



**PEKELILING AKADEMIK BIL. 32/2018**

Semua Pelajar Program Prasiswazah

Saudara/i,

**PENGEDARAN KAD MASUK PEPERIKSAAN DAN JADUAL WAKTU PEPERIKSAAN  
(KMJP) SEMESTER I SESI AKADEMIK 2018-2019**

Dengan hormatnya merujuk kepada perkara di atas, seperti saudara/i sedia maklum bahawa Peperiksaan Akhir Semester I Sesi Akademik 2018-2019 akan bermula pada **31 Disember 2018 hingga 18 Januari 2019**.

Untuk maklumat saudara/i, mulai Semester I Sesi Akademik 2014-2015, **pelajar dikehendaki mencetak sendiri Kad Masuk dan Jadual Peperiksaan (KMJP) melalui SMPWEB**. Sehubungan itu, saudara/i boleh mencetak Kad Masuk Peperiksaan dan Jadual Waktu Peperiksaan (KMJP) mulai **5 Disember 2018**.

Sekiranya saudara/i tidak membuat pengesahan masuk peperiksaan, sila pastikan bayaran denda sebanyak RM15.00 (Ringgit Malaysia: Lima belas ringgit sahaja) dibuat di Bahagian Kewangan Pelajar terlebih dahulu dan saudara/i perlu ke kaunter Pusat Pengurusan Akademik dengan membawa resit bayaran berkenaan sebelum saudara/i dibenarkan membuat cetakan KMJP melalui SMPWEB. **Saudara/i diingatkan bahawa kad KMJP hendaklah dibawa bersama semasa menduduki peperiksaan. Pelajar yang gagal menunjukkan kad KMJP tidak dibenarkan menduduki peperiksaan.**

Saudara/i juga diingatkan agar mematuhi peraturan peperiksaan di sepanjang tempoh peperiksaan. Sebarang nota (kecuali yang dibenarkan oleh pensyarah) dan telefon bimbit adalah **DILARANG** untuk dibawa masuk ke dalam dewan peperiksaan. Sekiranya saudara/i melanggar peraturan peperiksaan, tindakan tatatertib akan diambil.

Sekian untuk perhatian dan tindakan saudara/i, terima kasih.

Yang benar,

**NOR SHADIRA RAMLI**  
Eksekutif Kanan

- s.k.
- Timbalan Naib Canselor (Hal-ehwal Akademik dan Antarabangsa)
  - Dekan/Pengarah Fakulti/Pusat
  - Timbalan Pengarah (AKADEMIK, UKM)
  - Timbalan Pengarah (Sistem Pengurusan Kualiti), Pusat Jaminan Kualiti
  - Pengarah Pusat Teknologi Maklumat
  - Ketua Bahagian Kewangan Pelajar
  - Pengetua-pengetua Kolej Kediaman
  - Pengurus/Eksekutif Fakulti/Pusat
  - Papan-papan Notis Pelajar



MS ISO 9001:2015

Cert. No. QMS 01100



**ACADEMIC CIRCULATION NO. 32a/2018**

All Undergraduate students

Mr./Ms,

**DISTRIBUTION OF ENTRANCE CARD AND EXAMINATION TIMETABLE FOR SEMESTER I OF THE 2018-2019 ACADEMIC SESSION**

With reference to the matter above, the final examination for Semester I of the 2018-2019 Academic Session will commence on the **31<sup>st</sup> December 2018 to 18<sup>th</sup> January 2019**.

Beginning from Semester I of the 2014-2015 Academic Session, **students are required to print out the Entrance Card and Examination Timetable (KMJP) via SMPWEB. You can print the Semester I of the 2018-2019 Academic Session starting December 5, 2018.**

If you did not verify your courses during the specified period, you will be imposed a fine of RM15.00 (Ringgit Malaysia : Fifteen only). Please make the payment at the Student Finance Department and bring the receipt to the Centre for Academic Management before you are allowed to print out your KMJP via SMPWEB. **You are required to present the KMJP for every examination. Failure which, you will be denied to sit for the examination.**

You are also advised to adhere to the exam rules and regulations. Notes (unless authorized by the lecturer) and hand phones are **PROHIBITED** to be brought into the exam hall. Failing to adhere to the regulations, the university will not hesitate to take disciplinary action.

Thank you.

Yours sincerely,

**NOR SHADIRA RAMLI**  
Senior Executive

- c.c.
- Deputy Vice-Chancellor (Academic Affairs and International)
  - Director/Direktor Faculty/Centre
  - Deputy Director (ACADEMIC, UKM)
  - Deputy Director (Quality Management System), Centre for Quality Assurance
  - Director, Centre for Information Technology
  - Head, Student Finance Department, Bursar's Office
  - College Principals
  - Director/Executive Faculty/Centre
  - Student's Notice Board



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