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## 1.0 SKOP


Prosedur ini merangkumi semua proses pelantikan kali pertama JKP atau penamaan semula ahli JKP oleh Fakulti/Sekolah/Institut untuk perakuan JKKPPPTP dan kelulusan JKPSU.

## 2.0 TANGGUNGJAWAB

Penyelaras dan Pegawai Tadbir 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>

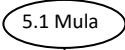
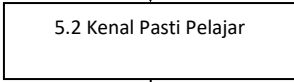
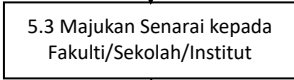
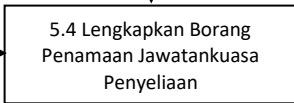


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#### 4.0 TERMINOLOGI DAN SINGKATAN

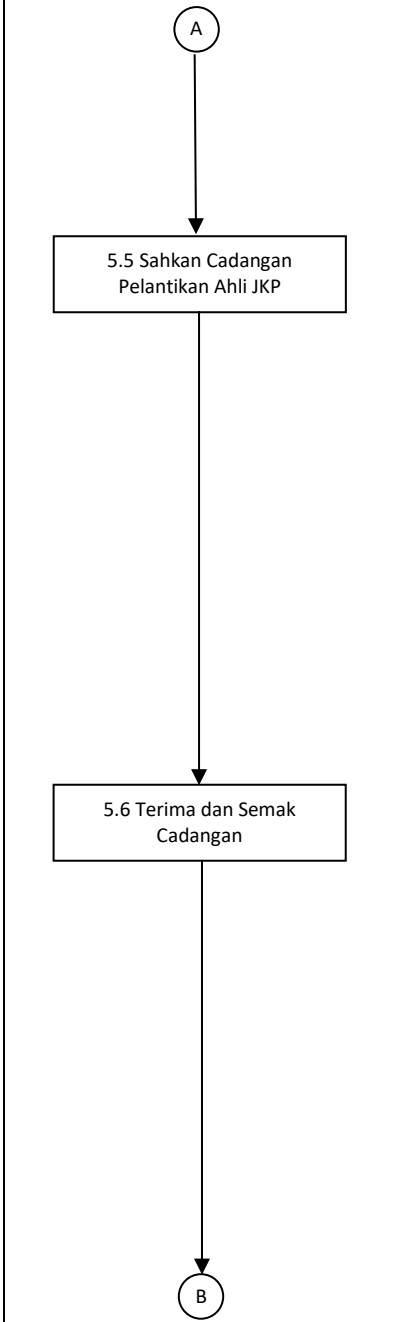
i-GIMS	:	<i>Internet Graduate Information Management System</i>
JKKPPPTP	:	Jawatankuasa Kecil Pelantikan Penyelia dan Pemeriksa Tesis Pelajar
JKPSU	:	Jawatankuasa Pengajian Siswazah Universiti
JKP	:	Jawatankuasa Penyeliaan
Penasihat	:	Pensyarah yang akan membimbing pelajar sebelum penyelia dilantik
Penyelia	:	Pengerusi Jawatankuasa Penyeliaan pelajar
Penyelaras	:	Dekan/Timbalan Dekan Fakulti/Sekolah; Pengarah/Timbalan Pengarah Institut; Pegawai yang dilantik sebagai Penyelaras Pengajian Siswazah Fakulti/Sekolah/Institut
PhD	:	Doktor Falsafah
PT	:	Pegawai Tadbir
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
Sekolah	:	Sekolah Perniagaan dan Ekonomi
SPS	:	Sekolah Pengajian Siswazah


