



PUSAT PENGURUSAN AKADEMIK • CENTRE FOR ACADEMIC MANAGEMENT

Rujukan : UKM.AKA.100-1/3/5
Tarikh : 1st April 2024

ACADEMIC CIRCULAR 14a/2024

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 2 ACADEMIC SESSION 2023/2024**

I refer your attention to the above matter.

2. The Universiti Kebangsaan Malaysia Senate, at its 505th meeting on 28th February 2024 has approved the Amendment of the Academic Calendar for Academic Session 2023/2024 for undergraduate/postgraduate programs.

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

Thank you.

Yours sincerely,

ASSOCIATE PROFESSOR DR. IRMAN BIN ABDUL RAHMAN

Director

Centre for Academic Management



CERTIFIED TO ISO 9001:2015

CERT. NO. QMS 02549

CERTIFIED TO ISO/IEC 27001:2013

CERT. NO. ISMS 00249

PEJABAT PENGARAH

PUSAT PENGURUSAN AKADEMIK (AKADEMIK UKM)

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

Tel.: +603-89213895 / +603-89118040 E-mel: pghakad@ukm.edu.my Web: www.ukm.my/akademik

- c.c.
- Deputy Vice-Chancellor
(Academic & International Affairs)
 - 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 2 SESI AKADEMIK 2023/2024 (MAC 2024)
SEMESTER 2 OF THE 2023/2024 ACADEMIC SESSION (MARCH 2024)

<p>PENDAFTARAN (REGISTRATION)</p> <p>A. PELAJAR LAMA (Semua Fakulti dan Institut) RETURNING STUDENTS (All Faculties and Institutes)</p> <p>(i) Pendaftaran awal kursus/tesis/disertasi melalui SMPWeb (http://smplucee.ukm.my/smpweb). Early course/thesis/dissertation registration via SMPWeb (http://smplucee.ukm.my/smpweb)</p> <ul style="list-style-type: none"> • WAJIB BAYAR yuran/denda sebelum pendaftaran awal PLEASE PAY fees/penalty before early registration • Denda Lewat Mendaftar / Late Registration Fee RM50.00 <p>(ii) Pelajar akan diberhentikan kerana tidak mendaftar Student will be terminated if fail to register</p> <p>B. PELAJAR BAHARU (NEW STUDENTS)</p> <p>Pendaftaran melalui / Register via Join UKM (https://join.ukm.my)</p>	<p>8 Jan – 4 Feb 2024 (8 Jan – 4 Feb 2024)</p> <p>8 April 2024 (8 April 2024)</p> <p>1 – 7 Mac 2024 (1 – 7 March 2024)</p>	<p>4 minggu (4 weeks)</p> <p>1 minggu (1 week)</p>
<p>** Permohonan Penangguhan/Tarik Diri / Application for deferment/withdraw</p> <ul style="list-style-type: none"> • Yuran akan dikenakan selepas / Fess will be charge after 8 April 2024 	<p>Sebelum / Before 8 April 2024</p>	
<p>Sesi Pembelajaran (Lectures)</p>	<p>11 Mac – 14 April 2024 (11 March – 14 April 2024)</p>	<p>5 minggu (5 weeks)</p>
<p>Penambahan dan Pengguguran Kursus (Add and Drop Courses)</p>	<p>11 Mac – 7 April 2024 (11 March – 7 April 2024)</p>	<p>4 minggu (4 weeks)</p>
<p>Tarik Diri Pendaftaran Kursus (Withdrawal from the Courses)</p>	<p>8 April – 19 Mei 2024 (8 April – 19 May 2024)</p>	<p>6 minggu (6 weeks)</p>
<p>Cuti Pertengahan Semester (Mid Semester)</p>	<p>15 - 21 April 2024 (15 – 21 April 2024)</p>	<p>1 minggu (1 week)</p>
<p>Sesi Pembelajaran (Lectures)</p>	<p>22 April – 23 Jun 2024 (22 April – 23 June 2024)</p>	<p>9 minggu (9 weeks)</p>
<p>Pengisian Sistem Penilaian Pengajaran dan Penyeliaan (SPPP) Fill in Teaching and Supervision Evaluation System (TESES)</p> <ol style="list-style-type: none"> Penilaian Kerja Kursus / Course Work Evaluation Penilaian Penyeliaan / Supervision Evaluation 	<p>3 – 23 Jun 2024 (3 – 23 June 2024)</p>	<p>3 minggu (3 weeks)</p>
<p>Minggu Ulangkaji (Revision Week)</p>	<p>24 – 30 Jun 2024 (24 – 30 June 2024)</p>	<p>1 minggu (1 week)</p>
<p>Peperiksaan (Examination)</p>	<p>1 – 21 Julai 2024 (1 – 21 July 2024)</p>	<p>3 minggu (3 weeks)</p>
<p>Serah Tesis/Disertasi / Thesis/Dissertation Submission</p> <ul style="list-style-type: none"> • Yuran pengajian Sem 1 2024/2025 tidak dicaj Tuition fees Sem 1 2024/2025 will not be charge 	<p>Sebelum / Before 10 September 2024</p>	<p>1 hari (1 day)</p>
<p>Cuti Semester (Semester Break)</p>	<p>22 Julai – 6 Oktober 2024 (22 July – 6 October 2024)</p>	<p>11 minggu (11 weeks)</p>

