



**REGISTRATION GUIDELINE  
NEW INTERNATIONAL  
UNDERGRADUATE STUDENT**



**UNIVERSITI PUTRA MALAYSIA**

As a premier institution of learning, widely recognised for leadership in research and innovation, UPM continues to strive for excellence. In order to motivate the entire university community towards achieving excellence, it ensures that all the members, both students and members of staff, share the responsibility of strictly adhering to the demands of the University's vision, mission and goals.

**VISION**      » To become a university of international repute.

**MISSION**    » To make meaningful contributions towards wealth creation, nation building and universal human advancement through the exploration and dissemination of knowledge.

## **THE STORY BEHIND UPM**

Universiti Putra Malaysia was first established as the School of Agriculture in 1931. The school was located on a 22-acre piece of land in Serdang and offered two programmes a three-year diploma programme and a one-year certificate course in Agriculture. In 1947, the school was declared the College of Agriculture Malaya by Sir Edward Gent, the then Governor of the Malayan Union. The establishment of Universiti Pertanian Malaysia came about when the College of Agriculture in Serdang merged with the Faculty of Agriculture, University of Malaya. Dr. Mohd. Rashdan bin Haji Baba, the then principal of the College of Agriculture Malaya, was appointed as the first Vice-Chancellor by virtue of the provisions of Section 18 of the Universities and University Colleges Act, 1971. With the first intake of 1,559 students, Universiti Pertanian Malaysia had its first academic session in July 1973 in the three central faculties and one basic division: the Faculty of Veterinary Medicine and Animal Sciences, Faculty of Forestry, Faculty of Agriculture, and a Division of Foundation Studies. In the early 80s, UPM extended its area of studies to include the field of Science and Technology (S&T). In 1997, the name Universiti Pertanian Malaysia was changed to Universiti Putra Malaysia by former Prime Minister, Tun Dr. Mahathir Mohammad, as a strategic gesture to portray the status of UPM as a centre of higher education capable of providing various fields of studies, especially in science and information technology, which facilitate national development in the new millennium.

## 1.0 THE REQUIREMENTS FOR STUDENT REGISTRATION

### 1.1 THE REGISTRATION FLOW

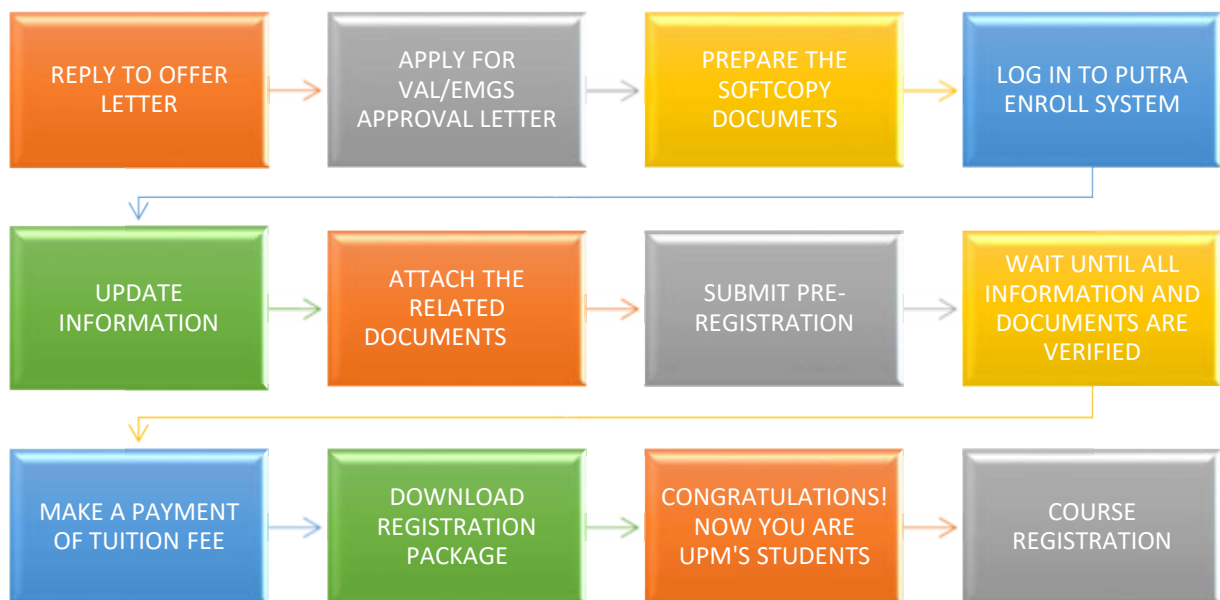
All new students are required to report on the following date for registration.

