

## Academic Study Arrangement for January/February 2025 Trimester

The University would like to update all UTAR staff and students of the academic study arrangement for January/February 2025 Trimester:

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

**Table 1: Commencement Dates of Jan/Feb 2025 Trimester for UTAR Programmes**

Programme	Commencement Date
Postgraduate (Except for Master of Architecture)	13 January 2025
Undergraduate (Except for MBBS) and Master of Architecture	10 February 2025
Foundation	10 February 2025

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

- 2. Modes of Delivery:**

- (i) Foundation and Undergraduate Programmes:**

All Lecture Classes / Tutorials / Practical Classes / Projects / Assignments / Learning Activities shall be conducted via **physical mode** in campus starting from **Week 1**.

- (ii) Postgraduate Programmes:**

For taught courses of **Master Programmes**, lecture classes shall be conducted in **blended mode**, via physical mode and Online Teaching and Learning (OTL) mode using MS Teams, WBLE or WBLE2 as learning platforms.

- 3. Special OTL Mode for Week 8 (Foundation and Undergraduate) and Week 12 (Postgraduate):**

A special Online Teaching and Learning (OTL) week will be applied from 31 March to 5 April 2025 in conjunction with the Hari Raya Aidilfitri holidays. **During this week, there shall be no assessments and physical teaching and learning activities.** All the classes after the public holiday from 2 April to 5 April shall be fully conducted in OTL mode.

- 4. Default OTL Mode for Week 14 (Foundation and Undergraduate):**

By default, Week 14 is OTL week for all undergraduate and foundation courses where all the classes shall be fully conducted in OTL mode:

Foundation and Undergraduate Programmes OTL Week: 12 May - 17 May 2025

*EXCEPT* for those where physical mode is required. Please refer to the respective faculties for further details.

**5. MS Teams Video Recording:**

By default, lecturers shall create an MS Teams for each taught course and upon student request, record live lecture classes to support student learning and revision.

**6. Continuous Assessments:**

Continuous Assessments (CA) including mid-term tests shall be conducted physically on campus.

**7. Final Examination:**

All Final Examination (FE) shall be conducted physically on campus. Students who are unable to sit for FE due to unavoidable circumstances must apply to the Dean / Director with strong evidence for the approval to sit for Replacement Examination.

**8. Supplementary Examination:**

Supplementary Examination (SE) is a second attempt given to students upon failing their first attempt of FE allowing them to demonstrate the learning outcomes, to pass a course and proceed with their studies without delay.

**9. Industrial Training / Clinical Training:**

Students who have registered or planning to register for industrial training / clinical training in January/February Trimester must report directly to the assigned company / institution outside the University for such arrangements and comply with the industrial training requirements.

**10. Final Year Project / Postgraduate Research:**

Undergraduate students with Final Year Project (FYP) and Postgraduate students (by research mode) shall continue the project or R&D activities as scheduled.

**11. Accommodation and Financial Assistance:**

Students who require accommodation assistance may contact Department of Student Affairs (DSA) at 6016-2100864 (DSA-Kampar) / 6016-2100862 (DSA-Sungai Long) or [dsa@utar.edu.my](mailto:dsa@utar.edu.my).

Students who require financial assistance may contact the 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](mailto:financialaid@utar.edu.my).

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

Thank You.

**Office of the Registrar**

**22 January 2025**