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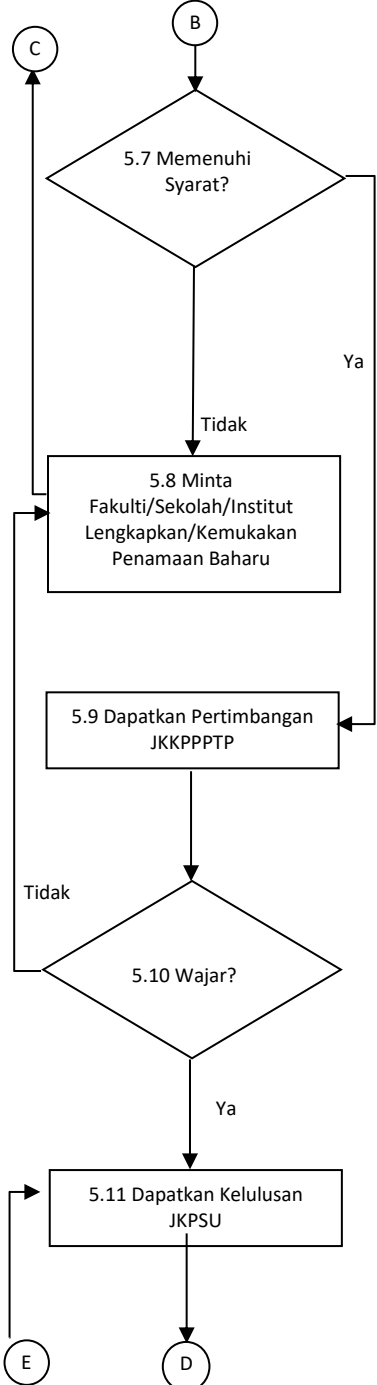
## 5.0 PROSES TERPERINCI


Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS			
PT/PT (P/O) SPS		5.2 Kenal pasti pelajar yang belum membuat penamaan ahli JKP. Penamaan perlu dibuat selewat-lewatnya akhir semester kedua.	
PT/PT (P/O) SPS		5.3 E-mel senarai tersebut kepada Penyelaras Pengajian Siswazah Fakulti/Sekolah/Institut selepas minggu ke-2 semester.	
Penasihat		5.4 (a) Bincang dengan pelajar mengenai calon yang sesuai untuk dilantik sebagai anggota JKP berdasarkan bidang pengajian dan kepakaran penyelia.	
Penasihat		(b) Minta pelajar melengkapkan borang (PG/ACA/GS-10a) melalui sistem i-GIMS dengan kadar segera.	Borang Penamaan Jawatankuasa Penyeliaan (PG/ACA/GS-10a)
Penyelia		(c) Minta pelajar melengkapkan borang (PG/ACA/GS-10b) melalui sistem i-GIMS (jika berkaitan) dengan kadar segera untuk mengelakkan masalah berkenaan pengesahan Laporan Kemajuan Penyelidikan (PG/ACA/GS-11).	Borang Penamaan Semula Jawatankuasa Penyeliaan (PG/ACA/GS-10b) Laporan Kemajuan Penyelidikan (PG/ACA/GS-11)
		<p>Nota:</p> <ul style="list-style-type: none"> <li>• Pelajar PhD tidak dibenarkan menduduki Peperiksaan Komprehensif – PhD/Keputusan Peperiksaan Komprehensif – PhD tidak akan disahkan jika pelajar belum mempunyai JKP.</li> <li>• Jika penamaan semula Pengerusi JKP diluluskan selepas minggu ke-11 semester, pelantikan berkuat kuasa pada semester berikutnya.</li> </ul>	
			

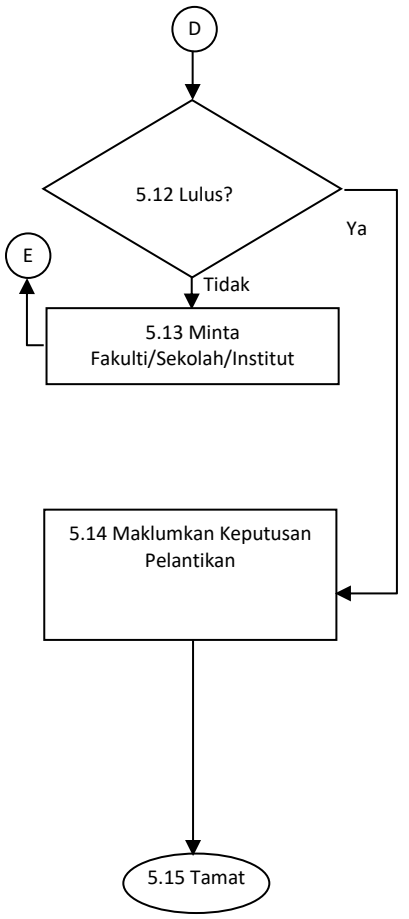
	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 4/8
	<b>PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK &amp; ANTARABANGSA) Kod Dokumen: UPM/PU/S/P009</b>	No. Semakan: 02
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	<b>PROSEDUR PELANTIKAN JAWATANKUASA PENYELIAAN PELAJAR SISWAZAH</b>	Tarikh: 30/06/2022


Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Penyelaras	 <pre> graph TD     A((A)) --&gt; B1[5.5 Sahkan Cadangan Pelantikan Ahli JKP]     B1 --&gt; B2[5.6 Terima dan Semak Cadangan]     B2 --&gt; B((B)) </pre>	<ul style="list-style-type: none"> <li>Jika JKP belum diluluskan pada akhir semester kedua, pelajar akan diberikan status <i>Suspended</i>.</li> <li>Dalam keadaan ini, Pengerusi asal perlu membuat pengesahan Laporan Kemajuan Penyelidikan (PG/ACA/GS-11) dalam i-GIMS.</li> </ul> <p>5.5 Semak kesesuaian ahli Jawatankuasa yang dicadangkan dengan merujuk <i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</i> serta majukan borang (PG/ACA/GS-10a) atau (PG/ACA/GS-10b) yang telah disahkan ke SPS.</p> <p>5.6 Terima dan semak maklumat cadangan pada borang (PG/ACA/GS-10a) atau (PG/ACA/GS-10b).</p> <p>Nota:</p> <ul style="list-style-type: none"> <li>Semak kesesuaian calon ahli JKP dan pastikan memenuhi syarat seperti yang telah ditetapkan dalam <i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</i>.</li> </ul>	<p><i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</i></p> <p>Borang Penamaan Jawatankuasa Penyeliaan (PG/ACA/GS-10a)</p> <p>Borang Penamaan Semula Jawatankuasa Penyeliaan (PG/ACA/GS-10b)</p> <p>Borang Penamaan Jawatankuasa Penyeliaan (PG/ACA/GS-10a)</p> <p>Borang Penamaan Semula Jawatankuasa Penyeliaan (PG/ACA/GS-10b)</p> <p><i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</i></p>
PT/PT (P/O) SPS			

	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 5/8
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	<b>PROSEDUR PELANTIKAN JAWATANKUASA PENYELIAAN PELAJAR SISWAZAH</b>	Tarikh: 30/06/2022

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS	 <pre> graph TD     B((B)) --&gt; D57{5.7 Memenuhi Syarat?}     D57 -- Ya --&gt; E59[5.9 Dapatkan Pertimbangan JKKPPPTP]     D57 -- Tidak --&gt; E58[5.8 Minta Fakulti/Sekolah/Institut Lengkapkan/Kemukakan Penamaan Baharu]     E58 --&gt; E59     E59 --&gt; D510{5.10 Wajar?}     D510 -- Ya --&gt; E511[5.11 Dapatkan Kelulusan JKPSU]     D510 -- Tidak --&gt; E58     E511 --&gt; D((D))     E511 --&gt; C((C))     E58 --&gt; C   </pre>	<p>5.7 Memenuhi Syarat?</p> <p>(a) Jika ya, ikut Langkah 5.9.</p> <p>(b) Jika tidak, ikut Langkah 5.8.</p>	Kriteria Lantikan Jawatankuasa Penyeliaan Berdasarkan Jawatan Dan Kelayakan
PT/PT (P/O) SPS		<p>5.8 Minta pihak Fakulti/Sekolah/Institut melengkapkan maklumat yang berkaitan dan/atau kemukakan penamaan baharu ahli JKP.</p>	
Pengerusi JKKPPPTP		<p>5.9 (a) Sediakan kertas mesyuarat Cadangan Pelantikan Ahli JKP untuk semakan JKKPPPTP.</p> <p>(b) Pertimbangkan cadangan.</p>	
PT/PT (P/O) SPS		<p>5.10 Wajar?</p> <p>(a) Jika ya, ikut langkah 5.11.</p> <p>(b) Jika tidak, ikut langkah 5.8.</p>	
Pengerusi JKPSU		<p>5.11 (a) Sediakan kertas Cadangan Pelantikan Ahli JKP yang telah disemak untuk pertimbangan dan kelulusan JKPSU.</p> <p>(b) Pertimbangkan cadangan.</p>	


