



**MEMORANDUM**

Ref : FOE/ACAD/2019/008  
To : **All Faculty of Engineering and Technology (FOE) Students**  
From : Academic Executive  
Faculty of Engineering and Technology (FOE)  
Date : 17<sup>th</sup> December 2019  
Subject : **STUDENT EVALUATION FOR LECTURER PERFORMANCE - ACADEMIC SEMESTER 2 2019/2020 (OCTOBER 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 **09<sup>th</sup> January 2020**. Thus, you are required to complete the 'Student Evaluation for Lecturer Performance' through Moodle starting from **30<sup>th</sup> December 2019** until **08<sup>th</sup> January 2020** to claim your examination docket.

Below are the steps:

- Step 1 : Student are required to complete the teaching staff evaluation survey through <http://survey.dhuautomotive.edu.my/index.php/767195?newtest=Y&lang=en> (refer to Moodle).
- Step 2 : Students are required to check their status at FOE 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 : Students must show the 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 **Mrs Safariza (Ext -2421)** or **Ms Zeiana (Ext-2783)**.

Thank you.

Regards,

A handwritten signature in black ink, appearing to read "Safariza Binti Yahya".

**SAFARIZA BINTI YAHYA**

Academic Executive

Faculty of Engineering and Technology