

**UNIVERSITI TEKNOLOGI MALAYSIA**  
**WORK SCHEDULE FOR COURSE REGISTRATION, APPLICATION FOR AWARD OF DEGREE AND EXAMINATION**  
**FOR FULL RESEARCH STUDENTS**  
**FOR 2019/2020 ACADEMIC SESSION**

<b>SEMESTER II (29 WEEKS)</b>						
<b>9 FEBRUARI 2020 – 27 AUGUST 2020 (UTM JB)   10 FEBRUARI 2020 – 28 AUGUST 2020 (UTM KL)</b>						
NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
1.	Registration of Research/ Course for Semester II, 2019/2020 Session <i>(ONLINE)</i>	2 weeks	Week 1 – 2	5 – 21 Feb 2020		<a href="https://my.utm.my">https://my.utm.my</a> <b>Thaipusam</b> 8 Feb 2020
2.	Student start & continue their Research	22 weeks	Week 1 – 22	9 Feb – 2 Apr 2020		<b>Birthday of The Sultan Johor (JB Only)</b> 23 Mar 2020
3.	Application for Reduction and Exemption Tuition Fees	8 weeks	Week 1 – 8	9 Feb – 2 April 2020	10 Feb – 3 April 2020	
4.	Deadline for Registration of Courses <i>(ONLINE)</i>	1 week	Week 2	21 Feb 2020 5.00 pm		<a href="https://my.utm.my">https://my.utm.my</a>
5.	Late Registration of Research/ Course <i>(WITH PENALTY)</i>	1 week	Week 3	23 – 27 Feb 2020	24 – 28 Feb 2020	A penalty of <b>RM100.00</b> for each course will be imposed for late registration/ amendments
6.	Deadline for Late Registration of Research/ Course <i>(WITH PENALTY)</i>	-	Week 3	27 Feb 2020 3.30 pm	28 Feb 2020 5.00 pm	
7.	Amendments of Research/ Course Registration <i>(ONLINE)</i>	1 week	Week 4	1 – 5 Mar 2020		<a href="https://my.utm.my">https://my.utm.my</a>
8.	Deadline of Amendments of Research/ Course Registration <i>(ONLINE)</i>	-	Week 4	5 Mar 2020 5.00 pm		<a href="https://my.utm.my">https://my.utm.my</a>
9.	Amendments of Research/ Course Registration <i>(WITH PENALTY)</i>	1 week	Week 5	8 – 12 Mar 2020	9 – 13 Mar 2020	A penalty of <b>RM100.00</b> for each course will be imposed for late registration/ amendments
10.	Deadline for Amendments of Research/ Course Registration <i>(WITH PENALTY)</i>	-	Week 5	12 Mar 2020 3.30 pm	13 Mar 2020 5.00 pm	
11.	Course Withdrawal (TD)	4 weeks	Week 6 – 9	15 Mar – 9 Apr 2020	16 Mar – 10 Apr 2020	
12.	Faculty Check and Remind Students Who Did Not Register Any Courses	5 weeks	Week 6 – 10	15 Mar – 16 Apr 2020	16 Mar – 17 Apr 2020	
13.	Application for Deferment or Withdrawal From Programme	9 weeks	Week 7 – 14	22 Mar – 14 May 2020	23 Mar – 15 May 2020	
14.	Deadline for Application of Reduction and Exemption Tuition Fees Deadline	-	Week 8	2 Apr 2020 3.30 pm	3 Apr 2020 5.00 pm	Applications will not be accepted after this date

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				<b>JOHOR BAHRU</b>	<b>KUALA LUMPUR</b>	
15.	Mid Semester Break, Semester II, 2019/2020 Session	1 weeks	Week 8	29 Mar – 2 Apr 2020	30 Mar – 4 Apr 2020	<b>Ramadan Begins</b> 24 Apr 2020 (Johor)
16.	Deadline for Course Withdrawal (TD)	-	Week 9	16 Apr 2020 3.30 pm	17 Apr 2020 5.00 pm	Applications for course withdrawal will not be accepted after this date  A penalty of <b>RM100.00</b> for each course will be imposed for TD.
17.	Submission of Progress Report	4 Weeks	Week 10 – 13	12 Apr – 7 May 2020		<b>Labour Day</b> 1 May 2020 (KL Only) *3 May 2020 (JB Only)  Application for <b>Notification Thesis Submission</b> are <b>THREE (3) months before</b> the Expected Date of Thesis Submission
18.	Final date for Submission of Progress Report	-	Week 13	7 May 2020 3.30 pm	8 May 2020 5.00 pm	<b>Wesak Day</b> 7 May 2020
19.	Evaluation of Progress Report by Supervisor	2 Weeks	Week 14 – 15	10 - 21 May 2020		<b>Nuzul Al Quran (KL Only)</b> 10 & 11 May 2020
20.	AMD Issues Termination Letter For Students Who Did Not Register Any Courses	1 week	Week 15	24 May – 2 Jun 2020	25 May – 2 Jun 2020	<b>Eid Al- Fitri</b> 24 & 25 May 2020 (JB Only) 25 & 26 May 2020 (KL Only)
21.	Deadline for evaluation of Progress Report by Supervisor	-	Week 15	3 – 18 Jun 2020	3 - 19 Jun 2020	
22.	Deadline for Application for Deferment or Withdrawal From Programme	-	Week 15	21 Jun – 27 Aug 2020	22 Jun – 28 Aug 2020	<b>Eid Al- Adha</b> 31 July 2020 (KL Only) 2 Aug 2020 (JB Only)

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				<b>JOHOR BAHRU</b>	<b>KUALA LUMPUR</b>	
23.	Final date for submission of thesis/dissertation	-	-	27 Aug 2020		<b>Awal Muharam</b> 20 Aug 2020  <b>National Day</b> 31 Aug 2020
24.	Registration of Research/ Course for Semester I, 2020/2021 Session <i>(ONLINE)</i>	2 Weeks	Week 1 – 2	2 – 17 Sep 2020		<a href="https://my.utm.my">https://my.utm.my</a>
25.	Semester I, 2020/2021 Session			6 Sep 2020 – 29 Jan 2021		

\* ***Subject to change***

**Prepared by :**

Academic Management Division (AMD),  
 Department of the Deputy Vice-Chancellor (Academic & International)

**Date :** 6 Jan 2020