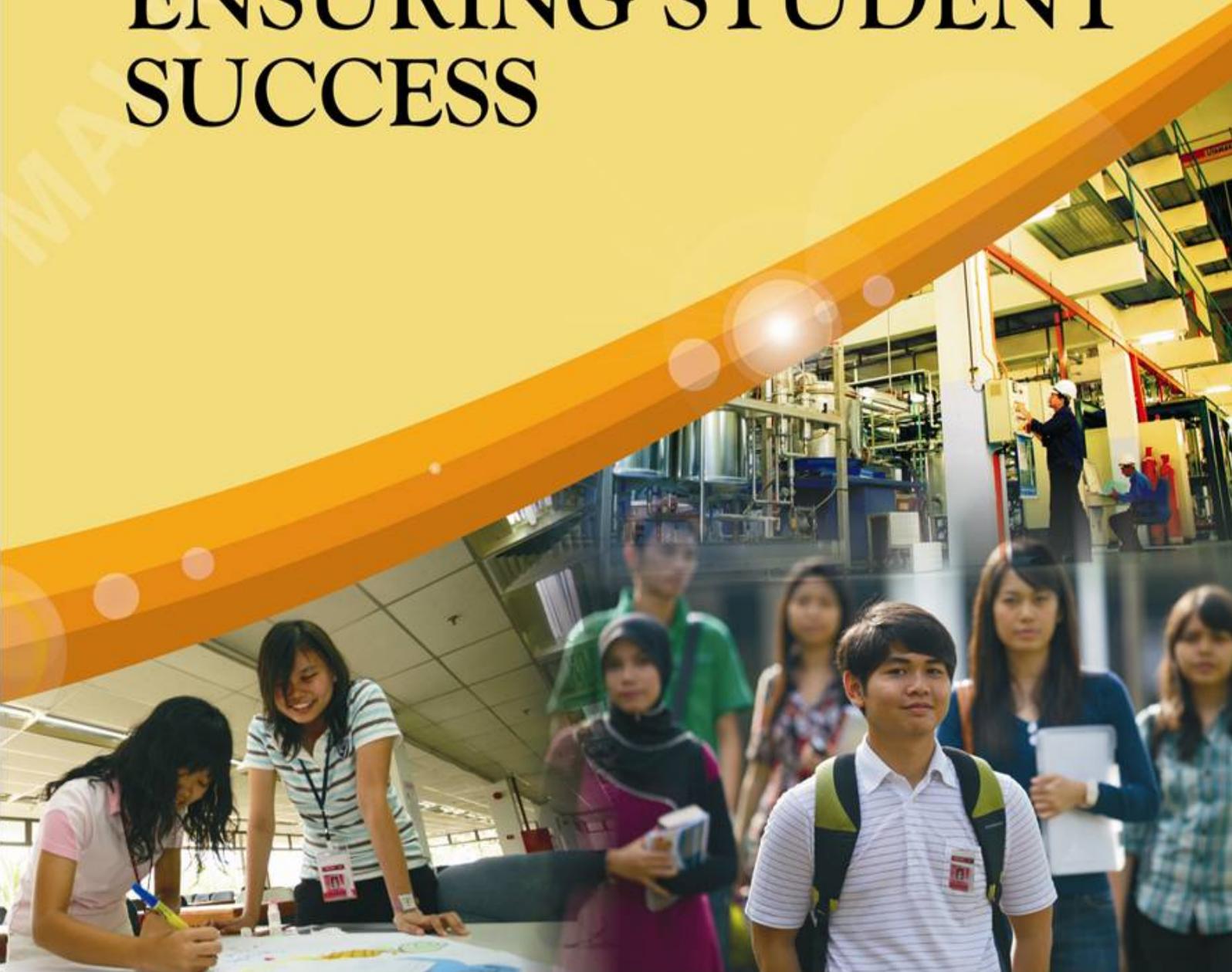




**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

# Academic Advising: ENSURING STUDENT SUCCESS





Academic Advising:  
**ENSURING STUDENT  
SUCCESS**

Office of Undergraduate Studies  
Universiti Teknologi Malaysia  
2010

First Printed 2010

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# **Vision, Mission, Strategic Thrusts and Goals**

## **VISION**

To be recognized as a world-class centre of academic and technological excellence

## **MISSION**

To be a leader in the development of human capital and innovative technologies that will contribute to the nation's wealth creation

## **STRATEGIC THRUST**

1. Contribute to human capital development by providing quality education.
2. Provide leadership & contribution through research & innovation.
3. Achieve desirable image & branding that fulfills the requirements of stakeholders.
4. Contribute to society through community engagement and outreach.

