Introduction And Prerequisite

ExCEL

Extra-Curricular Experiential Learning
UKQE3001/UKQT3001

by
UTM Institute for Life-Ready Graduate
21 April 2020

WHAT is ExCEL?

- University general course – design to recognize **students' engagement** in extra-curricular activities
- encourage students to better appreciate the **learning process** occurs in the activities

When is implemented?
starting with the students' intake of the 2018/2019 session

What is Extra-Curricular Activities?

1 **Activities performed by students**
that fall outside the realm of formal learning without assessment and with no credits given

2 **Consists of activities**
that are organized by Faculty/Club/Association/College/external agency or the students themselves

3 **Does not include**
activities that are conducted within courses that are part of an academic programme curriculum

4 **If activities are conducted within the course**
that are part of an academic programme curriculum, the activities are only considered as extra-curricular for students who are not enrolled in the course

Extra-Curricular Activity

12 Categories

#Academic Enrichment
#Counselling/Motivation
#Leadership
#Sports/ Recreation
#Award
#GOP
#Religious/Spiritual
#Community Service/ / Volunteerism
#Arts/ Culture
#nnovation/Creativity
#Career Developmet/ Working Experience
#Entrepreneurship/ Management

Prerequisite

01 Involved in **THREE (3)** extra-curricular activities

02 Produced separate **reports** for each activity involved in

03 The reports have been **reviewed and verified** by the Academic Advisor (AA)

04 Obtained **approval** from the AA to enroll in the ExCEL course

Activity Report

- The extra-curricular activities report should be prepared using eportfolio system.

- The activities report consists of the following components :
  1. Activities information
  2. Graduate Attributes
  3. Position/Role in the activities
  4. Mini Report
  5. Self-reflection
  6. Certificate/Photo/Video

Activity Report

- Activities information consists of :
  1. Date
  2. Venue
  3. Organizer

- Graduate attributes – listing the attributes that are related to the activities conducted. The UTM Graduate Attributes are as follows
  1. Communication Skills;
  2. Thinking Skills;
  3. Scholarship;
  4. Leadership and Teamworking Skills;
  5. Adaptability;
  6. Global Citizen;
  7. Enterprising Skills.

Activity Report

- **Position/Role** in the Activities : Students need to explain their position and role in the activities conducted, whether as a committee member or as a participant only.

- **Mini Report** (**minimum of 150 words**) :
    1. Justification in joining the activities;
    2. The Graduate Attributes that are focused on;
    3. Content of the activities.

-

Activity Report

- **Self-reflection (minimum of 150 words) :**
    1. Impact of the activities on the development of the students' Graduate Attributes;
    2. Self strength/advantage towards the activities;
    3. Challenges and how to overcome.

- **Certificate/Photo/Video** – uploading the evidence of participation in the activities.

Report Submission

Submitting Report For Academic Advisor Verification

All completed activities reports must be submitted to the Academic Advisor for review and verification through **MyUTM system**.

