

**WORK SCHEDULE FOR COURSE REGISTRATION, APPLICATION FOR AWARD OF DEGREE AND EXAMINATION
FOR TAUGHT COURSE AND TAUGHT COURSE & RESEARCH STUDENTS (MIXED MODE)
FOR 2015/2016 ACADEMIC SESSION
UNIVERSITI TEKNOLOGI MALAYSIA**

SEMESTER II, 2015/2016 SESSION 14 February 2016 – 3 September 2016 (23 Weeks)						
NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
1.	Registration of New Students	-	-	1 – 3 February 2016	6 – 7 February 2016	
2.	Briefing on Faculty Regulations and Course	-	-	-	-	Please refer respective faculty
3.	Registration of Courses for Semester II, 2015/2016 Session (ONLINE)	2 Weeks	Week 1 – 2	12 – 26 February 2016	12 – 26 February 2016	http://pendaftaran.utm.my/sps
4.	Semester II, 2015/2016 Session Lectures (Part 1)	7 Weeks	Week 1 – 7	14 February – 2 April 2016	15 February – 3 April 2016	
5.	Application for Reduction and Exemption Tuition Fees	8 Weeks	Week 1 – 8	14 February – 7 April 2016	15 February – 8 April 2016	
6.	Application for Conferment Form of Award for Final Semester Students Begins	12 Weeks	Week 1 – 12	14 February 2016	15 February 2016	Students are required to submit one copy of their identification card/ MyKad/ passport together with Application Form for Award of Degree (for convocation purposes). Form for Award of Degree UTM.E/7-7(PS) (Amendment 4/2013)
7.	Deadline for Registration of Courses (ONLINE)	1 Week	Week 2	26 February 2016 5.00 pm	26 February 2016 5.00 pm	http://pendaftaran.utm.my/sps
8.	Late Registration of Courses (WITH PENALTY)	1 Week	Week 3	28 February – 3 March 2016	29 February – 4 March 2016	A penalty of RM25.00 for each course (up to a total maximum of RM200.00) will be imposed for late registration/ amendments
9.	Deadline for Late Registration of Courses (WITH PENALTY)	-	Week 3	3 March 2016 3.30 pm	4 March 2016 5.00 pm	
10.	Amendments of Course Registration (ONLINE)	1 Week	Week 4	6 – 11 March 2016	6 – 11 March 2016	http://pendaftaran.utm.my/sps
11.	Deadline of Amendments of Course Registration (ONLINE)	-	Week 4	11 March 2016 5.00 pm	11 March 2016 5.00 pm	http://pendaftaran.utm.my/sps

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				JOHOR BAHRU	KUALA LUMPUR	
12.	Amendments of Courses Registration (WITH PENALTY)	1 Week	Week 5	13 – 17 March 2016	14 – 18 March 2016	A penalty of RM25.00 for each course (up to a total maximum of RM200.00) will be imposed for late registration/amendments
13.	Deadline for Amendments of Courses Registration (WITH PENALTY)	-	Week 5	17 March 2016 3.30 pm	18 March 2016 5.00 pm	
14.	Course Withdrawal (TD)	4 Weeks	Week 6 – 9	20 March – 14 April 2016	21 March – 15 April 2016	Birthday of His Majesty Sultan Johor (Johor Only) 23 March 2016 (Wednesday)
15.	Faculty Check Students Who Did Not Register Any Courses	5 Weeks	Week 6 – 10	20 March 2016	20 March 2016	
16.	Application for Deferment or Withdrawal From Programme	9 Weeks	Week 7 – 15	27 March – 26 May 2016	28 March – 27 May 2016	
17.	Mid Semester Break, Semester II, 2015/2016 Session	1 Week	Week 8	3 – 9 April 2016	4 – 10 April 2016	
18.	Application for Reduction and Exemption Tuition Fees Deadline	-	Week 8	7 April 2016 3.30 pm	8 April 2016 5.00 pm	
19.	AMD Issues Reminder Letter For Students Who Did Not Register Any Courses	1 Week	Week 9	10 April 2016	10 April 2016	
20.	Continuation of Semester II, 2015/2016 Session Lectures (Part 2)	7 Weeks	Week 9 – 15	10 April – 28 May 2016	11 April – 29 May 2016	UTM 56 th Convocation 23 – 24 April 2016 (Saturday – Monday)
21.	Deadline for Course Withdrawal (TD)	-	Week 9	14 April 2016 3.30 pm	15 April 2016 5.00 pm	Applications for course withdrawal will not be accepted after this date
22.	Deadline for Application for Conferment Form of Award for Final Semester Students	-	Week 12	5 May 2016 3.30 pm	6 May 2016 5.00 pm	Labour Day 1 May 2016 (Sunday) * Wesak Day May 2016
23.	Application for Conferment Form of Award For Final Semester Students Begins (WITH PENALTY)	3 Week	Week 13 – 15	8 – 26 May 2016	9 – 27 May 2016	Applications received two weeks after the closing date will be subjected to a penalty of RM15.00

