	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 1/10
	<b>PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK &amp; ANTARABANGSA) Kod Dokumen: UPM/PU/S/P011</b>	No. Semakan: 01
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	<b>PROSEDUR PENGURUSAN PRESTASI PELAJAR SISWAZAH DALAM PROGRAM SECARA PENYELIDIKAN</b>	Tarikh: 30/06/2022

## 1.0 SKOP


Prosedur ini merangkumi semua pemantauan dan pengurusan prestasi pelajar siswazah dalam program secara penyelidikan.

## 2.0 TANGGUNGJAWAB

Penyelaras dan PT di PTJ 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>
Terkini	Panduan Peperiksaan Komprehensif (CE) PhD di Universiti Putra Malaysia
UPM/PU/S/P013	Pengurusan Peperiksaan Akhir Kursus Pengajian Siswazah
UPM/PU/S/AK04/02	Arahan Kerja Peperiksaan Semula
UPM/PU/S/AK04/03	Arahan Kerja Semakan Gred Kursus
UPM/PU/S/AK04/04	Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan)

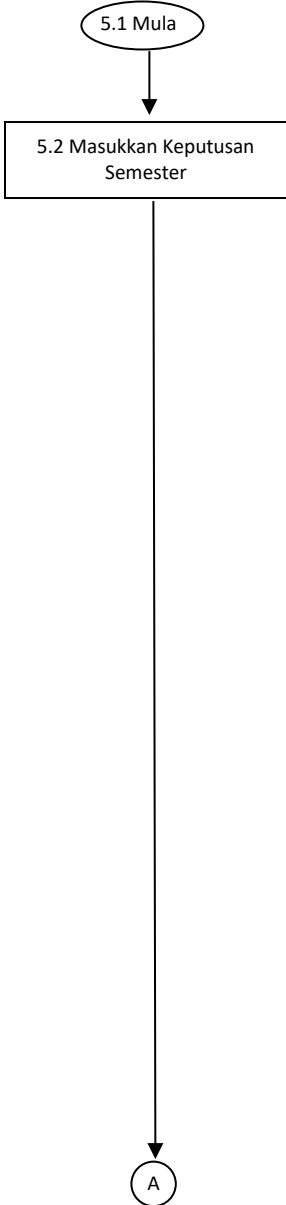
	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 2/10
	<b>PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK &amp; ANTARABANGSA) Kod Dokumen: UPM/PU/S/P011</b>	No. Semakan: 01
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#### 4.0 TERMINOLOGI DAN SINGKATAN

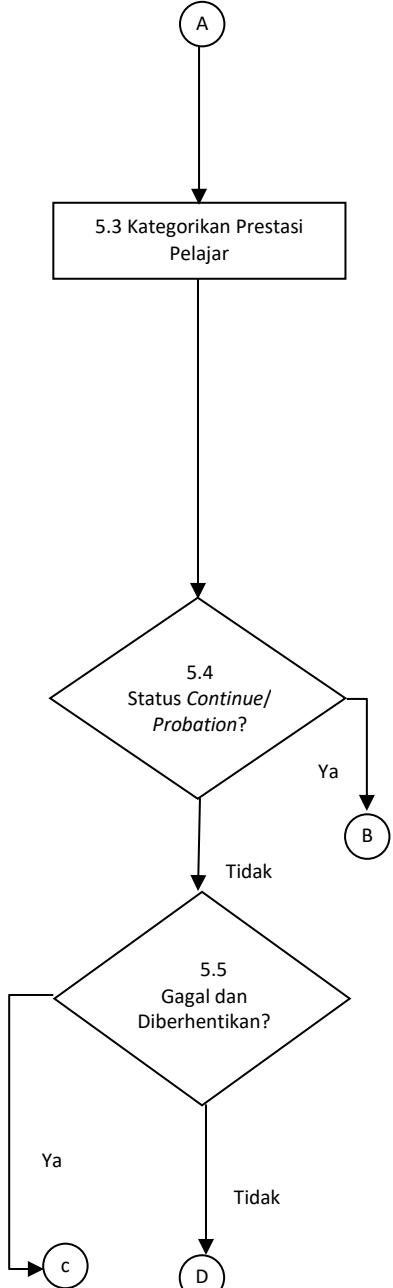
CE	: Peperiksaan Komprehensif - PhD
i-GIMS	: <i>Internet Graduate Information Management System</i>
JKP	: Jawatankuasa Penyeliaan
JKPSU	: Jawatankuasa Pengajian Siswazah Universiti
Penasihat	: Pensyarah yang dilantik oleh JKPSU untuk membimbing pelajar sebelum JKP ditubuhkan
Penyelaras	: Dekan/Timbalan Dekan Fakulti; Pengarah/Timbalan Pengarah Institut; Pegawai yang dilantik sebagai Penyelaras Pengajian Siswazah Fakulti/Sekolah/Institut
PhD	: Doktor Falsafah
PNGK	: Purata Nilai Gred Kumulatif
PS	: Pengajian Siswazah
PT	: Pegawai Tadbir
PTJ	: Pusat Tanggungjawab
PT (P/O)	: Pembantu Tadbir (Perkeranian dan Operasi)
SPS	: Sekolah Pengajian Siswazah
TM	: Tidak Memuaskan
TNCAA	: Timbalan Naib Canselor (Akademik dan Antarabangsa)


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	<b>PROSEDUR PENGURUSAN PRESTASI PELAJAR SISWAZAH DALAM PROGRAM SECARA PENYELIDIKAN</b>	Tarikh: 30/06/2022

