



## From the Faculty of Engineering Academic Advisory (AA) Unit

### *Instructions for AA Meeting*

- 1) Students should meet with his/her respective AA at least 2 times per semester (tentatively **Week 3/Week 4** and by **Week 12**). It is the student's full responsibility to contact his/her AA to set for an appointment (due to the current pandemic situation, the meeting should be virtual).

#### **2) For Students:**

After the first meeting with the AA for a particular semester, students will need to immediately fill in the '**AA Action Plan Form**' and upload to the link below. Students are needed to upload the filled AA Action Plan Form **only once every semester** (ie. after the first meeting of each semester).

*Note: Login using username@siswa365.um.edu.my (username and password are the same as siswamail)*

<https://365umedumy.sharepoint.com/sites/AcademicAdvisorSystemFKUM>

*Click 'For Students' > JKE > choose your intake year > upload the document to your designated folder*

#### **3) For Lecturers:**

After every meeting, **lecturer** is required to fill in the MS form at the link below, under tab lecturer

<https://365umedumy.sharepoint.com/sites/AcademicAdvisorSystemFKUM>

then, click on the app : [App for FKUM Academic Advisor System](#) to record your meeting with your student.

- 4) Please visit the department's website (<https://ee.um.edu.my/academic-advisor>) for the **list of AA** and to download the required **AA Action Plan Form**.
- 5) If you need further information and assistance, please contact your academic advisor coordinator

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