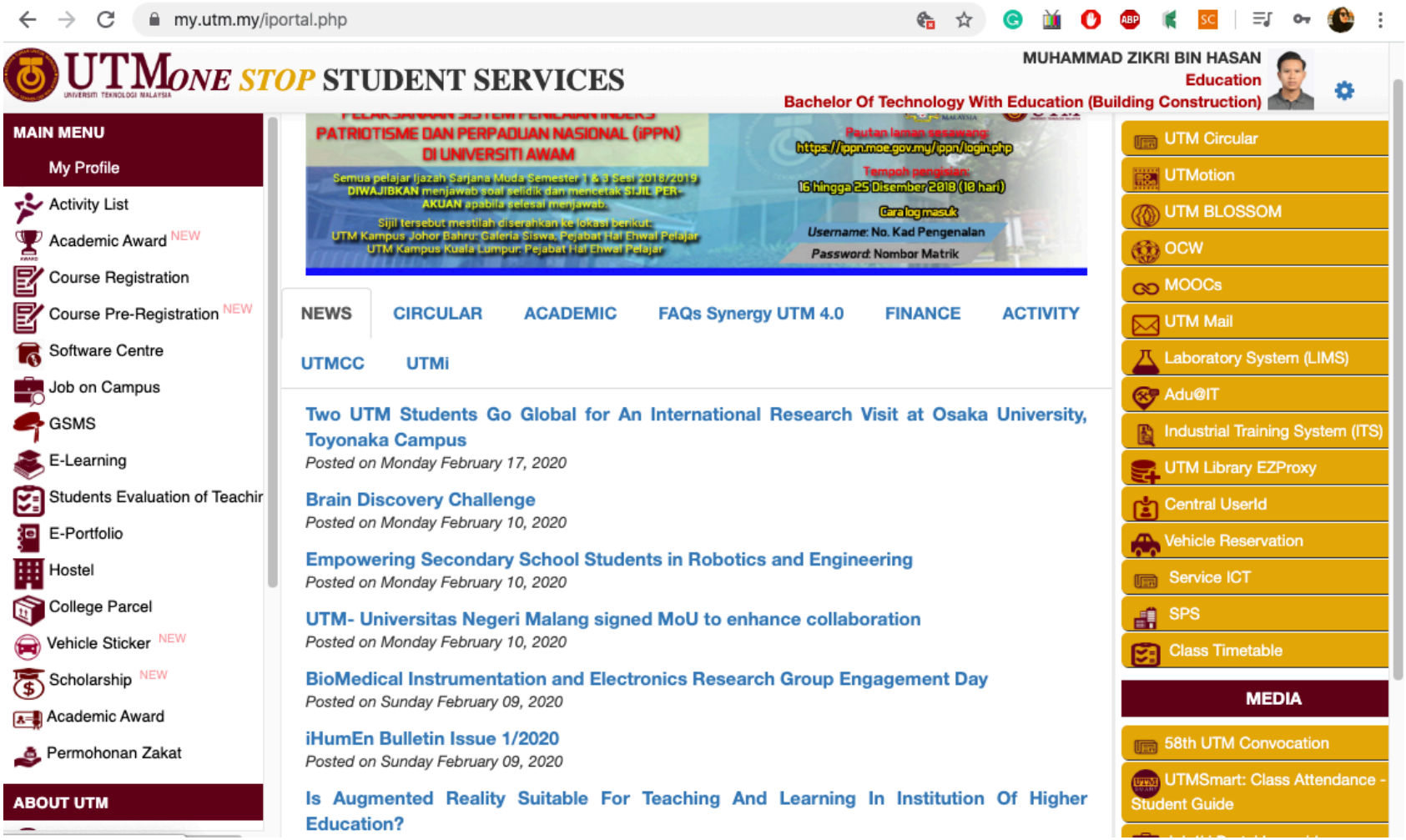
Student Responsibilities

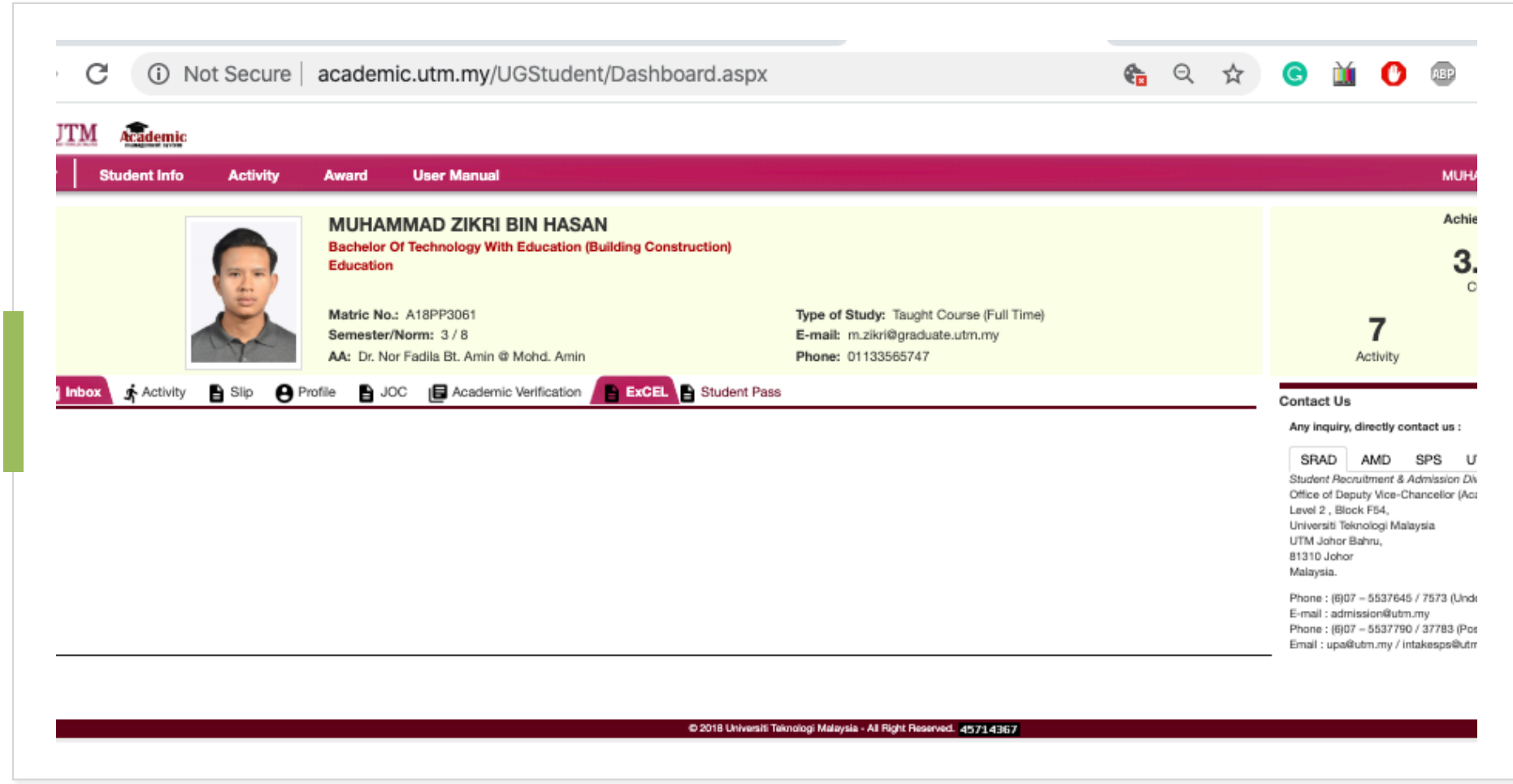
- Upload the activity link from eportfolio system to **MyUTM** system and submit to the Academic Advisor for review and verification;

- Receive an email notification once the report has been reviewed and verified or returned (for amendment purpose if applicable);

- Resubmit the returned activities report to the Academic Advisor (if applicable) after amendments have been made;

- Receive an email notification that confirm the eligibility of enrolling in the ExCEL course after all **THREE (3)** activities reports have been verified.


