A GUIDE FOR AN ACADEMIC ADVISER

1. As an Academic Adviser (AA), you are required to meet your Y1S1 new academic advisees for the first time, latest by the end of week 4 in the first trimester to provide timely recommendations to the new students.

2. Also, it is recommended to meet students under probation for more than once in a trimester to check on their academic study progress and provide timely advice.

3. Academic Adviser should meet with their advisees in between week 5 to week 9, including students who are in their final year final trimester.

4. As for those students who are given final chance to reinstate after termination of study/ final chance to repeat a course in a trimester (whereby you are the Academic Adviser), you shall be notified by FGO to meet with the advisee (together with HoD) to give the student proper advice, so he/she is fully aware of the final chance given and shall work hard in a particular trimester.

5. Academic Adviser shall encourage advisee to be actively participating in the talks, workshops, seminars and etc. which will contribute to gaining soft skill points.

The suggested items can be discussed with a students at different times throughout the study period.

This list serves only as a guide on possible issues you can discuss during the meeting with a student.

#	Item
1.	Academic performance (especially for students on probation, advice on planning their study should be given/discussed) *Flexible programme structure allows students to take fewer courses to improve their academic performance. Maximum credit hours (CH) for a long trimester is 20 CH and 10 CH for a short trimester. However, students on probation are not allowed to take more than 12 CH and 6 CH in long and short trimesters, respectively. For Terminated students who are successful in their appeal and are allowed to be reinstated, they will be put on probation status and **normally**, depending on the trimester they are reinstated, and the reinstated letter issued by DEAS, they are only allowed to register in a: (i) Long Trimester - up to a maximum of three (3) courses or nine (9) credit hours whichever is lower (ii) Short Trimester - up to a maximum of two (2) courses or six (6) credit hours whichever is lower *#Some very weak students were only allowed to register one (1) course or three (3) credit hours whichever is lower* *Academic Adviser should notify HoD about an Advisee with very poor academic performance where no improvement is observed.
2.	Bahasa Melayu credit (exempted or not)

	*if student doesn't have a credit in BM in the SPM level, he/she should take the course, MPU32013/ MPW2113 Bahasa Kebangsaan (A) in UTAR **if student has credit in BM in the SPM level, he/she should take any Foreign language course offered in UTAR
3.	Elective courses results (declared or not) *In case where a student registers more elective courses than required in the same elective group in the Programme Structure, the student shall declare which existing elective course is to be replaced to fulfill the requirement of that elective group during the Course Verification Exercise. Failing to do so, the most recent grade obtained from the required number of courses shall be taken into the calculation of GPA and CGPA.
4.	Financial assistance to UTAR students: http://www.utar.edu.my/deas/index.jsp?fcatid=389&fcontentid=1804
5.	Participation in students activities (recommend students to get involved into club/societies)
6.	Participation in UTAR Soft Skills Development Certificate (USSDC) Program (http://www.utar.edu.my/dssc/index.jsp?fcatid=633)
7.	MUET at least Band 3 or equivalent *A student must attain at least band 3 of MUET or other minimum English Language competency qualifications equivalent to MUET Band 3 to be eligible for graduation. MOHE Minimum English Language Competency (MQA Programme Standard) The following minimum English Language competency qualifications equivalent to MUET Band 3, had been approved at by the Senate at its meeting on 3 May 2018: ▪ CEFR Level B1 ▪ IELTS Band Score 5.0 ▪ TOEFL iBT Score 34
8.	OBE philosophy : outcome based education Constructive alignment (CO: assessment) *some students may want to know more about OBE.
9.	PEO: programme educational objectives (measured via survey 3-5 years after the graduation) *some students may want to know more about OBE.
10.	PO: programme outcomes (measured every trimester and summarized upon the graduation) AA can show and discuss the PO attainment of the advisees every trimester. PO Attainment is linked with EI (eOBE2 & iCGPA) system. *some students may want to know more about OBE.
11.	E-resume (sub-section of E-Portfolio / Student Portal) *It has been made compulsory, from May 2018 trimester, for students going to Industrial Training to prepare and submit their E-resume which is a part of their e-portfolio.
12.	Career perspectives
13.	Integrated Design Project (independent, industry, design oriented)

14.	Industrial training (not to be taken in the final trimester)
15.	Final Year Project (independent, research based)
16.	iCGPA (integrated cumulative grade point average) is an integrated mechanism for assessing and reporting of students' development and performance as well as learning gains of their ethics, knowledge and abilities. It has been implemented in UTAR from May 2018. iCGPA is presented in a spiderweb chart issued by DEAS as a part of student statement of results.
17.	Blockchain certificate: Graduates from March 2018 Convo and onwards will receive the UTAR Blockchain Certificate by email, in addition to the physical copy of the degree certificate. DEAS will email them the Blockchain Certificate one week after the convocation ceremony. As for those graduate before March 2018 Convo, DEAS will email them the Blockchain Certificate upon request from them through DARP. More info: http://www.utar.edu.my/deas/index.jsp?fcatid=388&fcontentid=1878&f2ndcontentid=191345