

TAKLIMAT PELAKSANAAN SULAM SEMESTER 1 SESI 2024/2025



26 OGOS 2024 (ISNIN)



10.00AM - 12.00PM



Disampaikan oleh:

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Timbalan Pengerusi
Sekolah Pengajian Prasiswazah (UGS)



SERVICE LEARNING MALAYSIA

SULAM

UNIVERSITY FOR SOCIETY

DEFINITION

LEARNING



**EXPERIENTIAL
LEARNING**



**PROBLEM SOLVING
WITHIN
COMMUNITIES
BASED ON**

**COMMUNITY
SERVICE**

LOVE



HAPPINESS



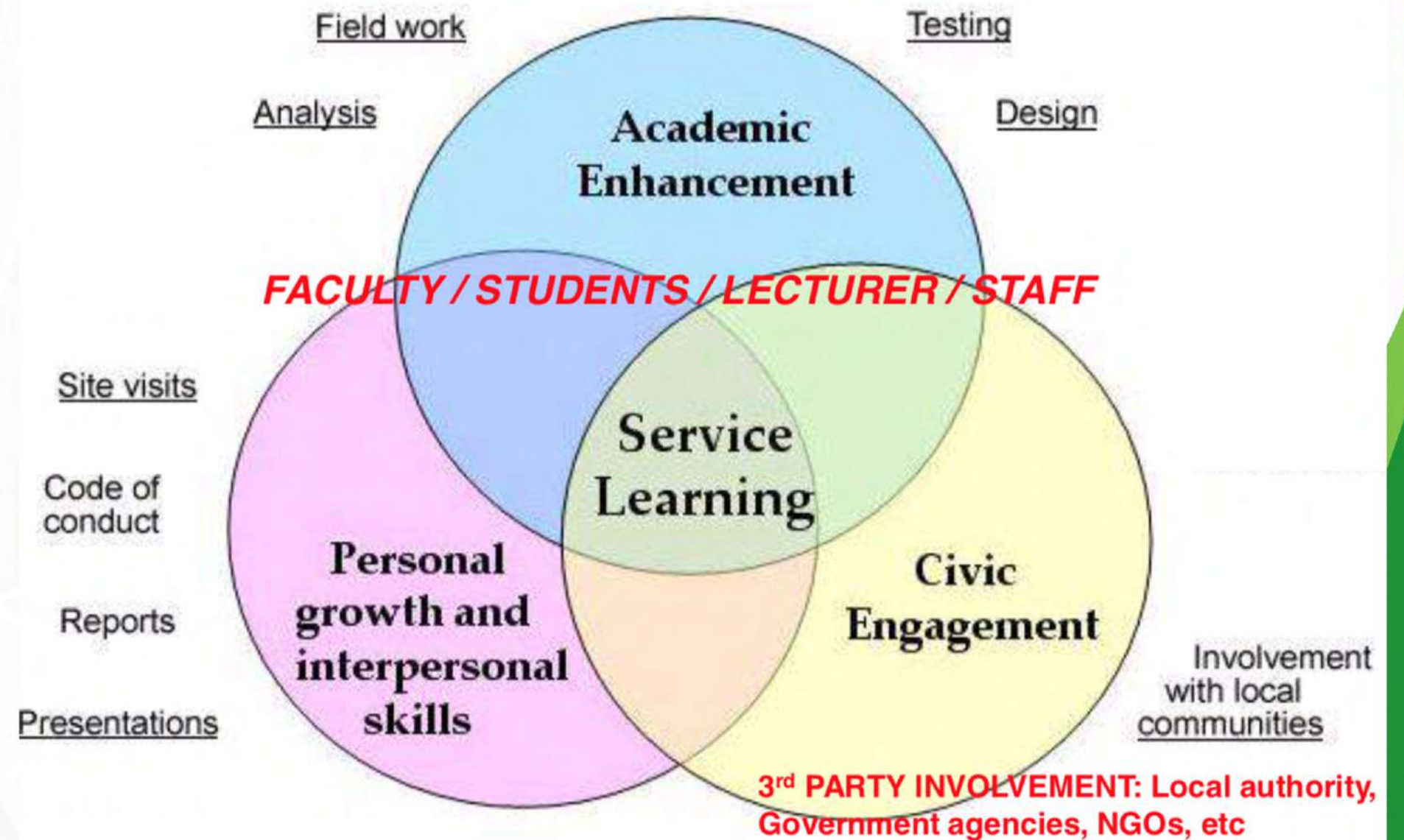
**MUTUAL
RESPECT**



SERVICE LEARNING

Combination of community service & classroom instruction with a focus on critical & specific knowledge, reflective thinking as well as personal development and civic responsibility.

