PUSAT HAL EHWAL PELAJAR • *CENTRE FOR STUDENT AFFAIRS*

MEMO - STUDENT AFFAIRS NO. 9/2021

STUDENT ADMISSION TO CAMPUS IN STAGES FOR SEMESTER 1 SESSION 2021/2022
NATIONAL UNIVERSITY OF MALAYSIA (UKM)

1.0 BACKGROUND

1.1 The Ministry of Higher Education (MOHE), in an official statement dated 14 September 2021, stipulates that the physical admission of students to campus for Semester 1 Session 2021/2022 by the Institute of Higher Learning (IPT) is conducted in stages starting 15 October 2021.

1.2 Universiti Kebangsaan Malaysia (UKM) will implement the process and handling of student admission to campus in stages according to the categories allowed by complying with the Standard Operating Procedures (SOP) issued by the Malaysian National Security Council (MKN), MOHE and UKM.

1.3 This notification is addressed to all Undergraduate and Graduate students for Semester 1 Session 2021/2022.

2.0 STANDARD OPERATING PROCEDURES FOR STUDENT ADMISSION TO CAMPUS AND RESIDENTIAL COLLEGES

2.1 Only students who have completed the vaccination are allowed to return to the campus and residential college as follows:

2.1.1 For types of vaccine that require two doses of injection (such as Cormirnaty (PfizerBioNTech), COVID-19 AstraZeneca (Oxford-AstraZeneca), CoronaVac (Sinovac), Spikevax (Moderna) and Covilo (Sinopharm), the students must have passed the 14th day from the date of the second dose injection; or

2.1.2 For vaccine types that require only one dose of injection (such as COVID-19 Janssen (Johnson & Johnson) and Convidecia (CanSino), the student must have passed the 28th day from the date of injection.

2.2 Students are encouraged to undergo the RTK Antigen Saliva Self-Test Kit Test before making a move back to campus.

2.3 Students MUST fill in the Health Declaration Form (HDF) before enrolling in campuses and residential colleges.

2.4 All students are required to undergo the following procedures before attending the campus or any premise/faculty on campus:

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2.4.1   do health screening (for those enrolled in residential colleges);
2.4.2   body temperature examination;
2.4.3   bring the permission letter back to campus printed from the Sistem Permohonan Kembali ke Kampus (UKM2Campus) https://appsmu.ukm.my/2campus/;
2.4.4   display a complete digital certificate of vaccination; and
2.4.5   scan MySejahtera.

3.0 ADMISSION OF STUDENTS WITH NEEDS TO RESIDENTIAL COLLEGES IN STAGES

3.1   Admission of students with needs are divided into two (2) categories, namely:

3.1.1   Teaching and Learning Needs (PdP):
a) Hybrid PdP on campus;
b) Laboratory requirements for research purposes;
c) Industrial Training around campus;
d) Undergo professional/ international examinations; or
e) Practical work, clinical, studio, workshop and special equipment

3.1.2   Learning environment requirements:
a) Internet access problems at home;
b) Unconducive environment;
c) Students with Special Needs (OKU); or
d) Other issues that may affect learning

3.2   Students who are not required and choose not to return to campus and remain in their respective locality MUST update the current locality address through the Sistem Permohonan Kembali ke Kampus (UKM2Campus) https://appsmu.ukm.my/2campus/.

3.3   The following is a schedule of student movement by category in stages:

No.	Student Category	Movement Week (Date)	Lecture Week on campus
1.	Students need a conducive environment (Refer to item 3.1.2)	Week 1/3/5/8 (optional)	-
2.	Year 4/ Year 5 Students (Refer to item 3.1.1)	Week 1 (15-17 Oct 2021)	Week 2
3.	Year 3 Students (Refer to item 3.1.1)	Week 3 (30-31 Oct 2021)	Week 4
4.	Year 2 Students (Refer to item 3.1.1)	Week 5 (13-14 Nov 2021)	Week 6
5.	Year 1 Students (Refer to item 3.1.1)	End of Mid Semester Leave (4-5 Dec 2021)	Week 8
6.	Graduate (Refer to items 3.1.1 and 3.1.2)	Week 1/3/5/8 (optional)	-

*Any changes to the schedule movement are subject to official notice from the faculty/ institute/ learning centre involved.

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4.0 EARLY STUDENT GUIDE

4.1 New Students

4.1.1   The Student Friendly Week Programme (MMM) Session 2021/2022 will be held entirely online from **3 to 6 October 2021**, involving undergraduate students.

4.1.2   The New Graduate Information Day Program will be held online based on the decision by the UKM Graduate Centre.

4.1.3   Admission of new students to the campus is subject to the requirements of the PdP Study Programme to be implemented in a hybrid or the need for a conducive learning space on campus.

4.1.4   The Faculty/Institute/Learning Centre will announce the notification of the PdP implementation to new students **before or on 27 September 2021**.

4.1.5   **All Students MUST** update the vaccination status in the Student Information System (SMPWEB) or Sistem Permohonan Kembali ke Kampus (UKM2Campus) from **4 October 2021**.

4.1.6   All new students **MUST** update their choice of physically registering at a residential/ off-campus college or remaining in their respective localities through the **Back to Campus Application System (UKM2Campus)** from **4 October 2021**.

4.2 Existing Students (Senior)

4.2.1   Admission of existing students to the campus is subject to the PdP Program of Study requirements to be implemented in a hybrid or the need for a conducive learning space on campus.

