



**MASTER OF BUSINESS ADMINISTRATION
ACADEMIC CALENDER
SCHOOL OF BUSINESS AND ECONOMICS
SECOND TRIMESTER 2021/2022 (NOVEMBER 01, 2021 – FEBRUARY 27, 2022)**

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

Registration for <u>new students</u>	Registration week October 25, 2021 – October 31, 2021	(1 weeks)
	Late Registration Deadline: by November 12, 2021 (Except on Saturday, Sunday & Public Holiday)	(2 weeks)
Online Registration for <u>continuing students</u> via student portal	October 25, 2021 – October 31, 2021 November 1, 2021 – November 14, 2021	(1 week) (2 week)
First day of Semester	November 01, 2021	
Lecture	November 01, 2021 – February 06, 2022	(14 weeks)
Final Examination	February 07, 2022 – February 13, 2022	(1 week)
End of semester break	February 14, 2022 – February 27, 2022	(2 weeks)

Important Dates/Deadlines

Last day to add courses	November 14, 2021
Last day to drop courses	December 19, 2021
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	November 14, 2021
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 15, 2021 – December 19, 2021 (with penalty of RM600)
<ul style="list-style-type: none"> A student who has registered for Second Trimester 2021/2022, may apply to defer the semester not later than seven weeks after the commencement of the new semester. 	
End of Second Trimester 2021/2022	February 21, 2022
	After this date, the semester will change automatically to Third Trimester 2021/2022. Student status will also be updated.

NOTES (All dates are subject to change):

1. Registered but failure to pay the tuition fees by **December 20, 2021** will lead to a **Dropped** status.
2. All students are required to register a minimum of **6 credits and a maximum of 20 credits per semester.**
3. All international students are required to register (as Audit) and pass Basic Malay Skills I (**LPM2100**) in their first semester.
4. Fees are payable through CIMBClicks. (Please refer to www.bursar.upm.edu.my/CIMBClicks)
5. **For more information, refer to the [Postgraduate candidature checklist](#).**

IMPORTANT DATES RELATED TO THE FINAL EXAMINATION FOR SECOND TRIMESTER 2021/2022

Kindly be informed of the following deadlines:

(a) November 21, 2021 (w3):

- Last day to submit supervisor nomination for case study project.

(b) One week after the final examination of each course but not later than February 20, 2022, (whichever comes first):

- Last day for the course lecturer/coordinator to key-in grades for each respective course.

(c) Mac 17, 2022 / one week after the Senate:

- 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.

(d) Mac 25, 2022:

- 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.**