

**WORK SCHEDULE FOR COURSE REGISTRATION, EXAMINATION & CONFERMENT
FOUNDATION PROGRAMME UNIVERSITI TEKNOLOGI MALAYSIA
SEMESTER I, SESSION 2021/2022**



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

* Subject to change.