

# WORK SCHEDULE FOR COURSE REGISTRATION, APPLICATION FOR AWARD OF DEGREE AND EXAMINATION FOR FULL RESEARCH STUDENTS FOR 2024/2025 ACADEMIC SESSION UNIVERSITI TEKNOLOGI MALAYSIA

SEMESTER I 6 OCTOBER 2024 – 18 JANUARY 2025 (UTM JB)   7 OCTOBER 2024 – 19 JANUARY 2025 (UTM KL)									
		DURATION	WEEK	CAMPUS					
NO.	PROGRAMME			JOHOR BAHRU	KUALA LUMPUR	REMARKS			
1.	Registration of Courses for Semester I, 2024/2025 Session <i>(ONLINE)</i>	2 weeks	-	30 Sept – 6 Oct 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	24 weeks	Week 1 – 24	6 Oct 2024 – 20 Mac 2025	7 Oct 2024 – 21 Mar 2025				
3.	Application for Reduction and Exemption Tuition Fees	8 weeks	Week 1 – 8	6 Oct – 28 Nov 2024	7 Oct – 29 Nov 2024	Deepavali 31 Oct 2024*			
4.	Deadline for Registration of Courses (ONLINE)	-	-	6 Oct 2024		https://my.utm.my			
5.	Amendments of Course Registration (ONLINE)	1 week	Week 1	7 – 17 Oct 2024		https://my.utm.my			
6.	Deadline of Amendments of Course Registration (ONLINE)	-	Week 2	17 Oct 2024		https://my.utm.my			
7.	Late Registration of Courses (WITH PENALTY)	1 week	Week 3	20 – 25 Oct 2024		A penalty of <b>RM100.00</b> for each course will be imposed for late registration/ amendments.			
8.	Deadline for Late Registration of Courses (WITH PENALTY)	-	Week 3	25 Oct 2024 5.00 pm					
9.	Amendments of Courses Registration (WITH PENALTY)	1 week	Week 4	27 Oct – 1 Nov 2024					
10.	Deadline for Amendments of Courses Registration (WITH PENALTY)	1	Week 4	1 Nov 2024 3.30 PM					
11.	Course Withdrawal (TD)	4 weeks	Week 5 - 8	3 – 29 Nov 2024					

#### Prepared by:



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	SEMESTER I								
6 OCTOBER 2024 – 18 JANUARY 2025 (UTM JB)   7 OCTOBER 2024 – 19 JANUARY 2025 (UTM KL)									
NO.	PROGRAMME	DURATION	WEEK	CAM	PUS	REMARKS			
140.	PROGRAMME	DORATION	44 EEK	JOHOR BAHRU	<b>KUALA LUMPUR</b>	REMARKS			
12.	Faculty Check and Remind Students Who Did Not Register Any Courses	5 weeks	Week 6 – 10	10 Nov – 12 Dis 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	17 Nov 2024 – 2 Jan 2025	18 Nov 2024 – 3 Jan 2025	Christmas 25 Dec 2024			
14.	Mid Semester Break, Semester I, 2024/2025 Session	1 week	Week 8	24 – 28 Nov 2024	25 Nov – 29 Nov 2024				
15.	Deadline for Application of Reduction and Exemption Tuition Fees	-	Week 8	28 Nov 2024 3.30 pm	29 Nov 2024 5.00 pm	Applications will not be accepted after this date.			
16.	Deadline for Course Withdrawal (TD)	-	Week 8	29 Nov 2024 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	2 Jan 2025 3.30 pm	3 Jan 2025 5.00 pm	New Year (KL Only) 1 Jan 2025			
18.	Submission of Progress Report	6 weeks	Week 8 – 14	24 Nov 2024 – 9 Jan 2025 3.30 pm		Application for Notification Thesis Submission are THREE (3) months before the			

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SEMESTER I 6 OCTOBER 2024 – 18 JANUARY 2025 (UTM JB)   7 OCTOBER 2024 – 19 JANUARY 2025 (UTM KL)								
NO	DDOCDAMME	DUDATION	WEEK	CAMPUS		DEMARKS		
NO.	PROGRAMME	DURATION		JOHOR BAHRU	KUALA LUMPUR	REMARKS		
						Expected Date of Submission.	Thesis	
19.	Final date for Submission of Progress Report	-	Week 14	9 Jan 2025 3.30 pm				
20.	AMD Issues Termination Letter of Students Who Did Not Register Any Courses		Week 16	19 Jan – 23 Jan 2025				
21.	Evaluation of Progress Report by Supervisor	3 weeks	Week 15 - 17	12 Jan – 30 Jan 2025 5.00 pm		Chinese New Year 29 - 30 Jan 2025 Federal Territory Day (KL Only) 1 Feb 2025		
22.	Deadline for Evaluation of Progress Report by Supervisor	-	Week 17	30 Jan 2025 5.00 pm		<b>Thaipusam</b> 11 Feb 2025		
23.	Final date for submission of thesis/dissertation	-	-	13 Mac 2025				
	Application for Notification Thesis Su	bmission is Th	IREE (3) mo	onths before the Ex	pected Date of The	esis Submission		
24.	Registration of Courses for Semester II, 2024/2025 Session (ONLINE)	2 weeks	-	TE	BC	https://my.utm.my	1	