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1.0 SKOP

Prosedur ini merangkumi semua proses pengendalian pelajar siswazah yang terlibat dengan status pengajian “Suspended”, “Dropped”, “Terminated”, “Probation” dan “Provisional”.

2.0 TANGGUNGJAWAB


Penyelaras dan PT Unit Akademik bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
Terkini	<i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</i>
UPM/PU/S/AK02/06	Arahan Kerja Pengguguran Status Pelajar
UPM/PU/S/AK02/09	Arahan Kerja Pelanjutan Tempoh Pengajian
UPM/PU/S/AK04/04	Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan)


4.0 TERMINOLOGI DAN SINGKATAN

CE	: Peperiksaan Komprehensif – PhD
PNGK	: Purata Nilai Gred Kumulatif
GB	: Gagal dan Diberhentikan
i-GIMS	: Internet Graduate Information Management System
JKSS	: Jawatankuasa Semakan Siswazah
Pelajar	: Pelajar semester kedua dan seterusnya
Sambungan	
Penasihat	: Pensyarah yang akan membimbing pelajar sebelum penyelia dilantik
Penyelaras	: Dekan/Timbalan Dekan Fakulti/Sekolah;

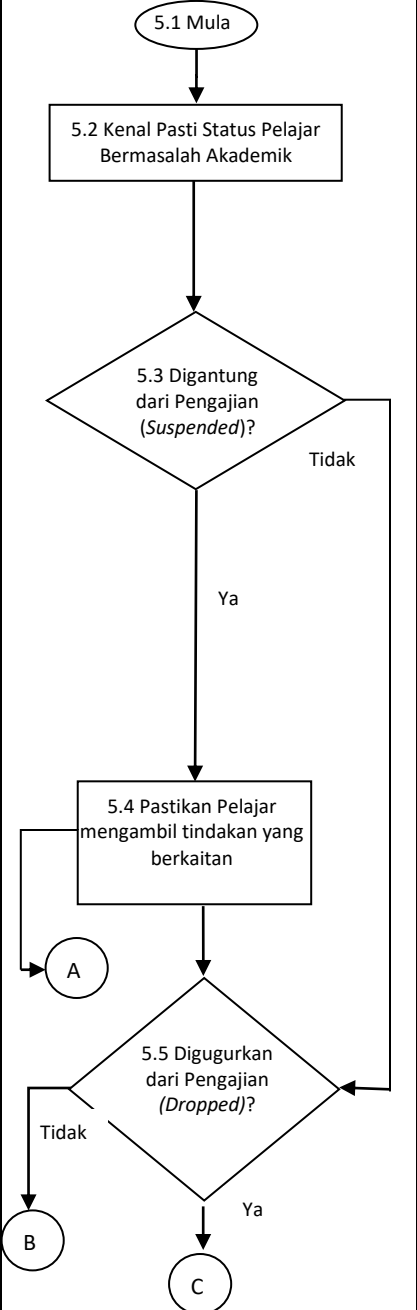
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Pengarah/Timbalan Pengarah Institut;
Pegawai yang dilantik sebagai Penyelaras Pengajian Siswazah
Fakulti/Sekolah/Institut

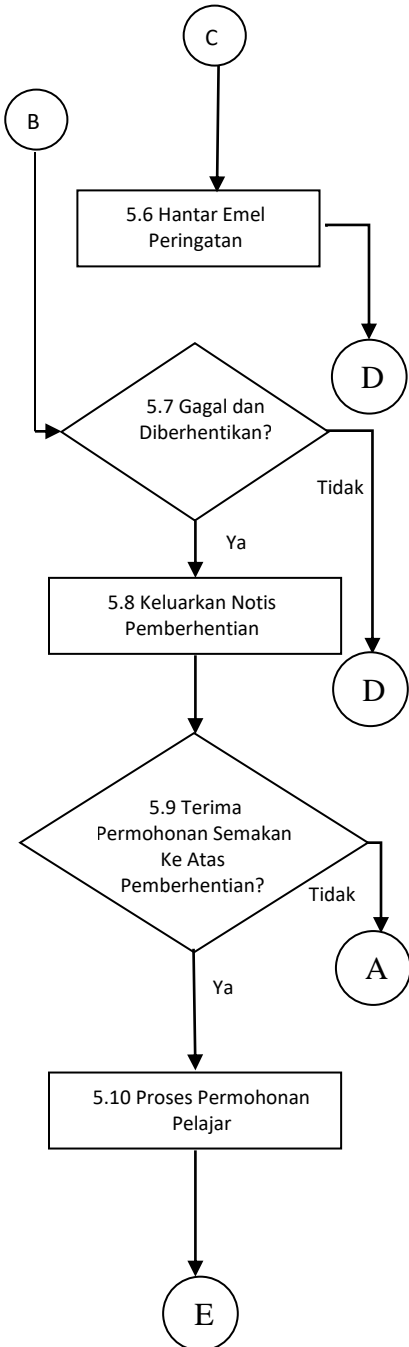
Penyelia : Pengerusi Jawatankuasa Penyeliaan pelajar
PhD : Program Doktor Falsafah
PIE2 : Postgraduate Intensive English Programme 2
PT : Pegawai Tadbir
PT (P/O) : Pembantu Tadbir (Perkeranian dan Operasi)
Semester : Termasuk trimester
SPS : Sekolah Pengajian Siswazah
TM : Tidak Memuaskan


