



Rujukan : UKM AKA.100-1/3/5
Tarikh : 6 Januari 2025

PEKELILING AKADEMIK BIL. 2/2025

Dekan/Pengarah
Fakulti/Institut
Universiti Kebangsaan Malaysia

Timbalan Dekan/Timbalan Pengarah (Pengajian Pascasiswazah)
Fakulti/Institut
Universiti Kebangsaan Malaysia

Ketua Penolong Pendaftar/Penolong Pendaftar Kanan/Penolong Pendaftar
(Pengajian Pascasiswazah)
Fakulti/Institut
Universiti Kebangsaan Malaysia

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

**KALENDAR AKADEMIK PROGRAM PASCASISWAZAH
SEMESTER 2 SESI AKADEMIK 2024/2025**

Dengan hormatnya izinkan saya merujuk kepada perkara di atas.

2. Sehubungan itu, sukacita bersama-sama ini disertakan Kalendar Akademik Pascasiswazah Semester 2 Sesi Akademik 2024/2025 yang mengandungi Tarikh Pendaftaran, Pemberhentian Pelajar, Tambah, Gugur dan Tarik Diri Kursus serta Tarikh Akhir Penyerahan Disertasi/Tesis untuk makluman dan perhatian YBhg. Prof. Ulung/Prof./Dato'/Datuk/Datin/Tuan/Puan selanjutnya.

Sekian, terima kasih.

Yang benar,

PROFESOR MADYA DR. IRMAN BIN ABDUL RAHMAN

Pengarah
Pusat Pengurusan Akademik (AKADEMIK UKM)



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.: +603-8921 3095 E-mel: akad@ukm.edu.my Web: www.ukm.my/akademik

- s.k.
- Timbalan Naib Canselor
(Hal Ehwal Akademik dan Antarabangsa)
 - Pengarah
Pusat Pembentukan Pendidikan Lanjutan & Profesional (UKMShape)
 - Pengarah
Pusat Teknologi Maklumat
 - Pengarah
Pusat Pengajaran Dan Pembangunan Kurikulum (Pengajaran-UKM)
 - Pengarah
Pusat Hubungan Antarabangsa (UKM Global)
 - Ketua
Unit Kewangan Pelajar
Jabatan Bendahari
 - Yang Dipertua
Kesatuan Mahasiswa Universiti Kebangsaan Malaysia (KMUKM)



KALENDAR AKADEMIK PASCASISWAZAH
POSTGRADUATE ACADEMIC CALENDAR
SEMESTER 2 SESI AKADEMIK 2024/2025 (MAC 2025)
SEMESTER 2 OF THE 2024/2025 ACADEMIC SESSION (MARCH 2025)

PENDAFTARAN (REGISTRATION)		
A. PELAJAR LAMA (Semua Fakulti dan Institut) RETURNING STUDENTS (All Faculties and Institutes)		
(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)	6 Jan – 2 Feb 2025 (6 th Jan – 2 nd Feb 2025)	4 minggu (4 weeks)
<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 		
(ii) Pelajar akan diberhentikan kerana tidak mendaftar Student will be terminated if fail to register	14 April 2025 (14 th April 2025)	
B. PELAJAR BAHARU (NEW STUDENTS)		
Pendaftaran melalui / Register via Join UKM (https://join.ukm.my)	28 Feb – 13 Mac 2025 (28 th Feb – 13 th March 2025)	2 minggu (2 weeks)
** Permohonan Penangguhan/Tarik Diri / Application for deferment/withdraw		
• Yuran akan dikenakan selepas 14 April 2025/ Fees will be charge after 14 April 2025	Sebelum / Before 14 April 2025 (14 th April 2025)	-
Sesi Pembelajaran (Lectures)	17 Mac – 27 Apr 2025 (17 th March – 27 th Apr 2025)	6 minggu (6 weeks)
Penambahan dan Pengguguran Kursus (Add and Drop Courses)	17 Mac – 13 Apr 2025 (17 th March – 13 th Apr 2025)	4 minggu (4 weeks)
Tarik Diri Pendaftaran Kursus (Withdrawal from the Courses)	14 Apr – 25 Mei 2025 (14 th Apr – 25 th May 2025)	6 minggu (6 weeks)
Cuti Pertengahan Semester (Mid Semester)	28 Apr – 4 Mei 2025 (28 th Apr – 4 th May 2025)	1 minggu (1 week)
Sesi Pembelajaran (Lectures)	5 Mei – 22 Jun 2025 (5 th May – 22 nd June 2025)	7 minggu (7 weeks)
Pengisian Sistem Penilaian Pengajaran dan Penyeliaan (SPPP) Filing the Teaching and Supervision Evaluation System	9 – 29 Jun 2025 (9 th – 29 th June 2025)	3 minggu (3 weeks)
<ul style="list-style-type: none"> Penilaian Kerja Kursus / Coursework Evaluation Penilaian Penyeliaan / Supervision Evaluation 		
Minggu Ulangkaji (Revision Week)	23 – 29 Jun 2025 (23 rd – 29 th June 2025)	1 minggu (1 week)
Peperiksaan (Examination)	30 Jun – 20 Julai 2025 (30 th June – 20 th July 2025)	3 minggu (3 weeks)
Serah Tesis/Disertasi / Thesis/Dissertation Submission		
• Yuran pengajian Semester 2 2024/2025 tidak dicaj Tuition fees for Semester 2 2024/2025 will not be charge	Sebelum atau pada 29 Ogos 2025 Before or by (29 th Aug 2025)	-
Cuti Semester (Semester Break)	21 Julai – 28 Sept 2025 (21 st July – 28 th Sept 2025)	10 minggu (10 weeks)

