



# Student Handbook

## Diploma in Product Development Technology

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Compiled by  
Faculty of Engineering and Technology,  
Tunku Abdul Rahman University of  
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Kuala Lumpur.

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## Part A. General Information

### 1. Background and Overview of Faculty of Engineering and Technology

Formerly known as Faculty of Engineering and Built Environment (FEBE) began as the School of Technology (SOT) which was set up in 1972. It was split into two faculties, namely Faculty of Engineering and Technology (FOET) and Faculty of Built Environment (FOBE) in May 2017. The programmes conducted in FOET are designed in such a way that would prepare students to register their Professional Membership with professional bodies locally and internationally in particular Board of Engineers Malaysia (BEM), Institution of Engineers, Malaysia (IEM), Engineering Councils (EC), Malaysia Board of Technologists (MBOT) etc. for engineering and technology programmes. The aim of FOET has always been to BUILD YOUR DREAMS AND ENGINEERING YOUR FUTURE, ensuring your dreams fulfilled and your future secured. Currently, there are 3 departments in FOET, namely

- Department of Electrical and Electronics Engineering
- Department of Mechanical Engineering
- Department of Materials Engineering

In Faculty of Engineering and Technology, we provide

- State-of-the-art Laboratories equipped with industry standard equipment
- Holistic education with the focus on strong technical skill and development to be a professional
- A comprehensive coverage of programmes in both the Engineering and Built Environment field
- Qualified and Dedicated staff who are committed to BUILDING YOUR DREAMS AND ENGINEERING YOUR FUTURE
- Projects and assignments that focuses on real industrial problems with industrial training that provides a taste of working on actual industrial problems and solution
- Extensive links with industry as well as having graduates who are captains of their industries
- Programmes which are well accepted by institution around the world resulting in a wide range of progression routes for further studies at both undergraduate and post graduate level.

### 2. Programmes Offered in the Faculty/Department

The current focus areas are as follows:

Electrical and Electronics Engineering, Electronics Engineering Technology, Mechanical Engineering, Mechatronics Engineering, Material Engineering, and Product Development and Manufacturing Technology.

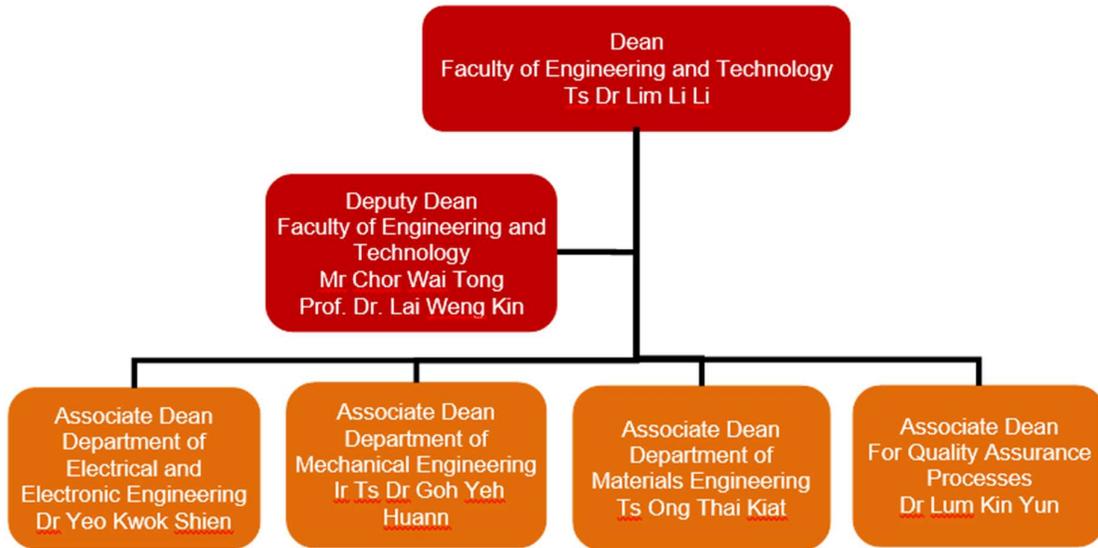
In the Department of Materials Engineering, we offer the following programmes:

Diploma in Manufacturing Technology  
Diploma in Product Development Technology  
Master of Engineering Science  
Doctor of Philosophy in Engineering

NB: A full list of programmes offered at FOET can be referred to at:

URL: <http://www.tarc.edu.my/foet/index.jsp>

### 3. Organisation Chart

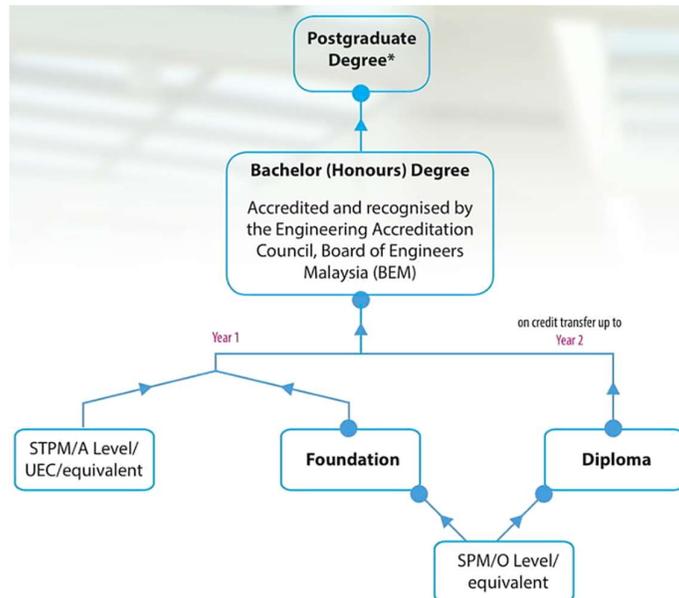


### 4. Staff Listing

Students can view the information of the staff listing and the academic team from the Faculty website. The teaching team and the office venue are stated in the students' time table for student information.

NB: A full list of staff list for the Department of Materials Engineering at FOET can be referred to at:  
URL: <http://www.tarc.edu.my/staffDirectory.jsp>

### 5. Progression Route



\* The Faculty of Engineering and Technology offers the following postgraduate programme:

- Master of Engineering Science KPT/IPS/N/520/71/0111/04/25

## 6. Minimum Entry Requirements

	SPM	O Level	UEC	Certificate
Diploma in Product Development Technology	3 Credits in the relevant subjects	3 Grade C in the relevant subjects	3 Grade B in the relevant subjects	<ul style="list-style-type: none"> <li>Relevant Certificate accredited by MQA</li> </ul>
Diploma in Manufacturing Technology	<p><b>Compulsory subjects:</b></p> <ul style="list-style-type: none"> <li>(i) <b>SPM Credit/O Level</b> Grade C in Mathematics/<b>UEC</b> Grade B in one mathematics subject</li> <li>(ii) <b>SPM Credit/O Level</b> Grade C/ <b>UEC</b> Grade B in one relevant science/technical/vocational subject</li> <li>(iii) <b>SPM Pass/O Level</b> Grade E (Pass)/ <b>UEC</b> Grade C in English Language</li> </ul>			<p>OR</p> <ul style="list-style-type: none"> <li>Relevant Skilled/ Technical/ Vocational Certificate accredited by MQA or recognised by the Malaysian Government</li> </ul>

*Note:*

- a) SPM holders must have at least a pass in Bahasa Melayu and SPM holders from Year 2013 onwards must have at least a pass in Sejarah.
- b) Students without a credit in SPM Bahasa Melayu are required to pass Bahasa Kebangsaan A before the award of Diploma.
- c) Equivalent qualifications/qualifications from other Institution of Higher Learning (IHL) will be considered on a case-by-case basis.
- d) Subject to the Ministry of Higher Education latest requirements.