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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan	
PT/PT (P/O) SPS	 <pre> graph TD     D((D)) --&gt; D1{5.12 Lulus?}     D1 -- Ya --&gt; E1[5.14 Maklumkan Keputusan Pelantikan]     D1 -- Tidak --&gt; E2[5.13 Minta Fakulti/Sekolah/Institut]     E2 --&gt; E((E))     E --&gt; D1     E1 --&gt; E3((5.15 Tamat)) </pre>	<p>5.12 Lulus?</p> <p>(a) Jika ya, ikut Langkah 5.14.</p> <p>(b) Jika tidak, ikut Langkah 5.13.</p>		
PT (P/O) SPS		5.13	Bagi kes cadangan pelantikan ahli JKP yang tidak diluluskan oleh JKPSU, minta Fakulti/Sekolah/Institut semak semula kesesuaian atau kemukakan penamaan baharu ahli JKP untuk pertimbangan semula JKPSU.	
PT/PT (P/O) SPS		5.14	<p>(a) Kemas kini keputusan dalam i-GIMS .</p> <p>(b) Maklumkan keputusan pelantikan melalui emel kepada pelajar dan disalinkan kepada ahli JKP dalam tempoh 14 hari dari tarikh kelulusan JKPSU.</p> <p>(c) majukan surat lantikan ahli JKP luar melalui emel dalam tempoh 14 hari dari tarikh kelulusan JKPSU.</p>	
PT/PT (P/O) 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.	<p><b>UPM.SPS.600-4/10/3</b></p> <p><b>JAWATANKUASA PENYELIAAN PELAJAR</b></p> <ul style="list-style-type: none"> <li>Borang Penamaan Jawatankuasa Penyeliaan (PG/ACA/GS-10a).</li> <li>Borang Penamaan Semula Jawatankuasa Penyeliaan (PG/ACA/GS-10b) [jika berkaitan].</li> <li>Salinan maklumat semakan kesesuaian ahli JKP yang dinamakan [jika berkaitan].</li> <li>Salinan surat memohon ahli tambahan dan/atau ahli baru untuk cadangan penamaan ahli JKP [jika berkaitan].</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	<p>Bilik Fail Pelajar,SPS/ <i>Network Attached Storage</i></p> <p>Sekurang-kurangnya 3 tahun selepas pelajar bergraduasi</p>	Ketua Pengarah Arkib Negara Malaysia
2.	<p><b>UPM.Kod PTJ.600-4/10/3</b></p> <p><b>JAWATANKUASA PENYELIAAN PELAJAR</b></p> <ul style="list-style-type: none"> <li>Salinan borang Penamaan Semula Jawatankuasa Penyeliaan (PG/ACA/GS-10b) [jika berkaitan].</li> <li>Surat semakan kesesuaian ahli JKP yang dinamakan [jika berkaitan].</li> <li>Surat memohon ahli tambahan dan/atau ahli baru untuk cadangan penamaan ahli JKP [jika berkaitan].</li> </ul>	PT/PT (P/O) Fakulti/Institut	PT/PT (P/O) Fakulti/Institut	<p>Bilik Fail Fakulti/ Institut</p> <p>Sekurang-kurangnya 2 tahun selepas pelajar bergraduasi</p>	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
3.	<b>UPM.SPS.600-4/10/4</b>  <b>PENYELIAAN PELAJAR SISWAZAH</b> <ul style="list-style-type: none"> <li>• Salinan surat menyurat urusan am berkaitan JKP.</li> <li>• Petikan Minit berkenaan perkara terkini urusan pelantikan JKP [jika berkaitan].</li> <li>• Salinan e-mel peringatan pelantikan JKP.</li> <li>• Dokumen lain yang berkaitan.</li> </ul>	PT (P/O) SPS	PT (P/O) SPS	Unit Akademik/ <i>Network Attached Storage</i>  3 tahun	Ketua Pengarah Arkib Negara Malaysia



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		Issue No. : 03
	<b>PROCEDURE FOR THE APPOINTMENT OF GRADUATE STUDENTS' SUPERVISORY COMMITTEE</b>	Date: 30/06/2022

## 1.0 SCOPE


The procedure encompasses all processes involved in first appointment of JKP or re-nomination of JKP members by Faculty/School/Institute to be endorsed by JKKPPPTP.

## 2.0 RESPONSIBILITY

The coordinator and Administrative Officer of Academic Unit are responsible for the implementation of this 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.

