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	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/AK04/04	No. Semakan: 07
		No. Isu: 02
	ARAHAN KERJA SEMAKAN KE ATAS PEMBERHENTIAN (GAGAL DAN DIBERHENTIKAN)	Tarikh: 28/02/2022

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 (PG/ACA/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 ke Atas Pemberhentian (PG/ACA/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

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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

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	WORK INSTRUCTION FOR REVIEW AGAINST TERMINATION (FAIL AND TERMINATED)	Date: 28/02/2022

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 (PG/ACA/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 Review Form upon Termination (PG/ACA/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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NO.	ACTIVITY	ACTION
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