



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

ACADEMIC CIRCULATION NO. 24a/2020

All Undergraduate Students

Mr./Ms.,

**VERIFICATION OF COURSES AND THE DRAFT OF THE EXAMINATION
TIMETABLE FOR SEMESTER 3 OF THE 2019/2020 ACADEMIC SESSION**

With reference to the matter above, the final examination for Semester 3 of the 2019/2020 Academic Session will commence on the **24 August to 28 August 2020**.

2. You are required to verify your Courses and the Draft of the Examination Timetable via <http://www.ukm.my/smpweb> from **10 August to 16 August 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:

- i) 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.
- ii) 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 **14 August 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 17 August 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 Unit, Bursar’s Office.**



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



Thank you.

Yours sincerely,



ROHANA TAN
Deputy Registrar
Centre for Academic Management

- c.c. - Deputy Vice-Chancellor
(Academic and International)
- Dean/Director
Faculty/Centre
 - Director
Centre for Educational Extension
 - Director
Centre for Quality Assurance (UKM-Quality)
 - Director
Centre for Information Technology
 - Head
Student Finance Unit, Bursar's Office
 - Chief Assistant Registrar/Senior Assistant Registrar/Assistant Registrar
Faculty/Centre
 - KMUUKM President



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Web: www.ukm.my/akademik

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