



UNIVERSITI KEBANGSAAN MALAYSIA

The National University of Malaysia

Pusat Pengurusan Akademik

Centre for Academic Management

Ref: UKM AKA/224/5

Dated: 31 March 2015

ACADEMIC CIRCULATION NO. 10a/2015

All undergraduate students

Mr./Ms.,

**VERIFICATION OF COURSES AND THE DRAFT OF THE EXAMINATION
TIMETABLE FOR SEMESTER II OF THE 2014-2015 ACADEMIC SESSION**

With reference to the matter above, the final examination for Semester II of the Academic Session 2014/2015 will commence on the 8 to 26 June 2015.

You are required to verify your courses and the draft of the examination timetable via <http://www.ukm.my/smpweb> from **20 to 26 April 2015**. 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:

- a. 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.
- b. 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 **27 April 2015**.

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 courses listed, you will be given an 'E' grade. You will also be imposed a fine of RM15.00 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 **19 May 2015**. 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.

Yours sincerely,

AZLINA ABU BAKAR
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
- College Principals
- Director/Executive Faculty/Centre
- Student's Notice Board

AAB:rbm