

**WORK SCHEDULE FOR COURSE REGISTRATION, APPLICATION FOR AWARD OF DEGREE AND EXAMINATION
FOR TAUGHT COURSE AND TAUGHT COURSE & RESEARCH STUDENTS (MIXED MODE)
FOR 2023/2024 ACADEMIC SESSION
UNIVERSITI TEKNOLOGI MALAYSIA**

SEMESTER I						
8 OCTOBER 2023 – 16 MARCH 2024 (UTM JB) 9 OCTOBER 2023 – 17 MARCH 2024 (UTM KL)						
NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
1.	Registration of Courses for Semester I, 2023/2024 Session (ONLINE)	2 weeks	-	25 Sep – 8 Oct 2023		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. Prophet's Muhammad Birthday 28 Sep 2023
2.	Semester I, 2023/2024 Session Lectures (Part 1)	7 weeks	Week 1 – 7	8 Oct – 25 Nov 2023	9 Oct – 26 Nov 2023	
3.	Deadline for Registration of Courses (ONLINE)	-	-	8 Oct 2023		https://my.utm.my
4.	Amendments of Course Registration (ONLINE)	1 week	Week 1	9 – 15 Oct 2023		https://my.utm.my
5.	Deadline of Amendments of Course Registration (ONLINE)	-	Week 2	15 Oct 2023		
6.	Late Registration of Courses (WITH PENALTY)	1 week	Week 2	16 – 23 Oct 2023		A penalty of RM100.00 for each course will be imposed for late registration/ amendments.
7.	Deadline for Late Registration of Courses (WITH PENALTY)	-	Week 3	23 Oct 2023 5.00 pm		
8.	Amendments of Courses Registration (WITH PENALTY)	1 week	Week 3	24 – 30 Oct 2023		
9.	Deadline for Amendments of Courses Registration (WITH PENALTY)	-	Week 4	30 Oct 2023 5.00 pm		

Prepared by:
 Academic Management and Convocation Section (AMaCS)
 Academic Management Division (AMD)
 Department of Registrar

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				JOHOR BAHRU	KUALA LUMPUR	
10.	Course Withdrawal (TD)	4 weeks	Week 6 – 9	13 Nov – 7 Dec 2023	13 Nov – 8 Dec 2023	Course withdrawal after the Amendments of Course Registration period will not affect the fees for the semester.
11.	Faculty Check and Remind Students Who Did Not Register Any Courses	5 weeks	Week 6 – 10	13 Nov – 14 Dec 2023	13 Nov – 15 Dec 2023	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.
12.	Application for Deferment or Withdrawal of Programme	7 weeks	Week 6 – 12	13 Nov – 28 Dec 2023	13 Nov – 29 Dec 2023	Deepavali 12 Nov 2023 Christmas 25 Dec 2023
13.	Mid Semester Break, Semester I, 2023/2024 Session	1 week	Week 8	26 Nov – 2 Dec 2023	27 Nov – 3 Dec 2023	
14.	Deadline for Course Withdrawal (TD)	-	Week 9	7 Dec 2023 3.30 pm	8 Dec 2023 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.
15.	Continuation of Semester I, 2023/2024 Session Lectures (Part 2)	7 weeks	Week 9 – 15	3 Dec 2023 – 20 Jan 2024	4 Dec 2023 – 21 Jan 2024	New Year (KL Only) 1 Jan 2024

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				JOHOR BAHRU	KUALA LUMPUR	
16.	Deadline for Application for Deferment or Withdrawal of Programme	-	Week 12	28 Dec 2023 3.30 pm	29 Dec 2023 5.00 pm	
17.	AMD Issues Termination Letter to Students Who Did Not Register Any Courses	1 week	Week 18	4 – 8 Feb 2024		
18.	Revision Week	1 week	Week 16	21 – 27 Jan 2024	22 – 28 Jan 2024	Thaipusam 25 Jan 2024
19.	Final Examination for Semester I, 2023/2024 Session	3 weeks	Week 17 - 20	28 Jan – 20 Feb 2024	29 Jan – 21 Feb 2024	Federal Territory Day (KL Only) 1 Feb 2024 Chinese New Year 10-11 Feb 2024 12 Feb 2024 (KL ONLY)
20.	Final Break Semester I, 2023/2024 Session	4 weeks	Week 20 – 24	21 Feb – 16 Mar 2024	21 Feb - 17 Mar 2024	Ramadan Begins* (Johor Only) 12 Mar 2024
21.	Final date for submission of dissertation	-	-	14 Mar 2024		
22.	Registration of Courses for Semester II, 2023/2024 Session (ONLINE)	2 weeks	-	TBC		https://my.utm.my