URL : [www.putraenroll.upm.edu.my](http://www.putraenroll.upm.edu.my)

Please bring the following documents when registering:

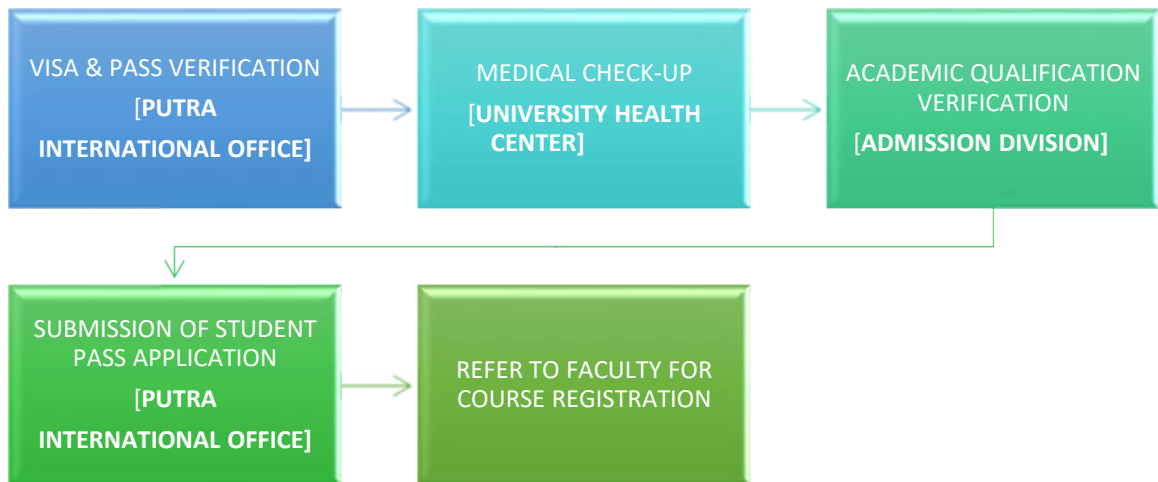
- i. Admission Offer Letter (online print)
- ii. Passport
- iii. Supporting documents
- iv. Pre-registration confirmation slip (online print)
- v. Registration Checklist (online print)

#### A. ONLINE REGISTRATION



## B. VERIFICATION OF REGISTRATION

Verification of registration for international student is currently in Malaysia:



Note:

1. Students who register from outside Malaysia during Movement Control Order (MCO) will undergo a verification process after MCO is lifted.
2. Students who need on-campus accommodation are advised to email [ma\\_husaini@upm.edu.my](mailto:ma_husaini@upm.edu.my) from the Student Affairs Division

## 1.2 SUPPORTING DOCUMENTS FOR REGISTRATION

If you have decided to accept an offer of admission to UPM, you are required to do the following actions:

- a. Make confirmation of acceptance of the offer,
- b. Make online registration in the PutraENROLL as follows: -
  - Update Personal Information
  - Health Declaration
  - Make payment of fees.
  - Upload passport size photos for Student Card purposes.
  - Print the enrollment confirmation slip for new international student.
  - Make registration confirmation and print the registration slip and bring it on the registration day (International student is currently in Malaysia).

## **2.0 HEALTH EXAMINATION**

### **2.1 NEW INTERNATIONAL STUDENTS IN MALAYSIA**

1. New international students currently in Malaysia must undergo a health examination before register.
2. The health examination must be done at the University Health Centre (PKU).
3. Before attending PKU, please complete the online registration form <http://putraenroll.upm.edu.my/> and make an appointment for a health examination.
4. Bring RME / IPT International form to PKU during your health examination session.
5. PKU will verify the health examination report and endorse it through the system.
6. Follow the next instruction in PutraENROLL to continue the registration process.

### **2.2 NEW INTERNATIONAL STUDENTS OUTSIDE MALAYSIA**

1. New international students who are still in their respective countries are not required to undergo a health examination before register.
2. New students only need to declare their health status in PutraENROLL.
3. Full health examination will be done only after the Malaysian government gives permission to enter Malaysia for new students to continue their study face to face.
4. University Health Centre (PKU) will endorse the health status according to the term and regulation of health-related disorder for admission of international student. Therefore, new students are strongly advised to be honest and not enroll if they suffer from one of the diseases mentioned. Otherwise, any costs or losses due to dishonesty will be borne by the students.

## **3.0 TUITION FEES**

### **3.1 ONLINE PAYMENT (FROM OVERSEAS):**

UPM has partnered with Flywire, to streamline and simplify payments from overseas. By using Flywire, payers can use various payment methods (e.g. credit cards, e-wallets, bank transfers), save on intermediary bank fees, and receive 24/7 multilingual customer support.

