




**SCHEDULE OF ACADEMIC ADMINISTRATION ACTIVITIES  
SEMESTER NOVEMBER 2020  
UNDERGRADUATE & POSTGRADUATE (BY COURSEWORK) PROGRAMMES**

No.	Activities	Start Date	End Date	Duration
1	Senate Meeting	Nov 13, 2020	Nov 13, 2020	1 day
2	Announcement of Final Examination Results (Via  - <a href="http://studentportal.unisel.edu.my">http://studentportal.unisel.edu.my</a> )	Nov 14, 2020	Nov 14, 2020	1 day
3	Semester Registration for Returning Students ( <i>i-Daftar</i> ) (Via  - <a href="http://studentportal.unisel.edu.my">http://studentportal.unisel.edu.my</a> )	Nov 15, 2020	Nov 19, 2020	5 days
4	Semester Registration for Returning Students ( <i>i-Daftar</i> ) (Via  - <a href="http://studentportal.unisel.edu.my">http://studentportal.unisel.edu.my</a> ) *POSTGRADUATE ONLY*	Nov 15, 2020	Dec 1, 2020	17 days
5	Appeal for Special Examination (Only for FINAL SEMESTER students. Forms can be obtained from the faculty)	Nov 16, 2020	Nov 19, 2020	4 working days
6	Programme Change	Nov 16, 2020	Nov 20, 2020	5 days
7	Add & Drop Course	Nov 20, 2020	Nov 24, 2020	5 days
8	Course Registration Slip Printing	Nov 25, 2020	Dec 11, 2020	2 weeks
9	Course Exemption/Credit Transfer	Nov 16, 2020	Jan 22, 2021	10 weeks
10	Special Examination (Special Examination Timetable can be viewed at <a href="http://studentportal.unisel.edu.my">http://studentportal.unisel.edu.my</a> )	Nov 23, 2020	Nov 27, 2020	1 week
11	Rechecking of Examination Answer Script	Nov 16, 2020	Nov 20, 2020	6 working days
12	Submission of Status Change (COMPLETED)	Nov 16, 2020	Dec 28, 2020	6 weeks
13	Change Course Group	Nov 25, 2020	Dec 13, 2020	4 weeks
14	Defer with Processing Fee	Nov 16, 2020	Jan 18, 2021	9 weeks
15	Absent (allow to register with penalty with RM50 and an additional RM20 for each subsequent day) *POSTGRADUATE ONLY*	Dec 2, 2020	Jan 15, 2021	7 weeks
16	Change Status to Terminated *POSTGRADUATE ONLY*	Jan 18, 2021	Feb 19, 2021	5 weeks
17	Drop Course with Penalty Fee	Nov 25, 2020	Feb 26, 2021	13 weeks
18	Verification Letter for EPF Application	Nov 16, 2020	Jan 18, 2021	9 weeks
19	Tuition Fees Payment	Nov 16, 2020	Feb 14, 2021	12 weeks
20	Examination Slip Printing	Feb 15, 2021	Feb 26, 2021	2 weeks
21	Final Examination	Feb 27, 2021	Mac 21, 2021	2 weeks
22	e-Course Teaching Evaluation	Jan 25, 2021	Feb 28, 2021	5 weeks

**Notes:**

- Schedule of Academic Administration Activities has been endorsed by the Senate Meeting on 21<sup>st</sup> October 2020
- This Schedule of Academic Administration Activities is subject to change (if any) which will be notified by the university