUS DI BAWAH MPU2 BAHARU	
	Warganegara	Bukan Warganegara	Warganegara	Bukan Warganegara
<b>U1</b> Penghayatan falsafah, nilai & sejarah	SKP2203 Tamadun Islam dan Tamadun Asia 2 kredit  <b>DAN</b>  SKP 2204 Hubungan Etnik 2 kredit	SKP2101 Kenegaraan Malaysia 3 kredit  <b>DAN</b>  LPM2100 Bahasa Melayu Komunikasi 2(2+0) kredit	SKP3112 Falsafah dan Isu Semasa 2 kredit  <b>DAN</b>  SKP3122 Penghayatan Etika dan Peradaban 2 kredit	SKP3113 Falsafah dan Isu Semasa Masyarakat Sipil 3 kredit <b>ATAU</b> SKP3123 Penghayatan Etika dan Peradaban di Malaysia 3 kredit <b>DAN</b> LPM2100 Bahasa Melayu Komunikasi 2(2+0) kredit <b>(kekal)</b>
	<b>4 kredit</b>	<b>5 kredit</b>	<b>4 kredit (kekal)</b>	<b>5 kredit (kekal)</b>
<b>U2</b> Penguasaan kemahiran insaniah	MGM3180 Asas Keusahawanan atau kursus setara 3(2+1) kredit		MGM3180 Asas Keusahawanan atau kursus setara 3(2+1) kredit <b>(kekal)</b>	
	<b>3 kredit</b>		<b>3 kredit (kekal)</b>	
<b>U3</b> Perluasan ilmu pengetahuan tentang Malaysia	SKP2101 Kenegaraan Malaysia 3(3+0) kredit	FEM2310 Nilai, Budaya dan Masyarakat Malaysia 2(2+0) kredit <b>(kekal)</b>	SKP2101 Kenegaraan Malaysia 3 kredit	FEM2401 Politik Malaysia dan Masyarakat 2(2+0) kredit
	<b>3 kredit</b>	<b>2 kredit</b>	<b>3 kredit (kekal)</b>	<b>2 kredit (kekal)</b>
<b>U4</b> Kemahiran pengurusan masyarakat yang bersifat praktikal seperti khidmat masyarakat dan kokurikulum	Kursus Kokurikulum Berkredit (KKB) yang mempunyai elemen Community-based Learning/Service Learning (CBL/SL) 2 kredit		Kursus Kokurikulum Berkredit (KKB) yang mempunyai elemen Community-based Learning/Service Learning (CBL/SL) 2 kredit <b>(kekal)</b>	
	<b>2 kredit</b>		<b>2 kredit (kekal)</b>	
<b>JUMLAH KREDIT U1-U4</b>	<b>12 kredit</b>		<b>12 kredit (kekal)</b>	



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**PUTRA**<sup>®</sup>  
PERTANIAN UNTUK RAKYAT



# MAKLUMAT UJIAN KOMUNIKASI DALAM BAHASA MELAYU UKOM



**KHAS KEPADA PELAJAR TEMPATAN SAHAJA**

Pertanian • Inovasi • Kehidupan  
**Berilmu Berbakti**



[frsb.upm.edu.my](http://frsb.upm.edu.my)

**Ujian Komunikasi dalam Bahasa Melayu atau dikenali sebagai UKOM merupakan sebuah ujian bahasa Melayu yang dikendalikan oleh Jabatan Bahasa Melayu, Fakulti Bahasa Moden dan Komunikasi, UPM bagi pelajar prasiswazah tempatan.**

Tujuan UKOM dijalankan adalah untuk memenuhi syarat am kemasukan ke universiti iaitu dengan memperoleh **KEPUJIAN** dalam mata pelajaran bahasa Melayu.





Saya semester 1, boleh ke saya daftar UKOM?



Saya terdaftar UKOM, tapi sebenarnya saya tak perlu pun ambil UKOM. Macam mana ya?

Calon yang perlu mengambil UKOM adalah pelajar **prasiswazah tempatan semester 3 dan ke atas.**

Maklumkan kepada bahagian akademik fakulti anda.





Bila UKOM  
dijalankan?

UKOM dijalankan pada  
**minggu kedua semester 2**  
setiap tahun.

Siapa yang perlu menduduki  
kursus intervensi?



Calon UKOM yang telah  
mendapat **Tahap 1**  
**hingga Tahap 3** pada  
ujian penilaian UKOM.





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**PUTRA**  
PERTANIAN UNTUK RAKYAT

Bilakah kursus  
intervensi dijalankan?



Kursus intervensi dilaksanakan  
pada cuti antara semester 2  
setiap tahun.



Adakah calon kursus intervensi  
perlu mengambil semula ujian  
penilaian UKOM?