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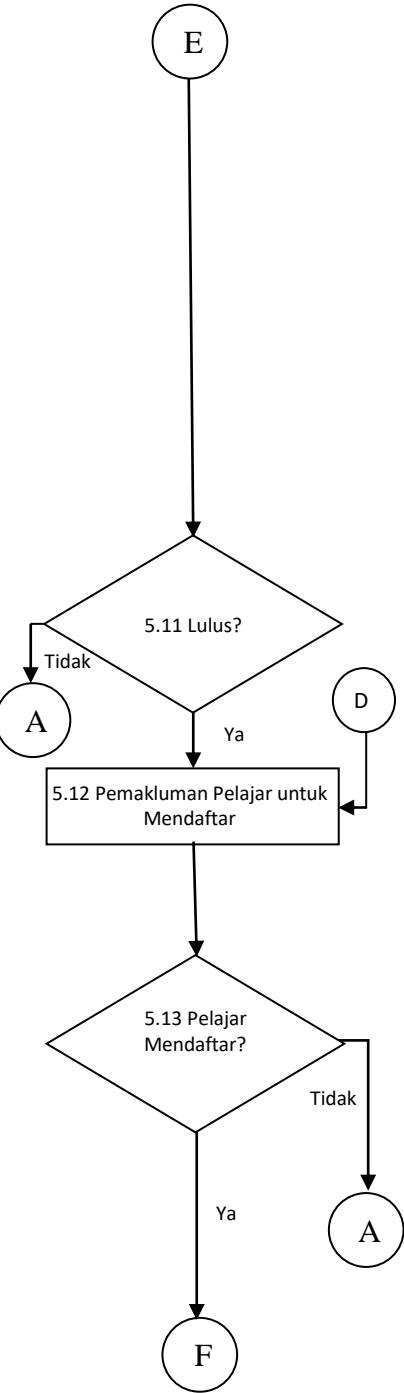
5.0 PROSES TERPERINCI


Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS/ Fakulti/Sekolah/ Institut	 <pre> graph TD Start([5.1 Mula]) --> Step5.2[5.2 Kenal Pasti Status Pelajar Bermasalah Akademik] Step5.2 --> Decision5.3{5.3 Digantung dari Pengajian (Suspended)?} Decision5.3 -- Tidak --> Step5.5 Decision5.3 -- Ya --> Step5.4[5.4 Pastikan Pelajar mengambil tindakan yang berkaitan] Step5.4 --> Decision5.5{5.5 Digugurkan dari Pengajian (Dropped)?} Decision5.5 -- Tidak --> B((B)) Decision5.5 -- Ya --> C((C)) B --> A((A)) A --> Step5.4 </pre>	<p>5.2 Kenal pasti status pelajar bermasalah akademik berdasarkan status <i>Suspended</i>, <i>Dropped</i>, <i>Terminated</i>, <i>Probation</i> dan <i>Provisional</i>.</p> <p>5.3 Digantung dari Pengajian (<i>Suspended</i>)?</p> <p>(a) Jika Ya, ikut Langkah 5.4.</p> <p>(b) Jika Tidak, ikut Langkah 5.5.</p> <p>Nota:</p> <ul style="list-style-type: none"> Status digantung dari pengajian (<i>Suspended</i>) diberi kepada pelajar: - <ul style="list-style-type: none"> i) gagal kursus PIE2 sebanyak dua (2) kali, ii) tidak menghantar salinan sijil kelayakan masuk. iii) JK Penyeriaan belum dilantik sebelum semester kedua berakhir. <p>5.4 (a) Maklumkan pelajar untuk: <ul style="list-style-type: none"> (i) Mendaftar Kursus PIE2, (ii) Menghantar sijil (iii) Menamakan Jawatankuasa Penyeriaan </p> <p>5.5 Digugurkan dari Pengajian (<i>Dropped</i>)</p> <p>(a) Jika Ya, ikut Langkah 5.6.</p> <p>(b) Jika Tidak, ikut Langkah 5.7.</p> <p>Nota:</p> <ul style="list-style-type: none"> Status digugurkan dari pengajian (<i>Dropped</i>) diberikan kepada pelajar yang 	
PT/PT (P/O) SPS			