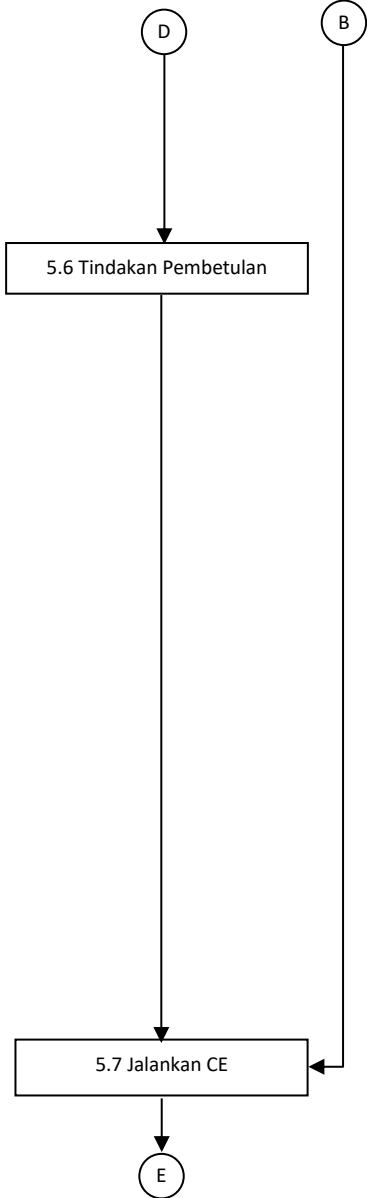
## 5.0 PROSES TERPERINCI


Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Pensyarah/ Penyelaras Kursus  Pengerusi JKP  Penyelaras  PT/PT (P/O) SPS  PT/PT (P/O) SPS  PT/PT (P/O) SPS	 <pre> graph TD     A([5.1 Mula]) --&gt; B[5.2 Masukkan Keputusan Semester]     B --&gt; C((A))           </pre>	<p>5.2 Masukkan keputusan semester seperti berikut:</p> <p>(a) Masukkan markah peperiksaan semester ke dalam i-GIMS dalam tempoh 14 hari selepas tarikh peperiksaan. Sistem akan memberi catatan gred 'F'/TM jika pensyarah gagal memasukkan markah/gred dalam tempoh yang telah ditetapkan dari tarikh Peperiksaan Akhir.</p> <p>(b) Semak dan nilai kemajuan penyelidikan pelajar pada borang Laporan Kemajuan Penyelidikan (PG/ACA/GS-11) dalam i-GIMS dalam tempoh yang ditetapkan.</p> <p>(c) Sahkan borang Laporan Kemajuan Penyelidikan (PG/ACA/GS-11) dalam i-GIMS dalam tempoh yang ditetapkan.</p> <p>(d) Kemasukan markah selepas tempoh, tertakluk kepada kelulusan TNCAA.</p> <p>Pelajar yang gagal mengemukakan laporan kemajuan penyelidikan (PG/ACA/GS-11) perlu menjelaskan yuran denda sebelum dibenarkan untuk mengisi borang secara manual dan perlu dihantar selewat-lewatnya dua minggu selepas minggu peperiksaan akhir dijalankan.</p> <p>Nota:</p> <ul style="list-style-type: none"> <li>Sekiranya JKP belum dilantik, penasihat akan menjalankan tugas JKP.</li> <li>Keputusan semester dapat disemak melalui sistem i-GIMS 1 hari bekerja selepas mendapat perakuan Senat.</li> <li>Hantar notis untuk membuat semakan ke atas pemberhentian kepada mana-mana pelajar yang berstatus "Gagal dan Diberhentikan".</li> </ul>	Arahan Kerja Semakan Gred Kursus (UPM/PU/S/AK04/03)  Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan) (UPM/PU/S/AK04/04)

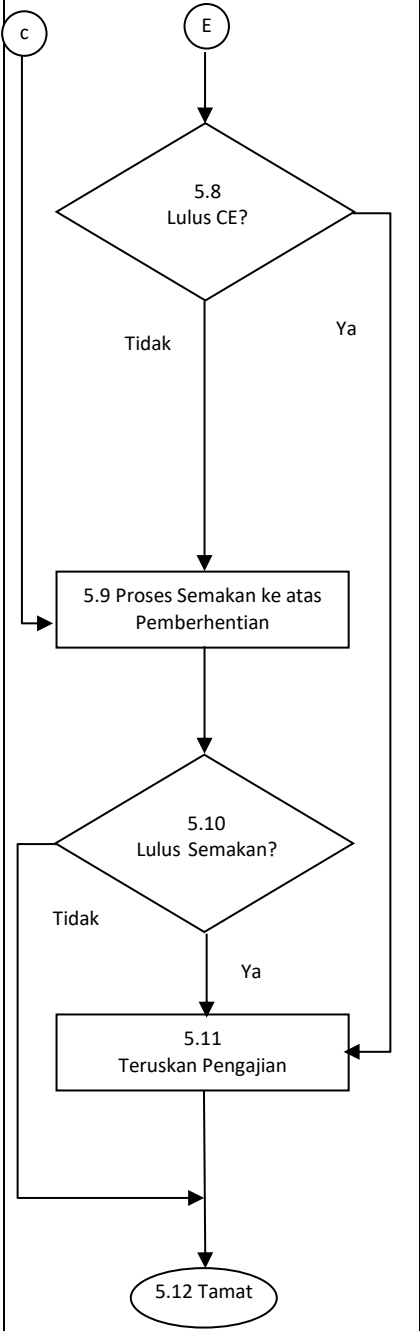
	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 4/10
	<b>PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK &amp; ANTARABANGSA) Kod Dokumen: UPM/PU/S/P011</b>	No. Semakan: 01
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	<b>PROSEDUR PENGURUSAN PRESTASI PELAJAR SISWAZAH DALAM PROGRAM SECARA PENYELIDIKAN</b>	Tarikh: 30/06/2022


Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT SPS  PT/PT (P/O) SPS  Penyelia/ Penasihat/ Penyelaras	 <pre>                     graph TD                         A((A)) --&gt; B1[5.3 Kategorikan Prestasi Pelajar]                         B1 --&gt; D1{5.4 Status Continue/ Probation?}                         D1 -- Ya --&gt; B2((B))                         D1 -- Tidak --&gt; D2{5.5 Gagal dan Diberhentikan?}                         D2 -- Ya --&gt; C((C))                         D2 -- Tidak --&gt; D3((D))                     </pre>	<ul style="list-style-type: none"> <li>Status pengajian pelajar adalah muktamad. Pelajar perlu membuat permohonan Semakan Gred atau Semakan Ke Atas Pemberhentian jika tidak berpuas hati dengan keputusan yang diperoleh dalam tempoh dua minggu selepas keputusan diumumkan kepada pelajar.</li> </ul> <p>5.3 Kategorikan prestasi pelajar seperti berikut:</p> <ol style="list-style-type: none"> <li>Kategorikan prestasi semester sama ada <i>continue</i>, <i>Probation</i> dan <i>Terminated</i> bagi setiap pelajar.</li> <li>Sedia dan hantarkan senarai nama pelajar mengikut status pengajian kepada pihak Fakulti/Sekolah/Institut dan iPUTRA (pelajar antarabangsa sahaja).</li> <li>Menyemak keputusan pengajian pelajar dalam iGIMS.</li> </ol> <p>5.4 Status <i>Continue/ Probation</i> Baik</p> <ol style="list-style-type: none"> <li>Jika Ya, ikut Langkah 5.7.</li> <li>Jika Tidak, ikut Langkah 5.5.</li> </ol> <p>5.5 Gagal dan Diberhentikan</p> <ol style="list-style-type: none"> <li>Jika Ya, ikut Langkah 5.9.</li> <li>Jika Tidak, ikut Langkah 5.6.</li> </ol> <p><b>Nota:</b></p> <p>Pelajar diberhentikan daripada pengajian berasaskan salah satu perkara berikut:</p> <ol style="list-style-type: none"> <li>PNGK kurang dari 2.500.</li> <li>PNGK kurang dari 3.000 selepas status <i>Probation</i>.</li> </ol>	

	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 5/10
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Pengerusi JKP  Pengerusi JKP  Penyelaras Kursus/ Pensyarah  Penyelaras Kursus/ Pensyarah  PT/PT (P/O) SPS  Penasihat/ Penyelia/pelajar	 <pre> graph TD     D((D)) --&gt; 5.6[5.6 Tindakan Pembetulan]     5.6 --&gt; 5.7[5.7 Jalankan CE]     B((B)) --&gt; 5.7     5.7 --&gt; E((E))           </pre>	<ul style="list-style-type: none"> <li>(iii) Mendapat dua (2) TM atau diperakukan gagal oleh penyelia walaupun dengan satu (1) TM untuk kursus. Penyelidikan Master/PhD.</li> <li>(iv) Gagal mengambil CE dalam tempoh yang ditetapkan.</li> <li>(v) Gagal CE selepas kali kedua.</li> <li>(vi) Tidak menghantar pembetulan tesis dalam tempoh yang ditetapkan.</li> <li>(vii) Tesis ditolak.</li> <li>(viii) Gagal kursus wajib sebanyak dua kali.</li> <li>(ix) Gagal kursus Bahasa Inggeris dalam tiga kali percubaan.</li> </ul> <p>5.6 Ambil tindakan pembetulan sebagaimana berikut:</p> <ul style="list-style-type: none"> <li>(a) Pastikan kategori status pelajar adalah <i>Probation</i> iaitu <math>2.500 \leq \text{PNGK} &lt; 3.000</math> dan/atau mendapat satu (1) gred TM untuk kursus Penyelidikan Master/PhD.</li> <li>(b) Nasihatkan pelajar untuk menduduki peperiksaan semula, jika layak (iaitu mendapat gred kurang dari B bagi kursus yang didaftarkan pada semester semasa). Jika tidak layak, nasihatkan pelajar untuk membuat semakan gred.</li> <li>(c) Maklumkan tarikh peperiksaan semula dan pastikan pelajar yang layak mendudukinya.</li> <li>(d) Majukan gred peperiksaan semula ke SPS melalui Penyelaras Fakulti.</li> <li>(e) Masukkan markah/gred baharu pelajar dan cetak semula keputusan semester (jika berkaitan).</li> <li>(f) Rujuk <i>Tips to Prevent Termination of Candidature</i> untuk meningkatkan PNGK pelajar yang bermasalah.</li> </ul> <p>5.7 Jalankan CE berdasarkan Panduan Peperiksaan Komprehensif (CE) PhD di Universiti Putra Malaysia.</p> <p>Nota: Bagi program ICP, proses CE bergantung kepada perjanjian di antara UPM dengan institusi berkenaan.</p>	<p>Arahan Kerja Peperiksaan Semula (UPM/PU/S/AK04/02)</p> <p>Arahan Kerja Semakan Gred Kursus (UPM/PU/S/AK04/03)</p> <p>Prosedur Pengendalian Pengajian Berkaitan Akademik Pelajar Siswazah (UPM/PU/S/P007)</p>