## **GOALS**

Goal 1 : Enhance Quality Education

Goal 2 : Enhance Excellence in Research, Innovation and Graduate Education

Goal 3 : Enhance Professional Training and Lifelong Learning

Goal 4 : Enhance International Standing

Goal 5 : Strengthen Community Outreach

Goal 6 : Provide Quality Management and Effective Risk Management

## **Welcome to Universiti Teknologi Malaysia!**

As you begin a new phase in your life as a university student, you are bound to face many challenges in the years ahead.

Adjusting to a new environment, new academic system, new social circle, among others, can be an overwhelming experience. At UTM, we try to make this transition period a memorable and meaningful experience for you through the Academic Advising Programme. The programme provides you with the support you need to achieve your personal and academic goals.

To the academic advisors who have been entrusted with the responsibility of guiding and assisting these students, congratulations!

“Academic Advising: Ensuring Student Success” provides useful information for both advisors and advisees. By understanding your specific role and expectations, it is my hope that the academic advising programme will be an enriching experience for both the advisors and advisees.

I would also like to thank and congratulate the Office of Undergraduate Studies and members of the Academic Advising Task Force for their success in coming up with this handbook.

**Professor Ir. Dr. Mohd Azraai bin Kassim**  
**Deputy Vice Chancellor (Academic & International)**

## Acknowledgement

The Office of Undergraduate Studies, Universiti Teknologi Malaysia would like to express its appreciation to members of the Academic Advising Task Force for their continuous support, commitment and willingness to share their experiences in advising students throughout the process of producing this handbook – *Academic Advising: Ensuring Student Success*.

We would also like to thank the Deputy Vice Chancellor (Academic and International), Human Capital Development Department, Registrar's Office and the Graphic Unit, Office of Corporate Affairs for their continued support in production of this handbook.

# Introduction

## What is academic advising?

Academic advising is a partnership between the academic advisor and advisee throughout the period a student spends completing a programme of study at the university.

Academic advising is a process in which academic advisors assist advisees develop both their academic and personal potentials. It encompasses the development and delivery of accurate, up-to-date information regarding educational programmes, courses, resources, policies, procedures, and career options to aid students in pursuing their academic and career goals.

Academic advising also assists students to realise the maximum educational benefits available to them by helping them to better understand themselves and to learn to use resources of the institutions to meet their educational needs (Crockett,1984)\*.

## Objectives of Academic Advising

- To assist students in understanding institutional policies, procedures and regulations.
- To provide information on academic programmes, institutional support services and resources.
- To assist students in planning, monitoring and evaluating their educational plans towards degree completion and developing decision-making skills.
- To assist students in determining their career goals.
- To assist students in developing their intellectual, personal, and social development.

\* Crockett, David S. (1984) "ACT as strategic resource in enhancing the advising process", NACADA Journal 4(2):1-11.

## Role of Advisees

All students, first to final year, are to meet their academic advisors for assistance in drawing up their plan of study. In general students must:

- discuss with their advisors the courses to take for each semester
- register for all the relevant courses (core and elective) with the right code
- ensure that the total number of credits taken is correct i.e. a maximum of 18 credits per semester. Students on Probation Status are only allowed to register for 12 credits
- attend the First Year Experience (FYE) programmes organised by the faculty
- attend the e-Portfolio Workshop organized by the faculty
- create and develop their e-Portfolio (Appendix 1)

### Direct Entry Students

In addition to the requirements above, direct entry students should also:

- apply for credit exemption
- submit completed Application for Credit Transfer / Credit Exemption Form to the faculty by Week 10 of the first semester enrolled at the university.

### Final Year Students

Advisees in the final year should:

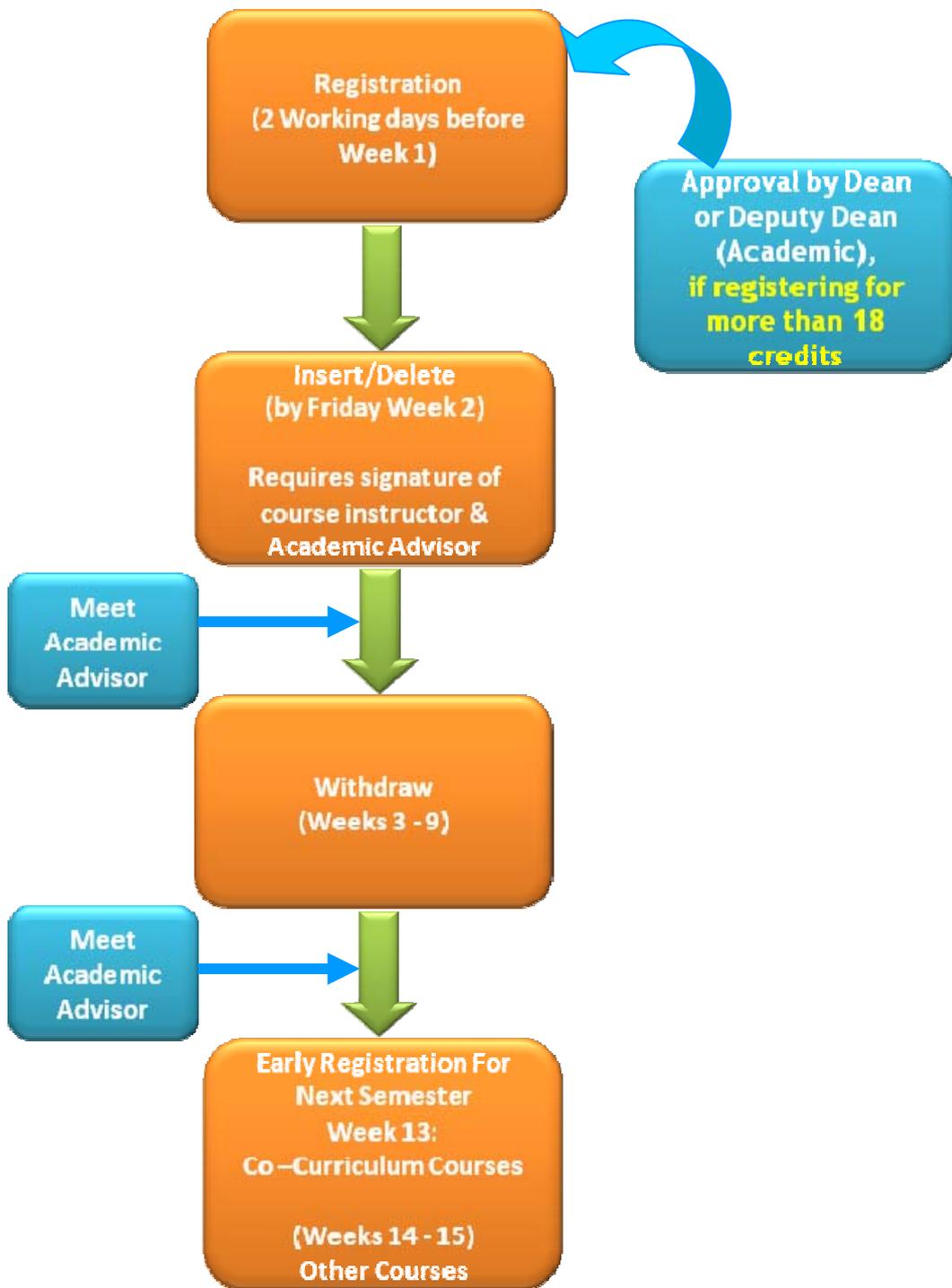
- attend the How to Get Yourself Employed Programme organized by the faculty
- attend the Personal Grooming Course conducted by UTM Counseling & Career Centre
- present and submit the Undergraduate Final Year Project (PSM)
- settle debts, if any, with the Bursar's Office/Library/faculty
- complete and submit Application for Conferment of Degree/Diploma Form to the Academic Office at the faculty
- request for official transcript from the Academic Division, Registrar's Office
- request for verification letter for graduation from the faculty
- complete the Kajian Pengesanan Graduan IPTA/IPTS online survey, Ministry of Higher Education at <http://graduat.mohe.gov.my>
- prepare relevant materials for finding jobs, e.g. resumé, cover letter, transcript, recommendation letter from the faculty/PA, certified copies of important documents
- seek advise from academic advisor or counselor for proof reading of resumé, cover letter
- follow all rules for convocation set by the university.

### International Students

International students should:

- be aware of immigration requirements i.e. visa requirements, visa expiration dates, visa renewal procedure
- socialise with the local students
- learn Bahasa Melayu
- learn, understand and respect the local culture.

## Course Registration Procedure



## Course Registration Procedure

### Academic procedure for course registration

- Students must register for every course taken during each semester.
- Students who fail to register within the stipulated time period can be dismissed unless a valid reason is given and accepted by the University.
- For further information on course registration procedure and scheduling, refer to Academic Regulations at <http://aimsweb.utm.my/>

### Early registration

- Students are encouraged to register for courses for the following semester within the stipulated time set by the University. Early registration of courses is done during the last two weeks of the current semester.

### On-line registration

- Students are required to register on-line within the stipulated time period set by the university. On-line registration of courses can be done at <http://aimsweb.utm.my/>

### Insert/delete

- Students are allowed to insert or delete courses within the time period set by the university. The Course Registration Amendment Form can be obtained from the faculty.
- Students are required to obtain the signature of the course instructor(s) and also approval from the academic advisor.