## 7. Intra and Inter Faculty Transfer

A new student may apply for programme transfer at the beginning of the programme within the stipulated deadline. Applications for intra-faculty transfers (i.e. programme transfer within the faculty should be submitted to the FOET Office (Block M) whereas applications for inter-faculty transfers (i.e. programme transfers to other faculties) should be submitted to the Department of Admissions & Credit Evaluation (Ground Floor, Bangunan Tun Tan Siew Sin) within a stipulated deadline. The closing date for programme/campus transfer is normally on the second Friday after commencement of lectures. Approval for the programme / campus transfer is not guaranteed. Students whose transfers are successful are required to collect their transfer offer letter from FOET Office (for Intra-Faculty Transfer or Department of Admissions & Credit Evaluation (for Inter-Faculty Transfer / Campus Transfer). Students who have accepted the programme / campus transfer will **NOT** be allowed to transfer back into their original programme / campus of study after accepting the transfer through the payment of fees.

## 8. Lecture and Tutorial Plan

Your respective course lecturers will provide you with a copy of the course plan for lectures and tutorials in week 1 of each semester.

## 9. Academic Calendar

Academic calendar in each academic year of the intakes for bachelor degree, diploma etc are available at URL: <http://www.tarc.edu.my/admissions/academic-calendar.html> which includes dates for new students reporting, study weeks, examinations weeks and holidays for all semesters of the Academic Year.

## 10. General Information

### 10.1 Important Information on Notice Board and Intranet

Students must read the important announcements and information on the notice board placed outside the FOET, Student Intranet, and TAR UMT website. Such announcements and information may include notices on time-table, deadline for online repeat registration, printing of bills & payment, loan application, deadline of printing and payment of tuition fees, interview session for unsatisfactory attendance, etc. The onus is on the students to read these important announcements and information regularly.

### 10.2 E-Learning System & University E-Mail

Important announcements and information will be channeled to you through the University Student Intranet and University email. You are advised to log-in to your intranet and University email daily to not miss out on any important announcements, information and deadlines. For your University email, a letter will be given to you stating your login ID and password. You are advised to retain this letter for your future reference.

### 10.3 Change of Address or Contact Number

It is the responsibility of the students to notify the office of the Faculty of any changes in their personal particulars, such as addresses or contact numbers so as to ensure their particulars in the Faculty database are accurate and up-to-date at all times. The Faculty will not be responsible or accountable for delayed, lost mail, or wrong information printed on official documents due to incorrect / obsolete students' addresses and contacts in the Faculty database. Application form for change of addresses or contact number can be obtained from the Faculty office. The completed form, duly filled in and signed, shall be submitted to the office of the Faculty whenever the changes occur.

### 10.4 Student Time Table

The student time table will be displayed on the notice board outside the office of the Faculty and the Student Intranet, before the commencement of each semester. Students may download their time table from the Student Intranet at TAR UMT website. In order to help students get the most out of their education, subject to availability of resources, classes shall be arranged from 8am to 9pm from Monday to Saturday, except for Public Holidays. Attendance in all classes is mandatory. Exceptions may be made for extenuating circumstances, with applications submitted and prior approval obtained from the faculty.

### 10.5 Tutorial Groups

Each student will be assigned to a tutorial group. Exchange of tutorial groups will not be permitted except under exceptional circumstances for which prior approval in writing must be obtained from the Associate Dean of the Department. Closing date for submission of Application for Changing of Tutorial Group is normally at the end of second week after the commencement of each semester. Late application will not be entertained.

### 10.6 Consultation Hours

Each lecturer's consultation hours will be displayed outside their office and FOET noticeboard. Students may see the lecturers during the consultation hours if they have problems in their studies. In order to facilitate effective learning, students are advised to take the active learning approach and read up on the topic(s) concerned and have peer discussions prior to consulting the lecturer.

### 10.7 Attendance (Lectures, Tutorials and Practical)

Students MUST register their attendance via TARCAApp using TAR UMT WiFi. Students are reminded that attendance is compulsory for all the scheduled classes. Please DO NOT take attendance on behalf of other students nor share the mobile pin code with other students if they are not present for the classes. This action will be deemed as academic misconduct. All students are expected to behave in a manner to uphold the principles of academic integrity. Any students found liable of academic misconduct shall be subjected to disciplinary actions.

Refer to the Academic Regulations for Bachelor & Diploma Programmes 2023 in Student Intranet for more information.

### 10.8 Application for Leave of Absence

Application for leave of absence may be performed through the Student intranet. The application due to medical or compassionate reasons, must be duly filled in, attached together with relevant supporting documents and submitted through the Student intranet within three (3) days from the date he/she resume his/her study. For other reasons, the application must be submitted with a written explanation and/or supporting documents at least one (1) week before the intended date of absence. The total leave of absence shall not be more than fourteen (14) days within one (1) academic year. The Faculty's decision to approve or reject any application shall be final.

### 10.9 Reinstatement, Deferment, Withdrawal of Studies

#### Reinstatement of Study

You may apply for reinstatement of studies if your name has been removed from the University register for the following reasons:

(a) Arrears of tuition fees; or

(b) Arrears of University development fees and insurance (payable by repeat students during the commencement of every academic year)

The application form can be downloaded obtained from the TAR UMT website: > Apply and Study > Registered Student > General Information > Reinstatement of Study, or from the Student Intranet under Information Gateway: - Department of Admission & Credit Evaluation (DACE), or obtainable from the respective Faculty/ DACE. You are required to attach a letter of explanation signed by you together with the completed application form and supporting documents. For students who wish to withdraw in the

current semester, the application form and letter of explanation must be submitted to the FOET office latest by the end of the 8<sup>th</sup> week (in a long semester) or the end of the 4<sup>th</sup> week (in a short semester).

For students who have withdrawn in the previous semester, the application form and letter of explanation must be submitted to the Admissions office not less than 1 month before the semester starts.

**Your application is subject to the approval of the University.** You are required to see your Programme Leader prior to submission of application for reinstatement.

#### **Deferment of Studies**

If you wish to defer your studies due to extenuating circumstances, you may apply for deferment of study. The application form can be downloaded from the TAR UMT website: > Apply and Study > Registered Student > General Information > Deferment of Study, or from the Student Intranet under Information Gateway: – Department of Admissions & Credit Evaluation (DACE), or obtainable from the respective Faculty/DACE. The form together with letter of explanation and supporting documents must be submitted to the Admissions office by the 6<sup>th</sup> week (in a long semester) or 3<sup>rd</sup> week (in a short semester).

You can only defer for one academic year during the duration of study. Extension for deferment may be considered for one additional year only under exceptional extenuating circumstances. You are required to re-submit your application form together with relevant supporting documents for extension.

