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		No. Isu: 02
	ARAHAN KERJA URUSAN BERGRADUAT PELAJAR SISWAZAH	Tarikh: 28/02/2022

1.0 PENGENALAN


Arahan Kerja ini merangkumi semua tatacara urusan bergraduasi pelajar siswazah.

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 pelajar mengemukakan borang Maklumat untuk Bergraduasi (PG/ACA/GS-17) yang lengkap sebelum menyerahkan surat Pengurniaan Ijazah, Transkrip dan Sijil.	PT/PT (P/O) SPS
2.	Pastikan surat Pengurniaan Ijazah, Transkrip dan Sijil tidak diserahkan kepada graduan yang berhutang dengan Universiti.	PT SPS
3.	Maklumkan tarikh Majlis Konvokesyen Universiti dan hal-hal lain yang berkenaan kepada graduan setelah pengesahan tentang perjalanan majlis tersebut diterima daripada Bahagian Akademik, UPM. Makluman akan dibuat melalui <i>PostGraduate Portal</i> dan juga e-mel kepada semua graduan yang tersenarai.	PT SPS
4.	Pastikan senarai nama graduan disediakan mengikut program pengajian (nama ijazah) dan dimajukan ke Bahagian Akademik, UPM selepas Senat mengesahkan kumpulan terakhir untuk sesuatu Majlis Konvokesyen Universiti kecuali diminta lebih awal oleh pejabat tersebut. Sertakan juga statistik graduan mengikut program dan bangsa (dalam keadaan tertentu, statistik ini boleh dihantar secara berasingan).	PT SPS
5.	Pastikan Sijil diserahkan kepada graduan selepas Pakaian Akademik yang dipinjam semasa Majlis Konvokesyen Universiti dipulangkan dalam keadaan sempurna (tidak rosak/koyak) dan	PT/PT (P/O) SPS

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BIL.	AKTIVITI	TINDAKAN
	setelah bayaran bagi denda pemulangan lewat dijelaskan (jika berkenaan). Bagi kes-kes tertentu (contoh: pelajar antarabangsa yang akan kembali ke negara asal sebelum Majlis Konvokesyen Universiti berlangsung atau pelajar yang mengesahkan tidak akan menghadiri majlis tersebut), Sijil boleh diserahkan lebih awal jika terdapat permohonan secara bertulis mengenainya.	
6.	Simpan semua Sijil di dalam kabinet fail keluli atau almari keluli berkunci sebelum proses penyerahan kepada graduan.	PT/PT (P/O) SPS

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	WORK INSTRUCTION FOR POSTGRADUATE GRADUATION MATTERS	Date: 28/02/2022

1.0 INTRODUCTION


This instruction includes all procedures for postgraduate graduation matters.

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.	Ensure the student submits the completed Particulars for Graduation Form (PG/ACA/GS-17) before handing over the letter of Conferment of Degree, Transcript and Certificate.	PT/PT (P/O) SPS
2.	Ensure the letter of Conferment of Degree, Transcript and Certificate are not handed over to graduates who still owe the University.	PT SPS
3.	Announce the University Convocation Ceremony date and other pertaining matters to graduates after receiving confirmation on the course of event from Academic Division, UPM. Notifications will be made through the Postgraduate Portal and also an email to all graduates listed.	PT SPS
4.	Ensure the list of graduates is prepared according to the programme of study (name of degree) and forwarded to the Academic Division, UPM after the Senate endorses the final group for a University Convocation Ceremony unless requested earlier by the office. Include graduate statistics by programme and race (in some cases, these statistics may be sent separately).	PT SPS

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NO.	ACTIVITY	ACTION
5.	Ensure the Certificate is handed to graduates after the Academic Regalia borrowed during the University Convocation Ceremony is returned in good condition (not damaged/torn) and once the payment for late return fine is cleared (if applicable). For certain cases (for example: international students returning to their home countries before the University Convocation Ceremony or students confirming they will not attend the event), scrolls may be handed over in advance if there is a written request for it.	PT/PT (P/O) SPS
6.	Store all scrolls in a steel file cabinet or a locked steel cupboard before handing them over to the graduates.	PT/PT (P/O) SPS