### UM (Repeat Course) / UG (Repeat Grade)

- Students who need to repeat a course must register for the course with the status UM (Repeat Course) or HWUM (Repeat Pass / Fail Course) or UG (Repeat Grade). This, however, does NOT apply to students who are re-admitted into the programme (DS).
- For further information on regulations for course registration, refer to Academic Regulations at <http://aimsweb.utm.my/>

### FORMS

- Course Registration Form
- Application for Credit Transfer / Credit Exemption
- Course Registration Amendment Form
- Course Withdrawal Form (TD)
- Appeal for Course Grade Review
- Application for Conferment of Degree/Diploma

Please refer to [www.utm.my/undergraduates](http://www.utm.my/undergraduates) for sample of forms

### **Academic Probation**

- A student who obtains a  $1.70 \leq \text{CGPA} < 2.00$  will be given a Probation Status (KS) and is not allowed to register for more than 12 credits.
- A student who obtains a  $1.70 \leq \text{CGPA} < 2.00$  (KS) for three consecutive semesters will fail the programme (KG) and be dismissed.
- For further information on the regulations for course registration, refer to Academic Regulations at <http://aimsweb.utm.my/>

### **Withdrawal from a Course**

- Students can withdraw (TD) from any course registered for the semester. Application to withdraw must be made on the Course Withdrawal Form (TD) and submitted to the Academic Office of the Faculty by Friday of Week 9.
- For further information on the course withdrawal process, refer to Academic Regulations at <http://aimsweb.utm.my/>

### **Deferment of Study**

- A student can request for deferment of study due to illness or other reasons acceptable by the university.
- For further information on the deferment of study process, refer to Academic Regulations at <http://aimsweb.utm.my/>

### **Study Abroad**

- Students are allowed and encourage to study and/or carry out industrial training abroad with the approval of the faculty
- For further information on the deferment of study process, refer to Academic Regulations at <http://aimsweb.utm.my/>

### **UTM Global Outreach Programme**

- Students are encouraged to participate in the UTM Global Outreach Programme (see Appendix 2) in order to challenge and broaden their personal, academic and professional horizons.
- Further information on the UTM Global Outreach Programme can be obtained from the Academic Office at the faculty or the Office of International Affairs.

### **Service Learning**

- Students are encouraged to register for the Service Learning Course either in their 2nd or 3rd year of study.
- Further information on Service Learning Courses can be obtained from the Co-Curriculum Centre.

## Role of Advisors

Academic advisors play an important role in assisting advisees achieve their academic and career goals. In order to achieve this, academic advisors will have to keep abreast with the changes in the university and programme requirements. Academic advisors are thus expected to:

- a. have a good understanding of the university academic system. Refer to Academic Regulations at <http://aimsweb.utm.my/>
- b. be knowledgeable of university and departmental requirements, policies and procedures. Refer to Faculty website and obtain a copy of the Faculty Academic Guidebook
- c. be knowledgeable of resource persons to refer students to for information and advise
- d. be knowledgeable of the UTM's Global Outreach Programme and encourage advisees to participate in the programme
- e. understand purpose of the UTM e-Portfolio System
  - use system to keep track of advisees' academic progress, personal development and career planning
- f. monitor advisees' academic performance using AIMS2000
- g. maintain confidentiality
  - inform advisees that anything discussed during the meeting is kept confidential
- h. advise and assist advisees
  - allocate specific times to meet advisees
  - assist advisees to develop a plan of study and educational goals. This includes the selection of electives which reflect the advisee's academic background, course prerequisites, and educational goals.
  - discuss selection of courses for each new semester prior to early course registration.
  - provide advisees with information about alternatives, limitations, and possible consequences of academic decisions.
  - meet with and monitor advisees academic performance at least three (3) times during each semester. Meetings should preferably be scheduled early in the semester (Week 1), in the middle of the semester (Week 8) and at the end of the semester (Weeks 14 - 15).
- i. constantly monitor the progress of each advisee.
  - maintain a physical file which contains a record of advisee information such as curriculum planning sheets, appointment records, academic difficulties (if any), choice of vocational preference, decision to change course or any other appropriate comments.
  - review advisee's mid semester achievements and advise them on which course(s) to withdraw from based on their academic abilities and performance.
  - inform advisees of opportunity to improve a grade if they obtain a grade below C for the course. Register for the course using the status UG.
  - evaluate advisees through the e-Portfolio system.

- j. post and adhere to a schedule of office hours.
  - be available to advisees on a regular basis. This is especially important during early registration and insert/delete period during each semester.
- k. sign all Insert/Delete Forms (if applicable).
- l. send occasional invitations to advisees encouraging them to come in for discussions and performance reviews.
- m. establish personal relations and rapport with advisees and help them to resolve any academic difficulties.
- n. provide continuous guidance and motivation to help advisees adapt to their new environment.
- o. foster the UTM Graduate Attributes, goal setting and positive attitude towards achieving academic and life excellence. Refer to [www.utm.my/undergraduates](http://www.utm.my/undergraduates)
- p. inform advisees of academic awards for excellent students.

For a summary of the Role of Academic Advisors, refer to Appendix 3.

## Advising Special Needs

Academic advisors of the following group of students should provide extra assistance and attention in addressing the specific needs of these students.

