

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



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

33	Faculty updates examination results in TEAMS (after review/appeal)	1 day	21	19 December 2023	
34	Faculty processes the examination marks	1 week	21	19 December 2023	
35	*Mesyuarat Jawatankuasa Akademik SPACE	1 day	21	21 December 2023	
36	*Faculty updates the marks after Mesyuarat Jawatankuasa Akademik SPACE	1 day	21	21 December 2023	
37	*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan	1 day		December 2023	
38	*Senate Meeting	1 day		December 2023	
39	Semester December, Session 2023/2024	21 weeks	1 – 21 Semester December, 2023/2024	24 December 2023 – 16 May 2024	25 December 2023 – 17 May 2024
40	*Faculty conducts Special Examinations	3 days	1	26 – 27 December 2023	
41	*Faculty keys in and updates marks after special examination	1 day	1	31 December 2023	
42	*Mesyuarat Jawatankuasa Akademik SPACE (Special Examination Results Presentation)	1 day		January 2024	
43	*Announcement of special examination results by faculty	2 days		January 2024	

* Subject to change.

Prepared by:

Pre-Degree Department

Centre for Degree and Foundation Studies (PPI)

School of Professional and Continuing Education (SPACE)

Updated: 28 June 2023