

**KULLIYAH OF INFORMATION AND COMMUNICATION TECHNOLOGY**  
**SCHEDULE OF ACADEMIC ACTIVITIES FOR SEMESTER 1, 2025/2026 (updated 29<sup>th</sup> September 2025)**

No.	Activities	Deadlines	PIC
1.	Deadline submission of CQI and course files for Semester 3, 2024/2025	1 <sup>st</sup> October 2025	Academic staff AQAL DDAI
2.	Submission of Table of Specification (ToS) feature in OMAT (OBE Mapping and Assessment Tracker) For BICS and BIIT Courses	7 <sup>th</sup> October	Academic staff HOD DDAI
3.	Submission of Course Plan (HOD Approval) for Semester 1, 2025/2026	8 <sup>th</sup> October	Academic staff HOD DDAI
4.	Lectures	6 <sup>th</sup> October 2025 – 16 <sup>th</sup> January 2026	Academic staff
5.	Monitoring of students' course registrations and students who registered courses below 12 credit hours (Week 1)	10 <sup>th</sup> October 2025	DDAI Academic Advisors DDSDCE
6.	Latest schedule of classes and printing of class list after the add/drop and adjustment period for Semester 1, 2025/2026 session (Undergraduate and Postgraduate) (Week 4)	31 <sup>st</sup> October 2025	Departments DDAI - follow-up
7.	i. Drop Only (Week 2 – 4) ii. Withdrawal within period (Week 5 – 10) RM 300 /course iii. Withdrawal after deadline (Week 11 –13) RM 500/ course	13 <sup>th</sup> – 31 <sup>st</sup> October 2025  3 <sup>rd</sup> November – 12 <sup>th</sup> December 2025  15 <sup>th</sup> December– 2 <sup>nd</sup> January 2026	Students
8.	Online application for Change of Programme (COP) via Student Portal (Week 1 – Week 15)	6 <sup>th</sup> October 2025 –16 <sup>th</sup> January 2026	Students
9.	Application for: Appeal for Rechecking, Independent Study, Readmission, Resit / Special examination, Audit Courses (Week 1)  Dates for Re-sit/Special Examination (Week 1 – Week 2)	6 <sup>th</sup> -10 <sup>th</sup> October 2025  6 <sup>th</sup> – 17 <sup>th</sup> October 2025	Students Departments DDAI

No.	Activities	Deadlines	PIC
10.	Submission list of courses with 1) Centralized End-of-Semester Examination, 2) Decentralized End-of-Semester Examination, 3) No Final Examination (Alternative Assessment) Semester 1, 2025/2026	17 <sup>th</sup> October 2025	Academic staff Departments DDAI
11.	Change status student to NR for non-registration (System automate) (Week 4)  Change student status to TD: Terminated due to Non-Registration (System automate) (Week 12)	31 <sup>st</sup> October 2025 (4:00 PM)  26 <sup>th</sup> December 2025 (4:00 PM)	Students DDAI
12.	Mid-Semester Break	22 <sup>nd</sup> – 30 <sup>th</sup> November 2025	
13.	First submission of students' attendance (Week 7)	24 <sup>th</sup> November 2025	Academic staff
14.	Change of Programme (within COS) for Students with study plan 241 – (Week 8 – 9)	22 <sup>nd</sup> November – 1 <sup>st</sup> December 2025	Students DDAI
15.	Submission of course offerings for <u>Semester 2, 2025/2026</u> and (Undergraduate and Postgraduate) (Week 7)	17 <sup>th</sup> November 2025	Departments HOD, DDAI
16.	Lecturers submit End-of-Semester examination or Alternative assessment question paper drafts, test specifications and rubrics to HODs (Week 7)  For BICS and BIIT courses, the submission of the final assessment must be accompanied by the completion of the Final Assessment feature in OMAT.	17 <sup>th</sup> November 2025	Academic staff Departments DDAI
17.	Refinement/Vetting End-of-Semester examination or final assessment question paper drafts, test specifications and rubrics - Department Examination Committee Meeting (Week 8 – Week 9): 1. Vetting of final assessment by individual vetter for study plan 201 (week 8-9)	24 <sup>th</sup> November – 5 <sup>th</sup> December 2025	Departments

No.	Activities	Deadlines	PIC
	2. Vetting of final assessment by vetting committee for study plan 241 (week 8)		
18.	Endorsement of End-of-Semester examination or final assessment question papers at Department level (Approval process by HOD)	5 <sup>th</sup> December 2025	Departments
19.	Submission of End-of-Semester examination or final assessment question papers to Academic Office after formatting and finalizing (including answer scheme & rubrics) (Week 10)	10 <sup>th</sup> December 2025	Departments DDAI
20.	Integrity Declaration	27 <sup>th</sup> October – 10 <sup>th</sup> December 2025	Students
21.	Secrecy Declaration	17 <sup>th</sup> December 2025	Academic staff
22.	Final (Alternative) Assessment Period (Week 11 – Week 15)	22 <sup>nd</sup> December 2025 - 16 <sup>th</sup> January 2026	Academic staff
23.	Online Course Registration for Semester 2, 2025/2026	17 <sup>th</sup> December 2025 – 6 <sup>th</sup> March 2026	Students
24.	Deadline for Application for leave of absence	26 <sup>th</sup> December 2025	Students
25.	<b>Publish CAM to students (Week 14)</b>	7 <sup>th</sup> January 2026	Academic staff
26.	Submission of Warning and Barring letter Last day of submission Barring letter (Last day of class)	24 <sup>th</sup> October 2025 – 16 <sup>th</sup> January 2026 16 <sup>th</sup> January 2026	Academic staff
27.	Issuance of invigilators' appointment letters (Week 13)	31 <sup>st</sup> December 2025	DDAI
28.	FYP Evaluation: INFO 4401, CSCI 4401 INFO 4402, CSCI 4402		Departments DDSDCE
29.	Final submission of students' attendance	19 <sup>th</sup> January 2026	Academic staff
30.	Revision period	17 <sup>th</sup> -21 <sup>st</sup> January 2026	Students
31.	Decentralized End-of-Semester Examination Period	16 <sup>th</sup> -21 <sup>st</sup> January 2026	Academic staff

No.	Activities	Deadlines	PIC
32.	Centralized End-of-Semester Examination Period	22nd – 13 <sup>th</sup> February 2026	Academic staff
33.	Submission of CAM, Validation Sheet & Mark Checker For BICS and BIIT courses, submission must be completed together with Assessment Marks feature from OMAT.	16 <sup>th</sup> February 2026	Academic staff Departments
34.	Last Date for Online Submission of Results (11.59 p.m.)	23 <sup>rd</sup> February 2026	Academic staff
35.	Pre- Centre of Studies Committee of Examiners Meeting	24 <sup>th</sup> February 2026	Departments
36.	Centre of Studies Committee of Examiners Meeting	24 <sup>th</sup> -26 <sup>th</sup> February 2026	BOE members
37.	Announcement of semester 1, 2025/2026 examination result (5.00 pm)	26 <sup>th</sup> February 2026	Students
38.	Deadline of submission of CQI and Course Files for Semester 1, 2025/2026 For BICS and BIIT courses, submission must be completed together with CQI Report feature from OMAT.	26 <sup>th</sup> February 2026	Academic staff AQAL DDAI
39.	Inter Semester Vacation	14th February – 1 <sup>st</sup> March 2026	Students
40.	Commencement of Semester 2, 2025/2026	2 <sup>nd</sup> March 2026	IIUM