

## ABOUT UNIVERSITI POLY-TECH MALAYSIA

**Universiti Poly-Tech Malaysia, also known as UPTM**, is an institution of higher learning has built itself upon years of continuous improvements and change leading to a wealth of experience and wisdom.

At UPTM, the focus is on providing a comprehensive education that goes beyond theoretical knowledge to include the development of essential human attributes, attitude, and aptitude. The university's committed educators work tirelessly to ensure that every student receives personalised attention and support that enables them to realise their full potential.

UPTM's curriculum is anchored in contemporary technologies and business education, offering students a wide range of innovative courses that challenge and stimulate their skills and expertise essential for them to thrive in the fast-paced world of business. It is important to note that Poly-Tech, in this context, refers to the incorporation of cutting-edge technologies into business education, and should not be confused with technical or vocational education.

On the overall, the university's emphasis is on producing graduates who are not only highly skilled and knowledgeable, but also possess the essential qualities of professionalism, ethical responsibility, and social awareness. With its unwavering commitment to academic excellence, UPTM stands out as an institution of higher learning that prepares students for successful careers and meaningful lives.

## **VISION**

To become a university of choice in nurturing professionals impacting the nation.

## **MISSION**

- Develop ethical, holistic and balanced professional
- To utilize knowledge and innovative contemporary technologies to contribute towards the development of the nation.

## **MOTTO**

Trusted • Caring • Resilient • Respected

## **OBJECTIVES**

- To provide opportunities to pursue professionally recognised programmes.
- To provide vibrant and invitational programmes relevant to current market needs and customers' demands.
- To design programmes that inculcate graduates' synergetic talents.
- To ensure that graduates are adequately prepared for the local and global workforce.
- To establish human resource development programmes as tool for assimilating the value of society.
- To establish a distinctive and accountable centre of excellence in managing research, consultation and services.

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## MESSAGE FROM THE PRESIDENT

I am honored to welcome you to the University Poly-Tech Malaysia (UPTM), an esteemed academic institution based at the heart of the capital city of Malaysia. As the President of UPTM, I am excited to invite you to join our community of scholars, where you will have the opportunity to develop into ethical, holistic, and balanced professionals who can impact the nation positively.

UPTM has undergone a remarkable transformation from a college to a university college and now a full-fledged university. This growth is a testament of our commitment to academic excellence and our dedication in providing a conducive learning environment. Our vision is to become a university of choice in nurturing professionals who can make a difference in society. We aim to achieve this by providing our students with the necessary skills, knowledge, and values to excel in their chosen fields.

At UPTM, our mission is to develop ethical, holistic, and balanced professionals who can contribute to the development of the nation using knowledge and innovative contemporary technologies. We strive to ensure that our graduates possess the necessary skills to thrive in a competitive global environment. Our curriculum is designed to challenge our students while also nurturing their intellectual curiosity.

Our university's core values are based on trust, care, resilience, and respect, which guide us in all our interactions with students, faculty, and staff. We pride ourselves on our inclusivity, diversity, and the community of scholars that we have built over the years. We are confident that you will find a home at UPTM, where you can grow and learn alongside other ambitious students.

I welcome you to explore our website and learn more about UPTM. Our dedicated faculty and staff are always to answer any questions you may have about our programs, admissions process, or campus life. We hope to hear from you soon and look forward to welcoming you to our university.

Sincerely,

**President**

University Poly-Tech Malaysia

## INTRODUCTION

The Bachelor of Arts (Honours) in Applied English Language Studies is a homegrown programme specifically designed to deliver a suitable level of theoretical and practical understanding in the fields related to the English language that is important in the workplace. Its first intake was in August 2015 and has achieved full accreditation from the Malaysian Qualifications Agency (MQA) in early 2019.

This programme consists of various structures and covers different aspects of English such as reading, writing, grammar, linguistics, literature, computer-assisted language learning, language research, translation, editing, publishing, communication skills, intercultural relations, education, creative writing, theatre performance and a final year project.

At the end of the programme, graduates should be able to demonstrate specific skills in the areas of English language competency as well as apply their knowledge and skills to solve problems in areas related to English and communication.

