

SCHEDULE OF WORK  
PROGRAMME REGISTRATION, COURSE REGISTRATION, FINAL EXAMINATION,  
FINAL EXAMINATION RESULT AND CONFERMENT APPLICATION  
SEMESTER I SESI 2017/2018\*  
POSTGRADUATE PROGRAMME BY COURSE WORK / MIXED MODE / RESEARCH

| BIL | EVENT  | TYPE | PERIOD (TIME)  | DATE                   | ACTION  |
|-----|--|------|--|------------------------|---|
| 1   | New student registration Semester I Session 2017/2018  |      | 1 day  | 05 September 2017      | Faculty / PPS / PTM / Bursary / PKU / Registrar / International Office / Students |
| 2   | <p>Program Registration and / or Course for Student with Special Case Semester I Session 2017/2018</p> <p><i>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</i></p> <p><i>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</i></p> |      | 2 days   | 06 - 07 September 2017 | Faculty / Bursary / PPS / PTM / Students  |
| 3   | 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 | 06 - 20 September 2017 | PPS / Students  |

| BIL | EVENT   | TYPE | PERIOD (TIME)   | DATE  | ACTION                                   |
|-----|---|------|---|---|--|
| 4   | <p>The closing date of Course Registration Semester I Session 2017/2018</p> <p><b>After this period, student will be charged fine registration which is:</b></p> <p><b>i) A fine according to the rate of RM50 per course and an additional RM5 per day subject to a maximum of RM500</b></p> <p><b>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.</b></p> |      | The last working day before the new semester begin  | 04 September 2017   | Faculty / PPS / PTM / Bursary / Students |
| 5   | <b>Classes: Part One (for Coursework Students only)</b>   |      | 7 weeks (Week 1 until week 7th)   | 10 September - 26 Oktober 2017                              | Faculty / PPS / Students                 |
| 6   | <p>Senior student make course correction for Semester I Session 2017/2018</p> <p><b>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</b></p> <p><b>b) Section correction</b></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 2017</p> <p>10 - 20 September 2017</p> | Faculty / PPS / PTM / Students           |
| 7   | <p>Late course registration fine Semester I Session 2017/2018</p> <p><b>Application for course registration (first time) is not acceptable, except for certain cases approved by the University (late fine registration). If approved:</b></p>  |      | Week one (until the last date of working day week 1)  | 10 - 14 September 2017                                      | Faculty / PPS / Bursary / Students       |

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|-----|--|------|---|---------------------------------|--------------------------|
|     | <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>   |      |   |                                 |                          |
| 8   | <p>PPS issued a warning letter to a student that does not register the course for Semester I Session 2017/2018</p> <p><b><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></b></p> |      | (Week 3 - The duration for give answer until 14 days)     | 24 September 2017               | PPS / Faculty / Students |
| 9   | <p>Students final semester of study applying for the conferment.</p> <p><b>Applications received after the closing date will be fined RM50</b></p>   |      | (Week 2 until week 12)                                    | 17 September – 30 November 2017 | PPS / Faculty / Students |
| 10  | <b>Mid Semester Break (for Coursework Students only)</b>   |      | 1 week (Week 8)   | 29 October - 04 November 2017   | Student                  |
| 11  | <b>Classes : Part Two (for Coursework Students only)</b>   |      | 7 weeks (Week -9 until week 15)                           | 05 November - 21 December 2017  | PPS / Faculty / Students |
| 12  | <p>Student with status Tarik Diri (TD) Semester I Session 2017/2018</p> <p><b><i>After the deadline, the application passed the period of Tarik Diri (TD) will be fined RM50 for one course subject to a maximum of RM500</i></b></p>  |      | 3 weeks (Week 7 until the last day of working day week 9) | 22 October – 9 November 2017    | Faculty / PPS / Students |

| BIL | EVENT  | TYPE | PERIOD (TIME)   | DATE                               | ACTION                         |
|-----|--|------|---|------------------------------------|--------------------------------|
| 13  | Student with statusTangguh Pengajian (TP) Semester I Session 2017/2018<br><b>After the deadline, the application for Tangguh Pengajian (TP) is NOT acceptable</b>  |      | 7 weeks (Week-1 until the last dat of working day week 7) | 10 September – 26 October 2017     | Faculty / PPS / Students       |
| 14  | Students print the Official Course Registration Slip for Semester I Session 2017/2018  |      | 3 weeks (Week-10 until-12 )                               | 12 - 30 November 2017              | Students                       |
| 15  | Students fill in the progress report of the Laporan Kemajuan Penyelidikan (LKP) in the e-LKP system  |      | 2 weeks (Week-14 until week -15)                          | 10 - 21 December 2017              | Students                       |
| 16  | Final Exam Schedule (Official) Semester I Session 2017/2018 distributed  |      | 2 weeks before Final Examination                          | 21 December 2017                   | Faculty / PPS / Students       |
| 17  | <b>REVISION WEEKS SEMESTER I SESSION 2017/2018</b>   |      | 2 weeks (Week-16 until week 17)                           | 24 December 2017 - 04 January 2018 | Students                       |
| 18  | <b>FINAL EXAMINATION SEMESTER I SESSION 2017/2018</b>  |      | 2 weeks (Week-18 until week 19)                           | 07 – 18 January 2018               | Faculty / PPS / Students       |
| 19  | Pre Registration Course Semester II Session 2017/2018<br><b>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.</b> |      | 4 weeks   | 26 January – 25 February 2018      | PPS / Faculty / PTM / Students |
| 20  | <b>END OF SEMESTER I SESSION 2017/2018</b>   |      | 6 weeks   | 21 January – 24 February 2018      | Students                       |

**NOTE :**

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

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