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1.0 SKOP

Prosedur ini merangkumi semua aktiviti mengenal pasti keperluan pembentukan program baharu pengajian siswazah, penyediaan kertas konsep dan kertas cadangan, kelulusan di peringkat Fakulti/Sekolah, universiti dan KPT serta penawaran, akreditasi dan pendaftaran program.

2.0 TANGGUNGJAWAB

Timbalan Naib Canselor (Akademik dan Antarabangsa), Ketua Pusat Tanggungjawab, dan Ketua Pentadbiran Sekolah Pengajian Siswazah bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
Terkini	Panduan Penyediaan Program Baharu dan Penstrukturan Semula/Semakan Semula Kurikulum.
-	Code of Practice for Programme Accreditation, penerbitan oleh Agensi Kelayakan Malaysia
Terkini	Pekeliling MQA – Pemakaian Standard Program
Terkini	Pelan Strategik Universiti Putra Malaysia

4.0 TERMINOLOGI DAN SINGKATAN

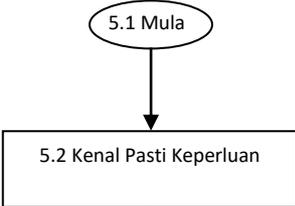
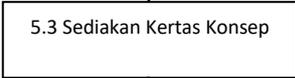
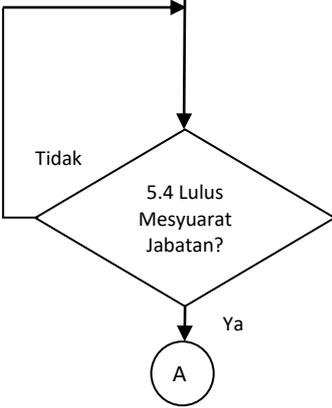
BP	:	Badan Profesional
CQA	:	<i>Centre for Quality Assurance</i>
i-GIMS	:	Internet Graduate Information Management System
JKKKPSU	:	Jawatankuasa Kecil Kurikulum Pengajian Siswazah Univesiti
JKPP	:	Jawatankuasa Pengajian Program
JKPPB	:	Jawatankuasa Pembentukan Program Baharu
JKPSF	:	Jawatankuasa Pengajian Siswazah Fakulti/Sekolah

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JKPSU	:	Jawatankuasa Pengajian Siswazah Universiti
JKPT	:	Jawatankuasa Pengajian Tinggi
JKTK	:	Jawatankuasa Tetap Kewangan
JPU	:	Jawatankuasa Pengurusan Universiti
Jawatankuasa Bersama (Conjoint Commitee)	:	Jawatankuasa Bersama dianggotai oleh pakar dari Kementerian Kesihatan Malaysia dan Institusi Pengajian Tinggi Awam
KBAKD	:	Ketua Bahagian Urus Tadbir Akademik
Ketua PTJ	:	Dekan Fakulti/Sekolah
KJ	:	Ketua Jabatan
KPAA	:	Ketua Pentadbiran Akademik dan Antarabangsa
KPT	:	Kementerian Pengajian Tinggi
LPU	:	Lembaga Pengarah Universiti
MQR	:	<i>Malaysian Qualification Registry</i>
Pengiktirafan Program	:	Program yang mendapat pengiktirafan dari MQR Merangkumi program baharu peringkat siswazah
PS	:	Pengajian Siswazah
PT	:	Pegawai Tadbir
PPT	:	Penolong Pegawai Tadbir
PTJ	:	Pusat Tanggungjawab
PT(PO)	:	Pembantu Tadbir (Perkeranian dan Operasi)
Sekolah	:	Sekolah Perniagaan dan Ekonomi
SKP	:	Seksyen Kewangan Pelajar
SPS	:	Sekolah Pengajian Siswazah
TD	:	Timbalan Dekan
TNC (A&A)	:	Timbalan Naib Canselor (Akademik dan Antarabangsa)
TPKD PP	:	Timbalan Pegawai Kawalan Dokumen Peneraju Proses
TWP PP	:	Timbalan Wakil Pengurusan Peneraju Proses
WP	:	Wakil Pengurusan
UPM	:	Universiti Putra Malaysia

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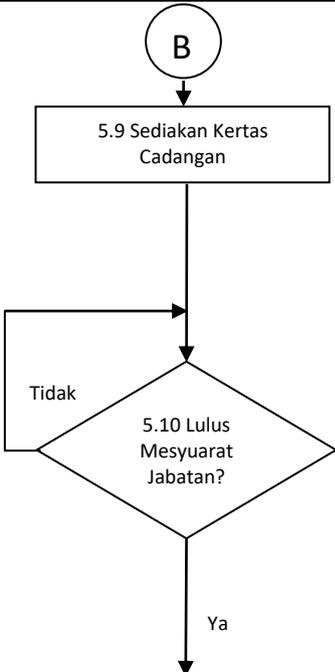
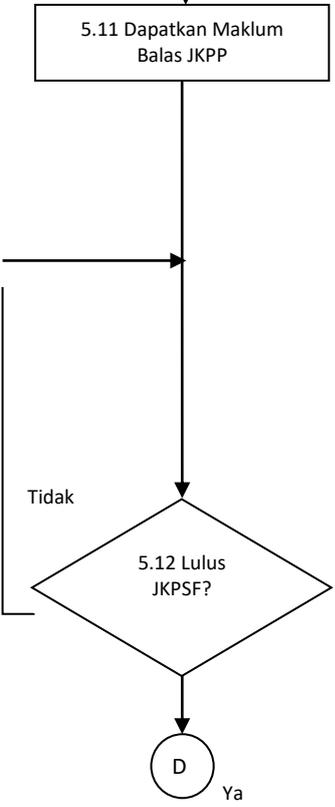
5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ		5.2 Kenalpasti keperluan pembentukan program baharu berdasarkan kepada: <ul style="list-style-type: none"> (a) Perubahan dalam dasar pendidikan KPT (b) Pelan Strategik UPM (c) Keperluan Tenaga Kerja (d) Kajian Pasaran (<i>Alumni Survey, Employer Survey dan dokumen sokongan lain</i>) (e) Laporan Penilai/Pemeriksa Luar 	
KJ		5.3 Sediakan kertas konsep bagi program pengajian baharu.	
KJ		5.4 Lulus mesyuarat jabatan <ul style="list-style-type: none"> (a) Bentang kertas konsep program pengajian baharu untuk kelulusan Mesyuarat Jabatan. (b) Jika ya, ikut langkah 5.5. (c) Jika tidak, buat pindaan terhadap kertas konsep. 	

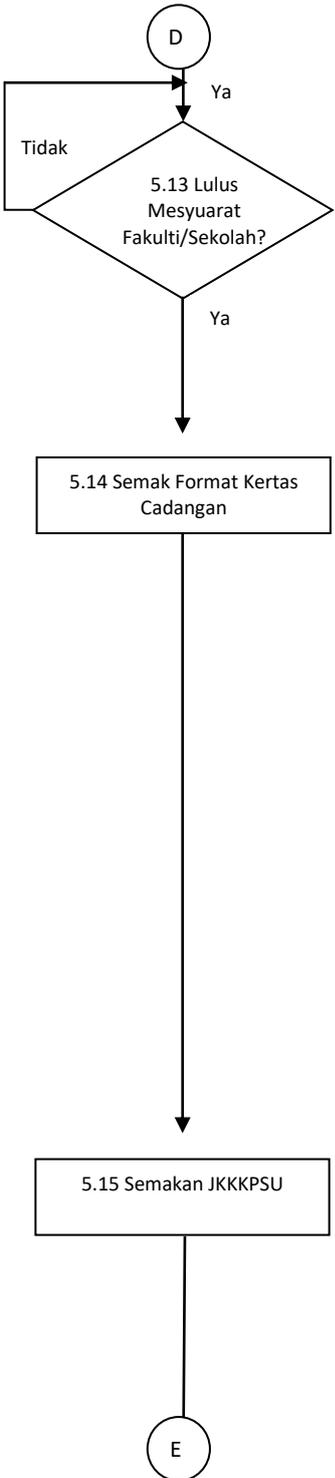
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
KJ	<pre> graph TD A((A)) -- Ya --> D55{5.5 Lulus JKPSF?} D55 -- Tidak --> A D55 -- Ya --> D56{5.6 Lulus Mesyuarat Fakulti/Sekolah?} D56 -- Tidak --> A D56 -- Ya --> D57{5.7 Lulus JKPSU?} D57 -- Tidak --> A D57 -- Ya --> D58{5.8 Lulus Senat?} D58 -- Ya --> B((B)) D58 -- Tidak --> C((C)) </pre>	5.5 Lulus JKPSF	
		(a) Bentang kertas konsep program pengajian baharu untuk kelulusan JKPSF.	
		(b) Jika ya, ikut langkah 5.6.	
KJ		(c) Jika tidak, buat pindaan terhadap kertas konsep.	
KJ		5.6 Lulus mesyuarat Fakulti/Sekolah	
		(a) Bentang kertas konsep program pengajian baharu untuk kelulusan Mesyuarat Fakulti/Sekolah.	
		(b) Jika ya, ikut langkah 5.7.	
		(c) Jika tidak, buat pindaan terhadap kertas konsep.	
KJ	5.7 Lulus JKPSU		
Ketua PTJ	(a) Bentang kertas konsep program pengajian baharu untuk kelulusan Mesyuarat JKPSU.		
	(b) Jika ya, ikut langkah 5.8.		
	(c) Jika tidak, buat pindaan terhadap kertas konsep.		
Ketua PTJ	5.8 Lulus Senat		
Ketua PTJ	(a) Bentang kertas konsep program pengajian baharu untuk kelulusan Mesyuarat Senat.		
	(b) Jika ya, ikut langkah 5.9.		
Ketua PTJ	(c) Jika tidak, buat pindaan terhadap kertas konsep atau proses tamat sebagaimana cadangan mesyuarat Senat.		

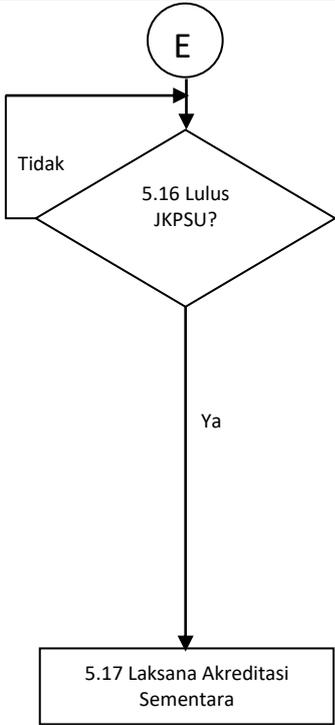
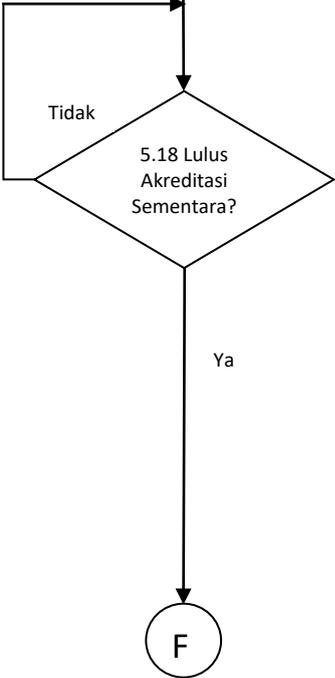
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ JKPPB		5.9 Sediakan kertas cadangan dengan: (a) Melantik ahli JKPPB. (b) Menyediakan kertas cadangan program pengajian baharu selewat-lewatnya satu sesi lebih awal daripada tarikh cadangan penawaran program.	Panduan Penyediaan Program Siswazah Baharu dan Penstrukturan Semula/Semakan Semula Kurikulum
JKPPB		5.10 Lulus Mesyuarat Jabatan (a) Bentangkan kertas cadangan program pengajian baharu untuk kelulusan Mesyuarat Jabatan. (b) Jika ya, ikut langkah 5.11. (c) Jika tidak, buat pindaan terhadap kertas cadangan program pengajian baharu.	
Ketua PTJ Ketua PTJ Ketua PTJ KJ /JKPPB		5.11 Dapatkan maklum balas JKPP seperti berikut: (a) Buat penamaan ahli JKPP untuk menilai kertas cadangan program pengajian baharu. (b) Dapatkan kelulusan Senat bagi pelantikan keahlian JKPP dan hantar surat pelantikan. (c) Bentangkan kertas cadangan program pengajian baharu di Mesyuarat JKPP untuk mendapat maklum balas. (d) Buat penambahbaikan ke atas kertas cadangan program pengajian baharu (jika perlu).	
KJ		5.12 Lulus JKPSF (a) Bentangkan kertas cadangan program pengajian baharu untuk kelulusan Mesyuarat JKPSF. (b) Jika ya, ikut langkah 5.13. (c) Jika tidak, buat pindaan terhadap kertas cadangan program pengajian baharu.	
KJ/JKPPB			

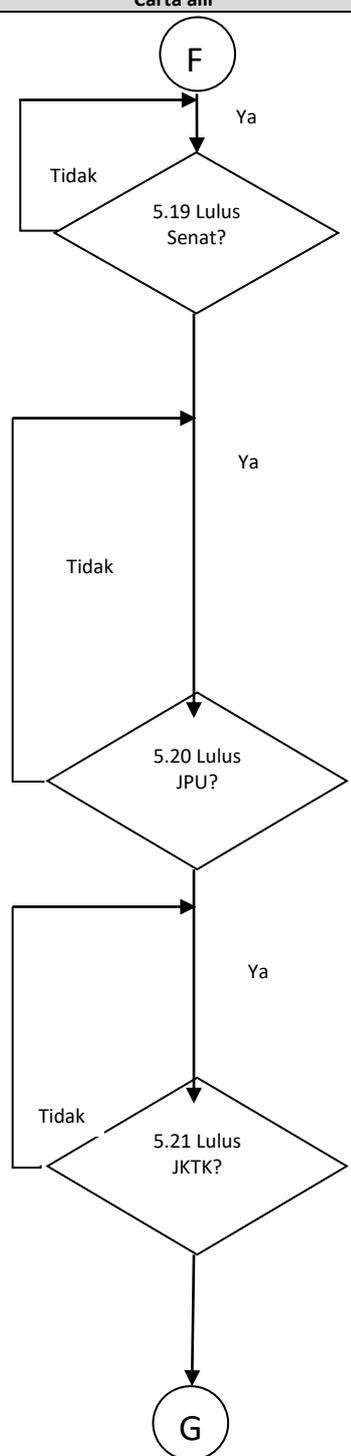
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
KJ		5.13 Lulus mesyuarat Fakulti/Sekolah	
KJ/JKPPB		<p>(a) Bentangkan kertas cadangan program pengajian baharu untuk kelulusan mesyuarat Fakulti/Sekolah.</p> <p>(b) Jika ya, ikut langkah 5.14.</p> <p>(c) Jika tidak, buat pindaan terhadap kertas cadangan program pengajian baharu.</p>	
Ketua PTJ		5.14 Semak format kertas cadangan seperti berikut:	
KPSPS/PPT		<p>(a) Mengemukakan satu salinan kertas cadangan program pengajian baharu kepada Urus setia Sekolah Pengajian Siswazah.</p> <p>(b) Semak format kertas cadangan program pengajian baharu.</p>	Panduan Penyediaan Program Siswazah Baharu dan Penstrukturan Semula/Semakan Semula Kurikulum
KPSPS		<p>(c) Beri maklumbalas penambahbaikan format kertas cadangan program pengajian baharu (jika perlu). (Lengkapkan Senarai Semak PU/S/SS-03)</p>	Senarai Semak SPS Berkaitan Format Kertas Cadangan Pembentukan Program Baharu/Semakan Semula (PU/S/SS-03)
Ketua PTJ		<p>(d) Buat penambahbaikan format kertas cadangan program pengajian baharu (jika perlu).</p>	
KJ		5.15 Bentangkan kertas cadangan program pengajian baharu untuk semakan JKKKPSU dan buat pindaan terhadap kertas cadangan program pengajian baharu (jika perlu).	Panduan Penyediaan Program Baharu dan Penstrukturan Semula/Semakan Semula Kurikulum

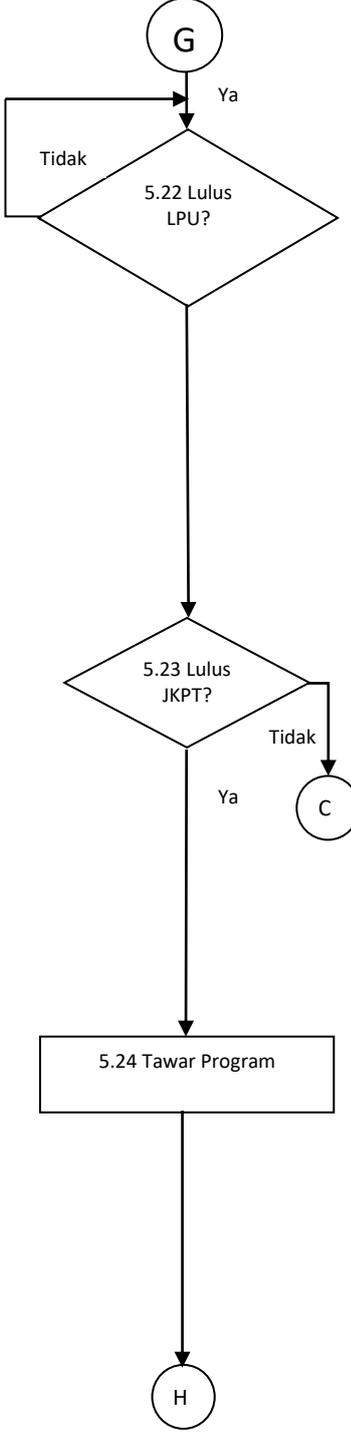
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ		5.16 Lulus JKPSU (a) Bentangkan kertas cadangan program pengajian baharu untuk kelulusan JKPSU. (b) Jika ya, ikut Langkah 5.17. (c) Jika tidak, buat pindaan terhadap kertas cadangan program pengajian baharu.	Borang Penambahbaikan Kertas Cadangan Pembentukan Program Baharu/Semakan Program Sedia Ada (Hasil Maklum Balas Mesyuarat JKKKPSU/JKPSU/SENAT/JPU/LPU) (PU/S/BR08/GS-KUR01)
Ketua PTJ		5.17 Laksana akreditasi sementara untuk program pengajian baharu kecuali program profesional.	
Ketua PTJ		5.18 Lulus akreditasi sementara (a) Terima keputusan akreditasi sementara dari CQA. (b) Jika ya, ikut Langkah 5-18 5.19. (c) Jika tidak, buat pindaan terhadap kertas cadangan program pengajian baharu.	Prosedur Audit Swaakreditasi Program Pengajian (UPM/SOK/SWA/P001)
Ketua PTJ			

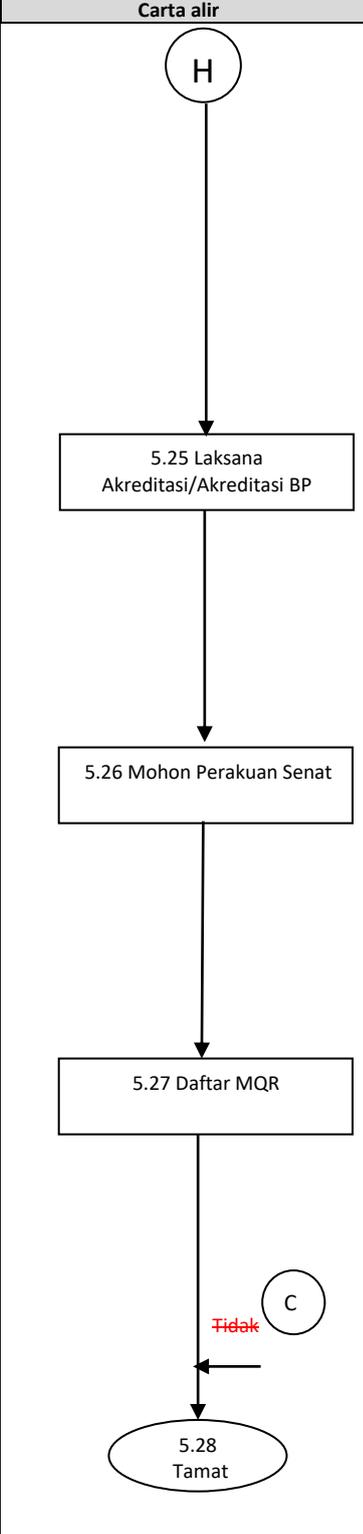
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ		5.19 Lulus Senat (a) Bentangkan kertas cadangan program pengajian baharu untuk kelulusan mesyuarat Senat selewat-lewatnya satu (1) bulan dari tarikh terima kelulusan Akreditasi Sementara atau pada Senat yang akan datang. (b) Jika ya, ikut langkah 5.20. (c) Jika tidak, buat pindaan terhadap kertas cadangan program pengajian baharu [lengkapkan borang PU/S/BR08/GS-KUR01]].	Borang Penambahbaikan Kertas Cadangan Pembentukan Program Baharu/Semakan Program Sedia Ada (Hasil Maklum Balas Mesyuarat JKKKPSU/JKPSU/SENAT/JPU/LPU) (PU/S/BR08/GS-KUR01) Borang Penambahbaikan Kertas Cadangan Pembentukan Program Baharu/Semakan Program Sedia Ada (Hasil Maklum Balas Mesyuarat JKKKPSU/JKPSU/SENAT/JPU/LPU) (PU/S/BR08/GS-KUR01)
Ketua PTJ		5.20 Lulus JPU (a) Kemukakan kertas cadangan penetapan kadar yuran program pengajian baharu untuk kelulusan JPU melalui SPS dan TNC (A & A). (b) Jika ya, ikut langkah 5.21. (c) Jika tidak, buat pindaan terhadap kertas cadangan penetapan kadar yuran program pengajian baharu dan dapatkan semula kelulusan JPU [lengkapkan borang (PU/S/BR08/GS-KUR01)].	
SKP		5.21 Lulus JKTK (a) Kemukakan kertas cadangan penetapan kadar yuran program pengajian baharu untuk kelulusan atau makluman JKTK melalui SPS dan TNC (A & A). Tindakan ini adalah tertakluk kepada minit JPU. (b) Jika ya, ikut langkah 5.22. (c) Jika tidak, buat pindaan terhadap kertas cadangan dan dapatkan semula kelulusan JKTK.	

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ dan Dekan SPS		5.22 Lulus LPU	Borang Penambahbaikan Kertas Cadangan Pembentukan Program Baharu/Semakan Program Sedia Ada (Hasil Maklum Balas Mesyuarat JKKKPSU/JKPSU/SENAT/IPU/LPU) (PU/S/BR08/GS-KUR01)
Ketua PTJ		(a) Kemukakan kertas cadangan program pengajian baharu untuk kelulusan LPU melalui SPS. (a) Jika ya, ikut Langkah 5.23. (b) Jika tidak, buat pindaan terhadap kertas cadangan program pengajian baharu dan dan dapatkan semula kelulusan LPU. [lengkapkan borang (PU/S/BR08/GS-KUR01)].	
Ketua PTJ dan Dekan SPS/TNC (A&A)		5.23 Lulus JKPT	Log Kelulusan Kurikulum dan Akreditasi Program (PU/S/LG01/GS-KUR) Borang Pendaftaran Baharu/Perubahan Maklumat Program/Bidang Pengajian Siswazah Dalam i-GIMS (PU/S/BR08/GS-KUR03)
Ketua PTJ		(a) Kemukakan kertas cadangan program pengajian baharu untuk kelulusan—JKPT melalui SPS dan TNC (A&A). (b) Jika ya, ikut Langkah 5.24. (c) Jika tidak, buat pindaan atau proses tamat.	
TNC (A&A)		5.24 Tawar program seperti berikut:	
PPT SPS		(a) Maklumkan kepada Fakulti/Sekolah untuk melaksanakan program pengajian baharu mengikut sesi pengajian yang diluluskan. (b) Kemaskini Log Kelulusan Kurikulum dan Akreditasi Program (PU/S/LG01/GS-KUR). (c) Lengkapkan Borang Pendaftaran Baharu/Perubahan Maklumat Program/Bidang Pengajian Siswazah Dalam i-GIMS (PU/S/BR08/GS-	
PT Fakulti/Sekolah			

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT SPS		<p>KUR03) serta Borang Permohonan Pendaftaran / Perubahan Maklumat Kursus Dalam i-GIMS (PU/S/BR08/GS-KUR04) dan majukan ke SPS.</p> <p>(d) Kemaskini program dan kursus yang telah diluluskan dalam bank kursus i-GIMS, laman sesawang dan brosur.</p> <p>(e) Tawar program.</p>	<p>Borang Permohonan Pendaftaran / Perubahan Maklumat Kursus Dalam i-GIMS (PU/S/BR08/GS-KUR04)</p>
Ketua PTJ		<p>5.25 Laksana akreditasi penuh untuk program pengajian baharu.</p>	<p>Prosedur Audit Swaakreditasi Program Pengajian (UPM/SOK/SWA/P001)</p> <p>Log Kelulusan Kurikulum dan Akreditasi Program (PU/S/LG01/KUR)</p>
Ketua PTJ/CQA		<p>atau</p> <p>Laksana permohonan Akreditasi BP untuk program profesional baharu.</p>	
Ketua PTJ		<p>5.26 Mohon perakuan akreditasi/ akreditasi BP program daripada Senat.</p>	
Setiausaha Senat		<p>(a) Maklumkan keputusan perakuan akreditasi/ akreditasi BP program kepada PTJ melalui minit Senat.</p> <p>(b) Kemaskini rekod perakuan akreditasi/akreditasi BP program daripada Senat.</p>	<p>Log Kelulusan Kurikulum dan Akreditasi Program (PU/S/LG01/KUR)]</p>
CQA	<p>5.27 Daftar MQR</p>	<p>5.27 Daftar MQR seperti berikut:</p> <p>(a) Sediakan dan kemukakan dokumen permohonan daftar MQR program pengajian baharu selepas mendapat akreditasi/akreditasi BP program pengajian melalui SPS.</p> <p>(b) Maklumkan keputusan daftar MQR kepada Fakulti/Sekolah.</p> <p>(c) Kemaskini rekod pendaftaran MQR. [Rujuk: Log (PU/S/LG02/GS-KUR) dan (Log PU/S/LG01/KUR)]</p>	<p>Log Pendaftaran MQR Program Pengajian Siswazah (PU/S/LG02/GS-KUR)</p> <p>Log Kelulusan Kurikulum dan Akreditasi Program (PU/S/LG01/KUR)</p>
Ketua PTJ dan CQA			
CQA	<p>5.28 Tamat</p>		

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6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	<p>UPM.SPS.600-4/2/2</p> <p>PEMBENTUKAN PROGRAM BAHARU PENGAJIAN SISWAZAH (NAMA PROGRAM)</p> <p><u>Kertas Konsep</u></p> <ul style="list-style-type: none"> Minit kelulusan Mesyuarat JKPSU mengenai kertas konsep. Minit kelulusan Mesyuarat Senat mengenai kertas konsep. <p><u>Kertas Cadangan</u></p> <ul style="list-style-type: none"> Kertas cadangan program baharu. Catatan Maklum balas Mesyuarat JKPSU. Petikan Minit Mesyuarat JKPSU. Petikan Minit Mesyuarat Senat. Petikan Minit Mesyuarat JPU Petikan Minit Mesyuarat JKTK Petikan Minit Mesyuarat LPU. Surat Kelulusan JKPT Borang Pendaftaran Baharu/Perubahan Maklumat Program/Bidang Pengajian Siswazah Dalam i-GIMS (PU/S/BR08/GS-KUR03). Borang Permohonan Pendaftaran / Perubahan Maklumat Kursus Dalam i-GIMS (PU/S/BR08/GS-KUR04) 	PT(O) SPS/ PPT SPS/	PPT SPS	<p>Bilik Fail Kurikulum, SPS/ <i>Network Attached Storage</i></p> <p>Kekal</p>	Ketua Pengarah Arkib Negara Malaysia

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	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P001	No. Semakan: 09-10
		No. Isu: 02
PROSEDUR PEMBENTUKAN PROGRAM BAHARU PENGAJIAN SISWAZAH		Tarikh: 13/08/2021 29/10/2021

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
2.	UPM.Kod PTJ.600-4/2/2 PEMBENTUKAN PROGRAM PENGAJIAN SISWAZAH (NAMA PROGRAM) <u>Kertas Konsep</u> <ul style="list-style-type: none"> • Minit kelulusan Mesyuarat. Jabatan mengenai kertas konsep • Minit kelulusan Mesyuarat JKPSF mengenai kertas konsep. • Minit kelulusan Mesyuarat JKPSU mengenai kertas konsep. • Minit kelulusan Mesyuarat Senat mengenai kertas konsep. • Surat kelulusan KPT. 	PT Fakulti/Sekolah	PT Fakulti/Sekolah	Bilik Dokumen dan Rekod PTJ Kekal	Ketua Pengarah Arkib Negara Malaysia
	<u>Kertas Cadangan</u> <ul style="list-style-type: none"> • Petikan Minit Mesyuarat Jabatan. • Maklum Balas JKPP. • Petikan Minit Mesyuarat JKPSF. • Petikan Minit Mesyuarat Fakulti/Sekolah. • Petikan Minit Mesyuarat JKKKPSU. • Petikan Minit Mesyuarat JKPSU. • Petikan Minit Mesyuarat Senat. • Petikan Minit JPU • Petikan Minit JKTK • Petikan Minit Mesyuarat LPU. • Surat Kelulusan JKPT. • Surat akuan akreditasi sementara. • Surat Pendaftaran dan Kelulusan MQR serta dokumen berkaitan. • Senarai Semak SPS Berkaitan Format Kertas Cadangan Pembentukan Program 				

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PROSEDUR PEMBENTUKAN PROGRAM BAHARU PENGAJIAN SISWAZAH		Tarikh: 13/08/2021 29/10/2021

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	Baharu/Semakan Semula (PU/S/SS-03). <ul style="list-style-type: none"> Borang Penambahbaikan Kertas Cadangan Permbentukan Program Baharu/Semakan Program Sedia Ada (Hasil Maklum Balas Mesyuarat JKPPSU/JKPSU/SENAT/ LPU) (PU/S/BR08/GS-KUR01). Borang Pendaftaran Baharu/Perubahan Maklumat Program/Bidang Pengajian Siswazah Dalam i-GIMS (PU/S/BR08/GS-KUR03) Borang Permohonan Pendaftaran / Perubahan Maklumat Kursus Dalam i-GIMS (PU/S/BR08/GS-KUR04)] Laporan akreditasi sementara. Minit Senat Perakuan Akreditasi Sementara Laporan Akreditasi Penuh. Minit Senat Perakuan Akreditasi Penuh. 				
3.	UPM.SPS.600-4/2/20 LOG PEMBENTUKAN/SEMAKAN SEMULA PROGRAM PENGAJIAN SISWAZAH <ul style="list-style-type: none"> Kelulusan Kurikulum Dan Akreditasi Program (PU/S/LG01/KUR). Log Pendaftaran MQR Program Pengajian Siswazah (PU/S/LG02/GS-KUR). [<i>rujuk di dalam SPS Network Attached Storage</i>] 	PT(O) SPS/ PPT SPS/	PPT SPS	Bilik Fail Kurikulum, SPS/ <i>Network Attached Storage</i> Kekal	Ketua Pengarah Arkib Negara Malaysia

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	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P002	No. Semakan: 07-08
		No. Isu: 02
	PROSEDUR PEMBENTUKAN DAN SEMAKAN SEMULA KURSUS PENGAJIAN SISWAZAH	Tarikh: 13/08/2021 29/10/2021

1.0 SKOP

Prosedur ini merangkumi semua proses pembentukan kursus baharu pengajian siswazah yang ditawarkan oleh Universiti.

2.0 TANGGUNGJAWAB

Dekan Fakulti bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

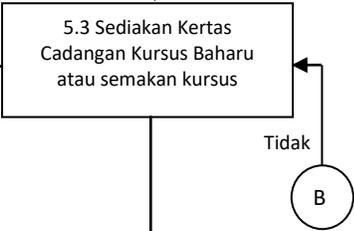
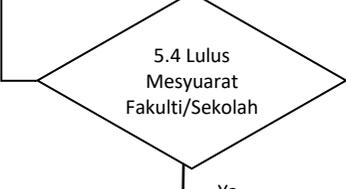
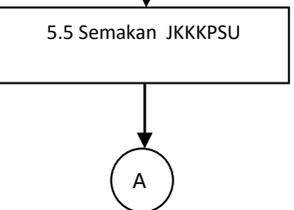
Kod Dokumen	Tajuk Dokumen
Terkini	Panduan Penyediaan Program Baharu dan Penstrukturan Semula/Semakan Semula Kurikulum.

4.0 TERMINOLOGI DAN SINGKATAN

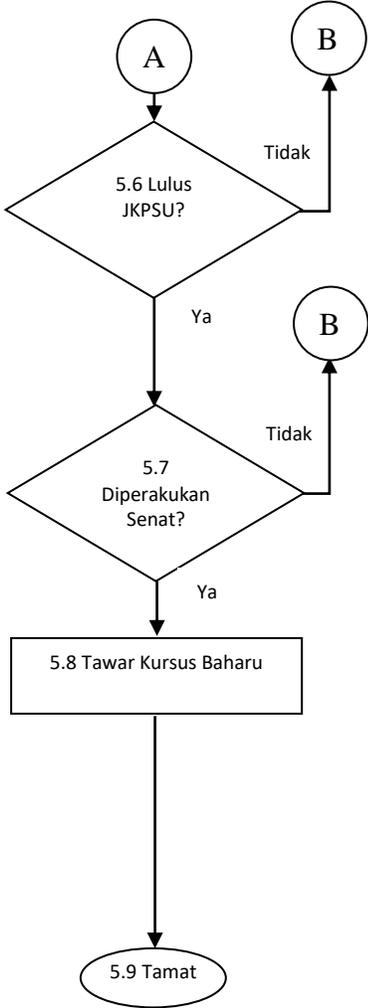
JKKKPSU	: Jawatankuasa Kecil Kurikulum Pengajian Siswazah Universiti
JKPSU	: Jawatankuasa Pengajian Siswazah Universiti
Ketua PTJ	: Dekan Fakulti/Sekolah
PS	: Pengajian Siswazah
PT	: Pegawai Tadbir
PTJ	: Pusat Tanggungjawab
Sekolah	: Sekolah Perniagaan dan Ekonomi
SPS	: Sekolah Pengajian Siswazah
TNCAA	: Timbalan Naib Canselor (Akademik dan Antarabangsa)
TPKD PP	: Timbalan Pegawai Kawalan Dokumen Peneraju Proses
TWP PP	: Timbalan Wakil Pengurusan Peneraju Proses
WP	: Wakil Pengurusan

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 2/5
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P002	No. Semakan: 07-08
		No. Isu: 02
	PROSEDUR PEMBENTUKAN DAN SEMAKAN SEMULA KURSUS PENGAJIAN SISWAZAH	Tarikh: 13/08/2021 29/10/2021

5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ		5.2 Kenal pasti keperluan kursus baharu atau semakan kursus daripada: (a) Cadangan kurikulum semasa pembentukan program baharu; atau (b) Cadangan kurikulum semasa semakan semula program; atau (c) Keperluan semasa bagi kurikulum program atau bidang sedia ada berdasarkan kajian pasaran, arahan atau cadangan pihak berkenaan atau pelan strategik UPM atau perkembangan baharu dalam bidang profesional.	Prosedur Pembentukan Program Baharu Pengajian Siswazah (UPM/PU/PS/P001) Prosedur Semakan Semula Kurikulum Program Pengajian Siswazah (UPM/PU/PS/P003)
Ketua PTJ		5.3 Sediakan kertas cadangan kursus baharu atau semakan kursus mengikut format yang ditetapkan.	Panduan Penyediaan Program Baharu dan Penstrukturan Semula/Semakan Semula Kurikulum
Ketua PTJ		5.4 Lulus Mesyuarat Fakulti (a) Bentang kertas cadangan kursus baharu atau semakan semula dalam Mesyuarat Fakulti/Sekolah untuk kelulusan. (b) Jika ya, ikut langkah 5.5. (c) Jika tidak, ikut langkah 5.3.	
PT SPS		5.5 Semakan JKKKPSU seperti berikut: (a) Terima kertas cadangan penawaran kursus baharu atau semakan semula. (b) Bentangkan untuk semakan JKKKPSU.	

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 3/5
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P002	No. Semakan: 07-08
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	PROSEDUR PEMBENTUKAN DAN SEMAKAN SEMULA KURSUS PENGAJIAN SISWAZAH	Tarikh: 13/08/2021 29/10/2021

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ	 <pre> graph TD A((A)) --> D1{5.6 Lulus JKPSU?} D1 -- Ya --> D2{5.7 Diperakukan Senat?} D1 -- Tidak --> B((B)) D2 -- Ya --> E[5.8 Tawar Kursus Baharu] D2 -- Tidak --> B E --> F((5.9 Tamat)) B --> A B --> D1 </pre>	(c) Buat pindaan (jika perlu). 5.6 Lulus JKPSU (a) Bentang kertas cadangan kursus baharu atau semakan semula untuk kelulusan. (b) Jika ya, ikut langkah 5.7. (c) Jika tidak, ikut langkah 5.3.	
Ketua PTJ		5.7 Perakuan Senat (a) Bentangkan cadangan kursus baharu atau semakan semula untuk pengesahan Senat melalui petikan minit mesyuarat JKPSU. (b) Jika ya, ikut Langkah 5.8. (c) Jika tidak, ikut langkah 5.7 -5.3.	
PT Fakulti/Sekolah		5.8 Tawar Kursus Baharu seperti berikut: (a) Lengkapkan Borang (PU/S/BR08/GS-KUR04) dan majukan ke SPS.	Borang Permohonan Pendaftaran / Perubahan Maklumat Kursus Dalam i-GIMS (PU/S/BR08/GS-KUR04)
PT SPS		(b) Daftar maklumat kursus baharu yang telah diluluskan dalam i-GIMS. Tawarkan kursus baharu.	

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 4/5
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P002	No. Semakan: 07-08
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		Tarikh: 13/08/2021 29/10/2021
PROSEDUR PEMBENTUKAN DAN SEMAKAN SEMULA KURSUS PENGAJIAN SISWAZAH		

6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melopus
1.	UPM.SPS.600-4/2/18 PEMBENTUKAN KURSUS PENGAJIAN SISWAZAH <ul style="list-style-type: none"> • Petikan Minit Mesyuarat JKKKPSU • Petikan Minit Mesyuarat JKPSU • Petikan Minit Mesyuarat Senat 	KP SPS	KP SPS	Bilik Fail Kurikulum, SPS / Network Attached Storage Kekal	Ketua Pengarah Arkib Negara Malaysia
2.	UPM.Kod PTJ. 600-4/2/18 PEMBENTUKAN KURSUS PENGAJIAN SISWAZAH <ul style="list-style-type: none"> • Kertas cadangan kursus baharu • Petikan Minit Mesyuarat peringkat Fakulti • Petikan Minit Mesyuarat JKKKPSU • Petikan Minit Mesyuarat JKPSU • Petikan Minit Mesyuarat Senat 	TD	TD	Pejabat TD Sehingga kursus dimansuhkan	Ketua Pengarah Arkib Negara Malaysia
3.	UPM.SPS.600-4/2/19 SEMAKAN SEMULA KURSUS PENGAJIAN SISWAZAH <ul style="list-style-type: none"> • Kertas cadangan • Petikan Minit Mesyuarat JKKKPSU • Petikan Minit Mesyuarat JKPSU • Petikan Minit Mesyuarat Senat 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Bilik Fail Kurikulum, SPS/ Network Attached Storage Kekal; diarkibkan jika tidak aktif	Ketua Pengarah Arkib Negara Malaysia
4.	UPM.Kod PTJ.600-4/2/19 SEMAKAN SEMULA KURSUS PENGAJIAN SISWAZAH <ul style="list-style-type: none"> • Kertas cadangan • Petikan Minit Mesyuarat Fakulti • Petikan Minit Mesyuarat JKKKPSU • Petikan Minit Mesyuarat JKPSU 	PT/PT (P/O) Fakulti	PT/PT (P/O) Fakulti	Pejabat TD Fakulti Kekal; diarkibkan jika tidak aktif	Ketua Pengarah Arkib Negara Malaysia

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 5/5
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P002	No. Semakan: 07-08
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	PROSEDUR PEMBENTUKAN DAN SEMAKAN SEMULA KURSUS PENGAJIAN SISWAZAH	Tarikh: 13/08/2021 29/10/2021

	• Petikan Minit Mesyuarat Senat				
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	PERKHIDMATAN UTAMA PENGAJIAN SISWAZAH	Halaman: 1/12
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P003	No. Semakan: 09-10
	PROSEDUR SEMAKAN SEMULA KURIKULUM PROGRAM PENGAJIAN SISWAZAH	No. Isu: 02
		Tarikh: 13/08/2021 29/10/2021

1.0 SKOP

Prosedur ini merangkumi semua aktiviti mengenalpasti keperluan semakan semula kurikulum program pengajian siswazah, semakan semula kursus dan pembentukan kursus baharu, penyediaan kertas cadangan, kelulusan di peringkat fakulti dan universiti, penawaran program dan akreditasi semula program pengajian serta pendaftaran semula MQR.

2.0 TANGGUNGJAWAB

Timbalan Naib Canselor (Akademik dan Antarabangsa), Ketua Pusat Tanggungjawab, dan Ketua Pentadbiran Sekolah Pengajian Siswazah bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
Terkini	Panduan Penyediaan Program Baharu dan Penstrukturan Semula/Semakan Semula Kurikulum.
Terkini	Pekeliling MQA – Pemakaian Standard Program
Terkini	Pelan Strategik Universiti Putra Malaysia

4.0 TERMINOLOGI DAN SINGKATAN

BP	: Badan Profesional
CQA	: <i>Centre for Quality Assurance</i>
Fakulti	: Semua Fakulti di UPM
i-GIMS	: Internet Graduate Information Management System
JKKKPSU	: Jawatankuasa Kecil Kurikulum Pengajian Siswazah Universiti
JKPSF	: Jawatankuasa Pengajian Siswazah Fakulti
JKPSU	: Jawatankuasa Pengajian Siswazah Universiti
JKPP	: Jawatankuasa Pengajian Program
JKPT	: Jawatankuasa Pendidikan Tinggi

	PERKHIDMATAN UTAMA PENGAJIAN SISWAZAH	Halaman: 2/12
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P003	No. Semakan: 09-10
	PROSEDUR SEMAKAN SEMULA KURIKULUM PROGRAM PENGAJIAN SISWAZAH	No. Isu: 02 Tarikh: 13/08/2021 29/10/2021

JKSSK	: Jawatankuasa Semakan Semula Kurikulum
Ketua PTJ	: Dekan Fakulti dan Sekolah Pengajian Siswazah
KJ	: Ketua Jabatan
KPT	: Kementerian Pendidikan Tinggi
LPU	: Lembaga Pengarah Universiti
MQR	: <i>Malaysian Qualification Registry</i>
Pengiktirafan	: Program yang mendapat pengiktirafan daripada MQR
Penyelaras	: Penyelaras Program/Pensyarah
PT	: Pegawai Tadbir
PTF	: Pegawai Tadbir Fakulti
Program baharu	: Program baharu diwujudkan atau program yang bertukar nama
PT (P/O)	: Pembantu Tadbir (Perkeranian dan Operasi)
Sekolah	: Sekolah Perniagaan dan Ekonomi
SPS	: Sekolah Pengajian Siswazah
TD	: Timbalan Dekan (Pengajian Siswazah)
TNC (A&A)	: Timbalan Naib Canselor (Akademik dan Antarabangsa)
TPKD PP	: Timbalan Pegawai Kawalan Dokumen Peneraju Proses
TWP PP	: Timbalan Wakil Pengurusan Peneraju Proses
UPM	: Universiti Putra Malaysia

	PERKHIDMATAN UTAMA PENGAJIAN SISWAZAH	Halaman: 3/12
	PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P003	No. Semakan: 09-10
PROSEDUR SEMAKAN SEMULA KURIKULUM PROGRAM PENGAJIAN SISWAZAH		No. Isu: 02
		Tarikh: 13/08/2021 29/10/2021

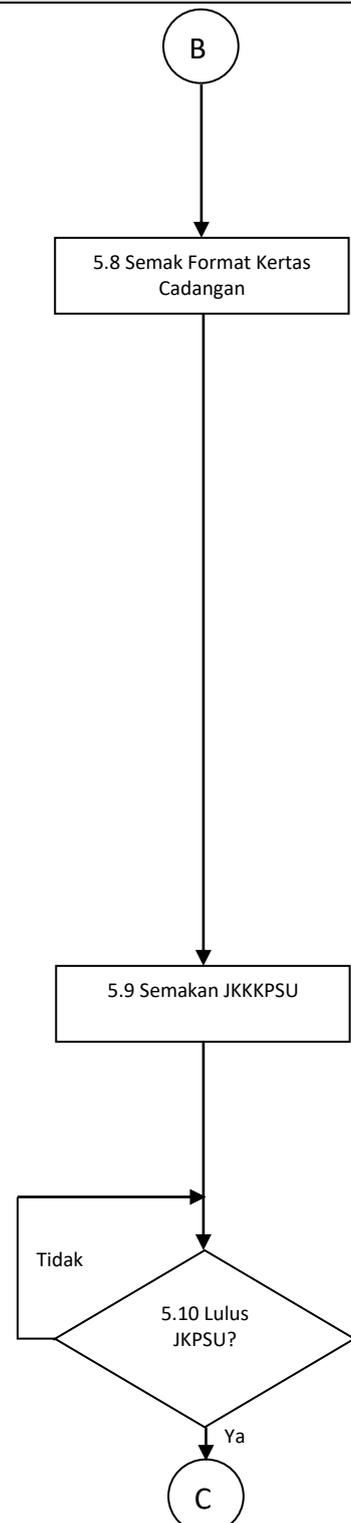
5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS PT SPS PT SPS Ketua PTJ JKSSK	 <pre> graph TD A((5.1 Mula)) --> B[5.2 Kenal Pasti Keperluan Semakan Semula] B --> C[5.3 Sediakan Kertas Cadangan] C --> D((A)) </pre>	<p>5.2 (a) Mengenal pasti kurikulum program pengajian yang perlu semakan semula berdasarkan kepada:</p> <p>(a) (i) Sekurang-kurangnya dua pusingan (3-4 tahun) tamat bagi program pengajian siswazah secara kerja kursus dan satu pusingan (4-5 tahun) tamat bagi program secara penyelidikan.</p> <p>(b) (ii) Maklumkan kepada fakulti/sekolah untuk melakukan semakan semula kurikulum program selewatnya-lewatnya satu sesi lebih awal sebelum sekurang-kurangnya dua pusingan (3-5 tahun) tamat bagi program pengajian secara kerja kursus.</p> <p>(c) (b) Maklumkan kepada Fakulti/sekolah untuk melaksanakan semakan semula.</p> <p>5.3 Sediakan Kertas Cadangan seperti berikut:</p> <p>(a) Lantik JKSSK.</p> <p>(b) Sediakan kertas cadangan semakan semula kurikulum program berdasarkan perkara berikut:</p> <p>(i) Program yang telah sampai tempoh semakan.</p> <p>(ii) Perubahan dasar pendidikan KPT.</p> <p>(iii) Pelan Strategik UPM.</p> <p>(iv) Keperluan Tenaga Kerja.</p> <p>(v) Kajian Pasaran (<i>Alumni Survey, Employer Survey dan dokumen sokongan lain</i>)</p> <p>(vi) Laporan Penilai/Pemeriksa Luar</p> <p>(vii) Jumud, Beku, Lupus dan Penawaran Semula Program</p>	

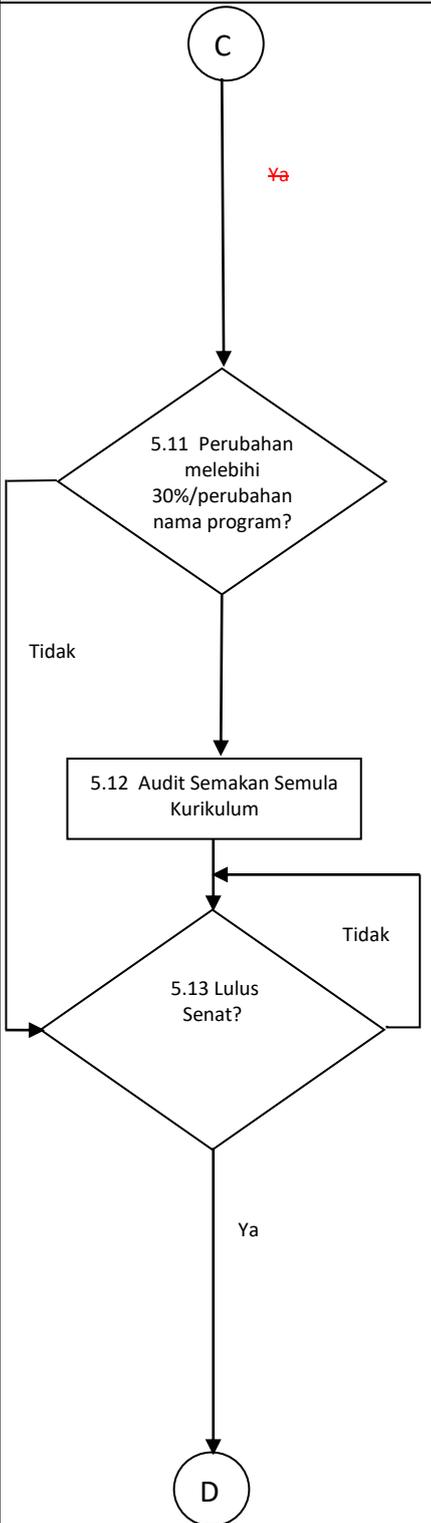
	PERKHIDMATAN UTAMA PENGAJIAN SISWAZAH	Halaman: 4/12
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P003	No. Semakan: 09-10
		No. Isu: 02
	PROSEDUR SEMAKAN SEMULA KURIKULUM PROGRAM PENGAJIAN SISWAZAH	Tarikh: 13/08/2021 29/10/2021

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
JKSSK	Tidak	5.4 Lulus Mesyuarat Jabatan	
JKSSK	Ya	(a) Bentang kertas cadangan semakan semula kurikulum program untuk kelulusan Mesyuarat Jabatan dua (2) bulan daripada tarikh lantikan JKSSK.	
KJ	Tidak	(b) Jika ya, ikut Langkah 5.5.	
KJ	Ya	5.5 Lulus JKPSF	
KJ	Tidak	(a) Bentangkan kertas cadangan semakan semula kurikulum program untuk kelulusan Mesyuarat JKPSF satu (1) bulan dari tarikh kelulusan Mesyuarat Jabatan.	
KJ	Ya	(b) Jika ya, ikut Langkah 5.6.	
KJ	Tidak	(c) Jika tidak, buat pindaan terhadap kertas cadangan semakan semula atau terus ke Langkah 5.19.	
KJ	Ya	5.6 Lulus Mesyuarat Fakulti/sekolah	
KJ	Tidak	(a) Bentangkan kertas cadangan semakan semula kurikulum program untuk kelulusan Mesyuarat Fakulti satu (1) bulan dari tarikh mesyuarat JKPSF.	
KJ	Ya	(b) Jika ya, ikut Langkah 5.7.	
KJ	Tidak	(c) Jika tidak, buat pindaan terhadap kertas cadangan semakan semula kurikulum program.	
KJ	Ya	5.7 Dapatkan maklumbalas JKPP seperti berikut:	
Ketua PTJ		(a) Buat penamaan ahli JKPP untuk menilai kertas cadangan semakan semula kurikulum program (sekiranya belum lantik).	
Ketua PTJ		(b) Dapatkan kelulusan JKPSU dan Senat bagi pelantikan keahlian JKPP dan hantar surat pelantikan (sekiranya belum lantik).	
Ketua PTJ		(c) Bentangkan kertas cadangan	

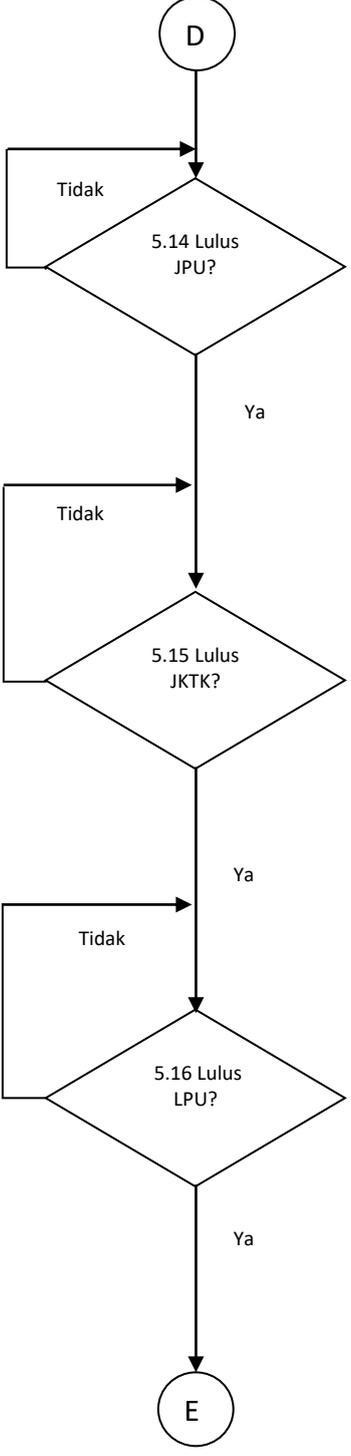
	PERKHIDMATAN UTAMA PENGAJIAN SISWAZAH	Halaman: 5/12
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P003	No. Semakan: 09 -10
		No. Isu: 02
	PROSEDUR SEMAKAN SEMULA KURIKULUM PROGRAM PENGAJIAN SISWAZAH	Tarikh: 13/08/2021 29/10/2021

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
KJ		semakan semula program di Mesyuarat JKPP untuk mendapat maklumbalas dua (2) bulan dari tarikh kelulusan mesyuarat JKPSF.	
Ketua PTJ		(d) Buat penambahbaikan ke atas kertas semakan semula kurikulum program (jika perlu).	
PT/PT (P/O) SPS		5.8 Semak format kertas cadangan seperti berikut:	
PT/PT (P/O) SPS		(a) Kemukakan satu salinan kertas cadangan semakan semula kurikulum program kepada Urus setia SPS dalam tempoh satu (1) bulan dari tarikh maklum balas JKPP.	Panduan Penyediaan Program Baharu Dan Penstrukturan Semula/Semakan Semula Kurikulum
Ketua PTJ		(b) Semak format kertas cadangan semakan semula kurikulum program.	Senarai Semak SPS Berkaitan Format Kertas Cadangan Pembentukan Program Baharu/Semakan Semula (PU/S/SS-03)
Ketua PTJ		(c) Beri maklumbalas penambahbaikan format kertas cadangan (jika perlu). [Lengkapkan Senarai Semak (PU/S/SS-03)]	
Ketua PTJ		(d) Buat penambahbaikan format kertas cadangan semakan semula kurikulum program (jika perlu).	
Ketua PTJ		5.9 Bentangkan kertas cadangan semakan semula kurikulum program untuk semakan JKPPSU satu (1) bulan dari tarikh maklum balas oleh urus setia SPS dan buat pindaan ke atas kertas cadangan semakan semula kurikulum program (jika perlu).	Panduan Penyediaan Program Baharu Dan Penstrukturan Semula/Semakan Semula Kurikulum
Ketua PTJ		5.10 Lulus JKPPSU	
		(a) Bentangkan kertas cadangan semakan semula untuk kelulusan JKPSU selewat-lewatnya dua (2) bulan dari tarikh semakan mesyuarat JKPPSU.	
	(b) Jika ya, ikut Langkah 5.11.		