This programme is suitable for those interested in working with the government and private sector as writers, translators, editors, trainers, educators, journalists, public relations officers or administration officers.

Graduates can also further their study at the master's level in local higher institutions in a specific field such as linguistics, English literature, education or other related fields.

## PROGRAMME INFORMATION

1. Programme Title : Bachelor of Arts (Honours) in Applied English Language Studies
2. Programme Code : BE201
3. Duration : 3 years
4. Total Credit Hours : 120
5. Medium of Instruction : English/ Bahasa Melayu
6. Entry Requirement : A pass in Sijil Tinggi Persekolahan Malaysia (STPM) with a minimum grade of C (GPA 2.00) in any two (2) subjects or its equivalent and a credit in English at SPM or its equivalent;  
OR  
A pass in Sijil Tinggi Agama Malaysia (STAM) with a minimum grade of Jayyid and a credit in English at SPM or its equivalent;  
OR  
A Diploma (Level 4, MQF) with a minimum CGPA of 2.00 or its equivalent and a credit in English at SPM or its equivalent;  
OR  
Matriculation/Foundation with a minimum CGPA of 2.00 or its equivalent and a credit in English at SPM or its equivalent;  
AND  
A minimum score of 6.0 in IELTS or a band 4 in MUET or its equivalent/ English language requirement is waived for those who underwent diploma programmes with English as the medium of instruction.

7. Programme :  
Educational Objectives

The Bachelor of Arts (Hons) in Applied English Language Studies aims to produce English language experts who are

PEO1 : knowledgeable and technically proficient in the field of Applied English language in line with the demands and requirements of the industry.

- PEO2 : competent in communication, perform well as a team player and demonstrate good leadership qualities in a professional organisation.
- PEO3 : equipped with critical and creative thinking skills, numerical competence and ethical values applicable in a professional context.
- PEO4 : able to demonstrate entrepreneurship skills and competence in using a broad range of information, media and technology applications for successful career advancement and lifelong learning.

#### 8. Programme Outcomes :

It is hoped that upon the completion of the program, graduates should be able to:

- PLO1 : demonstrate comprehensive theoretical and technical knowledge as well as media, information technology skills relevant to the field of applied English language.  
(Knowledge and understanding – CLUSTER 1)
- PLO2 : apply analytical, creative and critical thinking skills for effective problem-solving and decision-making as a skillful English language practitioner.  
(Cognitive skills – CLUSTER 2)
- PLO3 : demonstrate proficient English language skills by applying a variety of techniques and procedures in completing assigned tasks.  
(Practical skills – CLUSTER 3)
- PLO4 : demonstrate good interpersonal skills and sensitivity of cross-cultural practices in working as a member of a team.  
(Interpersonal skills – CLUSTER 3)
- PLO5 : apply effective communication skills in conveying ideas and sharing information.  
(Communication skills – CLUSTER 3)
- PLO6 : use a broad range of information, media and technology applications in completing tasks.  
(Digital skills – CLUSTER 3)
- PLO7 : demonstrate numeracy skills in analyzing data related to English language research.  
(Numeracy skills – CLUSTER 3)
- PLO8 : display significant degree of personal responsibility and autonomy in managing tasks collaboratively.  
(Leadership, autonomy and responsibility – CLUSTER 3)

- PLO9 : identify self-advancement initiatives and possibilities for professional development and lifelong learning.  
(Personal skills – CLUSTER 4)
- PLO10 : develop personal attributes that enable best use of entrepreneurial opportunities.  
(Entrepreneurial skills – CLUSTER 4)
- PLO11 : recognise and apply ethical principles in personal, professional and social contexts.  
(Ethics & professionalism – CLUSTER 5)
9. Awarding Body : Universiti Poly-Tech Malaysia
10. Programme Standards : Language (Updates October 2020)



