

**WORK SCHEDULE FOR COURSE REGISTRATION AND EXAMINATION
FOUNDATION PROGRAMME UNIVERSITI TEKNOLOGI MALAYSIA
SEMESTER I, SESSION 2020/2021**

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

* Subject to change.

Updated: 28th Apr 2020