

Week 1	Date 13 – 19 April 2020	Deadline / Duration
<p><b>Activities:</b></p> <p>(ADD / DROP WEEK 1 – ONLINE)</p> <ul style="list-style-type: none"> <li>Students who are unable to register subject via <b>online</b>, are required to fill up add/drop form. Email the form to your Faculty Manager for next action.</li> <li>Students are required to check the status of the subject (added / dropped/ withdrawn) in CaMSys within <b>3 working days</b> from the email date. Please email your faculty for checking purposes etc.</li> <li>Students may proceed with Subject Registration <u>without</u> fulfilling the Academic Assessment System (AAS) requirement.</li> </ul> <p>Public Holiday: 15 April (Wed) – Melaka Historical City. (Campus Melaka)</p> <div style="border: 1px solid black; border-radius: 15px; background-color: #f9a825; padding: 10px; margin: 10px 0;"> <p><b>APPEAL FOR REINSTATEMENT</b> application should be made through CaMSys at the following navigation:</p> <p style="text-align: center;">Log in CaMSys &gt; Self Service &gt; Academic Records &gt; Appeal for Reinstatement &gt; click <b>'Apply New'</b> button.</p> </div> <ul style="list-style-type: none"> <li>The application must be done <b>ONLINE</b> via CaMSys latest by <b>12 April 2020</b>. The manual form is <u>not</u> required for submission as no verification is required from Finance, Counselor, SSC and IO. Please be reminded that any application submitted after the deadline will be processed in Trimester 1 2020/2021 (July 2020).</li> </ul> <p><u>Guideline of Reinstatement:</u></p> <ol style="list-style-type: none"> <li>Reinstatement whether granted or not shall be at the absolute discretion of the University and among the general criteria for reinstatement:               <ol style="list-style-type: none"> <li>there is still sufficient duration of study available for him/her to complete the programme;</li> <li>he/she could still meet the requirement of 80% attendance for all subjects taken for the trimester;</li> <li>he/she has remitted all payments of prescribed fees including arrears, penalty and administrative charges.</li> </ol> </li> <li><u>For students who appeal after the due date, if it is granted, the effective date of the reinstatement will be in the following trimester.</u></li> </ol> <p><u>IMPORTANT NOTES:</u></p> <p>Attendance shall be counted immediately from <b>Week 1</b> in every trimester. Any absence from class, without valid reasons and evidence will be recorded and students who failed to achieve 80% of the attendance will be barred from sitting the final examination.</p> <p><b>Confirmed SCHEDULE FOR SUPPLEMENTARY EXAMINATION Tri 2 2019/2020 will be released on 17 April 2020. NO CHANGES WILL BE MADE AFTER THIS ANNOUNCEMENT.</b></p>		<p><b>Add/Drop week:</b> 13– 26 April</p> <p><u>Due Date:</u> <b>Manual Registration:</b> 24 April 2020 <b>Online Registration:</b> 26 April 2020</p> <p>12 April 2020</p> <p>17 April 2020</p>

Week 2	Date 20 – 26 April 2020	Deadline / Duration
<p><b>Activities:</b></p> <p>(ADD / DROP WEEK 2 – ONLINE)</p> <p><b>Public Holiday:</b> 24 April (Fri) – First Ramadhan (Campus Melaka and Johor)</p>		<p><b>Due Date:</b></p> <p><b>Manual Registration:</b> 24 April 2020</p> <p><b>Online Registration:</b> 26 April 2020</p>
Week 3	Date 27 April – 3 May 2020	Deadline / Duration
<p><b>Activities:</b></p> <p>WITHDRAWAL PERIOD (no refundable)</p> <p><b>Public Holiday:</b> 1 May (Fri) – Labour Day</p> <p>PLEASE FINALISE YOUR COURSE ENROLLMENT: Login CaMSys&gt; Self Service &gt; Enrollment &gt; Enrollment Summary</p> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 10px; text-align: center; margin: 10px 0;"> <p><b>27 April 2020:</b>            Online Application for Graduation is open for <b>Bachelor's</b> student in final trimester to apply.  <b>Foundation &amp; Diploma's</b> student will be auto apply together with Foundation/Diploma to Degree processing.</p> </div>		
Week 4	Date 4 – 10 May 2020	Deadline / Duration
<p><b>Activities:</b></p> <p>WITHDRAWAL PERIOD (no refundable) Deadline to withdraw the subject is on <b>8 May 2020</b>.</p> <p><b>Public Holiday:</b> 7 May (Thu) - Wesak Day (Melaka &amp; Cyberjaya Campus)</p> <p><b>LEAVE OF ABSENCE</b> Deadline to apply for Leave of Absence (LOA) is on <b>8 May 2020</b>.</p> <p><b>International students who are ACTIVE BUT DID NOT REGISTER any subject.</b> Should you be in this category, please take the necessary action as per stated below:</p> <ol style="list-style-type: none"> <li>a) Should you be unable to register a subject due to financial problem, medical problem, academic problem etc. - kindly consult the Counselor at STAD Office. Later you may be required to apply for Leave of Absence. The last date for manual application for Leave of Absence for this trimester is on 8 May 2020</li> <li>b) Should you be not interested to continue your studies at MMU, you may apply for withdrawal of studies. The withdrawal form can be obtained from Student Service Center (SSC).</li> </ol>		<p>8 May 2020</p> <p>8 May 2020</p>

