

**SEMESTER 1, SESI AKADEMIK 2024/2025 (OKTOBER 2024)**  
**SEMESTER 1, ACADEMIC SESSION 2024/2025 (OCTOBER 2024)**

<p><b>PENDAFTARAN (REGISTRATION)</b></p> <p><b>A. PELAJAR SENIOR (UKM-GSB)</b> <b>RETURNING STUDENTS (UKM-GSB)</b></p> <p>(i) Pendaftaran diri/kursus/tesis/disertasi melalui SMPweb (<a href="https://smplucee.ukm.my/smpweb">https://smplucee.ukm.my/smpweb</a>) <i>Online registration course/thesis/dissertation through SMPWeb (<a href="https://smplucee.ukm.my/smpweb">https://smplucee.ukm.my/smpweb</a>)</i></p> <p>(ii) Calon dikenakan denda tidak mendaftar <i>The penalty imposed to candidates due to not register.</i></p> <p>(iii) Calon diberhentikan kerana tidak mendaftar <i>The termination of candidates due to failure to register</i></p> <p><b>B. PELAJAR BAHARU (NEW STUDENTS)</b></p> <p>(i) Pendaftaran diri atas talian melalui Sistem eDaftar UKM (<a href="https://appsmu.ukm.my/edaftar/">https://appsmu.ukm.my/edaftar/</a>) <i>Online registration via eDaftar UKM System (<a href="https://appsmu.ukm.my/edaftar/">https://appsmu.ukm.my/edaftar/</a>)</i></p> <p>(ii) Pendaftaran diri/kursus/tesis/disertasi melalui SMPweb (<a href="https://smplucee.ukm.my/smpweb">https://smplucee.ukm.my/smpweb</a>) <i>Online registration course/thesis/dissertation through SMPWeb (<a href="https://smplucee.ukm.my/smpweb">https://smplucee.ukm.my/smpweb</a>)</i></p>	<p><b>14 Oktober 2024 – 17 November 2024</b> <i>(14 October 2024 – 17 November 2024)</i></p> <p><b>16 November 2024</b> <i>(16 November 2024)</i></p> <p><b>17 November 2024</b> <i>(17 November 2024)</i></p> <p><b>11 Oktober 2024 – 18 Oktober 2024</b> <i>(11 October 2024 – 18 October 2024)</i></p> <p><b>14 Oktober 2024 – 17 November 2024</b> <i>(14 October 2024 – 17 November 2024)</i></p>	<p>4 minggu <i>(4 weeks)</i></p> <p>1 minggu <i>(1 week)</i></p> <p>4 minggu <i>(4 weeks)</i></p>
<p><b>TAKLIMAT PELAJAR BAHARU</b> <b>(BRIEFING FOR NEW STUDENTS)</b></p>	<p><b>19 Oktober 2024</b> <i>(20 October 2024)</i></p>	<p>1 hari <i>(1 day)</i></p>
<p><b>Sesi Pembelajaran 1</b> <i>(Term 1 Lectures)</i></p>	<p><b>19 Oktober 2024 – 5 Januari 2025</b> <i>(19 October 2024 – 5 January 2025)</i></p>	<p>11 minggu <i>(11 weeks)</i></p>
<p><b>Penambahan dan Pengguguran Kursus</b> <i>(Add and Drop Courses)</i></p>	<p><b>14 Oktober 2024 – 17 November 2024</b> <i>(14 October 2024 – 17 November 2024)</i></p>	<p>4 minggu <i>(4 weeks)</i></p>
<p><b>Tarik Diri Pendaftaran Kursus</b> <i>(Withdrawal from the Courses)</i></p>	<p><b>18 November 2024 – 31 Disember 2024</b> <i>(18 November 2024 – 31 December 2024)</i></p>	<p>6 minggu <i>(6 weeks)</i></p>
<p><b>Sesi Pembelajaran 2</b> <i>(Term 2 Lectures)</i></p>	<p><b>6 Januari 2025 – 16 Mac 2025</b> <i>(6 January 2025 – 16 March 2025)</i></p>	<p>10 minggu <i>(10 weeks)</i></p>
<p><b>Minggu Penilaian Akhir</b> <i>(Final Assesment Week)</i></p>	<p><b>17 Mac 2025 – 23 Mac 2025</b> <i>(17 March 2025 – 23 March 2025)</i></p>	<p>1 minggu <i>(1 week)</i></p>
<p><b>Pengisian Sistem Penilaian Pengajaran dan Penyeliaan (SPPP) **</b> <i>Fill in Teaching and Supervision Evaluation System (SPPP) **</i></p> <p>(i). Penilaian Kerja Kursus / <i>Course Work Evaluation</i> (ii). Penilaian Penyeliaan / <i>Supervision Evaluation</i></p>	<p><b>1 Mac 2025 – 23 Mac 2025**</b> <i>(1 March 2025 – 23 March 2025) **</i></p>	<p>3 minggu <i>(3 weeks)</i></p>
<p><b>Tarikh Akhir Serah Tesis (Mod Penyelidikan &amp; Mod Campuran)</b> <i>Last Date of Thesis Submission (Research Mode &amp; Mixed Mode)</i></p>	<p><b>23 Mac 2025</b> <i>(23 March 2025)</i></p>	<p>1 hari <i>(1 day)</i></p>
<p><b>Cuti Semester</b> <i>(Semester Break)</i></p>	<p><b>24 Mac 2025 – 11 April 2025</b> <i>(24 March 2025 – 11 April 2025)</i></p>	<p>3 minggu <i>(3 weeks)</i></p>

