

ODL

Handbook

for

Learners

OPEN AND DISTANCE LEARNING

2024

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Preface

Dear Learners,

Welcome to Universiti Tun Hussein Onn Malaysia! As you embark on your academic journey, we are thrilled to present this ODL Handbook for Learners—a comprehensive guide designed to enhance your experience and empower you with the information you need to navigate your educational endeavours successfully.

This handbook is a collaborative effort that reflects the commitment of Universiti Tun Hussein Onn Malaysia to foster a supportive and enriching learning environment. This handbook is your guide to success, tailored to your academic journey.

Crafting this handbook involved the dedication and expertise of many. Our heartfelt thanks to members of the Centre for Continuous Learning and APEL UTHM and Centre for Academic Development and Excellence UTHM for shaping this resource. Regularly refer to this handbook for valuable information as you embark on this academic journey. Your success and well-being are our top priorities.

Best wishes for a rewarding academic journey!

Sincerely,

Ts. Dr. MUHAMMAD ASYRAF HASIM

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1. What is ODL?

Open and Distance Learning (ODL) is a way of learning remotely without regular face-to-face contact with instructors in the classroom. Open and Distance Learning at Universiti Tun Hussein Onn (UTHM) offers a new way of combining innovative learning and teaching techniques with interaction with your lecturer and students globally. Our program provides learning delivery entirely online. Online courses offer students the flexibility of studying from anywhere and anytime over the Internet.

Why ODL?

Our courses are structured as virtual online meetings through our online learning management system, AuthorODL. Class sizes are kept small to maximise interaction between students and instructors. This program may be precisely what you need to complete your study and improve your scope. It allows students to obtain much knowledge and more in-depth study of the chosen field. In other cases, you can embrace a complementary but different course of study to gather a new perspective and potentially new work paths. In all cases, obtaining an online class is one of the best opportunities for today's students.

2. Important Date for New Student Registration

DESCRIPTION	DURATION / DATE
Registration for New Students	March October
Course Registration	March October
Class Session I	W1 – W7
Mid-Semester Break	W8
Class Session II	W9 – W15
Study Week	W16
Final Assessment Week	W17 – W19

*Refer to ODL Academic Calendar for exact date

3. UTHM ODL Guideline

Our program offers the flexibility of studying from anywhere and anytime online. For further information, refer to:



<https://odl.uthm.edu.my/>

Education That Transforms

Universiti Tun Hussein Onn Malaysia (UTHM) is dedicated to delivering excellent academic and curriculum programs to enrich lives and equip students to tackle challenges while seizing opportunities. ODL programs can be offered at all qualification levels without calculating whether an equivalent program is provided conventionally.

4. Entry Requirement

Admission Requirements for **MBA ODL Program** (Local and International Students):

1. Academic Qualifications:

- Bachelor's degree (Level 6, MQF) in a relevant field with a minimum CGPA of 2.50 approved by the University Senate; OR
- Bachelor's degree (Level 6, MQF) in a relevant field with a CGPA of at least 2.00, subject to rigorous internal assessment* if not meeting the 2.50 CGPA; OR
- Bachelor's degree (Level 6, MQF) in a non-relevant field with a CGPA of at least 2.00 approved by the University Senate, along with relevant work experience**, subject to rigorous internal assessment*; OR
- Bachelor's degree (Level 6, MQF) in a non-relevant field with a CGPA of at least 2.00 approved by the University Senate, without relevant work experience, subject to passing prerequisite courses***; OR
- Equivalent/relevant qualifications recognised by the Malaysian Government.

2. English Language Competency:

Candidates must demonstrate proficiency equivalent to CEFR Mid B2 level in English. This can be achieved through any examination aligned with The Common European Framework of Reference (CEFR). Exemptions from the English competency requirement may apply to:

- International applicants from English-speaking countries.
- International applicants using English-medium academic qualifications planning to pursue higher studies in Malaysia.

3. Conditional Offer for English Proficiency:

International applicants not meeting the English competency requirement can receive a Conditional Offer. They must undertake an internal University English Preparation Course for a maximum of two (2) years. After completing the course, they must achieve a CEFR Mid B2 level score in an approved examination.

