



Introduction And Prerequisite **ExCEL**

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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

#Innovation/Creativity

#Career Development/ 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

11

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



Student Responsibilities

12

- 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.



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 Teacher
- E-Portfolio
- Hostel
- College Parcel
- Vehicle Sticker **NEW**
- Scholarship **NEW**
- Academic Award
- Permohonan Zakat

ABOUT UTM

PATRIOTISME DAN PERPAJUAN NASIONAL (IPPN) DI UNIVERSITI AWAM

Semua pelajar Ijazah Sarjana Muda Semester 1 & 2 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

Bautan laman carian: <https://ipn.moe.gov.my/ipn/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



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

Achie

3.
C

7
Activity

Contact Us

Any inquiry, directly contact us :

SRAD AMD SPS U

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

Phone : (6)07 – 5537645 / 7573 (Undi)
E-mail : admission@utm.my
Phone : (6)07 – 5537790 / 37783 (Pos)
Email : upa@utm.my / Intakesps@utmr



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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 / intakespa@utm.my



MUHAMMAD ZIKRI BIN HASAN
 Bachelor Of Technology With Education (Building Construction)
 Education

Matric No.: A18PP3061 **Type of Study:** Taught Course (Full Time)
Semester/Norm: 3 / 8 **E-mail:** m.zikri@graduate.utm.my
AA: Dr. Nor Fadila Bt. Amin @ Mohd. Amin **Phone:** 01133565747

Achievement

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

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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



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E-mail: m.zikri@graduate.utm.my
Phone: 01133565747

17
 Activity

ExCEL

Dashboard → ExCEL

Contact Us

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](#)

Any inquiry, directly con

SRAD AMD

BURSAR

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

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

Email Notification

For Academic Advisor Verification

The screenshot shows a Gmail interface on a desktop browser. The browser's address bar displays the URL: mail.google.com/mail/u/0/#search/excel/FMfcgwxGDWrjHqrRfzVFMICCGpPnmJG. The search bar contains the word "excel". The left sidebar shows the "Compose" button and a list of folders: "Inbox" (97), "Starred", "Snoozed", "Sent", "Drafts" (91), "Notes", and "More". The main content area displays an email from "Admin Academic Advising" (mailto:excelugs@utm.my) to "me, aemichelle". The email subject is "[PREREQUISITE FOR ExCEL] : Prerequisite for ExCEL by Michelle Anak Eduvin Moris A18PP3033". The email body contains the following text: "Yg. Brs. Dato'/Datuk/Prof./Dr./Saudara, Dear Dr. Nor Fadila Bt. Amin @ Mohd. Amin , Your student Michelle Anak Eduvin Moris (A18PP3033) has sent an Excel Prerequisite Application that needs your verification. We seek for your cooperation to verify this application. Please login at https://my.utm.my/. Thank you". The email is dated "Tue, Feb 25, 11:12 AM (1 day ago)". At the bottom left, a contact card for "NOR FADILA B" is partially visible.

Email Notification

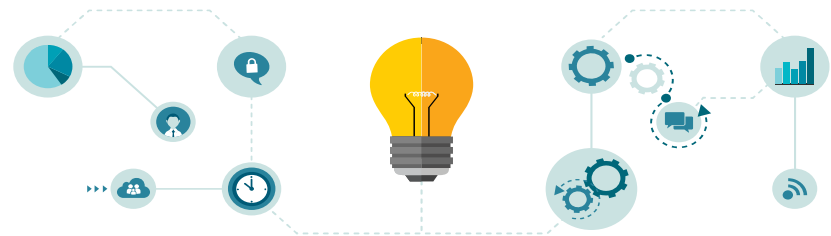
Regarding The Status Of Submission

The screenshot shows a Gmail interface on a mobile device. The browser address bar at the top displays the URL: mail.google.com/mail/u/0/#search/excel/FMfcgxwGDWrrjHrxKwgLJRfRGBCzjPRxJ. The Gmail search bar contains the word "excel". The left sidebar shows the "Compose" button and a list of folders: Inbox (97), Starred, Snoozed, Sent, Drafts (91), Notes, and More. The main content area displays an email from "Admin Academic Advising" (mailto:excelugs@utm.my) to "aemichelle, me" on Tuesday, February 25, 11:17 AM (1 day ago). The email subject is "[PREREQUISITE FOR ExCEL] : NOTIFICATION OF THE SUBMISSION OF THE EXTRA-CURRICULAR ACTIVITY REPORT". The body of the email reads: "Yg. Brs. Dato'/Datuk/Prof./Dr./Saudara, Dear Michelle Anak Eduvin Moris, This is to inform your JERAYAWARA SENI BUDAYA UMT-UTM 2019 has been verified. To view the status of the report, simply click the link below. [Click here.](#) Please go to menu My Profile > ExCEL Thank you."

