Internal Memo

UniKL
UNIVERSITI KUALA LUMPUR
BRITISH MALAYSIAN INSTITUTE

TO	:	**ALL DIPLOMA, BACHELOR & MASTER (MET BIOMED) STUDENTS**
FROM	:	Head of Section Academic Services
CC	:	All Lecturers, Head of Department Administration & Finance, Deputy Dean SDCL, Deputy Dean IIIP, Deputy Dean Academic & Technology, Head of Campus / Dean
DATE	:	6 March 2024
REF. NO	:	UniKLBMI/AcSS/02/4/2024-02
SUBJECT	:	**REGISTRATION FOR MARCH SEMESTER 2024 – RETURNING STUDENTS**

Assalamu'alaikum and Salam Sejahtera,

Dear students,

Please find attached the registration information for the March semester 2024 for your reference.

      i. Semester Registration for Returning Students – Appendix 1
     ii. Academic Calendar 2024 - Appendix 2

Kindly be reminded that class sessions for the March semester 2024 will commence on 12th March 2024.

For any queries, please contact 03-61841000 and ask for the respective staff, or email to the addresses listed below:

    a) Semester Registration - Junnaidah Musa (ext 155 / junnaidah@unikl.edu.my)
    b) Course Registration   - Salawiah Che Wan (ext 151 / salawiah@unikl.edu.my)
    c) Industrial Training   - Tengku Azita Tengku Aziz (ext 304 / azita@unikl.edu.my)
    d) Student's Residence - Muhammad Faizal Ghazali (ext 147 & 185 / faizal@unikl.edu.my)
    e) Finance   - Mohd Shukri Sidek, Noorrisma Ismail (ext 113) / finance.bmi@unikl.edu.my)
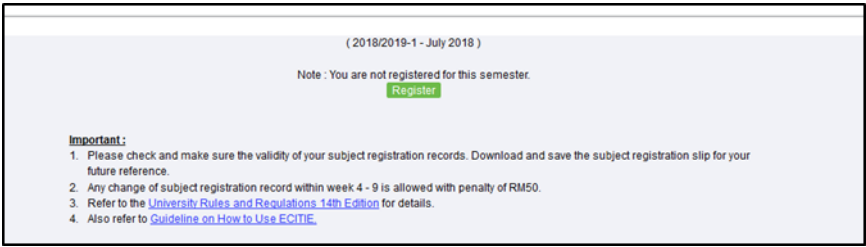
Your attention is very much appreciated.

Thank you.

Kind Regards

Mohamad Zairi Asri
Head of Section Academic Services

SEMESTER REGISTRATION (RETURNING STUDENTS)
March Semester 2024

No	Item	Duration
i.	**Payment of Registration & Tuition Fees** Refer to **Registration Payment Guideline for March Semester 2024.** For further inquiry, kindly email Finance Unit at finance.bmi@unikl.edu.my or contact any of the following staff 1. Mohd Shukri Sidek / HP no: 012-565 4098 2. Zainun Hafizah Ahmad Fadzil / HP no: 016-669 4070 3. Noorisma Ismail / HP no: 016-204 9051	**19 February to 1 March 2024**

ii.	**Registration Steps**
	
	  i. Log in at UniKL Online Service portal (https://portal.unikl.edu.my)
	  ii. Click **Semester Registration or Subject Registration**
	  iii. Click the "**Register**" button (accessible after 3 working days of fee payment. (Refer to Pic. 1)
	
	(2018/2019-1 - July 2018)
	
	Note : You are not registered for this semester.
	Register
	
	Important :
	1. Please check and make sure the validity of your subject registration records. Download and save the subject registration slip for your future reference.
	2. Any change of subject registration record within week 4 - 9 is allowed with penalty of RM50.
	3. Refer to the University Rules and Regulations 14th Edition for details.
	4. Also refer to Guideline on How to Use ECITIE.
	
	Pic. 1
		9 – 17 March 2024

iii.	**Registration for Students with 'Defer Study' Status** Students need to contact Academic Services Section or email at junnaidah@unikl.edu.my for semester registration.	**9 – 17 March 2024**
iv.	**Late Registration** Students need to contact Academic Services Section or email at junnaidah@unikl.edu.my for semester registration. **Remarks:** 1. Penalty of RM 50 will be imposed for late registration. 2. Pre-registered courses will be deleted if students fail to register semester by **5 April 2024 (Friday)**.	**18 – 22 March 2024**

REMINDER: Deferment / Termination of Study Due to Failure to Register

If a student fails to register academic semester within the specified period without any valid reason, his student status will be updated to "Defer Study". The "Defer Study" status will be changed to "Terminated" if he fails to register for three consecutive semesters.