## PROGRAMME STRUCTURE

### BACHELOR OF ARTS (HONOURS) IN APPLIED ENGLISH LANGUAGE STUDIES (BE201)

Year 1 Semester 1:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
LNG2044	Introduction to the Study of Language	Discipline Core	4	160	None	60	40
COM2023	Intercultural Communication	Common Core	3	120	None	60	40
ESL2033	Speech Communication	Common Core	3	120	None	60	40
MPU3183	Penghayatan Etika dan Peradaban	Compulsory Module	3	120	None	60	40
MPU3253	Leadership and Interpersonal Skills 2	Compulsory Module	3	120	None	60	40
MPU3213	Bahasa Kebangsaan A					60	40
UCS3073	Personal Development	University Core	3	120	None	60	40
	<b>Total</b>		<b>19</b>				

Year 1 Semester 2:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
LNG2053	English Grammar	Common Core	3	120	None	60	40
LNG2063	Phonetics and Phonology	Discipline Core	3	120	None	60	40
ITC2023	Computer Application	Common Core	3	120	None	60	40
UCS3013	Arabic 1	Third Language Electives	3	120	None	60	40
UCS3033	Mandarin 1				None	60	40
UCS3053	French 1				None	60	40
ELR3073	Southeast Asian Literature	Open Elective 1	3	120	None	60	40
EDU2103	Principles of Second Language Teaching and Learning				None	60	40
MGT2123	Introduction to Organisational Behaviour				None	60	40
	<b>Total</b>		<b>15</b>				

Year 1 Semester 3

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
ENW2033	Crafting an Effective Writer I	Common Core	3	160	None	60	40
ELR2033	Critical Reading	Common Core	3	120	None	60	40
MPU3193	Falsafah dan Isu Semasa	Compulsory Module	3	120	None	60	40
MPU3143	Bahasa Melayu Komunikasi 2				None	60	40
	<b>Total</b>		<b>9</b>				

Year 2 Semester 1:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
ELR3053	Literary Appreciation	Discipline Core	3	120	None	60	40
ENW2043	Crafting an Effective Writer II	Common Core	3	120	ENW2033	60	40
LNG2073	Syntax and Morphology	Discipline Core	3	120	None	60	40
LNG2083	Sociolinguistics	Discipline Core	3	120	None	60	40
UCS3023	Arabic 2	Third Language Electives	3	120	UCS3013	60	40
UCS3043	Mandarin 2				UCS3033	60	40
UCS3063	French 2				UCS3053	60	40
ELR4083	World and Contemporary Literature	Open Elective 2	3	120	None	60	40
TCH3103	Teaching English for Specific Purpose				None	60	40
CCO2033	Public Relations Campaign				None	60	40
	<b>Total</b>		<b>18</b>				

Year 2 Semester 2:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
ENW3063	Creative Writing	Discipline Core	3	120	None	60	40
LNG3093	Translation and Interpretation	Discipline Core	3	120	None	60	40
LNG3103	World Englishes	Discipline Core	3	120	None	60	40
LNG3123	English Language Evolution and Change	Discipline Core	3	120	None	60	40
MPU3422	Khidmat Masyarakat 2	Compulsory Module	2	120	None	60	40
ELR4113	Language for the Arts	Open Elective 3	3	120	None	60	40
EDU2153	Educational Administration					60	40
<b>Total</b>			<b>17</b>				

Year 2 Semester 3:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
ENW4113	Writing for Professionals	Common Core	3	120	None	60	40
MPU3333	Islamic Studies 3	Compulsory Module	3	120	None	60	40
MPU3363	Ethics and Moral 3					60	40
UCS3083	Entrepreneurship with Digital Application 2	University Core	3	120	None	60	40
<b>Total</b>			<b>9</b>				

Year 3 Semester 1:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
EDU3163	Research Methodology	Discipline Core	3	120	None	60	40
EDU4173	Internet Technologies for Language Learning	Discipline Core	3	120	None	60	40
ESL3093	Language for Persuasion and Negotiation	Discipline Core	3	120	None	60	40
LNG3113	Semantics	Discipline Core	3	120	None	60	40
LNG4153	Contrastive and Error Analysis	Discipline Core	3	120	None	60	40
LNG4133	Language and Culture in Professional Life	Common Core	3	120	None	60	40
	<b>Total</b>		<b>18</b>				

Year 3 Semester 2:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
ITE4027	Work Placement	Industrial Training	7	280		60	40
	<b>Total</b>		<b>7</b>				