KONSEP SERVICE LEARNING DAN UNIVERSITI



Service Learning Malaysia-University for Society or SULAM





SERVICE LEARNING MALAYSIA

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OBJECTIVES



1

RELATING THEORIES WITH REAL WORLD PRACTICES

2

IMPROVE STUDENT PERSONALITY, CIVIC SKILLS AND CITIZENSHIP

3

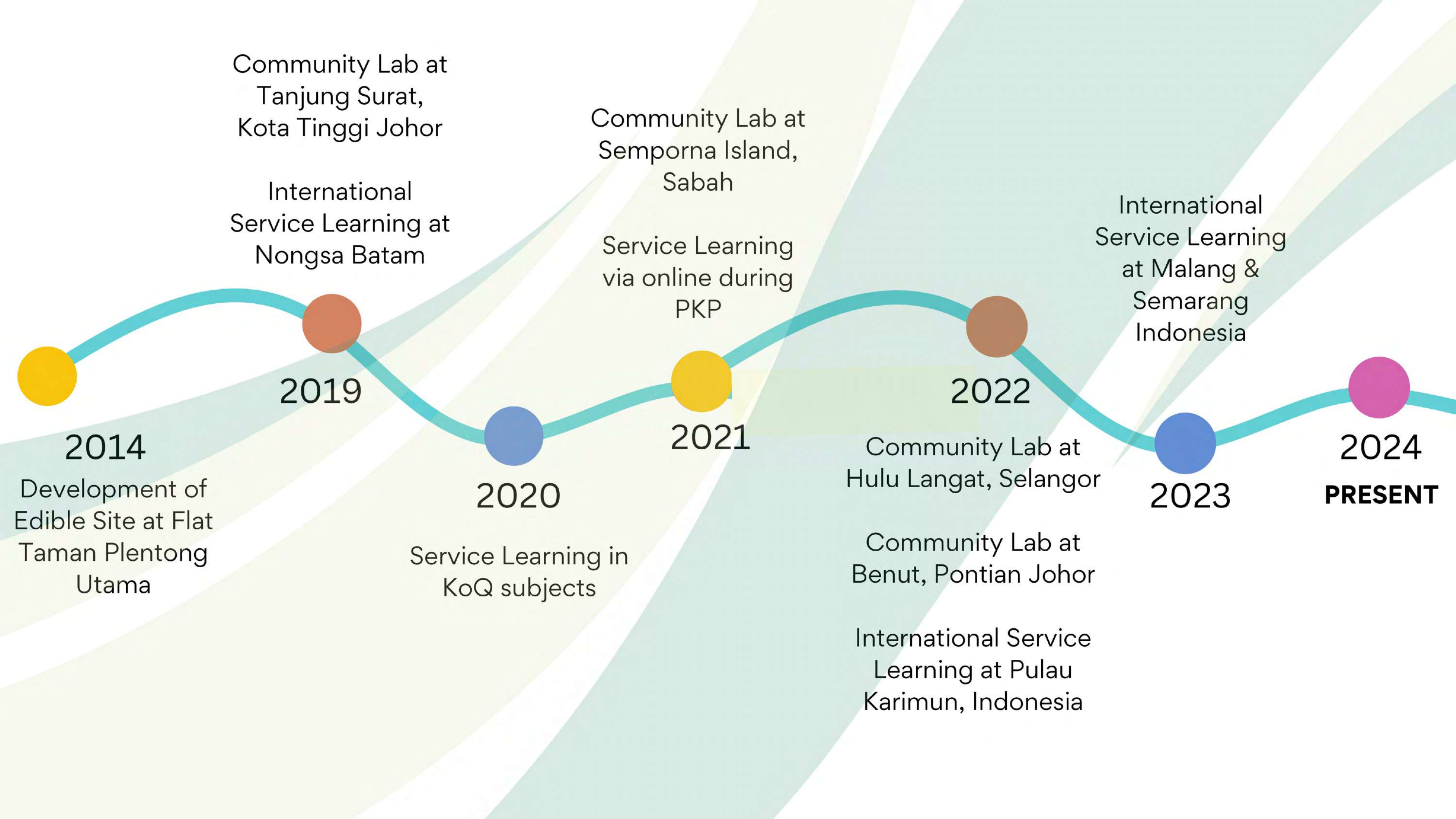
IMPROVE COMMUNITY WELL BEING THROUGH CONTRIBUTION OF IDEAS, KNOWLEDGE, SKILLS, AND COMPETENCIES BY STUDENTS

