

UNIVERSITI TEKNOLOGI MALAYSIA
Work Schedule for Course Registration, Confirmation for Award of Degree and Examination
Semester I, 2023/2024

**STUDENT
REFERENCE**

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	Unit Responsible
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
1	Special Course Registration Semester I, Session 2023/2024 Semester I 2023/2024 starting: JB : 8 October 2024 KL : 9 October 2024	2 days before commencement of Semester I, 2023/2024	-	4 - 5 October 2024	5 - 6 October 2024		Faculty
2	Lectures Semester I (Part 1)	7 weeks	1 - 7	8 October -25 November 2023	9 October -26 November 2023	12 November 2023 - Deepavali (Sunday) 13 November 2023 - Deepavali (for KL Only)	Faculty
3	Amendments to course registration by students.	2 weeks	1 - 2	8 -19 October 2023	9 - 20 October 2023	"Amendment" means to register additional course or to delete course or to change section which has been registered before. Student who do not register any course will not be allowed to do any amendment.	Faculty
4	Amendments to course registration (with penalty) by students.	5 days	3	22 - 26 October 2023	23 - 27 October 2023	A penalty of RM50.00 for each course/amendment	Faculty
<p style="text-align: center;"><i>Late registration or amendments to course registration will not be accepted except for valid reasons accepted by the Faculty.</i> <i>A penalty of RM100.00 for each course will be imposed for course registration after the deadline.</i></p>							
5	Submission of Confirmation for Award of Degree by final semester students.	Start from 2nd Week of Semester I, 2023/2024	2 - 12	15 October - 28 December 2023	16 October - 29 December 2023	Submission through Student Portal	Faculty

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6	Course Withdrawal by students.	5 weeks	4 – 8	29 October - 30 November 2023	30 October - 1 December 2023		Faculty
7	Mid-Semester Break Semester I Session 2023/2024.	1 weeks	8	26 November - 2 December 2023	27 November - 3 December 2023		
8	Lectures Semester I (Part 2)	7 weeks	9-15	3 December 2023 - 20 January 2024	4 December 2023 - 21 January 2024	25 December 2023 - Christmas Day 1 January 2024 - New Year (KL Only)	Faculty
9	Faculties update records on Course Withdrawal.	2 days	9	6 - 7 December 2023	7 -8 December 2023		Faculty
10	Students need to print out Course Registrations Slip for Examination purposes.	3 weeks	10 - 12	10 - 28 December 2023	11 - 29 December 2023	Compulsory for Examination purposes.	Faculty
11	Closing date and time for final semester students to submit Confirmation for Award of Degree.	30 days before commencement of final examinations	12	28 December 2023	29 December 2023		Faculty
12	Examination Schedule released.		12	28 December 2023	29 December 2023	4 weeks before beginning of final semester examination (subject to changes by the faculties)	Faculty
13	The date of the restriction process due to debt by the Bursary	3 days before Registration Courses	13	4 January 2024	5 January 2024		Bursary

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14	Courses Registration For Semester II Session 2023/2024	2 weeks	14 - 15	7 - 18 January 2024	8 - 19 January 2024	Registration through Student Portal	
15	Study Week	1 weeks	16	21 - 27 January 2024	22 - 28 January 2024	25 January 2024* - Taipusam	
16	Final Examinations Semester I, Session 2023/2024	3 weeks	17 - 19	28 January - 20 February 2024		1 February 2024 - Federal Territory Day (KL Only) 10 - 11 February 2024 - Chinese New Year 12 February 2024 - Chinese New Year (KL Only)	Faculty
17	Duration for students to check the grade course result and appeal (if applicable)	31 days	17 -21	29 January - 26 February 2024*		https://my.utm.my	
18	Semester Break, Session I 2023/2024	4 weeks	20 - 22	21 February - 16 March 2024	21 February - 17 March 2024	12 March 2024* - First of Ramadhan	

**subjected to any changes*

Updated : September 2023

Academic Management & Convocation Section (AMaCS)

Academic Management Division (AMD)

Department of the Registrar, UTM