my.utm.my/iportal.php
UTM ONE STOP STUDENT SERVICES
MUHAMMAD ZIKRI BIN HASAN
Education
Bachelor Of Technology With Education (Building Construction)
MAIN MENU
My Profile
Activity List
Academic Award NEW
Course Registration
Course Pre-Registration NEW
Software Centre
Job on Campus
GSMS
E-Learning
Students Evaluation of Teachir
E-Portfolio
Hostel
College Parcel
Vehicle Sticker NEW
Scholarship NEW
Academic Award
Permohonan Zakat
ABOUT UTM
PATRIOTISME DAN PERPADUAN NASIONAL (iPPN)
DI UNIVERSITI AWAM
Semua pelajar Ijazah Sarjana Muda Semester 1 & 3 Sesi 2018/2019 DIWAJIBKAN menjawab soal selidik dan mencetak SIJIL PERAKUAN apabila selesai menjawab.
Sijil tersebut mestilah diserahkan ke lokasi berikut:
UTM Kampus Johor Bahru: Galeria Siswa, Pejabat Hal Ehwal Pelajar
UTM Kampus Kuala Lumpur: Pejabat Hal Ehwal Pelajar
Pautan laman sesawang:
https://ippn.moe.gov.my/ippn/login.php
Tempoh pengisian:
16 hingga 25 Disember 2018 (10 hari)
Cara log masuk
Username: No. Kad Pengenalan
Password: Nombor Matrik
NEWS
CIRCULAR
ACADEMIC
FAQs Synergy UTM 4.0
FINANCE
ACTIVITY
UTMCC
UTMi
Two UTM Students Go Global for An International Research Visit at Osaka University, Toyonaka Campus
Posted on Monday February 17, 2020
Brain Discovery Challenge
Posted on Monday February 10, 2020
Empowering Secondary School Students in Robotics and Engineering
Posted on Monday February 10, 2020
UTM- Universitas Negeri Malang signed MoU to enhance collaboration
Posted on Monday February 10, 2020
BioMedical Instrumentation and Electronics Research Group Engagement Day
Posted on Sunday February 09, 2020
iHumEn Bulletin Issue 1/2020
Posted on Sunday February 09, 2020
Is Augmented Reality Suitable For Teaching And Learning In Institution Of Higher Education?
UTM Circular
UTMotion
UTM BLOSSOM
OCW
MOOCs
UTM Mail
Laboratory System (LIMS)
Adu@IT
Industrial Training System (ITS)
UTM Library EZProxy
Central UserId
Vehicle Reservation
Service ICT
SPS
Class Timetable
MEDIA
58th UTM Convocation
UTMSmart: Class Attendance - Student Guide


Not Secure | academic.utm.my/UGStudent/Dashboard.aspx
Student Info
Activity
Award
User Manual
MUHAMMAD ZIKRI BIN HASAN
Bachelor Of Technology With Education (Building Construction)
Education
Matric No.: A18PP3061
Semester/Norm: 3 / 8
AA: Dr. Nor Fadila Bt. Amin @ Mohd. Amin
Type of Study: Taught Course (Full Time)
E-mail: m.zikri@graduate.utm.my
Phone: 01133565747
7
Activity
Inbox
Activity
Slip
Profile
JOC
Academic Verification
ExCEL
Student Pass
Contact Us
Any inquiry, directly contact us :
SRAD
AMD
SPS
Level 2 , Block F54,
Universiti Teknologi Malaysia
UTM Johor Bahru,
81310 Johor
Malaysia.
E-mail : admission@utm.my
© 2018 Universiti Teknologi Malaysia - All Right Reserved. 45714367

Not Secure | academic.utm.my/UGStudent/frmExcelMain.aspx

UTM Academic

Dashboard Undergraduate Student

Student Info | Activity | Award | User Manual | MUHAMMAD ZIKRI BIN HASAN

MUHAMMAD ZIKRI BIN HASAN

Bachelor Of Technology With Education (Building Construction)
Education

Matric No.: A18PP3061
Semester/Norm: 3 / 8
AA: Dr. Nor Fadila Bt. Amin @ Mohd. Amin

Type of Study: Taught Course (Full Time)
E-mail: m.zikri@graduate.utm.my
Phone: 01133565747

Achievement

3.69
CGPA

7
Activity

0
Award

ExCEL

Dashboard →ExCEL

List Activity | Prerequisite for ExCEL | Information

No.	Activity	Category	Role	Start Date	End Date	Status	
1	Sukan Sekolah Pendidikan (Suspen)	Sport	Participation	23/03/2019	23/03/2019	Submit	☐
2	Sesi Engagement Timbalan Naib Canselor Hep Bersama Pelajar Baharu Sem 2	Leadership	Participation	05/04/2019	07/04/2019	Submit	☐
3	MINI SEMINAR KESELAMATAN DAN KESIHATAN PEKERJAAN	Academic	Participation	17/04/2019	17/04/2019		☐
4	PROGRAM SOLAT HAJAT DAN IFTAR PERDANA SEMPENA PEPERIKSAAN AKHIR SEMESTER 2 SESI 18/19	Cultural	Participation	02/03/2019	02/03/2019		☐
5	KARNIVAL PERSATUAN KELAB DAN BADAN BERUNIFORM 2019	Career	Participation	16/09/2019	17/09/2019		☐
6	FOOD HEAVEN 2019	Entrepreneurship	Participation	28/11/2019	30/11/2019	Submit	☐
7	TAKLIMAT PEMERKASAAN HARI KOKURIKULUM PELAJAR UTM	Leadership	Participation	18/02/2020	18/02/2020		☐

☐ **I hereby verify that all the information is true.**

Submit

Contact Us

Any inquiry, directly contact us :

SRAD | AMD | SPS | UTMI | BURSAR

Student Recruitment & Admission Division (SRAD),
Office of Deputy Vice-Chancellor (Academic & International)
Level 2 , Block F54,
Universiti Teknologi Malaysia
UTM Johor Bahru,
81310 Johor
Malaysia.

