

UNIVERSITI TEKNOLOGI MALAYSIA

Work Schedule for Course Registration, Application for Conferment of Bachelor Degree and Examination for Semester II, Session 2019/2020
(STUDENT'S REFERENCE)

NO	ACTIVITY	TIME FRAME / TIME	WEEK	DATE		NOTES	RESPONSIBILITY
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
1	Pre-Registration for Co-Curriculum Courses.	2 weeks	14 – 15 Semester I, 2019/2020	8 – 19 December 2019	9 – 20 December 2019		Co-Curriculum
2	Course Pre-Registration	2 weeks	14 – 15 Semester I, 2019/2020	8 – 19 December 2019	9 – 20 December 2019		Faculty
3	Course Pre-Registration Approval by Faculty Academic Advisor	3 weeks	14 - 16 Semester I, 2019/2020	8 – 26 December 2019	9 – 27 December 2019	25 December 2019 (Wednesday) Christmas Day Students will not be allowed to join classes without verification of Course Pre-registration from the Academic Advisor.	Faculty
4	Closing Date and Time for Course Pre-Registration.	–	16 Semester I, 2019/2020	20 December 2019 3.30 pm	21 December 2019 5.00 pm		Faculty
5	Updating of course registration records in system by faculties.	3 weeks	16 – 18 Semester I, 2018/2019	22 December 2019 – 9 January 2020	23 December 2019 – 10 January 2020	1 January 2020 (Wednesday) (KL Only) New Year's Day 25 & 26 January 2020 (Sunday & Monday) (JB Only) 26 & 27 January 2020 (Monday & Tuesday) (KL Only) Chinese New Year	Faculty

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				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
6	Course Registration Semester II, Session 2019/2020 Semester II 2019/2020 starts : JB : 9 February 2019 KL : 10 February 2019	2 days before commencement of Semester II, 2019/2020	-	5 – 6 February 2020	6 – 7 February 2020	Online Course registration	Faculty
<p>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:</p> <p>(i) To insert a course code to replace and correct another wrongly registered course code. The amendment must be made at the same time ;</p> <p>(ii) To delete or drop a course code from a list of registered courses;</p> <p>(iii) To add and/or drop a course status such as UM, HW, HS and HWUM;</p> <p>(iv) To correct the section of a registered course.</p>							
7	Closing Date and Time for Online Course Registration.	Final week before commencement of Semester II, 2019/2020	-	6 February 2020 3.30 pm	7 February 2020 5.00 pm	1 February 2020 (Saturday) (KL Only) Federal Territory Day 8 February 2020 (Saturday) Thaipusam	Faculty
8	Lecture Semester II (First Half)	5 weeks 3 Days	1 – 6	9 February – 17 March 2020	10 Februari – 17 March 2020		
9	Amendments of course registration by students.	7 days	1	5 - 13 February 2020	6 - 14 February 2020		Faculty
10	Amendments to course registration (with penalty) by students.	4 days	2	16 – 20 February 2020	17 – 21 February 2020	Faculty to adopt 'Client-Based' Method	Faculty

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NO	ACTIVITY	TIME FRAME / TIME	WEEK	DATE		NOTES	RESPONSIBILITY
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
11	Submission of Application Form for Award of Diploma/Degree by students in their final semester. Students are required to submit one copy of their identification card/MyKad/ passport together with Application Form for Award of Degree (for convocation purposes). Form for Award of Degree UTM.E/7-7(Amendment 2010).	10 weeks (beginning Week 2, Semester II, 2018/2019)	2 – 13	16 February – 1 June 2020	17 February – 1 June 2020		Faculty
12	Closing Date and Time for Amendments to Course Registration (with penalty).	Last day of Week 2	2	21 February 2020 3.30 pm	22 February 2020 5.00 pm		Faculty
Applications for course withdrawal will not be accepted after this date							
13	Course Withdrawal by students.	10 weeks	3 – 8	23 February – 30 April 2020	24 February – 30 April 2020		Faculty
14	Faculties issue lists of students by course code and section.	2 days	4	2 - 3 March 2020	3 - 4 March 2020	Faculties issue student name lists using printers at faculty or UTM Digital	Faculty/UTM Digital
15	Mid–Semester Break for Semester II Session 2019/2020. (MCO Covid 19)	2 weeks	6 - 8	18 - 31 March 2020	18 - 31 March 2020	23 March 2020 (Monday) Sultan Of Johor's Birthday (JB Only)	
16	Closing Date and Time for Course Withdrawal.	–	8	30 April 2020	30 April 2020		Faculty/UTM Digital

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				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
17	Faculties update records on Course Withdrawal in system.	2 days	9	3 – 7 May 2020	4 – 8 May 2020	1 May 2020 (Friday) KL Only 3 May 2020 (Monday) JB Only Labour Day 7 May 2020 (Thursday) Vesak Day	Faculty/UTM Digital
18	Pre-Registration for Co-Curriculum Courses For Semester I Session 2020/2021	2 weeks	14 – 15	10 - 21 May 2020	11 - 22 May 2020		Co-Curriculum
19	Students are needed to print out Course Registrations Slip for Examination purposes.	1 day	14	13 May 2020	14 May 2020	Any amendments on course registrations (insert and delete)	Faculty
20	Closing date and time for students in their final semester to submit Application Form for Award of Degree to the Faculty Academic Office.	5 weeks before commencement of final examinations	17	1 June 2020	1 June 2020		Faculty
Application for Award of Diploma/Degree will not be entertained after the closing date. Application could be submitted in the following semester.							
21	Course Pre-Registration For Semester I Session 2020/2021	2 weeks	18 – 19	7 – 18 June 2020	8 – 19 June 2020		Faculty
22	Course Pre-Registration Approval by Faculty's Academic Advisor	3 weeks	18 - 20	7 - 25 June 2020	8 - 26 June 2020	Students will not be allowed to join classes without verification of Course Pre-registration from the Academic Advisor.	Faculty
23	Final Examinations Semester II Session 2019/2020	3 weeks	22 - 24	5 – 23 July 2020	6 - 24 July 2020		Faculty

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NO	ACTIVITY	TIME FRAME / TIME	WEEK	DATE		NOTES	RESPONSIBILITY
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
24	Faculties announce results of course grades by programme (Grade List to be made available at faculty and on Web).	20 days	22 - 24	5 – 27 July 2020	5 – 27 July 2020	Course grades to be announced by on Web.	Faculty
25	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.		22 - 25	5 – 29 July 2020	5 – 29 July 2020	i) 5 to 29 July 2020 faculties to update examination results in system after reveal of appeal. ii) Appeals will not be entertained after the dateline, except for valid reasons submitted not later than two weeks after the end of the final examinations week.	Faculty
26	Announcement of examination results by faculty and printing examination result slips.	1 day	28	20 August 2020	20 August 2020		Faculty
27	Faculties conduct Special Examinations for Semester II Session 2019/2020.	Within 2 weeks after announcement of examination results for Semester II, 2019/2020	29 - 30	23 August – 3 September 2020	23 August – 3 September 2020		Faculty
28	Special Examination Result Slips issued for distribution to students.	1 day	32	16 September 2020	16 September 2020	*Subject to change	Faculty/AMD

- Note:**
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| 1) AMD | -Academic Management Division |
| 2) CICT | -Centre for Information Communication Technology |
| 3) JKTS | -Senate Standing Committee on Examinations/Examination Results |
| 4) UM | -Repeat Course |
| 5) HS | -Attendance Only |
| 6) HW | -Compulsory Attendance |
| 7) HWUM | -Repeat Passing/Failing Course |