4

ESTABLISHING SYMBIOTIC COLLABORATION BETWEEN STUDENT, UNIVERSITY, INDUSTRY AND COMMUNITY



SULAM EVOLUTION IN UTM



2014

Development of Edible Site at Flat Taman Plentong Utama

2019

International Service Learning at Nongsa Batam

2020

Service Learning in KoQ subjects

2021

Service Learning via online during PKP

2022

Community Lab at Hulu Langat, Selangor

Community Lab at Benut, Pontian Johor

International Service Learning at Pulau Karimun, Indonesia

2023

International Service Learning at Malang & Semarang Indonesia

2024
PRESENT



HOW SULAM WORKS?

QUADRAPELHELICS OF SULAM



Government:
All government agencies



**Higher Learning
Institutions**
Public and private
universities, colleges,
polytechnics etc.

Community:
Kampung Angkat, OKU, Senior
citizen, B40, Underprivileged
communities, NGO etc.



Industry:
Corporates



1

Direct SULAM
Person-to-person, face-to-face
service projects

2

Indirect SULAM
Working on broad issues,
environmental projects

3

Advocacy SULAM
Educating others about topics of
public interest

4

Research-based SULAM
Gathering and presenting information
on areas of interest and need

APPROACH OF SULAM

EXAMPLES

Examples	Impact on Skills Practices
Direct SULAM	
<ul style="list-style-type: none"> • Tutoring other students and adults • Conducting art/music/dance lessons for younger students • Helping other students resolve conflicts • Creating life reviews for Hospice patients 	<ul style="list-style-type: none"> • Caring for others • Dependability • Interpersonal skills • Problem-solving • "Big picture" learning
Indirect SULAM	
<ul style="list-style-type: none"> • Compiling a town history • Restoring historic structures or building low-income housing • Restoring ecosystems • Preparing preserve areas for public use 	<ul style="list-style-type: none"> • Cooperation • Teamwork skills • Playing different roles • Organising • Prioritising • Project-specific skills
Advocacy SULAM	
<ul style="list-style-type: none"> • Planning and putting on public forums on topics of interest in the community • Conducting public information campaigns on topics of interest or local needs • Working with elected officials to draft legislation to improve communities • Training the community in fire safety or disaster preparation 	<ul style="list-style-type: none"> • Understanding rules • Systems • Processes • Engaged citizenship • Working with adults
Research-Based SULAM	
<ul style="list-style-type: none"> • Writing a guide on available community services; Translating it into Malay or other languages of new residents • Conducting longitudinal studies of local bodies of water; water testing for local residents; • Gathering information and creating brochures or videos for non-profit or government agencies; • Mapping state lands and monitoring flora and fauna; • Conducting surveys, studies, evaluations, experiments, interviews, etc 	<ul style="list-style-type: none"> • Learn how to learn/get answers/find information, • Make discriminating judgments, • Work systematically, • Organizational skills, • How to assess, • Evaluate and test hypotheses



