



**SCHOOL OF GRADUATE STUDIES (SGS)
GRADUATE STUDIES ACADEMIC CALENDAR
FIRST SEMESTER 2023/2024 (OCTOBER 09, 2023 –MARCH 17, 2024)**

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

| | | |
|---|---|------------------|
| Registration for new students | Registration week September 25, 2023 – October 06, 2023 Late Registration Deadline Programme by coursework: October 20, 2023 Programme by research: January 05, 2024 (Except on Saturday, Sunday & Public Holiday) | (2 weeks) |
| Online registration for continuing students via student portal | September 18, 2023 – October 8, 2023 | (3 weeks) |
| First day of Semester | October 09, 2023 | |
| Lecture | October 09, 2023 – November 26, 2023 | (7 weeks) |
| Mid-semester break | November 27, 2023 – December 03, 2023 | (1 week) |
| Lecture | December 04, 2023 – January 21, 2024 | (7 weeks) |
| Study week | January 22, 2024 – January 28, 2024 | (1 week) |
| Final Examination | January 29, 2024 – February 18, 2024 | (2 weeks) |
| Semester break | February 19, 2024 – March 17, 2024 | (4 weeks) |

Important Dates/Deadlines

| | |
|---|-------------------|
| Last day to add courses (2 nd week) | October 22, 2023 |
| Last day to drop courses (7 th week) | November 26, 2023 |

Deadline for online submission of Student's Progress Report (Form GS-11) for students under programmes by research.

January 29, 2024

Deadline for First Semester 2023/2024 thesis submission
(Endorsement of Thesis Examination Committee by the University Graduate Studies Committee is required before thesis can be submitted).

March 18, 2024

- If the thesis is submitted before the deadline, the student is required to register and pay the fee as stated below for **SECOND SEMESTER 2023/2024:**

| Intake | Local | International |
|----------------------------------|-------|---------------|
| Before First Semester 2021/2022 | RM400 | RM450 |
| First Semester 2021/2022 onwards | RM500 | RM550 |

- 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

October 09, 2023 - October 22, 2023
(with service of fee of RM100)

- 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

October 23, 2023 – November 26, 2023
(with penalty of RM600)

- A student who has registered for **First Semester 2023/2024**, may apply to defer the semester not later than seven weeks after the commencement of the new semester.

End of First Semester 2023/2024

February 25, 2024

After this date, the semester will change automatically to Second Semester 2023/2024. Student status will also be updated.

NOTES:

1. Your status will be “Dropped” if you:
 - Fail to register and pay the tuition fees by **October 23, 2023.**
 - Registered but fail to pay tuition fee by **October 23, 2023.**
2. All students are required to register:
 - a **minimum of 6 credits** and a **maximum of 20 credits** per semester
3. 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.
4. All international students are required to register (as Audit) and pass **Malay Language Communication (LPM2100)** in the first semester.
5. Fees are payable through CIMBClicks.
(Please refer to www.bursar.upm.edu.my/CIMBClicks).
6. **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 2023/2024

Kindly be informed of the following deadlines:

(a) 19 February 2024 (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) 18 February 2024 (Sunday):

- Last day of examination week.

(c) 29 January 2024 (Monday):

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

(d) 12 February 2024 (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).

(e) Ten days after the final examination of each course but not later than 28 February 2024 (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**.
- Last day for the Faculty's/Institute's Coordinator of Graduate Studies to endorse the GS-11 forms

(f) 15 March 2024 (Friday):

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

(g) 25 March 2024 (Monday):

- 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 2024 (Monday):

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

(i) 01 April 2024 (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 25 December 2023 (week-11)**
- **Second reminder to fill in the online "Research Progress Report 22 January 2024 (week-15)**
- **Processing fee (Penalty) for grade review involving GS-11 cases is RM100.00**