

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



| BIL | ACTIVITY | DURATION | WEEK | DATE | |
|-----|--|----------------|------------------------------------|----------------------------------|----------------------------------|
| | | | | UTM JB | UTM KL |
| 1 | Course Offerings | 1 week | 16 Semester III, 2021/2022 | 3 – 7 April 2022 | |
| 2 | Online Course Pre-Registration | 1 week | 17 - 18 | 10 – 21 April 2022 | 11 – 22 April 2022 |
| 3 | Verification of Course Pre-Registration by Head of Department | 3 weeks | 17 - 19 | 10 – 28 April 2022 | 11 – 29 April 2022 |
| 4 | Closing date and time for Course Pre-Registration | 1 day | 18 | 21 April 2022 5.00 pm | 22 April 2022 5.00 pm |
| 5 | Online Course Registration (only for those who are not pre-registered) | 2 days | | 11 – 12 May 2022 | 12 – 13 May 2022 |
| 6 | Closing date and time for Online Course Registration | 1 day | | 12 May 2022 5.00 pm | 13 May 2022 5.00 pm |
| 7 | Late Course Registration | 2 days | | 13 – 14 May 2022 | 14 – 15 May 2022 |
| 8 | Lecture Semester I, Session 2022/2023 | 8 weeks | 1 – 8 Semester I, 2022/2023 | 15 May – 7 July 2022 | 16 May – 8 July 2022 |
| 9 | Manual Amendments to course registration by students (no penalty) | 1 week | 1 | 15 – 19 May 2022 | 16 – 20 May 2022 |
| 10 | Closing date and time for Manual Amendments to course registration by students (no penalty) | 1 day | 1 | 19 May 2022 5.00 pm | 20 May 2022 5.00 pm |
| 11 | Manual Amendments to course registration by students (with penalty) | 1 week | 2 | 22 – 26 May 2022 | 23 – 27 May 2022 |
| 12 | Closing date and time for Online Course Registration | 1 day | 2 | 26 May 2022 5.00 pm | 27 May 2022 5.00 pm |
| 13 | Updating of course registration records by faculty | 2 days | 3 | 29 – 30 May 2022 | 30 – 31 May 2022 |
| 14 | Course Withdrawal by students | 5 weeks | 1 - 5 | 15 May – 16 June 2022 | 16 May – 17 June 2022 |
| 15 | Faculty checks and reminds students who did not register any courses | 3 days | 3 | 29 – 31 May 2022 | 30 May – 1 June 2022 |
| 16 | Submission of Application for Conferment of Certificate by students in their final semester | 6 weeks | 3 – 8 | 29 May – 7 July 2022 | 30 May – 8 July 2022 |
| 17 | Closing date and time for Course Withdrawal | 1 day | 5 | 16 June 2022 5.00 pm | 17 June 2022 5.00 pm |
| 18 | Faculty updates records on Course Withdrawal in computer | 2 days | 6 | 19 – 20 June 2022 | 20 – 21 June 2022 |
| 19 | Meeting and Workshop for final examination | 1 day | 6 | 21 – 22 June 2022 | |
| 20 | Final Draft: Examination Schedule released | 1 week | 7 | 26 June 2022 | |
| 21 | Printing of examination slips by students | 3 weeks | 7 – 9 | 26 June – 15 July 2022 | |
| 22 | Closing date and time for students in their final semester to submit Application for Conferment of Certificate | 1 day | 8 | 7 July 2022 5.00 pm | 8 July 2022 5.00 pm |
| 23 | *Revision Period Semester I, Session 2022/2023 | 3 days | 8 – 9 | 8 – 10 July 2022 | 9 – 10 July 2022 |
| 24 | Submission of Application for Conferment of Certificate by students in their final semester (with penalty) | 2 weeks | 9 | 10 – 14 July 2022 | 11 – 15 July 2022 |
| 25 | *Final Examination Semester I, Session 2022/2023 | 4 days | 9 | 12 – 15 July 2022 | |
| 26 | Closing date and time for students in their final semester to submit Application for Conferment of Certificate (with penalty) | 1 day | 9 | 14 July 2022 5.00 pm | 15 July 2022 5.00 pm |
| 27 | Faculty checks marks and reminds those who did not key in the marks | 1 week | 10 | 17 July 2022 | |
| 28 | Faculty announces results of course grade (Grade List to be made available on Web) | 1 week | 9 – 10 | 13 – 18 July 2022 | |
| 29 | Submission of appeal on course examination results by students | 2 weeks | 9 – 10 | 13 – 19 July 2022 | |
| 30 | Closing date for lecturers to submit changes of marks after appeal | 1 day | 10 | 19 July 2022 | |
| 31 | Faculty updates examination results in TEAMS (after review/appeal) | 1 day | 10 | 19 July 2022 | |
| 32 | Faculty processes the examination marks | 1 week | 10 | 19 July 2022 | |
| 33 | *Mesyuarat Jawatankuasa Akademik SPACE | 1 day | 10 | 21 July 2022 | |
| 34 | *Faculty updates the marks after Mesyuarat Jawatankuasa Akademik SPACE | 1 day | 10 | 21 July 2022 | |

| 35 | <i>Semester II, Session 2022/2023</i> | <i>21 weeks</i> | <i>1 – 21 Semester II, 2022/2023</i> | <i>24 July 2022 – 15 Dec 2022</i> | <i>25 July 2022 – 16 Dec 2022</i> |
|----|--|-----------------|--|---------------------------------------|---------------------------------------|
| 36 | <i>*Faculty conducts Special Examinations</i> | <i>3 days</i> | <i>1</i> | <i>26 – 27 July 2022</i> | |
| 37 | <i>*Faculty keys in and updates marks after special examination</i> | <i>1 day</i> | <i>1</i> | <i>28 July 2022</i> | |
| 38 | <i>*Mesyuarat Jawatankuasa Akademik SPACE (Special Examination Results Presentation)</i> | <i>1 day</i> | | <i>August 2022</i> | |
| 39 | <i>*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan</i> | <i>1 day</i> | | <i>16 – 17 August 2022</i> | |
| 40 | <i>*Announcement of special examination results by faculty</i> | <i>2 days</i> | | | |
| 41 | <i>*Special Examination Result Slips issued for distribution to students</i> | <i>1 day</i> | | | |
| 42 | <i>*Senate Meeting</i> | <i>1 day</i> | | <i>30 August 2022</i> | |

** Subject to change.*

Prepared by:

Pre-Degree Department

Centre for Degree and Foundation Studies (PPI)

School of Professional and Continuing Education (SPACE)

Updated: 08 May 2022