



Pejabat Timbalan Naib Canselor (Akademik dan Antarabangsa)
Universiti Putra Malaysia

Edaran Dalaman: Perkara Hal Ehwal Akademik Berkaitan Pelaksanaan Program Bacelor, Master dan PhD

Kepada Semua Pegawai dan Pelajar Universiti Putra Malaysia:

1. Senat UPM pada 2hb April telah meluluskan perubahan kalendar Semester Kedua Sesi 2019/2020 untuk menangani isu semasa yang disebabkan oleh COVID-19 (**Sila rujuk Kalendar Akademik Semester Kedua 2019/2020 terkini yang dilampirkan**).
2. Kuliah secara maya untuk kelas Bacelor dan Master/PhD akan bermula pada 27hb April 2020. Kandungan pembelajaran secara maya yang akan disampaikan adalah untuk kandungan tempoh dua minggu kuliah. Namun, pensyarah diberikan fleksibiliti untuk mengadakan kuliah maya tersebut dalam tempoh empat minggu (sehingga 24hb Mei). Jumlah minggu akademik yang diambilkira hanya dua minggu sahaja.
3. Pembelajaran Secara Bersemuka untuk kelas Bacelor dan Master/PhD akan bermula pada 1hb Jun 2020 (kecuali untuk UPM Kampus Bintulu pada 3hb Jun 2020 selepas Cuti Hari Gawai). Pelajar antarabangsa yang pulang ke negara masing-masing dimestikan kembali ke kampus dua minggu sebelum 1hb Jun 2020 kerana perlu menjalani kuarantin sendiri selama dua minggu.
4. Peperiksaan Komprehensif dan Viva Voce untuk Master/PhD dibenarkan untuk dilaksanakan secara atas talian sehingga 31hb Mei 2020.
5. Pelaksanaan Amali boleh dilaksanakan secara pendekatan alternatif seperti yang dinyatakan di dalam Panduan MQA bertarikh 29hb Mac 2020.
6. Pelajar mobiliti inbound dari luar negara yang telah pulang ke negara masing-masing dibenarkan untuk mengikuti kuliah secara maya/jarak jauh, dan dibenarkan untuk mengambil penilaian dan peperiksaan atas talian.

7. Pelajar Latihan Industri yang telah tamat menjalani 70% daripada tempoh Latihan Industri tidak perlu menghabiskan Latihan Industri sekiranya syarikat mereka terjejas dengan situasi semasa. Manakala pelajar yang tidak cukup tempoh 70% dibenarkan untuk menyambung Latihan Industri mereka di syarikat lain, atau di UPM dengan diselia oleh penyelia industri, atau menjalankan projek yang melibatkan industri.
8. Untuk pelajar-pelajar yang memerlukan akses kepada makmal/tapak projek, mereka hanya akan dibenarkan masuk selepas tamatnya Perintah Kawalan Pergerakan ini.
9. Setiap pensyarah dikehendaki untuk menggunakan tempoh bekerja daripada rumah ini untuk meningkatkan pengetahuan di dalam pelaksanaan kelas maya dan penilaian atas talian.
10. Pensyarah diminta untuk memastikan semua pelajar di dalam kelas diberi notis secukupnya untuk memastikan pelajar mengetahui aktiviti kelas maya yang akan diadakan. Sekiranya terdapat pelajar yang tidak dapat menghadiri kelas maya secara masa nyata yang dijadualkan, pensyarah perlu memastikan bahawa pelajar berkenaan diberi video rakaman kuliah maya atau apa-apa bahan pengajaran yang berkaitan.

Marilah kita bersama-sama berdoa semoga semua situasi COVID-19 di Malaysia dan dunia akan bertambah baik.

Sila jaga diri masing-masing dan patuhi semua arahan daripada Pihak Berkuasa.

#weloveUPM
#juststayathome

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2 April 2020 | 8 Syaaban 1441H



Office of Deputy Vice Chancellor (Academic and International)
Universiti Putra Malaysia

Internal Circulation: Academic Matters Pertaining to the Implementation of Bachelor, Master and PhD Programmes

To all Officers and Students of Universiti Putra Malaysia:

1. UPM Senate on the 2nd of April has approved the modification of our Second Semester 2019/2020 academic calendar in order to address the current situation related to COVID-19 (**Please refer to latest Academic Calendar for Second Semester 2019/2020 as per attachment**).
2. Virtual classes for Bachelor and Master/PhD will start on the 27th of April 2020. The content of the virtual learning that will be delivered is equivalent to two weeks of classes. However, lecturers are given flexibility to conduct the virtual lectures over a period of four weeks (until the 24th of May 2020). Total effective academic weeks that will be counted are two weeks only.
3. Face to Face learning for Bachelor and Master/PhD classes will be resumed on the 1st of June 2020 (except for UPM Bintulu Campus, to be resumed on the 3rd of June 2020 after the Gawai Holiday). International students who have already returned to their home countries are required to be back on campus two weeks earlier than the starting date to undergo self-quarantine for two weeks.
4. Comprehensive Examination and Viva Voce for Master/PhD can be conducted online until 31st May 2020.
5. Implementation of Laboratory/Practical sessions can be done using alternative approaches as stated in MQA Guide dated 29th March 2020.
6. Inbound mobility students from overseas who have returned to their home countries are allowed to take lectures virtually/remotely, and allowed to take assessments/examination online.

