ACADEMIC CIRCULAR NO. 38a/2020

All Undergraduate and Postgraduate Students,

Dear Mr./Ms.,

EARLY COURSE REGISTRATION FOR SEMESTER 2 OF THE 2020/2021 ACADEMIC SESSION AND COURSE TEACHING EVALUATION FOR SEMESTER 1 OF THE 2020/2021 ACADEMIC SESSION

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

No.	Activities	Under Graduate	Post Graduate
i.	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.	✓	✓
ii.	Students are required to: 1. **Complete The Teaching and Supervision Evaluation** taken in current semester. This evaluation can be accessed through **https://www.ukm.my/sppp** starting from **11th January 2021 – 31st January 2021**. Any enquiries please refer to **Cik Hafizah Sa'don, fiza@ukm.edu.my, Centre for Quality Assurance (UKM-Quality).**	✓	✓
	2. **Pay all fees/outstanding debt** Any enquiries, please refer to **Student Finance unit** **ukpbendahari@ukm.edu.my.**	✓	✓
iii.	Early Course Registration for Semester 2 of the 2020/2021 Academic Session will be held on **11th January 2021 – 7th February 2021 (four weeks)** via the website **http://www.ukm.my/smpweb**.	✓	-
iv.	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 2 of the 2020/2021 Academic Session on **22nd March 2021.**	✓	-

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CENTRE FOR ACADEMIC MANAGEMENT (ACADEMIC UKM)
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No.	Activities	Under Graduate	Post Graduate
	Starting Semester 1 of the 2020/2021 Academic Session, ALL students from Faculty of Medicine are allowed to make early registration for CITRA courses offered to Faculty of Medicine students or offered openly as agreed through the 378th Faculty of Medicine Meeting.		
v.	**Student selection process (8th – 14th February 2021)** is subject to the faculty's requirement in selecting students eligible to register for a particular course.	✓	-
vi.	**The result** of Early Registration is available beginning **15th – 21st February 2021.**	✓	-
vii.	Please be informed that the actual course registration for Semester 1 of the 2020/2021 Academic Session is subject to the examination results of the previous semester and pre requisite requirement next semester (if any).	✓	✓

2. Any enquiries regarding the above matter can be sent via email to **smpweb@ukm.edu.my/ akad@ukm.edu**.my.

Thank you.

Yours sincerely,

ROHANA TAN
Deputy Registrar
Centre for Academic Management

c.c. - Deputy Vice-Chancellor (Academic and International)

- Dean/Director, Faculty/Institute/Centre

- Director, Centre for Information Technology

- Director, Centre for Educational Extension

- Director, Centre for Quality Assurance (UKM-Quality)

- Head, Student Finance Unit, Bursar's Office

- Chief Librarian

- College Principals

- Chief Assistant Registrar/Senior Assistant Registrar/Assistant Registrar Faculty/Institute/Centre

- KMUKM President

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