PUSAT PENGURUSAN AKADEMIK ● *CENTRE FOR ACADEMIC MANAGEMENT*

Ref.	:	**UKM.AKA.100-1/3/5**
Date	:	**23rd May 2024**

ACADEMIC CIRCULAR NO. 19a/2024

All Undergraduate and Postgraduate Students

Dear Mr./Ms.,

EARLY COURSE/THESIS/DISSERTATION REGISTRATION FOR SEMESTER 1 OF THE 2024/2025 ACADEMIC SESSION AND COURSE TEACHING EVALUATION FOR SEMESTER 2 OF THE 2023/2024 ACADEMIC SESSION

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

No.	Activities	Under Graduate	Post Graduate
1.	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.	✓	✓
2.	Students are required to: **i. Complete the Teaching and Supervision Evaluation** This evaluation can be accessed through website **https://www.ukm.my/sppp** starting from **3rd June 2024 until 23rd June 2024**. Any enquiries please refer to Faculty/Institute/Centre.	✓	✓
	ii. Pay all fees/outstanding debt Any enquiries, please refer to Student Finance Unit via email **ukpbendahari@ukm.edu.my** or Finance Division UKMShape via email **accshape@ukm.edu.my**.	✓	✓

No.	Activities	Under Graduate	Post Graduate
3.	Early course Registration/Thesis/Dissertation for Semester 1 of the 2023/2024 Academic Session will be held on **3rd June 2024 until 30th June 2024 (4 weeks)** via the website **https://smplucee.ukm.my/smpweb**.	✓	✓
4.	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 **7th October 2024 (Undergraduate and 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.**	✓	✓
5.	**Student selection process (1st July 2024 until 7th July 2024)** is subject to the faculty's requirement in selecting students eligible to register for a particular course.	✓	**Not related**
6.	**The result** of Early Registration is available beginning **8th July 2024 until 14th July 2024.**	✓	**Not related**
7.	Please be informed that the actual course registration for Semester 1 of the 2023/2024 Academic Session is subject to the examination results of the previous semester and pre-requisite requirement next semester (if any).	✓	✓

3. Any enquires regarding the above matter can be sent via e-mail to:

i.   Technical issues   :   **smpweb@ukm.edu.my**
ii. Undergraduate students   :   **prasiswazah.akad@ukm.edu.my**
iii. Postgraduate students   :   **postgraduate.akad@ukm.edu.my**

Thank you.

Your sincerely,

BASIR BIN BAHIR
Deputy Director (Academic Governance)
Acting Director
Centre for Academic Management

c.c. - Deputy Vice-Chancellor (Academic and International Affairs)

- 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 of Student Finance Unit, Bursar's Office

- Chief Librarian, UKM

- All Administrative Officer (Undergraduate and Postgraduate Studies)
  Faculty/Institute/Centre

- The President
  Kesatuan Mahasiswa Universiti Kebangsaan Malaysia (KMUKM)

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PUSAT PENGURUSAN AKADEMIK (AKADEMIK UKM)
Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan Malaysia
Tel.: +603-89118284/8388/8450/8451/8452/8454/8458/8459/8460/8461
E-mel: akad@ukm.edu.my   Web: www.ukm.my/akademik
ILMU, MUTU DAN BUDI   www.ukm.my