Year 3 Semester 3:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
ENW4136	Final Year Project	Discipline Core	6	240	EDU3163	60	40
ELR2142	Critical Thinking	Open Elective 4	2	80	None	60	40
ENW4172	Editing				None	60	40
	<b>Total</b>		<b>8</b>				

List of Elective Courses

COURSE CODE	COURSE NAME	CREDIT
ELR3073	Southeast Asian Literature	3
EDU2103	Principles of Second Language Teaching and Learning	3
MGT2123	Introduction to Organisational Behaviour	3
ELR4083	World and Contemporary Literature	3
TCH3103	Teaching English for Specific Purpose	3
CCO2033	Public Relations Campaign	3
ELR4113	Language for the Arts	3
EDU2153	Educational Administration	3
ELR2142	Critical Thinking	2
ENW4172	Editing	2

## COURSE INFORMATION

(Courses will appear in alphabetical order of the course codes.)

### **PUBLIC RELATIONS CAMPAIGN (CCO2033)**

**Prerequisite: None**

This course discusses the nature of public relations specifically on the nine steps of strategic planning in public relations. It helps in planning process and implementing a public relations campaign.

### **INTERCULTURAL COMMUNICATION (COM2023)**

**Prerequisite: None**

This course introduces concepts and issues related to intercultural communication by looking practical application of theory. It identifies the key challenges presented by intercultural interaction both at home and abroad and how those challenges affect people, their jobs, and their relationships. It focuses on the strategies and skills needed to deal effectively with these challenges in a broad variety of interaction contexts.

### **PRINCIPLES OF SECOND LANGUAGE TEACHING AND LEARNING (EDU2103)**

**Prerequisite: None**

This course focuses on language teaching methodologies, approaches and principles for ESL. It provides basic understanding of language acquisition, classroom management and basic practices for ESL teaching. In addition, the course exposes the varieties of methods available in ESL teaching and the emphasis on all aspects of language skills such as writing, reading, listening, speaking, grammar and vocabulary.

### **EDUCATIONAL ADMINISTRATION (EDU2153)**

**Prerequisite: None**

This course provides an opportunity for students to explore the practical and theoretical knowledge of administration and management in educational settings. It focuses on educational administration theory, education policy, leadership, and processes. It also offers a critical examination of a wide range of topics central to administration including the structure and individuals involved with their application to the field of education. This includes organisational culture, communication and leadership in the workplace. The course is designed to help students understand how to use theory to make sense of educational practice in productive ways and later apply it once they enter the workplace.

**RESEARCH METHODOLOGY (EDU3163)****Prerequisite: None**

This course is designed to develop students' knowledge and skills to conduct a research using quantitative and qualitative approaches. It enables them to learn in depth the steps in the research process. By offering students to look at the process from both quantitative and qualitative perspectives, the course also helps them to understand what choices they have available as researchers and what meaning exists for a particular choice. As such, they learn the procedures for conducting types of quantitative, qualitative, and mixed methods studies.

**INTERNET TECHNOLOGIES FOR LANGUAGE LEARNING (EDU4173)****Prerequisite: None**

This course covers the application of internet technology upon language learning. Emphasis is placed on internet tools for language studies such as blog, podcast, varieties of google applications as well as the editing and authoring tools to develop online courseware.

**CRITICAL READING (ELR2033)****Prerequisite: None**

This course is designed to focus on reading theories and skills in written text and presentation. This course develops analytical and logical thinking skills when making arguments. It allows a reader to apply certain processes, models, questions, and theories that will result in enhanced clarity and comprehension.

**CRITICAL THINKING (ELR2142)****Prerequisite: None**

This course is designed to identify the basic principles of critical thinking. Emphasis is placed on topics on contentions, objections, and analyzing arguments from different point of views.

**LITERARY APPRECIATION (ELR3053)****Prerequisite: None**

This course exposes selected English literary works. It encourages student to critically analyse and respond to these works by studying the relations between the text, the author and the issues in its environment whilst guided by contemporary theory for literary criticism.