7. Students in Industrial Training who have completed 70% of the Industrial Training duration do not need to complete the remaining weeks if their companies are affected with the current situation. Meanwhile, students who have yet to complete 70% duration are allowed to continue their internship with another company, or be supervised by an industrial supervisor at UPM laboratory, or get involved in industrial based projects.
8. For students who require access to laboratories/site projects, they will only be allowed to access the sites after the Movement Control Order has been lifted.
9. All lecturers are urged to use the work from home period to enhance their knowledge in the implementation of virtual classes and online assessment.
10. All lecturers need to ensure that all students are given adequate notice about the activities conducted in the virtual classes. If there are students who are absent during the virtual classes, lecturers need to ensure that the students are given access to the recorded virtual session or any related teaching materials.

Let us pray that the current COVID-19 situation in Malaysia and the world improves as soon as possible.

Please take care of yourself and comply with the Authorities.

#welopeUPM
#juststayathome

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LAMPIRAN/ATTACHMENT

**KALENDAR AKADEMIK
SEMESTER KEDUA 2019/2020 PROGRAM BACELOR (KECUALI DOKTOR
PERUBATAN) DAN PROGRAM PASCASISWAZAH**

**(ACADEMIC CALENDAR
SECOND SEMESTER 2019/2020 BACELOR (EXCEPT DOCTOR OF
MEDICINE) AND
POSTGRADUATE PROGRAMMES)**

Aktiviti (Activity)	Tarikh (Date)	Tempoh (Duration)
Kuliah (Lecture)	10 Februari 2020 – 17 Mac 2020 (10 February 2020 – 17 March 2020)	5 minggu 2 hari (5 weeks 2 days)
Perintah Kawalan Pergerakan (Movement Control Order)	18 Mac 2020 – 14 April 2020 (18 March 2020 – 14 April 2020)	4 minggu (4 weeks)
Cuti Khas (Special Break)	15 April 2020 -26 April 2020 (15 April 2020 -26 April 2020)	1 minggu 5 hari (1 week 5 days)
Kuliah Maya/ Atas Talian (Virtual/On-line Lecture)	Kuliah maya/atas talian ini merangkumi kandungan 2 minggu pengajaran dan pembelajaran yang boleh dilaksanakan pada bila-bila masa dalam tempoh 4 minggu: 27 April 2020 – 24 Mei 2020 (Virtual/on-line lecture covers teaching and learning contents for 2 weeks and may be conducted at any time within 4 weeks: 27 April 2020 – 24 May 2020)	2 minggu (2 weeks)
Cuti Pertengahan Semester (Mid-Semester Break)	25 Mei 2020 – 31 Mei 2020 (25 May 2020 – 31 May 2020)	1 minggu (1 week)
Kuliah (Lecture)	1 Jun 2020 – 19 Julai 2020 (1 June 2020 – 19 July 2020)	7 minggu (7 weeks)
Minggu Ulang Kaji (Study Week)	20 Julai 2020 – 26 Julai 2020 (20 July 2020 – 26 July 2020)	1 minggu (1 week)
Peperiksaan Akhir (Final Examination)	27 Julai 2020 – 9 Ogos 2020 (27 July 2020 – 9 August 2020)	2 minggu (2 weeks)
Cuti Akhir Semester (End of Semester Break)	10 Ogos 2020 – 18 Oktober 2020 (10 August 2020 – 18 October 2020)	10 minggu (10 weeks)

Nota:

Bagi UPM Kampus Bintulu: 1 dan 2 Jun 2020 adalah Cuti Umum Hari Gawai dan aktiviti pengajaran dan pembelajaran perlu diganti.

Semester Ketiga 2019/2020 atau semester pendek dijalankan pada 10 Ogos 2020 – 4 Oktober 2020 meliputi 7 minggu kuliah dan 1 minggu peperiksaan.

Notes:

For UPM Bintulu Campus: 1st and 2nd June 2020 are public holidays for Gawai Day hence the teaching and learning activities must be replaced.

The Third Semester of 2019/2020 or Short Semester will be held on 10 August 2020 – 4 October 2020 comprises 7 weeks of lecture and 1 week of examination.

Ruj. Senat 674 (Khas), 2 April 2020