**MQA-02 2017**

**(FULL ACCREDITATION)**

**Akreditasi Penuh/ Audit Pengekalan/Audit Semakan Semula (Bidang 1 & 2 sahaja)**

* **Bahagian \*A (Maklumat Universiti) dan \*\*B (Deskripsi Program) adalah sepertimana yang ditetapkan oleh MQA**
* **Bahagian \*\*C (Standard) adalah sepertimana yang ditetapkan oleh MQA dengan sedikit penambah baikan dari segi keperluan jawapan.**

**Nota : Tindakan**

**\*CQA**

**\*\* Fakulti/Sekolah**

**BAHAGIAN A: MAKLUMAT UMUM UNIVERSITI PUTRA MALAYSIA**

**(Maklumat ini akan disediakan oleh Bahagian Pengurusan Kualiti Akademik, CQA)**

**MQA-02 2017 (FULL ACCREDITATION)**

**PART A: GENERAL INFORMATION ON THE HIGHER EDUCATION PROVIDER**

Part A of the MQA-02 of this section seeks general information on the higher education provider (HEP).

1. Name of the higher education provider (HEP): Universiti Putra Malaysia

2. Date of establishment: Universiti Putra Malaysia was formerly known as Universiti Pertanian Malaysia and was established on 4 October 1971. The name have been changed to Universiti Putra Malaysia since 15 Mac 1998.

3. Date of registration (if applicable):

Universities and University Colleges 1971- P.U. (A) 106 (20 October 1971)

Universities and University Colleges 1971-P.U. (A) 106/1998 (15 March 1998)

4. Reference No. of registration (if applicable):

Not Applicable

5. Name, title and designation of the chief executive officer (however designated):

**YBhg. Dato’ Profesor Dr. Ahmad Farhan Mohd Sadullah**

Vice Chancellor, Universiti Putra Malaysia

6. Address (Headquarters): Office of Vice Chancellor, Bangunan Canselori Putra, Tingkat 4, Bangunan Pentadbiran,

Universiti Putra Malaysia, 43400 UPM Serdang Selangor

7. Correspondence (if different from above): NA

8. Tel.: 03 9769 6001

9. Fax: 03 9769 2016

10. Email: [nc@upm.edu.my](mailto:nc@upm.edu.my)

11. Website: www.upm.edu.my

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 12. | Names and addresses of Faculties/Schools/Departments/Centres (if located outside the main campus): | | | | | | |
|  |
| No. | | Name of Faculties/Schools/ Departments/ Centres | Address | | |
| 1 | | Faculty of Agricultural Science and Forestry | Faculty of Agricultural Science and Forestry, Universiti Putra Malaysia Bintulu Sarawak Campus, Jalan Nyabu P.O. Box 396, 97008 Bintulu Sarawak | | |
| 2 | | Faculty of Humanities, Management and Science | Faculty of Humanities, Management and Science, Universiti Putra Malaysia Bintulu Sarawak Campus, Jalan Nyabu P.O Box 396, 97000 Bintulu Sarawak | | |
| 13. Names and addresses of branch campuses: | | | | | | | |
| No. | | Name of Branch Campuses | Address | |
|  | | NA | NA | |
| 14. | List of current Faculties/Schools/Departments/Centres in the HEP (and its branch campuses) and number of programmes offered: | | | | | |  |
|  |  |
| **No.** | | **Name of Faculties/Schools/ Departments/ Centres** | **Location and Address** | **Number of Programmes Offered** |  |
|  |
|  |
| 1 | | Faculty of Agriculture | UPM, Serdang Selangor | 8 |  |
|  |
|  |
| 2 | | Faculty of Forestry and Environment | UPM, Serdang Selangor | 6 |  |
|  |
|  |
| 3 | | Faculty of Veterinary Medicine | UPM, Serdang Selangor | 2 |  |
|  |
|  |
| 4 | | Faculty of Engineering | UPM, Serdang Selangor | 24 |  |
|  |
|  |
| 5 | | Faculty of Educational Studies | UPM, Serdang Selangor | 19 |  |
| 6 | | Faculty of Science | UPM, Serdang Selangor | 19 |  |
| 7 | | Faculty of Food Science and Technology | UPM, Serdang Selangor | 6 |  |
|  |
| 8 | | Faculty of Human Ecology | UPM, Serdang Selangor | 5 |  |
| 9 | | Faculty of Modern Languages and Communication | UPM, Serdang Selangor | 14 |  |
|  |
| 10 | | Faculty of Design and Architecture | UPM, Serdang Selangor | 8 |  |
| 11 | | Faculty of Health and Medical Sciences | UPM, Serdang Selangor | 19 |  |
|  |
| 12 | | Faculty of Computer Science and Information Technology | UPM, Serdang Selangor | 8 |
|
| 13 | | Faculty of Biotechnology and Biomolecular Sciences | UPM, Serdang Selangor | 4 |
|
| 14 | | School of Business and Economics | UPM, Serdang Selangor | 7 |
|
| 15 | | School of Graduate Studies | UPM, Serdang Selangor | 4 |
|
| 16 | | Faculty of Agricultural Science and Forestry | UPM Bintulu Sarawak Campus | 6 |
|
| 17 | | Faculty of Humanities, Management and Science | UPM Bintulu Sarawak Campus | 4 |
| 18 | | Centre of Foundation Studies for Agricultural Science | UPM, Serdang Selangor | 1 |