Academic Advisor Responsibilities

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- 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

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The screenshot displays the UTM Staff Portal interface. At the top, the browser address bar shows 'my.utm.my/portal.php#'. The page header includes the UTM logo, 'PORTAL STAF UTM', and the user's name 'NOR FADILA BT. AMIN @ MOHD. AMIN' with their title 'JABATAN TIMBALAN NAIB CANSELOR (AKADEMIK DAN ANTARABANGSA)'. A navigation menu on the left lists various systems and services, with 'Akademik' expanded to show options like 'Profil Akademik', 'Penasihatan Akademik', 'E-Learning', 'E-Portfolio', 'E-Penilaian', 'GSMS', 'Biasiswa', 'Kehadiran Kelas', and 'TES DCP'. The main content area shows the user's profile, including a photo, name, title, and contact information. A 'Maklumat Asas' section provides basic details like address, education, and service history. A 'Maklumat Peribadi' section lists personal details such as email, date of birth, religion, and marital status. On the right, a 'SLIDE KEHADIRAN' section contains buttons for 'Masuk', 'Keluar', 'LPPT 2018', 'Baki Cuti', 'CPD 2020', 'CIS 2019', 'Baki Pergajian', 'SLIP GAJI', 'Tahun Isytihar Harta', 'Kadar Keterhutanan', and 'Dendaan Perpustakaan'. The footer includes the copyright notice '© 2017 Universiti Teknologi Malaysia - All Right Reserved' and the phone number '011-55612'.

my.utm.my/portal.php#

UTM UNIVERSITI TEKNOLOGI MALAYSIA

PORTAL STAF UTM

NOR FADILA BT. AMIN @ MOHD. AMIN
JABATAN TIMBALAN NAIB CANSELOR (AKADEMIK DAN ANTARABANGSA)

SISTEM UTM [English]

- Menu Utama
- Sumber Manusia
- Akademik
 - Profil Akademik
 - Penasihatan Akademik
 - E-Learning
 - E-Portfolio
 - E-Penilaian
 - GSMS
 - Biasiswa NEW
 - Kehadiran Kelas NEW
 - TES DCP NEW
- UTMACAD
- Beban Tugas (eLog)
- Permohonan Cuti
- Modul Cuti
- Direktori Staf
- Pusat Perisian

NOR FADILA BT. AMIN @ MOHD. AMIN
PENSYARAH KANAN (DS52)

7076 : 075532293
: Pusat Kursus Ko-kurikulum & Pembelajaran Servis : p-fadila@utm.my

Maklumat Asas

Alamat Pendidikan Sejarah Perkhidmatan Kesihatan

Maklumat Peribadi

Emel Kedua : p-fadila@utm.my
Tarikh Lahir : 28-NOV-69 Agama : Islam
Tempat Lahir : Johor Jantina : Perempuan
Warganegara : Malaysia Status Perkahwinan : Berkahwin
Bangsa : Melayu Semenanjung Kecacatan : -

SLIDE KEHADIRAN

Masuk Keluar

LPPT 2018 Baki Cuti

CPD 2020 CIS 2019

Baki Pergajian SLIP GAJI


Tahun Isytihar Harta Kadar Keterhutanan

Dendaan Perpustakaan


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Academic Advisor Responsibilities

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☰DR. NOR FADILA BT. AMIN @ MOHD. AMIN ▾

- Inbox
- List of Students
- Pre Registration
- Meeting Log
- Report
- Reference
- Excel ▾
- Application for Prerequisite