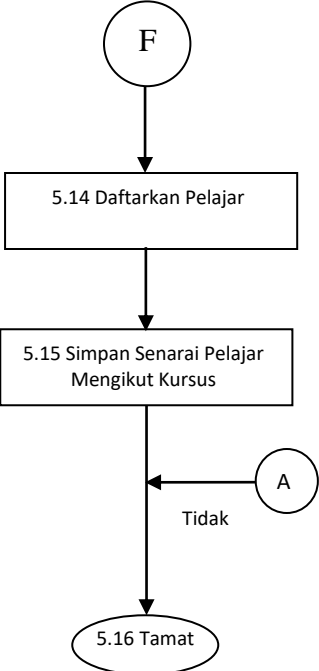
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS	 <pre> graph TD C((C)) --> B1[5.6 Hantar Emel Peringatan] B1 --> D1((D)) D1 --> D2{5.7 Gagal dan Diberhentikan?} D2 -- Ya --> B2[5.8 Keluarkan Notis Pemberhentian] D2 -- Tidak --> D1 B2 --> D3{5.9 Terima Permohonan Semakan Ke Atas Pemberhentian?} D3 -- Ya --> B3[5.10 Proses Permohonan Pelajar] D3 -- Tidak --> A((A)) B3 --> E((E)) </pre>	<p>gagal mendaftar kursus dan/atau gagal membayar yuran dalam tempoh sehingga minggu ke-2 semester bermula.</p> <p>5.6 Hantar emel peringatan kepada pelajar/pihak Fakulti/Institut untuk menyempurnakan proses pendaftaran iaitu mendaftar kursus dan/atau membayar yuran pengajian dan ikut Langkah 5.12.</p> <p>5.7 Gagal dan Diberhentikan? (a) Jika Ya, ikut Langkah 5.8. (b) Jika Tidak, ikut Langkah 5.12 jika pelajar berstatus percubaan (Probation).</p> <p>5.8 Keluarkan notis untuk memaklumkan status Gagal dan Diberhentikan kepada pelajar.</p> <p>5.9 Terima Permohonan Semakan Ke Atas Pemberhentian? (a) Jika Ya, ikut Langkah 5.10. (b) Jika Tidak, proses tamat.</p> <p>5.10 Proses Permohonan Pelajar berdasarkan kes berikut: (a) Pelajar PhD yang melebihi tempoh pengajian iaitu 13 semester (sepenuh masa) dan 15 semester (separuh masa). (b) Pelajar Master yang melebihi tempoh pengajian iaitu 9 semester (sepenuh masa) dan 11 semester (separuh masa).</p>	<p>Arahan Kerja Pengguguran Status Pelajar (UPM/PU/S/AK02/06)</p> <p>Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan) (UPM/PU/S/AK04/04)</p> <p>Arahan Kerja Pelanjutan Tempoh Pengajian (UPM/PU/S/AK02/09)</p> <p>Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan) (UPM/PU/S/AK04/04)</p>
PT/PT (P/O) SPS			
PT/PT (P/O) SPS			
PT/PT (P/O) SPS			

