



ACADEMIC CIRCULAR NO. 5/2020

**THIRD REVISED ACADEMIC CALENDAR
SEMESTER II SESSION 2019/2020 AND
STUDENT REGISTRATION DATE
ACADEMIC SESSION 2020/2021
UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTeM)**

Registrar Office
23 APRIL 2020

CC to:

Vice Chancellor
Deputy Vice Chancellor (Academic & International)
Deputy Vice Chancellor (Research & Innovation)
Deputy Vice Chancellor (Student Affairs)
Assistant Vice Chancellor (Industrial & Community Networking)
Deputy Vice Chancellor (Facilities Development & Administration)
Senior Officers
Head of Student Representative Council

ACADEMIC CIRCULAR NO. 5/2020

THIRD REVISED ACADEMIC CALENDAR SEMESTER II SESSION 2019/2020 AND STUDENT REGISTRATION DATE FOR ACADEMIC SESSION 2020/2021 UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTeM)

1.0 OBJECTIVE

This academic circular serves as a declaration to the staff and students of Universiti Teknikal Malaysia Melaka (UTeM) about the revision in the Semester II Session 2019/2020 Academic Calendar in Universiti Teknikal Malaysia Melaka (UTeM) as well as an announcement on the new registration date for the students of the Academic Session 2020/2021.

2.0 BACKGROUND

- 2.1 With reference to the Movement Control Order (MCO) to handle the COVID-19 pandemic in Malaysia, UTeM has consented to cease all university operations effective 18 March 2020. In accordance to the Government directive, the MCO period has been extended to 28 April 2020.
- 2.2 According to the Third Academic Circular dated 27 March 2020, the university had consented to commence Teaching and Learning (TnL) activities beginning from 27 April 2020 in the fight against the COVID-19 pandemic at the aforesaid time.
- 2.3 However, with respect to current developments as well as in compliance to suggestions from the Ministry of Higher Education, the university has consented to implement online learning until **December 2020** with the aim of controlling the spread of the pandemic.

2.4 To reinstate, the undergraduates of UTeM have undergone 6 lecture weeks in Semester II Session 2019/2020 prior to the implementation of MCO. Hence, the revision of this Academic Calendar is meant to replace the remaining Teaching and Learning activities as stated in the Teaching Plan with Online Learning. A summary of TnL activities for the remaining duration in Semester II Session 2019/2020 is as follows:

Activities		Duration
Lecture	:	8 weeks
Revision Week	:	1 week
Examination Week	:	2 weeks
Industrial Training (LI)	:	<ul style="list-style-type: none"> - Students who are required to undergo LI for a duration of 24 weeks need to complete the remaining 18 weeks. - Students who are required to undergo LI for a duration of 16 weeks need to complete the remaining 10 weeks

2.5 The Senate Meeting dated 22 April 2020 which was conducted on a circulatory basis has consented to the continuation of Semester II Session 2019/2020 via online Teaching and Learning until December 2020. The details on the implementation of the online Teaching and Learning will be announced in the Academic Circular No. 6/2020.

3.0 REVISION OF ACADEMIC CALENDAR SEMESTER II SESSION 2019/2020

3.1 Continuation of Semester II Session 2019/2020 on 04 May 2020

- a) Students will resume with **online lectures from 4 May 2020 (Monday) till 26 June 2020 (Friday)**. Meanwhile, the Final Examination for Semester II 2019/2020 will be conducted online from 06 July 2020 (Monday) till 19 July 2020 (Sunday).
- b) Students involved in Industrial Training during **Semester II 2019/2020**, are required to continue their Industrial Training until completion and as advised by their employees. These Bachelor Degree students are from the FTMK, FPTT, FTKEE and FTKMP Faculties.

c) **The Special Semester 2019/2020** will be conducted online from 20 July 2020 (Monday) till 11 September 2020 (Friday) for 8 weeks. Students involved in Industrial Training for 10 weeks during this Special Semester will continue the Industrial Training until 25 September 2020 (Friday). This Industrial Training involves FTMK Diploma students and Bachelor of Engineering.

