	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 1/3
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/AK02/09	No. Semakan: 08
		No. Isu: 02
	ARAHAN KERJA PELANJUTAN TEMPOH PENGAJIAN	Tarikh: 28/02/2023

1.0 PENGENALAN


Arahan Kerja ini merangkumi semua tatacara urusan pelanjutan tempoh pengajian.

2.0 TERMINOLOGI


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

3.0 ARAHAN


BIL.	AKTIVITI	TINDAKAN
1.	<p>Kenal pasti pelajar semester akhir seperti berikut selepas minggu ke-10 semester untuk diberi peringatan:</p> <p>a) Pelajar Semester akhir:</p> <ul style="list-style-type: none"> i. Pelajar yang belum pernah mendapat pelanjutan kali pertama. ii. Pelajar yang pernah mendapat pelanjutan sekali. iii. Pelajar yang masih belum menghantar tesis untuk viva voce. 	PT/PT (P/O) SPS
2.	Emel senarai pelajar yang telah dikenalpasti kepada Fakulti/Sekolah/Institut.	PT/PT (P/O) SPS
3.	Paparkan notis maklumat dan tindakan berkaitan pelanjutan tempoh pengajian ke dalam Portal Pelajar.	PT/PT (P/O) SPS

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 2/3
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BIL.	AKTIVITI		TINDAKAN
	Kategori pelajar	Tindakan	
	Pelajar semester akhir yang mengemukakan permohonan dalam tempoh dan kelulusan dalam semester yang sama	Lengkapkan <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c) melalui portal pelajar sebelum semester baharu bermula	
	Pelajar semester akhir yang mengemukakan permohonan dalam tempoh tetapi kelulusan melangkaui semester	Lengkapkan Borang <i>Review Against Termination</i> (PU/S/BR04/GS-13b) dan, <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c) melalui portal pelajar	
	Pelajar semester akhir yang mengemukakan permohonan melangkaui semester	Lengkapkan Borang <i>Review Against Termination</i> GS-13b, <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c) dan melalui portal pelajar dan buat bayaran yuran permohonan semakan sebanyak RM50.00.	
	Pelajar tempoh maksimum	Lengkapkan borang <i>Review Against Termination</i> (GS13b) dan borang <i>Application for Extension of Study Period</i> (GS13c) melalui portal pelajar dan buat bayaran yuran permohonan semakan sebanyak RM50.00.	

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 3/3
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BIL.	AKTIVITI	TINDAKAN									
4.	<p>Pastikan pelajar yang memohon pelanjutan selepas tempoh maksimum melengkapkan borang dalam talian serta majukan dokumen berikut ke SPS dengan melampirkan dokumen berikut:</p> <p>a) Pelajar perlu melengkapkan borang Permohonan Semakan atas Pemberhentian – Pemberhentian (Melebihi Tempoh) (PG/ACA/GS-52) secara manual melalui portal pelajar yang disokong oleh penyelia dan disahkan oleh Timbalan Dekan/Pengarah Fakulti/Sekolah/Institut</p> <p>b) Satu salinan deraf tesis yang sedang disiapkan.</p> <p>c) resit bayaran yuran proses sebanyak RM50.</p>	Penyelaras									
5.	<p>Dapatkan kelulusan permohonan pelanjutan:-</p> <p>a) Permohonan diluluskan oleh Timbalan Dekan SPS untuk maksimum tiga (3) semester.</p> <p>b) Pelajar dengan tempoh pengajian maksimum:</p> <table border="1" style="margin-left: 40px;"> <tr> <td style="text-align: center;">Mod Pengajian</td> <td style="text-align: center;">PhD</td> <td style="text-align: center;">Master</td> </tr> <tr> <td style="text-align: center;">Sepenuh Masa</td> <td style="text-align: center;">13</td> <td style="text-align: center;">9</td> </tr> <tr> <td style="text-align: center;">Separuh Masa</td> <td style="text-align: center;">15</td> <td style="text-align: center;">11</td> </tr> </table> <p>Permohonan dimajukan untuk pertimbangan dan kelulusan oleh JKSS.</p>	Mod Pengajian	PhD	Master	Sepenuh Masa	13	9	Separuh Masa	15	11	PT/PT (P/O) SPS
Mod Pengajian	PhD	Master									
Sepenuh Masa	13	9									
Separuh Masa	15	11									
6.	<p>a) Kemas kini maklumat dalam iGIMS dan maklumkan kelulusan kepada pelajar melalui kaedah yang bersesuaian.</p> <p>b) Maklumkan keputusan Mesyuarat Jawatankuasa Semakan Siswazah kepada pelajar dalam tempoh tujuh (7) hari bekerja.</p>	PT/PT (P/O) SPS									

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	WORK INSTRUCTIONS ON EXTEND OF STUDY DURATION	Date: 28/02/2023

1.0 INTRODUCTION


This instruction includes all procedures of extension of study duration.

