



**MEMORANDUM**  
**No: FOB/20192020/SEM2/001**

**To :** All Faculty of Business & Management (FOB) Students

**From :** Academic Executive  
Faculty of Business & Management

**Date :** 30 December 2019

**Subject :** **STUDENT EVALUATION FOR LECTURER PERFORMANCE**  
- **ACADEMIC SEMESTER 2 2019/2020 (OCT 2019 SESSION)**

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Assalamualaikum w.b.t & Good day,

For your information, Final Examination for Academic Session 2 2019/2020 will begin on **9 January 2020**. Thus, you are required to complete the '**Student Evaluation for Lecturer Performance**' through Moodle starting from **30 December 2019** until **8 January 2020** to claim your examination docket.

Below are the steps:

- Step 1 : Student are required to complete the teaching staff evaluation survey through <https://survey.dhuautomotive.edu.my/index.php/767195?newtest=Y&lang=en> (refer to Moodle).
- Step 2 : Students are required to check their status at FOB Admin Office before collecting the docket.
- Step 3 : Once Faculty officers have check the survey status, the final examination docket release slip will be given to the students.
- Step 4 : Finally, Students must show the verify release slip to Exam Unit as proof.

Students are advised to complete the survey within the stipulated period to avoid any difficulties in collecting the docket.

For any further inquiries, you may contact **Ms. Hadijah (Ext. No. 2490)** or **Mr. Asri (Ext. No. 2535)**.  
Thank you.

Regards,

  
**HADIJAH BINTI MOHD NOH**