

# UNIVERSITI TEKNOLOGI MALAYSIA

## Work Schedule for Course Registration, Application for Award of Diploma/Degree and Examination Semester I, Session 2011/2012

No.	Activity	Time Frame/Time	Week	Dates	Notes	Unit Responsible
1.	Pre-Registration for Co-Curriculum Courses	<b>1 week</b>	<b>Semester II, 2010/2011</b>	<b>14 – 18 March 2011</b>		Co-Curriculum
2.	Course Pre-Registration	<b>2 weeks</b>	<b>14 - 15 Semester II, 2010/2011</b>	<b>4-15 April 2011</b>		Faculty
3.	<b>Closing Date and Time for Course Pre-Registration</b>	-	<b>15 Semester II, 2010/2011</b>	<b>15 April 2011 5.00 p.m.</b>		Faculty
4.	Updating of Course registration records in Computer by faculties	<b>3 weeks</b>	<b>16 – 18 Semester II, 2010/2011</b>	<b>18 April – 6 May 2011</b>		Faculty
5.	<b>Course Registration</b>	<b>2 days</b> before commencement of Semester I, 2011/2012	-	<b>8 – 9 September 2011</b>		Faculty/CICT

No.	Activity	Time Frame/Time	Week	Dates	Notes	Unit Responsible
	<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>					
6.	<b>Closing Date and Time for Online Course Registration</b>	Final week before commencement of Semester 1, 2010/2011	-	<b>9 September 2011</b> 5.00 p.m.		Faculty
7.	Amendments to course registration by students	<b>1 week</b>	<b>1 Semester I, 2011/2012</b>	<b>12 – 15 September 2011</b>		Faculty
8.	Amendments to course registration (with penalty) by students	<b>4 days</b>	<b>2 Semester I, 2011/2012</b>	<b>19 – 23 September 2011</b>	Faculty to adopt ‘Client-Based ‘ Method	Faculty
	<p><i>Late registration or amendments to course registration will not be accepted for valid reasons accepted by the University. A penalty of RM 30.00 for each course (up to a total maximum of RM 300.00) will be imposed for late registration / amendments after the deadline, i.e. Friday of Week 2 in the second semester.</i></p>					
9.	<b>Closing Date and Time for Amendments to Course Registration (with penalty)</b>	Last day of Week 2	<b>2</b>	<b>23 September 2011</b> 5.00 p.m.		Faculty

<b>No.</b>	<b>Activity</b>	<b>Time Frame/Time</b>	<b>Week</b>	<b>Dates</b>	<b>Notes</b>	<b>Unit Responsible</b>
10.	Updating of course registration records in computer by faculties	<b>4 days</b>	<b>3</b>	<b>26 – 30 September 2011</b>		Faculty/CICT
11.	CICT updates course registration records in computer and prints Course Registration Slips	<b>1 day</b>	<b>4</b>	<b>3 October 2011</b>		CICT
12.	Faculties issue name lists of students by course code and section	<b>2 days</b>	<b>4</b>	<b>4 – 5 October 2011</b>	Faculties issue student name lists using printers at faculty or CICT	Faculty/CICT
13.	Course Withdrawal by students. Beginning Week 3 and not later than Friday, Week 9 of the semester	<b>7 weeks</b>	<b>3 – 9</b>	<b>26 September – 11 November 2011</b>		Faculty
14.	<i>Closing Date and Time for Course Withdrawal</i>	-	<b>9</b>	<b>11 November 2011</b> 5.00 p.m.		Faculty/CICT
	(Applications for courses withdrawal will not be accepted after this date).					
15.	Mid- Semester Break Session 2011/2012		<b>9</b>	<b>5 – 9 November 2011</b>		

