



**MASTER OF BUSINESS ADMINISTRATION  
 MASTER OF SCIENCE IN BIOTECHNOLOGY WITH BIOENTRENEURSHIP  
 SCHOOL OF GRADUATE STUDIES (SGS)**

**GRADUATE STUDIES ACADEMIC CALENDAR**

**SECOND TRIMESTER 2022/2023 (OCTOBER 31, 2022 – FEBRUARY 26, 2023)**

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

Registration for <b><u>new students</u></b>	<b>Registration week</b> October 24, 2022 – October 30, 2022	(1 week)
	<b>Late Registration Deadline :</b> November 11, 2022 (Except on Saturday, Sunday & Public Holiday)	
Online registration for <b><u>continuing students</u></b> via student portal	October 24, 2022 – October 30, 2022 (without Penalty) October 31, 2022 – November 13, 2022 (With Penalty)	(1 week) (2 weeks)
First day of Trimester	October 31, 2022	
<b>Lecture</b>	<b>October 31, 2022 – February 05, 2023</b>	<b>(14 weeks)</b>
Final Examination	February 06, 2023 – February 12, 2023	(1 weeks)
<b>Trimester break</b>	<b>February 14, 2023 – February 27, 2023</b>	<b>(2 weeks)</b>

**Important Dates/Deadlines**

Last day to add courses ( <b>2<sup>nd</sup> week</b> )	November 13, 2022
Last day to drop courses ( <b>7<sup>th</sup> week</b> )	December 18, 2022
<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	November 14, 2022

Students who defer the trimester within the first two weeks after the trimester 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 trimester.

<b>Deadline for Late deferment</b> for continuing students	November 14, 2022 – December 18, 2022 (with penalty of RM600)
A student who has registered for <b>Second Trimester 2022/2023</b> , may apply to defer the trimester not later than seven weeks after the commencement of the new trimester.	

**End of Second Trimester 2022/2023**      **February 19, 2023**  
 After this date, the trimester will change automatically to Third Trimester 2022/2023. Student status will also be updated.

**NOTES (All dates are subject to change):**

1. Your status will be “Dropped” if you registered but fail to pay tuition fee by **December 19, 2022**.
2. All students are required to register a **minimum of 6 credits** and a **maximum of 20 credits** per trimester
3. All international students are required to register (as Audit) and pass **Malay Language Communication (LPM2100)** in the first trimester.
4. Fees are payable through CIMBClicks.  
(Please refer to [www.bursar.upm.edu.my/CIMBClicks](http://www.bursar.upm.edu.my/CIMBClicks)).
5. For more information, refer to the [Postgraduate candidature checklist](#).

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

**IMPORTANT DATES RELATED TO THE FINAL EXAMINATION FOR SECOND TRIMESTER 2022/2023**

Kindly be informed of the following deadlines:

1. **November 20, 2022 (Sunday / W3)**
  - Last day to submit supervisor nomination for case study project.
2. **One week after the final examination of each course but not later than February 19, 2023 (whichever comes first):**
  - Last day for the course lecturer/coordinator to key-in grades for each respective course.
3. **March 19, 2023 / 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 trimester. 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.
4. **March 26, 2023:**
  - 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 Trimester 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.