\*tertakluk kepada perubahan / \*subject to change

**NOTA (NOTES):**  
**PELAJAR BAHARU (NEW STUDENTS)**  
**PUSAT PENGAJIAN SISWAZAH PERNIAGAAN**  
**UKM-GRADUATE SCHOOL OF BUSINESS (UKM-GSB)**

**1. PENDAFTARAN (REGISTRATION)**

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

*Registration must be done online via <https://join.ukm.my> within the specified date and time stated on the offer letter. (Please make the acceptance of offer and complete all the registration requirement).*

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

Semua pelajar baharu dikehendaki menghadiri taklimat di Fakulti pada tarikh yang ditetapkan dengan merujuk kepada jadual taklimat yang diedarkan semasa penawaran.

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

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

Pelajar hendaklah menjelaskan yuran pengajian sebelum dibenarkan membuat pendaftaran. Pelajar yang mempunyai penaja, sila kemukakan surat dari penaja ke Unit Kewangan, UKM-Graduate School of Business.

*Students are required to pay tuition fees before being allowed to register. Students who are sponsored, please submit a copy of the sponsorship letter to the Finance Unit, UKM-Graduate School of Business.*

**NOTA (NOTES):**  
**PELAJAR SENIOR/LAMA (RETURNING STUDENTS)**  
**PUSAT PENGAJIAN SISWAZAH PERNIAGAAN**  
**UKM-GRADUATE SCHOOL OF BUSINESS (UKM-GSB)**

**1. PENDAFTARAN DALAM TALIAN (ONLINE REGISTRATION):**

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

*All students are required to register their courses / thesis at **SMPWeb** (<http://smplucee.ukm.my/smpweb>) within the specified period. **Tuition fees 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 MAXIMUM DURATION OF STUDIES)**

Pelajar yang telah tamat tempoh pengajian di Semester 1 Sesi Akademik 2024/2025 (Oktober 2024 – Mac 2025) dan belum menyerahkan tesis/projek penyelidikan, hendaklah **membuat permohonan tambah masa pengajian** di Fakulti **selewat-lewatnya 4 minggu** dari tarikh sesi pembelajaran bermula.

*Students who have exceeded the maximum duration of studies in Semester 1 of the 2024/2025 Academic Session (October 2024 – March 2025) and have not submitted their thesis/project paper in the current semester are required to **apply for extension of duration of their studies** from the Faculty **at least four weeks from the start of the learning session.***

**3. TIDAK MENDAFTAR (NOT REGISTER)**

Pelajar tidak mendaftar dalam tempoh pendaftaran yang ditetapkan **akan dikenakan denda tidak mendaftar** sebanyak RM50.00 **mulai 16 November 2024** dan dicaj terus ke akaun pelajar.

*For students who fails to register within the specified duration, **penalty of RM50 will be imposed effective from 16 November 2024, charged into students' account.***

**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 17 November 2024.**

*Students will be given the status **“DISMISSED DUE TO FAILURE TO REGISTER”** if failed to register latest by **17 November 2024.***

## 5. PEMBAYARAN YURAN (PAYMENT OF TUITION FEES)

Pelajar hendaklah menjelaskan semua yuran (yuran tertunggak dan yuran pengajian semasa) sebelum dibenarkan membuat pendaftaran kursus/tesis di SMPWeb selepas 3 hari bayaran dibuat di bank.

Pelajar di bawah tajaan perlu mengemukakan surat daripada penaja kepada Unit Kewangan, UKM-GSB. Sila pastikan penaja telah membuat bayaran yuran semester sebelumnya. Sekiranya penaja gagal berbuat demikian yuran tersebut perlu dijelaskan sendiri oleh pelajar sebelum dibenarkan mendaftar.

*Students are required to pay all the fees (arrears and current tuition fees) before being allowed to register courses/thesis at SMPWeb after 3 days payment made at the bank.*

*Sponsored must submit a letter from their sponsor to the Finance Unit, UKM-GSB. Please ensure that your sponsors have paid for previous semester fees. If the sponsor fails to do so, the student must pay it himself before registering.*

## 6. SERAH TESIS/ DISERTASI UNTUK PEMERIKSAAN SELEPAS 23 MAC 2025 THESIS SUBMISSION AFTER 23 MARCH 2025

**Pelajar yang menyerahkan tesis/disertasi untuk pemeriksaan selepas 23 Mac 2025** dikehendaki mendaftar pada Semester 2, Sesi Akademik 2024/2025 dengan membayar **yuran penuh**. **Tiada pengecualian yuran** akan diberikan kepada pelajar.

*Students who will be submitting his/her thesis/dissertation after **23 March 2025** are required to register for Semester 2, Academic Session 2024/2025 with **full payment of tuition fees**. **There will be no tuition fee waivers**.*

**Academic Unit, UKM-GSB**  
**25 September 2024**