



WORK SCHEDULE FOR COURSE REGISTRATION, APPLICATION FOR AWARD OF DEGREE AND EXAMINATION
(FULL RESEARCH ONLY)
FOR SEMESTER II, 2024/2025 SESSION

SEMESTER II, 2024/2025 SESSSION (17 MARCH – 5 OCTOBER 2025)					
NO.	PROGRAMME	DURATION	WEEK	DATE	REMARKS
1.	Registration of Research/Course for Semester II, 2024/2025 Session (ONLINE)	2 weeks	-	13 – 28 Mar 2025	<p>Couse registration through Student Portal (https://my.utm.my)</p> <p>According to the Postgraduate Academic Regulations, students must register courses every semester within the specified dates. Those who fail to register without acceptable reasons will be terminated.</p>
2.	Student start & continue their Research	29 weeks	Week 1 – 29	17 Mar – 3 Oct 2025	<p>Birthday of the Sultan Johor (Johor Only) 23 Mar 2025</p> <p>Eid Al-Fitri* 31 Mar – 1 Apr 2025</p> <p>Nuzul Al Quran (KL Only) 18 Mar 2025</p>
3.	Application for Reduction and Exemption Tuition Fees	8 weeks	Week 1 – 8	17 Mar – 9 May 2025	<p>Application is for student who enroll from Semester I, 2016/2017 Session intake and below ONLY.</p> <p>Applications will not be accepted after the deadline.</p>
4.	Submission of Confirmation for Award of Degree	-	-	Open throughout the semester	<p>Confirmation for Award of Degree must be submitted when submitting their dissertation/thesis for the oral examination.</p> <p>Submission through Student Portal (https://my.utm.my)</p>
5.	Amendments of Course Registration (ONLINE)	1 week	Week 3	31 Mac – 6 Apr 2025	<p>Amendment of course registration through Student Portal (https://my.utm.my)</p>



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NO.	PROGRAMME	DURATION	WEEK	DATE	REMARKS
6.	Late Registration of Courses (WITH PENALTY)	1 week	Week 4 - 5	8 - 18 Apr 2025	Late course registration and late amendment of course registration through Student Portal (https://my.utm.my)
7.	Amendments of Courses Registration (WITH PENALTY)	1 weeks	Week 6 - 7	21- 25 Apr 2025	A penalty of RM100.00 for each course will be imposed for late registration/ amendments.
8.	Course Withdrawal (TD)	3 weeks	Week 7 - 9	28 Apr – 16 May 2025	<p>Please be informed that if a student chooses to withdraw from a course after the deadline for the Course Registration Amendment Period, the student is still required to pay the fees for the withdrawn course.</p> <p>Course withdrawal applications will not be accepted after this deadline. A penalty of RM100.00 per course will be imposed for TD. The deadline for course withdrawal applications with a penalty is before the revision week.</p> <p>Labour Day 1 May 2025</p> <p>Wesak Day 12 May 2025</p>
9.	Faculty check and remind students who did not register any courses for termination	4 weeks	Week 7 - 10	28 Apr– 23 May 2025	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.
10.	Application for Deferment or Withdrawal of Programme	7 weeks	Week 7 - 13	28 Apr – 13 June 2025	<p>Yang Dipertuan Agong's Birthday 2 June 2025</p> <p>Eid Al-Adha* 7 June 2025</p>



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NO.	PROGRAMME	DURATION	WEEK	DATE	REMARKS
11.	Mid Semester Break for Semester II, 2024/2025 Session	1 week	Week 8	5 – 9 May 2025	
12.	The date of the restriction process due to debt by Bursary	-	Week 9	13 May 2025	
13.	Submission of Progress Report	4 weeks	Week 8 – 14	5 May – 20 June 2025 5.00 pm	Submission of Progress Report through Student Portal (https://my.utm.my)
14.	Evaluation of Progress Report by Supervisor	3 weeks	Week 15 – 17	23 June – 11 Jul 2025 5.00 pm	Evaluation of Progress Report through MyUTM Portal > MyAIMS (https://my.utm.my) Awal Muharram 27 June 2025
15.	AMaCS Issues Termination Letter to Students Who Did Not Register Any Courses	1 week	Week 16	30 June – 4 Jul 2025	Hari Hol Almarhum Sultan Iskandar (Johor Only) 31 July 2025 Malaysia National Day 31 Aug 2025 Malaysia Day 16 Sep 2025
16.	Deadline for submission of thesis/dissertation	-	-	3 Oct 2025	Application for Notification Thesis Submission are THREE (3) months before the Expected Date of Thesis Submission
17.	Registration of Courses for Semester I, 2025/2026 Session (ONLINE)	2 weeks	-	To be announced	Couse registration through Student Portal (https://my.utm.my)

* Subject to change