**The application is subject to the approval of the University.** You are required to see your Programme Leader prior to submitting your application for deferment.

#### **Withdrawal of Study**

Students who wish to withdraw from their programmes may notify the Department of Admissions & Credit Evaluation (DACE) in writing OR complete a prescribed 'Notification of Withdrawal' form obtainable from the Department of Admissions & Credit Evaluation. The Withdrawal Form can also be downloaded from the TAR UMT website: > Apply and Study > Registered Student > General Information > Withdrawal from Programme or from the Student Intranet under Information Gateway: – Department of Admissions & Credit Evaluation (DACE). The duly completed form is to be submitted to the Department together with the Student ID card.

Students who did not attend classes or discontinued class attendance in a new semester without notifying the University of their withdrawal shall be liable to all fees due to the University for that semester and subsequently shall be withdrawn from the university due to the arrears of fees.

The date of receipt of a student's withdrawal notification will be the official date of withdrawal even if the student has stopped attending classes earlier.

Ex-TARCians who had withdrawn from their Bachelor Degree/Diploma programme and have enrolled into another programme of the same level may be eligible for horizontal credit transfer. The application for horizontal credit transfer is to be made at the respective Faculty latest by Friday of week 4 (for long semester) or week 3 (for short semester) after the commencement of the semester first joined.

The application and more information is available at <https://www.tarc.edu.my/files/admissions/form/AE48885A-7057-47AA-9A92-88142B8C6E44.pdf>

NB: Students are required to constantly refer to Intranet under Department of Admission and Credit Evaluation (DACE) for updated notices and information.

#### **10.10 Student Dialogue**

The Faculty will conduct the Student Dialogue sessions with student representatives on programme matters twice in a 14 lecture-week semester of each academic year and once in a 7 lecture-week semester.

#### **10.11 Online Course Evaluation Survey**

Towards the end of each semester, all students are required to complete the online course evaluation survey for all courses conducted. Online course evaluation survey is open in weeks 10 to 11 of the 14 lecture-week semesters and weeks 4 to 5 of the 7 lecture-week semesters.

#### **10.12 Online Tracer Study**

It is compulsory for all graduates to fill up the online tracer study as required by the Ministry of Education. For more information, please refer to Student Intranet at TAR UMT website.

#### **10.13 Rules and Conduct in Laboratories**

Rules and conduct includes operational rules and safety rules in laboratories are clearly displayed in each and every laboratory, users are strictly required to observe and adhere to the rules and regulations to ensure the smooth operation of the laboratories and safe condition are constantly maintained in the laboratories.

#### **10.14 Office Matter**

Students are required to refer to student intranet, notice board and office for any office matters and information from time to time so that you are updated with the latest information.

#### **10.15 Students Attire**

Students shall dress appropriately and conform to the following guidelines:

Within campus except games and co-curricular activities:

- i. Collared shirts/T-shirt with sleeves and pants/jeans/skirt. No tattered attire is allowed, especially jeans.
- ii. Shirts (except Hawaiian-style shirt) should be tucked in.
- iii. Shorts are not allowed.
- iv. Female students should dress appropriately and modestly. Miniskirts / dresses, high slits or low necklines, "bare back" apparel and exposed midriff and spaghetti-straps or see-through blouses are not allowed.
- v. Proper footwear, shoes/sandals shall be worn. Japanese slippers are not allowed.

Laboratory Attire

- i. Clothing that covers the upper body, arms, and entire leg to the ankle (e.g., pants, skirt, coveralls, lab coat) which fully protects exposed skin.
- ii. Closed-toe shoes that resists rapid penetration by spilled liquids or sharps.
- iii. In laboratories where a fire danger is present, avoid clothing made of synthetic fibres. Wear less flammable natural fibres, such as wool, cotton, jute, flax, and silk.
- iv. Students must be equipped with appropriate personal protective equipment (PPE) relevant to each laboratory. It is the responsibility of the students to observe and abide by the rules and regulations related to laboratory operations.

For games and co-curricular activities:

- i. Proper sports attire (T-shirt, short/track bottom and sports shoes) should be worn at all times.

### **11. Evaluation and Assessment**

#### **11.1 Assessment Components**

Students shall be evaluated through the following components:

- a) Final examination; and/or
- b) Coursework which includes test, quiz, practical, project, report & case study; and/or
- c) Any other evaluation approved by TAR UMT.

#### **11.2 Coursework Assessment**

##### **11.2.1 Coursework**

Coursework comprises of a combination of group and/or individual assignments, oral presentations, short tests, quizzes, laboratory experiment or practical reports, etc.

##### **11.2.2 Coursework Threshold**

The pass marks for coursework is 50%. All students must pass the coursework, failing which the students are required to repeat the course concerned. Late submission for coursework will be penalty according to the guidelines for submission of coursework.

##### **11.2.3 Coursework Plagiarism**

The Faculty views the plagiarism or collusion cases very seriously. These include, but not limited to, plagiarism or collusion in any part of their assignments, projects or written work, threaten the values of academic work and undermine the credibility and integrity of TAR UMT's awards. Plagiarism or collusion will be dealt with appropriately by the Faculty. Such offenders shall appear before a panel of enquiry at the Faculty and appropriate punishment will be meted out.

Punishment may include failing the students' assignment or project, re-submission of another piece of work or downgrading of the work to the maximum of a pass grade.

#### 11.2.4 What Constitutes "Plagiarism" and "Collusion"?

Plagiarism according to the Oxford Advanced Learner's Dictionary of Current English means "take and use somebody else's ideas, words, etc as if they were one's own". Plagiarism can take the form of reproduction without acknowledgement from published or unpublished works of others including materials downloaded from computer files and the Internet. Collusion can be deemed to be a form of plagiarism involving the unauthorised co-operation between two or more people with deceptive intention.

#### 11.2.5 Student Obligation

Students are deemed to have signed a declaration that the work submitted, such as course work assignment, essays and projects, etc. is their own work and that they have not in any way knowingly allow another student to copy it. It will be assumed that all submitted work is that of the students' own work.

#### 11.2.6 Referencing System

Students are expected to familiarise themselves with or make use of method(s) of citing other people's work in accordance with acceptable referencing. The referencing system used in FOET is the IEEE Referencing System.