**tertakluk kepada perubahan / subject to change



PELAJAR BAHARU

1. PENDAFTARAN

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

2. TAKLIMAT OLEH FAKULTI /INSTITUT

Semua pelajar baharu dikehendaki menghadiri taklimat oleh Fakulti/Institut pada tarikh yang ditetapkan tertakluk kepada jadual taklimat

3. YURAN

- a) Yuran program adalah termasuk yuran pendaftaran, yuran pengajian dan yuran perkhidmatan.
- b) Yuran perlu dibayar sepenuhnya melalui Join UKM.
- c) Pelajar yang memohon tangguh/ tarik diri pengajian selepas 4 minggu daripada semester/sesi bermula akan dikenakan yuran penuh.
***Pemulangan yuran (jika ada) akan dibayar ke akaun pelajar/ penaja/ pemberi bantuan*
- d) Penangguhan
 - Tiada pemulangan dan yuran pengajian & yuran perkhidmatan akan diselaras kepada semester seterusnya.

PELAJAR LAMA

1. PENDAFTARAN AWAL KURSUS/ TESIS/ DISERTASI

- a) Semua pelajar dikehendaki membuat pendaftaran awal kursus/tesis/disertasi di **SMPWeb** (<http://smplucee.ukm.my/smpweb>) mengikut tempoh yang ditetapkan. Yuran/denda perlu dibayar sebelum semester semasa berakhir. Kegagalan berbuat demikian akan menyebabkan proses pendaftaran semester hadapan akan terganggu.
- b) Pelajar yang tidak membuat pendaftaran awal akan dikenakan denda lewat mendaftar sebanyak RM50.00, sila bayar di Portal eKewangan (<https://ekewangan.ukm.my>).

2. TAMAT TEMPOH PENGAJIAN

Pelajar yang telah tamat tempoh pengajian pada Semester 1 Sesi Akademik 2023/2024 (Oktober 2023 - Mac 2024) 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.

3. DIBERHENTIKAN SEBAB TIDAK MENDAFTAR

Pelajar akan diberikan status “DIBERHENTIKAN SEBAB TIDAK MENDAFTAR” jika tidak membuat pendaftaran sehingga selewat-lewatnya pada 7 April 2024.