### First Year Students

Academic advisors of first year students should:

- attend the First Year Students Academic Advisor Workshop organised by the Office of Undergraduate Studies (UGS).
- provide guidance and motivation to help advisees adapt to their new environment.
- conduct icebreaking session with advisees.
- encourage advisees to attend the First Year Experience (FYE) programmes organised by the faculty.
- advise advisees to attend the e-Portfolio Workshop organised by the faculty.
- ask advisees to develop their own e-Portfolio (see Appendix 1).

### Direct Entry Students

In addition to the above, academic advisors of direct entry students should also:

- inform advisees to apply for Credit Exemption for courses (if applicable)
- remind advisees to complete Application for Credit Exemption / Credit Transfer Form
- remind advisees to submit Application for Credit Exemption / Credit Transfer to the Faculty by Week 10 of the first semester enrolled at the university.

### Final Year Students

Academic advisors of final year students should:

- check and verify total credit required for graduation (core and elective courses taken) based on performance in previous examination results. Use AIMS 2000 at <http://aimsweb.utm.my/>
- inform advisees who are expected to finish their study to complete and submit the Application for Conferment of Degree/Diploma Form to the Academic Office at the Faculty
- encourage advisees who are unable to complete their study within the maximum period allowed to register with the School for Professional and Continuing Education (SPACE)
- encourage advisees who are eligible to take the special exam to do so. Refer to Academic Regulations at <http://aimsweb.utm.my/>
- encourage advisees to attend exhibitions/seminars on career development
- assist and encourage advisees to attend mock interview sessions under the 'How To Get Yourself Employed' programme. Students in the Faculty of Education must also attend the "Bina Insan Guru" Course (BIG)
- advise on job search prospects, potential career advancements and salary
- advise and assist advisees who wish to further their studies on selection of a suitable place and field of study
- advise on possible financial sources for further study
- advise and make advisees aware of the need and importance of certification and registration with professional bodies/associations such as the Board of Engineers Malaysia, Institution of Engineers Malaysia, Malaysian Institute of Chemist, etc.

### **International Students**

Academic advisors should advise international students on:

- immigration requirements i.e. visa requirements, visa expiration dates, visa renewal procedure. For further information, contact the International Student Centre
- the need to socialise with the local students
- the need to learn Bahasa Melayu for daily activities
- the need to learn, understand and respect the local culture.

### **Students on Probation Status**

Academic advisors should advise advisees to register for only 12 credits. Advisors should assist advisees to:

- analyse results of the previous semester
- strategise and review previous plan of study
- prioritise registering for course(s) failed (UM)\* the previous semester
- decide on the courses to register for that particular semester

\*Refer to Faculty Academic Guidebook for course offerings.

## Academic Records

Students academic and personal records can be accessed in two ways: AIMS 2000 and the students' records at the faculty.

### A. AIMS2000

AIMS2000 is a web-based system which contains complete information of students' academic and personal records.

- Academic advisors can access their advisees' records online through AIMS2000 at either <http://www.utm.my> or <http://www.aimsweb.utm.my/>

\*\*\* It is important that academic advisors remind advisees to inform the Registrar's Office of any changes in their personal data.

#### Benefits of Using AIMS 2000

By using AIMS 2000, academic advisors are able to conduct:

- online double checking of course registration to detect errors (if any)
- online viewing of students' examination results
- online viewing of students' financial and accommodation records and personal background information
- online Degree Audit which provides information on graduation requirements.

### B. STUDENT RECORD AT THE FACULTY

Student records kept at the faculty consist of:

- personal and academic records which are kept in the student's personal file at the Academic Office of the respective faculties
- the student personal file is a confidential internal document that is available only to individuals authorised to view the file.

\*\*\* Academic advisors should keep a summary of the student's academic for quick reference.

## Ethics in Academic Advising

Academic advisors must develop and adopt ethical practices when addressing the unique problems faced by their advisees. Below are the do's and don'ts in academic advising:

### 1. Confidentiality

All advisors must ensure that they maintain confidentiality with respect to all communications and records considered confidential. Unless written permission is given by the advisee, all information disclosed in individual sessions must remain confidential.

### 2. Equality

All academic advisors must ensure that advisees are provided access to services on a fair and equitable basis. Advisors must avoid any personal conflict of interest so they can deal objectively and impartially with persons within and outside the institution.

### 3. Conflict of Interest

In many instances, the appearance of a conflict of interest can be as damaging as an actual conflict. Whenever handling problems, academic advisors must ensure that such problems are handled in accordance with established and responsible procedures.

### 4. Sexual Harassment

Academic advisors must not participate in any form of sexual harassment. Sexual harassment is defined to include sexual advances, requests for sexual favors, as well as other verbal or physical conduct of a sexual nature.

