



UNIVERSITI KEBANGSAAN MALAYSIA

The National University of Malaysia

PUSAT PENGURUSAN AKADEMIK • CENTRE FOR ACADEMIC MANAGEMENT

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

Tarikh : 16<sup>th</sup> October 2023

**ACADEMIC CIRCULAR 37a/2023**

Dean/Director  
Faculty/Institute/Center  
Universiti Kebangsaan Malaysia

Deputy Dean/Deputy Director (Postgraduate)  
Faculty/Institute/Center  
Universiti Kebangsaan Malaysia

Chief Assistant Registrar/Senior Assistant Registrar/Assistant Registrar  
(Postgraduate Studies)  
Faculty/Institute/Center  
Universiti Kebangsaan Malaysia

YBhg. Prof. Ulung/Prof./Dato'/Datuk/Datin/Tuan/Puan,

**AMENDMENT FOR POSTGRADUATE ACADEMIC CALENDAR  
SEMESTER 1 ACADEMIC SESSION 2023/2024**

I refer your attention to the above matter.

2. The Universiti Kebangsaan Malaysia Senate, at its 500th meeting on 30th August 2023 has approved the Amendment of the Academic Calendar for Semesters 1 and 2, Academic Session 2023/2024 for undergraduate/postgraduate programs.

3. As a result, amendments have occurred to the Postgraduate Academic Calendar Semester 1 Academic Session 2023/2024 which was emailed on 27th July 2023 as Academic Circular No. 23/2023. The modification as described in this circular nullifies Academic Circular No. 23/2023.

4. Kindly refer to the attached Postgraduate Academic Calendar Amendment for Semester 1, Academic Session 2023/2024 which contains the date of registration, termination of candidates, add/drop and withdrawal from courses for your information and attention.



CERTIFIED TO ISO 9001:2015

CERT. NO. QMS 01100

CERTIFIED TO ISO/IEC 27001:2013

CERT. NO. ISMS 00249

**PUSAT PENGURUSAN AKADEMIK (AKADEMIK UKM)**

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

Tel.: +603-8921 3895 E-mel: pghakad@ukm.edu.my

Web: www.ukm.my/akademik

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Thank you.

Yours sincerely,



**ASSOCIATE PROFESSOR DR. IRMAN BIN ABDUL RAHMAN**

Director

Centre for Academic Management

- c.c.
- Deputy Vice-Chancellor  
(Academic and International)
  - Director  
Shaping Advanced and Professional Education Center (UKMShape)
  - Director  
Centre for Information Technology
  - Director  
Centre for Teaching & Curriculum Development (PENGAJARAN-UKM)
  - Director  
International Relations Centre (UKM Global)
  - Head  
Student Finance Unit, Bursar's Office
  - The President  
*Kesatuan Mahasiswa Universiti Kebangsaan Malaysia (KMUKM)*

**KALENDAR AKADEMIK PASCASISWAZAH  
POSTGRADUATE ACADEMIC CALENDAR  
SEMESTER 1 SESI AKADEMIK 2023/2024 (OKTOBER 2023)  
SEMESTER 1 OF THE 2023/2024 ACADEMIC SESSION (OCTOBER 2023)**

