SCHEDULE OF ACADEMIC ADMINISTRATION ACTIVITIES
SEMESTER APRIL 2024
UNDERGRADUATE & POSTGRADUATE (BY COURSEWORK) PROGRAMMES

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