



SPBA (EXCEL VERSION) - USER MANUAL -



**PUSAT PEMBANGUNAN DAN
KECEMERLANGAN AKADEMIK**
CENTRE FOR ACADEMIC DEVELOPMENT & EXCELLENCE

DOWNLOAD the SPBA (EXCEL VERSION)

Go to https://bit.ly/BEBAN_EXCEL

Click the **Download button** and save the file in your computer (wherever necessary)

The screenshot displays the UTHM (Universiti Tun Hussein Onn Malaysia) SISTEM PENGIRAAN BEBAN AKADEMIK (VERSI EXCEL) interface. A red box highlights the 'Download' button in the top navigation bar. The main content area shows a form for staff biodata and a table for academic load. The total workload is 0.00 hours/week, and the status is 'UNDERLOAD'.

STAFF'S INFO

ACADEMIC LOAD FOR SESSION / SEM: 20212022 / 1

STAFF'S BIODATA

Staff No.: IC/ Passport No.: Status:
Name:
Position:
Faculty/Dept.:
Status: Track:

TOTAL ACADEMIC LOAD

Category	Value
Teaching	0.00
Research	0.00
Service	0.00
Administration	0.00
Total	0.00

TOTAL WORKLOAD: 0.00 hours / week **STATUS: UNDERLOAD**

Teaching: 0.00 hours / week 0%

Research: 0.00 hours / week

Service: 0.00 hours / week

Administration: 0.00 hours / week

Legend: ■ Teaching ■ Research ■ Service ■ Administration

FRONT PAGE



SISTEM PENGIRAAN BEBAN AKADEMIK (VERSI EXCEL)

Staff's Info

STAFF'S INFO

ACADEMIC LOAD FOR SESSION / SEM: 20212022 / II

STAFF'S BIODATA

Staff No.: 01602 IC/ Passport No.: ##### Status: Aktif

Name: SYAHIRA BINTI MANSUR

Position: PENSYARAH KANAN

Faculty/Dept.: Fakulti Sains Gunaan dan Teknologi / Panel Bidang Matematik

Status: Tetap Track: Sendiri

SEARCHING No. Staf KO***** 20**20** Sem SEARCH

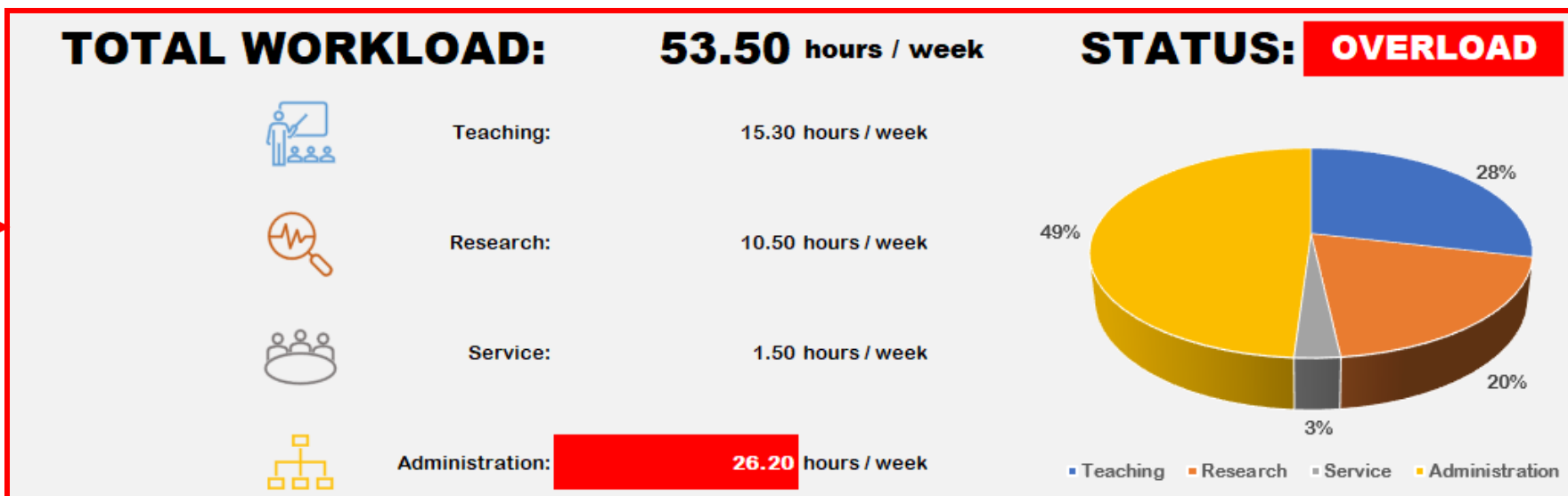
[USER MANUAL](#) [SPBA GUIDELINES](#)

