	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 1/1
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/AK04/03	No. Semakan: 06
		No. Isu: 02
	ARAHAN KERJA SEMAKAN GRED KURSUS	Tarikh: 28/02/2022

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 (PG/ACA/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 (PG/ACA/GS-13a). Buat salinan borang 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

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	OFFICE OF DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL) Document Code: UPM/PU/S/AK04/03	Review No.: 06
	WORK INSTRUCTION FOR COURSE GRADE REVIEW	Issue No. : 02
		Date: 28/02/2022

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 (PG/ACA/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 (PG/ACA/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