3.2 **Registration of New Students for Special Semester Diploma Programme Starting 2020/2021**

The online registration date for new students of the Diploma Session 2020/2021 programme will be on **09 August 2020 (Sunday)**. These students will be in the 8-week Initial Special Semester through online lectures from 10 August 2020 (Monday) till 02 October 2020 (Friday). They will be taking three University Compulsory courses offered by PBPI. Upon completion of the Special Semester, these students will continue the Semester I Session 2020/2021 on 19 October 2020 (Monday) via online.

3.3 **Registration of New Students for Degree and Postgraduate Programme Starting 2020/2021**

The online registration date for new students of Bachelor and Postgraduate programmes is on **11 October 2020 (Sunday)** and they will adhere to study online.

3.4 **Registration of Senior Students of Semester I Session 2020/2021**

Online registration for all senior students is on **18 October 2020 (Sunday)**.

3.5 Accordingly, the Academic Management Division (BPA) and the Center for Graduate Studies (PPS) have provided the recommendations as in Appendix 1 and Appendix 2.

4.0 EFFECTIVE DATE

The amendments to the Academic Calendar of Semester II Session 2019/2020 at the Universiti Teknikal Malaysia Melaka (UTeM) are effective from 22 April 2020. Accordingly, the Academic Circular No. 4/2020 on the Second Amendment of the Academic Calendar of Diploma Programmes, Bachelor and Postgraduate Semester II Session 2019/2020 dated 1 April 2020 **is void**.

Thank you.

“BERKHIDMAT UNTUK NEGARA”
“KOMPETENSI TERAS KEGEMILANGAN”

