



**SCHOOL OF GRADUATE STUDIES (SGS)**  
**GRADUATE STUDIES ACADEMIC CALENDAR**  
**SECOND SEMESTER 2017/2018 (FEBRUARY 12, 2018 – SEPTEMBER 02, 2018)**

**All students are required to register every semester  
(Inclusive of fee payment and course registration)**

Registration for <b>new students</b>	January 29, 2018 – February 09, 2018 (Except on Saturday, Sunday & Public Holiday)	(2 weeks)
Online registration for <b>continuing students</b> via student portal	January 22, 2018 – February 11, 2018	(3 weeks)
First day of Semester	February 12, 2018	
Classes	February 12, 2018 – April 01, 2018	(7 weeks)
<b>Mid-semester break</b>	<b>April 02, 2018 – April 08, 2018</b>	(1 week)
Classes	April 09, 2018 – May 27, 2018	(7 weeks)
Examination week	May 31, 2018 – June 13, 2018	(2 weeks)
<b>End of semester break</b>	<b>June 18, 2018 – September 02, 2018</b>	(11 weeks)
<b>Important Dates/Deadlines</b>		
Last day to add courses	February 25, 2018	
Last day to drop courses	April 01, 2018	
<b>Deadline for online submission of Student's Progress Report (Form GS-11)</b> for students under programmes with thesis.	June 25, 2018	
<b>Deadline for Second Semester 2017/2018 thesis submission</b> (Endorsement of Thesis Examination Committee by the University Graduate Studies Committee is required before thesis can be submitted).	September 10, 2018	
<ul style="list-style-type: none"> <li>If the thesis is submitted before the deadline the student is required to register and pay RM350 only for FIRST SEMESTER 2018/2019.</li> <li>For submission after the deadline the student is required to pay full registration fees.</li> </ul>		
<b>Deadline for review of grade</b> application and online application for review against termination	Two weeks after the announcement of result (i.e. Date of printing of result).	
<b>Deadline for deferment</b> for continuing students who did not register for SECOND SEMESTER 2017/2018	February 25, 2018	
<ul style="list-style-type: none"> <li>A student who has registered for Second Semester 2016/2017, may apply to defer the semester not later than seven weeks after the commencement of the new semester.</li> </ul>	February 12, 2018 – April 01, 2018	(7 weeks)
<ul style="list-style-type: none"> <li>Students who defer the semester within the first two weeks with the approval of the Dean School of Graduate Studies shall be entitled to claim for a tuition fee refund.</li> </ul>	February 12, 2017 – February 25, 2018	(2 weeks)
<b>End of Second Semester 2017/2018</b>	<b>August 19, 2018</b> After this date, the semester will change automatically to First Semester 2018/2019. Student status will also be updated.	

**NOTES:**

- All international students must purchase the **HEALTH INSURANCE SCHEME FOR INTERNATIONAL STUDENTS** directly from the Insurance Company registered with UPM. The insurance company staff will be available at Block A, UPM International Division every Monday and Thursday from 9.30 a.m to 4.30 p.m (except public holidays).
- Beginning **February 12, 2018**, a late registration fee of **RM100.00** will be imposed for course registration.
- Failure to register and/or pay the tuition fees by **February 25, 2018** will lead to a **Dropped** status.
- All students are required to register a minimum of **6 credits and a maximum of 15 credits per semester**.
- All students in programmes with thesis are required to register for the **Masters Research (SPS5999)/ PhD Research (SPS6999)** every semester.
- All international students are required to register (as Audit) and pass **Basic Malay Skills I (BBM1401)** in the first semester.
- Fees are payable through CIMBClicks.** (Please refer to [www.bursar.upm.edu.my/CIMBClicks](http://www.bursar.upm.edu.my/CIMBClicks))

**\*All dates are subject to change**

update: June 21, 2017