

**SCHEDULE OF ACADEMIC ADMINISTRATION ACTIVITIES**  
**SEMESTER NOVEMBER 2022**  
**UNDERGRADUATE & POSTGRADUATE (BY COURSEWORK) PROGRAMMES**

No.	Activities	Start Date	End Date	Duration
1	Senate Meeting	November 14, 2022	November 14, 2022	1 day
2	Announcement of Final Examination Results (Via  - <a href="http://studentportal.unisel.edu.my">http://studentportal.unisel.edu.my</a> )	November 15, 2022	November 15, 2022	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> )	November 20, 2022	November 24, 2022	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> ) <b>*POSTGRADUATE ONLY*</b>	November 20, 2022	December 6, 2022	17 days
5	Appeal for Special Examination (Only for FINAL SEMESTER students. Forms can be obtained from the faculty)	November 21, 2022	November 22, 2022	2 working days
6	Academic Appeals Committee Meeting	November 17, 2022	November 17, 2022	1 day
7	Result Notification of Appeals to Continue Study	November 21, 2022	November 23, 2022	3 working days
8	Programme Change	November 24, 2022	November 30, 2022	5 working days
9	Add & Drop Course	November 25, 2022	November 29, 2022	5 days
10	Printing and Reviewing of Course Registration Slip	November 30, 2022	March 3, 2023	14 weeks
11	Course Exemption/Credit Transfer	November 21, 2022	January 27, 2023	10 weeks
12	Special Examination (Special Examination Timetable can be viewed at <a href="http://studentportal.unisel.edu.my">http://studentportal.unisel.edu.my</a> )	November 24, 2022	November 30, 2022	5 working days
13	Rechecking of Final Examination Answer Script	November 21, 2022	November 25, 2022	5 days
14	Submission of Status Change (COMPLETED)	November 24, 2022	January 05, 2023	6 weeks
15	Change Course Group	November 30, 2022	December 23, 2022	4 weeks
16	Defer with Processing Fee	November 24, 2022	January 26, 2023	9 weeks
17	Absent (allow to register with penalty with RM50 and an additional RM20 for each subsequent day) <b>*POSTGRADUATE ONLY*</b>	December 7, 2022	December 21, 2022	2 weeks
18	Terminated <b>*POSTGRADUATE ONLY*</b>	December 22, 2022	January 12, 2023	3 weeks
19	Drop Course with Pro-Rate Tuition Fee	November 29, 2022	March 3, 2022	14 weeks
20	Verification Letter for EPF Application	November 24, 2022	February 5, 2023	10 weeks
21	Payment of Tuition Fees	November 24, 2022	February 19, 2023	12 weeks
22	Printing of Examination Slip	February 20, 2023	March 3, 2023	2 weeks
23	Final Examination	March 6, 2023	March 24, 2023	2 weeks
24	e-Course Teaching Evaluation	February 6, 2023	March 24, 2023	7 weeks

**Notes:**

- Schedule of Academic Administration Activities has been endorsed by the Senate Meeting on 14 November 2022.
- This Schedule of Academic Administration Activities is subject to change (if any) which will be notified by the university