### 5. Limitations

All academic advisors must recognize the limits of their training, expertise, and competence and must refer advisees in need of further expert advice to persons possessing appropriate qualifications.

### 6. Circumventing Institutional Policies

Advisors must not counsel or aid advisees in circumventing institutional policies or regulations. When confronted with situations in which advisees have violated or circumvented established policies or norms, the advisor is obliged to address the issue and refer students to the appropriate units or agencies.

### 7. Emotional Involvement

Academic advisors should refrain from having any emotional involvement with their advisees. If an academic advisor finds difficulties in handling such a situation, the advisee should be referred to a professional counselor.

## Tips for Academic Advisors

Good listening skills and basic knowledge in counseling are essential for academic advisors to effectively interact with their advisees.

Here are some good tips on how to improve your interaction with your advisees.

### 1. **Maintain Eye Contact**

While you will need to look at your notebook to write your notes, maintaining eye contact keeps you focused on the advisee and keeps you involved in the conversation.

### 2. **Differentiate between hearing and listening**

When listening focus on the content, expression and behavior of your advisee. Listening to a conversation is not a passive act.

### 3. **Active Listening**

An active listener should have a high degree of empathy. Active listening requires you to attend to the feelings or ideas being expressed by your advisees. It helps you grasp issues that your advisees are trying to communicate to you from their point of view. Your advisees will know that you are listening if you convey to them that you are seeing the world from their perspective.

### 4. **Avoid distractions**

Do not let your mind wander or be distracted by external factors and focus on the conversation.

### 5. **Avoid emotional involvement**

When you are too emotionally involved in listening, you tend to hear what you want to hear - not what is actually being said. Try to remain objective and open-minded.

### 6. **Questioning**

Using open-ended questions can help avoid most of the problems cited above. This type of questions can assist advisees to understand their issues rather than simply supplying information to the academic advisor. Closed-ended questions have the effect of shutting down or limiting conversation. Focusing questions are questions asked in order to focus or prioritise what the advisee needs to talk about.

### 7. **Reflecting**

Reflecting is one way of expressing to advisees that we are in their frame of reference and that we affirm their deep concerns. Three areas of reflecting are feeling, experience and content.

### 8. **Paraphrasing**

Academic advisors can also paraphrase i.e. translate raw perceptions of what their advisees are saying into more precise words or repeat their messages without adding any new ideas.

For further information, contact the Counseling & Career Centre (PKK).

## Academic Award

### Royal Education Award

This is awarded to TWO excellent students who graduate with a First Class Honours. The award consists of a special prize, RM2,500, the *Pingat Jaya Cemerlang* and a certificate.

### Chancellor Award

This is awarded to TWO students who obtain a First Class Honours Bachelor's Degree and who meet the selection criteria set by the university. The award is given at each Convocation Ceremony. Recipients of the award will receive a medal, RM2,000 and a certificate.

### Tun Fatimah Hj. Hashim Gold Medal Award

This is awarded to ONE female graduate who has demonstrated excellence in academic, co-curriculum and extra co-curriculum. The recipient of the award will receive a Gold Medal and RM 2,500 from Yayasan Kadir and Fatimah.

### Vice-Chancellor Award

This is awarded to ONE best student from each faculty, the College of Science & Technology and SPACE who meet the selection criteria set by the university. Each recipient will receive a medal, RM1,000 and a certificate.

### Gemilang Academic Award

This is awarded by the university to EACH student who has achieved academic excellence and graduating with a CPA of 4.00. This award does not take into consideration participation and contributions in co-curriculum or other academic activities. The student must have achieved a CPA of 4.00 for every semester of study and meet the selection criteria set by the university. The recipients will receive a medal, RM1,000 and a certificate.

### Malakoff Academic Excellence Award

This is awarded to FOUR excellent graduates. TWO awards are allocated for graduates from the Faculty of Electrical Engineering and TWO awards for graduates from the Faculty of Mechanical Engineering based on the selection criteria set by the university. Recipients of the award will receive RM2,500 from Malakoff Berhad.

### UMW Holdings Berhad Academic Excellence Award

This is awarded to ONE Bachelor's Degree graduate in any engineering programme who meets the criteria set by the university. The recipient will receive RM2,500.

### SHELL Academic Award

This is awarded to SEVEN excellent graduates in the field of engineering and science. Each recipient will receive RM1,000 from SHELL EP International Limited (Singapore Branch).

### Alumni Award

This is awarded to the best THREE graduates, ONE each from the fields of Engineering, Science & Management and Diploma. Recipients of this award will receive RM500, a certificate and a souvenir.

### Faculty Academic Award

This is awarded to the BEST student of each programme at the faculty. Recipients of the award will receive a medal, cash, a souvenir, and a book or certificate.

**Dean's Award**

This is awarded to students who obtain a CGPA of 3.5 and above. Recipients will receive a medal and a certificate. The ceremony is usually held a day before Convocation ceremony. Recipients are required to wear their medals during the Convocation Ceremony.