Phone : (6)07 – 5537645 / 7573 (Undergraduate)
E-mail : admission@utm.my
Phone : (6)07 – 5537790 / 37783 (Postgraduate)
Email : upa@utm.my / intakesps@utm.my

Not Secure | academic.utm.my/UGStudent/frmExcelTab2.aspx

UTM Academic

Dashboard

Student Info | Activity | Award | User Manual | MUHAMMAD ZIK

MUHAMMAD ZIKRI BIN HASAN

Bachelor Of Technology With Education (Building Construction)
Education

Matric No.: A18PP3061
Semester/Norm: 3 / 8
AA: Dr. Nor Fadila Bt. Amin @ Mohd. Amin

Type of Study: Taught Course (Full Time)
E-mail: m.zikri@graduate.utm.my
Phone: 01133565747

Achievem

3.69
CGPA

17
Activity

ExCEL

Dashboard →ExCEL

List Activity | Prerequisite for ExCEL | Information

No.	Activity	Category	Role	Activity URL	Activity Submitted	Prerequisite Status	View	Delete
1	MINI SEMINAR KESELAMATAN DAN KESIHATAN PEKERJAAN	Academic Enrichment	Participant			-		
2	TAKLIMAT PEMERKASAAN HARI KOKURIKULUM PELAJAR UTM	Leadership / Association / Club	Participant			-		
3	PROGRAM SOLAT HAJAT DAN IFTAR PERDANA SEMPENA PEPERIKSAAN AKHIR SEMESTER 2 SESI 18/19	Spirituality and Culture	Participant			-		

Contact Us

Any inquiry, directly contact us :

SRAD | AMD | SPS | BURSAR

Student Recruitment & Admission
Office of Deputy Vice-Chancellor (
International)
Level 2 , Block F54,
Universiti Teknologi Malaysia
UTM Johor Bahru,
81310 Johor
Malaysia.

Phone : (6)07 – 5537645 / 7573 (Ur
E-mail : admission@utm.my
Phone : (6)07 – 5537790 / 37783 (F
Email : upa@utm.my / intakesps@u

© 2018 Universiti Teknologi Malaysia - All Right Reserved. 47844585

UTM Academic

Student Info | Activity | Award | User Manual | MUHAMM

MUHAMMAD ZIKRI BIN HASAN

Bachelor Of Technology With Education (Building Construction)
Education

Matric No.: A18PP3061
Semester/Norm: 3 / 8
AA: Dr. Nor Fadila Bt. Amin @ Mohd. Amin

Type of Study: Taught Course (Full Time)
E-mail: m.zikri@graduate.utm.my
Phone: 01133565747

17
Activity

ExCEL

Dashboard →ExCEL

Activity Name : PROGRAM SOLAT HAJAT DAN IFTAR PERDANA SEMPENA PEPERIKSAAN AKHIR SEMESTER 2 SESI 18/19

Activity Date : 02/03/2019 - 02/03/2019 **Activity Time** : 5:30 PM - 9:00 PM

Activity URL :

Attribute of Activity :

- ☐ Adaptability
- ☐ Communication Skills
- ☐ Enterprising Skills
- ☐ Global Citizen
- ☐ Leadership and Teamworking Skills
- ☐ Scholarship
- ☐ Thinking Skills

Comment :

Submit | Back

Contact Us

Any inquiry, directly co

SRAD | AMD | BURSAR

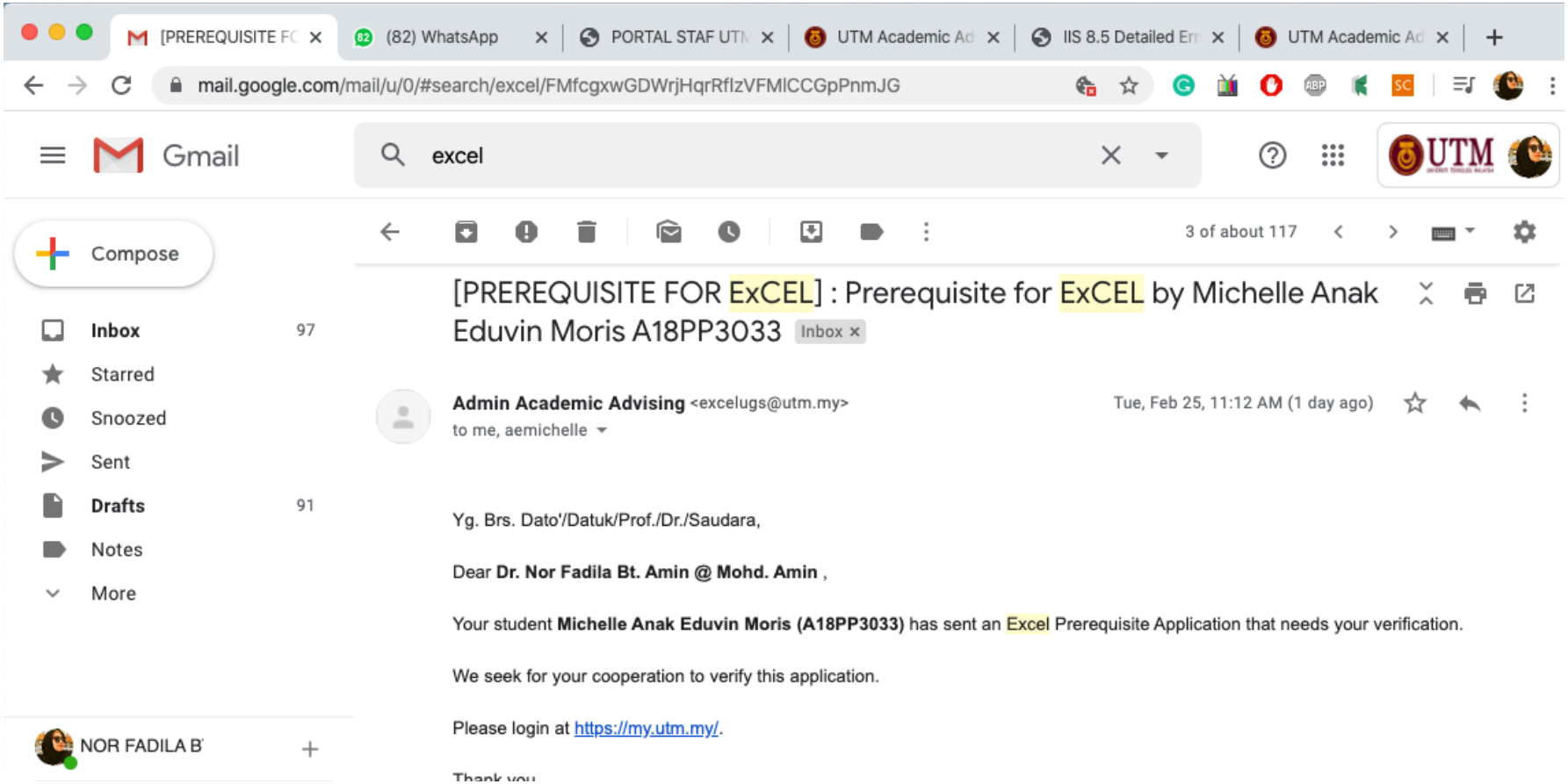
Student Recruitment & A
Office of Deputy Vice-Ch
International)
Level 2 , Block F54,
Universiti Teknologi Mala
UTM Johor Bahru,
81310 Johor
Malaysia.

