

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



BIL	ACTIVITY	DURATION	WEEK	DATE
1	Course Offerings	2 days		2 Dec 2024
2	Online Course Pre-registration	3 weeks		2 Dec – 20 Dec 2024
3	Verification of Course Pre-registration by Head of Department	4 weeks		8 Dec 2024 – 3 Jan 2025
4	Closing date for Course Pre-registration	1 day		20 Dec 2024
5	Course Registration	1 week		6 Jan – 17 Jan 2025
6	Lecture Semester II, Session 2024/2025 (First Half)	9 weeks	1 – 9 Semester II, 2024/2025	20 Jan – 21 Mar 2025
7	Manual Amendments to course registration by students (no penalty)	1 week	1	20 Jan – 24 Jan 2025
8	Manual Amendments to course registration by students (with penalty)	1 week	2	27 Jan – 31 Jan 2025
9	Course Withdrawal by students	5 weeks	1 – 5	20 Jan – 21 Feb 2025
10	Faculty updates record on Course Withdrawal	2 days	6	24 Feb – 25 Feb 2025
11	Submission of Application for Conferment of Certificate by students in their final semester	10 weeks	8 – 17	10 Mar – 16 May 2025
12	Mid-Semester Break Semester II, Session 2024/2025	1 week	10	24 Mar – 28 Mar 2025
13	Lecture Semester II, Session 2024/2025 (Second Half)	9 weeks	11 – 19 Semester II, 2024/2025	31 Mar – 30 May 2025
14	Examination Schedule released	1 week	16	5 May – 9 May 2025
15	*Revision Period Semester II, Session 2024/2025	1 week	20	2 Jun – 6 Jun 2025
16	*Final Examination Semester II, Session 2024/2025	4 days	21 – 22	9 Jun – 20 Jun 2025
17	Grade list to be made available on Student's Management System (SMP)	4 weeks		10 Jun – 1 Jul 2025
18	Submission of appeal on course examination results by student	2 weeks		11 Jun – 1 Jul 2025
19	Submission of application for special examination by students	3 weeks		17 Jun – 8 Jul 2025
20	*Mesyuarat Jawatankuasa Akademik SPACE	1 day		14 Jul – 15 Jul 2025
21	Semester I, Session 2025/2026	21 weeks	1 – 21 Semester I, 2025/2026	28 Jul 2025 – 16 Jan 2026
22	*Faculty conducts Special Examinations	2 days	1	29 Jul – 30 Jul 2025
23	*Mesyuarat Jawatankuasa Akademik SPACE (Special Examination Results Presentation)	1 day		Aug 2025
24	*Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan	1 day		Aug 2025
25	*Senate Meeting	1 day		Aug 2025

* Subject to change.

Prepared by:
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