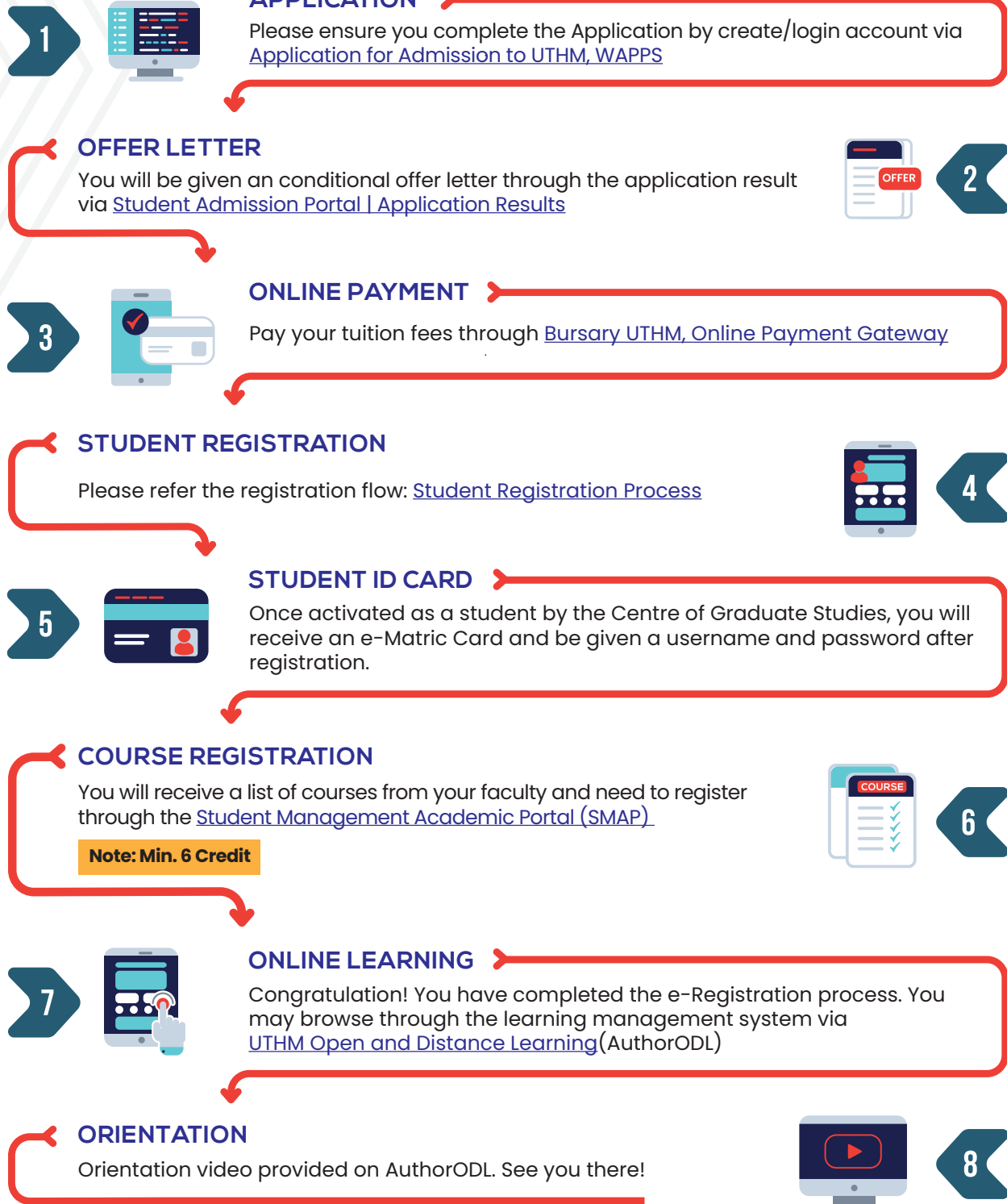
4. Special Considerations:

Only individuals categorised as having physical disabilities, according to the Department of Social Welfare's definition, are eligible for admission.

