	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 1/4
	<b>PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK &amp; ANTARABANGSA) Kod Dokumen: UPM/PU/S/AK04/05</b>	No. Semakan: 06
		No. Isu: 02
	<b>ARAHAN KERJA PEMANTAUAN KEPUTUSAN PEPERIKSAAN KOMPREHENSIF – PhD</b>	Tarikh: 06/10/2020

## 1.0 PENGENALAN


Arahan Kerja ini merangkumi semua tatacara urusan pemantauan keputusan Peperiksaan Komprehensif untuk pelajar PhD.

## 2.0 TERMINOLOGI


FPSK	:	Fakulti Perubatan dan Sains Kesihatan
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.	Sediakan senarai pelajar PhD semester ke-3 dan ke-4 bagi pelajar sepenuh masa dan semester ke-5 bagi pelajar separuh masa yang belum menduduki Peperiksaan Komprehensif – PhD pada minggu ke-10 semester tersebut dan hantar kepada Fakulti/Sekolah/Institut.	PT (P/O) SPS
2.	Emel peringatan kepada pelajar PhD semester ke-3 dan ke-4 bagi pelajar sepenuh masa dan semester ke-5 bagi pelajar separuh masa yang belum menduduki Peperiksaan Komprehensif – PhD pada minggu ke-10 semester tersebut dan salinkan kepada Penyelia.	PT/PT (P/O) Fakulti/Sekolah/Institut
3.	Pastikan – (i) borang Keputusan Peperiksaan Komprehensif – PhD yang dikemukakan oleh pihak Fakulti/Sekolah/Institut adalah lengkap; (ii) pelajar telah mempunyai Jawatankuasa Penyeliaan; dan (iii) pelajar telah menyempurnakan keperluan kredit mengikut ketetapan Fakulti/Sekolah/Institut.	PT/PT (P/O) SPS/ Penyelaras


	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 2/4
	<b>PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK &amp; ANTARABANGSA) Kod Dokumen: UPM/PU/S/AK04/05</b>	No. Semakan: 06
		No. Isu: 02
	<b>ARAHAN KERJA PEMANTAUAN KEPUTUSAN PEPERIKSAAN KOMPREHENSIF – PhD</b>	Tarikh: 06/10/2020

	Jika salah satu atau semua perkara di atas tidak dipenuhi, maklumkan pihak Fakulti/Sekolah/Institut bahawa keputusan tersebut tidak akan disahkan sehingga perkara yang berkenaan disempurnakan.	
4.	Masukkan keputusan Peperiksaan ke dalam iGIMS dan maklumkan keputusan kepada pelajar melalui emel dalam tempoh tujuh (7) hari bekerja.	PT (P/O) SPS
5.	Permohonan pelajar untuk menangguhkan peperiksaan ini ke semester hadapan hanya boleh dipertimbangkan jika atas alasan kesihatan (dokumen kesihatan turut dilampirkan). Pastikan permohonan pelajar disokong oleh Penyelia dan Penyelaras Pengajian Siswazah Fakulti/Sekolah/Institut.	PT SPS/ Penyelia/Penyelaras
6.	Dapatkan kelulusan Dekan SPS atau wakilnya.	PT SPS
7.	Maklumkan keputusan permohonan penangguhan kepada pelajar melalui emel dalam tempoh tujuh (7) hari bekerja. Jika lulus, kemaskini portal pelajar bagi mengelakkan status pengajian Gagal dan Diberhentikan kerana gagal menduduki Peperiksaan Komprehensif – PhD.	PT/PT (P/O) SPS


	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 3/4
	<b>PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK &amp; ANTARABANGSA) Kod Dokumen: UPM/PU/S/AK04/05</b>	No. Semakan: 06
		No. Isu: 02
	<b>ARAHAN KERJA PEMANTAUAN KEPUTUSAN PEPERIKSAAN KOMPREHENSIF – PhD</b>	Tarikh: 06/10/2020

### Peperiksaan Komprehensif Program Doktor Kesihatan Awam (DrPH)

BIL.	AKTIVITI	TINDAKAN
1.	Sediakan senarai pelajar DrPH semester ke-2 yang belum menduduki Peperiksaan Komprehensif – DrPH pada minggu ke-5 semester tersebut dan hantar kepada FPSK dan salinkan kepada Penasihat.	PT/PT (P/O) SPS
2.	<p>Pastikan –</p> <p>(i) borang Keputusan Peperiksaan Komprehensif – DrPH yang dikemukakan oleh Jawatankuasa Peperiksaan Doktor Kesihatan Awam dan penyelia adalah lengkap; dan</p> <p>(ii) pelajar telah menyempurnakan keperluan kredit mengikut ketetapan FPSK.</p> <p>Jika salah satu atau semua perkara di atas tidak dipenuhi, maklumkan pelajar dan penyelia bahawa keputusan tersebut tidak akan disahkan sehingga perkara yang berkenaan disempurnakan.</p>	Penyelaras Program
3.	Hantarkan keputusan Peperiksaan kepada SPS melalui Timbalan Dekan (Siswazah) untuk dikemaskini dalam iGIMS.	Penyelaras
4.	Maklumkan keputusan secara emel kepada pelajar dalam tempoh tujuh (7) hari bekerja.	PT/PT (P/O) SPS
5.	Permohonan pelajar untuk menangguhkan peperiksaan ini ke semester hadapan hanya boleh dipertimbangkan jika atas alasan kesihatan (dokumen kesihatan turut dilampirkan). Pastikan permohonan pelajar disokong oleh Penasihat/Penyelaras Siswazah FPSK.	Penasihat/Penyelaras Siswazah FPSK
6.	Dapatkan kelulusan Dekan SPS atau wakilnya.	Dekan SPS
7.	Maklumkan pelajar keputusan permohonannya. Jika lulus,	PT/PT (P/O) SPS