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	<b>PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK &amp; ANTARABANGSA) Kod Dokumen: UPM/PU/S/P011</b>	No. Semakan: 01
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS	 <pre> graph TD     E((E)) --&gt; D58{5.8 Lulus CE?}     D58 -- Ya --&gt; B511[5.11 Teruskan Pengajian]     D58 -- Tidak --&gt; B59[5.9 Proses Semakan ke atas Pemberhentian]     B59 --&gt; D510{5.10 Lulus Semakan?}     D510 -- Ya --&gt; B511     D510 -- Tidak --&gt; C((C))     C --&gt; B59     B511 --&gt; E512((5.12 Tamat)) </pre>	<p>5.8 Lulus CE?</p> <p>(a) Jika Ya, ikut Langkah 5.11.</p> <p>(b) Jika Tidak, ikut Langkah 5.9.</p> <p>Nota:</p> <ul style="list-style-type: none"> <li>Kriteria <i>Terminated</i> kerana CE adalah seperti yang berikut: <ul style="list-style-type: none"> <li>(i) Gagal menduduki CE sehingga semester keempat tanpa kelulusan penangguhan.</li> <li>(ii) Gagal CE selepas dua (2) kali percubaan.</li> </ul> </li> </ul> <p>5.9 Proses semakan ke atas pemberhentian jika pelajar membuat permohonan semakan ke atas pemberhentian.</p> <p>5.10 Lulus Semakan ke atas Pemberhentian?</p> <p>(a) Jika Ya, ikut Langkah 5.11.</p> <p>(b) Jika Tidak, keputusan <i>Terminated</i> adalah kekal dan ikut Langkah 5.12.</p> <p>5.11 Maklumkan pelajar untuk meneruskan pengajian dan mendaftar mengikut peraturan yang berkuatkuasa.</p>	<p>Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan) (UPM/PU/S/AK04/04)</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.	<b>UPM.SPS.600-4/19/1</b>  <b>FAIL PELAJAR</b> <ul style="list-style-type: none"> <li>• Gred peperiksaan semula [jika berkaitan].</li> <li>• Borang permohonan Semakan Gred [jika berkaitan].</li> <li>• Salinan surat makluman keputusan Semakan Gred [jika berkaitan].</li> <li>• Surat cadangan pemberhentian pelajar yang mendapat 1 TM untuk Penyelidikan Doktor Falsafah/ Penyelidikan Master oleh Penyelia/Penasihat [jika berkaitan].</li> <li>• Salinan surat Notis untuk Membuat Semakan Ke Atas Pemberhentian [jika berkaitan].</li> <li>• Salinan surat makluman keputusan Semakan ke Atas Pemberhentian [jika berkaitan].</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Bilik Fail Pelajar, SPS/ <i>Network Attached Storage</i>  Sekurang-kurangnya 3 tahun selepas pelajar bergraduat	Ketua Pengarah Arkib Negara Malaysia
2.	<b>UPM.Kod PTJ.600-4/19/1</b>  <b>FAIL PELAJAR</b> <ul style="list-style-type: none"> <li>• Gred peperiksaan semula [jika berkaitan].</li> <li>• Salinan borang permohonan Semakan Gred (PG/ACA/GS-13a) [jika berkaitan].</li> <li>• Salinan surat makluman keputusan Semakan Gred [jika berkaitan].</li> <li>• Surat/emel cadangan pemberhentian pelajar yang</li> </ul>	PT/PT (P/O) Fakulti/Institut	PT/PT (P/O) Fakulti/Institut	Bilik Fail Fakulti/ Sekolah/ Institut  Sekurang-kurangnya 2 tahun selepas pelajar bergraduat	Ketua Pengarah Arkib Negara Malaysia


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	<b>PROSEDUR PENGURUSAN PRESTASI PELAJAR SISWAZAH DALAM PROGRAM SECARA PENYELIDIKAN</b>	Tarikh: 30/06/2022

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	<p>mendapat 1 TM untuk Penyelidikan Doktor Falsafah/Penyelidikan Master oleh Penyelia/Penasihat [jika berkaitan].</p> <ul style="list-style-type: none"> <li>Salinan Notis untuk Membuat Semakan Ke Atas Pemberhentian [jika berkaitan].</li> <li>Salinan surat makluman keputusan Semakan ke Atas Pemberhentian [jika berkaitan].</li> </ul>				
3.	<p><b>UPM.SPS.600-4/12/1</b></p> <p><b>PENGURUSAN PEPERIKSAAN AKHIR KURSUS</b></p> <ul style="list-style-type: none"> <li>Surat kepada Dekan SPS-bagi permohonan untuk memasukkan gred lewat [jika berkaitan].</li> <li>Surat pengesahan fakulti bagi gred selepas peperiksaan semula.</li> <li>Dokumen lain yang berkenaan.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik / <i>Network Attached Storage</i>  3 Tahun	Ketua Pengarah Arkib Negara Malaysia
4.	<p><b>UPM.Kod PTJ.600-4/12/1</b></p> <p><b>PENGURUSAN PEPERIKSAAN AKHIR KURSUS</b></p> <ul style="list-style-type: none"> <li>Salinan surat kepada Dekan SPS bagi permohonan untuk memasukkan gred lewat [jika berkaitan].</li> <li>Salinan surat pengesahan fakulti bagi gred selepas peperiksaan semula [jika berkenaan].</li> <li>Dokumen lain yang berkenaan.</li> </ul>	PT/PT (P/O) Fakulti/Institut	PT/PT (P/O) Fakulti/Institut	Bilik Fail Fakulti/ Sekolah/ Institut  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
5.	<b>UPM.SPS.600-4/12/9</b>  <b>KEPUTUSAN PEPERIKSAAN</b> <ul style="list-style-type: none"> <li>Salinan surat beserta senarai pelajar mengikut status pengajian yang dihantar ke Fakulti/Institut.</li> <li>Dokumen lain yang berkenaan.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik / <i>Network Attached Storage</i>  3 Tahun	Ketua Pengarah Arkib Negara Malaysia
6.	<b>UPM.Kod PTJ.600-4/12/9</b>  <b>KEPUTUSAN PEPERIKSAAN</b> <ul style="list-style-type: none"> <li>Surat beserta senarai pelajar mengikut status pengajian.</li> <li>Dokumen lain yang berkenaan.</li> </ul>	PT/PT (P/O) Fakulti/Institut	PT/PT (P/O) Fakulti/Institut	Bilik Fail Fakulti/ Sekolah/ Institut  3 Tahun	Ketua Pengarah Arkib Negara Malaysia
7.	<b>UPM.SPS.600-4/11/2</b>  <b>GAGAL DAN DIBERHENTIKAN</b> <ul style="list-style-type: none"> <li>Salinan surat Notis untuk Membuat Semakan Ke Atas Pemberhentian.</li> <li>Salinan surat keputusan permohonan.</li> <li>Dokumen lain yang berkenaan.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik / <i>Network Attached Storage</i>  3 Tahun	Ketua Pengarah Arkib Negara Malaysia
8.	<b>UPM.SPS.600-4/1/6</b>  <b>MESYUARAT JAWATANKUASA SEMAKAN SISWAZAH (JKSS)</b> <ul style="list-style-type: none"> <li>Surat panggilan Mesyuarat.</li> <li>Kertas Mesyuarat JKSS.</li> <li>Minit Mesyuarat JKSS.</li> <li>Kertas Mesyuarat untuk Mesyuarat Senat.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik / <i>Network Attached Storage</i>  3 Tahun	Ketua Pengarah Arkib Negara Malaysia

