



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

SECOND SEMESTER 2023/2024 (MARCH 18, 2024 - OCTOBER 13, 2024)

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

Registration for <u>new students</u>	Registration week March 04, 2024 – March 15, 2024 Late Registration Deadline Programme by coursework: March 29, 2024 Programme by research: June 14, 2024 (Except on Saturday, Sunday & Public Holiday)	(2 weeks)									
Online registration for <u>continuing students</u> via student portal	February 26, 2024 – March 17, 2024	(3 weeks)									
First day of Semester	March 18, 2024										
Lecture	March 18, 2024 – May 05, 2024	(7 weeks)									
Mid-semester break	May 06, 2024 – May 12, 2024	(1 week)									
Lecture	May 13, 2024 – June 30, 2024	(7 weeks)									
Study week	July 01, 2024 – July 07, 2024	(1 week)									
Final Examination	July 08, 2024 – July 28, 2024	(2 weeks)									
Semester break	July 29, 2024 – October 13, 2024	(11 weeks)									
Important Dates/Deadlines											
Last day to add courses (2 nd week)	March 31, 2024										
Last day to drop courses (7 th Week)	May 05, 2024										
Deadline for online submission of Student's Progress Report (Form GS-11) for students under programmes by research.	July 08, 2024										
Deadline for Second Semester 2023/2024 thesis submission (Endorsement of Thesis Examination Committee by the University Graduate Studies Committee is required before thesis can be submitted).	October 14, 2024										
<ul style="list-style-type: none"> If the thesis is submitted before the deadline, the student is required to register and pay the fee as stated below for FIRST SEMESTER 2024/2025: <table border="1"> <thead> <tr> <th>Intake</th> <th>Local</th> <th>International</th> </tr> </thead> <tbody> <tr> <td>Before First Semester 2021/2022</td> <td>RM400</td> <td>RM450</td> </tr> <tr> <td>First Semester 2021/2022 onwards</td> <td>RM500</td> <td>RM550</td> </tr> </tbody> </table> <ul style="list-style-type: none"> For submission after the deadline the student is required to pay full registration fees. 			Intake	Local	International	Before First Semester 2021/2022	RM400	RM450	First Semester 2021/2022 onwards	RM500	RM550
Intake	Local	International									
Before First Semester 2021/2022	RM400	RM450									
First Semester 2021/2022 onwards	RM500	RM550									
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 18, 2024 – March 31, 2024 (with service fee of RM100)										
<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 1, 2024 – May 05, 2024 (with penalty of RM600)										
<ul style="list-style-type: none"> A student who has registered for Second Semester 2023/2024, may apply to defer the semester not later than seven weeks after the commencement of the new semester. 											

End of Second Semester 2023/2024

September 23, 2024

After this date, the semester will change automatically to First Semester 2024/2025. Student status will also be updated.

NOTES:

1. Your status will be “Dropped” if you:
 - Fail to register and pay the tuition fees by **April 1, 2024.**
 - Registered but fail to pay tuition fees by **April 1, 2024.**
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 SECOND SEMESTER 2022/2023

Kindly be informed of the following deadlines:

(a) 29 July 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) 28 July 2024 (Sunday):

- Last day of examination week.

(c) 08 July 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) 22 July 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).
- 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 11 August 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) 13 September 2024 (Friday):

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

(g) 27 September 2024 (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) 27 September 2024 (Friday):

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

(i) 14 October 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 03 June 2024 (week-11)**
- **Second reminder to fill in the online "Research Progress Report 01 July 2024 (week-15)**
- **Processing fee (Penalty) for grade review involving GS-11 cases is RM100.00**