

SEMESTER 2 SESI AKADEMIK 2017-2018 (FEBRUARI 2018)
SEMESTER 2 OF THE 2017-2018 ACADEMIC SESSION (FEBRUARY 2018)

PENDAFTARAN (REGISTRATION)		
A. PELAJAR LAMA (Semua Fakulti dan Institut) RETURNING STUDENTS (All Faculties and Institutes)		
(i) Pendaftaran atas talian melalui SMPWeb (www.ukm.my/smpweb) <i>Online registration through SMPWeb (www.ukm.my/smpweb)</i>	12 Februari - 18 Februari 2018 (12 – 18 February 2018)	7 hari (7 days)
(ii) Calon dikenakan denda lewat mendaftar <i>Penalty for late registration</i>	19 Februari 2018 (19 February 2018)	
(iii) Calon diberhentikan kerana tidak mendaftar <i>Termination of candidates due to failure to register</i>	12 Mac 2018 (12 March 2018)	
B. PELAJAR BAHARU (NEW STUDENTS)		
Fakulti Perubatan (Klinikal) di PPUKM <i>(Faculty of Medicine (Clinical) at PPUKM)</i>	4 Disember 2017 (4 December 2017)	1 hari (1 day)
Semua Fakulti dan Institut di Pusat Pengurusan Akademik <i>(All faculties and Institutes at Centre for Academic Management)</i>	7 Februari 2018 (7 February 2018)	1 hari (1 day)
TAKLIMAT PELAJAR BAHARU (BRIEFING FOR NEW STUDENTS)	RUJUK JADUAL TAKLIMAT	-
Sesi Pembelajaran <i>(Lectures)</i>	12 Februari – 30 Mac 2018 (12 February – 30 March 2018)	7 minggu (7 weeks)
Penambahan dan Pengguguran Kursus <i>(Add and Drop Courses)</i>	12 Februari – 11 Mac 2018 (12 February – 11 March)	4 minggu (4 weeks)
Tarik Diri Pendaftaran Kursus <i>(Withdrawal from the Courses)</i>	12 Mac – 22 April 2018 (12 March – 22 April 2018)	6 minggu (6 weeks)
Cuti Pertengahan Semester <i>(Mid Semester Break)</i>	31 Mac – 8 April 2018 (31 March – 8 April 2018)	1 minggu (1 week)
Sesi Pembelajaran <i>(Lectures)</i>	9 April – 25 Mei 2018 (9 April – 25 May 2018)	7 minggu (7 weeks)
Pengisian Sistem Penilaian pengajaran dan Penyeliaan (SPPP) <i>Fill in Teaching and Supervision Evaluation System (TESES)</i>	23 April – 27 Mei 2018 (23 April – 27 May 2018)	5 Minggu (5 weeks)
Peperiksaan <i>(Examination)</i>	28 Mei – 14 Jun 2018 (28 May – 14 June 2018)	3 minggu (3 weeks)
Tarikh Akhir Serah Tesis (Mod Penyelidikan sahaja) <i>Last Date of Thesis Submission (Research mode only)</i>	13 Ogos 2018 (13 August 2018)	1 hari (1 day)
Cuti Semester <i>(Semester Break)</i>	15 Jun – 26 Ogos 2018 (15 June -26 August 2018)	10 minggu (10 weeks)

NOTA (NOTES): PELAJAR BAHARU (NEW STUDENTS)

1. PENDAFTARAN (REGISTRATION)

Semua pelajar baharu dikehendaki mendaftar pada tarikh dan masa yang ditetapkan.
All students are required to register within the specified date and time.

2. TAKLIMAT DI FAKULTI /INSTITUT (BRIEFING SESSION AT FACULTY /INSTITUTE)

Semua pelajar baharu dikehendaki menghadiri taklimat di Fakulti/Institut pada tarikh yang ditetapkan. Jadual akan diedarkan kepada kepada pelajar pada hari pendaftaran.
All new students are required to attend the Faculty/Institute briefing session on the specified date. The schedule of briefing will be given on the registration day.

3. PEMBAYARAN YURAN (PAYMENT OF TUITION FEES)

Pelajar hendaklah menjelaskan yuran pengajian sebelum dibenarkan membuat pendaftaran. Pelajar yang mempunyai penaja, sila kemukakan surat dari penaja ke Bahagian Kewangan Pelajar, Jabatan Bendahari UKM.
Students are required to pay tuition fees before being allowed to register. Students who are sponsored, please submit a copy of the sponsorship letter to the UKM's Student Finance Section.