Phone : (6)07 – 5537645
E-mail : admission@utm.
Phone : (6)07 – 5537790
Email : upa@utm.my / in

© 2018 Universiti Teknologi Malaysia - All Right Reserved. 47842426

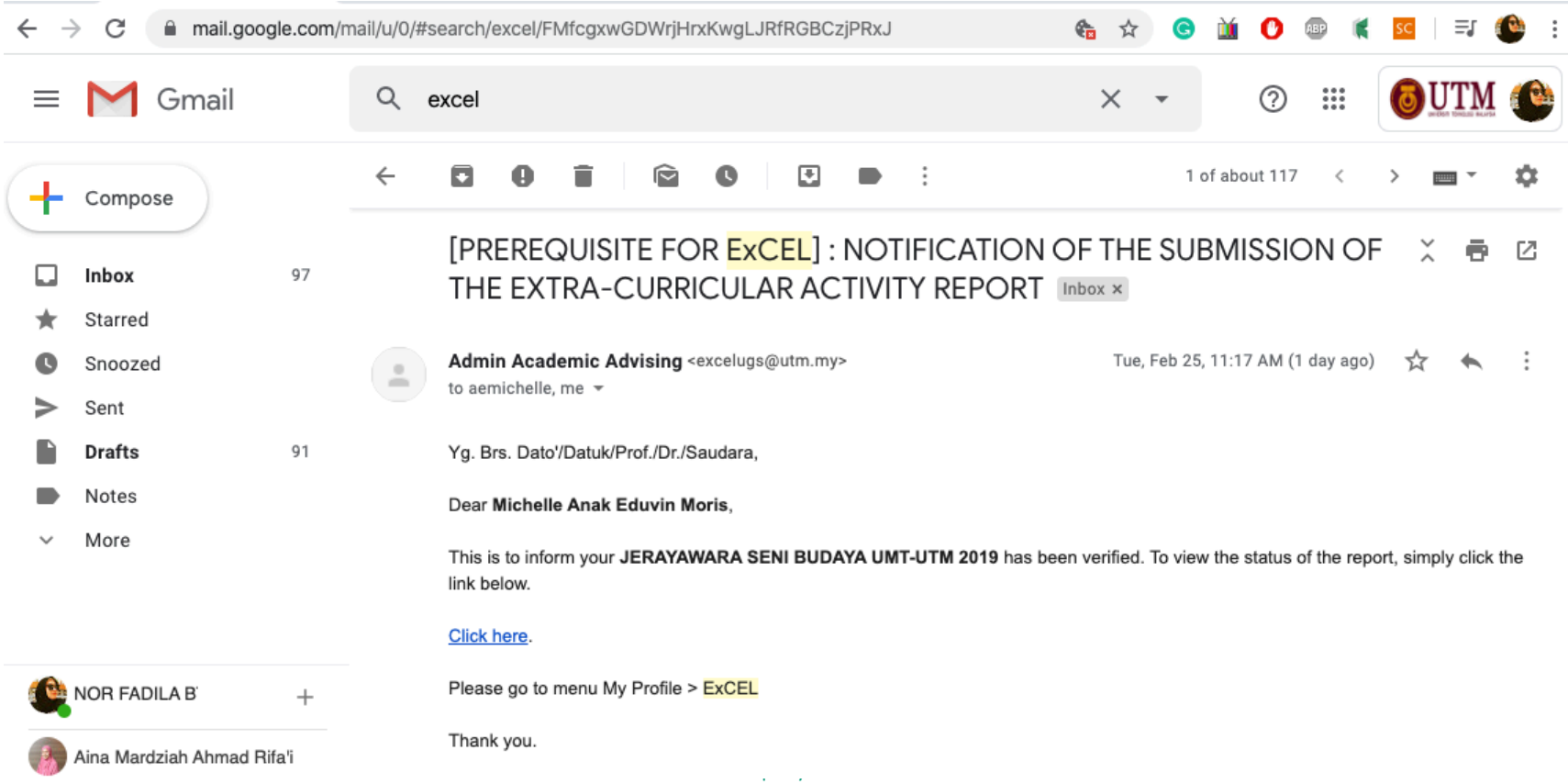
Email Notification

For Academic Advisor Verification



Email Notification

Regarding The Status Of Submission



Academic Advisor Responsibilities

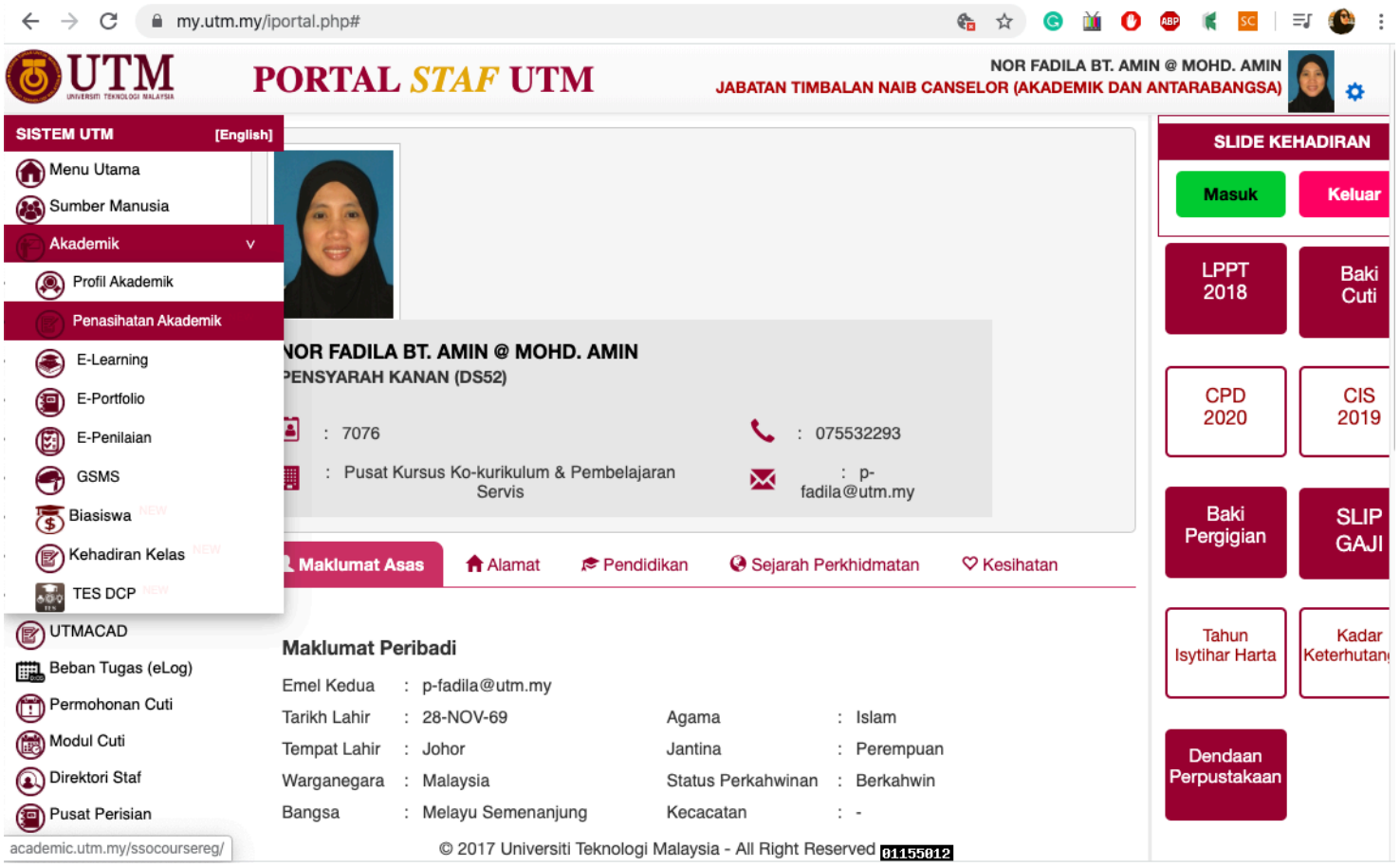
