	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 1/6
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P010	No. Semakan: 03
		No. Isu: 03
	PROSEDUR PENYELIAAN PELAJAR SISWAZAH SECARA PENYELIDIKAN	Tarikh: 30/06/2022

1.0 SKOP


Prosedur ini merangkumi semua tatacara penyeliaan penyelidikan pelajar siswazah yang mengikuti program pengajian secara penyelidikan (Master dan Doktor Falsafah) dan cara penyeliaan, pemantauan penyelidikan serta penyediaan tesis.

2.0 TANGGUNGJAWAB

Penyelaras, Penasihat dan JKP 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/P011	Prosedur Pengurusan Prestasi Pelajar Siswazah
UPM/PU/S/AK02/10	Arahan Kerja Urusan Menambah Kursus, Menggugurkan Kursus, Pengecualian Kredit dan Pindah Kredit
UPM/SGS/BP02	<i>Guide to Thesis Preparation</i>

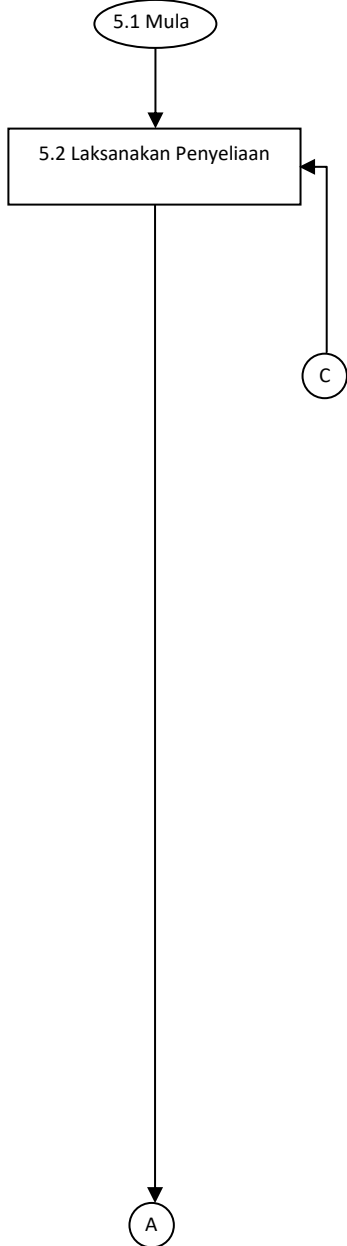
	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 2/6
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P010	No. Semakan: 03
		No. Isu: 03
	PROSEDUR PENYELIAAN PELAJAR SISWAZAH SECARA PENYELIDIKAN	Tarikh: 30/06/2022


4.0 TERMINOLOGI DAN SINGKATAN

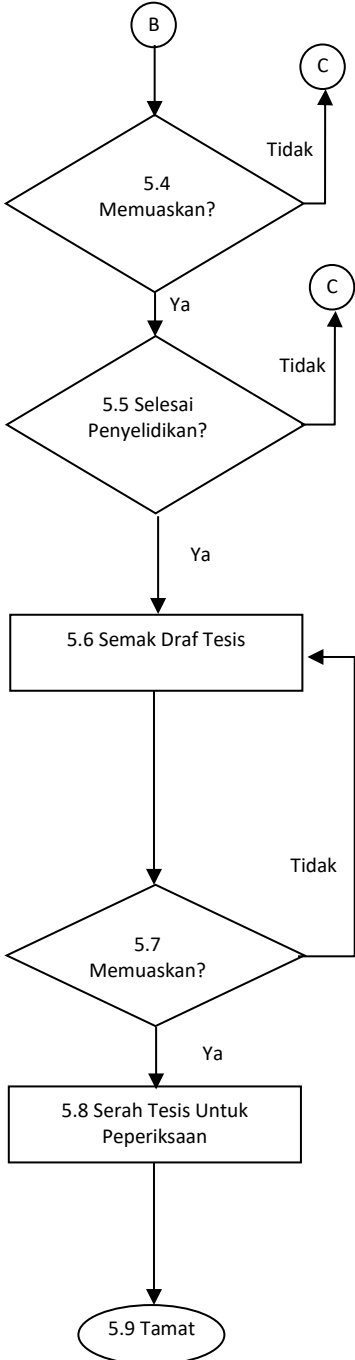
ICP	:	<i>International Collaborative Programme</i>
i-GIMS	:	<i>Internet Graduate Information Management System</i>
JKP	:	Jawatankuasa Penyeliaan Pelajar
Penasihat	:	Pensyarah yang dilantik oleh JKPSU
PhD	:	Doktor Falsafah
PS	:	Pengajian Siswazah
PT	:	Pegawai Tadbir
PTJ	:	Pusat Tanggungjawab
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
Sekolah	:	Sekolah Perniagaan dan Ekonomi
SPS	:	Sekolah Pengajian Siswazah
TD	:	Timbalan Dekan Fakulti/Sekolah
TP	:	Timbalan Pengarah Institut


