



Ref. : UKM.AKA.100-1/3/5  
Date : 29 April 2020

**ACADEMIC CIRCULATION NO. 12a/2020**

All Undergraduate Students

Mr./Ms.,

**VERIFICATION OF COURSES AND THE DRAFT OF THE EXAMINATION  
TIMETABLE FOR SEMESTER II OF THE 2019-2020 ACADEMIC SESSION**

With reference to the matter above, the final examination for Semester II of the 2019-2020 Academic Session will commence on the **29 June 2020 to 17 July 2020**.

2. You are required to verify your courses and the draft of the examination timetable via <http://www.ukm.my/smpweb> from **11 May to 17 May 2020**. 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 write down the course/courses involved and inform the Deputy Dean (Undergraduate) at the respective faculties latest by **18 May 2020**.

3. 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. **You will also be imposed a fine of RM 15.00 for neglecting the verification process.**

4. The final examination timetable will be displayed on the **Entrance Card and Examination Timetable (KMJP) which can be accessed via SMPweb beginning 8 June 2020**. You are advised to settle any outstanding tuition fees. If you encounter any problems to settle the outstanding balance, please discuss the matter with Student Finance Division.



CERTIFIED TO ISO 9001:2015

CERT. NO. QMS 01100

**CENTRE FOR ACADEMIC MANAGEMENT (ACADEMIC UKM)**

Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan Malaysia  
Tel.: +603-8911 8451/8450/8460/8027 Fax: +603-8911 8471 E-mail: [akad@ukm.edu.my](mailto:akad@ukm.edu.my)  
Web: [www.ukm.my/akademik](http://www.ukm.my/akademik)

Thank you.

Yours sincerely,



**ROHANA TAN**

Deputy Registrar  
for Deputy Vice-Chancellor  
(Academic and International)

- c.c.:
- Deputy Vice-Chancellor  
(Academic and International)
  - Dean/Director  
Faculty/Centre
  - Deputy Director (Quality Management System)  
Centre for Quality Assurance
  - Director  
Centre for Information Technology
  - Chief Assistant Registrar/Senior Assistant Registrar/Assistant Registrar  
Faculty/Centre
  - College Principals



CERTIFIED TO ISO 9001:2015

CERT. NO. QMS 01100

**CENTRE FOR ACADEMIC MANAGEMENT (ACADEMIC UKM)**

Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan Malaysia  
Tel.: +603-8911 8451/8450/8460/8027 Fax: +603-8911 8471 E-mail: akad@ukm.edu.my  
Web: www.ukm.my/akademik

**Mengilham Harapan, Mencipta Masa Depan • Inspiring Futures, Nurturing Possibilities**



www.ukm.my