



**PEKELILING PENTADBIRAN
BILANGAN 19 TAHUN 2012**

**PEMAKLUMAN BERKENAAN
KALENDAR AKADEMIK PENGAJIAN SISWAZAH
SEMESTER I DAN II SESI 2012/2013
DAN
KALENDAR AKADEMIK SARJANA PENTADBIRAN
PERNIAGAAN (MBA) TRIMESTER JULAI DAN
NOVEMBER SESI 2012
UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTeM)**

Pejabat Pendaftar
27 Julai 2012

Disalinkan kepada:

Naib Canselor
Timbalan Naib Canselor (Akademik dan Antarabangsa)
Timbalan Naib Canselor (Penyelidikan dan Inovasi)
Pegawai-Pegawai Kanan
YDP Majlis Perwakilan Pelajar

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

UTeM.02.05.03/100-3/2/1 Jld.2(19)

27 JULAI 2012

PEKELILING PENTADBIRAN BIL. 19/2012

PEMAKLUMAN BERKENAAN KALENDAR AKADEMIK PENGAJIAN SISWAZAH SEMESTER I DAN II SESI 2012/2013 DAN KALENDAR AKADEMIK SARJANA PENTADBIRAN PERNIAGAAN (MBA) TRIMESTER JULAI DAN NOVEMBER SESI 2012 UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTeM)

Pekeliling Pentadbiran ini bertujuan untuk memaklumkan kepada semua staf dan pelajar Universiti Teknikal Malaysia Melaka (UTeM) berhubung Kalendar Akademik Pengajian Siswazah Semester I dan II Sesi 2012/2013 dan Kalendar Akademik Sarjana Pentadbiran Perniagaan (MBA) Trimester Julai dan November Sesi 2012 Universiti Teknikal Malaysia Melaka. Kalendar Akademik ini adalah sebagai panduan dan rujukan bagi tarikh-tarikh penting untuk pelaksanaan program-program pengajian di UTeM. Perkara ini telah diluluskan di dalam Mesyuarat Senat Bilangan 6 Tahun 2012 yang bersidang pada 27 Jun 2012.

2.0 Kalendar Akademik Pengajian Siswazah Semester I dan II Sesi 2012/2013 adalah seperti di **Lampiran A** dan Kalendar Akademik Sarjana Pentadbiran Perniagaan (MBA) Trimester Julai dan November Sesi 2012 adalah seperti di **Lampiran B**.

3.0 Pekeliling Pentadbiran ini berkuat kuasa mulai tarikh ia dikeluarkan.

Sekian, terima kasih.

“KOMPETENSI TERAS KEGEMILANGAN”

Saya yang menurut perintah



HASAN BIN SIRUN

Pendaftar

Universiti Teknikal Malaysia Melaka

/ukp

UNIVERSITI TEKNIKAL MALAYSIA MELAKA
CENTRE FOR GRADUATE STUDIES
ACADEMIC CALENDAR
SEMESTER I SESSION 2012/2013

SEMESTER I (2012/2013)	
Semester I (23 Weeks)	10 September 2012 – 21 December 2012
Registration and Fees Payment for New and Senior Students	4-7 September 2012
Add/Delete Subjects	10 September 2012 – 5 October 2012
Semester I Lectures / Research (Part One) (7 Weeks)	10 September 2012 – 25 October 2012
Last Day to Add/Delete Subjects	5 October 2012
Semester I Mid Term Break (1 Week)	26 October 2012 – 4 November 2012
Semester I Lectures / Research (Part Two) (7 Weeks)	5 November 2012 – 21 December 2012
Last Day Withdrawal (TD) of Subjects (Week 12)	7 December 2012
Uploading the Progress Report for Research Mode Students (4 weeks)	12 November 2012 – 9 December 2012
Study Leave (1 Week)	24 – 31 December 2012
Assessment for Progress Report by Supervisor (2 weeks)	10 – 23 December 2012
Semester I Examination (2 Weeks)	2 – 15 January 2013
Endorsement For Progress Report by Dean of Faculty (2 weeks)	24 December 2012 – 6 January 2013
Semester I Study Break (5 Weeks)	16 January 2013 - 17 February 2013
Senate Standing Committee on Graduate Studies (Semester I Session 2012/2013 Examination)	5 February 2013*
Senate Meeting on Examination Result (Semester I Session 2012/2013 Examination)	13 February 2013*

Notes:

- (I) Students are required to register at the beginning of each semester throughout their study. Failing to do so before 05th October 2012, the candidature of the students will be terminated.
- (II) * Subject to change
- (III) Malacca State Holidays 2012
- Malaysia Day (16 September 2012)
 - Birthday of TYT Yang Di-Pertua Negeri Melaka (13 October 2012)
 - Eid Al-Adha (26 October 2012)
 - Deepavali Day (13 November 2012)
 - Awal Muharram (15 November 2012)
 - Christmas Day (25 December 2012)
 - New Year (1 January 2013)
 - Chinese New Year (10 – 11 Februari 2013)

(When a holiday falls on a Sunday, the following day become a public holiday)

