



Reference : UKM.AKA.100-1/3/5
Date : 4th January 2023

ACADEMIC CIRCULAR NO. 2a/2023

All Undergraduate Students

Dear Students,

DISTRIBUTION OF ENTRANCE CARD AND EXAMINATION TIMETABLE FOR SEMESTER 1 OF THE 2022/2023 ACADEMIC SESSION

With reference to the matter above matter.

2. We are pleased to inform you that the Final Examination for Semester 1 of the 2022/2023 Academic Session will commence on the **6th till 26th February 2023**. Therefore, **students are required to print out the Entrance Card and Examination Timetable (KMJP) via SMPweb starting from 9th January 2023 till 26th February 2023**.

3. Students who do **not verify their courses during the specified period, must follow the instructions as below:-**

- i) You will be imposed a fine of RM15.00 (Ringgit Malaysia: Fifteen only). Please make the payment through the portal <https://ekewangan.ukm.my/> (Select Payment Without Invoice).
- ii) e-mail a copy of the proof of payment to Academic UKM (akad@ukm.edu.my).
- iii) You are allowed to print out your KMJP via SMPweb after payment has been made and verified by the Centre for Academic Management.

You are required to present the KMJP for every examination. Failure which, you will be denied to sit for the examination.



CERTIFIED TO ISO 9001:2015 CERT. NO. QMS 01100 CERTIFIED TO ISO/IEC 27001:2013 CERT. NO. ISMS 00249

CENTRE FOR ACADEMIC MANAGEMENT (ACADEMIC UKM)

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

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4. You are also advised to adhere to the exam rules and regulations. Any notes (digital/physical) except with permission and mobile phone are **PROHIBITED** to be brought into the examination venue. Failing to adhere to the regulations, the university will not hesitate to take disciplinary action against the student.

Your cooperation in this matter is very much appreciated.

Thank you.

Yours sincerely,


ASSOCIATE PROFESSOR DR. IRMAN BIN ABDUL RAHMAN
Director
Centre for Academic Management

- c.c - Deputy Vice-Chancellor
(Academic and International)
- Dean
Faculty/Centre
 - Director
Centre for Information Technology
 - Director
Shaping Advanced and Professional Education Center (UKMShape)
 - Director
Centre for Teaching & Curriculum Development (Pengajaran-UKM)
 - Director
Centre for Quality Assurance (UKM-Quality)
 - Head
Student Finance Unit, Bursar's Office
 - Undergraduate Secretariat
Faculty/Centre
 - KMUKM President



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