15. Details of all programmes currently conducted by the HEP (and its branch campuses including any offshore arrengements:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | | **Name of Programme and National Education Code (NEC)** | | **National Education Code (NEC)** | | **MQF Level** | **Location Conducted** | | **Method of Delivery (Conventional-traditional, online and blended learning/Open and Distance Learning, ODL)** | **#Type of Programme (Collaboration/ Home grown/ External Programme) and Awarding Body** | | **Name of Collaborative Institutions through MoA/MoU (if applicable)** | | **Student Enrolment (As of 2nd Semester, 31 March 2020)** | |
| **Faculty of Agriculture** | | | | | | | | | | | | | | | |
| 1. | | *Bacelor Sains Pertanian dengan Kepujian* Bachelor of Agricultural Science with Honours | | 621 | | Level 6 (Bachelors) | UPM Serdang | | Full Time & ODL | Homegrown | | NA | | 240 | |
| 2. | | *Bacelor Sains Hortikultur dengan Kepujian* Bachelor of Horticultural Science with Honours | | 622 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 178 | |
| 3. | | *Bacelor Sains Perniagaantani dengan Kepujian*  Bachelor of Science in Agribusiness with Honours | | 621 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 170 | |
| 4. | | *Bacelor Sains Akuakultur dengan Kepujian* Bachelor of Science in Aquaculture with Honours | | 624 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 144 | |
| 5. | | *Bacelor Pertanian Sains Ternakan dengan Kepujian* Bachelor of Agriculture in Animal Science with Honours | | 621 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 194 | |
| 6. | | *Bacelor Sains Pengurusan Perladangan dengan Kepujian* Bachelor of Science Plantation Management with Honours | | 621 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 79 | |
| 7. | | *Master Pengurusan Perladangan* Master in Plantation Management | | 621 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 10 | |
| 8. | | *Master Pengurusan Sumber Tanah* Master in Land Resource Management | | 621 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 5 | |
| **Faculty of Forestry and Environment** | | | | | | | | | | | | | | | |
| 9. | | *Bacelor Sains Perhutanan dengan Kepujian* Bachelor of Forestry Science with Honours | | 623 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 189 | |
| 10. | | *Bacelor Sains dan Teknologi Kayu dengan Kepujian* Bachelor of Wood Science and Technology with Honours | | 623 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 136 | |
| 11. | | *Bacelor Sains Taman dan Rekreasi dengan Kepujian* Bachelor of Parks and Recreation Science with Honours | | 812 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 166 | |
| 12. | | *Bacelor Sains dan Teknologi Alam Sekitar dengan Kepujian* Bachelor of Environmental Sciences and Technology with Honours | | 422 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 241 | |
| 13. | | *Bacelor Pengurusan Alam Sekitar dengan Kepujian* Bachelor of Environmental Sciences and Technology with Honours | | 422 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 196 | |
| 14. | | *Master Alam Sekitar* Master of Environment | | 850 | | Level 7 (Master) | UPM Serdang | | Full Time, Dual Degree & Joint Degree | Homegrown | | NA | | 56 | |
| **Faculty of Veterinary Medicine** | | | | | | | | | | | | | | | |
| 15. | | *Master Perubatan Veterinar* Master of Veterinary Medicine | | - | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 5 | |
| 16. | | *Doktor Perubatan Veterinar* Doctor of Veterinary Medicine | | 640 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 589 | |
| **Faculty of Engineering** | | | | | | | | | | | | | | | |
| 17. | | *Bacelor Kejuruteraan Awam dengan Kepujian* Bachelor of Civil Engineering with Honours | | 526 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 226 | |
| 18. | | *Bacelor Kejuruteraan Elektrik dan Elektronik dengan Kepujian* Bachelor ofElectrical and Electronics Engineering with Honours | | 523 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 225 | |
| 19. | | *Bacelor Kejuruteraan Kimia dengan Kepujian*  Bachelor of Chemical Engineering with Honours | | 524 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 233 | |
| 20. | | *Bacelor Kejuruteraan Pertanian dan Biosistem dengan Kepujian* Bachelor of Agricultural and Biosystems Engineering with Honours | | 524 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 179 | |
| 21. | | *Bacelor Kejuruteraan Mekanikal dengan Kepujian* Bachelor of Mechanical Engineering with Honours | | 521 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 217 | |
| 22. | | *Bacelor Kejuruteraan Aero Angkasa dengan Kepujian* Bachelor of Aerospace Engineering with Honours | | 525 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 208 | |
| 23. | | *Bacelor Kejuruteraan Proses dan Makanan dengan Kepujian* Bachelor of Process and Food Engineering with Honours | | 541 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 198 | |
| 24. | | *Bacelor Kejuruteraan Sistem Komputer dan Komunikasi dengan Kepujian* Bachelor of Computer and Communication Systems Engineering with Honours | | 523 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 231 | |
| 25. | | *Doktor Kejuruteraan*  Doctor of Engin*eering* | | 520 | | Level 8 (Doctoral) | UPM Serdang | | Full Time | Homegrown | | NA | | 7 | |
| 26. | | *Master Kejuruteraan Air* Master of Water Engineering | | 526 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 26 | |
| 27. | | *Master Inovasi dan Rekabentuk Kejuruteraan*   Master of Innovation and Engineering Design | | 520 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 54 | |
| 28. | | *Master Keselamatan Proses dan Pencegahan Kehilangan* Master of Process Safety and Loss Prevention | | 524 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 64 | |
| 29. | | *Master Pengurusan Teknologi Alam Sekitar* Master of Environmental Technology Management | | 545 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 54 | |
| 30. | | *Master Kejuruteraan Alam Sekitar*  Master of Environmental Engineering | | 520 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 57 | |
| 31. | | *Master Perancangan dan Respon Kecemasan* Master of Emergency Response and Planning | | 862 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 18 | |
| 32. | | *Master Kejuruteraan Struktur dan Pembinaan*  Master of Structural Engineering and Construction | | 526 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 59 | |
| 33. | | *Master Kejuruteraan Lebuhraya dan Pengangkutan* Master of Highway andTransportation Engineering | | 526 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 43 | |
| 34. | | *Master Penderiaan Jauh dan GIS*  Master of Remote Sensing and GIS | | 526 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 25 | |
| [35](mailto:nc@upm.edu.my). | | *Master Kejuruteraan Sistem Pembuatan* Master of Manufacturing SystemsEngineering | | 540 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 59 | |
| 36. | | *Master Pengurusan Kejuruteraan* Master of Engineering Management | | 520 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 142 | |
| 37. | | *Master Kejuruteraan Komunikasi*  Master of Communication Engineering | | 523 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 57 | |
| 38. | | *Master Kejuruteraan Elektrik Kuasa*  Master of Electrical Power Engineering | | 522 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 10 | |
| [39](http://www.upm.edu.my/). | | *Master Kejuruteraan Reka Bentuk Sistem Aeroangkasa* Master of Aerospace System Design Engineering | | 525 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 0 | |
| 40. | | *Master Kejuruteraan Mikroelektronik* Master of Microelectronic System Engineering | | 523 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 0 | |
| **Faculty of Educational Studies** | | | | | | | | | | | | | | | |
| 41. | | *Bacelor Pendidikan dalam Pendidikan Jasmani dengan Kepujian* Bachelor of Education in Physical Education with Honours | | 145 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 206 | |
| 42. | | *Bacelor Pendidikan Bimbingan dan Kaunseling dengan Kepujian* Bachelor of Education in Guidance and Counselling with Honours | | 145 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 108 | |
| 43. | | *Bacelor Pendidikan Bahasa Melayu dengan Kepujian* Bachelor of Education in Malay Language with Honours | | 145 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 161 | |
| 44. | | *Bacelor Pendidikan Pengajaran Bahasa Inggeris sebagai Bahasa Kedua dengan Kepujian* Bachelor of Education in Teaching of English as a Second Language with Honours | | 145 | | Level 6 (Bachelors) | UPM Serdang | | Full Time & ODL | Homegrown | | NA | | 206 | |
| 45. | | *Bacelor Pendidikan Sains Rumah Tangga dengan Kepujian* Bachelor of Education in Home Science with Honours | | 145 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 138 | |
| 46. | | *Bacelor Pendidikan Sains Pertanian dengan Kepujian* Bachelor of Education in Agricultural Science with Honours | | 145 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 153 | |
| 47. | | *Bacelor Sains Pembangunan Sumber Manusia dengan Kepujian* Bachelor of Science in Human Resource Development with Honours | | 345 | | Level 6 (Bachelors) | UPM Serdang | | Full time & ODL | Homegrown | | NA | | 254 | |
| 48. | | *Bacelor Kaunseling dengan Kepujian* Bachelor of Counselling with Honours | | \* | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 59 | |
| 49. | | *Master Pembangunan Sumber Manusia* Master of Human Resource Development | | 345 | | Level 7 (Master) | UPM Serdang | | Full Time & ODL | Homegrown | | NA | | 190 | |
| 50. | | *Master Pendidikan Bimbingan dan Kaunseling* Master of Education in Guidance and Counselling | | 141 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 629 | |
| 51. | | *Master Pendidikan Kurikulum dan Pengajaran* Master of Education in Curriculum and Instruction | | 145 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | |
| 52. | | *Master Pendidikan dalam Pendidikan Jasmani* Master of Education in Physical Education | | 141 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | |
| 53. | | *Master Pendidikan dalam Pendidikan Teknik dan Vokasional* Master of Education in Technical and Vocational Education | | 146 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | |
| 54. | | *Master Pendidikan Pentadbiran Pendidikan* Master of Education in Educational Administration | | 141 | | Level 7 (Master) | UPM Serdang | | Full Time & ODL | Homegrown | | NA | |
| 55. | | *Master Pendidikan Pengajaran Bahasa Inggeris sebagai Bahasa Kedua* Master of Education in Teaching of English as a Second Language | | 145 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | |
| 56. | | *Master Pendidikan Sains Sukan* Master of Education in Sport Science | | 141 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | |
| 57. | | *Master Pendidikan Teknologi dan Inovasi Pengajaran* Master of Education Instructional Technology and Innovation | | 145 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | |
| 58. | | *Master Pendidikan Bahasa Melayu* Master of Education in Malay Language | | 141 | | Level 7 (Master) | UPM Serdang | | Full Time & ODL | Homegrown | | NA | |
| 59. | | *Master Pendidikan Psikologi Pendidikan* Master of Education in Educational Psychology | | 145 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | |
| **Faculty of Science** | | | | | | | | | | | | | | | |
| 60. | | *Bacelor Sains Biologi dengan Kepujian* Bachelor of Science in Biology with Honours | | 421 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 211 | |
| 61. | | *Bacelor Sains Matematik dengan Kepujian* Bachelor of Science in Mathematics with Honours | | 461 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 190 | |
| 62. | | *Bacelor Sains Statistik dengan Kepujian* Bachelor of Science in Statistics with Honours | | 462 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 189 | |
| 63. | | *Bacelor Sains Fizik dengan Kepujian* Bachelor of Science in Physics with Honours | | 441 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 121 | |
| 64. | | *Bacelor Sains Kimia dengan Kepujian* Bachelor of Science in Chemistry with Honours | | 442 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 133 | |
| 65. | | *Bacelor Sains Kimia Perindustrian dengan Kepujian* Bachelor of Science in Industrial Chemistry with Honours | | 442 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 121 | |
| 66. | | *Bacelor Sains Kimia Petroleum dengan Kepujian*  Bachelor of Science in Petroleum Chemistry with Honours | | 442 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 108 | |
| 67. | | *Bacelor Sains dalam Sains Bahan dengan Kepujian* Bachelor of Science with Honours in Materials Science | | 441 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 113 | |
| 68. | | *Bacelor Sains dalam Sains Instrumentasi dengan Kepujian* Bachelor of Science with Honours in Instrumentation Science | | 441 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 104 | |
| 69. | | *Bacelor Sains Biologi dengan Pendidikan (Kepujian)* Bachelor of Science in Biology with Education (Honours) | | 145 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 21 | |
| 70. | | *Bacelor Sains Fizik dengan Pendidikan (Kepujian)* Bachelor of Science in Physics with Education (Honours) | | 145 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 20 | |
| 71. | | *Bacelor Sains Kimia dengan Pendidikan (Kepujian)* Bachelor of Science in Chemistry with Education (Honours) | | 145 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 20 | |
| 72. | | *Bacelor Sains Matematik dengan Pendidikan (Kepujian)* Bachelor of Science in Mathematics with Education (Honours) | | 145 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 20 | |
| 73. | | *Bacelor Sains Statistik dengan Pendidikan (Kepujian)* Bachelor of Science in Statistics with Education (Honours) | | 145 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 19 | |
| 74. | | *Master Statistik Gunaan* Master of Applied Statistics | | 462 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 18 | |
| 75. | | *Master Biologi Tropika* Master in Tropical Biology | | \* | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 0 | |
| 76. | | *Master Fizik Bahan* Master in Materials Physics | | \* | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 2 | |
| 77. | | *Master Sains Matematik*  Master in Mathematical Science | | \* | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 6 | |
| 78. | | *Master Kimia Analisis* Master in Analytical Chemistry | | \* | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 4 | |
| **Faculty of Food Science and Technology** | | | | | | | | | | | | | | | |
| 79. | | *Bacelor Sains dan Teknologi Makanan dengan Kepujian* Bachelor of Food Science and Technology with Honours | | 541 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 254 | |
| 80. | | *Bacelor Sains Pengajian Makanan dengan Kepujian* Bachelor of Science in Food Studies with Honours | | 541 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 161 | |
| 81. | | *Bacelor Sains Pengurusan Perkhidmatan Makanan dengan Kepujian* Bachelor of Science in Food Service Management with Honours | | 541 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 161 | |
| 82. | | *Bacelor Sains Operasi Pembuatan Makanan dengan Kepujian* Bachelor of Science in Food Manufacturing Operations with Honours | | 541 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 17 | |
| 83. | | *Master Keselamatan dan Pemastian Kualiti Makanan* Master of Food Safety and Quality Assurance | | 541 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 53 | |
| 84. | | *Master Teknologi Makanan* Master of Food Technology | | 541 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 19 | |
| **Faculty of Human Ecology** | | | | | | | | | | | | | | | |
| 85. | | *Bacelor Muzik dengan Kepujian* Bachelor of Music with Honours | | 212 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 69 | |
| 86. | | *Bacelor Sains Pembangunan Manusia dengan Kepujian* Bachelor of Science Human Development with Honours | | 310 | | Level 6 (Bachelors) | UPM Serdang | | Full Time & ODL | Homegrown | | NA | | 279 | |
| 87. | | *Bacelor Sains Pembangunan Manusia dengan Pengurusan (Kepujian)* Bachelor of Science Human Development with Management (Honours) | | 345 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 224 | |
| 88. | | *Bacelor Sains Pembangunan Manusia dengan Teknologi Maklumat (Kepujian)* Bachelor of Science Human Development with Information Technology (Honours) | | 345 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 164 | |
| 89. | | *Bacelor Pengajian Pengguna dengan Kepujian*  Bachelor of Consumer Studies with Honours | | 343 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 221 | |
| **Faculty of Modern Languages and Communication** | | | | | | | | | | | | | | | |
| 90. | | *Bacelor Sastera Bahasa dan Linguistik Inggeris dengan Kepujian* Bachelor of Arts in English Language and Linguistics with Honours | | 224 | | Level 6 (Bachelors) | UPM Serdang | | Full Time & ODL | Homegrown | | NA | | 68 | |
| 91. | | *Bacelor Sastera Bahasa dan Linguistik Melayu dengan Kepujian* Bachelor of Arts Malay Language and Linguistics with Honours | | 222 | | Level 6 (Bachelors) | UPM Serdang | | Full Time & ODL | Homegrown | | NA | | 271 | |
| 92. | | *Bacelor Sastera (Kesusasteraan Melayu)* Bachelor of Arts (Malay Literature) | | 222 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 118 | |
| 93. | | *Bacelor Sastera Kesusasteraan Inggeris* Bachelor of Arts in English Literature | | 222 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 312 | |
| 94. | | *Bacelor Sastera Pengajian Bahasa Cina dengan Kepujian* Bachelor of Arts in Chinese Language Studies with Honours | | 224 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 22 | |
| 95. | | *Bacelor Sastera Pengajian Bahasa Perancis dengan Kepujian* Bachelor of Arts in French Language Studies with Honours | | 224 | | Level 6 (Bachelors) | UPM Serdang | | Full time | Homegrown | | NA | | 26 | |
| 96. | | *Bacelor Sastera Pengajian Bahasa Arab dengan Kepujian* Bachelor of Arts in Arabic Language with Honours | | 224 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 22 | |
| 97. | | *Bacelor Sastera Pengajian Bahasa Jerman dengan Kepujian* Bachelor of Arts in German Language Studies with Honours | | 224 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 20 | |
| 98. | | *Bacelor Komunikasi dengan Kepujian* Bachelor of Communication with Honours | | 321 | | Level 6 (Bachelors) | UPM Serdang | | Full Time & ODL | Homegrown | | NA | | 790 | |
| 99. | | *Master Bahasa Melayu* Master of Malay Language | | 222 | | Level 7 (Master) | UPM Serdang | | Full Time & ODL | Homegrown | | NA | | 19 | |
| 100. | | *Master Kesusasteraan Dunia* Master of World Literature | | 222 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 40 | |
| 101. | | *Master Kesusasteraan Melayu* Master of Malay Literature | | 222 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 1 | |
| 102. | | *Master Komunikasi Korporat* Master of Corporate Communication | | 321 | | Level 7 (Master) | UPM Serdang | | Full Time & ODL | Homegrown | | NA | | 136 | |
| 103. | | *Master Linguistik Terapan* Master of Applied Linguistics | | 222 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 116 | |
| **Faculty of Design and Architecture** | | | | | | | | | | | | | | | |
| 104. | | *Bacelor Seni Bina Landskap* Bachelor of Landscape Architecture | | 581 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 181 | |
| 105. | | *Bacelor Reka Bentuk (Reka Bentuk Perindustrian) dengan Kepujian* Bachelor of Design (Industrial Design) with Honours | | 214 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 158 | |
| 106. | | *Bacelor Sains Seni Bina dengan Kepujian* Bachelor of Science in Architecture with Honours | | 581 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 190 | |
| 107. | | *Master Seni Bina* Master of Architecture | | 581 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 87 | |
| 108. | | *Master Seni Bina Landskap* Master of Landscape Architecture | | 581 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 55 | |
| 109. | | *Master Pengurusan Landskap Lestari* Master of Sustainable Landscape Management | | 581 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 16 | |
| 110. | | *Master Reka Bentuk Bandar Tropika* Master of Tropical Urban Design | | 581 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 9 | |
| 111. | | *Master Inovasi Rekabentuk Perindustrian* Master in Industrial Design Innovation | | 214 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 0 | |
| **Faculty of Medicine and Health Sciences** | | | | | | | | | | | | | | | |
| 112. | | *Doktor Perubatan* Doctor of Medicine | | 721 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 528 | |
| 113. | | *Bacelor Sains Bioperubatan dengan Kepujian*  Bachelor of Biomedical Science with Honours | | 421 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 216 | |
| 114. | | *Bacelor Sains Pemakanan dan Kesihatan Komuniti dengan Kepujian* Bachelor of Science in Nutrition and Community Health with Honours | | 726 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 207 | |
| 115. | | *Bacelor Sains Kesihatan Persekitaran dan Pekerjaan dengan Kepujian* Bachelor of Science Environmental and Occupational Health with Honours | | 862 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 211 | |
| 116. | | *Bacelor Kejururawatan dengan Kepujian* Bachelor of Nursing with Honours | | 723 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 99 | |
| 117. | | *Bacelor Sains Dietetik dengan Kepujian* Bachelor of Science in Dietetics with Honours | | 726 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 139 | |
| 118. | | *Doktor Kesihatan Awam* Doctor of Public Health | | \* | | Level 8 (Doctoral) | UPM Serdang | | Full Time | Homegrown | | NA | | 57 | |
| 119. | | *Master Kesihatan Awam* Master of Public Health | | \* | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 21 | |
| 120. | | *Master Patologi* Master of Pathology | | \* | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 39 | |
| 121. | | *Master Perubatan (Anestesiologi)* Master of Medicine (Anaesthesiology) | | \* | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 28 | |
| 122. | | *Master Perubatan (Pediatrik)* Master of Medicine (Paediatrics) | | \* | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 37 | |
| 123. | | *Master Perubatan (Psikiatri)* Master of Medicine (Psychiatry) | | \* | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 26 | |
| 124. | | *Master Perubatan (Radiologi)* Master of Medicine (Radiology) | | \* | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 37 | |
| 125. | | *Master Perubatan (Perubatan Dalaman)* Master of Medicine (Internal Medicine*)* | | \* | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 22 | |
| 126. | | *Master Perubatan (Perubatan Keluarga)* Master of Medicine (Family Medicine) | | \* | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 54 | |
| 127. | | *Master Surgeri Ortopedik* Master of Surgery (Orthopaedics) | | \* | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 24 | |
| 128. | | *Master Kesihatan Persekitaran dan Pekerjaan* Master of Environmental and Occupational Health | | 862 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 8 | |
| 129. | | *Master Sains Pemakanan* Master in Nutritional Sciences | | 726 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 8 | |
| 130. | | *Master Surgeri (Surgeri Am)*  Master of Surgery 9general Surgery) | | 721 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 0 | |
| **Faculty of Computer Science and Information Technology** | | | | | | | | | | | | | | | |
| 131. | | *Bacelor Sains Komputer (Sistem Komputer) dengan Kepujian* Bachelor of Computer Science (Computer System) with Honours | | 481 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 216 | |
| 132. | | *Bacelor Sains Komputer (Multimedia) dengan Kepujian* Bachelor of Computer Science (Multimedia) with Honours | | 481 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 170 | |
| 133. | | *Bacelor Sains Komputer (Rangkaian Komputer) dengan Kepujian* Bachelor of Computer Science (Computer Network) with Honours | | 481 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 207 | |
| 134. | | *Bacelor Kejuruteraan Perisian dengan Kepujian* Bachelor of Software Engineering with Honours | | 481 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 241 | |
| 135. | | *Master Sains Komputer* Master of Computer Science | | 481 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 59 | |
| 136. | | *Master Keselamatan Maklumat* Master of Information Security | | 482 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 68 | |
| 137. | | *Master Kejuruteraan Perisian* Master of Software Engineering | | 481 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 48 | |
| 138. | | *Master Rangkaian Komputer* Master of Computer Network | | 481 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 0 | |
| **Faculty of Biotechnology and Biomolecular Sciences** | | | | | | | | | | | | | | | |
| 139. | | *Bacelor Sains Bioteknologi dengan Kepujian* Bachelor of Biotechnology Science with Honours | | 421 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 169 | |
| 140. | | *Bacelor Sains Biokimia dengan Kepujian* Bachelor of Science in Biochemistry with Honours | | 421 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 180 | |
| 141. | | *Bacelor Sains Mikrobiologi dengan Kepujian* Bachelor of Science in Microbiology with Honours | | 421 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 180 | |
| 142. | | *Bacelor Sains Biologi Sel dan Molekul dengan Kepujian* Bachelor of Cell and Molecular Biology Science with Honours | | 421 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 172 | |
| **School of Business and Economics** | | | | | | | | | | | | | | | |
| 143. | | *Bacelor Ekonomi dengan Kepujian* Bachelor of Economics with Honours | | 314 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 616 | |
| 144. | | *Bacelor Perakaunan* Bachelor of Accountancy | | 344 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 382 | |
| 145. | | *Bacelor Pentadbiran Perniagaan dengan Kepujian* Bachelor of Business Administration with Honours | | 345 | | Level 6 (Bachelors) | UPM Serdang | | Full Time | Homegrown | | NA | | 911 | |
| 146. | | *Master Ekonomi* Master of Economics | | 462 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 153 | |
| 147. | | *Master Keusahawanan* Master of Entrepreneurship | | 345 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 55 | |
| 148. | | *Master Kewangan* Master of Finance | | 343 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 96 | |
| 149. | | *Master Pentadbiran Perniagaan* Master of Business Administration | | 345 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 36 | |
| **School of Graduate Studies** | | | | | | | | | | | | | | | |
| 150. | | *Doktor Falsafah* Doctor of Philosophy | | 220 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | | 4976 | |
| *Doktor Falsafah* Doctor of Philosophy | | 210 | | Level 8 (Doctoral) | UPM Serdang | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Doktor Falsafah* Doctor of Philosophy | | 340 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Doktor Falsafah* Doctor of Philosophy | | 422 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Doktor Falsafah* Doctor of Philosophy | | 462 | | Level 8 (Doctoral) | UPM Serdang | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Doktor Falsafah* Doctor of Philosophy | | 540 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Doktor Falsafah* Doctor of Philosophy | | 640 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Doktor Falsafah* Doctor of Philosophy | | 761 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | |
| *Doktor Falsafah* Doctor of Philosophy | | 850 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Doktor Falsafah* Doctor of Philosophy | | 860 | | Level 8 (Doctoral) | UPM Serdang | | Full Time | Homegrown | | NA | |
| *Doktor Falsafah* Doctor of Philosophy | | 440 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Doktor Falsafah* Doctor of Philosophy | | 421 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Doktor Falsafah* Doctor of Philosophy | | 321 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | |
| *Doktor Falsafah* Doctor of Philosophy | | 720 | | Level 8 (Doctoral) | UPM Serdang | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Doktor Falsafah* Doctor of Philosophy | | 481 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Doktor Falsafah* Doctor of Philosophy | | 620 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Doktor Falsafah* Doctor of Philosophy | | 520 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Doktor Falsafah* Doctor of Philosophy | | 140 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | |
| *Doktor Falsafah* Doctor of Philosophy | | 310 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Doktor Falsafah* Doctor of Philosophy | | 520 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Doktor Falsafah* Doctor of Philosophy | | 461 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Doktor Falsafah* Doctor of Philosophy | | 762 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | |
| *Doktor Falsafah* Doctor of Philosophy | | 810 | | Level 8 (Doctoral) | UPM Serdang | | Full Time | Homegrown | | NA | |
| *Doktor Falsafah* Doctor of Philosophy | | 581 | | Level 8 (Doctoral) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| 151. | | *Master Sains* Master of Science | | 461 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | | 2190 | |
| *Master Sains* Master of Science | | 762 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | |
| *Master Sains* Master of Science | | 810 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | |
| *Master Sains* Master of Science | | 581 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Master Sains* Master of Science | | 220 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Master Sains* Master of Science | | 340 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Master Sains* Master of Science | | 422 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Master Sains* Master of Science | | 462 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Master Sains* Master of Science | | 481 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Master Sains* Master of Science | | 540 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Master Sains* Master of Science | | 310 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Master Sains* Master of Science | | 140 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | |
| *Master Sains* Master of Science | | 520 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Master Sains* Master of Science | | 620 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Master Sains* Master of Science | | 720 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Master Sains* Master of Science | | 321 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | |
| *Master Sains* Master of Science | | 421 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Master Sains* Master of Science | | 440 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Master Sains* Master of Science | | 761 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Master Sains* Master of Science | | 640 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Master Sains* Master of Science | | 850 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| *Master Sains* Master of Science | | 860 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | |
| *Master Sains* Master of Science | | 010 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | Joint Degree /Dual Degree | |
| 152. | | *Master Sains Veterinar* Master of Veterinary Science | | 640 | | Level 7 (Master) | UPM Serdang & UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | | 36 | |
| 153. | | *Master Sastera* Master of Arts | | 210 | | Level 7 (Master) | UPM Serdang | | Full Time | Homegrown | | NA | | 146 | |
| **Faculty of Agricultural Science and Forestry, UPM Bintulu Campus, Sarawak** | | | | | | | | | | | | | | | |
| 154. | | *Bacelor Sains Bioindustri dengan Kepujian* Bachelor of Bioindustrial Science with Honours | | 621 | | Level 6 (Bachelors) | UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | | 127 | |
| 155. | | *\*\*Bacelor Sains Akuakultur dengan Kepujian* Bachelor of Science in Aquaculture with Honours | | 624 | | Level 6 (Bachelors) | UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | | 54 | |
| 156. | | *\*\*Bacelor Sains Perhutanan dengan Kepujian*  Bachelor of Forestry Science with Honours | | 623 | | Level 6 (Bachelors) | UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | | 50 | |
| 157. | | *Diploma Pertanian* Diploma in Agriculture | | 621 | | Level 4 (Diploma) | UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | | 182 | |
| 158. | | *Diploma Perhutanan* Diploma in Forestry | | 623 | | Level 4 (Diploma) | UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | | 120 | |
| 159. | | *Diploma Perikanan* Diploma in Fisheries | | 624 | | Level 4 (Diploma) | UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | | 71 | |
| 160. | | *Diploma Kesihatan Haiwan dan Peternakan* Diploma in Animal Health and Husbandry | | 640 | | Level 4 (Diploma) | UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | | 169 | |
| 161. | | *Diploma Pengurusan Perladangan Makanan* Diploma in Food Estate Management | | 621 | | Level 4 (Diploma) | UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | | 130 | |
| **Faculty of Humanities, Management and Science, UPM Bintulu Campus, Sarawak** | | | | | | | | | | | | | | | |
| 162. | | *\*\*Bacelor Sains Pembangunan Manusia dengan Pengurusan (Kepujian)* Bachelor of Science Human Development with Management (Honours) | | 310 | | Level 6 (Bachelors) | UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | | 63 | |
| 163. | | *\*\*Bacelor Sains Kimia Perindustrian dengan Kepujian* Bachelor of Science in Industrial Chemistry with Honours | | 442 | | Level 6 (Bachelors) | UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | | 0 | |
| 164. | | *Diploma Perniagaantani* Diploma in Agribusiness | | 621 | | Level 4 (Diploma) | UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | | 164 | |
| 165. | | *Diploma Kejuruteraan Pertanian* Diploma in Agricultural Engineering | | 621 | | Level 4 (Diploma) | UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | | 121 | |
| 166. | | *Diploma Pembangunan Manusia*  Diploma in Human Development | | \* | | Level 4 (Diploma) | UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | | 29 | |
| 167. | | *Diploma Sains Komputer*  Diploma in Science Komputer | | \* | | Level 4 (Diploma) | UPM Bintulu Sarawak Campus | | Full Time | Homegrown | | NA | | 18 | |
| **Centre of Foundation Studies for Agricultural Science** | | | | | | | | | | | | | | | |
| 168. | | *Asasi Sains Pertanian* Foundation in Agriculture Science | | 10 | | Foundation | UPM Serdang | | Full Time | Homegrown | | NA | | 770 | |
| Note: Name of programmes as appeared in MQR.  # Including any kind of programme offered in partnership with the HEP through the Memorandum of Agreement (MoA), Memorandum of Understanding (MoU) with any other parties such as college, subsidiary, agent, etc. | | | | | | | | | | | | | | |
|  |
|  |
| \* In the process of FA/approval by MQA  \*\* Program duplication. Total number of programme excluded programme duplication  16. Total numbers of academic staff: | | | | | | | | | | | | | | |  |
| **Status** | | **Academic Qualification** | | | **Number of Academic Staff** | | | | | | |
| **Malaysian** | | | **Non - Malaysian** | | **Total** | |
|
| \*\*Full-time (all types of designation including those on 1 year contract or more) ***(excluded Guru Bahasa, Pegawai Perkhidmatan Pendidikan & tutor)*** | | Doctoral (Level 8) | | | 1,606 | | | 38 | | 1,644 | |
| Masters (Level 7) | | | 97 | | | 0 | | 97 | |
| \* Bachelors (Level 6) | | | 23 | | | 0 | | 23 | |
| Diploma (Level 4) | | | 0 | | | 0 | | 0 | |
| Certificate (Level 3) | | | 0 | | | 0 | | 0 | |
| Others | | | 0 | | | 0 | | 0 | |
| **Sub-total** | | | 1,727 | | | 38 | | 1,765 | |
| \*\*Part-time | | Doctoral (Level 8) | | | 0 | | | 0 | | 0 | |
| Masters (Level 7) | | | 0 | | | 0 | | 0 | |
| \* Bachelors (Level 6) | | | 0 | | | 0 | | 0 | |
| Diploma (Level 4) | | | 0 | | | 0 | | 0 | |
| Certificate (Level 3) | | | 0 | | | 0 | | 0 | |
| Others | | | 0 | | | 0 | | 0 | |
| **Sub-total** | | | 0 | | | 0 | | 0 | |
| **Total** | | | | | 1,727 | | | 38 | | 1,765 | |

