



UNIVERSITI  
MALAYSIA  
KELANTAN

# NAVIGATING OPEN AND DISTANCE LEARNING: A GUIDE FOR UMK STUDENT

(POSTGRADUATE ACADEMIC PROGRAMME BY COURSEWORK)



**NAVIGATING  
OPEN AND DISTANCE LEARNING:  
A GUIDE FOR UMK  
STUDENT**

**(POSTGRADUATE ACADEMIC PROGRAMME BY COURSEWORK)**

**CENTRE FOR QUALITY ASSURANCE MANAGEMENT  
UNIVERSITI MALAYSIA KELANTAN**

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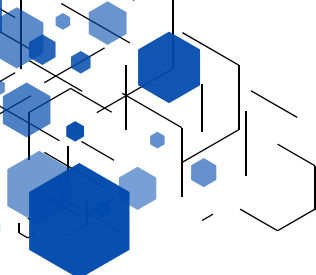
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# LIST OF ABBREVIATIONS

ODL	:	Open and Distance Learning
UMK	:	Universiti Malaysia Kelantan
LMS	:	Learning Management System
SIM	:	Self Instructional Materials
CLO	:	Course Learning Outcome

# Preface



Bismillahirrahmanirrahim  
Assalamualaikum and Greetings,

In today's rapidly evolving world, the demand for flexible, inclusive, and accessible education has never been greater. Open and Distance Learning (ODL) breaks barriers, empowering learners to achieve their academic and professional goals anytime, anywhere. By harnessing technology, ODL provides a dynamic and learner-centered experience, allowing students to take control of their education while effectively managing personal and professional commitments.

At Universiti Malaysia Kelantan (UMK), we are committed to expanding access to quality education and fostering a culture of lifelong learning. ODL plays a crucial role in equipping learners with the skills, knowledge, and adaptability needed to thrive in an increasingly competitive and knowledge-driven society.

This handbook serves as a comprehensive guide, equipping students with essential information, strategies, and resources for a seamless learning journey. Whether you are new to ODL or continuing your studies, this handbook will help you maximize your learning potential and achieve academic excellence at UMK.

A heartfelt thanks to the Centre of University Quality Management for their dedication to this initiative. To all ODL students, welcome to our learning community—embrace this opportunity, stay committed, and make the most of your journey with UMK.

Wishing you success, Thank you.

**Prof. Ts. Dr. Arham bin Abdullah**  
Vice Chancellor,  
Universiti Malaysia Kelantan (UMK)



## Preface

Bismillahirrahmanirrahim  
Assalamualaikum and Good Day,

In today's rapidly evolving educational landscape, ODL has emerged as a key enabler of lifelong learning, breaking down traditional barriers to education and offering flexible, accessible, and inclusive learning opportunities to students from all backgrounds. At Universiti Malaysia Kelantan (UMK), we are committed to empowering students with innovative tools, strong support systems and a dynamic learning environment that fosters independence and lifelong learning.

This handbook serves as a vital guide, equipping ODL students with essential tools, structured guidance, and critical information to navigate their academic journey successfully. ODL is more than just a mode of learning; it is a pathway to empowerment, allowing students to take charge of their education while balancing professional, personal, and academic responsibilities. Additionally, it nurtures self-directed learning skills, fostering independence, adaptability, and lifelong intellectual curiosity—qualities that are essential in today's competitive and knowledge-driven world.

We are deeply grateful to the Centre of University Quality Management for their unwavering dedication and effort in bringing this handbook to completion. I trust that it will be a valuable companion to every ODL student, guiding them toward both academic and professional success.

Thank you.

**Prof. Dr. Huzili bin Hussin**

Deputy Vice-Chancellor (Academic & International)  
Universiti Malaysia Kelantan (UMK)

# Preface



Bismillahirrahmanirrahim  
Assalamualaikum and Greetings,

Amidst significant technological advancements and evolving educational models, Open and Distance Learning (ODL) has become a vital pathway for academic engagement, particularly for students at Universiti Malaysia Kelantan (UMK). This handbook is designed as a comprehensive resource to assist ODL students in navigating their unique educational journeys, equipping them with the essential tools and knowledge needed to excel in this dynamic learning environment.

ODL goes beyond mere instructional delivery; it offers a transformative learning experience characterized by flexibility and accessibility for learners from diverse backgrounds. It empowers students to align their studies with their personal and professional commitments, fostering a more inclusive approach to education.

The significance of ODL is profound. It not only provides access to high-quality education but also cultivates essential skills such as self-discipline, time management, and critical thinking—qualities that are invaluable in today's fast-paced world. This handbook aims to clarify these principles, offering practical insights to enhance the ODL experience.

This handbook has been made possible through the dedication of many contributors, both directly and indirectly. I extend my heartfelt gratitude to all who played a role in its development; their insights and efforts have been crucial in creating a valuable guide for ODL students.

Thank you.

**Prof. Madya Ts. Dr. Hasnita binti Che Harun**

Director,

Centre For Quality Assurance Management (PPQ)

Universiti Malaysia Kelantan (UMK)



# UMK

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# BACKGROUND



# UMK Background

The establishment of University Malaysia Kelantan (UMK) was made as a component in the Ninth Malaysia Plan to support the quality of human capital development in the higher education sector. The federal agreement was announced by the Prime Minister on the 31 March 2006 in the Ninth Malaysia Plan proposal.

The establishment of the university was approved in the Cabinet Meeting on 14 June 2006. The cabinet has specified that the philosophy of the curriculum in UMK should be based on entrepreneurship and enterprise education in all the study programmes. Therefore, taglines such as "Entrepreneurship is Our Thrust" and "Entrepreneurial University" are widely used to promote the philosophy of this university. Specialised studies for short and moderate term are grouped into three main fields of studies, namely:



**Entrepreneurship  
and Business;**



**Creative Technology  
and Heritage;**



**Agro-Based Industry  
and Earth Sciences**



## ● VISION:

Championing balanced and holistic human development with entrepreneurial attributes for global prosperity.

