



## ACADEMIC CIRCULAR NO. 13a/2021

All Undergraduate Students

### COURSES VERIFICATION AND THE DRAFT OF THE FINAL EXAMINATION TIME TABLE FOR SEMESTER 2 OF THE 2020/2021 ACADEMIC SESSION

With reference to the matter above, the final examination for Semester 2 of the 2020/2021 Academic Session will commence on the **12<sup>th</sup> till 30<sup>th</sup> July 2021**.

2. The students are required to verify the registered courses and the draft of the Final Examination Time Table via <http://smplucee.ukm.my/smpweb> from **17<sup>th</sup> till 23<sup>rd</sup> May 2021**. The students are required to:

- i) Read and complete the Student Pledge before verifying the registered courses and the draft of the Final Examination Timetable.
- ii) Check all registered courses for the current semester and the draft of the Final Examination Timetable. If the information is correct and there is no contradiction in the examination timetable, click on the “**Verify**” button.
- iii) If there are **any conflict** of time in the examination subjects or any **3 subjects were scheduled consecutively** in one day, please write down the course/courses involved and inform the Deputy Dean (Undergraduate) at the respective faculties latest by **24<sup>th</sup> May 2021**.

3. If the students fail to make verification or amendment as per instructed, all subjects listed for the current semester will be automatically confirmed as correct. However, **the students will be imposed a fine of RM 15.00 for neglecting the verification process**.

4. The final examination timetable will be exhibited on the **Entrance Card and Examination Timetable (KMJP) which can be accessed via SMPweb starting from 14<sup>th</sup> June 2021**. Students are advised to settle any outstanding tuition fees. If the students encounter any finance problems to settle the outstanding balance, **please discuss the matter with the Student Finance Unit, Bursar's Office**.



CERTIFIED TO ISO 9001:2015

CERT. NO. QMS 01100

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

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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 Teaching & Curriculum Development  
(*Pengajaran-UKM*)
  - Director  
Centre for Information Technology
  - Head  
Student Finance Unit, Bursar's Office
  - Chief Assistant Registrar/Senior Assistant Registrar/Assistant Registrar  
Faculty/Centre
  - The President  
*Kesatuan Mahasiswa Universiti Kebangsaan Malaysia (KMUKM)*



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