17. Designation of academic staff:

\*however designated

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Designation** | **Number** | | | | **Total** |
|  | **Malaysian** | | **Non-Malaysian** | |
|  | **Full-time** | **Part-Time** | **Full-time** | **Part-Time** |
|  | Professor | 189 | 0 | 4 | 0 | 193 |
|  | Associate Professor | 512 | 0 | 1 | 0 | 513 |
|  | Senior Lecturer | 876 | 0 | 11 | 0 | 887 |
|  | \*Lecturer | 87 | 0 | 0 | 0 | 87 |
|  | \*Junior Lecturers including tutors, teaching assistants | 1,850 | 0 | 1 | 0 | 1,851 |
|  |
|  | **Total** | 3,514 | 0 | 17 | 0 | 3,531 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 18. Total number of current students: |  |  |  |  |  |  |  |  |  |  |

Prasiswah (UG):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Number of Students** | | **Total** | **Disabled** |
| **Local** | **International** | **Student** |
| Male | 4816 | 788 | 5604 | 20 |
| Female | 10014 | 684 | 10698 | 17 |
| Total | 14830 | 1472 | 16302 | 37 |

Siswazah (PG):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Number of Students** | | **Total** | **Disabled** |
| **Local** | **International** | **Student** |
| Male | 2244 | 2436 | 4680 | 1 |
| Female | 4263 | 3281 | 7544 | 0 |
| Total | 6507 | 5717 | 12224 | 1 |

Total (UG +PG)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Number of Students** | | **Total** | **Disabled** |
| **Local** | **International** | **Student** |
| Male | 7060 | 3224 | 10284 | 21 |
| Female | 14277 | 3965 | 18242 | 17 |
| Total | 21337 | 7189 | 28526 | 38 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 19. | Student attrition for the past five years: |  |  |  |  |  |  |  |  |  |

Prasiswah (UG):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Total students (A)** | **Number of students**  **leaving the institution without graduating (B)** | **Attrition**  **Rate**  **(%)**  **(B/A)\*100** | **Main reasons for leaving** |
| 2023 | 16302 | 141 | 0.86 | * Financial Problem * Health problem * Withdraw * Personal Reason * Not Interested to Pursue Study |
| 2022 | 16919 | 138 | 0.81 | * Financial Problem * Health problem * Withdraw * Personal Reason * Not Interested to Pursue Study |
| 2021 | 16141 | 114 | 0.71 | * Financial Problem * Health problem * Withdraw * Personal Reason * Not Interested to Pursue Study |

Siswazah (PG):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Total students (A)** | **Number students leaving the institution without graduating (B)** | **Attrition Rate (%) (B/A)\*100** | **Main reasons for leaving** |
| 2023 | 16052 | 147 | 0.92% | * Financial Problem * Transfer Programme * Transfer Institution * Get Job offer * Health problem * Personal Reason * Not Interested to Pursue Study * Work Commitment |
| 2022 | 15449 | 237 | 1.53% | * Financial Problem * Transfer Programme * Transfer Institution * Get Job offer * Health problem * Personal Reason * Not Interested to Pursue Study * Work Commitment |
| 2021 | 15010 | 310 | 2.07% | * Financial Problem * Transfer Programme * Transfer Institution * Get Job offer * Health problem * Personal Reason * Not Interested to Pursue Study * Work Commitment |

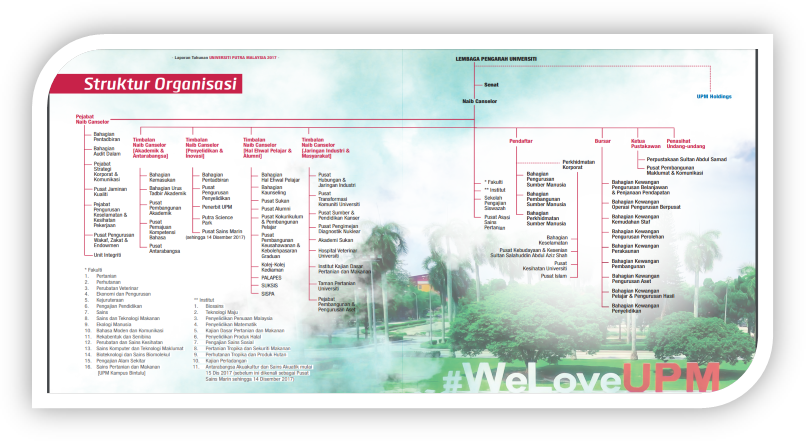
Total (UG +PG)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Total students (A)** | **Number students leaving the institution without graduating (B)** | **Attrition Rate (%) (B/A)\*100** | **Main reasons for leaving** |
| 2023 | 32354 | 288 | 0.890153 | * Financial Problem * Transfer Programme * Transfer Institution * Get Job offer * Health problem * Personal Reason * Not Interested to Pursue Study * Work Commitment * Withdraw |
| 2022 | 32368 | 375 | 1.158552 | * Financial Problem * Transfer Programme * Transfer Institution * Get Job offer * Health problem * Personal Reason * Not Interested to Pursue Study * Work Commitment * Withdraw |
| 2021 | 31151 | 424 | 1.361112 | * Financial Problem * Transfer Programme |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 20. | Total number of administrative and support staff: | | | | | | | |  |  |  |  |  |  |  |
|  | **No.** | **\* Designation** | | | | | **Number of Administrative and Support staff (current year)** | | | | | |
|  | 1. | Management/Executive Group | | | | | 850 | | | | | |
|  | 2. | Supporting/Non-Executive Group | | | | | 3,350 | | | | | |
|  | \*according to HEP | |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 21. | Provide audited financial statement for last three consecutive years: | | | | | | | |  | |  | |  | | | |  | |  | |  | | |  |  | |  | |  | |  | |  | |  |
|  | **Year** | | **Financial Statement** | | | | | | | | | | | |
|  | **Profit/Surplus (RM)** | | **Profit/Surplus (RM)** | | | | | | | | |
|  | **GROUP** | **UNIVERSITY** | **GROUP** | | | **UNIVERSITY** | | | | | |
|  | Past 1 year (2023) | | - | - | 125,253,092 | | | 127,714,344 | | | | | |
|  | Past 2 years (2022) | | - | - | 79,917,829 | | | 80,761,249 | | | | | |
|  | Past 3 years (2021) | | - | - | 119,393,205 | | | 118,699,118 | | | | | |
|  | | **Note: Profit and loss reporting is based on after tax** | | | |  |  | | |  | |  | | | |  | |  | |  | |  |  | | |  | |  | |  | |  | |  | | |  |  |  |  |  |

|  |  |
| --- | --- |
| 22. | Provide the latest, dated and signed organizational chart of the HEP. |



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 24. | Details of liaison officer (Quality Assurance Unit of the HEP): | | | | | | | | | | | | | | |  |  |  |  |  | |
|  | i. | Name and Title: | | | | | | [Prof. Ir. Dr. Abd. Rahim Abu Talib](http://profile.upm.edu.my/abdrahim) | | | | | | | | | | | | |
|  | ii. | Designation: | | | |  | | Director, Centre for Quality Assurance | | | | | | | | | | | | |
|  | iii. | Tel.: |  | |  | |  | | 03-9769 1504 | | | | | | | | | | | | |
|  | iv. | Fax: |  | |  | |  | | 03-9769 1489 | | | | | | | | | | | | |
|  | v. | Email: | |  | |  | | [cqa@upm.edu.my](mailto:cqa@upm.edu.my) | | | | | | | | | | | | |
|  |  |  |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  | |

Sumber Data:

1. BAKD
2. SGS
3. PEJABAT PENDAFTAR
4. BURSAR:

**BAHAGIAN B: RINGKASAN PROGRAM PENGAJIAN**

**(Maklumat ini perlu diisi dan dilengkapkan oleh FAKULTI)**

**PART B: PROGRAMME DESCRIPTION**

1. Name of the programme (as in the scroll to be awarded):
2. MQF level:
3. Graduating credit:
4. Has this programme been accredited by MQA for other premises? If yes, please provide the following details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name and Location of the Premises (main campus / branch campuses /regional centre) | Mode of Delivery | Accreditation Status | |
| Provisional | Full |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

1. Type of award (e.g., single major, double major, etc.):
2. Field of study and National Education Code (NEC):
3. Language of instruction:
4. Type of programme (e.g., own, collaboration, external, joint award/joint degree, etc.):
5. Mode of study (e.g., full-time/part-time):
6. Mode of offer (please (/) where appropriate):

|  |  |  |  |
| --- | --- | --- | --- |
| Undergraduate Programme | | Postgraduate Programme | |
| Coursework |  | Coursework |  |
| Industry Mode (2u2i) |  | Mixed mode |  |
| Research |  |

1. Method of learning and teaching (e.g. lecture/tutorial/lab/field work/studio/blended learning/e-learning, etc.):
2. Mode of delivery (please (/) as appropriate):

|  |  |
| --- | --- |
| Conventional  (traditional, online and blended learning) |  |
| Open and Distance learning (ODL) |  |

1. Duration of study:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Full-time** | | **Part-time** | |
|  | **Long Semester** | **Short Semester** | **Long Semester** | **Short Semester** |
| No. of Weeks |  |  |  |  |
| No. of Semesters |  |  |  |  |
| No. of Years |  | |  | |

Note: Number of weeks should include study and exam week.

1. Entry requirements:
2. Estimated date of first intake: month/year
3. Projected intake and enrolment: (applicable for provisional accreditation)

|  |  |  |
| --- | --- | --- |
| **Year** | **Intake** | **Enrolment** |
| Year 1 | e.g.: 100 | e.g.: 100 |
| Year 2 | e.g.: 100 | e.g.: 200 |
| Year 3 | e.g.: 100 | e.g.: 300 |
| **Total** | **e.g.: 300** | **e.g.: 300** |

1. Total enrolment of student (applicable for full accreditation):

|  |  |  |
| --- | --- | --- |
| **Year** | **Intake** | **Enrolment** |
| Year 1 | e.g.: 60 | e.g.: 60 |
| Year 2 | e.g.: 70 | e.g.: 130 |
| Year 3 | e.g.: 90 | e.g.: 220 |
| **Total** | **e.g.: 220** | **e.g.: 220** |

1. Estimated date of first graduation: month/year
2. Types of job/position for graduate (at least two types):
3. Awarding body:
   * Own
   * Others (Please name)

*(Please attach the relevant documents, where applicable)*

1. Proof of collaboration between HEP and the collaborative partner such as copy of the Validation Report\* of the collaborative partner\*\* and the Memorandum of Agreement (MoA)
2. Approval letter from the Higher Education Department (*Jabatan Pendidikan Tinggi*, JPT) of the Ministry of Higher Education for programmes in collaboration with Malaysian public universities
3. Proof of approval and supporting letter to conduct the programmefrom certification bodies/awarding bodies/examination bodies
4. A copy of the programme specification as conducted by the collaborative partner (eg. Handbook)
5. Proof of collaboration with Quality Partners\* for the programme, where applicable
6. For programmes which require clinical training, please attach proof of approval from the relevant authority
7. Any other document where necessary
8. Provide a sample of scroll to be awarded should be attached.
9. Address(s) of the location where the programme is/to be conducted:

Note:

\* Validation report is an evaluation by the collaborative partner on the readiness and capability of the institution to offer the programme.

\*\* Collaborative partner is the institution who owned the curriculum of the programme and conferred the award (franchisor), while the programme delivery is conducted by another institution (franchisee).

\*\*\* Quality partners are usually better established universities which attest to the quality of a programme through the involvement or oversight of curriculum design, teaching and learning, or assessment.

**BAHAGIAN C : STANDARD PROGRAM**

**(Maklumat ini perlu diisi dan dilengkapkan oleh FAKULTI)**

**INFORMATION ON AREA 1: PROGRAMME DEVELOPMENT AND**

**INFORMATION ON AREA 1: PROGRAMME DEVELOPMENT AND DELIVERY**

* 1. **Statement of Educational Objectives of Academic Programme and Learning Outcomes**
     1. Explain how the programme is in line with, and supportive of, the vision, mission and goals of the HEP.
     2. Provide evidence and explain how the department has considered market and societal demand for the programme. In what way is this proposed programme an enhanced of the other?
     3. a) State the educational objectives, learning outcomes, teaching and

learning strategies, and assessment of the programme.

1. Map the programme learning outcomes against the programme educational objectives. (Provide information in Table ...).

**Table 1**: Matrix of Programme Learning Outcomes (PLO) against the Programme Educational Objective (PEO).

**(*Mohon kemukakan jadual sepertimana yang ditetapkan oleh Bahagian Urus Tadbir Akademik / Sekolah Pengajian Siswazah serta yang telah dibentangkan dalam JKKU/JKPSU (khusus untuk Audit Semakan Semula)*)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Programme Learning Outcomes (PLO)** | **Programme Educational Objectives (PEO)** | | | |
| **PEO1** | **PEO2** | **PEO3** | **PEO4** |
| PLO 1 |  |  |  |  |
| PLO 2 |  |  |  |  |
| PLO 3 |  |  |  |  |
| PLO 4 |  |  |  |  |
| PLO 5 |  |  |  |  |

1. Describe the strategies for the attainment of PLOs in term of teaching and learning strategies, and assessment.
   * 1. Map the programme learning outcomes to MQF level descriptors and the eight MQF learning outcomes domains.
     2. a) How are the learning outcomes related to the career and further

studies options of the student on completion of the programme?

1. Do the learning outcomes relate to the existing and emergent needs of the profession, industry and the discipline? How was this established?
   1. **Programme Development: Process, Content, Structure and Teaching-Learning Methods**
      1. Describe the provisions and practices that indicate the autonomy of the department in the design of the curriculum, and its utilisation of the allocated resources.
      2. Describe the processes to develop and approve curriculum.
      3. a) Who and how are the stakeholders consulted in the development of

the curriculum?

