



UNIVERSITI KEBANGSAAN MALAYSIA
The National University of Malaysia

USER MANUAL for The Executive Student Information System (SMPE)

<http://smp.ukm.my/smpe>

1.0 Introduction

1.1 Objective

- 1.1.1 Enables students to view and update biodata and academic information.
- 1.1.2 Allows the lecturer to view the student list, fill in the examination information form and fill in the candidate progress report form.

2.0 Purpose

The purpose of this guide is to explain how to use SMPE and thus make it easier for users to use the system.

3.0 System Access

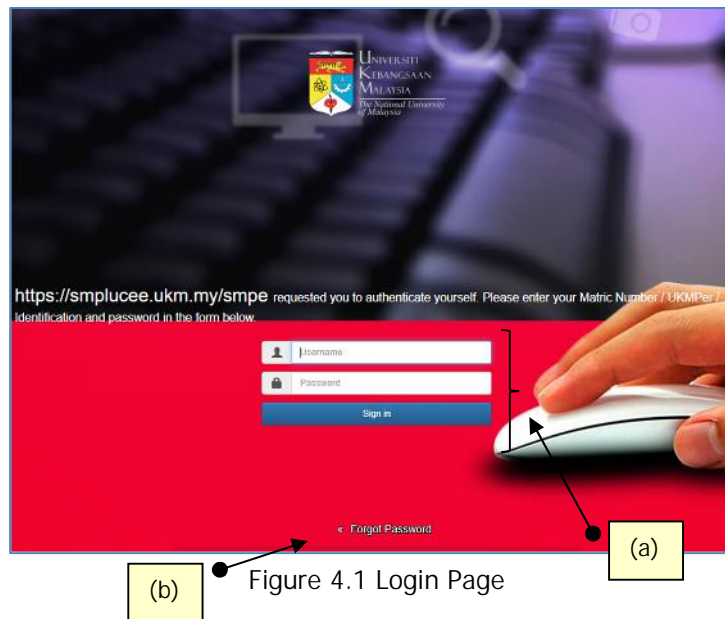
3.1 Starting the System

The system can be accessed using any internet browser application. However, for the best display the user is encouraged to use the Internet Explorer 5.5 browser with a screen resolution of 1024 x 768 pixels.

3.2 URL address

This system is accessible by visiting <http://smp.ukm.my/smpe>

4.0 Login page



4.1 System Login (a)- First Time Login

1. Enter your username (student registration/matric number)
2. Enter your password (NRIC or passport number for new students who first log in)
3. Click the 'Sign in' button

4.2 Forgot Password (b)

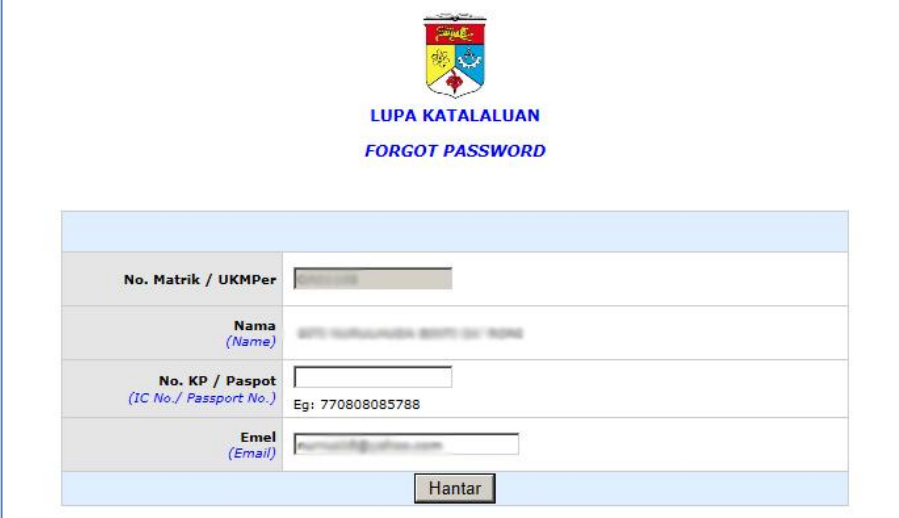
LUPA KATA LALUAN
FORGOT PASSWORD

[Panduan Pengguna / User Guide](#)

No. Matrik / UKMPer

Capai / Enter Reset

Figure 4.1.2.1



LUPA KATALALUAN FORGOT PASSWORD	
No. Matrik / UKMPer	<input type="text"/>
Nama (Name)	<input type="text"/>
No. KP / Paspot (IC No./ Passport No.)	<input type="text"/> Eg: 770808085788
Emel (Email)	<input type="text"/>
<input type="button" value="Hantar"/>	

Figure 4.1.2.2



Figure 4.1.2.3

1. Click the 'Forgot your Password' link. It will display figure 4.1.2.1
2. Enter the matric number and click the Capai/Enter button. Page like Figure 4.1.2.2 will be displayed.
3. Enter NRIC / Passport and email, then click the Send button.
4. A pop-up message (Refer figure 4.1.2.3) will be displayed. Click the OK button.

5.0 Main page

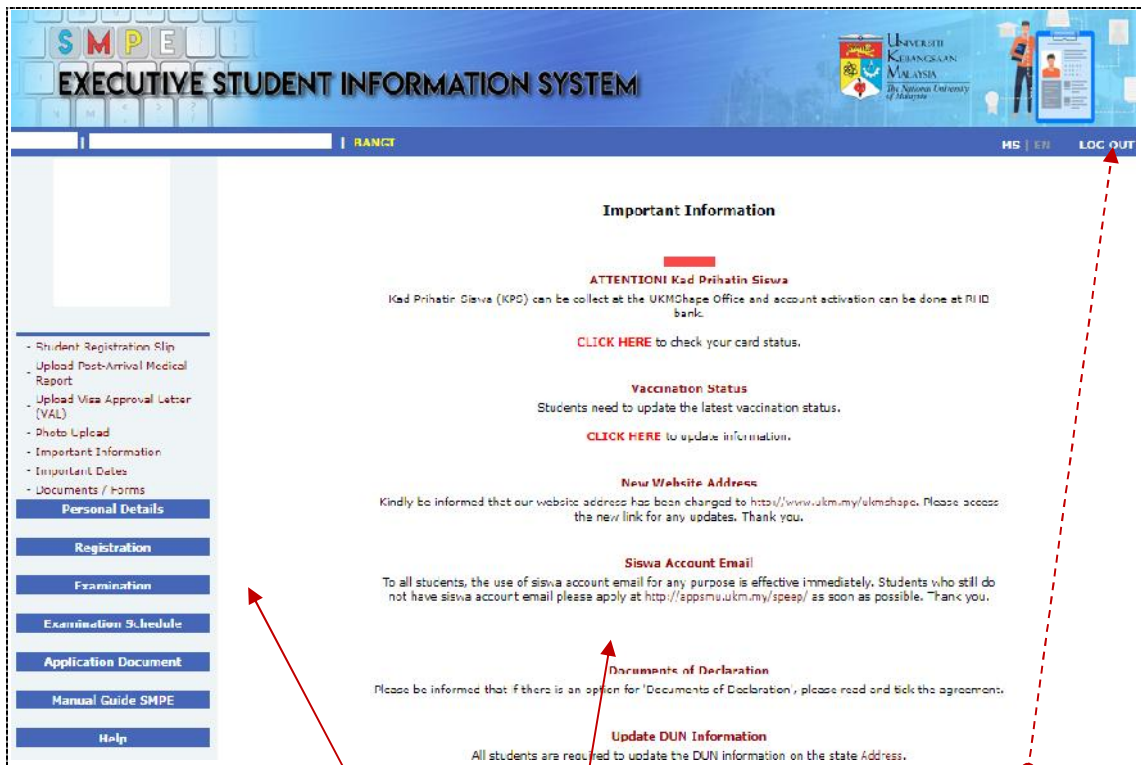


Figure 4.2.1 Main page

(a)

