



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

FIRST SEMESTER 2024/2025 (OCTOBER 14, 2024 – FEBRUARY 23, 2025)

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

Registration for <u>new students</u>	Registration week September 30, 2024 – October 11, 2024 Late Registration Deadline Programme by coursework: October 25, 2024 Programme by research: January 10, 2025 (Except on Saturday, Sunday & Public Holiday)	(2 weeks)
Online registration for <u>continuing students</u> via student portal	September 23, 2024 – October 13, 2024	(3 weeks)
First day of Semester	October 14, 2024	
Lecture	October 14, 2024 – December 08, 2024	(8 weeks)
Mid-semester break	December 09, 2024 – December 15, 2024	(1 week)
Lecture	December 16, 2024 – January 26, 2025	(6 weeks)
Study week	January 27, 2025 – February 02, 2025	(1 week)
Final Examination	February 03, 2025 – February 23, 2025	(3 weeks)
Semester break	February 24, 2025 – March 16, 2025	(3 weeks)

Important Dates/Deadlines

Last day to add courses (2 nd week)	October 27, 2024
Last day to drop courses (7 th week)	December 01, 2024

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

February 03, 2025

Deadline for First Semester 2024/2025 thesis submission
(Endorsement of Thesis Examination Committee by the University Graduate Studies Committee is required before thesis can be submitted).

March 17 2025

- If the thesis is submitted before the deadline, the student is required to register and pay the fee as stated below for **SECOND SEMESTER 2024/2025**:

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 14, 2024 - October 27, 2024 (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 28, 2024 – December 01, 2024 (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 2024/2025

February 23, 2025

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 27, 2024.**
 - Registered but fail to pay tuition fee by **October 27, 2024.**
2. Beginning 14 October 2024, 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).
7. **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 2024/2025

Kindly be informed of the following deadlines:

(a) 23 February 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) 23 February 2025 (Sunday):

- Last day of examination week.

(c) 02 February 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) 24 February 2025 (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) 31 January 2025 (Friday)

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

(f) Ten days after the final examination of each course but not later than 05 March 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) 14 March 2025 (Friday):

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

(h) 30 March 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) 06 April 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 30 December 2024 (week-11)
- Second reminder to fill in the online "Research Progress Report 27 January 2025 (week-15)
- Processing fee (Penalty) for grade review involving GS-11 cases is RM100.00