1. Explain the involvement of educational experts in this curriculum development.
   * 1. a) Describe how the curriculum fulfils the requirements of the discipline

of study in line with the programme standards (if applicable) and good practices in the field.

1. Provide the necessary information, where applicable, in Table ...:

**Table ...**: Components of the programme and its credit value

**(*Mohon kemukakan jadual sepertimana yang ditetapkan oleh Bahagian Urus Tadbir Akademik / Sekolah Pengajian Siswazah serta yang telah dibentangkan dalam JKKU/JKPSU (khusus untuk Audit Semakan Semula)*)**

|  | **Course Classification** | **Credit Value** | **Percentage (%)** |
| --- | --- | --- | --- |
| 1. | Compulsory courses/modules\* |  |  |
| 2. | **Core\*\*/Major(s)\*\*\*/Specialisation:**   * **Courses** * **Projects/Thesis/Dissertation** |  |  |
|  |  |
| 3. | Optional/Elective courses\*\*\*\* |  |  |
| 4. | Minor courses (if applicable) |  |  |
| 5. | Industrial training/Practicum |  |  |
| 6. | Others (specify) |  |  |
| **Total Credit Value** | |  | **100** |

**Note:**

\* Compulsory courses/modules refers to *Mata Pelajaran Umum* (MPU) and other courses required by the HEP.

**\*\*** Core courses also include faculty common courses.

**\*\*\*** Provide information on major including double major if applicable.

**\*\*\*\*** Optional/elective courses refer to courses where students can exercise choice.

1. Provide a brief description for each course offered in the programme. Please arrange the courses by year and semester as in Table 3.

Maklumat pelaksanaan di fakulti

**Table ...:** Brief description of courses offered in the programme

**(*Mohon kemukakan jadual sepertimana yang ditetapkan oleh Bahagian Urus Tadbir Akademik / Sekolah Pengajian Siswazah serta yang telah dibentangkan dalam JKKU/JKPSU (khusus untuk Audit Semakan Semula)*)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | **Semester/**  **Year**  **Offered** | **Name and Code of Course** | **Classification (Compulsory Major/Minor/**  **Elective)** | **Credit Value** | **Programme Learning Outcomes (PLO)** | | | | | **Prerequisite/** **co-requisite** | **Name(s)**  **of**  **Academic Staff** |
| **PLO1** | **PLO2** | **PLO3** | **PLO4** | **PLO5** |
| 1. |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |

1. Provide information for each course, where applicable in Table....

**Table 4:** Course information (a template in Excel format is provided separately for HEP to fill in)

**(*Mohon kemukakan jadual sepertimana yang ditetapkan oleh Bahagian Urus Tadbir Akademik / Sekolah Pengajian Siswazah*)**

|  |  |
| --- | --- |
|  | Name and Code of Course: |
|  | Synopsis: |
|  | Name(s) of academic staff: |
|  | Semester and year offered: |
|  | Credit value: |
|  | Prerequisite/co-requisite (if any): |
|  | Course learning outcomes (CLO):  CLO 1 - ….  CLO 2 - ….  CLO 3 - …. |
|  | Mapping of the Course Learning Outcomes to the Programme Learning Outcomes, Teaching Methods and Assessment:   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Course Learning Outcomes (CLO)** | **Programme Learning Outcomes (PLO)** | | | | | | | | | **Teaching Methods** | **Assessment** | | **PLO1** | **PLO2** | **PLO3** | **PLO4** | **PLO5** | **PLO6** | **PLO7** | **PLO8** | **PLO9** |  |  | | CLO 1 |  |  |  |  |  |  |  |  |  |  |  | | CLO 2 |  |  |  |  |  |  |  |  |  |  |  | | CLO 3 |  |  |  |  |  |  |  |  |  |  |  |   Indicate the primary causal link between the CLO and PLO by ticking “✓“ the appropriate box.  (This description must be read together with Standards 2.1.2, 2.2.1 and 2.2.2 in Area 2.) |
|  | Transferable Skills (if applicable):  (Skills learned in the course of study which can be useful and utilised in other settings.) |
|  | Distribution of Student Learning Time (SLT):   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Course Content Outline | CLO\* | Teaching and Learning Activities | | | | | | Total SLT | | Guided Learning (F2F) | | | | Guided Learning (NF2F)  e.g. e-Learning | Independent Learning (NF2F) | | L | T | P | O | | 1 |  |  |  |  |  |  |  |  | | 2 |  |  |  |  |  |  |  |  | | 3 |  |  |  |  |  |  |  |  | | 4 |  |  |  |  |  |  |  |  | |  | | | | | | | | | | Continuous Assessment |  | Percentage (%) | | | | | | Total SLT | | 1 |  |  | | | | | |  | | 2 |  |  | | | | | | | Final Assessment |  | Percentage (%) | | | | | | Total SLT | | 1 |  |  | | | | | |  | | 2 |  |  | | | | | | |  | | | | | | | | | | **GRAND TOTAL SLT** | | | | | | | |  |   L = Lecture, T = Tutorial, P = Practical, O = Others, F2F = Face to Face, NF2F = Non Face to Face  \*Indicate the CLO based on the CLO’s numbering in Item 8. |
|  | Identify special requirement or resources to deliver the course  (e.g., software, nursery, computer lab, simulation room): |
|  | References (include required and further readings, and should be the most current): |
|  | Other additional information: |

* + 1. Explain the appropriateness of teaching and learning methods applied to achieve the objectives and learning outcomes of the programme. (This is to be read together with information in 1.1.3.)
    2. What are the co-curricular activities available to the students of this programme? How do these activities enrich student learning experience, and foster personal development and responsibility?

Maklumat di peringkat Universiti

Aktiviti kokurikulum yang ditawarkan di bawah Kursus Kokurikulum Berkredit menerapkan kemahiran insaniah (KI) untuk membentuk kemenjadian pelajar cemerlang di samping berjaya di dalam bidang akademik. Kursus Kokurikulum Berkredit yang ditawarkan di UPM kini meliputi lapan (8) teras utama iaitu teras sukan, teras kebudayaan, teras khidmat komuniti, teras kesukarelawanan, teras daya usaha dan inovasi, teras kepimpinan, teras pengucapan awam dan teras keusahawanan. Kesemua aktiviti ini membantu pembangunan dan kemenjadian pelajar melalui pelaksanaan projek bersama komuniti di mana pelajar dapat membina sikap kepimpinan, tanggungjawab, hubungan komunikasi dengan masyarakat dan sebagainya.

Maklumat pelaksanaan di fakulti

* 1. **Programme Delivery**
     1. Provide evidence on how the department ensures the effectiveness of delivery in supporting the achievement of course and programme learning outcomes.

Maklumat di peringkat Universiti

Keberkesanan pengajaran dan pembelajaran bagi mencapai hasil pembelajaran kursus dan program dinilai melalui:

* + 1. **Penilaian pengajaran**

Penilaian dilaksanakan secara atas talian melalui Sistem *Teaching Assessment* (TA) dalam portal Putra Learning Hub. Empat aspek pengajaran yang dinilai iaitu i) perancangan, ii) penyampaian, iii) penaksiran dan iv) profesionalisme. Komen terbuka pelajar turut digunakan untuk menambahbaik pengajaran.

* + 1. **Aktiviti pembelajaran dalam PutraBLAST**

PutraBLAST adalah sistem pengurusan pembelajaran rasmi UPM yang menyediakan platform interaktif antara pelajar dan pensyarah. Kaedah penyampaian secara pembelajaran teradun (Blended learning, BL) membantu pencapaian hasil pembelajaran sesuatu kursus. UPM menyasarkan 30% kursus dilaksanakan secara BL.

Untuk pengajaran di peringkat siswazah bagi memastikan keberkesanan penyampaian bagi menyokong pencapaian kursus dan hasil pembelajaran program, universiti telah mewujudkan mekanisme berikut:

1. Pelajar mesti mengemukakan cadangan penyelia bersama pada semester pertama.

2. Pelajar mesti membentuk jawatankuasa penyeliaan dalam tahun pertama pengajian mereka.

3. Pada akhir setiap semester, satu laporan kemajuan (GS11) harus dikemukakan kepada jawatankuasa penyeliaan.

4. Pelajar PhD mereka mesti lulus Peperiksaan Komprehensif (CE) dalam tempoh lima semester.

5. Tesis mesti dipertahankan di hadapan jawatankuasa pemeriksaan yang terdiri daripada pemeriksa dalaman dan luaran.

6. Pelajar mesti menghasilkan (menerima / menerbitkan) dua artikel jurnal untuk PhD dan satu artikel jurnal untuk Sarjana.

Sekolah Pengajian Siswazah (SGS) telah menerbitkan PEO, PO & LO Pemetaan & Penilaian Rubrik oleh Penyelidikan yang menangani mekanisme yang disebutkan di atas dan boleh diakses di http://www.sgs.upm.edu.my/kandungan/peo\_po\_lo\_mapping\_assessment\_rubric\_by\_research-28150.

* + 1. Show evidence that the students are provided with, and briefed on, the current information about the programme, for example, Student Study Guide, Student Handbook and Student Project Handbook.
    2. a) Provide details of the coordinator of the programme and members of the team responsible for the programme. State the manner in which the academic team manages the programme. What are their authority and responsibility? What are the procedures that guide the planning, implementation, evaluation and improvement of the programme?

1. Does the programme team have access to adequate resources? Provide evidence.
   * 1. Show how the department provides favourable conditions for teaching and learning.
     2. Describe the department’s initiatives to encourage innovations in teaching, learning and assessment.
     3. State how the department obtains feedback and uses it to improve the delivery of the programme outcomes. Provide evidence.

**INFORMATION ON AREA 2: ASSESSMENT OF STUDENT LEARNING**

* 1. **Relationship between Assessment and Learning Outcomes**
     1. Explain how assessment principles, methods and practices are aligned to the achievement of learning outcomes of the programme consistent with MQF level.

*(The information given for this standard must be consistent with that of 1.2.4 in Area 1.)*

* + 1. Describe how the alignment between assessment and learning outcomes are regularly reviewed to ensure its effectiveness (please provide policy on the review, if any). Provide evidence.
  1. **Assessment Methods**
     1. Describe how a variety of assessment methods and tools are used in assessing learning outcomes and competencies. Show the utilisation of both summative and formative assessment methods within the programme.

*(The information given for this standard must be consistent with that of 1.2.4 in Area 1.)*

* + 1. a) Explain how the department ensures the validity, reliability, integrity, currency and fairness of student assessment over time and across sites (if applicable).

1. Indicate the authority and processes for verification and moderation of summative assessments.
2. What guidelines and mechanisms are in place to address plagiarism among students?
3. Are the assessment methods reviewed periodically? Describe the review of the assessment methods in the programme conducted (e.g., the existence of a permanent review committee on assessment and consultation with external assessors and examiners, students, alumni and industry).
   * 1. a) Describe the student assessment methods in term of its duration, diversity,

weight, criteria and coverage**.** Describe the grading system used. How are these documented and communicated to the students?

1. Explain how the department provides feedback to the students on their academic performance to ensure that they have sufficient time to undertake remedial measures.
2. How are results made available to the students for purposes of feedback on performance, review and corrective measures?
3. Specify whether students have the right to appeal. Provide information on the appeal policy and processes. How are appeals dealt with?
4. Explain the mechanism to review and implement new methods of assessment. Append a copy of the Regulations of Examination.
   * 1. Explain the processes in making changes to the assessment method. How are the changes are made known to the students?
   1. **Management of Student Assessment**
      1. Explain the roles, rights and power of the department and the academic staff in the management of student assessment.

* + 1. Describe how the confidentiality and security of student assessment documents as well as academic records are ensured.
    2. Explain how and when continuous and final assessments results are made available to students.
    3. What guidelines and mechanisms on students’ appeal against course results are in place?
    4. Explain how the department periodically reviews the management of student assessment and measures it take to address the issues highlighted by the review.

**INFORMATION ON AREA 3: STUDENT SELECTION AND SUPPORT SERVICES**

* 1. **Student Selection**
     1. a) State the criteria and the mechanisms for student selection including

that of transfer students and any other additional requirements, for

example, those in relation to students with special needs.

1. Provide evidence that the students selected fulfil the admission policies that are consistent with applicable requirements.
2. Describe the admission mechanisms and criteria for students with other equivalent qualifications (where applicable).
   * 1. a) Explain how the selection criteria are accessible to the public.
3. If other additional selection criteria are utilised, describe them.
4. Show evidence that the admission policy and mechanisms are free from unfair discrimination and bias.
   * 1. a) Provide information on student intake for each session since

commencement and the ratio of the applicants to intake.

1. Describe how the size of student intake is determined in relation to the capacity of the department and explain the mechanisms for adjustments, taking into account the admission of visiting, auditing, exchange and transfer students.
   * 1. Describe the policies, mechanisms and practices for appeal on student selection, if applicable.
     2. State the support provided for those who are selected but need additional developmental and remedial assistance.
   1. **Articulation and Transfer**
      1. Describe how the department facilitates student mobility, exchanges and transfers, nationally and internationally.
      2. Indicate how students accepted for transfer demonstrate comparable achievements in their previous programme of study.

* 1. **Student Support Services**
     1. What support services are available to students? Show evidence that those who provide these services are qualified. What other additional support arrangements provided by other organisations are accessible to students?
     2. a) Describe the roles and responsibilities of those responsible for student

support services.

1. Describe the organisation and management of the student support services and maintenance of related student records.
   * 1. How are students orientated into the programme?
     2. a) Describe the provision of the academic, non-academic and career

counselling services to students.

Maklumat di peringkat Universiti

Bahagian Kaunseling UPM menyediakan beberapa perkhidmatan bagi membantu pelajar di kampus Serdang dari sudut kesejahteraan emosi, pembangunan kendiri dan perancangan kerjaya. Pelajar secara umumnya boleh mengakses perkhidmatan kaunseling kerjaya atas permintaan di Seksyen Kaunseling dan Kerjaya. Disamping itu, pelajar boleh menghadiri temuduga, sesi ujian psikologi, karnival kerjaya dan ceramah kerjaya yang dianjurkan oleh Seksyen Kaunseling dan Kerjaya Bahagian Hal Ehwal Pelajar,UPM.

Kerahsiaan perkhidmatan termasuk rekod pelajar (contohnya kesihatan, status imigresen, status kewangan dan keselamatan) terjamin melalui peraturan dan garis panduan yang ditetapkan oleh prosedur fail pejabat Pendaftar dan pemberi perkhidmatan yang berkenaan.Semua maklumat yang berkaitan dengan apa-apa kaunseling yang diberikan adalah tertakluk kepada Akta Kaunseling Malaysia (580) yang menuntut kerahsiaan bagi setiap sesi kaunseling yang dikendalikan.

Maklumat pelaksanaan di fakulti

1. How are the effectiveness of the academic, non-academic and career counselling services measured, and the progress of those who seek its services monitored? What plans are there to improve the services, including that of enhancing the skills and professionalism of the counsellors?

Maklumat di peringkat Universiti

Perkhidmatan sesi kaunseling individu, kelompok dan bimbingan Bahagian Kaunseling dikendalikan oleh Pegawai Psikologi yang berdaftar dengan pihak Lembaga Kaunselor Malaysia dan Perakuan Amalan untuk pendaftaran kaunselor diperbaharui setiap dua (2) tahun. Selain itu, Pegawai Psikologi juga menghadiri latihan yang berkaitan kaunseling dan psikologi untuk meningkatkan kemahiran kompetensi kaunselor. Berikut merupakan senarai Pegawai Psikologi dari Bahagian Kaunseling UPM yang mendapat perakuan amalan secara dwitahunan :

**Jadual 3.3.4** Senarai Pegawai Psikologi, Bahagian Kaunseling UPM

|  |  |  |  |
| --- | --- | --- | --- |
| **BIL.** | **NAMA** | **NO.P.A** | **NO. KB** |
|  | Dr. Mazila Ghazali K.B, P.A | PA00322 | KB00476 |
|  | Encik Mohd Redzuan bin Zamberi K.B, P.A | PA01122 | KB00732 |
|  | Puan Wan Azurani binti Wan Ahmad K.B, P.A | PA01278 | KB01645 |
|  | Puan Izwana binti Ismail K.B, P.A | PA01279 | KB01667 |
|  | Puan Kemelia binti Omar K.B, P.A | PA01010 | KB01361 |
|  | Encik Haniff Abdullah bin Hashim K.B, P.A | PA01171 | KB01582 |
|  | Puan Anis Akmilah binti Mat Hassan K.B, P.A | PA01214 | KB01637 |
|  | Encik Muhammad Ashaari Awab K.B, P.A | PA01172 | KB01585 |
|  | Puan Noorihayatti Noorudin K.B, P.A | PA01215 | KB1636 |
|  | Encik Ansarul Haq bin Tahrir Adli K.B, P.A | PA01678 | KB02288 |
|  | Puan Syarifah Sheril Azlin Syed Baharin K.B, P.A (Cuti Belajar) | PA01139 | KB01342 |
|  | Encik Muhammad Za’im bin Rosli K.B, P.A | PA05415 | KB05999 |

Bagi memastikan pelaksanaan perkhidmatan sesi kaunseling individu

memenuhi kepuasan klien, pihak BKUPM menyediakan penilaian bagi perkhidmatan sesi kaunseling individu dan kelompok. Rujuk Laporan Penilaian sesi Kaunseling Individu dan Kelompok seperti berikut untuk sepanjang tahun 2019.