(b)

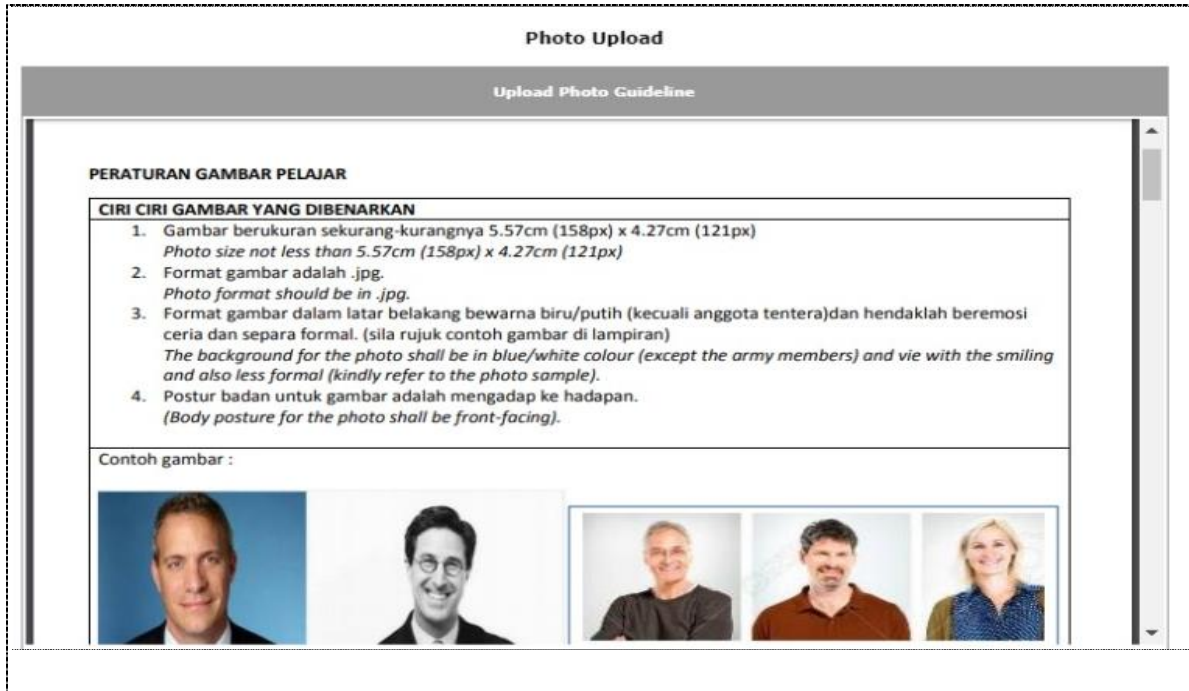
(c)

5.1 Screen Design

- (a) – Menu list
- (b) – Information display space
- (c) – Link to exit system

5.2 Photo upload

Function	:	Allows users to upload photo
User	:	Student
Criteria	:	The student's photo will be displayed upon verification



Rajah 4.3.1 Upload Photo Guideline

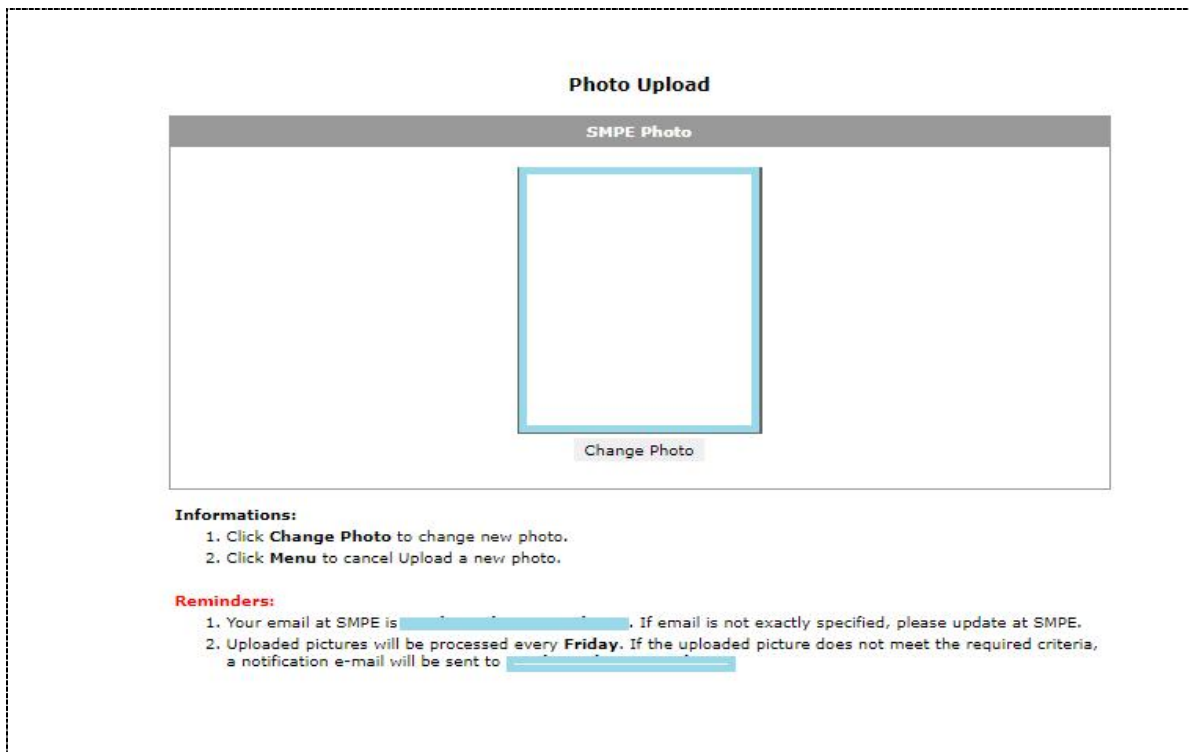


Figure 4.3.2 Photo Upload page

5.3 Personal Details

5.3.1 Personal

Function	:	Displays the student's personal information.
User	:	Student
Criteria	:	Students can view information only. Students should contact UKMShape if the information is incorrect/not updated.