## ● MISSION:

We offer quality and relevant academic programmes and training, high commercial value research and innovation, effective and efficient services, with high priority in providing conducive environment and fulfilling social responsibility.



# OVERVIEW OF OPEN AND DISTANCE LEARNING



# Overview of ODL

ODL has been defined as:



A separation of students and teachers at any time and any place.



Openness and flexible in term of access, curriculum, and structure of programs.



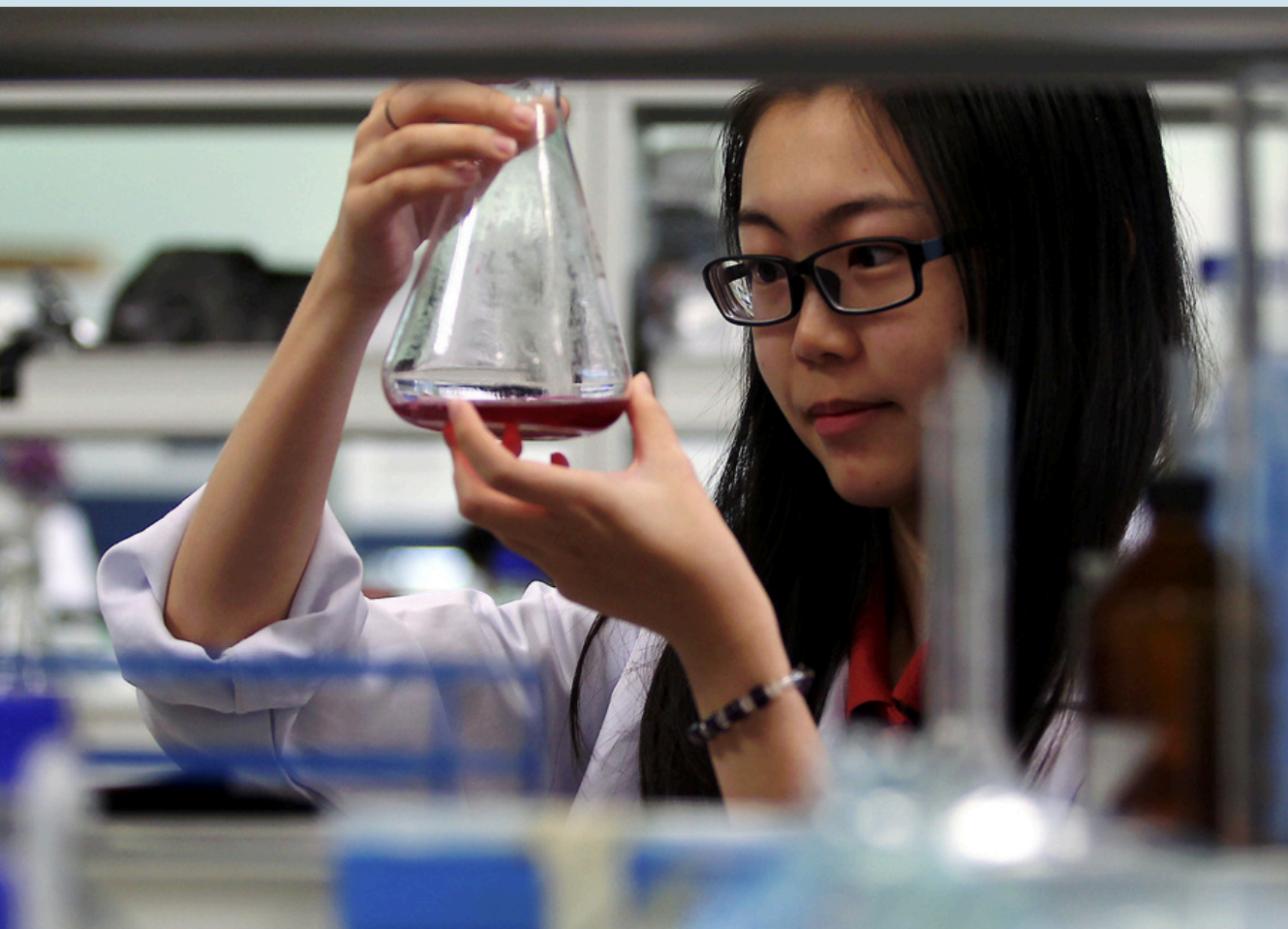
A variety modes of delivery systems and learning resources.

ODL (Open and Distance Learning) is a flexible mode of education that allows learners to access educational resources as well as interact with instructors and peers without the need for physical presence as in traditional classroom settings. It makes use of a variety of technological tools and platforms, such as online resources, video conferencing, and multimedia materials, to facilitate learning experiences, especially for those who face geographical limitations or time constraints. Autonomy and self-directed learning are emphasized in ODL, allowing students to study at their speed and convenience. Learners take responsibility for their advancement and conduct independent research, aided with online resources, virtual

communities, and instructor assistance. Our courses are designed for self-paced learning, providing you with the flexibility to study at your own pace. You can also interact with lecturers via video conferences or chat. Each course combines comprehensive content with tailored learning strategies, dynamic screens, interactive tests, exercises with feedback, and illustrative case studies. This approach ensures accessibility for beginners and meets the needs of experienced professionals seeking skill enhancement. Moreover, you will have access to online resources, recommended readings, and self-study tutorials to facilitate the application of acquired knowledge.



# **ADMISSION OFFER, DEFERMENT & RESTRICTION**



# Admission Offer, Deferment & Restriction

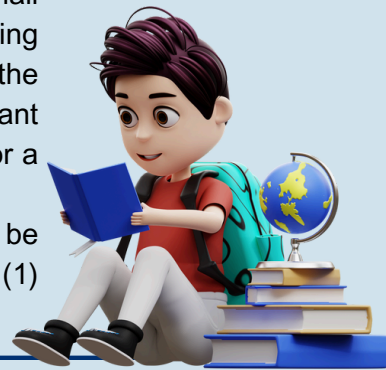
## Admission Offer



- With approval of academic entity or a body approved by the Senate, admission offer shall be made by the Centre for Postgraduate Studies and is valid for two (2) semester only from the date of offer.
- The offer shall be deemed to be automatically void without any prior notice should an applicant who has been accepted for admission fail to register their programme and/or course within the time period provided.

