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		No. Isu: 02
	ARAHAN KERJA PENANGGUHAN SEMESTER	Tarikh: 30/06/2022

1.0 PENGENALAN


Arahan Kerja ini merangkumi semua tatacara urusan penangguhan semester.

2.0 TERMINOLOGI


- PT : Pegawai Tadbir
PT (P/O) : Pembantu Tadbir (Perkeranian dan Operasi)
SPS : Sekolah Pengajian Siswazah

3.0 ARAHAN

BIL.	AKTIVITI	TINDAKAN
1.	<p>Ambil tindakan/beri sokongan ke atas permohonan pelajar dalam tempoh selewat-lewatnya lima (5) hari bekerja selepas pelajar mengemukakan permohonan lengkap. Pastikan pelajar memenuhi syarat berikut:</p> <p>a) Belum pernah menangguhkan pengajian. Jika telah menangguhkan pengajian bagi tempoh maksimum dua (2) semester, permohonan semasa adalah atas alasan kesihatan yang disokong secara bertulis oleh Pegawai Perubatan.</p> <p>b) Bukan diberi status "Resubmission" selepas viva voce pada semester sebelumnya.</p> <p>c) Tidak diberi gred S bagi Projek/Internship pada semester sebelumnya.</p> <p>d) Mengemukakan dokumen sokongan perubatan jika permohonan dibuat selepas minggu ke-7.</p>	Penyelaras/ Penasihat/Penyelia
2.	Pastikan dokumen sokongan perubatan diterima sebelum mengesahkan permohonan yang dibuat selepas minggu ke-7.	PT/PT (P/O) SPS
3.	Proses permohonan pelajar yang telah disokong dan disahkan/tidak disokong dan disahkan oleh pihak Fakulti/Sekolah/Institut.	Dekan/TD SPS

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BIL.	AKTIVITI	TINDAKAN
4.	Maklumkan keputusan permohonan kepada pelajar	PT/PT (P/O) SPS

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	OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL) Document Code: UPM/PU/S/AK02/05	Review No.: 07
		Issue No. : 02
	WORK INSTRUCTION FOR DEFERMENT OF SEMESTER	Date: 30/06/2022

1.0 INTRODUCTION

This instruction includes all procedures for deferment of semester.

2.0 TERMINOLOGY

- PT : Administrative Assistant
PT (P/O) : Administrative Assistant (clerical/Operational)
SPS : School of Graduate Studies

3.0 INSTRUCTION

NO.	ACTIVITY	ACTION
1.	Take action/support student's application within five (5) working days after the student submits a complete application form. Ensure that the student fulfils the requirements listed: a) Has never deferred his studies. If the student has deferred for a maximum of two (2) semesters, the current application must be on medical grounds with written supporting reason by a Medical Officer. b) Has not been given "Resubmission" status after the viva voce in the previous semester. c) Has not been assigned grade S for Project/Internship in the previous semester. d) Provides medical support documents if the application is made after week 7.	Coordinator/ Advisor/Supervisor
2.	Ensure that medical support documents are received before verifying application made after week 7.	PT/PT (P/O) SPS
3.	Process student application which has been supported and verified/not supported and verified by Faculty/School/Institute.	Dean/TD SPS
4.	Inform the result to the student	PT/PT (P/O) SPS