- Receive an email notification where the students under their academic supervision have submitted the extra-curricular activities through eportfolio system for review and verify;

- Review the activities report based on assessment rubrics that are included in the **MyUTM** system;

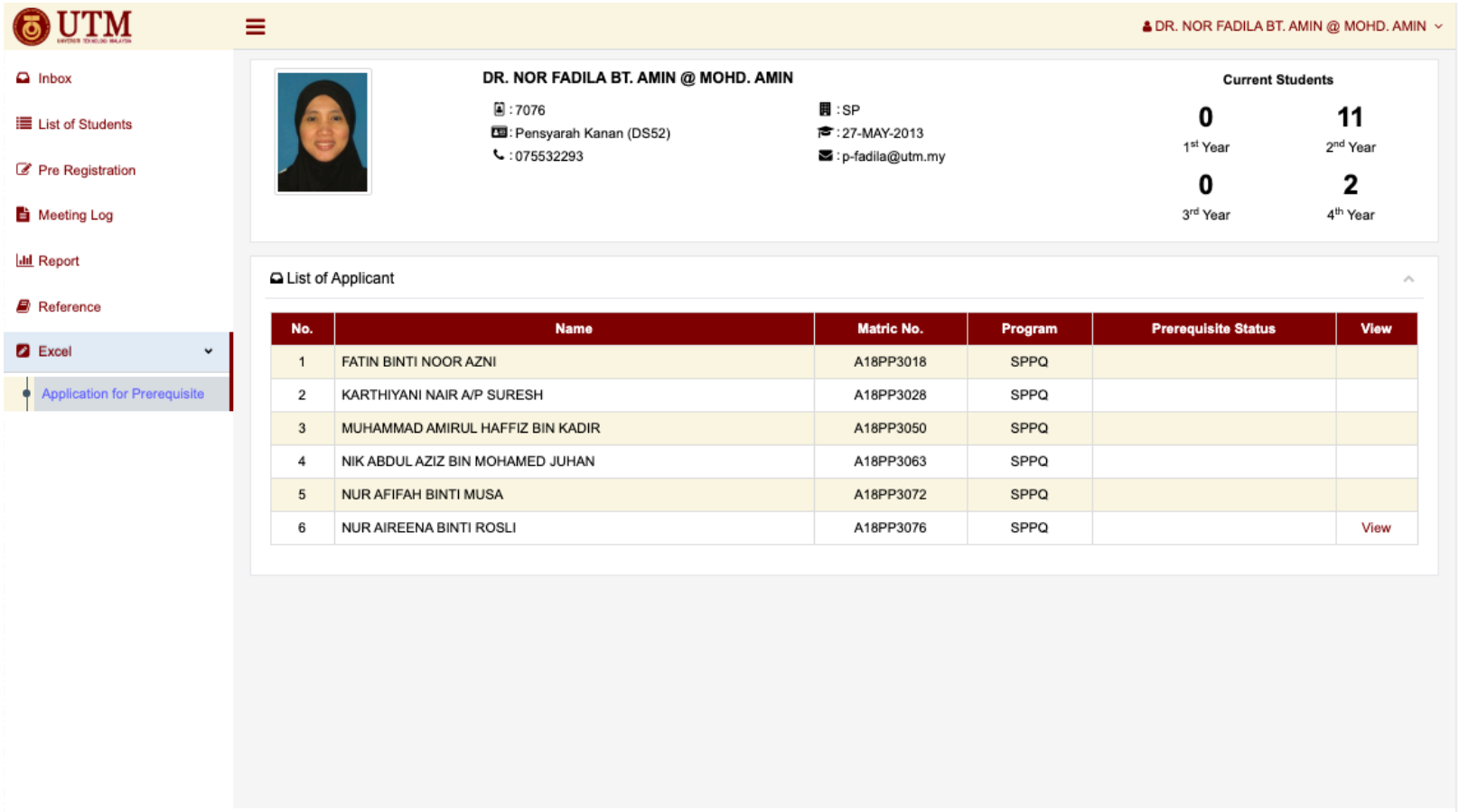
- Return the activities reports that do not meet the criteria to the students (if applicable) and resubmit to the Academic Advisor after the amendments have been made

