



**MEMORANDUM**  
**No: RO/ARU/02/2022**

**To** : All Students – DRB-HICOM University of Automotive Malaysia

**From** : Registrar

**Cc** : Prof. Dato’ Sr. Dr. Omar Osman - Vice Chancellor  
Assoc. Prof. Ir. Hj. Shamil Hj. Abu Hassan – Deputy Vice Chancellor  
Mr. Fazlil Aslan Bin Ismail – Head, Academic Management Centre  
Dr. Aizuddin Abdul Rahman – Dean, Student Affairs Centre  
All Staff

**Date** : 23 March 2022

**Subject** : Notification of Academic Calendar for Undergraduate & Postgraduate Programmes Session 2022

Assalamualaikum w.b.t & Greetings to all.

This is to notify, the approved Academic Calendar for Undergraduate and Postgraduate programmes session 2022 for your reference.

**ACADEMIC CALENDAR UG & PG PROGRAMME SESSION 2022**

ACTIVITIES	March 2022 Session	July 2022 Session	November 2022 Session
New Student Registration	22 Feb 2022 (Tuesday)	21 Jun 2022 (Tuesday)	18 Oct 2022 (Tuesday)
Continuing Student Registration	25 Feb 2022 – 27 Feb 2022	24 Jun 2022 – 26 Jun 2022	21 Oct 2022 – 23 Oct 2022
Add Courses (2 weeks)	28 Feb 2022 – 13 Mar 2022	27 Jun 2022 – 10 Jul 2022	24 Oct 2022 – 06 Nov 2022
Drop Courses (4 weeks)	28 Feb 2022 – 27 Mar 2022	27 Jun 2022 – 24 Jul 2022	24 Oct 2022 – 20 Nov 2022
Classes (12 weeks)	28 Feb 2022 – 22 May 2022	27 Jun 2022 – 18 Sep 2022	24 Oct 2022 – 15 Jan 2023
Revision & Final Assessment (2 weeks)	23 May 2022 – 5 Jun 2022	19 Sep 2022 – 02 Oct 2022	16 Jan 2023 – 29 Jan 2023
Semester Break	06 Jun 2022 – 26 Jun 2022 (3 weeks)	03 Oct 2022 – 23 Oct 2022 (3 weeks)	30 Jan 2023 – 19 Feb 2023 (3 weeks)

Any related information, you may refer the contact details as provided in Table 1.

Thank you.

**Table 1: Contact Details**

<b>Matters Concerned</b>	<b>Officers</b>	<b>Phone No.</b>	<b>Email</b>
<b>Academic Management Centre ("AMC")</b> <ul style="list-style-type: none"> <li>▪ Academic affairs</li> <li>▪ Course registration</li> <li>▪ Class timetable</li> <li>▪ Teaching &amp; learning arrangement</li> </ul>	<p>Ms Hadijah Mohd Noh (Faculty of Business &amp; Management)</p> <p>Ms Safariza Yahya (Faculty of Engineering &amp; Technology)</p>	<p>09-4242490</p> <p>09-4242421</p>	<p><a href="mailto:hadijah.noh@dhu.edu.my">hadijah.noh@dhu.edu.my</a></p> <p><a href="mailto:safariza@dhu.edu.my">safariza@dhu.edu.my</a></p>
<b>Student Affairs Centre ("SAC")</b> <ul style="list-style-type: none"> <li>▪ Student affairs</li> <li>▪ Student welfare</li> <li>▪ Student activities</li> <li>▪ Student disciplinary</li> </ul>	<p>Cr Ataullah Anas</p> <p>Mr Nadzmi Syafiq Mohd Azmi</p>	<p>09-4242619</p> <p>09-4242726</p>	<p><a href="mailto:ataullah@dhu.edu.my">ataullah@dhu.edu.my</a></p> <p><a href="mailto:nadzmi@dhu.edu.my">nadzmi@dhu.edu.my</a></p>
<b>University Village</b> <ul style="list-style-type: none"> <li>▪ Student accommodation</li> </ul>	<p>Ms Sharifah Khyailhasma Mohd Nur</p> <p>Mr Mohd Nur Irsyaduddin Ismail</p> <p>Mr Muhammad Zakuan Ab Rahman</p>	<p>09-4242686</p> <p>09-4242687</p> <p>09-4242687</p>	<p><a href="mailto:khyailhasma@dhu.edu.my">khyailhasma@dhu.edu.my</a></p> <p><a href="mailto:irsyad@dhu.edu.my">irsyad@dhu.edu.my</a></p> <p><a href="mailto:zakuan@dhu.edu.my">zakuan@dhu.edu.my</a></p>
<b>FOE</b> <b>FOB</b>	<p>Ms Nur Izzati Syazwani Mohd Noor</p> <p>Mr Muhammad Asri Aminudin</p>	<p>09-4242788</p> <p>09-4242353</p>	<p><a href="mailto:izzati@dhu.edu.my">izzati@dhu.edu.my</a></p> <p><a href="mailto:asri@dhu.edu.my">asri@dhu.edu.my</a></p>
<b>Registrar's Office</b> <ul style="list-style-type: none"> <li>▪ Student registration</li> <li>▪ Student records</li> <li>▪ Examination management</li> </ul>	<p>Ms Syazwani Rijaluddin</p> <p>Ms Aminah Ismail</p> <p>Ms Ida Natasha Hassanuddin</p> <p>Mr Ahmad Faris Mohamed Shukri Mohamad</p> <p>Ms Maizatul Shahira Bahajanuri</p>	<p>09-4242432</p> <p>09-4242623</p> <p>09-4242624</p> <p>09-4242491</p> <p>09-4242723</p>	<p><a href="mailto:wani.rijaluddin@dhu.edu.my">wani.rijaluddin@dhu.edu.my</a></p> <p><a href="mailto:aminah@dhu.edu.my">aminah@dhu.edu.my</a></p> <p><a href="mailto:ida.natasha@dhu.edu.my">ida.natasha@dhu.edu.my</a></p> <p><a href="mailto:faris.shukri@dhu.edu.my">faris.shukri@dhu.edu.my</a></p> <p><a href="mailto:maizatul@dhu.edu.my">maizatul@dhu.edu.my</a></p>
<b>University Management Centre ("UMC")</b> <ul style="list-style-type: none"> <li>▪ Marketing &amp; Student Recruitment</li> <li>▪ Scholarship &amp; sponsorship affairs</li> <li>▪ International student affairs</li> </ul>	<p>Ms Suhaida Sulaiman</p> <p>Mr. Mohamad Haikal Imran Mohamed Zukini</p>	<p>09-4242609</p> <p>09-4242644</p>	<p><a href="mailto:suhaida.sulaiman@dhu.edu.my">suhaida.sulaiman@dhu.edu.my</a></p> <p><a href="mailto:haikal.imran@dhu.edu.my">haikal.imran@dhu.edu.my</a></p>
<b>Finance</b> <ul style="list-style-type: none"> <li>▪ Invoice</li> <li>▪ Payment</li> </ul>	<p>Ms Norazleena Binti Abd Rahmat</p> <p>Ms Nur Suhana Binti Abdul Latif@Ya'acob</p> <p>Ms Ainur Syahida Binti Shaharuddin</p>	<p>09-4242464</p> <p>09-4242473</p> <p>09-4242467</p>	<p><a href="mailto:norazleena@dhu.edu.my">norazleena@dhu.edu.my</a></p> <p><a href="mailto:suhana@dhu.edu.my">suhana@dhu.edu.my</a></p> <p><a href="mailto:ainursyahida@dhu.edu.my">ainursyahida@dhu.edu.my</a></p>