4.2.2   The Faculty/Institute/Learning Centre will announce the notification of the PdP implementation to new students **before or on 27 September 2021**.

4.2.3   **All Students MUST** update the vaccination status in the Student Information System (SMPWEB) or Sistem Permohonan Kembali ke Kampus (UKM2Campus) from **4 October 2021**.

4.2.4   All new students **MUST** update their choice of physically registering at a residential/ off-campus college or remaining in their respective localities through the **Back to Campus Application System (UKM2Campus)** from **4 October 2021**.

5.0 STUDENT ADMISSION PROCESS ON AND OFF-CAMPUS

5.1 Movement of students to campus and offered to residential colleges

5.1.1   Step 1: Log in to the Sistem Permohonan Kembali ke Kampus (UKM2Campus) https://appsmu.ukm.my/2campus/.

5.1.2   Step 2: Students review the PdP requirements in a hybrid/ online manner for Semester 1 of the 2021/2022 Study Session as determined by the Faculty/ Institute/ Learning Centre.

5.1.3   Step 3: **All Students MUST** update their vaccination status.

5.1.4   Step 4: Students apply to return to campus by selecting the category and week of the student movement.

5.1.5   Step 5: Students complete the self-certificate and set a return date to campus.

5.1.6   Step 6: Students download, print and bring the Permission Letter Return to Campus, Interstate Travel Letter and Health Declaration Form (HDF) upon arrival at the campus and residential college.

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5.2 Movement of students to campuses not offered to residential colleges (Appeal)

5.2.1   Step 1: Log in to the Sistem Permohonan Kembali ke Kampus (UKM2Campus) https://appsmu.ukm.my/2campus/.

5.2.2   Step 2: Students review the PdP requirements hybrid/ online for Semester 1 of the 2021/2022 Study Session as determined by the Faculty/ Institute/ School.

5.2.3   Step 3: **All Students MUST** update their vaccination status.

5.2.4   Step 4: Students apply to return to campus by selecting the category and week of the student movement.

5.2.5   Step 5: Students apply for a Residential College Appeal through the e-College System https://appsmu.ukm.my/kolej/.

5.2.6   Step 6: If the accommodation appeal at the residential college is successful, the students complete a self-certificate and set a return date to campus.

5.2.7   Step 7: Students download, print and bring the Return Permission Letter to Campus, Interstate Travel Letter and Health Declaration Form (HDF) upon arrival at the campus and residential college.

5.3 Movement of students staying off-campus

5.3.1   Step 1: Log in to the Sistem Permohonan Kembali ke Kampus (UKM2Campus) https://appsmu.ukm.my/2campus/.

5.3.2   Step 2: Students review the PdP requirements hybrid/ online for Semester 1 of the 2021/2022 Study Session as determined by the Faculty/ Institute/ School.

5.3.3   Step 3: **All Students MUST** update their vaccination status.

5.3.4   Step 4: Students apply to return to campus by selecting the category and week of the student movement.

5.3.5   Step 5: Students update the off-campus accommodation address, complete the self -certificate and set the movement date.

5.3.6   Step 6: Students download, print and bring the Return Permission Letter to Campus, Interstate Travel Letter and Health Declaration Form (HDF) upon arrival at campus.

5.4 Movement of students who need to go to campus but do not meet the vaccination requirements as prescribed (do not register for vaccination and do not vaccinate due to health problems)

5.4.1   Step 1: Log in to the Sistem Permohonan Kembali ke Kampus (UKM2Campus) https://appsmu.ukm.my/2campus/.

5.4.2   Step 2: Students review the PdP requirements hybrid/ online for Semester 1 of the 2021/2022 Study Session as determined by the Faculty/ Institute/ School.

5.4.3   Step 3: **All Students MUST** update their vaccination status.

5.4.4   Step 4: Students apply to return to campus by selecting the category and week of the student movement.

5.4.5   Step 5: Students apply for permission from the University Health Center (PKU) & Centre for Student Affairs (HEP-UKM) for the following process of returning to the campus.

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5.5 Students are not required and choose to remain in their respective localities

5.5.1   Step 1: **All Students MUST** update their vaccination status.
5.5.2   Step 2: Students review the PdP requirements hybrid/ online for Semester 1 of the 2021/2022 Study Session as determined by the Faculty/ Institute/ School.
5.5.3   Step 3: Students update the status and locality address options through the Sistem Permohonan Kembali ke Kampus (UKM2Campus) https://appsmu.ukm.my/2campus/.

6.0 INTERNATIONAL STUDENT MOVEMENT TO CAMPUS

6.1   The movement of international students (new and existing) to campus are ALLOWED. Please refer to the International Student Admission Procedure issued by the MOHE dated 15 September 2021 as in the attachment.

6.2   In addition, international students who will move to campus MUST apply in the Return to Campus Application System (UKM2Campus) https://appsmu.ukm.my/2campus/.

Every student is advised to always adhere to high social discipline to curb the spread of the COVID-19 epidemic. Student cooperation to be more diligent in complying with the SOPs and always abide by the rules issued is greatly appreciated. Any changes in the notification are subject to current instructions by MKN/ Ministry of Health (MOH)/ MOHE/ UKM. SOPs of students on campus and residential colleges will be notified before 15 October 2021.

Centre for Student Affairs (HEP-UKM)
25 September 2021

*This memo has received authorization and approval from JKTK UKM.

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