**Jadual :** Laporan Penilaian Sesi kaunseling Individu dan Kelompok

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PIAGAM PELANGGAN** | **STATUS PENCAPAIAN** | | | **JUSTIFIKASI** |
| **BULAN** | **MIN PENILAIAN** | **PERATUS PENCAPAIAN** |
| Memastikan 80% penilaian  perkhidmatan sesi  kaunseling mencapai min 3.75 ke atas. | JANUARI | 4.8 | 100% | Pencapaian Piagam Pelanggan diambil kira setiap bulan. |
| FEBRUARI | 4.72 | 100% |
| MAC | 4.81 | 100% |
| APRIL | 4.72 | 94.33% |
| MEI | 4.85 | 100% |
| JUN | 4.67 | 83.33% |
| JULAI | 4.68 | 100% |
| OGOS | 4.74 | 100% |
| SEPTEMBER | 4.9 | 100% |
| OKTOBER | 4.72 | 100% |
| NOVEMBER | 4.66 | 100% |
| DISEMBER | 4.52 | 100% |

Maklumat pelaksanaan di fakulti

* + 1. Describe the mechanisms that exist to identify and assist students who are in need of academic, spiritual, psychological and social support.
    2. Describe the processes and procedures in handling disciplinary cases

involving the students.

* + 1. What mechanism is available for students to complain and to appeal on academic and non-academic matters?

* + 1. How are the adequacy, effectiveness and safety of student support services evaluated and ensured?
  1. **Student Representation and Participation**
     1. What policy and processes are in place for active student engagement especially in areas that affect their interest and welfare?
     2. Explain student representation and organisation at the institutional and departmental levels.

Maklumat di peringkat Universiti

Terdapat tiga (3) kumpulan utama yang mewakili pelajar di Universiti ini. Tiga (3) kumpulan pelajar pelajar tersebut ialah:

1. Majlis Perwakilan Pelajar;
2. Majlis Tertinggi Mahasiswa; dan
3. Persatuan Mahasiswa Fakulti.

Mahasiswa Perwakilan Pelajar merupakan sekumpulan pelajar yang dipilih oleh pelajar-pelajar UPM melalui Pemilihan Majlis Perwakilan Pelajar setiap tahun untuk mewakili mereka membawa isu-isu berkaitan kepentingan dan kebajikan pelajar kepada Pihak Pengurusan Universiti selari dengan peruntukan dalam Perkara 52 Akta Universiti Kolej Universiti 1971, Perlembagaan Universiti Putra Malaysia. Sehingga tahun 2018, Naib Canselor dengan kuasa yang telah diperuntukkan dalam perlembagaan universiti telah menentukan sebanyak 45 kerusi dipertandingkan dalam Pemilihan Majlis Perwakilan Pelajar UPM.

Majlis Tertinggi Mahasiswa Kolej Kediaman merupakan sekumpulan pelajar yang dilantik oleh Pengurusan Kolej Kediaman bagi mewakili pelajar-pelajar yang menginap di sesebuah kolej kediaman membawa isu-isu berkaitan kepentingan dan kebajikan pelajar-pelajar tersebut kepada Pihak Pengurusan Kolej Kediaman. Sehingga tahun 2018 terdapat 17 kolej kediaman di UPM dan setiap kolej kediaman mempunyai Majlis Tertinggi Mahasiswa sendiri.

Persatuan Mahasiswa Fakulti (PMF) pula merupakan sekumpulan pelajar di setiap fakulti yang dipilih melalui Mesyuarat Agung Tahunan bagi mewakili pelajar-pelajar fakulti tersebut dalam membawa isu-isu berkaitan kepentingan dan kebajikan kepada pihak pengurusan fakulti. Sehingga 2018 terdapat 15 PMF yang mewakili 15 fakulti di UPM.

Maklumat pelaksanaan di fakulti

* + 1. a) What does the department do to facilitate students to develop

linkages with external stakeholders?

b)How does the department facilitate students to gain managerial, entrepreneurial and leadership skills in preparation for the workplace?

* + 1. How does the department facilitate student activities and organisations that encourage character building, inculcate a sense of belonging and responsibility, and promote active citizenship?
  1. **Alumni**
     1. a) Describe the linkages established by the department with the alumni.

1. Describe the role of the alumni in development, review and continuous improvement of the programme.

**INFORMATION ON AREA 4: ACADEMIC STAFF**

* 1. **Recruitment and Management**
     1. Explain how the department’s academic staff plan is consistent with HEP’s policies and programme requirements.
     2. a) State the policy, criteria, procedures, terms and conditions of service for the

recruitment of academic staff.

1. Explain the due diligence exercised by the department in ensuring that the qualifications of academic staff are from *bona fide* institutions.

* + 1. Provide data on the staff–student ratio appropriate to the teaching-learning methods and consistent with the programme requirements.
    2. a) Provide summary information on every academic staff involved in

conducting the programme in Table 5.

**Table 5:** Summary information on academic staff involved in the programme

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name and designa-tion of academic staff** | **Appointment status (full-time, part-time, contract, etc.)** | **Nationality** | **Courses taught in this programme** | **Cour-ses taught in other prog-ram-mes** | **Academic qualifications** | | **Research focus areas (Bachelor and above)** | **Past work experience** | | |
| **Quallifi-cations, Field of Speciali-sation, Year of Award** | **Name of Awarding Institution and country** | **Positions held** | **Emplo-yer** | **Years of Service (Start and End)** |
| 1. |  |  |  |  |  |  |  |  |  |  |  |

1. Provide Curriculum Vitae of each academic staff teaching in this programme containing the following:
2. Name
3. Academic Qualifications
4. Current Professional Membership
5. Current Teaching and Administrative Responsibilities
6. Previous Employment
7. Conferences and Training
8. Research and Publications
9. Consultancy
10. Community Service
11. Other Relevant Information
12. Provide information on turnover of academic staff for the programme (for Full Accreditation only).
    * 1. Describe how the department ensures equitable distribution of duties and responsibilities among the academic staff.
      2. Describe how the recruitment policy for a particular programme seeks diversity among the academic staff such as balance between senior and junior academic staff, between academic and non-academic staff, between academic staff w**i**th different approaches to the subject, and academic staff with multi-disciplinary backgrounds and experiences.
      3. a) State the policies, procedures and criteria (including involvement in

professional, academic and other relevant activities, at national and

international levels) for appraising and recognising academic staff.

Maklumat di peringkat Universiti

Mekanisme dan prosedur yang digunakan untuk mengawasi dan menilai prestasi kakitangan diterangkan dalam pekeliling yang dikeluarkan oleh Jabatan Perkhidmatan Awam iaitu:

1. Pekeliling Perkhidmatan Bilangan 4 Tahun 2002, Pelaksanaan Sistem Saraan Malaysia Bagi Anggota Perkhidmatan Awam Persekutuan dan / atau
2. Surat Pekeliling Perkhidmatan Bilangan 2 Tahun 2009, Pemantapan Pengurusan Sistem Penilaian Prestasi Pegawai Perkhidmatan Awam

Semua kakitangan perlu mengemukakan Laporan Penilaian Prestasi Tahunan melalui KM Portal, untuk penilaian oleh penilai yang sesuai. UPM sentiasa memberikan pengiktirafan kepada semua staf yang telah memberikan sumbangan dalam kejayaan UPM. Di antara pengiktirafan yang diberikan adalah:

1. Majlis Anugerah Akademia Putra adalah usaha UPM untuk memberi pengiktirafan kepada kecemerlangan dalam memupuk inovasi serta kreativiti dalam proses pengajaran, pembelajaran, penyelidikan, perundingan dan perkhidmatan bagi setiap pegawai akademik dan bukan akademik. Terdapat 2 jenis anugerah yang dipertandingkan iaitu Anugerah Fellowship Naib Canselor dan Anugerah Khas Akademia Putra. Anugerah Fellowship Naib Canselor terdiri daripada 4 Kategori iaitu Kategori Pengajaran, Kategori Penyelidikan dan Inovasi, Kategori Perkhidmatan Profesional, Kategori Perundingan dan Anugerah Khas Akademia Putra;
2. Majlis Gemilang Putra adalah tujuan untuk mengiktiraf dan menghargai sumbangan pekerja kepada kecemerlangan UPM dengan menzahirkan rasa penghargaan dan terima kasih Universiti kepada warganya yang bersungguh-sungguh menabur khidmat bakti yang cemerlang dengan rasa setia dan penuh tanggungjawab melalui pengiktirafan Anugerah Tokoh Pekerja, Anugerah Perkhidmatan Cemerlang, Anugerah Jasa Putra, Anugerah Setia Putra dan Jasamu Dikenang.

Maklumat pelaksanaan di fakulti

1. Explain the policies, procedures and criteria for promotion, salary increment or other remuneration of academic staff.

Maklumat di peringkat Universiti

Dasar pelantikan dan promosi kakitangan akademik diterangkan dalam Seksyen 4.1.1. dan 4.1.7 menunjukkan proses pelantikan dan promosi kakitangan akademik mengikut kategori masing-masing. Kriteria yang digunakan untuk kenaikan pangkat ke pelbagai kategori pelantikan akademik, termasuk Profesor Madya dan Profesor, diterangkan secara terperinci dalam Garis Panduan dan Kriteria Kenaikan Pangkat Pegawai Akademik Edisi 3.

Secara asasnya kenaikan pangkat pegawai akademik adalah berdasarkan pekeliling perkhidmatan yang berkuat kuasa dari semasa ke semasa. Dalam konteks UPM, selain memenuhi syarat umum yang ditetapkan dalam pekeliling perkhidmatan, pegawai akademik perlu memenuhi kriteria kecemerlangan akademik sebagai mana yang ditetapkan dalam Garis Panduan dan Kriteria Kenaikan Pangkat Pegawai Akademik UPM Edisi 3 Tahun 2008 serta Kriteria Kenaikan Pangkat Laluan Kerjaya Baharu Pegawai Akademik yang berkuatkuasa mulai 1 Jun 2019 (bagi pegawai akademik di Kampus Serdang)/1 Jun 2020 (bagi pegawai akademik di Kampus Bintulu).

Pegawai akademik yang telah memenuhi syarat umum dan kriteria kecemerlangan akademik boleh memohon kenaikan pangkat pada bila-bila masa dan akan dipertimbang oleh Jawatankuasa Pemilih (Guru) bagi jawatan pensyarah kanan dan Profesor Madya dan Jawatankuasa Pemilih (Profesor) bagi jawatan Profesor.

Dari sudut gaji dan elaun kenaikan pangkat, ia didasarkan kepada ketetapan yang telah digariskan dalam skim perkhidmatan pensyarah dan pensyarah perubatan.

Maklumat pelaksanaan di fakulti

1. How are the above information made known to the academic staff?

Maklumat di peringkat Universiti

Maklumat berkaitan kenaikan pangkat dihebahkan kepada pegawai akademik melalui mekanisme berikut:

(a) laman web Pejabat Pendaftar;

(b) sesi libat sama dan jerayawara (*roadshow*);

(c) garis panduan kenaikan pangkat;

(d) sesi mesyuarat dan perbincangan dengan fakulti dari semasa ke semasa; dan

(e) maklum balas terhadap pertanyaan individu.

* + 1. Describe the nature and extent of the national and international linkages to enhance teaching and learning in the programme.
  1. **Service and Development**
     1. Provide information on the departmental policy on service, development and appraisal of the academic staff.

Maklumat di peringkat Universiti

Di bawah polisi perkhidmatan, setiap pekeliling baharu yang dikeluarkan oleh Jabatan Perkhidmatan Awam (JPA) telah diteliti dan dipinda mengikut kesesuaian universiti dan akan dibawa untuk kelulusan Lembaga Pengarah Universiti (LPU). Tarikh kuat kuasa menerima pakai pekeliling ini akan dimaklumkan kepada semua pegawai UPM melalui laman web Pejabat Pendaftar.

Bagi memperincikan tindakan pelaksanaan di UPM, polisi / prosedur berkaitan pelantikan, pembangunan dan penilaian prestasi telah diperjelaskan sebagaimana dalam eISO iaitu :

1. Prosedur Pelantikan Staf Akademik dan Bukan Akademik serta Pelaksana Tetap dan Kontrak;
2. Prosedur Pengurusan Penilaian Prestasi Staf;
3. Prosedur Pengurusan Cuti Staf;
4. Prosedur Kenaikan Pangkat Staf Akademik dan Bukan Akademik (termasuk Pelaksana);
5. Prosedur Pengesahan dalam Perkhidmatan;
6. Prosedur Pengurusan Latihan Staf;
7. Prosedur Tuntutan dan Permohonan Pembiayaan Perubatan; dan
8. Prosedur Persaraan

Polisi berkaitan penilaian staf pula dibuat berdasarkan Pekeliling Perkhidmatan Bilangan 4 Tahun 2002 Pelaksanaan Sistem Saraan Malaysia bagi Anggota Perkhidmatan Awam Persekutuan.

Selari dengan keperluan RU, kriteria penilaian berikut digunakan bagi menilai staf akademik:

1. bebanan pengajaran
2. penilaian pengajaran
3. penyeliaan (kuantiti pelajar)
4. penyeliaan (kualiti seliaan)
5. penyelidikan (input) – kuantiti projek yang diselia
6. penyelidikan (output) – kuantiti dan kualiti penerbitan
7. perkhidmatan profesional (penglibatan dalam khidmat pakar runding, aktiviti lanjutan, pemeriksaan tesis, semakan jurnal, persidangan, badan profesional, jawatankuasa yang relevan, penilaian dan akreditasi program, serta aktiviti pembangunan pelajar)
8. kualiti peribadi (komitmen, disiplin, kemahiran membina jaringan dan kerjasama)
9. kemahiran kepimpinan
10. sumbangan kepada masyarakat dan negara

UPM juga telah membangunkan garis panduan kenaikan pangkat bagi pelbagai kategori jawatan yang boleh dirujuk melalui laman web Pejabat Pendaftar di <https://pendaftar.upm.edu.my/documentfile?L=bm>. Staf yang memenuhi kriteria boleh memohon untuk kenaikan pangkat ke jawatan lebih tinggi sepanjang tahun.

Maklumat pelaksanaan di fakulti

* + 1. How does the department ensure that the academic staff are given opportunities to focus on their respective areas of expertise such as curriculum development, curriculum delivery, academic supervision of students, research and writing, scholarly and consultancy activities, community engagement and academically-related administrative duties?
    2. a) State the HEP policies on conflict of interest and professional conduct of

academic staff.

Maklumat di peringkat Universiti

UPM merujuk kepada Akta Badan-Badan Berkanun (Tatatertib dan Surcaj) 2000 (Akta 605), Kaedah-Kaedah Universiti Putra Malaysia (Tatatertib Pelajar-Pelajar) 2005, Etika Kerja Universiti Putra Malaysia, Garis Panduan Integriti Akademik Institusi Penganjian Tinggi Malaysia yang berkuatkuasa dalam etika kelakuan profesional dan konflik kepentingan di kalangan staf akademik.

Maklumat pelaksanaan di fakulti

1. State the HEP procedures for handling disciplinary cases.

Maklumat di peringkat Universiti

UPM mengklasifikasikan urusan tatatertib seperti berikut iaitu :

1. Urusan Tatatertib Staf iaitu di bawah tanggungjawab Pejabat Pendaftar dan Unit Integriti di bawah Pejabat Naib Canselor. Rujukan yang digunakan dalam urusan tatatertib staf ini adalah Akta Universiti dan Kolej Universiti 1971 pindaan 2012 dan Akta Badan-Badan Berkanun (Tatatertib dan Surcaj) 2000 (Akta 605);
2. Urusan Tatatertib Pelajar iaitu di bawah tanggungjawab Bahagian Hal Ehwal Pelajar) dan sumber rujukan adalah Kaedah-Kaedah Universiti Putra Malaysia (Tatatertib Pelajar-Pelajar) 2005 dan Akta Universiti dan Kolej Universiti 1971 pindaan 2012;

Maklumat pelaksanaan di fakulti

* + 1. Describe the mechanisms and processes for periodic student evaluation of the academic staff. Indicate the frequency of this evaluation exercise. Show how this evaluation is taken into account for quality improvement.

Maklumat di peringkat Universiti

Objektif utama penilaian pengajaran yang dilaksanakan bertujuan untuk mendapatkan maklum balas pelajar terhadap keberkesanan pengajaran & pembelajaran untuk tujuan:

1. pemantauan pensyarah berdasarkan kriteria yang telah ditetapkan;
2. meningkatkan kualiti kursus; dan
3. melahir dan membentuk pensyarah yang berkebolehan dan berwibawa.

