	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 1/1
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/AK04/02	No. Semakan: 03
		No. Isu: 02
	ARAHAN KERJA PEPERIKSAAN SEMULA BAGI KURSUS BERSTRUKTUR	Tarikh: 06 /10/2020

1.0 PENGENALAN


Arahan Kerja ini merangkumi semua tatacara urusan peperiksaan semula bagi kursus berstruktur.

2.0 TERMINOLOGI

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.	Pastikan syarat peperiksaan semula bagi kursus berstruktur yang telah diluluskan oleh Senat Universiti seperti berikut dipatuhi: a) Pelajar yang layak adalah yang berstatus ' <i>Probation</i> ' dan ' <i>Terminated</i> '. b) Permohonan pelajar diterima dalam tempoh dua minggu selepas keputusan diperakukan oleh Senat. c) Hanya untuk kursus yang mana pelajar mendapat gred kurang dari 'B'. d) Gred tertinggi yang layak diberi kepada pelajar ialah 'B'.	Pensyarah/ Penyelaras Fakulti/Sekolah
2.	Pastikan tarikh peperiksaan semula tidak lewat dari minggu ke-4 selepas keputusan diperakukan oleh Senat dan maklumkan tarikh peperiksaan semula kepada pelajar.	Pensyarah/ Penyelaras Fakulti/Sekolah
3.	Majukan gred peperiksaan semula ke SPS seminggu selepas tarikh peperiksaan semula.	Pensyarah/ Penyelaras Fakulti/Sekolah
4.	Majukan gred baharu pelajar ke JKSS sekiranya kes berstatus <i>Terminated</i> .	PT/PT (P/O) SPS
5.	Masukkan ke iGIMS markah/gred baharu pelajar. Gred tertinggi yang boleh dimasukkan ialah 'B'.	PT/PT (P/O) SPS

	MAIN SERVICE POSTGRADUATE	Page: 1/1
	OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL) Document Code: UPM/PU/S/AK04/02	Review No. : 03
		Issue No. : 02
	WORK INSTRUCTION FOR RE- EXAMINATION FOR COURSEWORK	Date: 06/10/2020

1.0 INTRODUCTION

This instruction includes all procedures for re-examination for coursework.

2.0 TERMINOLOGY

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.	Ensure that the requirements for re-examination for coursework approved by the University Senate are complied as follows: a) Eligible to students with ' <i>Probation</i> ' and ' <i>Terminated</i> ' status. b) Student application is received within two weeks after the decision is approved by the Senate. c) Only for courses where students get a grade below than 'B'. d) The highest grade that the student deserves is 'B'.	Lecturer/ Faculty Coordinator/ School
2.	Ensure the re-examination date is no later than the 4 th week after the decision is approved by the Senate and inform the students about the re-examination date.	Lecturer/ Faculty Coordinator/ School
3.	Submit the re-examination grade to SPS one week after the re-examination date.	Lecturer/Faculty Coordinator/ School
4.	Submit student's new grade to JKSS if the status is Terminated.	PT/PT (P/O) SPS
5.	Key-in student's new marks/grade into i-GIMS. The highest grade that can be entered is 'B'.	PT/PT (P/O) SPS