



Learning Outcomes

It is expecting that the participants will be able to

- Understand the task as Supervisor of PSM / Project Diploma / IDP / LI
- Describe the expected outcomes from each courses and types of assessment
- Function effectively as an Academic Advisor

What supervision means



- Typically, a supervisor acts as a guide, mentor, source of information and facilitator to the student as they progress through a research project.
- Every supervision will be unique. It will vary depending on the circumstances of the student, the research they plan to do, and the relationship between you and the student. You will have to deal with a range of situations using a sensitive and informed approach.

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Types of supervision



Classified according to the behaviour of supervisors towards his subordinates. These are also called as techniques of supervision.

1. Autocratic or Authoritarian supervision:

- Under this type, the supervisor wields absolute power and wants complete obedience from his subordinates. He wants everything to be done strictly according to his instructions and never likes any intervention from his subordinates. This type of supervision is resorted to tackle indiscipline subordinates.



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Types of supervision



2. Laissez-faire or free-rein supervision:

- This is also known as independent supervision. Under this type of supervision, maximum freedom is allowed to the subordinates. The supervisor never interferes in the work of the subordinates. In other words, full freedom is given to workers to do their jobs. Subordinates are encouraged to solve their problems themselves.



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Types of supervision



3. Democratic supervision:

- Under this type, supervisor acts according to the mutual consent and discussion or in other words he consults subordinates in the process of decision making. This is also known as participative or consultative supervision. Subordinates are encouraged to give suggestions, take initiative and exercise free judgment. This results in job satisfaction and improved morale of employees.

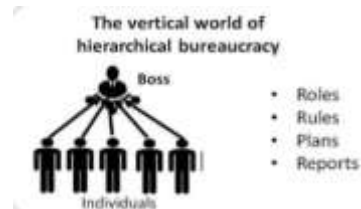


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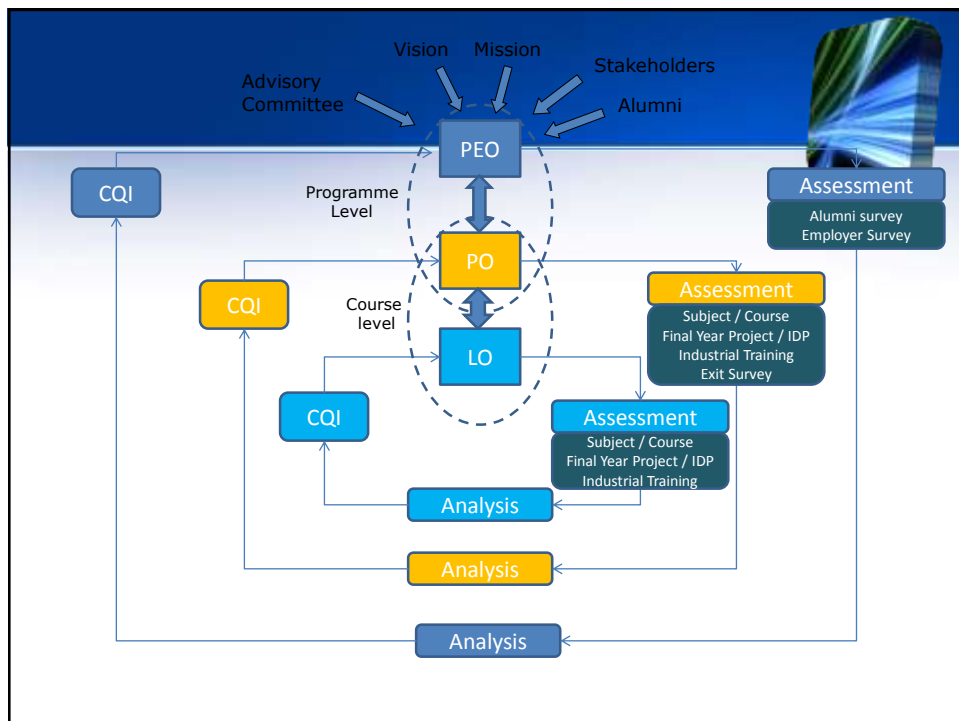
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Types of supervision

- **4. Bureaucratic supervision:**
- Under this type certain working rules and regulations are laid down by the supervisor and all the subordinates are required to follow these rules and regulations very strictly. A serious note of the violation of these rules and regulations is taken by the supervisor.
- This brings about stability and uniformity in the organisation. But in actual practice it has been observed that there are delays and inefficiency in work due to bureaucratic supervision.



