



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

**SECOND SEMESTER 2024/2025 (MARCH 17, 2025 - SEPTEMBER 21, 2025)**

**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 03, 2025 – March 14, 2025 <b>Late Registration Deadline</b> Programme by coursework: March 28, 2025 Programme by research: June 13, 2025 <b>(Except on Saturday, Sunday &amp; Public Holiday)</b>	(2 weeks)									
Online registration for <b>continuing students</b> via student portal	March 03, 2025 – March 16, 2025	(2 weeks)									
First day of Semester	March 17, 2025										
Lecture	March 17, 2025 – May 04, 2025	(7 weeks)									
<b>Mid-semester break</b>	<b>May 05, 2025 – May 11, 2025</b>	<b>(1 week)</b>									
Lecture	May 12, 2025 – June 29, 2025	(7 weeks)									
<b>Study week</b>	<b>June 30, 2025 – July 06, 2025</b>	<b>(1 week)</b>									
Final Examination	July 07, 2025 – July 27, 2025	(3 weeks)									
<b>Semester break</b>	<b>July 28, 2025 – October 12, 2025</b>	<b>(11 weeks)</b>									
<b>Important Dates/Deadlines</b>											
Last day to add courses (2 <sup>nd</sup> week)	March 30, 2025										
Last day to drop courses (7 <sup>th</sup> Week)	May 04, 2025										
<b>Deadline for online submission of Student's Progress Report (Form GS-11)</b> for students under programmes by research.	July 07, 2025										
<b>Deadline for Second Semester 2024/2025 thesis submission</b> (Endorsement of Thesis Examination Committee by the University Graduate Studies Committee is required before thesis can be submitted).	October 13, 2025										
<ul style="list-style-type: none"> <li>If the thesis is submitted before the deadline, the student is required to register and pay the fee as stated below for <b>FIRST SEMESTER 2025/2026</b>:</li> </ul> <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"> <li>For submission after the deadline the student is required to pay full registration fees.</li> </ul>			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									
<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 17, 2025 – March 30, 2025 (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	March 31, 2025 – May 04, 2025 (with penalty of RM600)										
<ul style="list-style-type: none"> <li>A student who has registered for <b>Second Semester 2023/2024</b>, may apply to defer the semester not later than seven weeks after the commencement of the new semester.</li> </ul>											

<b>End of Second Semester 2024/2025</b>	<b>September 21, 2025</b> 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 **March 30, 2025.**
  - Registered but fail to pay tuition fee by **March 30, 2025.**
2. Beginning 17 March 2025, late registration fee of RM100.00 for continuing student will be imposed for course registration.
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](http://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 2024/2025**

Kindly be informed of the following deadlines:

**(a) 27 July 2025 (Sunday):**

- 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) 27 February 2025 (Sunday):**

- Last day of examination week.

**(c) 06 July 2025 (Sunday):**

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

**(d) 20 July 2025 (Sunday):**

- 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) 04 July 2025 (Friday)**

- Last day to print examination paper (Faculty/Institute/School)

**(f) Two weeks after the final examination of each course but not later than 10 August 2025 (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**.

**(g) 12 September 2025 (Friday):**

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

**(h) 28 September 2025 (Sunday):**

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

**(i) 12 October 2025 (Sunday):**

- 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 02 June (week-11)
- Second reminder to fill in the online "Research Progress Report 30 June 2025 (week-15)

Processing fee (Penalty) for grade review involving GS-11 cases is RM100.00