## UNIVERSITI TEKNOLOGI MALAYSIA
## Work Schedule for Course Registration, Confirmation for Award of Degree and Examination
## Semester I, 2023/2024

| NO. | ACTIVITY | TIME FRAME/TIME | WEEK | DATE | | NOTES | Unit Responsible |
|---|---|---|---|---|---|---|---|
| | | | | JOHOR BAHRU CAMPUS | KUALA LUMPUR CAMPUS | | |
| 1 | **Special Course Registration Semester I, Session 2023/2024**<br>Semester I 2023/2024 starting:<br>JB : 8 October 2024<br>KL : 9 October 2024 | **2 days before commencement of Semester I, 2023/2024** | – | **4 - 5 October 2024** | **5 - 6 October 2024** | Assisted by Faculty | Faculty |
| 2 | Lectures Semester I (Part 1) | **5 weeks** | **1 - 5** | **8 October -25 November 2023** | **9 October -26 November 2023** | 12 November 2023 - Deepavali (Sunday)<br>13 November 2023 - Deepavali (for KL Only) | Faculty |
| 3 | Amendments to course registration by students. | **2 weeks** | **1 - 2** | **8 -19 October 2023** | **9 - 20 October 2023** | *"Amendment" means to register additional course or to delete course or to change section which has been registered before. Student who do not register any course will not be allowed to do any amendment.* | Faculty |
| 4 | **Amendments to course registration (with penalty)** by students. | **5 days** | **3** | **22 - 26 October 2023** | **23 - 27 October 2023** | A penalty of RM50.00 for each course/amendment | Faculty |
| | *Late registration or amendments to course registration will not be accepted except for valid reasons accepted by the Faculty.*<br>*A penalty of RM100.00 for each course will be imposed for course registration after the deadline.* | | | | | | |
| 5 | Submission of **Confirmation for Award of Degree** by final semester students. | Start from 2nd Week of Semester I, 2023/2024 | **2 – 12** | **15 October - 28 December 2023** | **16 October - 29 December 2023** | Submisssion through Student Portal | Faculty |

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| 6 | **Course Withdrawal** by students. | **5 weeks** | **4 – 8** | **29 October - 30 November 2023** | **30 October - 1 December 2023** | | Faculty |
| 7 | Mid–Semester Break Semester I Session 2023/2024. | **1 weeks** | **8** | **26 November - 2 December 2023** | **27 November - 3 December 2023** | | Faculty |
| 8 | Lectures Semester I (Part 2) | **7 weeks** | **7-15** | **3 December 2023 - 20 January 2024** | **4 December 2023 - 21 January 2024** | 25 December 2023 - Christmas Day 1 January 2024 - New Year (KL Only) | Faculty |
| 9 | Faculties update records on Course Withdrawal. | **2 days** | **9** | **6 - 7 December 2023** | **7 -8 December 2023** | | Faculty |
| 10 | **Students need to print out Course Registrations Slip for Examination purposes.** | **3 weeks** | **10 - 12** | **10 - 28 December 2023** | **11 - 29 December 2023** | **Compulsory for Examination purposes.** | Faculty |
| 11 | **Closing date and time for final semester students to submit Confirmation for Award of Degree.** | **30 days** before commencement of final examinations | **12** | **28 December 2023** | **29 December 2023** | | Faculty |
| 12 | Examination Schedule released. | | **12** | **28 December 2023** | **29 December 2023** | **4 weeks before beginning of final semester examination (subject to changes by the faculties)** | Faculty |
| 13 | The date of the restriction process due to debt by the Bursary | **3 days before Registration Courses** | **13** | **4 January 2024** | **5 January 2024** | | Bursary |

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| 14 | Courses Registration For Semester II Session 2023/2024 | 2 weeks | 14 - 15 | 7 - 18 January 2024 | 8 - 19 January 2024 | Registration through Student Portal | |
| 15 | Study Week | 1 weeks | 16 | 21 - 27 January 2024 | 22 - 28 January 2024 | 25 January 2024* - Thaipusam | |
| 16 | Final Examinations Semester I, Session 2023/2024 | 3 weeks | 17 – 19 | 28 January - 20 February 2024 | | 1 February 2024 - Federal Territory Day (KL Only) 10 - 11 February 2024 - Chinese New Year 12 February 2024 - Chinese New Year (KL Only) | Faculty |
| 17 | Duration for students to check the grade course result and appeal (if applicable) | 31 days | 17 -21 | 29 January - 26 February 2024* | | https://my.utm.my | |
| 18 | Semester Break, Session I 2023/2024 | 4 weeks | 20 - 22 | 21 February - 16 March 2024 | 21 February - 17 March 2024 | 12 March 2024* - First of Ramadhan | |

*subjected to any changes
Updated : September 2023

Academic Management & Convocation Section (AMaCS)
Academic Management Division (AMD)
Department of the Registrar, UTM