Personal Details

Matrics Number :

Name :

Old Identity Card No. :

New Identity Card No. :

Date Of Birth :

Sex : Female

Bangsa : Indian

Religion : Christian

Marital Status :

Marital Status : Female Single

Kaum : Indian

State Of Birth : Johor

State :

Citizen : Malaysian

Country : Malaysia

Bank :

Account No. : ✘

Figure 4.4.1.1 Personal Information

5.3.2 Academic Details

Function	:	Displays student academic information
User	:	Student
Criteria	:	Students can view information only. Students should contact UKMShape if the information is incorrect.

Academic Details

Programme

Matrics Number :

Name :

Programme : Master (Commercial)

Current Semester Enrolled : 5

Faculty : LAW

Campus : Bangi

Programme Of Study : Master of Business Law

Semester / Year Of Enrolment : 1 / 20172018

Type Of Studies : Executive

Type Of Programme : Course Work

Country : Malaysia

Admission Status : Register

Fee Details

Fee Balance : RM 0

[Click Here](#) for further information

Type of school during SPM

Figure 4.4.2.1 Academic Details

5.3.3 Address Information

Function	:	Allows students to view and update current and permanent address
User	:	Student
Criteria	:	Student is required to fill in the marked space *

Address Information

Fields marked with (*) are required.

Current Address (mailing Address)

Postcode

Town

State

Telephone Number **Ext.**

Permanent Address *

Postcode *

Town *

DUN Code

State *

Telephone Number (without '-') **Ext.**

Mobile * (without '-')

fax Number

Email *

Figure 4.4.3.1 Student Address Information

1. Enter the address information
2. Click the Update address button

5.3.4 Next of Kin's Information

Function	:	Allows students to view and update Next of Kin's information
User	:	Student
Criteria	:	Students are required to fill in the marked space *

Next Of Kin's Information

Next Of Kin

Identity Card Number

Occupation

Relationship

Next Of Kin's Address

Postcode

Town

State

Telephone Numbers **Ext.**

Figure 4.4.4.1 Next of Kin's Information

1. Enter the Next of Kin's address information
2. Click the Update Next of Kin's address button

5.3.5 Employment Details

Function	:	Allows students to view and update job information
User	:	Student
Criteria	:	-

Employment Details

Type Of Employment Private (Non Executive) ▼

Position Held

Organization

Address Of Organization

Postcode

Town

State

No. Telephone

E-mail

Figure 4.4.5.1 Employment Details

1. Enter the employment details
2. Click the update employment button

5.3.6 Parents/ Guardian Details

Function	:	Allows students to view and update parent / guardian information
User	:	Student
Criteria	:	-

Parents/Guardian Details

Father's Details

Identity Card No.

Father's Name

Place Of Birth

Nationality

Occupation

father's Address

Postcode

Town

State

Telephone

Mother's Details

Identity Card No.

Mother's Name

Place Of Birth

Nationality

Occupation

Mother's Address

Postcode

Town

State

Guardian Details	
Identity Card No.	<input type="text"/>
Name	<input type="text"/>
Relationship	Others ▼
Place Of Birth	Johor ▼
Nationality	Indian ▼
Occupation	Pensioner ▼
Guardian's Addr.	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Town	<input type="text"/>
State	<input type="text"/>
Telephone	<input type="text"/>
<hr/>	
Dependant's Details	
Gross Income (RM)	<input type="text"/>
Number Of Dependants	<input type="text"/>
<hr/>	
<input type="button" value="Update Guardian Details >>"/>	

Figure 4.4.6.1 Parents/ Guardians Details

1. Enter the Parents/ Guardians Details
2. Click the Update Guardian Details button

5.3.7 Sponsorship Details

Function	:	Allows students to view sponsors
User	:	Student
Criteria	:	Students can view information only. Students should contact the UKMShape if the information is inaccurate.

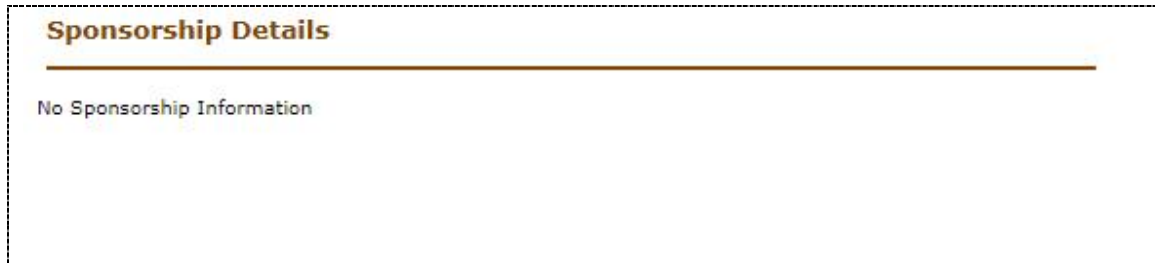


Figure 4.4.7.1 Sponsorship details

5.4 Registration
5.4.1 Course Pre-Registration

Function	:	-Allows student to pre-register courses -All the enrolled courses -Print list of the courses registered
User	:	Student
Criteria	:	Pre Registration is allowed on the designated date

Pre-Registration

List of faculties. Please Click on the **Faculty Code** to view course schedules.

CESMED | FPP | FGG | CITRA | IIR4.0 | FSSA | FSH | FEKON | FEP | FPER | FPEND | IKON | PAP | UMBI | FKAB | ANGKASA | FSKK | FFAR | FSK | IKMAS
FPI | FSM | SELFUEL | INBIOSIS | IKRAB | SEADPRI | KITA | HADHARI | IMEN | SERI | FSKK | PSFG | FST | FTSM | FUJ | FPB | FSP | PPS | UKM- | PPU | TPI | PERMATA | GSB

List of courses offered under Faculty **FUU Semester 2 Session 20232024**.
Please **Select Course Code** and Click ***Register*** Button To Register Courses.

Show 10 entries Search:

COURSE CODE	COURSE_NAME	COS SET	COS LVL	CREDIT	PRE-REQUISITE1	PRE-REQUISITE2	PRE-REQUISITE3	PRE-REQUISITE4
UUUK6015	COMPARATIVE LABOUR LAW AND INDUSTRIAL RELATIONS	L1	PB	5				
UUUK6075	ISLAMIC FINANCIAL SYSTEM	L1	PB	5				
UUUK6115	COMPARATIVE CONSTITUTIONAL LAW	L1	PB	5				
UUUK6135	ADVANCED INTERNATIONAL TRADE LAW	L1	PB	5				
UUUK6145	LAW OF INFORMATION TECHNOLOGY	L1	PB	5				
UUUK6195	MEDICAL LAW	L1	PB	5				
UUUK6215	LEGAL RESEARCH METHODOLOGY	L1	WF	5				
UUUK6235	INSOLVENCY LAW	L1	PB	5				
UUUK6255	INTERNATIONAL ECONOMICS I LAW	L1	PB	5				

Figure 4.5.1.1 Course Pre Registration

Courses Pre-Registration For Student ID [REDACTED] Semester 2 Session 20232024 :
You are allowed to register for courses to the maximum of 23 units.