	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 3/6
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P010	No. Semakan: 03
		No. Isu: 03
	PROSEDUR PENYELIAAN PELAJAR SISWAZAH SECARA PENYELIDIKAN	Tarikh: 30/06/2022

5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ahli JKP	 <pre> graph TD Start([5.1 Mula]) --> Task[5.2 Laksanakan Penyeliaan] Task --> End((A)) End --> Task </pre>	<p>5.2 Laksanakan penyeliaan seperti berikut:</p> <p>(a) Pastikan pelajar menjalankan penyelidikan mengikut cadangan penyelidikan yang telah dipersetujui oleh JKP.</p> <p>Nota:</p> <ul style="list-style-type: none"> • Sekiranya JKP belum dilantik, penasihat akan menjalankan tugas JKP. <p>(b) Pastikan pelajar mendaftar kursus berikut mengikut peringkat pengajian:</p> <ul style="list-style-type: none"> • SPS5999 (Masters Research) bagi Master (setiap semester); • SPS6999 (Doctoral Research) bagi PhD (setiap semester). • Kaedah Penyelidikan <p>Nota: Pelajar yang telah lulus kursus Kaedah Penyelidikan semasa pengajian terdahulu boleh membuat pengecualian.</p> <p>Pilih bilangan kredit (3, 6, 9 atau 12) yang berpatutan dengan beban kerja penyelidikan setiap semester.</p> <p>Pastikan pelajar mendaftar 6 kredit minimum setiap semester (penyelidikan dan kerja kursus).</p> <p>(c) Pastikan pelajar mendaftar kursus Seminar Proposal berikut mengikut peringkat pengajian selewat-lewatnya pada semester kedua:</p> <ul style="list-style-type: none"> • SPS5903 (Seminar Proposal) bagi Master; • SPS6903 (Seminar Proposal) bagi PhD. 	<p>Arahan Kerja Urusan Menambah Kursus, Menggugurkan Kursus, Pengecualian Kredit dan Pindah Kredit (UPM/PU/S/AK02/10)</p>
Pengerusi JKP			


	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 5/6
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P010	No. Semakan: 03
		No. Isu: 03
	PROSEDUR PENYELIAAN PELAJAR SISWAZAH SECARA PENYELIDIKAN	Tarikh: 30/06/2022

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan	
Ahli JKP	 <pre> graph TD B((B)) --> D1{5.4 Memuaskan?} D1 -- Ya --> D2{5.5 Selesai Penyelidikan?} D1 -- Tidak --> C((C)) D2 -- Ya --> R1[5.6 Semak Draf Tesis] D2 -- Tidak --> C R1 --> D3{5.7 Memuaskan?} D3 -- Ya --> R2[5.8 Serah Tesis Untuk Peperiksaan] D3 -- Tidak --> C R2 --> E((5.9 Tamat)) </pre>	5.4 Memuaskan?		
			(a) Jika Ya, ikut Langkah 5.5. (b) Jika Tidak, ikut Langkah 5.2.	
			5.5 Selesai Penyelidikan?	
			(a) Jika Ya, ikut Langkah 5.6. (b) Jika Tidak, ikut Langkah 5.2.	
Pengerusi JKP/ Penyelaras		5.6 (a) Semak draf tesis yang disediakan oleh pelajar berdasarkan format <i>Guide to Thesis Preparation</i> (UPM/SGS/BP02). (b) Pastikan pelajar menyerahkan borang (PG/TSS/GS-14a) sekurang-kurangnya tiga (3) bulan sebelum tesis dihantar. Sahkan borang (PG/TSS/GS-14a) pelajar secara manual dan juga melalui i-GIMS.	<i>Guide to Thesis Preparation</i> (UPM/SGS/BP02) Borang Notis Penyerahan Tesis (PG/TSS/GS-14a)	
Pengerusi JKP		5.7 Memuaskan?		
		(a) Jika Ya, ikut Langkah 5.8. (b) Jika Tidak, ikut Langkah 5.6.		
		5.8 Serah tesis untuk peperiksaan seperti berikut: Pastikan pelajar mengisi borang (PG/TSS/GS-15a) dan serahkan ke SPS bersama salinan tesis mengikut bilangan yang ditetapkan. Nota: Bagi program ICP, proses serahan tesis bergantung kepada perjanjian di antara UPM dengan institusi berkenaan.	Borang Penyerahan Tesis untuk Peperiksaan (PG/TSS/GS-15a)	