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	<b>PROSEDUR PENGURUSAN PRESTASI PELAJAR SISWAZAH DALAM PROGRAM SECARA PENYELIDIKAN</b>	Tarikh: 30/06/2022

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	<ul style="list-style-type: none"> <li>Petikan Minit Mesyuarat Senat.</li> <li>Dokumen lain yang berkenaan.</li> </ul>				
9.	<b>UPM.Kod PTJ.600-4/1/6</b>  <b>MESYUARAT JAWATANKUASA SEMAKAN SISWAZAH (JKSS)</b> <ul style="list-style-type: none"> <li>Surat panggilan Mesyuarat [jika berkaitan].</li> <li>Kertas Mesyuarat JKSS [jika berkaitan].</li> <li>Petikan Minit Mesyuarat Senat – [jika berkaitan].</li> <li>Dokumen lain yang berkenaan.</li> </ul>	PT/PT (P/O) Fakulti/Institut	PT/PT (P/O) Fakulti/Institut	Bilik Fail Fakulti/ Institut  3 Tahun	Ketua Pengarah Arkib Negara Malaysia
10.	<b>UPM.SPS.600-4/12/13</b>  <b>STATISTIK KEPUTUSAN SEMESTER</b> <ul style="list-style-type: none"> <li>Kertas mesyuarat JKPSU dan Senat beserta statistik keputusan peperiksaan semester mengikut status pengajian pelajar.</li> <li>Dokumen lain yang berkenaan.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik/ <i>Network Attached Storage</i>  5 Tahun	Ketua Pengarah Arkib Negara Malaysia

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## 1.0 SCOPE


This procedure encompasses all supervision and management of by research postgraduate students' performance.

## 2.0 RESPONSIBILITY

Coordinator and PT at PTJ are responsible for the implementation of this procedure. All parties involved must adhere to this procedure.


## 3.0 REFERENCE DOCUMENT

Code of Document	Title of the Document
Current	Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003
Current	PhD Comprehensive Examination (CE) at Universiti Putra Malaysia
UPM/PU/S/P013	Procedure for Management of Postgraduate Final Exam
UPM/PU/S/AK04/02	Work Instruction for Re-examination
UPM/PU/S/AK04/03	Work Instruction for Review of Course Grade
UPM/PU/S/AK04/04	Work Instruction for Review Against Termination (Fail and Terminated)

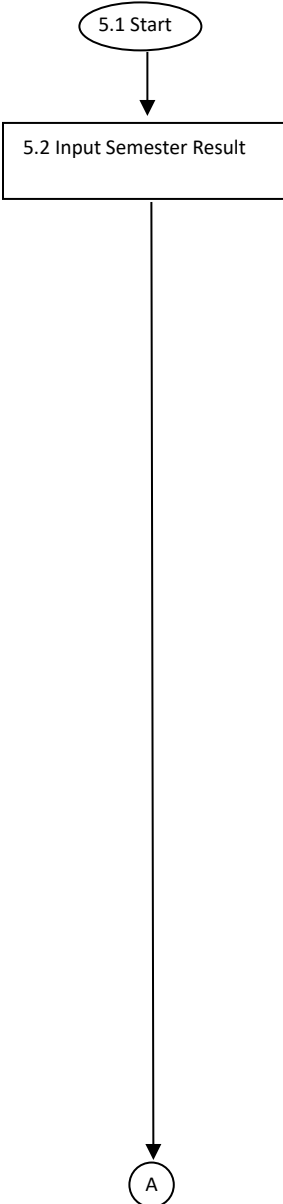
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#### 4.0 TERMINOLOGY AND ACRONYM