5. Accreditation of Prior Experiential Learning (APEL):

- APEL is available for admission. Applicants must meet specified qualifications and conditions. For the latest information, refer to the MQA APEL website or the Universiti Tun Hussein Onn Malaysia Continuous Learning and APEL Center.
- This structure aims to comprehensively clarify the admission criteria and procedures for the MBA ODL program.

5. Registration Process



6. Duration of Study

PROGRAMMES	DURATION
Master of Business Administration (Full Time)	1 year and 6 months
Master of Business Administration (Part Time)	2 years

Academic Calendar

Academic Calendar is a special calendar used to calculate and represent the academic event that is supposed to happen. It might be a bit different from the normal Calendar. Students are requested to view, check, and be guided by the Academic Calendar issued for the following calendar year. There are 2 semesters in a year. Students are required to understand that there are 2 long semesters. Please refer to the academic Calendar given:



<https://odl.uthm.edu.my/current-student/academic-calendar>

7. Learning Management System

ODL LEARNING MANAGEMENT SYSTEM

A Learning Management System (LMS) for Open and Distance Learning (ODL) is a comprehensive digital platform designed to facilitate remote education by providing a range of tools for both students and instructors. It enables the seamless delivery of course content, including lectures, readings, and multimedia resources, and supports interactive features such as discussion forums, live chats, and virtual classrooms. The LMS also manages assignments, quizzes, and exams, allowing for online submission and automated grading. It tracks student progress and performance through dashboards and reports, and integrates with other educational tools and resources, such as library databases and plagiarism detection software. By offering these functionalities, an LMS for ODL helps create an engaging and organized learning environment, accommodating the diverse needs of remote learners and ensuring that educational experiences are both flexible and effective.

AuthorODL UTHM

To access AuthorODL, visit <https://authorodl.uthm.edu.my>, enter your username and password on the login page, and you will be able to view your courses, access materials, and engage in learning activities. If you encounter any issues, verify your login details or contact the Help Desk on ODLUTHM website for assistance.



8. Selection of Course

MINIMUM CREDIT HOUR REQUIREMENTS

Generally, during a regular semester each year, full-time students are expected to enrol in four to five subjects or a minimum of 9 credit hours, whichever is greater. Part-time students should enroll in approximately 9 credit hours or at least two subjects, depending on the credit allocation for each subject. This regulation varies across all programs. Students must contact the respective faculty via the Head of Programme or Course Coordinator.

LIST OF COURSES

Please refer to the list of course on ODL UTHM website:



<https://odl.uthm.edu.my/current-student/course-offered>

COURSE WITHDRAWAL

While discouraged, students can withdraw from a course within a specified timeframe during each semester. In cases where a student has attended several weeks of lessons but decides to discontinue the subject due to various reasons, they may withdraw from the course before the designated withdrawal deadline. In such instances, a fee will be charged after the designated withdrawal deadline of the current semester. Students should ensure they actively engage with the program coordinators.



<https://odl.uthm.edu.my/current-student/programs-coordinator>

9. Course Component

NATURE AND STRUCTURE OF COURSES

Courses typically consist of various components that students must engage with and complete to accumulate marks contributing to their overall grade by the end of the semester. These components are distributed throughout the semester to continually assess and evaluate the student's learning outcomes at different stages. This approach aims to facilitate continuous assessment and allows students to accumulate marks gradually rather than relying solely on a final examination for 100% of their evaluation.

Common course components include:

1. Assignments,
2. Tests,
3. Quizzes,
4. Projects,
5. Laboratory work,
6. Presentations,
7. Final assessment

However, it's important to note that not all components will apply to every course. The selection of components is influenced by factors such as the appropriateness of assessment methods, the relevance of evaluation criteria, compliance with standards set by the Malaysian Qualifications Agency (MQA), and alignment with global academic practices.

While the components mentioned above are prevalent in many courses, there may be exceptions in certain programs and faculties where different assessment methods are utilised based on specific requirements or accreditation standards.