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 6/6
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P010	No. Semakan: 03
		No. Isu: 03
	PROSEDUR PENYELIAAN PELAJAR SISWAZAH SECARA PENYELIDIKAN	Tarikh: 30/06/2022

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.Kod PTJ.600-4/19/1 FAIL PELAJAR <ul style="list-style-type: none"> Borang Laporan Kemajuan (PG/ACA/GS-11) [rujuk i-GIMS]. 	PT/PT (P/O) Fakulti/Institut	PT/PT (P/O) Fakulti/Institut	Bilik Fail Fakulti/ Institut Sekurang- kurangnya 2 tahun selepas pelajar bergraduat.	Ketua Pengarah Arkib Negara Malaysia

	MAIN SERVICE POSTGRADUATE	Page: 1/6
	OFFICE OF DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL) Document Code: UPM/PU/S/P010	Reference No.: 03
		Issue No.: 03
	PROCEDURE FOR POSTGRADUATE STUDENT BY RESEARCH SUPERVISION	Date: 30/06/2022

1.0 SCOPE


This procedure consists of all research supervision procedures that follow study programmes through research (Masters and Doctor of Philosophy) and supervision methods, research monitoring as well as thesis preparation.

2.0 RESPONSIBILITY

Coordinator, Advisor and JKP 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
UPM/PU/S/P011	Procedure for Management of Postgraduate Students' Performance
UPM/PU/S/AK02/10	Work Instruction for Adding and Dropping Courses, Credit Exemption and Credit Transfer
UPM/SGS/BP02	Guidelines for Thesis Preparation

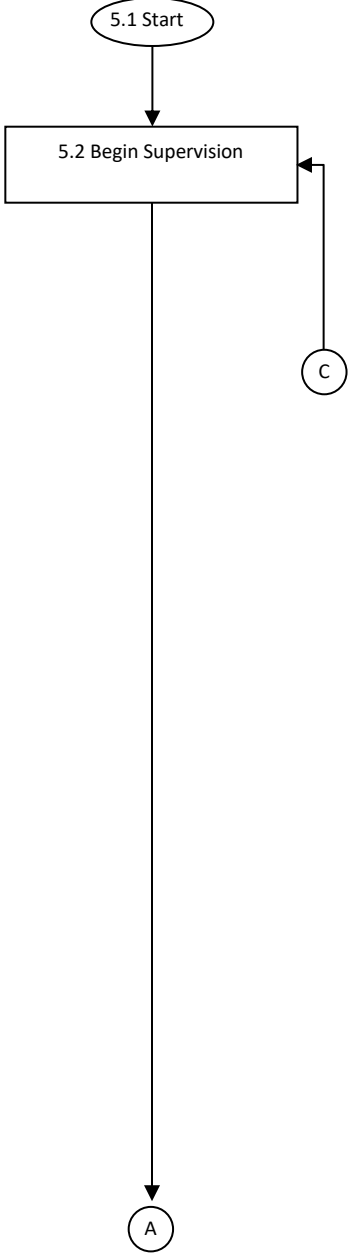
	MAIN SERVICE POSTGRADUATE	Page: 2/6
	OFFICE OF DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL) Document Code: UPM/PU/S/P010	Reference No.: 03
	PROCEDURE FOR POSTGRADUATE STUDENT BY RESEARCH SUPERVISION	Issue No.: 03
		Date: 30/06/2022