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT (P/O) SPS	 <pre> graph TD E((E)) --> D1{5.11 Lulus?} D1 -- Ya --> B[5.12 Pemakluman Pelajar untuk Mendaftar] D1 -- Tidak --> A((A)) D --> B B --> D2{5.13 Pelajar Mendaftar?} D2 -- Ya --> F((F)) D2 -- Tidak --> A </pre>	<p>(c) Pelajar mendapat PNGK kurang dari 3.000 buat kali kedua dan mendapat PNGK kurang 2.500 kali pertama.</p> <p>(d) Gagal menduduki Peperiksaan Komprehensif – PhD (CE) dalam tempoh yang ditetapkan iaitu 4 semester (sepenuh masa) dan 6 semester (separuh masa).</p> <p>(e) gagal CE selepas dua (2) kali.</p> <p>(f) Mendapat dua (2) gred TM bagi kursus SPS5999/SPS6999 atau yang disyorkan GB oleh penyelia selepas mendapat satu (1) gred TM untuk kursus SPS5999/SPS6999.</p> <p>(g) Gagal kemukakan pembedaan tesis selepas peperiksaan akhir (viva voce) dalam tempoh yang ditetapkan.</p> <p>5.11 Lulus?</p> <p>(a) Jika Ya, ikut Langkah 5.12.</p> <p>(b) Jika Tidak, proses tamat.</p> <p>5.12 Maklumkan pelajar mengenai keputusan JKSS dan tindakan yang berkaitan melalui emel atau kaedah yang bersesuaian.</p> <p>5.13 Pelajar Mendaftar?</p> <p>(a) Jika Ya, ikut Langkah 5.14.</p> <p>(b) Jika Tidak, ikut proses tamat.</p> <p>Nota:</p> <ul style="list-style-type: none"> • Pelajar Secara Penyelidikan boleh mendaftar lewat sehingga minggu ke-7. • Pelajar Secara Kerja Kursus boleh mendaftar lewat sehingga minggu kedua atau tempoh lain (tertakluk kepada kelulusan PTJ). 	


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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS	 <pre> graph TD F((F)) --> 5.14[5.14 Daftarkan Pelajar] 5.14 --> 5.15[5.15 Simpan Senarai Pelajar Mengikut Kursus] 5.15 --> A((A)) A -- Tidak --> 5.15 A --> 5.16((5.16 Tamat)) </pre>	5.14 Daftarkan kursus pelajar dalam i-GIMS setelah menerima maklum balas bertulis daripada pelajar/Penasihat/Penyelia/ Penyelaras.	
PT SPS		5.15 Simpan senarai pelajar mengikut kursus seperti berikut:	
PT/PT (P/O) Fakulti/Sekolah/ Institut		(a) E-mel kan senarai pelajar mengikut kursus kepada pihak fakulti/Sekolah/institut selepas minggu ke-7 semester. (b) Simpan salinan lembut senarai pelajar mengikut kursus yang dihantar oleh SPS.	


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6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM.SPS.600-4/19/1 (No.Matrik) FAIL PELAJAR <ul style="list-style-type: none"> • Notis Semakan ke Atas Pemberhentian [jika berkaitan]. • Salinan Surat Makluman Keputusan Semakan ke Atas Pemberhentian [jika berkaitan]. 	PT (P/O) SPS	PT (P/O) SPS	Bilik Fail Pelajar, SPS / Storage Attached Network Sekurang-kurangnya 3 tahun selepas pelajar bergraduat	Ketua Pengarah Arkib Negara Malaysia
2.	UPM.Kod PTJ.600-4/19/1 (No.Matrik) FAIL PELAJAR <ul style="list-style-type: none"> • Notis Semakan Ke Atas Pemberhentian [Jika berkaitan]. • Salinan Surat Makluman Keputusan Semakan ke Atas Pemberhentian [jika berkaitan]. 	PT (P/O) PTJ	PT (P/O) PTJ	Bilik Fail Pelajar PTJ Sekurang-kurangnya 2 tahun selepas pelajar bergraduat	Ketua Pengarah Arkib Negara Malaysia
3.	UPM.SPS.600-4/6/2 PENDAFTARAN PELAJAR SAMBUNGAN <ul style="list-style-type: none"> • Notis atau peringatan berkenaan pendaftaran pelajar sambungan. • Salinan e-mel berkaitan senarai pelajar berstatus "Dropped" kerana tidak mendaftar dalam tempoh. • Senarai pelajar berstatus Suspended yang mendaftar kursus PIE2 sahaja. • Dokumen lain yang berkaitan. 	PT (P/O) SPS	PT (P/O) SPS	Unit Akademik / Storage Attached Network 3 tahun	Ketua Pengarah Arkib Negara Malaysia

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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
4.	UPM.Kod PTJ.600-4/6/2 PENDAFTARAN PELAJAR SAMBUNGAN <ul style="list-style-type: none"> • Notis atau peringatan berkenaan pendaftaran pelajar sambungan. • Dokumen lain yang berkaitan. 	PT (P/O) PTJ	PT (P/O) PTJ	Bilik Fail di PTJ 3 tahun	Ketua Pengarah Arkib Negara Malaysia

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1.0 SCOPE


The procedure encompasses all processes of postgraduate students who are under the Suspended, Dropped, Terminated, Probation and Provisional status.

