

**MEMO - STUDENT AFFAIRS NO. 3/2021**  
**STUDENT ADMISSION TO CAMPUS IN PHASE FOR SEMESTER 2 SESSION 2020/2021**  
**UNIVERSITI KEBANGSAAN MALAYSIA (UKM)**

**1.0 BACKGROUND**

- 1.1 This memo aims to detail the process of student admission to campus in phases for Semester 2 Session 2020/2021 in line with the official statement of the Ministry of Higher Education (MOHE) dated 31<sup>st</sup> January 2021. A circular letter by the Secretary-General of the Ministry of Higher Education (MOHE) dated 9<sup>th</sup> February 2021, together with the Guidelines for the Management and Operation of the Isolation Centre of Higher Education Institutions (IPT), are also referred to.
- 1.2 MOHE, in an official statement dated 9<sup>th</sup> February 2021, stipulates that the student admission of the Higher Education Institutions (IPT) to campus can be administered in phases based on **six (6) student categories** who are allowed for Semester 2 Session 2020/2021 admission.
- 1.3 Universiti Kebangsaan Malaysia (UKM) will implement the process and administration of student admission to campus in **phases** according to the categories allowed by complying with the Standard Operating Procedures (SOP) issued by the National Security Council (MKN), MOHE, and UKM.

**2.0 CATEGORIES OF STUDENTS ALLOWED FOR ADMISSION SEMESTER 2 SESSION 2020/2021**

- 2.1 The **six (6) categories of students** that are allowed by MOHE to return to campus are:

**Category 1:** Students from Certificate, Diploma, Undergraduate and Postgraduate study programs that require practical, laboratory, clinical, simulation training, studio, workshop activities, and special equipment;

**Category 2:** Students who do not have access to and conducive environment for the implementation of online Teaching and Learning (PdP);



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**Category 3:** Foundation students or Equivalent and Diploma students who are already on campus can continue their learning in a hybrid mode;

**Category 4:** All existing and new international students except for the United Kingdom;

**Category 5:** Students with Special Needs (OKU); and

**Category 6:** Students will be sitting for the Malaysia University English Test (MUET), international and professional.

### 3.0 SELF-MONITORING PHASE

- 3.1 The University has decided that students in need of the Movement Control Order (PKP) / Conditional Movement Control (PKPB) zones who obtained permission to return to IPT MUST undergo a self-monitoring phase at the Isolation Centre (Residential College). The decision is in line with the official statement from MOHE issued on 9th February 2021 regarding the Student Re-Entry to Campus (Physical Admission) starting 1st March 2021.
- 3.2 The self-Monitoring Phase means that students will be in the designated Residential College area for 10 days. Students are not allowed to leave the site to ensure that they are free from Covid-19 virus before carrying out practical, laboratory, clinical, simulation training, studio, workshop activities, and special equipment.
- 3.3 Undergraduate and postgraduate students will undergo a **self-monitoring phase for ten (10) days** as recommended starting from the arrival day of students in need to the campus.

### 4.0 STUDENT CONFIRMATION BACK TO CAMPUS

- 4.1 For student registration to campus for semester 2 session 2020/2021, the University has provided a **Back to Campus Endorsement System (UKM2campus)** to provide information related to the categories of the student involved, admission phase, and accommodation confirmation at residential colleges.
- 4.2 Students must confirm their return to campus through the system (UKM2campus) **from 20<sup>th</sup> February 2021 until 25<sup>th</sup> February 2021.**
- 4.3 Residential College's review can be made through the UKM2campus system **starting 6<sup>th</sup> March 2021.**



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4.4 The registration dates by phases are as follows:

