



**SCHOOL OF GRADUATE STUDIES (SGS)**  
**GRADUATE STUDIES ACADEMIC CALENDAR**  
**FIRST SEMESTER 2021/2022 (OCTOBER 11, 2021 – MARCH 20, 2022)**

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

Registration for <u>new students</u>	<b>Registration week</b> September 27, 2021 – October 8, 2021  <b>Late Registration Deadline</b> Programme by coursework: October 22, 2021 Programme by research: January 7, 2022  (Except on Saturday, Sunday & Public Holiday)	(2 weeks)
Online registration for <u>continuing students</u> via student portal	September 20, 2021 – October 10, 2021	(3 weeks)
First day of Semester	October 11, 2021	
Lecture	October 11, 2021 – November 28, 2021	(7 weeks)
<b>Mid-semester break</b>	<b>November 29, 2021 – December 05, 2021</b>	<b>(1 week)</b>
Lecture	December 06, 2021 – January 23, 2022	(7 weeks)
<b>Study week</b>	<b>January 24, 2022 – February 06, 2022</b>	<b>(2 week)</b>
Final Examination	February 07, 2022 – February 20, 2022	(2 weeks)
<b>semester break</b>	<b>February 21, 2022 – March 20, 2022</b>	<b>(4 weeks)</b>
<b><u>Important Dates/Deadlines</u></b>		
Last day to add courses (2 <sup>nd</sup> week)	October 24, 2021	
Last day to drop courses (7 <sup>th</sup> week)	November 28, 2021	
<b>Deadline for online submission of Student's Progress Report (Form GS-11)</b> for students under programmes by research.	February 7, 2022	
<b>Deadline for First Semester 2021/2022 thesis submission</b> (Endorsement of Thesis Examination Committee by the University Graduate Studies Committee is required before thesis can be submitted).	March 21, 2022	
<ul style="list-style-type: none"> <li>If the thesis is submitted before the deadline the student is required to register and pay RM400 (local) or RM450 (international) only for <b>SECOND SEMESTER 2021/2022</b>.</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 Normal deferment</b> for continuing students	October 11, 2021 - October 24, 2021 (with service of fee of RM100)	
<ul style="list-style-type: none"> <li>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.</li> </ul>		
<b>Deadline for Late deferment</b> for continuing students	October 25, 2021 – November 29, 2021 (with penalty of RM600)	
<ul style="list-style-type: none"> <li>A student who has registered for <b>First Semester 2021/2022</b>, may apply to defer the semester not later than seven weeks after the commencement of the new semester.</li> </ul>		

**End of First Semester 2021/2022** **February 27, 2022**  
 After this date, the semester will change automatically to Second Semester 2021/2022. Student status will also be updated.

## **NOTES:**

1. Beginning **October 11, 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 **October 24, 2021**
3. Failure to register and pay the tuition fees by **November 28, 2021** will lead to a **Dropped** status.
4. Registered but failure to pay tuition fee by **January 14, 2022** 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 [Postgraduate candidature checklist](#).**

*\*All dates are subject to change*

## **IMPORTANT DATES RELATED TO THE FINAL EXAMINATION FOR FIRST SEMESTER 2021/2022**

Kindly be informed of the following deadlines:

**(a) 21 February 2022 (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) 20 February 2022 (Sunday):**

- Last day of examination week.

**(c) 7 February 2022 (Monday):**

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

**(d) 7 March 2022 (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 2 March 2022 (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) 11 March 2022 (Friday):**

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

**(g) 25 March 2022 (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.

**(h) 25 March 2021 (Friday):**

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

**(i) 11 April 2022 (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 27 December 2021 (week-11)**
- **Second reminder to fill in the online "Research Progress Report 24 January 2022 (week-15)**
- **Processing fee (Penalty) for grade review involving GS-11 cases is RM100.00**