

**SCHEDULE OF ACADEMIC ADMINISTRATION ACTIVITIES  
SEMESTER AUGUST 2024  
FOUNDATION PROGRAMMES**

| No. | Activities   | Start Date    | End Date      | Duration       |
|-----|--|---------------|---------------|----------------|
| 1   | Senate Meeting   | July 31, 2024 | July 31, 2024 | 1 day          |
| 2   | Announcement of Final Examination Results<br>(Via  - <a href="http://studentportal.unisel.edu.my">http://studentportal.unisel.edu.my</a> )                        | Aug 1, 2024   | Aug 1, 2024   | 1 day          |
| 3   | Semester Registration for Returning Students ( <i>i-Daftar</i> )<br>(Via  - <a href="http://studentportal.unisel.edu.my">http://studentportal.unisel.edu.my</a> ) | Aug 2, 2024   | Aug 6, 2024   | 5 days         |
| 4   | Appeal for Special Examination<br>(Only for FINAL SEMESTER students. Forms can be obtained from the faculty)   | Aug 2, 2024   | Aug 5, 2024   | 2 working days |
| 5   | Academic Appeals Committee Meeting   | July 31, 2024 | July 31, 2024 | 1 day          |
| 6   | Result Notification of Appeals to Continue Study   | Aug 1, 2024   | Aug 5, 2024   | 3 working days |
| 7   | Programme Change   | Aug 5, 2024   | Aug 9, 2024   | 5 working days |
| 8   | Add & Drop Course  | Aug 7, 2024   | Aug 11, 2024  | 5 days         |
| 9   | Printing and Reviewing of Course Registration Slip   | Aug 12, 2024  | Aug 25, 2024  | 2 weeks        |
| 10  | Special Examination<br>(Special Examination Timetable can be viewed at <a href="http://studentportal.unisel.edu.my">http://studentportal.unisel.edu.my</a> )   | Aug 6, 2024   | Aug 9, 2024   | 4 working days |
| 11  | Rechecking of Final Examination Answer Script  | Aug 5, 2024   | Aug 9, 2024   | 5 days         |
| 12  | Submission of Status Change (COMPLETED)  | Aug 5, 2024   | Sept 20, 2024 | 7 weeks        |
| 13  | Change Course Group  | Aug 13, 2024  | Sept 13, 2024 | 5 weeks        |
| 14  | Defer with Processing Fee  | Aug 5, 2024   | Oct 25, 2024  | 12 weeks       |
| 15  | Terminated <i>*FOUNDATION ONLY*</i>  | Oct 28, 2024  | Oct 28, 2024  | 1 day          |
| 16  | Drop Course with Pro-Rate Tuition Fee  | Aug 12, 2024  | Oct 25, 2024  | 11 weeks       |
| 17  | Payment of Tuition Fees  | Aug 5, 2024   | Oct 13, 2024  | 10 weeks       |
| 18  | Printing of Examination Slip   | Oct 14, 2024  | Oct 28, 2024  | 2 weeks        |
| 19  | Final Examination  | Oct 26, 2024  | Nov 10, 2024  | 2 weeks        |
| 20  | e-Course Teaching Evaluation   | Sept 30, 2024 | Nov 10, 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.