

SCHEDULE OF WORK
 PROGRAMME REGISTRATION, COURSE REGISTRATION, FINAL EXAMINATION,
 FINAL EXAMINATION RESULT AND CONFERMENT APPLICATION
 SEMESTER I SESSION 2019/2020*
 POSTGRADUATE PROGRAMME BY COURSE WORK / MIXED MODE / RESEARCH

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
1	New student registration Semester I Session 2019/2020		1 day	04 September 2019	Faculty / PPS / PTM / Bursary / PKU / Registrar / International Office / Students
2	<p>Program Registration and / or Course for Student with Special Case Semester I Session 2019/2020</p> <p>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</p> <p>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</p>		2 days	04 – 05 September 2019	Faculty / Bursary / PPS / PTM / Students
3	Closing date for Program Registration and / or Courses for New Students (Course Work)		The last working day of week 2	19 September 2019	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	04 – 19 September 2019	Faculty / PPS / Students

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
5	<p>The closing date of Course Pre-Registration Semester I Session 2019/2020</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>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	04 September 2019 (13 August – 04 September 2019)	Faculty / PPS / PTM / Bursary / Students
6	LECTURE (Part One) SEMESTER I SESSION 2019/2020		7 weeks (Week 1st until week 7)	08 September – 24 October 2019	Faculty / PPS / Students
7	<p>Senior student make course correction for Semester I Session 2019/2020</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>2 weeks (Until the last date of working day week 2)</p> <p>a) 2 weeks (Until the last date of working day week 2)</p>	<p>03 – 14 March 2019</p> <p>03 – 14 March 2019</p>	Faculty / PPS / PTM / Students

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
8	<p>Late course registration fine Semester I Session 2019/2020</p> <p><i>Application for course registration (first time) is not acceptable, except for certain cases approved by the University (late fine registration). If approved:</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>		Week one (until the last date of working day week 1)	08 – 12 September 2019	Faculty / PPS / Bursary / Students
9	<p>Student with status Deferment of Semester [Tangguh Pengajian (TP)] Semester I Session 2019/2020</p> <p><i>After the deadline, the application for Deferment of Semester [Tangguh Pengajian (TP)] is NOT acceptable</i></p>		7 weeks (Week 1 until the last day of working day week 7)	08 September – 24 October 2019	Faculty / PPS / Students
10	<p>CGS issued a warning letter to a student that does not register the course for Semester I Session 2019/2020</p> <p><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></p>		(Week 3 - Appeal should be made within 14 working / business days)	26 September 2019	PPS / Faculty / Students
11	Students fill in the Progress Report in SMAP Online		13 weeks (Week 6 until week 18)	13 October 2019 – 09 January 2020	Faculty / Students

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
12	Student with status Course Withdrawal [Tarik Diri (TD)] Semester I Session 2019/2020 <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)	20 October – 07 November 2019	Faculty / PPS / Students
13	MID SEMESTER BREAK SEMESTER I SESSION 2019/2020		1 week (Week 8)	27 October – 02 November 2019	Students
14	LECTURE (Part Two) SEMESTER I SESSION 2019/2020		7 weeks (Week 9 until week 15)	03 November – 19 December 2019	PPS / Faculty / Students
15	Students print the Official Course Registration Slip for Semester I Session 2019/2020 for Final Examination		3 weeks (Week 10 until week 12)	10 – 28 November 2019	Students
16	Final Exam Schedule (Official) Semester I Session 2019/2020 distributed		2 weeks before Final Examination	23 December 2019	Faculty / PPS / Students
17	Master Project / Dissertation 1 and 2 Presentation		Week 16	22 – 26 December 2019	Faculty / Students
18	REVISION WEEKS SEMESTER I SESSION 2019/2020		2 weeks (Week 16 until week 17)	22 December – 02 January 2020	Students
19	FINAL EXAMINATION SEMESTER I SESSION 2019/2020		2 weeks (Week 18 until week 19)	05 – 16 January 2020	Faculty / PPS / Students
20	Examination Result Announcement <i>(Examination results is issued through the SMAP Online)</i>			17 February 2020	PPS / PTM / Students

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
21	Pre Registration Course Semester II Session 2019/2020 <i>Registration is done by students through the SMAP online and students are required to print the course registration slip. 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 and PPS.</i>		2 weeks	18 – 24 February 2020	PPS / Faculty / PTM / Students
22	END OF SEMESTER BREAK SEMESTER I SESSION 2019/2020		5 weeks	26 January – 29 February 2020	Students

NOTE :

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

Provided by :-
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Universiti Tun Hussein Onn Malaysia
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