## Admission Deferment

- An applicant who has been accepted for admission shall apply to the Center for Postgraduate Studies for deferring their admission by using a specified mechanism within the registration period provided. Upon an approval, the applicant shall be notified by the Center for Postgraduate Studies for a new date of admission and the period of study.
- An applicant who has been accepted for admission shall be allowed to defer their admission for not more than one (1) semester.



## Admission Restriction

- Any admission offer shall be restricted to a particular Programme as stated in offer document and not be used for admission to the other Programme.

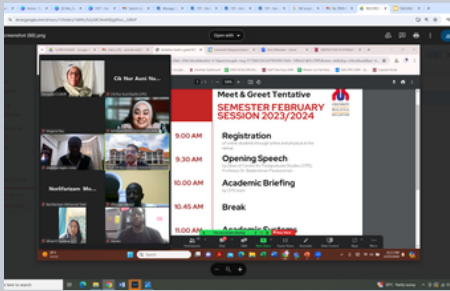




# **BECOMING AN ODL STUDENT**



# Becoming an ODL Student



## 2 Student Orientation

The ODL student orientation will be conducted online via video conferencing software with access provided before classes commence. In case students are unable to attend on the scheduled date, the orientation recording will be available in the student's Learning Management System (LMS). Completion of the 'ODL Student Orientation Course' is mandatory prior to the start of classes. The orientation recording will be accessible in your course list under 'My Courses' within the ODL LMS. This online orientation aims to acquaint you with the Moodle environment and equip you with essential strategies for success as an online student.

## 1 Student Identity Verification

UMK verifies the identity of students enrolled in ODL programs using at least one (1) of the following options:  
A secure login and password



## 3 Student Responsibility

As a UMK ODL student, you must adhere to the university's rules and regulations. This includes registering for courses at the beginning of each semester, paying tuition fees, and maintaining academic integrity throughout your studies. Completion of the orientation course is mandatory. You will only be able to access your registered courses after successfully completing the ODL Student Orientation in our LMS.



# STUDY REGISTRATION



# Study Registration

## Registration

- Students must register for their programme and/or course for every semester within a permissible time.
- During a normal semester, full-time students can register for a minimum of 12 credit hours and a maximum of 20 credit hours, while part-time students can register for up to 11 credit hours. In a short semester, the maximum is 10 credit hours.
- A student who fails to register for courses in any given semester will not be assessed or graded for that semester.

### New Student

A new student must complete the pre-registration for their study program and/or courses no later than one (1) week before the commencement date of their first semester. They must also complete the registration for their study program and/or courses no later than the second (2nd) week of their first semester.

### Senior Student

- A senior student must complete course registration no later than the second (2nd) week.
- Students are allowed to add and/or drop courses no later than the second (2nd) week of each semester, subject to credit requirements. After this period, all registered courses will be considered valid and final for the semester.

### Academic Record

Regularly review your academic record and contact Center for Postgraduate Studies if corrections are needed. You may add and/or drop courses within the specified timeframe.

### Additional Information

Refer to the [Academic Regulations for Graduate Studies by Course Work and Mixed Mode UMK](#) for the further information.

## Fees

01

### Fee Payment



- Each semester, a student shall pay an amount of fees specified by the university, including fees not covered by the sponsor or financier.
- All fees in Ringgit Malaysia (RM) shall be made payable by students, including international students, to Universiti Malaysia Kelantan prior to registration of study. An evidence of the payment from the Bursar shall be made available to the Academic Entity for further action.
- A former student of the University who enrolls as new student shall settle all outstanding debts, current semester fees, and the penalty imposed by the University before he is allowed to register their admission of study.
- A student whose candidature is terminated and their appeal is approved for:
  - (a) readmission to Programme shall pay all outstanding fees or debt, processing fees, a penalty (charges applied) and fees as a new student; or
  - (b) continuation of study shall pay all outstanding fees/ debts, a penalty (charges applied) and semester fees.
- All outstanding fees or debts (if any), convocation fee and alumni fee shall be settled first before a student shall be considered for graduation.



- A student who already paid their fees, but later withdraws their study shall be subject to the regulation specified by the University.



- The fees paid by a student who is approved to defer their study shall not be refundable, but shall be carried forward to the next semester



02

### Refund and Exemption of Fees

- The quantum, terms and conditions of fees shall be subjected to decisions made by the University. Any review on the fees shall be the purview of the University without prior notice and shall be applicable to new students only.

03

### Others



# COURSE INFORMATION



# Course Information

The course information outlines the scope of your course, including notes, assignments, due dates, and assessment criteria. It also provides your lecturer's contact information and guidelines for when and how to reach them.

Additionally, the document includes policies, grades, and other relevant details.

You can find it at the top of the Course Page in the ODL System. It is recommended to print a copy and/or save it to your computer for easy reference.