Click here to start your payment – <https://flywire.upm.edu.my/>

### **3.1 ONLINE PAYMENT (FROM MALAYSIA):**

Online Transfer:

- Bank Account No : 8002155042
- Bank Name : CIMB BANK BERHAD
- Account Name : UPM Collection
- Bank Branch : Universiti Putra Malaysia, Serdang Branch

### **3.2 THE REGULATION OF STUDENT FINANCIAL**

- i. The University may determine any action that can be taken against the student who fails to pay the tuition fee.
- ii. Students who fail to pay the fee within the stipulated period will be barred from the course registration for the next semester.
- iii. If the tuition fees and other university claims are not paid, the University have reserves the right to make a claim from the student regarding all outstanding fees including taking legal action even if the student has terminated from the university.

New students who withdraw and Senior Students who withdraw / postpone their studies from the University AFTER two (2) weeks from the first day of the current semester lecture, are required to pay all fees for the semester.

#### **General Rules**

Any problems related to the explanation of the above provisions and rules should be referred to:

**Student Finance Section, Treasurer's Office**

Tel : 03-97696225 / 03-97696215 / 03-97696240

Email : bursar.student\_ug@upm.edu. my

### **3.0 STUDENT INFORMATION**

#### **3.1 UPM-ID**

Please activate your UPM-ID at <https://upm-id.upm.edu.my/student/public/ActivateUser?> after the registration to access the UPM online system such as student email, PUTRA VID, hotspot and PutraBlast.

#### **3.2 UPM STUDENTS EMAIL**

The URL to login UPM Students Email is at <https://mail.student.upm.edu.my>. Student email can be used after 24 hours of UPM-ID registration. This email is the main and official way to communication between student and UPM. Please check your student email regularly.

#### **3.3 STUDENT PORTAL – STUDENT INFORMATION SYSTEM**

1. To view MyProfile
  - a. To view the personal info
  - b. To view the student address
  - c. To view the dependent info
  - d. To view the guardian info
  - e. To view study info (UPM)
  - f. To view student activity info
  - g. To view academic advisor info
  - h. To view E-Drawer info
  
2. To view MyRegistration Info
  - a. Make the course registration
  - b. To view the dropped course information
  - c. To view the exemption course information
  - d. To view the course has been taken
  - e. To view the course schedule
  - f. To view an examination result

- g. To view the curriculum structure information
  - h. To make a simulation
3. To view MyTimetable
- a. To view the student class timetable
  - b. To view a list of course offered by semester session
  - c. To view the student examination schedule
4. To view MyFinance Information
- a. To view account statement information
  - b. To view payment confirmation information
  - c. To make a payment via FPX
5. To view MyForm Information
- a. To apply for withdrawal
  - b. To apply for change programme
  - c. To apply for deferment of studies
  - d. To apply for a grade /Termination review
  - e. To apply for adding more than 20 credits

Please use the following URL to login into student portal.

URL : <https://smp.upm.edu.my/>

USERNAME : Matric Number

PASSWORD : Passport Number

## **COURSE REGISTRATION**

Please follow the study programme handbook to register your subject

[https://akademik.upm.edu.my/current\\_student/study\\_programme\\_handbook-8746](https://akademik.upm.edu.my/current_student/study_programme_handbook-8746)



Any problem please contact the officer incharge as below:

<b>OFFICER</b> <b>NAME</b> <b>TELEPHONE</b> <b>EMAIL</b>  <b>STAFF</b> <b>NAME</b> <b>TELEPHONE</b> <b>EMAIL</b>	<b>AGRICULTURE</b>  <b>PN. FAHEZAH NOR BINTI MOHAMED</b> 03-9769 4968 <a href="mailto:fahezah_nor@upm.edu.my">fahezah_nor@upm.edu.my</a>  <b>PN. NORHASHIKIM NASER</b> 03-9769 4983 /4103 <a href="mailto:norhashikim@upm.edu.my">norhashikim@upm.edu.my</a> / <a href="mailto:suzira@upm.edu.my">suzira@upm.edu.my</a>
<b>OFFICER</b> <b>NAME</b> <b>TELEPHONE</b> <b>EMAIL</b>  <b>STAFF</b> <b>NAME</b> <b>TELEPHONE</b> <b>EMAIL</b>	<b>AGRICULTURE AND FOOD SCIENCES (SARAWAK CAMPUS)</b>  <b>EN NOOR HAKIM AHMAD</b> 03-9769 086 / 855684 <a href="mailto:noor_hakim@upm.edu.my">noor_hakim@upm.edu.my</a>  <b>PUSPASARI BINTI WAHAB</b> (6086)-855263 puspasari@upm.edu.my
<b>OFFICER</b> <b>NAME</b> <b>TELEPHONE</b> <b>EMAIL</b>  <b>STAFF</b> <b>NAME</b> <b>TELEPHONE</b> <b>EMAIL</b>	<b>BIOTECHNOLOGY AND BIOMOLECULAR SCIENCE</b>  <b>EN MOHD RADZI MAHIDIN</b> 03-8946 7588 <a href="mailto:m_radzi@upm.edu.my">m_radzi@upm.edu.my</a>  <b>SITI NORHASIKEN BINTI ABDUL RAHMAN</b> 03-8946 6664 <a href="mailto:norhasiken@upm.edu.my">norhasiken@upm.edu.my</a> , <a href="mailto:mh_fadil@upm.edu.my">mh_fadil@upm.edu.my</a>
<b>OFFICER</b> <b>NAME</b> <b>TELEPHONE</b> <b>EMAIL</b>	<b>BUSINESS AND ECONOMICS</b>  <b>DALINA BINTI KAMARUDIN</b> +603-9769 6955 <a href="mailto:kadalina@upm.edu.my">kadalina@upm.edu.my</a>