TOTAL ACADEMIC LOAD		
Teaching	:	15.30
Research	:	10.50
Service	:	1.50
Administration	:	26.20
Total	:	53.50

Buttons to navigate between components

INFO SERVICES TEACHING ADMINISTRATION SUPERVISION COURSE COORDINATOR RESEARCH GRANT STUDENTS' DEVELOPMENT

This information will appear as you fill in the workload



You may download the user manual and Panduan Beban Tugas Staf Akademik UTHM here

Total Academic Load
Automatically filled as you fill in the workload

INFO

STEP 1

Fill in your info at INFO PAGE (the first page you would see once you open the document)

The screenshot displays the UTHM logo and the title "SISTEM PENGIRAAN BEBAN AKADEMIK (VERSI EXCEL)". The main content area is divided into several sections:

- STAFF'S INFO**: A header for the information section.
- ACADEMIC LOAD FOR SESSION / SEM:** A dropdown menu showing "20212022 / II".
- STAFF'S BIODATA**: A form containing the following fields:
 - Staff No.: 01602
 - IC/ Passport No.: 831201016402
 - Status: Aktif
 - Name: SYAHIRA BINTI MANSUR
 - Position: PENSYARAH KANAN
 - Faculty/Dept.: Fakulti Sains Gunaan dan Teknologi / Panel Bidang Matematik
 - Status: Tetap
 - Track: Sendiri
- SEARCHING**: A table with columns: No. Staf, K0*****, 20**20**, Sem, and SEARCH.
- USER MANUAL** and **SPBA GUIDELINES**: Links to additional resources.
- TOTAL ACADEMIC LOAD**: A table showing the breakdown of workload:

Category	Value
Teaching	15.30
Research	10.50
Service	1.50
Administration	26.20
Total	53.50
- Navigation Buttons**: A row of buttons for "INFO SERVICES", "TEACHING ADMINISTRATION", "SUPERVISION COURSE COORDINATOR", and "RESEARCH GRANT STUDENTS' DEVELOPMENT". The "TEACHING ADMINISTRATION" button is highlighted with a red box.

Click **TEACHING** button to fill in the Teaching Workload

TEACHING



SISTEM PENGIRAAN BEBAN AKADEMIK (VERSI EXCEL)

STAFF'S INFO

ACADEMIC LOAD FOR SESSION / SEM: 20212022 / II

STAFF'S BIODATA

Staff No.: 01602 IC/ Passport No.: 831201016402 Status: Aktif

Name: SYAHIRA BINTI MANSUR

Position: PENSYARAH KANAN

Faculty/Dept.: Fakulti Sains Gunaan dan Teknologi / Panel Bidang Matematik

Status: Tetap Track: Sendiri

SEARCHING No. Staf KO***** 20**20** Sem SEARCH

USER MANUAL		SPBA GUIDELINES	
TOTAL ACADEMIC LOAD			
Teaching	:		15.30
Research	:		10.50
Service	:		1.50
Administration	:		26.20
Total	:		53.50

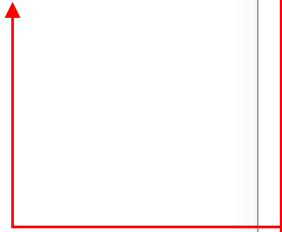
INFO SERVICES TEACHING ADMINISTRATION **SUPERVISION COURSE COORDINATOR** RESEARCH GRANT STUDENTS' DEVELOPMENT

TEACHING

Note: Hover over column (dark blue) headings for the instructions

Course Code	Section	PC	R	OKU	Lecture	Tutorial	Practical	No. of Lecturers	No. of Students	Total Hours	Total Load
BWA 31603	1				3	0	0	1	62	3.00	12.20
UHB 12902	38				1			1	31	1.00	3.10
										0.00	0.00
										0.00	0.00
										0.00	0.00
										0.00	0.00
										0.00	0.00
										0.00	0.00
										0.00	0.00
										0.00	0.00
TOTAL										4.00	15.30

