

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

| No. | Activities  | Start Date        | End Date          | Duration       |
|-----|---|-------------------|-------------------|----------------|
| 1   | Senate Meeting  | November 13, 2024 | November 13, 2024 | 1 day          |
| 2   | Announcement of Final Examination Results<br>(Via  – <a href="http://studentportal.unisel.edu.my">http://studentportal.unisel.edu.my</a> )   | November 14, 2024 | November 14, 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> )                    | November 15, 2024 | November 19, 2024 | 5 days         |
| 4   | Semester Registration for Returning Students ( <i>i-Daftar</i> )<br>(Via  – <a href="http://studentportal.unisel.edu.my">http://studentportal.unisel.edu.my</a> ) *POSTGRADUTE ONLY* | November 15, 2024 | December 1, 2024  | 17 days        |
| 5   | Appeal for Special Examination<br>(Only for FINAL SEMESTER students. Forms can be obtained from the faculty)  | November 15, 2024 | November 18, 2024 | 2 working days |
| 6   | Academic Appeals Committee Meeting  | November 15, 2024 | November 15, 2024 | 1 day          |
| 7   | Result Notification of Appeals to Continue Study  | November 18, 2024 | November 20, 2024 | 3 working days |
| 8   | Programme Change  | November 18, 2024 | November 22, 2024 | 5 days         |
| 9   | Add and Drop Course   | November 20, 2024 | November 24, 2024 | 5 days         |
| 10  | Printing and Reviewing of Course Registration Slip  | November 25, 2024 | February 28, 2025 | 14 weeks       |
| 11  | Course Exemption/Credit Transfer  | November 18, 2024 | January 24, 2025  | 10 weeks       |
| 12  | Special Examination<br>(Special Examination Timetable can be viewed at <a href="http://studentportal.unisel.edu.my">http://studentportal.unisel.edu.my</a> )  | November 19, 2024 | November 22, 2024 | 4 working days |
| 13  | Rechecking of Final Examination Answer Script   | November 18, 2024 | November 22, 2024 | 5 days         |
| 14  | Submission of Status Change (COMPLETED)   | November 18, 2024 | December 27, 2024 | 6 weeks        |
| 15  | Change Course Group   | November 25, 2024 | December 20, 2024 | 4 weeks        |
| 16  | Defer with Processing Fee   | November 18, 2024 | February 21, 2025 | 14 weeks       |
| 17  | Absent (allow to register with penalty with RM50 and an additional RM20 for each subsequent day) *POSTGRADUTE ONLY*   | December 2, 2024  | December 13, 2024 | 2 weeks        |
| 18  | Terminated *POSTGRADUTE ONLY*   | December 16, 2024 | January 3, 2025   | 3 weeks        |
| 19  | Drop Course with Pro-Rate Tuition Fee   | November 25, 2024 | February 28, 2025 | 14 weeks       |
| 20  | Verification Letter for EPF Application   | November 18, 2024 | February 02, 2025 | 10 weeks       |
| 21  | Payment of Tuition Fees   | November 18, 2024 | February 16, 2025 | 12 weeks       |
| 22  | Printing of Examination Slip  | February 17, 2025 | March 3, 2025     | 2 weeks        |
| 23  | Final Examination   | March 1, 2025     | March 23, 2025    | 3 weeks        |
| 24  | e-Course Teaching Evaluation  | February 2, 2025  | March 23, 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.