2.0 RESPONSIBILITY

The coordinator and PT, Academic Unit are responsible for the implementation of the procedure. All parties involved must adhere to this procedure.


3.0 REFERENCE DOCUMENT

Document Code	Title of Document
Current	Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003
UPM/PU/S/AK02/06	Work Instruction for Students Given Dropped Status
UPM/PU/S/AK02/09	Work Instruction for Extension of Study
UPM/PU/S/AK04/04	Work Instruction for Review Against Termination (Fail and Dismissed)

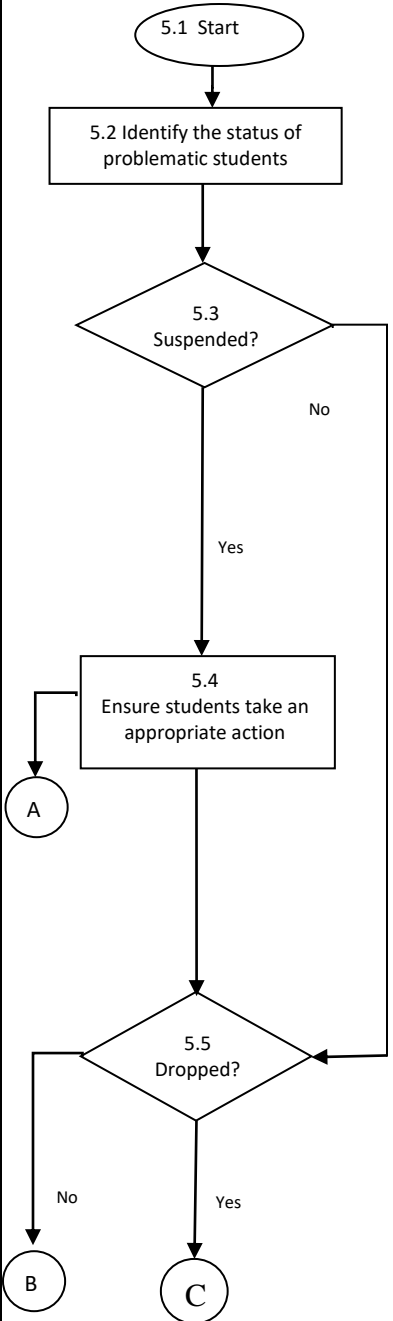
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4.0 TERMINOLOGY AND ACRONYM

CE	: Comprehensive Exam- PhD
PNGK	: Cummulative Grade Point Average
GB	: Fail and Terminated
i-GIMS	: Internet Graduate Information Management System
JKSS	: Graduate Review Committee
Continuing Student	: Second Semester and beyond students
Advisor	: Lecturer who will guide students before the appointment of a supervisor
Coordinator	: Dean/Deputy Dean of Faculty/School; Director/Deputy Director of Institute; Officer appointed as Coordinator of Graduate Studies, Faculty/School/Institute
Supervisor	: Chairperson of Supervisory Committee
PhD	: Doctor of Philosophy Programme
PIE2	: Postgraduate Intensive English Programme 2
PT	: Administrative Assistant
PT (P/O)	: Administrative Assistant (clerical/Operational)
Semester	: Inclusive of Trimester
SPS	: School of Graduate Studies
TM	: Unsatisfactory