SULAM PROJECT

01 The project is connected to Student Learning Outcome

02 The project is connected to course content and those connections are discussed during class time

03 The service activities are organized and executed with the community partner, not for or to the community partner

04 The community partner is a non-profit

05 Students and lecturers do not receive payment for their service

06 There is a reflection component included in the assignment

07 Students conduct a significant number of hours serving the community partner (SLT: 20 hours over the course of a semester is recommended)

08 The service activities are a graded required component of the course (Assessment: 15%)

SL PHASES (NALI UTM)



Phase 1: Understanding the problem

Phase 2: Planning of the program

Phase 3: Implementation of the program

Phase 4: Reporting & Reflection



COST & BUDGETTING

- **MAX RM50 PER STUDENT (SUBJECTED TO APPROVAL)**
- **ADVANCEMENT MONEY (WANG PENDAHULUAN) IS SUBJECTED TO APPROVAL**

Kategori perbelanjaan yang dibenarkan

- Makan minum pelajar
- Pengangkutan
- Cenderahati kepada pihak luar
- Bayaran penceramah luar
- Peralatan aktiviti



Kategori perbelanjaan yang tidak dibenarkan

- Pakaian (cth: t-shirt program)
- Barangan yang dibeli selepas tarikh aktiviti
- Barang yang terlalu mahal dan boleh disewa
- Minyak petrol



WHAT FACULTY SHOULD DO?

01

- Appointment of SULAM Coordinator at Faculty
- Identify the course that integrate SULAM
- 1 academic program, 1 SULAM project
- SULAM are included in Course Information (CI) (20 SLT and min 15% of total marks)

02

- Submit SULAM project proposal (according to template given by UGS)
- Present the proposal
- Present the preparation for publications in news & social media

03

- Project Execution
- Submit SULAM Project Report
- Submit for Star Rating
- Submit for SULAM project materials (banner, poster, videos, pictures & etc)
- Pelarasan Wang Pendahuluan

WHAT FACULTY SHOULD DO?

1 PENGHANTARAN KERTAS KERJA

Penghantaran kertas kerja boleh dilakukan melalui link pautan *Google Form* yang disediakan.



2 PEMBETULAN

Sekiranya terdapat pembetulan kertas kerja, pemakluman melalui email akan dihantar untuk tindakan segera.



2 PENGHANTARAN SEMULA

Setelah pembetulan dibuat, penghantaran semula melalui link pautan *Google Form* yang sama.

Nota :

- Penghantaran kertas kerja boleh dibuat 27 Oktober – 8 November 2024

PAPERWORK PRESENTATION

05. Keputusan
Keputusan pembentangan akan diberikan terus semasa sesi pembentangan, surat kelulusan akan dikeluarkan dalam tempoh 3 hari bekerja selepas pembentangan

04. Format Pembentangan
Pembentangan hendaklah menggunakan format pembentangan yang telah disediakan.



01. Tarikh

Sesi pembentangan kertas kerja akan diadakan pada minggu ke-6 (**12 Nov 2024**)

02. Kumpulan Pembentang

Pembentang akan membuat pembentangan kepada panel yang dilantik terdiri daripada penyelaras dan pengurusan UGS.

03. Masa

10 minit diberikan kepada pembentang termasuk sesi soal jawab.