## Class Attendance

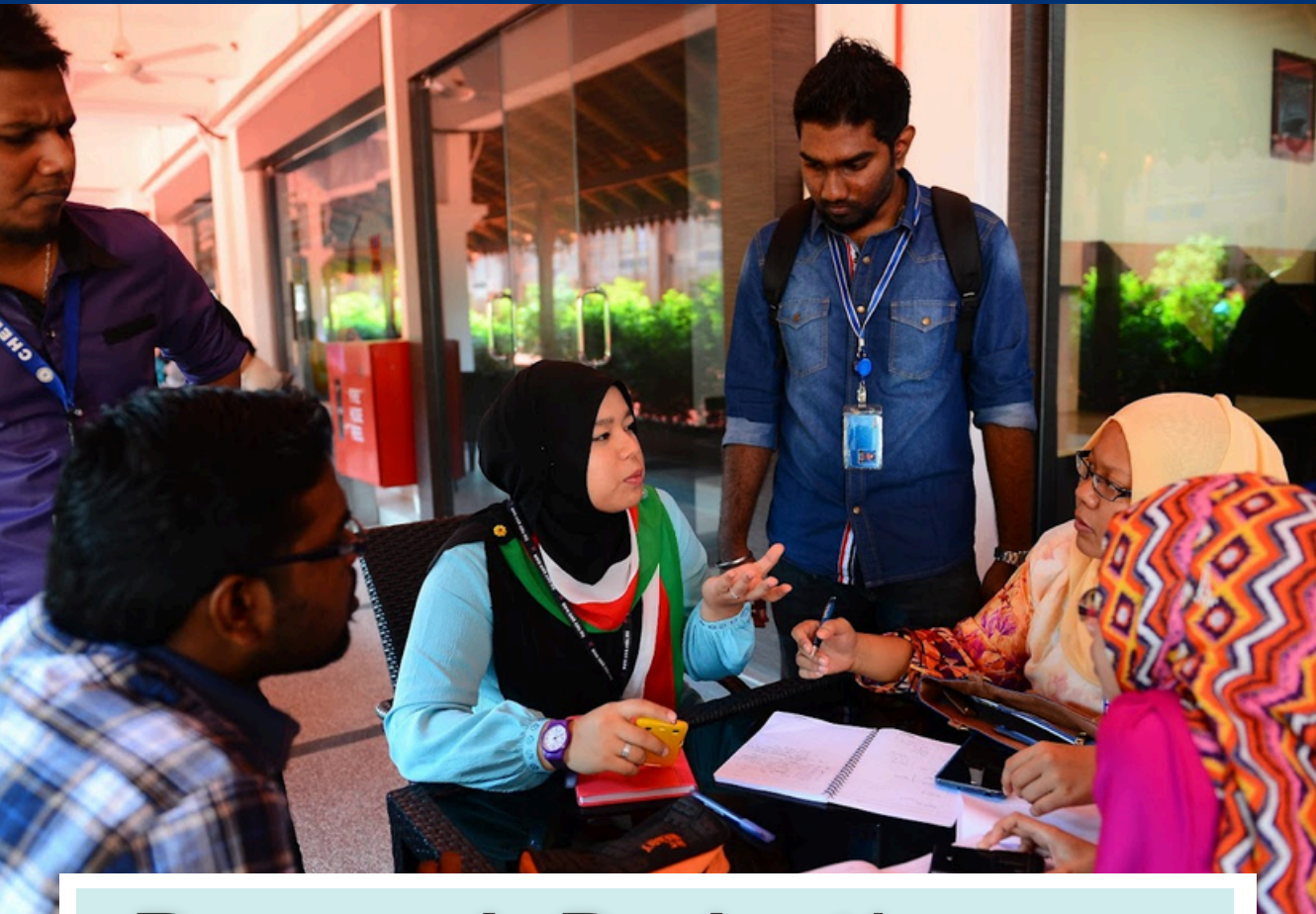
Students enrolled in an ODL programme are not required to attend in-person classes. Participation is assessed based on involvement in weekly assignments, training sessions, and accessing self-directed learning materials provided by lecturers. Students who do not meet the required participation percentage may be withdrawn from the course. If students encounter issues completing their assignments, they should contact their instructor or the Center for Postgraduate Studies.

## Monitoring of Course Participation

Student participation will be tracked using activity completion and learning analytics in the ODL LMS. Lecturer can identify students who have not accessed the course recently or who have not completed their formative assessments. These students will receive reminder messages and offers of assistance if needed. Comprehensive records of student participation are available on the system dashboard.

# RESEARCH PROJECT/ PROJECT PAPER





# Research Project/ Project Paper

Students who have completed all coursework can progress to the next phase which is research project or project paper requirement. Research project or project paper are a crucial and demanding part of your studies, requiring a substantial self-directed effort under the guidance of an expert academic supervisor, with whom you will work closely throughout the process.

# EXAMINATION AND PROCTORING





## Exam and Proctoring

Some courses may require proctored exams, supervised by an impartial individual known as a proctor to ensure exam security and integrity. Proctoring can be conducted using an online proctoring system. If students are dissatisfied with their results, they can request feedback on their exam performance from the faculty. Requests for feedback are accepted only within two weeks after the release of marks (provisional or final).



# The Appeal and Assessment Result

- A student may appeal for a review of any subject grade within the designated period and at the prescribed cost. The points or marks considered will be those obtained after the review or recheck.