<p><b>PENDAFTARAN (REGISTRATION)</b></p> <p><b>A. PELAJAR LAMA (Semua Fakulti dan Institut) RETURNING STUDENTS (All Faculties and Institutes)</b></p> <p>(i) Pendaftaran awal kursus/tesis/disertasi melalui SMPWeb (<a href="http://smplucee.ukm.my/smpweb">http://smplucee.ukm.my/smpweb</a>). Early course/thesis/dissertation registration through SMPWeb (<a href="http://smplucee.ukm.my/smpweb">http://smplucee.ukm.my/smpweb</a>)</p> <ul style="list-style-type: none"> <li>Denda Lewat Mendaftar / Late Registration Fee - RM50.00</li> <li>Tunggakan yuran/denda perlu dibayar sebelum mendaftar All outstanding fees/penalty to be paid before registration</li> </ul> <p>(ii) Calon diberhentikan kerana tidak mendaftar The termination of candidates due to failure to register</p> <p><b>B. PELAJAR BAHARU (NEW STUDENTS)</b></p> <p>Pendaftaran diri atas talian melalui Sistem Join UKM (<a href="https://join.ukm.my">https://join.ukm.my</a>) Online registration via Join UKM System (<a href="https://join.ukm.my">https://join.ukm.my</a>)</p>	<p>19 Jun – 16 Julai 2023 (19 June – 16 July 2023)</p> <p>7 November 2023 (7 November 2023)</p> <p>25 - 28 September 2023 (25 – 28 September 2023)</p>	<p>4 minggu (4 weeks)</p> <p>4 hari (4 days)</p>
<p><b>** Permohonan Penangguhan/Tarik Diri - Yuran akan dikenakan selepas 9 Oktober 2023 Application for deferment/withdraw - Fees to be charged after 9 October 2023</b></p>	<p>Sebelum 9 Oktober 2023 Before 9 October 2023</p>	
<p><b>Sesi Pembelajaran (Lectures)</b></p>	<p>9 Okt – 3 Dis 2023 (9 Oct – 3 Dec 2023)</p>	<p>8 minggu (8 weeks)</p>
<p><b>Penambahan dan Pengguguran Kursus (Add and Drop Courses)</b></p>	<p>9 Okt - 5 Nov 2023 (9 Oct – 5 Nov 2023)</p>	<p>4 minggu (4 weeks)</p>
<p><b>Tarik Diri Pendaftaran Kursus (Withdrawal from the Courses)</b></p>	<p>6 Nov – 17 Dis 2023 (6 Nov – 17 Dec 2023)</p>	<p>6 minggu (6 weeks)</p>
<p><b>Cuti Pertengahan Semester (Mid Semester)</b></p>	<p>4 – 10 Dis 2023 (4 – 10 Dec 2023)</p>	<p>1 minggu (1 week)</p>
<p><b>Sesi Pembelajaran (Lectures)</b></p>	<p>11 Dis 2023 – 21 Jan 2024 (11 Dec 2023 – 21 Jan 2024)</p>	<p>6 minggu (6 weeks)</p>
<p><b>Pengisian Sistem Penilaian Pengajaran dan Penyeliaan (SPPP) Fill in Teaching and Supervision Evaluation System (TESES)</b></p> <p>i. Penilaian Kerja Kursus / Course Work Evaluation</p> <p>ii. Penilaian Penyeliaan / Supervision Evaluation</p>	<p>8 Jan – 28 Jan 2024 (8 Jan – 28 Jan 2024)</p>	<p>3 minggu (3 weeks)</p>
<p><b>Minggu Ulangkaji (Revision Week)</b></p>	<p>-</p>	<p>-</p>
<p><b>Peperiksaan (Examination)</b></p>	<p>22 Jan – 11 Feb 2024 (22 Jan – 11 Feb 2024)</p>	<p>3 minggu (3 weeks)</p>
<p><b>Tarikh Akhir Serah Tesis/Disertasi / Last Date of Thesis Submission</b></p> <ul style="list-style-type: none"> <li>Pengecualian yuran pengajian untuk Semester 2 2023/2024 Tuition fee waiver for Semester 2 2023/2024</li> </ul>	<p>13 Februari 2024 (13 February 2024)</p>	<p>1 hari (1 day)</p>
<p><b>Cuti Semester (Semester Break)</b></p>	<p>12 Feb – 10 Mac 2024 (12 Feb – 10 Mar 2024)</p>	<p>4 minggu (4 weeks)</p>

\*\*tertakluk kepada perubahan / subject to change

**NOTA (NOTES):  
PELAJAR BAHARU (NEW STUDENTS)**

**1. PENDAFTARAN (REGISTRATION)**

Pendaftaran perlu dibuat melalui Sistem Join UKM (<https://join.ukm.my>) pada tarikh yang dinyatakan di dalam surat tawaran setelah pengesahan terima tawaran dan keperluan pendaftaran dilengkapkan.

*Registration must be done via Join UKM System (<https://join.ukm.my>) within the specified date in the offer letter after confirmation of offer acceptance and registration requirements are completed.*

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

Semua pelajar baharu dikehendaki menghadiri taklimat di Fakulti/Institut pada tarikh yang ditetapkan dengan merujuk kepada jadual taklimat.

