

Academic Study Arrangement for May/June 2022 Trimester 20 April 2022

With reference to the COVID-19 situation and MOHE's safety / health SOPs upon transition to the endemic phase starting from 1 April 2022, the University would like to update all UTAR students of the academic study arrangement for May/June 2022 Trimester:

1. **Commencement Dates:** Foundation Programmes, Undergraduate Programmes and Postgraduate Programmes (coursework / mixed-mode) shall start on the dates below:

Table 1: Commencement Dates of May/June 2022 Trimester for UTAR Programmes

Programmes	Commencement Date
Foundation	20 June 2022
Undergraduate (Except for MBBS)	13 June 2022
Master of Architecture	13 June 2022
Postgraduate (Except for Master of Architecture)	23 May 2022

Please refer to the latest Academic Calendar on UTAR website for the detailed schedules.
(<https://admission.utar.edu.my/Academic-Calendar.php>)

2. **Modes of Delivery:** Blended learning delivery mode shall be implemented where:
 - (i) **All Lecture Classes** shall be conducted via **OTL mode*** except for (a) courses with professional body requirement to have physical lectures; (b) courses where physical lectures are deemed necessary by the Faculty / Institute / Centre.

**Note: If COVID-19 situation improves in the future, all students are expected to attend physical lecture classes if deemed necessary by the Faculty / Institute / Centre. A minimum of 4 weeks' notice will be given to students if there are any changes to the mode of delivery.*
 - (ii) **All Tutorials / Practical Classes / Project / Assignment / Learning Activities** shall be conducted via **physical mode** in campus starting from **Week 1** of the Foundation, Undergraduate and Postgraduate Programmes.

Students who are unable to attend physical classes **MUST APPLY** to your Dean / Director for approval to attend via OTL mode, preferably TWO (2) working days before class commencement. Only students with valid reasons and evidence shall be granted approval. This includes COVID-19 related cases (e.g. tested positive, showing symptoms, being notified or confirmed as a close contact, practicing quarantine or self-isolation as per UTAR *Bilik Gerakan*, MOH instruction or MySejahtera notification etc.) and special cases. After the quarantine period, students who opt for **hybrid mode*** are expected to re-join the physical classes.

**Hybrid mode refers to a learning environment where some students are attending physical class with the lecturer in class, while other students are joining the same class virtually through MS Teams simultaneously.*

Due to laboratory facilities and specific requirements, certain practical classes are not conducted in hybrid mode. Students who cannot attend physical classes with valid reasons may be arranged with rescheduled physical classes. Please contact your faculty / centre for further information and arrangement.

The conduct of all physical classes and activities in the University premises and the use of campus infrastructures and facilities, where relevant, shall follow all the health and safety SOPs of MOHE and physical distancing SOPs issued by the University.

3. **International Students:** All must return to campus by Week 1 of respective programmes. Please contact the Department of International Student Services (DISS) if you need further information.
4. **Leave of Absence (LOA):** Students who are unable to return to campus for physical classes for the entire May/June 2022 Trimester must apply to your respective Dean or Director with relevant justification for further arrangement or apply for Leave of Absence (LOA). Please contact your respective Dean / Director for such requirements.
5. **Full Vaccination Status:** Returning students must complete full vaccination process as required, or else must immediately report to your respective Faculty / Institute / Centre for further advice as per requirement of MOHE. Students with booster doses are required to update your latest vaccination status in the Student Portal by clicking the Vaccination Status button / icon.
6. **Final Examination (FE):** All FE shall be conducted physically in campus, by adhering to MOHE instructions on the safety / health SOPs and subject to latest COVID-19 situation. Physical mid-term test and continuous assessment are encouraged to be conducted by lecturers to familiarise students with physical FE.
7. **Replacement Final Examination (FE):** Students who are unable to sit for physical FE due to unavoidable circumstances must apply to your respective Dean / Director with strong justification for approval. Replacement FE in the physical mode or equivalent that meets all the requirements, conduct and academic expectations of the physical FE shall be further arranged. Please contact your respective Faculty / Institute / Centre if you need further clarification regarding this requirement.
8. **Remedial Classes:** Faculty / Institute / Centre may conduct remedial classes for certain courses with practical / laboratory sessions and announce such arrangements in due course.
9. **Industrial Training / Clinical Training:** Students who have registered for or plan to register for industrial training / clinical training in May/June 2022 Trimester must report directly to the assigned company / institution outside the University. Please follow the instructions of your faculty for such arrangements.
10. **Final Year Project (FYP) / Postgraduate Research:** Undergraduate students with FYPs and Postgraduate students by research mode can continue your project or R&D activities in campus.
11. **Learning Spaces:** Returning students can use the Learning Spaces (refer to **Table 1**) equipped with WiFi access in both Kampar and Sg. Long Campuses. Seats are on a first-come-first-served basis, with priority given to students attending OTL classes, conducting self-study or during the change-over between classes.

12. **Accommodation:** For students who require accommodation assistance, please contact Department of Student Affairs (DSA) at hotline 6016-210 0864 (DSA-Kampar) / 6016 210 0862 (DSA-Sungai Long) or email dsa@utar.edu.my.
13. **Financial Assistance:** For students who require financial assistance, please contact Department of Scholarships and Financial Aid (DSFA) at 605-468 8888 Ext: 2575 (DSFA-Kampar) / 603-9086 0288 Ext: 379, 380 (DSFA-Sungai Long) or email financialaid@utar.edu.my.

Any changes / updates to the above arrangements will be announced from time to time, in view of latest COVID-19 situation and in accordance with the latest directives from MOHE, professional bodies and relevant authorities.

Please stay safe and healthy. Thank You.

Office of the Registrar

Table 1: Learning Spaces Available for Use On Campus

No	Faculty / Institute / Centre / Library Locations	Venue(s) for Online Teaching and Learning (OTL) / Rest Space (e.g. lecture room, tutorial room, library, computer lab, lobby and concourse area, university hall)
Kampar Campus		
1	CFS-KPR	DDK2, DDK3, B003, B105
2	FAS	P006, P007
3	FBF	H011-H018
4	FEGT	E102
5	FICT	N101-N103, N112 (IPSR)
6	FSc	DDK4, DDK5, D215
7	ICS	P005
8	Library	UTAR Main Library (750 seats with physical distancing)
9	Block B Computer Laboratory	B205 (Internet Lab)
10	Block P Computer Laboratory	P001 (Internet Lab)
Sungai Long Campus		
1	FMHS	KA Level M, 1, 2 and 4 (Lobby)
2	FAM	KA400A, KA400B, KA400C, KA503
3	CFS-SL	KB Level 5 and 9 (Concourse Area)
4	LKC FES	KB207, KB Level 8 (Concourse Area)
5	FCI	KB713 (Mac Lab), KB714 (PC Lab) KB Level 7 and 9 (Concourse Area)
6	KB Common Area	KB Level 3 and 4 (Concourse Area)
7	Library	UTAR Mary KUOK Pick Hoo Library (410 seats with physical distancing)
8	KA Computer Laboratory	KA411, KA412 (Internet Lab), KA413 (Practical Lab)

* Some Learning Spaces are available on weekdays only. Venue availability is subject to the latest change / update by the University and the respective Faculty / Institute / Centre.