No	Course Code	Course Name	Set	Level	Credit	Registration Date	Drop Course	Schedule (Day - Start Time - Contact Hours)
Total Units : 0								

Drop Print

Course List Links (a)

Click the link to the course listing information page on the UKMShape website

- Faculty List (b)

Click on the faculty to view the list of courses offered

- List of courses offered (c)

Click on the selected course line. Then click the 'Sign Up' button to sign up for the course.

- List of courses registered (d)

Displays a list of courses that have been registered. Click the 'Drop' button to drop course registration.

- Print the list of courses that are registered

Click the 'Print' button to print the list of courses.

5.4.2 Course Registration / Add and Drop Courses

Function	:	-Let students enroll in courses -All the enrolled courses -Print list of the courses registered
User	:	Student
Criteria	:	- Registration is allowed on the designated date - Dates differ from initial course registration - The screen function is the same as the original course registration screen

Daftar Kursus / Gugur Tambah Kursus

Senarai Kursus Mod Eksekutif | Senarai Kursus Mod PBJJ/Berterusan

Senarai Kod Fakulti. Sila Klik **Kod Fakulti** Untuk Paparkan Jadual Kursus.

FEKON FKEJ FPEND FPI FPP PSRG PSH PSM FU PSP FPER PSKK PSKB PSSA FPB KOK PPU PPS FGG PST FSSK FEP

Senarai Penawaran Kursus **Fakulti Teknologi Dan Sains Maklumat Semester 2 Sesi 20092010**.
Sila **Pilih Kod Kursus** dan Klik **Butang *Daftar*** Untuk Mendaftar Kursus.

	Kod Kursus	Nama Kursus	Set Kur	Trf Kur	Pusat Kuliah	Bil Pel	Prasyarat1	Prasyarat2	Prasy
1	TTTK2013	METODOLOGI KEJURUTERAAN PERIS...	1	WJ	BANGI	37	TTTK1924	TTTS2964	
2	TTTK2023	KEJURUTERAAN PERISIAN BERORIE...	1	LJ	BANGI	34	TTTK2933		
3	TTTK2093	ANTARA MUKA MANUSIA MESIN	1	WJ	BANGI	36			
4	TTTK2153	PERKONGSIAN MAKLUMAT	2	LJ	BANGI	37	TTTS1913		
5	TTTK3223	PENGATURCARAAN RANGKAIAN	1	LJ	BANGI	34	TTTK2153		
6	TTTK3333	PENGURUSAN PERISIAN	1	WJ	BANGI	36			
7	TTTS2723	SISTEM MAKLUMAT PENGURUSAN	1	LJ	BANGI	34	TTTS2924		
8	TTTS2924	ANALISIS DAN REKABENTUK SISTEM	2	WF	BANGI	35	TTTS2964		

Daftar

Senarai Rekod Pendaftaran Kursus Bagi No Pendaftaran **GA01099 Semester 2 Sesi 20092010** :
Anda dibenarkan mendaftar kursus sehingga 17 unit.

Bil	Kod Kursus	Tajuk Kursus	Set	Taraf	Tarikh Daftar	Gugur Kursus	Jadual Waktu (Hari - Masa Mula - Bil jam)
1	TTTK2093	ANTARA MUKA MANUSIA MESIN	1	WJ	10-01-2013	<input type="checkbox"/>	
2	TTTK3333	PENGURUSAN PERISIAN	1	WJ	10-01-2013	<input type="checkbox"/>	

Jumlah Unit : **6**

Gugur **Cetak**

Figure 4.5.2.1 Course Registration/ Add and Drop Course

5.4.3 Drop Courses

Function	:	-Let students drop courses
User	:	Student
Criteria	:	- Student is not allowed to drop all courses - Must be at least one course registered - Drop courses are allowed on the designated date

Tarik Diri Kursus

Senarai Rekod Pendaftaran Kursus Bagi No. Pendaftaran GA01099 Semester 2 Sesi 20092010

Sila tandakan pada ruangan **TARIK DIRI KURSUS** dan baris Kod Kursus yang ingin digugurkan dan tekan butang **Tarik Diri**

BIL	KOD KURSUS	NAMA KURSUS	SET KURSUS	TARAF KURSUS	TARIKH DAFTAR	STATUS	TARIK DIRI KURSUS
1	TTTK2093	ANTARA MUKA MANUSIA MESIN	L1	WJ	10/01/2013	TARIK DIRI	<input checked="" type="checkbox"/>
2	TTTK3333	PENGURUSAN PERISIAN	L1	WJ	10/01/2013	DAFTAR	<input type="checkbox"/>

Jumlah Unit Ambil : 3
Jumlah Unit Tarik Diri : 3

Figure 4.5.3.1 Drop Courses

5.4.4 Confirmation of course registration/ Entrance examination application

Function	:	Allows students to confirm course registration before entering the examination
User	:	Student
Criteria	:	Will be allowed on the designated date

Permohonan Masuk Peperiksaan/Pengesahan Pendaftaran Kursus

Rekod Pendaftaran Kursus Semasa Semester 1 Sesi 20122013

Bil	Kod Kursus	Nama Kursus	Set	Taraf	Status	Tarikh Daftar
1	TTTK2934	PENGATURCARAAN BERORIENTASIKAN OBJEK	L1	WF	DAFTAR	15/10/2012
2	TTTR1413	MATEMATIK III	L1	WJ	DAFTAR	15/10/2012
3	TTTS2924	ANALISIS DAN REKABENTUK SISTEM	L1	WF	DAFTAR	15/10/2012

Jumlah Kursus : 3

Jumlah Unit Ambil : 11

* Sekiranya maklumat kursus di atas **BETUL**, tekan butang Sah

* Sekiranya ada **PEMBETULAN** sila tekan butang PINDAAN

{{{ Tarikh Terakhir Dikemaskini Pada 24/07/2013 }}}}

Figure 4.5.4.1 display before authentication

Permohonan Masuk Peperiksaan/Pengesahan Pendaftaran Kursus

Anda pasti ingin sahkan pendaftaran kursus?

Figure 4.5.4.2 Verification message to confirm course registration

Permohonan Masuk Peperiksaan/Pengesahan Pendaftaran Kursus

Anda pasti ingin buat pindaan pendaftaran kursus?

