

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

No.	Activities	Start Date	End Date	Duration
1	Senate Meeting	November 16, 2023	November 16, 2023	1 day
2	Announcement of Final Examination Results (Via  – http://studentportal.unisel.edu.my)	November 17, 2023	November 17, 2023	1 day
3	Semester Registration for Returning Students (<i>i-Daftar</i>) (Via  – http://studentportal.unisel.edu.my)	November 19, 2023	November 23, 2023	5 days
4	Semester Registration for Returning Students (<i>i-Daftar</i>) (Via  – http://studentportal.unisel.edu.my) *POSTGRADUTE ONLY*	November 19, 2023	December 5, 2023	17 days
5	Appeal for Special Examination (Only for FINAL SEMESTER students. Forms can be obtained from the faculty)	November 17, 2023	November 20, 2023	2 working days
6	Academic Appeals Committee Meeting	November 17, 2023	November 17, 2023	1 day
7	Result Notification of Appeals to Continue Study	November 20, 2023	November 22, 2023	3 working days
8	Programme Change	November 20, 2023	November 24, 2023	5 days
9	Add and Drop Course	November 24, 2023	November 28, 2023	5 days
10	Printing and Reviewing of Course Registration Slip	November 29, 2023	March 1, 2024	14 weeks
11	Course Exemption/Credit Transfer	November 20, 2023	January 26, 2024	10 weeks
12	Special Examination (Special Examination Timetable can be viewed at http://studentportal.unisel.edu.my)	November 21, 2023	November 24, 2023	4 working days
13	Rechecking of Final Examination Answer Script	November 20, 2023	November 24, 2023	5 days
14	Submission of Status Change (COMPLETED)	November 20, 2023	December 29, 2023	6 weeks
15	Change Course Group	November 29, 2023	December 22, 2023	4 weeks
16	Defer with Processing Fee	November 20, 2023	January 19, 2024	9 weeks
17	Absent (allow to register with penalty with RM50 and an additional RM20 for each subsequent day) *POSTGRADUTE ONLY*	December 6, 2023	December 20, 2023	2 weeks
18	Terminated *POSTGRADUTE ONLY*	December 21, 2023	January 11, 2023	3 weeks
19	Drop Course with Pro-Rate Tuition Fee	November 29, 2023	March 1, 2024	14 weeks
20	Verification Letter for EPF Application	November 20, 2023	February 4, 2024	10 weeks
21	Payment of Tuition Fees	November 20, 2023	February 18, 2024	12 weeks
22	Printing of Examination Slip	February 19, 2024	March 3, 2024	2 weeks
23	Final Examination	March 4, 2024	March 24, 2024	2 weeks
24	e-Course Teaching Evaluation	February 5, 2024	March 24, 2023	7 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.