

Timeline of Acquiring a Foundation Certificate & Academic Transcript

1-2 July 2025

Final Examination (Special)

10-18 June 2025

Final Examination Semester II, 2024/2025

7 July 2025

Case hearing for academic misconduct in the final examination

9 July 2025

Faculty Academic Committee meeting for final exam results endorsement

15 July 2025

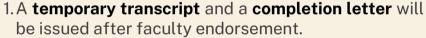
Mesyuarat Jawatankuasa Tetap Senat Peperiksaan dan Pengijazahan (Senate Standing Committee For Examination and Graduations meeting)

30 July 2025

Senate meeting







2. Students who urgently need these documents and cannot wait for the Senate meeting **must submit a** request via the following link:

https://forms.gle/BdZxrrhMGHe83wME8

3. The documents will be **emailed** to those who have submitted the request **once they are ready**.



- 1. The academic transcript, senate confirmation letter, and certificate will be issued after Senate endorsement.
- 2. Students who submit a **request** via the link **after the Senate meeting** will be provided (by email) with the documents available at the time of processing, which may include:
 - a. the senate confirmation letter or certificate (if ready), and
 - b. the temporary transcript or academic transcript (if ready)
- 3. An official announcement will be made only when both the academic transcript and certificate are ready for physical collection.

 No official announcement means the academic transcript and certificate are not yet ready to be collected.
- 4. Usually, the certificate takes **longer** to prepare than the academic transcript. **Before the official announcement for physical collection** is made, the academic transcript will only be available in **digital format**.

31 July - 3 August 2025

Update final academic result in **UTMSMART** (Students can upload the **temporary transcript** and **completion letter/senate confirmation letter)**

4 July 2025

final exam results

coordination

Department meeting for

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