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	<b>ARAHAN KERJA PEMBAYARAN BIASISWA/BANTUAN KEWANGAN DALAMAN PENGAJIAN SISWAZAH</b>	Tarikh: 30/06/2022

## 1.0 PENGENALAN


Arahan Kerja ini merangkumi semua tatacara pembayaran biasiswa dan bantuan kewangan dalam pengajian siswazah.

## 2.0 TERMINOLOGI


GRA	:	<i>Graduate Research Assistantship</i>
IGSS	:	<i>International Graduate Scholarship Scheme</i>
PASS	:	<i>Putra Alumni Scholarship Scheme</i>
PT	:	Pegawai Tadbir
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
SGRA	:	Elaun Penyelidikan Siswazah Khas
SPS	:	Sekolah Pengajian Siswazah

## 3.0 ARAHAN


BIL	AKTIVITI	TINDAKAN
1.	Semak status pengajian pelajar sebelum bayaran elaun diproses.	PT (P/O) SPS
2.	Sediakan senarai nama penerima biasiswa/ bantuan kewangan untuk pelarasan yuran pengajian dalam tempoh dua (2) minggu selepas perjanjian lengkap ditandatangani dan dimatikan setem.  Nota: Tiada perjanjian ditandatangani oleh penerima IGSS, PASS dan SGRA.	PT (P/O) SPS
3.	Sediakan penyata Arahan Bayaran Elaun selewat-lewatnya pada 9 haribulan setiap bulan berdasarkan log aktiviti daripada Fakulti/ Sekolah /Institut /Pelajar.	PT (P/O) SPS
4.	Tiada bayaran elaun dibuat kepada pelajar sekiranya berlaku mana-mana perkara berikut:	PT/PT (P/O) SPS

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BIL	AKTIVITI	TINDAKAN
	<p>a) pelajar didapati menangguhkan pengajian;</p> <p>b) pelajar gagal hadir ke kampus melebihi 10 hari (kecuali cuti sakit/melakukan kerja lapangan);</p> <p>c) Pelajar tidak menghantar log aktiviti bulanan;</p> <p>d) Pelajar yang status berubah kepada status pengajian Percubaan (<i>probation</i>), Tangguh Pengajian (<i>defer</i>), Tarik Diri (<i>withdraw</i>); dan</p> <p>e) Baki peruntukan geran adalah tidak mencukupi untuk membuat bayaran elaun pelajar.</p> <p>Nota: Pelajar yang berstatus <i>completed</i>, elaun pada bulan tersebut hanya akan dibuat sehingga tarikh pelajar mendapat pengesahan Senat. Contohnya, jika tarikh pengesahan Senat pelajar tersebut adalah pada 12 Ogos 2021, maka, bayaran elaun untuk bulan Ogos tersebut akan dikira untuk tempoh 1 sehingga 12 Ogos 2021 sahaja (jika berkaitan).</p>	
5.	<p>Penahanan bayaran elaun SGRA disebabkan baki peruntukan geran tidak mencukupi:</p> <p>a) Terima maklumat daripada Pejabat Bursar bahawa baki geran adalah tidak mencukupi untuk membuat bayaran elaun pelajar bagi bulan tersebut;</p> <p>b) Berhentikan tawaran SGRA semasa, setelah mendapat maklumat baki geran tidak mencukupi atau tiada berbaki, dan pelajar dinasihatkan untuk memohon baharu untuk menggunakan geran lain;</p> <p>c) Bagi keadaan di mana pelajar telahpun menyempurnakan tugas yang diberi pada bulan tersebut, minta penyelia</p>	PT/PT (P/O) SPS

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BIL	AKTIVITI	TINDAKAN
	pelajar menghantar permohonan rasmi melalui surat kepada Dekan SPS untuk membenarkan bayaran menggunakan vot geran yang lain dibuat.	
6.	<p>Penahanan bayaran elaun/yuran pengajian boleh berlaku atas sebab berikut:</p> <p>a) Pelajar menerima bantuan kewangan lain; atau b) Pelajar mengikuti program <i>split programme</i>.</p> <p>Surat pemakluman akan dikeluarkan kepada pelajar bahawa tawaran bantuan kewangan mereka dibatalkan, dan status pelajar masih lagi terikat dengan perjanjian yang telah ditandatangani (jika berkaitan).</p>	PT (P/O) SPS
7.	Kemaskini maklumat dalam fail urusan biasiswa berkaitan dalam tempoh 7 hari bekerja selepas penyata arahan bayaran dihantar ke Pejabat Bursar.	PT (P/O) SPS

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	<b>WORK INSTRUCTION FOR PAYMENT OF GRADUATE STUDIES SCHOLARSHIPS/INTERNAL FINANCIAL ASSISTANCE</b>	Date: 30/06/2022

## 1.0 INTRODUCTION


This work instruction encompasses all procedures related payment of graduate studies scholarships and financial assistance.

## 2.0 TERMINOLOGY


GRA	:	<i>Graduate Research Assistantship</i>
IGSS	:	<i>International Graduate Scholarship Scheme</i>
PASS	:	<i>Putra Alumni Scholarship Scheme</i>
PT	:	Administrative Assistant
PT (P/O)	:	Administrative Assistant (clerical/Operational)
SGRA		Special Graduate Research Allowance
SPS	:	School of Graduate Studies

## 3.0 INSTRUCTION

No	Action	Responsibility
1.	Check the study status of the student before the allowance payment is processed.	PT (P/O) SPS
2.	Prepare names of scholarship/financial aid recipients for tuition fee adjustment within two (2) weeks after the agreement is fully signed and duly stamped.  Note: No agreement signed by IGSS, PASS and SGRA recipients.	PT (P/O) SPS
3.	Prepare a statement of Allowance Payment Instructions no later than the 9th of each month based on the activity log from the Faculty /School / Institute /Student.	PT (P/O) SPS
4.	No allowance will be paid to the student if any of the following occurs:  (a) the student is found to have deferred his/her studies;	PT/PT (P/O) SPS

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No	Action	Responsibility
	<p>(b) the student has failed to be present on campus for more than 10 days (excluding sick leave/conducting field work);</p> <p>(c) the student did not submit his or her activity log monthly;</p> <p>(d) the student whose study status changes to Probation, Defer, <i>Withdraw</i>; and</p> <p>(e) The balance of the grant allocation is insufficient to pay the student allowance.</p> <p>Note: For students with completed status, the allowance for that month will only be made until the student receives Senate approval. For example, if the student's Senate approval date is on 12 August 2021, then the allowance payment for the month of August will be calculated from the period of 1 to 12 August 2021 only (if applicable).</p>	
5.	<p>Withholding SGRA allowance payment due to insufficient balance of grant allocation:</p> <p>a) Receive information from the Bursar Office that the grant balance is insufficient to pay the student allowance for that month;</p> <p>b) Discontinue the current SGRA offer after obtaining the information of insufficient or no grant balance, and students are advised to apply for a new application to use another grant;</p> <p>c) In the event where the student has already completed the assignment for that month, ask the student's supervisor to send a formal application to the Dean of SPS through letter to allow payment to be made using other votes.</p>	PT/PT (P/O) SPS

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No	Action	Responsibility
6.	<p>Withholding payment of allowances/tuition fees can occur for the following reasons:</p> <p>a) Students receive other financial assistance; or b) Students enroll in a split program</p> <p>A notification letter will be issued to students that the offer of their financial assistance is canceled, and the student is still bound to the signed agreement (if applicable).</p>	PT (P/O) SPS
7.	Update the information in the scholarship file within 7 working days after the statement of payment instruction is sent to the Bursar Office.	PT (P/O) SPS