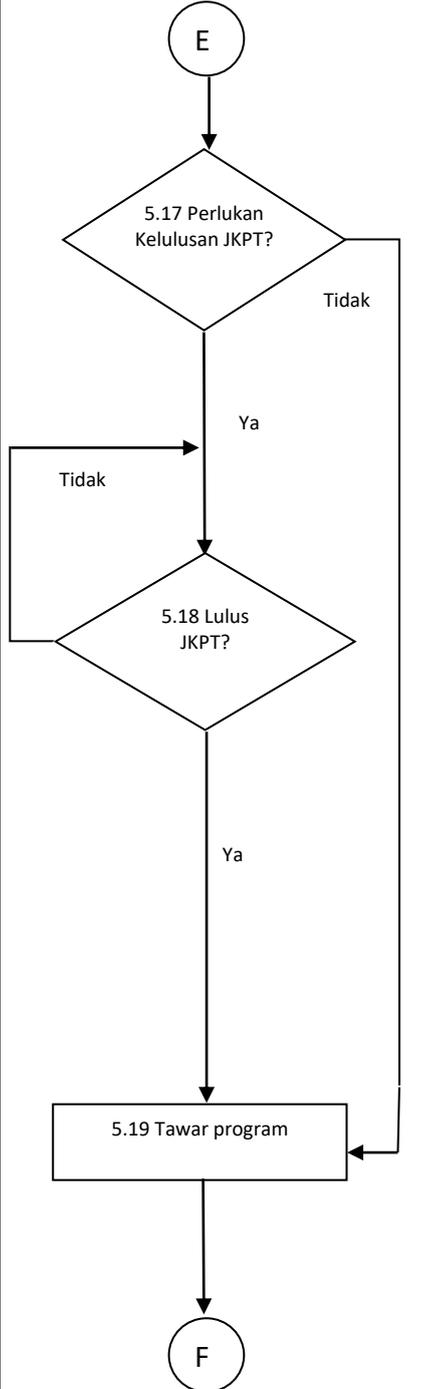
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ		(c) Jika tidak, buat pindaan terhadap kertas semakan semula kurikulum program [lengkapkan borang (PU/S/BR08/GS-KUR01)].	Borang Penambahbaikan Kertas Cadangan Pembentukan Program Baharu/Semakan Program Sedia Ada (Hasil Maklum Balas Mesyuarat JKPPSU/JKPSU/SENAT/JPU/ LPU) (PU/S/BR08/GS-KUR01)
Ketua PTJ		5.11 Perubahan melebihi 30%/perubahan nama program? (a) Jika ya, ikut langkah 5.12 untuk melalui Audit Semakan Semula. (b) Jika tidak, terus ke langkah 5.13	Rujuk Prosedur SWA Akreditasi Program Pengajian (SOK/SWA/P001)
Ketua PTJ & CQA		5.12 Pihak CQA akan menjalankan Audit Semakan Laksana audit semakan semula/penilaian yang berkaitan oleh JK Swaakreditasi bagi program semakan semula yang melebihi 30% perubahan.	Rujuk Prosedur SWA Akreditasi Program Pengajian (SOK/SWA/P001)
Ketua PTJ		5.13 Lulus Senat (a) Bantangkan kertas cadangan semakan semula program untuk kelulusan mesyuarat Senat satu (1) bulan dari tarikh kelulusan mesyuarat JKPSU. (b) Jika ya, ikut Langkah 5.13.	
Ketua PTJ/Senat		(c) Jika tidak, buat pindaan terhadap kertas cadangan semakan semula kurikulum program dan dapatkan kelulusan semula Senat [lengkapkan borang (PU/S/BR08/GS-KUR01)].	Borang Penambahbaikan Kertas Cadangan Pembentukan Program Baharu/Semakan Program Sedia Ada (Hasil Maklum Balas Mesyuarat JKPPSU/JKPSU/SENAT/JPU/ LPU) (PU/S/BR08/GS-KUR01)

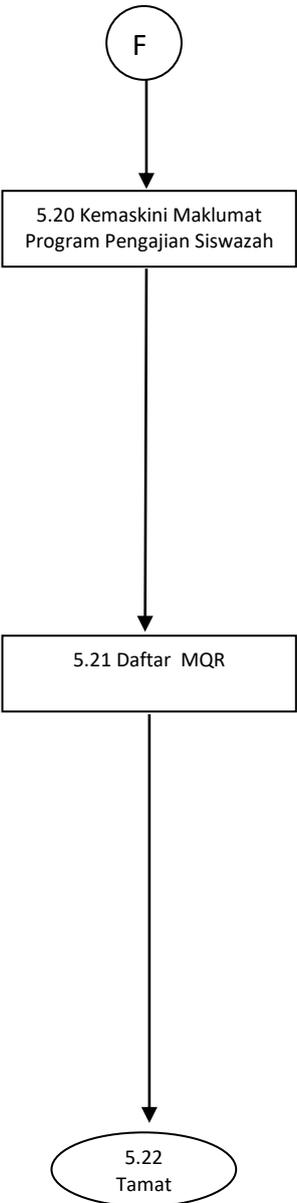
	PERKHIDMATAN UTAMA PENGAJIAN SISWAZAH	Halaman: 7/12
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ	 <pre> graph TD D((D)) --> D1{5.14 Lulus JPU?} D1 -- Tidak --> D1 D1 -- Ya --> D2{5.15 Lulus JKTK?} D2 -- Tidak --> D2 D2 -- Ya --> D3{5.16 Lulus LPU?} D3 -- Tidak --> D3 D3 -- Ya --> E((E)) </pre>	5.14 Lulus JPU (a) Kemukakan kertas cadangan penetapan kadar yuran (jika terdapat pindaan) untuk kelulusan Mesyuarat JPU melalui SPS dan TNC (A & A). (b) Jika ya, ikut Langkah 5.15. (c) Jika tidak, buat pindaan terhadap kertas cadangan semakan semula kurikulum program dan dapatkan kelulusan semula JPU [lengkapkan borang (PU/S/BR08/GS-KUR01)].	Borang Penambahbaikan Kertas Cadangan Pembentukan Program Baharu/Semakan Program Sedia Ada (Hasil Maklum Balas Mesyuarat JKPPSU/JKPSU/SENAT/JPU/ LPU) (PU/S/BR08/GS-KUR01)
SKP		5.15 Lulus JKTK (a) Kemukakan kertas cadangan penetapan kadar yuran program pengajian baharu untuk kelulusan atau makluman JKTK melalui SPS dan TNC (A & A). Tindakan ini adalah tertakluk kepada minit JPU. (b) Jika ya, ikut Langkah 5.16. (c) Jika tidak, buat pindaan terhadap kertas cadangan dan dapatkan semula kelulusan JKTK. [lengkapkan borang (PU/S/BR08/GS-KUR01)].	Borang Penambahbaikan Kertas Cadangan Pembentukan Program Baharu/Semakan Program Sedia Ada (Hasil Maklum Balas Mesyuarat JKPPSU/JKPSU/SENAT/JPU/ LPU) (PU/S/BR08/GS-KUR01)
Ketua PTJ		5.16 Lulus LPU (a) Kemukakan kertas cadangan semakan semula untuk kelulusan Mesyuarat LPU yang berikutnya menerusi SPS. (b) Jika ya, ikut Langkah 5.17 (c) Jika tidak, buat pindaan terhadap kertas cadangan semakan semula kurikulum program dan dapatkan kelulusan semula Senat [lengkapkan borang (PU/S/BR08/GS-KUR01)].	Borang Penambahbaikan Kertas Cadangan Pembentukan Program Baharu/Semakan Program Sedia Ada (Hasil Maklum Balas Mesyuarat JKPPSU/JKPSU/SENAT/JPU/ LPU) (PU/S/BR08/GS-KUR01)

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ/Dekan SPS	 <pre> graph TD E((E)) --> D1{5.17 Perlukan Kelulusan JKPT?} D1 -- Ya --> D2{5.18 Lulus JKPT?} D1 -- Tidak --> D2 D2 -- Ya --> B[5.19 Tawar program] D2 -- Tidak --> D1 B --> F((F)) </pre>	5.17 Perlukan Kelulusan JKPT (a) Kenal pasti keperluan mendapatkan kelulusan JPT yang melibatkan perubahan berikut: (i) Nama program. (ii) Tempoh pengajian. (iii) Sekurang-kurangnya 30% perubahan kepada struktur kurikulum program. (b) Jika ya, ikut Langkah 5.18. (c) Jika tidak, ikut Langkah 5.19.	
Ketua PTJ dan Dekan SPS		5.18 Lulus JKPT (a) Kemukakan kertas cadangan semakan semula Kurikulum program ke JPT selewat-lewatnya satu (1) bulan dari tarikh kelulusan mesyuarat LPU bagi cadangan yang melibatkan perubahan tempoh pengajian program dan perubahan nama program menerusi SPS. (b) Bentang kertas cadangan semakan semula program untuk kelulusan JKPT. (c) Jika ya, ikut langkah 5.16 5.19. (d) Jika tidak, buat pindaan dan kemukakan semula ke JPT.	
TNC (A&A) dan Ketua PTJ		5.19 Tawar program seperti berikut:	
Ketua PTJ/PT SPS		(a) Maklumkan kepada fakulti/sekolah untuk menawarkan program berdasarkan sesi pengajian yang diluluskan.	
TNC (A&A)		(b) Kemaskini Rekod Status Program Pengajian Siswazah.	Log Kelulusan Kurikulum dan Akreditasi Program (PU/S/LG01/GS-KUR)
PT/PT (P/O) SPS		(c) Lengkapkan Borang (PU/S/BR08/GS-KUR03) serta Borang (PU/S/BR08/GS-KUR04) jika berkaitan dan majukan ke SPS.	Borang Pendaftaran Baharu/ Perubahan Maklumat Program/Bidang
PT Fakulti/Sekolah			

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	PROSEDUR SEMAKAN SEMULA KURIKULUM PROGRAM PENGAJIAN SISWAZAH	Tarikh: 13/08/2021 29/10/2021

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS	 <pre> graph TD F((F)) --> B1[5.20 Kemaskini Maklumat Program Pengajian Siswazah] B1 --> B2[5.21 Daftar MQR] B2 --> E1(5.22 Tamat) </pre>	(d) Kemaskini kursus yang telah diluluskan untuk penawaran dalam bank kursus i-GIMS.	Pengajian Siswazah Dalam i-GIMS (PU/S/BR08/GS-KUR03)
PT (P/O) SPS		5.20 Kemas kini maklumat semakan semula kurikulum program dalam laman sesawang, brosur dan lain-lain.	Borang Permohonan Pendaftaran/ Perubahan Maklumat Kursus Dalam i-GIMS (PU/S/BR08/GS-KUR04)
Ketua PTJ		5.21 Pendaftaran MQR adalah seperti berikut:	Panduan Permohonan Akreditasi bagi Program di Bawah Badan Profesional
Pengarah CQA		(a) Sediakan dan kemukakan dokumen permohonan pendaftaran MQR dengan bayaran pendaftaran.	Panduan Pendaftaran Program dalam Daftar Kelayakan Malaysia (MQR)
PT (P/O) SPS		(b) Maklumkan keputusan daftar MQR kepada Fakulti/Sekolah dan SPS.	Log Pendaftaran MQR Program Pengajian Siswazah (PU/S/LG02/GS-KUR)
		(c) Kemaskini rekod daftar pendaftaran MQR. [Rujuk: Log PU/S/LG02/GS-KUR]	

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6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	<p>UPM.SPS.600-4/2/4</p> <p>SEMAKAN SEMULA PROGRAM PENGAJIAN SISWAZAH</p> <ul style="list-style-type: none"> • Minit mesyuarat JKKKPSU berkaitan. • Minit mesyuarat JKPSU berkaitan. • Minit Senat berkaitan. • Minit Mesyuarat JPU berkaitan • Minit Mesyuarat JKTK berkaitan • Minit mesyuarat LPU berkaitan. • Surat kelulusan JPT. • Senarai Semak SPS Berkaitan Format Kertas Cadangan Pembentukan Program Baharu/Semakan Semula (PU/S/SS-03). • Borang Penambahbaikan Kertas Cadangan Pembentukan Program Baharu/Semakan Program Sedia Ada (Hasil Maklum Balas Mesyuarat JKKKPSU/JKPSU/ SENAT/LPU) (PU/S/BR08/GS-KUR01). • Borang Penambahbaikan Kertas Cadangan Pembentukan Program Baharu/Semakan Program Sedia Ada (Hasil Maklum Balas Mesyuarat JPT) (PU/S/BR08/GS-KUR02). • Borang Pendaftaran Baharu/ Perubahan Maklumat Program/Bidang Pengajian Siswazah Dalam i-GMS (PU/S/BR08/GS-KUR03). • Borang Permohonan Pendaftaran / Perubahan Maklumat Kursus Dalam i-GIMS (PU/S/BR08/GS-KUR04). [jika berkaitan] • Surat-surat berkaitan. 	PT (P/O) SPS/ PPT SPS	PPT SPS	Bilik Fail Kurikulum / <i>Network Attached Storage</i> Kekal	Ketua Pengarah Arkib Negara Malaysia

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PROSEDUR SEMAKAN SEMULA KURIKULUM PROGRAM PENGAJIAN SISWAZAH		Tarikh: 13/08/2021 29/10/2021

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
2.	UPM.Kod PTJ.600-4/2/4 SEMAKAN SEMULA PROGRAM PENGAJIAN SISWAZAH <ul style="list-style-type: none"> • Minit mesyuarat Jabatan • Minit mesyuarat JKPSF. • Minit mesyuarat JKPP • Minit mesyuarat Fakulti berkaitan. • Minit mesyuarat JKKKPS berkaitan. • Minit mesyuarat JKPSU berkaitan. • Minit Senat berkaitan. • Minit Mesyuarat JPU berkaitan • Minit Mesyuarat JKTK berkaitan • Minit mesyuarat LPU berkaitan. • Surat kelulusan JPT • Senarai Semak SPS Berkaitan Format Kertas Cadangan Pembentukan Program Baharu/Semakan Semula (PU/S/SS-03). • Borang Penambahbaikan Kertas Cadangan Pembentukan Program Baharu/Semakan Program Sedia Ada (Hasil Maklum Balas Mesyuarat JKKKPSU/JKPSU/SENAT/JPU/LPU) (PU/S/BR08/GS-KUR01). • Borang Pendaftaran Baharu/Perubahan Maklumat Program/Bidang Pengajian Siswazah Dalam i-GMS (PU/S/BR08/GS-KUR03). • Borang Permohonan Pendaftaran / Perubahan Maklumat Kursus Dalam i-GIMS (PU/S/BR08/GS-KUR04). [jika berkaitan] • Surat-surat berkaitan. 	PT (P/O) Fakulti/ PPT Fakulti	PPT Fakulti	Bilik Dokumen dan Rekod PTJ Kekal 3 Tahun	Ketua Pengarah Arkib Negara Malaysia
3.	UPM.SPS.600-4/2/14 JAWATANKUASA KECIL KURIKULUM PENGAJIAN SISWAZAH UNIVERSITI	PT (P/O) SPS/ PPT SPS	PPT SPS	Bilik Fail Kurikulum / <i>Network Attached Storage</i>	Ketua Pengarah Arkib Negara Malaysia

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PROSEDUR SEMAKAN SEMULA KURIKULUM PROGRAM PENGAJIAN SISWAZAH		Tarikh: 13/08/2021 29/10/2021

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	<ul style="list-style-type: none"> Surat pelantikan ahli JKKKPSU. Minit Mesyuarat JKKKPSU. 			Kekal	
4.	UPM.SPS.600-4/1/7 JAWATANKUASA PENGAJIAN SISWAZAH UNIVERSITI <ul style="list-style-type: none"> Minit Mesyuarat JKPSU. 	PT (P/O) SPS/ PPT SPS	PPT SPS	Bilik Fail Kurikulum / <i>Network Attached Storage</i> Kekal	Ketua Pengarah Arkib Negara Malaysia
5.	UPM.SPS.600-3/3/2 SWA AKREDITASI UNTUK PROGRAM PENGAJIAN SISWAZAH <ul style="list-style-type: none"> Petikan senat berkaitan perakuan pengakreditasi program. Surat-surat berkaitan. 	PT (P/O) SPS/ PPT SPS	PPT SPS	Bilik Fail Kurikulum / <i>Network Attached Storage</i> Kekal	Ketua Pengarah Arkib Negara Malaysia
6.	UPM.SPS.600-4/2/20 LOG PEMBENTUKAN PROGRAM BAHARU/SEMAKAN KURIKULUM PENGAJIAN SISWAZAH <ul style="list-style-type: none"> Log Kelulusan Kurikulum dan Akreditasi Program (PU/S/LG01/KUR). Log Pendaftaran MQR Program Pengajian Siswazah (PU/S/LG02/GS-KUR). 	PT (P/O) SPS/ PPT SPS	PPT SPS	Bilik Fail Kurikulum / <i>Network Attached Storage</i> Kekal	Ketua Pengarah Arkib Negara Malaysia

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1.0 SCOPE

This procedure encompasses all processes of postgraduate student intake and registration procedure for new students by research program (Masters & PhD) and by course work ~~and Non-Graduating~~ programme.

2.0 RESPONSIBILITY

Dean of SPS, coordinator, TPK, PT (P/O), PT Postgraduate Admission Unit are responsible for the implementation of this procedure. All parties involved must adhere to this procedure.

3.0 REFERENCE DOCUMENT

Document Code	Title of Document
Current	Universities and University Colleges Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003

4.0 TERMINOLOGY DAN ACRONYM

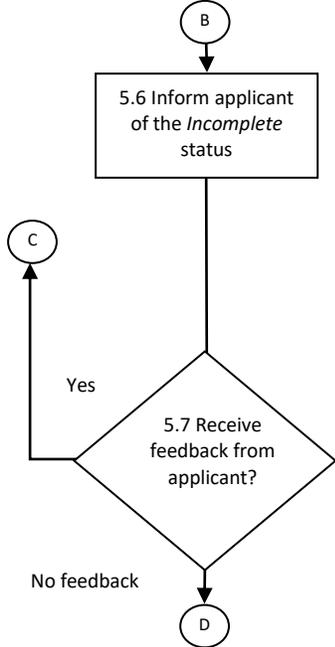
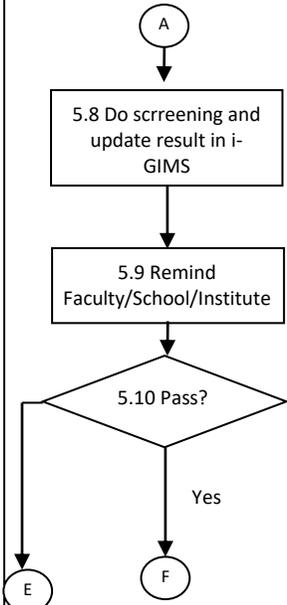
i-GIMS	: Internet Graduate Information Management System
JKPSU	: University Graduate Studies Committee
KIV	: Keep in view
Coordinator	: Dean/Deputy Dean of Faculty/School; Director/Deputy Director of Institute; Officer Appointed as Faculty/School/ Institute Postgraduate Studies Coordinator
PhD	: Doctor of Philosophy
PT	: Administrative Officer
PTJ	: Centre of Responsibility
PTK	: Administrative Assistant (Finance)
PT (P/O)	: Administrative Assistant (Clerical and Operational)
SPS	: School of Graduate Studies
TPKD PP	: Deputy Document Control Officer of Process Owner
TWP PP	: Deputy Management Representative of Process Owner
WP	: Management Representative

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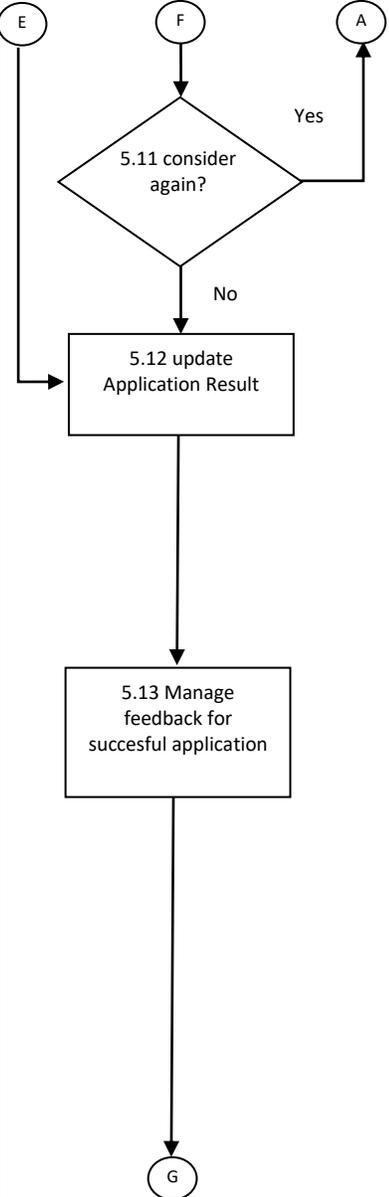
5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Document /Record
Applicants	<pre> graph TD Start([5.1 Start]) --> Step52[5.2 Register applicant account] Step52 --> Step53[5.3 Complete on-line form and submit application] Step53 --> Step54[5.4 Check Application Document] Step54 --> Decision55{5.5 Application Complete?} Decision55 -- Ya --> A((A)) Decision55 -- No --> B((B)) C((C)) --> Step54 </pre>	<p>5.2 Register applicant account using the i-GIMS system.</p>	
Applicants		<p>5.3 Complete online form and upload all supporting documents into the application system.</p> <p>Note:</p> <ul style="list-style-type: none"> Incomplete application will not be processed and will remain as NEW APPLICATION or INCOMPLETE Status. 	
PT/PT (P/O) SPS		<p>5.4 (a) Check all supporting documents that have been uploaded.</p>	
PT/PT (P/O) SPS		<p>(b) Update application status in i-GIMS.</p> <p>Notes:</p> <ul style="list-style-type: none"> Only application with complete supporting documents will be given COMPLETED status and will be sent automatically to Faculty/School/Institute through i-GIMS. Incomplete application will be given INCOMPLETE status and will remain as with INCOMPLETE status until the applicant update the application. INCOMPLETE application will be changed automatically to NEW APPLICATION as soon as it is updated by the applicant. 	
		<p>5.5 (a) If Yes, follow Step 5.8.</p> <p>(b) If No, follow Step 5.6.</p>	

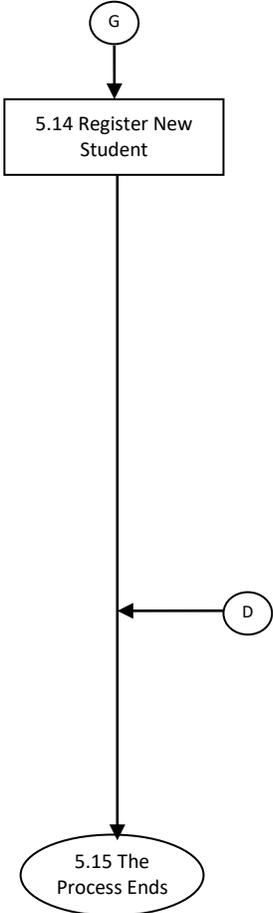
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Responsibility	Flowchart	Details	Reference Document /Record
PT/PT (P/O) SPS	 <pre> graph TD B((B)) --> S56[5.6 Inform applicant of the Incomplete status] S56 --> D57{5.7 Receive feedback from applicant?} D57 -- Yes --> S56 D57 -- No feedback --> D((D)) </pre>	<p>5.6 Inform applicant of the INCOMPLETE Status through automatic email or necessary procedure.</p> <p>Note:</p> <ul style="list-style-type: none"> Applicants need to upload all incomplete documents into i-GIMS to be processed before the due date. Late application will be processed for next semester intake. <p>5.7 (a) If Yes, follow step 5.4.</p> <p>Note:</p> <ul style="list-style-type: none"> Status will be changed automatically to <i>NEW APPLICATION</i> once application has been updated. If no feedback is received within one (1) year, the process will end. (step 5.15) and the i-GIMS system will automatically change the status from INCOMPLETE to REJECTED . 	
PT/PT (P/O) SPS	 <pre> graph TD A((A)) --> S58[5.8 Do screening and update result in i-GIMS] S58 --> S59[5.9 Remind Faculty/School/Institute] S59 --> D510{5.10 Pass?} D510 -- Yes --> F((F)) D510 -- No --> E((E)) </pre>	<p>5.8 Screen the application and key in results into i-GIMS (either <i>Supported/ Supported Provisional/Not Supported/KIV</i>) within thirty (30) days.</p> <p>5.9 Send reminder to Faculty/School/Institute which has not updated the screening result from time to time.</p> <p>5.10 (a) If Yes, follow step 5.12 (b) If No, follow step 5.11</p>	
Coordinator		<p>Note:</p> <ul style="list-style-type: none"> Reminders will be given to the applicant regularly. 	
PT/PT (P/O) SPS			

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Responsibility	Flowchart	Details	Reference Document /Record
PT/PT (P/O) SPS	 <pre> graph TD E((E)) --> 5.12[5.12 update Application Result] 5.12 --> 5.11{5.11 consider again?} 5.11 -- Yes --> A((A)) A --> 5.12 5.11 -- No --> 5.13[5.13 Manage feedback for successful application] 5.13 --> G((G)) </pre>	<p>5.11 If application is rejected, PTJ can suggest to reconsider the application;</p> <p>(a) If Yes, follow step 5.8.</p> <p>(b) If No, follow step 5.12</p> <p>5.12 Update result of application in i-GIMS whether <i>Approved/Approved Provisional/ Not Approved/KIV</i> within 2 weeks after the screening results are received.</p> <p>Note:</p> <ul style="list-style-type: none"> i-GIMS will send the result of application automatically to applicant's email or any proper ways. Candidates can print the admission letter through their portal. <p>5.13 Manage feedback to successful application as follows:</p> <p>(i) Notify the applicants of their approval for deferment through their portal or email.</p> <p>(ii) Email the list of candidates who are successful according to the status to Faculty/School/Institute at week three and 14th after the semester commences.</p> <p>Note:</p> <ul style="list-style-type: none"> Candidate is not allowed to defer more than two (2) semesters except with the consent of the Dean of SPS. 	
PT/PT (P/O) SPS			

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Responsibility	Flowchart	Details	Reference Document /Record
PT/ PT (P/O) i-PUTRA PKU PT/PT (P/O) SPS PTK PT/PT (P/O) SPS PT/PT (P/O) SPS	 <pre> graph TD G((G)) --> A[5.14 Register New Student] A --> B((5.15 The Process Ends)) D((D)) --> A </pre>	5.14 Manage the registration of new student by using an appropriate method taking following matters into consideration: <ol style="list-style-type: none"> (a) Check compliance of entry requirements as international students set by the Immigration Department of Malaysia. (b) Check and verify the health report. (c) Check the authenticity of academic documents of the candidate and necessary supporting document. (d) Make sure candidate pay the fees stated. (e) Register candidates that have fulfilled all requirements to be registered and matric number will be generated automatically. (f) Inform student to refer to Faculty/School/Institute for registration of course. <p>Note:</p> <ul style="list-style-type: none"> • By research candidates are allowed to register late until week 13. • By coursework candidates are allowed for late registration the second week or another period (based on PTJ's approval). 	

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6.0 RECORD

No	File Code, File Title and List of Records	Responsibility For Compiling and Filing	Responsibility For Maintenance	Place and duration of Record Keeping	Authority On Disposal
1.	<p>UPM.SPS.600-4/19/1 (Matric No.)</p> <p>STUDENT'S FILE</p> <p>The following quality records also can be referred in i-IGMS:</p> <ul style="list-style-type: none"> • <u>Copy of offer letter.</u> • <u>copy of deferment letter [if any].</u> • Other documents related to student's registration. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	<p>Student file room, SPS/ <i>Network Attached Storage</i></p> <p>At least 3 years after graduation</p>	Director of General National Archives of Malaysia
2.	<p>UPM.PTJ Code.600-4/19/1 (Matric No.)</p> <p>STUDENT'S FILE</p> <p>The following quality records also can be referred in i-IGMS:</p> <ul style="list-style-type: none"> • <u>Copy of offer letter</u> • Other documents related to student's registration. 	PT/PT (P/O) PTJ	PT/PT (P/O) PTJ	<p>Student file room, PTJ</p> <p>At least 2 years after graduation.</p>	Director of General National Archives of Malaysia
3.	<p>UPM. PTJ Code.600-4/4/4</p> <p>ADMISSION APPLICATION</p> <ul style="list-style-type: none"> • Copy of letter/email regarding admission application. 	PT/PT (P/O) Faculty/School/ Institute	PT/PT (P/O) Faculty/ School/ Institute	<p>General Office of Deputy Dean at Faculty/ School/ Deputy Director at Institute</p> <p>1 Year</p>	Director of General National Archives of Malaysia
4.	<p>UPM.SPS.600-4/4/10</p> <p>ADMISSION OFFER FOR NEW</p>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	<p>Admission Unit for Postgraduate</p>	Director of General National

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No	File Code, File Title and List of Records	Responsibility For Compiling and Filing	Responsibility For Maintenance	Place and duration of Record Keeping	Authority On Disposal
	POSTGRADUATE STUDENTS <ul style="list-style-type: none"> List of candidate who have been offered based on the status submitted by SPS on week 3 and 14 after the semester commences. 			Students / <i>Network Attached Storage</i> 3 years	Archives of Malaysia
5.	UPM. PTJ Code.600-4/4/10 OFFER OF ADMISSION FOR NEW STUDENTS <ul style="list-style-type: none"> List of candidate who have been offered based on the status submitted by SPS on week 3 and 14 after the semester commences. 	PT/PT (P/O) Faculty/School/ Institute	PT/PT (P/O) Faculty/ School/ Institute	General Office of Deputy Dean at Faculty/ School/ Deputy Director at Institute 3 years	Director of General National Archives of Malaysia

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1.0 SKOP

Prosedur ini merangkumi semua proses pengambilan pelajar siswazah dan urusan pendaftaran pelajar baharu yang mengikut program secara penyelidikan (Master dan PhD), dan program secara kerja kursus ~~dan program tanpa ijazah (Non-Graduating programme)~~.

2.0 TANGGUNGJAWAB

Dekan SPS, Penyelaras, TPK, PT (P/O), PT Unit Pengambilan Pelajar Siswazah bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

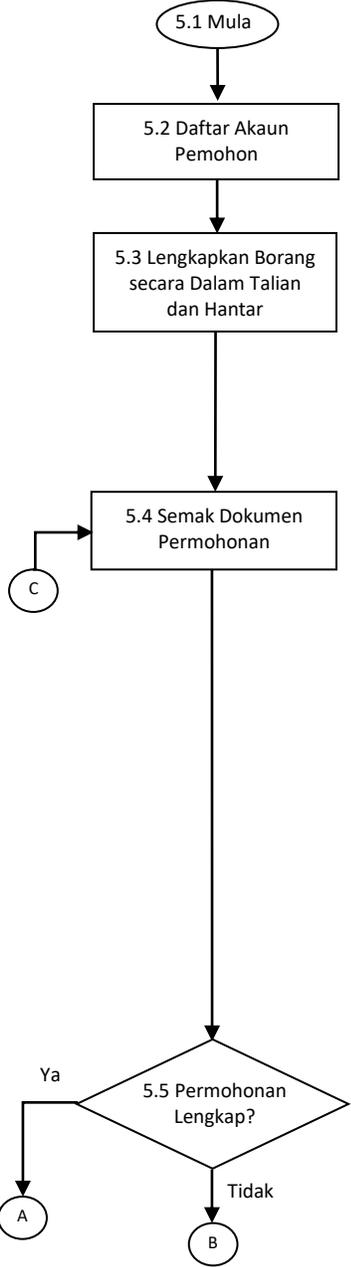
Kod Dokumen	Tajuk Dokumen
Terkini	<i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</i>

4.0 TERMINOLOGI DAN SINGKATAN

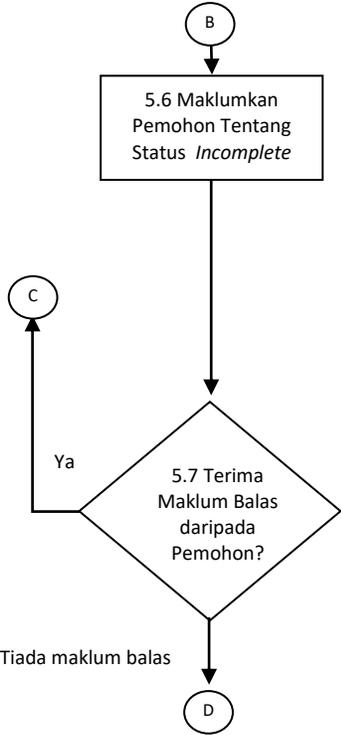
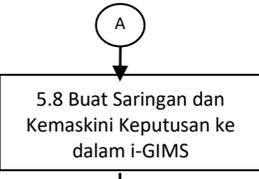
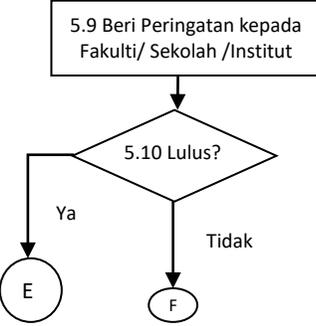
i-GIMS	: <i>Internet Graduate Information Management System</i>
JKPSU	: Jawatankuasa Pengajian Siswazah Universiti
KIV	: <i>Keep in view</i> (dalam perhatian)
Penyelaras	: Dekan/Timbalan Dekan Fakulti, Pengarah/Timbalan Pengarah Institut, Pegawai yang dilantik sebagai Penyelaras Pengajian Siswazah Fakulti/Sekolah/Institut
PhD	: Doktor Falsafah
PT	: Pegawai Tadbir
PTJ	: Pusat Tanggungjawab
PTK	: Pembantu Tadbir Kewangan
PT (P/O)	: Pembantu Tadbir (Perkeranian dan Operasi)
SPS	: Sekolah Pengajian Siswazah
TPKD PP	: Timbalan Pegawai Kawalan Dokumen Peneraju Proses
TWP PP	: Timbalan Wakil Pengurusan Peneraju Proses
WP	: Wakil Pengurusan

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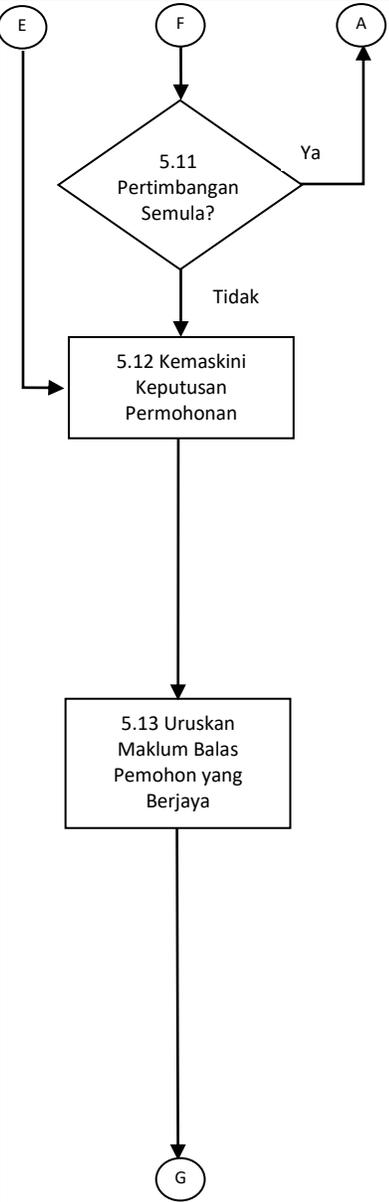
5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Pemohon Pemohon PT/PT (P/O) SPS PT/PT (P/O) SPS	 <pre> graph TD Start([5.1 Mula]) --> Step52[5.2 Daftar Akaun Pemohon] Step52 --> Step53[5.3 Lengkapkan Borang secara Dalam Talian dan Hantar] Step53 --> Step54[5.4 Semak Dokumen Permohonan] Step54 --> Decision{5.5 Permohonan Lengkap?} Decision -- Ya --> A((A)) Decision -- Tidak --> B((B)) C((C)) --> Step54 </pre>	5.2 Daftar akaun pemohon melalui sistem i-GIMS. 5.3 Lengkapkan borang permohonan secara dalam talian dan muat naik semua dokumen sokongan ke dalam sistem permohonan. Nota: <ul style="list-style-type: none"> Permohonan yang tidak lengkap tidak akan diproses dan kekal dengan status <i>NEW APPLICATION</i> atau <i>INCOMPLETE</i>. 5.4 (a) Semak semua dokumen sokongan yang dimuatnaik. (b) Kemas kini status permohonan dalam i-GIMS. Nota: <ul style="list-style-type: none"> Permohonan yang lengkap dengan dokumen sokongan sahaja akan diberikan status <i>COMPLETED</i> dan akan dihantar ke Fakulti/Sekolah/Institut secara automatik melalui i-GIMS. Permohonan yang tidak lengkap akan diberikan status <i>INCOMPLETE</i> dan akan kekal dengan status tersebut sehingga pemohon mengemas kini permohonan. Permohonan berstatus <i>INCOMPLETE</i> akan bertukar secara automatik kepada status <i>NEW APPLICATION</i> sebaik sahaja permohonan dikemaskini. 5.5 (a) Jika Ya, ikut Langkah 5.8. (b) Jika Tidak, ikut Langkah 5.6.	

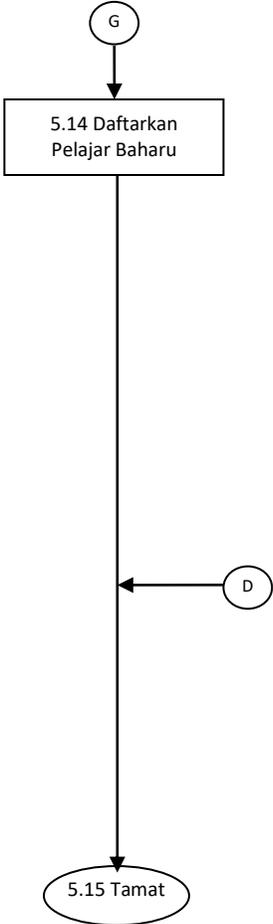
	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 3/7
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS	 <pre> graph TD B((B)) --> P56[5.6 Maklumkan Pemohon Tentang Status Incomplete] P56 --> D57{5.7 Terima Maklum Balas daripada Pemohon?} D57 -- Ya --> C((C)) D57 -- Tiada maklum balas --> D((D)) </pre>	<p>5.6 Maklumkan kepada pemohon tentang status <i>INCOMPLETE</i> permohonan melalui e-mel secara automatik atau kaedah yang bersesuaian.</p> <p>Nota:</p> <ul style="list-style-type: none"> Pemohon hendaklah memuat naik semua dokumen yang tidak lengkap ke dalam i-GIMS untuk diproses sebelum tarikh tutup permohonan. Permohonan yang lewat diterima selepas tarikh tutup akan diproses untuk kemasukan ke semester berikutnya. <p>5.7 (a) Jika Ya, ikut Langkah 5.4.</p> <p>Nota:</p> <ul style="list-style-type: none"> Status akan bertukar secara automatik kepada <i>NEW APPLICATION</i> sebaik sahaja permohonan dikemaskini. Jika tiada maklum balas dalam tempoh satu (1) tahun, proses tamat (Langkah 5.15) dan sistem iGIMS akan menukarkan status <i>INCOMPLETE</i> kepada <i>REJECTED</i> secara automatik. <p>Nota:</p> <ul style="list-style-type: none"> Peringatan akan diberi kepada pemohon secara berkala. 	
PT/PT (P/O) SPS Penyelaras	 <pre> graph TD A((A)) --> P58[5.8 Buat Saringan dan Kemaskini Keputusan ke dalam i-GIMS] </pre>	<p>5.8 Buat saringan permohonan dan masukkan keputusan ke dalam i-GIMS (sama ada <i>Supported/ Supported Provisional/Not Supported/KIV</i>) dalam tempoh 30 hari.</p>	
PT/PT (P/O) SPS	 <pre> graph TD P59[5.9 Beri Peringatan kepada Fakulti/ Sekolah /Institut] --> D510{5.10 Lulus?} D510 -- Ya --> E((E)) D510 -- Tidak --> F((F)) </pre>	<p>5.9 Beri peringatan kepada Fakulti/ Sekolah /Institut yang belum mengemaskini keputusan saringan dari semasa ke semasa.</p> <p>5.10 (a) Jika Ya, ikut Langkah 5.12. (b) Jika Tidak, ikut Langkah 5.11.</p>	

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS	 <pre> graph TD E((E)) --> 5.12[5.12 Kemaskini Keputusan Permohonan] 5.12 --> 5.11{5.11 Pertimbangan Semula?} 5.11 -- Ya --> A((A)) 5.11 -- Tidak --> 5.13[5.13 Uruskan Maklum Balas Pemohon yang Berjaya] 5.13 --> G((G)) F((F)) --> 5.11 </pre>	<p>5.11 Jika permohonan ditolak, PTJ boleh mencadangkan permohonan dipertimbangkan semula:</p> <p>(a) Jika Ya, ikut Langkah 5.8.</p> <p>(b) Jika Tidak, ikut Langkah 5.12.</p> <p>5.12 Kemaskini keputusan permohonan di dalam i-GIMS sama ada <i>Approved/Approved Provisional/Not Approved/KIV</i> dalam tempoh 2 minggu selepas keputusan saringan diterima.</p> <p>Nota:</p> <ul style="list-style-type: none"> i-GIMS akan menghantar makluman keputusan permohonan secara automatik ke e-mel pemohon atau kaedah lain yang bersesuaian. Calon juga boleh mencetak surat tawaran melalui portal permohonan masing-masing. <p>5.13 Uruskan maklum balas pemohon yang berjaya seperti berikut:</p> <p>(a) Maklumkan kelulusan permohonan penangguhan kepada calon yang memohon penangguhan melalui portal pemohon atau e-mel.</p> <p>(b) E-melkan senarai calon yang ditawarkan mengikut status kepada Fakulti/ Sekolah /Institut pada minggu ketiga dan ke-14 selepas semester bermula.</p> <p>Nota:</p> <ul style="list-style-type: none"> Calon tidak dibenarkan menangguh melebihi dua (2) semester kecuali dengan persetujuan Dekan SPS. 	
PT/PT (P/O) SPS			

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/ PT (P/O) i-PUTRA PKU PT/PT (P/O) SPS PTK PT (P/O) SPS PT/PT (P/O) SPS	 <pre> graph TD G((G)) --> B[5.14 Daftarkan Pelajar Baharu] B --> E((5.15 Tamat)) D((D)) --> B </pre>	5.14 Jalankan urusan pendaftaran pelajar baharu mengikut kaedah yang bersesuaian dengan mengambil kira perkara seperti berikut: <ol style="list-style-type: none"> (a) Semak pematuhan syarat kemasukan sebagai pelajar antarabangsa yang ditetapkan oleh Jabatan Imegresen Malaysia. (b) Semak dan sahkan laporan pemeriksaan kesihatan. (c) Semak kesahihan dokumen kelayakan akademik calon dan dokumen sokongan yang sepatutnya. (d) Pastikan calon membayar yuran mengikut kadar yang ditetapkan. (e) Daftar calon yang memenuhi semua syarat kemasukan dan nombor matrik pelajar akan dijana secara automatik. (f) Maklumkan pelajar untuk merujuk Fakulti/Sekolah/Institut masing-masing bagi urusan pendaftaran kursus. Nota: <ul style="list-style-type: none"> • Calon pelajar program secara penyelidikan dibenarkan mendaftar sehingga minggu ke-13. • Calon pelajar program secara kerja kursus dibenarkan mendaftar sehingga minggu ke-2 atau tempoh lain berdasarkan kelulusan PTJ. 	

