



**ACADEMIC OFFICE, STUDENT AFFAIRS AND ALUMNI
FACULTY OF AGRICULTURE, UNIVERSITI PUTRA MALAYSIA**

**PROCEDURES FOR IMPLEMENTING TEACHING AND LEARNING ACTIVITIES
GRADUATE LEVEL OF FACULTY OF AGRICULTURE**

The Faculty of Agriculture has taken note of the instructions of the Ministry of Higher Education (MOHE), which issued a media statement on 31st January 2021, regarding the re-entry of students into the campus starting 1st March 2021, and taking note of the Senate's decision at its 686th meeting on 11th February 2021, allowing undergraduate students to return to UPM Serdang campus to participate in hybrid teaching and learning activities beginning from 22nd March 2021.

2. Undergraduate Students of the Faculty of Agriculture belong to category one (1) that is Students from Certificate Level Program, Diploma, Bachelor Degree, Postgraduate who need practical, clinical laboratory, drill, studio, workshop and special equipment. Therefore, all students of the Faculty of Agriculture as the cohort listed below are required to return to campus (except those who will undergo industrial training courses) to begin the learning session for the Second Semester, Session 2020/2021 on 22nd March 2021:

| Study Programme | Cohort | Total Local Students | Total International Students | Total Based on Cohort | Grand Total |
|--|---------------|-----------------------------|-------------------------------------|------------------------------|--------------------|
| Bachelor of Science in Agriculture with Honours | 2015/2016 | 1 | 0 | 1 | 189 |
| | 2017/2018 | 8 | 0 | 8 | |
| | 2018/2019 | 54 | 4 | 58 | |
| | 2019/2020 | 53 | 3 | 56 | |
| | 2020/2021 | 65 | 1 | 66 | |
| Bachelor of Science in Horticulture with Honours | 2017/2018 | 5 | 1 | 6 | 144 |
| | 2018/2019 | 45 | 0 | 45 | |
| | 2019/2020 | 50 | 2 | 52 | |
| | 2020/2021 | 39 | 2 | 41 | |
| Bachelor of Science in Aquaculture with Honours | 2017/2018 | 7 | 1 | 8 | 117 |
| | 2018/2019 | 33 | 0 | 33 | |
| | 2019/2020 | 36 | 0 | 36 | |
| | 2020/2021 | 40 | 0 | 40 | |

| | | | | | |
|---|-----------|----|---|----|-----|
| Bachelor of Science in Plantation Management with Honours | 2018/2019 | 16 | 0 | 16 | 54 |
| | 2019/2020 | 17 | 0 | 17 | |
| | 2020/2021 | 21 | 0 | 21 | |
| | | | | | |
| Bachelor of Science in Agribusiness with Honours | 2017/2018 | 1 | 0 | 1 | 133 |
| | 2018/2019 | 48 | 1 | 49 | |
| | 2019/2020 | 43 | 1 | 44 | |
| | 2020/2021 | 37 | 2 | 39 | |
| | | | | | |
| Bachelor of Agriculture in Animal Science with Honours | 2017/2018 | 5 | 1 | 6 | 157 |
| | 2018/2019 | 51 | 1 | 52 | |
| | 2019/2020 | 52 | 1 | 53 | |
| | 2020/2021 | 46 | 0 | 46 | |
| | | | | | |
| Total of Returning Students | | | | | 794 |

3. An estimated **seven hundred and ninety – four (794)** students will return to campus to begin teaching and learning activities.
4. Only students who will undergo the Industrial Training Course and students who applied for deferment of studies for the Second Semester, Session 2020/2021, do not need to return to campus.
5. Next, teaching and learning activities for the Second Semester, Session 2020/2021 that will be held, should be implemented as per guidance which are extended through the Implementation Procedures for Teaching and Learning in the Faculty of Agriculture.
6. Learning and teaching methods in the Faculty of Agriculture for the Undergraduate level are generally divided into:
 - (a) Lecture (Theory);
 - (b) Laboratory (Practical);
 - (c) Farm (Practical);
 - (d) Field Trip; and
 - (e) Industrial Training

LECTURE IMPLEMENTATION

7. Lectures (theoretical learning) will be held one hundred (100) percent (%) online, where students of the Faculty of Agriculture can attend the learning sessions either at their residential colleges or rental houses.
8. The implementation of lectures is based on the Lecture Schedule that has been set in the Student Information System (SMP). Any change in the Lecture Schedule must be approved by two (2) parties, namely between students and lecturers.

