

**SCHOOL OF GRADUATE STUDIES (SGS)
GRADUATE STUDIES ACADEMIC CALENDAR**

SECOND SEMESTER 2022/2023 (MARCH 13, 2023 - OCTOBER 1, 2023)

All students are required to register every semester (Inclusive of fee payment and course registration)

Registration for new students	Registration week February 27, 2023 – March 10, 2023 Late Registration Deadline Programme by coursework: March 24, 2023 Programme by research: June 09, 2023 (Except on Saturday, Sunday & Public Holiday)	(2 weeks)
Online registration for continuing students via student portal	February 27, 2023 – March 12, 2023	(2 weeks)
First day of Semester	March 13, 2023	
Lecture	March 13, 2023 – April 23, 2023	(6 weeks)
Mid-semester break	April 24, 2023 – April 30, 2023	(1 week)
Lecture	May 01, 2023 – June 25, 2023	(8 weeks)
Study week	June 26, 2023 – July 02, 2023	(1 week)
Final Examination	July 03, 2023 – July 16, 2023	(2 weeks)
Semester break	July 17, 2023 – October 01, 2023	(11 weeks)

Important Dates/Deadlines

Last day to add courses (2nd week)	March 26, 2023
Last day to drop courses (7th Week)	April 30, 2023
Deadline for online submission of Student's Progress Report (Form GS-11) for students under programmes by research.	July 3, 2023
Deadline for Second Semester 2022/2023 thesis submission (Endorsement of Thesis Examination Committee by the University Graduate Studies Committee is required before thesis can be submitted).	October 02, 2023

- If the thesis is submitted before the deadline the student is required to register and pay the fee as stated below for **FIRST SEMESTER 2023/2024:**

Intake			Local	International
Before 2021/2022	First Semester	2021/2022	RM400	RM450
First onwards	First Semester	2021/2022	RM500	RM550

- For submission after the deadline the student is required to pay full registration fees.

Deadline for review of grade application and online application for review against termination.

Two weeks after the announcement of result (i.e. Date of printing of result).

Deadline for Normal deferment for continuing students

March 13, 2023 – March 26, 2023 (with service fee of RM100)

- Students who defer the semester within the first two weeks after the semester start with the approval of the Dean School of Graduate Studies shall be entitled to claim for a tuition fee refund or opt to carry forward the fee to the following semester.

Deadline for Late deferment for continuing students.

March 27, 2023 – April 30, 2023 (with penalty of RM600)

- A student who has registered for **Second Semester 2021/2022**, may apply to defer the semester not later than seven weeks after the commencement of the new semester.

End of Second Semester 2022/2023

October 1, 2023
After this date, the semester will change automatically to First Semester 2023/2024. Student status will also be updated.

NOTES:

1. Your status will be “Dropped” if you:
 - Fail to register by **12 March 2023** and pay the tuition fees by **30 April 2023**
 - Registered but fail to pay tuition fee by **30 April 2023**.
2. Beginning **13 March 2023**, a late registration fee of **RM100.00** for continuing student will be imposed for course registration.
3. All students are required to register:
 - a minimum of 6 credits and a maximum of 20 credits per semester
4. All students in programmes by research are required to register for the:
 - **Masters Research (SPS5999)** for Master of Science/ Master of Veterinary Science/ Master of Arts every semester.
 - **PhD Research (SPS6999)** for Doctor of Philosophy every semester.
5. All international students are required to register (as Audit) and pass **Malay Language Communication (LPM2100)** in the first semester.
6. Fees are payable through CIMBClicks. (Please refer to www.bursar.upm.edu.my/CIMBClicks).

****All dates are subject to change***

IMPORTANT DATES RELATED TO THE FINAL EXAMINATION FOR SECOND SEMESTER 2022/2023

Kindly be informed of the following deadlines:

(a) 31 July 2023 (Monday):

- Last day for the Faculty's/Institute's Coordinator of Graduate Studies to forward the results of the PhD Comprehensive Examination [completed "*Keputusan Peperiksaan Komprehensif – PhD (PU/S/BR04/GS-12)*" form] to the School of Graduate Studies.

(b) 16 July 2023 (Sunday):

- Last day of examination week.

(c) 10 July 2023 (Monday):

- Last day for students in programmes by research to fill in the online "Research Progress Report (PU/S/BR04/GS-11)" form.

(d) 31 July 2023 (Monday):

- Last day for the Faculty's/Institute's Supervisors/Advisors to verify their students' GS-11 form and key-in grades for Masters Research (SPS5999) and Doctoral Research (SPS6999).
- Last day for the Faculty's/Institute's Coordinator of Graduate Studies to endorse the GS-11 forms.

(e) Two weeks after the final examination of each course but not later than 31 July 2023 (whichever comes first):

- Last day for the course lecturer/coordinator to key-in grades for each respective course [Compulsory (YW), Elective (ELF), Audit (AU)]. For an Audit course, marks equivalent to 65 and above will be graded as **M** and lower than 65 will be graded as **TM**.

(f) 15 September 2023 (Friday):

- The School of Graduate Studies begins the process of printing semester results (on request).

(g) 29 September 2022 (Friday):

- Last day for examination re-sits. **Please note that examination re-sits are for students with Probation or Terminated status who had obtained a grade of B- and below for a given course registered in the semester.** Lecturers or course coordinators are advised to arrange the examination re-sits as soon as possible after the results of the examination have been announced to students.

(h) 29 September 2023 (Friday):

- Last day for students to apply for Review of Grade (Form GS-13a) and Review against Termination (Form GS-13b).

(i) 16 October 2023 (Monday):

- Last day for the Faculty's/Institute's Coordinator of Graduate Studies to forward the results of examination re-sits to the School of Graduate Studies.
- Last day for Faculties/Institutes to submit the endorsed grades for all courses offered during the Semester to the School of Graduate Studies. **[Please submit the hard copy of the grades (printed from i-GIMS) that have been signed by the course lecturer/coordinator and the Faculty's/Institute's Coordinator of Graduate Studies to the School of Graduate Studies].**
- Last day for the Faculty to endorse Review against Termination (Form GS-13b).
- **LAST DAY FOR FACULTY TO ENDORSE GRADE REVIEW, AFTER WHICH THERE WILL BE NO MORE GRADE CHANGES, i.e., THE GRADE RECORDED AFTER THIS DATE IS FINAL.**

Your cooperation in observing and following these deadlines is very much appreciated.

Thank you.

Note:

- First reminder to fill in the online "Research Progress Report 29 May 2023 (week-11)
- Second reminder to fill in the online "Research Progress Report 26 June 2023 (week-15)
- Processing fee (Penalty) for grade review involving GS-11 cases is RM100.00