

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



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

33	<i>Closing date for lecturers to submit changes of marks after appeal</i>	<i>1 day</i>	21	10 May 2022	
34	<i>Faculty updates examination results in TEAMS (after review/appeal)</i>	<i>1 day</i>	21	10 May 2022	
35	<i>Faculty processes the examination marks</i>	<i>1 week</i>	21	10 – 11 May 2022	
36	<i>*Mesyuarat Jawatankuasa Akademik SPACE</i>	<i>1 day</i>		12 May 2022	
37	<i>*Faculty updates the marks after Mesyuarat Jawatankuasa Akademik SPACE</i>	<i>1 day</i>		12 May 2022	
<b>38</b>	<b>Semester I, Session 2022/2023</b>	<b>21 weeks</b>	<b>1 – 21 Semester I, 2022/2023</b>	<b>15 May 2022 – 21 July 2022</b>	<b>16 May 2022 – 22 July 2022</b>
39	<i>*Faculty conducts Special Examinations</i>	<i>3 days</i>	1	16 – 17 May 2022	
40	<i>*Faculty keys in and updates marks after special examination</i>	<i>1 day</i>	1	18 May 2022	
41	<i>*Mesyuarat Jawatankuasa Akademik SPACE (Special Examination Results Presentation)</i>	<i>1 day</i>		June 2022	
42	<i>*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan</i>	<i>1 day</i>			
43	<i>*Announcement of special examination results by faculty</i>	<i>2 days</i>			
44	<i>*Special Examination Result Slips issued for distribution to students</i>	<i>1 day</i>			
45	<i>*Senate Meeting</i>	<i>1 day</i>			

*\* Subject to change.*

Prepared by:  
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