



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

**FIRST SEMESTER 2022/2023 (OCTOBER 10, 2022 –MARCH 12, 2023)**

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

Registration for <u>new students</u>	<b>Registration week</b> September 26, 2022 – October 7, 2022  <b>Late Registration Deadline</b> Programme by coursework: October 21, 2022 Programme by research: January 6, 2023  (Except on Saturday, Sunday & Public Holiday)	(2 weeks)									
Online registration for <u>continuing students</u> via student portal	September 19, 2022 – October 9, 2022	(3 weeks)									
First day of Semester	October 10, 2022										
Lecture	October 10, 2022 – November 27, 2022	(7 weeks)									
<b>Mid-semester break</b>	<b>November 28, 2022 – December 04, 2022</b>	<b>(1 week)</b>									
Lecture	December 05, 2022 – January 22, 2023	(7 weeks)									
<b>Study week</b>	<b>January 23, 2023 – January 29, 2023</b>	<b>(1 week)</b>									
Final Examination	January 30, 2023 – February 12, 2023	(2 weeks)									
<b>semester break</b>	<b>February 13, 2023 – March 12, 2023</b>	<b>(4 weeks)</b>									
<b><u>Important Dates/Deadlines</u></b>											
Last day to add courses ( <b>2<sup>nd</sup> week</b> )	October 23, 2022										
Last day to drop courses ( <b>7<sup>th</sup> week</b> )	November 27, 2022										
<b>Deadline for online submission of Student's Progress Report (Form GS-11)</b> for students under programmes by research.	January 30, 2023										
<b>Deadline for First Semester 2022/2023 thesis submission</b> (Endorsement of Thesis Examination Committee by the University Graduate Studies Committee is required before thesis can be submitted).	March 13, 2023										
<ul style="list-style-type: none"> <li>If the thesis is submitted before the deadline the student is required to register and pay the fee as stated below for <b>SECOND SEMESTER 2021/2022</b>.</li> </ul> <table border="1"> <thead> <tr> <th>Intake</th> <th>Local</th> <th>International</th> </tr> </thead> <tbody> <tr> <td>Before First Semester 2021/2022</td> <td>RM400</td> <td>RM450</td> </tr> <tr> <td>Before First Semester 2021/2022 onwards</td> <td>RM500</td> <td>RM550</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>For submission after the deadline the student is required to pay full registration fees.</li> </ul>			Intake	Local	International	Before First Semester 2021/2022	RM400	RM450	Before First Semester 2021/2022 onwards	RM500	RM550
Intake	Local	International									
Before First Semester 2021/2022	RM400	RM450									
Before First Semester 2021/2022 onwards	RM500	RM550									
<b>Deadline for review of grade</b> application and online application for review against termination	Two weeks after the announcement of result (i.e. Date of printing of result).										
<b>Deadline for Normal deferment</b> for continuing students	October 10, 2022 - October 23, 2022 (with service of fee of RM100)										
<ul style="list-style-type: none"> <li>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.</li> </ul>											
<b>Deadline for Late deferment</b> for continuing students	October 24, 2022 – November 27, 2022 (with penalty of RM600)										
<ul style="list-style-type: none"> <li>A student who has registered for First Semester 2022/2023, may apply to defer the semester not later than seven weeks after the commencement of the new semester</li> </ul>											

<b>End of First Semester 2022/2023</b>	<b><u>March 12, 2023</u></b> After this date, the semester will change automatically to Second Semester 2022/2023. Student status will also be updated.
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**NOTES:**

1. Your status will be “Dropped” if you:
  - Fail to register by **9 October 2022** and pay the tuition fees by **November 27, 2022.**
  - Registered but fail to pay tuition fee by **November 27, 2022.**
2. Beginning **10 October 2022**, 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 Science 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](http://www.bursar.upm.edu.my/CIMBClicks)).
7. **For more information, refer to the Postgraduate candidature checklist.**

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

## **IMPORTANT DATES RELATED TO THE FINAL EXAMINATION FOR FIRST SEMESTER 2022/2023**

Kindly be informed of the following deadlines:

**(a) 20 February 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) 12 February 2023 (Sunday):**

- Last day of examination week.

**(c) 30 January 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) 22 February 2023 (Wednesday):**

- 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) Ten days after the final examination of each course but not later than 22 February 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) 17 March 2023 (Friday):**

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

**(g) 31 March 2023 (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) 31 March 2023 (Friday):**

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

**(i) 17 April 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 9 January 2023 (week-11)
- Second reminder to fill in the online "Research Progress Report 26 February 2023 (week-15)
- Processing fee (Penalty) for grade review involving GS-11 cases is RM100.00