## 12. Examinations

### 12.1 Grading System and Examination Rules

1. For Diploma, the University grading scheme is as follows:

[Applicable to July 2023 Year 1 Semester 1 New Intake in Academic Year 2023/2024]

GRADE	MARKS RANGE	GRADE POINT	DESCRIPTION
A+	90 - 100	4.0000	High Distinction
A	80 - 89	4.0000	Distinction
A-	75 - 79	3.6700	Distinction
B+	70 - 74	3.3300	Merit
B	65 - 69	3.0000	Merit
B-	60 - 64	2.6700	Merit
C+	55 - 59	2.3300	Pass
C	50 - 54	2.0000	Pass
F	0 - 49	0.0000	Fail

Passing grade is C and above

2. The Grade Point Average (GPA) for an examination sitting shall be determined by dividing the total Quality Points by the total Credits of all the courses (excluding courses which have no contribution to the GPA) attempted in the same sitting. The Quality Point of a course shall be defined as the Grade Point score multiplied by the Credits of the course.

$$\text{Quality Point} = \text{Grade Point} \times \text{Credits of the course}$$

$$GPA = \frac{\text{Total Quality Points for course(s) with CGPA bearing registered in a Semester}}{\text{Total Credits for all course(s) with CGPA bearing in a Semester}}$$

3. The Cumulative Grade Point Average (CGPA) shall be determined by dividing the Cumulative Quality Points earned by the Cumulative Credits attempted (excluding Credits of course(s) which have no contribution to the GPA/CGPA). Credits of a course which has been attempted more than once shall be counted only once for the Cumulative Credits attempted in determining the CGPA.

$$CGPA = \frac{\text{Total Quality Points for course(s) with CGPA bearing for all Semesters}}{\text{Total Credits for all course(s) with CGPA bearing in all Semesters}}$$

4. Grades A, A-, B+, B, B-, C+, C & F shall be included in the calculation of the GPA and CGPA. Courses not included in the calculation of the GPA and CGPA include:

- (a) courses which have been given exemptions
- (b) courses which have been awarded Satisfactory (S), Unsatisfactory (U) or Absent with valid reason (I)
- (c) MPU-3213 Bahasa Kebangsaan A

5. Normally, Candidates shall be evaluated through the following components:

- (a) Final examination; and/or
- (b) Coursework which includes test, quiz, project, report & case study; and/or
- (c) Practical; and/or
- (d) Any other evaluation approved by the Senate.

6. There shall be threshold requirements for all coursework and final examination as the Senate shall decide:

- (a) Academic courses shall be 50/100 marks for final coursework/practical and 40/100 marks for final examination.
- (b) Mata pelajaran Pengajian Umum (MPU) courses with exception of Co-curriculum shall be 50/100 marks for coursework and 20/100 marks for final examination.

7. The maximum number of attempts allowed for a candidate for a course is four (4) attempts. Thereafter, the candidate shall be required to leave the programme of study.

8. (a) A candidate who fails a course shall repeat the course as decided by the Senate and the latest grade obtained from the repeat course shall be taken for computation of the GPA and CGPA. Under special circumstances as decided by the Senate, a candidate in a graduating semester may be allowed to re-sit the failed course(s).

Notwithstanding the above,

- (b) i. a candidate who fails a course in the first attempt, may be permitted to opt for a resit, on the first instance, when the course is next made available. In the event the said candidate then fails upon the resit, the candidate shall thereafter repeat the course. In the event the candidate passes the course upon a resit as envisaged above, the candidate's grade shall be capped at a minimum pass grade (C).
- ii. with effect from May 2016/2017 academic year, a candidate who has failed the course(s) in the first attempt, may opt to resit the failed course(s), if the following criteria is fulfilled:
  - (1) a minimum CGPA of 1.5000; AND
  - (2) obtained a minimum of 30 final mark for the failed course(s) concerned; AND
  - (3) fulfilled threshold requirements for coursework/practical of the failed course(s) concerned.Notwithstanding the above, the Board of Examiners may, at its discretion consider any exceptional circumstances (e.g. course(s) with exceptionally high failure rate), to permit a resit opportunity to candidates.

## 12.2 Candidate Academic Status

A candidate's academic standing shall be determined at the end of each semester based on his/her GPA and or CGPA value. The Senate upon the recommendation of the Board of Examiners shall decide the status of the candidate. The guidelines on the academic load shall apply to candidates with the following status:

(a) Good Status Unless a student of the Tunku Abdul Rahman University of Management and Technology being a candidate is placed on Probation or Warning or Final Warning status, he/she shall be deemed to be placed on Good status. A candidate on Good status shall register for ALL courses offered in the semester of his/her programme.

(b) Probation Status If a candidate's GPA is less than 2.0000 at the end of a semester, except in a semester where all courses taken do not contribute towards the computation of GPA and CGPA, he/she shall be placed on "probation" status in his/her programme. The academic probation period shall end when the candidate has attained a GPA of 2.0000 and above in the following semester.

(c) Warning Status A candidate on Probation status who fails to obtain a minimum GPA of 2.0000 at the end of the semester, except in a semester where all courses taken do not contribute towards the computation of GPA and CGPA, shall be placed on "Warning" status in his/her programme. The academic warning period shall end when the candidate has attained a GPA of 2.0000 and above at the end of the following semester. By the end of the said academic warning semester, if the candidate's GPA is less than 2.0000 AND CGPA is less than 1.0000, then the candidate shall leave the programme. A candidate on Warning status shall not be allowed to register for industrial training course.

(d) Final Warning Status A candidate on Warning status who, by the end of such warning status semester obtains a GPA of less than 2.0000 AND CGPA of 1.0000 and above shall be placed on Final Warning status. The final warning period shall end when the candidate has attained a GPA of 2.0000 and above in the following semester. By the end of the final warning status semester, if the candidate's GPA is less than 2.0000, then the candidate shall leave the programme.  
A candidate on Final Warning status shall not be allowed to register for industrial training course.

### 12.3. Maximum Duration of Study

The maximum duration of study given to students shall be two times the minimum duration of the registered university Diploma programme based on the academic year of entry of the intake as specified in the programme structure.

However, students who have not fulfilled all the requirements for graduation at the end of their study may, at the discretion of the Board of Examiners, be allowed to resit / repeat all courses with grades below C, subject to the maximum time frame to graduate.

Notwithstanding the above, the President may, subject to the relevant regulations prevailing, grant extensions of the maximum duration. Students are required to submit an appeal for such an extension of the maximum time frame.

(Examination Regulations for the respective Diploma Programmes are available at TAR UMT Student Intranet).

### 12.4 Award of Diploma

Students shall fulfill all the requirements specified for the award of the Diploma as stated below:

- (a) successfully completed and passed (unless exempted) all compulsory courses including core, cognate and co-curricular courses; AND
- (b) achieved a minimum CGPA of 2.0000; AND
- (c) fulfilled all the requirements of the University Regulations; AND
- (d) paid all the fees due to the university.

Notwithstanding the above, the award of the Diploma shall be decided by the Senate in accordance to the constitution of the university.

### 12.5 Classification of Awards

[Applicable to July 2023 Year 1 Semester 1 New Intake in Academic Year 2023/2024]

	CGPA
Diploma with Distinction	3.6700 – 4.0000
Diploma with Merit	2.6700 – 3.6699
Diploma	2.0000 – 2.6699

(Examination Regulations for the respective Diploma Programmes are available at TAR UMT Student Intranet).

### 12.6 Extenuating circumstances which may affect a candidate's examination performance

(a) Candidates with extenuating circumstances, which may affect his/her examination performance or attendance at the examination, shall submit an appeal in writing within 48 hours from the occurrence of the extenuating circumstances to the Registrar. The appeal is subject to the University's Policy on Extenuating Mitigating Circumstances.

(b) The Registrar may, subject to Rule 7, and upon acceptance of such extenuating circumstances, exempt the candidate from Rule 8 (b) and permit a replacement examination of the affected course(s).

### 12.7 Appeal for Review of Examination Results

Candidates who wish to appeal for review of examination results may submit a formal online application for review of examination/ co-curricular results not later than one (1) week after the official release of results. A non-refundable processing fee per course shall be chargeable. The decision by the Senate shall be final. Candidates shall be able to view their appeal outcome in the Student Intranet.

