

**WORK SCHEDULE FOR COURSE REGISTRATION, APPLICATION FOR AWARD OF DEGREE AND EXAMINATION
FOR FULL RESEARCH STUDENTS
FOR 2018/2019 ACADEMIC SESSION
UNIVERSITI TEKNOLOGI MALAYSIA**

SEMESTER I, 2018/2019 SESSION (20 Weeks)						
9 SEPTEMBER 2018 – 24 JANUARY 2019 – UTM JB						
10 SEPTEMBER 2018 – 25 JANUARY 2019 – UTM KL						
NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
1.	Registration of Research/Course for Semester I, 2018/2019 Session (ONLINE)	2 weeks	Week 1 – 2	9 – 21 Sep 2018		https://my.utm.my
2.	Student start & continue their Research	20 weeks	Week 1 – 20	9 Sep 2018 – 25 Jan 2019	10 Sep 2018 – 26 Jan 2019	Birthday of His Majesty Seri Paduka Baginda Yang Di – Pertuan Agong 9 September 2018 (Sunday)
3.	Application for Reduction and Exemption Tuition Fees	8 weeks	Week 1 – 8	9 Sep – 1 Nov 2018	10 Sep – 2 Nov 2018	Birthday of His Majesty Seri Paduka Baginda Yang Di – Pertuan Agong (KL Only) 10 September 2018 (Monday) Maal Hijrah 1440 11 September 2018 (Tuesday) Malaysia Day 16 September 2018 (Sunday) Malaysia Day (KL Only) 17 September 2018 (Monday)

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4.	Deadline for Registration of Research/Course <i>(ONLINE)</i>	1 week	Week 2	21 Sep 2018 5.00 p.m		https://my.utm.my
5.	Late Registration of Research/Course (WITH PENALTY)	1 week	Week 3	23 – 27 Sep 2018	24 – 28 Sep 2018	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	27 Sep 2018 3.30 p.m	28 Sep 2018 5.00 p.m	
7.	Amendments of Research/Course Registration <i>(ONLINE)</i>	1 week	Week 4	30 Sep – 5 Oct 2018		https://my.utm.my
8.	Deadline of Amendments of Research/Course Registration <i>(ONLINE)</i>	-	Week 4	5 Oct 2018 5.00 p.m		https://my.utm.my
9.	Amendments of Research/Course Registration (WITH PENALTY)	1 week	Week 5	7 – 11 Oct 2018	8 – 12 Oct 2018	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	11 Oct 2018 3.30 p.m	12 Oct 2018 5.00 p.m	
11.	Course/Research Withdrawal (TD)	4 weeks	Week 6 – 9	14 Oct – 8 Nov 2018	15 Oct – 9 Nov 2018	Hol Almarhum Sultan Iskandar (JB Only)
12.	AMD Issues Reminder Letter For Students Who Did Not Register Any Courses	1 week	Week 6	14 – 18 Oct 2018		15 October 2018 (Monday)

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13.	Faculty Check Students Who Did Not Register Any Courses	5 weeks	Week 6 – 10	14 Oct – 15 Nov 2018	15 Oct – 16 Nov 2018	
14.	Application for Deferment or Withdrawal From Programme	9 weeks	Week 7 – 15	21 Oct – 20 Dec 2018	22 Oct – 21 Dec 2018	
15.	Deadline for Application of Reduction and Exemption Tuition Fees Deadline	-	Week 8	1 Nov 2018 3.30 p.m	2 Nov 2018 5.00 p.m	Applications will not be accepted after this date
16.	Mid Semester Break, Semester I, 2018/2019 Session	4 – 5 days	Week 9	6 – 8 Nov 2018	6 – 9 Nov 2018	Deepavali 6 November 2018 (Tuesday)
17.	Deadline for Course Withdrawal (TD)	-	Week 9	8 Nov 2018 3.30 p.m	9 Nov 2018 5.00 p.m	Applications for course withdrawal will not be accepted after this date
18.	Submission of Progress Report	4 Weeks	Week 10 – 13	11 Nov – 10 Dec 2018		UTM 61st Convocation Ceremony 10 – 13 November 2018 Birthday of Prophet Muhammad S.A.W (JB Only) 20 November 2018 (Tuesday)
19.	Final date for Submission of Progress Report	-	Week 13	10 Dec 2018		
20.	Evaluation of Progress Report by Supervisor	2 Weeks	Week 14 – 15	10 – 24 Dec 2018		

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21.	AMD Issues Termination Letter For Students Who Did Not Register Any Courses	1 week	Week 15	16 – 20 Dec 2018		
22.	Deadline for Application for Deferment or Withdrawal From Programme	-	Week 15	20 Dec 2018 3.30 p.m	20 Dec 2018 5.00 p.m	
23.	Deadline for evaluation of Progress Report by Supervisor	-	Week 15	24 Dec 2018		Christmas Day 25 December 2018 (Tuesday)
24.	Final date for submission of Thesis	-	-	24 Jan 2019		New Year (KL Only) 1 January 2019 (Tuesday)
<i>*Application for Notification Thesis Submission are THREE (3) months before the Expected Date of Thesis Submission</i>						

**** Subject to change***

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