Phase 1	Phase 2	Phase 3
<ul style="list-style-type: none"> <li>● <b>Residential College Registration Date</b> 17<sup>th</sup> until 19<sup>th</sup> March 2021 (Wednesday until Friday) (9.00 a.m. – 5.00 p.m.)</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Residential College Registration Date</b> 3<sup>rd</sup> until 4<sup>th</sup> April 2021 (Saturday and Sunday) (9.00 a.m. – 5.00p.m.)</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Residential College Registration Date</b> 16<sup>th</sup> until 17<sup>th</sup> May 2021 (Sunday and Monday) (9.00 a.m. – 5.00 p.m.)</li> </ul>

4.5 Following are the steps that students need to do;

- Log in to the **UKM2campus** system via the link <https://apps.mu.ukm.my/2campus>;
- Review and identify the status of Teaching and Learning (PdP) study program as set by the Faculty;
- College Registration Date for student category one (1) is according to the phase that the Faculty has decided. Students only need to review and do the confirmation of accommodation on campus;
- Students other than category 1 must do their confirmation of accommodation on campus and next, choose phase that they will enroll in college;
- Students can make the Residential College's review through the **UKM2campus** system starting **6<sup>th</sup> March 2021**.
- Please print the **Letter of Authorisation (Return to Campus), Letter of KPT (JPT (A) 1000/001/019 / 01JLD23 (43) dated 9<sup>th</sup> February 2021), and Health Declaration Form (HDF)** for travel purposes and *Swab* test (for students from Sabah).

4.6 Student admission from Sabah to the Peninsular Malaysia who have obtained a letter of authorization from the University must provide two (2) documents, namely the **Letter of Call for Admission for Students in Need by UKM** and **Letter of Travel Permit** from the police station.

- 4.6.1 Before leaving, all students from Sabah must undergo a *Swab* test at the nearest Ministry of Health (MOH) facility within three (3) days before their flights **and provide flight information via e-mail to HEP-UKM ([pghhep@ukm.edu.my](mailto:pghhep@ukm.edu.my))**;
- 4.6.2 If the *Swab* test result is negative, the student can proceed to the airport according to the set schedule, while if the *Swab* test result is positive, the student cannot return to the campus.
- 4.6.3 Upon arrival at KLIA airport, students are subjected to undergo a health screening.
- 4.6.4 If there are no symptoms, students continue to board the University's vehicle to return to campus. In contrast, students who have symptoms should be referred



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- to the KLIA health facility.
- 4.6.5 According to the recommended phase, students who arrive on campus must undergo a self-monitoring phase for **ten (10) days**.
- 4.7 Student admission from Sarawak to the Peninsular Malaysia who have obtained a letter of authorization from the University must provide two (2) documents, namely the **Letter of Call for Admission for Students in Need by UKM** and **Letter of Travel Permit** from the police station.
- 4.7.1 Before leaving, all students from Sarawak must undergo a health screening at the nearest MOH facility within three (3) days before their flights and **provide flight information via e-mail to HEP-UKM ([pghhep@ukm.edu.my](mailto:pghhep@ukm.edu.my))**;
- 4.7.2 If there are no symptoms, the student can proceed to the airport according to the set schedule, while students who have symptoms cannot return to campus.
- 4.7.3 Upon arrival at KLIA airport, students are subjected to undergo another health screening.
- 4.7.4 If there are no symptoms, students continue to board the University's vehicle to return to campus. In contrast, students who have symptoms should be referred to the KLIA health facility.
- 4.7.5 According to the recommended phase, students who arrive on campus must undergo a self-monitoring phase for **ten (10) days**.
- 4.8 Students from Peninsular Malaysia and the Federal Territory of Labuan who has obtained a letter of authorization from the University must provide three (3) documents to obtain travel permission from the Royal Malaysian Police (PDRM). The documents, namely **Letter of Call for Admission for Students in Need by UKM**, **Letter of KPT (JPT (A) 1000/001/019 / 01JLD23 (43) dated 9<sup>th</sup> February 2021)** and **Health Declaration Form (HDF)** can be retrieved at UKM2campus.

## 5.0 ADMISSION OF INTERNATIONAL STUDENTS

- 5.1 Students can refer to the Guideline for Admission of International Students to Campus by the Deputy Vice-Chancellor for Academic and International Affairs (HEAA), Universiti Kebangsaan Malaysia, dated 18<sup>th</sup> February 2021.