Penilaian pengajaran ini dilaksanakan terhadap semua program pengajian pada setiap semester berdasarkan tempoh seperti berikut:

1. Asasi Sains Pertanian (minggu kuliah 14 hingga 18)
2. Diploma, Bacelor dan Siswazah (minggu kuliah 10 hingga 14)

Penilaian dibuat secara atas talian melalui Sistem Teaching Assessment (TA) dalam Portal Putra Learning Hub. Jawatankuasa Pengajaran dan Pembelajaran (JKPP) UPM melalui mesyuaratnya ke-19 pada 9 April 2014 telah memohon agar fakulti memantau dan mengenal pasti pensyarah yang memperoleh penilaian pengajaran di bawah 3.50 daripada skala 5.00 mata secara berturutan untuk dua (2) semester agar latihan yang bersesuaian dapat diberikan kepada pensyarah berkenaan.

Maklumat pelaksanaan di fakulti

* + 1. a) State the policies for training, professional development and career

advancement (e.g., study leave, sabbatical, advanced training, specialised

courses, re-tooling, etc.) of the academic staff.

Maklumat di peringkat Universiti

UPM akan memastikan staf akademik diberikan kemudahan bagi meningkatkan kemahiran dan pengetahuan dalam bidang kepakaran mereka. Kemudahan yang diberikan juga haruslah relevan dengan tugas dan tanggungjawab yang dilaksanakan dalam membantu universiti mencapai KPI yang telah ditetapkan. Sehubungan dengan itu, beberapa garis panduan yang perlu diikuti oleh Pegawai Akademik bagi mendapatkan kemudahan tersebut antaranya:

(i) Latihan Pasca Kedoktoran

• Memberikan peluang kepada pegawai akademik yang baharu memperoleh PhD untuk membuat penyelidikan secara sepenuh masa; dan

• Menggalakkan pegawai akademik membina rangkaian penyelidikan dengan pakar dalam bidang-bidang berkenaan.

(ii) Latihan Sub Kepakaran

Merupakan satu kemudahan yang diberikan kepada pegawai akademik dalam bidang perubatan untuk mendapatkan pengetahuan dan meningkatkan kemahiran dalam bidang kepakaran mereka.

(iii) Cuti Sabatikal

• Menjalankan penyelidikan;

• Lawatan akademik dan saintifik yang berkaitan dengan bidang pengkhususan/ kepakaran pegawai; dan

• Penulisan buku karya asal dengan syarat pegawai hanya menulis satu buku dalam tempoh cuti sabatikal yang diluluskan. Kebenaran yang diberikan adalah hanya untuk menyelesaikan penulisan, bukan pada peringkat permulaan penulisan.

(iv) Latihan Penyelidikan

Latihan Penyelidikan adalah untuk memberi peluang kepada Pegawai Akademik menumpukan perhatian kepada penyelidikan yang dijalankan.

(v) Latihan Profesional

Latihan Profesional adalah bertujuan untuk pegawai memenuhi syarat bagi mendapatkan kelayakan tertentu dalam profesion yang berkenaan serta melayakkan staf mendapat pengiktirafan daripada badan profesional yang ditubuhkan di bawah akta, antaranya:

• Jurutera – Lembaga Jurutera Malaysia (Board of Engineers)

• Senibina – Lembaga Arkitek Malaysia (LAM)

• Kewangan - Malaysia Institute of Accountants (MIA)

Dari segi aspek latihan, Pembangunan Profesional Berterusan (CPD) untuk kakitangan akademik disediakan dengan pelbagai program yang dianjurkan oleh Pusat PembangunanAkademik (CADe), Pusat Pengurusan Penyelidikan (RMC) dan Bahagian Pembangunan Sumber Manusia (HRD). Secara umumnya, setiap kakitangan dikehendaki menghadiri latihan selama tiga hari setahun. Bidang tumpuan latihan adalah seperti yang didokumenkan dalam Program Pembangunan Staf UPM 2008-2010.

Maklumat pelaksanaan di fakulti

1. Describe the mentoring system or formative guidance for new academic staff.

Maklumat di peringkat Universiti

Sistem mentor yang formal mempunyai objektif yang tertentu. Sistem pencapaian dan penilaian diatur untuk melihat keberkesanan program berkenaan. Tujuan utamanya ialah untuk membolehkan mentee (staf baharu kurang berpengalaman) mendapat bimbingan yang betul dan berkesan tentang visi, misi dan objektif UPM. Bagi membantu dan menyokong staf akademik baharu dalam penyelidikan, UPM mempunyai budaya mentor oleh penyelidik/ahli akademik senior. Sistem mentor ini terutamanya dimestikan dalam Skim Geran Putra di bawah inisiatif khas untuk pensyarah baharu yang dipanggil IPM. Selain itu, staf akademik junior dilibatkan dalam penyelidikan berkumpulan dan/atau pengajaran berpasangan sebagai bakal pengganti. Staf junior juga diserap ke dalam jawatankuasa penyeliaan pelajar pascasiswazah di mana ahli akademik senior bertindak sebagai pengerusi. Amalan ini adalah untuk memastikan staf akademik baharu memperoleh pengalaman menyelia projek penyelidikan pascasiswazah.

Antara program lain yang dilaksanakan khusus kepada staf lantikan baharu adalah:

(i) Unshackling Young Academics (UYA)

Program ini merupakan platform khas perkongsian idea, pengalaman dan pengukuhan secara holistik dalam kalangan pensyarah muda ke arah pencapaian misi dan visi UPM.

(ii) Program Transformasi Minda

Program ini bertujuan untuk memberi pendedahan dan penyesuaian minda staf baharu di peringkat awal pelantikan. Program ini juga merupakan medan awal memupuk jati diri, integriti dan menerangkan tentang hala tuju dan ekspektasi universiti terhadap staf baharu.

1. Kursus Asas Pengajaran (KAP)

Kursus Asas Pengajaran (KAP) merupakan latihan intensif selama enam (6) hari yang memperkenalkan pensyarah baharu UPM kepada aspek penting dalam pengajaran dan pembelajaran serta penyeliaan pelajar secara berkesan bagi mempersiapkan mereka dalam melaksanakan tugas dan tanggungjawab harian. KAP merupakan salah satu modul khusus Program Transformasi Minda (PTM) yang perlu diikuti oleh pegawai untuk disahkan dalam jawatan.

Melalui kursus ini, peserta didedahkan dengan hasil berasaskan pembangunan dan reka bentuk kurikulum, prinsip dan pendekatan pengajaran dan pembelajaran, teknik penyampaian dan penilaian yang berkesan, dan juga portfolio pengajaran. Para peserta turut diperkenalkan kepada teori dan aspek praktikal penyelidikan dalam pengajaran dan pembelajaran mulai daripada penjanaan data sehingga ke penerbitan.

Untuk membimbing dan menyokong staf akademik baharu dalam penyelidikan pula, UPM mempunyai budaya mentor oleh penyelidik / akademik kanan. Sistem bimbingan dikuatkuasakan di dalam Skim Geran Penyelidikan Universiti (RUGS) di bawah inisiatif khas untuk pensyarah baharu yang disebut sebagai Inisiatif 5. Selain itu, kakitangan akademik junior terlibat dalam penyelidikan kumpulan dan / atau mengajar sebagai *understudies*. Pensyarah muda ini juga turut dilibatkan dalam jawatankuasa penyeliaan untuk pelajar pascasiswazah. Amalan ini adalah untuk memastikan kakitangan akademik baharu memperoleh pengalaman dalam menyelia projek penyelidikan pasca siswazah.

Maklumat pelaksanaan di fakulti

* + 1. Describe the opportunities available to academic staff to obtain professional qualifications and to participate in professional, academic and other relevant activities at national and international levels. How does this participation enhance the teaching-learning experience?

Maklumat di peringkat Universiti

Antara peluang latihan peningkatan profesionalisma di samping seperti mana yang dinyatakan di 4.2.5, peluang latihan yang disediakan adalah seperti berikut:

* + 1. Program Latihan Pembangunan Profesional Berterusan/*Continuing Professional Development* (CPD)

Program CPD pegawai akademik anjuran CADe berfokus kepada latihan pengajaran dan pembelajaran (P&P) yang merangkumi komponen berikut:

a. Kursus Asas Pengajaran (KAP)

b. Rekabentuk kurikulum dan perancangan P&P

c. Penyampaian P&P

d. Penaksiran P&P

e. Inovasi dan teknologi dalam P&P

f. Penyelidikan dan penerbitan dalam P&P

ii. Peruntukan Geran Insentif Penyelidikan untuk Pengajaran dan Pembelajaran (GIPP)

GIPP adalah geran yang diperuntukkan bagi aktiviti penyelidikan pengajaran dan pembelajaran. Hasil penyelidikan disebarluas di peringkat kebangsaan dan antarabangsa.

iii. Aktiviti yang dianjurkan kerjasama dengan Kementerian Pendidikan Tinggi (KPT) seperti Bengkel Educator 4.0, CEO@Faculty dan lain-lain.

Peluang yang disediakan ini akan meningkatkan pengalaman pegawai akademik dalam pengajaran dan pembelajaran. Penglibatan staf akademik dalam badan-badan yang berkaitan juga diberi wajaran dalam Laporan Penilaian Prestasi Tahunan seperti yang dinyatakan dalam 5.2.1. Sokongan kewangan disediakan untuk menjadi ahli dalam badan profesional tempatan dan antarabangsa.

Maklumat pelaksanaan di fakulti

* + 1. Describe how the department encourages and facilitates academic staff in community and industry engagement activities. Describe how such activities are rewarded.

**INFORMATION ON AREA 5: EDUCATIONAL RESOURCES**

* 1. **Physical Facilities**
     1. a) List the physical facilities required for the programme in Table 6.

**Table 6:** List of physical facilities required for the programme

| **No.** | **Facilities required** | **Provisional Accreditation** | | | | | | **Full Accreditation** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Available for Year 1** | | **To be provided** | | | | **No.** | **Capacity** |
| **In Year 2** | | **In Year 3** | |
| **No.** | **Capacity** | **No.** | **Capacity** | **No.** | **Capacity** |
| 1 | Lecture Halls |  |  |  |  |  |  |  |  |
| 2 | Tutorial Rooms |  |  |  |  |  |  |  |  |
| 3 | Discussion Rooms |  |  |  |  |  |  |  |  |
| 4 | Laboratories and Workshops |  |  |  |  |  |  |  |  |
| - IT lab |  |  |  |  |  |  |  |  |
| - Science lab |  |  |  |  |  |  |  |  |
| -Engineering workshop |  |  |  |  |  |  |  |  |
| -Processing workshop |  |  |  |  |  |  |  |  |
| -Manufacturing workshop |  |  |  |  |  |  |  |  |
| -Studio |  |  |  |  |  |  |  |  |
| -Mock kitchen |  |  |  |  |  |  |  |  |
| -Moot court |  |  |  |  |  |  |  |  |
| -Clinical lab |  |  |  |  |  |  |  |  |
| -Others |  |  |  |  |  |  |  |  |
| 5 | Library and Information Centres |  |  |  |  |  |  |  |  |
| Learning Support Centres |  |  |  |  |  |  |  |  |
| 6 | Learning Resources Support |  |  |  |  |  |  |  |  |
| 7 | Student Social Spaces |  |  |  |  |  |  |  |  |
| 8 | Other Facilities including ICT related facilities |  |  |  |  |  |  |  |  |

1. Describe and assess the adequacy of the physical facilities and equipment (e.g., workshop, studio and laboratories) as well as human resources (e.g., laboratory professionals and technicians).
2. Provide information on the clinical and practical facilities for programmes which requires such facilities. State the location and provide agreements if facilities are provided by other parties.
3. Provide information on the arrangement for practical and industrial training.
4. How are these physical facilities user friendly to those with special needs? Provide a copy of any technical standards that have been deployed for students with special needs.
   * 1. Show that the physical facilities comply with the relevant laws and regulations including issues of licensing.
     2. a) Explain the database system used in the library and resource centre.

Maklumat di peringkat Universiti

Perpustakaan menyediakan perkhidmatan dan kemudahan yang terbaik

kepada penggunanya sejajar dengan peredaran teknologi maklumat dan keperluan semasa. Perpustakaan melanggan 27 pangkalan data komersial dalam pelbagai bidang dan membangunkan pangkalan data dalaman sebagai sumber rujukan yang boleh diakses dari dalam dan luar kampus seperti dalam Jadual berikut :

Jadual 5.1.3a : Pangkalan Data Komersial

| **BIL.** | **ITEM** | **NAMA PANGKALAN DATA** | **PENERBIT/PEMBEKAL** |
| --- | --- | --- | --- |
| 1. | Katalog Perpustakaan (OPAC) | * *Koha Versi 16.05* | *UPM* |
| 2. | Pangkalan Data Dalam Talian Komersial | * *AAAS-Science Online* | *American Association for the Advancement of Science. / Access Dunia* |
| * *ACS ( American Chemical Society)* | *ACS Publication / Access Dunia* |
| * *Annual Reviews* | *Annual Reviews* |
| * *American Society of Mechanical Engineers (ASME)* | *ASME* |
| * *BioOne* | *CSA (Bio Collection)* |
| * *CAB Abstracts with Fulltext* | *CABI* |
| * *CABI Compendium* | *CABI* |
| * *Crop Protection Compendium* |
| * *The Animal Health & Production Compendium (AHPC)* |
| * *Aquaculture Compendium* |
| * *Forestry Compendium* |
| * *Cambridge Journals* | *Cambridge University Press* |
| * *Datastream / EIKON* | *Thomson Reuters* |
| * *EBSCOhost* | *EBSCO Industries Inc.* |
| * *EBSCOhost Medical Collections* | *EBSCO Industries Inc.* |
| * *Emerald Management Plus* | *Emerald Group Publishing Limited* |
| * *IEEE Xplore* | *IEEE* |
| * *IOP Science* | *IOP Publishing* |
| * *IGI Global’s InfoSci-Journals* | *IGI Global* |
| * *JSTOR* | *ITHAKA* |
| * *JCR Web : Journal Citation Reports* | *Thomson Reuters* |
| * *Lawnet* | *PNMB* |
| * *JetP* | *Reliva* |
| * *LWW Journal (OVID)* | *Ovid Technologies Inc.* |
| * *Palmoilis* | *MPOB* |
| * *ProQuest Central* | *ProQuest LLC* |
| * *Proquest Theses and Dissertation* | *ProQuest LLC* |
| * *RSC Journals* | *RSC Publishing* |
| * *SAGE Journals Online* | *SAGE Publications* |
| * *ScienceDirect* | *Elsevier B.V.* |
| * *SIAM: Journals* | *Society for Industrial and Applied Mathematics* |
| * *Scopus* | *Elsevier B.V* |
| * *Springer Link* | *Springer* |
| * *Turnitin* | *Apex Knowledge* |
| * *Wiley Online Library* | *John Wiley & Sons, Inc* |
| * *Journal of American Animal Hospital Association (JAAHA)* | *American Animal Hospital Association* |
| * *Journal of American Medical Association (JAMA)* | *American Medical Association* |
| * *New England Journal of Medicine* | *Massachusetts Medical Society* |
| 3. | Pangkalan Data /Jurnal Dalaman | * *Pertanika* | UPM |
| * *Malaysia AGRIS (International Information System for Agricultural Science)* | UPM |
| * *Malaysian Agricultural Information (MyAGRIC)* | UPM |
|  |  | * *UPM Institutional Repository* | UPM |

1. State the number of staff in the library and resource centre and their

qualifications.

Maklumat di peringkat Universiti

Keseluruhan staf Perpustakaan adalah seramai 167 orang, iaitu 58 orang pegawai pengurusan dan profesional, 109 orang pegawai pelaksana. Jadual 3 menunjukkan kelayakan minimum staf perpustakaan mengikut jawatan skim JPA. Jawatan pustakawan adalah berkelulusan dalam bidang Sains Pengajian Maklumat dan penolong pustakawan berkelulusan Diploma dalam bidang Pengurusan Maklumat atau STP. Selain daripada itu, staf juga diberi latihan semasa kerja dan menghadiri latihan berkaitan untuk mempertingkatkan kemahiran yang diperlukan dalam melaksanakan tugas. Bilangan staf Perpustakaan mengikut 22 kategori jawatan berkaitan adalah seperti dalam Jadual 5.1.3b berikut :

|  |  |
| --- | --- |
| **Kategori Staf** | **Kelayakan Minimum** |
| Pustakawan | Ijazah Sarjana Muda dalam bidang Sains Pengajian Maklumat |
| Penolong Pustakawan | Diploma Pengurusan Maklumat/STP |
| Pembantu Pustakawan | SPM |
| Penolong Pendaftar | Ijazah Sarjana Muda |
| Penolong Jurutera | Diploma |
| Setiausaha Pejabat | Diploma Sains Kesetiausahaan |
| Lain-lain Staf Pelaksana | SPM/SRP/PMR |
| **Jumlah** |  |

Maklumat pelaksanaan di fakulti

1. Describe resource sharing and access mechanisms that are available to extend the library’s capabilities. Comment on the extent of use of these facilities by academic staff and students. Comment on the adequacy of the library to support the programme.

Maklumat di peringkat Universiti

Perpustakaan berperanan menyediakan sumber, perkhidmatan dan kemudahan maklumat untuk menyokong aktiviti pengajaran, pembelajaran, penyelidikan dan perundingan di Universiti. Sumber maklumat yang disediakan adalah dalam format bahan bercetak, bahan media dan bahan elektronik meliputi pelbagai bidang.

