

ODL

Handbook

for

Learners



Open and Distance Learning

First Edition 2024

UTHM

Project Director: *Ts. Dr. Muhammad Asyraf Hasim*
Open and Distance Learning Department
Centre for Continuous Learning and APEL

Editor: *Ts. Dr. Muhammad Asyraf Hasim*
Ms. Nur Raimi Ab Razak
Open and Distance Learning Department
Centre for Continuous Learning and APEL
Universiti Tun Hussein Onn Malaysia

Developed by: Centre for Continuous Learning and APEL
Universiti Tun Hussein Onn Malaysia

Preface



Dear Students,

Welcome to Universiti Tun Hussein Onn Malaysia! As you embark on your academic journey, we are thrilled to present to you this ODL Handbook for Learners—a comprehensive guide designed to enhance your experience and empower you with the information you need to navigate through your educational endeavors 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 Centre for Continuous Learning and APEL UTHM and Center for Academic Development and Excellence UTHM for shaping this resource. As you embark on this academic journey, regularly refer to this handbook for valuable information. Your success and well-being are our top priorities. Best wishes for a rewarding academic journey!

Sincerely,

Ts. Dr. MUHAMMAD ASYRAF HASIM

Open and Distance Learning Department
Centre for Continuous Learning and APEL
Universiti Tun Hussein Onn Malaysia

Table of Contents

*Click on the number below to view the content

01 What is ODL?

02 Important Date for New Student Registration

03 UTHM ODL Guideline

04 Registration Process

05 Duration of Study

06 Selection of Course

07 Course Component

08 Examination

09 Study Postponent

01. 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.

02. Important Date for New Student Registration

| DESCRIPTION | DURATION / DATE |
|-------------------------------|------------------------------------|
| Registration for New Students | 6 October 2024 |
| Course Registration | 7 October 2024 |
| Class Session I | 13 October 2024 |
| Semester Break | 1 – 7 December 2024 |
| Class Session II | 8 December 2024 |
| Study Week | 19 – 23 January 2025 |
| Exam Week | 26 January 2026 – 13 February 2026 |

03. UTHM ODL Guideline

Our program offers the flexibility of studying from anywhere and anytime online.

For further information, refer to:

[UTHM Open and Distance Learning](#)

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.

04. Registration Process

| | | |
|----|----------------------|---|
| 1. | APPLICATION | Please ensure you complete the Application by create / login account via UTHM – Application for Admission to UTHM |
| 2. | OFFER LETTER | <p>You will be given an offer letter through the application result via Student Admission Portal Application Results to Universiti Tun Hussein Onn Malaysia (uthm.edu.my)</p> <ul style="list-style-type: none"> If you need further assistance, kindly email to cgs@uthm.edu.my |
| 3. | STUDENT REGISTRATION | Please refer the registration flow: Student Registration Process |
| 4. | ONLINE PAYMENT | <p>Pay your tuition fees through ePayment Online Payment Gateway, Universiti Tun Hussein Onn Malaysia (uthm.edu.my)</p> <ul style="list-style-type: none"> Please email the receipt of payment to odl@uthm.edu.my |
| 5. | STUDENT ID CARD | <p>You will receive an e-Matric Card once activated as student from Centre of Graduate Studies. You will be given username/password after the registration.</p> <ul style="list-style-type: none"> If you need further assistance, kindly email to cgs@uthm.edu.my |
| 6. | COURSE REGISTRATION | <p>You will receive list of course offered from the respective faculty. You need to register through Student Management Academic Portal (SMAP)</p> <ul style="list-style-type: none"> If you need further assistance, kindly email to cgs@uthm.edu.my / respective Faculty |
| 7. | ONLINE LEARNING | <p>Congratulation! You have completed the e-Registration process. You may browse through the learning management system.</p> <p>via UTHM Open and Distance Learning (AuthorODL)</p> <ul style="list-style-type: none"> If you need further assistance, kindly email to odl@uthm.edu.my / cvl@uthm.edu.my |
| 8. | ORIENTATION | Orientation video provided on AuthorODL. See you there ! |

05. 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 that is used to calculate and represent the academic event that is supposed to happen. It might be a bit different as compared to 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:

[Academic Calendar 2023/2024](#)

06. 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 enrol 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 need to check with the respective faculty via Head of Program or Course Coordinator.

COURSE WITHDRAWAL

While discouraged, students are permitted to 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, fee will be charged after the designated withdrawal deadline of the current semester.

07. Course Component

NATURE AND STRUCTURE OF COURSES

Courses typically consist of various components that students must engage with and complete in order 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 components found in courses include assignments, tests, quizzes, projects, laboratory work, presentations, and a final assessment / a final examination. 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 aforementioned components are prevalent in many courses, there may be exceptions in certain programs and faculties where different assessment methods are utilized based on specific requirements or accreditation standards.

CUMULATIVE ASSESSMENT

Throughout the semester, marks are assigned to various components of assessment, which students are required to 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 own 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 and submission deadlines, as well as the specified format for each course to avoid penalties for non-compliance.

08. 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) | Keputusan <i>Result</i> | Kelayakan Meneruskan Pengajian <i>Condition to Proceed with the Study</i> | Kelayakan Penganugerahan <i>Award of the Degree</i> |
|---------------------------|---|--|--|
| CGPA \geq 3.00 | Kedudukan Baik (KB) <i>Good Standing (KB)</i> | Layak <i>Qualified</i> | Layak <i>Qualified</i> |
| $2.70 \leq$ CGPA $<$ 3.00 | Kedudukan Bersyarat (KS) <i>Conditional Standing (KS)</i> | Bersyarat <i>Conditional</i> | Tidak Layak <i>Not Qualified</i> |
| CGPA $<$ 2.70 | Kedudukan Gagal (KG) <i>Failed Standing (KG)</i> Diberhentikan <i>Terminated</i> | Tidak Layak <i>Not Qualified</i> | Tidak Layak <i>Not Qualified</i> |

09. Study Postponement

POSTPONEMENT OF STUDIES

Postponing studies entails an officially sanctioned period of non-enrolment requested by a student. Approval for such requests is contingent upon their validity and acceptability, particularly concerning foreign 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 result in automatic termination of studies. In such instances, affected candidates may need to reapply as new students.

For foreign students, approved postponements must be accompanied by evidence of purchased air tickets for departure during the specified deferment period. Students are strongly 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 entire program. Further postponements may impede the ability to complete 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 subsequent to the module's commencement must obtain written permission from the Course Coordinator. Postponing the completion of a recommended module may result in the extension of the course by up to 8 months until the deferred module is reintroduced into the timetable. Postponement of examinations is 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 due to being overseas (copy of air-ticket 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 FAIL in that component, and no appeals will be entertained by the Board.

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 authorized signatures before submission to the Dean. All deferment forms must be supported by evidence.

WITHDRAWAL OF STUDIES

Student need to communicate with the respective faculty via Head of Program or Course Coordinator for further details.