

**SCHEDULE OF ACADEMIC ADMINISTRATION ACTIVITIES
SEMESTER AUGUST 2023
UNDERGRADUATE & POSTGRADUATE (BY COURSEWORK) PROGRAMMES**

No.	Activities	Start Date	End Date	Duration
1	Senate Meeting	Aug 23, 2023	Aug 23, 2023	1 day
2	Announcement of Final Examination Results (Via  – http://studentportal.unisel.edu.my)	Aug 24, 2023	Aug 24, 2023	1 day
3	Semester Registration for Returning Students (<i>i-Daftar</i>) (Via  – http://studentportal.unisel.edu.my)	Aug 25, 2023	Aug 29, 2023	5 days
4	Semester Registration for Returning Students (<i>i-Daftar</i>) (Via  – http://studentportal.unisel.edu.my) *POSTGRADUATE ONLY*	Aug 25, 2023	Sept 10, 2023	17 days
5	Appeal for Special Examination (Only for FINAL SEMESTER students. Forms can be obtained from the faculty)	Aug 24, 2023	Aug 28, 2023	3 working days
6	Academic Appeals Committee Meeting	Aug 25, 2023	Aug 25, 2023	1 day
7	Result Notification of Appeals to Continue Study	Aug 28, 2023	Aug 30, 2023	3 working days
8	Programme Change	Aug 28, 2023	Sept 1, 2023	5 working days
9	Add & Drop Course	Aug 30, 2023	Sep 5, 2023	5 working days
10	Printing and Reviewing of Course Registration Slip	Sep 4, 2023	Sep 17, 2023	2 weeks
11	Course Exemption/Credit Transfer	Aug 28, 2023	Sep 29, 2023	5 weeks
12	Special Examination (Special Examination Timetable can be viewed at http://studentportal.unisel.edu.my)	Aug 29, 2023	Sep 1, 2023	4 working days
13	Rechecking of Final Examination Answer Script	Aug 28, 2023	Sep 1, 2023	5 working days
14	Submission of Status Change (COMPLETED)	Aug 28, 2023	Sept 15, 2023	3 weeks
15	Change Course Group	Sep 6, 2023	Sep 22, 2023	3 weeks
16	Defer with Processing Fee	Aug 28, 2023	Oct 13, 2023	7 weeks
17	Absent (allow to register with penalty with RM50 and an additional RM20 for each subsequent day) *POSTGRADUATE ONLY*	Sept 11, 2023	Sept 22, 2023	2 weeks
18	Terminated *POSTGRADUATE ONLY*	Sept 25, 2023	October 13, 2023	3 weeks
19	Drop Course with Pro-Rate Tuition Fee	Sep 4, 2023	Oct 13, 2023	6 weeks
20	Verification Letter for EPF Application	Aug 28, 2023	Sept 24, 2023	4 weeks
21	Payment of Tuition Fees	Aug 28, 2023	Oct 1, 2023	5 weeks
22	Printing of Examination Slip	Oct 2, 2023	Oct 13, 2023	2 weeks
23	Final Examination	Oct 16, 2023	Oct 27, 2023	2 weeks
24	e-Course Teaching Evaluation	Sep 18, 2023	Oct 27, 2023	5 weeks

Notes:

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