### 12.8 Repeat/Resit Application

Students registering for repeat course(s) OR resit course(s) must register online. The deadline for registration of repeat/resit course(s) will be announced to students through the Student Intranet.

### 12.9 Online Course Registration / Add and Drop Courses

Only 'Active Status' students are given the option to register for add and drop for main / elective course(s) of current semester or outstanding / resit / repeat course(s). The online course registration portal is accessible for students in the first week of each semester via <https://reg.tarc.edu.my/> on Student Intranet. After registration is done in the first week, students shall print the bill and make payment from the second week (Monday) to the fourth week (Monday). Please refer to notices issued by the Department of Examinations and Credit Accumulation on add and drop course(s) criteria, duration of online registration, printing and payment of bill before commencement of each new semester.

### 12.10 Examination Requirements

- (1) No candidate shall be admitted to an examination unless
  - (a) the candidate has paid all fees due; and
  - (b) has attended the relevant programme of study to the satisfaction of the Dean of Faculty concerned. Failing to fulfil (a) and/or (b) above, the candidate shall be barred from sitting the examination.

(2) Candidates who do not meet the attendance requirements due to extenuating circumstances may appeal in writing to the Dean of Faculty/Head of Branch/Head of Centre for Nation Building and Languages no later than seven (7) calendar days from the date of the official notice of barring.

NB: Students are required to constantly refer to Intranet under Examination for Notices (e.g. registration for Resit/Repeat & co-curriculum etc); Information (e.g. examination regulation, awards, student discipline regulation etc) and other examination related matters.

### 12.11 Cheating in the Examination

Disciplinary action will be taken against any student who is found cheating or being dishonest or disobeying any instruction given by the Invigilator during the Examination. Disciplinary action may include immediate suspension from the whole Examination or remainder of that Examination. In addition, the student may be expelled by the University.

## 13. Bursary

### 13.1 Payment of Fees

Fees payable for newly register students must be paid before or on the date stipulated in the Letter of Offer.

Thereafter, fees payable at the beginning of each semester, unless otherwise specified, must be paid within two (2) weeks from the date of the commencement of the semester, failing which the students shall be withdrawn without further notification. For withdrawal due to non-payment of fees, the withdrawal date shall be the commencement date of the semester.

Payment of fees can be made through the following:

- a) Any branches of Public Bank Berhad counters; or
- b) Public Bank internet banking ([www.pbebank.com](http://www.pbebank.com)); or
- c) TAR UMT Bursary Office (payment via Public Bank debit card, Public Bank credit card, bank draft, bank cheque (upon request), cash (upon request), money order or postal order only) in favour of "TAR UMT".

Notwithstanding the above, if a student faces financial problem and is unable to pay the tuition fees on time, they may be allowed to extend the payment of fees or pay by installment provided that the student has submitted a written explanation, a copy of student bill, and supporting documents to the office of the Faculty before the stipulated deadline stated in the Student Bills.

In the instance where the student is a Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN) loan holder, and that there is a non-payment of tuition fees due to delay in banking of the loan into the student's account. The student must submit a completed Application Form for Extension of Payment to the Faculty office.

Payment after the due date of payment of fee shall be made via Public Bank debit card or in the form of bank draft only. A bank draft is not a receipt of payment made, it is a cash cheque purchased from the bank. The original bank draft should then be submitted to Bursary for payment.

### 13.2 Online Printing of Semester Tuition Fees

Students will be advised on the fees payable via notices displayed on the Faculty notice boards or TAR UMT website. Students shall print two (2) copies of the Student Bills via Student Intranet one (1) week before commencement of each semester. The onus is on the students to print the Student Bills and pay the fees before or by the stipulated deadline stated in the Student Bills, failing which it is deemed that the students would have withdrawn from TAR UMT. No late printing of bills will be entertained.

### 13.3 Refund of Fees

All fees paid are strictly non-refundable and non-transferable. However, there is a Refund of Fees for newly registered students who withdraw if notification of withdrawal in writing is received before the commencement date of the programme. Fifty percent (50%) of the amount of Tuition Fee, Special Administration Fee, Examination Fee, Laboratory/Workshop Fee and Facilities & Resource Fee paid by the student may be refunded. Registration, Orientation and Activity Fees are strictly non-refundable. If notification of withdrawal in writing is received after the commencement date of the programme, there is strictly no refund of all fees paid. This applies to students who pay and register after commencement date of the programme upon withdrawal from the programme.

Caution money (less any liabilities) may only be refunded on application after a student has completed or withdrawn from his/her last programme of study at TAR UMT. The application for the refund shall be made within one (1) year from the date of completion of study or withdrawal from TAR UMT, failing which the said caution money shall be deemed as donation to the Student Loan Fund.

### 13.4 Fees for Resit Examination and Repeating Courses

Upon online registration for Resit and/or Repeat course(s), students shall print two (2) copies of the bills via Student Intranet. The onus is on the students to print the Resit and/or Repeat bills and pay the fees before or by the stipulated deadline stated in the Resit and/or Repeat bills. As a guide, payment of resit and repeat bills shall be made by week 5 of the 14 lecture-week semesters or by week 3 of 7 the lecture-week semester.

No late Printing of Bills and Payment of Fees will be entertained. The Resit and/or Repeat fees will not be refunded even if the student is absent from the examination.

## 14. Financial Aid

There are various types of loans available for all students to apply. The loans are meant to assist students who face financial difficulties in completing their studies in TAR UMT.

### 14.1 Scholarships, Bursary and Grants

- a) TAR UMT Merit Scholarship (No application is required, scholarship will be awarded automatically)
- b) The Star Education Fund Scholarship
- c) Nanyang Tertiary Education Fund Scholarship
- d) Sin Chew Daily Education Fund Scholarship
- e) TAR UMT for State/National Players
- f) Tan Sri Lee Loy Seng Foundation Scholarship
- g) S.P.Setia Foundation Scholarship
- h) Grants and awards by generous individuals
- i) Industry-Based Study Grants

### 14.2 Student Loans

There are various types of loans available for students to apply. The type of loans available are as follows:

- a) TAR UMT Student Loan Fund (Open for application in weeks 1-3 of May and September yearly)
- b) Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN) Loan
- c) Penang State Loan
- d) Perak State Loan
- e) Selangor State Loan
- f) Chang Ming Thien Foundation Loan
- g) KOJADI Study Loan
- h) Carlsberg Hua Zong Education Fund Loan

Please visit the website of TAR UMT or contact Department of Student Affairs (DSA) for more information about scholarships and financial assistance.

### 14.3 PTPTN

TAR UMT students may apply for PTPTN loan. Students are advised to read the notices and information about PTPTN announced by DSA regularly

## 15. Computer Services and Facilities

### 15.1 Communication and Information Technology (CIT) Centre

CIT Centre is situated in Cyber Centre, a three-storey building with a total built-up area of 100,000 square feet. It is designed to provide an ideal environment for student learning and social educational interaction. Seventeen (17) ICT laboratories and twenty one (21) discussion rooms are fully equipped with Internet connectivity to support training, e-learning, multimedia language learning, and a host of other teaching and learning activities (such as Microsoft and SPSS software). These laboratories, discussion rooms and the spacious atrium are furnished and designed to provide a conducive learning environment for students with different learning styles and preferences. The technology supported teaching environment caters for different teaching approaches and knowledge acquisition. This building houses a fast, reliable and comprehensive network infrastructure and various supporting utilities to enable effective and efficient development, operation, and maintenance of ICT facilities and services provided to all campuses.

