

**WORK SCHEDULE FOR COURSE REGISTRATION, EXAMINATION & CONFERMENT
FOUNDATION PROGRAMME UNIVERSITI TEKNOLOGI MALAYSIA
SEMESTER MAY, SESSION 2024/2025**



BIL	ACTIVITY	DURATION	WEEK	DATE	
				UTM JB	UTM KL
1	Course Offerings	1 week	17 Semester Dec, 2023/2024	15 Apr 2024	
2	Online Course Pre-Registration	2 weeks	17 - 19	16 – 30 Apr 2024	
3	Verification of Course Pre-Registration by Head of Department	4 weeks	17 - 20	16 Apr – 11 May 2024	
4	Closing date and time for Course Pre-Registration	1 day	18	30 Apr 2024 5.00 pm	
5	Online Course Registration (only for those who are not pre-registered)	3 days	21	15 – 17 May 2024	
6	Closing date and time for Online Course Registration	1 day	21	17 May 2024 5.00 pm	
7	Late Course Registration	2 days	21	19 – 20 May 2024	
8	Lecture Semester May, Session 2024/2025	8 weeks	1 – 8 Semester May, 2024/2025	19 May 2024 – 11 Jul 2024	20 May 2024 – 12 Jul 2024
9	Manual Amendments to course registration by students (no penalty)	1 week	1	19 – 23 May 2024	20 – 24 May 2024
10	Closing date and time for Manual Amendments to course registration by students (no penalty)	1 day	1	23 May 2024 5.00 pm	24 May 2024 5.00 pm
11	Manual Amendments to course registration by students (with penalty)	1 week	2	26 – 30 May 2024	27 – 31 May 2024
12	Closing date and time for Online Course Registration	1 day	2	30 May 2024 5.00 pm	31 May 2024 5.00 pm
13	Updating of course registration records by faculty	2 days	3	2 – 3 June 2024	3 – 4 June 2024
14	Course Withdrawal by students	5 weeks	1 - 5	19 May – 20 June 2024	20 May – 21 June 2024
15	Faculty checks and reminds students who did not register any courses	3 days	3	2 – 4 June 2024	3 – 5 June 2024
16	Submission of Application for Conferment of Certificate by students in their final semester	4 weeks	5 – 8	16 June – 12 Jul 2024	
17	Closing date and time for Course Withdrawal	1 day	5	20 June 2024 5.00 pm	21 June 2024 5.00 pm
18	Faculty updates records on Course Withdrawal in computer	2 days	6	23 – 24 June 2024	24 – 25 June 2024
19	Meeting and Workshop for final examination	1 day	6	25 – 27 June 2024	
20	Final Draft: Examination Schedule released	1 week	7	4 Jul 2024	
21	Printing of examination slips by students	3 weeks	7 – 9	30 June – 19 Jul 2024	
22	Closing date and time for students in their final semester to submit Application for Conferment of Certificate	1 day	8	12 Jul 2024 5.00 pm	
23	*Revision Period Semester May, Session 2024/2025	3 days	8 – 9	12 – 14 Jul 2024	13 – 14 Jul 2024
24	*Final Examination Semester May, Session 2024/2025	4 days	9	15 – 18 Jul 2024	
25	Faculty announces results of course grade (Grade List to be made available on Web)	1 week	9 – 10	15 – 23 Jul 2024	
26	Faculty checks marks and reminds those who did not key in the marks	1 week	9 – 10	15 – 23 Jul 2024	
27	Submission of appeal on course examination results by students	2 weeks	9 – 10	16 – 24 Jul 2024	
28	Submission of application for special examination by students	1 week	9 – 10	16 – 24 Jul 2024	
29	Closing date for lecturers to submit changes of marks after appeal	1 day	10	23 Jul 2024	
30	Faculty updates examination results in TEAMS (after review/appeal)	1 day	10	23 Jul 2024	
31	Faculty processes the examination marks	1 week	10	23 Jul 2024	
32	*Mesyuarat Jawatankuasa Akademik SPACE	1 day	10	25 Jul 2024	
33	*Faculty updates the marks after Mesyuarat Jawatankuasa Akademik SPACE	1 day	10	25 Jul 2024	

34	Semester July, Session 2024/2025	21 weeks	1 – 21 Semester July, 2024/2025	28 Jul – 19 Dec 2024	29 Jul – 20 Dec 2024
35	*Faculty conducts Special Examinations	2 days	1	30 – 31 Jul 2024	
36	*Faculty keys in and updates marks after special examination	1 day	1	1 Aug 2024	
37	*Mesyuarat Jawatankuasa Akademik SPACE (Special Examination Results Presentation)	1 day		Aug 2024	
38	*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan	1 day		Aug 2024	
39	*Announcement of special examination results by faculty	2 days		Aug 2024	
40	*Senate Meeting	1 day		Aug 2024	

* Subject to change.

Prepared by:

Pre-Degree Department

Centre for Degree and Foundation Studies (PPI)

School of Professional and Continuing Education (SPACE)

Updated: 15 April 2024