

**WORK SCHEDULE FOR COURSE REGISTRATION, EXAMINATION & CONFERMENT
FOUNDATION PROGRAMME UNIVERSITI TEKNOLOGI MALAYSIA
SEMESTER MAY, SESSION 2023/2024**



BIL	ACTIVITY	DURATION	WEEK	DATE	
				UTM JB	UTM KL
1	Course Offerings	1 week	16 Semester Dec, 2022/2023	9 Apr 2023	
2	Online Course Pre-Registration	2 weeks	16 - 17	10 – 21 Apr 2023	
3	Verification of Course Pre-Registration by Head of Department	3 weeks	16 - 19	10 – 30 Apr 2023	
4	Closing date and time for Course Pre-Registration	1 day	17	21 Apr 2023 5.00 pm	
5	Online Course Registration (only for those who are not pre-registered)	3 days	21	17 – 19 May 2023	
6	Closing date and time for Online Course Registration	1 day	21	19 May 2023 5.00 pm	
7	Late Course Registration	2 days	21	20 – 21 May 2023	
8	Lecture Semester May, Session 2023/2024	8 weeks	1 – 8 Semester May, 2023/2024	21 May 2023 – 13 Jul 2023	22 May 2023 – 14 Jul 2023
9	Manual Amendments to course registration by students (no penalty)	1 week	1	21 – 25 May 2023	22 – 26 May 2023
10	Closing date and time for Manual Amendments to course registration by students (no penalty)	1 day	1	25 May 2023 5.00 pm	26 May 2023 5.00 pm
11	Manual Amendments to course registration by students (with penalty)	1 week	2	28 May – 1 June 2023	29 May – 2 June 2023
12	Closing date and time for Online Course Registration	1 day	2	1 June 2023 5.00 pm	2 June 2023 5.00 pm
13	Updating of course registration records by faculty	2 days	3	4 – 5 June 2023	5 – 6 June 2023
14	Course Withdrawal by students	5 weeks	1 - 5	21 May 2023 – 22 June 2023	22 May 2023 – 23 June 2023
15	Faculty checks and reminds students who did not register any courses	3 days	3	4 – 6 June 2023	5 – 7 June 2023
16	Submission of Application for Conferment of Certificate by students in their final semester	4 weeks	5 – 8	18 June – 13 Jul 2023	19 June – 14 Jul 2023
17	Closing date and time for Course Withdrawal	1 day	5	22 June 2023 5.00 pm	23 June 2023 5.00 pm
18	Faculty updates records on Course Withdrawal in computer	2 days	6	25 – 26 June 2023	26 – 27 June 2023
19	Meeting and Workshop for final examination	1 day	6	27 – 29 June 2023	
20	Final Draft: Examination Schedule released	1 week	7	6 Jul 2023	
21	Printing of examination slips by students	3 weeks	7 – 9	2 – 21 Jul 2023	
22	Closing date and time for students in their final semester to submit Application for Conferment of Certificate	1 day	8	13 Jul 2023 5.00 pm	14 Jul 2023 5.00 pm
23	*Revision Period Semester May, Session 2023/2024	3 days	8 – 9	14 – 16 Jul 2023	15 – 16 Jul 2023
24	*Final Examination Semester May, Session 2023/2024	4 days	9	17 – 21 Jul 2023	
25	Faculty checks marks and reminds those who did not key in the marks	1 week	10	23 – 26 Jul 2023	
26	Faculty announces results of course grade (Grade List to be made available on Web)	1 week		18 – 25 Jul 2023	
27	Submission of appeal on course examination results by students	2 weeks	9 – 10	18 – 25 Jul 2023	
28	Closing date for lecturers to submit changes of marks after appeal	1 day	10	25 Jul 2023	
29	Faculty updates examination results in TEAMS (after review/appeal)	1 day	10	25 Jul 2023	
30	Faculty processes the examination marks	1 week	10	25 Jul 2023	
31	*Mesyuarat Jawatankuasa Akademik SPACE	1 day	10	27 Jul 2023	
32	*Faculty updates the marks after Mesyuarat Jawatankuasa Akademik SPACE	1 day	10	27 Jul 2023	

33	Semester July, Session 2023/2024	21 weeks	1 – 21 Semester July, 2023/2024	30 Jul – 21 Dec 2023	31 Jul – 22 Dec 2023
34	*Faculty conducts Special Examinations	2 days	1	1 – 2 Aug 2023	
35	*Faculty keys in and updates marks after special examination	1 day	1	3 Aug 2023	
36	*Mesyuarat Jawatankuasa Akademik SPACE (Special Examination Results Presentation)	1 day		Aug 2023	
37	*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan	1 day		Aug 2023	
38	*Announcement of special examination results by faculty	2 days		Aug 2023	
39	*Senate Meeting	1 day		Aug 2023	

* Subject to change.

Prepared by:

Pre-Degree Department

Centre for Degree and Foundation Studies (PPI)

School of Professional and Continuing Education (SPACE)

Updated: 10 April 2023