- STEP 2
- Fill the light blue boxes with the courses info:
- Course Code
 - Section
 - OKU students/ staff (if applicable)
 - Lecture Hours
 - Tutorial Hours
 - Practical Hours
 - Number of lecturers teaching the section
 - Number of students in the section



Click SUPERVISION button to fill in the Supervision Workload

SUPERVISION

UNDERGRADUATE SUPERVISION

Component	Level	Role	No. of Students	Load Value	Load Hours
Supervision	Diploma	Main Supervisor		1.0	0.00
		Co-Supervisor		0.5	0.00
	Degree	Main Supervisor	3	1.0	3.00
		Co-Supervisor		0.5	0.00
Project Assessor	Diploma		5	0.1	0.50
	Degree			0.1	0.00
TOTAL					3.50

STEP 3

Insert number of students for each component (wherever relevant) in the light blue boxes

POSTGRADUATE SUPERVISION

Level	Role	Number of Students						Load Hours
		Full Time			Part Time			
		Research	Mixed Mode	Coursework	Research	Mixed Mode	Coursework	
Master	Main Supervisor	2						4.00
	Co-Supervisor							0.00
	Examiner							0.00
PhD	Main Supervisor							0.00
	Co-Supervisor							0.00
	Examiner							0.00
TOTAL								4.00

STEP 4

Insert number of students for each component (wherever relevant) in the light blue boxes

INFO
SERVICES

TEACHING
ADMINISTRATION

SUPERVISION
COURSE COORDINATOR

RESEARCH GRANT
STUDENTS' DEVELOPMENT

Click RESEARCH GRANT button to fill in the Workload

RESEARCH GRANT

RESEARCH GRANT

Role	Number of Grants			Load Hours
	University	National	International	
Head		1		2.00
Member		1		1.00
TOTAL				3.00

STEP 5

Insert number of grants for each component (wherever relevant) in the light blue boxes

INFO
SERVICES

TEACHING
ADMINISTRATION

SUPERVISION
COURSE COORDINATOR

RESEARCH GRANT
STUDENTS' DEVELOPMENT

Click SERVICES button to fill in the Workload

SERVICES

COMMERCIALIZATION

Role	Number of Products			Load Hours
	< RM10k	RM10k - RM 50k	> RM50k	
Head				0.00
Member				0.00
TOTAL				0.00

STEP 6

Insert number of products (wherever relevant) in the light blue boxes

INTELLECTUAL PROPERTY

Role	Number of Projects				Load Hours
	Patent	Trademark	Industrial Design	Copyright	
Head					0.00
Member					0.00
TOTAL					0.00

STEP 7

Insert number of projects (wherever relevant) in the light blue boxes

CONSULTATION

Role	Number of Projects			Load Hours
	< RM50k	RM50k - RM100k	> RM100k	
Head				0.00
Member	1			0.50
TOTAL				0.50

STEP 8

Insert number of projects (wherever relevant) in the light blue boxes

SERVICES

TESTING

Role	Number of Activities			Load Hours
	< RM1k	RM1k - RM5k	> RM5k	
Head				0.00
Member				0.00
TOTAL				0.00

STEP 9

Insert number of activities (wherever relevant) in the light blue boxes

CONFERENCE/ EXHIBITION

Role	Number of Activities			Load Hours
	University	National	International	
Head				0.00
Member			1	1.00
TOTAL				1.00

STEP 10

Insert number of activities (wherever relevant) in the light blue boxes

STEP 11

Insert number of positions held (wherever relevant) in the light blue boxes

UNIVERSITY SPIN-OFF COMPANY

Position	Number of Positions Held	Load Hours
Chief		0.00
Member		0.00
TOTAL		0.00

COMMUNITY SERVICE

Community Service	Number of Activities Held	Load Hours
Activity		0.00
TOTAL		0.00

