ACADEMIC CIRCULAR NO. 1a/2023

All Undergraduate and Postgraduate Students

Dear Mr./Ms.,

EARLY COURSE/THESIS/DISSERTATION REGISTRATION FOR SEMESTER 2 OF THE 2022/2023 ACADEMIC SESSION AND COURSE TEACHING EVALUATION FOR SEMESTER 1 OF THE 2022/2023 ACADEMIC SESSION

With reference to the above, please read this circular thoroughly and take the 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.	Students are required to: 1. **Complete The Teaching and Supervision Evaluation** taken in current semester. This evaluation can be accessed through **https://www.ukm.my/sppp** starting from **16th January – 5th February 2023**. Any enquiries please refer to **Puan Nurazlinda Nurul Asri, nurazlinda@ukm.edu.my, Centre for Quality Assurance (UKM-Quality).**	✓	✓
	2. **Pay all fees/outstanding debt** Any enquiries, please refer to **Student Finance Unit ukpbendahari@ukm.edu.my.**	✓	✓
iii.	Early Course/Thesis/Dissertation Registration for Semester 2 of the 2022/2023 Academic Session will be held on **16th January 2023 – 12th February 2023 (four weeks)** via the website **https://smplucee.ukm.my/smpweb**.	✓	✓
iv.	Early 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	✓	✓

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No.	Activities	Under Graduate	Post Graduate
	be allowed to register courses/thesis/dissertation for Semester 2 of the 2022/2023 Academic Session starting from **27th March 2023 (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 (13th – 19th February 2023)** is subject to the faculty's requirement in selecting students eligible to register for a particular course.	✓	-
vi.	**The result** of Early Registration is available beginning **20th – 26th February 2023.**	✓	-
vii.	Please be informed that the actual course/thesis/dissertation registration for Semester 2 of the 2022/2023 Academic Session is subject to the examination results of the previous semester and pre-requisite requirement next semester (if any).	✓	✓

Thank you.

Yours sincerely,

ASSOCIATE PROFESSOR DR. IRMAN BIN ABDUL 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, Shaping Advanced and Professional Education Center (UKMShape)

     -     Director, Centre for Quality Assurance (UKM-Quality)

     -     Director, Centre for Teaching & Curriculum Development *(Pengajaran-UKM)*

     -     Director, Centre for Entrepreneurship and SME Development

     -     Head, Student Finance Unit, Bursar's Office

     -     Chief Assistant Registrar/Senior Assistant Registrar/Assistant Registrar Faculty/Institute/Centre

     -     KMUKM President

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