Ya. Calon kursus intervensi  
akan dinilai semula selepas  
menduduki kursus intervensi  
selama 28 jam (4 hari).





Saya peroleh keputusan A- dalam mata pelajaran bahasa Melayu peringkat Sijil Pelajaran Malaysia (SPM) tapi saya peroleh keputusan C dalam mata pelajaran bahasa Melayu peringkat Sijil Pelajaran Tinggi Malaysia (STPM). Adakah saya perlu ambil UKOM?

Tak perlu. Kerana anda telah mendapat keputusan C dalam mata pelajaran bahasa Melayu peringkat Siil Tinggi Pelajaran Malaysia (STPM), yakni melepasi salah satu daripada keperluan calon yang perlu ambil UKOM.



Saya dapat keputusan A dalam mata pelajaran bahasa Melayu peringkat Sijil Pelajaran Malaysia (SPM) tapi saya dapat keputusan C- dalam mata pelajaran bahasa Melayu peringkat Sijil Tinggi Pelajaran Malaysia (STPM). Adakah saya perlu ambil UKOM?

Tak perlu. Kerana anda telah mendapat keputusan A dalam mata pelajaran bahasa Melayu peringkat Sijil Pelajaran Malaysia (SPM), yakni melepasi salah satu daripada keperluan calon yang perlu ambil UKOM.



# Bagaimana UKOM dijalankan?



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- Calon dikehendaki bercakap menggunakan **bahasa Melayu**.
- Dalam **Pusingan 1**, calon perlu bercakap secara individu tentang sub topik yang diberikan mengikut giliran yang ditetapkan dalam masa **3 minit**, dan
- Dalam **Pusingan 2**, calon perlu berkomunikasi dalam kumpulan dan tiada penggiliran ditetapkan dalam masa **5 minit**. Dalam tempoh ini, setiap anggota kumpulan diminta untuk memberikan ulasan terhadap rakan kumpulan mereka sama ada bersetuju, tidak bersetuju atau memberikan pendapat yang lain.
- Setiap anggota kumpulan hendaklah mengambil bahagian dalam perbincangan secara aktif tetapi tidak dibenarkan mendominasi perbincangan. Dengan kata lain, semua calon mesti mengambil bahagian secara sekata.
- Pelajar akan dinilai oleh sekurang-kurangnya satu orang penilai tentang aspek kemahiran berkomunikasi, iaitu bahasa, isi, dan interaksi kumpulan.

# PROSEDUR UMUM PELAKSANAAN UKOM

1

Prasiswazah tempatan

2

Semester 3 dan ke atas

3

i) memperoleh **GRED C dan ke bawah** bagi Bahasa Melayu tinggi (BBM3401) di UPM

**ATAU**

ii) memperoleh **gred C- dan ke bawah** bagi subjek Bahasa Melayu dalam Sijil Pelajaran Tinggi Malaysia (STPM)

**ATAU**

iii) memperoleh **GRED A- dan ke bawah** bagi subjek Bahasa Melayu dalam Sijil Pelajaran Malaysia (SPM)



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BACA NOTIS  
DI ESMP



SEMAK KEPERLUAN  
MENDUDUKI UKOM



PEKA TEMPOH  
PENDAFTARAN  
UKOM



DAFTAR UKOM DI  
ESMP



SEMAK MAKLUMAT  
UJIAN



SEMAK KEPUTUSAN  
UKOM



UJIAN BERSEMUKA  
- SEMAK BILIK / LOKASI / MASA



UJIAN DALAM TALIAN - SEMAK  
EMEL RASMI PELAJAR (PAUTAN  
DAN HARI / MASA)



TAHAP 4 -6  
- LULUS UKOM



TAHAP 1 - 3  
- KURSUS INTERVENSI  
(28 JAM) DAN PENILAIAN  
SEMULA



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# LANGKAH-LANGKAH PENDAFTARAN UKOM





**SEBARANG PERTANYAAN  
BERKAITAN  
UJIAN KOMUNIKASI DALAM  
BAHASA MELAYU**



**UKOM**



**SILA EMELKAN DI  
fbmk.ukom@upm.edu.my  
03-97698787**



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TEŞEKKÜR XÌXÌÈ  
 TEŞEKKÜR MERCI OBRIGADO GRAZIE DEKUJI  
 TEŞEKKÜR MERCI OBRIGADO GRAZIE DEKUJI  
 THANK YOU ĐAKUJEM KIIITOS  
 HVALA XÌXÌÈ  
 ARIGATÔ KOP KHUN TERIMA KASIH. XÌXÌÈ  
 KÖSZÖNÖM הַדוֹת  
 KOP KHUN СПАСИБО KOP KHUN  
 감사합니다 SHUKRAN