

**WORK SCHEDULE FOR COURSE REGISTRATION, EXAMINATION & CONFERMENT
FOUNDATION PROGRAMME UNIVERSITI TEKNOLOGI MALAYSIA
SEMESTER III, SESSION 2020/2021**



BIL	ACTIVITY	DURATION	WEEK	DATE	
				UTM JB	UTM KL
1	Course Offerings	1 week	18 Semester II, 2020/2021	15 – 19 November 2020	
2	Online Course Pre-Registration	2 weeks	19 – 20	22 – 26 November 2020	23 – 27 November 2020
3	Online Course Registration (only for those who are not pre-registered)	2 days	21	2 – 3 December 2020	3 – 4 December 2020
4	Verification of Course Pre-Registration by Head of Department	3 weeks	20 – 21	29 November – 17 December 2020	30 November – 18 December 2020
5	Late Course Registration	2 days		4 – 5 December 2020	5 – 6 December 2020
6	Lecture Semester III, Session 2020/2021 (First Half)	8 weeks	1 – 8 Semester III, 2020/2021	6 December 2020 – 28 January 2021	7 December 2020 – 29 January 2021
7	Manual Amendments to course registration by students (no penalty)	1 week	1	6 – 10 December 2020	7 – 11 December 2020
8	Manual Amendments to course registration by students (with penalty)	1 week	2	13 – 17 December 2020	14 – 18 December 2020
9	Submission of Application for Conferment of Certificate by students in their final semester	10 weeks	3 – 12	20 December 2020 – 25 February 2021	21 December 2020 – 26 February 2021
10	Updating of course registration records by faculty	2 days	3	20 – 21 December 2020	21 – 22 December 2020
11	Coordination to final examination schedule preparation	2 days	8	24 – 25 January 2021	25 – 26 January 2021
12	Mid-Semester Break Semester II, Session 2020/2021	1 week	9	31 January – 4 February 2021	1 – 5 February 2021
13	Lecture Semester III, Session 2020/2021 (Second Half)	8 weeks	10 – 17 Semester III, 2020/2021	7 February – 1 April 2021	8 February – 2 April 2021
	Reminder: Deadline for Payment of Outstanding Fees	–	10	8 – 11 February 2021	
14	Closing date and time for students in their final semester to submit Application for Conferment of Certificate	–	12	25 February 2021	26 February 2021
15	Submission of Application for Conferment of Certificate by students in their final semester (with penalty)	2 weeks	13 – 14	28 February – 11 March 2021	1 – 12 March 2021
16	Meeting and Workshop for final examination	1 week	15	14 – 18 March 2021	15 – 19 March 2021
17	Examination Schedule released	2 weeks	15 – 16	14 – 25 March 2021	15 – 26 March 2021
18	Printing of examination slips by students	3 weeks	17 – 19	28 March – 15 April 2021	29 March – 16 April 2021
19	*Revision Period Semester I, Session 2020/2021	3 days	18	4 – 8 April 2021	5 – 9 April 2021
20	Final Examination Semester I, Session 2020/2021	1 week	19	11 – 16 April 2021	11 – 16 April 2021
21	Grade List to be made available on Web	2 weeks	19 – 20	11 – 22 April 2021	11 – 22 April 2021
22	Submission of appeal on course examination results by students	2 weeks	19 – 21	14 – 25 April 2021	15 – 26 April 2021
23	Submission of application for special examination by students	1 week	19 – 21	18 – 26 April 2021	19 – 27 April 2021
	Special Examination Schedule released	2 days	21	28 – 29 April 2021	
24	*Mesyuarat Jawatankuasa Akademik SPACE	1 day		29 April 2021	
25	*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan	1 day		May 2021	
25	*Senate Meeting	1 day		June 2021	
26	Semester I, Session 2021/2022	10 weeks	1 – 10 Semester I, 2021/2022	2 May 2021 – 8 July 2021	3 May 2021 – 9 July 2021
27	*Faculty conduct Special Examinations	3 days	1	4 – 6 May 2021	
28	*Announcement of special examination results by faculty	2 days	2	9 – 10 May 2021	
29	*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan/Keputusan Peperiksaan Khas	1 day			
31	*Senate Meeting	1 day			

* Subject to change.