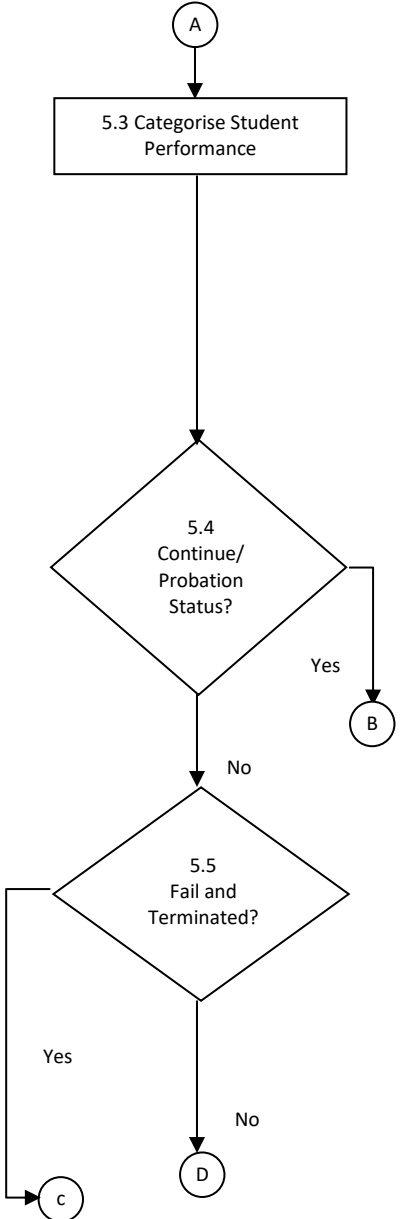
CE	: Comprehensive Examination - PhD
i-GIMS	: Internet Graduate Information Management System
JKP	: Supervisory Committee
JKPSU	: University Graduate Studies Committee
Advisor	: Lecturer who will guide students before the appointment of a supervisor
Coordinator	: Dean/Deputy Dean of Faculty; Director/Deputy Director of Institute; Officer appointed as Coordinator of Graduate Studies, Faculty/School/Institute
PhD	: Doctor of Philosophy
PNGK	: Cumulative Grade Point Average
PS	: Post Graduate Studies
PT	: Administrative Officer
PTJ	: Centre of Responsibility
PT (P/O)	: Administrative Assistant (Clerical and Operational)
SPS	: School of Graduate Studies
TM	: Unsatisfactory
TNCAA	: Deputy Vice-Chancellor (Academic and International)


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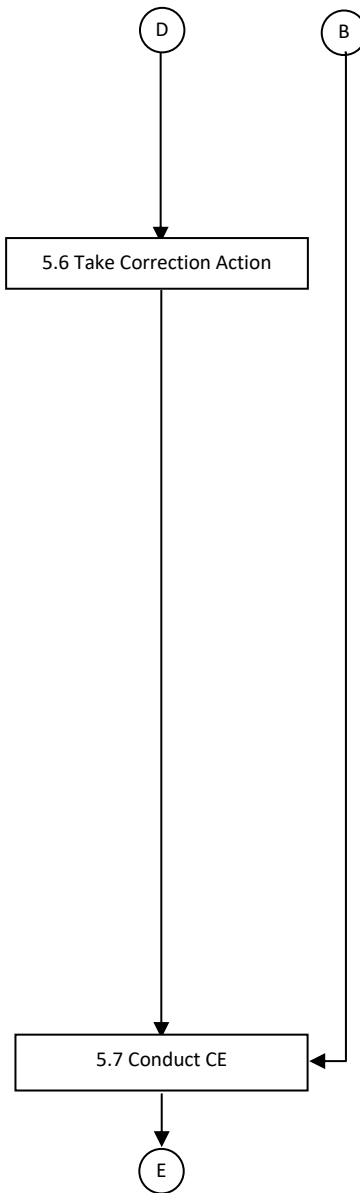
## 5.0 PROCESS IN DETAIL


Responsibility	Flowchart	Details	Reference Document/ Record
Lecturer/ Course Coordinator	 <pre> graph TD     Start([5.1 Start]) --&gt; Input[5.2 Input Semester Result]     Input --&gt; A((A))           </pre>	<p>5.2 Key in the following semester results:</p> <p>(a) Key in the semester exam marks into i-GIMS within 14 days after the examination date. The system will provide 'F' / TM grade notes if the lecturer fails to key in the marks / grade within the stipulated period from the date of the Final Exam.</p> <p>(b) Review and evaluate student research progress on the Research Progress Report Form (PG/ACA/GS-11) in i-GIMS within the stipulated period.</p> <p>(c) Confirm the Research Progress Report Form (PG/ACA/GS-11) in i-GIMS within the stipulated period.</p> <p>(d) Marks entry after the period, subject to TNCAA approval.</p> <p>Students who fail to submit a research progress report (PG/ACA/GS-11) must pay the penalty before they are allowed to fill up the form manually and it must be submitted at least two weeks after the examination weeks ends.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>If JKP is not appointed, the advisor will carry out the JKP's duties.</li> <li>Semester results can be reviewed through the i-GIMS system 3 working days after receiving Senate approval.</li> <li>Send notice for revocation to any student with a "Fail and Discontinue" status.</li> <li>The student study status is final. Students will need to apply for a</li> </ul>	<p>Work Instruction for Review of Course Grade (UPM/PU/S/AK04/03)</p> <p>Work Instruction for Review Against Termination (Fail and Terminated) (UPM/PU/S/AK04/04)</p>
JKP Chair			
Coordinator			
PT/PT (P/O) SPS			
PT/PT (P/O) SPS			
PT/PT (P/O) SPS			

