UNIVERSITI TEKNOLOGI MALAYSIA
WORK SCHEDULE FOR COURSE REGISTRATION, APPLICATION FOR AWARD OF DEGREE AND EXAMINATION
FOR FULL RESEARCH STUDENTS
FOR 2023/2024 ACADEMIC SESSION

NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	**KUALA LUMPUR**	
		SEMESTER I **8 OCTOBER 2023 – 16 MARCH 2024 (UTM JB)	9 OCTOBER 2023 – 17 MARCH 2024 (UTM KL)**				
1.	Registration of Research/Course for Semester I, 2023/2024 Session *(ONLINE)*	2 weeks	-	25 Sep – 8 Oct 2023		**https://my.utm.my** 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.
2.	Student start & continue their Research	24 weeks	Week 1 – 24	8 Oct 2023 – 16 Mar 2024	9 Oct 2023 – 17 Mar 2024	
3.	Application for Reduction and Exemption Tuition Fees	8 weeks	Week 1 – 8	8 Oct – 30 Nov 2023	9 Oct – 1 Dec 2023	**Deepavali** 24 Oct 2022
4.	Deadline for Registration of Courses *(ONLINE)*	-	-	8 Oct 2023		**https://my.utm.my**
5.	Amendments of Course Registration *(ONLINE)*	1 week	Week 1	9 – 15 Oct 2023		**https://my.utm.my**
6.	Deadline of Amendments of Course Registration *(ONLINE)*	-	Week 2	15 Oct 2023		**https://my.utm.my**
7.	Late Registration of Courses **(WITH PENALTY)**	1 week	Week 2	16 - 23 Oct 2023		A penalty of **RM100.00** for each course will be imposed for late registration/ amendments.
8.	Deadline for Late Registration of Courses **(WITH PENALTY)**	-	Week 3	23 Oct 2023 5.00 pm		
9.	Amendments of Courses Registration **(WITH PENALTY)**	1 week	Week 3	24 – 30 Oct 2023		
10.	Deadline for Amendments of Courses Registration **(WITH PENALTY)**	-	Week 4	30 Oct 2023 5.00 pm		
11.	Course Withdrawal (TD)	4 weeks	Week 6 – 9	13 Nov – 7 Dec 2023	13 Nov – 8 Dec 2023	

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SEMESTER I 8 OCTOBER 2023 – 16 MARCH 2024 (UTM JB) | 9 OCTOBER 2023 – 17 MARCH 2024 (UTM KL)					
NO.	**PROGRAMME**	**DURATION**	**WEEK**	**CAMPUS**	**REMARKS**
				JOHOR BAHRU	**KUALA LUMPUR**	
12.	Faculty Check and Remind Students Who Did Not Register Any Courses	5 weeks	Week 6 – 10	13 Nov – 14 Dec 2023	13 Nov – 15 Dec 2023	**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**.
13.	Application for Deferment or Withdrawal of Programme	7 weeks	Week 6 – 12	13 Nov – 28 Dec 2023	13 Nov – 29 Dec 2023	**Deepavali** 12 Nov 2023 **Christmas** 25 Dec 2023
14.	Mid Semester Break, Semester I, 2023/2024 Session	1 week	Week 8	26 Nov – 2 Dec 2023	27 Nov – 3 Dec 2023	
15.	Deadline for Application of Reduction and Exemption Tuition Fees	-	Week 8	30 Nov 2023 3.30 pm	1 Dec 2023 5.00 pm	Applications will not be accepted after this date.
16.	Deadline for Course Withdrawal (TD)	-	Week 9	7 Dec 2023 3.30 pm	8 Dec 2023 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. Last date of applications for course withdrawal with penalty is before the revision week.
17.	Deadline for Application for Deferment or Withdrawal of Programme	-	Week 12	28 Dec 2023 3.30 pm	29 Dec 2023 5.00 pm	
18.	Submission of Progress Report	4 weeks	Week 10 – 14	11 Dec 2023 – 15 Jan 2024		Application for Notification Thesis Submission are THREE (3) months before the

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				JOHOR BAHRU	KUALA LUMPUR	
	SEMESTER I 8 OCTOBER 2023 – 16 MARCH 2024 (UTM JB) | 9 OCTOBER 2023 – 17 MARCH 2024 (UTM KL)					
						Expected Date of Thesis Submission.
19.	Final date for Submission of Progress Report	-	Week 15	15 Jan 2024		
20.	AMD Issues Termination Letter of Students Who Did Not Register Any Courses		Week 18	4 – 8 Feb 2024		
21.	Evaluation of Progress Report by Supervisor	3 weeks	Week 16 – 19	22 Jan – 19 Feb 2024		**Thaipusam** 25 Jan 2024 **Federal Territory Day (KL Only)** 1 Feb 2024 **Chinese New Year** 10-11 Feb 2024 12 Feb 2024 (KL ONLY)
22.	Deadline for Evaluation of Progress Report by Supervisor	-	Week 20	19 Feb 2024		
23.	Final date for submission of thesis/dissertation	-	-	14 Mar 2024		
	Application for Notification Thesis Submission is THREE (3) months before the Expected Date of Thesis Submission					
24.	Registration of Courses for Semester II, 2023/2024 Session *(ONLINE)*	2 weeks	-	TBC		**https://my.utm.my**

Prepared by:
Academic Management and Convocation Section (AMaCS)
Academic Management Division (AMD)
Department of Registrar