Week 5	Date 11 – 17 May 2020	Deadline / Duration
<p><b>Activities:</b></p> <p>END OF WITHDRAWAL PERIOD</p> <p><b>Public Holiday:</b> 11 May – Nuzul Quran (Campus Cyberjaya)</p> <p>ERU will change status to 'Dismissed' on <b>12 May 2020</b> for those international students who are active but did not register any subject.</p> <p>DRAFT SCHEDULE FOR FINAL EXAMINATION Tri 3 2019/2020 will be released on <b>13 May 2020</b>.</p>		<p>12 May 2020</p> <p>13 May 2020</p>
Week 6	Date 18 – 24 May 2020	Deadline / Duration
<p><b>Activities:</b></p> <p>20 May: Release <b>Pre-Course Enrollment</b> schedule for Trimester 1 2020/2021</p> <p>Students may proceed with the Pre-Course Enrolment without fulfilling the Academic Assessment Survey (AAS) requirement.</p> <p><b>CONFIRMED SCHEDULE FINAL EXAM</b> Tri 3 2019/2020 will be released on <b>22 May 2020</b>. <b>NO CHANGES WILL BE MADE AFTER THIS ANNOUNCEMENT</b></p> <p><b>Public Holiday:</b> 24 May (Sun) - Eidul Fitri</p>		<p>20 May 2020</p> <p>22 May 2020</p>
Week 7	Date 25 – 31 May 2020	Deadline / Duration
<p><b>Public Holiday:</b> 25 May (Mon) – Eidul Fitri; 26 May (Tue) – Replacement Holiday for Eidul Fitri; 27 May (Wed) – 1MMU Leave (Public Holiday)</p>		
Study Week	Date 1 – 7 June 2020	Deadline / Duration
<p><b>Activities:</b></p> <p>PRE-COURSE ENROLLMENT START 1 JUNE 2020</p> <p>1 - 5 June : Printing of Examination Slip for Supplementary Examination Tri 2 2019/2020</p> <p>6 June : Printing of Examination Slip for Final Examination Tri 3 2019/2020</p> <p>3 - 6 June : Trimester 2 2019/2010 Supplementary Examination.</p> <p>9 - 13 June : Trimester 3 2019/2020 Final Examination.</p> <p><b>IMPORTANT NOTE:</b></p> <ul style="list-style-type: none"> <li>- For most subjects, alternative assessments will replace final examinations. For subjects that will continue to have final examinations, students will be informed accordingly.</li> <li>- Only for subject with Final Examination, students will have to be present on Campus to sit for the Final Examination.</li> </ul>		<p>1 - 5 June 2020</p> <p>6 June 2020</p> <p>3 – 13 June 2020</p>



**b) Appeal After the Due Date and Appeal After Supplementary Exam**

For students who appeal after the due date and appeal after supplementary exam, if it is granted, the effective date of the reinstatement will be in the following trimester (Trimester 1, 2020/2021). The current trimester (Trimester 3, 2019/2020) will be considered as Leave of Absence.

**c) Completion of Studies.**

Foundation and Diploma students who in final trimester (Trimester 3, 2019/2020) will be auto processed by system and for Bachelor's students need to apply by yourself and online application will be open starting week 3 (27 April). Kindly refer to the following navigation for the process.

*Login CaMSys > Self Service > Degree Progress / Graduation > Apply for Graduation*

**d) Foundation / diploma to Degree (F2D/D2D) process.**

An application F2D /D2D will be auto processed by system and students will receive an email requested to choose the programme to pursue the study at degree level. Should the student not complete this stage, the Faculty's Manager will choose the programme on behalf of the student.