

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

BIL	ACTIVITY	DURATION	WEEK	DATE
1	Course Offerings	1 week	7 Semester I, 2019/2020	9 – 15 June 2019
2	Online Course Pre-Registration	2 week	7 – 9	13 – 27 June 2019
3	Verification of Course Pre-Registration by Head of Department	3 week	7 – 9	13 June – 4 July 2019
4	Online Course Registration (only for those who are not pre-registered)	2 day	10	3 – 4 July 2019
5	Late Course Registration (with penalty)	3 day	10	5 – 7 July 2019
6	Lecture Semester II, Session 2019/2020 (First Half)	8 week	1 - 8 Semester II, 2019/2020	7 July – 31 August 2019
7	Manual Amendments to course registration by students (no penalty)	1 week	1	7 – 13 July 2019
8	Manual Amendments to course registration by students (with penalty)	1 week	2	14 – 20 July 2019
9	Updating of course registration records by faculty	2 day	3	21 – 22 July 2019
10	Coordination to final examination schedule preparation	2 day	5	4 – 5 August 2019
11	Mid-Semester Break Semester II, Session 2019/2020	1 week	9	1 – 7 September 2019
12	Lecture Semester II, Session 2019/2020 (Second Half)	8 week	10 - 17 Semester II, 2019/2020	8 September – 2 November 2019

13	Examination Schedule released	1 week	16	20 – 24 October 2019
14	Meeting and Workshop for final examination	1 week	17	27 – 31 October 2019
15	*Revision Period Semester II, Session 2019/2020	1 week	18	3 – 9 November 2019
16	Final Examination Semester II, Session 2019/2020	1 week	19	10 – 14 November 2019
17	Grade List to be made available on Web	8 day	20	10 – 17 November 2019
18	Submission of appeal on course examination results by students	9 day	20	10 – 18 November 2019
19	<i>*Mesyuarat Jawatankuasa Akademik SPACE</i>	1 day		24 – 29 November 2019
20	<i>*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan</i>	1 day		10 December 2019
21	Semester III, Session 2019/2020	8 week	1 - 8 Semester III, 2019/2020	1 December 2019 – 25 January 2020
22	Announcement of examination results by faculty and printing examination result slip	1 day	1	11 December 2019
23	Faculty conduct Special Examinations	3 day	1	11 – 12 December 2019
24	<i>*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan/ Keputusan Peperiksaan Khas</i>	1 day		16 December 2020
25	Special Examination Result Slips issued for distribution to students	1 day	2	17 December 2019
26	*Senate Meeting	1 day		18 December 2019

* Subject to change.

Updated: 12th June 2019