Figure 4.5.4.3 Message to change course enrollment

Permohonan Masuk Peperiksaan/Pengesahan Pendaftaran Kursus

Rekod Pendaftaran Kursus Semasa Semester 1 Sesi 20122013

Bil	Kod Kursus	Nama Kursus	Set	Taraf	Status	Tarikh Daftar
1	TTTK2934	PENGATURCARAAN BERORIENTASIKAN OBJEK	L1	WF	DAFTAR	15/10/2012
2	TTTR1413	MATEMATIK III	L1	WJ	DAFTAR	15/10/2012
3	TTTS2924	ANALISIS DAN REKABENTUK SISTEM	L1	WF	DAFTAR	15/10/2012

Sila isi maklumat pindaan

Figure 4.5.4.4 Form to fill in amendment information

Permohonan Masuk Peperiksaan/Pengesahan Pendaftaran Kursus

Rekod Pendaftaran Kursus Semasa Semester 1 Sesi 20122013

Bil	Kod Kursus	Nama Kursus	Set	Taraf	Status	Tarikh Daftar
1	TTTK2934	PENGATURCARAAN BERORIENTASIKAN OBJEK	L1	WF	DAFTAR	15/10/2012
2	TTTR1413	MATEMATIK III	L1	WJ	DAFTAR	15/10/2012
3	TTTS2924	ANALISIS DAN REKABENTUK SISTEM	L1	WF	DAFTAR	15/10/2012

Jumlah Kursus : 3 **Jumlah Unit Ambil : 11**

***** Pendaftaran Kursus telah disahkan *****

{{{ Tarikh Terakhir Dikemaskini Pada 25/07/2013 }}}}

Figure 4.5.4.5 Display after confirmation (Valid)

Permohonan Masuk Peperiksaan/Pengesahan Pendaftaran Kursus

Rekod Pendaftaran Kursus Semasa Semester 1 Sesi 20122013

Bil	Kod Kursus	Nama Kursus	Set	Taraf	Status	Tarikh Daftar
1	TTTK2934	PENGATURCARAAN BERORIENTASIKAN OBJEK	L1	WF	DAFTAR	15/10/2012
2	TTTR1413	MATEMATIK III	L1	WJ	DAFTAR	15/10/2012
3	TTTS2924	ANALISIS DAN REKABENTUK SISTEM	L1	WF	DAFTAR	15/10/2012

Jumlah Kursus : 3 **Jumlah Unit Ambil : 11**

Pendaftaran Kursus telah direkodkan dengan status 'PINDAAN'.

Maklumat Pindaan : Kursus TTTK2000 tiada dalam senarai

Emel pemakluman telah dihantar kepada Pegawai Program untuk tindakan selanjutnya

{{{ Tarikh Terakhir Dikemaskini Pada 10/07/2013 }}}}

Figure 4.5.4.6 Display after confirmation (Amendment)

UNIVERSITI KEBANGSAAN MALAYSIA		Masa: 10:25																																	
BORANG PENGESAHAN PENDAFTARAN KURSUS		Tarikh: 10/07/2013																																	
SEMESTER 1 SESI 2012/2013																																			
No. Pendaftaran: [REDACTED] Nama: [REDACTED]																																			
Fakulti: Teknologi Dan Sains Maklumat Program Pengajian: Ijazah Sarjanamuda Teknologi Maklumat Dengan Keujian (Sains Komputer) Tahap Pengajian: Prasiswazah Sem/Sesi Mula Pengajian: 1/2012/2013 Bentuk Pendaftaran: Ekskubf		Status Diri Pelajar: Mendaftar Pusat Pengajian: BANGI Bil. Sem. Pengajian: 1																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Bil</th> <th>Kod Kursus</th> <th>Nama Kursus</th> <th>Set</th> <th>Taraf</th> <th>Status</th> <th>Pusat Kuliah</th> <th>Pusat Pep.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>TTTK2004</td> <td>PENGATURCARAAN DAN ORIENTASIKAN OBJEK</td> <td>L1</td> <td>WT</td> <td>DAFTAR</td> <td>BANGI</td> <td>BANGI</td> </tr> <tr> <td>2</td> <td>TTTR1413</td> <td>MATEMATIK III</td> <td>L1</td> <td>WJ</td> <td>DAFTAR</td> <td>BANGI</td> <td>BANGI</td> </tr> <tr> <td>3</td> <td>TTTS2024</td> <td>ANALISIS DAN REKABENTUK SISTEM</td> <td>L1</td> <td>WF</td> <td>DAFTAR</td> <td>BANGI</td> <td>BANGI</td> </tr> </tbody> </table>	Bil	Kod Kursus	Nama Kursus	Set	Taraf	Status	Pusat Kuliah	Pusat Pep.	1	TTTK2004	PENGATURCARAAN DAN ORIENTASIKAN OBJEK	L1	WT	DAFTAR	BANGI	BANGI	2	TTTR1413	MATEMATIK III	L1	WJ	DAFTAR	BANGI	BANGI	3	TTTS2024	ANALISIS DAN REKABENTUK SISTEM	L1	WF	DAFTAR	BANGI	BANGI			
Bil	Kod Kursus	Nama Kursus	Set	Taraf	Status	Pusat Kuliah	Pusat Pep.																												
1	TTTK2004	PENGATURCARAAN DAN ORIENTASIKAN OBJEK	L1	WT	DAFTAR	BANGI	BANGI																												
2	TTTR1413	MATEMATIK III	L1	WJ	DAFTAR	BANGI	BANGI																												
3	TTTS2024	ANALISIS DAN REKABENTUK SISTEM	L1	WF	DAFTAR	BANGI	BANGI																												
Jumlah Kursus: 3		Jumlah Unit Ambil: 11																																	
Pindaan Kursus (jika ada)																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Kod Kursus</th> <th>Tajuk Kursus</th> <th>Set Kursus</th> <th>Taraf Kursus</th> <th>Tandatangan Pensyarah</th> <th>Catatan</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Kod Kursus	Tajuk Kursus	Set Kursus	Taraf Kursus	Tandatangan Pensyarah	Catatan																													
Kod Kursus	Tajuk Kursus	Set Kursus	Taraf Kursus	Tandatangan Pensyarah	Catatan																														
Maklumat Pindaan: Kursus TTK2000 tiada dalam senarai																																			
Perakuan: Saya faham dan mengaku bahawa mengikut peraturan-peraturan Universiti saya tidak berhak memasuki peperiksaan Universiti jika saya berhutang dengan Universiti atau jika saya telah tidak menghadin keperluan kursus untuk peperiksaan ini dengan memuaskan.																																			
Tandatangan Pelajar / Tarikh _____																																			

Figure 4.5.4.7 Example Print Form

- Click the 'Valid' button if the course list is correct. Click the 'Amendment' button for any corrections. (Figure 4.5.4.1)
- A confirmation message will be displayed. Click the Yes button (Figures 4.5.4.2 and 4.5.4.3) • Display as in Figure 4.5.4.5 if valid.
- Forms like figure 4.5.4.4 are displayed in the event of an amendment. Fill out the amendment information and click the Submit button.
- A display like figure 4.5.4.6 is displayed. Click the Print button to print the confirmation form as figure 4.5.4.7.

