



Ref : UKM.AKA.100-1/3/4

Date : 23<sup>rd</sup> April 2025

**ACADEMIC CIRCULAR NO. 15a/2025**

All Undergraduate Students

Dear Mr./Ms.,

**COURSE VERIFICATION AND THE DRAFT FINAL EXAMINATION TIMETABLE FOR SEMESTER 2 OF THE 2024/2025 ACADEMIC SESSION**

With reference to the matter above, the Final Examination for Semester 2 of the 2024/2025 Academic Session will commence on the **30<sup>th</sup> June till 20<sup>th</sup> July 2025**.

2. All students are required to verify the Registered Courses and the Draft of the Final Examination Timetable via <http://smplucee.ukm.my/smpweb> from **12<sup>th</sup> till 18<sup>th</sup> May 2025**. The students are required to:

- i) Read and complete the **STUDENT PLEDGE** form through the SMPWeb;
- ii) Review and verify all registered courses and the draft of the final examination timetable for the current semester. If the information is correct and there are no conflicts in the examination timetable, student must click on the **"VERIFY"** button; and/or
- iii) If there are any conflict of in the examination timetable or **three (3) examinations scheduled consecutively on the same**, students must list the affected courses and inform the Deputy Dean (Undergraduate) at the respective faculty no later than **19<sup>th</sup> May 2025**.

3. If a students fail to verify within the stipulated period, all faculty recorded course details will be deemed accurate and complete.

4. The students will also be subjected to a late verification penalty of **RM15.00**. The payment must be made through SMPWeb starting from the date the **Entrance Card and Examination Timetable (KMJP)** are available for access and printing.

Your cooperation and adherence to this requirement are greatly appreciated.



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CERT. NO. ISMS 00249

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Thank you.

Yours sincerely,



**ASSOCIATE PROFESSOR DR. IRMAN ABDUL RAHMAN**

Director

Centre for Academic Management

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



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