

**UNIVERSITI TEKNOLOGI MALAYSIA**  
**Work Schedule for Course Registration, Application for Award of Degree and Examination**  
**Semester I, 2017/2018**  
**(3<sup>rd</sup> Amendment)**

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	UNIT RESPONSIBLE
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
1.	Pre-Registration for Co-Curriculum Courses.	1 week	11 Semester II, 2016/2017	23 - 24 April 2017	24 - 28 April 2017	1 May 2017 (Monday) Labour Day	Co-Curriculum
2.	Course Pre-Registration	2 weeks	14 - 15 Semester II, 2016/2017	14 - 25 May 2017	15 - 26 May 2017		Faculty
3.	Course Pre-Registration Verification by Faculty Academic Advisor	3 weeks	14 - 16 Semester II, 2016/2017	14 May - 1 June 2017	15 May - 2 June 2017	Students will not be allowed to join classes without verification of Course Pre-registration from the Academic Advisor.	Fakulti
3.	<b>Closing Date and Time for Course Pre-Registration.</b>	-	15 Semester II, 2016/2017	25 May 2017 3.30 p.m	26 May 2017 5.00 p.m		Faculty
4.	Updating of course registration records in computer by faculties.	3 weeks	16 - 18 Semester II, 2016/2017	28 May - 15 June 2017	29 May - 16 June 2017		Faculty

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	UNIT RESPONSIBLE
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
5.	<b>Course Registration</b>	<b>2 days</b> before commencement of Semester I, 2017/2018	-	<b>6 – 7 September 2017</b>	<b>7 – 8 September 2017</b>	Online Course registration	Faculty/CICT
<p><i>Students may make amendments to previous course registrations within the stipulated period until Friday of the first week of the semester. Such amendments include additions, withdrawals and corrections to codes, sections and course status using the Course Registration Amendments Slip (Form UTM.E/3.5). The Course Registration Amendments Slip is to be used for the following: (i) To insert a course code to replace and correct another wrongly registered course code. The amendment must be made at the same time: ii) To delete or drop a course code from a list of registered courses (iii) To add and/or drop a course status such as UM, HW, HS and HWUM: iv) To correct the section of a registered course.</i></p>							
6.	<b>Closing Date and Time for Online Course Registration.</b>	Final week before commencement of Semester I, 2017/2018	-	<b>7 September 2017</b> 3.30 p.m	<b>8 September 2017</b> 5.00 p.m		Faculty
7.	Amendments to course registration by students.	<b>5 days</b>	<b>1 Semester I, 2017/2018</b>	<b>10 – 14 September 2017</b>	<b>11 – 15 September 2017</b>		Faculty
8.	<b>Amendments to course registration (with penalty)</b> by students.	<b>5 days</b>	<b>2 Semester I, 2017/2018</b>	<b>17 – 21 September 2017</b>	<b>18 – 21 September 2017</b>	Faculty to adopt 'Client-Based' Method  22 September 2017 (Friday) Awal Muharam	Faculty
<p><i>Late registration or amendments to course registration will not be accepted except for valid reasons accepted by the University. A penalty of RM50.00 for each course (up to a total maximum of RM300.00) will be imposed for late registration/amendments after the deadline, i.e. Friday of Week 2 in the second semester.</i></p>							

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	UNIT RESPONSIBLE
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
9.	Submission of Application Form for Award of Diploma/Degree by students in their final semester. Students are required to submit <b>one copy of their identification card/MyKad/passport</b> together with Application Form for Award of Degree (for convocation purposes). Form for Award of Degree UTM.E/7-7(Amendment 2010).	<b>10 weeks</b> (beginning Week 2, Semester I, 2017/2018)	<b>2 - 11</b>	<b>17 September - 23 November 2017</b>	<b>18 September - 24 November 2017</b>	24 September 2017 (Sunday) Awal Muharam Replacement Holiday	Faculty
10.	Closing Date and Time for <b>Amendments to Course Registration (with penalty).</b>	Last day of Week 2	<b>2</b>	<b>21 September 2017</b> 3.30 p.m	<b>21 September 2017</b> 5.00 p.m		Faculty
11.	Updating of course registration records in computer by faculties.	<b>4 days</b>	<b>3</b>	<b>25 - 28 September 2017</b>	<b>25 - 28 September 2017</b>		Faculty/CICT
12.	<b>Course Withdrawal</b> by students. Beginning Week 3 and not later than Friday, Week 8 of the semester.	<b>6 weeks</b>	<b>3 - 8</b>	<b>25 September - 2 November 2017</b>	<b>25 September - 3 November 2017</b>	18 October 2017 (Wednesday) Deepavali  26 October 2017 (Thursday) Almarhum Sultan Iskandar Hol's Day	Faculty
13.	<b>Closing Date and Time for Course Withdrawal.</b>	-	<b>8</b>	<b>2 November 2017</b> 3.30 p.m	<b>3 November 2017</b> 5.00 p.m		Faculty/CICT
<i>(Applications for course withdrawal will not be accepted after this date).</i>							