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6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM.SPS.600-4/19/1 (No.Matrik) FAIL PELAJAR Rekod kualiti yang berikut juga boleh dirujuk di dalam i-GIMS. <ul style="list-style-type: none"> • <u>Salinan Surat Tawaran Kemasukan.</u> • <u>Salinan surat kelulusan penangguhan kemasukan [jika berkaitan].</u> • Dokumen lain berkaitan urusan pendaftaran pelajar 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Bilik Fail Pelajar, SPS/ <i>Network Attached Storage</i> Sekurang-kurangnya 3 tahun selepas pelajar bergraduat	Ketua Pengarah Arkib Negara Malaysia
2.	UPM.Kod PTJ.600-4/19/1 (No.Matrik) FAIL PELAJAR Rekod kualiti yang berikut juga boleh dirujuk di dalam i-GIMS: <ul style="list-style-type: none"> • <u>Salinan Surat Tawaran Kemasukan.</u> • Dokumen lain berkaitan urusan pendaftaran pelajar 	PT/PT (P/O) PTJ	PT/PT (P/O) PTJ	Bilik Fail Pelajar, PTJ Sekurang-kurangnya 2 tahun selepas pelajar bergraduat	Ketua Pengarah Arkib Negara Malaysia
3.	UPM.Kod PTJ.600-4/4/4 PERMOHONAN KEMASUKAN <ul style="list-style-type: none"> • Salinan surat-menyurat/emel berkaitan permohonan kemasukan- 	PT/PT (P/O) Fakulti/Sekolah/ Institut	PT/PT (P/O) Fakulti/Sekolah/ Institut	Pejabat Am TD Fakulti/ Sekolah/ TP Institut 1 Tahun	Ketua Pengarah Arkib Negara Malaysia
4.	UPM.SPS.600-4/4/10 TAWARAN KEMASUKAN PELAJAR BAHARU SISWAZAH	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Pengambilan Pelajar Siswazah/	Ketua Pengarah Arkib Negara

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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	<ul style="list-style-type: none"> Senarai calon yang ditawarkan mengikut status pada ketiga dan ke-14 selepas semester bermula. 			<i>Network Attached Storage</i> 3 Tahun	Malaysia
5.	UPM.Kod PTJ.600-4/4/10 TAWARAN KEMASUKAN PELAJAR BAHARU SISWAZAH <ul style="list-style-type: none"> Senarai calon yang ditawarkan mengikut status yang dimajukan oleh pihak SPS pada minggu ketiga dan ke-14 selepas semester bermula. 	PT/PT (P/O) Fakulti/Sekolah/ Institut	PT/PT (P/O) Fakulti/Sekolah/ Institut	Pejabat Am TD Fakulti/ Sekolah/ TP Institut 3 Tahun	Ketua Pengarah Arkib Negara Malaysia

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	PROCEDURE FOR HANDLING POSTGRADUATE STUDENTS WITH ACADEMIC ISSUES	Date: 06/10/2020 29/10/2021

1.0 SCOPE

The procedure encompasses all processes of postgraduate students who are under the Suspended, Dropped, Terminated, Probation and Provisional status.

2.0 RESPONSIBILITY

The coordinator and PT, Academic Unit are responsible for the implementation of the procedure. All parties involved must adhere to this procedure.

3.0 REFERENCE DOCUMENT

Document Code	Title of Document
Current	Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003
UPM/PU/S/AK02/06	Work Instruction for Students Given Dropped Status
UPM/PU/S/AK02/09	Work Instruction for Extension of Study
UPM/PU/S/AK04/04	Work Instruction for Review Against Termination (Fail and Dismissed)

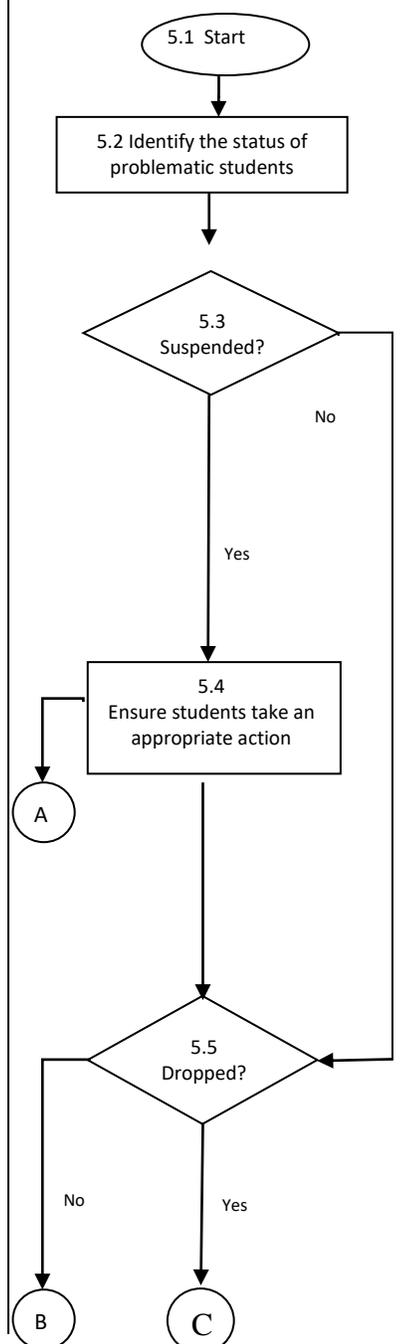
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4.0 TERMINOLOGY AND ACRONYM

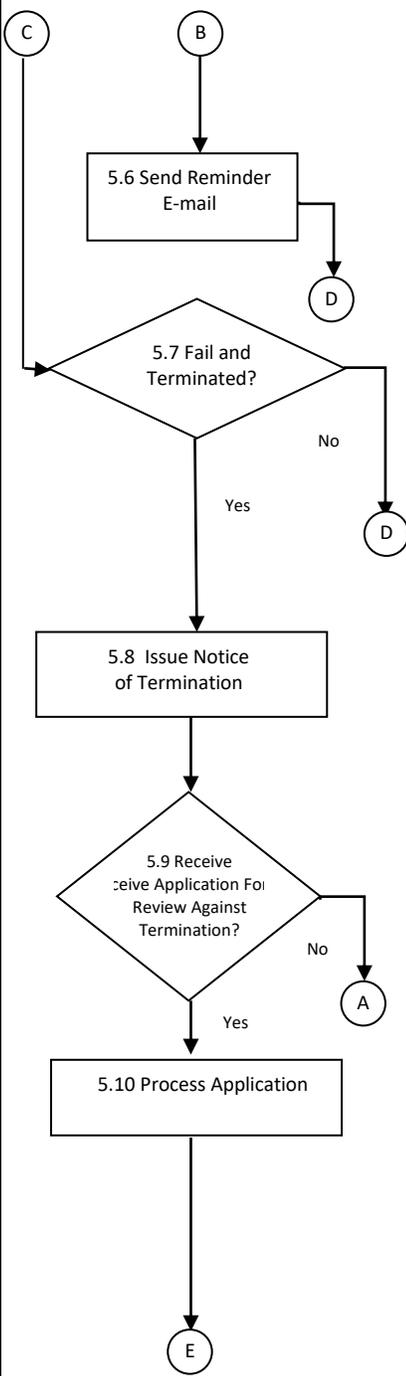
CE	: Comprehensive Exam- PhD
PNGK	: Cummulative Grade Point Average
GB	: Fail and Terminated
i-GIMS	: Internet Graduate Information Management System
JKPSU	: University Graduate Studies Committee
JKSS	: Graduate Review Committee
Continuing Student	: Second Semester and beyond students
Advisor	: Lecturer who will guide students before the appointment of a supervisor
Coordinator	: Dean/Deputy Dean of Faculty/School; Director/Deputy Director of Institute; Officer appointed as Coordinator of Graduate Studies, Faculty/School/Institute
Supervisor	: Chairperson of Supervisory Committee
PhD	: Doctor of Philosophy Programme
PIE2	: Postgraduate Intensive English Programme 2
PT	: Administrative Assistant
PT (P/O)	: Administrative Assistant (clerical/Operational)
Semester	: Inclusive of Trimester
SPS	: School of Graduate Studies
TM	: Unsatisfactory
TNCAA	: Deputy Chancelor (Academic and International)
TPKD PP	: Deputy Document Control Officer of Process Owner
TWP PP	: Deputy Management Representative of Process Owner
WP	: Management Representative

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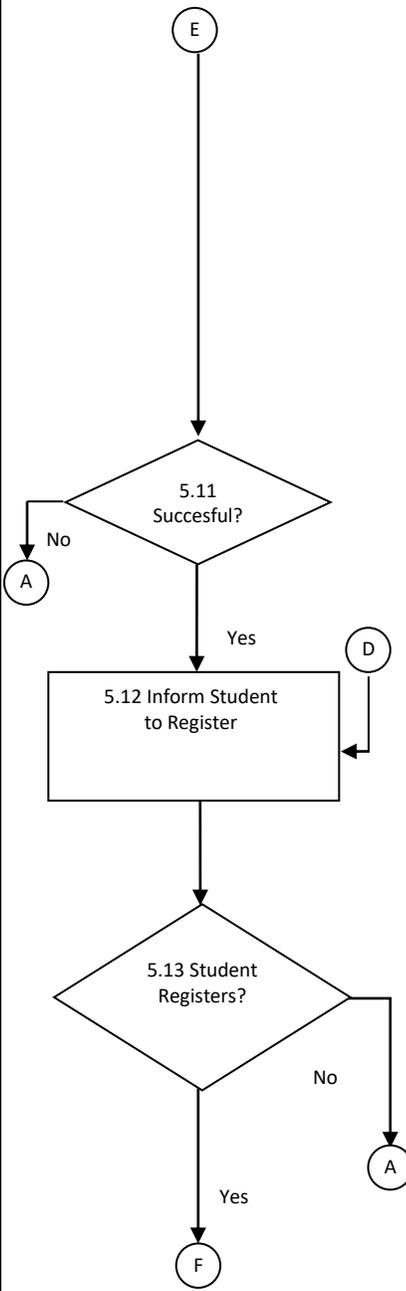
5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Document/Record
PT/PT (P/O) SPS/ Faculty/School/ Institute	 <pre> graph TD Start([5.1 Start]) --> Identify[5.2 Identify the status of problematic students] Identify --> Suspended{5.3 Suspended?} Suspended -- No --> Dropped{5.5 Dropped?} Suspended -- Yes --> Action[5.4 Ensure students take an appropriate action] Action --> A((A)) A --> Dropped Dropped -- No --> B((B)) Dropped -- Yes --> C((C)) </pre>	<p>5.2 Identify the status of students with academic problems based on the <i>Suspended, Dropped, Terminated, Probation and Provisional status</i>.</p> <p>5.3 Suspended?</p> <p>(a) If Yes, go to step 5.4</p> <p>(b) If No, go to step 5.5</p> <p>Note:</p> <ul style="list-style-type: none"> i) failed PIE2 two (2) times ii) did not submit a copy of admission qualification certificate iii) Supervisory Committee has not been appointed before the end of second semester <p>5.4 Inform students to:</p> <ul style="list-style-type: none"> i) register for PIE2. ii) submit certificates. iii) appoint the supervisory committee <p>Note:</p> <ul style="list-style-type: none"> • If he passes the PIE2, he will be allowed to continue his studies but if he fails for the third (3) time, his status shall be changed to Fail and Dismissed. <p>5.5 Dropped?</p> <p>(a) If Yes, go to Step 5.6.</p> <p>(b) If No, go to Step 5.7.</p> <p>Note:</p> <ul style="list-style-type: none"> • A student who fails to register or has not paid his semester fees within the first two (2) weeks of semester shall be dropped from the list of active students. 	
PT/PT (P/O) SPS			
PT/PT (P/O) SPS			

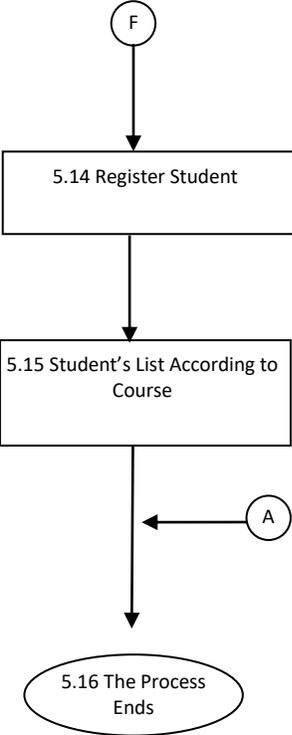
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Responsibility	Flowchart	Details	Reference Document/Record
PT/PT (P/O) SPS		5.6 Send reminder e mail to student/faculty/Institute to complete the registration process i.e register course and/or pay semester fees and go to step 5.12.	
		5.7 Fail and terminated? (a) If Yes, go to Step 5.8. (b) If No, go to Step 5.12 if the student is on probation status.	Work Instruction for Student Given the Dropped Status (UPM/PU/S/AK02/06) Work Instruction For Review Against Termination (Fail and Dismissed) (UPM/PU/S/AK04/04)
PT/PT (P/O) SPS		5.8 Issue notice to inform student of the Fail and Dismissed status.	
		5.9 Receive Application For Review Against Termination? (a) If Yes, go to step 5.10 (b) If No, the process ends	
PT/PT (P/O) SPS		5.10 Process student's application based on the following cases: (a) A PhD student who has gone beyond his study duration i.e. 13 semesters (fulltime) and 15 semesters (part-time) (b) A Masters student who has gone beyond his study duration i.e. 9 semesters (fulltime) and 11 semesters (part-time) (c) A student who obtains a CGPA of less than 3.000 for the second time and CGPA	Work Instruction On Extension of Studies (UPM/PU/S/AK02/09) Work Instruction For Review Against Termination (Fail and Dismissed) (UPM/PU/S/AK04/04)

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Responsibility	Flowchart	Details	Reference Document/Record
PT (P/O) SPS	 <pre> graph TD E((E)) --> D511{5.11 Successful?} D511 -- No --> A1((A)) D511 -- Yes --> P512[5.12 Inform Student to Register] P512 --> D513{5.13 Student Registers?} D513 -- No --> A2((A)) D513 -- Yes --> F((F)) D511 --> D512((D)) D512 --> P512 </pre>	<p>of less than 2.5 for the first time.</p> <p>(d) A student who fails to sit for Comprehensive Exam – PhD (CE) within the stipulated time which are 4 semesters (full time) and 6 semesters (part time).</p> <p>(e) Fails CE after two (2) attempts.</p> <p>(f) A student who obtains two (2) TM grades for SPS5999/SPS6999 or recommended a GB by supervisor after obtaining one (1) TM grade for SPS5999/SPS6999</p> <p>(g) Fails to submit thesis correction after final examination (viva voce) within the stipulated time.</p> <p>5.11 Successful?</p> <p>(a) If Yes, go to Step 5.12.</p> <p>(b) If No, the process ends.</p> <p>5.12 Inform student of JKKS result and action that needs to be taken via e mail or any other proper method.</p> <p>5.13 Student Registers?</p> <p>(a) If Yes, go to Step 5.14.</p> <p>(b) If No, the process ends.</p> <p>Note:</p> <ul style="list-style-type: none"> By research student are allowed to register late until week 7. By coursework student are allowed to register late until the third-second week or another period (based on PTJ approval). 	

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Responsibility	Flowchart	Details	Reference Document/Record
PT/PT (P/O) SPS	 <pre> graph TD F((F)) --> 5.14[5.14 Register Student] 5.14 --> 5.15[5.15 Student's List According to Course] A((A)) --> 5.15 5.15 --> 5.16([5.16 The Process Ends]) </pre>	5.14 Register student's course in i-GIMS after receiving written feedback from student/Advisor/Supervisor/Coordinator	
PT SPS		5.15 Keep Student's List According to Course as follows:	
PT/PT (P/O) Faculty/School/ Institute		(a) E-mail the student's list according to course to faculty/school/institute after week 7 of the semester. (b) Keep a soft copy of student's list according to course.	

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6.0 RECORD

No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority On Disposal
1.	UPM.SPS.600-4/19/1 (Matric No.) STUDENT'S FILE <ul style="list-style-type: none"> • Notice For Review Against Termination [if applicable] • Copy of Result of Review Against Termination [if applicable] 	PT (P/O) SPS	PT (P/O) SPS	Student File Room, SPS/ <i>Storage Attached Network</i> At least 3 years after the student has graduated	Director of General National Archives of Malaysia
2.	UPM.PTJ code.600-4/19/1 (Matric No.) STUDENT'S FILE <ul style="list-style-type: none"> • Notice For Review Against Termination [if applicable] • Copy of Result of Review Against Termination [if applicable] 	PT (P/O) PTJ	PT (P/O) PTJ	Student File Room, SPS At least 2 years after the student has graduated	Director of General National Archives of Malaysia
3.	UPM.SPS.600-4/6/2 REGISTRATION FOR CONTINUING STUDENTS <ul style="list-style-type: none"> • Notice or reminder regarding registration of continuing student. • Copy of email on the list of students with "Dropped" status for not registering within the period. • List of Suspended students who registered for PIE2 only • Other relevant documents 	PT (P/O) SPS	PT (P/O) SPS	Academic Unit / <i>Network Attached Storage</i> 3 years	Director of General National Archives of Malaysia
4.	UPM.PTJ Code.600-4/6/2	PT (P/O) PTJ	PT (P/O) PTJ	File Room at	Director of

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No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority On Disposal
	REGISTRATION FOR CONTINUING STUDENTS <ul style="list-style-type: none"> • Notice or reminder regarding registration of continuing student. • Other relevant documents 			PTJ 3 years	General National Archives of Malaysia

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1.0 SKOP

Prosedur ini merangkumi semua proses pengendalian pelajar siswazah yang terlibat dengan status pengajian “Suspended”, “Dropped”, “Terminated”, “Probation” dan “Provisional”.

2.0 TANGGUNGJAWAB

Penyelaras dan PT Unit Akademik bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
Terkini	<i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</i>
UPM/PU/S/AK02/06	Arahan Kerja Pengguguran Status Pelajar
UPM/PU/S/AK02/09	Arahan Kerja Pelanjutan Tempoh Pengajian
UPM/PU/S/AK04/04	Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan)

4.0 TERMINOLOGI DAN SINGKATAN

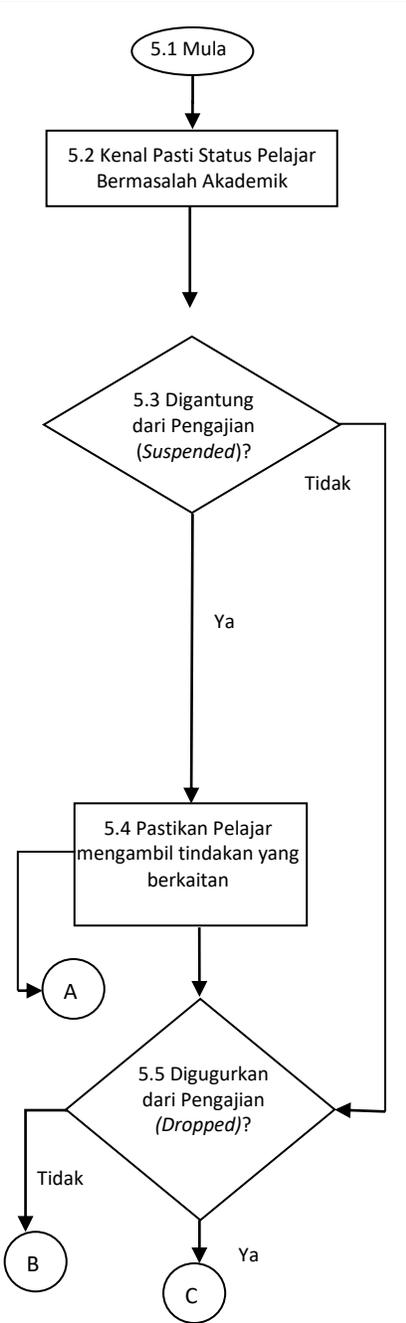
CE	: Peperiksaan Komprehensif – PhD
PNGK	: Purata Nilai Gred Kumulatif
GB	: Gagal dan Diberhentikan
i-GIMS	: Internet Graduate Information Management System
JKPSU	: Jawatankuasa Pengajian Siswazah Universiti
JKSS	: Jawatankuasa Semakan Siswazah
Pelajar	: Pelajar semester kedua dan seterusnya
Sambungan	
Penasihat	: Pensyarah yang akan membimbing pelajar sebelum penyelia dilantik

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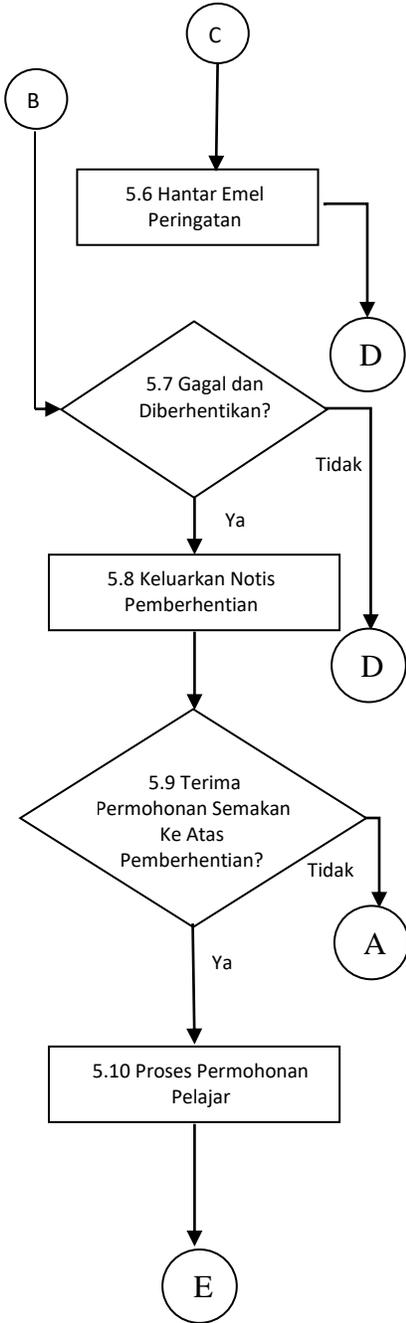
- Penyelaras : Dekan/Timbalan Dekan Fakulti/Sekolah;
Pengarah/Timbalan Pengarah Institut;
Pegawai yang dilantik sebagai Penyelaras Pengajian Siswazah
Fakulti/ Sekolah/Institut
- Penyelia : Pengerusi Jawatankuasa Penyeliaan pelajar
- PhD : Program Doktor Falsafah
- PIE2 : Postgraduate Intensive English Programme 2
- PT : Pegawai Tadbir
- PT (P/O) : Pembantu Tadbir (Perkeranian dan Operasi)
- Semester : Termasuk trimester
- SPS : Sekolah Pengajian Siswazah
- TM : Tidak Memuaskan
- TNCAA : Timbalan Naib Canselor (Akademik dan Antarabangsa)
- TPKD PP : Timbalan Pegawai Kawalan Dokumen Peneraju Proses
- TWP PP : Timbalan Wakil Pengurusan Peneraju Proses
- UPMET : UPM Education & Training Sdn. Bhd.
- WP : Wakil Pengurusan

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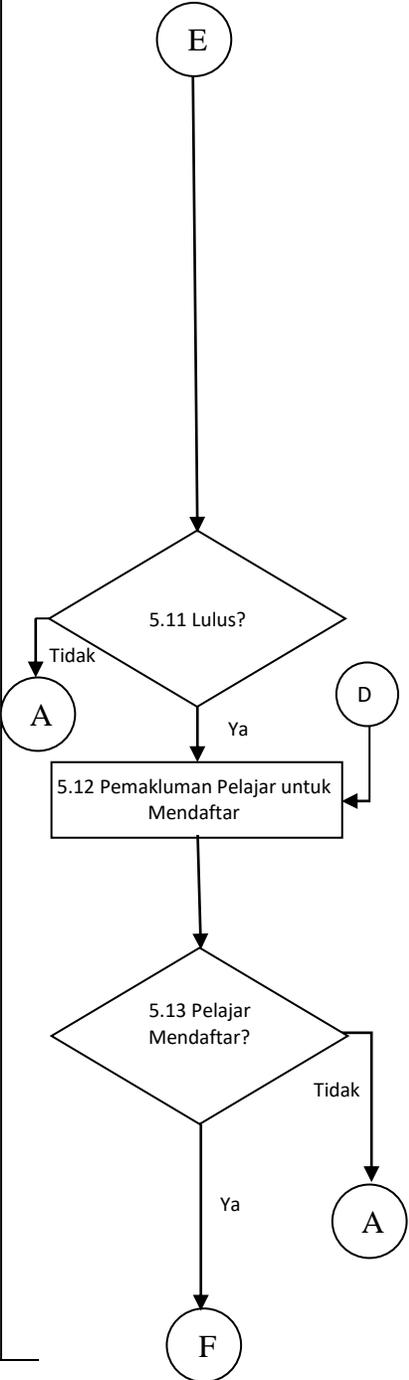
5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS/ Fakulti/Sekolah/ Institut	 <pre> graph TD Start([5.1 Mula]) --> Step52[5.2 Kenal Pasti Status Pelajar Bermasalah Akademik] Step52 --> Decision53{5.3 Digantung dari Pengajian (Suspended)?} Decision53 -- Ya --> Step54[5.4 Pastikan Pelajar mengambil tindakan yang berkaitan] Decision53 -- Tidak --> Decision55{5.5 Digugurkan dari Pengajian (Dropped)?} Step54 --> Decision55 Decision55 -- Ya --> EndC((C)) Decision55 -- Tidak --> EndB((B)) EndA((A)) --> Step54 </pre>	<p>5.2 Kenal pasti status pelajar bermasalah akademik berdasarkan status <i>Suspended</i>, <i>Dropped</i>, <i>Terminated</i>, <i>Probation</i> dan <i>Provisional</i>.</p> <p>5.3 Digantung dari Pengajian (<i>Suspended</i>)?</p> <p>(a) Jika Ya, ikut Langkah 5.4.</p> <p>(b) Jika Tidak, ikut Langkah 5.5.</p> <p>Nota:</p> <ul style="list-style-type: none"> Status digantung dari pengajian (<i>Suspended</i>) diberi kepada pelajar: - <ul style="list-style-type: none"> i) gagal kursus PIE2 sebanyak dua (2) kali, ii) tidak menghantar salinan sijil kelayakan masuk. iii) JK Penyaliaan belum dilantik sebelum semester kedua berakhir. 	
PT/PT (P/O) SPS		<p>5.4 (a) Maklumkan pelajar untuk:</p> <ol style="list-style-type: none"> Mendaftar Kursus PIE2, Menghantar sijil Menamakan Jawatankuasa Penyaliaan 	
		<p>5.5 Digugurkan dari Pengajian (<i>Dropped</i>)</p> <p>(a) Jika Ya, ikut Langkah 5.6.</p> <p>(b) Jika Tidak, ikut Langkah 5.7.</p> <p>Nota:</p> <ul style="list-style-type: none"> Status digugurkan dari pengajian (<i>Dropped</i>) diberikan kepada pelajar yang 	

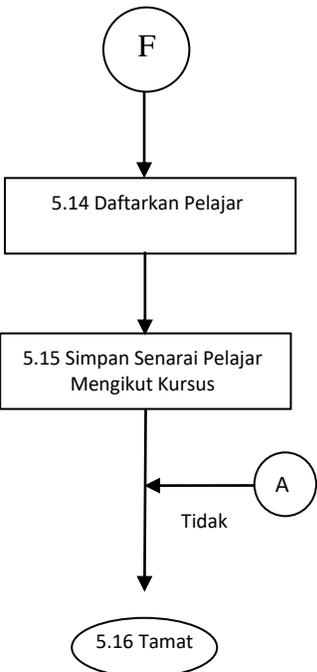
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan	
PT/PT (P/O) SPS	 <pre> graph TD C((C)) --> B1[5.6 Hantar Emel Peringatan] B1 --> D1((D)) D1 --> D2{5.7 Gagal dan Diberhentikan?} D2 -- Ya --> B2[5.8 Keluarkan Notis Pemberhentian] D2 -- Tidak --> D1 B2 --> D3{5.9 Terima Permohonan Semakan Ke Atas Pemberhentian?} D3 -- Ya --> B3[5.10 Proses Permohonan Pelajar] D3 -- Tidak --> A((A)) B3 --> E((E)) </pre>	<p>gagal mendaftar kursus dan/atau gagal membayar yuran dalam tempoh sehingga minggu ke-2 semester bermula.</p> <p>5.6 Hantar emel peringatan kepada pelajar/pihak Fakulti/Institut untuk menyempurnakan proses pendaftaran iaitu mendaftar kursus dan/atau membayar yuran pengajian dan ikut Langkah 5.12.</p> <p>5.7 Gagal dan Diberhentikan?</p> <p>(a) Jika Ya, ikut Langkah 5.8.</p> <p>(b) Jika Tidak, ikut Langkah 5.12 jika pelajar berstatus percubaan (Probation).</p> <p>5.8 Keluarkan notis untuk memaklumkan status Gagal dan Diberhentikan kepada pelajar.</p> <p>5.9 Terima Permohonan Semakan Ke Atas Pemberhentian?</p> <p>(a) Jika Ya, ikut Langkah 5.10.</p> <p>(b) Jika Tidak, proses tamat.</p> <p>5.10 Proses Permohonan Pelajar berdasarkan kes berikut:</p> <p>(a) Pelajar PhD yang melebihi tempoh pengajian iaitu 13 semester (sepenuh masa) dan 15 semester (separuh masa).</p> <p>(b) Pelajar Master yang melebihi tempoh pengajian iaitu 9 semester (sepenuh masa) dan 11 semester (separuh masa).</p>	<p>Arahan Kerja Pengguguran Status Pelajar (UPM/PU/S/AK02/06)</p> <p>Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan) (UPM/PU/S/AK04/04)</p> <p>Arahan Kerja Pelanjutan Tempoh Pengajian (UPM/PU/S/AK02/09)</p> <p>Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan) (UPM/PU/S/AK04/04)</p>	
PT/PT (P/O) SPS				
PT/PT (P/O) SPS				
PT/PT (P/O) SPS				

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT (P/O) SPS	 <pre> graph TD E((E)) --> D1{5.11 Lulus?} D1 -- Tidak --> A1((A)) D1 -- Ya --> B[5.12 Maklumkan Pelajar untuk Mendaftar] D2((D)) --> B B --> D3{5.13 Pelajar Mendaftar?} D3 -- Ya --> F((F)) D3 -- Tidak --> A2((A)) A1 --> B A2 --> D3 </pre>	<p>(c) Pelajar mendapat PNGK kurang dari 3.000 buat kali kedua dan mendapat PNGK kurang 2.500 kali pertama.</p> <p>(d) Gagal menduduki Peperiksaan Komprehensif – PhD (CE) dalam tempoh yang ditetapkan iaitu 4 semester (sepenuh masa) dan 6 semester (separuh masa).</p> <p>(e) gagal CE selepas dua (2) kali.</p> <p>(f) Mendapat dua (2) gred TM bagi kursus SPS5999/SPS6999 atau yang disyorkan GB oleh penyelia selepas mendapat satu (1) gred TM untuk kursus SPS5999/SPS6999.</p> <p>(g) Gagal kemukakan pembetulan tesis selepas peperiksaan akhir (viva voce) dalam tempoh yang ditetapkan.</p> <p>5.11 Lulus?</p> <p>(a) Jika Ya, ikut Langkah 5.12.</p> <p>(b) Jika Tidak, proses tamat.</p> <p>5.12 Maklumkan pelajar mengenai keputusan JKSS dan tindakan yang berkaitan melalui emel atau kaedah yang bersesuaian.</p> <p>5.13 Pelajar Mendaftar?</p> <p>(a) Jika Ya, ikut Langkah 5.14.</p> <p>(b) Jika Tidak, ikut proses tamat.</p> <p>Nota:</p> <ul style="list-style-type: none"> • Pelajar Secara Penyelidikan boleh mendaftar lewat sehingga minggu ke-7. • Pelajar Secara Kerja Kursus boleh mendaftar lewat sehingga minggu ketiga kedua atau tempoh lain (tertakluk kepada kelulusan PTJ). 	

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS	 <pre> graph TD F((F)) --> 5.14[5.14 Daftarkan Pelajar] 5.14 --> 5.15[5.15 Simpan Senarai Pelajar Mengikut Kursus] 5.15 --> A((A)) A -- Tidak --> 5.16([5.16 Tamat]) </pre>	5.14 Daftarkan kursus pelajar dalam i-GIMS setelah menerima maklum balas bertulis daripada pelajar/Penasihat/Penyelia/ Penyelaras.	
PT SPS		5.15 Simpan senarai pelajar mengikut kursus seperti berikut:	
PT/PT (P/O) Fakulti/Sekolah/ Institut		(a) E-mel kan senarai pelajar mengikut kursus kepada pihak fakulti/Sekolah/institut selepas minggu ke-7 semester. (b) Simpan salinan lembut senarai pelajar mengikut kursus yang dihantar oleh SPS.	

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6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM.SPS.600-4/19/1 (No.Matrik) FAIL PELAJAR <ul style="list-style-type: none"> • Notis Semakan ke Atas Pemberhentian [jika berkaitan]. • Salinan Surat Makluman Keputusan Semakan ke Atas Pemberhentian [jika berkaitan]. 	PT (P/O) SPS	PT (P/O) SPS	Bilik Fail Pelajar, SPS / Storage Attached Network Sekurang-kurangnya 3 tahun selepas pelajar bergraduat	Ketua Pengarah Arkib Negara Malaysia
2.	UPM.Kod PTJ.600-4/19/1 (No.Matrik) FAIL PELAJAR <ul style="list-style-type: none"> • Notis Semakan Ke Atas Pemberhentian [Jika berkaitan]. • Salinan Surat Makluman Keputusan Semakan ke Atas Pemberhentian [jika berkaitan]. 	PT (P/O) PTJ	PT (P/O) PTJ	Bilik Fail Pelajar PTJ Sekurang-kurangnya 2 tahun selepas pelajar bergraduat	Ketua Pengarah Arkib Negara Malaysia
3.	UPM.SPS.600-4/6/2 PENDAFTARAN PELAJAR SAMBUNGAN <ul style="list-style-type: none"> • Notis atau peringatan berkenaan pendaftaran pelajar sambungan. • Salinan e-mel berkaitan senarai pelajar berstatus "Dropped" kerana tidak mendaftar dalam tempoh. • Senarai pelajar berstatus Suspended yang mendaftar kursus PIE2 sahaja. 	PT (P/O) SPS	PT (P/O) SPS	Unit Akademik / Storage Attached Network 3 tahun	Ketua Pengarah Arkib Negara Malaysia

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	PROSEDUR PENGENDALIAN PELAJAR SISWAZAH BERMASALAH AKADEMIK	Tarikh: 06/10/2020 29/10/2021

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	<ul style="list-style-type: none"> Dokumen lain yang berkaitan. 				
4.	UPM.Kod PTJ.600-4/6/2 PENDAFTARAN PELAJAR SAMBUNGAN <ul style="list-style-type: none"> Notis atau peringatan berkenaan pendaftaran pelajar sambungan. Dokumen lain yang berkaitan. 	PT (P/O) PTJ	PT (P/O) PTJ	Bilik Fail di PTJ 3 tahun	Ketua Pengarah Arkib Negara Malaysia

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		Issue No.: 03
	PROCEDURE FOR POSTGRADUATE STUDENT BY RESEARCH SUPERVISION	Date: 13/08/2021 29/10/2021

1.0 SCOPE

This procedure consists of all research supervision procedures that follow study programmes through research (Masters and Doctor of Philosophy) and supervision methods, research monitoring as well as thesis preparation.

2.0 RESPONSIBILITY

Coordinator, Advisor and JKP are responsible for the implementation of this procedure. All parties involved must adhere to this procedure.

3.0 REFERENCE DOCUMENT

Document Code	Title of Document
Current	Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003
UPM/PU/S/P011	Procedure for Management of Postgraduate Students' Performance
UPM/PU/S/AK02/10	Work Instruction for Adding and Dropping Courses, Credit Exemption and Credit Transfer
UPM/SGS/BP02	Guidelines for Thesis Preparation

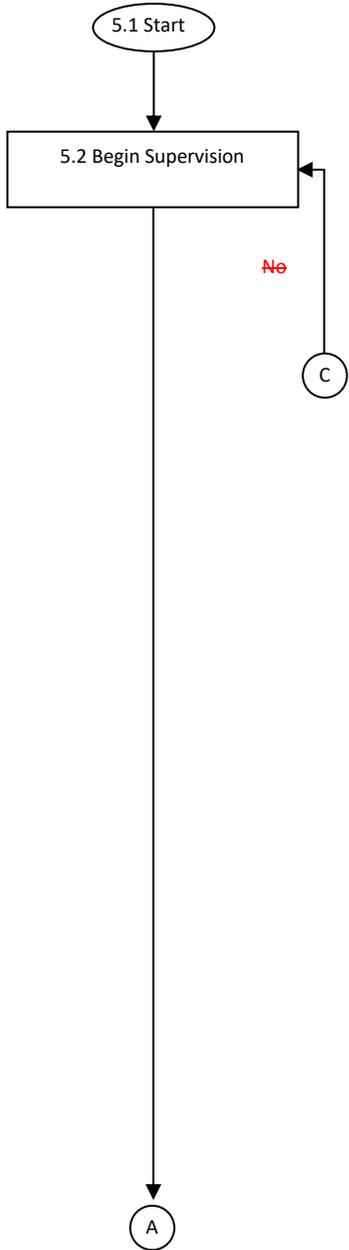
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	PROCEDURE FOR POSTGRADUATE STUDENT BY RESEARCH SUPERVISION	Issue No.: 03
		Date: 13/08/2021 29/10/2021

4.0 TERMINOLOGY AND ACRONYM

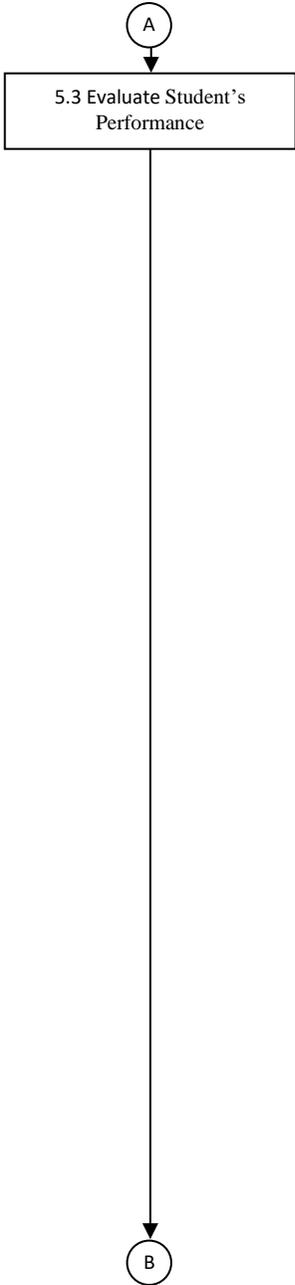
ICP	:	International Collaborative Programme
i-GIMS	:	Internet Graduate Information Management System
JKP	:	Student Supervision Committee
JKPPT	:	Thesis Examination Committee
Head of PTJ	:	Dean / Deputy Dean of Faculty; Director / Vice-Director of Institute;
Advisor	:	Lecturer who will guide students before the appointment of a supervisor
PhD	:	Philosophical Doctor
PS	:	Post Graduate Studies
PT	:	Administration Officer
PTJ	:	Center of Responsibility
PT (P/O)	:	Administrative Assistant (Clerical and Operation)
School	:	School of Business and Economics
SPS	:	School of Graduate Studies
TD	:	Deputy Dean of Faculty
TNCAA	:	Deputy Vice Chancellor (Academic and International)
TP	:	Deputy Director of Institute
TPKD PP	:	Deputy Document Control Officer of Process Owner
TWP PP	:	Deputy Management Representative of Process Owner
WP	:	Management Representative

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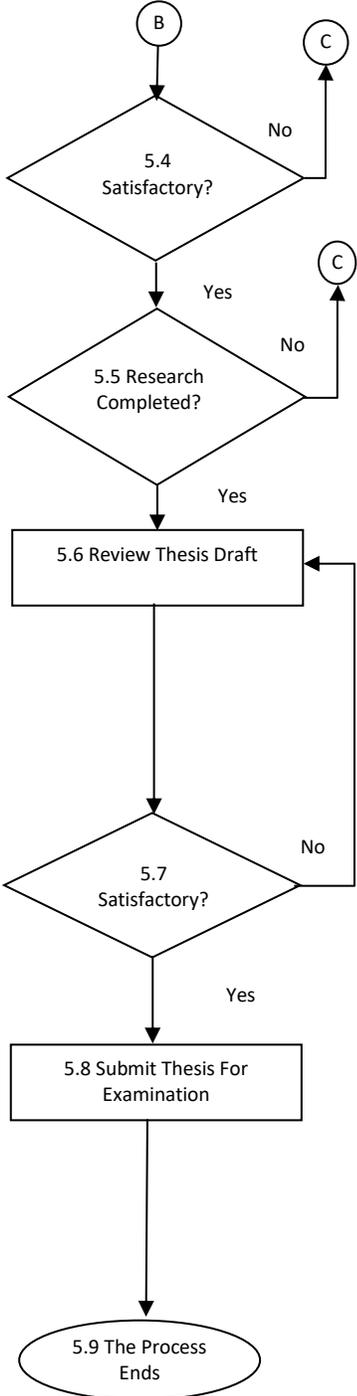
5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Document/ Record
JKP Member	 <pre> graph TD Start([5.1 Start]) --> Supervision[5.2 Begin Supervision] Supervision --> A((A)) C((C)) --> Supervision </pre>	<p>5.2 Conduct supervision as follows:</p> <p>(a) Make sure students undergo research by following research suggestion that has been agreed by JKP.</p> <p>Note:</p> <ul style="list-style-type: none"> If JKP has not been assigned, advisor will take over JKP duties. <p>(b) Make sure the student registers the following courses following study level:</p> <ul style="list-style-type: none"> SPS5999 (Masters Research) for Master (every semester); SPS6999 (Doctoral Research) for PHD (every semester). Research Methods. <p>Note: Students who have passed the Research Methodology course from previous study may apply for course exemption.</p> <p>Choose credit score (3, 6, 9, or 12) that fits in with the workload of research every semester.</p> <p>Make sure student registers a minimum of 6 credits every semester (research work and coursework).</p> <p>(c) Make sure students are enrolled in the following Proposal Seminar course by the end of the second semester:</p> <ul style="list-style-type: none"> SPS5903 (Proposal Seminar) for Master; SPS6903 (Proposal Seminar) for PhD. 	Work Instruction for Adding and Dropping Courses, Credit Exemption and Credit Transfer (UPM/PU/S/AK02/10)
JKP Chairman			

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	PROCEDURE FOR POSTGRADUATE STUDENT BY RESEARCH SUPERVISION	Date: 13/08/2021 29/10/2021

Responsibility	Flowchart	Details	Reference Document/ Record
JKP Chairman		5.3 Assess student's performance as follows:	
JKP Chairman / Coordinator		(a) Ensure that the student meets the credit requirements set by the Faculty/School/Institute.	Research Progress Report (PU/S/BR04/GS-11)
JKP Chairman / Advisor		(b) Ensure that the student completes the form (PU/S/BR04/GS-11) in i-GIMS based on the date specified in the academic calendar.	Research Progress Report (PU/S/BR04/GS-11)
TD/TP		(c) Evaluate student research performance through the form (PU/S/BR04/GS-11) completed by the student in i-GIMS within the specified period.	Research Progress Report (PU/S/BR04/GS-11)
		(d) Ensure that all forms (PU / S / BR04 / GS-11) completed by the student in i-GIMS are evaluated by the supervisor / advisor within the prescribed period.	Research Progress Report (PU/S/BR04/GS-11)
		Note: <ul style="list-style-type: none"> For the Chairman of the Committee who no longer serves UPM, the assessment of student research progress during the current semester shall be made within the stipulated period by one of the Supervisory Committee members named by TD / TP. For Advisers who are no longer with UPM, TD / TP should name a new advisor to conduct the assessment. 	
JKP Member		(f) Ensure that PhD students have passed the Comprehensive Exam (CE) within 4 semesters of study.	
JKP Member	(g) Make sure students meet publishing requirements (journals with citation).		

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	PROCEDURE FOR POSTGRADUATE STUDENT BY RESEARCH SUPERVISION	Date: 13/08/2021 29/10/2021

Responsibility	Flowchart	Details	Reference Document/ Record
JKP Member		5.4 Satisfactory	
		(a) If Yes, go to step 5.5. (b) If not, go to step 5.2.	
		5.5 Research Completed	
		(a) If Yes, go to step 5.6. (b) If not, go to step 5.2.	
JKP Chairman / Coordinator		5.6 (a) Review the draft of the thesis prepared by the student according to the format in Guide to Thesis Preparation (UPM / SGS / BP02). (b) Make sure the student submits the form (PU/S/BR03/GS-14a) at least three (3) months before the thesis is submitted. Verify student (PU/S/BR03/GS-14a) form manually as well as via i-GIMS.	Guide to Thesis Preparation (UPM/SGS/BP02) Thesis Submission Notice Form (PU/S/BR03/GS-14a)
JKP Chairman		5.7 Satisfactory?	
		(a) If Yes, go to step 5.8. (b) If not, go to step 5.6.	
		5.8 Submit thesis for the examination as follows:	
		(+) Make sure the student fills out the form (PU / S / BR03 / GS-15a) and submit it to the SPS along with a copy of the thesis in according to the number set. Note: For the ICP programme, the thesis submission process depends on the agreement between UPM and the institution.	Thesis Submission Form for Examination (PU/S/BR03/GS-15a)
		5.9 The Process Ends	

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6.0 RECORD

Bil	File Codes, Title of File and Record Checklist	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
1.	UPM.PTJ Code.600-4/19/1 STUDENT'S FILE <ul style="list-style-type: none"> Progress Report Form (PU/S/BR04/GS-11) [refer i-GIMS]. 	PT/PT (P/O) Faculty / Institute	PT/PT (P/O) Faculty / Institute	Faculty / Institute File Room At least 2 years after student has graduated	Director of General National Archives of Malaysia

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		No. Isu: 03
	PROSEDUR PENYELIAAN PELAJAR SISWAZAH SECARA PENYELIDIKAN	Tarikh: 13/08/2021 29/10/2021

1.0 SKOP

Prosedur ini merangkumi semua tatacara penyeliaan penyelidikan pelajar siswazah yang mengikuti program pengajian secara penyelidikan (Master dan Doktor Falsafah) dan cara penyeliaan, pemantauan penyelidikan serta penyediaan tesis.

