



Reference : UKM.AKA.100.8/8
Date : 7th November 2019

ACADEMIC CIRCULAR NO. 31a/2019

All Students,

EARLY COURSE REGISTRATION FOR SEMESTER II OF THE 2019-2020 ACADEMIC SESSION AND COURSE TEACHING EVALUATION FOR SEMESTER I OF THE 2019-2020 ACADEMIC SESSION

With reference to the above, please read this circular thoroughly and take action as follows:

No.	Activities	Under Graduate	Post Graduate
1.	Students should use their Identity and Password (NPP) for accessing and using this website (http://www.ukm.my/smpweb). Students are advised not to disclose the NPP to prevent any unauthorized usage.	✓	✓
2.	Students are required to: <ul style="list-style-type: none"> i. Complete The Teaching and Supervision Evaluation taken in current semester. This evaluation can be accessed through https://smp.ukm.my/sppk starting from 9 December 2019 – 25 December 2019. Any enquiries please refer to Cik Hafizah Sa'don, fiza@ukm.edu.my, Centre for UKM-Quality. ii. Pay all fees/outstanding debt Any enquiries, please refer to Student Finance Department ukpbendahari@ukm.edu.my. 	✓ ✓	✓ ✓
3.	Early Course Registration for Semester II of the 2019-2020 Academic Session will be held on 9 December 2019 – 5 January 2020 (four weeks) via the website http://www.ukm.my/smpweb .	✓	-
4.	Early Registration is compulsory for all undergraduate student EXCEPT students from Faculty of Medicine and Faculty of Dentistry . Failing to register on the specified date will result in PTPTN payment being detained and a fine of RM50.00 will be imposed . Students who fail to register during the early registration period will only be allowed to register courses for Semester II 2019-2020 Academic Session on 10 February 2020 .	✓	-



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CERT. NO. QMS 01100

CENTRE FOR ACADEMIC MANAGEMENT (ACADEMIC UKM)

Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan Malaysia
Tel.: +603-8911 8025/8024/8451/8455 Fax: +603-8911 8471 Email: akad@ukm.edu.my
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No.	Activities	Under graduate	Post graduate
5.	Student selection process (6 – 12 January 2020) is subject to the faculty's requirement in selecting students eligible to register for a particular course.	✓	-
6.	The result of Early Registration is available beginning 13 – 19 January 2020;	✓	-
7.	Please be informed that the actual course registration for Semester II of the 2019-2020 Academic Session is subject to the examination results of the previous semester and pre requisite requirement next semester (if any).	✓	✓

Any enquiries regarding the above matter can be sent via email to smpweb@ukm.edu.my/
akad@ukm.edu.my or walk-in to the **Centre for Academic Management/ Faculty.**

Thank you.

Yours sincerely,

ROHANA TAN
Deputy Director
for Deputy Vice-Chancellor
(Academic Affairs and International)

- c.c:
- Vice Chancellor
 - Director for Executive Administration
 - Head, Student Finance Department, Bursar's Office
 - Dean/Director Faculty/Institute/Centre
 - Director, Centre for Information Technology
 - Deputy Director (Quality Management System) Centre for UKM-Quality
 - Director, Centre for Educational Extension
 - Chief Librarian
 - College Principals



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- Manager/Senior Executive/Executive Faculty/Centre
- PMUKM President
- Student's Notice board



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