**SOUTHEAST ASIAN LITERATURE (ELR3073)****Prerequisite: None**

This course explores the literary works and crucial issues from Southeast Asian countries. It allows student's to experience critical and constructive ideas and enhances their personal perspective of critical issues within the Southeast Asian region using critical analysis of literature through reading, writing and class discussions.

**WORLD AND CONTEMPORARY LITERATURE (ELR4083)****Prerequisite: None**

This course introduces an overview of literary works from across the world. It analyses selected literary works and explores their history, the context in which they exist, cultural significance and contribution to the greater literary tradition of the world. With this, it gives an insight to literary traditions beyond the local schemata.

**LANGUAGE FOR THE ARTS (ELR4113)****Prerequisite: None**

This course exposes students to music, drama, and visual arts and its relation with language. It develops creativity and enhances language skills at the same time.

**CRAFTING AN EFFECTIVE WRITER I (ENW2033)****Prerequisite: None**

This course develops students' ability to produce an effective essay. Emphasis is placed on developing thesis statements, topic sentences, supporting details, and concluding sentences.

**CRAFTING AN EFFECTIVE WRITER II (ENW2043)****Prerequisite: ENW2033**

This course provides the knowledge and skills to write research reports in English. This enables the writer to communicate the purpose, procedures and findings of the study that are succinct, easy to read, and professional in its presentation.



**CREATIVE WRITING (ENW3063)****Prerequisite: None**

This course introduces the techniques and approaches to produce creative writing works. It exposes students to the various techniques to creative writing through lectures, discussion and exploration of well-written literary texts. It also develops students' creative writing skills through creative writing tasks, practice and guidance.

**WRITING FOR PROFESSIONALS (ENW4113)****Prerequisite: None**

This course provides the skills needed in producing effective documents in workplace. It develops articulate and reflective writing professionals skills required to negotiate with the current work context.

**EDITING (ENW4172)****Prerequisite: None**

This course is designed to introduce to basic editorial procedures and techniques. In this course, copy editing skills is acquired and stylistic editing substantive editing are practiced.

**FINAL YEAR PROJECT (ENW4136)****Prerequisite: EDU3163**

This course applies the knowledge and skills in conducting a research using either quantitative or qualitative approach. Students will conduct an investigation on an issue related to English language and education.

**SPEECH COMMUNICATION (ESL2033)****Prerequisite: None**

This course provides the essential skills required for presenting and delivering information. It exposes the necessary skills and strategies for effective oral presentation including group discussion and debating skills.

**LANGUAGE FOR PERSUASION AND NEGOTIATION (ESL3093)****Prerequisite: None**

This course is designed to equip students with the features of persuasive and negotiation language used both in spoken and written materials. It also guides students using appropriate techniques and strategies that are useful both at workplace as well as in daily routines.

**COMPUTER APPLICATION (ITC2023)****Prerequisite: None**

This course introduces the basics of personal computers in terms of hardware, software and its usage. It covers the component of computer hardware, such as input and output devices, system unit, secondary storage and communication media. It also covers the business application software such as word processor, spreadsheet, presentation software, Internet web browser, search engine, e-mail and messaging as well as internet technologies and current issues in Information Technology.

**WORK PLACEMENT (ITE4027)****Prerequisite: None**

This course provides students with significant skills and practical knowledge and motivates them to become successful in their chosen career path. It exposes students to various elements in the working environment. It includes understanding the nature of work, selecting the career that suits oneself, and using soft-skills in dealing with people at work.

**INTRODUCTION TO THE STUDY OF LANGUAGE (LNG2044)****Prerequisite: None**

This course is designed to introduce the five basic areas in linguistics; phonetics & phonology, morphology, syntax, semantics and language use in society. It covers fundamental properties that all languages share, and of how languages differ with respect to structure (sound system, word formation, and syntax), expression of meaning, acquisition, variation and change; cultural and artistic uses of languages; comparison of oral, written and sign languages.

**ENGLISH GRAMMAR (LNG2053)****Prerequisite: None**

This course introduces the basic concepts of English grammar. It provides a foundation of English grammar and focuses on form, meaning, and grammatical concepts. Topics covered are parts of speech, sentence structures, gerunds, infinitives and passive voice.