ACADEMIC CALENDAR 2024 - 2025

	March semester 2024 (Long)								July semester 2024 (Short)						October semester 2024 (Long semester)											
Day	Mar-24		Apr-24		May-24		Jun-24		Jul-24		Aug-24		Sep-24		Oct-24		Nov-24		Dec-24		Jan-25		Feb-25		Mar-25	
Day		Date		Date		Date		Date		Date		Date		Date		Date		Date		Date		Date		Date		Date
Sun														1						1						
Mon			Wk4	1					FE	1			Wk6	2					MSB	2						31
Tues				2	Wk7					2				3		1				3	Wk11					
Wed				3	Worker's Day	1			FE	3				4		2			MSB	4	New Year	1				
Thurs				4		2				4		1		5		3				5		2				
Friday		1		5		3			FE	5		2		6		4		1	MSB	6		3				
Sat		2		6		4		1		6		3		7		5		2		7		4	FE	1	Reg	1
Sun		3		7		5		2	Awal Muharram	7		4		8		6		3		8		5		2	W&O	2
Mon		4	MSB	8	Wk8	6	YDPA B'day	3		8	Wk2	5	Wk7	9		7	Wk4	4	Wk8	9	Wk12	6	FE	3	W&O	3
Tues		5		9		7		4	FE	9		6		10	IEB	8		5		10		7		4		4
Wed	IEB	6	Eid Fitri*	10		8	Wk12	5		10		7		11		9		6		11		8	FE	5	WK1	5
Thurs		7	Eid Fitri*	11		9		6	FE	11		8		12	UEB	10		7		12		9		6		6
Friday	UEB	8	MSB	12		10		7		12		9		13		11		8		13		10		7		7
Sat	Reg	9		13		11		8		13		10	Rev	14	Reg	12		9		14		11	FE	8		8
Sun	W&O	10		14		12		9	FE	14		11		15	W&O	13		10		15		12		9		9
Mon	W&O	11	WK5	15	Wk9	13	Wk13	10		15	Wk3	12	Maulidur Rasul	16	W&O	14	Wk5	11	Wk9	16	Wk13	13	FE	10	Wk2	10
Tues	Wk1	12		16		14		11		16		13	M'sia Day/l.	17	Wk1	15		12		17		14		11		11
Wed	Senate	13		17		15		12		17		14	Rev	18		16		13		18		15	FE	12		12
Thurs		14		18		16		13		18		15	Rev	19		17		14		19		16		13		13
Friday		15		19		17		14		19		16		20		18		15		20		17	FE	14		14
Sat		16		20		18		15		20		17	FE	21		19		16		21		18	FE	15		15
Sun		17		21		19		16		21		18		22		20		17		22		19		16		16
Mon	Wk2	18	Wk6	22	Wk10	20	Eid Adha*	17		22	Wk4	19		23	Wk2	21	Wk6	18	Wk10	23	Wk14	20		17	Wk3	17
Tues		19		23		21	Eid Adha*	18	IEB	23		20	FE	24		22		19		24		21		18		18
Wed		20		24	Wesak Day	22	Wk14	19		24		21		25		23		20	X'mas	25		22		19		19
Thurs		21		25		23		20	UEB	25		22	FE	26		24		21		26		23		20		20
Friday		22		26		24		21		26		23		27		25		22		27		24		21		21
Sat		23		27		25		22	Reg	27		24	FE	28		26		23		28		25		22		22
Sun		24		28		26		23	W&O	28		25		29		27		24		29		26		23		23
Mon	Wk3	25	Wk 7	29	Wk11	27	Rev	24	W&O	29	Wk5	26		30	Wk3	28	Wk7	25	Wk 11	30	IEB	27	IEB	24	Wk4	24
Tues		26		30		28		25	Wk1	30		27				29		26		31		28		25		25
Wed		27				29	Rev	26		31		28			Senate	30		27		27	CNY	29	UEB	26		26
Thu	Nuzul Quran	28				30		27				29			Diwali*	31		28			CNY	30		27		27
Fri		29				31	Rev	28				30						29			Rev	31	Senate	28		28
Sat		30					FE	29			Merdeka Day	31						30								29
Sun		31						30																		30

UNIKL BMI, BT 8, JALAN SUNGAI PUSU, 53100 GOMBAK SELANGOR, MALAYSIA
T: 03-61841000   W: bmi.unikl.edu.my

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Table 1a: Summary of Semesters, Activities and Important Dates in the UniKL Academic Calendar 2024/2025 (14wks-7wks-14wks)

Semester	March Sem 2024 (Long Se		July Sem 2024 (short sem)		October semester 2024				
	Date	Duration	Date	Duration	Date	Duration			
Registration	9-Mar-24	1 day	27-Jul-24	1 day	12-Oct-24	1 day			
W&O	09-11 March	3 days	27-29 Jul	3 days	12-14 Oct	3 days			
Lesson	12 Mar-5Apr	4 weeks	30 Jul-13 Sept	7 weeks	15 Oct-29 Nov	7 weeks			
MSB	8-12 Apr	1 week			2-6 Dec 2024	1 week			
Lesson	15 Apr-21 June	10 weeks			9 Dec 24-24 Jan 2025	7 weeks			
Revision	24-28 June	1 week	16-20 Sept	1 week	27-31 Jan 2025	1 week			
Final	29 June-14 July	2 weeks	21-28 Sept	8 days	1-14 Feb	2 weeks			
SemesterBreak	15-30 July	2 weeks	30 Sept-18 Oct	3 weeks	15 Feb-7 March	2 weeks			