9. Lecture Hall and Lecture Room at the Faculty of Agriculture will start operating from 8:00 am to 7:00 pm. The purpose of the Lecture Hall and Lecture Room is to enable students to attend the learning sessions that take place, especially as a transit centre for students who face time constraints to attend learning sessions before returning to their homes.

Examples of situations allowed using the Lecture Hall or Lecture Room:

If students have a Farm Practical Class at 8 am until 10 am and then have a Lecture at 10 am until 12 noon, then the Lecture Hall or Lecture Room are spaces where students can stop to attend for further learning sessions using their own personal laptops.

10. Students who use the Lecture Hall and Lecture Room facilities as transit, **MUST** fill in **the UPM COVID-19 Tracking Form (Attendance Form)**. Filling this form is very important to enable students to be contacted or tracked if there are any positive cases in the location that has been visited.
11. Use of these facilities is limited to **not more than two (2) hours for each use**. Students are advised not to be on the Faculty of Agriculture grounds for an extended period to break the COVID-19 outbreak chain.
12. Students need to use a personal laptop to attend online learning sessions while in the Lecture Hall / Lecture Room. Please make sure you always take care of your valuables, and the faculty is not responsible for any negligence.
13. Students who use the Lecture Hall and Lecture Room facilities are asked to use route number one (1) as the entrance, while route number two (2) is the exit route from the facility.
14. Students are responsible for queuing and walking within the prescribed distance when entering the facility, monitoring their body temperature by scanning the temperature before entering the Lecture Hall / Lecture Room, using disinfectant before or after holding the doorknob. This action needs to be implemented successfully without monitoring from the faculty.
15. Students **MUST** wear **face masks** and **maintain physical distance** at all times whilst using the facilities at the Faculty of Agriculture.
16. Students are also strictly prohibited from making noise and **MUST** bring their earphones while using the Lecture Hall or Lecture Room to attend online classes.
17. The Seminar Room available at the Faculty of Agriculture has been reserved for graduate students, so undergraduate students are asked not to use the space.
18. Lecturers who have problems with internet access at home are advised to be in the Office / Faculty of Agriculture to conduct online teaching and learning sessions.

PRACTICAL IMPLEMENTATION IN THE LABORATORY

20. The Faculty of Agriculture has a total of eighteen (18) teaching laboratories and four (4) farm laboratories. Each laboratory has a different total load capacity.
21. The implementation of practical learning and teaching in the laboratory will use the concept of dividing the existing lecture group into small groups appropriate to the size of their respective teaching laboratories.

For example: a practical class for three (3) hours can be implemented by dividing students into two (2) groups. Each of which is implemented for an hour and a half or practical can be implemented creatively based on suitability.

22. Course lecturers are entrusted to divide students' groups, taking into account physical distancing based on the teaching laboratory's capacity.
23. Students are not allowed at all to change the practical laboratory group set by the lecturer.
24. Every student who attends the laboratory is **MUST** fill in the **UPM COVID-19 Tracking FORM (Attendance Form)**. This is very important to enable students to be contacted and detected if there are positive cases in the laboratory that have been used.
25. Students **MUST** wear **face masks** and **maintain physical distancing** throughout practical learning in the laboratory.
26. Students are asked to use route number one (1) as the laboratory entrance so that the movement towards the laboratory is orderly and not congested, while route number two (2) is the way out of the laboratory.
27. Students must line up and walk within the prescribed distance when entering the laboratory and exiting the laboratory.
28. For coordination purposes, practical learning in the laboratory will begin in the **Second Week** of the learning session. The First Week is dedicated to course lecturers to give briefings and coordination concerning teaching and learning in the laboratory.
29. Every lecturer, laboratory assistant and student should play a role in making risk assessment rationally and logically based on guidance from the National Security Council (MKN) and the Ministry of Health Malaysia (MOH) while implementing teaching and learning in the laboratory.
30. If there is a particular case where there is a change / extra time for a practical session in the laboratory, the lecturer must inform the Head of Department to adjust the Lecture Schedule (if necessary).

31. So far, it is recommended not to change any schedule to avoid duplication of schedule among students. Every change should be discussed with students to reach an agreement in implementing learning in the laboratory.
32. It should be noted that the laboratory is a closed space and is classified as a risky space compared to other learning spaces. Therefore, lecturers, staff and students are reminded to always adhere to the Standard Operating Procedures (SOP) with more discipline to prevent the spread of the COVID-19 virus.

