



Ref. : UKM.AKA.100-1/3/5

Date : 29 January 2021

ACADEMIC CIRCULAR NO. 3a/2021

All Undergraduate Students
Faculty of Medicine

Dear Mr./Ms.,

COURSE REGISTRATION FOR SEMESTER 2 OF THE 2020/2021 ACADEMIC SESSION FOR FACULTY OF MEDICINE UNDERGRADUATE STUDENTS

With reference to the above matter, all students are requested to read and take necessary action as stated below:

- i. Course Registration for Semester 2 of the 2020/2021 Academic Session will be conducted via **<http://smplucee.ukm.my/smpweb>**.
- ii. Students are advised not to reveal the Student Registration Number (NPP) to avoid any unauthorized usage.
- iii. Information regarding the registration are as in **APPENDIX A, APPENDIX B and APPENDIX C**.
- iv. **Students deferring registration in previous semester and register after the provided period according to each programme will also be imposed a fine RM50.00 and will be recorded** by Student Finance Unit automatically.
- v. Student course registration is subject to the following conditions:
 - a. **Students in the Bachelor of Science in Emergency Medicine programme** are required to register **not less than twelve (12) credits and not more than twenty-six (26) credits** in each semester.
 - b. **Students in the Bachelor of Nursing programme** are required to register for **not less than fifteen (15) credits and not more than twenty-two (22) credits** in each semester.
 - c. Course registration for **less or more than the maximum and minimum credit set** for each programme is **only allowed with the approval from the Dean**. Please ensure that the faculty has updated in SMP before student add courses through SMPWEB.



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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 8451/8450/8460/8027 Fax: +603-8911 8471 Email: akad@ukm.edu.my
Web: www.ukm.my/akademik

- vi. **Students are required to confirm the courses registered in week five of the semester according to Academic Calendar for each programme. Any changes after the provided period are not allowed.**
- vii. Students are responsible:
 1. Register, check and confirm all courses have been registered.
 2. Ensuring personal particulars are updated in SMPWEB every semester such as name, correspondence address, email address and identity card number.
 3. Aware of the latest notice and circulars posted on SMPWEB by Centre for Academic Management.
 4. Review Academic Reports to ensure graduation requirements are complete.

2. Any enquires 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, Faculty of Medicine
 - Director, 'Pusat Citra Universiti'
 - Director, Centre for Information Technology
 - Director, Centre for Quality Assurance (UKM-Quality)
 - Director, Centre for Educational Extension
 - Head, Student Finance Unit, Bursar's Office
 - Chief Librarian
 - Assistant Registrar, Undergraduate Secretariat, Faculty of Medicine
 - KMUUKM President



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DOCTOR OF MEDICINE PROGRAMME

a) YEAR 1

ACTIVITIES	DATE	DURATION	VENUE
Drop/ Add Courses	15 March 2021 – 28 March 2021	2 weeks	Online via http://smplucee.ukm.my/smpweb
Drop Courses	29 March 2021 – 11 April 2021	2 weeks	Online via http://smplucee.ukm.my/smpweb
Course Withdrawal	12 April 2021 – 9 May 2021	4 weeks	Online via http://smplucee.ukm.my/smpweb
Course Registration Confirmation	12 April 2021 – 18 April 2021	1 week	Online via http://smplucee.ukm.my/smpweb

b) YEAR 2

ACTIVITIES	DATE	DURATION	VENUE
Course registration for student who have Deferring registration in the Previous semester.	1 Feb. 2021	1 day	Refer to Faculty
Drop/ Add Courses	1 Feb. 2021 – 14 Feb. 2021	2 weeks	Online via http://smplucee.ukm.my/smpweb
Drop Courses	15 Feb. 2021 – 28 Feb. 2021	2 weeks	Online via http://smplucee.ukm.my/smpweb
Course Withdrawal	1 March 2021 – 28 March 2021	4 weeks	Online via http://smplucee.ukm.my/smpweb
Course Registration Confirmation	1 March 2021 – 7 March 2021	1 week	Online via http://smplucee.ukm.my/smpweb

c) YEAR 3, YEAR 4 AND YEAR 5

ACTIVITIES	DATE	DURATION	VENUE
Course registration for student who have Deferring registration in the Previous semester.	15 Feb. 2021	1 day	Refer to Faculty
Drop/ Add Courses	15 Feb. 2021 – 28 Feb. 2021	2 weeks	Online via http://smplucee.ukm.my/smpweb
Drop Courses	1 March 2021 – 14 March 2021	2 weeks	Online via http://smplucee.ukm.my/smpweb
Course Withdrawal	15 March 2021 – 11 April 2021	4 weeks	Online via http://smplucee.ukm.my/smpweb
Course Registration Confirmation	15 March 2021 – 21 March 2021	1 week	Online via http://smplucee.ukm.my/smpweb



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BACHELOR OF NURSING PROGRAMME

a) YEAR 1

ACTIVITIES	DATE	DURATION	VENUE
Drop/ Add Courses	22 Mac 2021 – 4 April 2021	2 weeks	Online via http://smplucee.ukm.my/smpweb
Drop Courses	5 April 2021 – 18 April 2021	2 weeks	Online via http://smplucee.ukm.my/smpweb
Course Withdrawal	19 April 2021 – 16 May 2021	4 weeks	Online via http://smplucee.ukm.my/smpweb
Course Registration Confirmation	19 April 2021 – 25 April 2021	1 week	Online via http://smplucee.ukm.my/smpweb

b) YEAR 2, YEAR 3 AND YEAR 4

ACTIVITIES	DATE	DURATION	VENUE
Course registration for student who have Deferring registration in the Previous semester.	15 Feb. 2021	1 day	Refer to Faculty
Drop/ Add Courses	15 Feb. 2021 – 28 Feb. 2021	2 weeks	Online via http://smplucee.ukm.my/smpweb
Drop Courses	1 March 2021 – 14 March 2021	2 weeks	Online via http://smplucee.ukm.my/smpweb
Course Withdrawal	15 March 2021 – 11 April 2021	4 weeks	Online via http://smplucee.ukm.my/smpweb
Course Registration Confirmation	15 March 2021 – 21 March 2021	1 week	Online via http://smplucee.ukm.my/smpweb



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BACHELOR OF SCIENCE IN EMERGENCY MEDICINE PROGRAMME

YEAR 2, YEAR 3 AND YEAR 4

ACTIVITIES	DATE	DURATION	VENUE
Course registration for student who have Deferring registration in the Previous semester.	22 March 2021	1 day	Refer to Faculty
Drop/ Add Courses	22 March 2021 – 4 April 2021	2 weeks	Online via http://smplucee.ukm.my/smpweb
Drop Courses	5 April 2021 – 18 April 2021	2 weeks	Online via http://smplucee.ukm.my/smpweb
Course Withdrawal	19 April 2021 – 16 May 2021	4 weeks	Online via http://smplucee.ukm.my/smpweb
Course Registration Confirmation	19 April 2021 – 25 April 2021	1 week	Online via http://smplucee.ukm.my/smpweb



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