Perpustakaan dilengkapi dengan 200 komputer yang boleh mengakses internet untuk mendapatkan maklumat di seluruh dunia. Komputer ini ditempatkan di Bilik Rujukan Elektronik dan Anjung Siswazah dan tempoh penggunaannya adalah 9 jam sehari untuk setiap pengguna.

Bagi menampung peningkatan jumlah pengguna dan memenuhi keperluan maklumat fakulti, Perpustakaan kini mempunyai empat (4) buah cawangan iaitu Perpustakaan Perubatan dan Sains Kesihatan, Perpustakaan Perubatan Veterinar, Perpustakaan Kejuruteraan & Seni bina dan Perpustakaan Kampus Bintulu (Sarawak). Selain itu, Perpustakaan juga menyediakan ruang khusus untuk pelajar pasca siswazah yang dikenali sebagai Anjung Siswazah yang dilengkapi dengan pelbagai kemudahan untuk pembelajaran dan penyelidikan.

Operasi perpustakaan disokong oleh Sistem Koha, iaitu Sistem Perpustakaan Bersepadu yang menggabungkan semua fungsi perpustakaan seperti perolehan, pengkatalogan, sirkulasi dan katalog perpustakaan (OPAC). Sistem perpustakaan berkomputer yang telah dilaksanakan sejak 30 tahun yang lalu telah meningkatkan keupayaan perpustakaan dalam menyediakan perkhidmatan yang cepat, mudah dan cekap kepada pengguna. OPAC yang berasaskan web membolehkan katalog perpustakaan dapat diakses dari luar kampus dan pengguna dapat melakukan transaksi pembaharuan dan tempahan bahan secara dalam talian tanpa perlu datang ke perpustakaan. Mesin pinjaman layan diri dan kotak pemulangan buku yang disepadukan dengan sistem perpustakaan telah menambah baik perkhidmatan sirkulasi untuk menjadi lebih cepat dan cekap. Peminjaman dan pembaharuan buku boleh dilakukan secara layan diri tanpa perlu beratur di kaunter dan pemulangan buku juga boleh dilakukan pada waktu perpustakaan ditutup.

Seluruh kampus, termasuk bangunan perpustakaan dilengkapi dengan kemudahan Wi-Fi yang membolehkan pengguna berdaftar menggunakan komputer riba sendiri pada bila-bila masa ketika berada dalam perpustakaan. Selain daripada itu, EzProxy digunakan sebagai platform pengesahan keahlian sebelum pengguna berdaftar dapat mengakses pangkalan data dalam talian dari dalam dan luar kampus.

Seiring dengan usaha untuk membangunkan dan mengukuhkan koleksi, perpustakaan juga melaksanakan Program Pendidikan Pengguna untuk membantu pengguna menggunakan segala sumber maklumat, perkhidmatan dan kemudahan yang disediakan oleh perpustakaan dengan lebih efisien dan berkesan. Program ini terdiri daripada kursus pengenalan perpustakaan yang disediakan kepada pelajar baharu yang mendaftar di Universiti, kelas permohonan dan kelas berjadual. Modul kelas ini meliputi topik seperti strategi pencarian maklumat, katalog perpustakan dan pangkalan data/jurnal elektronik.

Perpustakaan turut menyediakan perkhidmatan yang ditawarkan oleh Pustakawan Penghubung Fakulti yang akan membantu pelajar dan staf di setiap fakulti, sekolah dan institut dalam semua aspek penggunaan perpustakaan termasuk memberi maklum balas terhadap cadangan yang dikemukakan ke atas perkhidmatan perpustakaan.

Maklumat pelaksanaan di fakulti

1. State the number of reference materials related to the programme.

Maklumat di peringkat Universiti

Koleksi perpustakaan yang disediakan oleh Perpustakaan Sultan Abdul Samad UPM adalah sebanyak 728,197 naskhah. Selain daripada bahan bercetak dan bahan media, perpustakaan juga melanggan sumber maklumat elektronik seperti pangkalan data dalam talian, e-jurnal dan e-buku yang boleh dicapai dari dalam dan luar kampus seperti dalam Jadual berikut. Statistik terperinci koleksi perpustakaan mengikut bidang perkara adalah seperti dalam Jadual ..

**Jadual 5.1.3 c: Koleksi Rujukan di PSAS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resources supporting the programme (e.g., books, online resources, etc)** | | | | **Journals** | | | | | | **State other facilities such as CD ROM, Video and electronic reference material** | |
| BUKU BERCETAK | | E-BUKU | | JURNAL BERCETAK | | | E-JURNAL | | BAHAN MEDIA | | |
| JUMLAH JUDUL | JUMLAH NASKHAH | JUMLAH JUDUL | JUMLAH NASKHAH | JUMLAH JUDUL | JUMLAH NASKHAH | JUMLAH JUDUL | | JUMLAH NASKHAH | | | JUMLAH NASKHAH |
| 402,707 | 563,679 | 67,642 | 67,642 | 7,031 | 129,644 | 1,250,941 | | 88,073 | | | 402,707 |

**Jadual 5.3.1 c (i) : Jumlah Koleksi Perpustakaan Mengikut Bidang Perkara**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BIL** | **BIDANG PERKARA** | **1900-1949** | | | **1950-1999** | | | **2000-2009** | | **2010-2021** | | **JUMLAH** | |
| **JUDUL** | **NASKHAH** | **JUDUL** | | **NASKHAH** | **JUDUL** | | **NASKHAH** | **JUDUL** | **NASKHAH** | **JUDUL** | **NASKHAH** |
| 1 | UMUM  (CALL NO A) | 1 | 60 | 208 | | 758 | 110 | | 359 | 22 | 27 | **341** | **1,204** |
| 2 | FALSAFAH, PSIKOLOGI,  AGAMA (CALL NO B) | 24 | 27 | 5953 | | 9265 | 4094 | | 6006 | 1375 | 1632 | **11,446** | **16,930** |
| 3 | SEJARAH (CALL NO C, D, E, F) | 31 | 49 | 3149 | | 5604 | 2381 | | 4220 | 503 | 672 | **6,064** | **10,545** |
| 4 | GEOGRAFI (CALL NO G) | 29 | 40 | 4226 | | 6171 | 2439 | | 3482 | 750 | 864 | **7,444** | **10,557** |
| 5 | SAINS SOSIAL (CALL NO H) | 64 | 93 | 33067 | | 52478 | 14841 | | 21665 | 4072 | 4936 | **52,044** | **79,172** |
| 6 | SAINS POLITIK (CALL NO J) | 13 | 13 | 1696 | | 2585 | 872 | | 1385 | 279 | 315 | **2,860** | **4,298** |
| 7 | UNDANG-UNDANG (CALL NO K) | 3 | 3 | 1074 | | 1396 | 871 | | 1191 | 247 | 279 | **2,195** | **2,869** |
| 8 | PENDIDIKAN (CALL NO L) | 18 | 26 | 6989 | | 10523 | 4704 | | 6665 | 1482 | 2043 | **13,193** | **19,257** |
| 9 | MUZIK (CALL NO M) | 5 | 6 | 575 | | 767 | 355 | | 508 | 47 | 59 | **982** | **1,340** |
| 10 | KESENIAN (CALL NO N) | 9 | 9 | 1571 | | 2157 | 2996 | | 3464 | 853 | 927 | **5,429** | **6,557** |
| 11 | BAHASA & KESUSASTERAAN (CALL NO P) | 132 | 188 | 14737 | | 23722 | 8737 | | 13215 | 2065 | 2418 | **25,671** | **39,543** |
| 12 | SAINS (CALL NO Q) | 257 | 455 | 32977 | | 52742 | 14630 | | 21247 | 3638 | 4466 | **51,502** | **78,910** |
| 13 | PERUBATAN (CALL NO R, QS-QZ, W-WZ) | 6 | 7 | 10998 | | 13183 | 12879 | | 16986 | 4217 | 5062 | **28,100** | **35,238** |
| 14 | PERTANIAN (CALL NO S) | 251 | 405 | 19411 | | 37042 | 7190 | | 12953 | 2187 | 3522 | **29,039** | **53,922** |
| 15 | TEKNOLOGI (CALL NO T) | 53 | 79 | 22474 | | 34708 | 12523 | | 17530 | 3374 | 4067 | **38,424** | **56,384** |
| 16 | SAINS KETENTERAAN (CALL NO U, V) | 1 | 1 | 319 | | 442 | 135 | | 170 | 35 | 44 | **490** | **657** |
| 17 | SAINS PERPUSTAKAAN. MAKLUMAT (CALL NO Z) | 3 | 4 | 1801 | | 3756 | 533 | | 727 | 198 | 223 | **2,535** | **4,710** |
|  | **JUMLAH KESELURUHAN** | **900** | **1,465** | **161,225** | | **257,299** | **90,290** | | **131,773** | **25,344** | **31,556** | **277,759** | **422,093** |

* + 1. a) Describe how the HEP maintains, reviews and improves the adequacy,

currency and quality of its educational resources and the role of the

department in these processes.

Maklumat di peringkat Universiti

Dalam usaha untuk memastikan kecukupan sumber pendidikan, UPM telah memperkenalkan Pelan Strategik UPM 2014-2020. Berdasarkan pelan tindakan itu, Petunjuk Prestasi Utama tertentu ditetapkan iaitu berkaitan Akademik dan Antarabangsa, Penyelidikan dan Inovasi, Hal Ehwal Pelajar, Jaringan Industri dan Masyarakat, Sumber manusia, pengurusan kewangan dan perkhidmatan perpustakaan dan ICT dan dipantau setiap tahun.

Pemantauan ini dilaksanakan bagi memastikan perancangan peningkatan kemudahan sedia ada dilaksana dan selari dengan pembangunan dalam pengajaran dan pembelajaran. Sebagai contoh, UPM sentiasa menaiktaraf bilik kuliah dan kemudahannya untuk menampung keperluan pembelajaran berpusatkan pelajar (SCL) bagi mencapai hasil pembelajaran (LO) dan kemahiran insaniah (KI). Kemudahan teknologi maklumat dan komunikasi (ICT) untuk pelajar dinaik taraf bagi memastikan capaian yang lebih mudah. Program latihan pegawai dilaksanakan mengikut analisis keperluan latihan yang dijalankan oleh Pejabat Pendaftar. Disamping itu, UPM menganjurkan kursus-kursus untuk kakitangan akademik dari semasa ke semasa untuk mengukuhkan pengetahuan pengajaran dan pembelajaran sejajar dengan hasil pembelajaran, kemahiran insaniah, tahap taksonomi pembelajaran dan masa pembelajaran pelajar.

1. Provide the information on, and provision for, the maintenance of the physical

learning facilities.

* 1. **Research and Development**

(*Please note that the standards on Research and Development are largely directed to*

*universities and university colleges*)

* + 1. a) Describe the policies, facilities and budget allocation available to

support research.

1. Describe the research activities of the department and the academic staff involved in them.

5.2.2 a) Describe how the HEP encourages interaction between research and learning. Show the link between the HEP’s policy on research and the teaching-learning activities in the department.

Maklumat di peringkat Universiti

Terdapat dua jawatankuasa yang telah ditubuhkan pejabat Timbalan Naib Canselor untuk mengkaji semula dan mempertingkatkan proses penyelidikan. Dua jawatankuasa ini ialah Jawatankuasa Penyelidikan yang menyelia perkara dasar dan Jawatankuasa Kerja Penyelidikan untuk mengendalikan perkara operasi. Setiap fakulti mempunyai Jawatankuasa Penyelidikan yang menentukan hala tuju penyelidikan dan menguruskan aktiviti penyelidikan di peringkat fakulti. Dalam institut penyelidikan, proses semakan untuk penambahbaikan aktiviti penyelidikan dipandu oleh Lembaga Penasihat masing-masing.

Di samping itu, melalui inisiatif GIPP, Jawatankuasa Pengurusan Universiti (JPU) dalam Mesyuarat JPU Bil.429 pada 1 Februari 2012 [Minit 429.05 (k)(v)] telah meluluskan peruntukan bagi Geran Insentif Penyelidikan untuk Pengajaran dan Pembelajaran (GIPP) sebanyak RM200,000.00 pada tahun 2012 dan RM300,000.00 untuk tahun seterusnya.

Inisiatif GIPP adalah untuk meningkatkan kualiti dan keberkesanan pengajaran dan pembelajaran melalui aktiviti penyelidikan. Hasil penyelidikan boleh dijadikan asas dalam membuat perancangan strategik berkaitan pengajaran dan pembelajaran universiti, malah memberi impak kepada pelajar dan UPM sebagaimana Matlamat 1 UPM untuk mempertingkat kualiti dan daya saing graduan. Di samping itu, GIPP membantu pembangunan kecemerlangan bakat bagi pegawai akademik yang memilih trek pengajaran.

1. State any initiatives taken by the department to engage students in research.
   * 1. Describe the processes by which the department review its research resources and facilities and the steps taken to enhance its research capabilities and environment.
   1. **Financial Resources**
      1. Provide audited financial statements or certified supporting documents for the last three consecutive years. Explain the financial viability and sustainability based on the provided statements/documents.

Maklumat di peringkat Universiti

Jadual 5.3.1: **Penyata Pendapatan dan Perbelanjaan UPM (2018 - 2020)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Financial Statement** | | | |
| **Profit/Surplus (RM)** | | **Profit/Surplus (RM)** | |
| **GROUP** | **UNIVERSITY** | **GROUP** | **UNIVERSITY** |
|  |
|  |
|  |
| Past 1 year(2020) | 0 | 0 | 155,251,774 | 150,633,415 |  |
| Past 2 years(2019) | 12,047,030 | 18,966,963 | 0 | 0 |  |
| Past 3 years(2018) | 0 | 0 | 53,713,134 | 49,150,070 |  |

Merujuk kepada pelan perniagaan yang dibangunkan mulai tahun 2015, UPM mengenalpasti strategi yang perlu dilakukan. Dasar, peraturan dan proses kerja turut disemak dan dikemasikini secara berkala untuk memberi kemudahan kepada pelanggan melibatkan proses kewangan. Garis Panduan Penjanaan Pendapatan Universiti turut dibangunkan dan UPM akan memperkenalkan kit penjanaan PTJ yang mana PTJ boleh mengetahui jumlah keperluan, pendapatan, perbelanjaan dan jumlah perlu dijana.Sekiranya terdapat permohonan pindaan ke atas pekeliling atau dasar yang dikeluarkan oleh kerajaan, platform mesyuarat Bendahari Universiti Awam, Jawatankuasa Naib Canselor dan Rektor digunakan. Selain daripada itu,  komunikasi secara terus dengan pihak Kementerian mengikut keperluan dari semasa ke semasa.

Mulai tahun 2015, berikutan daripada pengurangan geran kerajaan kepada Universiti Awam, UPM telah mengambil inisiatif menyemak semua keperluan bajet mengikut PTJ. Formula agihan disediakan dengan mengambilkira keperluan *baseline* PTJ termasuk komitmen dan perbelanjaan *must have*. anya penting bagi memastikan PTJ boleh beroperasi dengan lancar tanpa menjejaskan aktiviti utama Universiti iaitu pengajaran dan pembelajaran. Selain daripada itu, permohonan peruntukan tambahan (one off)  turut dipertimbangkan sekiranya terdapat keperluan baharu atau kejadian di luar jangkaan seperti pertambahan bilangan pelajar yang mendaftar, kerosakan akibat bencana alam dan lain-lain.  Bagi memastikan pengurusan aliran tunai UPM berada dalam keadaan baik, penyaluran peruntukan mengurus PTJ diagihkan sebanyak 2 kali setahun iaitu pada bulan Januari dan Julai dengan mengambilkira jadual penyaluran geran kerajaan kepada Universiti Awam iaitu setiap suku tahun.

Universiti juga telah menetapkan KPI Kewangan iaitu ‘peratus pencapaian sumber dalaman berbanding belanja mengurus’. Semua PTJ diberi peranan untuk menjana pendapatan menggunakan sumber sedia ada dan memaksimakan penggunaan aset yang ada bagi memastikan kelangsungan operasi universiti dapat dicapai. Pencapaian KPI ini dipantau dan dibentangkan di Mesyuarat KPI peringkat UPM setiap suku tahun.  
PTJ turut dibenarkan untuk menggunakan tabung amanah di PTJ bagi menampung perbelanjaan operasi yang tidak mencukupi. Inisiatif ini telah diluluskan oleh Jawatankuasa Tetap Kewangan Universiti (JKTK) pada tahun 2015 melalui minit 18/2 (2015). Ini secara tidak langsung menjadi pendorong kepada PTJ untuk terus aktif melaksanakan aktiviti penjanaan pendapatan di peringkat PTJ.

Selain daripada itu, inisiatif penjimatan kos turut dilaksanakan secara berterusan dan laporan pencapaian dibentangkan di dalam pelan fungsian peringkat aras setiap 6 bulan sekali. Ianya turut dijadikan salah satu aktiviti dalam *Transformation Management* (TM) sasaran kerja tahunan pegawai yang perlu dinilai dan dipantau setiap tahun.

* + 1. Demonstrate that the department has clear procedures to ensure that its financial resources are sufficient and managed efficiently.
    2. a) Indicate the responsibilities and lines of authority in terms of budgeting and

resource allocation in the HEP with respect to the specific needs of the

department.

