

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

No.	Activities	Start Date	End Date	Duration
1	Senate Meeting	December 4, 2024	December 4, 2024	1 day
2	Announcement of Final Examination Results (Via  - http://studentportal.unisel.edu.my)	December 5, 2024	December 5, 2024	1 day
3	Semester Registration for Returning Students (<i>i-Daftar</i>) (Via  - http://studentportal.unisel.edu.my)	December 8, 2024	December 10, 2024	3 days
4	Appeal for Special Examination (Only for FINAL SEMESTER students. Forms can be obtained from the faculty)	December 6, 2024	December 9, 2024	2 working days
5	Academic Appeals Committee Meeting	December 6, 2024	December 6, 2024	1 day
6	Result Notification of Appeals to Continue Study	December 9, 2024	December 11, 2024	3 working days
7	Programme Change	December 9, 2024	December 13, 2024	5 days
8	Add and Drop Course	December 11, 2024	December 15, 2024	5 days
9	Printing and Reviewing of Course Registration Slip	December 16, 2024	February 28, 2025	11 weeks
10	Special Examination (Special Examination Timetable can be viewed at http://studentportal.unisel.edu.my)	December 10, 2024	December 13, 2024	4 working days
11	Rechecking of Final Examination Answer Script	December 9, 2024	December 13, 2024	5 days
12	Submission of Status Change (COMPLETED)	December 9, 2024	January 19, 2025	6 weeks
13	Change Course Group	December 16, 2024	January 10, 2025	4 weeks
14	Defer with Processing Fee	December 9, 2024	February 27, 2025	12 weeks
15	Drop Course with Pro-Rate Tuition Fee	December 16, 2024	February 28, 2025	11 weeks
16	Payment of Tuition Fees	December 9, 2024	February 16, 2025	10 weeks
17	Printing of Examination Slip	February 17, 2025	March 3, 2025	2 weeks
18	Final Examination	March 1, 2025	March 16, 2025	2 weeks
19	e-Course Teaching Evaluation	27 January, 2025	March 16, 2025	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.