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PROGRAMME OUTCOME (PO)



PO Keywords

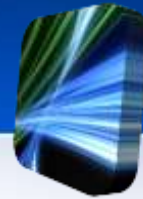
PO1- Engineering Knowledge
PO2 – Problem Analysis
PO3 – Design / Development of Solutions
PO4 – Investigation
PO5 – Modern Tool Usage
PO6 – The Engineer and Society
PO7 – Environment and Sustainability
PO8 – Ethics
PO9 – Communication
PO10 – Individual and Team Work
PO11 – Life Long Learning
PO12 – Project Management and Finance

Knowledge
& Practical
Skill

Soft
skill

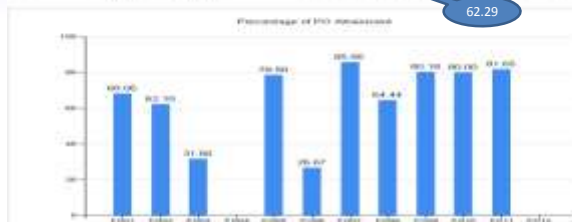
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PO individual student



Name :	KEN YAN ZHENG	Program :	BSCS															
Matric No. :	0041610073	Semester :	1-2015/2016															
		Programme Outcome (PO)																
No	Code	Course	Cr	1	2	3	4	5	6	7	8	9	10	11	12			
1	BK020433	ELECTRICAL SYSTEMS	3	74.38	84.11	3	0	0	0	0	0	0	0	0	0			
2	BK021331	ATHLETICS	1	0	0	0	0	0	0	0	84	0	0	0	0			
3	BL002112	ETHICS RELATIONS	2	0	0	0	0	0	0	26.67	80	0	0	0	0			
4	BME02011	MECHANICAL ENGINEERING LABORATORY I	1	0	80	0	0	0	0	0	0	0	80	80	0			
5	BME02113	SOLID MECHANICS I	3	72.67	88.36	0	0	0	0	0	0	0	0	0	0			
6	BME020613	FLUID MECHANICS I	3	44.1	0	0	0	0	0	0	0	0	0	0	0			
7	BME022713	THERMODYNAMICS I	3	61.64	79.82	0	0	0	0	0	0	0	0	0	0			
Integrated PO				84.68	81.64							29.87	87.5	80	80			
Accumulated Integrated PO				60.08	61.7							78.5	34.27	85.6	84.4	83.2	80	81.7

62.29



PROGRAMME OUTCOME (PO)

PO01	Apply knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex
PO02	Identify, formulate, research literature and analyse complex engineering problems reaching substantiated conclusions using first
PO03	Utilize a systematic approach to design solution for complex engineering problem that meet specified needs with appropriate
PO04	Conduct investigations of complex problem using research-based knowledge and research methods including design of experiments,
PO05	Create, select and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modelling,
PO06	Apply reasoning informed by contextual knowledge to assess societal, health, safety, legal and cultural issues and consequent
PO07	Understand the impact of professional engineering solutions in societal and environmental contexts and demonstrate knowledge of
PO08	Apply ethical principles and commit to professional ethics and responsibilities and norms of engineering practice.
PO09	Communicate effectively on complex engineering activities with engineering community and with society at large, such as being able
PO10	Function effectively as an individual, and as a member or leader in diverse teams and in multi-disciplinary settings
PO11	Recognise the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest (extent) of
PO12	Demonstrate knowledge and understanding of engineering, management and entrepreneurship principles, and apply them effectively

Pengiraan iPO

Kursus: A Kredit: 3 Sesi: Sem 1 Sesi 2017/2018		
Komponen pentaksiran PO	PO1	PO3
Kaedah pentaksiran	Ujian 1 (20%), P. akhir (60%)	Tugasan (20%)
Pemberat, w	80%	20%
Peratusan markah, g	$\frac{\text{markah dapat}}{\text{markah penuh}} = \frac{40}{80}$	$\frac{\text{markah dapat}}{\text{markah penuh}} \times \text{mata penuh} = \frac{10}{20}$
iPO	$= \frac{80 \times 3 \times \left(\frac{40}{80}\right)}{80 \times 3} = \frac{120}{240} = 50$	$= \frac{20 \times 3 \times \left(\frac{10}{20}\right)}{20 \times 3} = \frac{30}{60} = 50$
Kursus: B Kredit: 1 Sesi: Sem 1 Sesi 2017/2018		
Komponen pentaksiran PO	PO2	PO3
Kaedah pentaksiran	P Akhir (60%)	Ujian 2 (20%), Tugasan (20%)
Pemberat, w	60%	40%
Peratusan Markah, g	$\frac{\text{markah dapat}}{\text{markah penuh}} = \frac{48}{60}$	$\frac{\text{markah dapat}}{\text{markah penuh}} = \frac{10}{40}$
iPO	$= \frac{60 \times 1 \times \left(\frac{48}{60}\right)}{60 \times 1} = \frac{48}{60} = 80$	$= \frac{40 \times 1 \times \left(\frac{10}{40}\right)}{40 \times 1} = \frac{10}{40} = 25$

