



PEKELILING AKADEMIK BIL. 7/2018

Semua Pelajar Program Prasiswazah

Saudara/i,

PENGESAHAN KURSUS DAN DRAF JADUAL WAKTU PEPERIKSAAN AKHIR SEMESTER II SESI AKADEMIK 2017-2018

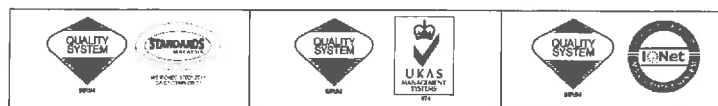
Merujuk kepada perkara di atas, dimaklumkan bahawa Peperiksaan Akhir Semester II Sesi Akademik 2017-2018 akan dijalankan mulai **28 Mei hingga 14 Jun 2018**.

Sehubungan itu, saudara/i diminta mengambil perhatian dan tindakan dalam urusan pengesahan kursus dan draf jadual waktu peperiksaan akhir Semester II Sesi Akademik 2017-2018. Urusan pengesahan kursus dan jadual waktu peperiksaan perlu dibuat melalui <http://www.ukm.my/smpweb> mulai **9 April hingga 15 April 2018**. Dalam paparan borang permohonan ini akan tersenarai kursus yang saudara/i daftar serta draf jadual peperiksaan akhir. Saudara/i dikehendaki menyemak maklumat tersebut dan mengesahkannya. Tindakan yang saudara/i perlu lakukan ialah seperti berikut:-

- Sekiranya semua maklumat adalah betul dan tiada percanggahan jadual peperiksaan, maka saudara/i perlu mengesahkannya dengan menekan butang **SAH**.
- Sekiranya terdapat **percanggahan jadual peperiksaan** atau **3 kursus berturutan dalam satu hari** maka saudara/i dikehendaki menekan butang **Bahagian Akademik** dan mencetak paparan borang tersebut. Sila catatkan kursus terlibat dan dapatkan pengesahan Fakulti. Borang tersebut hendaklah diserahkan ke **Kaunter Pusat Pengurusan Akademik** selewat-lewatnya **16 April 2018**.

Sekiranya saudara/i gagal membuat pengesahan atau pembetulan terhadap maklumat tersebut, maka segala butiran kursus yang dicatatkan akan dianggap betul dan lengkap. Jika saudara/i tidak hadir peperiksaan bagi kursus-kursus tersebut saudara/i akan diberi gred E (gagal). Saudara/i yang tidak membuat pengesahan juga **akan dikenakan denda sebanyak RM15.00**.

Jadual Peperiksaan muktamad akan dipaparkan dalam Kad Masuk dan Jadual Peperiksaan (KMJP) yang boleh dicapai melalui SMPweb mulai **10 Mei 2018**. Pelajar dinasihatkan untuk menjelaskan semua hutang dengan Universiti untuk mengelakkan sebarang kesulitan. Sekiranya saudara/i mempunyai masalah untuk menjelaskan hutang secara sekaligus, sila berbincang dengan Bahagian Kewangan Pelajar untuk mengelakkan sebarang kesulitan.



MS ISO 9001:2008 Cert. No. : AR 2845

PUSAT PENGURUSAN AKADEMIK (AKADEMIK UKM)

Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan, Malaysia

Telefon:+603-8911 8452/8453/8454/8455/8456/8457/8458/8459/8460/8461/8465/8388/8389 Faksimili:+603-8911 8471

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

Saudara/i dikehendaki mengambil perhatian dan tindakan sewajarnya bagi memastikan persiapan saudara/i menduduki peperiksaan berjalan dengan lancar.

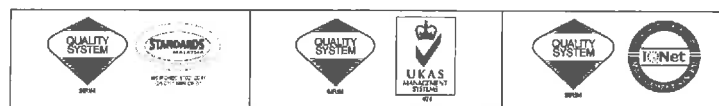
Sekian, terima kasih.

