



SCHOOL OF GRADUATE STUDIES (SGS)
GRADUATE STUDIES ACADEMIC CALENDAR
FIRST SEMESTER 2016/2017 (SEPTEMBER 05, 2016 – FEBRUARY 12, 2017)

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

Registration for new students	August 22, 2016 – September 02, 2016 (Except on Saturday, Sunday & Public Holiday)	(2 weeks)
Online registration for continuing students via student portal	August 15, 2016 – September 04, 2016	(3 weeks)
First day of Semester	September 05, 2016	
Classes	September 05, 2016 – October 30, 2016	(8 weeks)
Mid-semester break	October 31, 2016 – November 06, 2016	(1 week)
Classes	November 07, 2016 – December 18, 2016	(6 weeks)
Examination week	December 26, 2016 – January 08, 2017	(2 weeks)
End of semester break	January 09, 2017 – February 12, 2017	(6 weeks)
Important Dates/Deadlines		
Last day to add courses	September 18, 2016	
Last day to drop courses	October 23, 2016	
Deadline for online submission of Student's Progress Report (Form GS-11) for students under programmes with thesis.	January 09, 2017	
Deadline for First Semester 2016/2017 thesis submission (Endorsement of Thesis Examination Committee by the University Graduate Studies Committee is required before thesis can be submitted).	February 13, 2017	
<ul style="list-style-type: none"> If the thesis is submitted before the deadline the student is required to register and pay RM350 only for SECOND SEMESTER 2016/2017. For submission after the deadline the student is required to pay full registration fees. 		
Deadline for review of grade application and online application for review against termination.	Two weeks after the announcement of result (i.e. Date of printing of result).	
Deadline for deferment for continuing students who did not register for FIRST SEMESTER 2016/2017.	September 18, 2016	
<ul style="list-style-type: none"> A student who has registered for First Semester 2016/2017, may apply to defer the semester not later than seven weeks after the commencement of the new semester. 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. 	September 05, 2016 – October 23, 2016	(7 weeks)
	September 05, 2016 – September 18, 2016	(2 weeks)

End of First Semester 2016/2017

January 22, 2017

After this date, the semester will change automatically to Second Semester 2016/2017. 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 **September 05, 2016**, a late registration fee of **RM100.00** will be imposed for course registration.
- Failure to register and/or pay the registration fees by **September 18, 2016** 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)

**All dates are subject to change*

update: JUNE 01, 2016