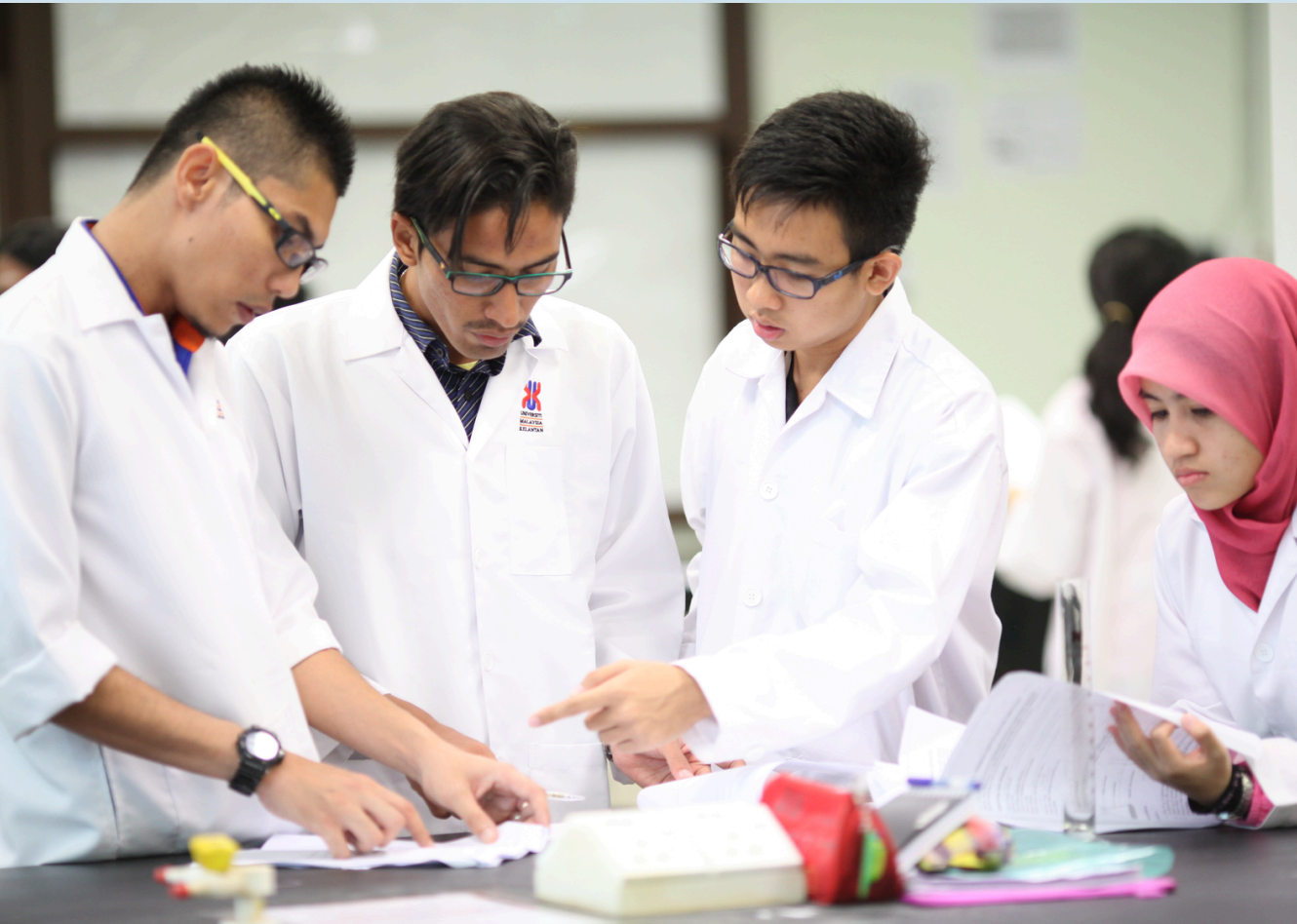
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- Appeals for a review of the final assessment results of a course must be submitted to the Academic Entity within two (2) weeks of the official notification of the assessment results.

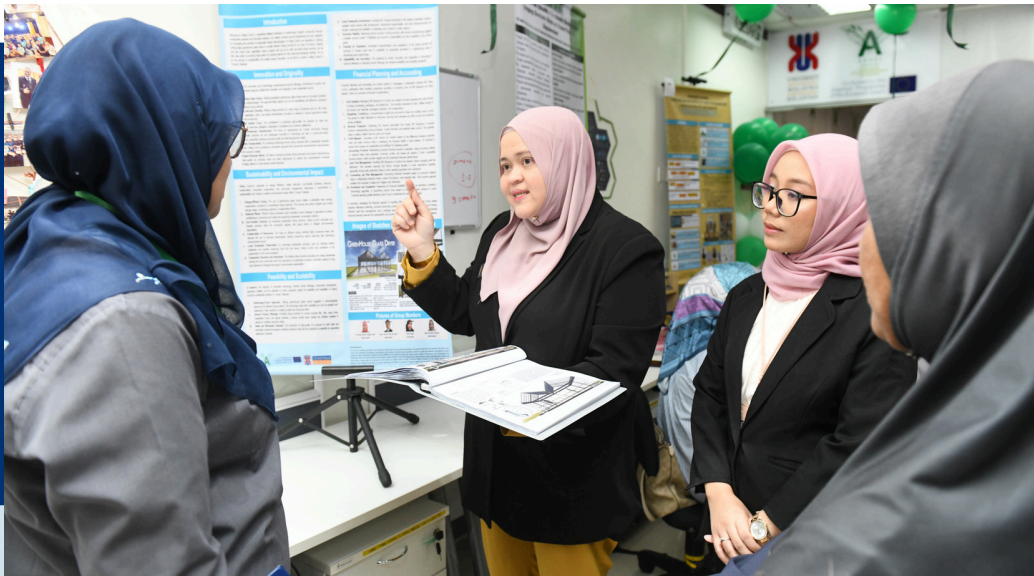
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# CHANGE OF MODE/ PROGRAMME/ FIELD OF STUDY



# Change of mode/ programme/ field of study



Any change of mode, programme, and/ or field of study shall not be encouraged for the entire candidature of a student. However, with strong justification, a student shall apply for any change of mode, programme, and/ or field of study by using a specified mechanism. Approval shall be made by the Academic Entity and notified to the student with the following conditions:



application shall be allowed once (1) only and during not later than half of their duration of study.



enforcement date of the change is contingent upon the condition or time appropriate for a student to undertake the new mode of study and/or Programme.



change of Study Mode by Research to Coursework or Mixed Mode or vice versa shall be made together with the application for a new programme.



# DEFERMENT, EXTENSION AND WITHDRAWAL OF STUDY



# Deferment, Extension and Withdrawal of Study

## Deferment

A student shall apply for deferment of their study by using a specified mechanism before a new semester begins or no later than the Second (2nd) Week of the semester and shall be approved and notified by the Academic Entity to the student. In contrast, a student who applies for a deferment of study for the current semester after the Second Week shall also be imposed a penalty of Malaysian Ringgit: One Hundred (RM100.00) only

Deferment of more than two (2) consecutive semesters is not allowed. A student who fails to register after deferment of two (2) consecutive semesters may be terminated.