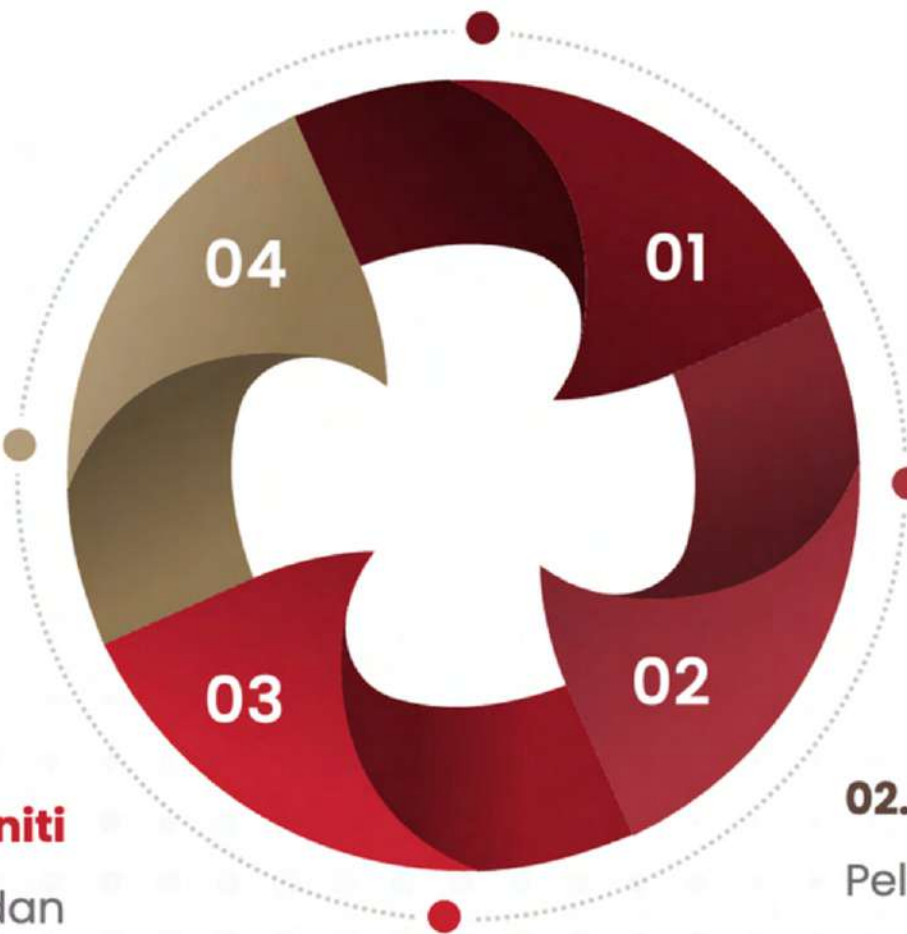
COMMUNITY SELECTION

04. Kesisinambungan aktiviti lepas

Pelaksanaan aktiviti pembelajaran servis di kawasan dan komuniti yang sama dibenarkan atas dasar kesisinambungan aktiviti semester lalu..

03. Radius Pemilihan Kawasan Komuniti

Pemilihan Kawasan komuniti dan komuniti sasaran adalah **tidak terhad** hanya di kawasan **sekitar UTM sahaja**.



01. Golongan Komuniti

Semua kursus, digalakkan memilih komuniti daripada golongan berikut :

1. Warga Emas
2. Belia (25-40 tahun)
3. Belia (18-25 tahun)
4. Pelajar Sekolah Menengah (Tingkatan 3-6)

02. Berkongsi Kawasan dan komuniti

Pelaksanaan **lebih 3 aktiviti** pada satu masa atau berlainan **tidak dibenarkan**. (Kecuali mendapat kelulusan daripada UGS, berdasarkan impak aktiviti terhadap komuniti)

ETHICS & PROCEDURE

Pensyarah perlu sentiasa memastikan dan **memantau pelajar semasa sesi perhubungan antara wakil pelajar dan wakil komuniti.**

1

Sebarang pertemuan dan **perbincangan awal** antara pelajar dan komuniti perlu **diiringi oleh pensyarah.**

3

Pensyarah perlu sentiasa mengingatkan bahawa pelajar **membawa nama UTM** sebagai wakil dalam aktiviti pembelajaran servis .

5

Penggunaan **surat menyurat selain perbualan melalui telefon** mahupun email amatlah dituntut dalam proses rundingan bersama komuniti.

2

Pensyarah perlu memastikan pelajar telah **bersedia 100%** dengan bahan yang perlu sebelum sesi perbincangan dengan komuniti.

4

Pensyarah bertanggungjawab memastikan pelajar **beretika dan berkelakuan baik** sepanjang pelaksanaan aktiviti pembelajaran servis.