**PHONETICS AND PHONOLOGY (LNG2063)****Prerequisite: None**

This course introduces the study of phonetics and phonology in articulation of English language. It covers the study of principles and sound patterns that control the production of sounds in spoken English.

**SYNTAX AND MORPHOLOGY (LNG2073)****Prerequisite: None**

This course provides an introduction to major concepts in the study of syntax and morphology and discusses its place within linguistic theory. It explains different types of syntax and morphology and how they are used across languages. It covers the principles of language that govern the distribution of syntax and morphology and how they interact with other components of language. Particular attention will be paid to (1) the difference between derivational and inflectional morphology and (2) syntactic constituent analysis.

**SOCIOLINGUISTICS (LNG2083)****Prerequisite: None**

This course develops the role of language in a variety of social contexts, considering both how language works and how it can be used to signal and interpret various aspects of social identity.

**TRANSLATION AND INTERPRETATION (LNG3093)****Prerequisite: None**

This course introduces the theories and practical principles in the process of translation and interpretation. On the theoretical side, the course emphasises on the process of translation and related problems. On the practical side, the course stresses on developing the ability to translate and interpret for a variety of purposes.

**WORLD ENGLISHES (LNG3103)****Prerequisite: None**

This course exposes the variance of English in the world as well as the factors that contribute to the evolvement of world Englishes. The course introduces the variance of Englishes around the world such as Asian English, English in popular cultures as well as a common commodity.

**SEMANTICS (LNG3113)****Prerequisite: None**

This course introduces the basic principles of modern linguistic semantics and explains how languages organize and express meaning through words, parts of words, sentences, and discourse. It provides a solid understanding of key concepts in semantics and methods of semantic analysis. It will also enhance knowledge of the semantic structure and analysis of sentences.

**ENGLISH LANGUAGE EVOLUTION AND CHANGE (LNG3123)****Prerequisite: None**

This course describes the chronology of English language evolution. It chronicles the origins of English that begins with Old English, followed by Middle English, Early Middle English and Late Modern English.

**LANGUAGE AND CULTURE IN PROFESSIONAL LIFE (LNG4133)****Prerequisite: None**

This course offers an introduction to language and culture in professional life in various workplace contexts. It focuses on how language and culture play an important role in developing effective interaction between professionals to meet the workplace objectives. It also discusses the role of leadership, power and politeness in navigating professional discourse in the workplace.

**CONTRASTIVE AND ERROR ANALYSIS (LNG4153)****Prerequisite: None**

This course provides insights into the nature of language, especially in the process of language learning. It discusses on errors and mistakes that exist in language learning and acquisition especially among second language learners. Concrete conclusions may usually be drawn from the results of the analyses regarding how a second language can be more effectively taught and learnt, or how existing methods of teaching and learning can be improved.

