

**UNIVERSITI TEKNOLOGI MALAYSIA**

**Work Schedule for Course Registration, Application for Award of Degree and Examination  
Semester I, 2019/2020**

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	Unit Responsible
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
1	Pre-Registration for Co-Curriculum Courses.	2 weeks	14 - 15 Semester II, 2018/2019	28 April - 9 May 2019	29 April - 10 May 2019	1 Mei 2019 (Wednesday) (Labour Day)  6 Mei 2019 (Monday) (1 <sup>st</sup> Ramadhan)	Co-Curriculum
2	Course Pre-Registration	2 weeks	14 - 15 Semester II, 2018/2019	28 April - 9 May 2019	29 April - 10 May 2019	1 Mei 2019 (Wednesday) (Labour Day)  6 Mei 2019 (Monday) (1 <sup>st</sup> Ramadhan)	Faculty
3	Course Pre-Registration Verification by Faculty Academic Advisor	3 weeks	14 - 16 Semester II, 2017/2018	28 April - 16 May 2019	29 April - 17 May 2019	1 Mei 2019 (Wednesday) (Labour Day) 6 Mei 2019 (Monday) (1 <sup>st</sup> Ramadhan)  Students will not be allowed to join classes without verification of Course Pre-registration from the Academic Advisor.	Faculty

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	Unit Responsible
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
4	<b>Closing Date and Time for Course Pre-Registration.</b>	-	16 Semester II, 2018/2019	9 May 2019 3.30PM	9 May 2019 5.00PM		Faculty
5	Updating of course registration records in computer by faculties.	3 weeks	16 - 18 Semester II, 2018/2019	12 May - 30 June 2019	13 May - 31 June 2019	19 Mei 2019 (Sunday) (Vesak Day)	Faculty
6	<b>Course Registration Semester I, Session 2018/2019</b>  Registration of New Student Semester I 2019/2020 JB & KL : 3 September 2019	2 days before commencement of Semester I, 2018/2019	-	4 - 5 September 2019	5 - 6 September 2019	Online Course registration	Faculty/CICT
<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 <b>at the same time</b>; 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 <b>UM, HW, HS and HWUM</b>; iv) To correct the section of a registered course.</i></p>							
7	<b>Closing Date and Time for Online Course Registration.</b>	Final week before commencement of Semester I, 2018/2019	-	5 September 2019 3.30 pm	6 September 2019 5.00 pm		Faculty

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	Unit Responsible
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
8	Amendments to course registration by students.	4 days	1 Semester I Sesi 2019/2020	8 - 11 September 2019	9 - 12 September 2019		Faculty
9	<b>Amendments to course registration (with penalty)</b> by students.	4 days	2 Semester I, 2019/2020	15 - 19 Sept 2019	16 - 20 Sept 2019	Faculty to adopt 'Client-Based' Method  <b>16 September 2019</b> (Thursday) Malaysia Day <b>5 October 2019</b> (Saturday) Hari Hol Almarhum Sultan Iskandar (JB Only)	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>							
10	Submission of Application <b>Form for Award of Diploma/Degree</b> by students in their final semester. Students are required to submit <b>one copy of their identification card/MyKad/ passport</b> 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 I, 2018/2019)	2 - 11	15 September - 21 November 2019	16 September - 22 November 2019	<b>16 September 2019 (Thursday)</b> Malaysia Day <b>5 October 2019 (Saturday)</b> Hari Hol Almarhum Sultan Iskandar (JB Only)	Faculty

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	Unit Responsible
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
11	Closing Date and Time for <b>Amendments to Course Registration (with penalty)</b> .	Last day of Week 2	2	19 September 2019 3.30 pm	20 September 2019 5.00 pm		Faculty
<i>(Applications for course withdrawal will not be accepted after this date).</i>							
12	Updating of course registration records in computer by faculties.	5 days	3	22 - 26 September 2019	23 - 27 September 2019		Faculty/CICT
13	<b>Course Withdrawal</b> by students. Beginning Week 3 and not later than Friday, Week 8 of the semester.	6 weeks	3 - 8	22 September - 31 Oktober 2019	23 September - 1 November 2019	16 September 2019 (Thursday) Malaysia Day 5 October 2019 (Saturday) Hari Hol Almarhum Sultan Iskandar (JB Only)	Faculty
14	<b>Closing Date and Time for Course Withdrawal.</b>	-	8	31 Oktober 2019 3.30 PM	1 November 2019 5.00 PM		Faculty/CICT
15	Faculties issue name lists of students by course code and section.	2 days	4	30 September - 1 Oktober 2019	1 - 2 Oktober 2019	Faculties issue student name lists using printers at faculty or CICT	Faculty/CICT

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	Unit Responsible
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
16	Mid-Second Semester Break Session 2018/2019.	1 week	8	27 – 31 Oktober 2019	28 Oktober - 1 November 2019	27 Oktober 2019 (Ahad) Deepavali	
17	Faculties update records on Course Withdrawal in computer.	2 days	9	3 – 4 November 2019	4 – 5 November 2019		Faculty/CICT
18	Faculties print Course Registration Slips (with logo).	1 day	9	7 November 2019	8 November 2019		CICT
19	Official Course Registration Slips (with logo) issued; Faculties distribute slips to students.	2 days	9	7 – 8 November 2019	8 – 9 November 2019		CICT/Faculty
20	<b>Closing date and time for students in their final semester to submit Application Form for Award of Degree to the Faculty Academic Office.</b>	5 weeks before commencement of final examinations	11	24 November 2019 3.30 pm	25 November 2019 5.00 pm		Faculty
21	Submission of <b>Application Form for Award of Degree (with penalty)</b> by students in their final semester to the Faculty Academic Office.	2 weeks	12 – 13	24 November – 5 Disember 2019	25 November – 6 Disember 2019		Faculty

*Applications received two weeks after the closing date will be subjected to a penalty of RM50.00.*

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	Unit Responsible
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
22	Examination Schedule released.	4 weeks before beginning of final semester examination (subject to changes by the faculties)	12	28 November 2019	29 November 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	5 Disember 2019 3.30 pm	6 Disember 2019 5.00 pm		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>							
24	Final Examinations semester I, Sesi 2018/2019	3 weeks	17 – 19	29 December 2019 – 16 January 2020	30 December 2019 – 17 January 2020	1 January 2020 (Rabu) New Year (KL only)	Faculty
25	Faculties announce results of course grades by programme (Grade List to be made available at faculty and on Web).	20 days	17 – 19	29 December 2019 – 16 January 2020	30 December 2019 – 17 January 2020	Course grades to be announced by on Web.	Faculty and CICT
26	Submission of appeal on course examination results by students  <b><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></b>	20 days	17 – 19	29 December 2019 – 16 January 2020	30 December 2019 – 17 January 2020	i) <b>29 December 2019 to 17 January 2020</b> 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

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	Unit Responsible
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
27	Announcement of examination results by faculty and printing examination result slips.	1 day	22	5 February 2020	5 February 2020	Faculty /CICT	
28	Faculties conduct Special Examinations Sem I 2019/2020.	Within 2 weeks after announcement of examination results for Semester I, 2018/2019	22 - 23	6 - 18 February 2020	7 - 19 February 2020		Faculty
29	Special Examination Result Slips issued for distribution to students.	1 day		3 March 2020	3 March 2020		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

Updated : 28 May 2019

Academic Management Division  
Office of The Deputy Vice-Chancellor (Academic & International)