

**WORK SCHEDULE FOR COURSE REGISTRATION, APPLICATION FOR AWARD OF DEGREE AND EXAMINATION
FOR FULL RESEARCH STUDENTS
FOR 2018/2019 ACADEMIC SESSION
UNIVERSITI TEKNOLOGI MALAYSIA**

SEMESTER II, 2018/2019 SESSION (31 Weeks)						
27 JANUARY – 29 AUGUST 2019 – UTM JB						
28 JANUARY – 30 AUGUST 2019 – UTM KL						
NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
1.	Registration of Research/Course for Semester II, 2018/2019 Session (ONLINE)	2 weeks	Week 1 – 2	23 Jan – 8 Feb 2019		https://my.utm.my
2.	Student start & continue their Research	31 weeks	Week 1 – 31	27 Jan – 29 Aug 2019	28 Jan – 30 Aug 2019	Federal Territory Day 1 Feb 2019 Chinese New Year 5 – 6 Feb 2019
3.	Application for Reduction and Exemption Tuition Fees	8 weeks	Week 1 – 8	27 Jan – 21 Mar 2019	27 Jan – 22 Mar 2019	
4.	Deadline for Registration of Research/Course (ONLINE)	1 week	Week 2	8 Feb 2019 5.00 pm		https://my.utm.my
5.	Late Registration of Research/Course (WITH PENALTY)	1 week	Week 3	11 – 15 Feb 2019	11 – 15 Feb 2019	A penalty of RM100.00 for each course will be imposed for late registration/ amendments
6.	Deadline for Late Registration of Research/Course (WITH PENALTY)	-	Week 3	15 Feb 2019 5.00 pm	15 Feb 2019 5.00 pm	
7.	Amendments of Research/Course Registration (ONLINE)	1 week	Week 4	17 – 22 Feb 2019		https://my.utm.my
8.	Deadline of Amendments of Research/Course Registration (ONLINE)	-	Week 4	22 Feb 2019 5.00 pm		https://my.utm.my
9.	Amendments of Research/Course Registration (WITH PENALTY)	1 week	Week 5	24 – 28 Feb 2019	25 Feb – 1 Mar 2019	A penalty of RM100.00 for each course will be imposed for late registration/ amendments
10.	Deadline for Amendments of Research/Course Registration (WITH PENALTY)	-	Week 5	28 Feb 2019 3.30 pm	1 Mar 2019 5.00 pm	
11.	Course/Research Withdrawal (TD)	4 weeks	Week 6 – 9	3 – 28 Mar 2019	4 – 29 Mar 2019	

* *Subject to change*

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

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12.	AMD Issues Reminder Letter For Students Who Did Not Register Any Courses	1 week	Week 6	3 – 8 Mar 2019		
13.	Faculty Check Students Who Did Not Register Any Courses	5 weeks	Week 6 – 10	3 Mar – 4 Apr 2019	4 Mar – 5 Apr 2019	
14.	Application for Deferment or Withdrawal From Programme	9 weeks	Week 7 – 15	10 Mar – 9 May 2019	11 Mar – 10 May 2019	
15.	Deadline for Application of Reduction and Exemption Tuition Fees Deadline	-	Week 8	21 Mar 2019 3.30 pm	22 Mar 2019 5.00 pm	Applications will not be accepted after this date
16.	Mid Semester Break, Semester II, 2018/2019 Session	2 days	Week 9	27 – 28 Mar 2019	28 – 29 Mar 2019	
17.	Deadline for Course Withdrawal (TD)	-	Week 9	28 Mar 2019 3.30 pm	29 Mar 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.
18.	Submission of Progress Report	4 Weeks	Week 10 – 13	31 Mar – 29 Apr 2019		Labour Day 1 May 2019 1st Day of Ramadhan 6 May 2019
19.	Final date for Submission of Progress Report	-	Week 13	29 Apr 2019		
20.	Evaluation of Progress Report by Supervisor	2 Weeks	Week 14 – 15	29 Apr – 13 May 2019		
21.	AMD Issues Termination For Students Who Did Not Register Any Courses	1 week	Week 15	5 – 9 May 2019		

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22.	Deadline for Application for Deferment or Withdrawal From Programme	-	Week 15	9 May 2019 3.30 pm	10 May 2019 5.00 pm	
23.	Deadline for evaluation of Progress Report by Supervisor	-	Week 15	13 May 2019		Eid-UI-Fitr Celebration 5 – 6 Jun 2019
24.	Final date for submission of Thesis	-	-	29 Aug 2019		
*Application for Notification Thesis Submission are THREE (3) months before the Expected Date of Thesis Submission						
25.	Registration of Courses for Semester I, 2019/2020 Session (ONLINE)	2 weeks	Week 1-2	29 Aug – 13 Sep 2019		https://my.utm.my

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