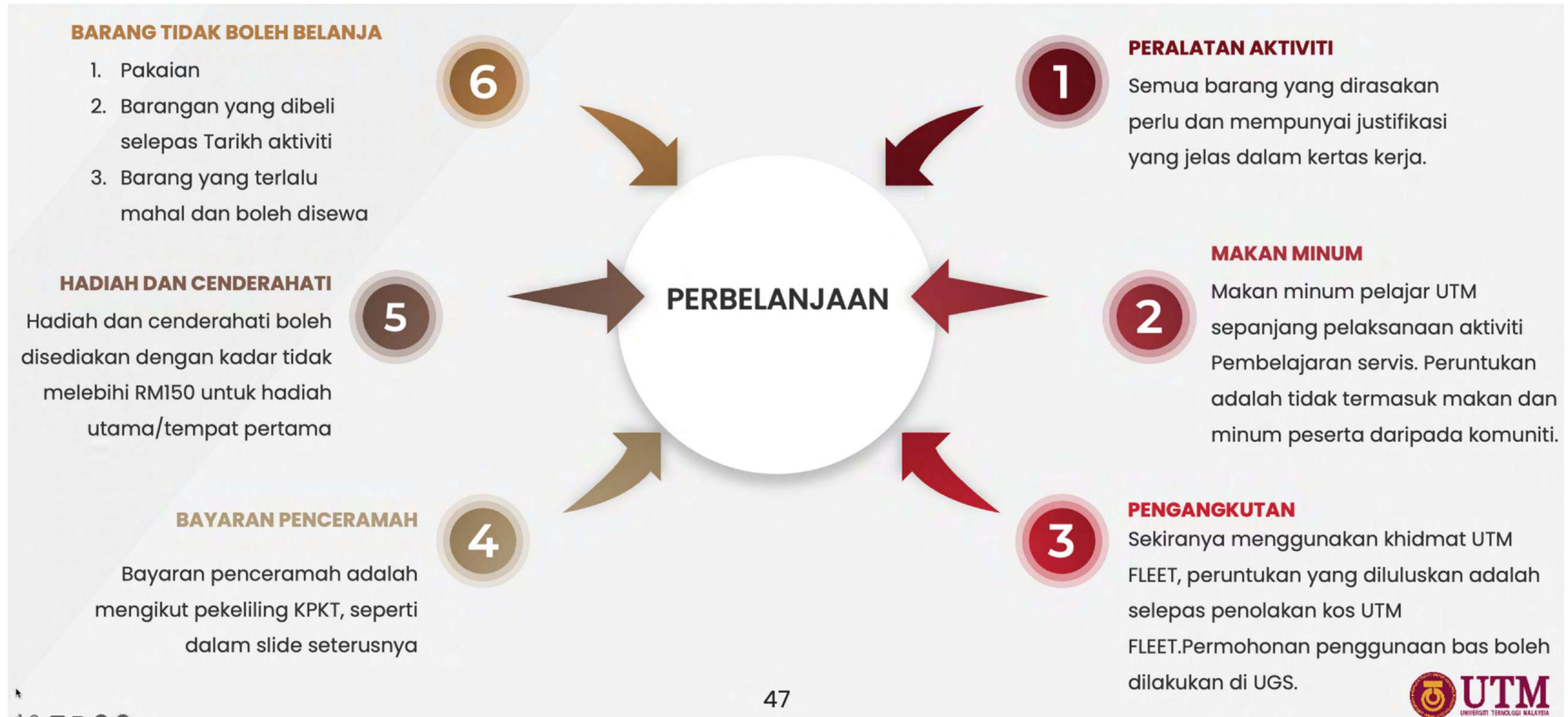
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UGS RESPONSIBILITIES

- UTM'S SULAM Coordinator
- Approval of SULAM projects
- Approval of SULAM Cost & Budgeting
- Monitoring SULAM projects
- Monitoring & Empowering Community Lab
- Gives guidance and awareness to faculty about SULAM
- Submit report to KPT

