



PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)
OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL)

Our Ref. No. : UPM/600-4/12/10
Date : 9 June 2021

NOTIFICATION

All Bachelor Students
Universiti Putra Malaysia

Dear All,

SENATE REVIEW FOR EXAMINATION RESULTS OF SECOND SEMESTER SESSION 2020/2021

We wish to inform you that the Second Semester 2020/2021 final examination results are expected to be announced on **10 September 2021** after being endorsed by the UPM Senate (subject to the date of UPM Senate Meeting). Those who receive a **FAIL AND TERMINATED (GB)** status or who dissatisfy with grade obtained for any course, may submit a review against termination or review of results applications subject to the following procedures and deadline.

2. Review Procedure

2.1 Review of Fail and Terminated Results (GB Review)

- 2.1.1 Each review application must be done through the Grade/GB Review Module at www.smp.upm.edu.my within the period specified in paragraph 4 below.
- 2.1.2 **Each review must be enclosed with a payment of RM50.00** and you must ensure that the correct payment receipt number is entered during the review application process. Payment receipt number incorrectly entered may result in student applications unable to be verified by the Bursar Office and Division of Academic Governance.
- 2.1.3 Each review received by the Division of Academic Governance will be forwarded to the Senate Review Committee for consideration.

2.2 Review of Grade Results

- 2.2.1 Each review application must be done through the Grade/GB Review Module at www.smp.upm.edu.my within the period specified in paragraph 4 below.

- 2.2.2 **Each review must be enclosed with a payment of RM20.00 per reviewed course** and you must ensure that the correct payment receipt number is entered during the review application process. Payment receipt number incorrectly entered may result in student applications unable to be verified by the Bursar Office and Division of Academic Governance.
- 2.2.3 Each review received by the Division of Academic Governance will be forwarded to the Senate Review Committee for consideration.
- 2.2.4 Applications for grade review will only be considered if students are not satisfied and are in doubt with marks given by lecturers due to errors in entering marks; review applications that are only to increase Cumulative Grade Point Average (CGPA) will not be considered.

3. Scope of Work for Senate Review Committee

- 3.1 To deliberate all grade review applications.
- 3.2 To make final decision on all grade review applications in consideration.
- 3.3 To report results arrived on all grade review applications given consideration for Senate confirmation.
- 3.4 To instruct any academic officers to be in the presence of the committee to assist the committee in making its decisions.

4. Deadline for Review Applications

- 4.1 Applications for GB Review must be done before or on **23 September 2021**. Applications for review received after the date will not be considered.
- 4.2 Applications for Grade Review must be done before or on **17 October 2021**. Applications for review received after the date will not be considered.

5. The Results for the Review of Results

- 5.1 Official results for GB review applications will be announced by letter after it has been endorsed by the University Senate. Please update your personal details in the Student Information System (SMP) to ensure that the notification letter can be delivered to the you.
- 5.2 Grade Review result will be announced through the Student Information System (SMP) portal after it has been endorsed by the University Senate.
- 5.3 Refund will be return to the students who success in the review application.

For any enquiries on review applications, please contact officers at the Academic Division as follows:

1. Puan Hanita binti Mohd Tajuddin (03-9769 6026 /hanita@upm.edu.my)
2. Puan Noor Ilyana binti Palahuddin (03-9769 3255 /noorilyana@upm.edu.my)

Thank You.

“WITH KNOWLEDGE WE SERVE”

Yours faithfully,



DATO' ROSDI BIN WAH

DSIS

Head of Administration (Academic and International)

Office of The Deputy Vice Chancellor (Academic and International)

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1. Vice-Chancellor
2. Deputy Vice-Chancellor (Academic and International)
3. Deputy Vice-Chancellor (Industry and Community Relations)
4. Deputy Vice-Chancellor (Research and Innovation)
5. Deputy Vice-Chancellor (Student Affairs and Alumni)
6. Registrar
7. Bursar
8. Chief of Librarian
9. Deans of Faculty
10. Dean of School of Business and Economics
11. Principals of Residential College
12. Head of Administration (Academic and International)
13. Deputy/Assistant Registrar of Faculty

Date of Notice : 09 June 2021

End of Notice : 17 October 2021

From :

**DIVISION OF ACADEMIC GOVERNANCE
OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC AND INTERNATIONAL)**