2.0 TANGGUNGJAWAB

Penyelaras, Penasihat dan JKP bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
Terkini	<i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</i>
UPM/PU/S/P011	Prosedur Pengurusan Prestasi Pelajar Siswazah
UPM/PU/S/AK02/10	Arahan Kerja Urusan Menambah Kursus, Menggugurkan Kursus, Pengecualian Kredit dan Pindah Kredit
UPM/SGS/BP02	<i>Guide to Thesis Preparation</i>

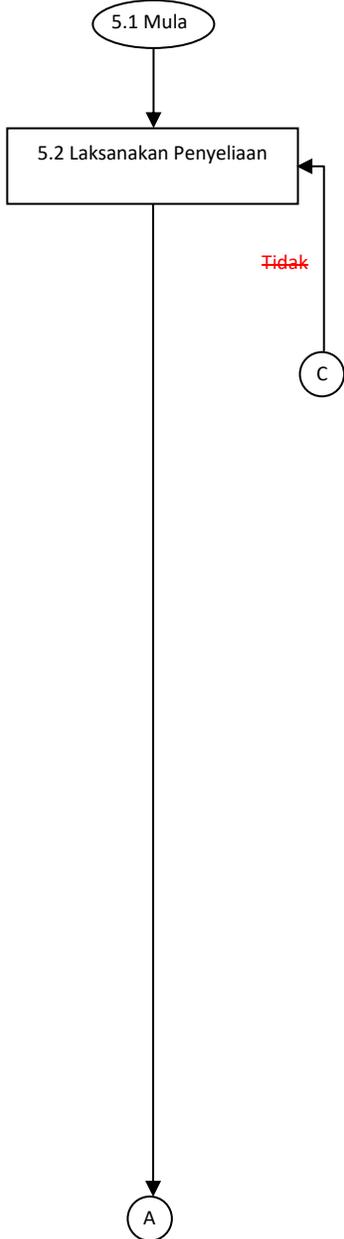
	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 2/6
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4.0 TERMINOLOGI DAN SINGKATAN

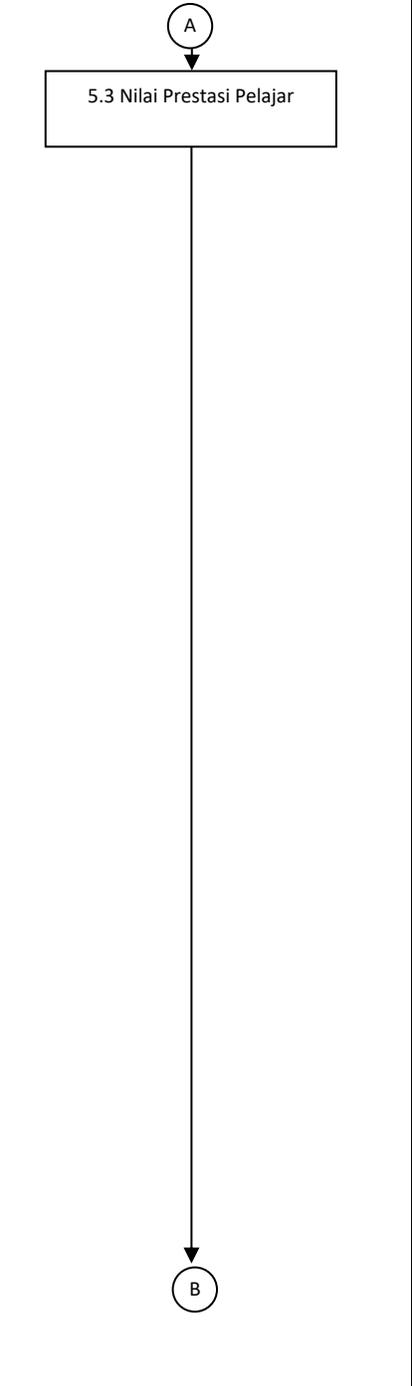
ICP	: <i>International Collaborative Programme</i>
i-GIMS	: <i>Internet Graduate Information Management System</i>
JKP	: Jawatankuasa Penyeliaan Pelajar
JKPPT	: Jawatankuasa Peperiksaan Tesis
Ketua PTJ	: Dekan/Timbalan Dekan Fakulti/Sekolah; Pengarah/Timbalan Pengarah Institut;
Penasihat	: Pensyarah yang dilantik oleh JKPSU
PhD	: Doktor Falsafah
PS	: Pengajian Siswazah
PT	: Pegawai Tadbir
PTJ	: Pusat Tanggungjawab
PT (P/O)	: Pembantu Tadbir (Perkeranian dan Operasi)
Sekolah	: Sekolah Perniagaan dan Ekonomi
SPS	: Sekolah Pengajian Siswazah
TD	: Timbalan Dekan Fakulti/Sekolah
TNCAA	: Timbalan Naib Canselor (Akademik dan Antarabangsa)
TP	: Timbalan Pengarah Institut
TPKD PP	: Timbalan Pegawai Kawalan Dokumen Peneraju Proses
TWP PP	: Timbalan Wakil Pengurusan Peneraju Proses
WP	: Wakil Pengurusan

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 3/6
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P010	No. Semakan: 00-01
		No. Isu: 03
	PROSEDUR PENYELIAAN PELAJAR SISWAZAH SECARA PENYELIDIKAN	Tarikh: 13/08/2021 29/10/2021

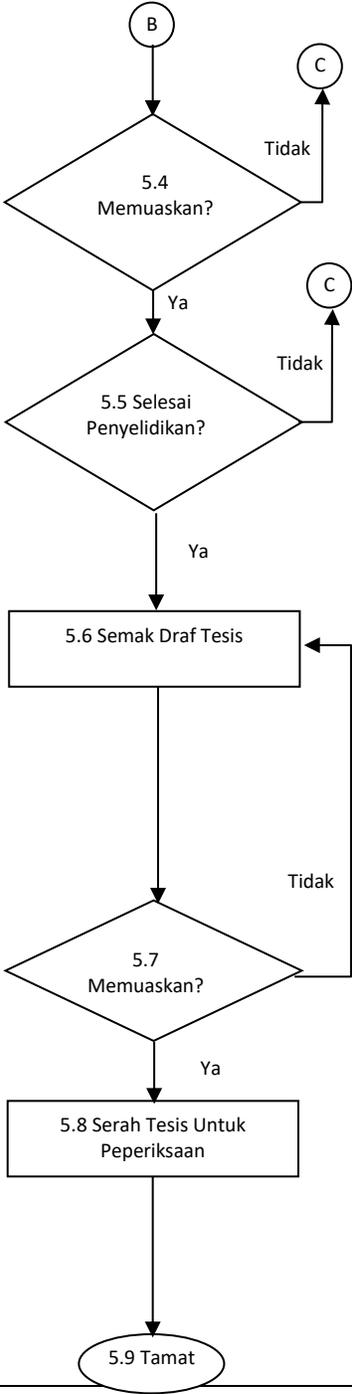
5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ahli JKP	 <pre> graph TD A1([5.1 Mula]) --> B[5.2 Laksanakan Penyeliaan] B --> A2((A)) B -- Tidak --> C((C)) C --> B </pre>	<p>5.2 Laksanakan penyeliaan seperti berikut:</p> <p>(a) Pastikan pelajar menjalankan penyelidikan mengikut cadangan penyelidikan yang telah dipersetujui oleh JKP.</p> <p>Nota:</p> <ul style="list-style-type: none"> • Sekiranya JKP belum dilantik, penasihat akan menjalankan tugas JKP. <p>(b) Pastikan pelajar mendaftar kursus berikut mengikut peringkat pengajian:</p> <ul style="list-style-type: none"> • SPS5999 (Masters Research) bagi Master (setiap semester); • SPS6999 (Doctoral Research) bagi PhD (setiap semester). • Kaedah Penyelidikan <p>Nota: Pelajar yang telah lulus kursus Kaedah Penyelidikan semasa pengajian terdahulu boleh membuat pengecualian.</p> <p>Pilih bilangan kredit (3, 6, 9 atau 12) yang berpatutan dengan beban kerja penyelidikan setiap semester.</p> <p>Pastikan pelajar mendaftar 6 kredit minimum setiap semester (kerja penyelidikan dan kerja kursus).</p> <p>(c) Pastikan pelajar mendaftar kursus Seminar Proposal berikut mengikut peringkat pengajian selewat-lewatnya pada semester kedua:</p> <ul style="list-style-type: none"> • SPS5903 (Seminar Proposal) bagi Master; • SPS6903 (Seminar Proposal) bagi PhD. 	<p>Arahan Kerja Urusan Menambah Kursus, Menggugurkan Kursus, Pengecualian Kredit dan Pindah Kredit (UPM/PU/S/AK02/10)</p>
Pengerusi JKP			

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	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P010	No. Semakan: 00-01
		No. Isu: 03
	PROSEDUR PENYELIAAN PELAJAR SISWAZAH SECARA PENYELIDIKAN	Tarikh: 13/08/2021 29/10/2021

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Pengerusi JKP		5.3 Nilai prestasi pelajar seperti berikut:	
Pengerusi JKP/ Penyelaras		(a) Pastikan pelajar memenuhi keperluan kredit yang ditetapkan oleh Fakulti/Sekolah/Institut.	Laporan Kemajuan Penyelidikan (PU/S/BR04/GS-11)
Pengerusi JKP/ Penasihat		(b) Pastikan pelajar melengkapkan borang (PU/S/BR04/GS-11) dalam i-GIMS berdasarkan tarikh yang ditetapkan dalam kalendar akademik.	Laporan Kemajuan Penyelidikan (PU/S/BR04/GS-11)
TD/TP		(c) Nilai prestasi penyelidikan pelajar melalui borang (PU/S/BR04/GS-11) yang telah dilengkapkan oleh pelajar dalam i-GIMS dalam tempoh yang ditetapkan.	Laporan Kemajuan Penyelidikan (PU/S/BR04/GS-11)
Ahli JKP		(d) Pastikan semua borang (PU/S/BR04/GS-11) yang telah dilengkapkan oleh pelajar dalam i-GIMS dinilai oleh penyelia/penasihat dalam tempoh yang ditetapkan.	Laporan Kemajuan Penyelidikan (PU/S/BR04/GS-11)
Ahli JKP		Nota: <ul style="list-style-type: none"> • Bagi Pengerusi Jawatankuasa yang tidak lagi berkhidmat dengan UPM, penilaian kemajuan penyelidikan pelajar pada semester semasa hendaklah dilakukan dalam tempoh yang ditetapkan oleh salah seorang daripada ahli Jawatankuasa Penyeliaan yang dinamakan oleh TD/TP. • Bagi Penasihat yang tidak lagi berkhidmat dengan UPM, TD/TP hendaklah menamakan penasihat baharu untuk menjalankan penilaian. 	
		(f) Pastikan pelajar PhD telah lulus Peperiksaan Komprehensif (CE) dalam tempoh 4 semester pengajian.	
		(g) Pastikan pelajar memenuhi keperluan penerbitan (jurnal berwasit).	

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 5/6
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	PROSEDUR PENYELIAAN PELAJAR SISWAZAH SECARA PENYELIDIKAN	Tarikh: 13/08/2021 29/10/2021

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan	
Ahli JKP	 <pre> graph TD B((B)) --> D1{5.4 Memuaskan?} D1 -- Ya --> D2{5.5 Selesai Penyelidikan?} D1 -- Tidak --> C((C)) D2 -- Ya --> R1[5.6 Semak Draf Tesis] D2 -- Tidak --> C R1 --> D3{5.7 Memuaskan?} D3 -- Ya --> R2[5.8 Serah Tesis Untuk Peperiksaan] D3 -- Tidak --> C R2 --> E((5.9 Tamat)) </pre>	5.4 Memuaskan?		
			(a) Jika Ya, ikut Langkah 5.5. (b) Jika Tidak, ikut Langkah 5.2.	
			5.5 Selesai Penyelidikan?	
			(a) Jika Ya, ikut Langkah 5.6. (b) Jika Tidak, ikut Langkah 5.2.	
Pengerusi JKP/ Penyelaras		5.6 (a) Semak draf tesis yang disediakan oleh pelajar berdasarkan format <i>Guide to Thesis Preparation</i> (UPM/SGS/BP02). (b) Pastikan pelajar menyerahkan borang (PU/S/BR03/GS-14a) sekurang-kurangnya tiga (3) bulan sebelum tesis dihantar. Sahkan borang (PU/S/BR03/GS-14a) pelajar secara manual dan juga melalui i-GIMS.	<i>Guide to Thesis Preparation</i> (UPM/SGS/BP02) Borang Notis Penyerahan Tesis (PU/S/BR03/GS-14a)	
Pengerusi JKP		5.7 Memuaskan?		
		(a) Jika Ya, ikut Langkah 5.8. (b) Jika Tidak, ikut Langkah 5.6.		
		5.8 Serah tesis untuk peperiksaan seperti berikut:		
		(a) Pastikan pelajar mengisi borang (PU/S/BR03/GS-15a) dan serahkan ke SPS bersama salinan tesis mengikut bilangan yang ditetapkan.	Borang Penyerahan Tesis untuk Peperiksaan (PU/S/BR03/GS-15a)	
		Nota: Bagi program ICP, proses serahan tesis bergantung kepada perjanjian di antara UPM dengan institusi berkenaan.		

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6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM.Kod PTJ.600-4/19/1 FAIL PELAJAR <ul style="list-style-type: none"> Borang Laporan Kemajuan (PU/S/BR04/GS-11) [rujuk i-GIMS]. 	PT/PT (P/O) Fakulti/Institut	PT/PT (P/O) Fakulti/Institut	Bilik Fail Fakulti/ Institut Sekurang- kurangnya 2 tahun selepas pelajar bergraduat	Ketua Pengarah Arkib Negara Malaysia

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	DEPUTY VICE-CHANCELLOR OFFICE (ACADEMIC & INTERNATIONAL) Document Code: UPM/PU/S/P011	Review No: 09-10
		Issue No: 02
	PROCEDURE FOR MANAGEMENT OF POSTGRADUATE STUDENTS' PERFORMANCE IN PROGRAMME BY RESEARCH	Date: 06/10/2020 29/10/2021

1.0 SCOPE

This procedure encompasses all supervision and management of by research postgraduate students' performance.

2.0 RESPONSIBILITY

Coordinator and PT at PTJ are responsible for the implementation of this procedure. All parties involved must adhere to this procedure.

3.0 REFERENCE DOCUMENT

Code of Document	Title of the Document
Current	Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003
Current	PhD Comprehensive Examination (CE) at Universiti Putra Malaysia
UPM/PU/S/P013	Procedure for Management of Postgraduate Final Exam
UPM/PU/S/AK04/02	Work Instruction for Re-examination
UPM/PU/S/AK04/03	Work Instruction for Review of Course Grade
UPM/PU/S/AK04/04	Work Instruction for Review Against Termination (Fail and Terminated)

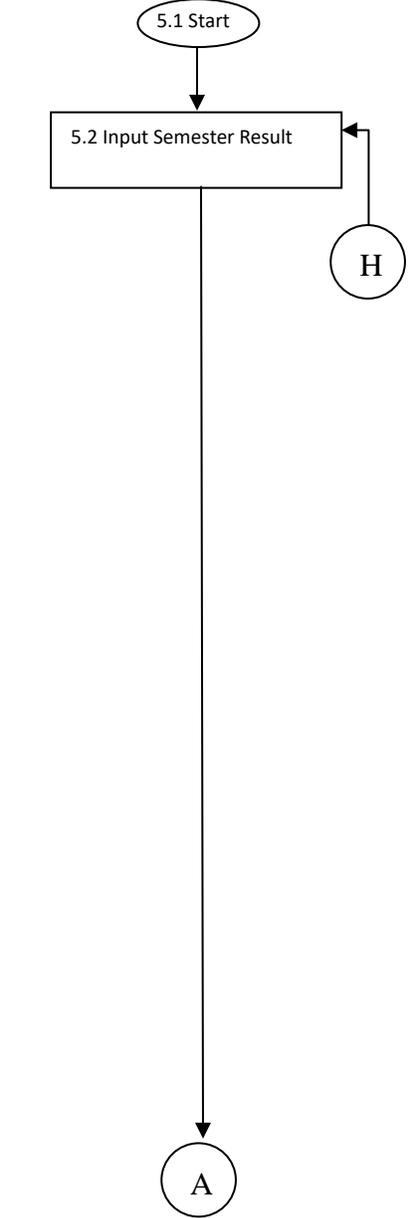
	MAIN SERVICE POSTGRADUATE	Page: 2/11
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	PROCEDURE FOR MANAGEMENT OF POSTGRADUATE STUDENTS' PERFORMANCE IN PROGRAMME BY RESEARCH	Date: 06/10/2020 29/10/2021

4.0 TERMINOLOGY AND ACRONYM

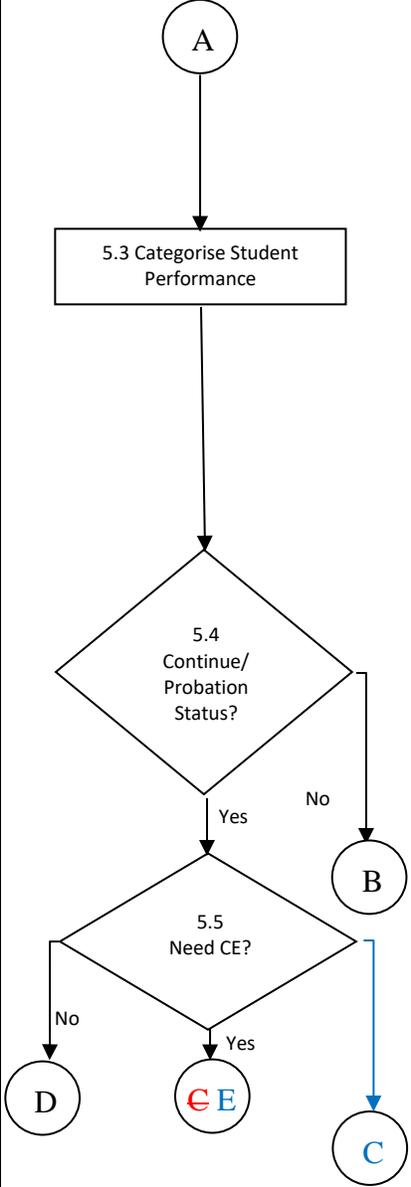
CE	: Comprehensive Examination - PhD
GB	: Fail and Terminated
i-GIMS	: Internet Graduate Information Management System
JKP	: Supervisory Committee
JKPSU	: University Graduate Studies Committee
Advisor	: Lecturer who will guide students before the appointment of a supervisor
Coordinator	: Dean/Deputy Dean of Faculty; Director/Deputy Director of Institute; Officer appointed as Coordinator of Graduate Studies, Faculty/School/Institute
PhD	: Doctor of Philosophy
PNGK	: Cumulative Grade Point Average
PS	: Post Graduate Studies
PT	: Administrative Officer
PTJ	: Centre of Responsibility
PT (P/O)	: Administrative Assistant (Clerical and Operational)
SPS	: School of Graduate Studies
TM	: Unsatisfactory
TNCAA	: Deputy Vice-Chancellor (Academic and International)
TPKD PP	: Deputy Document Control Officer of Process Owner
TWP PP	: Deputy Management Representative of Process Owner
WP	: Management Representative

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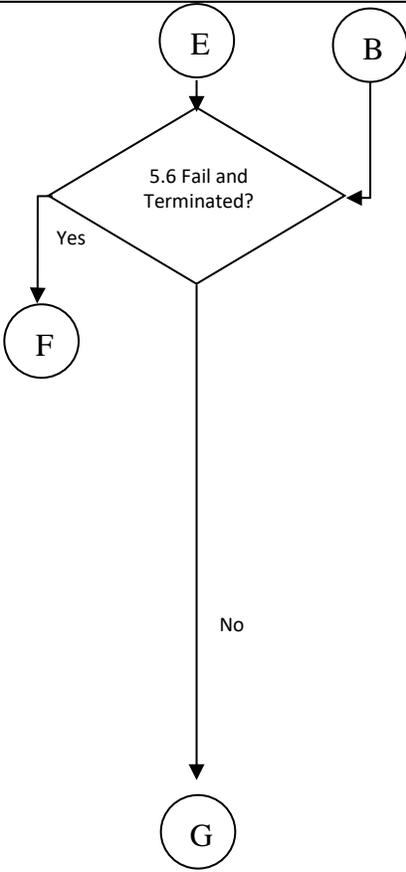
5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Document/ Record
Lecturer/ Course Coordinator	 <pre> graph TD Start([5.1 Start]) --> Input[5.2 Input Semester Result] Input --> A((A)) Input --> H((H)) H --> Input </pre>	<p>5.2 Key in the following semester results:</p> <p>(a) Key in the semester exam marks into i-GIMS within 14 days after the examination date. The system will provide 'F' / TM grade notes if the lecturer fails to key in the marks / grade within the stipulated period from the date of the Final Exam.</p> <p>(b) Review and evaluate student research progress on the Research Progress Report Form (PU / S / BR04 / GS-11) in i-GIMS within the stipulated period.</p> <p>(c) Confirm the Research Progress Report Form (PU / S / BR04 / GS-11) in i-GIMS within the stipulated period.</p> <p>(d) Marks entry after the period, subject to JKPSU TNCAA approval.</p> <p>Students who fail to submit a research progress report (PU/S /BR04/GS-11) must pay the penalty before they are allowed to fill up the form manually and it must be submitted at least two weeks after the examination weeks ends. one week before the JKPSU meeting.</p> <p>Note:</p> <ul style="list-style-type: none"> If JKP is not appointed, the advisor will carry out the JKP's duties. Semester results can be reviewed through the i-GIMS system 3 working days after receiving Senate approval. Send notice for revocation to any student with a "Fail and Discontinue" status. The student study status is final. Students will need to apply for a 	<p>Work Instruction For Review of Course Grade (UPM/PU/S/AK04/03)</p> <p>Work Instruction For Review Against Termination (Fail and Terminated) (UPM/PU/S/AK04/04)</p>
JKP Chair			
Coordinator			
PT/PT (P/O) SPS			
PT/PT (P/O) SPS			
PT/PT (P/O) SPS			

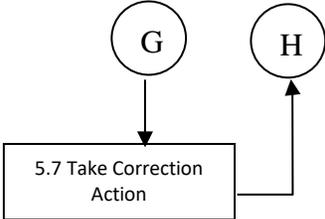
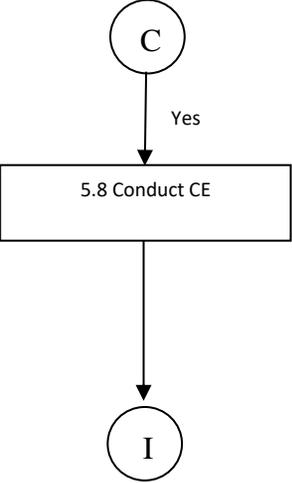
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Responsibility	Flowchart	Details	Reference Document/ Record
PT SPS PT/PT (P/O) SPS Supervisor/ Advisor/ Coordinator	 <pre> graph TD A((A)) --> B[5.3 Categorise Student Performance] B --> C{5.4 Continue/ Probation Status?} C -- Yes --> D{5.5 Need CE?} C -- No --> B2((B)) D -- Yes --> CE((CE)) D -- No --> D2((D)) B2 --> C2((C)) </pre>	<p>Grade Review or Review Against Termination if they are not satisfied with the results obtained within two weeks after the decision is announced.</p> <p>5.3 Categorize student performance as follows:</p> <ul style="list-style-type: none"> (a) Categorize the semester performance either Continue, Probation and Terminated. (b) Prepare and submit a list of students' names based on their study status to the Faculty/School/Institute and iPUTRA. (c) Review student study results in i-GIMS. <p>5.4 Continue/Probation Status?</p> <ul style="list-style-type: none"> (a) If Yes, go to Step 5.5. (b) If No, go to Step 5.6. <p>5.5 Need CE?</p> <ul style="list-style-type: none"> (a) If Yes, go to Step 5.8. (b) If No, go to Step 5.12. 	

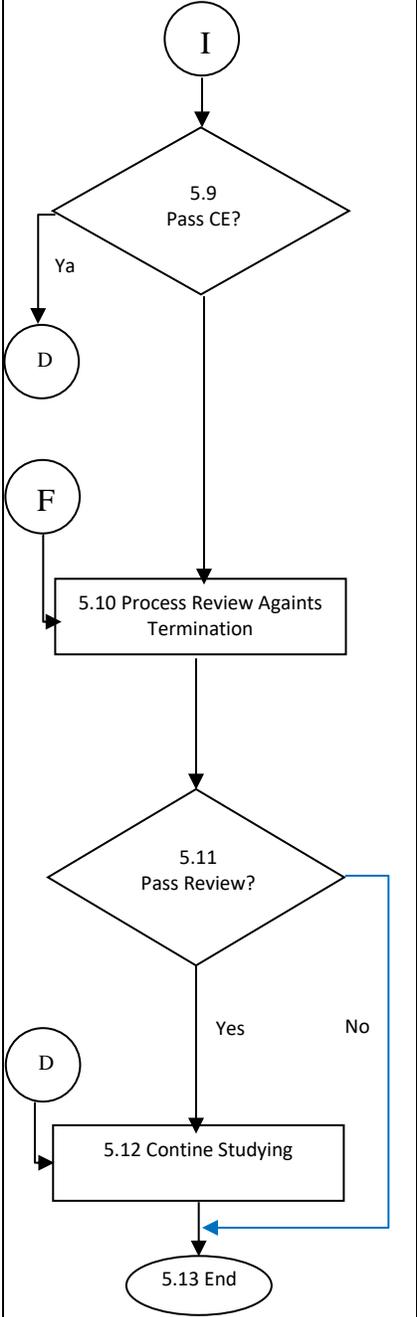
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Responsibility	Flowchart	Details	Reference Document/ Record
	 <pre> graph TD E((E)) --> D{5.6 Fail and Terminated?} B((B)) --> D D -- Yes --> F((F)) D -- No --> G((G)) </pre>	<p>5.6 Fail and terminated?</p> <p>(a) If Yes, go to Step 5.10.</p> <p>(b) If No, go to Step 5.7.</p> <p>Note:</p> <ul style="list-style-type: none"> The candidature of students is terminated based on one of the followings: <ul style="list-style-type: none"> (i) CGPA of less than 2.500. (ii) CGPA of less than 3.000 after Probation status. (iii) Receives two 'TM' grades for his research progress during the duration of his study or on recommendation of termination from his supervisor after one 'M' grade for his research progress. (iv) Fail to take CE within the stipulated time (v) Fail CE after second time (vi) Does not submit thesis correction within the stipulated time (vii) Thesis rejected (viii) Fail compulsory courses twice (two times) (ix) Fail English course in three attempts If the status of the student remains Terminated after the re-examination process (Step 5.7), the student may apply for review (Step 5.10). 	

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Responsibility	Flowchart	Details	Reference Document/ Record
JKP Chair		5.7 Take corrective action as follows:	Work Instruction For Re-examination (UPM/PU/S/AK04/02)
JKP Chair		(a) Ensure that the student status category is Probation of $2.500 \leq \text{CGPA} < 3.000$ and / or obtain one (1) TM grade for Master / PhD research.	Work Instruction For Review of Course Grade (UPM/PU/S/AK04/03)
Course Coordinator/ Lecturer		(b) Advise the student to sit for re-examination, if eligible (ie, obtain a grade of B less than the course enrolled in the current semester). If they are not eligible, advise students to do a grade check.	
Course Coordinator/ Lecturer		(c) Notify the re-examination date and ensure that the student is eligible to sit for.	
PT/PT (P/O) SPS		(d) Submit re-examination grade to SGS through Faculty Coordinator.	
Advisor/ Supervisor/ Student		(e) Key in the student's new marks / grade and reprint the semester results (if applicable).	
		(f) Refer to 'Tips to Prevent Termination of Candidature' to increase the CGPA of problematic students.	
		5.8 Perform CE based on the PhD Comprehensive Guide (CE) at Universiti Putra Malaysia.	Procedure for Handling Matters Related to Academic Studies of Graduate Students (UPM/PU/S/P007)
		Note: <ul style="list-style-type: none"> For the ICP program, the CE process depends on the agreement between UPM and the institution. 	

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Responsibility	Flowchart	Details	Reference Document/ Record
PT/PT (P/O) SPS		<p>5.9 Pass CE?</p> <p>(a) If Yes, go to Step 5.12.</p> <p>(b) If No, go to Step 5.10.</p> <p>Note:</p> <ul style="list-style-type: none"> Termination criteria for CE are as follows: <ul style="list-style-type: none"> (i) Failure to sit CE until the fourth (4) semester without postponement approval. (ii) CE failure after two (2) attempts. <p>5.10 Process the review against termination if a student makes a request for it.</p> <p>5.11 Pass Review</p> <p>(a) If Yes, go to Step 5.12.</p> <p>(b) If No, the Terminated decision is final and in accordance with Step 5.13.</p> <p>5.12 Inform students to continue their studies and to enroll in accordance with applicable regulations.</p>	<p>Work Instruction For Review Against Termination (Fail and Terminated)</p> <p>(UPM/PU/S/AK04/04)</p>
PT/PT (P/O) SPS			

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6.0 RECORD

No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
1.	UPM.SPS.600-4/19/1 STUDENT'S FILE <ul style="list-style-type: none"> • Re-examination grade [if applicable]. • Grade Review application form [if applicable]. • A copy of the Notice of Rating Review decision letter [if applicable]. • Letter of recommendation of termination for student receiving 1 TM for Doctor of Philosophy / Master's Research by Supervisor / Advisor [if applicable]. • A copy of the Notice for Revision [if applicable]. • A copy of the Notice of Review Against Termination letter [if applicable]. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Student File Storing Room, SPS/Network Attached Storage	Director of General National Archives of Malaysia
2.	UPM.PTJ Code.600-4/19/1 STUDENT'S FILE <ul style="list-style-type: none"> • Re-examination grade [if applicable]. • A copy of Grade Check application form (PU / S / BR04 / GS-13a) [if applicable]. • A copy of the Notice of Rating Review decision letter [if applicable]. 	PT/PT (P/O) Faculty/ Institute	PT/PT (P/O) Faculty/ Institute	File Room at the Faculty/ School/ Institute At least 2 years after the student has graduated	Director of General National Archives of Malaysia

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No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
	<ul style="list-style-type: none"> Letter / email resignation of student who received 1 TM for Doctor of Philosophy / Master's Research by Supervisor / Advisor [if applicable]. A copy of Notice for Review Against Termination [if applicable]. A copy of the Notice of Review Against Termination letter [if applicable]. 				
3.	UPM.SPS.600-4/12/1 MANAGEMENT OF COURSE FINAL EXAMINATION <ul style="list-style-type: none"> Letter to the SPS Dean for application for late grade entry [if applicable]. Faculty confirmation letter for grade after re-examination. Other relevant documents. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit/Network Attached Storage 3 Years	Director of General National Archives of Malaysia
4.	UPM. PTJ Code.600-4/12/1 MANAGEMENT OF COURSE FINAL EXAMINATION <ul style="list-style-type: none"> A copy of the letter to the Dean of SGS requesting late entry [if applicable]. A copy of faculty confirmation letter for grade after re-examination [if applicable]. Other relevant documents. 	PT/PT (P/O) Faculty/Institute	PT/PT (P/O) Faculty/Institute	File Room at the Faculty/School/Institute 3 Years	Director of General National Archives of Malaysia

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No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
5.	UPM.SPS.600-4/12/9 EXAMINATION RESULTS <ul style="list-style-type: none"> A copy of the letter and list of students according to the status of the study submitted to the Faculty / Institute. Other relevant documents. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit/ Network Attached Storage 3 Years	Director of General National Archives of Malaysia
6.	UPM. PTJ Code.600-4/12/9 EXAMINATION RESULTS <ul style="list-style-type: none"> Letters along with list of students according to their status of study. Other relevant documents. 	PT/PT (P/O) Faculty/Institute	PT/PT (P/O) Faculty/Institute	File Room at the Faculty/ School/ Institute 3 Years	Director of General National Archives of Malaysia
7.	UPM.SPS.600-4/11/2 TERMINATION <ul style="list-style-type: none"> A copy of Notice for Review Against Termination. A copy of application decision letter. Other relevant documents. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit/ Network Attached Storage 3 Years	Director of General National Archives of Malaysia
8.	UPM.SPS.600-4/1/6 POSTGRADUATE REVIEW COMMITTEE MEETING (JKSS) <ul style="list-style-type: none"> Meeting call letters. JKSS Meeting Paper. JKSS Meeting Minutes. Meeting Papers for Senate Meetings. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit/ Network Attached Storage 3 Years	Director of General National Archives of Malaysia

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No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
	<ul style="list-style-type: none"> Senate Meeting Minutes. Other relevant documents. 				
9.	UPM.PTJ Code.600-4/1/6 POSTGRADUATE REVIEW COMMITTEE MEETING (JKSS) <ul style="list-style-type: none"> Meeting calls letter [if applicable]. JKSS Meeting Paper [if applicable]. Senate Meeting Minutes - [if applicable]. Other relevant documents. 	PT/PT (P/O) Faculty/Institute	PT/PT (P/O) Faculty/Institute	File Storing Room at the Faculty/ School/ Institute 3 Years	Director of General National Archives of Malaysia
10.	UPM.SPS.600-4/12/13 STATISTICS OF SEMESTER RESULTS <ul style="list-style-type: none"> JKPSU and Senate meeting papers along with statistics on the results of semester exams according to student status. Other relevant documents. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit/Network Attached Storage 5 Years	Director of General National Archives of Malaysia

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1.0 SKOP

Prosedur ini merangkumi semua pemantauan dan pengurusan prestasi pelajar siswazah dalam program secara penyelidikan.

2.0 TANGGUNGJAWAB

Penyelaras dan PT di PTJ bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
Terkini	<i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</i>
Terkini	Panduan Peperiksaan Komprehensif (CE) PhD di Universiti Putra Malaysia
UPM/PU/S/P013	Pengurusan Peperiksaan Akhir Kursus Pengajian Siswazah
UPM/PU/S/AK04/02	Arahan Kerja Peperiksaan Semula
UPM/PU/S/AK04/03	Arahan Kerja Semakan Gred Kursus
UPM/PU/S/AK04/04	Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan)

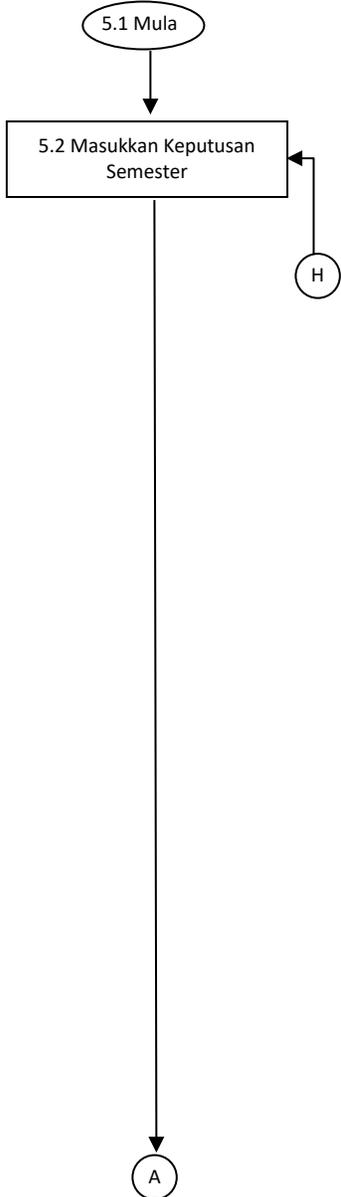
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4.0 TERMINOLOGI DAN SINGKATAN

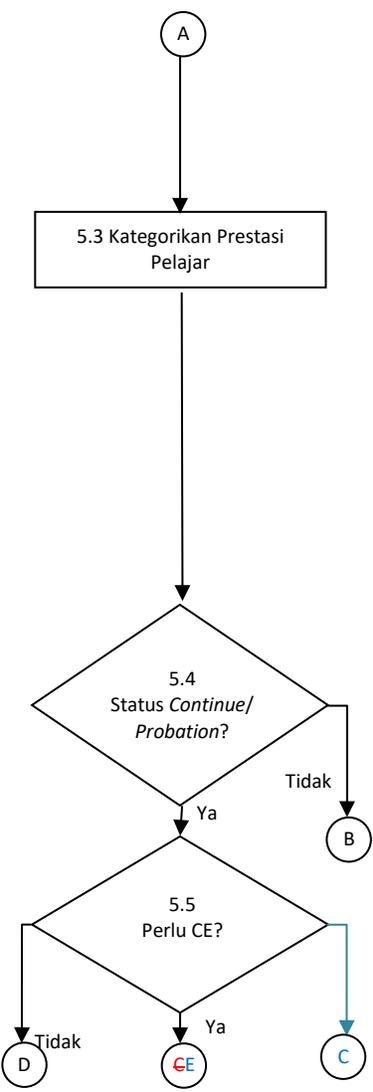
CE	: Peperiksaan Komprehensif - PhD
GB	: Gagal dan Diberhentikan
i-GIMS	: <i>Internet Graduate Information Management System</i>
JKP	: Jawatankuasa Penyeliaan
JKPSU	: Jawatankuasa Pengajian Siswazah Universiti
Penasihat	: Pensyarah yang dilantik oleh JKPSU untuk membimbing pelajar sebelum JKP ditubuhkan
Penyelaras	: Dekan/Timbalan Dekan Fakulti; Pengarah/Timbalan Pengarah Institut; Pegawai yang dilantik sebagai Penyelaras Pengajian Siswazah Fakulti/Sekolah/Institut
PhD	: Doktor Falsafah
PNGK	: Purata Nilai Gred Kumulatif
PS	: Pengajian Siswazah
PT	: Pegawai Tadbir
PTJ	: Pusat Tanggungjawab
PT (P/O)	: Pembantu Tadbir (Perkeranian dan Operasi)
SPS	: Sekolah Pengajian Siswazah
TM	: Tidak Memuaskan
TNCAA	: Timbalan Naib Canselor (Akademik dan Antarabangsa)
TPKD PP	: Timbalan Pegawai Kawalan Dokumen Peneraju Proses
TWP PP	: Timbalan Wakil Pengurusan Peneraju Proses
WP	: Wakil Pengurusan

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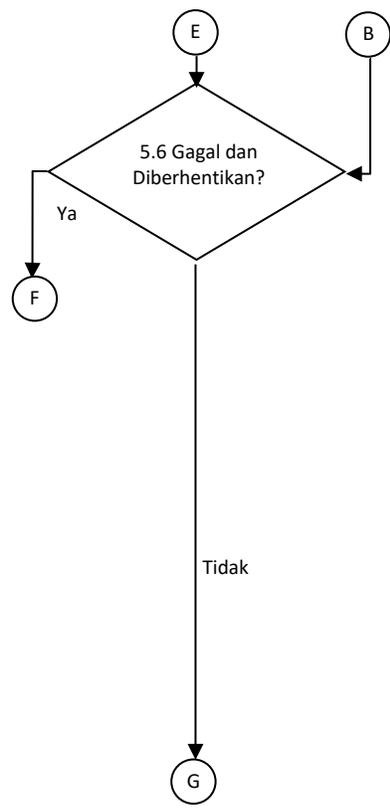
5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Pensyarah/ Penyelaras Kursus Pengerusi JKP Penyelaras PT/PT (P/O) SPS PT/PT (P/O) SPS PT/PT (P/O) SPS	 <pre> graph TD Start([5.1 Mula]) --> Process[5.2 Masukkan Keputusan Semester] Process --> End((A)) End -- H --> Process </pre>	<p>5.2 Masukkan keputusan semester seperti berikut:</p> <p>(a) Masukkan markah peperiksaan semester ke dalam i-GIMS dalam tempoh 14 hari selepas tarikh peperiksaan. Sistem akan memberi catatan gred 'F'/TM jika pensyarah gagal memasukkan markah/gred dalam tempoh yang telah ditetapkan dari tarikh Peperiksaan Akhir.</p> <p>(b) Semak dan nilai kemajuan penyelidikan pelajar pada borang Laporan Kemajuan Penyelidikan (PU/S/BR04/GS-11) dalam i-GIMS dalam tempoh yang ditetapkan.</p> <p>(c) Sahkan borang Laporan Kemajuan Penyelidikan (PU/S/BR04/GS-11) dalam i-GIMS dalam tempoh yang ditetapkan.</p> <p>(d) Kemasukan markah selepas tempoh, tertakluk kepada kelulusan JKPSU-TNCAA.</p> <p>Pelajar yang gagal mengemukakan laporan kemajuan penyelidikan (PU/S/BR04/GS-11) perlu menjelaskan yuran denda sebelum dibenarkan untuk mengisi borang secara manual dan perlu dihantar selewat-lewatnya dua minggu seminggu sebelum mesyuarat JKPSU selepas minggu peperiksaan akhir dijalankan.</p> <p>Nota:</p> <ul style="list-style-type: none"> • Sekiranya JKP belum dilantik, penasihat akan menjalankan tugas JKP. • Keputusan semester dapat disemak melalui sistem i-GIMS 1 hari bekerja selepas mendapat perakuan Senat. • Hantar notis untuk membuat semakan ke atas pemberhentian 	Arahan Kerja Semakan Gred Kursus (UPM/PU/S/AK04/03) Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan) (UPM/PU/S/AK04/04)

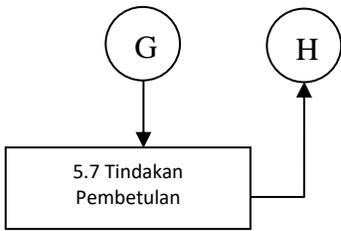
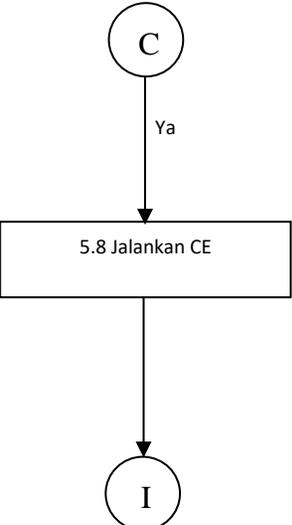
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
		kepada mana-mana pelajar yang berstatus "Gagal dan Diberhentikan".	
PT SPS		<ul style="list-style-type: none"> Status pengajian pelajar adalah muktamad. Pelajar perlu membuat permohonan Semakan Gred atau Semakan Ke Atas Pemberhentian jika tidak berpuas hati dengan keputusan yang diperoleh dalam tempoh dua minggu selepas keputusan diumumkan kepada pelajar. 	
PT/PT (P/O) SPS		<p>5.3 Kategorikan prestasi pelajar seperti berikut:</p> <p>(a) Kategorikan prestasi semester sama ada <i>continue</i>, <i>Probation</i> dan <i>Terminated</i> bagi setiap pelajar.</p> <p>(b) Sedia dan hantarkan senarai nama pelajar mengikut status pengajian kepada pihak Fakulti/Sekolah/Institut dan iPUTRA (pelajar antarabangsa sahaja).</p> <p>(c) Menyemak keputusan pengajian pelajar dalam iGIMS.</p>	
Penyelia/ Penasihat/ Penyelaras		<p>5.4 Status <i>Continue/ Probation</i> Baik</p> <p>(a) Jika Ya, ikut Langkah 5.5.</p> <p>(b) Jika Tidak, ikut Langkah 5.6.</p> <p>5.5 Perlu CE</p> <p>(a) Jika Ya, ikut Langkah 5.8.</p> <p>(b) Jika Tidak, ikut Langkah 5.12.</p>	

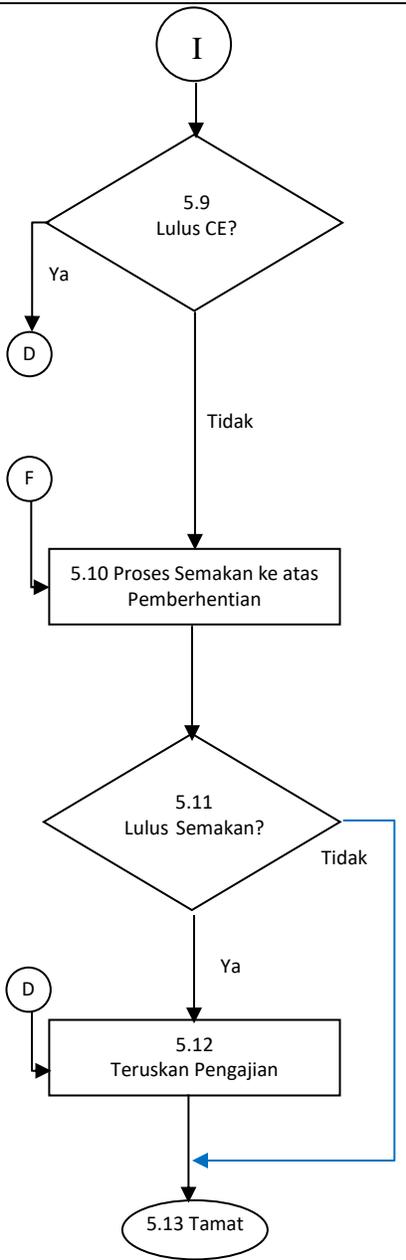
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
	 <pre> graph TD B((B)) --> D{5.6 Gagal dan Diberhentikan?} E((E)) --> D D -- Ya --> F((F)) D -- Tidak --> G((G)) </pre>	<p>5.6 Gagal dan Diberhentikan</p> <p>(a) Jika Ya, ikut Langkah 5.10.</p> <p>(b) Jika Tidak, ikut Langkah 5.7.</p> <p>Nota:</p> <ul style="list-style-type: none"> Pelajar diberhentikan daripada pengajian berasaskan salah satu perkara berikut: <ul style="list-style-type: none"> (i) PNGK kurang dari 2.500. (ii) PNGK kurang dari 3.000 selepas status <i>Probation</i>. (iii) Mendapat dua (2) TM atau diperakukan gagal oleh penyelia walaupun dengan satu (1) TM untuk kursus Penyelidikan Master/PhD. (iv) Gagal mengambil CE dalam tempoh yang ditetapkan (v) Gagal CE selepas kali kedua (vi) Tidak menghantar pembetulan tesis dalam tempoh yang ditetapkan (vii) Tesis ditolak (viii) Gagal kursus wajib sebanyak dua kali (ix) Gagal kursus Bahasa Inggeris dalam tiga kali percubaan Jika status pengajian kekal <i>Terminated</i> selepas proses peperiksaan semula (Langkah 5.7), pelajar boleh memohon semakan ke atas pemberhentian (Langkah 5.10). 	

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Pengerusi JKP		<p>5.7 Ambil tindakan pembedulan sebagaimana berikut:</p> <p>(a) Pastikan kategori status pelajar adalah <i>Probation</i> iaitu $2.500 \leq \text{PNGK} < 3.000$ dan/atau mendapat satu (1) gred TM untuk kursus Penyelidikan Master/PhD.</p> <p>(b) Nasihatkan pelajar untuk menduduki peperiksaan semula, jika layak (iaitu mendapat gred kurang dari B bagi kursus yang didaftar pada semester semasa). Jika tidak layak, nasihatkan pelajar untuk membuat semakan gred.</p> <p>(c) Maklumkan tarikh peperiksaan semula dan pastikan pelajar yang layak mendudukinya.</p> <p>(d) Majukan gred peperiksaan semula ke SPS melalui Penyelaras Fakulti.</p> <p>(e) Masukkan markah/gred baharu pelajar dan cetak semula keputusan semester (jika berkaitan).</p> <p>(f) Rujuk <i>Tips to Prevent Termination of Candidature</i> untuk meningkatkan PNGK pelajar yang bermasalah.</p>	<p>Arahan Kerja Peperiksaan Semula (UPM/PU/S/AK04/02)</p> <p>Arahan Kerja Semakan Gred Kursus (UPM/PU/S/AK04/03)</p>
Pengerusi JKP			
Penyelaras Kursus/ Pensyarah			
Penyelaras Kursus/ Pensyarah			
PT/PT (P/O) SPS			
Penasihat/ Penyelia/pelajar		<p>5.8 Jalankan CE berdasarkan Panduan Peperiksaan Komprehensif (CE) PhD di Universiti Putra Malaysia.</p> <p>Nota:</p> <ul style="list-style-type: none"> Bagi program ICP, proses CE bergantung kepada perjanjian di antara UPM dengan institusi berkenaan. 	<p>Prosedur Pengendalian Pengajian Berkaitan Akademik Pelajar Siswazah (UPM/PU/S/P007)</p>

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS	 <pre> graph TD I((I)) --> D1{5.9 Lulus CE?} D1 -- Ya --> D2((D)) D1 -- Tidak --> F((F)) F --> P510[5.10 Proses Semakan ke atas Pemberhentian] P510 --> D3{5.11 Lulus Semakan?} D3 -- Ya --> D4((D)) D3 -- Tidak --> D4 D4 --> P512[5.12 Teruskan Pengajian] P512 --> E513([5.13 Tamat]) </pre>	<p>5.9 Lulus CE</p> <p>(a) Jika Ya, ikut Langkah 5.12.</p> <p>(b) Jika Tidak, ikut Langkah 5.10.</p> <p>Nota:</p> <ul style="list-style-type: none"> Kriteria <i>Terminated</i> kerana CE adalah seperti yang berikut: <ul style="list-style-type: none"> (i) Gagal menduduki CE sehingga semester keempat tanpa kelulusan penangguhan. (ii) Gagal CE selepas dua (2) kali percubaan. <p>5.10 Proses semakan ke atas pemberhentian jika pelajar membuat permohonan semakan ke atas pemberhentian.</p> <p>5.11 Lulus Semakan</p> <p>(a) Jika Ya, ikut Langkah .5.12.</p> <p>(b) Jika Tidak, keputusan <i>Terminated</i> adalah kekal dan ikut Langkah 5.13.</p> <p>5.12 Maklumkan pelajar untuk meneruskan pengajian dan mendaftar mengikut peraturan yang berkuatkuasa.</p>	<p>Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan) (UPM/PU/S/AK04/04)</p>
PT/PT (P/O) SPS			

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6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM.SPS.600-4/19/1 FAIL PELAJAR <ul style="list-style-type: none"> Gred peperiksaan semula [jika berkaitan]. Borang permohonan Semakan Gred [jika berkaitan]. Salinan surat makluman keputusan Semakan Gred [jika berkaitan]. Surat cadangan pemberhentian pelajar yang mendapat 1 TM untuk Penyelidikan Doktor Falsafah/ Penyelidikan Master oleh Penyelia/Penasihat [jika berkaitan]. Salinan surat Notis untuk Membuat Semakan Ke Atas Pemberhentian [jika berkaitan]. Salinan surat makluman keputusan Semakan ke Atas Pemberhentian [jika berkaitan]. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Bilik Fail Pelajar, SPS/ <i>Network Attached Storage</i> Sekurang-kurangnya 3 tahun selepas pelajar bergraduati	Ketua Pengarah Arkib Negara Malaysia
2.	UPM.Kod PTJ.600-4/19/1 FAIL PELAJAR <ul style="list-style-type: none"> Gred peperiksaan semula [jika berkaitan]. Salinan borang permohonan Semakan Gred (PU/S/BR04/GS-13a) [jika berkaitan]. 	PT/PT (P/O) Fakulti/Institut	PT/PT (P/O) Fakulti/Institut	Bilik Fail Fakulti/ Sekolah/ Institut Sekurang-kurangnya 2 tahun selepas pelajar bergraduati	Ketua Pengarah Arkib Negara Malaysia

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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	<ul style="list-style-type: none"> Salinan surat makluman keputusan Semakan Gred [jika berkaitan]. Surat/emel cadangan pemberhentian pelajar yang mendapat 1 TM untuk Penyelidikan Doktor Falsafah/Penyelidikan Master oleh Penyelia/Penasihat [jika berkaitan]. Salinan Notis untuk Membuat Semakan Ke Atas Pemberhentian [jika berkaitan]. Salinan surat makluman keputusan Semakan ke Atas Pemberhentian [jika berkaitan]. 				
3.	UPM.SPS.600-4/12/1 PENGURUSAN PEPERIKSAAN AKHIR KURSUS <ul style="list-style-type: none"> Surat kepada Dekan SPS-bagi permohonan untuk memasukkan gred lewat [jika berkaitan]. Surat pengesahan fakulti bagi gred selepas peperiksaan semula. Dokumen lain yang berkenaan. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik / Network Attached Storage 3 Tahun	Ketua Pengarah Arkib Negara Malaysia

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 10/11
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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
4.	UPM.Kod PTJ.600-4/12/1 PENGURUSAN PEPERIKSAAN AKHIR KURSUS <ul style="list-style-type: none"> Salinan surat kepada Dekan SPS bagi permohonan untuk memasukkan gred lewat [jika berkaitan]. Salinan surat pengesahan fakulti bagi gred selepas peperiksaan semula [jika berkenaan]. Dokumen lain yang berkenaan. 	PT/PT (P/O) Fakulti/Institut	PT/PT (P/O) Fakulti/Institut	Bilik Fail Fakulti// Sekolah/ Institut 3 Tahun	Ketua Pengarah Arkib Negara Malaysia
5.	UPM.SPS.600-4/12/9 KEPUTUSAN PEPERIKSAAN <ul style="list-style-type: none"> Salinan surat beserta senarai pelajar mengikut status pengajian yang dihantar ke Fakulti/Institut. Dokumen lain yang berkenaan. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik / Network Attached Storage 3 Tahun	Ketua Pengarah Arkib Negara Malaysia
6.	UPM.Kod PTJ.600-4/12/9 KEPUTUSAN PEPERIKSAAN <ul style="list-style-type: none"> Surat beserta senarai pelajar mengikut status pengajian. Dokumen lain yang berkenaan. 	PT/PT (P/O) Fakulti/Institut	PT/PT (P/O) Fakulti/Institut	Bilik Fail Fakulti/ / Sekolah/ Institut 3 Tahun	Ketua Pengarah Arkib Negara Malaysia
7.	UPM.SPS.600-4/11/2 GAGAL DAN DIBERHENTIKAN <ul style="list-style-type: none"> Salinan surat Notis untuk Membuat Semakan Ke Atas Pemberhentian. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik / Network Attached Storage 3 Tahun	Ketua Pengarah Arkib Negara Malaysia

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 11/11
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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	<ul style="list-style-type: none"> Salinan surat keputusan permohonan. Dokumen lain yang berkenaan. 				
8.	UPM.SPS.600-4/1/6 MESYUARAT JAWATANKUASA SEMAKAN SISWAZAH (JKSS) <ul style="list-style-type: none"> Surat panggilan Mesyuarat. Kertas Mesyuarat JKSS. Minit Mesyuarat JKSS. Kertas Mesyuarat untuk Mesyuarat Senat. Petikan Minit Mesyuarat Senat. Dokumen lain yang berkenaan. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik / Network Attached Storage 3 Tahun	Ketua Pengarah Arkib Negara Malaysia
9.	UPM.Kod PTJ.600-4/1/6 MESYUARAT JAWATANKUASA SEMAKAN SISWAZAH (JKSS) <ul style="list-style-type: none"> Surat panggilan Mesyuarat [jika berkaitan]. Kertas Mesyuarat JKSS [jika berkaitan]. Petikan Minit Mesyuarat Senat – [jika berkaitan]. Dokumen lain yang berkenaan. 	PT/PT (P/O) Fakulti/Institut	PT/PT (P/O) Fakulti/Institut	Bilik Fail Fakulti/ Institut 3 Tahun	Ketua Pengarah Arkib Negara Malaysia
10.	UPM.SPS.600-4/12/13 STATISTIK KEPUTUSAN SEMESTER <ul style="list-style-type: none"> Kertas mesyuarat JKPSU dan Senat beserta statistik keputusan peperiksaan semester mengikut status pengajian pelajar. Dokumen lain yang berkenaan. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik/ Network Attached Storage 5 Tahun	Ketua Pengarah Arkib Negara Malaysia

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1.0 SCOPE

The procedure encompasses matters related to uploading final examination dates in i-GIMS, preparation of question paper, conducting the examination, grading and submission and verification of marks/grades.

