UNIVERSITI TEKNOLOGI MALAYSIA
WORK SCHEDULE FOR COURSE REGISTRATION, APPLICATION FOR AWARD OF DEGREE AND EXAMINATION
FOR FULL RESEARCH STUDENTS
FOR 2019/2020 ACADEMIC SESSION

NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	**KUALA LUMPUR**	
				SEMESTER II 9 FEBRUARY 2020 – 1 OCTOBER 2020 (UTM JB) | 10 FEBRUARY 2020 – 2 OCTOBER 2020 (UTM KL)		
1.	Registration of Research/ Course for Semester II, 2019/2020 Session *(ONLINE)*	2 weeks	Week 1 – 2	5 – 21 Feb 2020		**https://my.utm.my** **Thaipusam** 8 Feb 2020
2.	Student start & continue their Research	12 weeks	Week 1 – 12	9 Feb – 30 Apr 2020		**Birthday of The Sultan Johor (JB Only)** 23 Mar 2020
3.	Application for Reduction and Exemption Tuition Fees	12 weeks	Week 1 – 12	9 Feb – 30 Apr 2020	10 Feb – 30 Apr 2020	**Ramadan Begins** 24 Apr 2020 (Johor)
4.	Deadline for Registration of Courses *(ONLINE)*	1 week	Week 2	21 Feb 2020 5.00 pm		**https://my.utm.my**
5.	Late Registration of Research/ Course (WITH PENALTY)	1 week	Week 3	23 – 27 Feb 2020	24 – 28 Feb 2020	A penalty of **RM100.00** for each course will be imposed for late registration/ amendments.
6.	Deadline for Late Registration of Research/ Course (WITH PENALTY)	-	Week 3	27 Feb 2020 3.30 pm	28 Feb 2020 5.00 pm	
7.	Amendments of Research/ Course Registration *(ONLINE)*	1 week	Week 4	1 – 5 Mar 2020		**https://my.utm.my**
8.	Deadline of Amendments of Research/ Course Registration *(ONLINE)*	-	Week 4	5 Mar 2020 5.00 pm		**https://my.utm.my**
9.	Amendments of Research/ Course Registration (WITH PENALTY)	1 week	Week 5	8 – 12 Mar 2020	9 – 13 Mar 2020	A penalty of **RM100.00** for each course will be imposed for late registration/ amendments.
10.	Deadline for Amendments of Research/ Course Registration (WITH PENALTY)	-	Week 5	12 Mar 2020 3.30 pm	13 Mar 2020 5.00 pm	
11.	Course Withdrawal (TD)	7 weeks	Week 6 – 12	15 Mar – 30 Apr 2020	16 Mar – 30 Apr 2020	**Ramadan Begins** 24 Apr 2020 (Johor)
12.	Faculty Check and Remind Students Who Did Not Register Any Courses	7 weeks	Week 6 – 13	15 Mar – 6 May 2020	16 Mar – 8 May 2020	**Wesak Day** 7 May 2020

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13.	Application for Deferment or Withdrawal From Programme	9 weeks	Week 7 – 14	22 Mar – 14 May 2020	23 Mar – 15 May 2020	
14.	Deadline for Application of Reduction and Exemption Tuition Fees Deadline	-	Week 12	30 Apr 2020 3.30 pm	30 Apr 2020 5.00 pm	Applications will not be accepted after this date.
15.	Mid Semester Break, Semester II, 2019/2020 Session	2 weeks	Week 7 - 8	18 – 31 Mar 2020	18 – 31 Mar 2020	
16.	Deadline for Course Withdrawal (TD)	-	Week 12	30 Apr 2020 3.30 pm	30 Apr 2020 5.00 pm	Applications for course withdrawal will not be accepted after this date. A penalty of **RM100.00** for each course will be imposed for TD.
17.	Submission of Progress Report	4 Weeks	Week 12 – 15	26 Apr – 21 May 2020	27 Apr – 22 May 2020	**Labour Day** 1 May 2020 (KL Only) *3 May 2020 (JB Only) **Wesak Day** 7 May 2020 **Nuzul Al Quran (KL Only)** 10 & 11 May 2020 Application for Notification Thesis Submission are THREE (3) months before the Expected Date of Thesis Submission
18.	Deadline for Application for Deferment or Withdrawal From Programme	-	Week 14	14 May 2020 3.30 pm	15 May 2020 5.00 pm	

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19.	AMD Issues Termination Letter For Students Who Did Not Register Any Courses	1 week	Week 15	17 – 21 May 2020	18 – 22 May 2020	
20.	Final date for Submission of Progress Report	-	Week 15	21 May 2020 3.30 pm	22 May 2020 5.00 pm	
21.	Evaluation of Progress Report by Supervisor	2 Weeks	Week 17 – 18	31 May – 11 June 2020	1 – 12 June 2020	
22.	Deadline for Evaluation of Progress Report by Supervisor	-	Week 18	11 June 2020	12 June 2020	
23.	Final date for submission of thesis/dissertation	-	-	1 Oct 2020		
24.	Registration of Research/ Course for Semester I, 2020/2021 Session (ONLINE)	2 Weeks	Week 1 – 3	7 – 22 Oct 2020		https://my.utm.my

* Subject to change

Prepared by :
Academic Management Division (AMD),
Department of the Deputy Vice-Chancellor (Academic & International)

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