**INTRODUCTION TO ORGANISATIONAL BEHAVIOR (MGT2123)****Prerequisite: None**

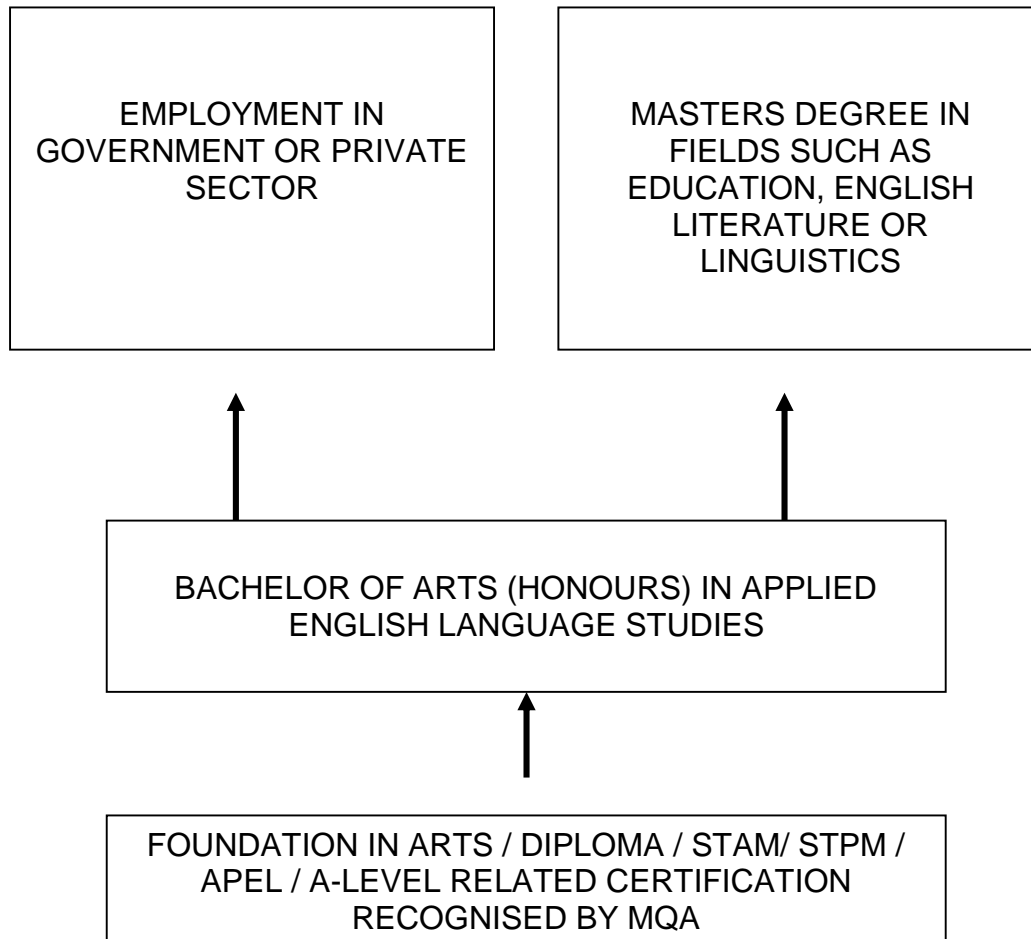
This course introduces the theoretical knowledge of organisational behavior. The course covers the three main influential factors of organisational behavior including the individual behavior, group behavior, and organisational system.

**TEACHING ENGLISH FOR SPECIFIC PURPOSE (TCH3103)****Prerequisite: None**

This course is designed to introduce the theory and practice of English for Specific Purposes (ESP), including EAP (English for Academic Purposes) and EOP (English for Occupational Purposes). Learners will be provided with the opportunity to explore the theoretical background and application of needs analysis, and how to use it in designing ESP courses, according to their academic and individual needs. Moreover, they will be introduced to the design and development of materials related to a variety of ESP courses. The elements of methodology will be revisited and put into practice.

## STUDY PATH

### BACHELOR OF ARTS (HONOURS) IN APPLIED ENGLISH LANGUAGE STUDIES (BE201)



## ACADEMIC PLANNER

ACTIVITY	Long Semester	Short Semester
	Day / Week	Day / Week
Registration (New Students)	Day 1	Day 1
Induction	Day 2	Day 2
Add/Drop Week	Week 4	Week 2
Lectures	Week 1 - 7	Week 1 - 7
Mid-Semester Break	1 Week	
Lectures	Week 8 – 14	
Revision Week	2 Days	2 Days
Final Examination	3 Weeks	1 - 2 Weeks
Semester Break	2 - 3 Weeks	2 - 3 Weeks

Note: Actual academic calendar can be accessed in the UPTM website at [www.uptm.edu.my](http://www.uptm.edu.my).

- The University reserves the right to make any changes to the academic calendar when necessary. Students are advised to be aware of announcements regarding changes at all times.

## ACADEMIC REGULATIONS

- All UPTM students are subjected to the academic rules and regulations as outlined in the Academic Regulations of Universiti Poly-Tech Malaysia (UPTM) (2023 Amendment). A copy of this academic rules and regulations can be accessed in the UPTM website at [www.uptm.edu.my](http://www.uptm.edu.my).
- All UPTM students pursuing academic programmes in collaboration with professional, local or foreign partner institutions are also subjected to the rules and regulations of the partner institutions. A copy of this handbook can be accessed in the UPTM website at [www.uptm.edu.my](http://www.uptm.edu.my)