



August 2007

POLICY FOR INDUCTION OF UTM FULL-TIME AND PART-TIME STUDENT

This policy aims at welcoming newly admitted full-time and part-time students of UTM with the aim of providing them with an overview of the University and of the services and facilities available to them so that they better understand the academic and social environment within which they will be working. The following are issues that need to be addressed during the student induction.

Part I – General

1. Overview of the University
2. Rights and responsibilities of students
3. Resource Centre facilities
4. Examinations
5. Student Associations
6. Fees and scholarships

Part II – Academic

1. Programme Aims and Objectives
2. Programme Mode and Duration
3. Teaching and Learning Strategies
 - (i) Teaching and Learning Methods,
 - (ii) Integration of IT within programme,
 - (iii) Contribution of local and international partners,
 - (iv) Visits to employers,
 - (v) Self-learning,
 - (vi) Work-placement and Industry project,
 - (vii) Dissertation/Project Supervision
4. Student Support and Guidance
 - (i) Academic and personal tutoring,
 - (ii) Week 8: Tutorial Week
5. Attendance Requirements
6. Credit System
 - (i) Number of Credits/Marks for Module/Dissertation/Project
7. Student Progress and Assessment
 - (i) Details of assessment mechanisms,
 - (ii) Grades and Marks x(%) per module,
 - (iii) Maximum marks attainable per year/Level,
 - (iv) Withdrawal and Re-Admission,
 - (v) Interruption and Resumption



8. Evaluation of Performance

- (i) The % mark at each Level contributing towards certificate/diploma/degree classification

9. Award Classification

- (i) Degree/Diploma/Certificate overall mark y(%) with classification

10. Programme Structure (Full-time/Part-time)

11. Programme Organisation and Management

- (i) Programme Director and contact details
- (ii) Programme Coordinators and contact details
- (iii) Cohort Student Representative (to be nominated)