PUSAT PENGURUSAN AKADEMIK ● *CENTRE FOR ACADEMIC MANAGEMENT*

Ref : UKM.AKA.100-1/3/5
Date : 15th April 2024

ACADEMIC CIRCULAR NO. 15a/2024

All Undergraduate Students

Dear Mr./Ms.,

COURSES VERIFICATION AND THE DRAFT OF THE FINAL EXAMINATION TIMETABLE FOR SEMESTER 2 OF THE 2023/2024 ACADEMIC SESSION

With reference to the matter above, the Final Examination for Semester 2 of the 2023/2024 Academic Session will commence on the **1st till 21st July 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 **6th till 12th May 2024**. The students are required to:

i)   Read and complete the **Student Pledge Form** 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 Check and confirm the list of courses that have been registered.

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 **13th May 2024**.

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. Students will be imposed **a fine of RM 15.00** for **neglecting the verification process within the specified period**. Payment must be made through the **Portal eKewangan; https://ekewangan.ukm.my/ (Select Payment Without Invoice).**

4.   All students are allowed to access and print the **Entrance Card and Examination Timetable (KMJP)** through SMPweb starting from **3rd June 2024 till the end of the final exam**. Students are advised to settle any outstanding debts/tuition fees with the university to avoid final exam results **being blocked**. Any finance problems to settle the outstanding balance, **please deal the matter with the Student Finance Unit, Bursar's Office, UKM.**

CERTIFIED TO ISO 9001:2015   CERT. NO. QMS 02549   CERTIFIED TO ISO/IEC 27001:2013   CERT. NO. ISMS 00249

PUSAT PENGURUSAN AKADEMIK (AKADEMIK UKM)
Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan Malaysia
Tel.: +603-89118284/8388/8450/8451/8452/8454/8458/8459/8460/8461
E-mel: akad@ukm.edu.my   Web: www.ukm.my/akademik
ILMU, MUTU DAN BUDI

www.ukm.my

Thank you.

Yours sincerely,

ASSOCIATE PROFESSOR DR. IRMAN ABDUL RAHMAN
Director
Centre for Academic Management

c.c. - Deputy Vice-Chancellor
(Academic and International)

- Dean/Dirctor
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)

CERTIFIED TO ISO 9001:2015   CERT. NO. QMS 02549   CERTIFIED TO ISO/IEC 27001:2013   CERT. NO. ISMS 00249

PUSAT PENGURUSAN AKADEMIK (AKADEMIK UKM)
Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan Malaysia
Tel.: +603-89118284/8388/8450/8451/8452/8454/8458/8459/8460/8461
E-mel: akad@ukm.edu.my   Web: www.ukm.my/akademik
ILMU, MUTU DAN BUDI   www.ukm.my