PRACTICAL IMPLEMENTATION IN THE FIELD

33. Learning farms for students of the Faculty of Agriculture generally include Farm 10, Farm 15, University Agricultural Park (TPU) / Putra Agricultural Center (PPP) and other units related to student's study courses.
34. The implementation of farm learning and teaching is based on the respective course schedule, which is one (1) hour of learning credit equal to (3) three practical hours in the field.
35. Practical courses on the farm will be implemented based on the lecture group and the respective lecture schedule taking into account the Standard Operating Procedures (SOP) in force.
36. Students attending farm practice courses are reminded to always maintain physical distancing and personal hygiene before, during and after learning activities on the farm.
37. For course groups involving farm laboratories, course lecturers are asked to examine the suitability of practical implementation on the farm based on the size of the lecture group and the space of the farm laboratory.
38. Students **MUST** wear a **face mask** when gathering for farm practice briefing but are allowed not to wear a face mask when farm activities are in progress, provided that the distance between individuals is more than one (1) meter.
39. Every student who attends the farm practice is **MUST** fill in the **UPM COVID-19 Tracking FORM (Attendance Form)**. This is very important to enable students to be contacted and detected if there are positive cases in the location that has been used.
40. Students are asked to use route one (1) as the entrance to the farm. **UPM COVID-19 Tracking Form (Attendance Form)** will be pasted on route one (1). Students need to monitor their body temperature before starting learning on the farm. Route number two (2) is the exit route, and students must comply with the prescribed route.
41. Learning on farms other than under the operation of the Faculty of Agriculture is subject to the enforcement of the Standard Operating Procedures (SOP) of the Responsibility

Center. Accordingly, lecturers, staff and students are required to comply with the rules that have been set.

LEARNING INVOLVING FIELD TRIP

42. Faculty of Agriculture courses involving field trip learning (Field Trip) are **NOT COMPULSORY** to be implemented for the Second Semester, Session 2020/2021. Therefore, course lecturers are requested to replace the field tour learning with a virtual tour (virtual tour) or any suitable learning method to be implemented, taking into account the quality of knowledge delivery that students should acquire is almost equivalent.
43. However, if the field visit can be implemented based on the rules set by the National Security Council (MKN) and the Ministry of Health Malaysia (MOH), then there is no obstacle for the lecturer to carry out the field visit as usual. The course lecturer must first study and emphasize the Standard Operating Procedure (SOP) in force.

For example:

If the National Security Council (MKN) has determined that cross-country travel is not allowed, and at the same time, the intended industry is in Selangor. The industry can receive student visits, then learning with the concept of field visit can be implemented in compliance with Standard Operating Procedures (SOP).

44. Lecturers who intend to continue their field visit concept learning should prepare a paper and send it to the Director, Office of Occupational Safety and Health (PKPP) fourteen (14) days before starting the journey as a notification of field trip learning. The Office of the Deputy Dean (Academic, Student Affairs and Alumni) requires a copy of the Working Proposal Paper as an internal record only.
45. The lecturer is responsible for monitoring the student body temperature and recording the attendance of students present in the field visit learning.
46. Lecturers are asked to make an appropriate risk assessment in determining whether the learning of this field trip should be continued or can be replaced with a more suitable learning methods before implementing it.

IMPLEMENTATION OF INDUSTRIAL TRAINING COURSES

47. Students of the Faculty of Agriculture who will undergo industrial training courses are not required to return to campus. They are allowed to continue to take their course at their respective industrial locations.
48. Students must complete twenty-four (24) weeks of industrial training courses effective from the Second Semester, Session 2020/2021, starting on March 22nd 2021.

49. Students who face constraints in completing the credit hours must contact the coordinator of their respective industrial training courses for further discussion.
50. It is necessary for the industrial training course coordinator to ensure that students who face constraints to complete industrial training due to this pandemic are called back to campus to complete the credit hours.
51. The procedure for the implementation of this teaching and learning activity is applied to the study programs of the Faculty of Agriculture as follows:
- (a) Bachelor of Agricultural Science with honours;
 - (b) Bachelor of Horticultural Science with honours;
 - (c) Bachelor of Agricultural Science with honours;
 - (d) Bachelor of Aquaculture Science with honours;
 - (e) Bachelor of Agriculture in Livestock Science with honours; and
 - (f) Bachelor of Science in Plantation Management with honours.
52. As a joint reminder, only healthy students and not in the status of 'Person Under Investigation' (PUI) are allowed to attend for learning and teaching at the Faculty of Agriculture. All students are required to comply with the Standard Operating Procedures (SOP) set by the National Security Council (MKN) and the Ministry of Health Malaysia (MOH) and all other regulations set by UPM.
53. All changes during this pandemic period will be notified from time to time.

Thank you.

Office of Academics, Student Affairs and Alumni

Faculty of Agriculture

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