2.0 RESPONSIBILITY

Coordinator and PT, Academic Unit are responsible for the implementation of the procedure for management of postgraduate final exam. All parties involved must adhere to this procedure.

3.0 REFERENCE DOCUMENT

Document Code	Title of the Document
Current	University and University College Act 1971, The Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003

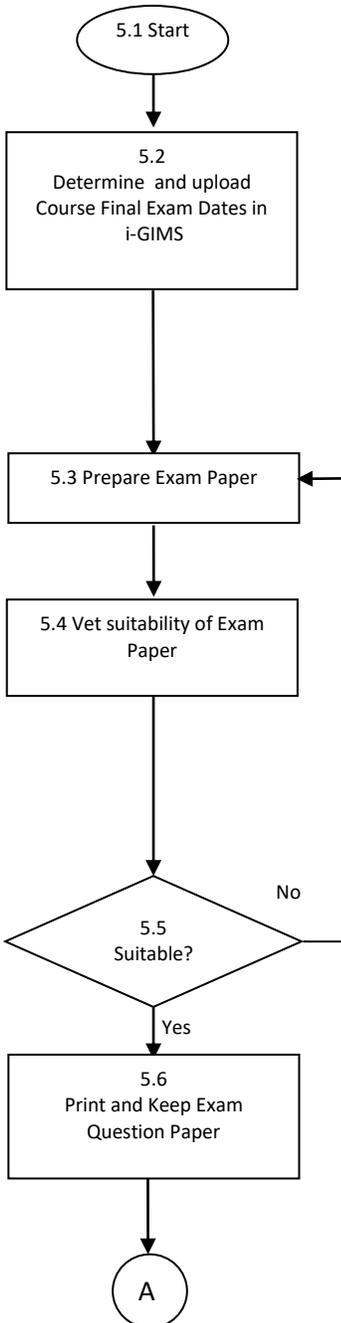
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4.0 TERMINOLOGY AND ACRONYM

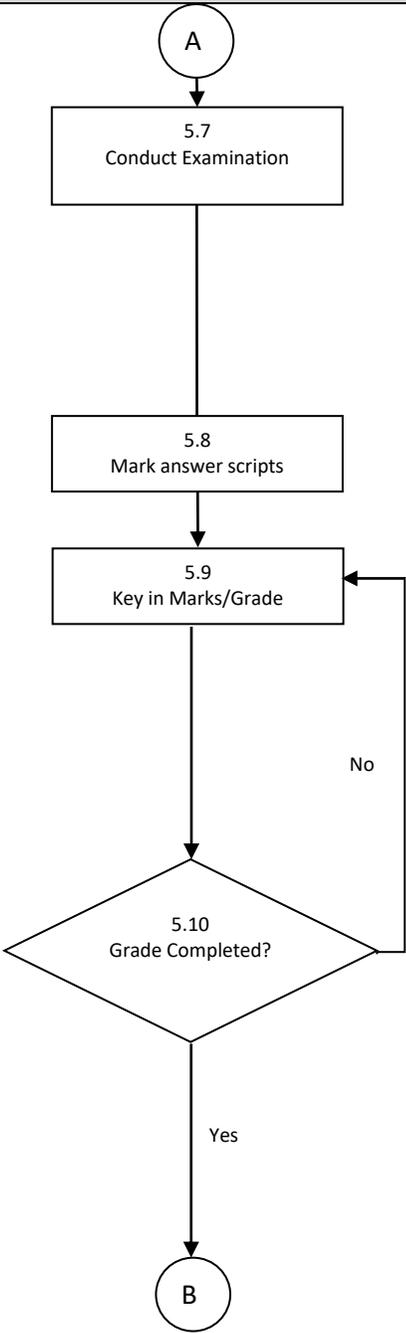
FBMK	:	Faculty of Modern Languages and Communication
FPP	:	Faculty of Educational Studies
i-GIMS	:	Internet Graduate Information Management System
JKPSU	:	University Graduate Studies Committee
JKSS	:	Postgraduate Review Committee
KJ	:	Head of Department
Coordinator	:	Dean/Deputy Dean of Faculty/School; Director/Deputy Director of Institute; Officer appointed as Coordinator of Graduate Studies, Faculty/School/Institute
PS	:	Post Graduate Studies
PT	:	Administrative Officer
PT (P/O)	:	Administrative Assistant (Clerical and Operational)
PhD	:	Doctor of Philosophy
SPS	:	School of Graduate Studies
TM	:	Unsatisfactory
TNCAA	:	Deputy Vice Chancellor (Academic and International)
TP	:	Deputy Director
TPKD PP	:	Deputy Document Control Officer of Process Owner
TWP PP	:	Deputy Management Representative of Process Owner
WP	:	Management Representative

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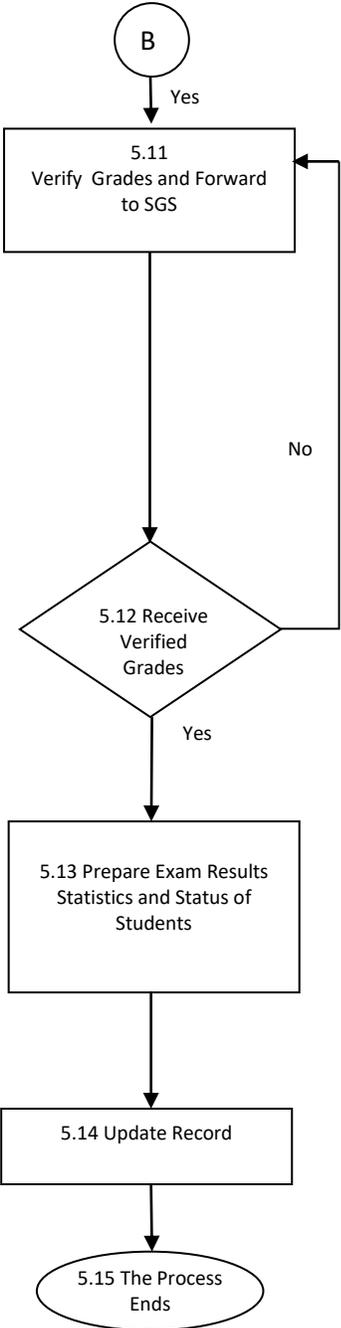
5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Document/Record
Coordinator/ Faculty PT	 <pre> graph TD Start([5.1 Start]) --> S2[5.2 Determine and upload Course Final Exam Dates in i-GIMS] S2 --> S3[5.3 Prepare Exam Paper] S3 --> S4[5.4 Vet suitability of Exam Paper] S4 --> D5[5.5 Suitable?] D5 -- No --> S3 D5 -- Yes --> S6[5.6 Print and Keep Exam Question Paper] S6 --> End((A)) </pre>	5.2 (a) Determine the date of final examination for every course (prepare a final examination time-table) and upload the dates in i-GIMS latest in week 11.	
Coordinator		(b) Ensure that the examination is conducted during the final examination week inclusive of assessment of Seminar course or any other courses without a final examination.	
Course Coordinator / Lecturer		5.3 Prepare exam questions according to teaching plan (RP)	
Course Coordinator / Lecturer		5.4 (a) Lengkapkan Senarai Semak Kertas Soalan Peperiksaan (PU/S/SS-02) dan majukan kepada Penyelaras sebelum penilaian dibuat.	Exam Question Paper Checklist (PU/S/SS-02)
Coordinator		(b) Semak kesesuaian kertas soalan peperiksaan dengan menggunakan Senarai Semak Kertas Soalan Peperiksaan (PU/S/SS-02).	Exam Question Paper Checklist (PU/S/SS-02)
Faculty PT/PT (P/O)		5.5 Suitable? (a) If Yes, go to step 5.6. (b) If No, go to Step 5.3.	
	5.6 (a) Print Exam Question Paper three (3) days before the exam date. (b) Keep Exam Question Paper in a safe place until the day of the exam.		

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Responsibility	Flowchart	Details	Reference Document/Record
Coordinator	 <pre> graph TD A((A)) --> 5.7[5.7 Conduct Examination] 5.7 --> 5.8[5.8 Mark answer scripts] 5.8 --> 5.9[5.9 Key in Marks/Grade] 5.9 --> 5.10{5.10 Grade Completed?} 5.10 -- No --> 5.9 5.10 -- Yes --> B((B)) </pre>	<p>5.7 Conduct the examination within the stipulated time. Lecturers are not permitted to change the Examination Time table issued by School of Graduate Studies except with reasonable reason/s and the examination is a sit down exam and not a take home test. Refer Guidelines for Final Examination for Postgraduate Programme Course by coursework which can be accessed in the SPS website.</p>	
Lecturer		<p>5.8 Mark the answer scripts within the stipulated dates.</p>	
Course Coordinator/ Lecturer		<p>5.9 Key in total marks or grade for courses without final examination in i-GIMS within fourteen (14) days after the last day of final examination date. The grade will be automatically generated by i-GIMS.</p>	
PT/PT (P/O) SPS		<p>5.10 Grade is Complete</p> <p>(a) If Yes, go to Step 5.11</p> <p>(b) If No, issue a general reminder to Faculty/School/Institute in writing (letter/e-mail) to go to Step 5.9.</p> <p>Note:</p> <ul style="list-style-type: none"> Reminder will be given via email by SPS three (3) days before the expiry date of marks entry. 	
Course Coordinator/ Coordinator/ Lecturer		<p>(c) For lecturers who still did not key in marks after 14 days of the last examination date, permission for marks entry is subject to JKPSU TNCAA approval.</p>	

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Responsibility	Flowchart	Details	Reference Document/Record
<p>Course Coordinator/ Lecturer</p> <p>Course Coordinator/ Lecturer</p> <p>Coordinator</p> <p>PT/PT (P/O) SPS</p> <p>Lecturer/ Teacher/ Coordinator/ PT/ PT (P/O)</p>	 <pre> graph TD B((B)) -- Yes --> 5.11[5.11 Verify Grades and Forward to SGS] 5.11 --> 5.12{5.12 Receive Verified Grades} 5.12 -- No --> 5.11 5.12 -- Yes --> 5.13[5.13 Prepare Exam Results Statistics and Status of Students] 5.13 --> 5.14[5.14 Update Record] 5.14 --> 5.15([5.15 The Process Ends]) </pre>	<p>5.11 Verify grades and forward them to SGS following the steps listed:</p> <ul style="list-style-type: none"> (a) Print list of students' grade keyed in i-GIMS (print from i-GIMS and not Microsoft Word/Excel (b) Check and verify list of grades printed by signing on the printed paper. Make ammenmends if there are any mistake and re print before endorsing. Hand in the verified list to Dean/TD/Coordinator of Faculty/School. (c) Endorse the list of students' grades signed by course coordinator/lecturer and forward it to SPS not later than two weeks after the grade is keyed-in. <p>5.12 Receive verified list of grades</p> <ul style="list-style-type: none"> (a) If Yes, go to Step 5.13 (b) If No, remind in writing (letter/e mail) or by calling office of Coordinator/Lecturer to go to Step 5.11 <p>5.13</p> <ul style="list-style-type: none"> (a) Ensure all course grades are received and verified by Faculty/School (b) Prepare examination results statistics and status of students to be verified by University Graduate Studies Committee and endorsed by Senate <p>5.14 Update record in course file latest before/in week 18.</p>	

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6.0 RECORD

No	File Code, Title of File and Record Checklist	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
1.	<p>UPM.SPS.600-4/12/1</p> <p>MANAGEMENT OF FINAL EXAMINATION</p> <ul style="list-style-type: none"> • Copy of reminder letter to faculty/lecturer to key in date of final examination in i-GIMS (if applicable). • Copy of reminder letter/notice to Faculty/Institute about important dates related to keying in of grades. • Excerpts of JKPSU Minutes regarding confirmation/endorsement of course grade and student's study status • Other related documents. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	<p>Academic Unit / Network Attached Storage</p> <p>3 Years</p>	Director of General National Archives of Malaysia
2.	<p>UPM.PTJ Code.600-4/12/1</p> <p>COURSE FINAL EXAMINATION MANAGEMENT</p> <ul style="list-style-type: none"> • Copy of reminder letter to faculty to key in final examination dates in i-GIMS (if applicable) • Copy of reminder letter/notice to Faculty/Institute about important dates related to keying in of grades. • Excerpts of JKPSU Minutes regarding confirmation/endorsement of course grade and student's study status • Other relevant documents. 	PT/PT (P/O) Faculty/School/ Institute	PT/PT (P/O) Faculty/School/ Institute	<p>Faculty/ School/ Institute File Room</p> <p>3 Years</p>	Director of General National Archives of Malaysia

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No	File Code, Title of File and Record Checklist	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
3.	UPM.SPS.600-4/12/9 EXAMINATION RESULTS <ul style="list-style-type: none"> Grade of a course which has been printed from i-GIMS and endorsed by lecturer and coordinator. Other relevant documents 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Academic Unit/ Network Attached Storage 3 Years	Director of General National Archives of Malaysia
4.	UPM. PTJ Code.600-4/12/9 EXAMINATION RESULTS <ul style="list-style-type: none"> Copy of endorsed course grades document Other relevant documents 	PT/PT (P/O) Faculty/School/ Institute	PT/PT (P/O) Faculty/School/ Institute	Faculty/ School/ Institute File Room 3 Years	Director of General National Archives of Malaysia
5.	UPM.PTJ Code.600-4/12/2/(Course Code) FINAL EXAMINATION (COURSE NAME) <ul style="list-style-type: none"> Examination Question Paper Completed Examination Question Paper Checklist(PU/S/SS-02) Course Evaluation (refer in i-GIMS) 	Lecturer	Head of Department	PTJ File Room 3 Years	Director of General National Archives of Malaysia

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1.0 SKOP

Prosedur ini merangkumi semua urusan memasukkan tarikh peperiksaan akhir dalam i-GIMS, penyediaan kertas soalan peperiksaan, menjalankan peperiksaan, membuat penilaian, dan memasukkan dan mengesahkan markah/gred.

2.0 TANGGUNGJAWAB

Penyelaras dan PT Unit Akademik bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
Terkini	<i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</i>

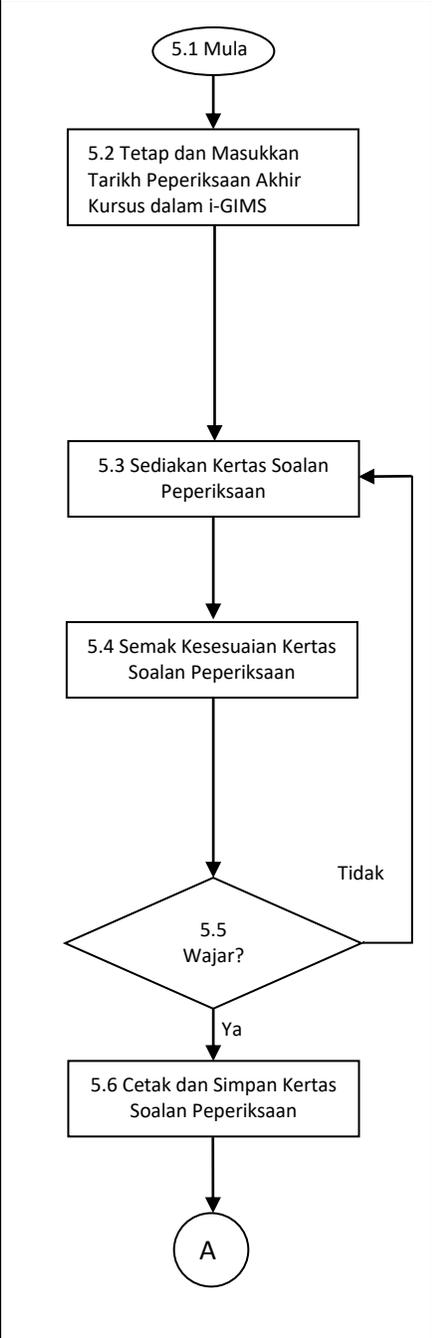
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4.0 TERMINOLOGI DAN SINGKATAN

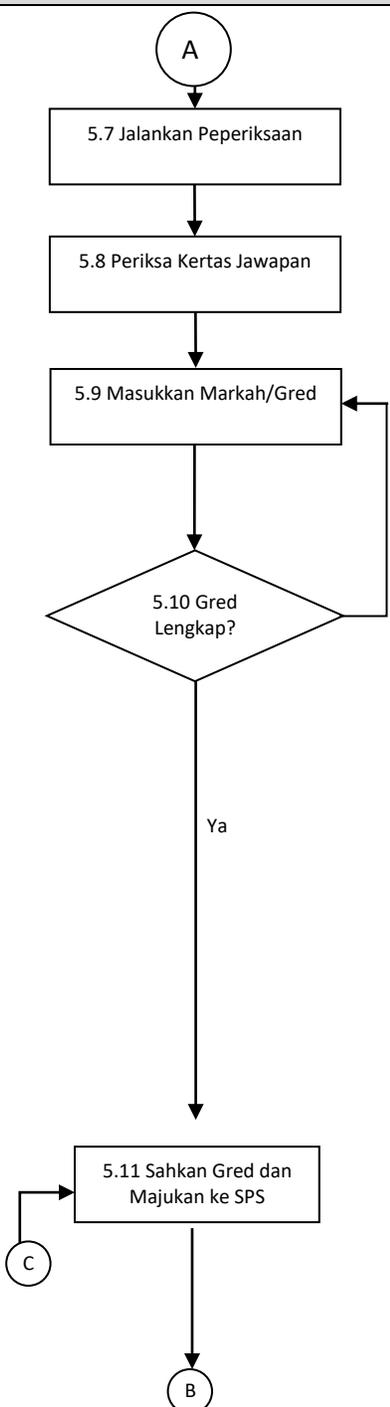
FBMK	: Fakulti Bahasa Moden dan Komunikasi
FPP	: Fakulti Pengajian Pendidikan
i-GIMS	: <i>Internet Graduate Information Management System</i>
JKPSU	: Jawatankuasa Pengajian Siswazah Universiti
JKSS	: Jawatankuasa Semakan Siswazah
KJ	: Ketua Jabatan
Penyelaras	: Dekan/Timbalan Dekan Fakulti/Sekolah; Pengarah/Timbalan Pengarah Institut; Pegawai yang dilantik sebagai Penyelaras Pengajian Siswazah Fakulti/Sekolah /Institut
PS	: Pengajian Siswazah
PT	: Pegawai Tadbir
PT (P/O)	: Pembantu Tadbir (Perkeranian dan Operasi)
PhD	: Doktor Falsafah
SPS	: Sekolah Pengajian Siswazah
TM	: Tidak Memuaskan
TNCAA	: Timbalan Naib Canselor (Akademik dan Antarabangsa)
TP	: Timbalan Pengarah
TPKD PP	: Timbalan Pegawai Kawalan Dokumen Peneraju Proses
TWP PP	: Timbalan Wakil Pengurusan Peneraju Proses
WP	: Wakil Pengurusan

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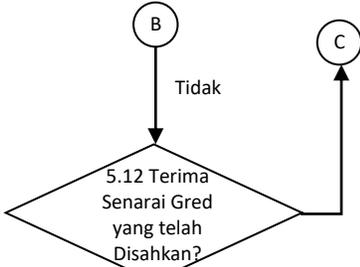
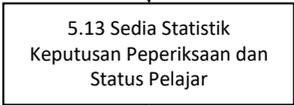
5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Penyelaras/ PT Fakulti	 <pre> graph TD Start([5.1 Mula]) --> Step52[5.2 Tetap dan Masukkan Tarikh Peperiksaan Akhir Kursus dalam i-GIMS] Step52 --> Step53[5.3 Sediakan Kertas Soalan Peperiksaan] Step53 --> Step54[5.4 Semak Kesesuaian Kertas Soalan Peperiksaan] Step54 --> Decision55{5.5 Wajar?} Decision55 -- Ya --> Step56[5.6 Cetak dan Simpan Kertas Soalan Peperiksaan] Decision55 -- Tidak --> Step53 Step56 --> End((A)) </pre>	5.2 (a) Tetapkan tarikh peperiksaan akhir untuk setiap kursus (wujudkan jadual waktu peperiksaan akhir) dan masukkan tarikh tersebut ke dalam i-GIMS selewat-lewatnya pada minggu Ke- 11.	
Penyelaras		(b) Pastikan peperiksaan dijalankan dalam tempoh minggu peperiksaan akhir dan termasuk juga penilaian untuk kursus Seminar dan kursus lain yang tidak mempunyai peperiksaan akhir.	
Penyelaras Kursus/ Pensyarah		5.3 Sediakan kertas soalan peperiksaan mengikut rancangan pengajaran (RP).	
Penyelaras Kursus/ Pensyarah		5.4 (a) Lengkapkan Senarai Semak Kertas Soalan Peperiksaan (PU/S/SS-02) dan majukan kepada Penyelaras sebelum penilaian dibuat.	Senarai Semak Kertas Soalan Peperiksaan (PU/S/SS-02)
Penyelaras		(b) Semak kesesuaian kertas soalan peperiksaan dengan menggunakan Senarai Semak Kertas Soalan Peperiksaan (PU/S/SS-02).	Senarai Semak Kertas Soalan Peperiksaan (PU/S/SS-02)
PT/PT (P/O) Fakulti		5.5 Wajar? (a) Jika Ya, ikut Langkah 5.6. (b) Jika Tidak, ikut Langkah 5.3.	
	5.6 (a) Cetak kertas soalan selewat-lewatnya 3 hari sebelum peperiksaan dijalankan. (b) Simpan kertas soalan peperiksaan di tempat yang selamat sehingga peperiksaan dijalankan.		

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan	
Penyelaras	 <pre> graph TD A((A)) --> 5.7[5.7 Jalankan Peperiksaan] 5.7 --> 5.8[5.8 Periksa Kertas Jawapan] 5.8 --> 5.9[5.9 Masukkan Markah/Gred] 5.9 --> 5.10{5.10 Gred Lengkap?} 5.10 -- Ya --> 5.11[5.11 Sahkan Gred dan Majukan ke SPS] 5.10 -- No --> 5.9 5.11 --> B((B)) C((C)) --> 5.11 </pre>	5.7 Jalankan peperiksaan dalam tempoh yang telah ditetapkan.		
Pensyarah		5.8 Periksa kertas jawapan dalam tempoh yang ditetapkan.		
Penyelaras Kursus/ Pensyarah		5.9 Masukkan markah keseluruhan atau gred bagi kursus yang tiada peperiksaan akhir dalam tempoh empat belas (14) hari selepas hari terakhir minggu peperiksaan akhir. Gred akan diberi secara automatik oleh i-GIMS.		
PT/PT (P/O) SPS		5.10 Gred Lengkap?	(a) Jika Ya, ikut Langkah 5.11. (b) Jika Tidak, beri peringatan umum kepada pihak Fakulti/Sekolah/Institut sama ada secara bertulis (surat/emel) untuk ikut Langkah 5.9.	
			Nota: <ul style="list-style-type: none"> Peringatan diberi melalui emel oleh SPS tiga (3) hari sebelum tamat tempoh untuk memasukkan gred bagi sesuatu kursus. Pensyarah yang masih tidak memasukkan markah selepas 14 hari tarikh peperiksaan terakhir, kebenaran memasukkan markah adalah tertakluk kepada kelulusan JKPSU TNCAA. 	
Penyelaras Kursus/ Pensyarah	5.11 Sahkan Gred dan Majukan ke SPS	5.11 Sahkan gred dan majukan ke SPS seperti berikut:		
Penyelaras Kursus/ Pensyarah		(a) Cetak senarai gred pelajar yang telah dimasukkan ke dalam i-GIMS (cetak dari i-GIMS dan bukan Microsoft Word/Excel).		
		(b) Semak dan sahkan senarai gred yang telah dicetak dengan menurunkan tandatangan di atas kertas cetakan tersebut. Majukan senarai yang telah disahkan kepada Dekan/TD/Penyelaras		

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
		Fakulti/Sekolah.	
Penyelaras PT/PT (P/O) SPS	 <pre> graph TD B((B)) -- Tidak --> D{5.12 Terima Senarai Gred yang telah Disahkan?} D -- Ya --> E[5.13 Sedia Statistik Keputusan Peperiksaan dan Status Pelajar] D -- Tidak --> C((C)) </pre>	<p>(c) Sahkan senarai gred pelajar yang telah ditandatangani oleh penyelaras kursus/pensyarah dan majukan ke SPS selewat-lewatnya dua minggu selepas gred dimasukkan.</p> <p>5.12 Terima senarai gred yang telah disahkan?</p> <p>(a) Jika Ya, ikut Langkah 5.13.</p> <p>(b) Jika Tidak, beri peringatan secara bertulis (surat/emel) atau melalui panggilan telefon ke pejabat Penyelaras/Pensyarah untuk ikut Langkah 5.11.</p>	
Pengajar/ Penyelaras/PT/ PT (P/O)	 <pre> graph TD E[5.13 Sedia Statistik Keputusan Peperiksaan dan Status Pelajar] --> F[5.14 Kemaskini Rekod] </pre>	<p>5.13 (a) Pastikan semua gred kursus diterima dan disahkan oleh Fakulti/Sekolah.</p> <p>(b) Sediakan statistik keputusan peperiksaan dan status pelajar untuk disahkan oleh JKPSU dan diperakukan oleh Senat.</p>	
	 <pre> graph TD F[5.14 Kemaskini Rekod] --> G([5.15 Tamat]) </pre>	<p>5.14 Kemaskini rekod ke dalam fail kursus selewat-lewatnya minggu ke-18.</p>	

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6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM.SPS.600-4/12/1 PENGURUSAN PEPERIKSAAN AKHIR KURSUS <ul style="list-style-type: none"> Salinan surat peringatan kepada pihak fakulti/pensyarah untuk memasukkan tarikh peperiksaan akhir dalam i-GIMS [jika berkaitan]. Salinan surat/notis peringatan kepada pihak Fakulti/Institut berkenaan tarikh penting urusan kemasukan gred. Petikan minit JKPSU berkaitan pengesahan gred kursus dan status pengajian pelajar. Dokumen lain yang berkenaan. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik/ Network Attached Storage 3 Tahun	Ketua Pengarah Arkib Negara Malaysia
2.	UPM.Kod PTJ.600-4/12/1 PENGURUSAN PEPERIKSAAN AKHIR KURSUS <ul style="list-style-type: none"> Salinan surat peringatan kepada pihak fakulti untuk memasukkan tarikh peperiksaan akhir dalam i-GIMS [jika berkaitan]. Surat/ notis peringatan berkenaan tarikh penting urusan kemasukan gred. Petikan minit JKPSU berkaitan pengesahan gred kursus dan status pengajian pelajar. Dokumen lain yang berkenaan. 	PT/PT (P/O) Fakulti/Sekolah/Institut	PT/PT (P/O) Fakulti/Sekolah/Institut	Bilik Fail Fakulti/Sekolah / Institut 3 Tahun	Ketua Pengarah Arkib Negara Malaysia
3.	UPM.SPS.600-4/12/9	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik /	Ketua Pengarah

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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	KEPUTUSAN PEPERIKSAAN <ul style="list-style-type: none"> Gred bagi sesuatu kursus yang dicetak dari i-GIMS yang telah disahkan oleh pensyarah dan Penyelaras. Dokumen lain yang berkenaan. 			Network Attached Storage 3 Tahun	Arkib Negara Malaysia
4.	UPM.Kod PTJ.600-4/12/9 KEPUTUSAN PEPERIKSAAN <ul style="list-style-type: none"> Salinan dokumen gred kursus yang telah disahkan. Dokumen lain yang berkenaan. 	PT/PT (P/O) Fakulti/Sekolah /Institut	PT/PT (P/O) Fakulti/Sekolah /Institut	Bilik Fail Fakulti/Sekolah / Institut 3 Tahun	Ketua Pengarah Arkib Negara Malaysia
5.	UPM.Kod PTJ.600-4/12/2/(Kod Kursus) PEPERIKSAAN AKHIR (NAMA KURSUS) <ul style="list-style-type: none"> Kertas soalan peperiksaan. Senarai Semak Kertas Soalan Peperiksaan (PU/S/SS-02) yang telah dilengkapkan. Penilaian Kursus (rujuk dalam i-GIMS). 	Pensyarah	Ketua Jabatan	Bilik Fail PTJ 3 Tahun	Ketua Pengarah Arkib Negara Malaysia

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1.0 SCOPE

This procedure encompasses all processes of scholarship management/financial assistance of graduate studies which include application, administration and scholarship extension/financial assistance and monitoring the performance of scholarship holders.

2.0 RESPONSIBILITY

Dean, TD, TP, KP and PT Financial Assistance Unit are responsible for the implementation of this procedure. All parties involved must adhere to this procedure.

3.0 REFERENCE DOCUMENT

Document Code	Title of Document
UPM/PU/S/AK05/01	Work Instruction for Offering Scholarship/Internal Financial Assistance for Graduate Studies
UPM/PU/S/AK05/03	Work Instruction for Stopping Payment of Graduate Studies Scholarships/ Internal Financial Assistance
UPM/PU/S/AK05/04	Work Instruction for Breach of Contract/ Termination of Scholarship Payment /Internal Postgraduate Financial Assistance

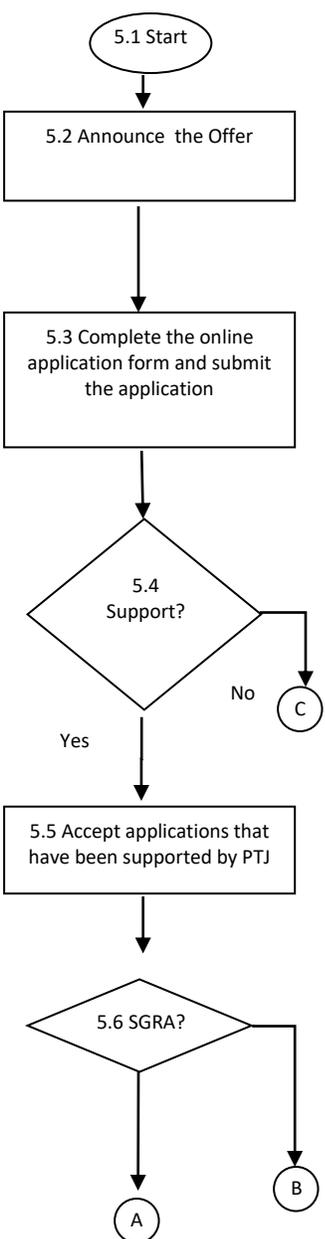
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4.0 TERMINOLOGY AND ACRONYM

BKW	: Biasiswa Khas Wartawan
GRA	: Graduate Assistant Researcher Scholarship
GRF	: Graduate Researcher Fellowship
i-GIMS	: Internet Graduate Information Management System
IGSS	: International Graduate Scholarship Scheme
JKPBPS	: UPM Selection Committee for Graduate Studies Scholarship
J/K	: Committee
KP	: Head of Administration
PS	: Post Graduate Studies
PT	: Administrative Officer
PTJ	: Centre of Responsibility
PT (P/O)	: Admin Assistant (Clerical and Operational)
PASS	: Putra Alumni Scholarship Scheme
SPS	: School of Graduate Studies
S-GRA	: Special Graduate Research Allowance
TD	: Deputy Dean
TNCAA	: Deputy Vice-Chancellor (Academic and International)
TP	: Deputy Director
TPKD PP	: Deputy Document Control Officer of Process Owner
TWP	: Deputy Management Representative
TWP PP	: Deputy Management Representative of Process Owner
WP	: Management Representative

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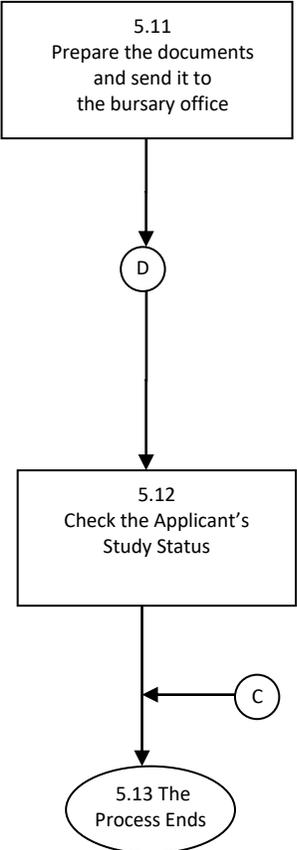
5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Document/Record	
PT/PT (P/O) SPS	 <pre> graph TD Start([5.1 Start]) --> Announce[5.2 Announce the Offer] Announce --> Complete[5.3 Complete the online application form and submit the application] Complete --> Support{5.4 Support?} Support -- No --> C((C)) Support -- Yes --> Accept[5.5 Accept applications that have been supported by PTJ] Accept --> SGRA{5.6 SGRA?} SGRA --> A((A)) SGRA --> B((B)) </pre>	5.2 Announce information about the offer to the Faculty/Institute/Student.	Work Instruction For Offering Scholarship/Internal Financial Assistance for Graduate Studies (UPM/PU/S/AK05/01)	
Applicant/Student		5.3 Complete the online application form and submit the application	5.3 Complete the online application form through i-GIMS (sgsportal.upm.edu.my:8080/sgsportal/) and upload all the supporting documents into the system.	Work Instruction for Offering Scholarship/Internal Financial Assistance for Graduate Studies (UPM/PU/S/AK05/01)
Supervisor/ Project Leader/ Dean/Deputy Director of Faculty/School/ Director/Deputy Director of Institute		5.4 Support?	5.4 Support? (a) If Yes, go to Step 5.5. (b) If No, inform the applicant and the process ends	
PT/PT (P/O) SPS		5.5 Accept applications that have been supported by PTJ	5.5 Accept applications that lengkap dan have been supported by PTJ within a period of no later than 7 working days after the application deadline.	Work Instruction For Offering Scholarship/Internal Financial Assistance For Graduate Studies (UPM/PU/S/AK05/01)
PT/PT (P/O) SPS		5.6 SGRA?	5.6 SGRA? (a) If yes, follow step 5.8 (b) If No, follow step 5.7	

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Responsibility	Flowchart	Details	Reference Document/Record
PT/PT (P/O) SPS	<pre> graph TD A((A)) --> B((B)) B --> S57[5.7 JKPBP Meeting] S57 --> D58{5.8 Approved?} D58 -- No --> C((C)) D58 -- Yes --> S59[5.9 Issue Offer Letter / Application Approval Letter] S59 --> D510{5.10 Did the student accept the offer?} D510 -- No --> C D510 -- Yes --> End[] </pre>	<p>5.7 (a) Arrange for JKPBP Meeting at the latest two (2) weeks before the commencement of semester. (b) Prepare paperwork for JKPBP no later than three (3) days before the meeting</p>	<p>Work Instruction for Offering Scholarship/Internal Financial Assistance for Graduate Studies (UPM/PU/S/AK05/01)</p>
JKPBPS / TD SPS		<p>5.8 Approved?</p> <p>(a) If Yes, update the result in the i-GIMS within seven (7) working days dari tarikh JKPBP (jika berkaitan) and go to Step 5.9. (b) If No, inform the applicant and the process ends.</p>	
PT/PT (P/O) SPS		<p>5.9 Issue Offer Letter / Application Approval Letter</p> <p>(a) Bagi GRF, IGRF, GRA, PASS, BKW dan IGSS: Emel Serah pakej Surat Tawaran dalam tempoh 7 hari bekerja selepas keputusan mesyuarat JKPBP surat tawaran lengkap ditandatangani oleh Bursar/TD mengikut kaedah yang bersesuaian</p>	
PT/PT (P/O) SPS		<p>5.10 Did the student accept the offer?</p> <p>(b) Bagi SGRA: Pemohon boleh muat turun surat tawaran di portal pelajar..</p> <p>5.10 Student accepts the offer?</p> <p>(a) If Yes, follow step 5.11. (b) If No, the process ends.</p>	

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Responsibility	Flowchart	Details	Reference Document/Record
PT/PT (P/O) SPS	 <pre> graph TD A[5.11 Prepare the documents and send it to the bursary office] --> D((D)) D --> B[5.12 Check the Applicant's Study Status] B --> C((C)) C --> B B --> E([5.13 The Process Ends]) </pre>	5.11 Prepare the following documents to be sent to the Bursary Office. <ul style="list-style-type: none"> • Payment Instruction Statement • List of Students who accepts the offer. • Salinan Surat Tawaran 	Work Instruction For Offering Scholarship/Internal Financial Assistance for Graduate Studies (UPM/PU/S/AK05/01)
PT/PT (P/O) SPS		5.12 Check the Applicant's Study Status <ul style="list-style-type: none"> (a) Check the applicant's status throughout the sponsorship period and take a relevant action (if necessary) (b) Ensure students fulfil the contract requirements before graduation (if applicable) 	Work Instruction for Withholding Payments for Scholarship/Internal Financial Assistance for Graduate Studies (UPM/PU/S/AK05/03) Work Instruction For Breach Of Contract/ Termination Of Scholarship Payment /Internal Postgraduate Financial Assistance (UPM/PU/S/AK05/04)

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6.0 RECORD

No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority On Disposal
1.	<p>UPM.SPS.600 – 4/19/1 (Matric No.)</p> <p>STUDENT'S FILE</p> <p>The following quality records also can be referred in i-GMS:</p> <ul style="list-style-type: none"> • Scholarship Application Form/ Financial Assistance [if applicable] • Scholarship Offer Letter [if applicable] • Copy of letter/e-mail regarding scholarship/financial assistance [if applicable] • Salinan dokumen perjanjian [jika berkaitan] • Other Matters (Cancellation/Changes in Allowance Rate) [if applicable] 	PT (P/O) SPS	PT (P/O) SPS	Permanent Student File Room, SPS/Network Attached Storage/ Student Portal	Director of General National Archives of Malaysia
2.	<p>UPM.SPS.600-700/1/1 UPM.SPS.700-7/1/1</p> <p>SCHOLARSHIP MANAGEMENT (SCHOLARSHIP NAME)</p> <ul style="list-style-type: none"> • Scholarship Advertisement • Attendance record to campus (if applicable). • Teaching Assistance Information (if applicable). • Correspondence with the Bursar Office. • Invitation letter for panel's interview • Paperwork for interview (if applicable). • Statement of Payment Instruction 	PT (P/O) SPS	PT (P/O) SPS	Financial Assistance Unit/Network Attached Storage 7 Years	Director of General National Archives of Malaysia

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	OFFICE OF DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL) Document Code: UPM/PU/S/P016	Review No: 06-07
	PROCEDURE FOR SCHOLARSHIP /INTERNAL FINANCIAL ASSISTANCE MANAGEMENT FOR GRADUATE STUDIES	Issue No: 02 Date: 06/10/2020 29/10/2021

No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority On Disposal
	<ul style="list-style-type: none"> List of students who accept the offer (if applicable) 				
3.	<p>UPM.SPS.600-700/4/1 UPM.SPS.700-7/4/1</p> <p>GRADUATE STUDIES' SCHOLARSHIP SELECTION COMMITTEE, UPM (JKPBPS)</p> <ul style="list-style-type: none"> Letters/Emails Paper and Minutes of the Meeting 	PT (P/O) SPS	PT (P/O) SPS	Financial Assistance Unit / <i>Network Attached Storage</i> Permanent	Director of General National Archives of Malaysia
4.	<p>UPM.SPS.600-700/4/2 UPM.SPS.700-7/4/2</p> <p>BREACH OF CONTRACT (SCHOLARSHIP NAME)</p> <ul style="list-style-type: none"> Documents for Breach of Contract A letter from the Office of the Legal Advisor (PPUU) Invoice from Bursar 	PT (P/O) SPS	PT (P/O) SPS	Financial Assistance Unit / Network Attached Storage 7 Years	Director of General National Archives of Malaysia

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		No. Isu: 02
	PROSEDUR PENGURUSAN BIASISWA/BANTUAN KEWANGAN DALAMAN PENGAJIAN SISWAZAH	Tarikh: 06/10/2020

1.0 SKOP

Prosedur ini merangkumi semua proses pengurusan biasiswa/bantuan kewangan dalaman pengajian siswazah yang merangkumi permohonan, pentadbiran dan pelanjutan biasiswa/bantuan kewangan serta pemantauan prestasi pemegang biasiswa.

2.0 TANGGUNGJAWAB

Dekan, TD, TP, PT dan PT(P/O) Unit Bantuan Kewangan bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
UPM/PU/S/AK05/01	Arahan Kerja Penawaran Biasiswa/Bantuan Kewangan Dalaman Pengajian Siswazah
UPM/PU/S/AK05/03	Arahan Kerja Pembayaran Biasiswa/Bantuan Kewangan Dalaman Pengajian Siswazah
UPM/PU/S/AK05/04	Arahan Kerja Tindakan Pecah Kontrak/ Menamatkan Pembayaran Biasiswa /Bantuan Kewangan Dalaman Pengajian Siswazah

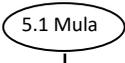
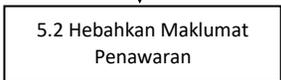
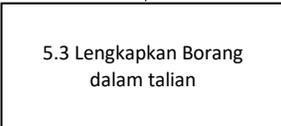
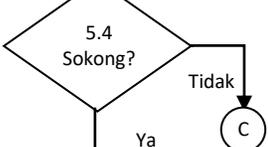
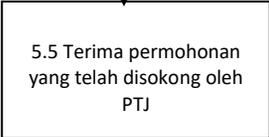
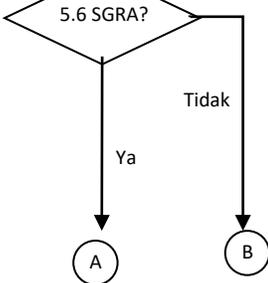
	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 2/7
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4.0 TERMINOLOGI DAN SINGKATAN

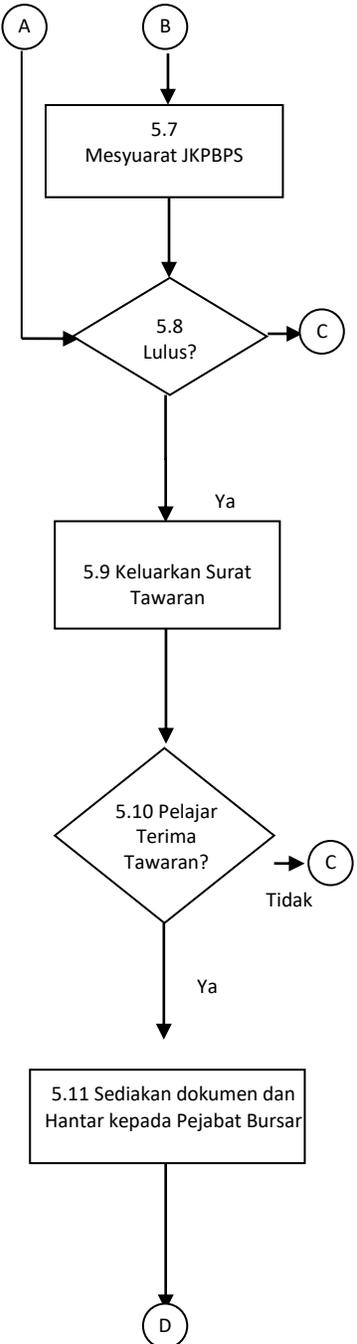
BKW	:	Biasiswa Khas Wartawan
GRA	:	Biasiswa Pembantu Penyelidik Siswazah
GRF	:	Fellowship Penyelidik Siswazah
i-GIMS	:	<i>Internet Graduate Information Management System</i>
IGRF	:	<i>International Graduate Research Fellowship</i>
IGSS	:	<i>International Graduate Scholarship Scheme</i>
JKPBPS	:	Jawatankuasa Pemilih Biasiswa Pengajian Siswazah, UPM
J/K	:	Jawatankuasa
PASS	:	<i>Putra Alumni Scholarship Scheme</i>
PS	:	Pengajian Siswazah
PT	:	Pegawai Tadbir
PTJ	:	Pusat Tanggungjawab
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
SPS	:	Sekolah Pengajian Siswazah
SGRA	:	Elaun Penyelidikan Siswazah Khas
TD	:	Timbalan Dekan
TNCAA	:	Timbalan Naib Canselor (Akademik dan Antarabangsa)
TP	:	Timbalan Pengarah
TPKD PP	:	Timbalan Pegawai Kawalan Dokumen Peneraju Proses
TWP	:	Timbalan Wakil Pengurusan
TWP PP	:	Timbalan Wakil Pengurusan Peneraju Proses
WP	:	Wakil Pengurusan

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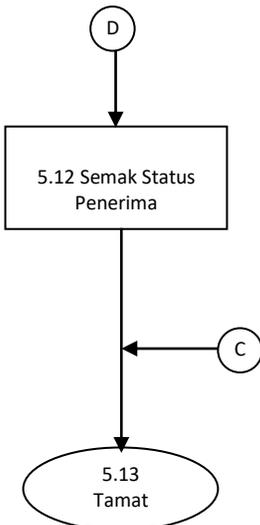
5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS			
Pemohon/Pelajar		5.2 Hebahkan maklumat penawaran kepada Fakulti/Sekolah/Institut/pelajar.	Arahan Kerja Penawaran Biasiswa/Bantuan Kewangan Dalam Pengajian Siswazah (UPM/PU/S/AK05/01)
Penyelia/ Ketua Projek /Dekan/TD Fakulti/Sekolah Pengarah/TP Institut		5.3 Lengkapkan borang permohonan dalam talian di i-GIMS (sgsportal.upm.edu.my:8080/sgsportal/) dan muat naik semua dokumen sokongan yang diperlukan.	Arahan Kerja Penawaran Biasiswa/Bantuan Kewangan Dalam Pengajian Siswazah (UPM/PU/S/AK05/01)
		5.4 Sokong? (a) Jika Ya, ikut Langkah 5.5. (b) Jika Tidak, proses tamat.	
PT/PT (P/O) SPS		5.5 Permohonan yang telah lengkap dan disokong oleh PTJ akan diproses dalam tempoh 7 hari bekerja	Arahan Kerja Penawaran Biasiswa/Bantuan Kewangan Dalam Pengajian Siswazah (UPM/PU/S/AK05/01)
		5.6 SGRA? (a) Jika Ya, ikut langkah 5.8 (b) Jika tidak, ikut langkah 5.7	

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan	
PT/PT (P/O) SPS	 <pre> graph TD B((B)) --> 5.7[5.7 Mesyuarat JKPBPS] 5.7 --> 5.8{5.8 Lulus?} 5.8 -- Ya --> 5.9[5.9 Keluarkan Surat Tawaran] 5.8 -- Tidak --> A((A)) A --> 5.7 5.9 --> 5.10{5.10 Pelajar Terima Tawaran?} 5.10 -- Ya --> 5.11[5.11 Sediakan dokumen dan Hantar kepada Pejabat Bursar] 5.10 -- Tidak --> C((C)) 5.11 --> D((D)) </pre>	5.7 (a) Aturkan Mesyuarat JKPBPS selewat-lewatnya dua (2) minggu sebelum semester bermula. (b) Sediakan kertas untuk kelulusan JKPBPS selewat-lewatnya tiga (3) hari sebelum mesyuarat.	Arahan Kerja Penawaran Biasiswa/Bantuan Kewangan Dalam Pengajian Siswazah (UPM/PU/S/AK05/01)	
JKPBPS / TD SPS		5.8 Lulus? (a) Jika Ya, kemaskini keputusan dalam i-GIMS dalam tempoh tujuh (7) hari bekerja dari tarikh JKPBPS (jika berkaitan) dan ikut Langkah 5.9 (b) Jika Tidak, maklumkan kepada pemohon dan proses tamat.		
PT/PT (P/O) SPS		5.9 (a) Bagi GRF, IGRF, GRA, PASS, BKW dan IGSS: Emel Serah pakej Surat Tawaran dalam tempoh 7 hari bekerja selepas keputusan mesyuarat JKPBPS surat tawaran lengkap ditandatangani oleh Bursar/TD mengikut kaedah yang bersesuaian. (b) Bagi SGRA: Pemohon boleh muat turun surat tawaran di portal pelajar.		Arahan Kerja Penawaran Biasiswa/Bantuan Kewangan Dalam Pengajian Siswazah (UPM/PU/S/AK05/01)
PT/PT (P/O) SPS		5.10 Pelajar Terima Tawaran? (a) Jika Ya, ikut Langkah 5.11 (b) Jika Tidak, proses tamat.		
PT/PT (P/O) SPS		5.11 Sediakan dokumen berikut untuk dihantar kepada Pejabat Bursar: <ul style="list-style-type: none"> • Penyata Arahan Bayaran; • Senarai Nama Pelajar Yang Menerima Tawaran. • Salinan Surat Tawaran 		Arahan Kerja Penawaran Biasiswa/Bantuan Kewangan Dalam Pengajian Siswazah (UPM/PU/S/AK05/01)

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS	 <pre> graph TD D((D)) --> 5.12[5.12 Semak Status Penerima] 5.12 --> 5.13([5.13 Tamat]) C((C)) --> 5.12_5.13_arrow </pre>	<p>5.12 Semak Status Penerima</p> <p>(a) Semak status penerima sepanjang tempoh pembiayaan dan ambil tindakan yang bersesuaian (jika perlu).</p> <p>(b) Pastikan pelajar memenuhi syarat kontrak sebelum bergraduasi (jika berkaitan).</p>	<p>Arahan Kerja Pembayaran Biasiswa/Bantuan Kewangan Dalam Pengajian Siswazah (UPM/PU/S/AK05/03)</p> <p>Arahan Kerja Tindakan Pecahan Kontrak Menamatkan Pembayaran Biasiswa/Bantuan Kewangan Dalam Pengajian Siswazah (UPM/PU/S/AK05/04)</p>

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6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	<p>UPM.SPS.600 – 4/19/1 (No.Matrik)</p> <p>FAIL PELAJAR</p> <p>Rekod kualiti yang berikut juga boleh dirujuk di dalam i-GIMS:</p> <ul style="list-style-type: none"> • Borang Permohonan Biasiswa/ Bantuan Kewangan [jika berkaitan]. • Surat Tawaran Biasiswa / Bantuan Kewangan [jika berkaitan]. • Salinan surat menyurat yang berkaitan dengan biasiswa/bantuan kewangan [jika berkaitan]. • Salinan dokumen perjanjian [jika berkaitan] • Lain-lain Urusan (Pembatalan/ Perubahan Kadar Elaun) [jika berkaitan]. 	PT (P/O) SPS	PT (P/O) SPS	Bilik Fail Pelajar, SPS/ <i>Network Attached Storage</i> / Portal pelajar Kekal	Ketua Pengarah Arkib Negara Malaysia
2.	<p>UPM.SPS.600-700/1/1 UPM.SPS.700-7/1/1</p> <p>PENGURUSAN BIASISWA (NAMA BIASISWA)</p> <ul style="list-style-type: none"> • Iklan Biasiswa. • Rekod kehadiran ke Kampus (jika berkaitan). • Maklumat Bantuan Pengajaran (jika berkaitan). • Surat menyurat dengan Pejabat Bursar. • Surat panggilan panel temuduga • Kertas temuduga (jika berkaitan). 	PT (P/O) SPS	PT (P/O) SPS	Unit Bantuan Kewangan / <i>Network Attached Storage</i> 7 Tahun	Ketua Pengarah Arkib Negara Malaysia

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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	<ul style="list-style-type: none"> Penyata Arahan Bayaran Senarai Nama Pelajar Yang Menerima Tawaran (jika berkaitan) 				
3.	<p>UPM.SPS.600-700/4/1 UPM.SPS.700-7/4/1</p> <p>MESYUARAT JAWATANKUASA PEMILIHAN BIASISWA PENGAJIAN SISWAZAH, UPM (JKPBPS)</p> <ul style="list-style-type: none"> Surat menyurat. Kertas dan Minit Mesyuarat. 	PT (P/O) SPS	PT (P/O) SPS	Unit Bantuan Kewangan/ <i>Network Attached Storage</i> Kekal	Ketua Pengarah Arkib Negara Malaysia
4.	<p>UPM.SPS.600-700/4/2 UPM.SPS.700-7/4/2</p> <p>PECAH KONTRAK (NAMA BIASISWA)</p> <ul style="list-style-type: none"> Dokumen Pecah kontrak. Surat dari Pejabat Penasihat Undang-Undang (PPUU) Invois dari Bursar 		PT (P/O) SPS	Unit Bantuan Kewangan/ <i>Network Attached Storage</i> 7 Tahun	Ketua Pengarah Arkib Negara Malaysia

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		Issue No: 02
	PROCEDURE FOR THE ENDORSEMENT AND CONFERMENT OF POSTGRADUATE DEGREE	Date: 06/10/2020 29/10/2021

1.0 SCOPE

The procedure encompasses matters related to graduation endorsement, conferment of degree and distribution of endorsed graduation certificates to graduates.