The functions and services provided by CIT Centre are:

- a) Internet and Intranet Services
- b) Network, Hardware and Software Services
- c) Multimedia Services
- d) Teaching and Learning Technology Support

### 15.2 Computer Aided Design (CAD) Centre

Computer Aided Design (CAD) centre provides the necessary technical education base for FOET students to learn Computer Aided Design and Drafting (CADD), Computer Aided Engineering (CAE) as well as Computer Aided Management in line with industry requirements. The CAD Centre at Room D109 consists of over one hundred (100) computers. It serves the following activities:

- a) Design and Drafting (CADD) software such as AutoCAD, Revit AutoCAD
- b) Process and Control Design software such as MATLAB and SIMULINK
- c) Materials processing analysis software such as Moldflow Plastic Insight (MPI) and Anycasting simulation software.
- d) Electronic Circuit Design software such as PROTEL and Proteus VSM.
- e) 3D Mechanical Design & simulation software such as SolidWorks, Autodesk Inventor @Professional.
- f) Material selection software.

## 16. Library

The Library aims to provide library resources and services to support the teaching, learning and research needs of TAR UMT.

### 16.1 Academic Resources

The Library has a total collection of over 220,000 volumes of printed books, over 300 titles of print + online serials and 10,600 units of electronic/audio-visual materials. It also provides access to an extensive range of remotely accessible online resources; local and international databases, electronic journals, e-books and CCH online publications.

Databases subscribed by the Library include ACM Digital Library, Ebrary, EBSCOhost Business Source Complete, Emerald, IOPscience, LawNet, Passport GMID, ProQuest Research Library and ProQuest Science Journals.

### 16.2 Facilities and Services

The Library caters for individual and collaborative work, with over 2,200 seats. Students have access to outstanding facilities for their academic work and study that include study carrels, individual study rooms, discussion rooms, reading rooms, audio visual room, Internet PCs, Wi-Fi access and many more.

The Library provides a number of services including loan services, reference services, self-service borrowing, user education programmes, interlibrary loan services, photocopying services, etc. Registered faculty, staff and students can search the library holdings, gain direct access to the full-text of electronic database and renew/reserve items at anytime, anywhere via Web OPAC (InfoWeb-Online Catalogue).

### 16.3 Library Induction Programme

The Library conducts a number of user education programmes, comprising:

- i. Library induction programme  
The library induction programme is conducted during new intake time. It aims to introduce new students to the collections, services and facilities offered by the library. The programme comprises a PowerPoint presentation and a library-guided tour.
- ii. Library training sessions  
The Library offers training sessions to users to equip them with the skills in information searching using library online catalogue and subscribed online databases, e-journals, e-books, etc.

The training sessions covers the following topics:

- i. Library InfoWeb
- ii. Online Resources Searching Skills

### 16.4 Opening Hours

The opening hours of the Library are as follows:

Day	Normal Days	Examination Period	Semester Holidays
Mondays - Fridays	8.30am - 9.00pm	8.30am - 9.00pm	8.30am - 7.00pm
Saturdays	9.00am - 2.00pm	8.30am - 5.00pm	9.00am - 2.00pm
Sundays	-	9.00am - 5.00pm	-

## 17. Student Services

### 17.1 Accommodation

Information on rooms available is regularly disseminated on notice boards maintained by DSA.

TAR UMT students are able to find accommodation in the nearby housing estates which are within easy reach of TAR UMT campus, such as:

- Taman Bunga Raya
- Taman Sri Rampai
- Taman Melawati
- Taman Danau Kota
- Jalan Genting Kelang
- Wangsa Maju
- Setapak Indah
- Wangsa Melawati
- Taman Desa Setapak
- Setapak Jaya
- Taman Melati

Students shall sign a tenancy-agreement with the landlord. It is important that the terms and conditions of the agreement should be clearly stipulated so as to avoid any misunderstanding. Copies of information sheets, "Guidelines on Tenancy Agreements" and "Sample of Tenancy Agreement" are available at the DSA upon request.

### 17.2 TAR UMT Campus Hostel Accommodation

TAR UMT campus hostel accommodation is available and situated on a 6-acre land. It consists of 10 blocks of 5-storey building with 1,000 rooms which can accommodate 2,000 students. Hostel availability is based on first-come-first-served basis. Students may apply for the hostel only after receiving TAR UMT Offer Letter and having paid the full fees. Please visit the website of TAR UMT or contact DSA for more information about hostel accommodation.

### 17.3 Sport and Recreation

The outdoor sports facilities available are:

- a) One sports field comprising one soccer pitch, jogging track and two netball courts
- b) One futsal court
- c) One handball court
- d) One dodgeball court
- e) Two volleyball courts
- f) Three basketball courts

## 17.4 Sport Complex and Clubhouse

The facilities and their operational hours are as follows:

Facilities	Operational Days	Operational Hours
<b>Sports Complex</b> 1 gymnasium 2 multi-purpose halls 3 rooftop tennis courts 6 table tennis courts 6 badminton courts/2 volleyball courts/1 basketball court	Mondays - Fridays Saturdays & Sundays	9.00am - 9.00pm 9.00am - 7.00pm
<b>Clubhouse</b> 2 gymnasiums 2 squash courts An Olympic-sized swimming pool A learner's swimming pool 1 snooker table	Mondays - Fridays Saturdays  Sundays	9.00am - 9.00pm 9.00am - 12.00noon 3.00pm - 7.00pm 3.00pm - 7.00pm

## 17.5 Canteen Facilities

Reasonably priced meals, snacks and refreshments are available at the canteens. The canteens are located at Block G (Red Bricks Cafeteria), Block L (Yum Yum Cafeteria), Garden Cafe at Cyber Centre, Casuarina Cafe (Block SC, East Campus), Richiamo Coffee (Block SC, East Campus) and The Roots Cafe (Block L). Their operational hours are as follows:

Red Bricks Cafeteria Yum Yum Cafeteria Garden Café Casuarina Cafe	Richiamo Coffee	The Roots Cafe
Mondays - Fridays 8.00am - 5.00pm	Mondays - Fridays 7.30am - 10.00pm	*Open hours will be posted at <a href="https://www.facebook.com/TheRootsRestaurant/">https://www.facebook.com/TheRootsRestaurant/</a>
Saturdays 8.00am - 3.00pm	Saturdays 7.30am - 10.00pm	

## 17.6 University Bus Services

TAR UMT maintains a regular bus service which ferries students between the campus and the following nearby residential areas:

- Taman Desa Setapak      • Taman Sri Rampai      • Melati Utama
- Wangsa Maju                • Jalan Genting Kelang      • PV10, PV12, PV13, PV15, PV16

The buses operate daily, as follows:

Day	Normal Days	Semester Holidays
Mondays - Fridays	7.15am - 9.30pm	Will be adjusted accordingly
Saturdays	7.15am - 2.00pm	
Sundays & Public Holidays	-	-

TAR UMT bus service makes it very convenient for students to commute between the campus and nearby housing areas. Besides operating a daily bus service along the defined routes, TAR UMT also provides bus services for field trips, educational visits and tours organised by the students.