Yours sincerely,



MASDZARIF BIN MAHAT
Chief Operating Officer
Universiti Teknikal Malaysia Melaka

SEMESTER II, 2019/2020 ACADEMIC CALENDAR FOR DIPLOMA AND BACHELOR PROGRAMMES

SEMESTER II	
DETAILS	DATE
Semester II 2019/2020 New Bachelor Students Registration Day	06 February 2020 (Thursday)
Orientation Programme for Semester II 2019/2020 New Bachelor Students	06 February 2020 (Thursday) - 07 February 2020 (Friday)
Instructional Session Part I (6 Weeks)	10 February 2020 (Monday) - 17 March 2020 (Tuesday)
Semester II 2019/2020 Late Course Registration Period with Penalty	10 February 2020 (Monday) - 21 February 2020 (Friday)
Semester I 2019/2020 Special Examination	10 February 2020 (Monday) - 14 February 2020 (Friday)
Industrial Training for Bachelor of Technology Management & Technopreneurship (24 Weeks)	10 February 2020 (Monday) - 17 March 2020 (Tuesday)
Industrial Training for Bachelor of Engineering Technology (24 Weeks)	04 May 2020 (Monday) - 04 September 2020 (Friday)
Student Disciplinary Appeal Committee Meeting	12 February 2020 (Wednesday)
Senate Meeting	26 February 2020 (Wednesday)
Movement Control Order & Mid Semester Break (2 Weeks)	18 March 2020 (Wednesday) - 31 March 2020 (Tuesday)
Movement Control Order Extension The e-Learning content is 100% ready. Students are encouraged to access the content to assist with the learning process before attending lecture sessions.	01 April 2020 (Wednesday) - 03 May 2020 (Sunday)
Declaration of Melaka As A Historical City	15 April 2020 (Wednesday)
Senate Standing Committee on Examination/Examination Result Meeting: - Semester I 2019/2020 Special Examination - Semester I 2019/2020 Mobility Outbound - Industrial Training for Bachelor of Computer Science & Information Technology	23 April 2020 (Thursday)
* First Day of Ramadhan	24 April 2020 (Friday)
Senate Meeting	29 April 2020 (Wednesday)
Labour Day	01 May 2020 (Friday)
Instructional Session Part II (8 Weeks) - Online Teaching & Learning	04 May 2020 (Monday) - 26 June 2020 (Friday)
* Wesak Day	07 May 2020 (Thursday)
Senate Meeting	20 May 2020 (Wednesday)
* Eidul Fitri	24 May 2020 (Sunday) - 25 May 2020 (Monday)
Semester I 2020/2021 Course Registration Period (3 weeks)	15 June 2020 (Monday) - 05 July 2020 (Sunday)
2019/2020 Special Semester Course Registration Period (3 weeks)	
Birthday of DYMM Yang di-Pertuan Agong	08 June 2020 (Monday)
Senate Meeting	24 June 2020 (Wednesday)
Revision Week Semester II (1 Week)	27 June 2020 (Saturday) - 05 July 2020 (Sunday)
Semester II Final Examination (2 Weeks) - Online Examination	06 July 2020 (Monday) - 19 July 2020 (Sunday)
Academic Year Break (10 Weeks)	20 July 2020 (Monday) - 17 October 2020 (Saturday)
Senate Meeting	29 July 2020 (Wednesday)
* Eidul Adha	31 July 2020 (Friday)
Senate Standing Committee on Examination/Examination Result Meeting: - Semester II 2019/2020 Final Examination	18 August 2020 (Tuesday) - 19 August 2020 (Wednesday)
* Awal Muharam	20 August 2020 (Thursday)
Senate Meeting	24 August 2020 (Wednesday)
National Day	31 August 2020 (Monday)
Semester II 2019/2020 Special Examination	01 September 2020 (Tuesday) - 04 September 2020 (Friday)
SPECIAL SEMESTER (8 Weeks)	
Instructional Session & Examination (8 Weeks) - Online Teaching & Learning	20 July 2020 (Monday) - 11 September 2020 (Friday)
Industrial Training for Bachelor of Engineering (10 Weeks)	20 July 2020 (Monday) - 25 September 2020 (Friday)
Industrial Training for Diploma in Information Technology (10 Weeks)	
2020/2021 New Diploma Students Online Registration Day	09 August 2020 (Sunday)
Instructional Session Initial Special Semester for New Diploma Students (8 weeks) - Online Teaching & Learning	10 August 2020 (Monday) - 02 October 2020 (Friday)
2020/2021 New Bachelor Students Online Registration Day	11 October 2020 (Sunday)
Online Registration for Senior Student 2020/2021 Session	18 October 2020 (Sunday)
Semester I 2020/2021 Late Course Registration Period with Penalty	19 October 2020 (Monday) - 30 October 2020 (Friday)
Senate Standing Committee on Examination/Examination Result Meeting : - Semester II 2019/2020 Special Examination - Semester II 2019/2020 Mobility Outbound - Industrial Training for Bachelor of Technology Management & Technopreneurship - Industrial Training for Engineering Technology - 2019/2020 Special Semester - 2020/2021 Initial Special Semester Special Examination	21 October 2020 (Wednesday)

UNIVERSITI TEKNIKAL MALAYSIA MELAKA
CENTRE FOR GRADUATE STUDIES (PPS)
ACADEMIC CALENDAR – SEMESTER II SESSION 2019 / 2020

SEMESTER II 2019 / 2020 - Overall		
FOR POSTGRADUATE STUDENT	Date	Week
Registration and Fees Payment for New and Senior Students	06 – 07/02/2020	-
Semester II (30 Weeks)	10/02/2020 – 12/10/2020	1 – 30
Add/Delete Subjects	10/02/2020 – 06/03/2020	1 – 4
Semester II Lectures / Research (Part One) - 6 weeks	10/02/2020 – 17/03/2020	1 – 6
Last Day to Add/Delete Subjects	06/03/2020	4
Semester II Mid Term Break & Movement Control Order (2 Weeks)	18/03/2020 – 31/03/2020	
Movement Control Order Extension	01/04/2020- 03/05/2020	
Proclamation of Malacca as Historical City	Wednesday, 15/04/2020	
Awal Ramadhan	Friday, 24/04/2020	
Labour Day	Friday, 01/05/2020	
Semester II Lectures / Research (Part Two) - 8 Weeks	04/05/2020 – 28/06/2020	7– 14
Wesak Day	Thursday, 07/05/2020	
Aidil Fitri	24/05 – 26/05/2020	
Last Day Withdrawal (TD) for Subjects - Week 12	14/6/2020	12
Research Seminar for Engineering Doctorate Programme	08/06/2020 – 28/06/2020	12 – 14
Uploading the Progress Report for Research Mode Students (4 weeks)	22/06/2020 – 19/07/2020	14 – 17
Assessment for Progress Report by Supervisor (6 weeks)	22/06/2020 – 02/08/2020	14 – 19
Revision Week (1 week)	29/06/2020 – 05/07/2020	15
Semester II Examination (2 Weeks)	06/07/2020 – 19/07/2020	16 – 17
Endorsement For Progress Report by Dean of Faculty (2 weeks)	27/07/2020 – 02/08/2020	18– 19

