

SCHEDULE FOR REGISTRATION OF SUBJECTS AND APPLICATION FOR AN AWARD OF A POSTGRADUATE DEGREE

SEMESTER II 2008/2009 ,SESSION

All ***FULL TIME*** and ***PART TIME*** students are required to register their subjects every semester. Failing to do so within the stipulated due dates without acceptable reason will cause their registration to be TERMINATED. Completed form for the registration of subjects and/or application for an award must arrive at the School of Graduate Studies before the stipulated due dates.

<http://pendaftaran.utm.my/sps>

<http://www.sps.utm.my>

NO	ITEMS	WEEK	DATES
1.	Online subjects Registration	-	15 December 2008 – 9 January 2009
2.	Durations for late registration of Subjects and/or amendments of registration with penalty	3	12 – 16 January 2009

*(Application for registration of subjects received within the duration of late registration is subjected to a penalty of **RM15.00** and an extra of **RM. 1.00** for every single day delayed. Late registration with penalty includes adding new subjects).*

3.	Final date for late registration with penalty	3	16 January 2009
----	---	---	-----------------

*(After this date no application for late registration will be accepted unless approval from the university has been obtained. For such a case a late registration penalty of **RM25.00** is applied for each subject. The maximum late registration fee is **RM200.00**. Application to add new subject will not be accepted).*

4.	Subjects Registration Slip to be distributed by the School of Graduate Studies	4	19 January 2009
5.	Duration for correction of the subjects registration slip	4	19 – 23 January 2009

(Addition of new subjects are not allowed during this period. Correction of the subjects registration slip includes (i) to insert/correct a code of a subject that have been incorrectly recorded during the earlier registration, (ii) to delete a code of a subject from the list of registered subjects, (iii) to add and/or delete the status of registration such as UM, HW, HS, and HWUM, (iv) to add and/or delete "section")*

- Any error in the registration of subjects must be corrected by the student using the form UTM.E/3-5 (Borang Pembetulan Slip Pendaftaran Mata Pelajaran) except typing or printing error which will be corrected by the university.

6.	Duration of late correction with penalty	5	26 – 30 January 2009
----	--	---	----------------------

(Application for correction of registration slip (late correction) will only be accepted with a late correction penalty as described in the item 3 above. The duration for a late correction is subjected to a final date mentioned in items 7 below)

7.	Final date for a late correction with the penalty*	5	30 January 2009
----	--	---	-----------------

(After this date no late correction is acceptable, expect to delete a code of a subject unrelated to the study programme which was mistakenly registered previously. If such an application is accepted a penalty of RM25.00 is applicable for each and every code subjected to a maximum of RM200.00).

- The examination results for a student who failed to complete the registration correction accordingly will be suspended until such a correction is properly done.

8.	Final date for students to settle the educations fee	First day after the semester break	2 February 2009
9.	Duration for withdrawal of a subject (TD) (Use form E/3-2: Borang Tarik Diri Mata Pelajaran)	6 – 10	2 February 2009 – 6 Mac 2009

(After this date, application for withdrawal of a subject (TD) will not be acceptable)

The School of Graduate Studies will send the Registration Slip (after the late Correction and Withdrawal (TD) dates) to the respective faculties. (Students are advised to collect the slip from the faculties concerned)

10.	Duration for a final semester student to submit the application form for an award of a degree/diploma to the School of Graduate Studies. [Use form UTM.E/7-7(PS)]	2 - 14	7 January 2009 – 3 April 2009
-----	---	--------	-------------------------------

(After this date, an application for an award of a diploma/degree will only accepted with a late application penalty of RM15.00 subjected to the final date as mentioned in the item 11 below)

11.	Duration for a final semester student to submit the late application form for an award of a degree/diploma with penalty to the School of Graduate Studies	15 - 16	5 – 17 April 2009
-----	---	---------	-------------------

(After this date , no application for an award of a degree/diploma will be accepted. Application may be submitted for the following semester)

(STUDENT MAY OBTAIN THIS SCHEDULE FROM THE SCHOOL OF GRADUATE STUDIES OFFICE)



**School of Graduate Studies
UTM, Skudai
November 2008**