PENGURUSAN KEWANGAN AKTIVITI PEMBELAJARAN SERVIS



KADAR BAYARAN PENCERAMAH

Kumpulan Perkhidmatan (Penjawat Awam)	Kadar Bayaran
Kumpulan Pengurusan Tertinggi	RM300/Jam
Kumpulan Pengurusan dan Profesional Gred 53 & 54	RM200/Jam
Kumpulan Pengurusan dan Profesional Gred 45 & 52	RM150/Jam
Kumpulan Pengurusan dan Profesional Gred 41 & 44	RM120/Jam
Kumpulan Sokongan	RM80/Jam
Kelayakan Akademik (Bukan Penjawat Awam-Swasta dan pesara kerajaan)	Kadar Bayaran
Ph.D	RM400/Jam
Sarjana	RM300/Jam
Sarjana Muda	RM200/Jam
Diploma / Sijil	RM100/Jam

PENAJAAN

1

UTM ENDOWMENT

Sebarang wang penajaan perlu melalui akaun UTM Endowment:

Ambank Islamic Bank Berhad

8881 0209 83100

Penaja akan menerima resit rasmi yang boleh digunakan untuk pengecualian cukai.



2

BORANG PEMAKLUMAN

Kursus yang menerima wang penajaan daripada mana-mana pihak perlu memaklumkan kepada UGS melalui borang pemakluman



3

PENGELUARAN

Pihak UGS akan menguruskan pengeluaran wang tersebut berdasarkan bukti yang diterima :

1. Transaksi Bank
2. Resit Endowment
3. Invois , atau
4. Resit pembelian (Bayaran Balik)

Nota :

- *Kegagalan pengajar memaklumkan kemasukan wang penajaan melalui tabung endowment akan menyebabkan kesukaran dalam proses pengeluaran wang penajaan*



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EXAMPLES OF SULAM PROJECTS

Development of

UTM-Benut Community Lab (UTM-BCL)