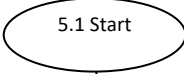
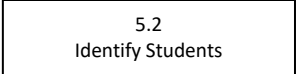
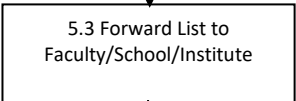
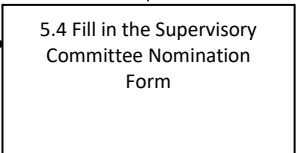
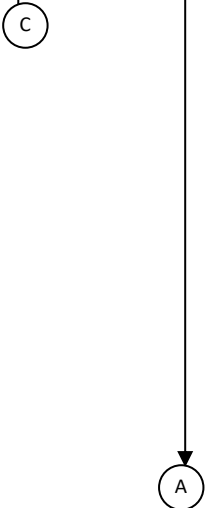
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#### 4.0 TERMINOLOGY AND ACRONYM

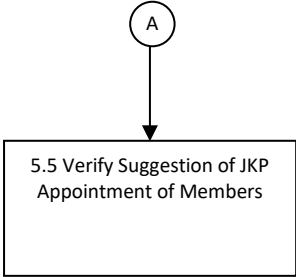
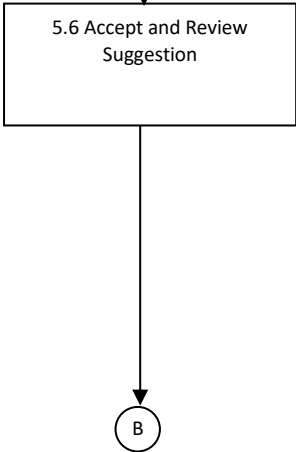
i-GIMS	:	Internet Graduate Information Management System
JKKPPPTP	:	Appointment of Supervisor and Thesis Examiner Subcommittee
JKPSU	:	University Graduate Studies Committee
JKP	:	Supervisory Committee
Advisor	:	Lecturer who will guide students before the appointment of a supervisor
Supervisor	:	Chairman of Supervisory Committee
Coordinator	:	Dean/Deputy Dean of Faculty/School; Director/Deputy Director of Institute; Officer Appointed as Postgraduate Coordinator for Faculty/School/Institute
PhD	:	Doctor of Philosophy
PT	:	Administrative Officer
PT (P/O)	:	Administrative Assistant (clerical/Operational)
School	:	School of Business and Economics
SPS	:	School of Graduate Studies


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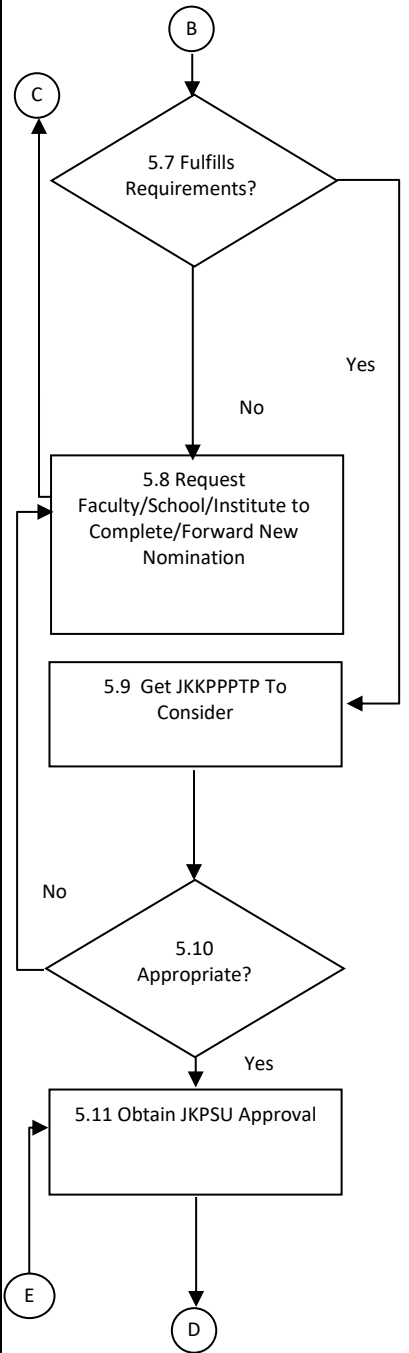
## 5.0 PROCESS IN DETAIL


