

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

<b>SEMESTER II, 2015/2016 SESSION</b>						
<b>14 February 2016 – 3 September 2016 (23 Weeks)</b>						
NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
1.	Registration of Research/Course for Semester II, 2015/2016 Session <b>(ONLINE)</b>	<b>2 Weeks</b>	<b>Week 1 – 2</b>	12 – 26 February 2016	12 – 26 February 2016	<a href="http://pendaftaran.utm.my/sps">http://pendaftaran.utm.my/sps</a>
2.	Student start & continue their Research	<b>28 Weeks</b>	<b>Week 1 – 28</b>	12 February – 3 September 2016	13 February – 4 September 2016	
3.	Application for Reduction and Exemption Tuition Fees	<b>8 Weeks</b>	<b>Week 1 – 8</b>	14 February – 7 April 2016	15 February – 8 April 2016	
4.	Deadline for Registration of Research/Course <b>(ONLINE)</b>	<b>1 Week</b>	<b>Week 2</b>	26 February 2016 5.00 pm	26 February 2016 5.00 pm	<a href="http://pendaftaran.utm.my/sps">http://pendaftaran.utm.my/sps</a>
5.	Late Registration of Research/Course <b>(WITH PENALTY)</b>	<b>1 Week</b>	<b>Week 3</b>	28 February – 3 March 2016	29 February – 4 March 2016	A penalty of RM25.00 for each course (up to a total maximum of RM200.00) will be imposed for late registration/amendments
6.	Deadline for Late Registration of Research/Course <b>(WITH PENALTY)</b>	-	<b>Week 3</b>	3 March 2016 3.30 pm	4 March 2016 5.00 pm	
7.	Amendments of Research/Course Registration <b>(ONLINE)</b>	<b>1 Week</b>	<b>Week 4</b>	6 – 11 March 2016	6 – 11 March 2016	<a href="http://pendaftaran.utm.my/sps">http://pendaftaran.utm.my/sps</a>
8.	Deadline for Amendments of Research/Course Registration <b>(ONLINE)</b>	-	<b>Week 4</b>	11 March 2016 5.00 pm	11 March 2016 5.00 pm	<a href="http://pendaftaran.utm.my/sps">http://pendaftaran.utm.my/sps</a>
9.	Amendments of Research/Course Registration <b>(WITH PENALTY)</b>	<b>1 Week</b>	<b>Week 5</b>	13 – 17 March 2016	14 – 18 March 2016	A penalty of RM25.00 for each course (up to a total maximum of RM200.00) will be imposed for late registration/amendments
10.	Deadline for Amendments of Research/Course Registration <b>(WITH PENALTY)</b>	-	<b>Week 5</b>	17 March 2016 3.30 pm	18 March 2016 5.00 pm	
11.	Course Withdrawal (TD)	<b>4 Weeks</b>	<b>Week 6 – 9</b>	20 March – 14 April 2016	21 March – 15 April 2016	Birthday of His Majesty Sultan Johor (Johor Only) <b>23 March 2016 (Wednesday)</b>
12.	Faculty Check Students Who Did Not Register Any Research/Courses	<b>5 Weeks</b>	<b>Week 6 – 10</b>	20 March 2016	20 March 2016	
13.	Application for Deferment or Withdrawal From Programme	<b>9 Weeks</b>	<b>Week 7 – 15</b>	27 March – 26 May 2016	28 March – 27 May 2016	
14.	Mid Semester Break, Semester II, 2015/2016 Session	<b>1 Week</b>	<b>Week 8</b>	3 – 9 April 2016	4 – 10 April 2016	

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15.	Deadline for Application for Reduction and Exemption Tuition Fees	-	<b>Week 8</b>	7 April 2016 3.30 pm	8 April 2016 5.00 pm	
16.	AMD Issues Reminder Letter For Students Who Did Not Register Any Courses	<b>1 Week</b>	<b>Week 9</b>	10 April 2016	10 April 2016	
17.	Deadline for Course Withdrawal (TD)	-	<b>Week 9</b>	14 April 2016 3.30 pm	15 April 2016 5.00 pm	<i>Applications for course withdrawal will not be accepted after this date</i>
18.	Submission of Progress Report	<b>4 Weeks</b>	<b>Week 10 – 13</b>	17 April – 12 May 2016		<i>UTM 56<sup>th</sup> Convocation 23 – 24 April 2016 (Saturday – Monday)</i>
19.	Final date for Submission of Progress Report	-	<b>Week 13</b>	12 May 2016		
20.	AMD Issues Termination Letter For Students Who Did Not Register Any Courses	<b>1 Week</b>	<b>Week 14</b>	15 May 2016	15 May 2016	
21.	Evaluation of Progress Report by Supervisor	<b>2 Weeks</b>	<b>Week 14 – 15</b>	15 – 26 May 2016		
22.	Deadline for evaluation of Progress Report by Supervisor	-	<b>Week 15</b>	26 May 2016		
23.	Deadline for Application for Deferment or Withdrawal From Programme	-	<b>Week 15</b>	26 May 2016 3.30 pm	27 May 2016 5.00 pm	
24.	Final date for submission of Thesis	-	-	30 August 2016		<i>Birthday of His Majesty Seri Paduka Baginda Yang Di-Pertuan Agong 4 June 2016 (Saturday)</i>
<b>*Application for Notification Thesis Submission are THREE (3) months before the Expected Date of Thesis Submission</b>						<i>Awal Ramadhan (Johor Only) 6 June 2016 (Monday)</i>
						<i>Eid-Uld-Fitri 6 &amp; 7 July 2016 (Wednesday &amp; Thursday)</i>

\* Subject to change

Prepared by:  
**Academic Management Division (AMD)**  
Academic Registrar Office (UTM ARO)  
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30 November 2015