

UNIVERSITI TEKNOLOGI MALAYSIA
WORK SCHEDULE FOR COURSE REGISTRATION AND EXAMINATION
FOR FULL RESEARCH STUDENTS
FOR 2016/2017 ACADEMIC SESSION

SEMESTER II, 2016/2017 SESSION						
12 Feb 2017 – 31 Aug 2017 (JB)						
13 Feb 2016 – 1 Sept 2017 (KL)						
NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
1.	Registration of Research/Course for Semester II, 2016/2017 Session (ONLINE)	2 Weeks	Week 1 – 2	9 – 24 Feb 2017		https://my.utm.my
2.	Student start & continue their Research	23 Weeks	Week 1 – 23	12 Feb – 20 July 2017	13 Feb – 21 July 2017	10 Feb 2017 Thaipusam
3.	Application for Reduction and Exemption Tuition Fees	8 Weeks	Week 1 – 8	12 Feb – 6 Apr 2017	13 Feb – 7 Apr 2017	
4.	Deadline for Registration of Research/Course (ONLINE)	1 Week	Week 2	24 Feb 2017 5.00 p.m		https://my.utm.my
5.	Late Registration of Research/Course (WITH PENALTY)	1 Week	Week 3	26 Feb – 2 Mar 2017	27 Feb – 3 Mar 2017	<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	2 March 2017 3.30 p.m	3 March 2017 5.00 p.m	
7.	Amendments of Research/Course Registration (ONLINE)	1 Week	Week 4	5 – 10 Mar 2017		https://my.utm.my
8.	Deadline for Amendments of Research/Course Registration (ONLINE)	-	Week 4	10 Mar 2017 5.00 p.m		https://my.utm.my
9.	Amendments of Research/Course Registration (WITH PENALTY)	1 Week	Week 5	12 – 16 Mar 2017	13 – 17 Mar 2017	<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	16 Mar 2017 3.30 p.m	17 Mar 2017 5.00 p.m	
11.	Course Withdrawal (TD)	4 Weeks	Week 6 – 9	19 Mar – 13 Apr 2017	20 Mar – 14 Apr 2017	
12.	Faculty Check For Students Who Did Not Register Any Research/Courses	4 Weeks	Week 6 – 10	19 Mar – 20 Apr 2017	20 Mar – 21 Apr 2017	23 March 2017 Birthday of His Royal Highness the Sultan of Johor (Johor Only)
13.	Application for Deferment or Withdrawal From Programme	9 Weeks	Week 7 – 15	26 Mar – 25 May 2017	27 Mar – 26 May 2017	29 – 30 April 2017 UTM 58 th Convocation
14.	Deadline for Application of Reduction and Exemption Tuition Fees	-	Week 8	6 April 2017 3.30 p.m	7 Apr 2017 5.00 p.m	
15.	Mid Semester Break, Semester II, 2016/2017 Session	1 Week	Week 8	31 March – 8 April 2017	1 – 9 April 2017	

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16.	AMD Issues Reminder Letter For Students Who Did Not Register Any Courses	1 Week	Week 9	9 – 13 April 2017	10 – 14 April 2017	
17.	Deadline for Course Withdrawal (TD)	-	Week 9	13 Apr 2017 3.30 p.m	14 Apr 2017 5.00 p.m	<i>Applications for course withdrawal will not be accepted after this date</i>
18.	Submission of Progress Report	5 Weeks	Week 10 – 14	16 April 2017 - 18 May 2017		24 April 2017 Isra and Mi'raj
19.	Final date for Submission of Progress Report	-	Week 14	18 May 2017		1 May 2017 Labour Day
20.	AMD Issues Termination Letter For Students Who Did Not Register Any Courses	1 Week	Week 14	14 – 18 May 2017		10 May 2017 Wesak Day
21.	Evaluation of Progress Report by Supervisor	2 Weeks	Week 15 – 16	20 May 2017 – 1 June 2017		27 May 2017 Awal Ramadhan (Johor Only)
22.	Deadline for Application for Deferment or Withdrawal From Programme	-	Week 15	25 May 2017 3.30 p.m	26 May 2017 5.00 p.m	26 - 27 June 2017 Eid Al-Fitr
23.	Deadline for evaluation of Progress Report by Supervisor	-	Week 16	1 June 2017		3 June 2017 The Yang di-Pertuan Agong Birthday
24.	Final date for submission of Thesis	-	-	30 August 2017		31 Aug 2017 Independence Day
*Application for Notification Thesis Submission are THREE (3) months before the Expected Date of Thesis Submission						2 Sept 2017 Hari Raya Aidiladha

** Subject to change*

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

8 January 2017