2.0 RESPONSIBILITY

The Dean of SPS, Coordinator and PT of Academic Unit are responsible for the implementation of this procedure. All parties involved must adhere to this procedure.

3.0 REFERENCE DOCUMENT

Document Code	Title of Document
Current	Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003
UPM/PU/S/AK04/06	Work Instruction for Postgraduate Graduation Matters

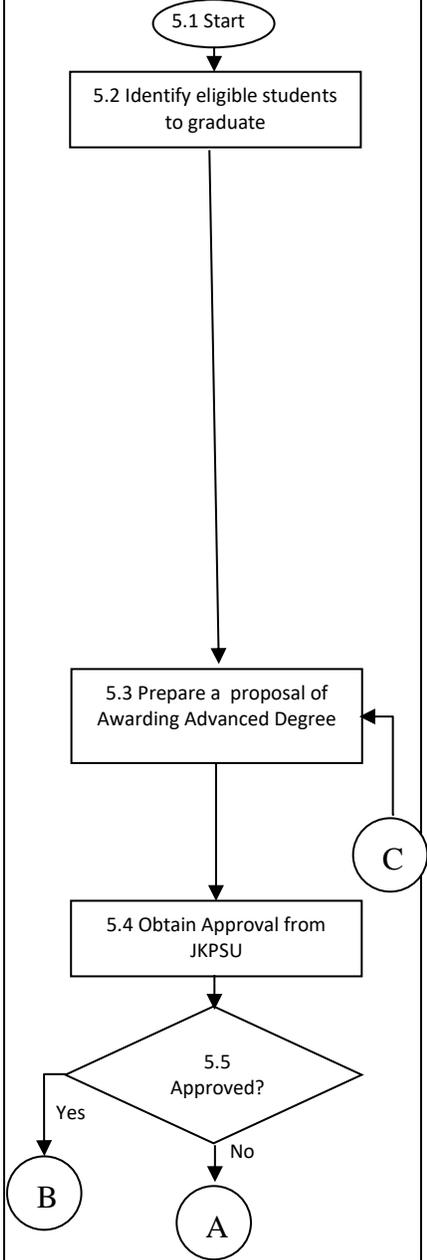
	MAIN SERVICE POSTGRADUATE	Page: 2/7
	OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC AND INTERNATIONAL) Document Code: UPM/PU/S/P017	Review No: 08-09
		Issue No: 02
	PROCEDURE FOR THE ENDORSEMENT AND CONFERMENT OF POSTGRADUATE DEGREE	Date: 06/10/2020 29/10/2021

4.0 TERMINOLOGY DAN ACRONYM

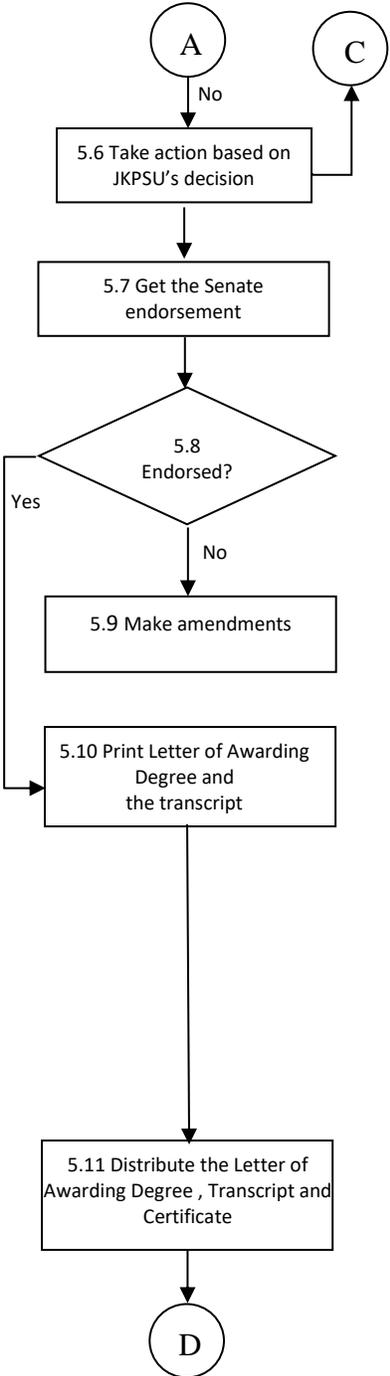
i-GIMS	:	Internet Graduate Information Management System
JKPSU	:	University Post Graduate Studies Committee
Coordinator	:	Dean/Deputy Dean of Faculty/School, Director/Deputy Director of Institute, Officer appointed as Coordinator of Graduate Studies, Faculty/School/Institute
PS	:	Post Graduate Studies
PT	:	Administrative Officer
PT (P/O)	:	Administrative Assistant (Clerical and Operational)
SPS	:	School of Graduate Studies
TD	:	Deputy Dean
TNCAA	:	Deputy Vice-Chancellor (Academic and International)
TPKD PP	:	Deputy Document Control Officer of Process Owner
TWP PP	:	Deputy Management Representative of Process Owner
WP	:	Management Representative

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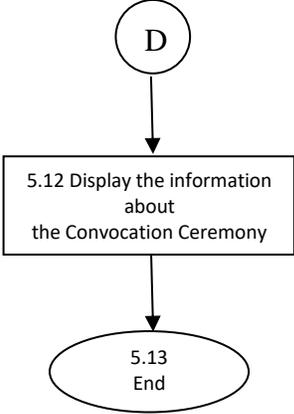
5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Document/Record
Programme Coordinator and Coordinators PT/PT (P/O) SPS PT SPS PT/PT (P/O) SPS Dean of SPS	 <pre> graph TD Start([5.1 Start]) --> Step52[5.2 Identify eligible students to graduate] Step52 --> Step53[5.3 Prepare a proposal of Awarding Advanced Degree] Step53 --> Step54[5.4 Obtain Approval from JKPSU] Step54 --> Decision55{5.5 Approved?} Decision55 -- Yes --> B((B)) Decision55 -- No --> A((A)) Decision55 --> C((C)) C --> Step53 </pre>	5.2 Identify the students who are eligible to graduate as follows: <ul style="list-style-type: none"> (a) Approve Study Scheme for Graduation (PU/S/BR04/GS-05b) for by coursework students in i-GIMS within 14 days after the announcement of final exam results. (b) Print the Summary of Exam Results for by coursework students who have obtained 'Completed' status from i-GIMS. (c) Obtain the name list of students from programmes by research together with their thesis title and other important information from officers who handle thesis matters at the Graduate School. 5.3 Prepare a Proposal of Awarding Advanced Degree document which consists of the name list of students and their thesis title (for by-research programme students) and/or the Summary of Exam Results (for by coursework students). 5.4 Present the proposal of Awarding Advanced Degree in JKPSU meeting for approval. 5.5 Approved <ul style="list-style-type: none"> (a) If Yes, go to Step 5.7. (b) If No, go to Step 5.6. 	Study Scheme for Graduation (PU/S/BR04/GS-05b)

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Responsibility	Flowchart	Details	Reference Document/Record
PT/PT (P/O) SPS	 <pre> graph TD A((A)) -- No --> 5.6[5.6 Take action based on JKPSU's decision] 5.6 --> C((C)) 5.6 --> 5.7[5.7 Get the Senate endorsement] 5.7 --> 5.8{5.8 Endorsed?} 5.8 -- Yes --> 5.10[5.10 Print Letter of Awarding Degree and the transcript] 5.8 -- No --> 5.9[5.9 Make amendments] 5.9 --> 5.10 5.10 --> 5.11[5.11 Distribute the Letter of Awarding Degree, Transcript and Certificate] 5.11 --> D((D)) </pre>	<p>5.6 Take action as decided in JKPSU meeting.</p> <p>5.7 (a) Prepare the proposal of Awarding Advanced degree with the information that has been approved in JKPSU meeting.</p> <p>(b) Present the proposal of Awarding Advanced Degree in Senate meeting</p> <p>5.8 Endorsed?</p> <p>(a) If Yes, go to Step 5.10.</p> <p>(b) If No, go to Step 5.9.</p> <p>5.9 Make amendments based on the Senate's decision before presenting it again to the Senate</p> <p>5.10 (a) Print the Letter of Awarding Degree and Transcript (from i-GIMS) within seven (7) working days after obtaining Senate's endorsement.</p> <p>(b) Print the certificate within 60 days after Senate's endorsement.</p> <p>(c) Ensure that the graduates' name list, programme of study and Faculty/School/Institute are displayed in the student portal within seven (7) days after obtaining Senate's endorsement.</p> <p>5.11 (a) Hand-over the Letter of Awarding Degree together with the transcript to graduates at the counter.</p> <p>(b) Submit a copy of the Letter of Awarding Degree to i-Putra (for international graduates) of the Faculty/School/Institute.</p>	<p>Work Instruction for Postgraduate Graduation Matters (UPM/PU/S/AK04/06)</p>
Dean of SPS			
PT/PT (P/O) SPS			
PT/PT (P/O) SPS			
PT/PT (P/O) SPS			
PT/PT (P/O) SPS			
PT SPS			
PT/PT (P/O) SPS			

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Responsibility	Flowchart	Details	Reference Document/Record
PT/PT (P/O) SPS	 <pre> graph TD D((D)) --> 5.12[5.12 Display the information about the Convocation Ceremony] 5.12 --> 5.13([5.13 End]) </pre>	(c) Hand-over the certificate to graduates after the Convocation Ceremony.	Work Instruction for Postgraduate Graduation Matters (UPM/PU/S/AK04/06)
PT SPS		5.12 Display the information about the Convocation Ceremony together with the complete list of graduates on Student' Portal/emails and School of Graduate Studies' website.	

	MAIN SERVICE POSTGRADUATE	Page: 6/7
	OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC AND INTERNATIONAL) Document Code: UPM/PU/S/P017	Review No: 08-09
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6.0 RECORD

No	File Code, File Name and Record List	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
1.	<p>UPM.SPS.600-4/18/1</p> <p>STUDENTS ELIGIBLE TO GRADUATE</p> <ul style="list-style-type: none"> Record of Acceptance of Graduation's Information Form (PU/S/BR04/GS-17) The proposal of Awarding the Advanced Degree for JKPSU Meeting Letter of Awarding Degree for Senate meeting (refer to esenat.upm.edu.my). The excerpt of JKPSU and Senate Minutes of Meeting for Degree Conferment. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit / Network Attached Storage Permanent	Director of General National Archives of Malaysia
2.	<p>UPM.SPS.600-4/18/3</p> <p>TRANSCRIPT AND CERTIFICATE</p> <ul style="list-style-type: none"> The name list of students who have been endorsed to graduate by the Senate and their Letter of Awarding Degree, Certificate and Transcript. Record of Keeping/Taking the Certificate 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit / Network Attached Storage Permanent	Director of General National Archives of Malaysia
3.	<p>UPM.PTJ Code.600-4/18/3</p> <p>TRANSCRIPT AND CERTIFICATE</p> <ul style="list-style-type: none"> The name list of students who have been endorsed to be conferred with degrees by the Senate. 	PT/PT (P/O) Faculty/School/ Institute	PT/PT (P/O) Faculty/ School/ Institute	File Room of the Faculty/ School/ Institute 2 years	Director of General National Archives of Malaysia

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No	File Code, File Name and Record List	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
	<ul style="list-style-type: none"> Copy of the Letter of Awarding Degree 				
4.	UPM.SPS.600-4/27/9 CONVOCATION CEREMONY <ul style="list-style-type: none"> Copy of letter/email of information regarding the Convocation Ceremony and its attachments. Record of borrowing/returning of robes by the graduates or their representatives. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit/ Network Attached Storage 1 year	Director of General National Archives of Malaysia
5.	UPM.SPS.600-4/18/8 GRADUATION DOCUMENTS BY THE GRADUATES <ul style="list-style-type: none"> Application form/letter/email for the Certificate and/or Academic Transcript from graduates who are not able to attend the University's Convocation Ceremony. Other relevant documents. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit/ Network Attached Storage 3 years	Director of General National Archives of Malaysia
6.	UPM.SPS-600-4/18/7 STUDENT'S VERIFICATION <ul style="list-style-type: none"> Letter/Email from external parties that seek verification of graduates' certificates/academic transcripts. Written Response From the School of Graduate Studies. Other relevant documents. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit/ Network Attached Storage 3 years	Director of General National Archives of Malaysia

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	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P017	No. Semakan: 08 09
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	PROSEDUR PENGESAHAN DAN PENGURNIAAN IJAZAH PELAJAR SISWAZAH	Tarikh: 06/10/2020 29/10/2021

1.0 SKOP

Prosedur ini merangkumi semua urusan pengesahan bergraduat, pengurniaan ijazah dan pengagihan dokumen pengesahan bergraduat kepada graduan.

2.0 TANGGUNGJAWAB

Dekan SPS, Penyelaras dan PT Unit Akademik bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
Terkini	<i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</i>
UPM/PU/S/AK04/06	Arahan Kerja Urusan Bergraduat Pelajar Siswazah

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	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P017	No. Semakan: 08 09
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4.0 TERMINOLOGI DAN SINGKATAN

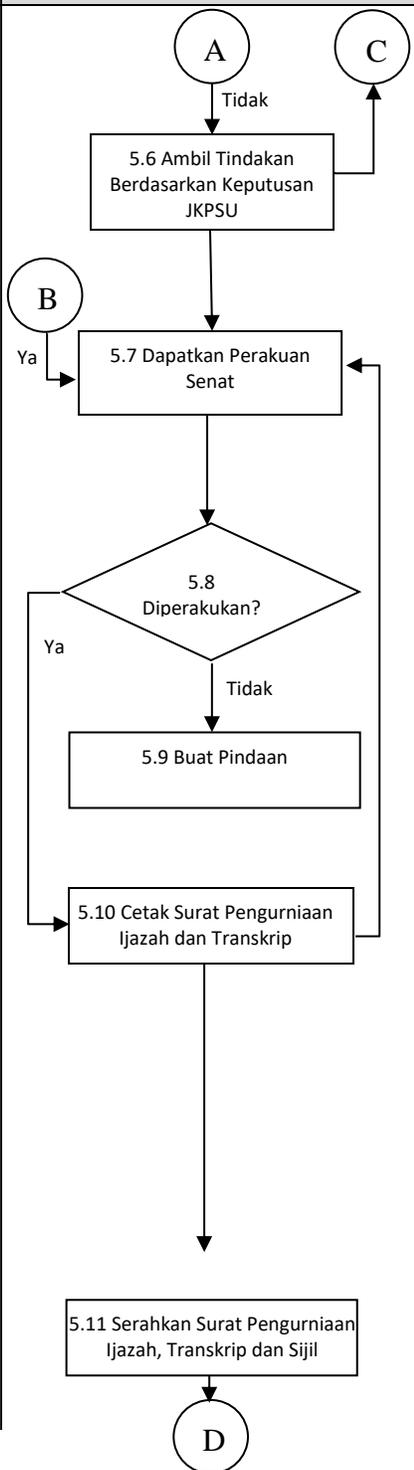
i-GIMS	: <i>Internet Graduate Information Management System</i>
JKPSU	: Jawatankuasa Pengajian Siswazah Universiti
Penyelaras	: Dekan/Timbalan Dekan Fakulti/Sekolah; Pengarah/Timbalan Pengarah Institut; Pegawai yang dilantik sebagai Penyelaras Pengajian Siswazah Fakulti/ Sekolah/Institut
PS	: Pengajian Siswazah
PT	: Pegawai Tadbir
PT (P/O)	: Pembantu Tadbir (Perkeranian dan Operasi)
SPS	: Sekolah Pengajian Siswazah
TD	: Timbalan Dekan
TNCAA	: Timbalan Naib Canselor (Akademik dan Antarabangsa)
TPKD PP	: Timbalan Pegawai Kawalan Dokumen Peneraju Proses
TWP PP	: Timbalan Wakil Pengurusan Peneraju Proses
WP	: Wakil Pengurusan

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 3/7
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P017	No. Semakan: 08 09
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PROSEDUR PENGESAHAN DAN PENGURNIAAN IJAZAH PELAJAR SISWAZAH	Tarikh: 06/10/2020 29/10/2021	

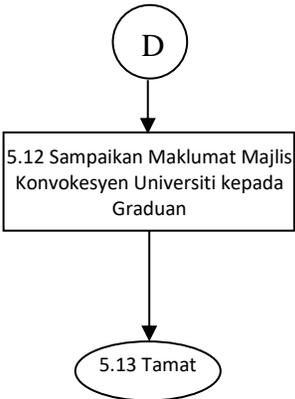
5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Penyelaras Program dan Penyelaras PT/PT (P/O) SPS PT SPS PT/PT (P/O) SPS Dekan SPS	<pre> graph TD Start([5.1 Mula]) --> Step52[5.2 Kenal Pasti Pelajar yang Layak Bergraduat] Step52 --> Step53[5.3 Sediakan Kertas Cadangan Pengurniaan Ijazah Lanjutan] Step53 --> Step54[5.4 Dapatkan Kelulusan JKPSU] Step54 --> Decision55{5.5 Diluluskan?} Decision55 -- Ya --> B((B)) Decision55 -- Tidak --> A((A)) A --> Step53 C((C)) --> Step54 </pre>	5.2 Kenal pasti pelajar yang layak bergraduat seperti berikut: (a) Sahkan Skema Pengajian untuk Bergraduat (PU/S/BR04/GS-05b) bagi pelajar program secara kerja kursus dalam i-GIMS dalam tempoh 14 hari selepas keputusan peperiksaan akhir diumumkan. (b) Cetak Ringkasan Keputusan Peperiksaan bagi pelajar program secara kerja kursus yang berstatus <i>Completed</i> dari i-GIMS. (c) Dapatkan senarai pelajar program secara penyelidikan beserta tajuk tesis dan butir-butir lain yang berkenaan daripada PT yang bertanggungjawab ke atas urusan tesis di SPS. 5.3 Sediakan kertas Cadangan Pengurniaan Ijazah Lanjutan yang mengandungi senarai nama pelajar dan tajuk tesis (bagi pelajar program secara penyelidikan) dan/atau Ringkasan Keputusan Peperiksaan (bagi pelajar program secara kerja kursus). 5.4 Bentangkan kertas Cadangan Pengurniaan Ijazah di dalam mesyuarat JKPSU untuk kelulusan. 5.5 Diluluskan? (a) Jika Ya, ikut Langkah 5.7. (b) Jika Tidak, ikut Langkah 5.6.	Skema Pengajian untuk Bergraduat (PU/S/BR04/GS-05b)

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PROSEDUR PENGESAHAN DAN PENGURNIAAN IJAZAH PELAJAR SISWAZAH	Tarikh: 06/10/2020 29/10/2021	

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan	
PT/PT (P/O) SPS	 <pre> graph TD A((A)) -- Tidak --> 5.6[5.6 Ambil Tindakan Berdasarkan Keputusan JKPSU] A -- Ya --> 5.7[5.7 Dapatkan Perakuan Senat] 5.6 --> 5.7 5.7 --> 5.8{5.8 Diperakukan?} 5.8 -- Ya --> 5.10[5.10 Cetak Surat Pengurniaan Ijazah dan Transkrip] 5.8 -- Tidak --> 5.9[5.9 Buat Pindaan] 5.9 --> 5.7 5.10 --> 5.11[5.11 Serahkan Surat Pengurniaan Ijazah, Transkrip dan Sijil] 5.11 --> D((D)) </pre>	5.6 Ambil tindakan sebagaimana yang diputuskan dalam mesyuarat JKPSU.		
PT/PT (P/O) SPS		5.7 Dapatkan Perakuan Senat	5.7 (a) Sediakan kertas Pengurniaan Ijazah Lanjutan dan lampirkan maklumat seperti yang telah diluluskan dalam mesyuarat JKPSU.	
Dekan SPS			(b) Bentangkan kertas Pengurniaan Ijazah Lanjutan dalam mesyuarat Senat.	
		5.8 Diperakukan?	5.8 Diperakukan?	
			(a) Jika Ya, ikut Langkah 5.10.	
			(b) Jika Tidak, ikut Langkah 5.9.	
PT/PT (P/O) SPS		5.9 Buat Pindaan	5.9 Buat pindaan berdasarkan keputusan Senat sebelum dikemukakan semula kepada Senat.	
PT/PT (P/O) SPS		5.10 Cetak Surat Pengurniaan Ijazah dan Transkrip	5.10 (a) Cetak surat Pengurniaan Ijazah dan Transkrip (dari i-GIMS) dalam tempoh tujuh (7) hari bekerja selepas perakuan Senat.	
PT/PT (P/O) SPS			(b) Memajukan senarai nama graduan kepada pihak luar untuk cetak Sijil dalam tempoh 60 hari selepas perakuan Senat.	
PT SPS			(c) Pastikan senarai nama graduan, bidang pengajian dan Fakulti/Institut dipaparkan pada portal pelajar dalam tempoh tujuh (7) hari selepas perakuan Senat.	
PT/PT (P/O) SPS		5.11 Serahkan Surat Pengurniaan Ijazah, Transkrip dan Sijil	5.11 (a) Serahkan surat Pengurniaan Ijazah beserta Transkrip kepada graduan di kaunter.	Arahan Kerja Urusan Bergraduata Pelajar Siswazah (UPM/PU/S/AK04/06)

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS	 <pre> graph TD D((D)) --> B[5.12 Sampaikan Maklumat Majlis Konvokesyen Universiti kepada Graduan] B --> E((5.13 Tamat)) </pre>	(b) Hantar salinan surat Pengurniaan Ijazah kepada pihak iPutra (bagi graduan antarabangsa)/Fakulti/ Sekolah /Institut.	Arahan Kerja Urusan Bergraduat Pelajar Siswazah (UPM/PU/S/AK04/06)
PT/PT (P/O) SPS		(c) Serahkan Sijil kepada graduan selepas Majlis Konvokesyen.	
PT SPS		5.12 Paparkan makluman tentang Majlis Konvokesyen beserta senarai penuh graduan melalui Portal Pelajar/emel dan web SPS.	

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 6/7
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P017	No. Semakan: 08 09
	PROSEDUR PENGESAHAN DAN PENGURNIAAN IJAZAH PELAJAR SISWAZAH	No. Isu: 02 Tarikh: 06/10/2020 29/10/2021

6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM.SPS.600-4/18/1 PELAJAR LAYAK BERGRADUAT <ul style="list-style-type: none"> • Rekod Penerimaan Borang Maklumat untuk Bergraduat (PU/S/BR04/GS-17) • Kertas Cadangan Pengurniaan Ijazah Lanjutan untuk Mesyuarat JKPSU. • Kertas Pengurniaan Ijazah Lanjutan untuk Mesyuarat Senat (rujuk esenat.upm.edu.my). • Petikan Minit Mesyuarat JKPSU dan Senat bagi Pengurniaan Ijazah. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik/ <i>Network Attached Storage</i> Kekal	Ketua Pengarah Arkib Negara Malaysia
2.	UPM.SPS.600-4/18/3 TRANSKRIP DAN SIJIL <ul style="list-style-type: none"> • Senarai pelajar yang disahkan untuk pengurniaan ijazah oleh Senat beserta salinan surat Pengurniaan Ijazah, Sijil dan Transkrip. • Rekod penyimpanan/ Pengambilan Sijil. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik/ <i>Network Attached Storage</i> Kekal	Ketua Pengarah Arkib Negara Malaysia
3.	UPM.Kod PTJ.600-4/18/3 TRANSKRIP DAN SIJIL <ul style="list-style-type: none"> • Senarai pelajar yang disahkan untuk pengurniaan ijazah oleh Senat. 	PT/PT (P/O) Fakulti/Institut	PT/PT (P/O) Fakulti/Institut	Bilik Fail Fakulti/ <i>Sekolah/ Institut</i> 2 Tahun	Ketua Pengarah Arkib Negara Malaysia

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 7/7
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PROSEDUR PENGESAHAN DAN PENGURNIAAN IJAZAH PELAJAR SISWAZAH	Tarikh: 06/10/2020 29/10/2021	

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	<ul style="list-style-type: none"> Salinan surat Pengurniaan Ijazah. 				
4.	UPM.SPS.600-4/27/9 URUSAN MAJLIS KONVOKESYEN <ul style="list-style-type: none"> Salinan surat/emel makluman Majlis Konvokesyen beserta lampirannya. Rekod peminjaman/pemulangan jubah oleh graduan atau wakilnya. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik/ <i>Network Attached Storage</i> 1 Tahun	Ketua Pengarah Arkib Negara Malaysia
5.	UPM.SPS.600-4/18/8 DOKUMEN BERGRADUAT OLEH GRADUAN <ul style="list-style-type: none"> Borang/Surat/Emel permohonan Sijil dan/atau Transkrip Akademik oleh graduan yang tidak datang menghadiri Majlis Konvokesyen Universiti. Dokumen lain yang berkenaan. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik/ <i>Network Attached Storage</i> 3 Tahun	Ketua Pengarah Arkib Negara Malaysia
6.	UPM.SPS.600-4/18/7 PENGESAHAN PELAJAR <ul style="list-style-type: none"> Surat/Emel daripada pihak luar memohon pengesahan graduan/Sijil/ Transkrip Akademik. Surat jawapan daripada SPS. Dokumen lain yang berkenaan. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik/ <i>Network Attached Storage</i> 3 Tahun	Ketua Pengarah Arkib Negara Malaysia

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	PROSEDUR PEMBENTUKAN/SEMAKAN SEMULA BIDANG PENGAJIAN SISWAZAH	Tarikh: 13/08/2021 29/10/2021

1.0 SKOP

Prosedur ini merangkumi semua proses pembentukan/semakan bidang pengajian siswazah yang ditawarkan oleh Universiti.

2.0 TANGGUNGJAWAB

Timbalan Naib Canselor (Akademik dan Antarabangsa) dan Dekan Fakulti/Sekolah Pengarah Institut bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
Terkini	Panduan Penyediaan Program Baharu dan Penstrukturan Semula/Semakan Semula Kurikulum
Terkini	Format Cadangan Penawaran Bidang Baharu/Pertukaran Nama Bidang Bagi Program Pengajian Siswazah

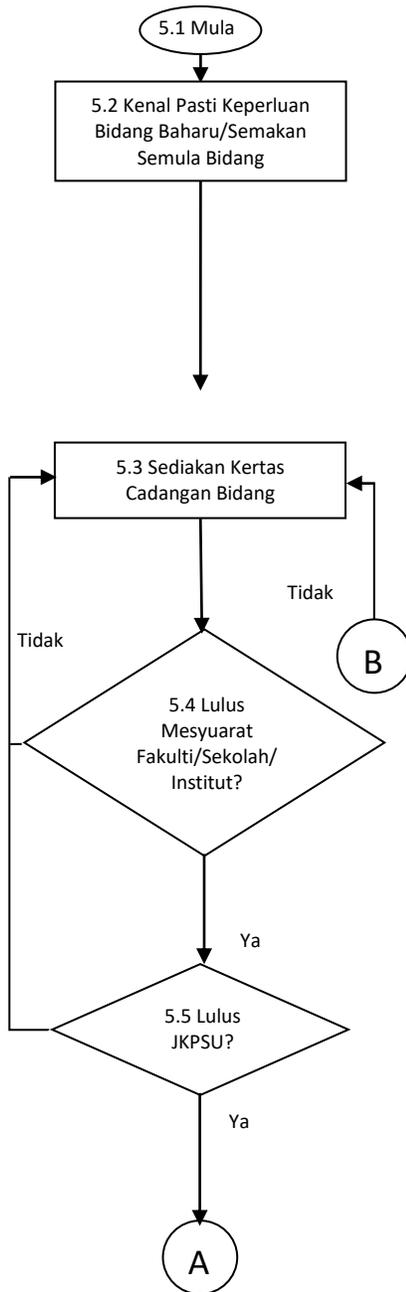
	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 2/6
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P018	No. Semakan: 06-07
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	PROSEDUR PEMBENTUKAN/SEMAKAN SEMULA BIDANG PENGAJIAN SISWAZAH	Tarikh: 13/08/2021 29/10/2021

4.0 TERMINOLOGI DAN SINGKATAN

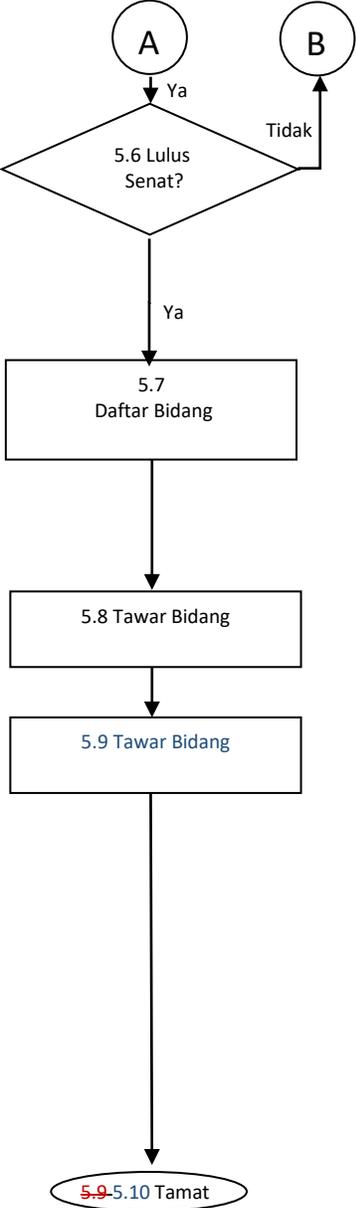
JKPSU	:	Jawatankuasa Pengajian Siswazah Universiti
Ketua PTJ	:	Dekan Fakulti/Sekolah/Pengarah Institut
KP	:	Ketua Pentadbiran
PTJ	:	Pusat Tanggungjawab
Sekolah	:	Sekolah Perniagaan dan Ekonomi
SPS	:	Sekolah Pengajian Siswazah
TD	:	Timbalan Dekan Fakulti/Sekolah
TP	:	Timbalan Pengarah Institut
TNCAA	:	Timbalan Naib Canselor (Akademik dan Antarabangsa)
TPKD PP	:	Timbalan Pegawai Kawalan Dokumen Peneraju Proses
TWP PP	:	Timbalan Wakil Pengurusan Peneraju Proses
WP	:	Wakil Pengurusan

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 3/6
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P018	No. Semakan: 06-07
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		Tarikh: 13/08/2021 29/10/2021

5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan	
Ketua PTJ	 <pre> graph TD Start([5.1 Mula]) --> Step52[5.2 Kenal Pasti Keperluan Bidang Baharu/Semakan Semula Bidang] Step52 --> Step53[5.3 Sediakan Kertas Cadangan Bidang] Step53 --> Dec54{5.4 Lulus Mesyuarat Fakulti/Sekolah/ Institut?} Dec54 -- Tidak --> Step53 Dec54 -- Ya --> Dec55{5.5 Lulus JKPSU?} Dec55 -- Ya --> End((A)) Dec55 -- Tidak --> Step53 </pre>	<p>5.2 Kenal pasti keperluan bidang baharu/ semakan semula bidang sekurang-kurangnya sekali dalam tempoh tiga (3) tahun berdasarkan faktor berikut:</p> <ul style="list-style-type: none"> (a) Pelan Strategik Pengajian Tinggi Negara terkini. (b) Pelan Strategik UPM terkini. (c) Perkembangan baru dalam bidang profesion yang berkaitan dengan bidang yang ditawarkan. (d) Jumud, lupus, beku dan penawaran semula. 	<p>Pelan Strategik Pengajian Tinggi Negara terkini</p> <p>Pelan Strategik UPM terkini</p>	
Timbalan Dekan/ Timbalan Pengarah		5.3 Sediakan Kertas Cadangan Bidang	5.3 Sediakan kertas cadangan bidang mengikut format yang ditetapkan.	
Timbalan Dekan/ Timbalan Pengarah		5.4 Lulus Mesyuarat Fakulti/Sekolah/ Institut?	5.4 Lulus mesyuarat fakulti/sekolah/institut	
		5.5 Lulus JKPSU?	5.5 Lulus JKPSU	
Ketua PTJ			<ul style="list-style-type: none"> (a) Bentang kertas cadangan bidang untuk kelulusan. (b) Jika ya, ikut langkah 5.6. (c) Jika tidak, ikut langkah 5.3. 	

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan	
Ketua PTJ	 <pre> graph TD A((A)) -- Ya --> D{5.6 Lulus Senat?} D -- Tidak --> B((B)) D -- Ya --> E[5.7 Daftar Bidang] E --> F[5.8 Tawar Bidang] F --> G[5.9 Tawar Bidang] G --> H([5.9-5.10 Tamat]) </pre>	5.6 Sah Senat		
			(a) Bentangkan kertas cadangan bidang untuk kelulusan Senat.	
			(b) Jika ya, ikut langkah 5.7.	
			(c) Jika tidak, ikut langkah 5.3.	
PT PTJ			5.7 (a) Lengkapkan Borang Permohonan Pendaftaran/Perubahan Maklumat Program/ Bidang Dalam i-GIMS (PU/S/BR08/GS-KUR03).	Borang Permohonan Pendaftaran/ Perubahan Maklumat Program/Bidang Dalam i-GIMS (PU/S/BR08/GS-KUR03)
PT SPS			(b) Daftar/kemaskini bidang yang telah diluluskan dalam i-GIMS.	
Penyelaras/ PT PTJ/SPS			5.8 Kemaskini maklumat bidang pengajian dalam laman sesawang PTJ/SPS.	
Ketua PTJ dan CQA			5.9 Daftar MQR seperti berikut:	
			(a) Sediakan dan kemukakan dokumen permohonan daftar MQR bidang pengajian baharu pengajian melalui SPS.	Log Pendaftaran MQR Program Pengajian Siswazah (PU/S/LG02/GS-KUR)
			(b) Maklumkan keputusan daftar MQR kepada Fakulti/Sekolah.	
		(c) Kemaskini rekod pendaftaran MQR. [Rujuk: Log (PU/S/LG02/GS-KUR) dan (Log PU/S/LG01/KUR)]	Log Kelulusan Kurikulum dan Akreditasi Program (PU/S/LG01/KUR)	
CQA				

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6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM.SPS.600-4/2/16 PEMBENTUKAN BIDANG PENGAJIAN SISWAZAH <ul style="list-style-type: none"> • Petikan Minit Mesyuarat JKPSU • Petikan Minit Mesyuarat Senat 	PT SPS	PT SPS	Bilik Kurikulum, SPS/ Network Attached Storage Kekal diarkib jika tidak aktif	Ketua Pengarah Arkib Negara Malaysia
2.	UPM.SPS.600-4/2/17 SEMAKAN SEMULA BIDANG PENGAJIAN SISWAZAH <ul style="list-style-type: none"> • Kertas cadangan • Petikan Minit Mesyuarat JKPSU • Petikan Minit Mesyuarat Senat 	PT SPS	PT SPS	Bilik Kurikulum, SPS/ Network Attached Storage Kekal; diarkibkan jika tidak aktif	Ketua Pengarah Arkib Negara Malaysia
3.	UPM.Kod PTJ.600-4/2/16 PEMBENTUKAN BIDANG PENGAJIAN SISWAZAH <ul style="list-style-type: none"> • Kertas cadangan bidang baharu • Petikan Minit Mesyuarat peringkat Fakulti/Sekolah/ Institut • Petikan Minit Mesyuarat JKPSU • Petikan Minit Mesyuarat Senat 	TD Fakulti	TD Fakulti	Pejabat TD Fakulti/ Sekolah Kekal	Ketua Pengarah Arkib Negara Malaysia

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4.	UPM.Kod PTJ.600-4/2/17 SEMAKAN SEMULA BIDANG PENGAJIAN SISWAZAH <ul style="list-style-type: none"> • Kertas cadangan • Petikan Minit Mesyuarat Fakulti/Sekolah/Institut • Petikan Minit Mesyuarat JKPSU • Petikan Minit Mesyuarat Senat 	TD Fakulti	TD Fakulti	Pejabat TD Fakulti/ Sekolah Kekal; diarkibkan jika tidak aktif	Ketua Pengarah Arkib Negara Malaysia
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	WORK INSTRUCTION FOR OFFERING SCHOLARSHIP/INTERNAL FINANCIAL ASSISTANCE FOR GRADUATE STUDIES	Date: 06/10/2020 29/10/2021

1.0 INTRODUCTION

This work instruction encompasses all procedures for offers of graduate studies scholarship and financial assistance.

2.0 TERMINOLOGY

BKW	:	Biasiswa Khas Wartawan
GRA	:	Graduate Research Assistantship
GRF	:	Graduate Research Fellowship
i-GIMS	:	Internet Graduate Information Management System
IGRF	:	International Graduate Research Fellowship
IGSS	:	International Graduate Student Fellowship
JKPBPS	:	Graduate Studies Scholarship Selection Committee
PASS	:	Putra Alumni Scholarship Scheme
PT	:	Administrative Assistant
PT (P/O)	:	Administrative Assistant (clerical/Operational)
SGRA	:	Special Graduate Research Allowance Scheme
SPS	:	School of Graduate Studies
TD SPS	:	Deputy Dean, SPS

3.0 INSTRUCTION

No.	Action	Responsibility
1.	Hebahkan maklumat penawaran: (a) Sediakan takwim penawaran biasiswa/bantuan kewangan di bawah SPS untuk tahun berikutnya, pada setiap penghujung tahun semasa; (b) Bawa kertas cadangan penawaran biasiswa/bantuan kewangan di bawah SPS bersama deraf iklan ke	PT SPS PT SPS

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No.	Action	Responsibility
	<p>Mesyuarat Pengurusan SPS selewat-lewatnya satu (1) bulan sebelum tarikh iklan yang dicadangkan;</p> <p>(c) Buat hebahan iklan di:</p> <ul style="list-style-type: none"> (i) Laman web SPS; (ii) Portal Pelajar; dan (iii) Media sosial SPS (contoh; Facebook, Telegram dan Instagram) 	
1. 2	<p>Check the scholarship/financial aid applications via online in i-GIMS (http://sgsportal.upm.edu.my:8080/sgsportal/admin/index.jsp). Ensure:</p> <p>1.1 2.1 applications supported by the Faculty/School/Institute will be processed within 7 working days</p> <p>1.2 2.2 applications fulfill the following scholarship/internal financial assistance of graduate studies requirements:</p> <p>i. Graduate Research Assistantship (GRA)</p> <p>(a) This scholarship is open to:</p> <ul style="list-style-type: none"> (i) all graduate student candidates who have been successfully offered a programme by research at UPM; and (ii) all graduate students who have registered at UPM in a full time programme by research and the study status is 'Continue'. <p>(b) Every application must obtain the support of the Advisor/Chairperson of the Supervisory Committee and/or Head of the Research Project and Dean/Director at Faculty/School/Institute where the research grant is given.</p> <p>(c) This scholarship is financed by the research grant that has been obtained by the student's</p>	PT (P/O) SPS

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No.	Action	Responsibility
	<p>Supervisor/Chairperson/Supervisory Committee member. The research grant must have a minimum balance of RM10,000.00 per student when the appointment is made. For research grants that have just been approved or if the grant has not yet been credited into the account, the applicants must upload a copy of the research grant approval letter together with the application done via online in iGIMS.</p> <p>(d) The number of students that can be financed will depend on the conditions of the respective research grant provider.</p> <p>(e) Applicants must not be receiving any scholarship/financial assistance or a salary for work while the application is made or after the application is approved.</p> <p>(f) Students with the status of “Probation” or “Defer” are not eligible to apply for GRA.</p> <p>(g) The student’s academic semester must be:</p> <p style="margin-left: 40px;">(i) Masters degree – not later than the 4th semester of study.</p> <p style="margin-left: 40px;">(ii) PhD degree – not later than the 6th semester of study.</p> <p>ii. Special Graduate Research Allowance (SGRA)</p> <p>(a) This scheme is open to all graduate students with programme by research who are studying full time at UPM.</p> <p>(b) The application for this scheme can be made throughout the semester with the condition that</p>	

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No.	Action	Responsibility
	<p>the student has registered for the semester and the study status is 'Continue'.</p> <p>(c) Every application must be supported by the Advisor/Chairperson of the Supervisory Committee dan/or Head of the Research Project and Dean/Director, Faculty/School/Institute where the grant is given.</p> <p>(d) This scheme is financed by the research grant that has been obtained by the Supervisor/Chairperson/Supervisory Committee Member of the student concerned.</p> <p>(e) The number of students who can be financed will depend on the conditions set by the research grant provider concerned.</p> <p>(f) The research grant must have a sufficient balance to cover the total allowance cost which is to be paid for the duration of the proposed appointment.</p> <p>(g) The applicant must not receive any scholarship/financial assistance / work during the application or after the application is approved.</p> <p>(h) The student's academic semester must be:</p> <p style="padding-left: 40px;">(i) Masters degree – not later than the 6th semester of study.</p> <p style="padding-left: 40px;">(ii) PhD degree – not later than the 10th semester of study.</p> <p>(i) The appointment is effective as soon as the official offer letter is issued by SPS. Any application for an early appointment date will not be allowed.</p>	

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No.	Action	Responsibility
	<p>Applications received before the 15th of the month, the effective appointment date is on the first day of the current month; while applications received after the 15th of the month, the effective appointment date is on the first day of the following month.</p> <p>iii. Graduate Research Fellowship (GRF) / International Graduate Research Fellowship (IGRF)</p> <p>(a) Applications are open to all Malaysian and international citizens who have been offered a place in a Master by research (GRF application) or PhD (GRF and IGRF application) at UPM.</p> <p>(b) Applications are also open to all UPM students who are currently enrolled in a Master by research (GRF application) or PhD (GRF and IGRF application). However, they must fulfill the following conditions:</p> <p>(i) Registered as a student at UPM and the study status is 'Continue'.</p> <p>(ii) Students with "Defer" or "Probation" status are not eligible to apply.</p> <p>(iii) The application is supported by the Advisor/Chairperson of the student's supervisory committee as well as the Dean/Director, Faculty/School/ Institute.</p> <p>(iv) Is not enrolled in a UPM postgraduate split programme degree.</p> <p>(c) For IGRF, the applicants must fulfill the University English language requirements.</p> <p>(d) The student's academic semester must be:</p>	

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No.	Action	Responsibility
	<p>(i) Master degree – no later than the 4th semester of study.</p> <p>(ii) PhD degree – no later than the 6th semester or study.</p> <p>iv. PUTRA ALUMNI SCHOLARSHIP SCHEME (PASS) - International and Local</p> <p>(a) Applications are open to the following UPM alumni:</p> <p>(i) International PASS is open to international alumni of UPM and their children who have been offered a place in a Phd or Master programme (by research) at UPM.</p> <p>(ii) Local PASS is open to UPM alumni who have been offered a place in PhD programme only at UPM.</p> <p>(b) Has obtained a PNGK of 3.500 for his/her Bachelor/Master degree.</p> <p>(c) Applicants must conduct research in a priority area that is relevant to UPM/Malaysia.</p> <p>(d) Applicants must not be receiving a scholarship/financial assistance or a salary for work while the application is made or after it has been approved.</p> <p>(e) Applicants must have published at least one (1) article in an academic journal or obtained a support from an academic institution (Vice Chancellor/Dean/Director).</p>	

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No.	Action	Responsibility
	<p>v. INTERNATIONAL GRADUATE STUDENT SCHOLARSHIP (IGSS)</p> <p>(a) Applications are open only to international students who are registered in a PhD programme at UPM.</p> <p>(b) Obtained a CGPA of 3.500 or above at Master level.</p> <p>(c) Applicants must conduct research in a priority area that is relevant to UPM/Malaysia.</p> <p>(d) Applicants must not be receiving a scholarship/financial assistance or a salary for work while the application is made or after it has been approved.</p> <p>(e) Applicants must have published at least one (1) article in an academic journal cited in (Scopus or ERA) with UPM affiliation and receive a support from an academic institution (Vice Chancellor/Dean/Director).</p> <p>(f) Applications are supported by the applicant's supervisor and embassy.</p> <p>vi. Biasiswa Khas Wartawan (BKW)</p> <p>(a) Permohonan adalah terbuka kepada pelajar kalangan wartawan yang telah mendapat tawaran kemasukan di UPM di bawah program Master Secara Kerja Kursus (MSKK) (Kluster Sains Sosial) atau Program Master Sains (Kluster Sains Sosial) atau peringkat PhD (Kluster Sains Sosial); atau</p>	

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No.	Action	Responsibility
	<p>(b) Permohonan adalah terbuka bagi pelajar yang telah mendaftar (berada di semester satu hingga semester kedua pengajian sahaja) status pengajian pelajar mestilah aktif ('continue'). Status 'probation' atau tangguh ('defer') pengajian akan membatalkan pemberian biasiswa ini;</p> <p>(c) Pemohon tidak menerima apa-apa bentuk bantuan kewangan lain.</p>	
2. 3.	<p>(a) Arrange for a Graduate Studies Scholarship Selection Committee Meeting (JKPBPS) at least two (2) weeks before the semester begins for the following applications except for SGRA:</p> <p>(i) Graduate Research Assistantship (GRA) (ii) Graduate Research Fellowship (GRF)/ International Graduate Research Fellowship (IGRF) (iii) Putra Alumni Scholarship Scheme (PASS) – International and Local (iv) International Graduate Research Fellowship Student Scholarship (IGSS) (v) Biasiswa Khas Wartawan (BKW)</p> <p>(b) Prepare a paper for JKPBPB approval at least three (3) days before the meeting.</p> <p>(c) Kemaskini keputusan permohonan pelajar dalam tempoh tujuh (7) hari bekerja dari tarikh Mesyuarat JKPBPB (berdasarkan Minit yang dikeluarkan) di dalam sistem.</p>	PT (P/O) SPS/ PT/SPS

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No.	Action	Responsibility
3. 4.	<p>Bagi Elaun Penyelidikan Siswazah Khas (SGRA):</p> <p>a) Permohonan pelajar SGRA akan diperakukan oleh TD SPS melalui sistem,</p> <p>b) kemaskini keputusan permohonan biasiswa/bantuan kewangan dalam i-GIMS,</p> <p>c) pemohon perlu klik <i>accept</i> dalam borang setuju terima di portal pelajar dalam tempoh 7 hari bekerja selepas surat tawaran dikeluarkan. Sekiranya pemohon lewat klik <i>accept</i>, justifikasi perlu dimasukkan ke dalam sistem (Contoh: kelewatan membuka akaun bagi pelajar bukan warganegara).</p>	TD SPS,PT (P/O) SPS
4.	<p>Issue the offer letter:</p> <p>For GRF, IGRF, GRA and BKW PASS dan IGSS :</p> <p>i) Email Serah the offer package (offer letter, acceptance form and three (3) copies of the agreement, if applicable) to the successful applicant within 7 working days after receiving the result from the JKPBS meeting. surat tawaran lengkap ditandatangani oleh Bursar mengikut kaedah yang bersesuaian.</p> <p>ii) Receive from the applicant the completed acceptance form lengkap ditandatangani bersama tandatangan penyelia mereka dan siap dimatikan setem hasil di LHDN and the agreement within 14 working days.</p> <p>iii) Obtain the Bursar/Deputy Dean's signature.</p> <p>iv) Inform the recipient of the scholarship/financial assistance to collect one (1) copy of the offer letter perjanjian lengkap</p>	PT (P/O) SPS

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No.	Action	Responsibility
	<p>at SPS within three (3) working days after the offer letter is signed.</p> <p><u>For SGRA, IGSS, dan PASS:</u></p> <p>Applicants may download the offer letter from the student portal.</p>	
5. 6.	Scan the offer letter and update the information in the student's profile in iGIMS and the related scholarship file twenty one (21) days <i>bekerja</i> after the closing date for the student to submit the letter of acceptance and agreement (if applicable)	PT (P/O) SPS
6. 7	<p>The same work instruction is used to manage the applications for scholarship extension/internal financial assistance for graduate studies.</p> <p>Note: For an extension application, the agreement letter is not required to be printed.</p>	PT (P/O) SPS

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	ARAHAN KERJA PENAWARAN BIASISWA/BANTUAN KEWANGAN DALAMAN PENGAJIAN SISWAZAH	Tarikh: 06/10/2020 29/10/2021

1.0 PENGENALAN

Arahan Kerja ini merangkumi semua tatacara penawaran biasiswa dan bantuan kewangan dalaman pengajian siswazah.