CUMULATIVE ASSESSMENT

Throughout the semester, marks are assigned to various assessment components, which students must complete for each course. These marks are cumulative and are combined with the grade obtained in the final assessment / final examination to determine the overall result. Students are encouraged to maintain their records of component marks to gauge their academic performance before the final examination.

After the final assessment / final examination, lecturers and faculty compile the total marks, which will undergo rigorous evaluation. Results are typically released in the first week of the subsequent semester.

COURSEWORK SUBMISSION

Submission of coursework, including assignments and projects, is mandatory for students enrolled in courses. Students must adhere to respective due dates, submission deadlines, and the specified format for each course to avoid penalties for non-compliance.

10. Examination

PROGRAMME	EXAMINATION TYPE
Master of Business Administration (Full Time)	Final Assessment
Master of Business Administration (Part Time)	Final Assessment

GRADING SYSTEM

All UTHM programs adhere to the following Cumulative Grade Point Average (CGPA) structure for each course:

(CGPA)	Result	Condition to Proceed with the Study	Award of the Degree
$CGPA \geq 3.00$	Good Standing (GS)	Qualified	Qualified
$2.70 \leq CGPA < 3.00$	Conditional Standing (CS)	Conditional	Not Qualified
$CGPA < 2.70$	Failed Standing (FS) Terminated	Not Qualified	Not Qualified

11. Supervision Guidance for ODL Students

In your ODL program, your supervisor will support you throughout your studies. This includes providing feedback on your work, answering questions, and helping you with any challenges. You can access supervision sessions through the LMS-AuthorODL.

Key Expectations:

1. Scheduling Sessions:
 - Arrange supervision meetings by choosing a time and date through the LMS-AuthorODL.
 - Log into the LMS-AuthorODL and select a slot that works for both you and your supervisor.
 - Make sure to contact your supervisor and schedule meetings regularly to stay on track with your work.
2. Preparing for Supervision:
 - Before each session, review your work and write down any questions or concerns.
 - Upload drafts or questions in advance through the LMS-AuthorODL for your supervisor's review.
3. Feedback:
 - After each session, understand the feedback given and apply it to your work.
 - You can use the LMS-AuthorODL to follow up with your supervisor for further clarification if needed.
4. Frequency:
 - Your supervisor will guide you on how often to meet, but regular check-ins are recommended to stay on track.

12. Proposal Defence Guidance for ODL Students

Your Proposal Defence is an important step where you present your research plan. You must first get approval from your supervisor before applying for the defence.

Key Expectations:

1. Prepare Your Proposal:

- Prepare your proposal with a comprehensive Introduction, a well-researched Literature Review, and a clear Methodology outlining your research approach.
- Discuss your proposal with your supervisor and get their feedback.
- Once your supervisor approves it, submit the final proposal through the LMS-AuthorODL.

2. Apply for Proposal Defence:

- After your supervisor approves your proposal, complete the Proposal Defence application form in the LMS-AuthorODL.
- Submit the form for faculty approval.

3. Defence Scheduling:

- Once your application is approved, the faculty will announce the date for your Proposal Defence via the LMS-AuthorODL.
- Prepare for your defence presentation on the scheduled date.

4. Presenting the Proposal:

- During the virtual meeting, clearly present your proposal and be ready to answer any questions from the panel.
- Clarify the rationale behind the research methods you chose and how they align with the objectives you intend to achieve in your study.

5. Feedback:

- After the defence, make any revisions based on the panel's feedback.
- Upload the revised proposal for final approval through the LMS-AuthorODL.

13. Viva Voce Guidance for ODL Students

The Viva Voce is your final oral examination, where you defend your research findings. It will be conducted online via the LMS.

