

UNIVERSITI TEKNOLOGI MALAYSIA

Work Schedule for Course Registration, Application for Award of Degree and Examination
Semester I, 2021/2022

STUDENT
REFERENCE

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	Unit Responsible
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
1	Course Registration Semester I, Session 2021/2022 Semester I 2021/2022 starting: JB : 17 October 2021 KL : 18 October 2021	2 days before commencement of Semester I, 2021/2022	-	13 - 14 October 2021	14 - 15 October 2021	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.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>							
2	Lectures Semester I (Part 1)	7 weeks	1-7	17 October - 2 December 2021	18 October - 3 December 2021		Faculty
3	Amendments to course registration by students.	5 days	1	17 - 21 October 2021	18 - 22 October 2021		Faculty
4	Amendments to course registration (with penalty) by students.	5 days	2	24 - 28 October 2021	25 - 29 October 2021	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>							
5	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).	Start from 2nd Week of Semester I, 2021/2022	2 - 12	24 October 2021 - 6 January 2022	25 October 2021 - 7 January 2022		Faculty

6	Course Withdrawal by students.	6 weeks	3 – 8	31 October - 9 December 2021	1 November - 10 December 2021		Faculty
7	Faculties issue name lists of students by course code and section.	2 days	4	7 - 8 November 2021	8 - 9 November 2021		Faculty
8	Mid-Semester Break Session 2021/2022.	1 weeks	8	5 - 9 December 2021	6 - 10 December 2021		
9	Lectures Semester I (Part 2)	7 weeks	9-15	12 December 2021 - 27 January 2022	13 December 2021 - 28 January 2022		Faculty
10	Faculties update records on Course Withdrawal in AIMS.	2 days	9	12-13 December 2021	13-14 December 2021		Faculty
11	Students are needed to print out Course Registrations Slip for Examination purposes.		12	3 January 2022	3 January 2022	Any amendments on course registrations (insert and delete)	Faculty
12	Closing date and time for students in their final semester to submit Application Form for Award of Degree to the Faculty Academic Office.	30 days before commencement of final examinations	12	6 January 2022	7 January 2022		Faculty
13	Examination Schedule released.		12	6 January 2022	7 January 2022	4 weeks before beginning of final semester examination (subject to changes by the faculties)	Faculty
14	The date of the restriction process due to debt by the Bursary	3 days before Pre-Registration Courses	12	6 January 2022	6 January 2022		Bursary
15	Courses Pre-Registration For Semester II Session 2021/2022	2 weeks	13 - 14	9 - 20 January 2022	10 - 21 January 2022		Faculty / AMD
16	Submission of Application Form for Award of Degree (with penalty) by students in their final semester to the Faculty Academic Office.	2 weeks	13 - 14	9 - 20 January 2022	10 - 21 January 2022		Faculty
<i>Applications received two weeks after the closing date will be subjected to a penalty of RM50.00.</i>							

(Application for Award of Diploma/ Degree will not be entertained after the closing date. Application could be submitted in the following semester).

17	Study Week	1 weeks	16	30 January - 3 February 2022	31 January - 4 February 2022		
18	Final Examinations Semester I, Session 2021/2022	3 weeks	17 - 19	6 - 24 February 2022	7 - 25 February 2022		Faculty
19	Semester Break, Session 2021/2022	3 weeks	20-22	27 February - 17 March 2022	28 February - 18 March 2022		

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

Updated : 11 October 2021

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