

ODL Handbook *for* **Learners**

OPEN AND DISTANCE LEARNING

(FIRST EDITION)

Project Director/
Editor-in-Chief: *Ts. Dr. Muhammad Asyraf Hasim*

Editors: *Prof. Dr. Wan Fauzi @ Wan Fauziah Wan Yusoff*
Ms. Nurul Amanina Mohammad Jamal

Graphic Designer: *Mr. Mohd Firdaus Mahmood*

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ODL HANDBOOK FOR LEARNERS

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Authors/Editors:

Ts. Dr. Muhammad Asyraf Hasim
Prof. Dr. Wan Fauzi @ Wan Fauziah Wan Yusoff
Ms. Nurul Amanina Mohammad Jamal

Graphic Designer:

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Preface

Dear Students,

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 UTHM BITARA (Advanced Centre for Continuing Education) and the Centre for Academic Development and TVET for shaping this resource. Do refer to this handbook regularly 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,

Open and Distance Learning Department
UTHM BITARA
Universiti Tun Hussein Onn Malaysia

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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. ODL 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 at any time 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 a 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. Academic Calendar

The Academic Calendar is a special calendar used to calculate and represent the academic events that are 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) regular semesters in a year. Please refer to the academic calendar given:



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

3. Programmes Offered

Current Program Offering

NO.	FACULTY	PROGRAM
1.	Johor Business School	Master of Business Administration (Coursework) – MJB

Upcoming Program Offering

NO.	FACULTY	PROGRAM
1.	Faculty of Technology Management and Business	Master of Science in Technology Management (Research) – KPA
2.		Doctor of Philosophy in Technology Management (Research) – PPA
3.	Faculty of Technical and Vocational Education	Master of Technical and Vocational Education (Research) – KBO
4.		Doctor of Philosophy in Technical & Vocational Education (Research) – PBO
5.		Doctor of Philosophy in Education (Research) – PBL

4. Entry Requirements

This section presents the entry requirements for six academic programmes offered through the Open and Distance Learning (ODL) mode. It is intended to guide prospective students in determining their eligibility and preparing the necessary documentation. For more information regarding the entry requirements for each programme, scan the QR code or click the link below.

- **Master of Business Administration**



<https://odl.uthm.edu.my/programme?view=article&id=18&catid=2>

- **Master of Science in Technology Management**



<https://odl.uthm.edu.my/programme?view=article&id=44&catid=2>

- **Doctor of Philosophy in Technology Management (Research)**



<https://odl.uthm.edu.my/programme?view=article&id=49&catid=2>

- **Master of Technical and Vocational Education (Research)**



<https://odl.uthm.edu.my/programme?view=article&id=54&catid=2>

- **Doctor of Philosophy in Technical & Vocational Education (Research)**



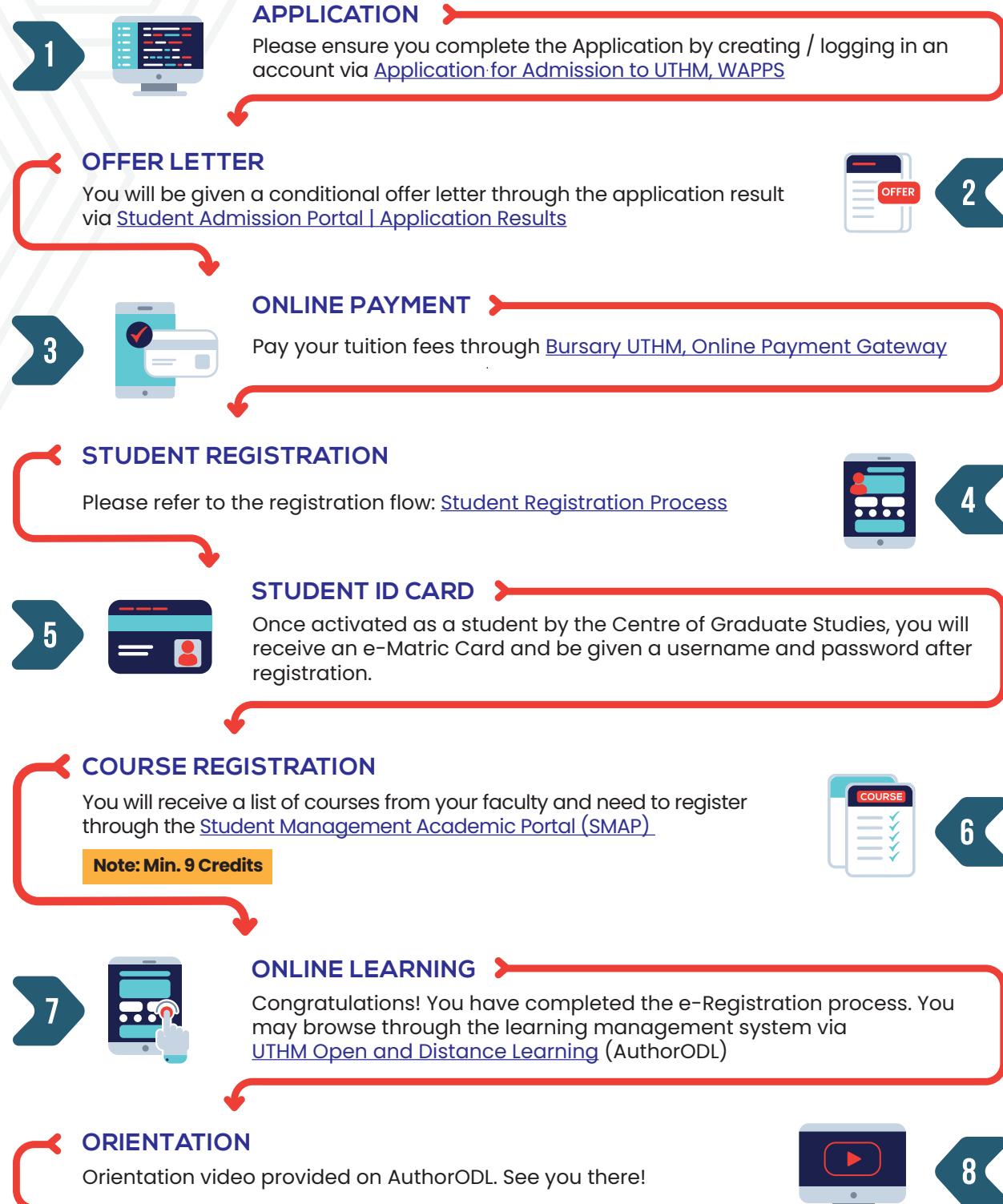
<https://odl.uthm.edu.my/programme?view=article&id=40&catid=2>

