

**UNIVERSITI TEKNOLOGI MALAYSIA**  
**WORK SCHEDULE FOR COURSE REGISTRATION, APPLICATION FOR AWARD OF DEGREE AND EXAMINATION**  
**FOR FULL RESEARCH STUDENTS**  
**FOR 2022/2023 ACADEMIC SESSION**

SEMESTER I						
16 OCTOBER 2022 – 16 MARCH 2023 (UTM JB)   17 OCTOBER 2022 – 17 MARCH 2023 (UTM KL)						
NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
1.	Registration of Research/Course for Semester I, 2022/2023 Session <b>(ONLINE)</b>	2 weeks	-	2 – 16 Oct 2022		<a href="https://my.utm.my">https://my.utm.my</a>  According to the Postgraduate Academic Regulations, students <b>must</b> register courses every semester within the specified dates. Those who fail to register without acceptable reasons will be terminated.
2.	Student start & continue their Research	22 weeks	Week 1 – 22	16 Oct 2022 – 16 Mar 2023	17 Oct 2022 – 17 Mar 2023	
3.	Application for Reduction and Exemption Tuition Fees	8 weeks	Week 1 – 8	16 Oct – 8 Dec 2022	17 Oct – 9 Dec 2022	<b>Deepavali</b> 24 Oct 2022
4.	Deadline for Registration of Courses <b>(ONLINE)</b>	-	-	16 Oct 2022		<a href="https://my.utm.my">https://my.utm.my</a>
5.	Amendments of Course Registration <b>(ONLINE)</b>	1 week	Week 1	17 – 23 Oct 2022		<a href="https://my.utm.my">https://my.utm.my</a>
6.	Deadline of Amendments of Course Registration <b>(ONLINE)</b>	-	Week 2	23 Oct 2022		<a href="https://my.utm.my">https://my.utm.my</a>
7.	Late Registration of Courses <b>(WITH PENALTY)</b>	1 week	Week 2	25 - 31 Oct 2022		A penalty of <b>RM100.00</b> for each course will be imposed for late registration/ amendments.
8.	Deadline for Late Registration of Courses <b>(WITH PENALTY)</b>	-	Week 3	31 Oct 2022 5.00 pm		
9.	Amendments of Courses Registration <b>(WITH PENALTY)</b>	1 week	Week 3	1 - 7 Nov 2022		
10.	Deadline for Amendments of Courses Registration <b>(WITH PENALTY)</b>	-	Week 4	7 Nov 2022 5.00 pm		
11.	Course Withdrawal (TD)	4 weeks	Week 6 – 9	20 Nov – 15 Dec 2022	21 Nov – 16 Dec 2022	

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12.	Faculty Check and Remind Students Who Did Not Register Any Courses	5 weeks	Week 6 – 10	20 Nov – 22 Dec 2022	21 Nov – 23 Dec 2022	<b>Faculty will contact/email students who did not register any courses. Students who did not give any feedback to the faculty within this period can be terminated.</b>
13.	Application for Deferment or Withdrawal of Programme	7 weeks	Week 6 – 12	20 Nov 2022 – 5 Jan 2023	21 Nov 2022 – 6 Jan 2023	<b>New Year (KL Only)</b> 1 Jan 2023
14.	Mid Semester Break, Semester I, 2022/2023 Session	1 week	Week 8	4 – 8 Dec 2022	5 – 9 Dec 2022	
15.	Deadline for Application of Reduction and Exemption Tuition Fees	-	Week 8	8 Dec 2022 3.30 pm	9 Dec 2022 5.00 pm	Applications will not be accepted after this date.
16.	Deadline for Course Withdrawal (TD)	-	Week 9	15 Dec 2022 3.30 pm	16 Dec 2022 5.00 pm	Applications for course withdrawal will not be accepted after this date.  A penalty of <b>RM100.00</b> for each course will be imposed for TD.
17.	Deadline for Application for Deferment or Withdrawal of Programme	-	Week 12	5 Jan 2023 3.30 pm	6 Jan 2023 5.00 pm	
18.	Submission of Progress Report	5 weeks	Week 10 – 15	19 Dec 2022 – 25 Jan 2023		Application for <b>Notification Thesis Submission</b> are <b>THREE (3) months</b> before the Expected Date of Thesis Submission.  <b>Chinese New Year</b> 22 - 23 Jan 2023

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19.	Final date for Submission of Progress Report	-	Week 15	25 Jan 2023		
20.	AMD Issues Termination Letter of Students Who Did Not Register Any Courses		Week 16	26 – 29 Jan 2023		
21.	Evaluation of Progress Report by Supervisor	3 weeks	Week 16 – 19	29 Jan – 23 Feb 2023		<b>Federal Territory Day (KL Only)</b> 1 Feb 2023  <b>Thaipusam</b> 4 Feb 2023
22.	Deadline for Evaluation of Progress Report by Supervisor	-	Week 19	23 Feb 2023		
23.	Final date for submission of thesis/dissertation	-	-	16 Mar 2023		
<b><i>Application for <b>Notification Thesis Submission</b> is <b>THREE (3) months before</b> the <b>Expected Date of Thesis Submission</b></i></b>						
24.	Registration of Courses for Semester II, 2022/2023 Session ( <b>ONLINE</b> )	2 weeks	-	TBC		<a href="https://my.utm.my">https://my.utm.my</a>