

Faculty of Information and Communication Technology (FICT)

Action Plan for January 2012 Trimester (For Student)

No	Events	Week/ Date
1	Faculty Administration Matter	
	Briefing to All FICT students (New + Existing)	18/01/2012
	Online Verification of Student Particulars (new students)	Week 1 - Week 4
	Release of Exemption Status (Technical/LAN Units)	Week 6 - Week 7
	Unit Verification Exercise	Week 5 - Week 6
	Student Survey	Week 11 - Week 14
2	Student Bill	
	Generation of student bills	Week 2
	Payment of student bills	Week 3 - Week 4
3	Registration	
	Add/Drop Week	Week 1 - Week 2
	Repeat Registration	Week 1 - Week 2
	Application for course transfer (new students)	Week 1 - Week 2
	Application for exemption/internal credit transfer (Technical/LAN unit)	Week 1 - Week 2
4	Timetable Planning	
	Notice to inform students on the timetable and pre-registration for next trimester	Week 13
	Pre-registration Week (to pre-register the unit(s) to be taken in next trimester)	Week 14 - Week 15
5	Bar List	
	Attendance to be key in web2	29/03/2012
	Bar list to be released to students	**30/03/2012
	Interview/Appeal on bar list by students to HOD/HOP	Week 12
	Deadline for appeal on bar list by students	06/04/12
	Final bar list (after interview/appeal) to be announced to students	11/04/12
6	Deferment / Withdrawal of unit(s) - No refund	
	Final date to apply for leave of absence	23/03/2012
	Withdrawal of Unit (No Refund)	Week 3 - Week 13
	Final date for withdrawal of unit (No Refund)	13/04/2012

FICT reserves the right to make changes to the events stated in the Action List

*** Subject to change*