

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



BIL	ACTIVITY	DURATION	WEEK	DATE	
				UTM JB	UTM KL
1	Course Offerings	1 week	10 Semester I, 2021/2022	4 – 8 July 2021	
2	Online Course Pre-Registration	1 week	11	11 – 15 July 2021	12 – 16 July 2021
3	Verification of Course Pre-Registration by Head of Department	3 weeks	11 - 13	11 – 29 July 2021	12 – 30 July 2021
4	Closing date and time for Course Pre-Registration	1 day	12	15 July 2021 5.00 pm	16 July 2021 5.00 pm
5	Online Course Registration (only for those who are not pre-registered)	2 days	12	21 – 22 July 2021	22 – 23 July 2021
6	Closing date and time for Online Course Registration	1 day		22 July 2021 5.00 pm	23 July 2021 5.00 pm
7	Lecture Semester II, Session 2021/2022 (First Half)	8 weeks	1 – 21 Semester II, 2021/2022	25 July – 16 December 2021	26 July – 17 December 2021
8	Manual Amendments to course registration by students (no penalty)	1 week	1	25 - 29 July 2021	26 - 30 July 2021
9	Closing date and time for Manual Amendments to course registration by students (no penalty)	1 day	1	29 July 2021 5.00 pm	30 July 2021 5.00 pm
10	Manual Amendments to course registration by students (with penalty)	1 week	2	1 – 5 August 2021	2 – 6 August 2021
11	Closing date and time for Online Course Registration	1 day	2	5 August 2021 5.00 pm	6 August 2021 5.00 pm
12	Updating of course registration records by faculty	2 days	3	8 – 9 August 2021	9 – 10 August 2021
13	Course Withdrawal by students	5 weeks	1 - 5	25 July – 26 August 2021	26 July – 27 August 2021
14	Faculty checks and reminds students who did not register any courses	3 days	3	8 – 10 August 2021	9 – 11 August 2021
15	Submission of Application for Conferment of Certificate by students in their final semester	7 weeks	5 – 12	22 August – 14 October 2021	23 August – 15 October 2021
16	Closing date and time for Course Withdrawal	1 day	5	26 August 2021 5.00 pm	27 August 2021 5.00 pm
17	Faculty updates records on Course Withdrawal in computer	2 days	6	29 – 30 August 2021	
18	Mid-Semester Break Semester II, Session 2021/2022	1 week	8	19 – 23 September 2021	20 – 24 September 2021
19	Lecture Semester II, Session 2021/2022 (Second Half)	8 weeks	10 – 17 Semester II, 2021/2022	26 December – 18 November 2021	27 December – 19 November 2021
20	Closing date and time for students in their final semester to submit Application for Conferment of Certificate	1 day	12	14 October 2021 5.00 pm	15 October 2021 5.00 pm
21	Submission of Application for Conferment of Certificate by students in their final semester (with penalty)	2 weeks	13 – 14	17 – 28 October 2021	18 – 29 October 2021
22	Closing date and time for students in their final semester to submit Application for Conferment of Certificate (with penalty)	1 day	14	28 October 2021 5.00 pm	29 October 2021 5.00 pm
23	Meeting and Workshop for final examination	1 week	14	31 October – 4 November 2021	1 – 5 November 2021
24	Examination Schedule released	2 weeks	16	7 – 11 November 2021	
25	Printing of examination slips by students	3 weeks	17 – 19	14 November – 2 December 2021	
26	*Revision Period Semester II, Session 2021/2022	1 week	18	21 – 25 November 2021	22 – 26 November 2021
27	*Final Examination Semester II, Session 2021/2022	1 week	19	28 November – 2 December 2021	
28	Faculty checks marks and reminds those who did not key in the marks	1 week	19 – 20	28 November – 9 December 2021	
29	Faculty announces results of course grade (Grade List to be made available on Web)	1 week	19 – 20	28 November – 9 December 2021	
30	Submission of appeal on course examination results by students	2 weeks	19 – 21	28 November – 12 December 2021	
31	Closing date for lecturers to submit changes of marks after appeal	1 day	10	14 December 2021	

32	Faculty updates examination results in TEAMS (after review/appeal)	1 day	10	14 December 2021	
33	Faculty processes the examination marks	1 week		14 – 15 December 2021	
34	*Mesyuarat Jawatankuasa Akademik SPACE	1 day		16 December 2021	
35	*Faculty updates the marks after Mesyuarat Jawatankuasa Akademik SPACE	1 day		16 December 2021	
36	Semester III, Session 2021/2022	21 weeks	1 – 21 Semester III, 2021/2022	19 December 2021 – 12 May 2022	20 December 2021 – 13 May 2022
37	*Faculty conducts Special Examinations	3 days	1	20 – 21 December 2021	
38	*Faculty keys in and updates marks after special examination	1 day	1	22 December 2021	
39	*Mesyuarat Jawatankuasa Akademik SPACE (Special Examination Results Presentation)	1 day	-	January 2022	
40	*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan	1 day	-		
41	*Announcement of special examination results by faculty	2 days	-		
42	*Special Examination Result Slips issued for distribution to students	1 day	-		
43	*Senate Meeting	1 day	-		

* Subject to change.

Pre-Degree Department

Centre for Degree and Foundation Studies

School of Professional and Continuing Education (SPACE)

Updated: 07 July 2021