STEP 12

Insert number of activities in the light blue boxes

INFO
SERVICES

TEACHING
ADMINISTRATION

SUPERVISION
COURSE COORDINATOR

RESEARCH GRANT
STUDENTS' DEVELOPMENT

Click ADMINISTRATION button to fill in the Workload

ADMINISTRATION

MANAGEMENT

Cluster	Positions in the Cluster	Number of Positions Held	Load Hours
Dean	Penolong Naib Canselor, Dekan, Pengarah, Pengetua Kolej Kediaman dan SETARA		0.00
Deputy Dean	Timbalan Dekan, Timbalan Pengarah, Ketua Centre of Excellence (CoE), Timbalan Pengetua, Pengurus Teaching Factory dan SETARA		0.00
Head of Department	Ketua Jabatan, Pengurus Makmal dan SETARA	1	18.00
Head of Centre	Ketua Centre of Research (CoR), Ketua Centre of Industry (CoI), Ketua Centre of Societies (CoS) dan SETARA		0.00
Head of Program	Ketua Program dan SETARA		0.00
Head of Panel	Ketua Panel, Ketua Makmal/ Penolong Pengurus Makmal, Ketua Editor, Ketua Writing Unit dan SETARA		0.00
Head of FG	Ketua FG/ IG, Editor Jurnal dan Prosiding, Felo Kolej Kediaman		0.00
		TOTAL	18.00

STEP 13

Insert number of positions held (wherever relevant) in the light blue boxes

COMMITTEE

TASK FORCE / AD-HOC

Name of Committee	Position	Load Hours
Virtual University	Member	3.00
		0.00
		0.00
		0.00
		0.00
TOTAL		3.00

COMMITTEE IN FACULTY OR UNIVERSITY

Name of Committee	Position	Load Hours
		0.00
		0.00
		0.00
		0.00
		0.00
TOTAL		0.00

STEP 14

Insert Committee Name and position held (Head/Member) in the light blue boxes

INFO
SERVICES

TEACHING
ADMINISTRATION

SUPERVISION
COURSE COORDINATOR

RESEARCH GRANT
STUDENTS' DEVELOPMENT

Click **COURSE COORDINATOR** button to fill in the Workload

COURSE COORDINATOR

COURSE COORDINATOR

Role	Number of Courses					Load Hours
	1 - 5 sections	6 - 10 sections	11 - 15 sections	16 - 20 sections	> 20 sections	
Coordinator	1	1				3.00
Assistant						0.00
TOTAL						3.00

STEP 15

Insert number of courses (where you are the **course coordinator/ assistant**) in the light blue boxes (wherever necessary based on the number of sections the course offered)

INFO
SERVICES

TEACHING
ADMINISTRATION

SUPERVISION
COURSE COORDINATOR

RESEARCH GRANT
STUDENTS' DEVELOPMENT

Click **STUDENTS' DEVELOPMENT** button to fill in the Workload

STUDENTS' DEVELOPMENT

STEP 16

Insert number of students in the light blue boxes

INDUSTRIAL TRAINING/ WORK-BASED LEARNING SUPERVISION

Component	No. of Students	Load Hours	Industrial Training
UTHM Students		0.00	Students who unde
Inbound Students		0.00	
	TOTAL	0.00	

TEACHING TRAINING

Component	No. of Students	Load Hours	Instruction: Insert r
UTHM Students		0.00	
	TOTAL	0.00	Note: Hover over c

ACADEMIC ADVISOR

Component	No. of Students	Load Hours	Instruction: Insert r
Non-OKU students	11	2.20	
OKU students		0.00	Note: Hover over c
	TOTAL	2.20	

STUDENTS' PROGRAM

Component	No. of Activities	Load Hours
Coordinator		0.00
Mentor/Trainer		0.00
	TOTAL	0.00

STEP 17

Insert number of activities in the light blue boxes

STUDENTS' CLUBS/ SOCIETIES/ RESIDENTIAL COLLEGE/ UNIFORMED BODIES

Component	No. of Positions	Load Hours	Advisor is appointed to give ac assists the advisor as a committ
Advisor		0.00	
Committee Member		0.00	
	TOTAL	0.00	Instruction: Insert number of p Note: Hover over column (dark

STEP 18

Insert number of positions held in the light blue boxes

SUBMISSION OF FORM

STEP 19

Save your Excel File as **“Staff No_Faculty”**. Example: **01602_FAST**

STEP 20

Submit your SPBA (Excel Version) through Google Form. The link will be provided through faculty management.



THANK YOU

For any enquiries, please contact
Dr. Syahira binti Mansur
syahira@uthm.edu.my
012-7646320



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