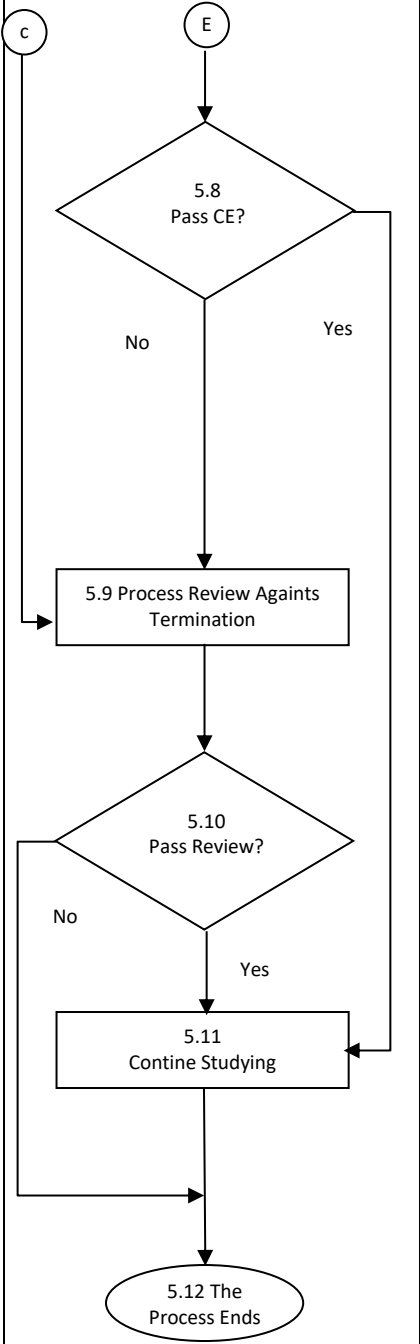
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Responsibility	Flowchart	Details	Reference Document/ Record
PT SPS  PT/PT (P/O) SPS  Supervisor/ Advisor/ Coordinator		<p>Grade Review or Review Against Termination if they are not satisfied with the results obtained within two weeks after the decision is announced.</p> <p>5.3 Categorize student performance as follows:</p> <ul style="list-style-type: none"> <li>(a) Categorize the semester performance either Continue, Probation and Terminated.</li> <li>(b) Prepare and submit a list of students' names based on their study status to the Faculty/School/Institute and iPUTRA.</li> <li>(c) Review student study results in i-GIMS.</li> </ul> <p>5.4 Continue/Probation Status?</p> <ul style="list-style-type: none"> <li>(a) If Yes, go to Step 5.7.</li> <li>(b) If No, go to Step 5.5.</li> </ul> <p>5.5 Fail and terminated?</p> <ul style="list-style-type: none"> <li>(a) If Yes, go to Step 5.9.</li> <li>(b) If No, go to Step 5.6.</li> </ul> <p><b>Note:</b></p> <p>The candidature of students is terminated based on one of the followings:</p> <ul style="list-style-type: none"> <li>(i) CGPA of less than 2.500.</li> <li>(ii) CGPA of less than 3.000 after Probation status.</li> <li>(iii) Receives two 'TM' grades for his research progress during the duration of his study or on recommendation of termination from his supervisor after one 'M' grade</li> </ul>	


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Responsibility	Flowchart	Details	Reference Document/ Record
	 <pre> graph TD     D((D)) --&gt; B((B))     B --&gt; 5.6[5.6 Take Correction Action]     5.6 --&gt; 5.7[5.7 Conduct CE]     5.7 --&gt; E((E)) </pre>	<p>for his research progress.</p> <ul style="list-style-type: none"> <li>(iv) Fail to take CE within the stipulated time.</li> <li>(v) Fail CE after second time.</li> <li>(vi) Does not submit thesis correction within the stipulated time.</li> <li>(vii) Thesis rejected.</li> <li>(viii) Fail compulsory courses twice (two times).</li> <li>(ix) Fail English course in three attempts.</li> </ul> <p>5.6 Take corrective action as follows:</p> <ul style="list-style-type: none"> <li>(a) Ensure that the student status category is Probation of <math>2.500 \leq \text{CGPA} &lt; 3.000</math> and / or obtain one (1) TM grade for Master / PhD research.</li> <li>(b) Advise the student to sit for re-examination, if eligible (i.e., obtain a grade of B less than the course enrolled in the current semester). If they are not eligible, advise students to do a grade check.</li> <li>(c) Notify the re-examination date and ensure that the student is eligible to sit for.</li> <li>(d) Submit re-examination grade to SGS through Faculty Coordinator.</li> <li>(e) Key in the student's new marks / grade and reprint the semester results (if applicable).</li> <li>(f) Refer to 'Tips to Prevent Termination of Candidature' to increase the CGPA of problematic students.</li> </ul> <p>5.7 Perform CE based on the PhD Comprehensive Guide (CE) at Universiti Putra Malaysia.</p> <p>Note: For the ICP program, the CE process depends on the agreement between UPM and the institution.</p>	<p>Work Instruction For Re-examination (UPM/PU/S/AK04/02)</p> <p>Work Instruction For Review of Course Grade (UPM/PU/S/AK04/03)</p> <p>Procedure for Handling Matters Related to Academic Studies of Graduate Students (UPM/PU/S/P007)</p>
JKP Chair			
JKP Chair			
Course Coordinator/ Lecturer			
Course Coordinator/ Lecturer			
Course Coordinator/ Lecturer			

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Responsibility	Flowchart	Details	Reference Document/ Record
PT/PT (P/O) SPS	 <pre> graph TD     E((E)) --&gt; D58{5.8 Pass CE?}     D58 -- Yes --&gt; S511[5.11 Continue Studying]     D58 -- No --&gt; S59[5.9 Process Review Againsts Termination]     S59 --&gt; D510{5.10 Pass Review?}     D510 -- Yes --&gt; S511     D510 -- No --&gt; C((C))     C --&gt; S511     S511 --&gt; E512([5.12 The Process Ends]) </pre>	<p>5.8 Pass CE?</p> <p>(a) If Yes, go to Step 5.11.</p> <p>(b) If No, go to Step 5.9.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>Termination criteria for CE are as follows:</li> </ul> <p>(i) Failure to sit CE until the fourth (4) semester without postponement approval.</p> <p>(ii) CE failure after two (2) attempts.</p> <p>5.9 Process the review against termination if a student makes a request for it.</p> <p>5.10 Pass Review?</p> <p>(a) If Yes, go to Step 5.11.</p> <p>(b) If No, the Terminated decision is final and in accordance with Step 5.12.</p> <p>5.11 Inform students to continue their studies and to enroll in accordance with applicable regulations.</p>	<p>Work Instruction For Review Against Termination (Fail and Terminated)</p> <p>(UPM/PU/S/AK04/04)</p>
PT/PT (P/O) SPS	<p>5.11 Continue Studying</p>	<p>5.11 Inform students to continue their studies and to enroll in accordance with applicable regulations.</p>	




