

**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 I, 2017/2018 SESSION						
10 Sept 2017 – 8 Feb 2018 (JB), 11 Sept 2016 – 9 Feb 2017 (KL) (22 Weeks)						
NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
1.	Registration of Research/Course for Semester I, 2017/2018 Session (ONLINE)	2 Weeks	Week 1 – 2	7 – 22 Sept 2017		https://my.utm.my
2.	Student start & continue their Research	22 Weeks	Week 1 – 22	10 Sept 2017 – 8 Feb 2018	11 Sept 2017 – 9 Feb 2018	Malaysia Day 16 Sept 2017 (Saturday)
3.	Application for Reduction and Exemption Tuition Fees	8 Weeks	Week 1 – 8	10 Sept 2017 – 2 Nov 2017	11 Sept 2017 – 3 Nov 2017	
4.	Deadline for Registration of Research/Course (ONLINE)	1 Week	Week 2	22 Sept 2017 5.00 p.m		https://my.utm.my Maal Hijrah 1439 22 Sept 2017 (Friday)
5.	Late Registration of Research/Course (WITH PENALTY)	1 Week	Week 3	24 - 28 Sept 2017	25 - 29 Sept 2017	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	28 Sept 2017 3.30 pm	29 Sept 2017 5.00 pm	
7.	Amendments of Research/Course Registration (ONLINE)	1 Week	Week 4	1 – 6 Oct 2017		https://my.utm.my
8.	Deadline for Amendments of Research/Course Registration (ONLINE)	-	Week 4	6 Oct 2017 5.00 p.m		https://my.utm.my
9.	Amendments of Research/Course Registration (WITH PENALTY)	1 Week	Week 5	8 - 12 Oct 2017	9 - 13 Oct 2017	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	12 Oct 2017 3.30 pm	13 Oct 2017 5.00 pm	
11.	AMD Issues Reminder Letter For Students Who Did Not Register Any Courses	1 Week	Week 5	8 – 12 Oct 2017	9 – 13 Oct 2017	
12.	Course Withdrawal (TD)	4 Weeks	Week 6 – 9	15 Oct – 9 Nov 2017	16 Oct – 10 Nov 2017	
13.	Faculty Check Students Who Did Not Register Any Research/Courses	5 Weeks	Week 6 – 9	15 Oct – 16 Nov 2017	16 Oct – 17 Nov 2017	Deepavali 18 Oct 2017 (Wednesday)
14.	Application for Deferment or Withdrawal From Programme	9 Weeks	Week 7 – 15	22 Oct – 21 Dec 2017	23 Oct – 22 Dec 2017	Hol Almarhum Sultan Iskandar (JB Only) 26 Oct 2017 (Thursday)

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15.	Deadline for Application for Reduction and Exemption Tuition Fees	-	Week 8	2 Nov 2017 3.30 pm	3 Nov 2017 5.00 pm	
16.	Deadline for Course Withdrawal (TD)	-	Week 8	9 Nov 2017 3.30 pm	10 Nov 2017 5.00 pm	Applications for course withdrawal will not be accepted after this date
17.	Submission of Progress Report	4 Weeks	Week 10 – 13	11 Nov – 7 Dec 2017		UTM 59 th Convocation 28 – 31 Oct 2017 (Saturday – Tuesday)
18.	Final date for Submission of Progress Report	-	Week 13	7 Dec 2017		Birthday of Prophet Muhammad S.A.W 1 Dec 2017 (Friday)
19.	AMD Issues Termination Letter For Students Who Did Not Register Any Courses	1 Week	Week 14	10 – 15 Dec 2017		
20.	Evaluation of Progress Report by Supervisor	2 Weeks	Week 14 – 15	10 Dec – 21 Dec 2017		
21.	Deadline for evaluation of Progress Report by Supervisor	-	Week 15	21 Dec 2017		
22.	Deadline for Application for Deferment or Withdrawal From Programme	-	Week 15	21 Dec 2017	22 Dec 2017	
23.	Final date for submission of Thesis	-	-	30 Jan 2018		Christmas Day 25 Dec 2017 (Monday)
*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)
20 July 2017