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	UNIT RESPONSIBLE
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
13.	Faculty prints Course Registration Slips.	1 day	4	1 October 2017	2 October 2017		Faculty
14.	Faculties issue name lists of students by course code and section.	2 days	4	2 - 3 October 2017	3 - 4 October 2017	Faculties issue student name lists using printers at faculty or CICT	Faculty/CICT
15.	Mid-Second Semester Break Session 2017/2018.	1 week	6	15 - 19 October 2017	16 - 20 October 2017		
17.	Faculties update records on Course Withdrawal in computer.	2 days	9	5 - 6 November 2017	6 - 7 November 2017		Faculty/CICT
18.	CICT prints Course Registration Slips (with logo).	1 day	9	7 November 2017	8 November 2017		CICT
19.	Official Course Registration Slips (with logo) issued; Faculties distribute slips to students.	2 days	9	8 - 9 November 2017	9 - 10 November 2017		CICT/Faculty
20.	<b>Closing date and time for students in their final semester to submit Application Form for Award of Degree to the Faculty Academic Office.</b>	5 weeks before commencement of final examinations	11	23 November 2017 3.30 p.m	24 November 2017 5.00 p.m		Faculty

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	UNIT RESPONSIBLE
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
21.	Submission of <b>Application Form for Award of Degree (with penalty)</b> by students in their final semester to the Faculty Academic Office.	<b>2 weeks</b>	<b>12 - 13</b>	<b>26 November - 7 December 2017</b>	<b>27 November - 8 December 2017</b>	1 December 2017 (Friday) Maulidur Rasul 3 December 2017 (Sunday) Maulidur Rasul)	Faculty
<i>Applications received two weeks after the closing date will be subjected to a penalty of RM50.00.</i>							
22.	Examination Schedule released.	<b>4 weeks before beginning of final semester examination (subject to changes by the faculties)</b>	<b>13</b>	<b>4 December 2017</b>	<b>4 December 2017</b>		Faculty
23.	<b>Closing date and time for students in their final semester to submit Application Form for Award of Diploma/Degree (with penalty) to the Faculty Academic Office.</b>	-	<b>13</b>	<b>7 December 2017</b> 3.30 p.m	<b>8 December 2017</b> 5.00 p.m		Faculty
<i>(Application for Award of Diploma/Degree will not be entertained after the closing date. Application could be submitted in the following semester).</i>							
24.	Final Examinations	<b>3 weeks</b>	<b>17 - 19</b>	<b>2 - 18 January 2018</b>	<b>2 - 19 January 2018</b>	1 January 2018 (Monday) New Year 2018 - KL only	Faculty
25.	Faculties announce results of course grades by programme (Grade List to be made available at faculty and on Web).	<b>21 days</b>	<b>17 - 20</b>	<b>2 - 22 January 2018</b>	<b>2 - 23 January 2018</b>	Course grades to be announced by on Web.	Faculty and CICT

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	UNIT RESPONSIBLE
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
26.	Submission of appeal on course examination results by students <i>Refer Academic Regulations, Appeal on Results of Course Grades Item 4, Appendix V, Academic Regulations for Diploma and Full Time Bachelor Degree Programmes.</i>	22 days	17 - 20	2 - 23 January 2018	2 - 24 January 2018	i) 2 January to 24 January 2018 faculties to update examination results in computer after reveal of appeal. ii) Appeals will not be entertained after the deadline, except for valid reasons submitted not later than two weeks after the end of the final examinations week.	Faculty
27.	Announcement of examination results by faculty and printing examination result slips.	1 day	22	7 February 2018	7 February 2018		Faculty /CICT
28.	Faculties conduct Special Examinations.	Within 2 weeks after announcement of examination results for Semester I, 2017/2018	24 - 25	19 February - 1 March 2018	19 February - 2 March 2018		Faculty

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	UNIT RESPONSIBLE
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
29.	Special Examination Result Slips issued for distribution to students.	1 day	27	15 March 2018	15 March 2018		Faculty/AMD

- Note:**
- 1) AMD - Academic Management Division
  - 2) CICT - Centre for Information Communication Technology
  - 3) JKTS - Senate Standing Committee on Examinations/Examination Results
  - 4) UM - Repeat Course
  - 5) HS - Attendance Only
  - 6) HW - Compulsory Attendance
  - 7) HWUM - Repeat Passing/Failing Course

*Bahagian Pengurusan Akademik  
Pejabat Timbalan Naib Canselor (Akademik & Antarabangsa)*