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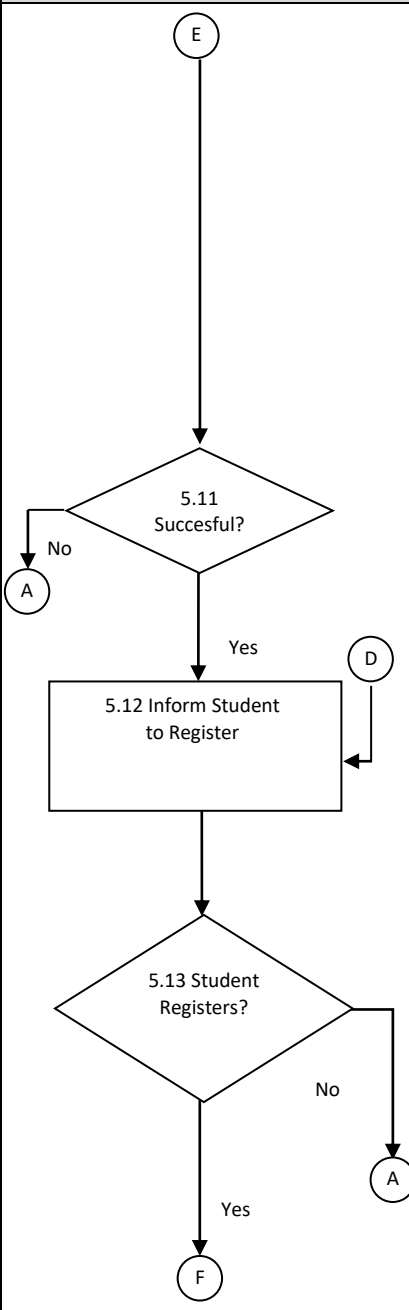
5.0 PROCESS IN DETAIL


Responsibility	Flowchart	Details	Reference Document/Record	
PT/PT (P/O) SPS/ Faculty/School/ Institute	 <pre> graph TD Start([5.1 Start]) --> Step52[5.2 Identify the status of problematic students] Step52 --> Dec53{5.3 Suspended?} Dec53 -- No --> Dec55{5.5 Dropped?} Dec53 -- Yes --> Step54[5.4 Ensure students take an appropriate action] Step54 --> ConnA((A)) ConnA --> Dec55 Dec55 -- No --> ConnB((B)) Dec55 -- Yes --> ConnC((C)) </pre>	<p>5.2 Identify the status of students with academic problems based on the <i>Suspended, Dropped, Terminated, Probation and Provisional status</i>.</p> <p>5.3 Suspended?</p> <p>(a) If Yes, go to step 5.4</p> <p>(b) If No, go to step 5.5</p> <p>Note:</p> <ul style="list-style-type: none"> i) failed PIE2 two (2) times ii) did not submit a copy of admission qualification certificate iii) Supervisory Committee has not been appointed before the end of second semester 		
PT/PT (P/O) SPS		5.4 Inform students to:	<ul style="list-style-type: none"> i) register for PIE2. ii) submit certificates. iii) appoint the supervisory committee <p>Note:</p> <ul style="list-style-type: none"> • If he passes the PIE2, he will be allowed to continue his studies but if he fails for the third (3) time, his status shall be changed to Fail and Dismissed. 	
PT/PT (P/O) SPS			5.5 Dropped?	
			(a) If Yes, go to Step 5.6.	
			(b) If No, go to Step 5.7.	
		Note:	<ul style="list-style-type: none"> • A student who fails to register or has not paid his semester fees within the first two (2) weeks of semester shall be dropped from the list of active students. 	

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Responsibility	Flowchart	Details	Reference Document/Record
PT/PT (P/O) SPS	<pre> graph TD B((B)) --> S5.6[5.6 Send Reminder E-mail] S5.6 --> D((D)) S5.6 --> D5.7{5.7 Fail and Terminated?} D5.7 -- No --> D((D)) D5.7 -- Yes --> S5.8[5.8 Issue Notice of Termination] S5.8 --> D5.9{5.9 Receive Application For Review Against Termination?} D5.9 -- No --> A((A)) D5.9 -- Yes --> S5.10[5.10 Process Application] S5.10 --> E((E)) C((C)) --> D5.7 </pre>	<p>5.6 Send reminder e mail to student/faculty/Institute to complete the registration process i.e register course and/or pay semester fees and go to step 5.12.</p> <p>5.7 Fail and terminated?</p> <p>(a) If Yes, go to Step 5.8.</p> <p>(b) If No, go to Step 5.12 if the student is on probation status.</p>	<p>Work Instruction for Student Given the Dropped Status (UPM/PU/S/AK02/06)</p> <p>Work Instruction For Review Against Termination (Fail and Dismissed) (UPM/PU/S/AK04/04)</p>
PT/PT (P/O) SPS		<p>5.8 Issue notice to inform student of the Fail and Dismissed status.</p> <p>6.9 Receive Application For Review Against Termination?</p> <p>(a) If Yes, go to step 5.10</p> <p>(b) If No, the process ends</p>	
PT/PT (P/O) SPS		<p>5.10 Process student's application based on the following cases:</p> <p>(a) A PhD student who has gone beyond his study duration i.e. 13 semesters (fulltime) and 15 semesters (part-time)</p> <p>(b) A Masters student who has gone beyond his study duration i.e. 9 semesters (fulltime) and 11 semesters (part-time)</p> <p>(c) A student who obtains a CGPA of less than 3.000 for the second time and CGPA of less than 2.5 for the first time.</p>	<p>Work Instruction On Extension of Studies (UPM/PU/S/AK02/09)</p> <p>Work Instruction For Review Against Termination (Fail and Dismissed) (UPM/PU/S/AK04/04)</p>