<b>STAFF NAME</b> <b>TELEPHONE</b> <b>EMAIL</b>  <b>NAME</b> <b>TELEPHONE</b> <b>EMAIL</b>	<b>SITI NOOR FARIZA MOHD YUSOFF</b> 03- 8946 7603 <a href="mailto:fariza_my@upm.edu.my">fariza_my@upm.edu.my</a>  <b>MOHD SALLEH BIN ASALI</b> 03-8946 6954 salleh_asali@upm.edu.my
<b>OFFICER NAME</b> <b>TELEPHONE</b> <b>EMAIL</b>  <b>STAFF NAME</b> <b>TELEPHONE</b> <b>EMAIL</b>	<b>COMPUTER SCIENCE AND INFORMATION TECHNOLOGY</b>  <b>PUAN LATIFAH AMIR</b> 03-8947 1737 <a href="mailto:aifah@upm.edu.my">aifah@upm.edu.my</a>  <a href="mailto:ABDUL MUTHALLIB BIN KAMARUDIN">ABDUL MUTHALLIB BIN KAMARUDIN</a> 03-8947 6565 muthallib@upm.edu.my
<b>OFFICER NAME</b> <b>TELEPHONE</b> <b>EMAIL</b>  <b>STAFF NAME</b> <b>TELEPHONE</b> <b>EMAIL</b>	<b>DESIGN AND ARCHITECTURE</b>  Zenaida Md Zenon 03-8946 4049 <a href="mailto:zenaida@upm.edu.my">zenaida@upm.edu.my</a>  <b>HASMAH BINTI MAT ISA</b> 03-8946 4012 <a href="mailto:azlindaon@upm.edu.my">azlindaon@upm.edu.my</a> / <a href="mailto:hasmahmi@upm.edu.my">hasmahmi@upm.edu.my</a>
<b>OFFICER NAME</b> <b>TELEPHONE</b> <b>EMAIL</b>  <b>STAFF NAME</b> <b>TELEPHONE</b>	<b>EDUCATIONAL STUDIES</b>  PUAN SHAERIN AZLIN AD. RAHMAN 03-8946 8959 <a href="mailto:shaerin@upm.edu.my">shaerin@upm.edu.my</a>  <b>SHAMMIZAH BINTI AHMAD</b> 03-8946 8116

<b>EMAIL</b>	<a href="mailto:shammizah@upm.edu.my">shammizah@upm.edu.my</a> / <a href="mailto:norhuda@upm.edu.my">norhuda@upm.edu.my</a>
<b>OFFICER</b>	<b>ENGINEERING</b>
<b>TELEPHONE</b>	NO OFFICER
<b>EMAIL</b>	03-9769 1592
<b>STAFF</b>	
<b>NAME</b>	<b>CIK NORA BINTI ABDULLAH</b>
<b>TELEPHONE</b>	03-9769 4462
<b>EMAIL</b>	<a href="mailto:a_nora@upm.edu.my">a_nora@upm.edu.my</a>
<b>OFFICER</b>	<b>FOOD SCIENCE AND TECHNOLOGY</b>
<b>NAME</b>	<b>PN SARAH SALWAH ADNAN</b>
<b>TELEPHONE</b>	03-8946 8416
<b>EMAIL</b>	<a href="mailto:sarahs@upm.edu.my">sarahs@upm.edu.my</a>
<b>STAFF</b>	
<b>NAME</b>	<b>RUZAINI BIN TAMIN</b>
<b>TELEPHONE</b>	03-8946 8417
<b>EMAIL</b>	<a href="mailto:ruzaini@upm.edu.my">ruzaini@upm.edu.my</a> / <a href="mailto:snhshr@upm.edu.my">snhshr@upm.edu.my</a>
<b>OFFICER</b>	<b>FORESTRY AND ENVIRONMENTAL STUDIES</b>
<b>NAME</b>	<b>PN WAN ROHANI WAN MOHAMED</b>
<b>TELEPHONE</b>	03- 9769 7451
<b>EMAIL</b>	<a href="mailto:wrohani@upm.edu.my">wrohani@upm.edu.my</a>
<b>STAFF</b>	
<b>NAME</b>	<b>PN NORAZIZAH BINTI ABDUL GHANI</b>
<b>TELEPHONE</b>	03-9769 7216
<b>EMAIL</b>	<a href="mailto:azizah_ag@upm.edu.my">azizah_ag@upm.edu.my</a>
<b>OFFICER</b>	<b>HUMAN ECOLOGY</b>
<b>NAME</b>	<b>EN SAIFUL BAHRIE ABDUL MANAP</b>
<b>TELEPHONE</b>	03-8946 7160
<b>EMAIL</b>	<a href="mailto:sbahrie@upm.edu.my">sbahrie@upm.edu.my</a>
<b>STAFF</b>	
<b>NAME</b>	<b>SHARIFAH BINTI HUSSIN</b>

