

UNIVERSITI TEKNOLOGI MALAYSIA
Work Schedule for Course Registration, Application for
Award of Degree and Examination
Semester II, 2018/2019

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	UNIT RESPONSIBLE
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
1.	Pre-Registration for Co-Curriculum Courses.	1 week	11 Semester I, 2018/2019	18 - 22 November 2018	19 - 23 November 2018		Co-Curriculum
2.	Course Pre-Registration	2 weeks	14 - 15 Semester I, 2018/2019	9 - 20 December 2018	10 - 21 December 2018		Faculty
3.	Course Pre-Registration Verification by Faculty Academic Advisor	3 weeks	14 - 16 Semester I, 2018/2019	9 - 27 December 2018	10 - 28 December 2018	Students will not be allowed to join classes without verification of Course Pre-registration from the Academic Advisor.	Fakulti
3.	Closing Date and Time for Course Pre-Registration.	-	16 Semester I, 2018/2019	27 December 2018 jam 3.30 petang	28 December 2018 Jam 5.00 petang		Faculty
4.	Updating of course registration records in computer by faculties.	3 weeks	16 - 18 Semester I, 2018/2019	23 December 2018 - 10 January 2019	24 December 2018 - 11 January 2019	1 January 2019 (Tuesday) New Year Holiday (KL only)	Faculty

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				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
5.	Course Registration of Semester II, 2018/2019 Semester II 2018/2019 starting: JB: 27 January 2019 KL: 28 January 2019	2 days before commencement of Semester II, 2018/2019	-	23 – 24 January 2019	24 – 25 January 2019	Online Course registration	Faculty/CICT
6.	Closing Date and Time for Online Course Registration.	Final week before commencement of Semester II, 2018/2019	-	24 January 2019 jam 3.30 petang	25 January 2019 jam 5.00 petang		Faculty
7.	Amendments to course registration by students.	5 days	1 Semester II, 2018/2019	27 – 31 January 2019	28 January – 1 February 2019		Faculty
<p><i>Students may make amendments to previous course registrations within the stipulated period until Friday of the first week of the semester. Such amendments include additions, withdrawals and corrections to codes, sections and course status using the Course Registration Amendments Slip (Form UTM.E/3.5). The Course Registration Amendments Slip is to be used for the following: (i) To insert a course code to replace and correct another wrongly registered course code. The amendment must be made at the same time; ii) To delete or drop a course code from a list of registered courses (iii) To add and/or drop a course status such as UM, HW, HS and HWUM; iv) To correct the section of a registered course.</i></p>							
8.	Amendments to course registration (with penalty) by students.	5 days	3 Semester II, 2018/2019	10 – 14 February 2019	11 – 15 February 2019	Faculty to adopt ‘Client-Based’ Method	Faculty
<p><i>Late registration or amendments to course registration will not be accepted except for valid reasons accepted by the University. A penalty of RM50.00 for each course (up to a total maximum of RM300.00) will be imposed for late registration/amendments after the deadline, i.e. Friday of Week 2 in the second semester.</i></p>							

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				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
9.	Submission of Application Form for Award of Diploma/Degree by students in their final semester. Students are required to submit one copy of their identification card/MyKad/passport together with Application Form for Award of Degree (for convocation purposes). Form for Award of Degree UTM.E/7-7(Amendment 2010).	10 weeks (beginning Week 2, Semester II, 2018/2019)	2 - 11	3 February - 11 April 2019	4 February - 12 April 2019	23 March 2019 (Saturday) Sultan Johor Birthday (JB only)	Faculty
10.	Closing Date and Time for Amendments to Course Registration (with penalty).	Last day of Week 2	2	14 February 2019 jam 3.30 petang	15 February 2019 jam 5.00 petang		Faculty
11.	Updating of course registration records in computer by faculties.	5 days	4	17 - 21 February 2019	18 - 22 February 2019		Faculty/CICT
12.	Faculty prints Course Registration Slips.	1 day	5	24 February 2019	25 February 2019		Faculty
13.	Faculties issue name lists of students by course code and section.	2 days	5	25 - 26 February 2019	26 - 27 February 2019	Faculties issue student name lists using printers at faculty or CICT	Faculty/CICT
14.	Course Withdrawal by students. Beginning Week 3 and not later than Friday, Week 8 of the semester.	6 weeks	3 - 8	10 February - 21 March 2019	11 February - 22 March 2019		Faculty

