

SCHEDULE OF WORK
 PROGRAMME REGISTRATION, COURSE REGISTRATION, FINAL EXAMINATION,
 FINAL EXAMINATION RESULT AND CONFERMENT APPLICATION
 SEMESTER I SESSION 2023/2024*
 POSTGRADUATE PROGRAMME BY COURSE WORK / MIXED MODE / RESEARCH

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
1	New student registration Semester I Session 2023/2024 (Local Students)		1 day	25 September 2023	Faculty / PPS / PTM / Bursary / PKU / Registrar / International Office / Students
2	New student registration Semester I Session 2023/2024 (International Students)		1 day	26 September 2023	Faculty / PPS / PTM / Bursary / PKU / Registrar / International Office / Students
3	Program Registration and / or Course for Student with Special Case Semester I Session 2023/2024 a) In this period only programme and / or course registration for student with status Daftar Semula (DS), Kedudukan Bersyarat (KS), Tangguh Pengajian (TP) and those undergoing Latihan Mengajar (LM) will be processed b) Students with status Daftar Semula that DO NOT REGISTER THE PROGRAMME at the specific date, without acceptable reason from university, therefore the admission offer is automatically void		1 day	27 September 2023	Faculty / Bursary / PPS / PTM / Students
4	Application for changing Program of Study / Mode of Study / Status of Study (Full Time / Part Time)		Within 2 weeks from the date of programme registration	01 – 12 October 2023	Faculty / PPS / Students

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
5	Closing date for Program Registration and / or Courses for New Students (Course Work/Mixed-Mode)		The last working day of week 2	12 October 2023	Faculty / Bursary / PPS / PTM / Students
6	<p>The closing date of Course Pre-Registration Semester I Session 2023/2024</p> <p><i>After this period, student will be charged fine registration which is:</i></p> <p><i>i) A fine according to the rate of RM50 per course and an additional RM5 per day subject to a maximum of RM500</i></p> <p><i>ii) The application that due after the fine registration period without a reasonable excuse will be fined RM100 for one course subject to a maximum of RM500.</i></p>		The last working day before the new semester begin	23 September 2023 (17 – 23 September 2023)	Faculty / PPS / PTM / Bursary / Students
7	LECTURE (Part One) SEMESTER I SESSION 2023/2024		7 weeks (Week 1st until week 7)	01 October – 16 November 2023	Faculty / PPS / Students
8	<p>Senior student makes course correction for Semester I Session 2023/2024</p> <p><i>a) During this period, the Senior Student can add courses to the list of previous registration; drop courses from a list of previous registration; correct the course code register, add and/or delete status UK, HW, HS and HWUK</i></p> <p><i>b) Section correction</i></p>		<p>a) 2 weeks (Until the last date of working day week 2)</p> <p>b) 2 weeks (Until the last date of working day week 2)</p>	<p>01 – 12 October 2023</p> <p>01 – 12 October 2023</p>	Faculty / PPS / PTM / Students

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
9	Student with status Deferment of Semester [Tangguh Pengajian (TP)] Semester I Session 2023/2024		7 weeks (Week 1 until the last day of working day week 7)	01 October – 16 November 2023	Faculty / PPS / Students
10	Students fill in the Progress Report in SMAP Online <i>The system will be open until 25 January 2024 at 12.00 noon</i>		15 weeks (Week 3 until week 17)	15 October 2023 – 25 January 2024	Faculty / Students
11	PPS issued a list of names of active students who did not register for Semester I Session 2023/2024 to the faculty for review and action <i>Students who fail to make registration of the courses in the semester without reasonable reason that can be accepted by the University is considered to be failing in their study and will be dismissed</i>		Week 3	16 October 2023	PPS / Faculty / Students
12	Student with status Course Withdrawal [Tarik Diri (TD)] Semester I Session 2023/2024 <i>After the deadline, the application passed the period of Course Withdrawal [Tarik Diri (TD)] will be fined RM50 for one course subject to a maximum of RM500</i>		3 weeks (Week 7 until the last day of working day week 9)	13 – 30 November 2023	Faculty / PPS / Students
13	MID SEMESTER BREAK SEMESTER I SESSION 2023/2024		1 week (Week 8)	19 – 25 November 2023	Students
14	LECTURE (Part Two) SEMESTER I SESSION 2023/2024		7 weeks (Week 9 until week 15)	26 November 2023 – 11 January 2024	PPS / Faculty / Students

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
15	Closing date for Program Registration and / or Courses for New Students (Research)		The last working day of week 9	30 November 2023	Faculty / Bursary / PPS / PTM / Students
16	Students print the Official Course Registration Slip for Semester I Session 2023/2024 for Final Examination		3 weeks (Week 10 until week 12)	03 – 21 December 2023	Students
17	Final Exam Schedule (Draft) Semester I Session 2023/2024 distributed		3 weeks before Final Examination	26 December 2023	Faculty / PPS / Students
18	Final Exam Schedule (Official) Semester I Session 2023/2024 distributed		2 weeks before Final Examination	02 January 2024	Faculty / PPS / Students
19	FINAL EXAMINATION SEMESTER I SESSION 2023/2024		3 weeks (Week 16 until week 18)	14 January – 01 February 2024	Faculty / PPS / Students
20	Deadline for submission of Master Project Report / Dissertation (Coursework / Mix-Mode Programme)			08 February 2024	Faculty / Students
21	Deadline for submission of thesis draft, eligibility for tuition fee exemption in Semester II Session 2023/2024 (Research Programme)			22 February 2024	Faculty / Students
22	Examination Result Announcement <i>(Examination results is issued through the SMAP Online)</i>			04 March 2024	PPS / PTM / Students

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
23	Pre-Registration Course Semester II Session 2023/2024 <i>Registration is done by students through the SMAP online and students are required to print the course registration slip</i> <i>Students need to get a signature of an academic Advisor/Supervisor on the slip and submit one copy of the course registration slip to the Faculty</i>		1 week	04 – 09 March 2024	PPS / Faculty / PTM / Students
24	END OF SEMESTER BREAK SEMESTER I SESSION 2023/2024		5 weeks	02 February – 09 March 2024	Students

NOTE :

- * The date specified shall be subject to amendment from time to time.

Provided by :-
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