- **Doctor of Philosophy in Education (Research)**



<https://odl.uthm.edu.my/programme?view=article&id=58&catid=2>

5. Registration Process



6. Duration of Study

Faculty: Johor Business School

PROGRAMMES	DURATION
Master of Business Administration (Full Time)	Minimum 1.5 years
Master of Business Administration (Part-Time)	Minimum 2 years

Faculty: Faculty of Technology Management and Business

PROGRAMMES	DURATION
Master of Science in Technology Management	Minimum 2 years and Maximum 4 years
Doctor of Philosophy in Technology Management	Minimum 3 years and Maximum 7 years

Faculty: Faculty of Technical and Vocational Education

PROGRAMMES	DURATION
Master of Technical and Vocational Education	Minimum 1.5 years and Maximum 3 years
Doctor of Philosophy in Technical & Vocational Education	Minimum 3 years
Doctor of Philosophy in Education	Minimum 3 years

7. Learning Management System

ODL LEARNING MANAGEMENT SYSTEM

A Learning Management System (LMS) for 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, the LMS for ODL helps create an engaging and organised 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 the ODL UTHM 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 (4) to five (5) subjects or a minimum of nine (9) credit hours, whichever is greater. Part-time students should enrol in approximately nine (9) credit hours or at least two (2) 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 courses on the ODL UTHM website:



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

COURSE WITHDRAWAL

Although 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.

Important: Students need to communicate with their Program Coordinator in order to proceed with course withdrawal. Scan the QR code or click the link below to get contact details of the coordinator based on your program.



<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 students' 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 / 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 / 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. Academic Regulations

This section provides an overview of the academic regulations at UTHM, including course registration, grading, assessments, and progression requirements.

UNDERGRADUATE:



https://amo.uthm.edu.my/images/UPPP/Academic_Regulations_-_8th_Edition.pdf

POSTGRADUATE:



<https://cgs.uthm.edu.my/images/admission/BUKU%20PERATURAN%20AKADEMIK%20PPS%20DWI%20BAHASA-updated%2027122023.pdf>

11. Plagiarism Prevention Regulations

This section outlines UTHM's plagiarism rules, including what plagiarism is, how it's handled, and the role of the Plagiarism Prevention Committee. The goal is to encourage honesty in academic work. The regulations are available in Malay and English, with the English version starting on page 16.



<https://tinyurl.com/PlagiarismePUU-UTHM>

12. 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 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.

13. 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.

14. 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, and well-articulated findings and conclusions that summarise 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's approval, **complete the Viva Voce application form** on the LMS-AuthorODL.
 - Submit the form for faculty's 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 the necessary revisions to your thesis.
 - Upload the revised version of your thesis through the LMS-AuthorODL for final approval.

15. Study Postponement

15.1 POSTPONEMENT OF STUDIES

15.1.1 Postponement of Study Due to Health Reasons

Students may submit their application for deferment with the attachment of confirmation from a doctor certified by the Medical Officer of the University or Government Hospital to the faculty.

Deferment of study due to illness is not considered in the number of semesters used.