- Approve the eligibility of enrolling in the ExCEL course after all **THREE (3)** activities reports have been verified.

Academic Advisor Responsibilities

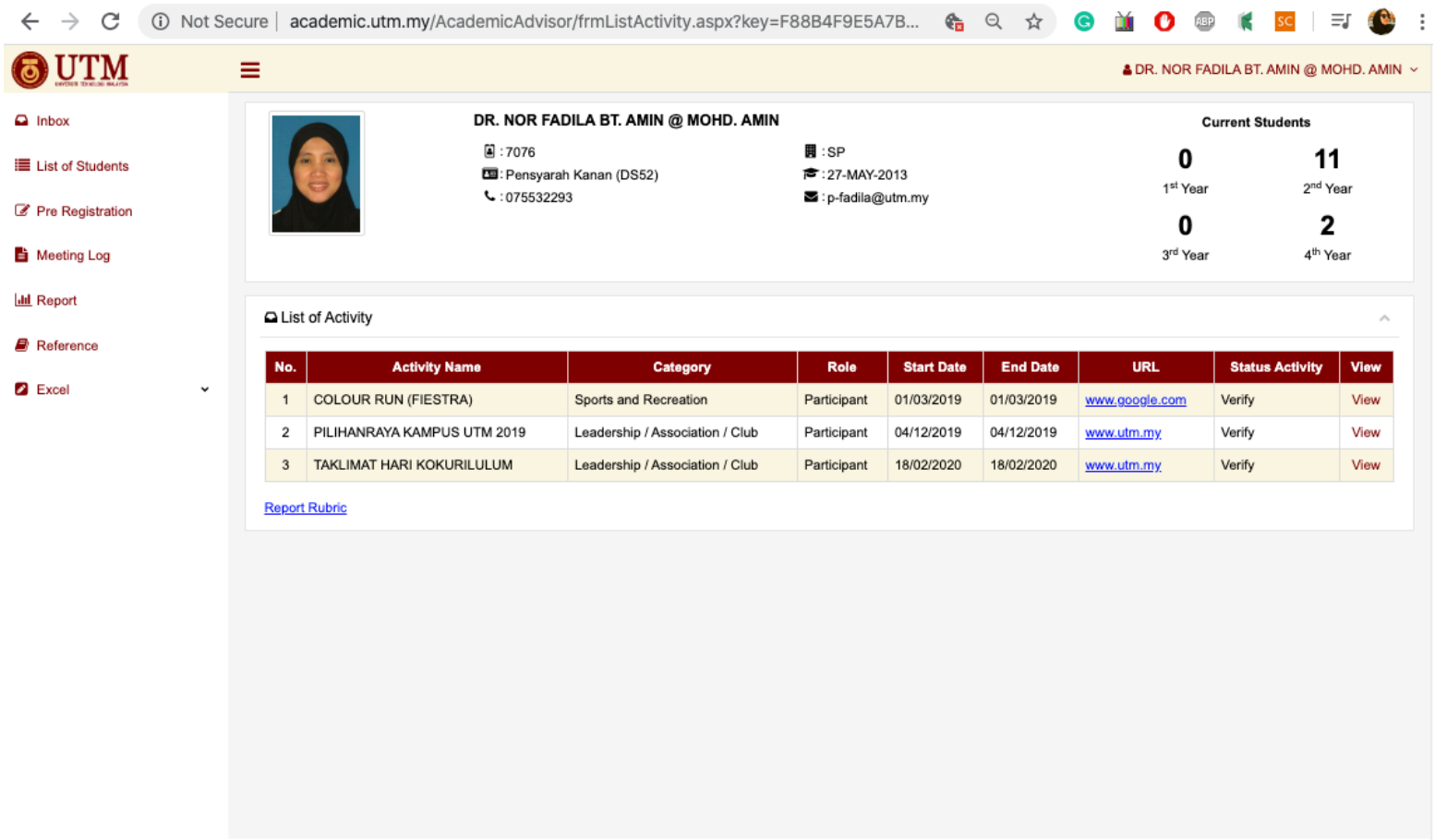


Academic Advisor Responsibilities



No.	Name	Matric No.	Program	Prerequisite Status	View
1	FATIN BINTI NOOR AZNI	A18PP3018	SPPQ		
2	KARTHIYANI NAIR A/P SURESH	A18PP3028	SPPQ		
3	MUHAMMAD AMIRUL HAFFIZ BIN KADIR	A18PP3050	SPPQ		
4	NIK ABDUL AZIZ BIN MOHAMED JUHAN	A18PP3063	SPPQ		
5	NUR AFIFAH BINTI MUSA	A18PP3072	SPPQ		
6	NUR AIREENA BINTI ROSLI	A18PP3076	SPPQ		View

