



Ref. : UKM.AKA.100-1/3/5  
Date : 22 August 2022

**ACADEMIC CIRCULAR NO. 25a/2022**

All Undergraduate Students

Dear Mr./Ms.,

**COURSES VERIFICATION AND THE DRAFT OF THE FINAL EXAMINATION TIMETABLE FOR SEMESTER 3 OF THE 2021/2022 ACADEMIC SESSION**

With reference to the matter above, the final examination for Semester 3 of the 2021/2022 Academic Session will commence on the **26<sup>th</sup> till 30<sup>th</sup> September 2022**.

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 **5<sup>th</sup> till 11<sup>th</sup> September 2022**. 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 **12<sup>th</sup> September 2022**.

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 19<sup>th</sup> September 2022**. 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**.



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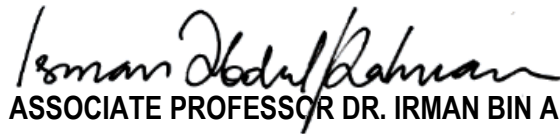
CERT. NO. QMS 01100

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

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Thank you.

Yours sincerely,



**ASSOCIATE PROFESSOR DR. IRMAN BIN ABDUL RAHMAN**

Director

Centre for Academic Management

- c.c. - Deputy Vice-Chancellor  
(Academic and International)
- Dean Faculty  
(FKAB, FEP, FTSM, FSSK, FPEND, FSK and FFAR)
  - Director  
Centre for Shaping Advanced and Professional Education (UKMShape)
  - Director  
Centre for Quality Assurance (UKM-Quality)
  - Director  
Centre for Teaching & Curriculum Development  
(Pengajaran-UKM)
  - Director  
Centre for Information Technology
  - Deputy Director (Academic Governance)  
Pusat Pengurusan Akademik (AKADEMIK UKM)
  - Head  
Student Finance Unit, Bursar's Office
  - Chief Assistant Registrar/Senior Assistant Registrar/Assistant Registrar  
Faculty
  - The President  
*Kesatuan Mahasiswa Universiti Kebangsaan Malaysia (KMUKM)*



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