

**WORK SCHEDULE FOR COURSE REGISTRATION AND EXAMINATION
SEMESTER I, SESSION 2019/2020
FOUNDATION PROGRAMME
UNIVERSITI TEKNOLOGI MALAYSIA**

BIL	ACTIVITY	TIME FRAME	WEEK	DATE
1	Course Offerings	1 week	18 Semester III, 2018/2019	31 March – 6 April 2019
2	Online Course Pre-Registration	2 week	19 - 20	7 - 20 April 2019
3	Verification of Course Pre-Registration by Head of Department	3 week	19 - 21	7 - 25 April 2019
4	Online Course Registration (only for those who are not pre-registered)	2 day	21	24 – 25 April 2019
5	Late Course Registration (with penalty)	3 day	21	26 – 28 April 2019
6	Semester I, Session 2019/2020	10 week	1 - 10 Semester I, 2019/2020	28 April - 6 July 2019
7	Manual Amendments to course registration by students (no penalty)	1 week	1	28 April – 4 May 2019
8	Manual Amendments to course registration by students (with penalty)	1 week	2	5 – 11 May 2019
9	Updating of course registration records by faculty	2 day	3	12 – 13 May 2019
10	Coordination to final examination schedule preparation	2 day	4	22 – 23 May 2019
11	Examination Schedule released	1 week	5	26 – 30 May 2019
12	Meeting and Workshop for final examination	1 week	6	2 – 6 June 2019

13	*Revision Period Semester I, Session 2019/2020	3 day	8	21 – 23 June 2019
14	Final Examination Semester I, Session 2019/2020	1 week	9	24 – 27 June 2019
15	Grade List to be made available on Web	1 week	9 - 10	24 – 30 June 2019
16	Submission of appeal on course examination results by students	8 day	9 - 10	24 June – 1 July 2019
17	<i>*Mesyuarat Jawatankuasa Akademik SPACE</i>	1 day	10	4 July 2019
18	<i>*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan</i>	1 day		9 July 2019
19	Semester II, Session 2019/2020	21 week	1 - 21 Semester II, 2019/2020	7 July – 30 November 2019
20	Announcement of examination results by faculty and printing examination result slip	1 day	1	10 July 2019
21	Faculty conduct Special Examinations	2 day	1	10 – 11 July 2019
22	<i>*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan/Keputusan Peperiksaan Khas</i>	1 day		17 July 2019
23	Special Examination Result Slips issued for distribution to students	1 day	2	18 July 2019
24	<i>*Mesyuarat Senat</i>	1 day		23 July 2019

* Subject to change.

Updated: 06th May 2019