## Extension

A student who necessitates more than the maximum period of study shall apply for an extension by using a specified mechanism not later than three (3) months prior to the expiry date of their candidature and shall be approved and notified by the Academic Entity to the student.

The application shall be allowed twice (2) only for a total of not more than three (3) semesters. The University reserves the right to approve or reject the application for further extension.

## Withdrawal

A student shall apply to withdraw their study by using a specified mechanism at any time during their study and shall be approved and notified by the Academic Entity to the student.

A withdrawn student shall be allowed to apply for admission to a Programme at the University after one (1) year from the date of their withdrawal.



# SUSPENSION OF CANDIDATURE AND TERMINATION OF STUDY



# Suspension of Candidature and Termination of Study

## SUSPENSION

- A student shall not violate any provision in this regulation or any regulations of the University.
- If violated, the Academic Entity shall decide to officially suspend a student from their candidature for a certain period of time. In this case, the suspended period shall be counted in their duration of study, unless decided otherwise by the Academic Entity.

## TERMINATION

A termination of study shall be made by the Academic Entity when a student:

- fails to register their study
- surpasses the allowed study period, including extension of study period
- violates any rule or regulation of the University and is imposed disciplinary action.

Refer to the [Academic Regulations for Graduate Studies by Course Work and Mixed Mode UMK](#) for the further information.





# ACADEMIC --- INTEGRITY





## Academic Integrity

Students are expected to keep their UMK\_ID username and password confidential, submit only original work, and adhere to UMK's policy on academic dishonesty. Here in UMK, honesty and integrity are crucial to the free exchange of ideas and knowledge. Students share the responsibility of fostering

an environment where new ideas can be discussed and presented while respecting the original work of others. They must ensure that the work they present as their own is truly their own. Any use of others' work must be properly attributed and cited, including information in the public domain.





# LEARNING MANAGEMENT SYSTEM (LMS)



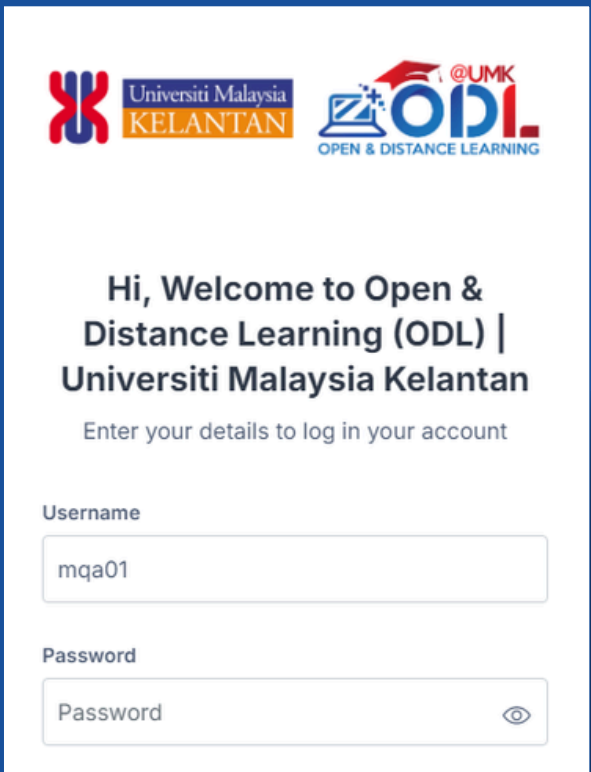
# Learning Management System (LMS)

Learning Management System (LMS) is a digital platform that helps manage, deliver, and track educational courses. It allows lecturer to upload course materials, create assessments, and monitor student progress. Students can access course content, complete assignments, and participate in discussions from any location at any time.

The official online learning platform for ODL at UMK can

be accessed at <https://odl.umk.edu.my>. Active students will receive a user ID and password to access the system. Courses registered by active students will automatically appear on their dashboard for the online learning process.

Refer to the Appendix A for the further information.



