

**WORK SCHEDULE FOR COURSE REGISTRATION, EXAMINATION & CONFERMENT
FOUNDATION PROGRAMME UNIVERSITI TEKNOLOGI MALAYSIA
SEMESTER JULY, SESSION 2022/2023**



BIL	ACTIVITY	DURATION	WEEK	DATE	
				UTM JB	UTM KL
1	Course Offerings	1 week	6 Semester May, 2022/2023	23 June 2022	
2	Online Course Pre-Registration	2 weeks	7 - 8	30 June – 9 July 2022	
3	Verification of Course Pre-Registration by Head of Department	3 weeks	7 - 9	30 June – 15 July 2022	
4	Closing date and time for Course Pre-Registration	1 day	8	9 July 2022 5.00 pm	
5	Online Course Registration (only for those who are not pre-registered)	2 days		27 – 28 July 2022	28 – 29 July 2022
6	Closing date and time for Online Course Registration	1 day		28 July 2022 5.00 pm	29 July 2022 5.00 pm
7	Late Course Registration	2 days		29 – 30 July 2022	30 July – 1 August 2022
8	Lecture Semester July, Session 2022/2023 (First Half)	8 weeks	1 – 8 Semester July, 2022/2023	31 July – 22 September 2022	1 August – 23 September 2022
9	Manual Amendments to course registration by students (no penalty)	1 week	1	31 July – 4 August 2022	1 – 5 August 2022
10	Closing date and time for Manual Amendments to course registration by students (no penalty)	1 day	1	4 August 2022 5.00 pm	5 August 2022 5.00 pm
11	Manual Amendments to course registration by students (with penalty)	1 week	2	7 – 11 August 2022	8 – 12 August 2022
12	Closing date and time for Online Course Registration	1 day	2	11 August 2022 5.00 pm	12 August 2022 5.00 pm
13	Updating of course registration records by faculty	2 days	3	14 – 15 August 2022	15 – 16 August 2022
14	Course Withdrawal by students	5 weeks	1 - 5	31 July – 1 September 2022	1 August – 2 September 2022
15	Faculty checks and reminds students who did not register any courses	3 days	3	14 – 16 August 2022	15 – 17 August 2022
16	Submission of Application for Conferment of Certificate by students in their final semester	8 weeks	5 – 12	28 August – 20 October 2022	29 August – 21 October 2022
17	Closing date and time for Course Withdrawal	1 day	5	1 September 2022 5.00 pm	2 September 2022 5.00 pm
18	Faculty updates records on Course Withdrawal in computer	2 days	6	4 – 5 September 2022	5 – 6 September 2022
19	Mid-Semester Break Semester July, Session 2022/2023	1 week	9	25 – 29 September 2022	26 – 30 September 2022
20	Lecture Semester July, Session 2022/2023 (Second Half)	8 weeks	10 – 17 Semester July, 2022/2023	2 October – 24 November 2022	3 October – 25 November 2022
21	Closing date and time for students in their final semester to submit Application for Conferment of Certificate	1 day	12	20 October 2022 5.00 pm	22 October 2022 5.00 pm
22	Submission of Application for Conferment of Certificate by students in their final semester (with penalty)	2 weeks	13 – 14	23 October – 3 November 2022	24 October – 4 November 2022
23	Closing date and time for students in their final semester to submit Application for Conferment of Certificate (with penalty)	1 day	14	3 November 2022 5.00 pm	4 November 2022 5.00 pm
24	Meeting and Workshop for final examination	1 day	14	30 October – 3 November 2022	
25	Examination Schedule released	1 week	16	13 – 17 November 2022	
26	Printing of examination slips by students	3 weeks	17 – 19	20 November – 17 November 2022	
27	*Revision Period Semester July, Session 2022/2023	3 days	18	27 November – 1 December 2022	28 November – 2 December 2022
28	*Final Examination Semester July, Session 2022/2023	4 days	19	4 – 9 December 2022	
29	Faculty checks marks and reminds those who did not key in the marks	1 week	19 – 20	5 December – 16 December 2022	
30	Faculty announces results of course grade (Grade List to be made available on Web)	1 week	19 – 20	5 December – 16 December 2022	
31	Submission of appeal on course examination results by students	2 weeks	19 – 21	5 December – 19 December 2022	

32	<i>Closing date for lecturers to submit changes of marks after appeal</i>	<i>1 day</i>	<i>21</i>	<i>21 December 2022</i>	
33	<i>Faculty updates examination results in TEAMS (after review/appeal)</i>	<i>1 day</i>	<i>21</i>	<i>21 December 2022</i>	
34	<i>Faculty processes the examination marks</i>	<i>1 week</i>	<i>21</i>	<i>21 December 2022</i>	
35	<i>*Mesyuarat Jawatankuasa Akademik SPACE</i>	<i>1 day</i>	<i>21</i>	<i>22 December 2022</i>	
36	<i>*Faculty updates the marks after Mesyuarat Jawatankuasa Akademik SPACE</i>	<i>1 day</i>	<i>21</i>	<i>22 December 2022</i>	
37	<i>Semester December, Session 2022/2023</i>	<i>21 weeks</i>	<i>1 – 21 Semester December, 2022/2023</i>	<i>25 December 2022 – 18 May 2023</i>	<i>26 December 2022 – 19 May 2023</i>
38	<i>*Faculty conducts Special Examinations</i>	<i>3 days</i>	<i>1</i>	<i>26 – 27 December 2022</i>	
39	<i>*Faculty keys in and updates marks after special examination</i>	<i>1 day</i>	<i>1</i>	<i>28 December 2022</i>	
40	<i>*Mesyuarat Jawatankuasa Akademik SPACE (Special Examination Results Presentation)</i>	<i>1 day</i>		<i>January 2023</i>	
41	<i>*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan</i>	<i>1 day</i>		<i>January 2023</i>	
42	<i>*Announcement of special examination results by faculty</i>	<i>2 days</i>		<i>January 2023</i>	
43	<i>*Senate Meeting</i>	<i>1 day</i>		<i>January 2023</i>	

** Subject to change.*

Prepared by:

Pre-Degree Department

Centre for Degree and Foundation Studies (PPI)

School of Professional and Continuing Education (SPACE)

Updated: 05 July 2022