<b>TELEPHONE</b>	03-9769 7056
<b>EMAIL</b>	<a href="mailto:sharifahh@upm.edu.my">sharifahh@upm.edu.my</a>
<b>OFFICER</b>	<b>MEDICINE AND HEALTH SCIENCE</b>
<b>NAME</b>	<b>PUAN ZAIREEN ZAKARIA</b>
<b>TELEPHONE</b>	03-8946 2686
<b>EMAIL</b>	<a href="mailto:erinn@upm.edu.my">erinn@upm.edu.my</a>
<b>NAME</b>	<b>ENCIK KHAIRI HASAN</b>
<b>TELEPHONE</b>	03-8947 2326
<b>EMAIL</b>	<a href="mailto:hkhairi@upm.edu.my">hkhairi@upm.edu.my</a>
<b>STAFF</b>	
<b>NAME</b>	<b>PUAN SUZELIN SAMSI</b>
<b>TELEPHONE</b>	03-8947 2329
<b>EMAIL</b>	<a href="mailto:suzelin@upm.edu.my">suzelin@upm.edu.my</a>
<b>OFFICER</b>	<b>MODERN LANGUAGE AND COMMUNICATION</b>
<b>NAME</b>	<b>AZARIZAM BINTI ALI</b>
<b>TELEPHONE</b>	03-8946 8686
<b>EMAIL</b>	<a href="mailto:azarizam@upm.edu.my">azarizam@upm.edu.my</a>
<b>STAFF</b>	
<b>NAME</b>	<b>ZAILATUL AZREENA BINTI CHE ZAINAL</b>
<b>TELEPHONE</b>	03-8946 8703
<b>EMAIL</b>	<a href="mailto:azreena@upm.edu.my">azreena@upm.edu.my</a>
<b>OFFICER</b>	<b>SCIENCE</b>
<b>NAME</b>	<b>NORLIDA ZAMBERI</b>
<b>TELEPHONE</b>	03-8946 8476
<b>EMAIL</b>	<a href="mailto:nor_lida@upm.edu.my">nor_lida@upm.edu.my</a>
<b>STAFF</b>	
<b>NAME</b>	<b>ACHTAR MADENA BINTI ABDUL LATIFF</b>
<b>TELEPHONE</b>	03-8946 6609
<b>EMAIL</b>	<a href="mailto:madina@upm.edu.my">madina@upm.edu.my</a>

<b>OFFICER</b>	<b>VETERINARY MEDICINE</b>
<b>NAME</b>	<b>RITA ANAK BAJAT</b>
<b>TELEPHONE</b>	03-8609 3883
<b>EMAIL</b>	<a href="mailto:b_rita@upm.edu.my">b_rita@upm.edu.my</a>
<b>STAFF</b>	
<b>NAME</b>	<b>TENGGU NOR HAFZAN TENGGU MUDA</b>
<b>TELEPHONE</b>	03-8906 3892
<b>EMAIL</b>	<a href="mailto:norhafzan@upm.edu.my">norhafzan@upm.edu.my</a>

### **3.4 STUDENT SMART CARD (PUTRA VID)**

Putra VID is an IDEC innovation to introduce student card in the form of 'virtual' using 'QR Code' technology. UPM is the first public university in Malaysia to use the STUDENT CARD virtually.

Your Student Card (**PUTRA VID**) is:

- i. Matric card
- ii. Library Card
- iii. Identity Card while on campus

Students are required to first activate UPM-ID to enable PutraVID cards to be accessed and used. All new students MUST upload the PutraVID and PutraVerify applications for this Student Card virtually.

Please follow the guideline to download your PUTRA VID

[https://idec.upm.edu.my/upload/dokumen/20180830143929User\\_Guide\\_Putra\\_VID\\_UPM.pdf](https://idec.upm.edu.my/upload/dokumen/20180830143929User_Guide_Putra_VID_UPM.pdf)

The PutraVID application is available from Google Play for android version smartphones or in the Apple Store for iOS version smartphones by typing 'PutraVID'. (Only android version 5.0 and above and iOS version 9.0 and above ONLY support PutraVID function).



PutraVID card can also be accessed using a 'web browser' on a smartphone, tablet, personal computer (PC) or laptop using the following address: <http://putraavid.upm.edu.my>  
In the application, the card containing PASSPORT-sized PICTURES found in the PutraENROLL system before the Registration Day.

