



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

**SECOND TRIMESTER 2023/2024 (OCTOBER 30, 2023 – MARCH 03, 2024)**

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

Registration for <b>new students</b>	<b>Registration week</b> October 23, 2023 – November 10, 2023	(2 weeks)
	<b>Late Registration Deadline:</b> November 10, 2023 (Except on Saturday, Sunday & Public Holiday)	
Online registration for <b>continuing students</b> via student portal	October 23, 2023 – October 29, 2023 (without Penalty)	(2 weeks)
	October 30, 2023 – November 12, 2023 (With Penalty)	(2 weeks)
First day of Trimester	October 30, 2023	
<b>Lecture</b>	<b>October 30, 2023 – February 04, 2024</b>	<b>(14 weeks)</b>
Final Examination	February 05, 2024 – February 11, 2024	(1 weeks)
<b>Trimester break</b>	<b>February 12, 2024 – March 03, 2024</b>	<b>(2 weeks)</b>

**Important Dates/Deadlines**

Last day to add courses ( <b>2<sup>nd</sup> week</b> )	November 12, 2023
Last day to drop courses ( <b>7<sup>th</sup> week</b> )	December 17, 2023
<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	October 30 - November 12, 2023 (with service fee of RM100)

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 13, 2023 – December 17, 2023 (With penalty of RM600)
A student who has registered for <b>Second Trimester 2023/2024</b> , may apply to defer the trimester not later than seven weeks after the commencement of the new trimester.	

**End of Second Trimester 2023/ 2024**      **February 18, 2024**  
 After this date, the trimester will change automatically to Second Trimester 2023/2024. 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 17, 2023 (week- 7)**.
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. The registration package can be accessed through:  
**Local student:**  
[https://sgs.upm.edu.my/content/registration\\_package\\_for\\_new\\_local\\_postgraduate\\_students-40585](https://sgs.upm.edu.my/content/registration_package_for_new_local_postgraduate_students-40585)  
**International student:**  
[https://sgs.upm.edu.my/content/registration\\_package\\_for\\_new\\_international\\_postgraduate\\_students-40591](https://sgs.upm.edu.my/content/registration_package_for_new_international_postgraduate_students-40591)
6. For more information, refer to the Postgraduate candidature checklist.  
[https://sgs.upm.edu.my/upload/dokumen/20190805141133Action\\_List\\_for\\_by\\_Coursework\\_New\\_Student.pdf](https://sgs.upm.edu.my/upload/dokumen/20190805141133Action_List_for_by_Coursework_New_Student.pdf)

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

**IMPORTANT DATES RELATED TO THE FINAL EXAMINATION FOR FIRST TRIMESTER 2023/2024**

Kindly be informed of the following deadlines:

**(a) November 19, 2023 (Sunday / 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 18, 2024 (Whichever comes first):**

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

**(c) March 14, 2024/ 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.

**(d) March 28, 2024:**

- 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.**

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