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OPEN & DISTANCE LEARNING

Hi, Welcome to Open & Distance Learning (ODL) |  
Universiti Malaysia Kelantan

Enter your details to log in your account

Username

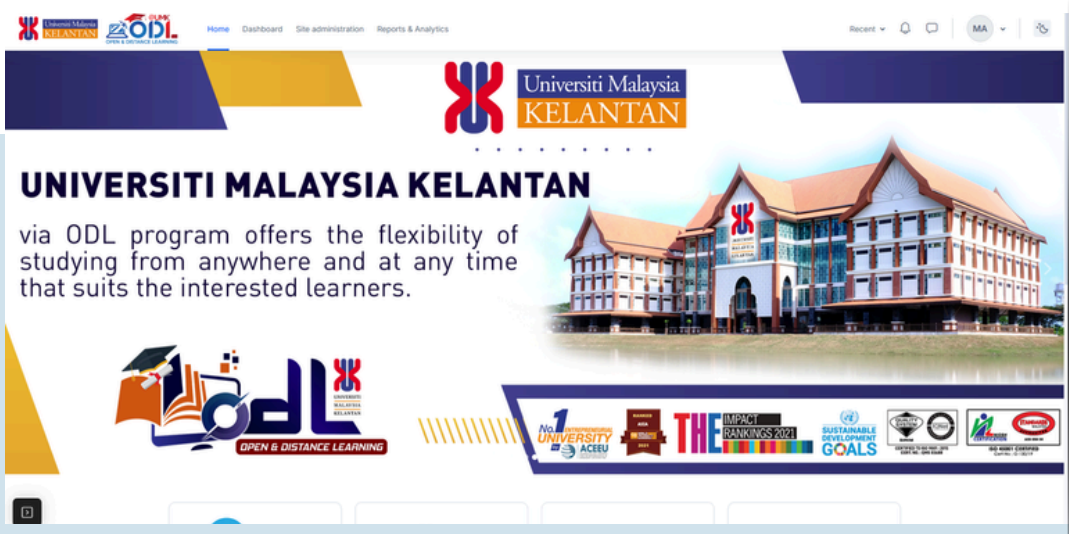
Password



# **SELF-INSTRUCTIONAL MATERIALS (SIM)**



# Self-Instructional Materials



- Self-Instructional Material (SIM) is specifically designed educational content that allows students to study independently without the direct presence of a lecturer. These materials are crafted to facilitate learning in a structured and comprehensive manner, ensuring that students can understand and assimilate the content on their own.
- Students will use the Self-Instructional Material (SIM) to learn the course content, complete their assessments, and prepare for exams. The assessments and self-checks in the SIM are designed to help students understand the material and stay engaged in the learning process. Overall, the content, learning activities, and assessments in the SIM are aligned with the Course Learning Outcomes (CLO).

# GRADUATION

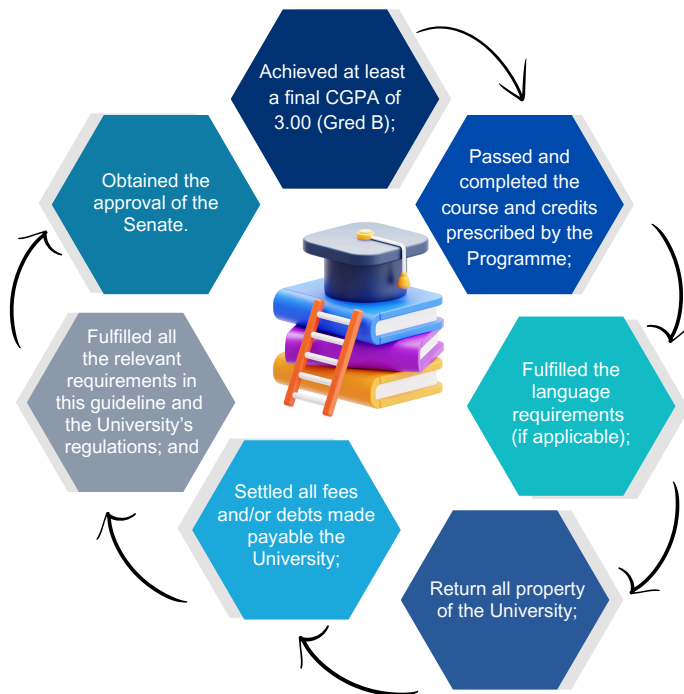
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# Degree Conferrals and Graduation

A student will be awarded a Master's or Doctoral Degree upon earning the total credits required for graduation, as specified by the programme curriculum, achieving an academic standing of Good Pass, and paying all associated fees.

A student under undergoing a coursework mode of postgraduate academic program shall graduate and be awarded a Master's or a Doctoral Degree, if he/she has:



## Notes:

Conferment of an Anumerta or Aegrotat Degree shall be considered for a student who has:

- achieved a Good Standing for all semesters before their death or permanent disability that prevented them from completing their study; and
- obtained the Senate approval.

# Applying and Release of Academic Scroll and Transcript



- UMK ODL graduates can apply for transcripts through the Center for Postgraduate Studies (charges applied).

- A scroll shall contain name of awarder, name of a student, name of Programme, date of conferment, and other information approved by the University.



- A transcript shall contain name of awarder, name of a student, name of Programme, field and course, and other information approved by the University.

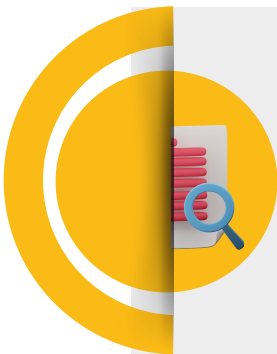
- Scroll and transcript requirements for Joint/ Dual/ Double/ Offshore/ Franchise Degree Programme shall abide regulations of the University and/or shall be agreed upon by collaborating Higher Education Provider and made stated in the official agreement (MoU/ MoA).



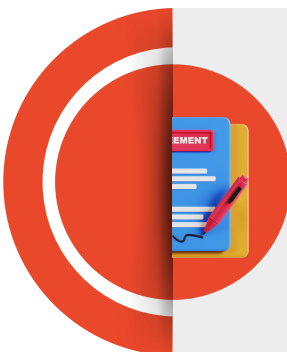
# Commencement Ceremony



Students who fulfil the graduation requirements will receive their degrees through the University Senate. The convocation ceremony will take place at UMK, Malaysia. While attendance is optional, distance learning students are encouraged to attend, providing an opportunity to visit the university, connect with fellow graduates, and commemorate their achievements.



Any excellent student of a Programme who has met the graduation requirements shall be nominated for appropriate award or recognition by the Academic Entity for selection by a University committee and for the Senate's approval.



The Senate reserves the right to decide the recipient of each award or recognition and review the award. Additionally, the criterias for an award and recognition shall be reviewed periodically.

