



**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 <b>new students</b>	<b>Registration week</b> March 07, 2022 – March 18, 2022  <b>Late Registration Deadline</b> Programme by coursework: April 1, 2022 Programme by research: June 17, 2022  <b>(Except on Saturday, Sunday &amp; Public Holiday)</b>	(2 weeks)
Online registration for <b>continuing students</b> 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)
<b>Mid-semester break</b>	<b>May 02, 2022 – May 08, 2022</b>	<b>(1 week)</b>
Lecture	May 09, 2022 – July 03, 2022	(8 weeks)
<b>Study week</b>	<b>July 04, 2022 – July 10, 2022</b>	<b>(1 week)</b>
Final Examination	July 11, 2022 – July 24, 2022	(2 weeks)
<b>Semester break</b>	<b>July 25, 2022 – October 09, 2022</b>	<b>(11 weeks)</b>
<b><u>Important Dates/Deadlines</u></b>		
Last day to add courses	April 3, 2022	
Last day to drop courses	May 8, 2022	
<b>Deadline for online submission of Student's Progress Report (Form GS-11)</b> for students under programmes by research.	July, 12 2022	
<b>Deadline for Second Semester 2021/2022 thesis submission</b> (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"> <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>FIRST SEMESTER 2022/2023</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	March 21, 2022 – April 3, 2022 (with service 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	April 4, 2022 – May 08, 2022 (with penalty of RM600)	
<ul style="list-style-type: none"> <li>A student who has registered for <b>Second 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 Second Semester 2021/2022**

**September 18, 2022**

After this date, the semester will change automatically to First Semester 2022/2023. 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. Your status will be "Dropped" if you:
  - Fail to register and pay the tuition fees by **June 20, 2022**
  - Registered but fail to pay tuition fee by **May 2, 2022**
3. All students are required to register:
  - a **minimum of 6 credits** and a **maximum of 20 credits** per semester.
4. All students in programmes by research are required to register for the:
  - **Masters Research (SPS5999)** for Master Science every semester.
  - **PhD Research (SPS6999)** for Doctor of Philosophy every semester.
5. All international students are required to register (as Audit) and pass **Malay Language Communication (LPM2100)** in the first semester.
6. **Fees are payable through CIMBClicks.**  
(Please refer to **www.bursar.upm.edu.my/CIMBClicks**)
7. **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):**

- 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