## 17.7 Students' Insurance Scheme

A 'Student Personal Accident Insurance Scheme' insures all students of TAR UMT. The policy will cover the students for accidents round the clock, anywhere in the world. The sum insured is RM60,000 for death or total disablement. In the event of death of the policy holder, funeral expenses not exceeding RM5,000 would also be paid.

In addition, students can also claim for medical treatment up to a maximum of RM5,000 and/or RM500 for traditional treatment per year (registered medical practitioners only) for injuries sustained in an accident. Copies of the Insurance Policy's terms and conditions are available at the DSA for reference.

### 17.8 Student Counseling Services

A team of counselors is available to help students with emotional, personal or academic concerns through individual counseling sessions, group counseling sessions, workshops and seminars. The counselling services are strictly confidential. All individual and group counselling services are free of charge. Counselling services are available to students during office hours at the DSA.

### 17.9 Student Development and Career Services

Student Development and Career Services (SDCS) offers uniquely designed life programmes that are central to a student's personal and career growth. Some of SDCS specially crafted programmes are:

- a) "Your Leadership DNA" gives students the tools necessary to attain true leadership quality.
- b) "The Road to Excellence" has been designed to enhance students' resiliency and learning agility.
- c) ENACTUS TAR-UC provides students a very unique platform to develop themselves by helping the communities that are in need.
- d) Career Development Workshops & Talks throughout the semester to help students to be aware of present day industries' requirements. The career development workshops are conducted by counsellors, recruitment firms and professional organizations who would guide students in the identification of skills, interests, values and how to make appropriate career decisions with confidence and maximise their employability opportunities.

Some of the Career Talks or Workshops are:

- Company Talks
- Creating Your Future Workshop
- Personality, Goal Setting & Career Profiling Workshops
- Resume Writing & Interviewing Skills Workshops
- Leadership Camp
- Career Decision Making
- Career Fairs

### 17.10 Clubs, Societies and Committees

It is compulsory for students to join and participate in student academic society of the programme of study.

Advisors and Assistant Advisors will be appointed to guide and advise the students in the societies' activities.

Notwithstanding the above, students are strongly encouraged to join and participate in other clubs and committees for their personal development. Please refer to TAR UMT website ([www.tarc.edu.my](http://www.tarc.edu.my)) for a complete list of clubs, societies and committees.

### 17.11 Study Abroad Unit (SAU)

The University has entered into various progression and articulation arrangements with universities overseas for both undergraduate and postgraduate studies. SAU provides you with useful information and the academic counselling to ensure you get the best out of your plans to study abroad. For further enquiries, students may visit the Study Abroad Unit (SAU) located at the Centre for Continuing and Professional Education (CPE Centre).

## 18. Personal Data Protection Act (PDPA) Statement

Please note that your Faculty, lecturer or tutor may transmit your personal data to your parents, guardians, potential employers and / or trainers for the purposes of industrial training or otherwise your programme's learning outcome requirement during the course of this programme for any one or more of the following purposes:

- a) In matters relating to your studies of this course and / or
- b) In matters relating to your academic and disciplinary matter of this programme.

## 19. Miscellaneous

Students must note that upon registering as students of TAR UMT through payment of fees, they are to abide and comply with all the student code of conduct, rules and regulations of TAR UMT. These include payment of fees, attendance of classes, examinations, and comply with all rules. It is the responsibility of students to familiarise themselves with this code of conduct, rules and regulations. Any breach of the same may lead to disciplinary action.

## Part B. Programme specific information

### Diploma in Product Development Technology

Product Development Technology combines conceptualization, design, development, manufacture and marketing of an engineering product. Although product development is creative, this discipline requires a technical knowledge, manufacturing skills and systematic approach to guide the product development processes. This programme aims to produce graduates with the necessary knowledge and skills for the jobs in the relevant product development industry and is able to apply the knowledge in design and manufacture of a product, with the utilization of appropriate CAD/CAM techniques..

#### 1. Programme Aims

Product Development is the process of conceptualising and designing products, either physical or digital, to provide end users with solutions that meet their needs. For the purpose of developing new products or improving an existing products, it is imperative that product development technologists identify company goals in conjunction with market opportunities, prior to applying well-defined principles and technologies in a creative way. Product development technologists also formulate manufacturing specifications and perform design analyses to ensure all products meet industry standards and guidelines for functionality. Graduates trained under product development technology programme are expected to be innovative, creative, and analytical with excellent working knowledge using 3D modelling software and other modern technology tools.

#### Career Prospects:

Graduates of Diploma in Product Development Technology are Manufacturing and Industrial Technologists with broad technical, managerial and operational background within their profession. Graduates can build their career as an assistant engineer, technical associate, or technician in the field of product research and development, product design and marketing, product testing and quality assurance, product manufacturing and production, mechanical and machineries design, as well as automation and control. They are well prepared as a technoprenuer to fulfil the country's needs of the Fourth Industrial Revolution (IR 4.0). Graduates are also encouraged to further their study in the relevant Bachelor Degree Programme.

#### 2. Programme Educational Objectives (PEO)

The programme objectives describe the expected achievements of the Mechatronics Engineering programme graduates in their career and professional life a few years after their graduation.

The programme objectives are as follow:

1. Graduates are competent technicians in the field of product development technology.
2. Graduates are engaged in lifelong learning and professional development.
3. Graduates are committed to professionalism in technologists' practices and contribute to the society.

#### 3. Programme Outcomes (PO)

The programme outcomes are statements that describe what students are expected to know and be able to perform or attain by the time of graduation in relation to the skills, knowledge and behaviour that students acquire through the Diploma in Product Development Technology programme. All engineering programmes in the faculty have adopted the Outcome Based Education (OBE) approach in their teaching and learning methodology in accordance to the MBOT accreditation requirements.

The NINE programmes outcomes derived from the program objectives are:

- PO1 **Knowledge** - Demonstrate knowledge in mathematics, science and technology fundamentals in product design and technology field to deal with well-defined work procedures and practise.
- PO2 **Practical Skills and High Technology** – Adopt technical, practical-oriented skills and use of modern tools and technologies to resolve well-defined problems in context of product design and technology.

- PO3 **Analytical, Critical Thinking and Scientific Approach** -Ability to study and analyse well-defined problems in broad context of product design and technology and resolve through scientific investigation, experimentation and/or application of digital and numeracy skills.
- PO4 **Communication Skills** - Able to communicate effectively in both verbal and written among technologist communities and society.
- PO5 **Social Responsibility in Society and Technologist Community** - Able to assess issues of cultural, environmental, safety, health, sustainability in context of technological development and meeting the societal responsibility in their work practises.
- PO6 **Lifelong Learning and Information Management** - Acknowledge the need for and engage in continuous, independent and lifelong learning in the context of product technological change.
- PO7 **Technopreneurship and Management Skills** - Possess management and technopreneurship skills which are task-based and practised-based.
- PO8 **Ethics and Professionalism** - Aware of the professional and ethical responsibilities and conform to norms of work practises of technologist.
- PO9 **Teamwork and Leadership** - Function efficiently as an individual and in diverse team-based work and possess capacity to become leader.

