

**WORK SCHEDULE FOR COURSE REGISTRATION, APPLICATION FOR AWARD OF DEGREE AND EXAMINATION
FOR FULL RESEARCH STUDENTS
FOR 2016/2017 ACADEMIC SESSION
UNIVERSITI TEKNOLOGI MALAYSIA**

SEMESTER I, 2016/2017 SESSION						
4 Sept 2016 – 11 Feb 2017 (JB), 5 Sept 2016 – 12 Feb 2017 (KL) (23 Weeks)						
NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
1.	Registration of Research/Course for Semester I, 2016/2017 Session (ONLINE)	2 Weeks	Week 1 – 2	30 Aug – 16 Sept 2016	30 Aug – 16 Sept 2016	http://pendaftaran.utm.my/sps 31 August 2016 Malaysia's National Day
2.	Student start & continue their Research	23 Weeks	Week 1 – 23	4 Sept 2016 – 11 Feb 2017	5 Sept 2016 – 12 Feb 2017	
3.	Application for Reduction and Exemption Tuition Fees	8 Weeks	Week 1 – 8	4 Sept – 27 Oct 2016	5 Sept – 28 Oct 2016	12 September 2016 Hari Raya Aidiladha
4.	Deadline for Registration of Research/Course (ONLINE)	1 Week	Week 2	16 Sept 2016 5.00 pm	16 Sept 2016 5.00 pm	http://pendaftaran.utm.my/sps 16 September 2016 Malaysia Day
5.	Late Registration of Research/Course (WITH PENALTY)	1 Week	Week 3	18 - 22 Sept 2016	19 - 23 Sept 2016	A penalty of RM25.00 for each course (up to a total maximum of RM200.00) will be imposed for late registration/ amendments
6.	Deadline for Late Registration of Research/Course (WITH PENALTY)	-	Week 3	22 Sept 2016 3.30 pm	23 Sept 2016 5.00 pm	
7.	Amendments of Research/Course Registration (ONLINE)	1 Week	Week 4	25 – 30 Sept 2016	25 - 30 Sept 2016	http://pendaftaran.utm.my/sps
8.	Deadline for Amendments of Research/Course Registration (ONLINE)	-	Week 4	30 Sept 2016 5.00 pm	30 Sept 2016 5.00 pm	http://pendaftaran.utm.my/sps
9.	Amendments of Research/Course Registration (WITH PENALTY)	1 Week	Week 5	2 - 6 Oct 2016	3 - 7 Oct 2016	A penalty of RM25.00 for each course (up to a total maximum of RM200.00) will be imposed for late registration/ amendments
10.	Deadline for Amendments of Research/Course Registration (WITH PENALTY)		Week 5	6 Oct 2016 3.30 pm	7 Oct 2016 5.00 pm	
11.	AMD and Faculty Issues Reminder Letter For Students Who Did Not Register Any Research/Courses	4 Weeks	Week 6 – 9	9 Oct – 3 Nov 2016	10 Oct – 4 Nov 2016	
12.	Course Withdrawal (TD)	4 Weeks	Week 6 – 9	9 Oct – 3 Nov 2016	10 Oct – 4 Nov 2016	

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13.	Application for Deferment or Withdrawal From Programme	9 Weeks	Week 7 – 15	16 Oct – 15 Dec 2016	17 Oct – 16 Dec 2016	UTM 57 th Convocation 22 – 24 Oct 2016 (Saturday – Monday)
14.	Deadline for Application of Reduction and Exemption Tuition Fees	-	Week 8	27 Oct 2016 3.30 pm	28 Oct 2016 5.00 pm	
15.	Mid Semester Break, Semester I, 2016/2017 Session	1 Week	Week 9	28 Oct – 5 Nov 2016	29 Oct – 6 Nov 2016	29 October 2016 Deepavali
16.	Deadline for Course Withdrawal (TD)	-	Week 9	3 Nov 2016 3.30 pm	4 Nov 2016 5.00 pm	Applications for course withdrawal will not be accepted after this date
17.	Termination Letter For Students Who Did Not Register Any Courses	1 Week	Week 10	6 – 10 Nov 2016	7 – 11 Nov 2016	
18.	Submission of Progress Report	4 Weeks	Week 10 – 13	6 Nov 2016 – 1 Dec 2016		
19.	Final date for Submission of Progress Report	-	Week 13	1 Dec 2016		
20.	Evaluation of Progress Report by Supervisor	2 Weeks	Week 14 – 15	4 Dec – 15 Dec 2016		12 December 2016 The Prophet Muhammad's Birthday
21.	Deadline for evaluation of Progress Report by Supervisor	-	Week 15	15 Dec 2016		
22.	Deadline for Application for Deferment or Withdrawal From Programme	-	Week 15	15 Dec 2016 3.30 pm	16 Dec 2016 5.00 pm	25 December 2016 Christmas Day
23.	Final date for submission of Thesis	-	-	2 Feb 2017		
*Application for Notification Thesis Submission are THREE (3) months before the Expected Date of Thesis Submission						

* Subject to change

Prepared by:
Academic Management Division (AMD)
Academic Registrar Office (UTM ARO)
Office of the Deputy Vice-Chancellor (Academic & International)
28 JULAI 2016