5.4.5 Review of course registration records

Function	:	- Allows students to review course registration records (current, semester and overall) - Enables reviewing Exempted courses (DK courses)
User	:	Student
Criteria	:	Display Information

Checking Course Registration Records (Current)

Student Personal Details	
Matrics Number :	<input type="text"/>
Name :	<input type="text"/>
Programme :	Master (Commercial)
Semesters Enrolled :	5
Faculty :	LAW
Centre of Studies :	
Programme of Study :	<input type="text"/>
Semester / Session of Enrolment :	1 / 20172018
Type of Admission :	Executive
Type of Programme :	Course Work
Country :	Malaysia
Admission Status :	Register

Admission Records Current Semester1 Session 20192020

No	Course Code	Course Name	Set	Level	Credit	Status	Registration Date	Schedule
1	UUUK6354	LABOUR LAW AND INDUSTRY	L1	PB	4	REGISTERED	09/10/2019	
2	UUUK6504	CYBER LAW	L1	PB	4	REGISTERED	09/10/2019	

Total Units Taken : 8

Admission records is subjected to the confirmation of the faculty
[Last Updated On 06/02/2020]

Figure 4.5.5.1 Example of course registration records

5.5 Examination
5.5.1 Examination Results

Function	:	- Allows student to view exam results (current, semester and overall) - Allows student to print exam results slip (latest only)
User	:	Student
Criteria	:	- Exam results cannot be checked and printed if students are still in debt - Unlimited prints

Student Personal Details	
Matrics Number :	<input type="text"/>
Name :	<input type="text"/>
Programme :	<input type="text"/>
Semesters Enrolled :	5
Faculty :	LAW
Centre of Studies :	
Programme of Study :	<input type="text"/>
Semester / Session of Enrolment :	1 / 20172018
Type of Admission :	Executive
Type of Programme :	Course Work
Country :	Malaysia
Admission Status :	Register

Examination Result Semester 2 Session 20182019

NO	COURSE CODE	COURSE	SET	LEVEL	CREDIT	GRADE	STATUS	REGISTRATION DATE
1	UUUK6384	INTELLECTUAL PROPERTY LAW (ADVANCE)	L1	PB	4	<input type="text"/>	REGISTERED	30/03/2019
2	UUUK6444	LAW AND COMPANY PRACTICES	L1	WF	4	<input type="text"/>	REGISTERED	30/03/2019
		Credits Taken	Credits Pass	Credits Count	Cummulative Grade	Unit Exempted	GPA	
Current Semester		8	8	8	<input type="text"/>	0	<input type="text"/>	
Cummulative		32	32	32	<input type="text"/>	0	<input type="text"/>	
RESULT : PASSED								
MUET : NO MUET LEVEL :								
<input type="button" value="Print"/>								

Subject to Senate's Approval

Figure 4.6.1.1 Examination Results

Academic Report

Function	:	Allows student to view and review academic reports
User	:	Student
Criteria	:	The report will not be displayed if the student is in debt

Academic Report

Academic report Semester 2 Session 20182019

NUM.	SEM.	SESSION	C.CODE	COURSE NAME	GRADE	CREDIT	STANDARDS
ELECTIVE COURSE (PB)							
1	1	20182019	UUUK6314	INSOLVENCY LAW		4	PB
2	2	20172018	UUUK6364	THEORY AND ISLAMIC FINANCIAL PRACTICES		4	PB
3	2	20182019	UUUK6384	INTELLECTUAL PROPERTY LAW (ADVANCE)		4	PB
COMPULSORY COURSE (WF)							
1	1	20172018	UUUK6414	METHOD AND LEGAL SYSTEM		4	WF
2	1	20172018	UUUK6424	LAW AND CONTRACT PRACTICES		4	WF
3	1	20182019	UUUK6434	LAW AND BUSINESS PRACTICES		4	WF
4	2	20182019	UUUK6444	LAW AND COMPANY PRACTICES		4	WF
5	2	20172018	UUUK6464	RESEARCH METHODOLOGY		4	WF

SUMMARY

CGPA :

	STANDARD : PB	WF	TOTAL
UNIT NEED (C)			
UNIT DK (C)			
UNIT PASS (C)			
UNIT BALANCE (C)			
TOTAL PASSED UNIT : 32			
MUET STATUS : NO			
MUET LEVEL :			

Figure 4.6.2.1 Example Academic report

5.5.2 Appeal Review for Examination Result

Function	:	Allows student to apply for review of examination results
User	:	Student
Criteria	:	Enable within 4 weeks after the result of the examination

Rayuan Semakan Semula Keputusan Peperiksaan

Senarai Kursus Untuk Semakan Semula

BIL	KOD KURSUS	NAMA KURSUS	GREJ YANG DIPEROLEHI	PILIH UNTUK DISEMAK
1.	HHHC9118	PEMBANGUNAN INSANIAH	B	<input type="checkbox"/>
2.	TTTS2723	SISTEM MAKLUMAT PENGURUSAN	A	<input checked="" type="checkbox"/>

Terima kasih, permohonan anda telah direkodkan. Caj sebanyak RM25 per kursus bagi pelajar prasiswazah atau RM50 per kursus bagi pelajar siswazah akan dikenakan.

Arahan Penggunaan

- Tandakan (✓) pada bahagian Pilih Untuk Disemak.
- Klik butang MOHON untuk membuat Permohonan Rayuan Semakan.
- Permohonan telah diterima apabila tertera perkataan :- **Terima kasih, permohonan anda telah direkodkan. Caj sebanyak RM25 per kursus bagi pelajar prasiswazah atau RM50 per kursus bagi pelajar siswazah akan dikenakan.**
- Permohonan boleh dibuat selewat-lewatnya pada minggu keempat selepas keputusan peperiksaan dikeluarkan secara rasmi. Permohonan selepas **17/05/2013** tidak akan dipertimbangkan.
- Permohonan yang telah diterima akan diproses dan pembatalan tidak akan dipertimbangkan.

Figure 4.6.3.1 List of courses for review appeal

UKM/PPPS/D/P05/AK18/1 9

UNIVERSITI KEBANGSAAN MALAYSIA

BORANG PERMOHONAN RAYUAN SEMAKAN
SEMULA KEPUTUSAN PEPERIKSAAN
SEMESTER 1 SESI AKADEMIK 2012/2013

A: MAKLUMAT PERIBADI PELAJAR

No. Pendaftaran: 0400098
 Nama: NURUL HANIS BT. MOHAMMAD
 Fakulti: TEKNOLOGI DAN SAINS MAKLUMAT
 Alamat Semasa: LOT 2001, JALAN KEMAMUK 2, NO. 10, TERANG BERANG,
 43000 KAJANG
 SELANGOR
 No. Telefon: 011-22222222

B: SENARAI KURSUS YANG DIPOHON UNTUK SEMAKAN SEMULA

Bil.	Kod Kursus	Nama Kursus	Gred Yang Diperolehi
1.	TTTS2723	SISTEM MAKLUMAT PENGURUSAN	A

Tarikh : 04/22/2013

Figure 4.6.3.2 application form for review of examination result

- Check () in the SELECT section and enter a reason. Click the APPLY button. (Figure 4.6.3.1)
- Appeal form for review of appeal decision is displayed. (fig. 4.6.3.2)

5.5.3 Replacement Examination

Function	:	Allows students to apply for a replacement examination and to view the status of the application
User	:	Student
Criteria	:	Enable only during examination week