#### 4. DISCLAIMER

The information here is correct at the time of publishing. Notwithstanding the above, TAR UMT reserves the right to amend, alter or otherwise change any of the information, facts, regulations and rules contained herein and without prior notice. Students shall refer to the notice boards, Intranet, and TAR UMT website ([www.tarc.edu.my](http://www.tarc.edu.my)) for the latest information.



Year 2 Semester 3 (Nov 2025)											
Course Code	Course Title	Credit Hrs	CW:EX	L	T	P	O	Type	Pre-req	Credit Bearing	CGPA Bearing
MPU-2282	CIVIC CONSCIOUSNESS AND VOLUNTEERISM	2	100:0	0	14	0	0	Compulsory	Nil	Y	Y
AGMP2312	ETHICS & PROFESSIONALISM	2	100:0	14	14	0	0	Core	NIL	Y	Y
MPU-2173	PENGHAYATAN ETIKA DAN PERADABAN	3	100:0	0	14	0	0	Compulsory	Nil	Y	Y
	CO-CURRICULAR	2						Compulsory			
	Total:	9									

Year 3 Semester 1 (Feb 2026)											
Course Code	Course Title	Credit Hrs	CW:EX	L	T	P	O	Type	Pre-req	Credit Bearing	CGPA Bearing
AGPD3118	INDUSTRIAL TRAINING	8	100:0	0	0	570	5	Core	Nil	Y	N
	Total:	8									

**Total credit hours:93**

Add text here...

## Course List

<u>Course Number</u>	<u>Course Code and Title</u>
1	AJEL1523 INTEGRATIVE ENGLISH
2	AGGT1113 FUNDAMENTAL MATHEMATICS
3	AGMP1123 MEASUREMENT AND WORKSHOP TECHNOLOGY
4	AGPD1132 TECHNICAL DRAWING
5	AGMP1143 COMPUTER PROGRAMMING
6	AGMP1124 PHYSICS FOR TECHNOLOGIST
7	AGME3113 PRODUCTION PLANNING AND CONTROL
8	AGMP1313 MATERIALS SCIENCE
9	AGPD1224 MECHANICS OF MACHINES
10	AGMP1233 WELDING TECHNOLOGY
11	AGMP1243 ELECTRIC CIRCUITS
12	AGMP1252 COMPUTER-AIDED DESIGN AND DRAFTING
13	AJEL2513 PROGRESSIVE ENGLISH
14	AGGT1213 MATHEMATICS FOR TECHNOLOGIST
15	MPU-2342 INTEGRITY AND ANTI-CORRUPTION
16	AGMP2113 SOLID MODELLING AND 3D PRINTING
17	AGPD2122 ERGONOMICS AND HUMAN FACTORS
18	AGPD2133 CREATIVITY AND INNOVATION
19	AGMP2143 CNC PROGRAMMING AND CAM
20	AGMP2153 PROJECT MANAGEMENT AND FINANCE
21	AGMP2163 INDUSTRIAL AUTOMATION
22	AGPD2213 MANUFACTURING TECHNOLOGY
23	AGPD2222 PRODUCT DEVELOPMENT & MARKETING
24	AGPD2232 DESIGN FOR MANUFACTURE & ASSEMBLY
25	AGMP2242 QUALITY AND SAFETY
26	AGPD2256 FINAL YEAR PROJECT
27	MPU-2282 CIVIC CONSCIOUSNESS AND VOLUNTEERISM
28	AGMP2312 ETHICS & PROFESSIONALISM
29	MPU-2173 PENGHAYATAN ETIKA DAN PERADABAN
30	AGPD3118 INDUSTRIAL TRAINING

1.	Name of Course :	INTEGRATIVE ENGLISH													
	Course Code :	AJEL1523													
2.	Synopsis :	This course will expose students to the fundamentals of listening, speaking and reading skills, as well as basic foundation in grammar and vocabulary to enhance their language proficiency and enable them to cope with their studies in English at tertiary level.(CEFR B1)													
3	Credit Value :	3													
4	Prerequisite/co-requisite: (if any)	nil													
5	Course Learning Outcomes (CLO) :														
	CLO1	Present themes, messages or main points based on selected videos. (A2, PLO9)													
	CLO2	Explain the use of grammar components in various texts. (A3, PLO9)													
	CLO3	Present personal views based on the content of selected articles. (A2, PLO9)													
6	Course Learning Outcomes (CLO)	Programme Learning Outcomes (PLO)													
		PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12		
	CLO 1								✓						
	CLO 2								✓						
	CLO 3								✓						
7	Course Content Outline														
	Grammar: - Subject Verb Agreement (SVA): - Agreement of Verb with Subject - Agreement of Verb with Determinative - Agreement of Verb with Collective and Uncountable Nouns - Agreement of Pronouns - Tenses: - Simple Present - Present Continuous - Simple Past - Past Continuous - Present Perfect - Past Perfect														

	<p>Listening and Speaking Skills:</p> <ul style="list-style-type: none"> <li>- Orientating yourself to the text</li> <li>- Predicting the situation</li> <li>- Listening to understand context</li> <li>- Listening for specific information</li> <li>- Listening for contrasting ideas</li> <li>- Listening for examples</li> <li>- Listening for reasons and explanations</li> <li>- Listening for cause and effect</li> <li>- Distinguishing the relevant from the irrelevant information</li> <li>- Predicting types of words needed</li> <li>- Identifying main ideas</li> <li>- Identifying details</li> <li>- Understanding stress and intonation</li> <li>- Identifying speaker's views, attitudes, and opinions</li> <li>- Identifying facts and opinions</li> <li>- Making inferences and drawing</li> </ul>	
	<p>Reading and Vocabulary Skills:</p> <ul style="list-style-type: none"> <li>- Skimming and scanning for main idea(s)</li> <li>- Identifying details and examples to support an argument</li> <li>- Making inferences and predictions based on information in the text</li> <li>- Identifying the purpose of a paragraph or text</li> <li>- Distinguishing fact from opinion</li> <li>- Interpreting text for author's, intention, attitudes and style</li> <li>- Inferring meaning from unfamiliar words</li> <li>- Analysing prefixes and suffixes</li> <li>- Deducing meaning from context</li> </ul>	
	<p>Writing Skills</p> <ul style="list-style-type: none"> <li>- Spelling and punctuations</li> <li>- Writing simple sentences</li> <li>- Introduction to different types of writing</li> </ul>	
8	References (include required and further readings, and should be the most current)	<ol style="list-style-type: none"> <li>1. Gaudart, H., Hughes, R., Michael, J. &amp; Yong, L.C. (2019). Towards Better English Grammar (3rd ed.). Oxford Fajar Sdn Bhd.</li> <li>2. Stephenson, H., Dummett, P. &amp; Hughes, J. (2019). Life Intermediate Student's Book (2nd ed.). Cengage Learning Singapore.</li> <li>3. Barker, A. (2019). Improve Your Communication Skills: How to Build Trust, Be Heard and Communicate with Confidence (5th ed.). Kogan Page.</li> </ol>