

MEMORANDUM

No: SOFIDS/003/2019

To : All FOUNDATION Students

From : Nurizzah Syamira Bt Subri
Admin Assistant
School of Foundation and Interdisciplinary Studies

Date : 9th January 2019

Subject : **STUDENT EVALUATION FOR LECTURER PERFORMANCE**
- **ACADEMIC SEMESTER II 2018/2019 (NOVEMBER 2018 SESSION)**

Assalamualaikum w.b.t & Good day,

For your information, Final Exam for Academic Session 2 2018/2019 will begin on **28th January 2019**. Thus, you are required to complete the 'Student Evaluation for Lecturer Performance' through Moodle starting from **14th January 2019** until **25th January 2019** to claim your examination docket.

Below are the steps:


- Step 1 : Student are required to complete the teaching staff evaluation survey through <http://survey.dhu.edu.my/index.php/767195?lang=en> (refer to Moodle).
- Step 2 : Students are required to check their status at SOFIDS 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. Mira (Ext. No. 2722)**.

Thank you.

Regards,



Admin Assistant
School of Foundation and Interdisciplinary Studies