

**UNIVERSITI TEKNOLOGI MALAYSIA**  
**Work Schedule for Course Registration, Application for Award of Degree and Examination**  
**Semester II, 2020/2021**

**STUDENT  
REFERENCE**

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	Unit Responsible
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
1	<b>Course Registration Semester II, Session 2020/2021</b> Semester II 2019/2020 starting: JB : 14 March 2021 KL : 15 March 2021	<b>2 days before commencement of Semester II, 2020/2021</b>	-	<b>10 – 11 March 2021</b>	<b>11 – 12 March 2021</b>	Online Course registration	Faculty
<p><i>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: (i) To insert a course code to replace and correct another wrongly registered course code. The amendment must be made <b>at the same time</b>; ii) To delete or drop a course code from a list of registered courses (iii) To add and/or drop a course status such as <b>UM, HW, HS and HWUM</b>; iv) To correct the section of a registered course.</i></p>							
2	<b>Closing Date and Time for Online Course Registration.</b>	Final week before commencement of Semester II, 2020/2021	-	<b>11 March 2021 3.30 pm</b>	<b>12 March 2021 5.00 pm</b>		Faculty
3	Amendments to course registration by students.	<b>5 days</b>	1	<b>14 - 18 March 2021</b>	<b>15 - 19 March 2021</b>		Faculty
4	<b>Amendments to course registration (with penalty)</b> by students.	<b>5 days</b>	2	<b>21 – 25 March 2021</b>	<b>22 – 26 March 2021</b>	Faculty to adopt 'Client-Based' Method	Faculty

*Late registration or amendments to course registration will not be accepted except for valid reasons accepted by the University. A penalty of RM50.00 for each course (up to a total maximum of RM300.00) will be imposed for late registration/amendments after the deadline, i.e. Friday of Week 2 in the second semester.*

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				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
5	Submission of Application <b>Form for Award of Diploma/Degree</b> by students in their final semester. Students are required to submit <b>one copy of their identification card/MyKad/ passport</b> together with Application Form for Award of Degree (for convocation purposes). Form for Award of Degree UTM.E/7-7(Amendment 2010).	(beginning Week 2, Semester II, 2020/2021)	2 – 12	21 March – 3 June 2021	22 March – 4 June 2021	23 March 2020 (Tuesday) Sultan Of Johor's Birthday (JB Sahaja)	Faculty
6	Closing Date and Time for <b>Amendments to Course Registration (with penalty).</b>	Last day of Week 2	2	25 March 2021 3.30 pm	26 March 2021 5.00 pm		Faculty
<i>(Applications for course withdrawal will not be accepted after this date).</i>							
7	Updating of course registration records by faculties.	5 days	3	28 March - 1 April 2021	29 March - 2 April 2021	13 April 2021 (Tuesday) (Awal Ramadhan)	Faculty/CICT
8	<b>Course Withdrawal</b> by students.	6 weeks	3 – 8	28 March – 6 May 2021	29 March – 7 May 2021		Faculty
9	Faculties issue name lists of students by course code and section.	2 days	4	4 - 5 April 2021	5 - 6 April 2021	Faculties issue student name lists using printers at faculty or CICT	Faculty/CICT

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10	<b>Closing Date and Time for Course Withdrawal.</b>	<b>2 days</b>	<b>9</b>	<b>2 May 2021</b>	<b>3 May 2021</b>	1 May 2021 (Saturday) <b>(Labour Day)</b>  6 May 2021 (Wednesday) <b>Vesak Day</b>	Faculty/CICT
11	Mid–Second Semester Break Session 2019/2020.	<b>1 week</b>	<b>9-Jan</b>	<b>9 - 13 May 2021</b>	<b>10 - 14 May 2021</b>		
12	Faculties update records on Course Withdrawal	<b>2 days</b>	<b>9</b>	<b>10 - 11 May 2021</b>		13 & 14 May 2021 (Thursday & Friday) <b>Eid Mubarak</b>	Faculty/CICT
13	Pre-Registration for Co-Curriculum Courses For Semester I Session 2021/2022	<b>1 week</b>	<b>11</b>	<b>23 - 28 May 2021</b>			Co-Curriculum
14	Students are needed to print out Course Registrations Slip for Examination purposes.	<b>1 day</b>	<b>12</b>	<b>31 May 2021</b>		Any amendments on course registrations (insert and delete )	Faculty
15	<b>Closing date and time for students in their final semester to submit Application Form for Award of Degree to the Faculty Academic Office.</b>	<b>30 days</b> before commencement of final examinations	<b>12</b>	<b>3 June 2021</b>	<b>4 June 2021</b>		Faculty

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				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
16	Submission of <b>Application Form for Award of Degree (with penalty)</b> by students in their final semester to the Faculty Academic Office.	2 weeks	13 - 14	6 - 17 June 2021	7 - 18 June 2021		Faculty
<i>Applications received two weeks after the closing date will be subjected to a penalty of RM50.00.</i>							
17	Examination Schedule released.	4 weeks before beginning of final semester examination (subject to changes by the faculties)	13	6 June 2021	7 June 2021		Faculty
18	<b>Closing date and time for students in their final semester to submit Application Form for Award of Diploma/Degree (with penalty) to the Faculty Academic Office.</b>	-	14	17 June 2021  3.30 pm	18 June 2021  5.00 pm		Faculty
<i>(Application for Award of Diploma/Degree will not be entertained after the closing date. Application could be submitted in the following semester).</i>							

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				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
19	Course Pre-Registration For Sem I Session 2021/2022	2 weeks	14 - 15	13 – 25 June 2021			Faculty
20	Course Pre-Registration Approval by Faculty Academic Advisor	3 weeks	14 - 16	13 Jun - 2 July 2021		Students will not be allowed to join classes without verification of Course Pre-registration from the Academic Advisor.	Faculty
21	Final Examinations semester II, Sesi 2020/2021	3 weeks	17 – 19	4 - 23 July 2021		20 July 2021 (Tuesday) <b>Hari Raya Aidiladha</b>	Faculty
22	Faculties announce results of course grades by programme (Grade List to be made available at faculty and on Web).	20 days	18 - 20	4 - 27 July 2021		Course grades to be announced by on Web.	Faculty
23	Submission of appeal on course examination results by students  <i>Refer Academic Regulations, Appeal on Results of Course Grades Item 4, Appendix V, Academic Regulations for Diploma and Full Time Bachelor Degree Programmes.</i>		22 - 25	4 - 28 July 2021		i) 4 to 28 July 2020 faculties to update examination results in computer after reveal of appeal.  ii) Appeals will not be entertained after the deadline, except for valid reasons submitted not later than two weeks after the end of the final examinations week.	Faculty

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24	Announcement of examination results by faculty and printing examination result slips.	1 day	23	19 August 2021		Faculty	
25	Faculties conduct Special Examinations Sem II 2020/2021.	Within 2 weeks after announcement of examination results for Semester II, 2020/2021	24 - 25	22 August – 2 September 2021	23 August – 3 September 2021	10 August 2021 (Tuesday) Awal Muharram	Faculty
26	Special Examination Result Slips issued for distribution to students.	1 day	27	15 September 2021			Faculty/AMD

- Note:**
- |         |  |
|---------|--|
| 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                                 |

Updated : 9 March 2021

Academic Management Division  
Office of The Deputy Vice-Chancellor (Academic & International)