INTERNAL MEMORANDUM
ACADEMIC SERVICES SECTION
UNIVERSITI KUALA LUMPUR
MALAYSIAN INSTITUTE OF INDUSTRIAL TECHNOLOGY

To	:	**ALL STUDENTS - UNIVERSITI KUALA LUMPUR - MITEC**
From	:	**MANAGER, ACADEMIC SERVICES SECTION (AcSS)**
C.C.	:	**DEAN/HEAD OF CAMPUS - UNIVERSITI KUALA LUMPUR - MITEC** **DEPUTY DEANS - UNIVERSITI KUALA LUMPUR - MITEC** **HEAD OF SECTIONS - UNIVERSITI KUALA LUMPUR - MITEC** **ALL ACADEMICIANS - UNIVERSITI KUALA LUMPUR – MITEC** **HEAD OF PROGRAM - POLYTECHNICS MAURITIUS LTD.**
Date	:	**14 FEBRUARY 2024 (04 SAA'BAN 1445H)**
Subject	:	**SEMESTER REGISTRATION FOR RETURNING STUDENTS AND ACADEMIC ACTIVITIES AND GUIDELINES FOR MARCH SEMESTER 2024**

Assalamualaikum wbth and Salam Sejahtera,

Dear all MyMITEC Academicians and Returning Students,

Welcome back to the World of UniKL MITEC in March Semester 2024.

Please find the attached UniKL MITEC - Academic Activities and Guidelines for March semester 2024 for your further reference. Kindly ensure that you have read all the information as per attachment.
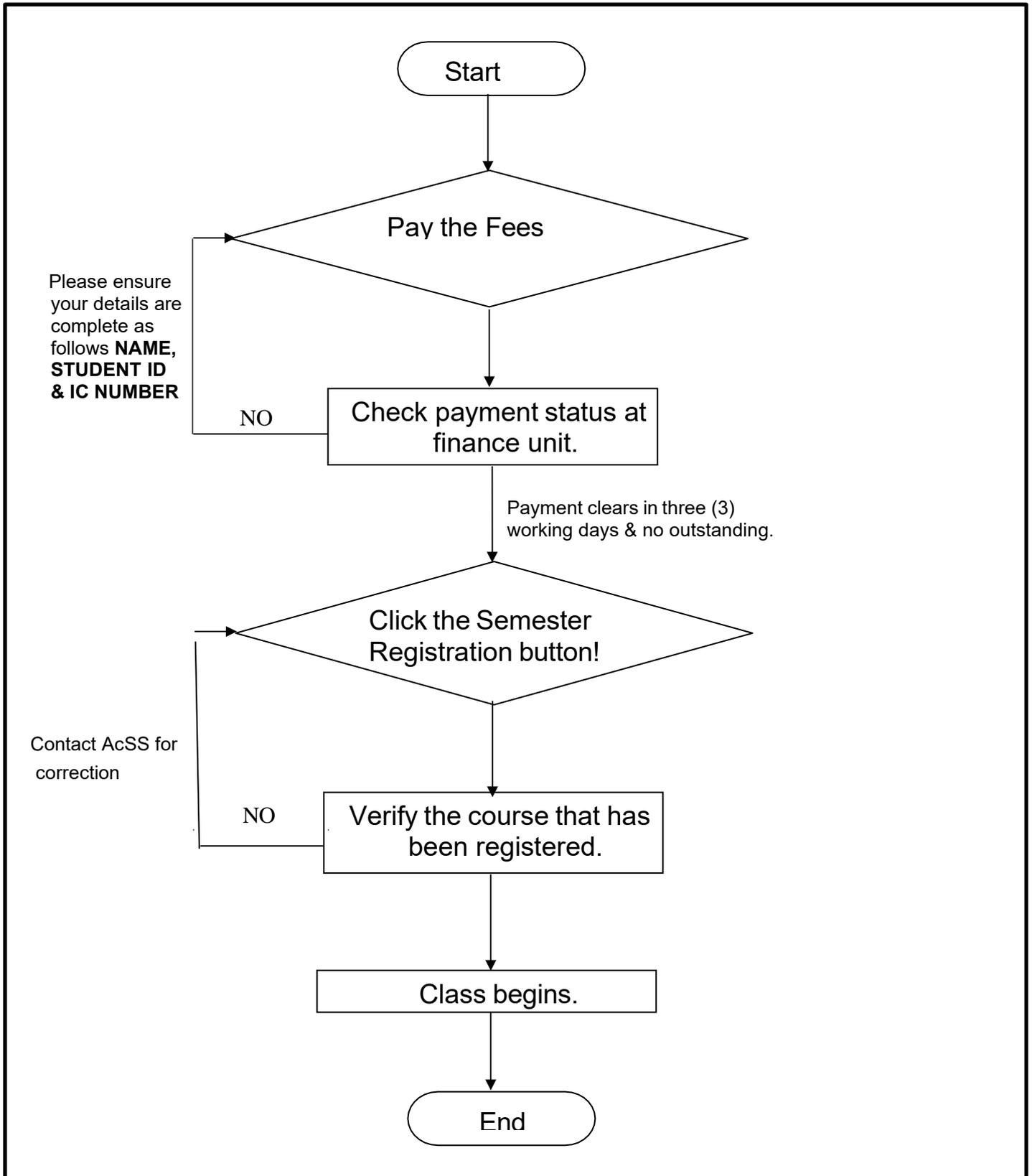
1. All students are required to do online semester registration for MARCH SEMESTER 2024 (2024/2025-2). The following are important deadlines for your kind attention:

ACTIVITIES	TIMELINE (ACADEMIC WEEK)
SEMESTER REGISTRATION AND STUDENT STATUS	
Registration for NEW students	o **9 March 2024 (Saturday)**
Online Registration for Returning Students	o **10 March – 16 March 2023 (week 0 - 1)**
Classes begins /Lessons begins	o **13 March 2023(Wednesday)**
Late Semester Registration (Manual) o Students are allowed to register with penalty of RM50.00 which must be added to the registration fee	o Week 2 o **17 March – 21 March 2024**
End of Semester Registration. o Registration status for student who has registered semester but did not register any course will be revoked – students will be given status 'defer' or 'terminate'.	o Week 3 o **28 March 2024**

2. Please refer to Internal Memo on Registration Payment Guidelines for March semester 2024 from Finance Unit for registration payment period and method.

3. All teaching and learning delivery in March Semester 2024 will remain to be resumed via Face to Face (F2F).

SUMMARY OF PROCESS FLOW

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                    ┌──────────────┐
                    │    Start     │
                    └──────┬───────┘
                           │
                           ▼
                    ◇ Pay the Fees ◇
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Please ensure your details are complete as follows **NAME, STUDENT ID & IC NUMBER**

NO → Check payment status at finance unit.

Payment clears in three (3) working days & no outstanding.

◇ Click the Semester Registration button! ◇

Contact AcSS for correction

NO → Verify the course that has been registered.

Class begins.

End

4. All students are hereby reminded to take note and to comply with Rules and Regulations of Universiti Kuala Lumpur which are intended to facilitate their study programme in the university.

Should you have any enquiries, please do not hesitate to email us at Academic Services Section via **acssmitec-group@unikl.edu.my**

We hope to see all of you in March Semester 2024.

Thank you for your cooperation and stay safe.

Regards,
UNIVERSITI KUALA LUMPUR

HAWA TAMAT
Manager
Academic Services Section (AcSS)
MALAYSIAN INSTITUTE OF INDUSTRIAL TECHNOLOGY (UNIKL MITEC)