## Resources

### LIST OF USEFUL RESOURCES FOR STUDENTS

No.	Type of Information	Unit	Phone. No.
1.	Financial Aid (Short & Long Term Loans)	Office of Student Affairs & ALUMNI (HEPA)	07-5530248 07-5530185
2.	Student Non-Academic Facilities	Office of Student Affairs & ALUMNI (HEPA)	07-5530255
3.	Student Welfare and Discipline	Office of Student Affairs & ALUMNI (HEPA)	07-5530513
4.	College Facilities/Married Housing New application Request for College Change Request for Room Change	Office of Student Affairs & ALUMNI (HEPA)	07-5530243 07-5536673
5.	Guest House	Office of Student Affairs & ALUMNI (HEPA)	07-5535197
6.	Bus Service	Office of Student Affairs & ALUMNI (HEPA)	07-5530771
7.	Overseas Visits	Office of Deputy Vice Chancellor (Student Affairs & Alumni)	07-5530231
8.	Health Services General Treatment Dental	University Health Centre (PKU)	07-5537227
9.	Medical Emergency	University Health Centre (PKU)	07-5530999
10.	Student Health Scheme	University Health Centre (PKU)	07-5537229
11.	Counseling Services	Counseling & Career Centre (PKK)	07-5536663 07-5536666
12.	Career Guidance and Development	Career Development Unit (CDU)	07-5530487

No.	Type of Information	Unit	Phone. No.
13.	Academic Matters - Deferment of study - Appeal for Course/Grade Review	Faculty	
14.	Academic Matters Intake and Records Unit	Registrar's Office (Academic Management Division)	07-5530464
15.	Academic - Examination Division & Degree Conferment	Registrar's Office (Academic Management Division)	07-5530351 07-5530324 07-5530459
16.	Matric Card	Organisational Management & Administration Division (BPPO)	07-5530172
17.	Campus Safety	Campus Security	07-5530014 (Emergencies) 07-5530532 (Traffic)
18.	English Language Support Programme (ELSP)  e-Learning E-Portfolio	Centre for Teaching & Learning	07-5537888  07-5537858 07-5537856/57
19.	Co-Curriculum Activities Co-Curriculum Courses	Co-curriculum Centre	07-5532290 07-5532284/87
20.	Sports Facilities	Sports Unit	07-5535766/75
21.	Library Services Help Desk Circulation Unit	Sultanah Zanariah Library (PSZ)	07-5530188 07-5530147
22.	Immigration Requirements	International Student Centre	07-5537988

## Outstanding Academic Advisor Award

The Outstanding Academic Advisor award is an award given to excellent academic advisors in recognition of valiant efforts in helping students achieve their career goals.

### Nomination for the Award

- Nomination for this award is open to all academic advisors.
- Nomination can be made by both advisees and academic staff using the UTM-PPS-2008/01 form. The nomination form should be submitted to the faculty.
- Each nomination must include two (2) letters of support from the faculty and at least one from the advisee.
- Nomination should contain adequate factual or descriptive material to enable the selection committee to ascertain the extent to which an individual meets the criteria.
- Support letter from the faculty management.
- Support materials/evidence.
- Write-up on nominee.
- Brief CV.
- Passport-size photograph.

### Criteria for the Award

- The selection committee will evaluate nominations in support of effective advising qualities and practices that distinguish the nominee as an outstanding academic advisor.
- Demonstration of interest toward advisees.
- Effective interpersonal skills.
- Availability to advisees.
- Frequency of contact with advisees.
- Referral to necessary resources.
- Consistent monitoring of advisees progress toward academic goals.
- Knowledge of current institutional regulations and procedures.
- Appropriate use of information sources.
- Ability to provide development advising versus routine courses scheduling.

### The Award

- Plaque
- RM 3000.00
- Certificate

Refer to [www.utm.my/undergraduates](http://www.utm.my/undergraduates)

## **APPENDIX 1**

### **e-Portfolio**

#### **What is an e-Portfolio?**

It is an online compilation of documents that is based on artifact evidences of which students are directly involved in a continuous reflection process towards their own learning, the progress of their achievement on knowledge, technical and generic skills as well as their personal, academic and career development planning.

#### **Why create an e-Portfolio?**

Students are encouraged to create an e-Portfolio to help them to:

- improve on the quality and accountability of their own academic achievement
- encourage them to reflect, to think critically and to acquire the skills of integrating information and knowledge
- share their work with potential employers
- learn the culture of writing and documenting information
- recognise their own potential and skills in terms of knowledge, technical and generic
- monitor their academic progress and career development

#### **How can Students Benefit from e-Portfolio?**

By developing their own e-Portfolio, students can:

- increase their ability to understand what they have learnt
- learn to understand their learning styles
- obtain opportunities to reanalyse , plan and take accountability towards their learning.

