

**WORK SCHEDULE FOR COURSE REGISTRATION,  
APPLICATION FOR AWARD OF CERTIFICATE AND EXAMINATION  
FOUNDATION PROGRAMME UNIVERSITI TEKNOLOGI MALAYSIA  
SEMESTER III, SESSION 2019/2020**

BIL	ACTIVITY	DURATION	WEEK	DATE
1	Course Offerings	1 week	18	3 – 7 November 2019
2	Online Course Pre-Registration	2 weeks	19 - 20	10 – 23 November 2019
3	Verification of Course Pre-Registration by Head of Department	3 weeks	21	10 – 28 November 2019
4	Online Course Registration (only for those who are not pre-registered)	2 days	21	27 – 28 November 2019
5	Late Course Registration (with penalty)	3 days	21	29 November – 1 December 2019
<b>6</b>	<b>Lecture Semester III, Session 2019/2020 (First Half)</b>	<b>8 weeks</b>	<b>1 – 8 Semester III, 2019/2020</b>	<b>1 December 2019 – 23 January 2020</b>
7	Manual Amendments to course registration by students (no penalty)	1 week	1	1 – 7 December 2019
8	Manual Amendments to course registration by students (with penalty)	1 week	2	8 – 14 December 2019
9	Submission of Application for Conferment of Certificate/Degree by students in their final semester	10 weeks	2 - 11	8 December 2019 – 13 February 2020
10	Updating of course registration records by faculty	2 days	3	15 – 16 December 2019
11	Coordination to final examination schedule preparation	2 days	5	29 – 30 December 2019
12	Mid-Semester Break Semester III, Session 2019/2020	1 week	9	26 January – 1 February 2020
<b>13</b>	<b>Lecture Semester III, Session 2019/2020 (Second Half)</b>	<b>8 weeks</b>	<b>10 – 17 Semester III, 2019/2020</b>	<b>2 February – 26 March 2020</b>
14	Closing date and time for students in their final semester to submit Application for Conferment of Certificate/Degree	-	11	13 February 2020
15	Submission of Application for Conferment of Certificate/Degree by students in their final semester (with penalty)	2 weeks	12 - 13	16 – 27 February 2019
16	Examination Schedule released	1 week	16	15 – 19 March 2020
17	Meeting and Workshop for final examination	1 week	17	22 – 26 March 2020
18	Printing of examination slips by students	3 weeks	17 - 19	23 March – 9 April 2020
19	*Revision Period Semester III, Session 2019/2020	1 week	18	29 March – 4 April 2020
20	Final Examination Semester III, Session 2019/2020	1 week	19	5 – 9 April 2020
21	Grade List to be made available on Web	2 weeks	19 - 20	5 – 19 April 2020
22	Submission of appeal on course examination results by students	1 week	20 - 21	12 – 20 April 2020
23	*Mesyuarat Jawatankuasa Akademik SPACE	1 day		23 April 2020
24	*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan	1 day		May 2020
25	*Senate Meeting	1 day		May 2020
<b>26</b>	<b>Semester I, Session 2020/2021</b>	<b>8 weeks</b>	<b>1 – 8 Semester I, 2020/2021</b>	<b>3 May – 25 June 2020</b>
27	Announcement of examination results by faculty and printing examination result slip	1 day	1	4 May 2020
28	*Faculty conduct Special Examinations	3 days	1	5 – 7 May 2020
29	*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan/Keputusan Peperiksaan Khas	1 day		
30	*Special Examination Result Slips issued for distribution to students	1 day		
31	*Senate Meeting	1 day		