

UNIVERSITI TEKNOLOGI MALAYSIA

Work Schedule for Course Registration, Confirmation for Award of Degree and Examination
Semester I, 2022/2023

STUDENT
REFERENCE

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	Unit Responsible
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
1	Course Registration Semester I, Session 2022/2023 Semester I 2022/2023 starting: JB : 16 October 2022 KL : 17 October 2022	2 days before commencement of Semester I, 2022/2023	-	12 - 13 October 2022	13 - 14 October 2022	Online Course Registration	Faculty
2	Lectures Semester I (Part 1)	7 weeks	1 - 7	16 October - 1 December 2022	17 October - 2 December 2022		Faculty
3	Amendments to course registration by students.	2 weeks	1 - 2	16 - 27 October 2022	17 - 28 October 2022		Faculty
4	Amendments to course registration (with penalty) by students.	5 days	3	30 October - 3 November 2022	31 October - 4 November 2022	Faculty to adopt 'Client-Based' Method	Faculty
<p><i>Late registration or amendments to course registration will not be accepted except for valid reasons accepted by the Faculty. A penalty of RM100.00 for each course will be imposed for amendments/course registration after the deadline.</i></p>							
5	Submission of Confirmation Form for Award of Diploma/Degree by students in their final semester. Students are required to submit one copy of their identification card/MyKad/passport together with Confirmation Form for Award of Degree (for convocation purposes). Form for Award of Degree UTM.E/7-7.	Start from 2nd Week of Semester I, 2022/2023	2 - 12	23 October 2022 - 5 January 2023	24 October 2022 - 6 January 2023		Faculty
6	Course Withdrawal by students.	5 weeks	4 - 8	6 November - 8 December 2022	7 November - 9 December 2022		Faculty
7	Mid-Semester Break Session 2022/2023.	1 weeks	8	4 - 8 December 2022	5 - 9 December 2022		

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	Unit Responsible
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		
8	Lectures Semester I (Part 2)	7 weeks	9-15	11 December 2022 - 26 January 2023	12 December 2022 - 27 January 2023		Faculty
9	Faculties update records on Course Withdrawal in AIMS.	2 days	9	11-12 December 2022	12-13 December 2022		Faculty
10	Students are needed to print out Course Registrations Slip for Examination purposes.		10 - 12	18 December 2022 - 5 January 2023	19 December 2022 - 6 January 2023		Faculty
11	Closing date and time for students in their final semester to submit Confirmation Form for Award of Degree to the Faculty Academic Office.	30 days before commencement of final examinations	12	5 January 2023	6 January 2023		Faculty
12	Examination Schedule released.		12	5 January 2023	6 January 2023	4 weeks before beginning of final semester examination (subject to changes by the faculties)	Faculty
13	Submission of Confirmation Form for Award of Degree (with penalty) by students in their final semester to the Faculty Academic Office.	2 weeks	13 - 14	8 - 19 January 2023	9 - 20 January 2023		Faculty
<i>Confirmation Forms received two weeks after the closing date will be subjected to a penalty of RM50.00. (Confirmation for Award of Diploma/Degree will not be entertained after the closing date. Confirmation could be submitted in the following semester).</i>							
14	The date of the restriction process due to debt by the Bursary	3 days before Registration Courses	13	12 January 2023	12 January 2023		Bursary
15	Courses Registration For Semester II Session 2022/2023	2 weeks	14 - 15	15 - 26 January 2023	16 - 27 January 2023		Faculty / AMD
16	Study Week	1 weeks	16	29 January - 2 February 2023	30 January - 3 February 2023		
17	Final Examinations Semester I, Session 2022/2023	3 weeks	17 - 19	5 - 23 February 2023	6 - 24 February 2023		Faculty
18	Semester Break, Session 2022/2023	3 weeks	20 - 22	26 February - 16 March 2023	27 February - 17 March 2023		

NO.	ACTIVITY	TIME FRAME/TIME	WEEK	DATE		NOTES	Unit Responsible
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS		

Note: 1) AMD
2) JKTS

-Academic Management Division
-Senate Standing Committee on Examinations/Examination Results

Updated : **3 October 2022**

Academic Management & Convocation Section
Academic Management Division
Department of the Registrar, UTM