**tertakluk kepada perubahan / subject to change

PELAJAR BAHARU

1. PENDAFTARAN

Daftar melalui Join UKM (<https://join.ukm.my>) pada tarikh yang dinyatakan dalam surat tawaran selepas pengesahan penerimaan 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 bagi yuran pengajian dan yuran perkhidmatan dan yuran ini akan diselaraskan 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>).
- c) Bagi pelajar yang gagal membuat pendaftaran awal, pelajar perlu membayar yuran pengajian semester 2 Sesi Akademik 2024/2025 sebelum dibenarkan membuat pendaftaran

2. TAMAT TEMPOH PENGAJIAN

Pelajar yang telah tamat tempoh pengajian pada Semester 1 Sesi Akademik 2024/2025 (Okt - Mac 2025) 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 13 April 2025**.

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 muat naik 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 bagi yuran pengajian dan yuran perkhidmatan dan yuran ini akan diselaraskan 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 29 OGOS 2025

Pelajar yang serah tesis/disertasi untuk pemeriksaan SELEPAS 29 Ogos 2025 dikehendaki mendaftar pada Semester 1 Sesi Akademik 2025/2026 dan yuran penuh akan dikenakan tanpa pengecualian.

NEW STUDENTS

1. REGISTRATION

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

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 fees, tuition fees and service fees
- b) Fees must be paid in full via Join UKM
- c) Students who apply for deferment or withdraw from studies after 4 weeks from the start of the semester/ session will be charged full fees
*** Payment of tuition fees (if any) will be made to the student's account or sponsor.*
- d) Deferment
No refund; tuition and service fees will be carried over to the next semester.

RETURNING STUDENTS

1. EARLY REGISTRATION FOR COURSE/ THESIS/ DISSERTATION

- a) All students must 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, which will be charged to the student's account. Payment must be made via I eKewangan Portal (<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 2024/2025 Academic Session (October – March 2025) 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 4 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 **13th April 2025**.

4. FEES

- a) Fees/penalties must be paid before the early registration period for courses/thesis/dissertation via SMPWeb. Payment should be made through the eKewangan Portal (<https://ekewangan.ukm.my>). **Students who receive sponsorship should upload the sponsorship/assistance letter to SMPWeb.**
- b) Students who apply for deferment/withdrawal from study after 4 weeks from the commencement of the semester/session will be charged the full fees.
** Payment of tuition fees (if applicable) will be made to the student's account or sponsor*
- c) Deferment
 - No refund; tuition and service fees will be carried over to the next semester.
- d) Appeal for Continuation 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 within two (2) consecutive semesters. A processing fee (RM200) and late registration fine (RM50) will be charged.

5. THESIS SUBMISSION AFTER 29th AUGUST 2025

Students who submit their thesis/ dissertation after 29th August 2025 are required to register for Semester 1 Academic Session 2025/2026 and full fees will be charged without any waiver.