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LI ASSESSMENT

BMCU 3935 – INDUSTRIAL TRAINING (HW)

Result : HL - Hadir Lulus (Pass)

HG - Hadir Gagal (Fail)

No.	Evaluation	Mark
1	Industrial Supervisor assessment	50%
2	Faculty Supervisor assessment	
	- Visit presentation	10%
	- Logbook	15%
	- Technical Report	25%
	Total	100%

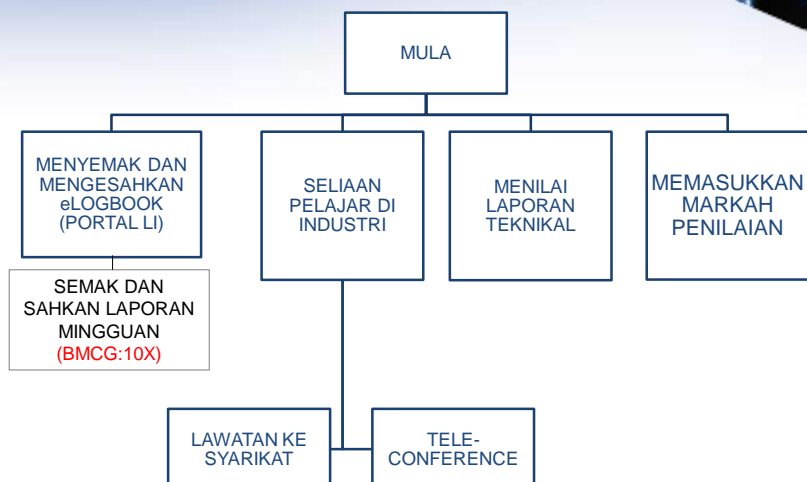
Learning outcome (LI)

BMCU3935 INDUSTRIAL TRAINING (HL/HG)

- At the end of this course the students should be able to
- LO1 Apply **appropriate techniques and technical knowledge** which relevant for student field of study. (PO2)
- LO2 Demonstrate the ability to adapt with working environment and practice working efficiently and **ethically**. (PO8)
- LO3 Display soft skill especially **communication skill** at all level. (PO9)
- LO4 Work effectively as an **individual, team members** and as a **leader** as well. (PO10)
- LO5 Acquire new knowledge, **life-long learning** and aware to new technology. (PO11)

Engineering Faculty : Degree (10 weeks), Diploma (16 weeks)

CARTA ALIR TINDAKAN PENYELIA FAKULTI LI



Learning Outcome (Diploma Project)



- **LO1** Carry out **project management** based on the principle of engineering (PO12).
- **LO2** Conduct the **fabrications** method to meet objectives of the project. (PO5)
- **LO3** Conduct the **functionality** test of the fabricated product. (PO3)
- **LO4** Present a full project report in **written and oral** forms. (PO9)

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Learning Outcome (PSM)



- LO1 Carry out project management based on the principle of engineering. (PO12)
- LO2 Conduct measurements and/or predictive studies to meet objectives of the project. (PO5, PO11)
- LO3 Analyze data and interpret results. (PO4)
- LO4 Present a full project report in written and oral forms. (PO9)

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Learning Outcome (IDP)



- LO1 Design solution by synthesizing mechanical engineering knowledge that will solve complex mechanical engineering problem in accordance with relevant standards. (PO3)
- LO2 Utilize modern engineering and IT tools in facilitating solutions to complex mechanical engineering problems with an understanding of the limitations. (PO5)
- LO3 Evaluate the impact of the design product, component or processes in term of safety, environmental and sustainability factors. (PO7)
- LO4 Demonstrate effectively teamwork skill in completing the IDP. (PO10)
- LO5 Apply project management and financial knowledge effectively in completing the IDP. (PO12)

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Objective of Academic Advisory



- To provide a proper channel for students to obtain an advice and counselling especially on academic problem.
- To establish two ways of communications between students and faculty/university.
- For the advisor to recognize the students' ability and capability.
- To produce a discipline and balance attitude of students.
- As a platform for sharing opinion, information and giving advice on the overall aspects of the student's life in university.