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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.600-4/19/1</b></p> <p><b>STUDENT'S FILE</b></p> <ul style="list-style-type: none"> <li>• Re-examination grade [if applicable].</li> <li>• Grade Review application form [if applicable].</li> <li>• A copy of the Notice of Rating Review decision letter [if applicable].</li> <li>• Letter of recommendation of termination for student receiving 1 TM for Doctor of Philosophy / Master's Research by Supervisor / Advisor [if applicable].</li> <li>• A copy of the Notice for Revision [if applicable].</li> <li>• A copy of the Notice of Review Against Termination letter [if applicable].</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Student File Storing Room, SPS/Network Attached Storage	Director of General National Archives of Malaysia
2.	<p><b>UPM.PTJ Code.600-4/19/1</b></p> <p><b>STUDENT'S FILE</b></p> <ul style="list-style-type: none"> <li>• Re-examination grade [if applicable].</li> <li>• A copy of Grade Check application form (PG/ACA/GS-13a) [if applicable].</li> <li>• A copy of the Notice of Rating Review decision letter [if applicable].</li> </ul>	PT/PT (P/O) Faculty/Institute	PT/PT (P/O) Faculty/Institute	File Room at the Faculty/School/Institute  At least 2 years after the student has graduated	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
	<ul style="list-style-type: none"> <li>Letter / email resignation of student who received 1 TM for Doctor of Philosophy / Master's Research by Supervisor / Advisor [if applicable].</li> <li>A copy of Notice for Review Against Termination [if applicable].</li> <li>A copy of the Notice of Review Against Termination letter [if applicable].</li> </ul>				
3.	<b>UPM.SPS.600-4/12/1</b>  <b>MANAGEMENT OF COURSE FINAL EXAMINATION</b> <ul style="list-style-type: none"> <li>Letter to the SPS Dean for application for late grade entry [if applicable].</li> <li>Faculty confirmation letter for grade after re-examination.</li> <li>Other relevant documents.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit/Network Attached Storage  3 Years	Director of General National Archives of Malaysia
4.	<b>UPM. PTJ Code.600-4/12/1</b>  <b>MANAGEMENT OF COURSE FINAL EXAMINATION</b> <ul style="list-style-type: none"> <li>A copy of the letter to the Dean of SGS requesting late entry [if applicable].</li> <li>A copy of faculty confirmation letter for grade after re-examination [if applicable].</li> <li>Other relevant documents.</li> </ul>	PT/PT (P/O) Faculty/Institute	PT/PT (P/O) Faculty/Institute	File Room at the Faculty/ School/ Institute  3 Years	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
5.	<b>UPM.SPS.600-4/12/9</b>  <b>EXAMINATION RESULTS</b>  <ul style="list-style-type: none"> <li>A copy of the letter and list of students according to the status of the study submitted to the Faculty / Institute.</li> <li>Other relevant documents.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit/Network Attached Storage  3 Years	Director of General National Archives of Malaysia
6.	<b>UPM. PTJ Code.600-4/12/9</b>  <b>EXAMINATION RESULTS</b>  <ul style="list-style-type: none"> <li>Letters along with list of students according to their status of study.</li> <li>Other relevant documents.</li> </ul>	PT/PT (P/O) Faculty/Institute	PT/PT (P/O) Faculty/Institute	File Room at the Faculty/ School/ Institute  3 Years	Director of General National Archives of Malaysia
7.	<b>UPM.SPS.600-4/11/2</b>  <b>TERMINATION</b>  <ul style="list-style-type: none"> <li>A copy of Notice for Review Against Termination.</li> <li>A copy of application decision letter.</li> <li>Other relevant documents.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit/Network Attached Storage  3 Years	Director of General National Archives of Malaysia
8.	<b>UPM.SPS.600-4/1/6</b>  <b>POSTGRADUATE REVIEW COMMITTEE MEETING (JKSS)</b>  <ul style="list-style-type: none"> <li>Meeting call letters.</li> <li>JKSS Meeting Paper.</li> <li>JKSS Meeting Minutes.</li> <li>Meeting Papers for Senate Meetings.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit/Network Attached Storage  3 Years	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
	<ul style="list-style-type: none"> <li>Senate Meeting Minutes.</li> <li>Other relevant documents.</li> </ul>				
9.	<p><b>UPM.PTJ Code.600-4/1/6</b></p> <p><b>POSTGRADUATE REVIEW COMMITTEE MEETING (JKSS)</b></p> <ul style="list-style-type: none"> <li>Meeting calls letter [if applicable].</li> <li>JKSS Meeting Paper [if applicable].</li> <li>Senate Meeting Minutes - [if applicable].</li> <li>Other relevant documents.</li> </ul>	PT/PT (P/O) Faculty/Institute	PT/PT (P/O) Faculty/Institute	File Storing Room at the Faculty/School/Institute  3 Years	Director of General National Archives of Malaysia
10.	<p><b>UPM.SPS.600-4/12/13</b></p> <p><b>STATISTICS OF SEMESTER RESULTS</b></p> <ul style="list-style-type: none"> <li>JKPSU and Senate meeting papers along with statistics on the results of semester exams according to student status.</li> <li>Other relevant documents.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit/Network Attached Storage  5 Years	Director of General National Archives of Malaysia