Application

Permohonan Peperiksaan Gantian

Senarai Kursus Untuk Peperiksaan Gantian

BIL	KOD KURSUS	NAMA KURSUS	SEBAB <i>(WAJIB DIISI UNTUK KURSUS YANG DIPILIH)</i>	PILIH
1.	HHHC9118	PEMBANGUNAN INSANIAH	<input type="text"/>	<input type="checkbox"/>
2.	TTTS2723	SISTEM MAKLUMAT PENGURUSAN	<input type="text"/>	<input type="checkbox"/>

Figure 4.6.4.1 List of courses for replacement exams

UKM/PPPS/D/P05/AK15/1

UNIVERSITI KEBANGSAAN MALAYSIA

BORANG PERMOHONAN PEPERIKSAAN GANTIAN
SEMESTER 1 SESI AKADEMIK 20122013

A: MAKLUMAT PERIBADI PELAJAR

No. Pendaftaran : 00000000
 Nama : SUKSESAN SUKSESAN SUKSESAN
 Fakulti : TEKNOLOGI DAN SAINS MAKLUMAT
 Alamat Semasa : JABATAN PENDAFTARAN NEGARA, BANG. TEL. MAL. DAN KOMUNIKASI,
 68000 PUTRAJAYA,
 WP PUTRAJAYA
 No. Telefon : 0000000000

B: SENARAI KURSUS YANG DIPOHON UNTUK PEPERIKSAAN GANTIAN

Bil.	Kod Kursus	Nama Kursus	Sebab
5.	TTTS2723	SISTEM MAKLUMAT PENGURUSAN	kursus

Tarikh : 22/04/2013

(Tandatangan Pelajar)

----- potong di sini -----
 Untuk simpanan/rujukan pelajar

Nama Pelajar/ No. Pend. : SUKSESAN SUKSESAN SUKSESAN
 Fakulti : TEKNOLOGI DAN SAINS MAKLUMAT Borang diterima oleh: _____

Cop Rasmi
Unit Peperiksaan dan Pengijazahan

Figure 4.6.4.2 Replacement examination application form

- Check () in the SELECT section and enter a reason. Click the APPLY button. (Figure 4.6.4.1)
- Replacement examination application form will be displayed. (Figure 4.6.4.2)

Application Status

Permohonan Semester 1 Sesi 20162017				
BIL	KOD KURSUS	NAMA KURSUS	SEBAB	STATUS
1.	LMCW2163	TAMADUN ISLAM DAN TAMADUN ASIA	menunaikan ibadah umrah	Lulus
2.	PPPG1113	USUL FIQH I	menunaikan ibadah umrah	Lulus
3.	PPPH1992	PENGENALAN PENGAJIAN AGAMA-AGAMA	menunaikan ibadah umrah	Lulus
4.	PPPY1132	MAHARAT AL-KITABAH	menunaikan ibadah umrah	Lulus
5.	PPPY1192	AKHLAK DAN TASAWUF	menunaikan ibadah unrah	Lulus

Figure 4.6.4.2 Replacement examination application form

5.6 Examination Schedule

5.6.1 Exam Entrance Card (KMJP)

Function	:	Allows student to print KMJP
User	:	Student
Criteria	:	Enable on certain dates

SJ001

KAD MASUK DAN JADUAL PEPERIKSAAN

SEMESTER 2 SESI 20122013

Tarikh : 06/08/2013

No. Pendaftaran : ██████████

Tahap Pengajian : Prasiswazah

Program Pengajian : Ijazah Sarjanamuda Teknologi Maklumat Dengan Keupujian (Sains Komputer)

Bil Sem Pengajian : 6

Kampus : Bangi

Nama : ██████████

Fakulti : Teknologi & Sains Maklumat

No. Kad Pengenalan : ██████████

Kod Kursus	Tajuk Kursus	Tarikh	Masa	Tempoh	Tempat	Meja
TTTK3086	PROJEK					
TTTK3333	PENGURUSAN PERISIAN	03/08/2013	14:00	2:30 j	DEWAN TUN ABDULLAH MOHD SALLEH	347
TTTK3353	TEORI SAINS KOMPUTER	28/07/2013	14:00	2:00 j	DEWAN TUN ABDULLAH MOHD SALLEH	445

PANDUAN DAN PERATURAN PEPERIKSAAN

Pelajar diminta mematuhi panduan dan peraturan peperiksaan seperti berikut:

1. Pastikan Kad Masuk dan Jadual Peperiksaan (KMJP) ini dibawa semasa peperiksaan.
2. Pakaian semasa menduduki peperiksaan mesti mematuhi **Etika Pakaian UKM**. Pelajar yang tidak mematuhi etika ini tidak akan dibenarkan memasuki Dewan Peperiksaan.
3. Berada di luar dewan peperiksaan sekurang-kurang 15 minit sebelum peperiksaan bermula.
4. Masuk ke dalam dewan secara aman dan teratur apabila diminta oleh petugas.
5. Pelajar tidak dibenarkan masuk ke dewan selepas 30 minit peperiksaan bermula.
6. Hanya kad masuk peperiksaan (KMJP), Kad Kampus, Kad Pengenalan dan alat tulis serta kalkulator sahaja dibenarkan dibawa masuk ke dalam dewan peperiksaan.
7. Telefon bimbit, buku, nota, makanan, minuman dan benda-benda lain tidak dibenarkan dibawa masuk dalam dewan peperiksaan. Sekiranya anda **TERBAWA** masuk **telefon bimbit**, **PASTIKAN** telefon bimbit tersebut berada dalam keadaan tidak berfungsi (tiada bateri - bateri diasingkan daripada telefon tersebut).
8. Tidak dibenarkan menulis apa-apa nota pada KMJP.
9. Mengambil tempat duduk mengikut nombor meja yang tercatat pada KMJP.
10. Mengisi borang kehadiran (Borang UKM/PPPS/D/P05/AK07/1) dan letakkan di sebelah atas kanan meja bersama KMJP dan Kad Pelajar.
11. Pelajar tidak dibenarkan keluar meninggalkan dewan dalam tempoh 30 minit selepas peperiksaan bermula dan 15 minit sebelum peperiksaan tamat.
12. Tindakan tatatertib boleh diambil terhadap pelajar sekiranya melanggar peraturan peperiksaan yang ditetapkan iaitu:
 - i. Tidak mematuhi arahan di atas
 - ii. Mengganggu perjalanan peperiksaan
 - iii. Meniru, mengelat atau membolehkan calon lain meniru/mengelat
 - iv. Membawa telefon bimbit yang berfungsi ke dalam dewan peperiksaan
13. Apabila pengumuman tamat masa peperiksaan, sila
 - i. Berhenti menulis
 - ii. Ikat semua buku/kertas jawapan
 - iii. Letakkan buku/kertas jawapan di tempat yang diarahkan
 - iv. Tinggalkan segala bahan-bahan yang dibekalkan
 - v. Keluar meninggalkan dewan dengan aman dan teratur

