



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of
Professional and
Continuing
Education
(SPACE)

**WORK SCHEDULE FOR COURSE REGISTRATION AND EXAMINATION
BRIDGING PROGRAMME (FACULTY FOUNDATION)
SEMESTER I, SESSION 2019/2020**

BIL.	ACTIVITY	TIME FRAME	WEEK	DATE	NOTES
1.	Registration of New Students	1 day	-	3 September 2019	
2.	Briefing on Faculty Regulations and Course	1 day	-	5 September 2019	Date and venue will be informed through email.
3.	Course Registration Semester I, Session 2019/2020	2 weeks	-	5 – 19 September 2019	Online Course Registration at https://cutit.org/BRGSept19 . Students are compulsory to attach a copy of the official receipt of payment and course registration form.
4.	Verification of Course Registration by Head of Department	2 weeks	-	5 – 19 September 2019	9 September 2019 (Monday) Yang Di-Pertuan Agong's Birthday
5.	Closing Date and Time for Course Registration	-	-	19 September 2019 5.00 pm	
6.	Semester I, Session 2019/2020 Lecture (First Half)	7 weeks	1 – 7	8 September – 24 October 2019	16 September 2019 (Monday) Malaysia Day 5 October 2019 (Saturday) Hol Almarhum Sultan Iskandar (JB only)
7.	Amendments to course registration by students	2 weeks	1 – 2	8 – 19 September 2019	
8.	Closing Date and Time for Amendments to Course Registration	-	2	19 September 2019 5.00 pm	
9.	Updating of course registration records by faculty	2 days	3	18 – 19 September 2019	
10.	Course Withdrawal by students	6 weeks	3 – 8	22 September – 31 October 2019	
11.	Faculty issues name lists of students by course code and section	2 days	4	30 September – 1 October 2019	
12.	Faculty checks Students Who Did Not Register Any Courses	5 days	6	13 – 17 October 2019	

13.	Coordination to final examination schedule preparation	1 day	8	27 October 2019	27 October 2019 (Sunday) (JB only) Deepavali
14.	Closing Date and Time for Course Withdrawal	-	8	31 October 2019 5.00 pm	
15.	Mid Semester Break for Semester I, Session 2019/2020	1 week	8	27 – 31 October 2019	
16.	Semester I Session 2019/2020 Lecture (Second Half)	7 week	9 – 15	3 November – 19 December 2019	9 November 2019 (Saturday) Birthday of Prophet Muhammad s.a.w
17.	Faculty updates records on Course Withdrawal in computer	2 days	9	3 – 4 November 2019	
18.	*Examination Schedule released	4 weeks before final examination starts	12	24 – 28 November 2019	
19.	*Meeting and Workshop for final examination	2 weeks before final examination starts	15	16 December 2019	
20.	Revision Week	5 days	16	22 – 26 December 2019	25 December 2019 (Wednesday) Christmas Day
21.	*Final Examination for Semester I, Session 2019/2020	3 week	17 – 19	29 December 2019 – 16 January 2020	
22.	Faculty keys in and checks marks in the system	3 week	17 – 19	29 December 2019 – 16 January 2020	
23.	Faculty announces results of course grade (Grade List to be made available on Web)	3 week	17 – 19	29 December 2019 – 16 January 2020	
24.	*Grade List to be made available on Web	3 week	17 – 19	29 December 2019 – 16 January 2020	
25.	Submission of appeal on course examination results by students	3 week	17 – 19	29 December 2019 – 16 January 2020	
26.	Final Break for Semester I, Session 2019/2020	3 week	20 – 22	19 January – 6 February 2020	25 & 26 January 2020 (Sunday & Monday) (JB only) Chinese New Year
27.	Announcement of examination results by faculty and printing examination result slip	1 day	22	5 February 2020	8 February 2020 (Saturday) Thaipusam
28.	Semester II, Session 2019/2020 Lecture (First Half)	7 week	-	9 February – 26 March 2020	

* Subject to change.