UNIKL MALAYSIAN INSTITUTE OF INDUSTRIAL TECHNOLOGY – UNIKL MITEC

	March semester 2024 (Long semester)									
	Mar-24		Apr-24		May-24		Jun-24		Jul-24	
Day		Date	Wk4	Date		Date		Date		Date
Sunday					WK7					
Monday				1						1
Tuesday				2					Final Examination Week (30/6/2024 - 11/7/2024)	2
Wednesday			Meet & Greet Day	3	Worker's Day	1				3
Thursday				4		2				4
Friday		1		5	Lecturer-Dateline to key-in 30% c/works marks	3				5
Saturday		2	Drop courses ends	6		4		1		6
Sunday	Pre-IEB	3	Mid Semester Break MSB (7-13/4/2024)	7	WK8	5	WK12	2	Maal Hijrah	7
Monday		4		8		6	YDPA B'day	3	Final Examination Week (30/6/2024 - 11/7/2024)	8
Tuesday		5		9		7		4		9
Wednesday	IEB	6	Eid Fitri*	10	MID-IEB	8		5		10
Thursday		7	Eid Fitri*	11		9		6		11
Friday	UEB	8	Mid Semester Break MSB	12		10		7		12
Saturday		9		13		11		8		13
Sunday	Registration New Students and WOW activities	10	WK5	14	WK9	12	WK13	9		14
Monday		11		15		13		10		15
Tuesday	Awal Ramdhan	12		16		14		11		16
Wednesday	WK1	13		17	MID-UEB	15	Exam Brief-Stdnts	12		17
Thursday	Add/drop courses start	14		18		16		13		18
Friday		15		19	Lecturer-Release 30% c/work marks to students	17		14		19
Saturday	Senate on 13/3	16		20		18		15		20
Sunday	WK2	17	WK6	21	WK10	19	WK14	16	PRE-IEB	21
Monday		18		22		20	Eid Adha*	17		22
Tuesday	Add courses ends	19		23		21		18	IEB	23
Wednesday	PEARL Session	20		24	Wesak Day	22	Exam Brief-CI	19		24
Thursday		21		25		23		20	UEB	25
Friday		22		26		24		21		26
Saturday	Sultan Johor Bday	23		27		25		22	Registration New Students and WOW activities	27
Sunday	WK3	24	WK7	28	WK11	26		23		28
Monday		25		29		27		24		29
Tuesday		26		30		28		25	WK1	30
Wednesday		27				29	Revision Week (23/6 -29/6)	26	Add/drop course Starts	31
Thursday		28				30		27		
Friday		29				31		28		
Saturday		30						29		
Sunday		31					FE	30		

[2. Internal Memo-Semester Registration for Returning Students and Academic Activities for March Semester 2024]

ACADEMIC ACTIVITIES AND GUIDELINES – MARCH SEMESTER 2024
UniKL MALAYSIAN INSTITUTE OF INDUSTRIAL TECHNOLOGY

ACTIVITIES	TIMELINE (ACADEMIC WEEK)
SEMESTER REGISTRATION AND STUDENT STATUS	
Registration for NEW students	o **9 March 2024 (Saturday)**
Online Registration for Returning Students	o **10 March – 16 March 2024 (week 0 - 1)**
Classes begins /Lessons begins	o **13 March 2024(Wednesday)**
Late Semester Registration (Manual) o Students are allowed to register with penalty of RM50.00 which must be added to the registration fee	o Week 2 o **17 March – 21 March 2024**
End of Semester Registration. o Registration status for student who has registered semester but did not register any course will be revoked – students will be given status 'defer' or 'terminate'.	o Week 3 o **28 March 2024**
Pre-Registration of Courses for July and October 2024 Semester	o **(Week 10 – 13)** o **19 May - 13 June 2024** o <u>All students must do</u> pre-registration of course via online (approval from Academic Advisor)
COURSE REGISTRATION	
Adding courses	o **13 - 16 March 2024 (1 week)**
Dropping Courses (ADD is not allowed)	o **13 March – 4 April 2024 (Week 1 – 4)**
Verify Course Registration Any correction must be informed to Academic Services Department immediately.	o **By Week 5** o **15 April 2024**
Withdraw Subject (manual – using form) (The subject will be recorded as 'W' – to indicate credit taken and the grade will not be included in the GPA)	o **Week 5 - 9** o **15 April – 16 May 2024**
FINAL EXAMINATION	
Draft Final Examination Timetable Students to check verify subjects and informed Academic Services Department of any issue.	o **Week 6** o **25 April 2024**
Finalized Final Examination Timetable	o **23 May 2024 (Week 9)**
Released of Bar List due to Finance/Poor Attendance Record	o **13 June 2024 (Week 13)**
Self-Printing of exam Entry slips (Online)	o **16 June - 30 June 2024 (Week 14)** o Collection is done at Finance Unit for those who have been blocked due financial outstanding.
Final Examination weeks	o **30 June -11 July 2024 (2 weeks)**
Revision Week	o **23 June – 29 June 2024 (1 week)**
Mid Semester Break	o **7 April – 13 April 2024 (1 week)**
Semester Break	o **12 July – 12 October 2024(12 weeks)**

COURSE REGISTRATION – Notice for Students

1. All pre-registration of courses will be used as course registration and students' name will be listed in the attendance list of the respective course once students successfully registered semester (pay registration fee, tuition fee and no financial outstanding).

