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|   | <b>PEJABAT TIMBALAN NAIB CANSOLOR<br/>(AKADEMIK &amp; ANTARABANGSA)<br/>Kod Dokumen: UPM/PU/S/AK02/04</b> | No. Semakan: 07    |
|   |   | No. Isu: 02        |
|   | <b>ARAHAN KERJA NAIK<br/>TARAF PENGAJIAN</b>  | Tarikh: 30/06/2022 |

### 1.0 PENGENALAN


Arahan Kerja ini merangkumi semua tatacara urusan naik taraf pengajian.

### 2.0 TERMINOLOGI


|          |   |   |
|----------|---|---|
| iGIMS    | : | Internet Graduate Information Management System |
| JKPSU    | : | Jawatankuasa Pengajian Siswazah Universiti      |
| PNGK     | : | Purata Nilai Gred Kumulatif                     |
| PT       | : | Pegawai Tadbir                                  |
| PT (P/O) | : | Pembantu Tadbir (Perkeranian dan Operasi)       |
| SPS      | : | Sekolah Pengajian Siswazah                      |

### 3.0 ARAHAN

| BIL. | AKTIVITI  | TINDAKAN   |
|------|---|--|
| 1    | Memastikan hanya permohonan yang diterima selewat-lewatnya pada semester kedua layak diproses.  | Penyelaras/PT/<br>PT (P/O)<br>Fakulti/Sekolah/<br>Institut |
| 2.   | <p>Semak permohonan pelajar, pastikan pelajar telah melengkapkan syarat berikut:</p> <p>a) Pelajar telah melengkapkan sekurang-kurangnya satu (1) semester dan tidak melebihi dua (2) semester;</p> <p>b) Pelajar telah melengkapkan keperluan kerja kursus mengikut ketetapan Fakulti/Sekolah/Institut dan mendapat PNGK sekurang-kurangnya 3.750.</p> <p>c) Pelajar telah menghasilkan perkara berikut berdasarkan penyelidikan yang dijalankan semasa pengajian:</p> <p>(i) Menerbitkan atau menunjukkan bukti penerimaan artikel dalam jurnal berwasit (Scopus/ERA/JCR); atau</p> | Penyelaras/<br>Penasihat                                   |

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| BIL. | AKTIVITI   | TINDAKAN   |
|------|--|--|
|      | <p>(ii) Memfailkan paten/hakcipta (software-based)/ reka cipta industri/ papan litar bercetak (printed circuit board)/ inovasi utiliti: atau</p> <p>(iii) Pelajar dalam bidang sains sosial mesti menunjukkan bukti menerbitkan bab dalam buku di bawah senarai penerbit Thomson Reuters web of Science (WOS)/ University Publisher / Dewan Bahasa dan Pustaka / penerbit yang diiktiraf dan tersenarai di bawah Majlis Penerbitan Ilmiah Malaysia (MAPIM).</p> <p>d) Pelajar mengemukakan cadangan penyelidikan yang memenuhi skop penyelidikan bagi program PhD.</p> |  |
| 3.   | Membuat pelantikan JK Bebas yang terdiri daripada sekurang-kurangnya 3 orang ahli bagi menilai permohonan naik taraf pelajar. Pastikan penilaian dijalankan berdasarkan kepada tahap kemajuan penyelidikan pelajar di peringkat Master dan melalui pembentangan seminar cadangan penyelidikan pelajar di peringkat Doktor Falsafah.  | Penyelaras/<br>Penasihat                                   |
| 4.   | Majukan borang permohonan pelajar serta semua dokumen sokongan termasuk laporan JK Bebas ke Sekolah Pengajian Siswazah.  | Penyelaras/PT/<br>PT (P/O)<br>Fakulti/Sekolah/<br>Institut |
| 5.   | Sediakan kertas kerja untuk pertimbangan JKPSU. Pastikan kelulusan di peringkat Fakulti/Sekolah/Institut sebelum berakhir semester kedua.  | PT/PT (P/O) SPS  |
| 6.   | Kemas kini maklumat ke dalam profil pelajar (dalam i-GIMS) dalam tempoh tiga (3) hari bekerja dan maklumkan keputusan permohonan kepada pelajar. Jika permohonan diluluskan selewat-lewatnya pada minggu ke-7, tarikh kuat kuasa naik taraf program adalah pada semester semasa. Sekiranya permohonan diluluskan selepas minggu ketujuh, tarikh kuat kuasa naik taraf program adalah pada semester berikutnya.   | PT/PT (P/O) SPS  |

