



PUSAT PENGURUSAN AKADEMIK • CENTRE FOR ACADEMIC MANAGEMENT

Ref. : UKM.AKA.100-1/3/4  
Date : 16<sup>th</sup> December 2024

ACADEMIC CIRCULAR NO. 45a/2024

ALL UNDERGRADUATE AND POSTGRADUATE STUDENTS

Dear Mr./Ms.,

**EARLY COURSE/THESIS/DISSERTATION REGISTRATION FOR SEMESTER 2 OF THE 2024/2025 ACADEMIC SESSION AND COURSE TEACHING EVALUATION FOR SEMESTER 1 OF THE 2024/2025 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 <a href="https://smplucee.ukm.my/smpweb">https://smplucee.ukm.my/smpweb</a> . Students are advised not to disclose the NPP to prevent any unauthorized usage.	✓	✓
2.	Students are required to: <ul style="list-style-type: none"> <li><b>i. Complete the Teaching and Supervision Evaluation</b>  This evaluation can be accessed through website <a href="https://www.ukm.my/sppp">https://www.ukm.my/sppp</a> starting from <b>6<sup>th</sup> January 2025 until 26<sup>th</sup> January 2025</b>. Any enquiries please refer to Faculty/Institute/Centre.</li> <li><b>ii. Pay All Fees/Outstanding Debt</b>  Any enquiries, please refer to <b>Student Finance Unit</b> via email <a href="mailto:ukpbendahari@ukm.edu.my">ukpbendahari@ukm.edu.my</a> or <b>Finance Division UKMShape</b> via email <a href="mailto:accshape@ukm.edu.my">accshape@ukm.edu.my</a>.</li> </ul>	✓  ✓	✓  ✓



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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.: +603-89118284/8388/8450/8451/8452/8454/8458/8459/8460/8461

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

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No.	Activities	Under Graduate	Post Graduate
3.	Early course Registration/Thesis/Dissertation for Semester 2 of the 2024/2025 Academic Session will be held on <b>6<sup>th</sup> January 2025 until 2<sup>nd</sup> February 2025 (4 weeks)</b> via the website <a href="https://smplucee.ukm.my/smpweb">https://smplucee.ukm.my/smpweb</a> .	✓	✓
4.	Early Course Registration is <b>compulsory</b> for all <b>Undergraduate and Postgraduate Student EXCEPT</b> students from <b>Doctor of Medicine &amp; Clinical Doctor Programme, Faculty of Medicine AND Doctor of Dental Surgery &amp; Doctor of Clinical Dentistry Programme, Faculty of Dentistry</b> . Failing to register on the specified date will result in <b>PTPTN payment being detained and a fine of RM50.00 will be imposed</b> . Students who fail to register during the early registration period will only be allowed to register courses for Semester 1 of the 2024/2025 Academic Session starting from <b>17<sup>th</sup> March 2025 (Undergraduate &amp; Postgraduate)</b> .  <b>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 378<sup>th</sup> Faculty of Medicine Meeting.</b>	✓	✓
5.	<b>Student selection process (3<sup>rd</sup> February 2025 until 9<sup>th</sup> February 2025)</b> is subject to the faculty's requirement in selecting students eligible to register for a particular course.	✓	<b>Not related</b>
6.	<b>The result of Early Registration is available beginning 10<sup>th</sup> February 2025 until 16<sup>th</sup> February 2025.</b>	✓	<b>Not related</b>
7.	Please be informed that the actual course registration for Semester 2 of the 2024/2025 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](mailto:smpweb@ukm.edu.my)
- ii. Undergraduate students : [prasiswazah.akad@ukm.edu.my](mailto:prasiswazah.akad@ukm.edu.my)
- iii. Postgraduate students : [postgraduate.akad@ukm.edu.my](mailto:postgraduate.akad@ukm.edu.my)

Thank you.



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Your sincerely,



**ASSOCIATE PROFESSOR DR. IRMAN BIN ABDUL RAHMAN**

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)
  - Deputy Director (Academic Governance)  
Centre for Academic Management
  - Head of Student Finance Unit  
Bursar's Office
  - Chief Librarian, UKM
  - All Administrative Officers (Undergraduate and Postgraduate Studies)  
Faculty/Institute/Centre
  - The President  
Kesatuan Mahasiswa Universiti Kebangsaan Malaysia (KMUKM)



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