



**WORK SCHEDULE FOR COURSE REGISTRATION, EXAMINATION AND CONFIRMATION FOR AWARD DEGREE  
BACHELOR DEGREE PROGRAMME (FULL TIME)  
SEMESTER I, 2024/2025 SESSION**

**STUDENT  
REFERENCE**

NO.	ACTIVITY	DURATION	WEEK	DATE		NOTES
				JOHOR BAHRU CAMPUS	KUALA LUMPUR CAMPUS	
1	<p><b>Special Course Registration Semester I, 2024/2025 Session</b></p> <p><i>"Special Course Registration" is only for those who could not register during Course Registration period (in June 2024) due to the status of deferment or cross campus in Semester 2 2023/2024 or any other special case which allowed by the University.</i></p>		-	<b>2 - 4 October 2024</b>	<b>3 - 5 October 2024</b>	Registration through Student Portal <a href="https://my.utm.my">https://my.utm.my</a>
2	Course registration ( <b>with penalty</b> )	<b>5 days</b>	<b>1</b>	<b>6 - 10 October 2024</b>	<b>7 - 11 October 2024</b>	Penalty of RM100.00 for each course and subjected to approval by the Faculty.
3	Lectures Semester I (Part 1)	<b>7 weeks</b>	<b>1 - 7</b>	<b>6 October - 23 November 2024</b>	<b>7 October - 24 November 2024</b>	<b>31 October 2024*</b> Deepavali
4	<b>Application for credit transfer</b> by new students (Semester I, 2024/2025 Session intake)	<b>2 weeks</b>	<b>1 - 2</b>	<b>6 - 17 October 2024</b>	<b>7 - 18 October 2024</b>	Application through Student Portal <a href="https://my.utm.my">https://my.utm.my</a>
5	<p><b>Amendments to course registration</b> by students.</p> <p><i>"Amendment" means to register additional course or to delete course or to change section which has been registered before. Student who do not register any course will not be allowed to do any amendment.</i></p>	<b>2 weeks</b>	<b>1 - 2</b>	<b>6 - 17 October 2024</b>	<b>7 - 18 October 2024</b>	Application through Student Portal <a href="https://my.utm.my">https://my.utm.my</a>
6	Amendments to course registration ( <b>with penalty</b> )	<b>5 days</b>	<b>3</b>	<b>20 - 24 October 2024</b>	<b>21 - 25 October 2024</b>	Maximum penalty of RM100.00 for each course
7	Confirmation of <b>Degree Award Information</b> by students in their final semester	Start from 2nd Week of Semester I, 2024/2025	<b>2 - 12</b>	<b>13 October - 26 December 2024</b>	<b>14 October - 27 December 2024</b>	Submission of confirmation through Student Portal - <a href="https://my.utm.my">https://my.utm.my</a>

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8	Course Withdrawal by students	5 weeks	4 - 8	27 October - 28 November 2024	28 October - 29 November 2024	Please be advised that should a student choose to withdraw from a course after the deadline for the Course Registration Amendment Period, the student remains obligated to pay for the withdrawn course
9	Mid-Semester Break Semester I, 2024/2025 Session	1 week	8	24 - 28 November 2024	25 - 29 November 2024	
10	Students need to download /print out Course Registrations Slip for Examination purposes	3 weeks	6 - 8	10 - 28 November 2024	11 - 29 November 2024	Compulsory for Examination purposes.
11	Start date for restriction process due to debt by the Bursary		9	1 December 2024	2 December 2024	
12	Lectures Semester I (Part 2)	7 weeks	9-15	1 December 2024 - 18 January 2025	2 December 2024 - 19 January 2025	25 December 2024 Christmas Day  1 January 2025 New Year (KL only)
13	Examination Schedule released		13	30 December 2024		4 weeks before beginning of final semester examination (subject to changes by the faculties)
14	Courses Registration for Semester II, 2024/2025 Session <i>(Compulsory to All "Active" Students)</i>	2 weeks	14 - 15	5 - 16 January 2025	6 - 17 January 2025	Registration through Student Portal <a href="https://my.utm.my">https://my.utm.my</a>
15	Revision Period	1 weeks	16	19 - 25 January 2025	20 - 26 January 2025	
16	Final Examinations Semester I, Session 2024/2025	3 weeks	17 - 19	31 January - 16 February 2025	31 January - 16 February 2025	29 - 30 January 2025 Chinese New Year  1 February 2025 Federal Territory Day (KL only)  11 February 2025* Thaipusam
17	Duration for student to check the grade course result and appeal (if applicable)	25 days	17 - 21	1 - 25 February 2025*		Through Student Portal <a href="https://my.utm.my">https://my.utm.my</a>

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18	Semester Break for Semester I, 2024/2025 Session	4 weeks		17 February - 15 March 2025	17 February - 16 March 2025	

*\*Subject to any changes*

**Prepared by:**

**Academic Management & Conferment Section (AMaCS)**

Academic Management Division (AMD)

Department of the Registrar, UTM

**Official website: <https://amd.utm.my/amacs/>**

Date : 5 September 2024