

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



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

33	Faculty updates examination results in TEAMS (after review/appeal)	1 day	21	14 May 2024	
34	Faculty processes the examination marks	1 week	21	14 May 2024	
35	*Mesyuarat Jawatankuasa Akademik SPACE	1 day	21	16 May 2024	
36	*Faculty updates the marks after Mesyuarat Jawatankuasa Akademik SPACE	1 day	21	16 May 2024	
37	Semester May, Session 2024/2025	21 weeks	1 – 11 Semester May, 2024/2025	19 May 2024 – 25 Jul 2024	20 May 2024 – 26 Jul 2024
38	*Faculty conducts Special Examinations	2 days	1	21 – 22 May 2024	
39	*Faculty keys in and updates marks after special examination	1 day	1	26 May 2024	
40	*Mesyuarat Jawatankuasa Akademik SPACE (Special Examination Results Presentation)	1 day		May 2024	
41	*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan	1 day		June 2024	
42	*Announcement of special examination results by faculty	2 days		June 2024	
43	*Senate Meeting	1 day		June 2024	

* Subject to change.

Prepared by:

Pre-Degree Department

Centre for Degree and Foundation Studies (PPI)

School of Professional and Continuing Education (SPACE)

Updated: 22 Nov 2023