Semester II Academic Year Break (13 Weeks)	20/07/2020 – 17/10/2020	
Senate Standing Committee on Graduate Studies (Semester II Session 2019/2020 Examination)	TBA	21
Senate Meeting on Examination Result (Semester II Session 2019/2020 Examination)	TBA	22
SHORT SEMESTER (8 WEEKS)		
Lectures and Final Exam	20/07/2020-11/09/2020	18 – 25
Aidil Adha	31/07/2020 – 01/08/2020	
National Day	Monday, 31/08/2020	
Senate Meeting on Examination Result (Short Semester)	TBA	

SEMESTER II 2019 / 2020		
FOR RESEARCH STUDENT ONLY	Date	Week
Registration and Fees Payment for New and Senior Students	06 – 07/02/2020	-
Semester II (30 Weeks)	10/02/2020 – 12/10/2020	1 – 30
Last Day Withdrawal (TD) for Subjects - Week 12	14/6/2020	12
Research Seminar for Engineering Doctorate Programme	08/06/2020 – 28/06/2020	12 – 14
Uploading the Progress Report for Research Mode Students (4 weeks)	22/06/2020 – 19/07/2020	14 – 17
Assessment for Progress Report by Supervisor (6 weeks)	22/06/2020 – 02/08/2020	14 – 19
Endorsement For Progress Report by Dean of Faculty (2 weeks)	27/07/2020 – 02/08/2020	18– 19
Senate Standing Committee on Graduate Studies (Semester II Session 2019/2020 Examination)	TBA	21
Senate Meeting on Examination Result (Semester II Session 2019/2020 Examination)	TBA	22

SEMESTER II 2019 / 2020		
FOR TAUGHT COURSE & MIXED MODE STUDENT ONLY	Date	Week
Registration and Fees Payment for New and Senior Students	06 – 07/02/2020	-
Semester II (30 Weeks)	10/02/2020 – 12/10/2020	1 – 30

Add/Delete Subjects	10/02/2020 – 06/03/2020	1 – 4
Semester II Lectures / Research (Part One) - 6 weeks	10/02/2020 – 17/03/2020	1 – 6
Last Day to Add/Delete Subjects	06/03/2020	4
Semester II Mid Term Break & Movement Control Order(2 Weeks)	18/03/2020 – 31/03/2020	
Movement Control Order Extention	01/04/2020- 03/05/2020	
Semester II Lectures / Research (Part Two) - 8 Weeks	04/05/2020 – 28/06/2020	7– 14
Last Day Withdrawal (TD) for Subjects - Week 12	16/6/2020	12
Revision Week (1 week)	29/06/2020 – 05/07/2020	15
Semester II Examination (2 Weeks)	06/07/2020 – 19/07/2020	16 – 17
Semester II Academic Year Break (13 Weeks)	20/07/2020 – 17/10/2020	
Senate Standing Committee on Graduate Studies (Semester II Session 2019/2020 Examination)	TBA	21
Senate Meeting on Examination Result (Semester II Session 2019/2020 Examination)	TBA	22
SHORT SEMESTER (8 WEEKS)		
Lectures and Final Exam	20/07/2020-11/09/2020	18 – 25
Senate Meeting on Examination Result (Short Semester)	TBA	

Notes: Students are required to register at the beginning of each semester throughout their study. Failing to do so before Sunday, 8th March 2020 (End of Week-4), the candidature of the students will be terminated.