

**WORK SCHEDULE FOR COURSE REGISTRATION, APPLICATION FOR AWARD OF DEGREE AND EXAMINATION
FOR FULL RESEARCH STUDENTS
FOR 2017/2018 ACADEMIC SESSION
UNIVERSITI TEKNOLOGI MALAYSIA**

SEMESTER II, 2017/2018 SESSION (29 Weeks)						
11 February 2018 – 30 August 2018 (JB), 12 February 2018 – 31 August 2018 (KL)						
NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
1.	Registration of Research/Course for Semester II, 2017/2018 Session (ONLINE)	2 Weeks	Week 1 – 2	8 – 23 Feb 2018		https://my.utm.my
2.	Student start & continue their Research	29 Weeks	Week 1 – 29	11 Feb – 30 Aug 2018	12 Feb – 31 Aug 2018	16 - 18 Feb 2018 Chinese New Year
3.	Application for Reduction and Exemption Tuition Fees	8 Weeks	Week 1 – 8	11 Feb – 5 Apr 2018	12 Feb – 6 Apr 2018	
4.	Deadline for Registration of Research/Course (ONLINE)	1 Week	Week 2	23 Feb 2018 5.00 p.m		https://my.utm.my
5.	Late Registration of Research/Course (WITH PENALTY)	1 Week	Week 3	25 Feb – 1 Mar 2018	26 Feb – 2 Mar 2018	<i>A penalty of RM25.00 for each course (up to a total maximum of RM200.00) will be imposed for late registration/ amendments</i>
6.	Deadline for Late Registration of Research/Course (WITH PENALTY)	-	Week 3	1 Mar 2018 3.30 pm	2 Mar 2018 5.00 pm	
7.	Amendments of Research/Course Registration (ONLINE)	1 Week	Week 4	4 – 9 Mar 2018		https://my.utm.my
8.	Deadline for Amendments of Research/Course Registration (ONLINE)	-	Week 4	9 Mar 2018 5.00 p.m		https://my.utm.my
9.	Amendments of Research/Course Registration (WITH PENALTY)	1 Week	Week 5	11 – 15 Mar 2018	12 – 16 Mar 2018	<i>A penalty of RM25.00 for each course (up to a total maximum of RM200.00) will be imposed for late registration/ amendments</i>
10.	Deadline for Amendments of Research/Course Registration (WITH PENALTY)	-	Week 5	15 Mar 2018 3.30 pm	16 Mar 2018 5.00 pm	

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11.	Course Withdrawal (TD)	4 Weeks	Week 6 – 9	18 Mar – 12 Apr 2018	19 Mar – 13 Apr 2018	
12.	AMD Issues Reminder Letter For Students Who Did Not Register Any Courses	1 Week	Week 6	18 – 23 Mar 2018		23 March 2018 <i>Birthday of His Majesty Sultan Johor (Johor Only)</i>
13.	Faculty Check Students Who Did Not Register Any Research/Courses	5 Weeks	Week 6 – 10	18 Mar – 19 Apr 2018	19 Mar – 20 Apr 2018	
14.	Application for Deferment or Withdrawal From Programme	9 Weeks	Week 7 – 15	25 Mar – 24 May 2018	26 Mar – 25 May 2018	
15.	Mid Semester Break, Semester II, 2017/2018 Session	1 Week	Week 8	1 - 5 Apr 2018	2 – 6 Apr 2018	
16.	Deadline for Application for Reduction and Exemption Tuition Fees	-	Week 8	5 Apr 2018 3.30 pm	6 Apr 2018 5.00 pm	
17.	Deadline for Course Withdrawal (TD)	-	Week 9	12 Apr 2018 3.30 p.m	13 Apr 2018 5.00 p.m	<i>Applications for course withdrawal will not be accepted after this date</i>
18.	Submission of Progress Report	4 Weeks	Week 10 – 13	15 Apr – 12 May 2018		29 – 30 April 2018 <i>UTM 60th Convocation</i>
19.	Final date for Submission of Progress Report	-	Week 13	12 May 2018		1 May 2018 Labour Day
20.	AMD Issues Termination Letter For Students Who Did Not Register Any Courses	1 Week	Week 14	13 – 19 May 2018		17 May 2018 Awal Ramadhan (Johor Only)
21.	Evaluation of Progress Report by Supervisor	2 Weeks	Week 14 – 15	13 – 26 May 2018		29 May 2018 Wesak Day

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22.	Deadline for evaluation of Progress Report by Supervisor	-	Week 15	26 May 2018		
23.	Deadline for Application for Deferment or Withdrawal From Programme	-	Week 15	24 May 2018	25 May 2018	
24.	Final date for submission of Thesis	-	-	30 August 2018		2 June 2018 Nuzul Al Quran (KL Only)
*Application for Notification Thesis Submission are THREE (3) months before the Expected Date of Thesis Submission						15 – 16 June 2018 Eid Al – Fitri
						31 August 2018 National Day

* **Subject to change**

Prepared by:
Academic Management Division (AMD)
 Academic Registrar Office (UTM ARO)
 Office of the Deputy Vice-Chancellor (Academic & International)
 1 January 2018