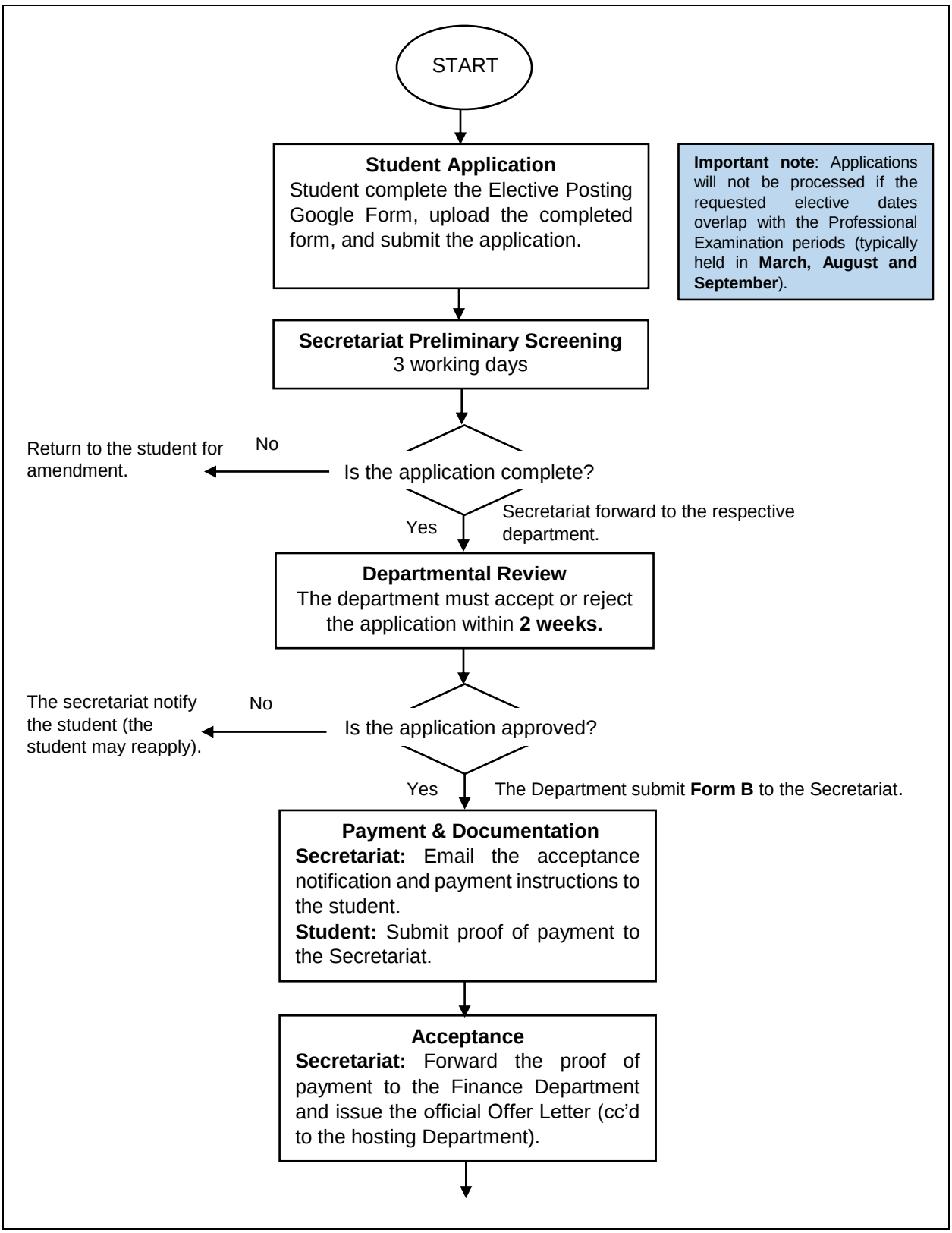
FLOWCHART OF UKM FACULTY OF MEDICINE ELECTIVE POSTING PROCESS



FLOWCHART OF UKM FACULTY OF MEDICINE ELECTIVE POSTING PROCESS

Supervisor's Report Form
Department: Submit the Supervisor's Report Form to the Secretariat at least **two weeks** prior to the start of the posting.

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Registration with the Secretariat
Students must report in person to the Secretariat with their Offer Letter on Mondays or Fridays only.

Venue: Secretariat of Undergraduate Studies, 2nd Floor, Chancellor Tuanku Ja'afar Education Complex, Bandar Tun Razak, Kuala Lumpur.
Tel: 03-91455029
Email: elektifposting@ukm.edu.my

Important note: If Monday or Friday falls on a public holiday, students must email the Secretariat to schedule an alternative self-reporting appointment.

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Registration with the UPA
After reporting to the Secretariat, students must proceed to the International Relations Unit (Unit Perhubungan Antarabangsa) (UPA) to register their personal details and obtain relevant orientation materials.

The Secretariat provides the student with reporting instructions, including the reporting venue and relevant information for the assigned Department.

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Student ID Card Application
Students apply for a student card via the E-Kawal System, make the required payment and notify the Security Department to confirm and finalize the application.

Venue: Security Department, Level B, Clinical Block, Hospital Canselor Tuanku Muhriz, Kuala Lumpur.
Tel: 03 – 91455090
Website: https://ekawal.hctm.ukm.my/

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Completion of Placement & Certification
Prerequisite: The **Elective Placement Completion Certificate** will only be issued upon the hosting Department's confirmation of the student's full attendance.
Timeline: Students can request the certificate starting **1 day before** the elective posting ends.

Collection Procedure:

1. The student notify the Secretariat to request the certificate.
2. The student schedules an appointment to collect the physical hard copy in person.
3. *Alternative:* If the Person in Charge (PIC) is out of the office or on leave, the Secretariat will email a digital copy to ensure smooth completion of the student's administrative requirements.

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