2.0 TERMINOLOGI

BKW	:	Biasiswa Khas Wartawan
GRA	:	Pembantu Penyelidik Siswazah
GRF	:	<i>Graduate Research Fellowship</i>
i-GIMS	:	<i>Internet Graduate Information Management System</i>
IGRF	:	<i>International Graduate Research Fellowship</i>
IGSS	:	<i>International Graduate Student Scholarship</i>
JKPBPS	:	Jawatankuasa Pemilihan Biasiswa Pengajian Siswazah
PASS	:	<i>Putra Alumni Scholarship Scheme</i>
PT	:	Pegawai Tadbir
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
SGRA	:	Elaun Penyelidikan Siswazah Khas
SPS	:	Sekolah Pengajian Siswazah
TD SPS	:	Timbalan Dekan SPS

3.0 ARAHAN

BIL.	AKTIVITI	TINDAKAN
1.	<p>Hebahkan maklumat penawaran:</p> <p>(a) Sediakan takwim penawaran biasiswa/bantuan kewangan di bawah SPS untuk tahun berikutnya, pada setiap penghujung tahun semasa;</p> <p>(b) Bawa kertas cadangan penawaran biasiswa/bantuan kewangan di bawah SPS bersama deraf iklan ke</p>	<p>PT SPS</p> <p>PT SPS</p>

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	ARAHAN KERJA PENAWARAN BIASISWA/BANTUAN KEWANGAN DALAMAN PENGAJIAN SISWAZAH	Tarikh: 06/10/2020 29/10/2021

BIL.	AKTIVITI	TINDAKAN
	<p>Mesyuarat Pengurusan SPS selewat-lewatnya satu (1) bulan sebelum tarikh iklan yang dicadangkan;</p> <p>(c) Buat hebahan iklan di:</p> <ul style="list-style-type: none"> (i) Laman web SPS; (ii) Portal Pelajar; dan (iii) Media sosial SPS (contoh; Facebook, Telegram dan Instagram) 	
1-2	<p>Semak permohonan biasiswa/bantuan kewangan dalam talian di i-GIMS (http://sgsportal.upm.edu.my:8080/sgsportal/admin/index.jsp). Pastikan:</p> <p>1.1 2.1 Permohonan yang lengkap dan telah mendapat sokongan daripada pihak Fakulti/Sekolah/Institut akan diproses dalam tempoh 7 hari bekerja.</p> <p>1.2 2.2 Permohonan memenuhi syarat kelayakan permohonan biasiswa/bantuan kewangan dalaman pengajian siswazah seperti berikut:</p> <p>i. Biasiswa Pembantu Penyelidik Siswazah (GRA)</p> <p>(a) Biasiswa ini terbuka kepada:</p> <ul style="list-style-type: none"> (i) semua calon pelajar siswazah yang berjaya ditawarkan untuk program dengan penyelidikan di UPM; dan (ii) semua pelajar siswazah yang mendaftar program dengan penyelidikan secara sepenuh masa di UPM dan status pengajian adalah <i>Continue</i>. <p>(b) Setiap permohonan mestilah mendapat sokongan daripada Penasihat/Pengerusi Jawatankuasa Penyeliaan dan/atau Ketua Projek Penyelidikan dan</p>	PT (P/O) SPS

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BIL.	AKTIVITI	TINDAKAN
	<p>Dekan/Pengarah di Fakulti/Sekolah/Institut di mana geran penyelidikan ditempatkan.</p> <p>(c) Biasiswa ini dibiayai oleh geran penyelidikan yang dimiliki oleh Penyelia/Pengerusi/Ahli Jawatankuasa Penyeliaan pelajar. Geran penyelidikan mestilah mempunyai baki sekurang-kurangnya RM10,000.00 per pelajar semasa pelantikan dibuat. Bagi geran penyelidikan yang baru diluluskan atau sekiranya wang penyelidikan yang diperuntukkan masih belum dimasukkan ke dalam akaun, pemohon perlu memuatnaik salinan surat kelulusan geran penyelidikan berkenaan bersama dengan permohonan yang dibuat secara dalam talian di i-GIMS.</p> <p>(d) Bilangan pelajar yang boleh ditaja bergantung kepada syarat pihak penaja geran penyelidikan yang berkenaan.</p> <p>(e) Pemohon mestilah tidak menerima apa-apa biasiswa/bantuan kewangan/bekerja semasa permohonan dibuat atau selepas permohonan diluluskan.</p> <p>(f) Pelajar yang berstatus <i>Probation</i> atau <i>Defer</i> tidak layak untuk memohon GRA.</p> <p>(g) Semester pengajian pelajar mestilah:</p> <p>(i) Ijazah Master – tidak melebihi 4 semester pengajian.</p> <p>(ii) Ijazah PhD – tidak melebihi 6 semester pengajian.</p>	

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BIL.	AKTIVITI	TINDAKAN
	<p>ii. Elaun Penyelidikan Siswazah Khas (SGRA)</p> <p>(a) Skim ini terbuka kepada semua pelajar siswazah dengan penyelidikan yang mengikuti pengajian secara sepenuh masa di UPM.</p> <p>(b) Permohonan bagi skim ini boleh dibuat sepanjang semester, dengan syarat, pelajar mendaftar pengajian bagi semester tersebut dan status pengajian adalah <i>Continue</i>.</p> <p>(c) Setiap permohonan mesti mendapat sokongan daripada Penasihat/Pengerusi Jawatankuasa Penyeliaan dan/atau Ketua Projek Penyelidikan dan Dekan/Pengarah di Fakulti/Sekolah/Institut di mana geran penyelidikan ditempatkan.</p> <p>(d) Skim ini dibiayai oleh geran penyelidikan yang dimiliki oleh Penyelia/Pengerusi/Ahli Jawatankuasa Penyeliaan pelajar berkenaan.</p> <p>(e) Bilangan pelajar yang boleh ditaja bergantung kepada syarat pihak penaja geran penyelidikan yang berkenaan.</p> <p>(f) Geran penyelidikan mestilah mempunyai baki yang mencukupi untuk menampung jumlah kadar elaun yang akan dibayar dalam tempoh pelantikan yang dicadangkan.</p> <p>(g) Pemohon mestilah tidak menerima apa-apa biasiswa/bantuan kewangan/bekerja semasa permohonan dibuat atau selepas permohonan diluluskan.</p> <p>(h) Semester pengajian pelajar mestilah:</p>	

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BIL.	AKTIVITI	TINDAKAN
	<p>(i) Ijazah Master – tidak melebihi 6 semester pengajian.</p> <p>(ii) Ijazah PhD – tidak melebihi 10 semester pengajian.</p> <p>(i) Pelantikan akan berkuatkuasa sebaik sahaja surat tawaran rasmi dikeluarkan oleh SPS. Sebarang permohonan agar tarikh lantikan bermula awal tidak akan dibenarkan. Permohonan yang diterima sebelum 15 haribulan, tarikh kuatkuasa pelantikan adalah pada hari pertama bulan semasa; manakala permohonan yang diterima selepas 15 haribulan, tarikh kuatkuasa pelantikan adalah pada hari pertama bulan berikutnya.</p> <p>iii. Fellowship Penyelidik Siswazah (GRF) / Fellowship Penyelidik Siswazah Antarabangsa (IGRF)</p> <p>(a) Permohonan adalah terbuka kepada semua warganegara Malaysia dan antarabangsa yang telah ditawarkan tempat di UPM untuk mengikuti program Master secara penyelidikan (permohonan GRF) atau PhD (permohonan GRF dan IGRF).</p> <p>(b) Permohonan juga adalah dibuka kepada semua pelajar UPM yang sedang mengikuti program Master secara penyelidikan (permohonan GRF) atau PhD (permohonan GRF dan IGRF). Walau bagaimanapun, mereka mestilah memenuhi syarat berikut:</p> <p>(i) Mendaftar sebagai pelajar di UPM dan status pengajian adalah <i>Continue</i></p>	

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BIL.	AKTIVITI	TINDAKAN
	<p>(ii) Pelajar yang berstatus <i>Defer</i> atau <i>Probation</i> tidak layak untuk memohon.</p> <p>(iii) Permohonan disokong oleh Penasihat/Pengerusi Jawatankuasa Penyeliaan Pelajar serta Dekan/Pengarah di Fakulti/Sekolah/Institut.</p> <p>(iv) Tidak mengikut program siswazah UPM secara <i>split programme</i></p> <p>(c) Bagi pemohon IGRF, pemohon hendaklah memenuhi syarat keperluan Bahasa Inggeris Universiti.</p> <p>(d) Semester pengajian pelajar mestilah:</p> <p>(i) Ijazah Master - tidak melebihi 4 semester pengajian.</p> <p>(ii) Ijazah PhD - tidak melebihi 6 semester pengajian.</p> <p>iv. PUTRA ALUMNI SCHOLARSHIP SCHEME (PASS)- Antarabangsa dan Tempatan</p> <p>(a) Permohonan adalah terbuka kepada alumni UPM, iaitu:</p> <p>i) PASS antarabangsa adalah terbuka kepada alumni antarabangsa UPM dan anak mereka yang telah ditawarkan tempat untuk mengikuti program PhD atau Master (secara penyelidikan) di UPM.</p>	

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	ARAHAN KERJA PENAWARAN BIASISWA/BANTUAN KEWANGAN DALAMAN PENGAJIAN SISWAZAH	Tarikh: 06/10/2020 29/10/2021

BIL.	AKTIVITI	TINDAKAN
	<p>ii) PASS tempatan adalah terbuka kepada alumni UPM yang ditawarkan mengikuti program PhD sahaja di UPM.</p> <p>(b) Memperolehi PNGK peringkat Bachelor / Master 3.500 dan ke atas.</p> <p>(c) Pemohon mesti menjalankan penyelidikan dalam bidang keutamaan yang relevan dengan UPM/Malaysia.</p> <p>(d) Pemohon mestilah tidak menerima apa-apa biasiswa/bantuan kewangan/bekerja semasa permohonan dibuat atau selepas permohonan diluluskan.</p> <p>(e) Pemohon telah menerbitkan sekurang-kurangnya satu (1) artikel dalam jurnal akademik atau mendapat sokongan daripada institusi akademik (Naib Canselor/Dekan/Pengarah).</p> <p>v. International Graduate Student Scholarship (IGSS)</p> <p>(a) Permohonan adalah terbuka kepada pelajar antarabangsa yang mengikuti program PhD sahaja di UPM.</p> <p>(b) Memperolehi PNGK peringkat Master 3.500 dan ke atas.</p> <p>(c) Pemohon mesti menjalankan penyelidikan dalam bidang keutamaan yang relevan dengan UPM/Malaysia.</p>	

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	ARAHAN KERJA PENAWARAN BIASISWA/BANTUAN KEWANGAN DALAMAN PENGAJIAN SISWAZAH	Tarikh: 06/10/2020 29/10/2021

BIL.	AKTIVITI	TINDAKAN
	<p>(d) Pemohon mestilah tidak menerima apa-apa biasiswa/bantuan kewangan/bekerja semasa permohonan dibuat atau selepas permohonan diluluskan.</p> <p>(e) Pemohon telah menerbitkan sekurang-kurangnya satu (1) artikel dalam jurnal akademik berwasit (Scopus atau ERA) dengan <i>affiliation</i> UPM dan mendapat sokongan daripada institusi akademik (Naib Canselor/Dekan/Pengarah).</p> <p>(f) Permohonan disokong oleh Penyelia dan juga pihak Kedutaan pelajar.</p> <p>vi. Biasiswa Khas Wartawan (BKW)</p> <p>(a) Permohonan adalah terbuka kepada pelajar kalangan wartawan yang telah mendapat tawaran kemasukan di UPM di bawah program Master Secara Kerja Kursus (MSKK) (Kluster Sains Sosial) atau Program Master Sains (Kluster Sains Sosial) atau peringkat PhD (Kluster Sains Sosial); atau</p> <p>(b) Permohonan adalah terbuka bagi pelajar yang telah mendaftar (berada di semester satu hingga semester kedua pengajian sahaja) status pengajian pelajar mestilah aktif ('continue'). Status 'probation' atau tangguh ('defer') pengajian akan membatalkan pemberian biasiswa ini;</p> <p>(c) Pemohon tidak menerima apa-apa bentuk bantuan kewangan lain.</p>	

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BIL.	AKTIVITI	TINDAKAN
2. 3.	<p>a) Aturkan Mesyuarat Jawatankuasa Pemilih Biasiswa Pengajian Siswazah (JKPBPS) selewat-lewatnya dua (2) minggu sebelum semester bermula bagi permohonan berikut kecuali bagi SGRA:</p> <ul style="list-style-type: none"> (i) Biasiswa Pembantu Penyelidik Siswazah (GRA) (ii) Fellowship Penyelidik Siswazah (GRF) / Fellowship Penyelidik Siswazah Antarabangsa (IGRF) (iii) <i>Putra Alumni Scholarship Scheme (PASS)-</i> Antarabangsa Dan Tempatan (iv) <i>International Graduate Research Fellowship Student Scholarship (IGSS)</i> (v) Biasiswa Khas Wartawan (BKW) <p>b) Sediakan kertas untuk kelulusan JKPBPS selewat-lewatnya tiga (3) hari sebelum mesyuarat.</p> <p>c) Kemaskini keputusan permohonan pelajar dalam tempoh tujuh (7) hari bekerja dari tarikh Mesyuarat JKPBPS (berdasarkan Minit yang dikeluarkan) di dalam sistem.</p>	PT (P/O) SPS/ PT SPS
3. 4.	<p>Bagi Elaun Penyelidikan Siswazah Khas (SGRA):</p> <ul style="list-style-type: none"> a) Permohonan pelajar SGRA akan diperakukan oleh TD SPS melalui sistem, b) kemaskini keputusan permohonan biasiswa/bantuan kewangan dalam i-GIMS, c) pemohon perlu klik <i>accept</i> dalam borang setuju terima di portal pelajar dalam tempoh 7 hari bekerja selepas surat tawaran dikeluarkan. Sekiranya pemohon lewat klik <i>accept</i>, justifikasi perlu dimasukkan ke dalam sistem (Contoh: kelewatan membuka akaun bagi pelajar bukan warganegara). 	TD SPS, PT (P/O) SPS

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BIL.	AKTIVITI	TINDAKAN
4. 5.	<p><u>Bagi GRF, IGRF, GRA dan BKW: PASS dan IGSS:</u></p> <p>Keluarkan surat tawaran:</p> <p>i) Emel Serah pakej tawaran (surat tawaran, borang setuju terima dan tiga (3) salinan borang perjanjian, jika berkaitan) kepada pemohon yang lulus dalam tempoh 7 hari bekerja selepas menerima keputusan mesyuarat JKPBPS. surat tawaran lengkap ditandatangani oleh Bursar mengikut kaedah yang bersesuaian.</p> <p>ii) Terima daripada pemohon borang setuju terima dan borang perjanjian yang telah dilengkapkan lengkap ditandatangani bersama tandatangan penyelia mereka dan siap dimatikan setem hasil di LHDN dalam tempoh 14 hari bekerja.</p> <p>iii) Dapatkan tandatangan Bursar/TD dan Dekan pada perjanjian pelajar.</p> <p>iv) Maklumkan dalam tempoh tiga (3) hari bekerja selepas surat tawaran perjanjian lengkap ditandatangani kepada penerima biasiswa/ bantuan kewangan untuk mengambil satu (1) salinan surat perjanjian tawaran di SPS.</p> <p><u>Bagi SGRA, IGSS, dan PASS:</u></p> <p>Pemohon boleh muat turun surat tawaran di portal pelajar.</p>	PT (P/O) SPS
5. 6.	<p>Imbas set surat tawaran dan kemaskini maklumat dalam profil pelajar dalam iGIMS dan fail biasiswa berkaitan 21 hari bekerja selepas tarikh tutup penyerahan surat jawapan penerimaan tawaran dan borang perjanjian (jika berkaitan)</p>	PT (P/O) SPS

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BIL.	AKTIVITI	TINDAKAN
6. 7.	<p>Arahan kerja yang sama digunakan untuk menguruskan permohonan sambungan biasiswa/bantuan kewangan dalaman pengajian siswazah.</p> <p>Nota: Untuk permohonan sambungan, surat perjanjian tidak perlu dicetak.</p>	PT (P/O) SPS

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	WORK INSTRUCTION FOR PAYMENT OF GRADUATE STUDIES SCHOLARSHIPS/INTERNAL FINANCIAL ASSISTANCE	Date: 06/10/2020 29/10/2021

1.0 INTRODUCTION

This work instruction encompasses all procedures related ~~to stopping~~ payment of graduate studies scholarships and financial assistance.

2.0 TERMINOLOGY

BKW	:	Biasiswa Khas Wartawan
GRA	:	Graduate Research Assistantship
GRF	:	Graduate Research Fellowship
IGRF	:	International Graduate Research Fellowship
IGSS	:	International Graduate Scholarship Scheme
PASS	:	Putra Alumni Scholarship Scheme
PT	:	Administrative Assistant
PT (P/O)	:	Administrative Assistant (clerical/Operational)
SGRA	:	Special Graduate Research Allowance
SPS	:	School of Graduate Studies

3.0 INSTRUCTION

No	Action	Responsibility
1.	Check the study status of the student sebelum bayaran elauun diproses from time to time.	PT (P/O) SPS
2.	<p>Provide the following to Bursar for payment:</p> <p>a) List of Sediakan names of scholarship/financial aid recipients for tuition fee adjustment within two (2) weeks after the closing date for submission of acceptance offer letter (if applicable); perjanjian lengkap ditandatangani dan dimatikan setem.</p> <p>Nota: Tiada perjanjian ditandatangani oleh penerima IGSS, PASS dan SGRA.</p>	PT (P/O) SPS

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No	Action	Responsibility
	b) Statement of allowance payment at least on the 9th of every month based on the attendance report submitted by the Faculty/School/Institute/Student;	
3.	Sediakan penyata Arahan Bayaran Elaun selewat-lewatnya pada 9 haribulan setiap bulan berdasarkan log aktiviti daripada Fakulti/ Sekolah /Institut /Pelajar.	PT (P/O) SPS
3. 4.	<p>No allowance will be paid to the student if any of the following occurs:</p> <p>(a) the student is found to have deferred his/her studies;</p> <p>(b) the student has failed to be present on campus for more than 10 days (excluding sick leave/conducting field work);</p> <p>(c) the student has failed to disclose information on learning assistance (except SGRA);</p> <p>(d) the student did not submit his or her log aktiviti monthly attendance;</p> <p>(e) the student's yang status berubah kepada study status is 'TM' (Unsatisfactory) Percubaan (probation), Tangguh Pengajian (defer), Tarik Diri (withdraw); dan</p> <p>(f) Baki peruntukan geran adalah tidak mencukupi untuk membuat bayaran elaun pelajar.</p> <p>Nota: Pelajar yang berstatus <i>completed</i>, elaun pada bulan tersebut hanya akan dibuat sehingga tarikh pelajar mendapat pengesahan Senat. Contohnya, jika tarikh pengesahan Senat pelajar tersebut adalah pada 12 Ogos 2021, maka, bayaran elaun untuk bulan Ogos tersebut akan dikira untuk tempoh 1 sehingga 12 Ogos 2021 sahaja (jika berkaitan).</p>	PT/PT (P/O) SPS

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No	Action	Responsibility
5.	<p>Penahanan bayaran elaun SGRA disebabkan baki peruntukan geran tidak mencukupi:</p> <p>a) Terima maklumat daripada Pejabat Bursar bahawa baki geran adalah tidak mencukupi untuk membuat bayaran elaun pelajar bagi bulan tersebut;</p> <p>b) Berhentikan tawaran SGRA semasa, setelah mendapat maklumat baki geran tidak mencukupi atau tiada berbaki, dan pelajar dinasihatkan untuk memohon baharu untuk menggunakan geran lain;</p> <p>c) Bagi keadaan di mana pelajar telahpun menyempurnakan tugas yang diberi pada bulan tersebut, minta penyelia pelajar menghantar permohonan rasmi melalui surat kepada Dekan SPS untuk membenarkan bayaran menggunakan vot geran yang lain dibuat.</p>	PT/PT (P/O) SPS
6.	<p>Penahanan bayaran elaun/yuran pengajian boleh berlaku atas sebab berikut:</p> <p>a) Pelajar menerima bantuan kewangan lain; atau</p> <p>b) Pelajar mengikuti program <i>split programme</i>.</p> <p>Surat pemaklumkan akan dikeluarkan kepada pelajar bahawa tawaran bantuan kewangan mereka dibatalkan, dan status pelajar masih lagi terikat dengan perjanjian yang telah ditandatangani (jika berkaitan).</p>	PT (P/O) SPS
4. 7.	Update the information in the scholarship file within 7 working days selepas penyata arahan bayaran dihantar ke Pejabat Bursar.	PT (P/O) SPS

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1.0 PENGENALAN

Arahan Kerja ini merangkumi semua tatacara ~~penahanan~~ pembayaran biasiswa dan bantuan kewangan dalam pengajian siswazah.

2.0 TERMINOLOGI

BKW	:	Biasiswa Khas Wartawan
GRA	:	<i>Graduate Research Assistantship</i>
GRF	:	<i>Graduate Research Fellowship</i>
IGRF	:	<i>International Graduate Research Fellowship</i>
IGSS	:	<i>International Graduate Scholarship Scheme</i>
PASS	:	<i>Putra Alumni Scholarship Scheme</i>
PT	:	Pegawai Tadbir
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
SGRA	:	Elaun Penyelidikan Siswazah Khas
SPS	:	Sekolah Pengajian Siswazah

3.0 ARAHAN

BIL	AKTIVITI	TINDAKAN
1.	Semak status pengajian pelajar sebelum bayaran elaun diproses. dari semasa ke semasa.	PT (P/O) SPS
2.	<p>Sediakan perkara berikut ke pihak Bursar untuk pembayaran:</p> <p>a) Sediakan senarai nama penerima biasiswa/ bantuan kewangan untuk pelarasan yuran pengajian dalam tempoh dua (2) minggu selepas perjanjian lengkap ditandatangani dan dimatikan setem.</p> <p>Nota: Tiada perjanjian ditandatangani oleh penerima IGSS, PASS dan SGRA. tarikh tutup penyerahan surat jawapan penerimaan tawaran (jika berkaitan);</p>	PT (P/O) SPS

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BIL	AKTIVITI	TINDAKAN
	b) Penyata Arahan Bayaran Elaun selewat-lewatnya pada 9 haribulan setiap bulan berdasarkan laporan kehadiran daripada Fakulti/ Sekolah /Institut /Pelajar.	
3.	Sediakan penyata Arahan Bayaran Elaun selewat-lewatnya pada 9 haribulan setiap bulan berdasarkan log aktiviti daripada Fakulti/ Sekolah /Institut /Pelajar.	PT (P/O) SPS
3. 4.	<p>Tiada bayaran elaun dibuat kepada pelajar sekiranya berlaku mana-mana perkara berikut:</p> <p>a) pelajar didapati menangguhkan pengajian;</p> <p>b) pelajar gagal hadir ke kampus melebihi 10 hari (kecuali cuti sakit/melakukan kerja lapangan);</p> <p>c) pelajar gagal mengemukakan maklumat bantuan pengajaran (kecuali SGRA);</p> <p>d) Pelajar tidak menghantar laporan log aktiviti kehadiran bulanan;</p> <p>e) Pelajar yang status berubah kepada mendapat status pengajian Percubaan (<i>probation</i>), TM (Tidak Memuaskan), Tangguh Pengajian (<i>defer</i>), Tarik Diri (<i>withdraw</i>); dan</p> <p>f) Baki peruntukan geran adalah tidak mencukupi untuk membuat bayaran elaun pelajar.</p> <p>Nota: Pelajar yang berstatus <i>completed</i>, elaun pada bulan tersebut hanya akan dibuat sehingga tarikh pelajar mendapat pengesahan Senat. Contohnya, jika tarikh pengesahan Senat pelajar tersebut adalah pada 12 Ogos 2021, maka, bayaran elaun untuk bulan Ogos tersebut akan dikira untuk tempoh 1 sehingga 12 Ogos 2021 sahaja (jika berkaitan).</p>	PT/PT (P/O) SPS

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	ARAHAN KERJA PEMBAYARAN BIASISWA/BANTUAN KEWANGAN DALAMAN PENGAJIAN SISWAZAH	Tarikh: 06/10/2020

BIL	AKTIVITI	TINDAKAN
5.	<p>Penahanan bayaran elaun SGRA disebabkan baki peruntukan geran tidak mencukupi:</p> <p>a) Terima maklumat daripada Pejabat Bursar bahawa baki geran adalah tidak mencukupi untuk membuat bayaran elaun pelajar bagi bulan tersebut;</p> <p>b) Berhentikan tawaran SGRA semasa, setelah mendapat maklumat baki geran tidak mencukupi atau tiada berbaki, dan pelajar dinasihatkan untuk memohon baharu untuk menggunakan geran lain;</p> <p>c) Bagi keadaan di mana pelajar telahpun menyempurnakan tugas yang diberi pada bulan tersebut, minta penyelia pelajar menghantar permohonan rasmi melalui surat kepada Dekan SPS untuk membenarkan bayaran menggunakan vot geran yang lain dibuat.</p>	PT/PT (P/O) SPS
6.	<p>Penahanan bayaran elaun/yuran pengajian boleh berlaku atas sebab berikut:</p> <p>a) Pelajar menerima bantuan kewangan lain; atau</p> <p>b) Pelajar mengikuti program <i>split programme</i>.</p> <p>Surat pemaklumkan akan dikeluarkan kepada pelajar bahawa tawaran bantuan kewangan mereka dibatalkan, dan status pelajar masih lagi terikat dengan perjanjian yang telah ditandatangani (jika berkaitan).</p>	PT (P/O) SPS
4. 7.	<p>Kemaskini maklumat dalam fail urusan biasiswa berkaitan dalam tempoh 7 hari bekerja selepas penyata arahan bayaran dihantar ke Pejabat Bursar.</p>	PT (P/O) SPS

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	WORK INSTRUCTION FOR BREACH OF CONTRACT/TERMINATION OF SCHOLARSHIP PAYMENT/INTERNAL POSTGRADUATE FINANCIAL ASSISTANCE	Date: 13/08/2021 29/10/2021

1.0 INTRODUCTION

This work instruction encompasses all matters related to breach of contract ~~and termination of scholarship payment.~~ ~~biasiswa dan bantuan kewangan dalam pengajian siswazah.~~

2.0 TERMINOLOGY

GRA	:	Graduate Research Assistantship
GRF	:	Graduate Research Fellowship
i-GIMS	:	Internet Graduate Information Management System
JKKPPKGR	:	<i>Jawatankuasa Kecil Pelarasan Pecah Kontrak & Ganti Rugi</i>
JKPBPS	:	<i>Jawatankuasa Pemilih Biasiswa Pengajian Siswazah</i>
JPU	:	<i>Jawatankuasa Pengurusan Universiti</i>
JKTK	:	<i>Jawatankuasa Tetap Kewangan Universiti</i>
PT	:	Administrative Assistant
PT (P/O)	:	Administrative Assistant (Clerical/Operational)
PPUU	:	Office of the Legal Advisor
SKP	:	Students Financial Section
SPH	:	Revenue Management Section
SPS	:	School of Graduate Studies
TD	:	Deputy Dean

3.0 INSTRUCTION

No	Action	Responsibility
1.	Review student's status of study latest by three (3) weeks after commencement of semester (if applicable)/review student's status of study from time to time.	PT (P/O) SPS
2.	Stop funding for students in cases listed below: (i) Students who are found to be behaving inappropriately as students, or not performing their duties properly;	PT (P/O) SPS

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No	Action	Responsibility
	<ul style="list-style-type: none"> (ii) In UPM's opinion, students do not comply with the rules or laws enforced from time to time; (iii) Students who are subject to any disciplinary action by UPM; (iv) Students who are found to be involved in activities that are against the objectives of GRF Scholarship funding; (v) Students obtain 'Probation' or 'Terminated' status; (vi) Students withdraw their studies voluntarily; (vii) Students leave UPM before completing their studies; (viii) Students violate the Country laws; (ix) Students change their study programme without UPM's consent; (x) Students are found to be working or receiving scholarships/allocations/loans/financial assistance/awards from other agency, institution or body without UPM's consent; (xi) Students failed: <ul style="list-style-type: none"> (aa) to submit and publish at least one (1) journal article published or accepted (in JCR), for Master's level; OR (bb) to submit and publish two (2) journal articles published or accepted (at least 1 in Q1 or Q2 Journal), for PhD level; <p>before the students complete their study programme.</p>	

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No	Action	Responsibility
	(xii) Supervisor requests to terminate the GRF Scholarship funding on the STUDENT (for other reasons besides graduation) before end of semester; or (xiii) Students accept MyPhD offer which is one of the MyBrain15 Programmes that provides funding at PhD level.	
3.	Issue a termination of funding letter to the student involved (if applicable).	PT (P/O) SPS
4.	Check the actual expenses with SKP, Bursar Office, to be confirmed and brought to the <i>JK Kecil Pelarasan Pecah Kontrak & Ganti Rugi</i> meeting along with the following documents: <ul style="list-style-type: none"> i) A copy of offer letter, ii) A copy of signed agreement, iii) Letter of Acceptance (if any), and iv) Statement of allowance payment 	PT (P/O) SPS
5.	SPS issues the: <ul style="list-style-type: none"> i) Notice of breach of contract to the GRF/GRA recipient (together with the payment statement endorsed by SKP and contact information for payment or enquiries), copied to the Bursar, PPUU, supervisor and relevant Faculty/School/Institute, and ii) Invoice Issuance Instructions to SPH, Bursar Office for cases that have been confirmed by the JKKPPKGR. 	PT (P/O) SPS PT (P/O) SPS / SPH
6.	When dissatisfaction arises after the notice of breach of contract/invoice is received by the GRF/GRA recipient, identify the type of issue for the relevant party to respond: <ul style="list-style-type: none"> i) apply for a review of claim or agreement documents (SPS/SKP/SPH), or 	PT (P/O) SPS / SPH/SKP

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No	Action	Responsibility
	ii) apply for payment by installment or deferment, or iii) apply for a reduction or an exemption of payment (this matter must be endorsed by JKKPPKGR/ JKPBPB and approved by JPU/ JKTK which will be brought by SPS/ Bursar Office, if not due to an automatic termination).	PT PPUU PT SPS / SPH/SKP
7.	If the former student (GRF/ GRA recipient) does not provide any feedback on the invoice received, the following actions will be taken: i) PPUU will issue a Notice of Claim based on the SPH report in the JKKPPKGR Meeting and the complete documents of the recipient received from SPS; and ii) Legal action will be taken when there is no feedback/payment made by the former student.	PT PPUU PT PPUU
8.	Update information in student's file, student's profile in i-GIMS and the relevant scholarship file.	PT (P/O) SPS

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ARAHAN KERJA TINDAKAN PECAH KONTRAK /MENAMATKAN PEMBAYARAN BIASISWA/BANTUAN KEWANGAN DALAMAN PENGAJIAN SISWAZAH		Tarikh: 13/08/2021

1.0 PENGENALAN

Arahan Kerja ini merangkumi semua tindakan pecah kontrak ~~dan penamatan pembayaran~~ biasiswa dan bantuan kewangan dalam pengajian siswazah.

2.0 TERMINOLOGI

GRA	:	<i>Graduate Research Assistantship</i>
GRF	:	<i>Graduate Research Fellowship</i>
i-GIMS	:	<i>Internet Graduate Information Management System</i>
JKKPPKGR	:	Jawatankuasa Kecil Pelarasan Pecah Kontrak & Ganti Rugi
JKPBPS	:	Jawatankuasa Pemilih Biasiswa Pengajian Siswazah
JPU	:	Jawatankuasa Pengurusan Universiti
JKTK	:	Jawatankuasa Tetap Kewangan Universiti
PT	:	Pegawai Tadbir
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
PPUU	:	Pejabat Penasihat Undang-Undang
SKP	:	Seksyen Kewangan Pelajar
SPH	:	Seksyen Pengurusan Hasil
SPS	:	Sekolah Pengajian Siswazah
TD	:	Timbalan Dekan

3.0 ARAHAN

BIL.	AKTIVITI	TINDAKAN
1.	Semak status pengajian pelajar selewat-lewatnya tiga (3) minggu selepas semester bermula (jika berkaitan)/semak status pendaftaran pelajar dari semasa ke semasa.	PT (P/O) SPS
2.	Tamatkan pembiayaan kepada pelajar sekiranya berlaku mana-mana perkara berikut:	PT (P/O) SPS

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BIL.	AKTIVITI	TINDAKAN
(i)	Pelajar didapati berkelakuan yang dianggap tidak sesuai sebagai pelajar, atau tidak menjalankan tugas dengan sempurna;	
(ii)	Pada pendapat UPM, Pelajar tidak mematuhi peraturan atau undang-undang yang berkuatkuasa dari masa ke semasa;	
(iii)	Pelajar dikenakan apa-apa tindakan tatatertib oleh UPM;	
(iv)	Pelajar didapati terlibat dalam aktiviti yang bercanggah dengan objektif pembiayaan Biasiswa GRF;	
(v)	Pelajar mendapat status <i>Probation</i> atau mendapat status <i>Terminated</i> ;	
(vi)	Pelajar menamatkan kursus pengajiannya secara sukarela;	
(vii)	Pelajar meninggalkan UPM sebelum menamatkan kursus pengajiannya;	
(viii)	Pelajar melanggar undang-undang Negara;	
(ix)	Pelajar menukar Program Pengajian tanpa kebenaran UPM;	
(x)	Pelajar didapati bekerja atau menerima Biasiswa/ Peruntukan/ Pinjaman/ Bantuan Kewangan/ Anugerah lain dari mana-mana agensi, institusi atau badan tanpa kebenaran UPM;	
(xi)	Pelajar gagal:	

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BIL.	AKTIVITI	TINDAKAN
	<p>(aa) mengemukakan dan menerbitkan sekurang-kurangnya satu (1) artikel jurnal diterbitkan atau diterima (dalam JCR), bagi peringkat Master; ATAU</p> <p>(bb) mengemukakan dan menerbitkan dua (2) - artikel jurnal diterbitkan atau diterima – (sekurang-kurangnya 1 dalam Jurnal Q1 atau Q2), bagi peringkat PhD;</p> <p>sebelum Pelajar menamatkan program pengajiannya.</p> <p>(xii) Penyelia Pelajar memohon untuk menamatkan pembiayaan Basiswa GRF ke atas PELAJAR (atas sebab lain selain bergraduat) sebelum akhir semester; atau</p> <p>(xiii) Pelajar menerima tawaran MyPhD yang merupakan salah satu Program MyBrain15 yang menyediakan pembiayaan pengajian di peringkat PhD.</p>	
3.	Keluarkan surat tamat pembiayaan kepada pelajar yang terlibat (jika berkaitan).	PT (P/O) SPS
4.	<p>Semak perbelanjaan sebenar dengan SKP, Pejabat Bursar untuk disahkan dan dibawa ke mesyuarat JK Kecil Pelarasan Pecah Kontrak & Ganti Rugi beserta dokumen berikut:</p> <ul style="list-style-type: none"> i) salinan surat tawaran, ii) salinan perjanjian yang ditandatangani, iii) surat setuju terima (jika ada), dan iv) penyata bayaran elaun. 	PT (P/O) SPS
5.	SPS mengeluarkan :	

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BIL.	AKTIVITI	TINDAKAN
	i) Notis pemberitahuan pecah kontrak kepada penerima GRF/GRA (bersama maklumat penyata bayaran yang disahkan oleh SKP dan maklumat perhubungan untuk pembayaran atau rundingan berkaitan) dengan disalinkan kepada pihak Bursar, PPUU, penyelia dan Fakulti/Sekolah/Institut berkaitan, dan ii) Arahan Pengeluaran Invois bagi kes yang telah disahkan oleh JKKPPKGR.	PT (P/O) SPS PT (P/O) SPS / SPH
6.	Sekiranya menerima pertikaian setelah notis pemberitahuan pecah kontrak/ invois diterima oleh penerima GRF/GRA yang berkaitan, kenalpasti jenis pertikaian bagi pihak berkaitan memberi maklum balas: i) memohon semakan semula jumlah tuntutan atau dokumen perjanjian (SPS/SKP/SPH), atau ii) memohon bayaran secara ansuran atau penangguhan, atau iii) memohon pengurangan atau pengecualian bayaran balik (perkara ini perlu diperakukan di JKKPPKGR/ JKPBPS dan seterusnya kelulusan JPU/JKTK yang akan dibawa oleh SPS/ Pejabat Bursar sekiranya bukan disebabkan oleh penamatan automatik).	PT (P/O) SPS / SPH/SKP PT PPUU PT SPS / SPH/SKP
7.	Sekiranya bekas pelajar (penerima GRF/GRA) tidak memberi sebarang maklumbalas mengenai invois yang diterima, tindakan berikut akan diambil: i) PPUU akan mengeluarkan Notis Tuntutan berdasarkan laporan SPH dalam Mesyuarat JKKPPKGR dan dokumen lengkap penama diterima daripada SPS; dan	PT PPUU

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	ARAHAN KERJA TINDAKAN PECAH KONTRAK MENAMATKAN PEMBAYARAN BIASISWA/BANTUAN KEWANGAN DALAMAN PENGAJIAN SISWAZAH	Tarikh: 13/08/2021

BIL.	AKTIVITI	TINDAKAN
	ii) Tindakan guaman akan dimulakan apabila masih tiada maklumbalas/bayaran tidak dibuat oleh bekas pelajar.	PT PPUU
8.	Kemaskini maklumat dalam fail pelajar, profil pelajar dalam i-GIMS dan fail urusan biasiswa berkaitan.	PT (P/O) SPS

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	WORK INSTRUCTION FOR CHANGE OF PROGRAMME/FIELD OF STUDY	Issue No.: 02
		Date: 06/10/2020 29/10/2021

1.0 INTRODUCTION

This instruction includes all procedures of changing of programme or field of study.

2.0 TERMINOLOGY

ICP	International Collaborative Programme
iGIMS	Internet Graduate Information Management System
i-PUTRA	: Pusat Antarabangsa
JKPSU	: Jawatankuasa Pengajian Siswazah Universiti
PT	: Administrative Assistant
PT (P/O)	: Administrative Assistant (clerical/Operational)
SPS	: School of Graduate Studies

3.0 INSTRUCTION

NO	ACTIVITY	ACTION
1.	<p>Support and endorse student's application within seven (7) working days after student's had applied online or via form (for ICP/PhD by Industry). Students need to adhere to these regulations:</p> <p>a) Has never applied for any changes (except for students applying for ICP programme)</p> <p>b) Has fulfilled the qualification/requirement of the new field of study (except for students applying for ICP programme)</p> <p>c) Has good study status</p> <p>Note: Seven (7) working days is the duration of faculty/school/institute activities and for supervisor/advisor to do endorsement.</p>	Coordinator/ Advisor/Supervisor
2.	<p>Check student's application everyday in i-GIMS. Remind student in written form to the faculty/school/institute if no action taken.</p> <p>Note: For ICP programme, obtain an additional confirmation from the Partner University that the student's application is supported.</p>	PT/PT (P/O) SPS

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NO	ACTIVITY	ACTION
3.	<p>Prepare a proposal to be brought to the meeting committee of Postgraduate Universiti (JKPSU) and/or Dean, SPS as follow:</p> <p>a) Students of first and second semester need to get SPS Dean's verification before the results are informed to JKPSU</p> <p>b) Students of third semester and onwards need to get verification from JKPSU</p>	PT/PT (P/O) SPS
4.	Update latest information into student's profile (in i-GIMS) and inform the result of application to the student. If the student's application is approved, the student needs to be informed latest by week 7, date of enforcement of changing is in the same semester.	PT/PT (P/O) SPS
5.	Inform students on the visa exchange requirements and charges imposed on students who applied to change course/programme in i-GIMS.	PT/PT (P/O) SPS/PT /PT (P/O) i-PUTRA

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	ARAHAN KERJA PERTUKARAN PROGRAM/BIDANG PENGAJIAN	Tarikh: 06/10/2020 29/10/2021

1.0 PENGENALAN

Arahan Kerja ini merangkumi semua tatacara urusan pertukaran program/bidang pengajian.

2.0 TERMINOLOGI

ICP	: International Collaborative Programme
iGIMS	: Internet Graduate Information Management System
i-PUTRA	: Pusat Antarabangsa
JKPSU	: Jawatankuasa Pengajian Siswazah Universiti
PT	: Pegawai Tadbir
PT (P/O)	: Pembantu Tadbir (Perkeranian dan Operasi)
SPS	: Sekolah Pengajian Siswazah

3.0 ARAHAN

BIL.	AKTIVITI	TINDAKAN
1.	<p>Sokong dan sahkan permohonan pelajar dalam tempoh selewat-lewatnya tujuh (7) hari bekerja selepas pelajar mengemukakan permohonan online atau borang (bagi pelajar ICP/Industri) Pastikan pelajar memenuhi syarat berikut:</p> <p>a) Belum pernah memohon pertukaran (kecuali Pelajar yang memohon program ICP).</p> <p>b) Memenuhi syarat kemasukan ke bidang baharu (kecuali Pelajar yang memohon program ICP).</p> <p>c) Status pengajian adalah Baik.</p> <p>Nota: Tempoh tujuh (7) hari bekerja tersebut adalah tempoh aktiviti di Fakulti/Sekolah/Institut iaitu untuk Penyelia/penasihat membuat sokongan dan Penyelaras membuat pengesahan.</p>	Penyelaras/ Penasihat/Penyelia
2.	Semak permohonan pelajar dalam iGIMS setiap hari. Beri peringatan secara bertulis kepada pihak Fakulti/Sekolah/Institut jika tindakan tidak diambil.	PT/PT (P/O) SPS

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	ARAHAN KERJA PERTUKARAN PROGRAM/BIDANG PENGAJIAN	Tarikh: 06/10/2020 29/10/2021

BIL.	AKTIVITI	TINDAKAN
	Nota: untuk program ICP, dapatkan pengesahan tambahan dari Universiti yang menjadi rakan kerjasama bahawa permohonan pelajar adalah disokong.	
3.	<p>Sediakan kertas kerja untuk dibawa ke mesyuarat JKPSU dan/atau Dekan, SPS seperti berikut:</p> <p>a) Pelajar semester 1 dan semester 2 perlu mendapat kelulusan Dekan SPS sebelum keputusan dikemukakan untuk makluman JKPSU.</p> <p>b) Pelajar semester 3 dan seterusnya perlu mendapat kelulusan JKPSU.</p>	PT/PT (P/O) SPS
4.	Kemas kini maklumat kelulusan ke dalam profil pelajar (dalam iGIMS) dan maklumkan keputusan permohonan kepada pelajar. Jika lulus selewat-lewatnya pada minggu ke-7, tarikh kuat kuasa pertukaran adalah pada semester semasa.	PT/PT (P/O) SPS
5.	Maklumkan kepada pelajar tentang keperluan pertukaran visa dan caj yang dikenakan ke atas pelajar yang memohon pertukaran bidang/program.	PT/PT (P/O) SPS/PT /PT (P/O) i-PUTRA

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		Issue No. : 02
	WORK INSTRUCTION FOR CONVERSION OF STATUS OF STUDY	Date: 6/10/2020 29/10/2021

1.0 INTRODUCTION

This instruction includes all procedures for conversion of status of study.

2.0 TERMINOLOGY

iGIMS	:	Internet Graduate Information Management System
JKPSU	:	University's Graduate Studies Committee
CGPA	:	Cumulative Grade Point Average
PT	:	Administrative Assistant
PT (P/O)	:	Administrative Assistant (clerical/Operational)
SPS	:	School of Graduate Studies

3.0 INSTRUCTION

NO	ACTIVITY	ACTION
1.	Ensure that only applications received before the seventh week of the fourth semester are eligible to be processed.	Coordinator/PT/ PT (P / O) Faculty/ School/Institute
2.	<p>Check student's application status, ensure student fulfills the requirements as follows:</p> <p>a) Student has completed at least two (2) semesters of study but not more than four (4) semesters of the Masters degree programme.</p> <p>have completed at least one (1) semester but not more than two (2) semesters;</p> <p>b) have completed the coursework requirement of the programme and obtained a minimum CGPA of 3.750;</p> <p>c) have produced the following based on research conducted during candidacy:</p>	Coordinator/Advisor

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NO	ACTIVITY	ACTION
	<p>(i) Published or show proof of acceptance of an article in a CIJ (Scopus/ERA/JCR); or</p> <p>(ii) Filed for a patent / copyright (software-based) / industrial design / printed circuit board / utility innovation; or</p> <p>(iii) Students in the social sciences must submit proof of having published chapter in book under the publisher list of Thomson Reuters Web of Science (WoS) / University Publisher / Dewan Bahasa dan Pustaka / publisher recognized and listed under Majlis Penerbitan Ilimiah Malaysia (MAPIM).</p> <p>d) have submitted an extended research proposal that meets the scope of a doctoral degree.</p>	
3.	Appoint an Independent Committee which consists of at least 3 members to evaluate the application of upgrading status of student. The independent committee shall evaluate the extent to which the Masters research has progressed, and the proposal for the doctoral research via a seminar presentation; The committee must conduct the conversion examination consisting of oral and writing components within two (2) months after application has been accepted.	Coordinator/ Advisor
4.	Submit the application form together with supporting documents including a comprehensive report by Independent Committee to School of Postgraduate Studies.	Coordinator/PT/ PT (P/O) Faculty/School/ Institute
5.	Prepare a proposal for the consideration of JKPSU. Ensure to get an approval from the Faculty / School / Institute before the end	PT/PT (P/O) SPS

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	WORK INSTRUCTION FOR CONVERSION OF STATUS OF STUDY	Date: 6/10/2020 29/10/2021

NO	ACTIVITY	ACTION
	of the fourth second semester.	
6.	Update the information in the student profile (in i-GIMS) within three (3) working days and inform the outcome of student's application. If the student's application is approved, he needs to be informed latest by week 7, the conversion shall take effect immediately.	PT/PT (P/O) SPS

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	ARAHAN KERJA NAIK TARAF PENGAJIAN	Tarikh: 06/10/2020 29/10/2021

1.0 PENGENALAN

Arahan Kerja ini merangkumi semua tatacara urusan naik taraf pengajian.

2.0 TERMINOLOGI

iGIMS	:	Internet Graduate Information Management System
JKPSU	:	Jawatankuasa Pengajian Siswazah Universiti
PNGK	:	Purata Nilai Gred Kumulatif
PT	:	Pegawai Tadbir
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
SPS	:	Sekolah Pengajian Siswazah

3.0 ARAHAN

BIL.	AKTIVITI	TINDAKAN
1	Memastikan hanya permohonan yang diterima sebelum minggu ketujuh semester keempat layak diproses.	Penyelaras/PT/ PT (P/O) Fakulti/Sekolah/ Institut
2.	<p>Semak permohonan pelajar, pastikan pelajar telah melengkapkan syarat berikut:</p> <p>a) Pelajar telah melengkapkan sekurang-kurangnya satu (1) semester dan tidak melebihi dua (2) semester;</p> <p>b) Pelajar telah melengkapkan keperluan kerja kursus mengikut ketetapan Fakulti/Sekolah/Institut dan mendapat PNGK sekurang-kurangnya 3.750.</p> <p>c) Pelajar telah menghasilkan perkara berikut berdasarkan penyelidikan yang dijalankan semasa pengajian:</p> <p>(i) Menerbitkan atau menunjukkan bukti penerimaan artikel dalam jurnal berwasit (Scopus/ERA/JCR); atau</p>	Penyelaras/ Penasihat

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BIL.	AKTIVITI	TINDAKAN
	<p>(ii) Memfailkan paten/hakcipta (<i>software-based</i>)/ reka cipta industri/ papan litar bercetak (<i>printed circuit board</i>)/ inovasi utiliti: atau</p> <p>(iii) Pelajar dalam bidang sains sosial mesti menunjukkan bukti menerbitkan bab dalam buku di bawah senarai penerbit Thomson Reuters web of Science (WOS)/ University Publisher / Dewan Bahasa dan Pustaka / penerbit yang diiktiraf dan tersenarai di bawah Majlis Penerbitan Ilmiah Malaysia (MAPIM).</p> <p>d) Pelajar mengemukakan cadangan penyelidikan yang memenuhi skop penyelidikan bagi program PhD.</p>	
3.	Membuat pelantikan JK Bebas yang terdiri daripada sekurang-kurangnya 3 orang ahli bagi menilai permohonan naik taraf pelajar. Pastikan penilaian dijalankan berdasarkan kepada tahap kemajuan penyelidikan pelajar di peringkat Master dan melalui pembentangan seminar cadangan penyelidikan pelajar di peringkat Doktor Falsafah. Pastikan penilaian dijalankan secara lisan dan bertulis dalam tempoh dua (2) bulan selepas permohonan lengkap diterima.	Penyelaras/ Penasihat
4.	Majukan borang permohonan pelajar serta semua dokumen sokongan termasuk laporan JK Bebas ke Sekolah Pengajian Siswazah.	Penyelaras/PT/ PT (P/O) Fakulti/Sekolah/ Institut
5.	Sediakan kertas kerja untuk pertimbangan JKPSU. Pastikan kelulusan di peringkat Fakulti/Sekolah/Institut sebelum berakhir semester keempat kedua .	PT/PT (P/O) SPS
6.	Kemas kini maklumat ke dalam profil pelajar (dalam i-GIMS) dalam tempoh tiga (3) hari bekerja dan maklumkan keputusan permohonan kepada pelajar. Jika lulus selewat-lewatnya pada minggu ke-7, tarikh kuat kuasa naik taraf program adalah pada	PT/PT (P/O) SPS

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BIL.	AKTIVITI	TINDAKAN
	semester semasa.	

