



Ref. : UKM.AKA.100-1/3/5
Date : 21st November 2022

ACADEMIC CIRCULAR NO. 42a/2022

All Undergraduate Students

Dear Mr./Ms.,

COURSES VERIFICATION AND THE DRAFT OF THE FINAL EXAMINATION TIMETABLE FOR SEMESTER 1 OF THE 2022/2023 ACADEMIC SESSION

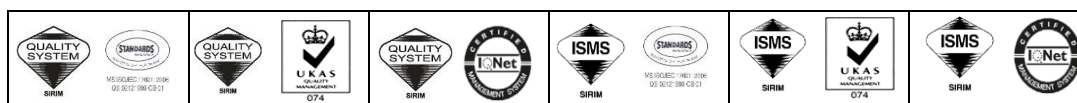
With reference to the matter above, the Final Examination for Semester 1 of the 2022/2023 Academic Session will commence on the **6th till 26th February 2023**.

2. The students are required to verify the Registered Courses and the Draft of the Final Examination Timetable via <http://smplucee.ukm.my/smpweb> from **12th till 18th December 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 **19th December 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. Payment can be made through the portal <https://ekewangan.ukm.my/> (Select Payment Without Invoice)**. Then email a copy of the proof of payment to Academic UKM (akad@ukm.edu.my) for further action.

4. The final examination timetable will be exhibited on the **Entrance Card and Examination Timetable (KMJP) which can be accessed via SMPweb starting from 9th January 2023**. 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

CERTIFIED TO ISO/IEC 27001:2013

CERT. NO. ISMS 00249

CENTRE FOR ACADEMIC MANAGEMENT (ACADEMIC UKM)

Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan Malaysia

Tel.: +603-8911 8450/8460/8461/8458/8454/8459

E-mail: akad@ukm.edu.my

Web: www.ukm.my/akademik

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/Director
Faculty/Centre
 - Director
Shaping Advanced and Professional Education Center (UKMShape)
 - 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)



CERTIFIED TO ISO 9001:2015

CERT. NO. QMS 01100

CERTIFIED TO ISO/IEC 27001:2013

CERT. NO. ISMS 00249

CENTRE FOR ACADEMIC MANAGEMENT (ACADEMIC UKM)

Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan Malaysia

Tel.: +603-8911 8450/8460/8461/8458/8454/8459

E-mail: akad@ukm.edu.my

Web: www.ukm.my/akademik