2.0 TERMINOLOGY


JKSS	:	Postgraduate Review Committee
PT	:	Administrative Assistant
PT (P/O)	:	Administrative Assistant (clerical/Operational)
SPS	:	School of Graduate Studies

3.0 INSTRUCTION

NO	ACTIVITY	ACTION				
1.	Identify final semester student as per below after week 10 of the semester to be reminded: a) Students in Final Semester: i) Student who has never received first time extension ii) Student who has received extension for the first time. iii) Student who has yet to submit their viva voce.	PT/PT (P/O) SPS				
2.	Email the list of students who have been identified to Faculty/School/Institute.	PT/PT (P/O) SPS				
3.	Display the information and actions related to the extension of the study period into the Student Portal: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Student Category</th> <th style="text-align: center;">Actions</th> </tr> </thead> <tbody> <tr> <td>Final semester students who submit applications within</td> <td>Complete the Application for Extension of Study Period</td> </tr> </tbody> </table>	Student Category	Actions	Final semester students who submit applications within	Complete the Application for Extension of Study Period	PT/PT (P/O) SPS
Student Category	Actions					
Final semester students who submit applications within	Complete the Application for Extension of Study Period					

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NO	ACTIVITY	ACTION
	the period and approval in the same semester	form (PU/S/BR04/GS-13c) through Student Portal before the commencement of new semester.
	Final semester students who submit applications within the period but the approval is beyond the semester	Complete the Review Against Termination form (PU/S/BR04/GS-13b) and, <i>Application</i> for Extension of Study Period form (PU/S/BR04/GS-13c) through Student Portal
	Final semester students who submit applications beyond the semester	Complete the Review Against Termination form (PU/S/BR04/GS-13b) and, <i>Application</i> for Extension of Study Period (PU/S/BR04/GS-13c) through Student Portal and arrange payment for application fee amounting RM50.00
	Students with maximum period	Complete the Review Against Termination form (PU/S/BR04/GS-13b) and, <i>Application</i> for Extension of Study Period (PU/S/BR04/GS-13c) through Student Portal and arrange payment for application fee amounting RM50.00
4.	Ensure student who applies for an extension after the maximum period to complete the (PU/S/BR04/GS-13b) and (PU/S/BR02/GS-13c) form online and submit the documents to SGS by attaching the following documents:	Coordinator

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NO	ACTIVITY	ACTION									
	a) Student is required to complete the Review Against Termination Form – Terminated (Exceeded Duration) (PG/ACA/GS-52) manually through the student portal and the form must be supported by the Chairman of the Supervisory Committee and verified by the Deputy Dean/Director of Faculty/School/Institute b) A copy of the draft thesis being prepared. c) Receipt for processing fee of RM50.										
5.	Obtain an approval for extension application: - a) Final semester students: The application is approved by the Deputy Dean of SPS for a maximum of three (3) semesters. b) Students with maximum study period: <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Mode of Study</th> <th>PhD</th> <th>Masters</th> </tr> </thead> <tbody> <tr> <td>Full-time</td> <td style="text-align: center;">13</td> <td style="text-align: center;">9</td> </tr> <tr> <td>Part-time</td> <td style="text-align: center;">15</td> <td style="text-align: center;">11</td> </tr> </tbody> </table> Applications are submitted to JKSS for their consideration and approval.	Mode of Study	PhD	Masters	Full-time	13	9	Part-time	15	11	PT/PT (P/O) SPS
Mode of Study	PhD	Masters									
Full-time	13	9									
Part-time	15	11									
6.	a) Update the information in iGIMS and inform the result to students through appropriate methods. b) Inform the results of the Postgraduate Review Committee Meeting to students within seven (7) working days.	PT/PT (P/O) SPS									