

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

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

Notes:

- Schedule of Academic Administration Activities has been endorsed by the Senate Meeting on 29th July 2020
- This Schedule of Academic Administration Activities is subject to change (if any) which will be notified by the university