*Students are required to attend the Faculty/Institute briefing session on the specified date as stated in the briefing schedule.*

**3. PEMBAYARAN YURAN (TUITION FEES PAYMENT)**

Pelajar hendaklah menjelaskan keseluruhan yuran sebelum dibenarkan membuat pendaftaran.

*Students are required to pay the full amount of fees before being allowed to register.*

**NOTA (NOTES):  
PELAJAR LAMA (RETURNING STUDENTS)**

**1. PENDAFTARAN AWAL KURSUS/ TESIS/ DISERTASI (EARLY COURSE/THESIS/DISSERTATION):**

Semua pelajar dikehendaki membuat pendaftaran awal kursus/tesis/disertasi di **SMPWeb** (<http://smplucee.ukm.my/smpweb>) **mengikut tempoh yang ditetapkan**. Pembayaran yuran/denda perlu diselesaikan sebelum semester semasa berakhir. Kegagalan berbuat demikian akan menyebabkan proses pendaftaran semester hadapan akan terganggu.

*All students are required to make an early registration course/thesis/dissertation via **SMPWeb** (<http://smplucee.ukm.my/smpweb>) within the specified period. All fees/penalties must be paid before the end of the current semester. Failure to do so will disrupt the registration process for the following semester.*

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

Pelajar yang telah tamat tempoh pengajian pada Semester 2 Sesi Akademik 2022/2023 (Mac - September 2023) dan belum menyerahkan tesis/projek penyelidikan, hendaklah membuat permohonan tambah masa pengajian di Fakulti/Institut masing-masing, selewat-lewatnya 4 minggu dari tarikh sesi pembelajaran bermula.

*Students who have exceeded the maximum duration of studies in Semester 2 of the 2022/2023 Academic Session (March – September 2023) and have not submitted their thesis/project paper in the current semester are required to apply for an extension of the duration of their studies from the Faculty/ Institute at least four weeks from the start of the learning session.*

**3. LEWAT MENDAFTAR (LATE REGISTER)**

Pelajar yang **gagal membuat pendaftaran awal akan dikenakan denda lewat mendaftar** sebanyak **RM50.00** dan dicaj ke akaun pelajar. Bayaran denda lewat hendaklah dibuat melalui Portal eKewangan (<https://ekewangan.ukm.my>).

*Students who **fail to register early** will be **fined a late registration fee of RM50.00** and charged to ~~the~~ student's account. **Late registration fee must be paid via** Portal eKewangan (<https://ekewangan.ukm.my>).*

**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 6 November 2023**.

*Students will be given the status “DISMISSED DUE TO FAILURE TO REGISTER” if failed to register latest by 6<sup>th</sup> November 2023.*

**5. PEMBAYARAN (*PAYMENT*)**

Pelajar hendaklah menjelaskan semua yuran/penalti sebelum dibenarkan membuat pendaftaran awal kursus/ tesis/ disertasi di SMPWeb. Pembayaran perlu dibuat melalui Portal eKewangan (<https://ekewangan.ukm.my>).

**Bagi pelajar di bawah tajaan, sila muatnaik surat tajaan di SMPWeb.**

*Students are required to pay all the fees/penalties before being allowed to register early for courses/thesis/dissertation via SMPWeb. Payment can be made via Portal eKewangan (<https://ekewangan.ukm.my>).*

***Sponsored students must upload the sponsorship letter in SMPWeb.***

**6. SERAH TESIS/ DISERTASI UNTUK PEMERIKSAAN SELEPAS 13 FEBRUARI 2024 (*THESIS SUBMISSION AFTER 13<sup>th</sup> FEBRUARY 2024*)**

**Pelajar yang serah tesis/ disertasi untuk pemeriksaan selepas 13 Februari 2024** dikehendaki mendaftar pada Semester 2 Sesi Akademik 2023/2024 dengan membayar yuran penuh. **Tiada pengecualian yuran** akan diberikan kepada pelajar.

***Students who submit their thesis/ dissertation after 13<sup>th</sup> February 2024 are required to register for Semester 2 Academic Session 2023/2024 with the full payment of tuition fees. There will be no tuition fee waivers granted.***