4.0 TERMINOLOGY AND ACRONYM

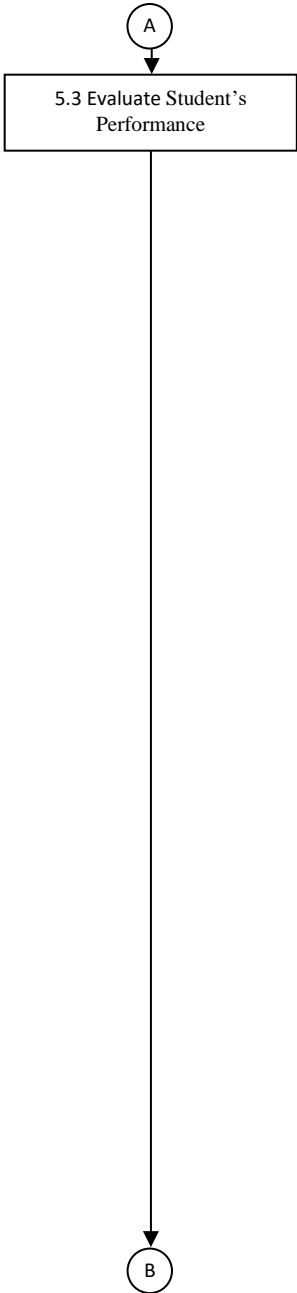
ICP	:	International Collaborative Programme
i-GIMS	:	Internet Graduate Information Management System
JKP	:	Student Supervision Committee
Advisor	:	Lecturer who will guide students before the appointment of a supervisor
PhD	:	Philosophical Doctor
PS	:	Post Graduate Studies
PT	:	Administration Officer
PTJ	:	Center of Responsibility
PT (P/O)	:	Administrative Assistant (Clerical and Operation)
School	:	School of Business and Economics
SPS	:	School of Graduate Studies
TD	:	Deputy Dean of Faculty
TP	:	Deputy Director of Institute



	MAIN SERVICE POSTGRADUATE	Page: 3/6
	OFFICE OF DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL) Document Code: UPM/PU/S/P010	Reference No.: 03
		Issue No.: 03
	PROCEDURE FOR POSTGRADUATE STUDENT BY RESEARCH SUPERVISION	Date: 30/06/2022

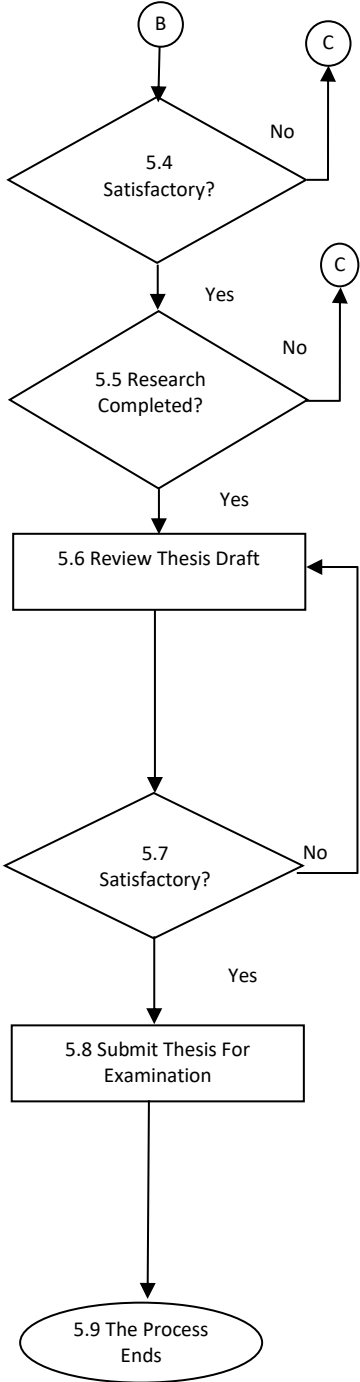
5.0 PROCESS IN DETAIL


Responsibility	Flowchart	Details	Reference Document/ Record
JKP Member	 <pre> graph TD Start([5.1 Start]) --> Supervision[5.2 Begin Supervision] Supervision --> A((A)) A --> C((C)) C --> Supervision </pre>	<p>5.2 Conduct supervision as follows:</p> <p>(a) Make sure students undergo research by following research suggestion that has been agreed by JKP.</p> <p>Note:</p> <ul style="list-style-type: none"> If JKP has not been assigned, advisor will take over JKP duties. <p>(b) Make sure the student registers the following courses following study level:</p> <ul style="list-style-type: none"> SPS5999 (Masters Research) for Master (every semester); SPS6999 (Doctoral Research) for PHD (every semester). Research Methods. <p>Note: Students who have passed the Research Methodology course from previous study may apply for course exemption.</p> <p>Choose credit score (3, 6, 9, or 12) that fits in with the workload of research every semester.</p> <p>Make sure student registers a minimum of 6 credits every semester (research and coursework).</p> <p>(c) Make sure students are enrolled in the following Proposal Seminar course by the end of the second semester:</p> <ul style="list-style-type: none"> SPS5903 (Proposal Seminar) for Master; SPS6903 (Proposal Seminar) for PhD. 	<p>Work Instruction for Adding and Dropping Courses, Credit Exemption and Credit Transfer (UPM/PU/S/AK02/10)</p>
JKP Chairman			

