

Tarikh : 6 June 2024

## TO WHOM IT MAY CONCERN

YBhg. Dato'/Datuk/Datin/Sir/Madam,

### **FINAL EXAMINATION FOR DISTANCE EDUCATION PROGRAMMERS, UNIVERSITI SAINS MALAYSIA ACADEMIC SESSION 2023/2024**

Referring to the matter above, please be informed that the Final Examination for Distance Education Programmes offered by the School of Distance Education, Universiti Sains Malaysia (USM) will be held from **9th July 2024 (Tuesday) to 28th July 2024 (Sunday)** in person.

2. For your information, students who fail to attend their final examination without any valid reason will be given an F\* grade, which will indirectly affect the student's academic performance.

3. Hence, it is hoped that this explanation will assist you in considering the approval or grant of unrecorded leave for your staff who are pursuing distance learning studies at USM.

Your kind consideration and approval are greatly appreciated.

Thank you.

Yours sincerely,



**(ASSOCIATE PROFESSOR MADYA DR. ZULNAIDI YAACOB)**  
Dean