

**WORK SCHEDULE FOR COURSE REGISTRATION, APPLICATION FOR AWARD OF DEGREE AND EXAMINATION
FOR FULL RESEARCH STUDENTS
FOR SEMESTER I, 2015/2016 ACADEMIC SESSION
UNIVERSITI TEKNOLOGI MALAYSIA**

SEMESTER I, 2015/2016 SESSION				
6 September 2015 – 13 February 2016 (23 Weeks)				
DATE			PROGRAMME	REMARKS
WEEK	UTM Johor Bahru	UTM Kuala Lumpur		
Week 1	4 – 18 September 2015	4 – 18 September 2015	Registration of Research for Semester I, 2015/2016 Session (ONLINE) http://pendaftaran.utm.my/sps	All Students
Week 2	18 September 2015	18 September 2015	Registration of Research Deadline for Semester I, 2015/2016 Session (ONLINE) http://pendaftaran.utm.my/sps	2015
Week 1 – 22	4 September 2015 – 4 February 2016	5 September 2015 – 5 February 2016	Students start & continue their Research	
Week 1 – 8	6 September – 29 October 2015	7 September – 30 October 2015	(JB) 6 Sept : Application For Reduction And Exemption Tuition Fees Begins (8 Weeks) (KL) 7 Sept : Application For Reduction And Exemption Tuition Fees Begins (8 Weeks) (JB) 29 Oct : Application For Reduction And Exemption Tuition Fees Deadline (KL) 30 Oct : Application For Reduction And Exemption Tuition Fees Deadline	<i>Malaysia Day</i> 16 September 2015 (Wednesday)
Week 3	20 – 24 September 2015	21 – 25 September 2015	(JB) 20 Sept : Late Registration Of Research Begins (With Penalty) (KL) 21 Sept : Late Registration Of Research Begins (With Penalty) (JB) 24 Sept : Late Registration Of Research Deadline (With Penalty) (KL) 25 Sept : Late Registration Of Research Deadline (With Penalty)	<i>Eid Al-Adha</i> 24 September 2015 (Thursday)
Week 4	27 September – 1 October 2015	28 September – 2 October 2015	(JB) 27 Sept : Duration For Amendments Of Course Registration Begins (KL) 28 Sept : Duration For Amendments Of Course Registration Begins (JB) 1 Oct : Amendments Of Research Registration Deadline (KL) 2 Oct : Amendments Of Research Registration Deadline	
Week 5	4 – 8 October 2015	5 – 9 October 2015	(JB) 4 Oct : Duration For Amendments Of Research Registration (With Penalty) (KL) 5 Oct : Duration For Amendments Of Research Registration (With Penalty) (JB) 8 Oct : Amendments Of Research Registration Deadline (With Penalty) (KL) 9 Oct : Amendments Of Research Registration Deadline (With Penalty)	
Week 6	11 – 15 October 2015	12 – 16 October 2015	(JB) 11 Oct : Duration For Course Withdrawal (TD) Begins (KL) 12 Oct : Duration For Course Withdrawal (TD) Begins (JB & KL) 11 Oct : Faculty Check Students Who Did Not Register Any Research	<i>Maal Hijrah 1437</i> 14 October 2015 (Wednesday)
Week 7	18 – 22 October 2015	19 – 23 October 2015	(JB) 18 Oct : Application For Deferment Or Withdrawal From Programme Begins (KL) 19 Oct : Application For Deferment Or Withdrawal From Programme Begins	<i>UTM 55th Convocation</i> 24 – 26 October 2015 (Saturday – Monday)
Week 8	25 – 29 October 2015	26 – 30 October 2015	(JB & KL) 25 Oct : AMD Issues Reminder Letter For Students Who Did Not Register Any Research (JB & KL) 26 Oct : Submission of Progress Report (3 Weeks)	

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WEEK	UTM Johor Bahru	UTM Kuala Lumpur	PROGRAMME	REMARKS
Week 9	1 – 5 November 2015	2 – 6 November 2015	REGISTRATION FOR NEW STUDENTS – 2 1 – 30 November 2015 (4 Weeks) (JB) 5 Nov : Course Withdrawal (TD) Deadline (KL) 6 Nov : Course Withdrawal (TD) Deadline	2015 Deepavali Day * 10 November 2015 (Tuesday) Hol Day Almarhum Sultan of Johor (Johor Only) 18 November 2015 (Wednesday)
Week 10	8 – 12 November 2015	9 – 13 November 2015	(JB & KL) 12 Nov : Final Date for Submission of Progress Report Mid Semester Break (1 Week)	Birthdays of Prophet Muhammad S.A.W 24 December 2015 (Thursday)
Week 11	15 – 19 November 2015	16 – 20 November 2015	(JB & KL) 13 Nov : Evaluation of Progress Report by Supervisor (2 weeks)	25 December (Friday)
Week 12	22 – 26 November 2015	23 – 27 November 2015	(JB & KL) 26 Nov : Deadline for evaluation of Progress Report by Supervisor	Christmas Day
Week 13	29 November – 3 Disember 2015	30 November – 4 Disember 2015		
Week 14	6 – 10 Disember 2015	7 – 11 Disember 2015	(JB & KL) 6 Dec : AMD Issues Termination Letter For Students Who Did Not Register Any Research	2016 New Year (Kuala Lumpur Only) 1 January 2016 (Friday)
Week 22	31 January – 4 February 2016	1 – 5 February 2016	(JB & KL) 28 Jan : Final Date for Submission Thesis	Thaipusam * February 2016 Federal Territory Day (Kuala Lumpur Only) 1 February 2016 (Monday) Chinese New Year 8 & 9 February (Monday & Tuesday)
* Application for Notification Thesis Submission are THREE (3) months before the Expected Date of Thesis Submission				

* 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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