

ACADEMIC ACTIVITY SCHEDULE - SEMESTER II SESSION 2011/2012

NO	PARTICULARS/PROCESS/RELEVANT FORMS	DURATION/WEEKS	STARTING DATE	ENDING DATE
1	Course Pre-Registration a) Course Registration Form UTM.E/3-1 (Amendment 2008) on-line (Subject to change)	1 Week (Week 14) Sem I Session 2011/2012	12 December 2011 Monday	16 December 2011 Friday
2	Compulsory Registration a) Course Registration Form UTM.E/3-1 (Amendment 2008) b) Course Registration Amendment Form UTM.E/3-5 (Amendment 2008) i) Additional Course (only permitted for the section that are vacant) ii) To Replace and Correct Course Code iii) To Delete or Drop Course Code iv) To add and/or Drop Status (UM, HW, HS and HWUM) v) To Correct the Section of a registered course vi) Grade Improvement (RM50.00/Credit) (The grade of course to be improved must be B- or below)	2 Days Before commencement of Sem II Session 2011/2012	16 February 2012 Thursday	17 February 2012 Friday
3	Registration/Amendment to Course Registration a) Course Registration Form UTM.E/3-1 (Amendment 2008) b) Course Registration Amendment Form UTM.E/3-5 (Amendment 2008) - Refer particulars 2b	1 Week (First Week) Sem II Session 2011/2012	20 February 2012 Monday	24 February 2012 Friday
4	Amendment to Course Registration (with penalty – RM50.00 for each course up to a total maximum of RM300.00) a) Course Registration Amendment Form UTM.E/3-5 (Amendment 2008) - Refer particulars 2b (Improvement of grade is no more permitted)	5 days (Second Week) Sem II Session 2011/2012	27 February 2012 Monday	2 Mac 2012 Friday
5	Course Withdrawal a) Course Withdrawal Form UTM.E/3-2	7 Weeks (Week 3-9)	5 March 2012 Monday	20 April 2012 Friday
6	Application to Defer Studies Write letter to Deputy Dean (Academic) - State I/C or Passport No/Matric No/Telephone @ HP No	9 Weeks (Week 1-9)	16 February 2012 Monday	20 April 2012 Friday
7	MID - SEMESTER BREAK	9 days (Week 9)	7 April 2012 Saturday	15 April 2012 Sunday
8	Official Course Registration Slips (with logo) issued (Subject to change)	2 Days (Week 10)	24 April 2012 Tuesday	25 April 2012 Wednesday
9	Final Examination Schedule Released (Subject to change)	4 Weeks (Week 12)	14 May 2012 Monday	11 June 2012 Monday
10	Application for Award of Diploma/Degree	10 Weeks (Week 2-11)	27 February 2012 Monday	4 May 2012 Friday
11	Application for Award of Diploma/Degree (with Penalty-RM50.00)	2 Weeks (Week 12-13)	7 May 2012 Monday	18 May 2012 Friday
12	FINAL EXAMINATION	3 Weeks (Week 18-20)	11 June 2012 Monday	1 July 2012 Sunday

- i. All process will end 30 minutes before the office closes. ii. Any changes will be make known from time to time.

* Public Holiday ☺ 1 May 2012 (Tuesday) – Labour Day