<b>No.</b>	<b>Activity</b>	<b>Time Frame/Time</b>	<b>Week</b>	<b>Dates</b>	<b>Notes</b>	<b>Unit Responsible</b>
16.	Faculties update records on Course Withdrawal in computer	<b>2 days</b>	<b>9</b>	<b>10 – 11 November 2011</b>		Faculty/CICT
17.	CICT prints Course Registration Slips (with logo)	<b>1 hari</b>	<b>9</b>	<b>11 November 2011</b>		CICT
18.	Official Course Registration Slips (with logo) issued; Faculties distribute slips to students	<b>2 day</b>	<b>10</b>	<b>14 – 15 November 2011</b>		Faculty/CICT
19.	Examination schedule released	<b>4 weeks before beginning of final semester examination (subjects to changes by the faculties)</b>	<b>12</b>	<b>29 November 2011</b>		Faculty

No.	Activity	Time Frame/Time	Week	Dates	Notes	Unit Responsible
20.	Submission of Application Form for Awards of Diploma/Degree by students in their final semester. Students are required to submit one copy of their identification card/MyKad/passport/Muet together with Application Form for Award of Diploma/Degree (for convocation purposes). Form for award of Diploma/Degree UTM..E/7-7(Amendment 2/2008)	10 weeks (beginning Week dari minggu kedua Semester I, 2011/2012)	2 - 11	19 – 25 November 2011		Faculty
21.	<b>Closing date and time for students in their final semester to submit Application Form for Award of Diploma/Degree to the Faculty Academic Office</b>	4 weeks before commencement of final examinations	11	<b>25 November 2011</b> 5.00 p.m.		Faculty
22.	Submission of Application Form for Award of Diploma/Degree (with penalty) by students in their final semester to the Faculty Academic Office	<b>2 weeks</b>	<b>12 - 13</b>	<b>29 November – 9 December 2011</b>		Faculty
	<i>Applications received two weeks after the closing date will be subjected to a penalty of RM50.00.</i>					

<b>No.</b>	<b>Activity</b>	<b>Time Frame/Time</b>	<b>Week</b>	<b>Dates</b>	<b>Notes</b>	<b>Unit Responsible</b>
23.	Closing date and time for students in their final semester to submit Applications Form for Award of Diploma/Degree (with penalty) to the Faculty Academic Office	-	<b>13</b>	<b>9 December 2011</b> 5.00 p.m.		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 2011/2012	<b>21 days</b>	<b>18 - 20</b>	<b>3 – 22 January 2012</b>		Faculty

<b>No.</b>	<b>Activity</b>	<b>Time Frame/Time</b>	<b>Week</b>	<b>Dates</b>	<b>Notes</b>	<b>Unit Responsible</b>
25.	Faculties announce results of course grades by programme (Grade List to be made available at faculty and on web)		<b>17 - 21</b>	<b>3 – 30 January 2012</b>	Course grades to be announced by displaying Grade List at the faculty and on web	Faculty and CICT
26.	Submission of appeal on course examination results by students Refer Academic Regulations, Appeal on Results of Course Grades Item 4, Appendix v, Academic Regulations for Diploma and Full Time Bachelor Degree Programmes		<b>17 - 21</b>	<b>3 – 31 January 2012</b>	(i) <b>3 Januari 2012 to 31 Januari 2012:</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
27.	Announcement of examination results (to be displayed at the faculty notice boards and web site) and printing of examination result slips			<b>15 February 2012</b>		Faculty/CICT

<b>No.</b>	<b>Activity</b>	<b>Time Frame/Time</b>	<b>Week</b>	<b>Dates</b>	<b>Notes</b>	<b>Unit Responsible</b>
28.	Faculties conduct Special Examinations	Within 2 weeks after announcement of examination results for Semester 1, 2011/2012		<b>20 February - 2 Mac 2012</b>		Faculty
29.	Special Examination Result Slips issued for distribution to students	<b>1 day</b>		<b>16 Mac 2012</b>		
30.	Meeting of Faculty Examinations Committee and JKTS Meeting on Examinations Results will be announced.					BPA/Faculty

**Note:**

- 1) BPA - Registrar's Office (Academic Management Division)
- 2) CICT - Centre for Information Communication Technology
- 3) JKTS - Senate Standing Committee Examinations/Examination Results
- 4) UM - Repeat Course
- 5) HS - Attendance Only
- 6) HW - Compulsory Attendance
- 7) HWUM - Repeat Passing/Failing Course