Key Expectations:

1. Prepare Your Thesis for Viva:
 - Ensure your thesis includes a thorough Introduction, a well-supported Literature Review, a clear and detailed Methodology, along with well-articulated Findings and Conclusions that clearly summarize and interpret your research results.
 - Review your entire thesis with your supervisor and incorporate their feedback.
 - Once your supervisor approves, submit the final version of your thesis through the LMS-AuthorODL.
2. Apply for Viva Voce:
 - After receiving supervisor approval, complete the Viva Voce application form on the LMS-AuthorODL.
 - Submit the form for faculty approval to proceed with your Viva Voce.
3. Viva Voce Scheduling:
 - Once your application is approved, the faculty will announce the scheduled date for your Viva Voce via the LMS-AuthorODL.
 - Make sure to prepare thoroughly for the Viva Voce on the announced date.
4. Presenting Your Thesis:
 - During the virtual Viva Voce, clearly present your thesis and be ready to respond to questions from the examiners.
 - Be prepared to explain the rationale behind your research methods, findings, and conclusions.
5. Feedback and Revisions:
 - After the Viva Voce, take note of the panel's feedback and make any necessary revisions to your thesis.
 - Upload the revised version of your thesis through the LMS-AuthorODL for final approval.

14. Study Postponement

POSTPONEMENT OF STUDIES

Postponing studies entail an officially sanctioned period of non-enrollment requested by a student. Approval for such requests is contingent upon their validity and acceptability, particularly concerning international students residing in Malaysia on student visas.

Requests for semester postponement are typically not granted but may be reviewed on a case-by-case basis, depending on individual circumstances. Failure to notify absence for one semester or a period exceeding 3 months (whichever is longer) will automatically terminate studies. In such instances, affected candidates may need to reapply as new students.

For international students, approved postponements must be accompanied by evidence of purchased air tickets for departure during the specified deferment period. Students are discouraged from postponing studies for trivial reasons as it may prolong their academic journey. Typically, only one semester's postponement is allowed per request.

A student may postpone studies for a maximum of 2 semesters throughout the program. Further postponements may impede completion within the stipulated timeframe, necessitating re-enrollment as a new student. This could pose challenges for international students, requiring additional explanations to the Immigration Department and potentially resulting in summons and delays in visa renewal.

POSTPONEMENT OF COURSEWORK OR EXAMINATION SUBJECT

Students seeking to postpone the completion of either coursework or an examination after the module's commencement must obtain written permission from the Course Coordinator. Postponing the completion of a recommended module may result in the course extension by up to 8 months until the deferred module is reintroduced into the timetable. Exam postponements are permissible for a maximum of three subjects in the course.

Acceptable reasons for postponement include:

- Absence due to illness (original medical leave certificate required)
- Absence due to bereavement (copy of the death certificate required)
- Absence due to work commitments (original employer letter required)
- Absence is due to being overseas (a flight ticket copy is required)

Failure to provide a deferment form and accompanying documents will result in a grade of ZERO for the subject, leading to a "FAIL" status and necessitating the student to retake the subject as a referral candidate. When deferments are not formally notified, the Board of Examiners will record the absence of a mark as the Board will entertain FAIL in that component and no appeals.

POSTPONEMENT PROCEDURE

The request for postponement must be accompanied by a duly completed Deferment Form, which must be circulated to the relevant Department/School/Faculty for authorised signatures before submission to the Dean. All deferment forms must be supported by evidence.

15. Withdrawal of Studies

WITHDRAWAL OF STUDIES

Students may apply for withdrawal of studies at any time but are not permitted to leave their studies until their withdrawal application is approved by the University. It is essential that students consult and refer to their respective program coordinators throughout the process.



<https://odl.uthm.edu.my/current-student/programs-coordinator>

16. Facilities

COUNSELLING

The counselling facilities for ODL (Open and Distance Learning) students include access to online counselling services, mental health resources, and virtual support groups. These services help address students' emotional, psychological, and academic concerns, providing support tailored to their needs. For more information, visit <https://pcu.uthm.edu.my/>



LIBRARY

The library facilities for ODL (Open and Distance Learning) students include online access to various digital resources such as e-books, academic journals, databases, and multimedia content. ODL students can also utilise virtual research assistance, online tutorials, and interlibrary loan services, ensuring they have comprehensive support for their studies regardless of their location. For more information, visit <https://ptta.uthm.edu.my/>



HELPDESK

The help desk facilities for ODL (Open and Distance Learning) students provide support for technical issues, academic inquiries, and administrative concerns, ensuring students receive timely assistance to enhance their learning experience. For more information, visit <https://odl.uthm.edu.my/support/help-desk>





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