Yang benar,



NOR SHADIRA RAMLI
Eksekutif Kanan

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



MS ISO 9001:2008 Cert. No. : AR 2845

PUSAT PENGURUSAN AKADEMIK (AKADEMIK UKM)

Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan, Malaysia

Telefon:+603-8911 8452/8453/8454/8455/8456/8457/8458/8459/8460/8461/8465/8388/8389 Faksimili:+603-8911 8471

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



ACADEMIC CIRCULATION NO. 7/2018

All undergraduate students

Mr./Ms,

**VERIFICATION OF COURSES AND THE DRAFT OF THE EXAMINATION
TIMETABLE FOR SEMESTER II OF THE 2017-2018 ACADEMIC SESSION**

With reference to the matter above, the final examination for Semester II of the 2017-2018 Academic Session will commence on the **28 May to 14 June 2018**.

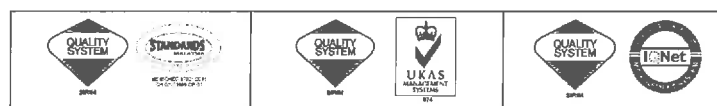
You are required to verify your courses and the draft of the examination timetable via <http://www.ukm.my/smpweb> from **9 April to 15 April 2018**. In the online application form, all courses registered for that semester will appear with the draft of the final examination timetable. You are required to:

- Verify whether the information in the online application form is correct and there is no clash in the examination timetable by clicking the **“Verify”** button.
- If there are **any clashes** of subjects in the examination timetable or **3 papers scheduled consecutively** in one day, please click the **‘Bahagian Akademik’** button and print-out the screen. Write down the course/courses involved and get the faculty’s verification. The form should be sent to the Centre for Academic Management counter latest by **16 April 2018**.

Failing which, subjects listed for the current semester will be automatically confirmed as correct. Any application to register courses after confirmation has been made will not be entertained. If you fail to sit for the examination on the course listed, you will be given an ‘E’ and considered to have failed the course. You will also be imposed a fine of RM 15.00 for neglecting the verification process.

The final examination timetable will be displayed on the Entrance Card and Examination Timetable (KMJP) which can be accessed via SMPweb beginning **10 May 2018**. You are advised to settle any outstanding tuition fees. If you encounter any problems to settle the outstanding balance, please discuss the matter with the Bahagian Kewangan Pelajar (Student Finance Division).

Thank you.



MS ISO 9001:2008 Cert. No. : AR 2845

PUSAT PENGURUSAN AKADEMIK (AKADEMIK UKM)

Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan, Malaysia
Telefon:+603-8911 8452/8453/8454/8455/8456/8457/8458/8459/8460/8461/8465/8388/8389 Faksimili:+603-8911 8471
E-mel: akad@ukm.edu.my Web: <http://www.ukm.my/akademik>

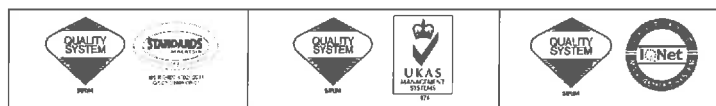
Yours sincerely,



NOR SHADIRA RAMLI

Senior Executive

- c.c.
- Deputy Vice-Chancellor (Academic Affairs and International)
 - Deputy Director, Centre for Academic Management
 - Dean/Director Faculty/Centre
 - Deputy Director (Quality Management System), Centre for Quality Assurance
 - Director/Executive Faculty/Centre
 - Director, Centre for Information Technology
 - College Principals
 - Student Notice Board



MS ISO 9001:2008 Cert. No. : AR 2845

PUSAT PENGURUSAN AKADEMIK (AKADEMIK UKM)

Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan, Malaysia

Telefon: +603-8911 8452/8453/8454/8455/8456/8457/8458/8459/8460/8461/8465/8388/8389 Faksimili: +603-8911 8471

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