



PUSAT PENGURUSAN AKADEMIK • CENTRE FOR ACADEMIC MANAGEMENT

Rujukan : UKM.AKA.100-1/3/5
Tarikh : 6th December 2023

ACADEMIC CIRCULAR NO. 41a/2023

All Undergraduate and Postgraduate Students

Dear Mr./Ms.,

EARLY COURSE/THESIS/DISSERTATION REGISTRATION FOR SEMESTER 2 OF THE 2023/2024 ACADEMIC SESSION AND COURSE TEACHING EVALUATION FOR SEMESTER 1 OF THE 2023/2024 ACADEMIC SESSION

With reference to the above, please read this circular thoroughly and take action as follows:

| No. | Activities | Under Graduate | Post Graduate |
|-----|--|-------------------|-------------------|
| i. | Students should use their Identity and Password (NPP) for accessing and using this website https://smplucee.ukm.my/smpweb . Students are advised not to disclose the NPP to prevent any unauthorized usage. | ✓ | ✓ |
| ii. | <p>Students are required to:</p> <ol style="list-style-type: none"> Complete the Teaching and Supervision Evaluation taken in current semester. This evaluation can be accessed through https://www.ukm.my/sppp starting from 8th January 2024 – 28th January 2024. Any enquiries please refer to Cik Alya Nabihah Idris alya.idris@ukm.edu.my, Centre for Teaching & Curriculum Development (Pengajaran-UKM). Pay all fees/outstanding debt Any enquiries, please refer to Student Finance Unit ukpbendahari@ukm.edu.my. | <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> |



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CERT. NO. QMS 01100

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CERT. NO. ISMS 00249

PUSAT PENGURUSAN AKADEMIK (AKADEMIK UKM)

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

Tel.: +603-8911 8284/8452/8454/8457/8458/8459/8460/8461/8450/8451/8388/8024

E-mel: akad@ukm.edu.my Web: www.ukm.my/akademik

| No. | Activities | Under Graduate | Post Graduate |
|------|---|----------------|---------------|
| iii. | Early course Registration/Thesis/Dissertation for Semester 2 of the 2023/2024 Academic Session will be held on 8th January 2024 until 4th February 2024 (four weeks) via the website https://smplucee.ukm.my/smpweb . | ✓ | ✓ |
| iv. | Early Course Registration is compulsory for all Undergraduate and Postgraduate Student EXCEPT students from Doctor of Medicine & Clinical Doctor Programme, Faculty of Medicine AND Doctor of Dental Surgery & Doctor of Clinical Dentistry Programme, Faculty of Dentistry . Failing to register on the specified date will result in PTPTN payment being detained and a fine of RM50.00 will be imposed . Students who fail to register during the early registration period will only be allowed to register courses for Semester 1 of the 2023/2024 Academic Session starting from 11th March 2024 (Undergraduate & Postgraduate) . Starting Semester 1 of the 2020/2021 Academic Session, ALL students from Faculty of Medicine are allowed to make early registration for CITRA courses offered to Faculty of Medicine students or offered openly as agreed through the 378th Faculty of Medicine Meeting. | ✓ | ✓ |
| v. | Student selection process (5th February 2024 until 11th February 2024) is subject to the faculty's requirement in selecting students eligible to register for a particular course. | ✓ | not related |
| vi. | The result of Early Registration is available beginning 12th February 2024 until 18th February 2024. | ✓ | not related |
| vii. | Please be informed that the actual course registration for Semester 2 of the 2023/2024 Academic Session is subject to the examination results of the previous semester and pre-requisite requirement next semester (if any). | ✓ | ✓ |

2. Any enquires regarding the above matter can be sent via e-mail to smpweb@ukm.edu.my / prasiswazah.akad@ukm.edu.my.



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Thank you.

Yours sincerely,



ASSOCIATE PROFESSOR DR. IRMAN ABD RAHMAN

Director

Centre for Academic Management

- c.c. - Deputy Vice-Chancellor (Academic and International)
- Dean/Director, Faculty/Institute/Centre
 - Director, Centre for Information Technology
 - Director, Centre for Quality Assurance (UKM-Quality)
 - Director, Shaping Advanced and Professional Education Centre (UKMShape)
 - Director, Centre for Teaching & Curriculum Development (*Pengajaran-UKM*)
 - Director, Centre for Entrepreneurship and SME Development (UKM-CESMED)
 - Head, Student Finance Unit, Bursar's Office
 - Chief Librarian
 - Chief Assistant Registrar/Senior Assistant Registrar/Assistant Registrar
Faculty/Institute
 - All Administrative Officers, Faculty/Institute/Centre
 - The President,
Kesatuan Mahasiswa Universiti Kebangsaan Malaysia (KMUKM)



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