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Responsibility	Flowchart	Details	Reference Document/Record
PT (P/O) SPS	 <pre> graph TD E((E)) --> D511{5.11 Successful?} D511 -- No --> A1((A)) D511 -- Yes --> P512[5.12 Inform Student to Register] P512 --> D513{5.13 Student Registers?} D513 -- No --> A2((A)) D513 -- Yes --> F((F)) D513 --> D512{5.12 Inform Student to Register} </pre>	<p>(d) A student who fails to sit for Comprehensive Exam – PhD (CE) within the stipulated time which are 4 semesters (full time) and 6 semesters (part time).</p> <p>(e) Fails CE after two (2) attempts.</p> <p>(f) A student who obtains two (2) TM grades for SPS5999/SPS6999 or recommended a GB by supervisor after obtaining one (1) TM grade for SPS5999/SPS6999</p> <p>(g) Fails to submit thesis correction after final examination (viva voce) within the stipulated time.</p> <p>5.11 Successful?</p> <p>(a) If Yes, go to Step 5.12.</p> <p>(b) If No, the process ends.</p> <p>5.12 Inform student of JKKS result and action that needs to be taken via e mail or any other proper method.</p> <p>5.13 Student Registers?</p> <p>(a) If Yes, go to Step 5.14.</p> <p>(b) If No, the process ends.</p> <p>Note:</p> <ul style="list-style-type: none"> By research student are allowed to register late until week 7. By coursework student are allowed to register late until the second week or another period (based on PTJ approval). 	

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6.0 RECORD

No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority On Disposal
1.	UPM.SPS.600-4/19/1 (Matric No.) STUDENT'S FILE <ul style="list-style-type: none"> • Notice For Review Against Termination [if applicable] • Copy of Result of Review Against Termination [if applicable] 	PT (P/O) SPS	PT (P/O) SPS	Student File Room, SPS/ Storage Attached Network At least 3 years after the student has graduated	Director of General National Archives of Malaysia
2.	UPM.PTJ code.600-4/19/1 (Matric No.) STUDENT'S FILE <ul style="list-style-type: none"> • Notice For Review Against Termination [if applicable] • Copy of Result of Review Against Termination [if applicable] 	PT (P/O) PTJ	PT (P/O) PTJ	Student File Room, SPS At least 2 years after the student has graduated	Director of General National Archives of Malaysia
3.	UPM.SPS.600-4/6/2 REGISTRATION FOR CONTINUING STUDENTS <ul style="list-style-type: none"> • Notice or reminder regarding registration of continuing student. • Copy of email on the list of students with "Dropped" status for not registering within the period. • List of Suspended students who registered for PIE2 only • Other relevant documents 	PT (P/O) SPS	PT (P/O) SPS	Academic Unit / Network Attached Storage 3 years	Director of General National Archives of Malaysia

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	OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL) Document Code: UPM/PU/S/P008	Review No. :00
		Issue No. : 03
	PROCEDURE FOR HANDLING POSTGRADUATE STUDENTS WITH ACADEMIC ISSUES	Date: 30/06/2022

No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority On Disposal
4.	<p>UPM.PTJ Code.600-4/6/2</p> <p>REGISTRATION FOR CONTINUING STUDENTS</p> <ul style="list-style-type: none"> • Notice or reminder regarding registration of continuing student. • Other relevant documents 	PT (P/O) PTJ	PT (P/O) PTJ	File Room at PTJ 3 years	Director of General National Archives of Malaysia