The required image format has the following features:

- Blue background)
- Formal dress (T-shirt is not allowed at all)
- Image size 3.5cm x 4.5cm
- JPG file format (500kb / 0.5Mbyte)

Students are required to bring and display the Student Card all times while on campus. It should be noted that it is an offense for students not to display the Student Card on campus.

Students who do not bring and display the Student Card, will not be allowed to sit for the examination / test.

Students who require a physical print of the Student Card must obtain confirmation from the Faculty. The faculty will issue a letter to the Security Division to print the Student Card.

### **3.5 PutraBLAST – UPM Official Learning Management System**

PutraBLAST was developed internally in collaboration with the Centre for Development of Information and Communication (IDEC) UPM by using Moodle platform. Moodle is a popular platform and best seen nowadays in implementing online learning. In addition to user-friendly and easy to use, it is also free to use, and can be improved according to university needs. PutraBLAST is an info structure management and delivery of learning content, teaching and learning evaluation, progress tracking and monitoring of the learning process in UPM. The system is expected to meet the requirements of integration with a variety of the latest devices and technologies can be easily reached.

Please use the following URL to login into student portal

URL : <http://learninghub.upm.edu.my/>

USERNAME : Matric Number

PASSWORD : Passport Number

#### **4.0 STUDENT ATTIRE ETIQUETTE**

Students are our customers. We aim to provide the best service to you if you adhere to the etiquette of student attire. You are reminded to adhere to the stipulated dress code while attending lectures, tutorials, examinations, workshops or any activities within the campus. A student who fails to abide by the university's dress code will be barred from entering the premises.

## **STUDENT ATTIRE ETIQUETTE**



1. Each student must dress appropriately attired in a manner that demonstrates neatness, tidiness and modestly.
2. A student is required to dress modestly (collared t-shirts, shoes, long pants, skirt hemline below the knee).
3. A student is not allowed to wear:
  - a. Skirt above the knee or shorts
  - b. Collarless shirt
  - c. Sleeveless shirt

- d. Tight trousers
  - e. Slippers
  - f. Purdah/face veil/niqab
  - g. Shabby jeans
  - h. Piercing for male and excessive piercing for female
4. A student is not allowed to wear a hat or bandana during official activities or in a lecture hall except during recreational activities.
  5. A male student is not allowed to dress like a woman and vice versa
  6. A student is not allowed to display any tattoo on any body parts.



## ACADEMIC CALENDAR

ACADEMIC CALENDAR  
UNIVERSITI PUTRA MALAYSIA  
2020/2021 SESSION  
BACHELOR PROGRAMME



FOR BACHELOR, MASTER AND PH.D PROGRAM

FIRST SEMESTER			
ACTIVITY	DATE		DURATION
* Lectures	19 October 2020	- 06 December 2020	07 Weeks
Mid-Semester Break	07 December 2020	- 13 December 2020	01 Week
** Lectures	14 December 2020	- 31 January 2021	07 Weeks
*** Revision Break	01 February 2021	- 14 February 2021	02 Week
# Final Examination	15 February 2021	- 28 February 2021	02 Weeks
## Inter-Semester Break	01 March 2021	- 21 March 2021	03 Weeks
SECOND SEMESTER			
ACTIVITY	DATE		DURATION
### Lectures	22 March 2021	- 09 May 2021	07 Weeks
@ Mid-Semester Break	10 May 2021	- 16 May 2021	01 Week
@@ Lectures	17 May 2021	- 04 July 2021	07 Weeks
@@@ Revision Break	05 July 2021	- 11 July 2021	01 Week
% Final Examination	12 July 2021	- 25 July 2021	02 Weeks
%% Final Semester Break	26 July 2021	- 10 October 2021	11 Weeks
THIRD SEMESTER (Special)			
ACTIVITY	DATE		DURATION
%% Lectures	26 July 2021	- 12 September 2021	07 Weeks
%% Final Examination	13 September 2021	- 19 September 2021	01 Week
LEGEND			
LEGEND	DATE	DAY	
* Maulidur Rasul	- 29 October 2020	Thursday	
* Deepavali	- 14 November 2020	Saturday	
** Sultan of Selangor's Birthday	- 11 December 2020	Friday	
*** Christmas Day	- 25 December 2020	Friday	
*** New Year's Day	- 01 January 2021	Friday	
*** Thaipusam	- 28 January 2021	Thursday	
# Federal Territory Day	- 01 February 2021	Monday	
# Tahun Baru Cina	- 12 & 13 February 2021	Friday & Saturday	
## Israk dan Mikraj	- 11 March 2021	Thursday	
### Nuzul Quran	- 29 April 2021	Thursday	
#### Hari Pekerja	- 01 May 2021	Saturday	
@ Hari Raya Aidilfitri	- 13- 14 May 2021	Thursday/Friday	
@@ Wesak Day	- 26 May 2021	Wednesday	
@@@ YDP Agong Birthday	07 June 2021	Monday	
@@@@ Raya AidilAdha	20 July 2021	Tuesday	
% Sarawak Day	- 22 July 2021	Thursday	
%% Awal Muharam (Maal Hijrah)	- 10 August 2021	Tuesday	
%% Merdeka/Independant Day	- 31 August 2021	Tuesday	
%% Malaysia Day	- 16 September 2021	Thursday	