2. The following category of students must review your current course registration records once official result is released:

Category	Action
A (Good Standing) GS student with course pre- requisite is F grade.	The pre-registration of course with this pre-requisite shall be dropped from the course pre-registration
PB students(Probations)	**Students with status PB shall redo course registration.** **Your Pre Course Registration is subject to approval.** **You are advised to meet your Academic Advisor prior to the registration date.**

3. Course Registration (ADD/DROP) must be done via online services (subjected to timetable/ seat availability.).

4. The *course registration form* is not required except for:

a. Students who wish to withdraw from the course (after week 4).

b. Students who wish to add more than allowable credits (18 for GS and 12 for PB)

5. Students who wish to register more than 20 credits (for status GS) or 12 credits (for status PB1 and PB2) must get Dean's approval after obtaining recommendation from the Academic Advisor before submitting the registration form.

6. Students who wish to withdraw or defer from studies must submit withdrawal / deferral form (the form can be obtained from the Academic Services Department).

7. Students missing from class without informing Academic Services Section will be charged full tuition fees after lecture week 4.

8. Assessment for students who attend class that he/she is not registered will not be counted. Make sure you are attending registered class only.

After complete with online semester registration, you can now view and print your timetable through online services… ☺

http://www.online.unikl.edu.my

COURSE REGISTRATION – Notes for Lecturers

1. No approval is needed during course pre-registration and DROP course.

2. If students have done pre-registration of courses, their names will be listed in the attendance list once they successfully register semester (Pay the registration fee and no other financial outstanding).

3. Lecturers must check the attendance list from ECITIE frequently to ensure:
    a. Students register correct course and group. **Do not add** their names if their names are not in your list as their assessment will not be counted. Please ask the students to check their correct course registration information (correct group or semester status).
    b. Students missing from class. **Please inform Academic Services Section if you found missing students from class for the whole week 4**.

4. Assessment for students who attend class but not register the course/have financial outstanding will not be counted.

5. If in any case that the student's **name is not listed** in your class but he/she claims that she already registered this semester, please ask the student to check with Academic Services Section on the actual status. There are only four possibilities for such case:

	Possibilities	Action
i.	Student did not register the course (during pre-registration period)	Student can add the course during week 1 only.
ii.	Student had done pre-registration of courses but the course has been dropped by the system due to academic standing	Refer item 2 above
iii.	Student had done pre-registration of courses but she/he has financial outstanding – Registration status – Not Yet Registered.	Students must see Finance Department to check their outstanding status.
iv.	Student Added course via online but not yet approved by the Academic Advisor.	Students check with their Academic Advisor

Lecturers are required to use students' list from ECITIE. Assessment records can only be updated for those register for the course… ☺
http://www.online.unikl.edu.my

ACADEMIC OPERATIONAL CALENDAR 2024/2025 (14 WEEKS-7 WEEKS-14 WEEKS PROGRAMMES)
MARCH - JULY - OCTOBER SEMESTER 2024
UNIVERSITI KUALA LUMPUR - MALAYSIAN INSTITUTE OF INDUSTRIAL TECHNOLOGY (UniKL MITEC)