## **APPENDIX 2**

### **UTM Global Outreach Programme**

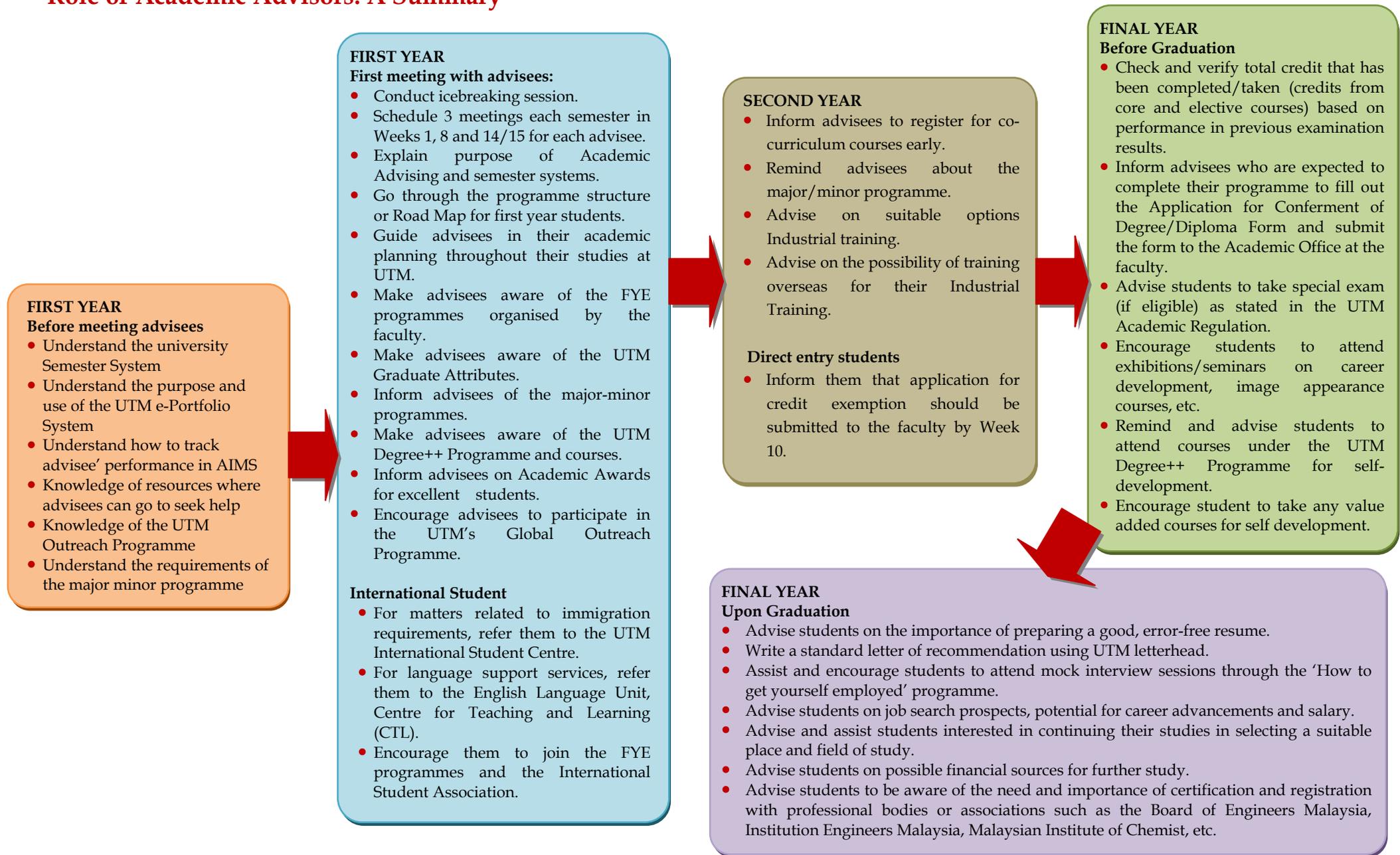
The UTM Global Outreach Programme offers students an exciting and challenging way of broadening their personal, academic and professional horizons. Students are required to spend one to two weeks in another country to gain new academic, cultural and international experience.

Through this programme students can also:

- establish professional and career opportunities by networking with other students
- improve language skills, cross-cultural understanding, and cross-cultural interpersonal communication
- experience personal growth by developing self-confidence, independence and social skills.

## APPENDIX 3

### Role of Academic Advisors: A Summary



UNIVERSITI TEKNOLOGI  
KERAWA



INTELLECTUAL PROPERTY AWARD 2010  
Organisation Category  
2006, 2009 & 2010



MERDEKA AWARD 2009  
Outstanding Scholastic Achievement | Health, Science & Technology



Design by :  
Graphic Unit,  
Office of Corporate Affairs, UTM