	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 4/4
	<b>PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK &amp; ANTARABANGSA) Kod Dokumen: UPM/PU/S/AK04/05</b>	No. Semakan: 06
		No. Isu: 02
	<b>ARAHAN KERJA PEMANTAUAN KEPUTUSAN PEPERIKSAAN KOMPREHENSIF – PhD</b>	Tarikh: 06/10/2020

BIL.	AKTIVITI	TINDAKAN
	kemas kini portal pelajar bagi mengelakkan status pengajian Gagal dan Diberhentikan kerana gagal menduduki Peperiksaan Komprehensif DrPH.	

	<b>MAIN SERVICE POSTGRADUATE</b>	Page: 1/3
	<b>OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC &amp; INTERNATIONAL)</b>	Review No.: 06
	<b>Document Code: UPM/PU/S/AK04/05</b>	Issue No.: 02
	<b>WORK INSTRUCTION FOR MONITORING THE COMPREHENSIVE EXAMINATION – PhD RESULTS</b>	Date: 06/10/2020

## 1.0 INTRODUCTION


This instruction includes all procedures for monitoring the Comprehensive Examination – PhD results.

## 2.0 TERMINOLOGY

FPSK	:	Faculty of Medicine and Health Sciences
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.	Prepare a list of 3rd and 4th semester for full-time PhD students and 5th semester for part-time PhD students who have not yet sit for the Comprehensive Exam - PhD in week 10 of the semester and submit it to the Faculty/School/Institute.	PT (P/O) SPS
2.	Email reminder to 3rd and 4th semester for full-time PhD students and 5th semester for part-time PhD students who have not yet sat for the Comprehensive Exam - PhD in week 10 of the semester and copy it to the Supervisor.	PT/PT (P/O) Faculty/School/ Institute
3.	Ensure – (i) the Comprehensive Examination – PhD Results form presented by the Faculty/School/Institute is completed; (ii) student has a Supervisory Committee; and (iii) student has fulfilled the credit requirements set by the Faculty/School/Institute.  If one or all of the above matters are not met, inform the Faculty/School/Institute that the decision will not be confirmed until the matter is resolved.	PT/PT (P/O) SPS/ Coordinator

	<b>MAIN SERVICE POSTGRADUATE</b>	Page: 2/3
	<b>OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC &amp; INTERNATIONAL)</b>	Review No.: 06
	<b>Document Code: UPM/PU/S/AK04/05</b>	Issue No.: 02
	<b>WORK INSTRUCTION FOR MONITORING THE COMPREHENSIVE EXAMINATION – PhD RESULTS</b>	Date: 06/10/2020

NO.	ACTIVITY	ACTION
4.	Key-in Examination results in i-GIMS and notify students of the results through email within seven (7) working days.	PT (P/O) SPS
5.	Students' request to postpone the examination to the next semester can only be considered for health reasons (health documents are also attached). Ensure the student's application is supported by the Supervisor and Faculty/School/Institute Coordinator for Graduate Studies.	PT SPS/ Supervisor/Coordinator
6.	Obtain approval of Dean of SPS or his representative.	PT SPS
7.	Notify student of the results for the application of postponement through email within seven (7) working days. If passed, update student portal to avoid the study status of Fail and Dismissed for failure to sit for the Comprehensive Exam – PhD.	PT/PT (P/O) SPS

### Comprehensive Examination for the Doctor of Public Health Programme (DrPH)

NO.	ACTIVITY	ACTION
1.	Prepare a list of PhD second semester students who have not yet sit for the Comprehensive Examination – DrPH in week 5 of the semester and send the list to FPSK and copy it to the Advisor.	PT/PT (P/O) SPS
2.	Ensure – (i) the Comprehensive Examination –PhD Results form presented by the Doctor of Public Health Examination Committee and supervisor is completed; and  (ii) student has fulfilled the credit requirements set by FPSK	Programme Coordinator

	<b>MAIN SERVICE POSTGRADUATE</b>	Page: 3/3
	<b>OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC &amp; INTERNATIONAL) Document Code: UPM/PU/S/AK04/05</b>	Review No.: 06
		Issue No.: 02
	<b>WORK INSTRUCTION FOR MONITORING THE COMPREHENSIVE EXAMINATION – PhD RESULTS</b>	Date: 06/10/2020

NO.	ACTIVITY	ACTION
	If one or all of the above matters are not met, inform the student and supervisor that the decision will not be confirmed until the matter is resolved.	
3.	Submit the Examination results to SGS through the Deputy Dean (Postgraduate) to be updated on i-GIMS.	Coordinator
4.	Notify students of the results through email within seven (7) working days.	PT/PT (P/O) SPS
5.	Students' request to postpone the examination to the next semester can only be considered for health reasons (health documents are also attached). Ensure the student's application is supported by the Advisor Graduate Coordinator of FPSK.	Advisor Graduate Coordinator of FPSK
6.	Obtain approval of Dean of SPS or his representative	Dean of SPS
7.	Notify student of the results for the application of postponement. If passed, update student portal to avoid the study status of Failed and Terminated for failure to sit for the PhD Comprehensive Exam .	PT/PT (P/O) SPS