	March semester 2024 (Long semester)				July semester 2024 (Short semester)		October semester 2024 (Long semester)					
Day	Mar-24	Apr-24 (Wk4)	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Sunday			WK7				WK6 (1)			1 (MSB)	Wk11		
Monday		1			Final Examination Week (30/6/2024 - 11/7/2024)		2			Mid Semester Break MSB (1-5/12/2024) / 2	2		31
Tuesday		2					3	1		3	3		
Wednesday		Meet & Greet Day (3)	Worker's Day (1)				4	2		4	1		
Thursday		4	2			Add courses Ends (1)	5	3		5	2		
Friday	1	5	Lecturer-Dateline to key-in 30% c/works marks (3)		5	2	6	4	1	Lecturer-Dateline to key-in 30% c/works marks (6)	3		
Saturday	2	Drop courses ends (6)	4	1	6	3	7	5	2	7	4	1	Registration New Students and WOW activities (1)
Sunday	Pre-IEB (3)	Mid Semester Break MSB (7-13/4/2024) (7)	WK8 (5)	WK12 (2)	Maal Hijrah (7)	WK2 (4)	WK7 (8)	PRE-IEB (6)	WK4 (3)	WK8 (8)	WK12 (5)	2	Registration New Students and WOW activities (2)
Monday	4	8	6	YDPA B'day (3)	Final Examination Week (30/6/2024 - 11/7/2024) (8)	5	9	7	4	9	6	3	Registration New Students and WOW activities (3)
Tuesday	5	9	7	4	9	6	10	IEB (8)	5	10	7	4	WK1 (4)
Wednesday	IEB (6)	Eid Fitri* (10)	MID-IEB (8)	5	10	7	Exam Brief-Stdnts (11)	9	Meet & Greet Day (6)	11	8	5	Add/drop courses start (5)
Thursday	7	Eid Fitri* (11)	9	6	11	Drop courses Ends (8)	12	UEB (10)	Drop courses ends (7)	12	9	6	6
Friday	UEB (8)	Mid Semester Break MSB (12)	10	7	12	9	13	11	8	13	10	Final Examination Week (2/2/2025 - 14/2/2025) (7)	7
Saturday	Registration New Students and WOW activities (9)	Mid Semester Break MSB (13)	11	8	13	10	14	Registration New Students and WOW activities (12)	9	14	11	8	8
Sunday	10	WK5 (14)	WK9 (12)	WK13 (9)	14	Hol Day (11)	Revision Week (15/9 -19/9) (15)	13	WK5 (10)	WK9 (15)	WK13 (12)	9	Add courses ends (9)
Monday	11	15	13	10	15	WK3 (12)	M'sia Day/M-Rasul (16)	WK1 (14)	Hol Day (11)	16	13	10	WK2 (10)
Tuesday	Awal Ramadhan (12)	16	14	11	16	13	17	15	12	17	14	11	11
Wednesday	WK1 (13)	17	MID-UEB (15)	Exam Brief-Stdnts (12)	17	14	18	Add/drop courses start (16)	13	MID-IEB (18)	Exam Brief-Stdnts (15)	12	PEARL Session (12)
Thursday	Add/drop courses start (14)	18	16	13	18	15	19	17	14	19	16	13	13
Friday	15	19	Lecturer-Release 30% c/work marks to students (17)	14	19	16	20	18	15	Lecturer-Release 30% c/work marks to students (20)	17	14	14
Saturday	Senate on 13/3 (16)	20	18	15	20	17	21	19	16	21	18	15	15
Sunday	WK2 (17)	WK6 (21)	WK10 (19)	WK14 (16)	PRE-IEB (21)	WK4 (18)	Final Examination Week (22)	Add courses ends (20)	WK6 (17)	WK10 (22)	WK14 (19)	16	WK3 (16)
Monday	18	22	20	Eid Adha* (17)	22	19	23	WK2 (21)	18	23	20	17	17
Tuesday	Add courses ends (19)	23	21	18	IEB (23)	20	24	22	19	24	21	18	18
Wednesday	PEARL Session (20)	24	Wesak Day (22)	Exam Brief-CI (19)	24	Meet & Greet Day (21)	25	PEARL Session (23)	20	X'mas (25)	Exam Brief-CI (22)	19	19
Thursday	21	25	23	20	UEB (25)	22	26	24	21	26	23	20	20
Friday	22	26	24	21	26	23	27	25	22	27	24	21	21
Saturday	Sultan Johor Bday (23)	27	25	22	27	24	28	26	23	28	25	22	22
Sunday	WK3 (24)	WK7 (28)	WK11 (26)	Registration New Students and WOW activities (23)	Registration New Students and WOW activities (28)	WK5 (25)	29	WK3 (27)	WK7 (24)	WK11 (29)	PRE-IEB (26)	PRE-IEB (23)	WK4 (23)
Monday	25	29	27	24	29	26	30	28	25	30	Revision week (27/1 - 1/2) (27)	IEB (24)	24
Tuesday	26	30	28	25	WK1 (30)	27		29	26	31	28	25	25
Wednesday	27		29	Revision Week (23/6 -29/6) (26)	Add/drop course Starts (31)	28		Senate (30)	Dean's List Award Ceremony (27)		Chinese Nw Year (29)	UEB (26)	Meet & Greet Day (26)
Thursday	28		30	27		29		Diwali* (31)	28		Chinese Nw Year (30)	27	Drop courses ends (27)
Friday	29		31	28		30			29		31	Senate (28)	28
Saturday	30			29		Merdeka Day (31)			30		Revision week (27/1 - 1/2)		29
Sunday	31			FE (30)									30

Legend

Reg	New Intake Registration	MSB	Mid-Semester Break	FE	Final Examination
W&O	Welcome & Orientation	Rev	Revision	*	Public Holiday (subject to change)
					Public Holiday (Fixed)

Table 1a: Summary of Semesters, Activities and Important Dates in the UniKL Academic Calendar 2024/2025 (14wks-7wks-14wks)