	MAIN SERVICE POSTGRADUATE	Page: 4/6
	OFFICE OF DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL) Document Code: UPM/PU/S/P010	Reference No.: 03
		Issue No.: 03
	PROCEDURE FOR POSTGRADUATE STUDENT BY RESEARCH SUPERVISION	Date: 30/06/2022

Responsibility	Flowchart	Details	Reference Document/ Record
JKP Chairman		5.3 Assess student's performance as follows:	
JKP Chairman / Coordinator		(a) Ensure that the student meets the credit requirements set by the Faculty/School/ Institute.	Research Progress Report (PG/ACA/GS-11)
JKP Chairman / Advisor		(b) Ensure that the student completes the form (PG/ACA/GS-11) in i-GIMS based on the date specified in the academic calendar.	Research Progress Report (PG/ACA/GS-11)
TD/TP		(c) Evaluate student research performance through the form (PG/ACA/GS-11) completed by the student in i-GIMS within the specified period.	Research Progress Report (PG/ACA/GS-11)
		(d) Ensure that all forms (PG/ACA/GS-11) completed by the student in i-GIMS are evaluated by the supervisor / advisor within the prescribed period.	Research Progress Report (PG/ACA/GS-11)
		Note: <ul style="list-style-type: none"> • For the Chairman of the Committee who no longer serves UPM, the assessment of student research progress during the current semester shall be made within the stipulated period by one of the Supervisory Committee members named by TD / TP. • For Advisers who are no longer with UPM, TD / TP should name a new advisor to conduct the assessment. 	
JKP Member		(f) Ensure that PhD students have passed the Comprehensive Exam (CE) within 4 semesters of study.	
JKP Member	(g) Make sure students meet publishing requirements (journals with citation).		

 	MAIN SERVICE POSTGRADUATE	Page: 5/6
	OFFICE OF DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL)	Reference No.: 03
	Document Code: UPM/PU/S/P010	Issue No.: 03
	PROCEDURE FOR POSTGRADUATE STUDENT BY RESEARCH SUPERVISION	Date: 30/06/2022

Responsibility	Flowchart	Details	Reference Document/ Record
JKP Member		5.4 Satisfactory	
		(a) If Yes, go to step 5.5.	
		(b) If not, go to step 5.2.	
		5.5 Research Completed	
		(a) If Yes, go to step 5.6.	
		(b) If not, go to step 5.2.	
JKP Chairman / Coordinator		5.6 (a) Review the draft of the thesis prepared by the student according to the format in Guide to Thesis Preparation (UPM / SGS / BP02).	Guide to Thesis Preparation (UPM/SGS/BP02)
		(b) Make sure the student submits the form (PG/TSS/GS-14A) at least three (3) months before the thesis is submitted. Verify student (PG/TSS/GS-14a) form manually as well as via i-GIMS.	Thesis Submission Notice Form (PG/TSS/GS-14a)
JKP Chairman	5.7 Satisfactory?		
	(a) If Yes, go to step 5.8.		
	(b) If not, go to step 5.6.		
	5.8 Submit thesis for the examination as follows:		
	Make sure the student fills out the form (PG/TSS/GS-15a) and submit it to the SPS along with a copy of the thesis in according to the number set.	Thesis Submission Form for Examination (PG/TSS/GS-15a)	
	Note: For the ICP programme, the thesis submission process depends on the agreement between UPM and the institution.		
	5.9 The Process Ends		

	MAIN SERVICE POSTGRADUATE	Page: 6/6
	OFFICE OF DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL) Document Code: UPM/PU/S/P010	Reference No.: 03
		Issue No.: 03
	PROCEDURE FOR POSTGRADUATE STUDENT BY RESEARCH SUPERVISION	Date: 30/06/2022

6.0 RECORD

Bil	File Codes, Title of File and Record Checklist	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
1.	UPM.PTJ Code.600-4/19/1 STUDENT'S FILE <ul style="list-style-type: none"> Progress Report Form (PG/ACA/GS-11) [refer i-GIMS]. 	PT/PT (P/O) Faculty / Institute	PT/PT (P/O) Faculty / Institute	Faculty / Institute File Room At least 2 years after student has graduated.	Director of General National Archives of Malaysia