



MEMORANDUM

No: RO/ARU/19/2024

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

From : Assoc. Prof. Safiza Simon - Registrar

Cc : Prof. Dato’ Sr. Dr. Omar Osman - Vice Chancellor
Assoc. Prof. Ts. Dr. Ong Huei Ruey – Senior Dean, Institute of Academic
Dr. Aizuddin Abdul Rahman – Dean, Student Affairs Centre (SAC)
Norlianah Mohd Shah – Head, Academic Management Centre (AMC)
All Staff

Date : 06 September 2024

Subject : Academic Calendar Foundation, Undergraduate and Postgraduate Programme for Session 2025

Assalamualaikum w.b.t & Greetings to all.

This is to notify, the approved Academic Calendar for Foundation, Undergraduate and Postgraduate programmes session 2025 for your reference.

ACADEMIC CALENDAR FOUNDATION, UNDERGRADUATE AND POSTGRADUATE PROGRAMME 2025

ACTIVITIES	MARCH 2025	JULY 2025	NOVEMBER 2025
New Student Registration	16 Feb. 2025	22 Jun. 2025	19 Oct. 2025
Continuing Student Registration	16 Feb. 2025	22 Jun. 2025	19 Oct. 2025
Add & Drop Courses	17 Feb. 2025 – 2 Mar. 2025	23 Jun. 2025 – 6 Jul. 2025	20 Oct. 2025 – 2 Nov. 2025
Classes	17 Feb. 2025 – 11 May 2025	23 Jun. 2025 – 14 Sep. 2025	20 Oct. 2025 – 11 Jan. 2026
Revision & Final Assessment	12 May 2025 – 25 May 2025	15 Sep. 2025 – 28 Sep. 2025	12 Jan. 2026 – 25 Jan. 2026
Semester Break	26 May 2025 – 22 Jun. 2025	29 Sep. 2025 – 19 Oct. 2025	26 Jan. 2026 – 15 Feb. 2026

For any related information, you may refer to the contact details as provided in Table 1.

Thank you.

Table 1: Contact Details

<i>Matters Concerned</i>	<i>Officers</i>	<i>Phone No.</i>	<i>Email</i>
Academic Management Centre ("AMC") <ul style="list-style-type: none"> ▪ Class timetable ▪ Course registration ▪ Academic affairs ▪ Teaching & learning arrangement 	<u>Faculty of Business & Management (FOB)</u> Ms. Hadijah Mohd Noh	09-4242490	hadijah.noh@dhu.edu.my
	<u>Faculty of Engineering & Technology (FOE)</u> Ms. Safariza Yahya	09-4242421	safariza@dhu.edu.my
	<u>Research Management & Postgraduate Centre (PGC)</u> Ms. Hafizah Mohamed Said	09-4242738	hafizah@dhu.edu.my
	<u>Open Distance Learning (ODL)</u> Ms. Nurul Farah Diyana Ahmad Jamal	09-4242739	apelcentre@dhu.edu.my
Finance <ul style="list-style-type: none"> ▪ Invoice ▪ Payment 	Ms. Norazleena Abd Rahmat Ms. Nurulaini Marliyana Samsudin	09-4242464 09-4242462	norazleena@dhu.edu.my marliyana@dhu.edu.my
Registry Office <ul style="list-style-type: none"> ▪ Student registration ▪ Student records ▪ Examination management 	<u>Admission & Record Unit</u> Ms. Syazwani Rijaluddin Ms. Wan Nurul Syafiqah Wan Abdul Samad Ms. Ida Natasha Hassanuddin Ms. Nor Izni Mohd Sham	09-4242432 09-4242412 09-4242624 09-4242435	wani.rijaluddin@dhu.edu.my syafiqah@dhu.edu.my ida.natasha@dhu.edu.my izni@dhu.edu.my
	<u>Examination Management Unit</u> Mr. Ahmad Faris Mohamed Shukri Mohamad Ms. Maizatul Shahira Bahajanuri	09-4242723 09-4242623	faris.shukri@dhu.edu.my maizatul@dhu.edu.my
FOE	Ms. Nur Izzati Syazwani Mohd Noor	09-4242788	izzati@dhu.edu.my
FOB	Mr Muhammad Asri Aminudin	09-4242353	asri@dhu.edu.my
Student Affairs Centre ("SAC") <ul style="list-style-type: none"> ▪ Student affairs ▪ Student welfare ▪ Student activities ▪ Student disciplinary ▪ Alumni 	Mr. Abdul Rahman Zakaria Ms Nurul Syazwani Che Mat Roplan Mohd Zulhairi Izaan bin Anuar	09-4242597 09-4242693 09-4242565	rahman@dhu.edu.my syazwani@dhu.edu.my zulhairi.izaan@dhu.edu.my
University Village <ul style="list-style-type: none"> ▪ Student accommodation 	<u>Tower 1</u> Mr Mohamad Haikal Imran Mohamed Zukini	09-4242644	haikal.imran@dhu.edu.my
	<u>Tower 2 (Female Students)</u> Ms Sharifah Khyailhasma Syed Ahmad	09-4242686	khyailhasma@dhu.edu.my
	<u>Tower 3 (Male Students)</u> Mr Mohd Nur Irsyaduddin Ismail	09-4242685	irsyad@dhu.edu.my
University Management Centre ("UMC") <ul style="list-style-type: none"> ▪ Marketing & student recruitment ▪ Scholarship & sponsorship affairs ▪ International student affairs 	<u>Marketing & Student Recruitment</u> Pn. Suhaida binti Sulaiman Ms. Nurun Nisa Ismail	09-424 2609 09-4242517	suhaida.sulaiman@dhu.edu.my nurun_nisa@dhu.edu.my
	<u>International Student Affairs</u> Pn. Madihah Mat Daud	09-4242517	madihah.daud@dhu.edu.my