



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

SECOND SEMESTER 2021/2022 (MARCH 21, 2022 – OCTOBER 09, 2022)

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

Registration for <u>new students</u>	Registration week March 07, 2022 – March 18, 2022 Late Registration Deadline Programme by coursework: April 1, 2022 Programme by research: June 17, 2022 (Except on Saturday, Sunday & Public Holiday)	(2 weeks)
Online registration for <u>continuing students</u> via student portal	February 28, 2022 – March 20, 2022	(3 weeks)
First day of Semester	March 21, 2022	
Lecture	March 21, 2022 – May 01, 2022	(6 weeks)
Mid-semester break	May 02, 2022 – May 08, 2022	(1 week)
Lecture	May 09, 2022 – July 03, 2022	(8 weeks)
Study week	July 04, 2022 – July 10, 2022	(1 week)
Final Examination	July 11, 2022 – July 24, 2022	(2 weeks)
Semester break	July 25, 2022 – October 09, 2022	(11 weeks)
<u>Important Dates/Deadlines</u>		
Last day to add courses (2 nd week)	April 3, 2022	
Last day to drop courses (7 th Week)	May 8, 2022	
Deadline for online submission of Student's Progress Report (Form GS-11) for students under programmes by research.	July, 11 2022	
Deadline for Second Semester 2021/2022 thesis submission (Endorsement of Thesis Examination Committee by the University Graduate Studies Committee is required before thesis can be submitted).	October 10, 2022	
<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 2022/2023. 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	March 21, 2022 – April 3, 2022 (with service fee of RM100) (semak semula)	
<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	April 4, 2022 – May 08, 2022 (with penalty of RM600)	
<ul style="list-style-type: none"> A student who has registered for Second Semester 2021/2022, may apply to defer the semester not later than seven weeks after the commencement of the new semester. 		

End of Second Semester 2021/2022

September 18, 2022

After this date, the semester will change automatically to First Semester 2021/2022. Student status will also be updated.

NOTES:

1. Beginning **March 21, 2022**, 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 4, 2022**.
3. Registered but failure to pay tuition fee by **May 2, 2022** will lead to a **Dropped** status.
4. Failure to register and pay the tuition fees by **June 20, 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 SECOND SEMESTER 2021/2022

Kindly be informed of the following deadlines:

(a) 25 July 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) 24 July 2022 (Sunday):

- Last day of examination week.

(c) 11 July 2022 (Monday): (semak)

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

(d) 8 August 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 8 August 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) 16 September 2022 (Friday):

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

(g) 30 September 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) 30 September 2022 (Friday):

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

(i) 17 October 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 30 May 2022 (week-11)**
- **Second reminder to fill in the online "Research Progress Report 27 June 2022 (week-15)**
- **Processing fee (Penalty) for grade review involving GS-11 cases is RM100.00**