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		No. Isu: 02
	ARAHAN KERJA PERTUKARAN PROGRAM/BIDANG PENGAJIAN	Tarikh: 30/06/2022

1.0 PENGENALAN


Arahan Kerja ini merangkumi semua tatacara urusan pertukaran program/bidang pengajian.

2.0 TERMINOLOGI


ICP	: International Collaborative Programme
iGIMS	: Internet Graduate Information Management System
i-PUTRA	: Pusat Antarabangsa
JKPSU	: Jawatankuasa Pengajian Siswazah Universiti
PT	: Pegawai Tadbir
PT (P/O)	: Pembantu Tadbir (Perkeranian dan Operasi)
SPS	: Sekolah Pengajian Siswazah

3.0 ARAHAN

BIL.	AKTIVITI	TINDAKAN
1.	<p>Sokong dan sahkan permohonan pelajar dalam tempoh selewat-lewatnya tujuh (7) hari bekerja selepas pelajar mengemukakan permohonan online atau borang (bagi pelajar ICP/Industri) Pastikan pelajar memenuhi syarat berikut:</p> <p>a) Belum pernah memohon pertukaran (kecuali Pelajar yang memohon program ICP).</p> <p>b) Memenuhi syarat kemasukan ke bidang baharu (kecuali Pelajar yang memohon program ICP).</p> <p>c) Status pengajian adalah Baik.</p> <p>Nota: Tempoh tujuh (7) hari bekerja tersebut adalah tempoh aktiviti di Fakulti/Sekolah/Institut iaitu untuk Penyelia/Penasihat membuat sokongan dan Penyelaras membuat pengesahan.</p>	Penyelaras/ Penasihat/Penyelia
2.	Semak permohonan pelajar dalam iGIMS secara berkala. Beri peringatan emel kepada pihak Fakulti/Sekolah/Institut jika tindakan tidak diambil.	PT/PT (P/O) SPS

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BIL.	AKTIVITI	TINDAKAN
	Nota: untuk program ICP, dapatkan pengesahan tambahan dari Universiti yang menjadi rakan kerjasama bahawa permohonan pelajar adalah disokong.	
3.	<p>Sediakan kertas kerja untuk dibawa ke mesyuarat JKPSU dan/atau Dekan, SPS seperti berikut:</p> <p>a) Pelajar semester 1 dan semester 2 perlu mendapat kelulusan Dekan SPS sebelum keputusan dikemukakan untuk makluman JKPSU.</p> <p>b) Pelajar semester 3 dan seterusnya perlu mendapat kelulusan JKPSU.</p>	PT/PT (P/O) SPS
4.	Kemas kini maklumat kelulusan ke dalam profil pelajar (dalam iGIMS) dan maklumkan keputusan permohonan kepada pelajar. Jika lulus selewat-lewatnya pada minggu ke-7, tarikh kuat kuasa pertukaran adalah pada semester semasa.	PT/PT (P/O) SPS
5.	Maklumkan kepada pelajar tentang keperluan pertukaran visa dan caj yang dikenakan ke atas pelajar yang memohon pertukaran bidang/program.	PT/PT (P/O) SPS/PT /PT (P/O) i-PUTRA

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	WORK INSTRUCTION FOR CHANGE OF PROGRAMME/FIELD OF STUDY	Date: 30/06/2022

1.0 INTRODUCTION


This instruction includes all procedures of changing of programme or field of study.

2.0 TERMINOLOGY

ICP	International Collaborative Programme
iGIMS	Internet Graduate Information Management System
i-PUTRA	: Pusat Antarabangsa
JKPSU	: Jawatankuasa Pengajian Siswazah Universiti
PT	: Administrative Assistant
PT (P/O)	: Administrative Assistant (clerical/Operational)
SPS	: School of Graduate Studies

3.0 INSTRUCTION

NO	ACTIVITY	ACTION
1.	<p>Support and endorse student's application within seven (7) working days after student's had applied online or via form (for ICP/PhD by Industry). Students need to adhere to these regulations:</p> <p>a) Has never applied for any changes (except for students applying for ICP programme)</p> <p>b) Has fulfilled the qualification/requirement of the new field of study (except for students applying for ICP programme)</p> <p>c) Has good study status</p> <p>Note: Seven (7) working days is the duration of faculty/school/institute activities and for supervisor/advisor to do endorsement.</p>	Coordinator/ Advisor/Supervisor
2.	<p>Check student's application regularly in i-GIMS. Remind faculty/school/institute by email if no action taken.</p> <p>Note: For ICP programme, obtain an additional confirmation from the Partner University that the student's application is supported.</p>	PT/PT (P/O) SPS

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NO	ACTIVITY	ACTION
3.	<p>Prepare a proposal to be brought to the meeting committee of Postgraduate Universiti (JKPSU) and/or Dean, SPS as follow:</p> <p>a) Students of first and second semester need to get SPS Dean's verification before the results are informed to JKPSU</p> <p>b) Students of third semester and onwards need to get verification from JKPSU</p>	PT/PT (P/O) SPS
4.	Update latest information into student's profile (in i-GIMS) and inform the result of application to the student. If the student's application is approved, the student needs to be informed latest by week 7, date of enforcement of changing is in the same semester.	PT/PT (P/O) SPS
5.	Inform students on the visa exchange requirements and charges imposed on students who applied to change course/programme in i-GIMS.	PT/PT (P/O) SPS/PT /PT (P/O) i-PUTRA