Semester	March Sem 2024 (Long Sem) Date	Duration	July Sem 2024 (short sem) Date	Duration	October semester 2024 Date	Duration
Registration	9-Mar-24	1 day	27-Jul-24	1 day	12-Oct-24	1 day
W&O	09-11 March	3 days	27-29 Jul	3 days	12-14 Oct	3 days
Lesson	12Mar-5 Apr	4 weeks	30 Jul-12 Sept	7 weeks	15 Oct-28 Nov	7 weeks
MSB	7-11 Apr	1 week			1-5 Dec 2024	1 week
Lesson	14 Apr-20 June	10 weeks			8 Dec 2024-23 Jan 2025	7 weeks
Revision	23-29 June	1 week	15-19 Sept	1 week	26-31 Jan 2025	1 week
Final Examination	30 June-11 July	2 weeks	22-28 Sept	8 days	2-13 Feb 2025	2 weeks
SemesterBreak	14-29 July	2 weeks	29 Sept-14 Oct	3 weeks	14 Feb-3 March 2025	2 weeks

Prepared by :

HAWA BINTI TAMAT
HAWA TAMAT
Manager, Academic Services Section (AcSS),
UniKL MITEC
Date : 02-01-2024

Approved by :

ASSOC. PROF. TS. DR. HJ. ISHAMUDDIN MUSTAPHA
Dean/Head of campus,
UniKL MITEC
Date : 02/01/2024

Summary of Academic Calendar 2024/2025, Universiti Kuala Lumpur- MITEC
(for programmes which follow the 14 weeks-7weeks-14weeks Academic Semester)

March Semester 2024		
Date	**Activity**	**Remarks/ National Public Holiday**
9 March 2024	Registration Date of New Students	
9-11 March	Welcome and Orientation for New Students	
12-15 March	Academic Week 1	
18-22 March	Academic Week 2	
25-29 March	Academic Week 3	
1-5 April	Academic Week 4	
8-12 April	Mid Semester Break	10 & 11 April- Eid Fitri Celebration (Wed &Thurs)*
15-19 April	Academic Week 5	
22-26 April	Academic Week 6	
29 Apr-3 May	Academic Week 7	1 May2024-Worker's Day (Wed)
6-10 May	Academic Week 8	
13-17 May	Academic Week 9	
20-24 May	Academic Week 10	
27-31 May	Academic Week 11	
3-7 June	Academic Week 12	3 June-Birthday Yang Di Pertuan Agong (Mon)
10-14 June	Academic Week 13	
17-21 June	Academic Week 14	17 June- Eid Adha Celebration (Mon)*
24-28 June	Revision Session	
29 Jun-14 July	End of Semester Final Exam	7 & 8 July-Awal Muharram holiday (Sun&Mon)**
15 -29 July	End of the Semester Break	
July Semester 2024		
Date	**Activity**	**Remarks/ National Public Holiday**
27 July 2024	Registration Date of New Students	
27-29 July	Welcome and Orientation for New Students	
30 Jul-2 Aug	Academic Week 1	
5-9 Aug	Academic Week 2	
12-16 Aug	Academic Week 3	
19-23 Aug	Academic Week 4	
26-30 Aug	Academic Week 5	
2-6 Sept	Academic Week 6	
9-13 Sept	Academic Week 7	
16-20 Sept	Revision Session	16 Sept- MaulidurRasul/ M'sia Day (Mon)
21-28 Sept	End of Semester Final Exam	
30 Sept-14 Oct	End of the Semester Break	

October Semester 2024

Date	Activity	Remarks / National Public Holiday
12 October 2024	Registration Date of New Students	
12-14 Oct	Welcome and Orientation for New Students	
15-18 Oct	Academic Week 1	
21-25 Oct	Academic Week 2	
28 Oktober-1 Nov	Academic Week 3	31 October – Deepavali Celebration (Thurs)*
4-8 Nov	Academic Week 4	
11-15 Nov	Academic Week 5	
18-22 Nov	Academic Week 6	
25-29 Nov	Academic Week 7	
2-6 December	Mid- Semester Break	
9-13 Dis	Academic Week 8	
16-20 Dis	Academic Week 9	
23-27 Dis	Academic Week 10	25 December –Christmas (Tues)
30 Dis 24-3 Jan 25	Academic Week 11	
6-10 Jan	Academic Week 12	
13-17 Jan	Academic Week 13	
20-24 Jan	Academic Week 14	
27-31 Jan	Revision Session	29 & 30 Jan 2025- Chinese New Year (Wed and Thurs)
1-14 Feb	End of Semester Final Exam	
17 Feb-3 March	End of the Semester Break	