PUSAT PENGURUSAN AKADEMIK • *CENTRE FOR ACADEMIC MANAGEMENT*

Rujukan : UKM.AKA.100-1/3/5
Tarikh : 25th August 2023

ACADEMIC CIRCULAR NO. 28a/2023

All Undergraduate Students Dear

Mr./Ms.,

COURSES VERIFICATION AND THE DRAFT OF THE FINAL EXAMINATION TIMETABLE FOR SEMESTER 3 OF THE 2022/2023 ACADEMIC SESSION

With reference to the matter above, the final examination for Semester 3 of the 2022/2023 Academic Session will commence on the **25th till 29th September 2023**.

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 **7th till 10th September 2023**. 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 **11th September 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.**

4.   The final examination timetable will be exhibited on the **Entrance Card and Examination Timetable (KMJP) which can be accessed via SMPweb starting from 18th September 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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PUSAT PENGURUSAN AKADEMIK (AKADEMIK UKM)
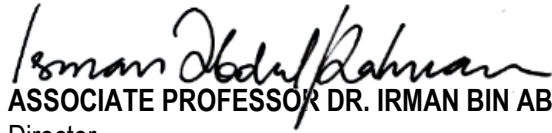Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan Malaysia
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Thank you.

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, FUU, FPI, 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

        -    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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