

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



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

33	Faculty updates examination results in TEAMS (after review/appeal)	1 day	21	17 May 2023	
34	Faculty processes the examination marks	1 week	21	17 May 2023	
35	*Mesyuarat Jawatankuasa Akademik SPACE	1 day	21	18 May 2023	
36	*Faculty updates the marks after Mesyuarat Jawatankuasa Akademik SPACE	1 day	21	18 May 2023	
37	Semester May, Session 2023/2024	21 weeks	1 – 11 Semester May, 2023/2024	21 May 2023 – 3 Aug 2023	22 May 2023 – 4 Aug 2023
38	*Faculty conducts Special Examinations	3 days	1	23 – 24 May 2023	
39	*Faculty keys in and updates marks after special examination	1 day	1	25 May 2023	
40	*Mesyuarat Jawatankuasa Akademik SPACE (Special Examination Results Presentation)	1 day		June 2023	
41	*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan	1 day		June 2023	
42	*Announcement of special examination results by faculty	2 days		June 2023	
43	*Senate Meeting	1 day		June 2023	

* Subject to change.

Prepared by:

Pre-Degree Department

Centre for Degree and Foundation Studies (PPI)

School of Professional and Continuing Education (SPACE)

Updated: 25 Nov 2022