



Ref. : UKM.AKA.100-1/3/5  
Date : 30<sup>th</sup> November 2023

**ACADEMIC CIRCULAR NO. 41a/2023**

All Undergraduate Students

Dear Mr./Ms.,

**COURSES VERIFICATION AND THE DRAFT OF THE FINAL EXAMINATION TIMETABLE FOR SEMESTER 1 OF THE 2023/2024 ACADEMIC SESSION**

With reference to the matter above, the Final Examination for Semester 1 of the 2023/2024 Academic Session will commence on the **22<sup>nd</sup> January till 11<sup>th</sup> February 2024**.

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 **4<sup>th</sup> till 10<sup>th</sup> December 2023**. The actions that students need to take are as follows:

- i) Read and confirm the **Student Pledge Form** at SMPWEB
- ii) Check and confirm the list of courses that have been registered.  
Please VERIFY if all the information is correct and the exam schedule does not overlap with each Other; OR  
Select ACADEMIC Section for amendment. The amendments are only allowed if the schedule overlaps;  
**OR 3 courses are scheduled consecutively in one day ONLY**
- iii) The amendment information needs to be notified to the Deputy Dean (Undergraduate) no later than **11<sup>th</sup> December 2023**, to be collected and notified to **AKADEMIK UKM** for further action.

3. If the student fails to confirm within the stipulated period, a fine of **RM15.00** will be added to the student's debt. Fine payments can be made through the financial portal <https://ekewangan.ukm.my/> (Select Payment Without Invoice) without having to send a copy of the Payment Receipt to **AKADEMIK UKM**.

4. All students are allowed to access and print the Entrance Card and Examination Timetable (KMJP) through SMPWEB from **1<sup>st</sup> January 2024 until the end of the final exam**. Students are advised to clear all debts with the university to avoid final exam results **being blocked**. Any problems related to the payment of tuition fees/debts, **please deal with the Student Finance Unit, Bursar's Office, UKM**.



CERTIFIED TO ISO 9001:2015

CERT. NO. QMS 01100

CERTIFIED TO ISO/IEC 27001:2013

CERT. NO. ISMS 00249

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

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Thank you.

Yours sincerely,

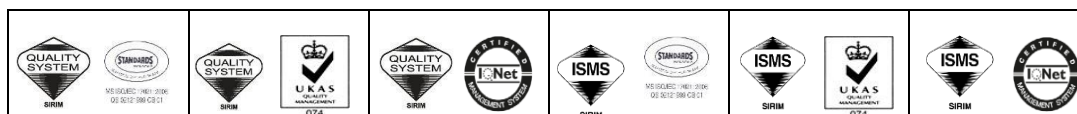


**ASSOCIATE PROFESSOR DR. IRMAN BIN ABDUL RAHMAN**

Director

Centre for Academic Management

- c.c. - Deputy Vice-Chancellor  
(Academic and International)
- Dean/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
  - Deputy Director (Academic Governans)  
Centre for Academic Management
  - Head of Administration  
Faculty/Institue/Centre
  - The President  
*Kesatuan Mahasiswa Universiti Kebangsaan Malaysia (KMUKM)*



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