



**SCHOOL OF GRADUATE STUDIES (SGS)
GRADUATE STUDIES ACADEMIC CALENDAR**

FIRST SEMESTER 2020/2021 (OCTOBER 19, 2020 – MARCH 21, 2021)

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

Registration for <u>new students</u>	Registration week October 5, 2020 – October 16, 2020 Late Registration Deadline Programme by coursework: October 30, 2020 Programme by research: January 15, 2021 (Except on Saturday, Sunday & Public Holiday)	(2 weeks)
Online registration for <u>continuing students</u> via student portal	September 28, 2020 – October 18, 2020	(3 weeks)
First day of Semester	October 19, 2020	
Lecture	October 19, 2020 – December 06, 2020	(7 weeks)
Mid-semester break	December 07, 2020 – December 13, 2020	(1 week)
Lecture	December 14, 2020 – January 31, 2021	(7 weeks)
Study week	February 01, 2021 – February 14, 2021	(2 week)
Final Examination	February 15, 2021 – February 28, 2021	(2 weeks)
semester break	March 01, 2021 – March 21, 2021	(3 weeks)
<u>Important Dates/Deadlines</u>		
Last day to add courses	November 01, 2020	
Last day to drop courses	December 06, 2020	
Deadline for online submission of Student's Progress Report (Form GS-11) for students under programmes by research.	February 08, 2021	
Deadline for First Semester 2020/2021 thesis submission (Endorsement of Thesis Examination Committee by the University Graduate Studies Committee is required before thesis can be submitted).	March 22, 2021	
<ul style="list-style-type: none"> If the thesis is submitted before the deadline the student is required to register and pay RM400 (local) or RM450 (international) only for SECOND SEMESTER 2020/2021. 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 Normal deferment for continuing students	September 28, 2020 - November 01, 2020 (with service of fee of RM100)	
<ul style="list-style-type: none"> Students who defer the semester within the first two weeks after the semester start with the approval of the Dean School of Graduate Studies shall be entitled to claim for a tuition fee refund or opt to carry forward the fee to the following semester. 		
Deadline for Late deferment for continuing students	November 02, 2020 – December 6, 2020 (with penalty of RM600)	
<ul style="list-style-type: none"> A student who has registered for First Semester 2020/2021, may apply to defer the semester not later than seven weeks after the commencement of the new semester. 		

End of First Semester 2020/2021

February 28, 2021

After this date, the semester will change automatically to Second Semester 2020/2021. Student status will also be updated.

NOTES:

1. After **October 19, 2020**, a late registration fee of **RM100.00** for continuing student will be imposed for course registration.
2. Late registration deadline for continuing student by **October 18, 2020**
3. Registered but failure to pay tuition fee by **November 1, 2020** will lead to a **Dropped** status.
4. Failure to register and pay the tuition fees by **December 6, 2020** will lead to a **Dropped** status.
5. All students are required to register a minimum of **6 credits and a maximum of 15 credits per semester**.
6. All students in programmes by research are required to register for the **Masters Research (SPS5999)/ PhD Research (SPS6999)** every semester.
7. All international students are required to register (as Audit) and pass **Malay Language Communication (LPM2100)** in the first semester.
8. **Fees are payable through CIMBClicks.** (Please refer to **www.bursar.upm.edu.my/CIMBClicks**)
9. **For more information, refer to the List of Action for Postgraduate Students:**
 - a. **By research**
 - b. **By coursework**

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

IMPORTANT DATES RELATED TO THE FINAL EXAMINATION FOR FIRST SEMESTER 2020/2021

Kindly be informed of the following deadlines:

(a) 15 February 2021 (Monday):

- Last day for the Faculty's/Institute's Coordinator of Graduate Studies to forward the results of the PhD Comprehensive Examination [completed "*Keputusan Peperiksaan Komprehensif – PhD* (PU/S/BR04/GS-12)" form] to the School of Graduate Studies.

(b) 28 February 2021 (Sunday):

- Last day of examination week.

(c) 8 February 2021 (Monday):

- Last day for students in programmes by research to fill in the online "Research Progress Report (PU/S/BR04/GS-11)" form.

(d) 15 February 2021 (Monday):

- Last day for Supervisors/Advisors to verify their students' GS-11 form and key-in grades for Masters Research (SPS5999) and Doctoral Research (SPS6999).

(e) 22 February 2021 (Monday):

- Last day for the Faculty's/Institute's Coordinator of Graduate Studies to endorse the GS-11 forms.

(f) Two weeks after the final examination of each course but not later than 14 March 2021 (whichever comes first):

- Last day for the course lecturer/coordinator to key-in grades for each respective course [Compulsory (YW), Elective (ELF), Audit (AU)]. For an Audit course, marks equivalent to 65 and above will be graded as **M** and lower than 65 will be graded as **TM**.

(g) 16 April 2021 (Friday):

- The School of Graduate Studies begins the process of printing semester results (on request).

(h) 30 April 2021 (Friday):

- Last day for examination re-sits. **Please note that examination re-sits are for students with Probation or Terminated status who had obtained a grade of B- and below for a given course registered in the semester.** Lecturers or course coordinators are advised to arrange the examination re-sits as soon as possible after the results of the examination have been announced to students.

(i) 30 April 2021 (Friday):

- Last day for students to apply for Review of Grade (Form GS-13a) and Review against Termination (Form GS-13b).

(j) 17 May 2021 (Monday):

- Last day for the Faculty's/Institute's Coordinator of Graduate Studies to forward the results of examination re-sits to the School of Graduate Studies.
- Last day for Faculties/Institutes to submit the endorsed grades for all courses offered during the Semester to the School of Graduate Studies. **[Please submit the hard copy of the grades (printed from i-GIMS) that have been signed by the course lecturer/coordinator and the Faculty's/Institute's Coordinator of Graduate Studies to the School of Graduate Studies].**
- Last day for the Faculty to endorse Review against Termination (Form GS-13b).
- **LAST DAY FOR FACULTY TO ENDORSE GRADE REVIEW, AFTER WHICH THERE WILL BE NO MORE GRADE CHANGES, i.e., THE GRADE RECORDED AFTER THIS DATE IS FINAL.**

Your cooperation in observing and following these deadlines is very much appreciated.
Thank you.

Note:

- **First reminder to fill in the online "Research Progress Report 28 December 2020 (week-11)**
- **Second reminder to fill in the online "Research Progress Report 25 January 2021 (week-15)**
- **Processing fee (Penalty) for grade review involving GS-11 cases is RM100.00**