15.1.2 Postponement of Study Due to Reasons of National Interest

Student may apply to the faculty for study deferment due to national interest.

15.1.3 Postponement of Study for Personal Reasons

Students may apply to defer studies other than items 15.1.1 and 15.1.2 with the sponsor's permission (if applicable). The deferment period will be taken into account when calculating the duration of the study. Students are not allowed to postpone their studies for more than two consecutive semesters. Students who fail to register after a consecutive two-semester deferment shall be dismissed.

15.1.3.1 No fees shall be imposed on the application for deferment of study submitted TWO (2) weeks before the commencement of the deferred semester.

15.1.3.2 Application for the deferment of study for the CURRENT semester made within week ONE (1) to week SEVEN (7) shall be charged half of the full fee.

15.1.3.3 Application for the deferment of study for the CURRENT semester, after week SEVEN (7), shall be charged a full fee.

15.1.3.4 Students in the maximum semester of study are not allowed to defer their studies.

15.1.3.5 Students with deferred status are not eligible to use any University facilities and services.

15.2 Suspension of Study

15.2.1 Students may be suspended from the study due to the following reasons:

- (i) Disciplinary Action
- (ii) University directives

15.2.2 The suspended duration shall not be considered when calculating the number of semesters used.

15.2.3 Suspended students shall not be allowed to use any facilities and services provided by the University.

15.3 Termination of Study

15.3.1 Withdrawal with permission

15.3.2 Students may apply for withdrawal of study at any time, and students shall not be permitted to leave their studies prior to the approval of the withdrawal application from the University.

15.4 Termination from Study

15.4.1 The University may provide a Failed Standing (KG) result if the CGPA obtained is less than 2.70.

- 15.4.2 Senior students who fail to register before the week TWO (2) of the current semester shall be terminated from their studies.
- 15.4.3 Students enrolled in the research programme shall complete the thesis correction within the stipulated time frame as per the verdict from the viva voce panels. If the student fails to complete the thesis correction within the specified time without valid reasons, the student shall be assigned a Failed Standing (KG) and shall cease to be a student of the University.
- 15.4.4 Students enrolled in coursework or a mix-mode programme should submit a copy of the master project report/dissertation within the current semester, a Failed Standing (KG) shall be imposed, and the student shall cease to be a student of the University.
- 15.4.5 Students are responsible for any implications towards the withdrawal or termination of study. All fees paid to the University shall not be refunded.

- 15.5 The University reserves the right to claim all student debts due to termination from study.
- 15.6 Students may be dismissed or suspended from the study for a certain period due to violating the University's rules and regulations.

16. Withdrawal of Studies

16.0 WITHDRAWAL OF STUDIES

16.1. Withdrawal with permission

16.1.1 A Student may apply to withdraw from his/her studies at any time.

16.1.2 Students are **NOT ALLOWED** to quit their studies until the University approves the application

16.1.3 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>

17. Facilities

COUNSELLING

The counselling facilities for ODL 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 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/>



18. Help desk

HELP DESK

The help desk facilities for ODL 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>



19. FAQs

19.1 Academic Matters

1. "How are my assignments graded in ODL?"

- Assignments are graded based on the criteria in the course syllabus, such as quality, completeness, and following the guidelines. Assignments may include short essays or case studies, depending on the course.

2. "Can I get help if I don't understand a topic or assignment?"

- Yes, you can email your instructor with questions. You can join scheduled live class sessions for real-time help, use the discussion forums, and get support from peers and instructors anytime through the LMS.

3. "What should I do if I miss an assignment deadline?"

- If you miss a deadline, contact your instructor immediately. Some courses may offer extensions, depending on the instructor's policy. Be sure to inform them beforehand if you anticipate missing a deadline.

19.2 Online Learning Matters

1. "What should I do if I miss a live online class?"

- If you cannot attend a live online class, you may view the recorded session uploaded to the LMS.

2. "What should I do if I cannot access the LMS?"

- If you cannot access the LMS, inform your instructor, and you may contact the help desk using the contact information provided in this handbook.

3. "Are online learning materials accessible at any time?"

- Yes, most materials, such as lecture slides, recorded videos, and reading resources, are available on the LMS and can be accessed anytime throughout the semester.

19.3 ODL Student Resources & Assistance

1. Can I access the university's library and other facilities as an ODL student?

- ODL students have access to digital library services and may also use physical facilities when on campus. Visit the UTHM library website at <https://ptta.uthm.edu.my>.

2. Can I access counselling services as an ODL student?"

- Yes, ODL students have access to counselling services. For more information and to reach out for support, visit the counselling service page at <https://pcu.uthm.edu.my>.

3. Who do I contact for administrative or academic issues?

- Each program usually assigns an academic advisor or coordinator. Their contact details are available on the UTHM ODL website: <https://odl.uthm.edu.my/current-student/programs-coordinator>

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