WORK SCHEDULE FOR COURSE REGISTRATION, APPLICATION FOR AWARD OF DEGREE AND EXAMINATION (FULL RESEARCH ONLY)
FOR SEMESTER II AND SHORT SEMESTER 2023/2024 SESSION

				SEMESTER II, 2023/2024 SESSION 17 MARCH 2024 – 3 OCTOBER 2024			
NO.	**DESCRIPTION**	**DURATION**	**WEEK**	**CAMPUS**		**REMARKS**	
				JOHOR BAHRU	**KUALA LUMPUR**		
1.	Registration of Research/Course for Semester II, 2023/2024 Session *(ONLINE)*	2 weeks	-	15 Mar – 1 Apr 2024		**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	29 weeks	Week 1 – 29	17 Mar – 3 Oct 2024		**Birthday of the Sultan Johor (Johor Only)** 23 Mar 2024 **Ramadan Begins* (Johor Only)** 12 Mar 2024 **Nuzul Al Quran (KL Only)** 28 Mac 2024	
3.	Application for Reduction and Exemption Tuition Fees	8 weeks	Week 1 – 8	17 Mar – 9 May 2024	18 Mar – 10 May 2024	For student who enroll from Semester I, 2016/2017 Session intake and below ONLY	
4.	Deadline for Registration of Courses *(ONLINE)*	-	-	1 Apr 2024		**https://my.utm.my**	
5.	Amendments of Course Registration *(ONLINE)*	1 week	Week 3	2 -8 Apr 2024		**https://my.utm.my**	
6.	Deadline of Amendments of Course Registration *(ONLINE)*	-	Week 4	8 Apr 2024			
7.	Late Registration of Courses **(WITH PENALTY)**	1 week	Week 4	9 – 15 Apr 2024		**Eid Al-Fitri*** 10 – 11 Apr 2024 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 5	15 Apr 2024			
9.	Amendments of Courses Registration **(WITH PENALTY)**	2 weeks	Week 4 – 5	9 – 20 Apr 2024			

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10.	Deadline for Amendments of Courses Registration **(WITH PENALTY)**	-	Week 5	20 Apr 2024	20 Apr 2024	
11.	Course Withdrawal (TD)	4 weeks	Week 6 – 9	21 Apr – 17 May 2024		**Labour Day** 1 May 2024 **Wesak Day** 22 May 2024
12.	Faculty Check and Remind Students Who Did Not Register Any Courses	4 weeks	Week 7 – 10	28 Apr– 24 May 2024		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 7 – 13	28 Apr – 13 June 2024	29 Apr – 14 June 2024	**Labour Day** 1 May 2024 **Wesak Day** 22 May 2024 **Yang Dipertuan Agong's Birthday** 3 June 2024
14.	Mid Semester Break for Semester II, 2023/2024 Session	1 week	Week 8	5 – 9 May 2024	6 – 10 May 2024	
15.	Deadline for Application of Reduction and Exemption Tuition Fees	-	Week 8	9 May 2024 5.00 pm	10 May 2024 5.00 pm	Applications will not be accepted after this date.
16.	Deadline for Course Withdrawal (TD)	-	Week 9	17 May 2024		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 13	13 June 2024 3.30 pm	14 June 2024 5.00 pm	**Eid Al-Adha*** 17 June 2024

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18.	Submission of Progress Report	4 weeks	Week 8 – 14	5 May – 20 June 2024 5.00 pm		Application for **Notification Thesis Submission are THREE (3) months before** the Expected Date of Thesis Submission
19.	Final date for Submission of Progress Report	-	Week 14	20 June 2024		
20.	Evaluation of Progress Report by Supervisor	3 weeks	Week 15 – 17	23 June – 11 Jul 2024 5.00 pm		
21.	AMaCS Issues Termination Letter to Students Who Did Not Register Any Courses	1 week	Week 16	30 June – 4 Jul 2024		
22.	Deadline for Evaluation of Progress Report by Supervisor	-	Week 17	11 Jul 2024 5.00 pm		
23.	Final date for submission of thesis/dissertation	-	-	3 Oct 2024		
	Application for Notification Thesis Submission are THREE (3) months before the Expected Date of Thesis Submission					
24.	Registration of Courses for Semester I, 2024/2025 Session *(ONLINE)*	2 weeks	-	To be announced		**https://my.utm.my**

* *Subject to change*

Prepared by:
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