

SCHOOL OF GRADUATE STUDIES (SGS)
GRADUATE STUDIES ACADEMIC CALENDAR

SECOND SEMESTER 2020/2021 (MARCH 22, 2021 – OCTOBER 10, 2021)

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

Registration for <u>new students</u>	Registration week (2 weeks) March 08, 2021 – March 19, 2021 Late Registration Deadline Programme by coursework: April 2, 2021 Programme by research: June 18, 2021 (Except on Saturday, Sunday & Public Holiday)
Online registration for <u>continuing students</u> via student portal	March 01, 2021 – March 21, 2021 (3 weeks)
First day of Semester	March 22, 2021
Lecture	March 22, 2021 – May 09, 2021 (7 weeks)
Mid-semester break	May 10, 2021 – May 16, 2021 (1 week)
Lecture	May 17, 2021 – July 04, 2021 (7 weeks)
Study week	July 05, 2021 – July 11, 2021 (1 week)
Final Examination	July 12, 2021 – July 25, 2021 (2 weeks)
Semester break	July 26, 2021 – October 10, 2021 (11 weeks)
<u>Important Dates/Deadlines</u>	
Last day to add courses	April 4, 2021
Last day to drop courses	May 10, 2021
<u>Deadline for online submission of Student's Progress Report (Form GS-11)</u> for students under programmes by research.	July, 12 2021
<u>Deadline for Second Semester 2020/2021 thesis submission</u> (Endorsement of Thesis Examination Committee by the University Graduate Studies Committee is required before thesis can be submitted).	October 11, 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 FIRST SEMESTER 2021/2022. For submission after the deadline the student is required to pay full registration fees. 	
<u>Deadline for review of grade</u> application and online application for review against termination	Two weeks after the announcement of result (i.e. Date of printing of result).
<u>Deadline for Normal deferment</u> for continuing students	March 22, 2021- April 4, 2021 (with service 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. 	
<u>Deadline for Late deferment</u> for continuing students	April 5, 2021 – May 10, 2021 (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 Second Semester 2020/2021	<u>September 19, 2021</u> After this date, the semester will change automatically to First Semester 2021/2022. Student status will also be updated.

NOTES:

1. Beginning **April 10,2021** a late registration fee of **RM100.00** for continuing student will be imposed for course registration.
2. Late registration deadline for continuing student by **April 9, 2021**.
3. Registered but failure to pay tuition fee by **April 9, 2021** will lead to a **Dropped** status.
4. Failure to register and pay the tuition fees by **May 10, 2021** will lead to a **Dropped** status.
5. All students are required to register a minimum of **6 credits and a maximum of 20 credit 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 **Basic Malay Skills I (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 [Postgraduate candidature checklist](#).**

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

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

Kindly be informed of the following deadlines:

(a) 30 July 2021 (Friday):

- 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) 25 July 2021 (Sunday):

- Last day of examination week.

(c) 12 July 2021 (Monday):

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

(d) 9 August 2021 (Monday):

- Last day for the Faculty's/Institute's Supervisors/Advisors to verify their students' GS-11 form and key-in grades for Masters Research (SPS5999) and Doctoral Research (SPS6999).
- Last day for the Faculty's/Institute's Coordinator of Graduate Studies to endorse the GS-11 forms

(e) Two weeks after the final examination of each course but not later than 9 August 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**.

(f) 10 September 2021 (Friday):

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

(g) 24 September 2021 (Friday):

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

(h) 1 October 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) 11 October 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.

SCHOOL OF GRADUATE STUDIES, UPM
26 February 2021

Note:

- **First reminder to fill in the online "Research Progress Report 7 June 2021 (week-11)**
- **Second reminder to fill in the online "Research Progress Report 5 July 2021 (week-15)**
- **Processing fee (Penalty) for grade review involving GS-11 cases is RM100.00**