4. YURAN

- a) Yuran/penalti perlu dibayar sebelum tempoh pendaftaran awal kursus/tesis/disertasi di SMPWeb. Sila bayar di Portal eKewangan (<https://ekewangan.ukm.my>). **Bagi pelajar yang mendapat tajaan/bantuan, sila muatnaik surat tajaan/bantuan di SMPWeb**
- b) Pelajar yang memohon tangguh/ tarik diri pengajian selepas 4 minggu daripada semester/sesi bermula akan dikenakan yuran penuh
***Pemulangan yuran (jika ada) akan dibayar ke akaun pelajar/ penaja/ pemberi bantuan*
- c) Penangguhan
 - Tiada pemulangan dan yuran pengajian & yuran perkhidmatan akan diselaras kepada semester seterusnya
- d) Rayuan meneruskan semula pengajian setelah "Diberhentikan Sebab Tidak Mendaftar"
 - Pelajar yang "Diberhentikan Sebab Tidak Mendaftar" boleh membuat rayuan untuk meneruskan semula pengajian dengan syarat tidak melebihi dua (2) semester berturut-turut dan dikenakan bayaran proses permohonan (RM200) dan bayaran denda lewat mendaftar (RM50)

5. SERAH TESIS/DISERTASI UNTUK PEMERIKSAAN SELEPAS 10 SEPTEMBER 2024

Pelajar yang serah tesis/disertasi untuk pemeriksaan selepas 10 September 2024 dikehendaki mendaftar pada Semester 1 Sesi Akademik 2024/2025 dan yuran penuh akan dikenakan tanpa pengecualian.

Pusat Pengurusan Akademik
Februari 2024

NEW STUDENTS

1. REGISTRATION

Register via Join UKM (<https://join.ukm.my>) according to the offer letter after offer acceptance and registration requirements are completed.

2. BRIEFING SESSION BY FACULTY /INSTITUTE

New students are required to attend the Faculty/Institute briefing session as stated in the briefing schedule

3. FEES

- a) Program fees included registration fee & tuition fee & services fee
- b) Fees to be paid in full via Join UKM
- c) Students who apply for deferment/ withdraw from study after 4 weeks of the commencement of the semester/ session will be charged full fees
*** Payment of tuition fees (if any) will be made to the student's account/sponsor*
- d) Deferment
 - No refund and tuition fees & services fees will be carried to next semester

RETURNING STUDENTS

1. EARLY REGISTRATION FOR COURSE/ THESIS/ DISSERTATION

- a) All students are required to make an early registration course/thesis/dissertation via **SMPWeb** (<http://smplucee.ukm.my/smpweb>) within the specified period. 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
- b) Students who fail to register early will be fined a late registration fee of RM50.00 and charged to the student's account. Payment must be made via Portal eKewangan (<https://ekewangan.ukm.my>)

2. STUDENTS WHO EXCEED THE MAXIMUM DURATION OF STUDIES

Students who have exceeded the maximum duration of studies in Semester 1 of the 2023/2024 Academic Session (October 2023 – March 2024) 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. DISMISSED DUE TO FAILURE TO REGISTER

Students will be given the status “**DISMISSED DUE TO FAILURE TO REGISTER**” if failed to register by **7th April 2024**

4. FEES

- a) Fees/penalties must be paid before the early registration period for courses/thesis/dissertation via SMPWeb. Payment must be made via Portal eKewangan (<https://ekewangan.ukm.my>). **Sponsored students please upload the sponsorship letter in SMPWeb.**
- b) Students who apply for deferment/ withdraw from study after 4 weeks of the commencement of the semester/session will be charged full fees.
***Payment of tuition fees (if any) will be made to the student's account/sponsor*
- c) Deferment
 - No refund and tuition fees & services fees will be carried to next semester
- d) Appeal for continuance of study due to "Dismissed for Failure to Register"
 - A student who has been "Dismissed for Failure to Register" can appeal to continue their studies, subject to a period not exceeding two (2) consecutive semesters and will be charged the processing fee (RM200) and late registration fine (RM50)

5. THESIS SUBMISSION AFTER 10th SEPTEMBER 2024

Students who submit their thesis/ dissertation after 10th September 2024 are required to register for Semester 1 Academic Session 2024/2025 and full fees will be charged without any waiver