

UNIVERSITI TEKNOLOGI MALAYSIA

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

**STUDENT
REFERENCE**

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 I, 2019/2020	8 - 19 December 2019	9 - 20 December 2019		Co-Curriculum
2	Course Pre-Registration	2 weeks	14 - 15 Semester I, 2019/2020	8 - 19 December 2019	9 - 20 December 2019		Faculty
3	Course Pre-Registration Approval by Faculty Academic Advisor	3 weeks	14 - 16 Semester I, 2019/2020	8 - 26 December 2019	9 - 27 December 2019	25 December 2019 (Wednesday) (Christmast Day) Students will not be allowed to join classes without verification of Course Pre-registration from the Academic Advisor.	Faculty
4	Closing Date and Time for Course Pre-Registration.	-	16 Semester I, 2019/2020	20 December 2019 3.30PM	21 December 2019 5.00PM		Faculty

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5	Updating of course registration records in computer by faculties.	3 weeks	16 – 18 Semester II, 2018/2019	22 December 2019 – 9 January 2020	23 December 2019 – 10 January 2020	1 January 2020 (Wednesday) KL Only (New Year) 25 & 26 January 2020 (Sunday & Monday) Johor Only 26 & 27 January 2020 (Monday & Tuesday) KL Only (Chinese New Year)	Faculty
6	Course Registration Semester II, Session 2019/2020 Semester II 2019/2020 starting: JB : 9 Februari 2019 KL : 10 Februari 2019	2 days before commencement of Semester II, 2019/2020	-	5 – 6 February 2020	6 – 7 February 2020	Online Course registration	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 F/3.5). The Course Registration Amendments Slip is to be</i></p>							
7	Closing Date and Time for Online Course Registration.	Final week before commencement of Semester I, 2018/2019	-	6 February 2020 3.30 pm	7 February 2020 5.00 pm	1 February 2020 (Saturday) (KL Sahaja) (Federal Territory Day) 8 February 2020 (Saturday) (Thaipusam)	Faculty

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				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
8	Amendments to course registration by students.	7 days	1 Semester II Sesi 2019/2020	5 - 13 February 2020	6 - 14 February 2020		Faculty
9	Amendments to course registration (with penalty) by students.	4 days	2 Semester II, 2019/2020	16 - 20 February 2020	17 - 21 February 2020	Faculty to adopt 'Client-Based' Method	Faculty
<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>							
10	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	16 February - 23 April 2020	17 February - 24 April 2020		Faculty

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				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
11	Closing Date and Time for Amendments to Course Registration (with penalty) .	Last day of Week 2	2	21 February 2020 3.30 pm	22 February 2020 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	23 - 27 February 2020	24 - 28 February 2020		Faculty/CICT
13	Course Withdrawal by students. Beginning Week 3 and not later than Friday, Week 8 of the semester.	6 weeks	3 - 8	23 February - 2 April 2020	24 February - 3 April 2020	16 September 2019 (Thursday) Malaysia Day 5 October 2019 (Saturday) Hari Hol Almarhum Sultan Iskandar (JB Only)	Faculty
15	Faculties issue name lists of students by course code and section.	2 days	4	2 - 3 March 2020	3 - 4 March 2020	Faculties issue student name lists using printers at faculty or CICT	Faculty/CICT
14	Closing Date and Time for Course Withdrawal.	-	8	2 April 2020 3.30 PM	3 April 2020 5.00 PM		Faculty/CICT

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				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
16	Mid-Second Semester Break Session 2018/2019.	1 week	8	29 March – 2 April 2020	30 March – 3 April 2020	23 March 2020 (Monday) Sultan Of Johor's Birthday (JB Sahaja)	
17	Faculties update records on Course Withdrawal in computer.	2 days	9	5 – 6 April 2020	6 – 7 April 2020		Faculty/CICT
18	Students are needed to print out Course Registrations Slip for Examination purposes.	1 day	9	7 April 2020	8 April 2020	Any amendments on course registrations (insert and delete)	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	19 April 2020	20 April 2020	24 April 2020 (Friday) (Awal Ramadhan)	Faculty
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	26 April – 7 May 2020	26 April – 7 May 2020	1 May 2020 (Friday) KL Only 3 May 2020 (Monday) JB Only (Labour Day) 7 May 2020 (Thursday) Vesak Day	Faculty
<i>Applications received two weeks after the closing date will be subjected to a penalty of RM50.00.</i>							

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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	7 May 2020	8 May 2020		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.	-	14	14 May 2020 3.30 pm	15 May 2020 5.00 pm	10 & 11 May 2020 (Sunday & Monday) - KL Only Nuzul Quran	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 II, Sesi 2018/2019	3 weeks	17 - 19	3 - 18 June 2020	3 - 19 June 2020	24 - 25 May 2020 (Ahad & Isnin) JB Sahaja 25 - 26 May 2020 (Isnin & Selasa) KL Sahaja Eid Mubarak	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	3 - 18 June 2020	3 - 19 June 2020	Course grades to be announced by on Web.	Faculty
26	Submission of appeal on course examination results by students	20 days	17 - 20	3 - 18 June 2020	3 - 19 June 2020	i) 3 to 19 June 2020 faculties to update examination results in computer after reveal of appeal.	Faculty

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	<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>					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.	

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				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
27	Announcement of examination results by faculty and printing examination result slips.	1 day	22	9 July 2020	9 July 2020	Faculty	
28	Faculties conduct Special Examinations Sem II 2019/2020.	Within 2 weeks after announcement of examination results for Semester II, 2019/2020	25 - 26	26 July – 6 August 2020	27 July – 7 August 2020		Faculty
29	Special Examination Result Slips issued for distribution to students.	1 day		13 August 2020	13 August 2020		Faculty/AMD

- Note:**
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|---------|----------------------------------------------------------------|
| 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 : 20 November 2019

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