Responsibility	Flowchart	Details	Reference Document/ Record
PT/PT (P/O) SPS			
PT/PT (P/O) SPS		5.2 Identify students who have not nominated JKP member. Nomination must be done latest by the end of second semester.	
PT/PT (P/O) SPS		5.3 E mail list to Postgraduate Coordinator of Faculty/School/Institute after the second week of semester.	
Advisor		5.4 (a) Discuss with student the best candidate for JKP based on field of study and supervisor's expertise.	Supervisory Committee Nomination Form (PG/ACA/GS-10a)
Advisor		(b) Inform students to fill in (PG/ACA/GS-10a) form through i-GIMS as soon as possible.	
Supervisor		(c) Ask students to complete (PG/ACA/GS-10b) (if applicable) through i-GIMS as soon as possible to avoid problems regarding Research Progress Report (PG/ACA/GS-11) endorsement.  Note <ul style="list-style-type: none"> <li>A PhD candidate is not allowed to sit for PhD Comprehensive Exam/PhD Comprehensive Exam Results will not be endorsed if he does not have JKP.</li> <li>If the re-nomination of JKP Chairperson is approved after Week 11 of the semester, the appointment will take effect in the coming semester.</li> </ul>	Supervisory Committee Re-Nomination Form (PG/ACA/GS-10b)  Research Progress Report (PG/ACA/GS-11)

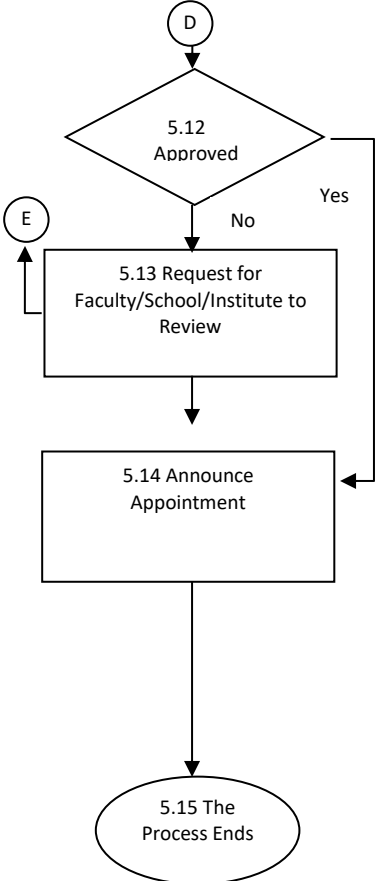
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Responsibility	Flowchart	Details	Reference Document/ Record
Coordinator		<p>In this case, the original Chairman must verify the Research Progress Report (PG/ACA/GS-11) in i-GIMS.</p> <p>5.5 Review the suitability of nominated JKP member by referring to Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003 and forward the (PG/ACA/GS-10a) form or (PG/ACA/GS-10b) which has been verified to SPS.</p>	<p>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003.</p> <p>Supervisory Committee Nomination Form (PG/ACA/GS-10a)</p> <p>Supervisory Committee Re-Nomination Form (PG/ACA/GS-10b)</p>
PT/PT (P/O) SPS		<p>5.6 Accept and review suggestion on (PG/ACA/GS-10a) or (PG/ACA/GS-10b) form.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>Review the suitability of nominated JKP member by referring to Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003.</li> </ul>	<p>Supervisory Committee Nomination Form (PG/ACA/GS-10a)</p> <p>Supervisory Committee Re-Nomination Form (PG/ACA/GS-10b)</p> <p>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</p>

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		Issue No. : 03
	<b>PROCEDURE FOR THE APPOINTMENT OF GRADUATE STUDENTS' SUPERVISORY COMMITTEE</b>	Date: 30/06/2022

Responsibility	Flowchart	Details	Reference Document/ Record
PT/PT (P/O) SPS	 <pre> graph TD     B((B)) --&gt; D1{5.7 Fulfills Requirements?}     D1 -- Yes --&gt; E9[5.9 Get JKKPPPTP To Consider]     D1 -- No --&gt; E8[5.8 Request Faculty/School/Institute to Complete/Forward New Nomination]     E8 --&gt; E9     E9 --&gt; D2{5.10 Appropriate?}     D2 -- Yes --&gt; E11[5.11 Obtain JKPSU Approval]     D2 -- No --&gt; E8     E11 --&gt; D((D))     E11 --&gt; E((E))     E --&gt; D1 </pre>	<p>5.7 Fulfills requirements?</p> <p>(a) If Yes, go to Step 5.9.</p> <p>(b) If No, go to Step 5.8.</p>	<p>Appointment of Supervisory Committee based on position and egibility</p>
PT/PT (P/O) SPS		<p>5.8 Request the Faculty/School/Institute to complete relevant information/forward new nomination for JKP.</p>	
PT/PT (P/O) SPS Chairperson JKKPPPTP		<p>5.9 (a) Prepare suggested JKP member appointment proposal for JKKPPPTP review.</p> <p>(b) Consider proposal/suggestion.</p>	
PT/PT (P/O) SPS		<p>5.10 Appropriate?</p> <p>(a) If Yes, go to Step 5.11.</p> <p>(b) If No, go to Step 5.8.</p>	
PT/PT (P/O) SPS Chairperson JKPSU		<p>5.11 (a) Prepare suggested JKP member appointment proposal which has been reviewed for the consideration and approval of JKPSU.</p> <p>(b) Consider proposal.</p>	


