

SCHEDULE OF WORK
 PROGRAMME REGISTRATION, COURSE REGISTRATION, FINAL EXAMINATION,
 FINAL EXAMINATION RESULT AND CONFERMENT APPLICATION
 SEMESTER II SESI 2018/2019*
 POSTGRADUATE PROGRAMME BY COURSE WORK / MIXED MODE / RESEARCH

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
1	New student registration Semester II Session 2018/2019		1 day	26 February 2019	Faculty / PPS / PTM / Bursary / PKU / Registrar / International Office / Students
2	Program Registration and / or Course for Student with Special Case Semester II Session 2018/2019 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		2 days	27 – 28 February 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	14 March 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	26 February – 07 March 2019	Faculty / PPS / Students

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
5	<p>The closing date of Course Pre-Registration Semester II Session 2018/2019</p> <p>After this period, student will be charged fine registration which is:</p> <p>i) A fine according to the rate of RM50 per course and an additional RM5 per day subject to a maximum of RM500</p> <p>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.</p>		The last working day before the new semester begin	25 February 2019 (18 – 25 February 2019)	Faculty / PPS / PTM / Bursary / Students
6	LECTURE (Part One) SEMESTER II SESSION 2018/2019		7 weeks (Week 1st until week 7th)	03 March – 18 April 2019	Faculty / PPS / Students
7	<p>Senior student make course correction for Semester II Session 2018/2019</p> <p>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</p> <p>b) Section correction</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 2018/2019</p> <p>Application for course registration (first time) is not acceptable, except for certain cases approved by the University (late fine registration). If approved:</p> <p>i) A fine according to the rate of RM50 per course and an additional RM5 per day subject to a maximum of RM500</p> <p>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.</p>		Week one (until the last date of working day week 1)	03 – 07 March 2019	Faculty / PPS / Bursary / Students
9	<p>Student with status Deferment of Semester [Tangguh Pengajian (TP)] Semester II Session 2018/2019</p> <p>After the deadline, the application for Deferment of Semester [Tangguh Pengajian (TP)] is NOT acceptable</p>		7 weeks (Week 1 until the last day of working day week 7)	03 March – 18 April 2019	Faculty / PPS / Students
10	<p>Students final semester of study applying for the conferment.</p> <p>Applications received after the closing date will be fined RM50</p>		(Week 2 until week 12)	17 March – 23 May 2019	PPS / Faculty / Students
11	<p>PPS issued a warning letter to a student that does not register the course for Semester II Session 2018/2019</p> <p>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.</p>		(Week 3 - Appeal should be made within 14 working / business days)	17 March 2019	PPS / Faculty / Students
12	Students fill in the Progress Report in SMAP Online		13 weeks (Week 6 until week 18)	07 April – 04 July 2019	Faculty / Students

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
13	Student with status Course Withdrawal [Tarik Diri (TD)] Semester II Session 2018/2019 <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)	14 April – 02 May 2019	Faculty / PPS / Students
14	MID SEMESTER BREAK SEMESTER II SESSION 2018/2019		1 week (Week 8)	21 – 25 April 2019	Students
15	LECTURE (Part Two) SEMESTER II SESSION 2018/2019		7 weeks (Week 9 until week 15)	28 April – 13 June 2019	PPS / Faculty / Students
16	Students print the Official Course Registration Slip for Semester II Session 2018/2019 for Final Examination		3 weeks (Week 10 until week 12)	05 – 23 May 2019	Students
17	Final Exam Schedule (Official) Semester II Session 2018/2019 distributed		2 weeks before Final Examination	16 June 2019	Faculty / PPS / Students
18	Master Project / Dissertation 1 and 2 Presentation		Week 16	16 – 20 June 2019	Faculty / Students
19	REVISION WEEKS SEMESTER II SESSION 2018/2019		2 weeks (Week 16 until week 17)	16 – 27 June 2019	Students
20	FINAL EXAMINATION SEMESTER II SESSION 2018/2019		3 weeks (Week 18 until week 20)	30 June – 18 July 2019	Faculty / PPS / Students
21	Examination Result Announcement <i>(Examination results is issued through the SMAP Online)</i>			06 August 2019	PPS / PTM / Students

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
22	Pre Registration Course Semester I Session 2019/2020 <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 and PPS.</i>		2 weeks	13 August – 04 September 2019	PPS / Faculty / PTM / Students
23	END OF SEMESTER BREAK SEMESTER II SESSION 2018/2019		8 weeks	18 January – 02 Mac 2019	Students

NOTE :

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

Provided by :-
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