

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

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
1	New student registration Semester I Session 2018/2019		1 day	05 September 2018	Faculty / PPS / PTM / Bursary / PKU / Registrar / International Office / Students
2	<p>Program Registration and / or Course for Student with Special Case Semester I Session 2018/2019</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	05 - 06 September 2018	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	20 September 2018	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	05 – 20 September 2018	Faculty / PPS / Students

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
5	<p>The closing date of Course Pre-Registration Semester I 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>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	<p>04 September 2018</p> <p>(10 August – 04 September 2018)</p>	Faculty / PPS / PTM / Bursary / Students
6	CLASSES (Part One) SEMESTER I SESSION 2018/2019		7 weeks (Week 1 until week 7th)	10 September – 25 October 2018	Faculty / PPS / Students
7	<p>Senior student make course correction for Semester I Session 2017/2018</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>10 - 20 September 2018</p> <p>10 - 20 September 2018</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)	10 – 13 September 2018	Faculty / PPS / Bursary / Students
9	<p>Student with status Deferment of Semester [Tangguh Pengajian (TP)] Semester I 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)	10 September – 25 October 2018	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 September – 29 November 2018	PPS / Faculty / Students
11	<p>PPS issued a warning letter to a student that does not register the course for Semester I 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)	24 September 2018	PPS / Faculty / Students
12	Students fill in the Progress Report in SMAP Online		13 weeks (Week 6 until week 18)	14 October 2018 – 10 January 2019	Faculty / Students

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
13	Student with status Course Withdrawal [Tarik Diri (TD)] Semester I 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)	21 October – 08 November 2018	Faculty / PPS / Students
14	MID SEMESTER BREAK SEMESTER I SESSION 2018/2019		1 week (Week 8)	28 October – 01 November 2018	Students
15	CLASSES (Part Two) SEMESTER I SESSION 2018/2019		7 weeks (Week 9 until week 15)	04 November – 20 December 2018	PPS / Faculty / Students
16	Students print the Official Course Registration Slip for Semester I Session 2018/2019 for Final Examination		3 weeks (Week 10 until week12)	11 – 29 November 2018	Students
17	Final Exam Schedule (Official) Semester I Session 2018/2019 distributed		2 weeks before Final Examination	23 December 2018	Faculty / PPS / Students
18	Master Project / Dissertation 1 and 2 Presentation		Week 16	23 December 2018 – 27 December 2018	Faculty / Students
19	REVISION WEEKS SEMESTER I SESSION 2018/2019		2 weeks (Week 16 until week 17)	23 December 2018 – 05 January 2019	Students
20	FINAL EXAMINATION SEMESTER I SESSION 2018/2019		2 weeks (Week 18 until week 19)	06 – 17 January 2019	Faculty / PPS / Students
21	Examination Result Announcement <i>(Examination results is issued through the SMAP Online)</i>			18 February 2019	PPS/PTM/Students

BIL	EVENT	TYPE	PERIOD (TIME)	DATE	ACTION
22	Pre Registration Course Semester II Session 2018/2019 <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 – 25 February 2019	PPS / Faculty / PTM / Students
23	END OF SEMESTER BREAK SEMESTER I 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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