(Mid-Semester Break week is not included in the Lecture week)



ACADEMIC CALENDAR  
UNIVERSITI PUTRA MALAYSIA  
2020/2021 SESSION  
BACHELOR PROGRAMME



**FOR BACHELOR PROGRAM ONLY**

FIRST SEMESTER ACTIVITY	DATE	DURATION
<b>* LECTURES</b>	19 October 2020 - 06 December 2020	07 Weeks
Application for Postponement of Study	19 October 2020 - 06 December 2020	07 Weeks
Change of Course Registration (without penalty)/New Students	19 October 2020 - 01 November 2020	02 Weeks
Late Course Registration (without penalty)	19 October 2020 - 25 October 2020	01 Week
Application for Course Exemption	19 October 2020 - 01 November 2020	02 Weeks
Result of Application for Course Exemption	02 November 2020 - 08 November 2020	01 Week
Late Course Registration (with penalty)	26 October 2020 - 01 November 2020	01 Week
Dropping Course (with penalty)	02 November 2020 - 06 December 2020	05 Weeks
Grade Review Results for Second Semester 2019/2020	06 November 2020	
Evaluation/Test I	09 November 2020 - 29 November 2020	03 Weeks
Evaluation/Test I Result	10 November 2020 - 06 December 2020	04 Week
Application for Postponement of Study (health)	19 October 2020 - 06 December 2020	08 Weeks
<b>MID-SEMESTER BREAK</b>	07 December 2020 - 13 December 2020	01 Week
<b>** LECTURES</b>	14 December 2020 - 31 January 2021	07 Weeks
Evaluation/Test II	21 December 2020 - 10 January 2021	03 Weeks
Evaluation/Test II Result	22 December 2020 - 07 February 2021	07 Weeks
Course Registration for Second Semester 2020-2021	30 November 2020 - 20 December 2020	03 Weeks
<b>*** REVISION BREAK</b>	01 February 2021 - 14 February 2021	02 Week
<b># FINAL EXAMINATION</b>	15 February 2021 - 28 February 2021	02 Weeks
Key-in marks into SMP by lecturers	16 February 2021 - 10 March 2021	10 days after examination
Replacement Examination	16 February 2021 - 14 March 2021	Within 2 weeks of the date of the examination
<b>## INTER-SEMESTER BREAK</b>	01 March 2021 - 01 March 2021	05 Weeks
<b>Senate Meeting (I)</b>	11 March 2021	Announcement of the Examination Result the next day after the senate meeting.
Grade Review	12 March 2021 - 25 March 2021	14 Days
Application for Changing a Programme of a Study	12 March 2021 - 21 March 2021	10 Days
Grade Review "Fail and Terminated"	12 March 2021 - 25 March 2021	14 Days
<b>#* Special Examination</b>	12 March 2021 - 21 March 2021	10 Week
Results of Changing a Programme of Study	22 March 2021 - 28 March 2021	14 Days
<b>Senate Meeting (II) Cases of "TL"</b> (Project/Practical Training/Teaching Training/Counseling Practicum)	08 April 2021	Announcement of the Examination Result the next day after the senate meeting.

**ACADEMIC CALENDAR  
UNIVERSITI PUTRA MALAYSIA  
2020/2021 SESSION  
BACHELOR PROGRAMME**



*[Senate Minute 676]  
Senat 14/05/2020*

**FOR BACHELOR PROGRAM ONLY**

<b>LEGEND</b>	<b>DATE</b>	<b>DAY</b>
* Malaysia's National Day	- 31 August 2020	Saturday
* Malaysia Day	- 16 September 2020	Monday
* Birthday of the Governor of Sarawak	- 10 October 2020	Saturday
* The Prophet Muhammad's Birthday	- 29 October 2020	Thursday
** Deepavali/Diwali	14 November 2020	Saturday
** Birthday of the Sultan of Selangor	- 11 December 2020	Friday
*** Christmas Day	- 25 December 2020	Friday
# New Year's Day	- 01 January 2021	Friday
## Thaipusam	- 28 January 2021	Thursday
## Federal Territory Day	- 01 February 2021	Monday
## Chinese New Year	- 12 & 13 February 2021	Friday & Saturday