UNIVERSITI TEKNIKAL MALAYSIA MELAKA
CENTRE FOR GRADUATE STUDIES
ACADEMIC CALENDAR
SEMESTER II SESSION 2012/2013

SEMESTER II (2012/2013)	
Semester II (28 Weeks)	18 February 2013 – 31 May 2013
Registration and Fees Payment for New and Senior Students	12 -15 February 2013
Add/Delete Subjects	18 February - 15 March 2013
Semester II Lectures / Research (Part One) (7 Weeks)	18 February 2013 – 5 April 2013
Last Day to Add/Delete Subjects	15 March 2013
Semester II Mid Term Break (1 Week)	8 – 14 April 2013
Semester II Lectures / Research (Part Two) (7 Weeks)	16 April 2013 – 31 May 2013
Last Day Withdrawal (TD) for Subjects (Week 12)	17 May 2013
Uploading the Progress Report for Research Mode Students (4 weeks)	22 April 2013 – 19 May 2013
Study Leave (1 week)	1 - 9 June 2013
Assessment for Progress Report by Supervisor (2 weeks)	20 May 2012 – 2 June 2013
Semester II Examination (2 Weeks)	10 – 22 June 2013
Endorsement For Progress Report by Dean of Faculty (2 weeks)	3 – 16 June 2013
Semester II Study Break (10 Weeks)	22 June 2013 – 1 September 2013
Senate Standing Committee on Graduate Studies (Semester II Session 2012/2013 Examination)	16 July 2013*
Senate Meeting on Examination Result (Semester II Session 2012/2013 Examination)	24 July 2013*
SHORT SEMESTER (8 WEEKS) (JULY - AUGUST)	
Lectures and Final Exam	1 July – 23 August 2013
Senate Meeting on Examination Result (Short Semester)	17 September 2013*

Notes:

- (I) Students are required to register at the beginning of each semester throughout their study. Failing to do so before 15th March 2013, the candidature of the students will be terminated.
- (II) * Subject to change
- (III) Malacca State Holidays 2013

- Proclamation of Malacca as Historic City (15 April 2013)
- Labour Day (1 May 2013)
- Wesak Day (6 May 2013)
- Birthday of DYMM Seri Paduka Baginda Yang Di-Pertuan Agong (1 June 2013)
- Awal Ramadhan (9 Julai 2013)
- Eidul Fitri (8 – 9 August 2013)
- National Day (31 August 2013)

(When a holiday falls on a Sunday, the following day become a public holiday)

UNIVERSITI TEKNIKAL MALAYSIA MELAKA
FACULTY OF TECHNOLOGY MANAGEMENT AND TECHNOPRENEURSHIP
MBA ACADEMIC CALENDAR
TRIMESTER JULY SESSION 2012

TRIMESTER JULY 2012	
Trimester July (16 Weeks)	16 July – 4 November 2012
Registration and Fees Payment for New and Senior Students	16 – 17 July 2012
Add/Delete Subjects	18 – 27 July 2012
Trimester July Lectures (Part One) (5 Weeks)	16 July – 19 August 2012
Last Day to Add/Drop Subjects	27 July 2012
Trimester July Mid Term Break (1 Week)	20 August 2012 – 26 August 2012
Trimester July Lectures (Part Two) (9 Weeks)	27 August – 28 October 2012
Last Day Withdrawal (TD) for Subjects	5 October 2012
Project Paper Last Submission	2 November 2012
Assessment for Project Paper by Supervisor & Examiner	5 – 8 November 2012
Trimester July Examination (1Week)	27 October –4 November 2012
Endorsement For Final Examination & Project Paper by JKPS Faculty	9 November 2012
Trimester July Study Break (2 Weeks)	5 November – 18 November 2012
Senate Standing Committee on Graduate Studies (Trimester July Session 2012 Examination)	15 November 2012*
Senate Meeting on Examination Result (Trimester July Session 2012 Examination)	28 November 2012*

Notes:

* Subject to change

UNIVERSITI TEKNIKAL MALAYSIA MELAKA
FACULTY OF TECHNOLOGY MANAGEMENT AND TECHNOPRENEURSHIP
MBA ACADEMIC CALENDAR
TRIMESTER NOVEMBER SESSION 2012

TRIMESTER NOVEMBER 2012	
Trimester November (15 Weeks)	19 November 2012 – 3 March 2012
Registration and Fees Payment for New and Senior Students	19 – 20 November 2012
Add/Delete Subjects	21 – 30 November 2012
Trimester November Lectures (Part One) (7 Weeks)	19 November 2012 – 6 January 2012
Last Day to Add/Drop Subjects	30 November 2012
Trimester November Lectures (Part Two) (7 Weeks)	7 January – 24 February 2013
Last Day Withdrawal (TD) for Subjects	8 February 2013
Project Paper Last Submission	1 March 2013
Assessment for Project Paper by Supervisor & Examiner	4– 7 March 2013
Trimester November Examination (1Week)	25 February – 3 March 2013
Endorsement For Final Examination & Project Paper by JKPS Faculty	8 March 2013
Trimester November Study Break (2 Weeks)	4 – 17 March 2013
Senate Standing Committee on Graduate Studies (Trimester November Session 2012 Examination)	13 March 2013*
Senate Meeting on Examination Result (Trimester November Session 2012 Examination)	27 March 2013*

Notes:

* Subject to change