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## 6.0 STUDENT MANAGEMENT IN RESIDENTIAL COLLEGES

### 6.1 Check-in

- 6.1.1 Students will enter the campus using a dedicated route at the Main Gate and undergo a health screening at the counter provided (drive-thru).
- 6.1.2 If students and/or families accompanying the students are symptomatic, they will be taken to the University Health Centre for further screening.
- 6.1.3 Non-symptomatic students will head to the allocated residential colleges. Student accommodation is based on the 'bubble' concept to reduce the risk of infection.
- 6.1.4 Upon arrival at the Residential College, students must check-in and proceed directly to the accommodation room.
- 6.1.5 Students must have to undergo a self-monitoring phase for ten (10) days.

### 6.2 While in the residential college:

- 6.2.1 Students are requested to monitor their self-health level and report immediately to University Health Centre if they begin to experience any symptoms.
- 6.2.2 Students must always comply with the instructions that have been set from time to time during the self-monitoring phase:
  - Not allowed to leave the area of their respective residential colleges.
  - Not allowed to gather or perform group activities.
  - Students can buy food and beverages at the cafe for a takeaway only and according to the allotted time.
  - Food delivery services from outside such as Grab Food, Food Panda, and others are allowed.
  - No visitors allowed.

6.2.3 Students can call *TALIAN HOTLINE* as attached in the appendix if they need help.

6.3 University Health Centre will conduct health confirmation after all students have completed the 10-day self-monitoring phase.



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## 7.0 SOP AMENDMENT AND COMPLIANCE

- 7.1 The University reserves the right to make changes, including postponing the UKM student registration process if there are any risks of COVID-19 transmission and subject to the authorities' direction from time to time.
- 7.2 Efforts will be made to inform any changes as soon as possible to allow students to take the necessary actions.
- 7.3 The students' cooperation to be more diligent in SOP compliance and always comply with the rules issued from time to time is much appreciated.

### Centre for Student Affairs (HEP-UKM)

20<sup>th</sup> February 2021



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## APPENDIX

Students who are in need can contact Talian Hotline as follows:

No.	Name	E-mail & Telephone No.	Subject
1.	Mr. Asyraf bin Radzwan	<a href="mailto:asyraf@ukm.edu.my">asyraf@ukm.edu.my</a> 012-9510714	<ul style="list-style-type: none"> <li>• Back to Campus Verification System (UKM2campus)</li> <li>• SOP for Student Admission &amp; Transportation for Student Use</li> </ul>
2.	Mrs. Hazrin Adila binti Mohamad Hashim	<a href="mailto:hamh@ukm.edu.my">hamh@ukm.edu.my</a> 019-3330568	
3.	Mr. Muhammad Afdzalbin Mohd Affandi	<a href="mailto:afdzalaffandi@ukm.edu.my">afdzalaffandi@ukm.edu.my</a> 018-7744108	Welfare and Leaving/Entering Campus
4.	Mr. Ikhwan A'zim binIshak	<a href="mailto:ikhwanazim@ukm.edu.my">ikhwanazim@ukm.edu.my</a> 010-8212944	
5.	Mrs. Yuslina binti Johari/ Mr. Mohd Nazri bin Mhd Nasir/ Mr. Shaiful Bakri bin Mohammad/ Mrs. Nurul Nadia binti Rosli	011-12302523/ 2506/ 2516 or 0389215070	Counseling and Mental Health Services
6.	Dr. Mohd Azman bin Abas/ Dr. Masdalina binti Azhari	016-6654442/ 019-2645072	University Health Centre (PKU)
7.	Mr. Mohamad Solehuddin bin Anuar	<a href="mailto:anuarsolehuddin@ukm.edu.my">anuarsolehuddin@ukm.edu.my</a> 03-89214444 013-508 7350	UKM Security Division



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