*(Mid-Semester Break week is not included in the Lecture week)*

ACADEMIC CALENDAR  
UNIVERSITI PUTRA MALAYSIA  
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BACHELOR PROGRAMME



**FOR BACHELOR PROGRAM ONLY**

SECOND SEMESTER ACTIVITY	DATE		DURATION
###Lectures	22 March 2021	- 09 May 2021	07 Weeks
Application for Postponement of Study	22 March 2021	- 09 May 2021	07 Weeks
Change of Course Registration (without penalty)	22 March 2021	- 04 April 2021	02 Weeks
Late Course Registration (without penalty)	22 March 2021	- 28 March 2021	01 Week
Late Course Registration (with penalty)	29 March 2021	- 04 April 2021	01 Week
Dropping Course (with penalty)	05 April 2021	- 09 May 2021	05 Weeks
Grade Review Results for First Semester 2020/2021	09 April 2021		
Evaluation/Test I	12 April 2021	- 02 May 2021	03 Weeks
Evaluation/Test I Result	13 April 2021	- 09 May 2021	04 Weeks
<b>MID-SEMESTER BREAK</b>	10 May 2021	- 16 May 2021	01 Week
<b>@ LECTURES</b>	17 May 2021	- 04 July 2021	07 Weeks
Application for Postponement of Study (health)	17 May 2021	- 11 July 2021	08 Weeks
**#Evaluation/Test II	24 May 2021	- 13 June 2021	03 Weeks
Evaluation/Test II Result	25 May 2021	- 20 June 2021	04 Weeks
Course Registration for First Semester 2021-2022	14 June 2021	- 04 July 2021	03 Weeks
% REVISION BREAK	05 July 2021	- 11 July 2021	01 Week
%% FINAL EXAMINATION	12 July 2021	- 25 July 2021	02 Weeks
Key-in Mark into SMP by lecturer	13 July 2021	- 08 August 2021	02 weeks after examination
Replacement Examination	13 July 2021	- 08 August 2021	Within 2 weeks of the date of the examination
%%% FINAL SEMESTER BREAK	26 July 2021	- 10 October 2021	11 Weeks
Senate Meeting (I)	12 August 2021	Announcement of the Examination Result the next day after the senate meeting.	
#&*Special Examination	13 August 2021	- 19 August 2021	01 Week
Application for Changing a Program of a Study	13 August 2021	- 26 August 2021	02 Weeks
Grade Review "Fail and Terminated"	13 August 2021	- 26 August 2021	02 Weeks
Grade Review	13 August 2021	- 26 August 2021	02 Weeks
Results of Changing a Program of Study	06 September 2021	- 12 September 2021	01 Week
Senate Meeting (II) Cases of "TL" (Project/Practical Training/ Teaching Training/Counseling Practicum)	09 September 2021	Announcement of the Examination Result the next day after the senate meeting.	



ACADEMIC CALENDAR  
UNIVERSITI PUTRA MALAYSIA  
2020/2021 SESSION  
BACHELOR PROGRAMME



**FOR BACHELOR PROGRAM ONLY**

LEGEND	DATE	DAY
## Chinese New Year	- 12 & 13 February 2021	Friday & Saturday
### Israk dan Mikraj	- 11 March 2021	Thursday
@ Nuzul Quran	- 29 April 2021	Thursday
@ Labour Day	- 01 May 2021	Saturday
@ Raya Aidilfitri	- 13- 14 May 2021	Thursday/Friday
% Wesak Day	- 26 May 2021	Wednesday
%% The YDP Agong's Birthday	- 07 June 2021	Monday
%%%% Raya AidilAdha	- 20 July 2021	Tuesday
%%%% Awal Muharam (Maal Hijrah)	- 10 August 2021	Tuesday
%%%% Malaysia's National Day	- 31 August 2021	Tuesday
#&* For Student in Their Final Year (the last 2 semesters)		

(Mid-Semester Break week is not included in the Lecture week)

THIRD SEMESTER (Special )			
ACTIVITY	DATE		DURATION
Lectures	20 July 2021	- 12 September 2021	07 Weeks
Course Registration	26 July 2021	- 01 August 2021	01 Week
Dropping Course ( with penalty)	26 July 2021	- 15 August 2021	03 Weeks
Evaluation/Test 1	02 August 2021	- 22 August 2021	02 Weeks
Evaluation/Test 1 Result	03 August 2021	- 29 August 2021	01 Week
Evaluation/Test II	30 August 2021	- 12 September 2021	02 Weeks
Evaluation/Test II Result	31 August 2021	- 19 September 2021	01 Week
EXAMINATION	13 September 2021	- 19 September 2021	01 Week
Key-in marks into SMP by lecturers	14 September 2021	- 26 September 2021	01 week after examination
Senate Meeting	07 October 2021	Announcement of the Examination Result the next day after the senate meeting.	

## **ACADEMIC MATTERS**

UNIVERSITI PUTRA MALAYSIA (ACADEMIC MATTERS FOR UNDERGRADUATES 2014)

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