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	OFFICE OF DEPUTY VICE CHANCELLOR (ACADEMIC AND INTERNATIONAL) Document Code: UPM/PU/S/AK02/09	Review No. : 05-06
	WORK INSTRUCTIONS ON EXTEND OF STUDY DURATION	Issue No: 02
		Date: 06/10/2020 29/10/2021

1.0 INTRODUCTION

This instruction includes all procedures of extension of study duration.

2.0 TERMINOLOGY

JKSS	:	Postgraduate Review Committee
PT	:	Administrative Assistant
PT (P/O)	:	Administrative Assistant (clerical/Operational)
SPS	:	School of Graduate Studies

3.0 INSTRUCTION

NO	ACTIVITY	ACTION
1.	Identify final semester student as per below after week 10 of the semester to be reminded: a) Students in Final Semester: i) Student who has never received first time extension ii) Student who has received extension for the first time. iii) Student who has yet to submit their viva voce. b) Students with a maximum study period	PT/PT (P/O) SPS
2.	Email the list of students who have been identified to Faculty/School/Institute.	PT/PT (P/O) SPS
3.	Display the information and actions related to the extension of the study period into the Student Portal:	PT/PT (P/O) SPS

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NO	ACTIVITY		ACTION
	Student Category	Actions	
	Final semester students who submit applications within the period and approval in the same semester	Complete the Application for Extension of Study Period form (PU/S/BR04/GS-13c)	
	Final semester students who submit applications within the period but the approval is beyond the semester	Complete the Review Against Termination form (PU/S/BR04/GS-13b) and, Application for Extension of Study Period form (PU/S/BR04/GS-13c)	
	Final semester students who submit applications beyond the semester	Complete the Review Against Termination form (PU/S/BR04/GS-13b) and, Application for Extension of Study Period (PU/S/BR04/GS-13c) and processing fee of RM50	
	Students with maximum period	Complete the Review Against Termination form (PU/S/BR04/GS-13b) and, Application for Extension of Study Period (PU/S/BR04/GS-13c) and processing fee of RM50	
4.	<p>Ensure student who applies for an extension after the maximum period to complete the (PU/S/BR04/GS-13b) and (PU/S/BR02/GS-13c) form online and submit the documents to SGS by attaching the following documents:</p> <p>a) Detailed report from Supervisory Committee (JKP) clarifying reason why student fails to complete thesis on the given maximum extension.</p>		

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NO	ACTIVITY	ACTION
	<ul style="list-style-type: none"> b) A copy of thesis/project paper that is in progress. c) Receipt for processing fee of RM50. 	
5.	Obtain an approval for extension application: - <ul style="list-style-type: none"> a) Final semester students: The application is approved by the Dean of SGS for a maximum of three (3) semesters. b) Students with maximum study period Applications are submitted to JKSS for their consideration and approval. 	PT/PT (P/O) SPS
6.	<ul style="list-style-type: none"> a) Update the information in iGIMS and inform the result to students through appropriate methods. b) Inform the results of the Postgraduate Review Committee Meeting to students within seven (7) working days. 	PT/PT (P/O) SPS

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	ARAHAN KERJA PELANJUTAN TEMPOH PENGAJIAN	Tarikh: 06/10/2020 29/10/2021

1.0 PENGENALAN

Arahan Kerja ini merangkumi semua tatacara urusan pelanjutan tempoh pengajian.

2.0 TERMINOLOGI

JKSS	:	Jawatankuasa Semakan Siswazah
PT	:	Pegawai Tadbir
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
SPS	:	Sekolah Pengajian Siswazah

3.0 ARAHAN

BIL.	AKTIVITI	TINDAKAN
1.	<p>Kenal pasti pelajar semester akhir seperti berikut selepas minggu ke-10 semester untuk diberi peringatan:</p> <p>a) Pelajar Semester akhir:</p> <ul style="list-style-type: none"> i. Pelajar yang belum pernah mendapat pelanjutan kali pertama. ii. Pelajar yang pernah mendapat pelanjutan sekali. iii. Pelajar yang masih belum menghantar tesis untuk viva voce. <p>b) Pelajar dengan tempoh pengajian maksimum</p>	PT/PT (P/O) SPS
2.	Emel senarai pelajar yang telah dikenalpasti kepada Fakulti/Sekolah/Institut.	PT/PT (P/O) SPS
3.	Paparkan notis maklumat dan tindakan berkaitan pelanjutan tempoh pengajian ke dalam Portal Pelajar.	PT/PT (P/O) SPS

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	ARAHAN KERJA PELANJUTAN TEMPOH PENGAJIAN	Tarikh: 06/10/2020 29/10/2021

BIL.	AKTIVITI	TINDAKAN										
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Kategori pelajar</th> <th style="text-align: center;">Tindakan</th> </tr> </thead> <tbody> <tr> <td>Pelajar semester akhir yang mengemukakan permohonan dalam tempoh dan kelulusan dalam semester yang sama</td> <td>Lengkapkan <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c)</td> </tr> <tr> <td>Pelajar semester akhir yang mengemukakan permohonan dalam tempoh tetapi kelulusan melangkaui semester</td> <td>Lengkapkan Borang <i>Review Against Termination</i> (PU/S/BR04/GS-13b) dan, <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c)</td> </tr> <tr> <td>Pelajar semester akhir yang mengemukakan permohonan melangkaui semester</td> <td>Lengkapkan Borang <i>Review Against Termination</i> GS-13b, <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c) dan yuran proses RM50</td> </tr> <tr> <td>Pelajar tempoh maksimum</td> <td>Isi <i>Review Against Termination</i> GS-13b, (PU/S/BR04/GS-13c) dan yuran proses RM50</td> </tr> </tbody> </table>	Kategori pelajar	Tindakan	Pelajar semester akhir yang mengemukakan permohonan dalam tempoh dan kelulusan dalam semester yang sama	Lengkapkan <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c)	Pelajar semester akhir yang mengemukakan permohonan dalam tempoh tetapi kelulusan melangkaui semester	Lengkapkan Borang <i>Review Against Termination</i> (PU/S/BR04/GS-13b) dan, <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c)	Pelajar semester akhir yang mengemukakan permohonan melangkaui semester	Lengkapkan Borang <i>Review Against Termination</i> GS-13b, <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c) dan yuran proses RM50	Pelajar tempoh maksimum	Isi <i>Review Against Termination</i> GS-13b, (PU/S/BR04/GS-13c) dan yuran proses RM50	
Kategori pelajar	Tindakan											
Pelajar semester akhir yang mengemukakan permohonan dalam tempoh dan kelulusan dalam semester yang sama	Lengkapkan <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c)											
Pelajar semester akhir yang mengemukakan permohonan dalam tempoh tetapi kelulusan melangkaui semester	Lengkapkan Borang <i>Review Against Termination</i> (PU/S/BR04/GS-13b) dan, <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c)											
Pelajar semester akhir yang mengemukakan permohonan melangkaui semester	Lengkapkan Borang <i>Review Against Termination</i> GS-13b, <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c) dan yuran proses RM50											
Pelajar tempoh maksimum	Isi <i>Review Against Termination</i> GS-13b, (PU/S/BR04/GS-13c) dan yuran proses RM50											
4.	<p>Pastikan pelajar yang memohon pelanjutan selepas tempoh maksimum melengkapkan borang dalam talian serta majukan dokumen berikut ke SPS dengan melampirkan dokumen berikut:</p> <p>a) Laporan terperinci daripada Jawatankuasa Penyeliaan (JKP) menjelaskan sebab pelajar gagal menyempurnakan tesisnya dalam tempoh pelanjutan maksimum.</p> <p>b) Sesalinan deraf tesis/Kertas Projek yang sedang disiapkan.</p> <p>c) resit bayaran yuran proses sebanyak RM50.</p>	Penyelaras										

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	ARAHAN KERJA PELANJUTAN TEMPOH PENGAJIAN	Tarikh: 06/10/2020 29/10/2021

BIL.	AKTIVITI	TINDAKAN
5.	Dapatkan kelulusan permohonan pelanjutan:- a) Pelajar Semester akhir: Permohonan diluluskan oleh Dekan SPS untuk maksimum tiga (3) semester. b) Pelajar dengan tempoh pengajian maksimum Permohonan dimajukan untuk pertimbangan dan kelulusan oleh JKSS.	PT/PT (P/O) SPS
6.	a) Kemas kini maklumat dalam iGIMS dan maklumkan kelulusan kepada pelajar melalui kaedah yang bersesuaian. b) Maklumkan keputusan Mesyuarat Jawatankuasa Semakan Siswazah kepada pelajar dalam tempoh tujuh (7) hari bekerja.	PT/PT (P/O) SPS

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	WORK INSTRUCTION ON ADDING AND DROPPING COURSES AS WELL AS CREDIT TRANSFER	Date: 06/10/2020 29/10/2021

1.0 INTRODUCTION

This instruction includes all procedures for adding and dropping courses as well as credit ~~transfer~~.transfer and exemption.

2.0 TERMINOLOGY

- PT : Administrative Assistant
PT (P/O) : Administrative Assistant (clerical/Operational)
SPS : School of Graduate Studies

3.0 INSTRUCTION

No.	ACTIVITY	ACTION
1.	<p>Ensure student's application is checked before supporting and applying to SPS:</p> <p>a) Application to add subject after second week of semester. b) Application to drop subject after week 7 of the semester. c) Application to change status of subject from Audit to non-elective/elective vice versa after week 7 of the semester.</p>	Coordinator/Supervisor/Advisor
2.	<p>Ensure application to transfer credit meets the requirements before supporting the application:</p> <p>a) Faculty/School/Institute recognizes the relevant subject courses as equal (minimum 80%). b) The course must achieve at least a grade of B at 65%. c) The subject was taken within five (5) years. d) Credit transfer should not be more than 30 percent from total credit hours for programme by coursework. e) The total credit transfer for programme by research is 100%.</p> <p>Note: For courses outside UPM, the application must go through <i>Jawatankuasa Kesetaraan</i> for approval.</p>	Coordinator/Supervisor/Advisor

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	WORK INSTRUCTION ON ADDING AND DROPPING COURSES AS WELL AS CREDIT TRANSFER	Date: 06/10/2020 29/10/2021

No.	ACTIVITY	ACTION
	<p>Credit transfer shall not be given to courses from program of study that previously failed.</p> <p>For students who transferred from other institutions must have a 'Good Standing' status in the previous institution.</p>	
3.	<p>Ensure application to exempt credit meets the requirements before supporting the application:</p> <p>a) Faculty/School/Institute recognizes the relevant subject courses as equal (minimum 80%).</p> <p>b) Courses that have been approved for exemption must be replaced with another courses.</p> <p>c) Application must be made within the first semester.</p> <p>Note: Credit transfer shall not be given to courses from program of study that previously failed.</p>	Penyelaras/ Penyelia/Penasihat
3. 4.	<p>Courses in UPM must be approved by the Dean or the representative.</p>	PT/PT (P/O) SPS
4. 5.	<p>Update the student portal within seven (7) working days after the application is approved.</p>	PT/PT (P/O) SPS

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	ARAHAN KERJA URUSAN MENAMBAH KURSUS, MENGGUGURKAN KURSUS DAN PINDAH KREDIT	Tarikh: 06/10/2020 29/10/2021

1.0 PENGENALAN

Arahan Kerja ini merangkumi semua tatacara urusan menambah kursus, menggugurkan kursus ~~dan, pindah~~ pemindahan dan pengecualian kredit .

2.0 TERMINOLOGI

PT	: Pegawai Tadbir
PT (P/O)	: Pembantu Tadbir (Perkeranian dan Operasi)
SPS	: Sekolah Pengajian Siswazah

3.0 ARAHAN

BIL.	AKTIVITI	TINDAKAN
1.	Pastikan permohonan pelajar disemak sebelum disokong dan dikemukakan kepada SPS: a) Permohonan menambah kursus selepas minggu ke-2 semester. b) Permohonan menggugurkan kursus selepas minggu ke-7 semester. c) Permohonan menukar status kursus daripada Audit kepada Wajib/Elektif dan sebaliknya selepas minggu ke-7 semester.	Penyelaras/ Penyelia/Penasihat
2.	Pastikan permohonan pindah kredit memenuhi syarat berikut sebelum permohonan disokong: a) Kursus berkenaan disahkan setara oleh pihak Fakulti/Sekolah/Institut (minimum 80%). b) Kursus berkenaan mestilah sekurang-kurangnya mencapai gred B at 65%. c) Kursus berkenaan telah diambil dalam tempoh lima (5) tahun. d) Jumlah pindah kredit tidak melebihi 30 peratus daripada jumlah keperluan kredit bagi program secara kerja kursus. e) Jumlah pindah kredit bagi program secara penyelidikan ialah 100%.	Penyelaras/ Penyelia/Penasihat

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	ARAHAN KERJA URUSAN MENAMBAH KURSUS, MENGGUGURKAN KURSUS DAN PINDAH KREDIT	Tarikh: 06/10/2020 29/10/2021

BIL.	AKTIVITI	TINDAKAN
	<p>Nota: Bagi kursus luar UPM, permohonan perlu melalui Jawatankuasa Kesetaraan untuk kelulusan. Pindahkan kredit tidak boleh diberikan kepada kursus daripada program pengajian yang gagal sebelum ini. Bagi pelajar yang berpindah institusi pengajian mestilah berstatus 'baik' di institusi asal.</p>	
3.	<p>Pastikan permohonan pengecualian kredit memenuhi syarat berikut sebelum permohonan disokong:</p> <p>a) Kursus berkenaan disahkan setara oleh pihak Fakulti/Sekolah/Institut (minimum 80%). b) Kursus yang diluluskan untuk pengecualian perlu diganti dengan kursus lain. c) Permohonan pengecualian perlu dibuat dalam semester pertama.</p> <p>Nota: Pengecualian kredit tidak boleh diberikan kepada kursus daripada program pengajian yang gagal sebelum ini.</p>	Penyelaras/ Penyelia/Penasihat
3. 4.	Kursus dalam UPM perlu mendapat kelulusan Dekan atau wakilnya.	PT/PT (P/O) SPS
4. 5.	Kemas kini portal pelajar dalam tempoh tujuh (7) hari bekerja selepas permohonan diluluskan.	PT/PT (P/O) SPS

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	WORK INSTRUCTION FOR REVIEW AGAINST TERMINATION (FAIL AND TERMINATED)	Date: 06/10/2020 29/10/2021

1.0 INTRODUCTION

This instruction includes all procedures for review against termination (fail and dismissed).

2.0 TERMINOLOGY

GB	Failed and Terminated
iGIMS	Internet Graduate Information Management System
JKSS	: Postgraduate Review Committee
PT	: Administrative Assistant
PT (P/O)	: Administrative Assistant (clerical/Operational)
SPS	: School of Graduate Studies

3.0 INSTRUCTION

NO.	ACTIVITY	ACTION
1.	Accept and check the Review Form upon Termination (PU/S/BR04/GS-13b) from students. Ensure the student pays the review fee of RM50.00. For termination cases after viva voce, application can be made in writing with the support of supervisors.	Faculty Coordinator/ School
2.	Get supervisor/coordinator's results on the Grade Review form Review Form upon Termination (PU/S/BR04/GS-13b) by online.	Faculty Coordinator/ School
3.	Bring the application of review against termination to the Postgraduate Review Committee for their consideration.	PT SPS
4.	Organise JKSS meeting. Distribute meeting notice after the meeting date is obtained and prepare for meeting.	PT SPS
5.	Prepare the JKSS meeting decision papers for review against termination cases that remain GB and grade change proposals for Senate's approval.	PT SPS

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6.	Update the student's status with successful application in iGIMS.	PT (P/O) SPS
7.	Print the application result letter within seven (7) working days after the Senate's approval. Notify the student of the termination's result via email or by letter handed over the counter.	PT (P/O) SPS

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	ARAHAN KERJA SEMAKAN KE ATAS PEMBERHENTIAN (GAGAL DAN DIBERHENTIKAN)	Tarikh: 06/10/2020 29/10/2021

1.0 PENGENALAN

Arahan Kerja ini merangkumi semua tatacara urusan semakan ke atas pemberhentian bagi pelajar yang gagal dan diberhentikan.

2.0 TERMINOLOGI

GB	: Gagal dan Diberhentikan
iGIMS	: Internet Graduate Information Management System
JKSS	: Jawatankuasa Semakan Siswazah
PT	: Pegawai Tadbir
PT (P/O)	: Pembantu Tadbir (Perkeranian dan Operasi)
SPS	: Sekolah Pengajian Siswazah

3.0 ARAHAN

BIL.	AKTIVITI	TINDAKAN
1.	Terima dan semak borang Semakan ke Atas Pemberhentian (PU/S/BR04/GS-13b) daripada pelajar. Pastikan pelajar menjelaskan yuran permohonan semakan sebanyak RM50.00. Untuk kes <i>terminated</i> selepas <i>viva voce</i> permohonan boleh dibuat secara bertulis dengan sokongan penyelia.	Penyelaras Fakulti/Sekolah
2.	Dapatkan keputusan penyelia/penyelaras pada borang Semakan Gred Semakan ke Atas Pemberhentian (PU/S/BR04/GS-13b) secara dalam talian.	Penyelaras Fakulti/Sekolah
3.	Bawa permohonan semakan ke atas pemberhentian untuk pertimbangan Jawatankuasa Semakan Siswazah.	PT SPS
4.	Aturkan mesyuarat JKSS. Edarkan notis mesyuarat selepas tarikh mesyuarat diperolehi dan sediakan kertas mesyuarat.	PT SPS

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 2/2
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/AK04/04	No. Semakan: 05-06
		No. Isu: 02
	ARAHAN KERJA SEMAKAN KE ATAS PEMBERHENTIAN (GAGAL DAN DIBERHENTIKAN)	Tarikh: 06/10/2020 29/10/2021

BIL.	AKTIVITI	TINDAKAN
5.	Sediakan kertas keputusan mesyuarat JKSS bagi kes semakan pemberhentian yang kekal GB dan cadangan pindaan gred untuk perakuan Senat.	PT SPS
6.	Kemaskini status pelajar yang berjaya di dalam iGIMS.	PT (P/O) SPS
7.	Cetak surat keputusan permohonan dalam tempoh tujuh (7) hari bekerja selepas perakuan Senat. Maklumkan keputusan pemberhentian melalui emel atau serahan surat di kaunter.	PT (P/O) SPS

	MAIN SERVICE POSTGRADUATE	Page: 1/1
	OFFICE OF DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL) Document Code: UPM/PU/S/AK04/03	Review No.: 04-05
		Issue No. : 02
	WORK INSTRUCTION FOR COURSE GRADE REVIEW	Date: 06/10/2020 29/10/2021

1.0 INTRODUCTION

This instruction includes all procedures for course grade review.

2.0 TERMINOLOGY

iGIMS	Internet Graduate Information Management System
PT	: Administrative Assistant
PT (P/O)	: Administrative Assistant (clerical/Operational)
SPS	: School of Graduate Studies

3.0 INSTRUCTION

NO.	ACTIVITY	ACTION
1.	Receive and review the Grade Review Form (PU/S/BR04/GS-13a) from students. Ensure students pay a fee of RM50.00 for each course requested for grade review.	Faculty Coordinator /School
2.	Get the lecturer's results on the Grade Review Form (PU/S/BR04/GS-13a). Make a hardcopy to include in the student file before forwarding to SPS.	Faculty Coordinator /School/ Institute
3.	Get the approval from the Dean of SPS or the representative and print out a letter of notification of student application results within seven (7) working days after receiving the completed form from the Faculty/School/ Institute .	PT/PT (P/O) SPS
4.	Update information on student profile in i-GIMS (if there is a change of grade). Submit a letter to notify the student about application decision (by email or self collection over the counter).	PT (P/O) SPS

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 1/1
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/AK04/03	No. Semakan: 04-05
		No. Isu: 02
	ARAHAN KERJA SEMAKAN GRED KURSUS	Tarikh: 06/10/2020 29/10/2021

1.0 PENGENALAN

Arahan Kerja ini merangkumi semua tatacara urusan semakan gred kursus.

2.0 TERMINOLOGI

iGIMS	:	Internet Graduate Information Management System
PT	:	Pegawai Tadbir
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
SPS	:	Sekolah Pengajian Siswazah

3.0 ARAHAN

BIL.	AKTIVITI	TINDAKAN
1.	Terima dan semak borang Semakan Gred (PU/S/BR04/GS-13a) daripada pelajar. Pastikan pelajar menjelaskan yuran permohonan semakan sebanyak RM50.00 bagi setiap kursus yang dipohon semakan gred.	Penyelaras Fakulti/Sekolah
2.	Dapatkan keputusan pensyarah yang mengajar pada borang Semakan Gred (PU/S/BR04/GS-13a). Buat salinan borang fotostat untuk dimasukkan ke dalam fail pelajar sebelum dimajukan kepada SPS.	Penyelaras Fakulti/ Sekolah/ Institut
3.	Dapatkan pengesahan Dekan SPS atau wakilnya dan cetak surat makluman keputusan permohonan pelajar dalam tempoh tujuh (7) hari bekerja selepas menerima borang yang telah dilengkapkan daripada pihak Fakulti/Sekolah/ Institut .	PT/PT (P/O) SPS
4.	Kemaskini maklumat dalam profil pelajar dalam iGIMS (jika berlaku perubahan gred). Serahkan surat makluman keputusan permohonan kepada pelajar (secara emel atau tuntutan di kaunter).	PT (P/O) SPS



**PERKHIDMATAN UTAMA
SISWAZAH**

**PEJABAT TIMBALAN NAIB CANCELOR
(AKADEMIK & ANTARABANGSA)**

Kod Dokumen: PU/S/BR08/GS-KUR03

**BORANG PERMOHONAN PENDAFTARAN/PERUBAHAN MAKLUMAT
PROGRAM/BIDANG DALAM i-GIMS**

Sila tandakan ✓ pada kotak yang berkenaan dan isi semua maklumat berkaitan.

1. Fakulti/Sekolah/Institut : _____
2. Tujuan : Pendaftaran Program Baharu Pendaftaran Bidang Baharu
 : Pertukaran Nama Program Pertukaran Nama Bidang
3. Peringkat Pengajian : PhD PhD Secara Industri
 Master Secara Penyelidikan Master Secara Industri
 Master Secara Kerja Kursus
4. Kalendar : Dual Trimester Sesi
5. Kluster : Perubatan Sains Sains Sosial
6. NEC : _____

***Sekiranya permohonan berkait dengan bidang, sila terus ke Bahagian 7B.**

7. Penyelaras Program : _____
 Adakah Penyelaras Program ini secara automatik akan menjadi Penasihat:
 Ya
 Tidak

8A. Maklumat Program

BIL.	PERKARA	ASAL	BAHARU
i.	Nama Program (BM)		
ii.	Nama Program (BI)		
iii.	Nama Singkatan Program		
iv.	Semester Mula Ditawarkan (Sekiranya Program Baharu)		
v.	Jumlah Jam Kreadit Minimum Kursus untuk Bergraduat (Bagi program sedia ada, nyatakan jam kreadit sekiranya terdapat perubahan)		

8B. Maklumat Bidang

BIL.	PERKARA	ASAL	BAHARU
i.	Nama Bidang (BM)		
ii.	Nama Bidang (BI)		
iii.	Semester Mula Ditawarkan (Sekiranya Program Baharu)		
iv.	Jumlah Jam Kredit Minimum Kursus untuk Bergraduat (Bagi program sedia ada, nyatakan jam kreadit sekiranya terdapat perubahan)		

Ulasan Fakulti/Sekolah/Institut:

9. Mesyuarat yang meluluskan (Tandakan \checkmark jika berkaitan)

JKJF	<input type="checkbox"/>	Tarikh	:	Bil.Mesyuarat	:
JKKKPS	<input type="checkbox"/>	Tarikh	:	Bil.Mesyuarat	:
JKPSU	<input type="checkbox"/>	Tarikh	:	Bil.Mesyuarat	:
Senat	<input type="checkbox"/>	Tarikh	:	Bil.Mesyuarat	:
JPU (Sila lampirkan minit penetapan kadar yuran)	<input type="checkbox"/>	Tarikh	:	Bil. Mesyuarat	:
JKTK (Sila lampirkan minit penetapan kadar yuran)- jika berkaitan	<input type="checkbox"/>	Tarikh	:	Bil. Mesyuarat	:
LPU	<input type="checkbox"/>	Tarikh	:	Bil.Mesyuarat	:
JKPT	<input type="checkbox"/>	Tarikh	:	Bil.Mesyuarat	:

Untuk Kegunaan Fakulti/Sekolah/Institut

Tandatangan :

Nama :

Jawatan :

Cop :

Tarikh :

Untuk Kegunaan Sekolah Pengajian Siswazah

Senarai Semak tindakan yang perlu dilaksanakan:

1. Semak borang permohonan

Lengkap

Tidak Lengkap. Dapatkan maklumat tambahan daripada pemohon.

2. Daftarkan program/bidang ke dalam Igims.

Tarikh daftar: _____

Tarikh makluman kepada pemohon: _____

3. Maklumkan penawaran program/bidang baharu kepada pihak di bawah bagi tindakan berkaitan:

urusetia laman sesawang SPS

Unit Pengambilan

IPUTRA

PTPTN

Organisasi lain : _____

4. Failkan borang permohonan secara fizikal atau salinan lembut.

Disemak oleh:

Tandatangan :

Nama :

Jawatan :

Cop :

Tarikh :



PERKHIDMATAN UTAMA SISWAZAH

PEJABAT TIMBALAN NAIB CANSOLOR
(AKADEMIK & ANTARABANGSA)

Kod Dokumen: PU/S/BR05/GS-18a

APPLICATION ~~OF EXTENSION~~ FOR GRADUATE RESEARCH ASSISTANTSHIP (GRA)
FIRST SEMESTER 2021/2022

PART A APPLICANT'S PERSONAL DETAILS

- Matric No. :
- Full Name :
- I.C./Passport No. :
- Sex :
- Date of birth :
- Nationality :
- Permanent Address :
- Current Address :
- Phone No. (Home) :
- Phone No. (Mobile) :
- E-mail Address :
- Faculty/Institute :
- Programme :
- Field of study :
- Programme Structure :
- Semester of First Registration :
- Name of Advisor/Supervisor :
- Department :
- Phone No./ HP No. :
- ~~Fax No.~~ Phone No. (Mobile) :
- E-mail Address :

Educational Background

NO	PROGRAMME	NAME OF UNIVERSITY & COUNTRY	QUALIFICATION	YEAR OF ADMISSION	YEAR OF GRADUATION	SPECIALIZATION	ACADEMIC ACHIEVEMENT (CGPA/PERCENTAGE)
1.							
2.							

Educational History as Postgraduate in UPM (For Alumni UPM)

NO	MATRIC NO	PROGRAMME	FACULTY	QUALIFICATION	YEAR OF ADMISSION	YEAR OF GRADUATION	SPECIALIZATION	CGPA
1.								

I certify that I am currently not receiving any financial assistance for my postgraduate study and will not accept any financial assistance during the duration of the UPM Graduate Fellowship. I also certify that all information given is true. I understand that the fellowship will be withdrawn if any information is falsified.

Signed by Applicant

Nama :

IC/Passport No :

Date :

PART B TO BE COMPLETED BY ADVISOR/CHAIRMAN OF THESIS SUPERVISORY COMMITTEE

Supported Not Supported

- Reasons For Supporting/Not Supporting the Application :
- Proposed Value of The Allowance : RM per month
- Source of Fund :
- Funder Reference Code No :
- Project Period : from (date) until when (date)
- Vote No. :
- Balance of Fund at The Time of Application : RM
- Number of Students/RA Under This Vote :
- Title of Research Project/Programme :
- Proposed Date of Offer : by semester

TEACHING & RESEARCH INFORMATION

BIL	KOD SUBJEK	NAMA SUBJEK	JAM MENGAJAR
1.			
2.			

Monthly allowance (depending on total no. of hours allocated for assisting in teaching).

- i. RM1,125.00 – 3 teaching hours per week.
- ii. RM1,300.00 – 4 teaching hours per week.
- iii. RM1,500.00 – 6 teaching hours per week.

Signed by Supervisor

Nama :

Date :

PART C TO BE COMPLETED BY HEAD OF THE PROJECT/PROGRAMME (IF DIFFERENT FROM PART B)

Supported Not Supported

I certify that I am the holder of the vote stated in Part B

Signed by Head of Project

Nama :

Date :

PART D TO BE COMPLETED BY DEAN OF FACULTY/DIRECTOR OF INSTITUTE

Supported Not Supported

Signed by Dean, Faculty/Director of Institute

Nama :

Date :

PART E TO BE COMPLETED BY DEAN, SCHOOL OF GRADUATE STUDIES

Approved Not Approved

- Scholarship Duration :
- Monthly Allowance :
- Vote No. :

Signed by Dean, School Of Graduate Studies

Nama :

Date :

Note: This form is computer generated and no signature is required.

	PERKHIDMATAN UTAMA SISWAZAH
	PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: PU/S/BR05/GS-19a

PERMOHONAN BAHARU ELAUN PENYELIDIKAN SISWAZAH KHAS
NEW APPLICATION FOR SPECIAL GRADUATE RESEARCH ALLOWANCE
(SGRA)
SEMESTER: PERTAMA /KEDUA (FIRST/SECOND)

BAHAGIAN A UNTUK DILENGKAPKAN OLEH PEMOHON
PART A (TO BE COMPLETED BY APPLICANT)

1. **Nama penuh:**
Full name: _____

2. **No. K.P./Pasport:** _____
I.C./Passport no.: _____

3. **Jantina:** **Lelaki** **Perempuan**
Sex: **Male** **Female**

4. **Tarikh lahir:** _____
Date of birth: _____

5. **Kewarganegaraan:** _____
Nationality: _____

6. **Alamat tetap:** _____
Permanent address: _____

7. **Alamat semasa:** _____
Current address: _____

No. telefon (Telephone no.): _____ **Alamat e-mel (E-mail address):** _____

8. **Butir-butir pengajian/Details of study:**

(a) **Program (Programme):** **Ph.D.** **Master**

(b) **Bidang pengajian:**
Field of study: _____

(c) **No. matric:** _____
Matric no.: _____

(d) **Semester pendaftaran pertama:** _____
First semester of registration: _____

(e) **Bilangan semester semasa:** _____ (f) **PNGK Semasa:** _____
No. of current semester: _____ Current CGPA: _____

(f) **Fakulti/Institut:** _____
Faculty/Institute: _____

(g) **Nama Penasihat/Pengerusi Jawatankuasa Penyeliaan Tesis:**
Name of Advisor/Chairman of Thesis Supervisory Committee: _____

Jabatan (Department): _____

No. telefon (Telephone no.): _____

Alamat e-mel (E-mail address): _____

Saya mengaku bahawa semua maklumat yang diberikan di atas adalah benar dan sekiranya Sekolah Pengajian Siswazah mendapati ianya tidak benar, SPS berhak menarik balik biasiswa ini.

I certify that I am currently not receiving any financial assistance for my postgraduate study and will not accept any financial assistance during the duration of the UPM Graduate Fellowship. I also certify that all information given is true. I understand that the fellowship will be withdrawn if any information is falsified.

Tandatangan pemohon:

Applicant's signature: _____

Tarikh:

Date: _____

Nota (Notes):

~~Pemohon hendaklah mendapatkan pengesahan daripada pegawai-pegawai berkenaan (untuk Bahagian B, C dan D) sebelum memajukan borang ini ke Sekolah Pengajian Siswazah.~~

~~Applicant must obtain endorsement from the relevant officers (for Parts B, C and D) before submission.~~

BAHAGIAN B

PART B

~~UNTUK DILENGKAPKAN OLEH PENASIHAT/PENGERUSI JAWATANKUASA PENYELIAAN~~

~~TESIS (TO BE COMPLETED BY THE ADVISOR/CHAIRMAN OF THE THESIS SUPERVISORY~~

~~COMMITTEE)~~

~~Disokong (Supported)~~

~~Tidak disokong (Not supported)~~

Cadangan nilai elaun:

Proposed value of the allowance: RM _____ sebulan (per month)

[Master: ~~Maksimum~~ (Maximum) RM1,800.00] [Ph.D.: ~~Maksimum~~ (Maximum) RM2,300.00]

Sumber peruntukan:

Source of fund:

~~MOSTI~~

~~Lain-lain (nyatakan dengan lengkap):~~

~~Others (write in full):~~ _____

No. Vot (Vote No.): _____

Baki peruntukan pada tarikh memohon:

Balance of fund at the time of application: RM _____

Bilangan pelajar/RA di bawah vot ini:

Number of students/RA under this vote: _____

Tajuk projek/program penyelidikan:

Title of research project/programme: _____

Cadangan tarikh tawaran:

Proposed date of offer: _____

Saya mengaku bahawa saya adalah penasihat kepada pelajar serta pemegang vot di atas. Saya juga mengesahkan bahawa pelajar ini tidak menerima mana-mana biasiswa lain.

I certify that I am the supervisor of the student and the holder of the above vote. I also certify that this student do not receive any other scholarship.

Tandatangan dan cap rasmi:
Signature and official stamp: _____

Tarikh:
Date: _____

BAHAGIAN C **UNTUK DILENGKAPKAN OLEH KETUA PROJEK/PROGRAM [JIKA BERBEZA DARIPADA**
PART C **BAHAGIAN B] (TO BE COMPLETED BY HEAD OF THE PROJECT/PROGRAMME**
[IF DIFFERENT FROM PART B])

Disokong (Supported)

Tidak disokong (Not supported)

Saya mengaku bahawa saya adalah pemegang vot yang dinyatakan pada Bahagian B.
I certify that I am the holder of the vote stated in Part B.

Tandatangan dan cap rasmi:
Signature and official stamp: _____

Tarikh:
Date: _____

BAHAGIAN D **UNTUK DILENGKAPKAN OLEH DEKAN FAKULTI/PENGARAH INSTITUT**
PART D **(TO BE COMPLETED BY DEAN OF FACULTY/DIRECTOR OF INSTITUTE)**

Disokong (Supported)

Tidak disokong (Not supported)

Tandatangan dan cap rasmi:
Signature and official stamp: _____

Tarikh:
Date: _____

BAHAGIAN E **UNTUK KELULUSAN OLEH DEKAN, SEKOLAH PENGAJIAN SISWAZAH**
PART E **(TO BE COMPLETED BY DEAN, SCHOOL OF GRADUATE STUDIES)**

Diluluskan (Approved)

Tidak Diluluskan (Not Approved)

Tandatangan dan cap rasmi:
Signature and official stamp: _____

Tarikh:
Date: _____

UNTUK KEGUNAAN PEJABAT SAHAJA (OFFICE USE ONLY)

SENARAI SEMAK (CHECK LIST)

1. **Status pendaftaran (Registration status):**

Daftar
(Register)

Tidak mendaftar/Digugurkan/Menangguh
(Not register/Dropped/Deferred)

2. **Baki vot (Balance of vot):** _____

3. **Status pembiayaan pelajar (Student's financial status):**

Sendiri (Self financed)

Biasiswa (Scholarship)

• ~~Nama Penaja (Sponsor's name):~~

• ~~Tempoh penajaan (Period):~~

• ~~Amaun (Amount):~~



PERKHIDMATAN UTAMA SISWAZAH

**PEJABAT TIMBALAN NAIB CANSOLOR
(AKADEMIK & ANTARABANGSA)**

Kod Dokumen: PU/S/BR03/GS-15a

**PENYERAHAN TESIS UNTUK PEPERIKSAAN
THESIS SUBMISSION FOR EXAMINATION**

Borang ini hendaklah disertakan dengan (This form must be accompanied by):

- a. Empat (4) naskah tesis untuk PhD/Tiga (3) naskah tesis untuk Master berjilid lembut [untuk Jawatankuasa Peperiksaan Tesis dan satu (1) CD dalam versi pdf [untuk Sekolah Pengajian Siswazah].
(Four [4] soft-bound copies of thesis for PhD/Three (3) soft-bound copies of thesis for Master [for Thesis Examination Committee] and one (1) CD of pdf version of thesis [for School of Graduate Studies]).
- b. Text Similarity Search Report ($\leq 30\%$) [Four (4) hard copies for PhD/Three (3) hard copies for Master) and one (1) CD of pdf].

**BAHAGIAN A UNTUK DILENGKAPKAN OLEH PELAJAR
PART A TO BE COMPLETED BY STUDENT**

1. Nama penuh (Full name) :
2. No. Matrik (Matric No.) :
3. Program (Programme) :
4. Bil. semester berdaftar :
(No. of registered semester)
5. Semester semasa :
(Current semester)
6. Semester kemasukan :
(Semester of enrolment) (student in programmes by research who commenced their study from First Semester, 2008/2009 must show proof of having published or submitted journal articles based on research conducted during their candidature - please refer to the graduation requirements on page 4/4 4-5/5)
7. Penajaan :
(Sponsorship) (student in programmes by research who are recipients of the Graduate Research Fellowship (GRF) of the University must show proof of having published journal articles on research conducted during their candidature - please refer to the graduation requirements on page 4/4 4-5/5)
8. Bidang pengajian yang diluluskan :
(Approved field of study)
9. Fakulti/Institut :
(Faculty/Institute)
10. Sila nyatakan alamat perhubungan terkini dan nombor telefon anda
(Please give your current correspondence address and telephone number)
Address:

No. Telefon (Telephone no.) :

No. Faks (Fax no.) :

Alamat e-mel (E-mail address):

11. Tajuk tesis [~~gunakan HURUF BESAR~~] (Title of thesis [~~use BLOCK LETTERS~~]) :

12. Format Tesis (Format of Thesis) :

Biasa (Conventional)

Alternatif (Alternative)

*Tesis dalam bentuk kertas kerja yang diterbitkan (Thesis in the format of published paper)

13. Anggaran Patah Perkataan (Approximate Word Length): _____ patah perkataan (words)

*tidak termasuk *priliminary pages*, lampiran, jadual dan gambar rajah (excluding *priliminary pages*, appendices, tables and figures)

Thesis	Minimum Word	Maximum Word
PhD	60,000 (~200 pages)	100,000 (~330 pages)
Master	25,000 (~80 pages)	50,000 (~170 pages)

14. Pengajian saya telah dijalankan (My studies was conducted on a) :

Secara sepenuh masa (full-time basis)

Secara separuh masa (part-time basis)

Tandatangan pelajar
(Signature of student)

Tarikh
(Date)

***Student are reminded that the viva is compulsory**

BAHAGIAN B UNTUK KEGUNAAN FAKULTI/SEKOLAH/INSTITUT
PART B FOR FACULTY/SCHOOL/INSTITUTE USE

1. Pengesahan Jawatankuasa Penyeliaan (Certification by Supervisory Committee):

Kami, Jawatankuasa Penyeliaan mengesahkan bahawa tesis ini (We, the Supervisory Committee certify that the thesis)-

telah memenuhi semua keperluan kajian yang telah ditetapkan/telah disemak dan layak untuk pemeriksaan
(has fulfill the research requirement, has been check and qualified for examination)

telah disemak melalui Turnitin/program lain yang setara dan tidak mengandungi unsur plagiat - sila sertakan bukti penyemakan
(has been reviewed with Turnitin/other equivalent program and does not contain any element of plagiarism - please provide evidence of review)

Tandatangan dan cap rasmi Pengerusi
(Signature and official stamp of Chairman)

Tandatangan dan cap rasmi Ahli
(Signature and official stamp of Member)

Tandatangan dan cap rasmi Ahli
(Signature and official stamp of Member)

Tandatangan dan cap rasmi Ahli
(Signature and official stamp of Member)

Tandatangan dan cap rasmi Ahli
(Signature and official stamp of Member)

Tarikh (Date): _____

**2. Pengesahan Penyelaras Pengajian Siswazah Fakulti/Sekolah/Institut
(Certification by Faculty's/School's/Institute's Coordinator of Graduate
Studies):**

Tandatangan dan cap rasmi
(Signature and official stamp)

Tarikh
(Date)

**BAHAGIAN C UNTUK KEGUNAAN SEKOLAH PENGAJIAN SISWAZAH
PART C FOR SCHOOL OF GRADUATE STUDIES USE**

Sila tandakan (/) dalam kotak yang disediakan
(Please tick (/) in the box provided) :

- Empat (4) nashkah tesis untuk PhD/Tiga (3) nashkah tesis untuk Master berjilid lembut [untuk Jawatankuasa Peperiksaan Tesis] dan satu (1) CD dalam versi pdf [untuk Sekolah Pengajian Siswazah].
(Four [4] soft-bound copies of thesis for PhD/Three (3) soft-bound copies of thesis for Master [for Thesis Examination Committee] and (1) CD of pdf version of thesis [for School of Graduate Studies]).
- Text Similarity Search Report ($\leq 30\%$) [Four (4) hard copies for PhD/Three (3) hard copies for Master and one (1) CD of pdf].

Diterima oleh (Accepted by):

Tandatangan (Signature) : _____

Nama pegawai (Name of officer) : _____

Tarikh (Date) : _____

* Nota : Pengesahan Ahli Jawatankuasa Peperiksaan Tesis oleh Jawatankuasa Pengajian Siswazah Universiti (JKPSU) -
05/05/2020

* Note : Endorsement of the Thesis Examination Committee by the University Graduate Studies Committee (JKPSU) -
05/05/2020

GRADUATION REQUIREMENTS

[Universities and University College Act 1971 Constitution of Universiti Putra Malaysia –
Universiti Putra Malaysia (Graduate Studies) Rules 2003]

57. Graduation Requirements

- (iii) All students in degree programmes by research must show proof of having published or submitted journal articles (as the first/corresponding author) based on research conducted during their candidature prior to graduation as follows:

Programme	Students Registering before Second Semester 2016/2017	Students Registering from Second Semester 2016/2017 onwards
PhD	One journal article published or accepted, and one journal article submitted	Two journal articles published or accepted (in CIJ)
Master's	One journal article submitted	One journal article published or accepted (in CIJ)

- (iv) Students in degree programmes by research who are recipients of the Graduate Research Fellowship (GRF) of the University must submit proof of having published journal articles (as the first/corresponding author) on research conducted during their candidature prior to graduation as follows:

Programme	Minimum Publication Requirement		
	Students Registering before Second Semester 2016/2017	Category	Students Registering from Second Semester 2016/2017 onwards
PhD	Two journal articles published or accepted	GRF	Two journal articles published or accepted (in CIJ with at least one in JCR - Q1 or Q2 journal)
		iGRF	Two journal articles published or accepted (in JCR - Q1 or Q2 journal)
Master's	One journal article published or accepted	GRF	One journal article published or accepted (in JCR)

- (v) Notwithstanding Rules 57(iii) and 57(iv), students in the social sciences (registering from Second Semester 2016/2017 onwards) must submit proof of having published journal articles/chapter in book (as the first/corresponding author) based on research conducted during their candidature prior to graduation as follows:

Programme	Non-GRF Recipients	GRF/iGRF Recipients
PhD	(i) Two journal articles published or accepted in CIJ; or at least (ii) One journal article published or accepted in CIJ and one journal article from any of the categories below: <ul style="list-style-type: none"> • Journal published by the University or scientific publisher or listed in MyJurnal (Malaysian Journal Management System). • Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and listed under MAPIM. 	(i) One journal article published or accepted in CIJ and one journal article published or accepted in JCR; or (ii) Two journal articles published or accepted in CIJ with a proof of submission for a publication of journal article in JCR with decision (i.e. one of the journal articles that is accepted/ published in CIJ).
Master's	One journal article accepted/published from any of the categories below: <ul style="list-style-type: none"> • Journal listed in CIJ. • Journal published by the University or scientific publisher or listed in MyJurnal (Malaysian Journal Management System). • Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and listed under MAPIM. 	One journal article published or accepted in CIJ.

(Senate 682.13)

(vi) A student who has filed for a patent or copyright (~~software-based~~) or industrial design or printed circuit board or utility innovation based on research conducted during his candidature is equivalent to one journal article, and may apply in writing to the Dean for exemption of Rule 57(iii), 57(iv) or 57(v).

(Senate 662.23)

Note:

- Student is required to submit the Information on **Publication During Candidature form (PU/S/BR03/GS-25)** upon submission of the GS-16a form.
- Student must comply to the publication requirements before going through University Graduate Studies Committee (JKPSU) and Senate.
- CIJ – Journal in Scopus/ERA/In-cite JCR

13. Format Tesis (Format of Thesis) :

Biasa (Conventional)

Alternatif (Alternative)

*Tesis dalam bentuk kertas kerja yang diterbitkan (Thesis in the format of published paper)

14. Anggaran Patah Perkataan

(Approximate Word Length): _____ patah perkataan (words)

*tidak termasuk priliminary pages, lampiran, jadual dan gambar rajah (excluding priliminary pages, appendices, tables and figures)

Thesis	Minimum Word	Maximum Word
PhD	60,000 (~200 pages)	100,000 (~330 pages)
Master	25,000 (~80 pages)	50,000 (~170 pages)

**BAHAGIAN B
PART B**

**PENGESAHAN BENDAHARI (PELAJAR TAJAAN SAHAJA)
ENDORSEMENT OF BURSAR (SPONSORED STUDENTS ONLY)**

Nama penaja (*Sponsor's name*): _____

Tandatangan dan cap rasmi pegawai
Signature and official stamp of officer

Tarikh
Date

**BAHAGIAN C
PART C**

**UNTUK KEGUNAAN FAKULTI / SEKOLAH / INSTITUT
FOR FACULTY / SCHOOL / INSTITUTE USE**

1. Pengesahan Jawatankuasa Penyeliaan (*Certification by Supervisory Committee*):

Kami, Jawatankuasa Penyeliaan mengesahkan bahawa tesis ini -
(*We, members of Supervisory Committee certify that this thesis -*)

telah memenuhi semua keperluan kajian yang telah ditetapkan, telah dibuat pembetulan berdasarkan komen daripada Jawatankuasa Peperiksaan Tesis, telah disemak dan layak untuk pemeriksaan semula.
(*has fulfil the research requirement, has made corrections based on comments by the Thesis Examination Committee, has been check and qualified for re-examination*).

telah disemak melalui Turnitin/program lain yang setara dan tidak mengandungi unsur plagiat - sila sertakan bukti penyemakan.
(*has been reviewed with Turnitin/other equivalent program and does not contain any element of plagiarism - please provide evidence of review*).

Tandatangan dan cap rasmi Pengerusi
(*Signature and official stamp of Chairman*)

Tandatangan dan cap rasmi Ahli
(*Signature and official stamp of Member*)

Tandatangan dan cap rasmi Ahli
(*Signature and official stamp of Member*)

Tandatangan dan cap rasmi Ahli
(Signature and official stamp of Member)

Tandatangan dan cap rasmi Ahli
(Signature and official stamp of Member)

Tarikh (Date): _____

**2. Pengesahan Penyelaras Pengajian Siswazah Fakulti/Sekolah/Institut
(Certification by Faculty's/School's/Institute's Co-ordinator of Graduate Studies):**

Tandatangan dan cap rasmi
Signature and official stamp

Tarikh
Date

**BAHAGIAN D UNTUK KEGUNAAN SEKOLAH PENGAJIAN SISWAZAH
PART D FOR SCHOOL OF GRADUATE STUDIES USE**

Sila tandakan (✓) dalam kotak yang disediakan:
Please tick (✓) in the box provided:

- Empat (4) naskah tesis untuk PhD/Tiga (3) naskah tesis untuk Master berjilid lembut dan satu (1) CD dalam versi pdf.
(Four [4] soft-bound copies of thesis for PhD/Three [3] soft-bound copies of thesis for Master and one [1] CD of pdf version of the thesis).
- Senarai pembetulan tesis (seperti yang dinyatakan dalam laporan viva) (List of corrections [as mentioned in viva report]) (Four [4] hard copies for PhD/Three [3] hard copies for Master).
- Salinan resit pembayaran yuran peperiksaan [bagi pelajar yang tiada biasiswa]
(Receipt for payment of examination fee [for student without scholarship])
- Text Similarity Search Report ($\leq 30\%$) (Four [4] hard copies for PhD/Three [3] hard copies for Master and one [1] CD of pdf)

**Diterima oleh:
Accepted by:**

Tandatangan (Signature): _____

Nama Pegawai (Name of Officer): _____

Tarikh (Date): _____



PERKHIDMATAN UTAMA
PENGAJIAN SISWAZAH

PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA)
Kod Dokumen : PU/S/LG01/GS-KUR

LOG KELULUSAN KURIKULUM DAN AKREDITASI PROGRAM

BIL	FAKULTI/ PROGRAM PENGAJIAN	PROGRAM ASAL									SEMAKAN SEMULA					AKREDITASI SEMULA	
		Tarikh Lulus JKKU/JKPS	Tarikh Lulus Akreditasi Sementara	Tarikh Lulus Senat	Tarikh lulus LPU	Tarikh Lulus JKPT	Semester Tawar	Akreditasi	Akreditasi BP	Pengiktirafan/ MQR	Tarikh Lulus JKKU/ JKPS	Tarikh Lulus Senat	Tarikh Lulus LPU	Tarikh Lulus JKPT	Semester Tawar	Tarikh Perlu laksana	Tarikh Lulus
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FAKULTI PERUBATAN VETERINAR																	
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FAKULTI EKONOMI DAN PENGURUSAN																	
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FAKULTI SAINS																	
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SENARAI DOKUMEN BAHARU SKOP PERKHIDMATAN UTAMA (PENGAJIAN SISWAZAH)
BERKUATKUASA 29/10/2021

KATEGORI DOKUMEN : ARAHAN KERJA					
BIL.	KOD DOKUMEN	TAJUK DOKUMEN	NO. ISU	NO. SEMAKAN	TARIKH KUATKUASA
1.	PU/S/BR05/GS-45	<i>APPLICATION FOR PUTRA ALUMNI SCHOLARSHIP SCHEME (PASS)</i> *PERMOHONAN ATAS TALIAN	01	00	29/10/2021 *(B)
2.	PU/S/BR05/GS-46	<i>APPLICATION FOR INTERNATIONAL GRADUATE STUDENT SCHOLARSHIP (IGSS)</i> *PERMOHONAN ATAS TALIAN	01	00	29/10/2021 *(B)
3.	PU/S/BR05/GS-47	PERMOHONAN BIASISWA KHAS WARTAWAN (BKW) *PERMOHONAN ATAS TALIAN	01	00	29/10/2021 *(B)