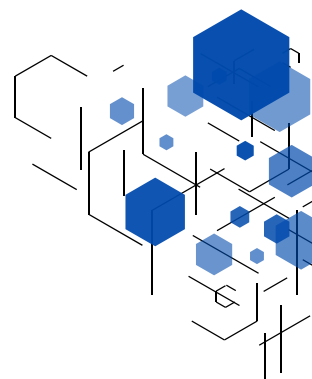
# General Statement

## Application

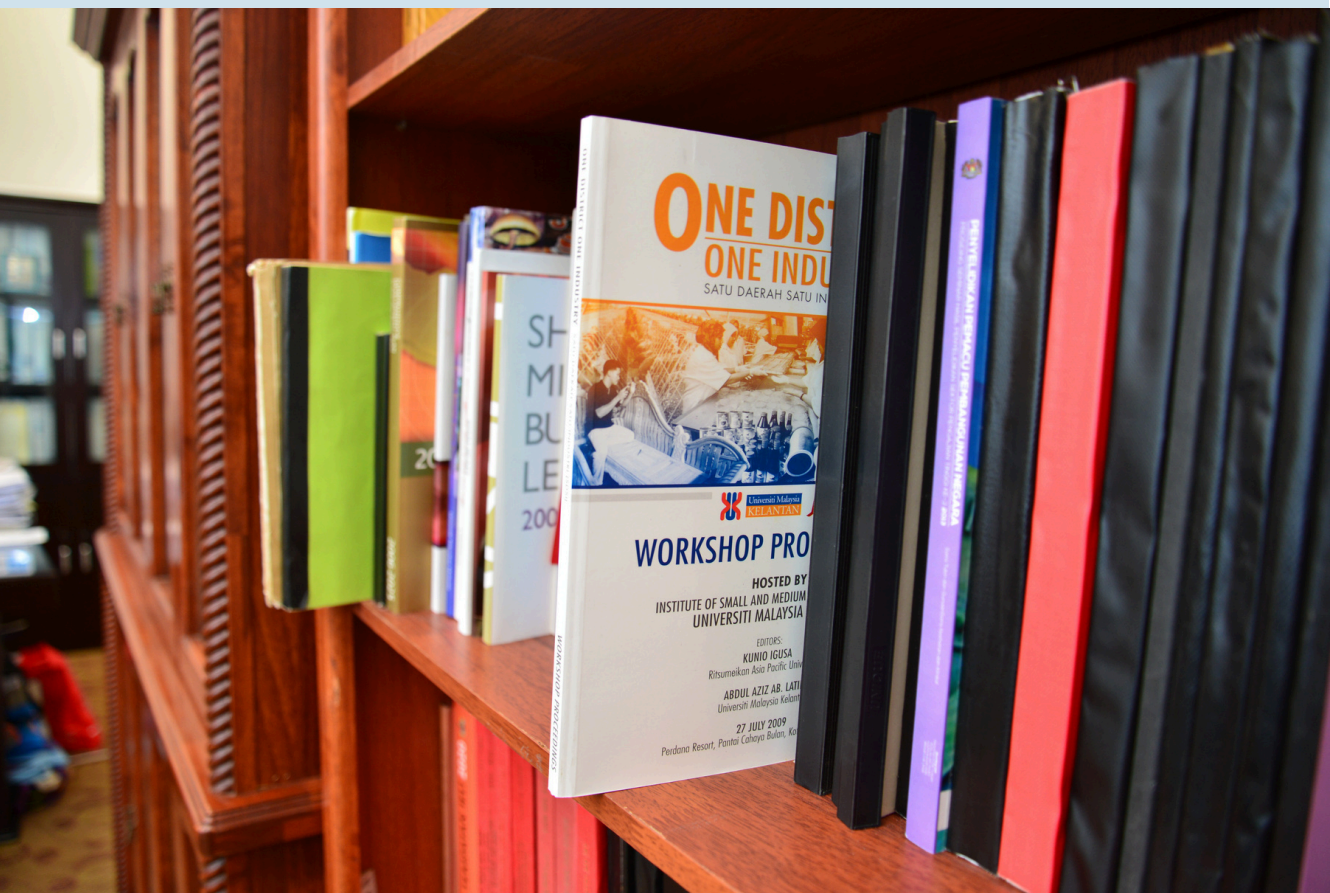
- This Academic Regulations shall be applicable and taking effect on new students only commencing from Semester February, Academic Session of 2024/2025 and is subject to amendments from time to time.
- A student shall be subject to the Universities and University Colleges Act 1971 (Act 30), the Universiti Malaysia Kelantan Constitution [P.U.(A) 462], statute, rules, and regulations currently applicable in the University.

## Disclaimer

- The accuracy and currency of the information presented herein was correct at the date of publication. However, the Senate reserves the right to make, repeal or amend any regulations governing the Programme as provided under these Regulations. Any new regulations, repeal or amendment to the said regulations shall be informed to the respective student before the commencement of new academic session.
- Not with standing anything that is stated in this Regulation, the Senate has the right to exempt the application of these Regulations or any provisions of these Regulations to any Programme.
- Should any provision or statement in this Regulation contradict with any academic policies or regulations of the Authorised Body, the later shall prevail over the first.



# APPENDIX






## APPENDIX A; 5 STEPS TO GET STARTED WITH ODL PLATFORM



Please navigate to the following link: <https://odl.umk.edu.my>

This is the learning platform for your ODL mode studies.


Please select 'Log in' at the button located in the upper right corner of the interface.




This is the registration or log-in page of the platform.

Obtain your log-in details (username and password) from the administrator.

Kindly enter your **username** and **password** in the highlighted box, then select the "Log in" button.







Your enrolled courses should appear in this dashboard.

To gain access to a specific course, simply click the **View Course** icon.


If you are unable to locate your enrolled courses, please do not hesitate to contact the administrator.



The static course banner and the course information are displayed at the top of your course.

The course information is available for review in the **collapsed-text format**.

To display the full texts, click on the collapsed title.

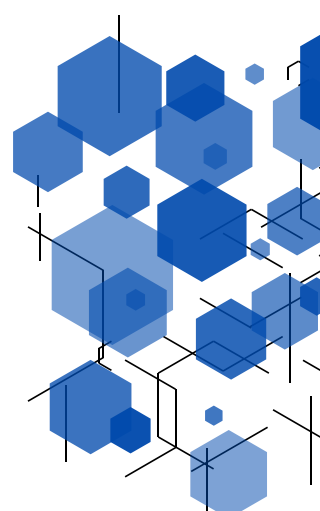




The learning process can commence by selecting the "Topic\_" tab.

Although the course is designed for self-paced learning, it is advisable to complete it in sequence.

Start with any topic; however, you must complete every single piece of content per topic.



# Contact Us

If you have any questions or need assistance about your **ODL programme**, please contact the ODL support team.



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