



PUSAT PENGURUSAN AKADEMIK • CENTRE FOR ACADEMIC MANAGEMENT

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

Date : 29<sup>th</sup> May 2023

**ACADEMIC CIRCULAR NO. 19a/2023**

All Undergraduate and Postgraduate Students

Dear Mr./Ms.,

**EARLY COURSE/THESIS/DISSERTATION REGISTRATION FOR SEMESTER 1 OF THE 2023/2024 ACADEMIC SESSION AND COURSE TEACHING EVALUATION FOR SEMESTER 2 OF THE 2022/2023 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 <a href="https://smplucee.ukm.my/smpweb">https://smplucee.ukm.my/smpweb</a> . Students are advised not to disclose the NPP to prevent any unauthorized usage.	✓	✓
ii.	<p>Students are required to:</p> <p><b>1. Complete the Teaching and Supervision Evaluation</b> taken in current semester.</p> <p>This evaluation can be accessed through <a href="https://www.ukm.my/sppp">https://www.ukm.my/sppp</a> starting from <b>19<sup>th</sup> June 2023 – 9<sup>th</sup> July 2023</b>. Any enquiries please refer to <b>Cik Alya Nabihah Idris</b> <a href="mailto:alya.idris@ukm.edu.my">alya.idris@ukm.edu.my</a>, Centre for Teaching &amp; Curriculum Development (PENGAJARAN UKM).</p> <p><b>2. Pay all fees/outstanding debt</b></p> <p>Any enquiries, please refer to <b>Student Finance Unit</b> <a href="mailto:ukpbendahari@ukm.edu.my">ukpbendahari@ukm.edu.my</a>.</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>



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CERT. NO. QMS 01100

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CERT. NO. ISMS 00249

**PUSAT PENGURUSAN AKADEMIK (AKADEMIK UKM)**

Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan Malaysia

Tel.: +603-8911 8284/8452/8454/8457/8458/8459/8460/8461/8450/8451/8388/8024

E-mel: [akad@ukm.edu.my](mailto:akad@ukm.edu.my) Web: [www.ukm.my/akademik](http://www.ukm.my/akademik)

No.	Activities	Under Graduate	Post Graduate
iii.	Early course Registration/Thesis/Dissertation for Semester 1 of the 2023/2024 Academic Session will be held on <b>19<sup>th</sup> June 2023 – 16<sup>th</sup> July 2023 (four weeks)</b> via the website <a href="https://smplucee.ukm.my/smpweb">https://smplucee.ukm.my/smpweb</a> .	✓	✓
iv.	Early Course Registration is <b>compulsory</b> for all <b>Undergraduate and Postgraduate Student EXCEPT</b> students from <b>Doctor of Medicine &amp; Clinical Doctor Programme, Faculty of Medicine AND Doctor of Dental Surgery &amp; Doctor of Clinical Dentistry Programme, Faculty of Dentistry</b> . Failing to register on the specified date will result in <b>PTPTN payment being detained and a fine of RM50.00 will be imposed</b> . Students who fail to register during the early registration period will only be allowed to register courses for Semester 1 of the 2023/2024 Academic Session starting from <b>9<sup>th</sup> October 2023 (Undergraduate &amp; Postgraduate)</b> .  <b>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 378<sup>th</sup> Faculty of Medicine Meeting.</b>	✓	✓
v.	<b>Student selection process (17<sup>th</sup> – 23<sup>rd</sup> July 2023)</b> is subject to the faculty's requirement in selecting students eligible to register for a particular course.	✓	-
vi.	<b>The result</b> of Early Registration is available beginning <b>24<sup>th</sup> – 30<sup>th</sup> July 2023</b> .	✓	-
vii.	Please be informed that the actual course registration for Semester 1 of the 2023/2024 Academic Session is subject to the examination results of the previous semester and pre-requisite requirement next semester (if any).	✓	✓

2. Any enquires regarding the above matter can be sent via e-mail to [smpweb@ukm.edu.my](mailto:smpweb@ukm.edu.my) / [akad@ukm.edu.my](mailto:akad@ukm.edu.my).

Thank you.



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**Mengilham Harapan, Mencipta Masa Depan • Inspiring Futures, Nurturing Possibilities**

[www.ukm.my](http://www.ukm.my)

Yours sincerely,

  
**ASSOCIATE PROFESSOR DR. IRMAN ABDUL RAHMAN**  
Director  
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 Quality Assurance (UKM-Quality)
  - Director, Shaping Advanced and Professional Education Centre (*UKMShape*)
  - Director, Centre for Teaching & Curriculum Development (*Pengajaran-UKM*)
  - Director, Centre for Entrepreneurship and SME Development
  - Head, Student Finance Unit, Bursar's Office
  - Chief Librarian
  - Chief Assistant Registrar/Senior Assistant Registrar/Assistant Registrar  
Faculty/Institute
  - The President, *Kesatuan Mahasiswa Universiti Kebangsaan Malaysia (KMUKM)*



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