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|   | <b>OFFICE OF THE DEPUTY VICE CHANCELLOR<br/>(ACADEMIC &amp; INTERNATIONAL)<br/>Document Code: UPM/PU/S/AK02/04</b> | Review No. : 07  |
|   |  | Issue No. : 02   |
|   | <b>WORK INSTRUCTION FOR CONVERSION OF<br/>STATUS OF STUDY</b>  | Date: 30/06/2022 |

## 1.0 INTRODUCTION


This instruction includes all procedures for conversion of status of study.

## 2.0 TERMINOLOGY

|          |   |   |
|----------|---|---|
| iGIMS    | : | Internet Graduate Information Management System |
| JKPSU    | : | University's Graduate Studies Committee         |
| CGPA     | : | Cumulative Grade Point Average                  |
| PT       | : | Administrative Assistant                        |
| PT (P/O) | : | Administrative Assistant (clerical/Operational) |
| SPS      | : | School of Graduate Studies                      |

## 3.0 INSTRUCTION

| NO | ACTIVITY  | ACTION   |
|----|---|--|
| 1. | Ensure that only applications received latest by second semester are eligible to be processed.  | Coordinator/PT/<br>PT (P / O) Faculty/<br>School/Institute |
| 2. | <p>Check student's application status, ensure student fulfills the requirements as follows:</p> <p>a) have completed at least one (1) semester but not more than two (2) semesters;</p> <p>b) have completed the coursework requirement of the programme and obtained a minimum CGPA of 3.750;</p> <p>c) have produced the following based on research conducted during candidacy:</p> <p>(i) Published or show proof of acceptance of an article in a CIJ (Scopus/ERA/JCR); or</p> | Coordinator/Advisor  |

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| NO | ACTIVITY   | ACTION  |
|----|--|---|
|    | <p>(ii) Filed for a patent / copyright (software-based) / industrial design / printed circuit board / utility innovation; or</p> <p>(iii) Students in the social sciences must submit proof of having published chapter in book under the publisher list of Thomson Reuters Web of Science (WoS) / University Publisher / Dewan Bahasa dan Pustaka / publisher recognized and listed under Majlis Penerbitan Ilimiah Malaysia (MAPIM).</p> <p>d) have submitted an extended research proposal that meets the scope of a doctoral degree.</p> |   |
| 3. | Appoint an Independent Committee which consists of at least 3 members to evaluate the application of upgrading status of student. The independent committee shall evaluate the extent to which the Masters research has progressed, and the proposal for the doctoral research via a seminar presentation;   | Coordinator/<br>Advisor                                     |
| 4. | Submit the application form together with supporting documents including a comprehensive report by Independent Committee to School of Postgraduate Studies.  | Coordinator/PT/<br>PT (P/O)<br>Faculty/School/<br>Institute |
| 5. | Prepare a proposal for the consideration of JKPSU. Ensure to get an approval from the Faculty / School / Institute before the end of the second semester.  | PT/PT (P/O) SPS   |
| 6. | Update the information in the student profile (in i-GIMS) within three (3) working days and inform the outcome of student's application. If the student's application is within the first seven week of a semester, the conversion shall take effect immediately. While application approved later than seven week of a semester, the conversion shall take effect in following semester.  | PT/PT (P/O) SPS   |