



Ref. : UKM.AKA.100-1/3/5
Date : 8th May 2023

ACADEMIC CIRCULAR NO. 11a/2023

All Undergraduate Students

Dear Mr./Ms.,

COURSES VERIFICATION AND THE DRAFT OF THE FINAL EXAMINATION TIMETABLE FOR SEMESTER 2 OF THE 2022/2023 ACADEMIC SESSION

With reference to the matter above, the Final Examination for Semester 2 of the 2022/2023 Academic Session will commence on the **17th July till 6th August 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 **22nd till 28th May 2022**. The students are required to:

- i) Read and complete the **Student Pledge at SMPweb** 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 **29th May 2023**.

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 Deputy Director (Academic Governance) Centre for Academic Management UKM (prasiswazah.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 19th June 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**.



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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/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)



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