

COURSE REGISTRATION & EXAMINATION WORK SCHEDULE UNDERGRADUATE SHORT SEMESTER, 2018/2019 SESSION

NO.	ACTIVITY	WEEK / DURATION	DATE	
			JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS
1	Offered courses.	–	12 May 2019	13 May 2019
2	Course registration.	–	12 - 13 June 2019	13 - 14 June 2019
3	Closing date and time for course registration.	–	13 June 2019 Jam 3.30 pm	14 June 2019 Jam 5.00 pm
4	Study period of short semester.	8 weeks	16 June – 8 August 2019	17 June – 9 August 2019
5	Period for late registration and/or inclusion of additional courses (with a penalty of RM50.00).	2	23 – 27 June 2019	24 – 28 June 2019
6	Deadline for late registration with penalty.	2	27 June 2019 Jam 3.30 petang	28 June 2019 Jam 5.00 petang
7	Course registration slips issued to students by Faculties.	3	30 June 2019	1 July 2019
8	Amendment period for course registration slips. *	3	1 – 4 July 2019	2 – 5 July 2019
9	Closing date and time for amendments to course registration slips.	3	4 July 2019	5 July 2019
10	Period for late amendments (with penalty rate as specified in item 5 above).	4	7 – 11 July 2019	8 – 12 July 2018
11	Final date and time for amendments with late penalty.	4	11 July 2019	12 July 2019
12	Period for course withdrawal – TD (based on the discretion of the respective faculties)	4 – 5	7 – 18 July 2019	8 – 19 July 2019
<p>* Any course registration errors committed by the students shall be corrected by the students themselves using the Course Registration Amendment Slip Form, except for typo/printing errors by the University, where such errors will be corrected by the University.</p>				
13	Marks forms issued and printed.	1 day	21 July 2019	22 July 2019
14	Examinations.	3 weeks	22 July - 8 August 2019	
15	Final Break for Short Semester.	1 week	11 - 15 August 2019	12 – 16 August 2019
16	Faculties key-in marks into the system. (Report of marks printed and issued by the faculty).	2 days	11 - 12 August 2019	12 - 13 August 2019

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17	Faculties display examination results based on Identity Card numbers and grades for each course according to programs.	1 day	13 August 2019	14 August 2019
18	Appeal period for revised course grade.	3 days	13 - 15 August 2019	14 - 16 August 2019
19	Faculties update examination results in the system following the review/ appeal.	1 day	18 August 2019	19-Aug-19
20	Faculties / schools print examination results.	1 day	19 August 2019	20 August 2019
21	Faculties present examination results at the Academic Committee Meeting / Faculty Examination Meeting, whereby corrections and updates are keyed into the system.	1 day	20 August	21 August 2019
22	Faculties print finalized results for the Senate Standing Committee on Examinations and Conferment Meeting.	1 day	21 August 2019	22 August 2019
23	Faculties prepare copies of the examination results for the Senate Standing Committee on Examinations and Conferment Meeting.	1 day	21 August 2019	22 August 2019
24	Faculties make final review and verify/sign the original copies and submit to the Chairman of the Senate Standing Committee on Examinations and Conferment.	1 day	22 August 2019	23 August 2019
25	Short Semester Senate Standing Committee on Examinations and Conferment Meeting.	1 day	Short Semester examination results will be presented at the next Senate Standing Committee meeting of the following semester.	
26	Faculties upload Short Semester Industrial Training (LI) marks into the system after the 4th week of Semester 1 every Semester of Study	2 days (One month after)	6 - 7 October 2019	7 - 8 October 2019

Academic Management Division (AMD)
Office of the Deputy Vice-Chancellor (Academic & International)
9 April 2019