MS ISO 9001 REG NO. AR 2845

Figure 4.7.1.1 Examination Entrance Card

5.6.2 Letter of Relinquishment Examination

Function	:	Allows student to print Exam Release Letter
User	:	Student
Criteria	:	Enable on certain dates

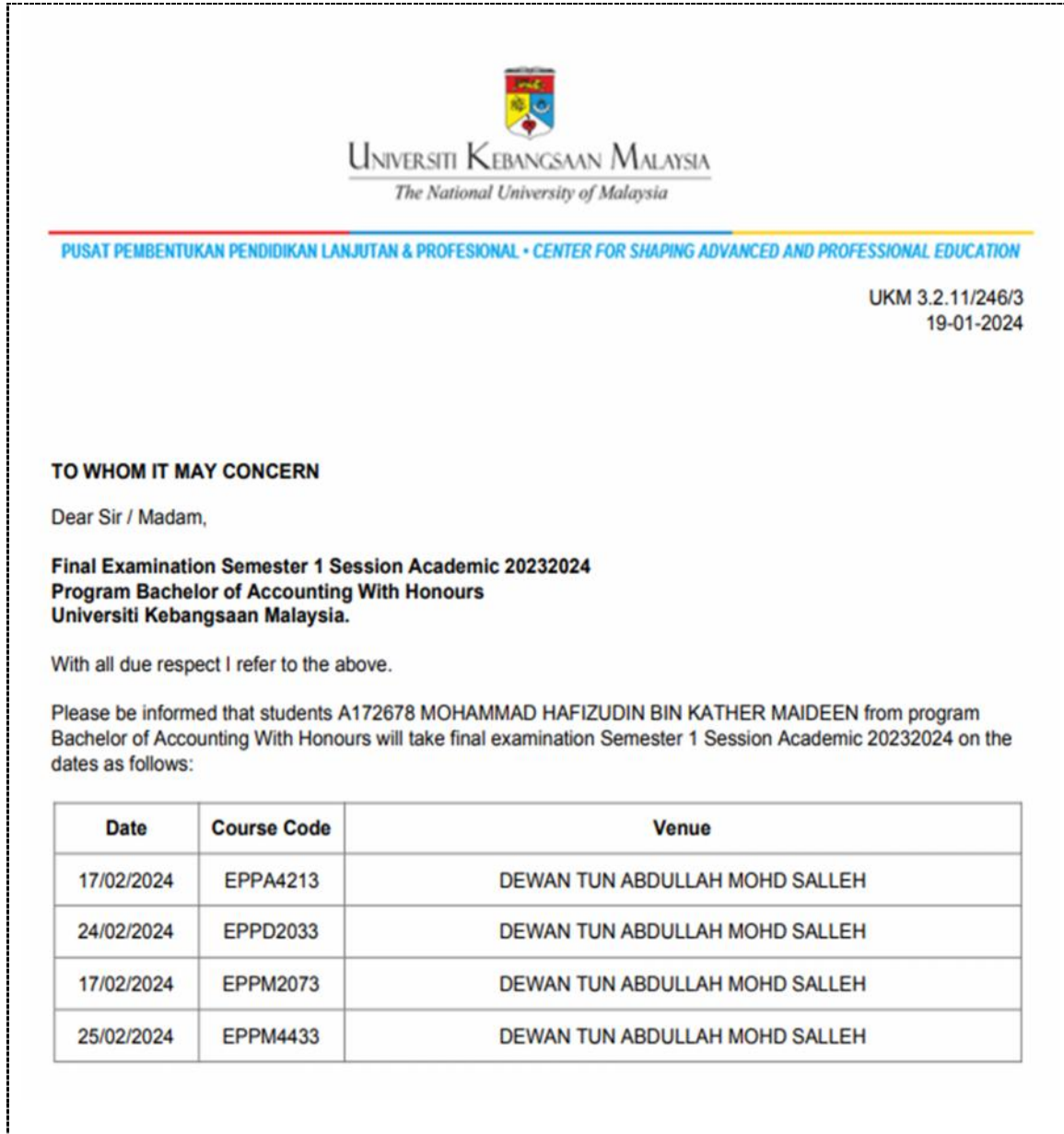


Figure 4.7.2.1 Letter of Relinquishment

5.7 Application Document

Function	:	Allows students to apply for documents
User	:	Student
Criteria	:	Certificate of completion is only available to students who have completed their studies

Application Form

APPLICATION FORM DOCUMENTS

A: STUDENT PERSONAL DETAILS

Matrics Number :
 Name :
 Identification card Number :
 Programme of Study :
 Number of Semesters :
 Sem / Session Start Study :
 Telephone Number :

Please select the address where the document should be sent by post. If the address is incorrect, please update at menu **Address**.
 (Letter of Scientific Research and Letter of Confirmation of Tuition Fees (No Sponsorship) only)

Permanent address :
 Current Address :

B: DOCUMENT INFORMATION

When a document is required :

Please select document :

Letter of Students Confirmation
 Letter of Scientific Research
 Letter of Graduate Confirmation
 Letter of Confirmation of Tuition Fees (No Sponsorship)

How to get documents :

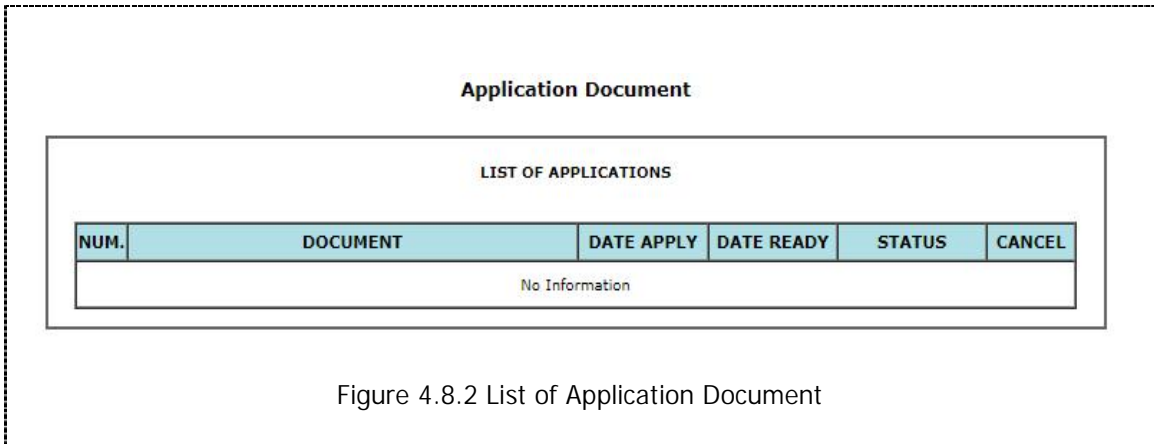
(Letter of Scientific Research and Letter of Confirmation of Tuition Fees (No Sponsorship) only)

Own Pickup (Bangi Campus)

Figure 4.8.1 Application Form Documents

Fill in the application form and click the Submit button

Application Review



Withdrawal from studies