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				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
15.	Closing Date and Time for Course Withdrawal.	-	8	21 March 2019 jam 3.30 petang	22 March 2019 jam 5.00 petang		Faculty/CICT
<i>(Applications for course withdrawal will not be accepted after this date).</i>							
16.	Mid-Second Semester Break Session 2018/2019.	1 week	9	27 - 28 March 2019	28 - 29 March 2019		
17.	Faculties update records on Course Withdrawal in computer.	2 days	9	24 - 25 March 2019	25 - 26 March 2019		Faculty/CICT
18.	Faculties prints Course Registration Slips (with logo).	1 day	9	26 March 2019	27 March 2019		CICT
19.	Official Course Registration Slips (with logo) issued; Faculties distribute slips to students.	2 days	9	27 - 28 March 2019	28 - 29 March 2019		CICT/Faculty
20.	Closing date and time for students in their final semester to submit Application Form for Award of Degree to the Faculty Academic Office.	5 weeks before commencement of final examinations	11	11 April 2019 jam 3.30 petang	12 April 2019 jam 5.00 petang		Faculty

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				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
21.	Submission of Application Form for Award of Degree (with penalty) by students in their final semester to the Faculty Academic Office.	2 weeks	12 – 13	14 – 25 April 2019	15 – 26 April 2019		Faculty
<i>Applications received two weeks after the closing date will be subjected to a penalty of RM50.00.</i>							
22.	Examination Schedule released.	4 weeks before beginning of final semester examination (subject to changes by the faculties)	13	21 April 2019	22 April 2019		Faculty
23.	Closing date and time for students in their final semester to submit Application Form for Award of Diploma/Degree (with penalty) to the Faculty Academic Office.	-	13	25 April 2019 jam 3.30 petang	26 April 2019 jam 5.00 petang		Faculty
<i>(Application for Award of Diploma/Degree will not be entertained after the closing date. Application could be submitted in the following semester).</i>							

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24.	Final Examinations Semester II, Session 2018/2019	3 weeks	17 - 19	19 May – 6 June 2019	20 May – 7 June 2019	19 May 2019 (Sunday) Wesak Day 20 May 2019 (Monday) Hari Wesak Holiday (KL only) 22 May 2019 (Wednesday) Nuzul Al- Quran (KL only) 5 – 6 June 2019 (Wednesday - Thursday) Hari Raya Aidilfitri	Faculty
25.	Faculties announce results of course grades by programme (Grade List to be made available at faculty and on Web).	21 days	16 - 21	19 May – 17 June 2019	20 May – 17 June 2019	Course grades to be announced by on Web.	Faculty and CICT

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26.	Submission of appeal on course examination results by students <i>Refer Academic Regulations, Appeal on Results of Course Grades Item 4, Appendix V, Academic Regulations for Diploma and Full Time Bachelor Degree Programmes.</i>	22 days	16 - 21	19 May – 20 June 2019	20 May – 21 June 2019	i) 19 May to 20 June 2019 faculties to update examination results in computer after reveal of appeal. ii) Appeals will not be entertained after the deadline, except for valid reasons submitted not later than two weeks after the end of the final examinations week.	Faculty
27.	Announcement of examination results by faculty and printing examination result slips.	1 day	24	10 July 2019	10 July 2019		Faculty /CICT
28.	Faculties conduct Special Examinations Semester II, 2018/2019	Within 2 weeks after announcement of examination results for Semester II, 2018/2019	25 - 26	14 – 25 July 2019	15 – 26 July 2019		Faculty
29.	Special Examination Result Slips issued for distribution to students.	1 day	28	7 August 2019	7 August 2019		Faculty/AMD

- Note:**
- 1) AMD - Academic Management Division
 - 2) CICT - Centre for Information Communication Technology
 - 3) JKTS - Senate Standing Committee on Examinations/Examination Results
 - 4) UM - Repeat Course
 - 5) HS - Attendance Only
 - 6) HW - Compulsory Attendance
 - 7) HWUM - Repeat Passing/Failing Course

Bahagian Pengurusan Akademik

Pejabat Timbalan Naib Canselor (Akademik & Antarabangsa)

11 December 2018