

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



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

School of  
Professional and  
Continuing  
Education  
(SPACE)

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

34	Faculty updates examination results in TEAMS (after review/appeal)	1 day	21	17 December 2024	
35	Faculty processes the examination marks	1 week	21	17 December 2024	
36	*Mesyuarat Jawatankuasa Akademik SPACE	1 day		19 December 2024	
37	*Faculty updates the marks after Mesyuarat Jawatankuasa Akademik SPACE	1 day		19 December 2024	
38	<b>Semester December, Session 2024/2025</b>	<b>21 weeks</b>	<b>1 – 21 Semester December, 2024/2025</b>	<b>22 December 2024 – 15 May 2025</b>	<b>23 December 2024 – 16 May 2025</b>
39	*Faculty conducts Special Examinations	2 days	1	24 – 25 December 2024	
40	*Faculty keys in and updates marks after special examination	1 day	1	29 December 2024	
41	*Mesyuarat Jawatankuasa Akademik SPACE (Special Examination Results Presentation)	1 day		January 2025	
42	*Announcement of special examination results by faculty	2 days		January 2025	
43	*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan	1 day		January 2025	
44	*Senate Meeting	1 day		January 2025	

\* Subject to change.

Prepared by:

**Pre-Degree Department**

**Centre for Degree and Foundation Studies (PPI)**

**School of Professional and Continuing Education (SPACE)**

**Updated: 3 July 2024**