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NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
1.	Registration of Research/Course for Semester I, 2023/2024 Session (ONLINE)	2 weeks	-	25 Sep – 8 Oct 2023		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	8 Oct 2023 – 16 Mar 2024	9 Oct 2023 – 17 Mar 2024	
3.	Application for Reduction and Exemption Tuition Fees	8 weeks	Week 1 – 8	8 Oct – 30 Nov 2023	9 Oct – 1 Dec 2023	Deepavali 12 Nov 2023
4.	Deadline for Registration of Courses (ONLINE)	-	-	8 Oct 2023		https://my.utm.my
5.	Amendments of Course Registration (ONLINE)	1 week	Week 1	9 – 15 Oct 2023		https://my.utm.my
6.	Deadline of Amendments of Course Registration (ONLINE)	-	Week 2	15 Oct 2023		https://my.utm.my
7.	Late Registration of Courses (WITH PENALTY)	1 week	Week 2	16 - 23 Oct 2023		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 3	23 Oct 2023 5.00 pm		
9.	Amendments of Courses Registration (WITH PENALTY)	1 week	Week 3	24 – 30 Oct 2023		
10.	Deadline for Amendments of Courses Registration (WITH PENALTY)	-	Week 4	30 Oct 2023 5.00 pm		
11.	Course Withdrawal (TD)	4 weeks	Week 6 – 9	13 Nov – 7 Dec 2023	13 Nov – 8 Dec 2023	

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12.	Faculty Check and Remind Students Who Did Not Register Any Courses	5 weeks	Week 6 – 10	13 Nov – 14 Dec 2023	13 Nov – 15 Dec 2023	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 6 – 12	13 Nov – 28 Dec 2023	13 Nov – 29 Dec 2023	Deepavali 12 Nov 2023 Christmas 25 Dec 2023
14.	Mid Semester Break, Semester I, 2023/2024 Session	1 week	Week 8	26 Nov – 2 Dec 2023	27 Nov – 3 Dec 2023	
15.	Deadline for Application of Reduction and Exemption Tuition Fees	-	Week 8	30 Nov 2023 3.30 pm	1 Dec 2023 5.00 pm	Applications will not be accepted after this date.
16.	Deadline for Course Withdrawal (TD)	-	Week 9	7 Dec 2023 3.30 pm	8 Dec 2023 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	28 Dec 2023 3.30 pm	29 Dec 2023 5.00 pm	
18.	Submission of Progress Report	4 weeks	Week 10 – 14	11 Dec 2023 – 15 Jan 2024		Application for Notification Thesis Submission are THREE (3) months before the

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NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
						Expected Date of Thesis Submission.
19.	Final date for Submission of Progress Report	-	Week 15	15 Jan 2024		
20.	AMD Issues Termination Letter of Students Who Did Not Register Any Courses		Week 18	4 – 8 Feb 2024		
21.	Evaluation of Progress Report by Supervisor	3 weeks	Week 16 – 19	22 Jan – 19 Feb 2024		Thaipusam 25 Jan 2024 Federal Territory Day (KL Only) 1 Feb 2024 Chinese New Year 10-11 Feb 2024 12 Feb 2024 (KL ONLY)
22.	Deadline for Evaluation of Progress Report by Supervisor	-	Week 20	19 Feb 2024		
23.	Final date for submission of thesis/dissertation	-	-	14 Mar 2024		
<i>Application for Notification Thesis Submission is THREE (3) months before the Expected Date of Thesis Submission</i>						
24.	Registration of Courses for Semester II, 2023/2024 Session (ONLINE)	2 weeks	-	TBC		https://my.utm.my

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