DR. NOR FADILA BT. AMIN @ MOHD. AMIN

☎ : 7076
📠 : Pensyarah Kanan (DS52)
☎ : 075532293

📠 : SP
📅 : 27-MAY-2013
✉ : p-fadila@utm.my

Current Students	
0	11
1 st Year	2 nd Year
0	2
3 rd Year	4 th Year



List of Applicant


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 ABDULAZIZ BIN MOHAMED JUHAN	A18PP3063	SPPQ		
5	NUR AFIFAH BINTI MUSA	A18PP3072	SPPQ		
6	NUR AIREENA BINTI ROSLI	A18PP3076	SPPQ		View


Academic Advisor Responsibilities


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← → ↻ ⓘ Not Secure | academic.utm.my/AcademicAdvisor/frmListActivity.aspx?key=F88B4F9E5A7B... 🔍 ☆ 🌐 📧 📅 📄 📁 📧 📄 📁 📧 📄 📁


  DR. NOR FADILA BT. AMIN @ MOHD. AMIN ▾


 Inbox


 List of Students


 Pre Registration



 Meeting Log



 Report



 Reference

 Excel

 **DR. NOR FADILA BT. AMIN @ MOHD. AMIN**


 : 7076  : SP

 : Pensyarah Kanan (DS52)  : 27-MAY-2013

 : 075532293  : p-fadila@utm.my

Current Students







0	11
1 st Year	2 nd Year
0	2
3 rd Year	4 th Year

 List of Activity


No.	Activity Name	Category	Role	Start Date	End Date	URL	Status Activity	View
1	COLOUR RUN (FIESTRA)	Sports and Recreation	Participant	01/03/2019	01/03/2019	www.google.com	Verify	View
2	PILIHANRAYA KAMPUS UTM 2019	Leadership / Association / Club	Participant	04/12/2019	04/12/2019	www.utm.my	Verify	View
3	TAKLIMAT HARI KOKURILULUM	Leadership / Association / Club	Participant	18/02/2020	18/02/2020	www.utm.my	Verify	View

[Report Rubric](#)


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


☰
DR. NOR FADILA BT. AMIN @ MOHD. AMIN ▾

- [Inbox](#)
- [List of Students](#)
- [Pre Registration](#)
- [Meeting Log](#)
- [Report](#)
- [Reference](#)
- [Excel](#)



DR. NOR FADILA BT. AMIN @ MOHD. AMIN

☎ : 7076
 📠 : Pensyarah Kanan (DS52)
 📞 : 075532293

📧 : SP
 📅 : 27-MAY-2013
 ✉ : p-fadila@utm.my

Current Students

0	11
1 st Year	2 nd Year
0	2
3 rd Year	4 th Year

📄 Activity Details

🖼️ profileimage

NUR AIREENA BINTI ROSLI

☎ : A18PP3076
 📠 : Taught Course
 📞 : 0193974618

📧 : Bachelor Of Technology With Education
 (Building Construction)
 📅 : Education
 ✉ : nuraireena@graduate.utm.my

<p>Attribute of Activity</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Adaptability <input type="checkbox"/> Communication Skills <input type="checkbox"/> Enterprising Skills <input type="checkbox"/> Global Citizen <input type="checkbox"/> Leadership and Teamworking Skills <input type="checkbox"/> Scholarship <input type="checkbox"/> Thinking Skills
<p>Comment</p>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

Back
Verify
Not Verify
Resubmit

Disclaimer : UTM Academic Management System uses accurate and up-to-date information from AIMS, GSMS and HRFin. Centre for Information and Communication Technology (CICT) shall not be liable for any loss or damage contained in this system.

Summary of the Process

Prerequisite of ExCEL



**Extra-Curricular
Activities**

ePortfolio@UTM



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

www.companyname.com



Faculty of Sciences

Dr Nur Syafreena Attan
Senior Lecturer



School of Education

Dr Adibah Abdul Latif
Senior Lecturer



CIDU

Assoc Prof Dr Naziha Ahmad
Azli
Director

UTM iLeaGue

Prof Dr Mohd Shafry Mohd
Rahim
Chair



UTM iLeaGue

Assoc Prof Dr Intan Zaurah
Mat Darius
Director



UTM iLeaGue

Dr Nor Fadila Amin



Meet The Team

Extra-Curricular Experiential Learning

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Thank You

Presented by:
UTM Institute for Life Ready Graduate
