

ACTIVITIES	DATE	DURATION	ACTION
1. REGISTRATION & INDUCTION - NEW STUDENTS	6/1/2018	1 day	Students/ College
2. REGISTRATION - RETURNING STUDENTS	9-11/1/18	3 days	Students/ College
3. CLASSES COMMENCE FOR ALL STUDENTS	14/1/18 - 1/3/18		7 weeks
4. INDUSTRIAL TRAINING	14/1/18-3/5/18*		16 weeks
• Class Start • Add/Drop Courses Start	W1 14/1/18 – 18/1/18 Mentor-mentee-Weekly (Wednesday)	1 week	Students/ Mentor/ SPRS
• Class • Add/Drop Courses End • Last week for student late registration	W2 21/1/18 – 25/1/18	1 week	
• Class • Students' Academic Add/Drop Status Process (CMS)	W3 28/1/18 – 1/2/18 Thaipusam-31/1/18	1 week	
• Class	W4 4/2/18 – 8/2/18	1 week	
• Class • Confirmation of Course Registration (CMS)	W5 11/2/18 – 15/2/18 CNY-16-17/2/18	1 week	Students/Mentor/ SPRS
• Class	W6 18/2/18 – 22/2/18	1 week	Students
• Class	W7 25/2/18 – 1/3/18	1 week	
5. MID-SEMESTER BREAK FOR ALL STUDENTS	2/3/18 - 10/3/18	1 week	Students
6. CLASSES COMMENCE FOR ALL STUDENTS	11/3/18 – 26/4/18		7 weeks
• Class	W8 11/3/18 – 15/3/18	1 week	Students
7. MID SEMESTER EXAMINATION	15 – 17/3/18*	3 days	Academic/ SPP
• Class	W9 18/3/18 – 22/3/18 Hari Keputeraan DYMM Sultan Johor-23/3/18	1 week	Students
• Class	W10 25/3/18 – 29/3/18	1 week	Students
• Class • Students Instructor Evaluation (SIE-CMS) • Courses Pre-Registration (CMS)	W11 1/4/18– 5/4/18	1 week	Students/Mentor/ SPRS/SPP
• Class • Students Instructor Evaluation (SIE-CMS) • Courses Pre-Registration (CMS) • Print Examination Slip (CMS)	W12 8/4/18 – 12/4/18	1 week	Students/Mentor/ SPRS/SPP
• Class	W13 15/4/18 – 19/4/18	1 week	Students
• Class • Last Date for Paying Tuition Fees	W14 22/4/18 – 26/4/18	1 week	Students
8. ACADEMIC ACTIVITY	12/4/2018*	1 day	Students / Mentors / Parents
9. REVISION WEEK Viva (LI Students)	28/4/18– 1/5/18 Hari Pekerja -1/5/18		4 days
10. FINAL EXAM WEEKS	2/5/18 – 18/5/18 Awal Ramadhan-17/5/18	2 1/2 weeks	SPP/Students/Academic
11. SPECIAL EXAM	25/5/18 – 26/5/18	2 days	SPP
12. CENTRALIZED MARKING & KEY –IN MARKS	3/5/18 – 27/5/18	3 weeks	Academic/ SPP
13. DEPARTMENT MEETING	28/5/2018* Hari Wesak-29/5/18	1 day	Academic
14. JKA MEETING AT COLLEGE LEVEL	30/5/18 – 31/5/18*	2 days	Academic
15. VALIDATION MEETING	5/6/18 – 6/6/18*	2 days	Deputy Director of Academic
16. SENATE MEETING	11/6/18 *	1 day	College Director
17. SEMESTER BREAK	19/5/18 - 8/7/18 Hari Raya Puasa-16-16/6/18	7 weeks	SPP/Students/Academic
18. REPEAT EXAM WEEK	3/7/18 – 4/7/18	2 days	SPP/Students/Academic

\*subject to change

\*\*Class replacement for Public Holiday will be arranged by lecturer

NORHISHAM BIN AHMAD @ AHMAD updated by:5/1/18

Timbalan Pengerusi Akademik  
Kolej Poly-Tech MARA 6/1/18