

**WORK SCHEDULE FOR COURSE REGISTRATION, APPLICATION FOR AWARD OF DEGREE AND EXAMINATION
FOR FULL RESEARCH STUDENTS
FOR 2019/2020 ACADEMIC SESSION
UNIVERSITI TEKNOLOGI MALAYSIA**

SEMESTER I (22 WEEKS) 8 SEPTEMBER 2019 – 6 FEBRUARI 2020 (JB) 9 SEPTEMBER 2019 – 7 FEBRUARI 2020 (KL)						
NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
1.	Registration of Research/Course for Semester I, 2019/2020 Session (ONLINE)	2 weeks	Week 1 – 2	4 – 19 Sept 2019		https://my.utm.my
2.	Student start & continue their Research	22 weeks	Week 1 – 22	8 Sept 2019 – 6 Feb 2020	9 Sept 2019 – 7 Feb 2020	Malaysia Day 16 Sept 2019
3.	Application for Reduction and Exemption Tuition Fees	8 weeks	Week 1 – 8	8 Sept – 31 Oct 2019	9 Sept – 1 Nov 2019	Hol Almarhum Sultan Iskandar (JB) 5 Oct 2019
4.	Deadline for Registration of Courses (ONLINE)	1 week	Week 2	19 Sept 2019 5.00 pm		https://my.utm.my
5.	Late Registration of Courses (WITH PENALTY)	1 week	Week 3	22 – 26 Sept 2019	23 – 27 Sept 2019	A penalty of RM100.00 for each course will be imposed for late registration/amendments
6.	Deadline for Late Registration of Courses (WITH PENALTY)	-	Week 3	26 Sept 2019 3.30 pm	27 Sept 2019 5.00 pm	
7.	Amendments of Course Registration (ONLINE)	1 week	Week 4	29 Sept – 3 Oct 2019		https://my.utm.my
8.	Deadline of Amendments of Course Registration (ONLINE)	-	Week 4	3 Oct 2019 5.00 pm		https://my.utm.my
9.	Amendments of Courses Registration (WITH PENALTY)	1 week	Week 5	6 – 10 Oct 2019	7 – 11 Oct 2019	A penalty of RM100.00 for each course will be imposed for late registration/amendments
10.	Deadline for Amendments of Courses Registration (WITH PENALTY)	-	Week 5	10 Oct 2019 3.30 pm	11 Oct 2019 5.00 pm	
11.	Course Withdrawal (TD)	4 weeks	Week 6 – 9	13 Oct – 7 Nov 2019	14 Oct – 8 Nov 2019	
12.	Faculty Check and Remind Students Who Did Not Register Any Courses	3 weeks	Week 6 – 8	13 – 31 Oct 2019	14 Oct – 1 Nov 2019	Deepavali 27 Oct 2019 (JB)
13.	Application for Deferment or Withdrawal From Programme	9 weeks	Week 7 – 15	20 Oct – 19 Dec 2019	21 Oct – 20 Dec 2019	27 – 28 Oct 2019 (KL)
14.	Mid Semester Break, Semester I, 2019/2020 Session	1 weeks	Week 8	27 – 31 Oct 2019	28 Oct – 1 Nov 2019	The Prophet Muhammad Birthday 9 Nov 2019
15.	Deadline for Application of Reduction and Exemption Tuition Fees Deadline	-	Week 8	31 Oct 2019 3.30 pm	1 Nov 2019 5.00 pm	Applications will not be accepted after this date

* **Subject to change**

Prepared by:
Academic Management Division (AMD)
Academic Registrar Office (UTM ARO)
Department of the Deputy Vice-Chancellor (Academic & International)

**WORK SCHEDULE FOR COURSE REGISTRATION, APPLICATION FOR AWARD OF DEGREE AND EXAMINATION
FOR FULL RESEARCH STUDENTS
FOR 2019/2020 ACADEMIC SESSION
UNIVERSITI TEKNOLOGI MALAYSIA**

SEMESTER I (22 WEEKS) 8 SEPTEMBER 2019 – 6 FEBRUARI 2020 (JB) 9 SEPTEMBER 2019 – 7 FEBRUARI 2020 (KL)						
NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
16.	Deadline for Course Withdrawal (TD)	-	Week 9	7 Nov 2019 3.30 pm	8 Nov 2019 5.00 pm	Applications for course withdrawal will not be accepted after this date. A penalty of RM100.00 for each course will be imposed for TD.
17.	Submission of Progress Report	4 Weeks	Week 10 – 13	10 Nov – 5 Dec 2019		Application for Notification Thesis Submission are THREE (3) months before the Expected Date of Thesis Submission
18.	Final date for Submission of Progress Report	-	Week 13	5 Dec 2019		
19.	Evaluation of Progress Report by Supervisor	2 Weeks	Week 14 – 15	8 – 19 Dec 2019		
20.	AMD Issues Termination Letter For Students Who Did Not Register Any Courses	1 week	Week 15	15 – 19 Dec 2019		
21.	Deadline for evaluation of Progress Report by Supervisor	-	Week 15	19 Dec 2019		
22.	Deadline for Application for Deferment or Withdrawal From Programme	-	Week 15	19 Dec 2019 3.30 pm	20 Dec 2019 5.00 pm	
23.	Final date for submission of thesis/dissertation	-	-	6 Feb 2020		Christmas Day 25 Dec 2019 New Year (KL) 1 Jan 2020 Chinese New Year 25 – 26 Jan 2020 (JB) 26 – 27 Jan 2020 (KL) Federal Territory Day 1 Feb 2020 (KL)
24.	Registration of Courses for Semester II, 2019/2020 Session (<i>ONLINE</i>)	2 weeks	Week 1 – 2	5 - 16 Feb 2020		https://my.utm.my

*** Subject to change**

Prepared by:
Academic Management Division (AMD)
Academic Registrar Office (UTM ARO)
Department of the Deputy Vice-Chancellor (Academic & International)