

## MEMO

UCMI/BHEA-MEMO/2024/Bil (007)	
DATE / DAY	13 <sup>th</sup> August 2024 (Tuesday)
TO	<b>All Undergraduate Students</b>
FROM	Division of Academic Affairs (BHEA)
Attn.	Deputy Vice Chancellor (Academic, Research & Internationalisation) Examination Unit Division of Admission and Records
SUBJECT	<b>EXAMINATION ADMINISTRATION: IMPORTANT DATES</b>

/	ACTION		REVIEW		APPROVAL		CIRCULATION
/	NOTIFICATION		RECORD		FEEDBACK & COMMENT		FOR DISCUSSION/ CIRCULATION

Dear students,


With reference to the above matter.

- Please be informed that the lecture week for Academic Session 2023/2024/2 will end on 16<sup>th</sup> August 2024. Attached herewith are the important dates on examination matters.
- Students are wholly responsible for ensuring they are aware of all important dates related to examination matters.

Your attention and cooperation are greatly appreciated to ensure the smooth running of examination for this academic session.

**NURTURING THE UMMAH Knowledge | Wisdom | Excellence**

Sincerely,

  
**FATIMAH BINTI MOHAMED**  
Director  
Division of Academic Affairs  
Office of Deputy Vice Chancellor (Academic, Research & Internationalisation)

**ATTACHMENT 1**

**UNDERGRADUATES PROGRAMMES  
IMPORTANT DATE  
EXAMINATION MATTER'S (FINAL/SPECIAL EXAM/RESIT EXAM)  
SESSION 20232024/2**

**Academic Calendar 2023/2024 - FOUNDATION, UNDERGRADUATE AND POSTGRADUATE (BY COURSEWORK) PROGRAMMES  
Academic Calendar 2023/2024 - UNDERGRADUATE WITH 2 SEMESTERS (22 WEEKS)**

No.	Description	Academic Calendar 20232024/2	
		DATE	Remark
1.	Course Teaching Evaluation (CTE) Submission Date	12 – 16 Aug 2024	Student Portal
2.	Access for Examination Slip (Printing)	18 – 20 Aug 2024	
3.	Final Examination (2 weeks)	26 Aug 2024 – 6 Sept 2024	
4.	Access Student Result through portal	27/9/2024**	Check SOA
5.	Returning Students Online Registration (Course Registration)	27 Sept 2024 – 11 October 2024	Add & Drop (w/o penalty)
6.	Application for Re-sit Examination/Special Exam	29 Sep – 2 Oct 2024	Student must pay processing fee for Re-Sit. Note: (Late registration will not entertain)
7.	Access for SE/Re-Examination Slip (Printing)	5 Oct 2024	
8.	Sitting for SE/Re-sit Exam (1 Weeks)	7 – 11 Oct 2024	
9.	Release SE/Resit Examination result	21 Oct 2024	

Notes:

\*\*Subject to changes

**Prepared by;**

Division of Academic Affairs  
Deputy Vice Chancellor (Academic, Research and Internationalization) Office's  
Date: 22 July 2024