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Academic Advisor's Responsibility



- ✓ Play an important role in giving advice, guidance and motivation to students regarding their academic and non-academic matters.
- ✓ Monitor student's academic development, progress and performance.
- ✓ Schedule meeting which is agreed by both parties.
- ✓ Assist students in understanding the organization structure, method and procedure of university's administration.
- ✓ Refer to professional counsellor in order to solve student problem, when necessary.
- ✓ Encourage students to be involved in academic and non-academic activities organized by the university.

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Student Responsibility



- Consistently meet their PA to seek for advice in solving academic and non-academic problems.
- Discuss the study plan every semester before registering new courses for the next new semester.
- Discuss with the PA to plan for future meeting schedule and must commit to their plan.
- Meet the PA during free time to discuss any issue arises related to education, general knowledge, technology development and career.
- Consider any advice given and act appropriately.

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Academic Regulations – Min / Max Credits per Semester

- ❑ **Maximum credits allowed in a semester is 18 and the minimum is 12 credits hours.**
- ❑ **Dean's approval is required if registration is less than 12 credits or more than 18 credits.**
- ❑ **Students with probational status (KS) are allowed a maximum 12 credits only.**

Academic Regulations

❑ Academic Status

The academic status for each student is determined by the examination results obtained at the end of every semester. The status is categorized as:

Table 3: Academic Status

ACADEMIC STATUS	CGPA
Good Standing/Kedudukan Baik (KB)	$CGPA \geq 2.00$
Conditional Status/Kedudukan Bersyarat (KS)	$1.70 \leq CGPA < 2.00$
Fail/Kedudukan Gagal (KG)	$CGPA < 1.70$

- Students with $CGPA \geq 2.00$ but with $GPA < 1.00$, subject to Senate approval, can;
 - i. continue his/her study in the University; or
 - ii. be withheld from his/her study for the subsequent semester, or
 - iii. be terminated from the University
- Students with $1.70 \leq CGPA < 2.00$, however his/her GPA is < 1.00 , subject to Senate approval, can;
 - i. be withheld from his/her study for the subsequent semesters, or
 - ii. be terminated from the University

Academic Regulations – Academic Status

- Students with GPA <2.00, the PTPTN loan will be suspended.
- Students with three times in a row with a status of KS will be given the status KG and terminated from studies.

Kedudukan Akademik bagi Semester Khas tidak ditentukan kecuali bagi pelajar yang bergraduat pada Semester Khas berdasarkan kursus yang diulang atau ditebus

Academic Regulations – Academic Status

First year first semester students with the KG status are allowed to re-register (DAFTAR SEMULA)

- **Application form must be submitted within 6 weeks after the announcement of the examination results. The conditions are:**
 - i. Students are considered to have registered in two semesters.**
 - ii. Students are not permitted for credit exemption**

Academic Regulations – UG

- ❑ Students are allowed to repeat a subject based on the following rules:
 - Grade C- and below
 - One time only
 - The best grade will be considered for GPA and CGPA
 - Subject registered will has a status UG
 - Not allowed for FYP and Diploma Project.

Academic Regulations – Special Examination

Permitted for the following reasons:

- i) **HEALTH RELATED CASES**
 Medical certificate from Government Hospitals or University Medical Officers.
 Medical certificate must be submitted within the period of 24 hours from the time of the examination.
- ii) **FINAL SEMESTER STUDENTS**
 - a. Final semester students with the status of KB who failed in 1 subject from the last 2 semesters and who have not reached the maximum semesters allowable.
 - b. Final semester students with the status of KB who failed a subject and have attempted the subject each time offered.



Academic Regulations – Special Examination

Special Examination is not permitted for the followings cases:

- ☐ **Subjects without final examination**
- ☐ **Students who do not sit for the final examination without valid reasons.**



Teaching & Learning

Attendance

- ☐ **Students must attend at least 80% of the class hours.**
- ☐ **Attendance of less than 80% would result in students being barred from the examination.**
- ☐ **2 warning letter before week 13**
- ☐ **A non-attendance at the Final Examination would result in a zero total marks.**