NOTA (NOTES): PELAJAR LAMA (RETURNING STUDENTS)

1. PENDAFTARAN DALAM TALIAN (ONLINE REGISTRATION):

Semua pelajar dikehendaki membuat pendaftaran kursus/tesis di **SMPWEB** (<http://www.ukm.my/smpweb>). **Pembayaran yuran pengajian tidak bermaksud pendaftaran pengajian telah dilakukan, sebaliknya pelajar bertanggungjawab untuk membuat pendaftaran di SMPWEB.**

*All students are required to register their courses / thesis at **SMPWEB** (<http://www.ukm.my/smpweb>). Payment of tuition fees does not means the registration has been done but students are responsible to register online at SMPWEB.*

2. TAMAT TEMPOH PENGAJIAN (STUDENTS WHO EXCEEDED MAXIMUM DURATION OF STUDIES)

Pelajar yang telah tamat tempoh pengajian di Semester I Sesi Akademik 2017-2018 (September - Januari 2018) dan belum serah tesis/projek penyelidikan, hendaklah membuat permohonan tambah masa pengajian di Fakulti/Institut masing-masing, selewat-lewatnya 4 minggu dari tarikh pendaftaran bermula.

Students who have exceeded the maximum duration of studies in Semester I of the 2017-2018 Academic Session (September – January 2018) and have not submitted their thesis/project paper in the current semester are required to apply for extension of duration of their studies from the Faculty/ Institute at least 4 weeks before registration date.

3. LEWAT MENDAFTAR (LATE REGISTRATION)

Pelajar tidak mendaftar dalam tempoh pendaftaran yang ditetapkan, akan dikenakan **denda lewat mendaftar** sebanyak RM50.00 **mulai 19 Februari 2018** dan dicaj terus ke akaun pelajar.

*Students who fails to register within the specified duration, **penalty of RM50 will be imposed effective from 19th February 2018**, charged into students' account.*

4. DIBERHENTIKAN SEBAB TIDAK MENDAFTAR (DISMISSED DUE TO FAILURE TO REGISTER)

Pelajar akan diberikan status “**DIBERHENTIKAN SEBAB TIDAK MENDAFTAR**” jika tidak membuat pendaftaran sehingga **selewat-lewatnya pada 11 Mac 2018**.

*Students will be given the status “**DISMISSED DUE TO FAILURE TO REGISTER**” if failed to register latest by **11 March 2018**.*

5. PEMBAYARAN YURAN (PAYMENT OF TUITION FEES)

Pelajar hendaklah menjelaskan semua yuran (yuran tertunggak dan yuran pengajian semasa) sebelum dibenarkan membuat pendaftaran kursus/tesis di SMPWeb selepas 3 hari bayaran dibuat di bank. Pelajar yang mempunyai penaja, sila kemukakan surat daripada penaja ke Bahagian Kewangan Pelajar, Jabatan Bendahari UKM sekiranya belum berbuat demikian. Sila pastikan penaja telah membuat bayaran yuran semester sebelumnya. Pelajar dikehendaki menjelaskan yuran seperti pelajar yang tidak mempunyai penaja sekiranya tidak dibayar oleh penaja sebelum dibenarkan mendaftar.

Students are required to pay all the fees (arrears and current tuition fees) before being allowed to register courses/thesis at SMPWeb after 3 days payment made at the bank. Students who are sponsored, please submit a copy sponsorship letter to UKM's Student Finance Section if you have not submitted the letter. Please ensure that your sponsors have paid for previous Semester fees. Students will be required to pay the fees by themselves if not paid by the sponsor, before being allowed to register

6. SERAH TESIS/ DISERTASI UNTUK PEMERIKSAAN SELEPAS 22 JANUARI 2018 (SEMESTER 1 2017/2018) (THESIS SUBMISSION AFTER 22nd JANUARY 2018- SEMESTER 1 2017/2018)

Pelajar yang serah tesis/ disertasi untuk pemeriksaan selepas 22 Januari 2018 dikehendaki mendaftar pada Semester 2 Sesi Akademik 2017-2018 dengan membayar yuran penuh. **Tiada pengecualian yuran** akan diberikan kepada pelajar.

*Students who will be submitting his/her thesis/dissertation after 22 January 2018 are required to register for Semester 2 Academic Session 2017-2018 with the full payment of tuition fees. **No waiver of tuition fees** will be granted.*