Maklumat di peringkat Universiti

UPM menyediakan cadangan belanjawan berdasarkan prosedur-prosedur yang ditetapkan dan juga Pekeliling Perbendaharaan: Garis Panduan Bagi Penyediaan Cadangan Perbelanjaan Dua Tahun Sekali. Aliran penyediaan cadangan belanjawan UPM adalah seperti berikut:-

1. Bengkel Penyediaan Belanjawan UPM

UPM akan menghadiri bengkel penyediaan belanjawan di peringkat kementerian.

1. Penyediaan Belanjawan Peringkat UPM

UPM akan menyediakan cadangan belanjawan Universiti. Cadangan Belanjawan Universiti akan diluluskan oleh JPU dan LPU. Cadangan belanjawan Universiti akan dikemukakan kepada Agensi Pusat mengikut tempoh yang ditetapkan.

1. Mesyuarat Pemeriksaan Belanjawan Oleh Agensi Pusat

Mesyuarat ini akan dihadiri oleh Agensi Pusat dan juga Jawatankuasa Belanjawan Universiti untuk memperaku cadangan belanjawan Universiti bagi tahun berikutnya.

1. Terima Kelulusan Peruntukan Belanja Mengurus Daripada Agensi Pusat Kelulusan bajet akan dimaklumkan kepada universiti melalui emel atau surat.
2. Universiti perlu mengemukakan perancangan keperluan tunai berdasarkan kelulusan JPU dan JKTK.
3. Menyediakan agihan peruntukan belanja mengurus kepada PTJ berdasarkan kelulusan JPU dan JKTK.
4. Proforma perjanjian program sebagai ikatan/komitmen PTJ dan pegawai pengawal (Naib Canselor) untuk berbelanja mengikut kod perbelanjaan yang telah ditetapkan.

b) Describe the HEP’s financial planning for the programme in the next two

years.

Maklumat di peringkat Universiti

Pejabat Bursar telah menyediakan pelan pendanaan sehingga tahun 2020. Di antara strategi pendanaan yang telah dicadangkan adalah :

i. Peningkatan pendapatan yuran sebanyak 10%.

Membuat semakan semula kadar yuran pengajian pelajar antarabangsa dengan mengambil kira kos penuh per pelajar siswazah dan menaikkan kadar yuran pelajar yang dikenakan kepada setiap pelajar. Selain itu, cadangan juga dibuat agar kemudahan pelajar ditambah baik bagi menarik minat lebih ramai pelajar antarabangsa program siswazah untuk mendaftar di UPM.

ii. Peningkatan pendapatan dari perkhidmatan, produk, dan aset UPM

sebanyak 12.86%

Menerusi inisiatif ini, Pejabat Bursar akan mengenal pasti dan membuat pelaburan di dalam portfolio pelaburan tunai yang memberi pulangan yang lebih tinggi. Di samping itu, terimaan dividen daripada anak syarikat, kutipan pelbagai hasil seperti hasil ladang dan pengewangan aset universiti yang berpotensi turut diambilkira bagi membantu universiti menjana pendapatan.

iii. Penjimatan perbelanjaan operasi dan perbelanjaan secara berhemah.

Di samping pelaksanaan perbelanjaan secara berhemah, Pejabat Bursar juga mensasarkan penjimatan perbelanjaan berjumlah RM2juta setahun menerusi beberapa portfolio yang telah dikenal pasti seperti pelaksanaan perolehan kertas dan bahan kimia melalui kontrak pusat/syarikat panel yang dilantik, perkhidmatan pencucian mengikut kluster, kos perubatan, sewaan mesin fotostat, perolehan tiket secara *online* dan penjimatan utiliti.

iv. Pendapatan daripada endowmen sebanyak RM3 juta.

Universiti mensasarkan untuk memantapkan lagi kutipan endowmen dan seterusnya menaikkan pendapatan daripada endowmen terkumpul sebanyak RM3 juta, peningkatan sebanyak RM2 juta dari pendapatan semasa.

**INFORMATION ON AREA 6: PROGRAMME MANAGEMENT**

* 1. **Programme Management**
     1. a) Describe the management structure and functions, and the main decision-

making componentsof the department, as well as the relationships between them. How are these relationships made known to all parties involved?

1. Indicate the type and frequency of department meetings.
   * 1. Describe the policies and procedures that ensure accurate, relevant and timely information about the programme which are easily and publicly accessible, especially to prospective students.
     2. a) Describe the policies, procedures and mechanisms for regular review and

updating of the department’s structures, functions, strategies and core activities to ensure continuous quality improvement. Identify person(s) responsible for continuous quality improvement within the department.

b) Highlight the improvements resulting from these policies, procedures and mechanisms.

* + 1. Show evidence (such as terms of reference, minutes of meeting) that theacademic board of the department is an effective decision-making body with adequate autonomy.

* + 1. Describe the arrangements agreed upon by the HEP and its different campuses or partner institutions - for example, collaborative programmes, joint awards, collaborative research, student exchange arrangements - to assure functional integration and comparability of educational quality.

Maklumat di peringkat Universiti

Universiti dan sektor luar berkongsi tanggungjawab seperti yang digariskan dalam MoU/MoA melalui:

1. Kontrak Penyelidikan - Melalui Pusat Inovasi dan Pengkomersialan dan Pusat Perniagaan Universiti, UPM bekerjasama dengan sektor luar untuk mengkomersialkan hasil penyelidikan bersama dan berkongsi hak harta intelek.
2. Program kerjasama - HEP swasta dikehendaki membuat perjanjian (MOA) dengan UPM di mana peranan dan tanggungjawab setiap pihak telah dinyatakan. Ini adalah untuk memastikan bahawa tenaga pengajar dan kemudahan mencukupi bagi melahirkan graduan yang sama kualiti dengan graduan yang belajar di kampus UPM.
3. Program Keusahawanan - Bahagian Hal Ehwal Pelajar UPM bertanggungjawab untuk mengenal pasti pelajar yang berpotensi untuk program keusahawanan manakala sektor luar menyediakan dana untuk latihan.
4. Seminar bersama/Bengkel/Kursus Jangka Pendek – UPM sering menganjurkan seminar, bengkel dan kursus jangka pendek dengan kerjasama sektor luar di mana UPM menyediakan kepakaran manakala sektor luar sebagai penaja bersama yang menyediakan kemudahan dan sokongan kewangan.
5. Aktiviti Tanggungjawab Sosial Korporat – Aktiviti tanggungjawab sosial korporat lazimnya dijalankan bersama oleh UPM dan sektor luar melalui program komuniti seperti ceramah informasi, lawatan klinik bergerak (rawatan dan khidmat nasihat) dan program perkhidmatan komuniti.
   * 1. Show evidence of internal and external consultations, and market needs and graduate employability analyses.
   1. **Program Leadership**
      1. Explain the criteria for the appointment and job description of the programme leader.
      2. Indicate the programme leader of this programme. Describe the qualifications, experiences, tenure and responsibilities of the programme leader.
      3. Describe the relationship between the programme leader, department and HEP on matters such as staff recruitment and training, student admission, allocation of resources and decision-making processes.

Maklumat di peringkat Universiti

Lembaga Pengarah merupakan badan eksekutif tertinggi yang bertanggungjawab untuk menggubal dasar universiti melainkan dalam hal akademik yang mana bergantung kepada Senat Universiti. Manakala, Jawatankuasa Pengurusan Universiti merupakan badan pentadbiran yang bertanggungjawab untuk melaksanakan dasar yang digubal oleh Lembaga Pengarah dan Senat.

Pada peringkat fakulti, Jawatankuasa Pengurusan Fakulti merupakan badan pentadbiran tertinggi dalam pembuatan keputusan dan diikuti oleh Jabatan serta Unit dalam melaksanakan polisi Universiti. Pembangunan program dan semakan/penstrukturan akan dimulakan di peringkat jabatan yang mana telah diluluskan oleh Jawatankuasa Kurikulum Fakulti, ahli fakulti, Jawatankuasa Pengajian Program, Jawatankuasa Kecil Kurikulum Universiti, Jawatankuasa Kurikulum Universiti sebelum akhirnya diluluskan oleh Senat Universiti dan Lembaga Pengarah Universiti.

Pengambilan dan latihan, kemasukan pelajar ke UPM, peruntukan sumber dan proses membuat keputusan dilaksanakan oleh Jawatankuasa Pemilih UPM yang dipengerusikan oleh Naib Canselor atau wakilnya. Pihak Pendaftar atau Bendahari juga terlibat dalam Jawatankuasa Pemilih UPM. Di peringkat fakulti, proses ini ditugaskan kepada Jawatankuasa Pengurusan Fakulti.

Maklumat pelaksanaan di fakulti

* 1. **Administrative Staff**
     1. a) Describe the structure of the administrative staff which supports the

programme.

1. Explain how the number of the administrative staff is determined in accordance to the needs of the programme and other activities. Describe the recruitment processes and procedures. State the terms and conditions of service.

Maklumat di peringkat Universiti

Universiti akan memastikan sumber tenaga bukan akademik iaitu Pengurusan dan Profesional (Bukan Akademik) dan Kumpulan Pelaksana adalah kompeten dan diagihkan secara optimum bagi menyokong fungsi fakulti, seperti berikut:

1. Agihan berdasarkan fungsi fakulti dan nisbah Akademik dan Staf Bukan Akademik dan mengikut pelajar;
2. Staf yang bersara akan diganti tertakluk kelulusan Jabatan Perkhidmatan Awam (JPA) selari dengan polisi pengisian JPA iaitu hanya 93% dari keseluruhan perjawatan diisi; dan
3. Kekurangan staf bukan akademik akan diisi dengan staf kontrak yang benar-benar diperlukan sahaja.

Proses pelantikan /pengambilan telah dinyatakan secara jelas sebagaimana dalam eISO dan tugasan umum mengikut gred boleh dirujuk di Pejabat Pendaftar dan perincian tugasan individu pula boleh dirujuk kepada staf berkenaan.

Maklumat pelaksanaan di fakulti

1. State (in Table 8) the numbers required and that are available, job category and minimum qualification for administrative staff of the programme.

**Table 8:** Administrative staff for the programme

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Job Category** | **Minimum qualification** | **Number of staff required** | **Current number** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

* + 1. State the mechanisms and procedures for monitoring and appraising the performance of the administrative staff of the programme.

Maklumat di peringkat Universiti

Mekanisme dan tatacara yang digunakan untuk memantau dan menilai prestasi kakitangan adalah seperti yang dinyatakan dalam pekeliling yang dikeluarkan oleh Jabatan Perkhidmatan Awam iaitu, (i) Pekeliling Perkhidmatan Bilangan 4 Tahun 2002, Perlaksanaan Sistem Saraan Malaysia bagi Anggota Perkhidmatan Awam Persekutuan dan/atau (ii) Surat Pekeliling Perkhidmatan Bilangan 2 Tahun 2009, Pemantapan Pengurusan Sistem Penilaian Prestasi Pegawai Perkhidmatan Awam. Semua staf perlu mengisi Laporan Penilaian Prestasi Tahunan melalui dalam Sistem eLPPT dibawah penjabat pendaftar untuk penilaian oleh penilai sewajarnya. Anugerah Perkhidmatan Cemerlang diberikan kepada 8% daripada staf di setiap pusat tanggungjawab. Anugerah diberikan di Majlis Gemilang Putra yang diadakan pada setiap tahun bagi mengiktiraf pencapaian staf.

Kajian prestasi pentadbiran dan pengurusan kakitangan dilakukan melalui penilaian terhadap Sasaran Kerja Tahunan (SKT). SKT terdiri daripada aktiviti yang akan dijalankan dan petunjuk prestasi masing-masing. Sasaran ditetapkan pada setiap awal tahun dan prestasi dinilai pada akhir tahun.

* + 1. Describe the training scheme for the advancement of the administrative staff and show how this scheme fulfils the current and future needs of the programme.

Maklumat di peringkat Universiti

Sebagai sebuah universiti awam, UPM menyediakan latihan bagi meningkatkan mutu penyampaian, seterusnya merealisasikan matlamat untuk mencapai kecemerlangan dalam bidang pengajaran dan pembelajaran, penyelidikan dan perkhidmatan profesional di semua peringkat sama ada staf baharu mahupun yang berpengalaman. Latihan juga mampu memberi lonjakan dan nafas baharu terhadap pembudayaan ilmu dan pembelajaran sepanjang hayat serta mempertingkatkan dan menambah nilai pengetahuan, memantapkan kemahiran kerja dan mengubah sikap (KSA- Knowledge, Skills and Attitute) dalam kalangan warga UPM.

Latihan yang dilaksanakan juga perlu berdasarkan Analisis Keperluan Latihan (TNA) dan keperluan semasa bagi memastikan staf sentiasa kompeten dalam melaksanakan tugas yang dipertanggungjawab. Sehubungan dengan itu, bagi memastikan matlamat tersebut tercapai dan latihan yang dilaksanakan memenuhi hala tuju dan keperluan semasa universiti, Pejabat Pendaftar telah melantik PTJ lain sebagai rakan strategik berdasarkan kepada kepakaran PTJ masing-masing. Universiti Putra Malaysia menjalankan analisis keperluan latihan (TNA) pada dua peringkat bagi mengenal pasti latihan yang perlu dijalankan pada setiap tahun iaitu:-

* + 1. Pejabat Pendaftar

Di peringkat Pejabat Pendaftar, pengendalian latihan dijalankan melalui pelaksanaan bengkel khas di mana semua Pelaksana Latihan UPM membentangkan perancangan masing-masing berdasarkan keperluan semasa latihan mengikut skim perkhidmatan berkenaan.

* + 1. Pusat Tanggungjawab

Pusat Tanggungjawab bertanggungjawab menjalankan TNA bagi mengenalpasti keperluan khusus untuk PTJ berkenaan. Setiap PTJ juga perlu menyediakan takwim latihan dalaman setiap tahun.

Pelaksana yang telah dilantik juga akan melaksanakan latihan mengikut bidang yang telah ditetapkan antaranya:

|  |  |  |
| --- | --- | --- |
| **Bil.** | **PTJ** | **Bidang** |
| 1. | Pejabat Pendaftar | Pengurusan, Pentadbiran & Kepimpinan |
| 2. | Pusat Pembangunan Akademik | Pengajaran dan Pembelajaran |
| 3. | Pejabat Timbalan Naib Canselor (Penyelidikan & Inovasi) | Penyelidikan & Inovasi |
| 4. | Taman Pertanian Universiti | Pertanian, Perhutanan dan Veterinar |
| 5. | Pejabat Bursar | Kewangan |
| 6. | Pusat Pembangunan Maklumat dan Komunikasi (iDEC) | Teknologi Maklumat dan Komunikasi |
| 7. | Pejabat Pembangunan dan Pengurusan Aset | Kejuruteraan dan Teknikal |
| 8. | Pejabat Pengurusan Keselamatan dan Kesihatan Pekerjaan (PPKKP) | Keselamatan dan Kesihatan Pekerjaan |
| 9. | Pusat Jaminan Kualiti (CQA) | Pengurusan Kualiti Perkhidmatan & Akademik |
| 10. | Fakulti Perubatan dan Sains Kesihatan | Perubatan |
| 11. | Bahagian Kaunseling UPM | Bimbingan Kerjaya, Motivasi dan Kesejahteraan Diri |
| 12. | Institut Biosains | Sains |

Maklumat pelaksanaan di fakulti

* 1. **Academic Records**
     1. a) State the policies and practices on the nature, content and security of

student, academic staff and other academic recordsat the departmental

level and show that these policies and practices are in line with those of the

HEP.

1. Explain the policies and practices on retention, preservation and disposal of student, academic staff and other academic records.
   * 1. Explain how the department maintains student records relating to their admission, performance, completion and graduation.
     2. Describe how the department ensures the rights of individual privacy and the confidentiality of records.
     3. Describe the department’s review policies on security of records and safety systems and its plans for improvements.

**INFORMATION ON AREA 7: PROGRAMME MONITORING, REVIEW AND CONTINUAL QUALITY IMPROVEMENT**

* 1. **Mechanisms for Programme Monitoring, Review and Continual Quality Improvement**
     1. Describe the policies and mechanisms for regular monitoring and review of the programme.
     2. Describe the roles and the responsibilities of the Quality Assurance unit responsible for internal quality assurance of the department.
     3. a) Describe the structure and the workings of the internal programme monitoring and review committee.

1. Describe the frequency and mechanisms for monitoring and reviewing the programme.
2. Describe how the department utilises the feedback from a programme monitoring and review exercise to further improve the programme.
3. Explain how the monitoring and review processes help ensure that the programme keeps abreast with scientific, technological and knowledge development of the discipline, and with the needs of society.
   * 1. Which stakeholders are involved in a programme review? Describe their involvement and show how their views are taken into consideration.
     2. Explain how the department informs the stakeholders the result of a programme assessment and how their views on the report are taken into consideration in the future development of the programme.

* + 1. Explain how student performance, progression, attrition, graduation and employment are analysed for the purpose of continual quality improvement? Provide evidence.
    2. Describe the responsibilities of the parties involved in collaborative arrangements in programme monitoring and review.
    3. Describe how the findings of the review are presented to the HEP and its further action therefrom.
    4. Explain the integral link between the departmental quality assurance processes and the achievement of the institutional purpose.