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SEMESTER II, 2015/2016 SESSION 14 February 2016 – 3 September 2016 (23 Weeks)						
NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
24.	AMD Issues Termination Letter For Students Who Did Not Register Any Courses	1 Week	Week 14	15 May 2016	15 May 2016	
25.	Deadline for Application for Conferment Form Of Award For Final Semester Students (WITH PENALTY)	-	Week 15	26 May 2016 3.30 pm	27 May 2016 5.00 pm	Applications received two weeks after the closing date will be subjected to a penalty of RM15.00
26.	Deadline for Application for Deferment or Withdrawal From Programme	-	Week 15	26 May 2016 3.30 pm	27 May 2016 5.00 pm	
27.	Revision Week	1 Week	Week 16	29 May – 4 June 2016	30 Mei – 5 June 2016	Birthday of His Majesty Seri Paduka Baginda Yang Di-Pertuan Agong 4 June 2016 (Saturday)
28.	Final Examination for Semester II, 2015/2016 Session	3 Weeks	Week 17 - 19	5 – 25 June 2016	6 – 26 June 2016	Awal Ramadhan (Johor Only) 6 June 2016 (Monday)
29.	Final date for submission of dissertation	-	Week 19	23 June 2016 3.30 pm	24 June 2016 5.00 pm	
30.	Final Break Semester II, 2015/2016 Session	10 Weeks	Week 20 – 29	26 June – 3 September 2016	27 June – 4 September 2016	Eid-Uld-Fitri 6 & 7 July 2016 (Wednesday & Thursday)

* Subject to change

Prepared by:
Academic Management Division (AMD)
Academic Registrar Office (UTM ARO)
Office of the Deputy Vice-Chancellor (Academic & International)
30 November 2015

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SHORT SEMESTER, 2015/2016 SESSION						
NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
1.	Registration of Courses for Short Semester, 2015/2016 Session (ONLINE)	1 Week, before short semester begins	-	26 June – 1 July 2016	26 June – 1 July 2016	http://pendaftaran.utm.my/sps
2.	Deadline for Registration of Courses (ONLINE)	-	-	1 July 2016 5.00 pm	1 July 2016 5.00 pm	http://pendaftaran.utm.my/sps
3.	Lectures for Short Semester, 2015/2016 Session	8 Weeks	Week 1 – 8	3 July – 27 August 2016	4 July – 28 August 2016	
4.	Late Registration of Courses Begins (WITH PENALTY)	1 Week	Week 1	3 – 7 July 2016	4 – 8 July 2016	A penalty of RM25.00 for each course (up to a total maximum of RM200.00) will be imposed for late registration/ amendments
5.	Deadline for Late Registration of Courses (WITH PENALTY)	-	Week 1	7 July 2016 3.30 pm	8 July 2016 5.00 pm	Eid-Ul-Fitri 6 & 7 July 2016 (Wednesday & Thursday)
6.	Amendments of Course Registration (ONLINE)	1 Week	Week 2	10 – 15 July 2016	10 – 15 July 2016	http://pendaftaran.utm.my/sps
7.	Deadline for Amendments Of Course Registration (ONLINE)	-	Week 2	15 July 2016 5.00 pm	15 July 2016 5.00 pm	http://pendaftaran.utm.my/sps
8.	Course Withdrawal (TD)	2 Weeks	Week 3 – 4	17 – 28 July 2016	18 – 29 July 2016	
9.	Deadline of Course Withdrawal (TD)	-	Week 4	28 July 2016 3.30 pm	29 July 2016 5.00 pm	Applications for course withdrawal will not be accepted after this date
10.	Final Break for Short Semester	1 Week	-	28 August – 3 September 2016	29 August – 4 September 2016	

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