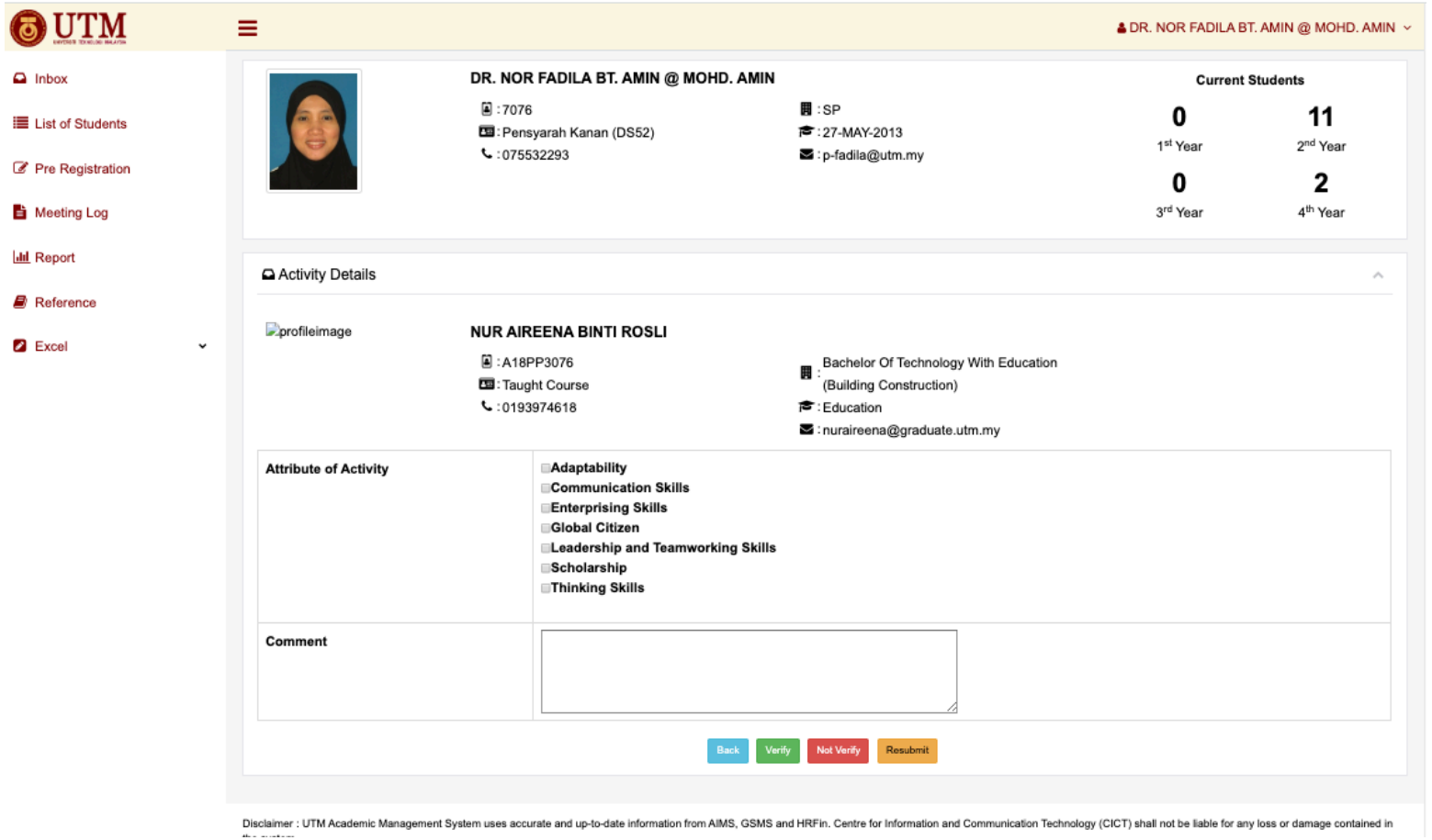
Academic Advisor Responsibilities



Rubric for Mini Report

	VERIFIED	AMENDMENT	NOT VERIFIED
Justification of Joining the Programme	Clear justification	Brief justification	No justification
Graduate Attribute	Concrete description of attribute	Vague description of attribute	No description of attribute
Programme Content	Clearly addressed all activities done during the programme	Briefly addressed the activities done during the programme	Did not address the activities done during the programme

Academic Advisor Responsibilities



Summary of the Process

Prerequisite of ExCEL

Extra-Curricular Activities

ePortfolio@UTM

myUTM
UNIVERSITI TEKNOLOGI MALAYSIA

School/ Faculty Responsibilities

- Will be notified of the list of the students eligible for the ExCEL course by AA

- **Apply for the ExCEL course offerings** for their academic programmes to UGS

FOR MORE INFORMATION & GUIDELINES

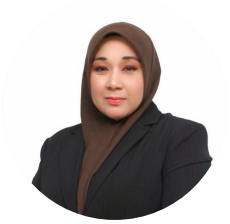
SCAN ME

Meet The Team

ExCEL Curriculum Design and Development

UTM iLeaGue

Prof Dr Mohd Shafry Mohd Rahim



UTM iLeaGue

Assoc Prof Dr Intan Zaurah Mat Darus

Curriculum Innovation & Development Unit (CIDU)

Assoc Prof Dr Naziha Ahmad Azli

UTM iLeaGue

Dr Nor Fadila Amin

Faculty of Science

Dr Nur Syafreena Attan

School of Education

Dr Adibah Abdul Latif

UTM iLeaGue

En. Mohd. Rashid Abd. Rahup

Office of Deputy Vice-Chancellor Academic & International)

Pn. Rusnizah Hamdi

Thank You

Presented by:
UTM Institute for Life Ready Graduate