



Reference : UKM.AKA.100-1/3/5
Date : 8th September 2023

ACADEMIC CIRCULAR NO. 30a/2023

All **UNDERGRADUATE** Students

Dear Students,

**DISTRIBUTION OF ENTRANCE CARD AND EXAMINATION TIMETABLE
FOR SEMESTER 3 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 3 of the 2022/2023 Academic Session will commence on the **25th till 29th September 2023**. In connection with this, all students participating in Semester 3 2022/2023 are required to confirm the KMJP on **7th till 10th September 2023** for all forms of examination mode, whether students sit a written test or continuous assessment including Industrial/Scientific/Project Training. This point is in line with the definition of examination which is "Exam" means any way or method of evaluation that allows marks or grades to be given for a certain course or part of a certain course. The purpose of this KMJP verification is not only to provide information on the examination schedule but for students to check for the last time all the courses registered for the semester.

3. Students who do not **verify their courses during the specified period**, the student must take the following actions:-

- 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 within **three (3) working days**.

Be reminded that students can print the Entrance Card and Examination Schedule (KMJP) via SMPweb from 18th to 29th September 2023. 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

Tel.: +603-8911 8450/8460/8461/8458/8454/8459 E-mail: tpakad@ukm.edu.my Web: www.ukm.my/akademik

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)
 - Deputy Director (Academic Governans)
 - 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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