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	<b>PROCEDURE FOR THE APPOINTMENT OF GRADUATE STUDENTS' SUPERVISORY COMMITTEE</b>	Date: 30/06/2022

Responsibility	Flowchart	Details	Reference Document/ Record	
PT/PT (P/O) SPS	 <pre> graph TD     D((D)) --&gt; 5.12{5.12 Approved}     5.12 -- Yes --&gt; 5.14[5.14 Announce Appointment]     5.12 -- No --&gt; 5.13[5.13 Request for Faculty/School/Institute to Review]     5.13 --&gt; 5.12     5.14 --&gt; 5.15((5.15 The Process Ends)) </pre>	<p>5.12 Approved?</p> <p>(a) If Yes, go to Step 5.14.</p> <p>(b) If Yes, go to Step 5.13.</p>		
PT (P/O) SPS PT/PT (P/O) SPS		5.13 Request for Faculty/School/Institute to Review	5.13 For cases where nomination of JKP member is not approved by JKPSU, inform Faculty/School/Institute to review suitability or forward new nomination to be re considered by JKPSU.	
PT (P/O) SPS PT/PT (P/O) SPS		5.14 Announce Appointment	5.14 (a) Update the result in i-GIMS (b) Inform appointment's result via email to the student and copied to JKP members within fourteen (14) days from the date of JKPSU's approval.	
PT/PT (P/O) SPS		5.15 The Process Ends	5.14 (c) Forward the appointment letter for JKP external members via email within 14 days from the date of JKPSU's 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.	<p><b>UPM.SPS.600-4/10/3</b></p> <p><b>STUDENT'S SUPERVISORY COMMITTEE</b></p> <ul style="list-style-type: none"> <li>Supervisory Committee Nomination Form (PG/ACA/GS-10a).</li> <li>Supervisory Committee Renomination Form (PG/ACA/GS-10b) [if applicable].</li> <li>Copy of notification of suitability review of chosen JKP member [if applicable].</li> <li>Copy of letter requesting additional members and / or new members for nomination of members of JKP [if applicable].</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	<p><i>Student File Room, SPS Network Attached Storage</i></p> <p>At least 3 years after the student has graduated</p>	Director of General National Archives of Malaysia
2.	<p><b>UPM.PTJ Code.600-4/10/3</b></p> <p><b>STUDENT'S SUPERVISORY COMMITTEE</b></p> <ul style="list-style-type: none"> <li>Copy of Supervisory Committee Renomination Form (PG/ACA/GS-10b) [if applicable].</li> <li>Copy of notification of suitability review of chosen JKP member [if applicable].</li> <li>Copy of letter requesting additional members and / or new members for nomination of members of JKP (if applicable).</li> </ul>	PT/PT (P/O) Faculty/ Institute	PT/PT (P/O) Faculty/ Institute	<p>File Room of Faculty/ Institute</p> <p>At least 2 years after the student has graduated</p>	Director of General National Archives of Malaysia

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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
3.	<p><b>UPM.SPS.600-4/10/4</b></p> <p><b>SUPERVISION OF GRADUATE STUDENTS</b></p> <ul style="list-style-type: none"> <li>• Copy of general letters related to JKP.</li> <li>• Excerpt of minutes about latest JKP appointment (if applicable).</li> <li>• Copy of reminder email on JKP appointment</li> <li>• Other relevant documents.</li> </ul>	PT (P/O) SPS	PT (P/O) SPS	<p>Academic Unit <i>Network Attached Storage</i></p> <p>3 Years</p>	Director of General National Archives of Malaysia