

SCHEDULE OF WORK
 PROGRAMME REGISTRATION, COURSE REGISTRATION, FINAL EXAMINATION,
 FINAL EXAMINATION RESULT AND CONFERMENT APPLICATION
 SEMESTER II SESSION 2021/2022*
 POSTGRADUATE PROGRAMME BY COURSE WORK / MIXED MODE / RESEARCH

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
1	New student registration Semester II Session 2021/2022 (Local Students)		1 day	14 March 2022	Faculty / PPS / PTM / Bursary / PKU / Registrar / International Office / Students
2	New student registration Semester II Session 2021/2022 (International Students)		1 day	15 March 2022	Faculty / PPS / PTM / Bursary / PKU / Registrar / International Office / Students
3	Program Registration and / or Course for Student with Special Case Semester II Session 2021/2022 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	16 – 17 March 2022	Faculty / Bursary / PPS / PTM / Students
4	Closing date for submission of thesis draft for tuition fee exemption for Semester II Session 2021/2022 (Research)			9 March 2022	Faculty / Bursary / PPS / PTM / Students

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
5	<p>The closing date of Course Pre-Registration Semester II Session 2021/2022</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>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>		The last working day before the new semester begin	13 March 2022 (08 – 13 March 2022)	Faculty / PPS / PTM / Bursary / Students
6	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	14 – 31 March 2022	Faculty / PPS / Students
7	Closing date for Program Registration and / or Courses for New Students (Course Work/Mixed-Mode)		The last working day of week 2	31 March 2022	Faculty / Bursary / PPS / PTM / Students
8	LECTURE (Part One) SEMESTER II SESSION 2021/2022		7 weeks (Week 1st until week 7)	20 March – 05 May 2022	Faculty / PPS / Students
9	<p>Senior student makes course correction for Semester II Session 2021/2022</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>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>20 – 31 March 2022</p> <p>20 – 31 March 2022</p>	Faculty / PPS / PTM / Students

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
10	<p>Student with status Deferment of Semester [Tangguh Pengajian (TP)] Semester II Session 2021/2022</p> <p>Deferment of the current semester in the first (1) week to the seventh (7) week will be charged half of the full fee</p> <p>Deferment of the current semester after the seventh (7) week will be charged the full fee</p>		7 weeks (Week 1 until the last day of working day week 7)	20 March – 05 May 2022	Faculty / PPS / Students
11	<p>CGS issued a list of student that does not register the course for Semester II Session 2021/2022 to faculty for review and action</p> <p>Students who fail to register for a course before the second (2) week of the current semester can be terminated from studies</p>		Week 3	04 April 2022	PPS / Faculty / Students
12	<p>Students fill in the Progress Report in SMAP Online</p> <p>The system will be opened until July 14th, 2022 at 12.00 pm</p>		15 weeks (Week 3 until week 17)	03 April – 14 July 2022	Faculty / Students
13	<p>Student with status Course Withdrawal [Tarik Diri (TD)] Semester II Session 2021/2022</p> <p>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</p>		3 weeks (Week 7 until the last day of working day week 9)	02 – 19 May 2022	Faculty / PPS / Students
14	MID SEMESTER BREAK SEMESTER II SESSION 2021/2022		1 week (Week 8)	06 – 14 May 2022	Students
15	LECTURE (Part Two) SEMESTER II SESSION 2021/2022		7 weeks (Week 9 until week 15)	16 May – 02 July 2022	PPS / Faculty / Students

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
16	Students print the Official Course Registration Slip for Semester II Session 2021/2022 for Final Examination		3 weeks (Week 10 until week 12)	22 May – 11 June 2022	Students
17	Closing date for Program Registration and / or Courses for New Students (Research)		The last working day of week 13	16 June 2022	Faculty / Bursary / PPS / PTM / Students
18	Final Exam Schedule (Draft) Semester II Session 2021/2022 distributed <i>Faculty/students are requested to check the schedule, if there are changes/overlaps please inform CGS until 26 June 2022</i>		3 weeks before Final Examination	19 June 2022	Faculty / PPS / Students
19	Final Exam Schedule (Official) Semester II Session 2021/2022 distributed		2 weeks before Final Examination	30 June 2022	Faculty / PPS / Students
20	REVISION WEEKS SEMESTER II SESSION 2021/2022		1 week (Week 16)	03 – 09 July 2022	Students
21	FINAL EXAMINATION SEMESTER II SESSION 2021/2022		3 weeks (Week 17 until week 19)	12 – 28 July 2022	Faculty / PPS / Students
22	Examination Result Announcement <i>(Examination results is issued through the SMAP Online)</i>			05 September 2022	PPS / PTM / Students

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
23	Pre-Registration Course Semester I Session 2022/2023 <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>		3 weeks	05 – 25 September 2022	PPS / Faculty / PTM / Students
24	Closing date for submission of thesis draft for tuition fee exemption for Semester I Session 2022/2023 (Research)			20 September 2022	Faculty / Bursary / PPS / PTM / Students
25	END OF SEMESTER BREAK SEMESTER II SESSION 2021/2022		9 weeks	29 July – 01 October 2022	Students

NOTE :

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

Provided by :-
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