NEW

04



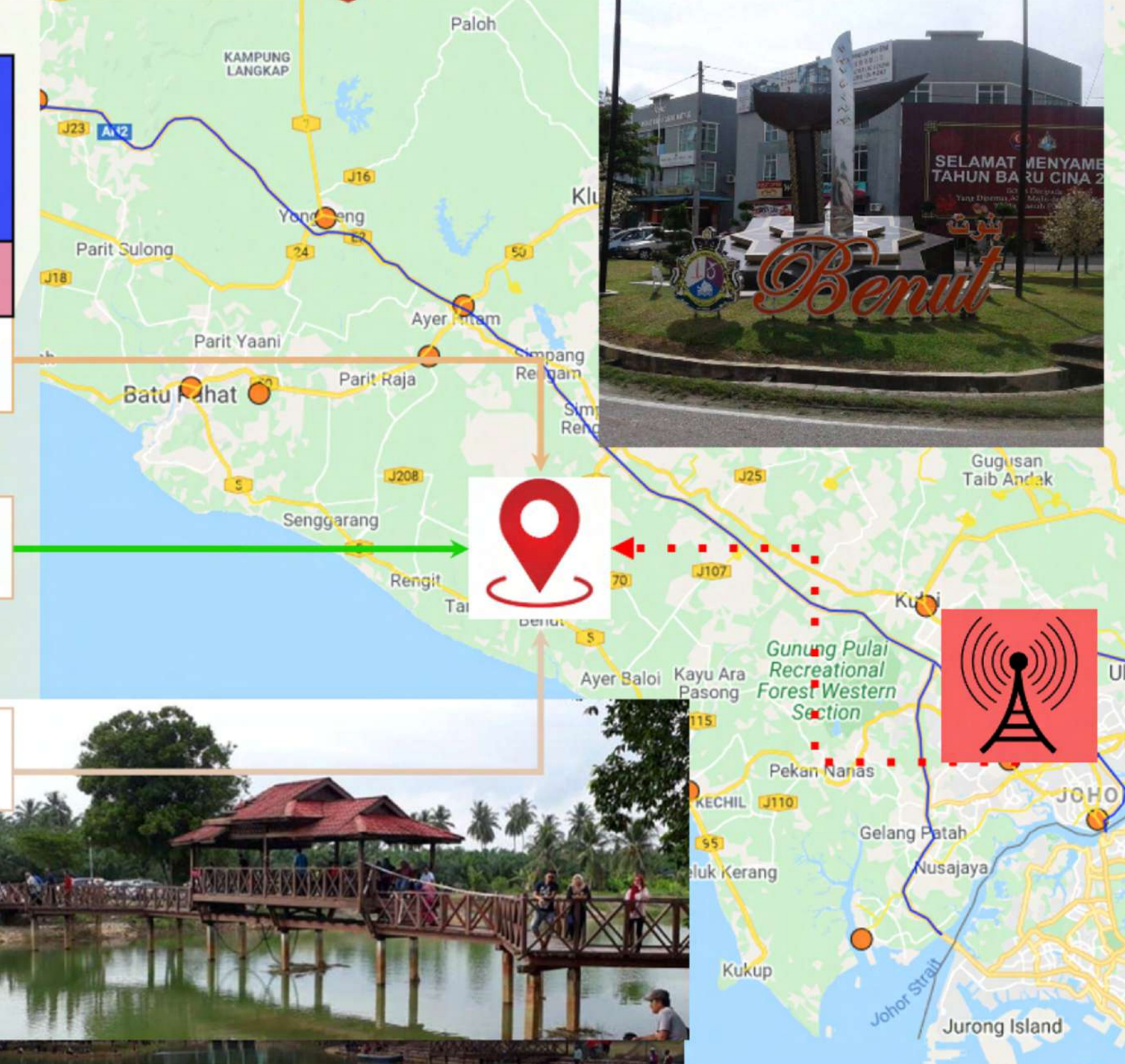
2020 - 2022

PERUNTUKAN DANA
MENTERI BESAR
JOHOR

RM 150,000.00

Eco-Tourism

Social & Education



01 Jul

"Proposal Presentation & Approval"

03 Jan' 21

"Profiling & Launching UTM - Benut Community Lab"

02 Aug - Nov

"Study Case : Data Collection & Analysis"

02

03

04



5 TEMA UTAMA CADANGAN PROJEK PEMBANGUNAN DI MAKMAL KOMUNITI BENUT



A large, stylized yellow graphic on the right side of the page, consisting of several overlapping geometric shapes that form a large, abstract arrow pointing to the right. The shapes are in various shades of yellow and orange.

INTERNATIONAL SERVICE LEARNING

International SULAM in Cambodia

Date

17-19 March 2023

Venue

Maahd Tahfiz Abdus Salam,
Phnom Penh, Cambodia

Course Name

UKQF2022 Simenfero

Program

Ferrocement Outlearning Program:
Service Learning in Cambodia

Number of Students

9 students

Community Participant

14 youth (aged 15 - 19)



International SULAM outbound to Indonesia

Date	2-6 June 2023
Venue	Desa Pagelaran, Malang, Indonesia
Course Name	UKQF2012 Media Digital & Komuniti
Program	Uprise Digital Media
Number of Students	UTM: 11 orang UM: 10 orang
Community Involvement	19 families
Activities	<ul style="list-style-type: none">• Village Exploration• Gamelan Class• Gerabah making



ISL: UTM students outbound to Universitas PGRI Semarang, Indonesia

Date	26 Nov - 2 Dec 2023
Venue	Several villages in Semarang
Course Name	Drone Technology & Creative Photography
Number of Students	20 students
Community Involvement	30 local small business owner
Activities	<ul style="list-style-type: none">• Social Media Development for local entrepreneur• Drone Class for school children



ISL: UTM student outbound program with Universitas Negeri Malang (UM), Indonesia

Date

30 May - 4 June 2024

Venue

Desa Srigading, Kecamatan Lawang, Kabupaten Malang, Indonesia

Course Name:

Mobility Course

Number of Students

32 UTM students

Community Involvement and Activities

30 Local Coffee Entrepreneurs

Digital Marketing Workshop: Local Product Branding in the Community





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FINANCIAL PROCEDURES

The slide features a white background on the left and a dark green background on the right, separated by a curved, light green border. The text 'Q&A Session' is written in a large, bold, green font. Below it, the subtitle 'Open to Questions and Discussion' is in a smaller, dark grey font. A solid green horizontal line is positioned below the subtitle. The background is decorated with faint, overlapping circles and a small green dot.

Q&A Session

Open to Questions and Discussion



Thank You

For your attention
