

Student Leave Application / Leave of Absence (Deferment)

Events	WEEK															Remarks	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
1 Leave of Absence (Deferment)	Fees Transferable				Fees not transferable												Minimum 1 trimester
2 Leave Application																Submission must be made within 3 working days	

Bar List

Events	WEEK															Remarks
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
1 Bar List to be announced to students													Jan & May Trimester			Mon (Jan & May Trimester)
											Oct Trimester					Mon (Oct Trimester)
2 Interview/Appeal on bar list by students to Lecturers													Jan & May Trimester			Tues - Wed (Jan & May Trimester)
											Oct Trimester					Tues - Wed (Oct Trimester)
3 Interview/Appeal on bar list by students to HOD													Jan & May Trimester			Thu (Jan & May Trimester)
											Oct Trimester					Thu (Oct Trimester)
4 Final Bar List (after Interview/Appeal) to be announced to students													Jan & May Trimester			Mon (Jan & May Trimester)
											Oct Trimester					Mon (Oct Trimester)

Examination Matters

Events	WEEK															Remarks
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
1 Release of Exam Timetable								Draft			Finalised					Draft Exam Timetable will be release to students for feedback before finalised
								Draft	Finalised							
2 Examination Authorisation Slip														Jan & May Trimester		Thursday / Friday
												Oct Trimester				
3 Final Examination														Jan & May Trimester		
												Oct Trimester				
4 Appeal for Review of Examination Results																Appeal must be made within 1 week after release of examination results
5 Appeal against Termination of Study																
6 Application for Extension of Study to improve Academic Performance (For Graduating Students only)																

Other Academic Matters

Events	WEEK															Remarks	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
1 Meet up with Academic Adviser																Meet Academic Adviser at least once a trimester (Before pre-registration course (unit) for next trimester)	
2 Online Student Survey										Jan & May Trimester							
								Oct Trimester									

UTAR reserves the right to make changes to the event date / week