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	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P007	No. Semakan: 01
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1.0 SKOP


Prosedur ini merangkumi semua proses pendaftaran pelajar sambungan, penawaran kursus semester, jadual waktu semester, pendaftaran kursus, menambah dan menggugurkan kursus, pertukaran status kursus, pengecualian kursus/kredit, pemindahan kredit, pertukaran program/bidang pengajian, pertukaran taraf pengajian, penangguhan semester, permohonan tarik diri dari pengajian, dan pelanjutan tempoh pengajian.

2.0 TANGGUNGJAWAB

Dekan SPS, Penyelaras dan PT Unit Akademik bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.


3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
Terkini	<i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</i>
UPM/PU/S/AK02/03	Arahan Kerja Pertukaran Program/Bidang Pengajian
UPM/PU/S/AK02/04	Arahan Kerja Pertukaran Taraf Pengajian
UPM/PU/S/AK02/05	Arahan Kerja Penangguhan Semester
UPM/PU/S/AK02/09	Arahan Kerja Pelanjutan Tempoh Pengajian
UPM/PU/S/AK02/10	Arahan Kerja Urusan Menambah Kursus, Menggugurkan Kursus, Pengecualian Kredit dan Pindah Kredit
UPM/PU/S/AK04/05	Arahan Kerja Pemantauan Keputusan Peperiksaan Komprehensif – PhD

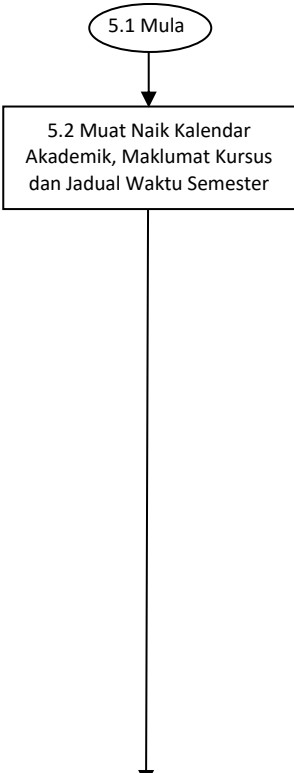
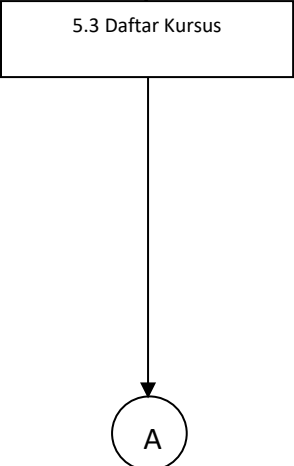
	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 2/8
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4.0 TERMINOLOGI DAN SINGKATAN

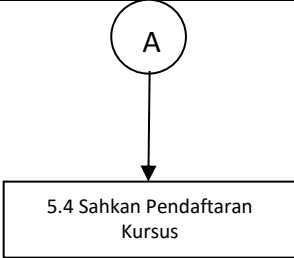
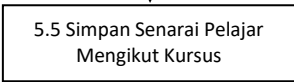
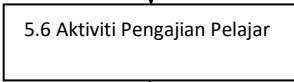

i-GIMS	: <i>Internet Graduate Information Management System</i>
Pelajar Sambungan	: Pelajar semester kedua dan seterusnya
Penyelaras	: Dekan/Timbangan Dekan Fakulti/Sekolah; Pengarah/Timbangan Pengarah Institut; Pegawai yang dilantik sebagai Penyelaras Pengajian Siswazah Fakulti/ Sekolah /Institut
Penasihat	: Pensyarah yang akan membimbing pelajar sebelum penyelia dilantik
Penyelia	: Pengerusi Jawatankuasa Penyeliaan pelajar
PhD	: Doktor Falsafah
PT	: Pegawai Tadbir
PTJ	: Pusat Tanggungjawab
PTM	: Pegawai Teknologi Maklumat
PT (P/O)	: Pembantu Tadbir (Perkeranian dan Operasi)
Sekolah	: Sekolah Perniagaan dan Ekonomi
SPS	: Sekolah Pengajian Siswazah
Semester	: Semester Pertama dan Kedua
TNCAA	: Timbalan Naib Canselor (Akademik dan Antarabangsa)


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5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS		<p>5.2 (a) Muat naik Kalendar Akademik Pengajian Siswazah dan maklumat semester akan datang, yang disediakan oleh Unit Pengambilan dalam i-GIMS mengikut kelulusan Mesyuarat Jawatankuasa Pengurusan Sekolah Pengajian Siswazah selewat-lewatnya lima (5) minggu sebelum semester bermula. Muat naik Kalendar Akademik yang telah dikemas kini pada laman web SPS dan portal pelajar.</p> <p>(b) Paparkan Kalendar Akademik Pengajian Siswazah di SPS/Fakulti/Sekolah/Institut.</p> <p>(c) Kemas kini maklumat kursus yang akan ditawarkan dalam modul tawaran kursus dan modul jadual waktu dalam i-GIMS selewat-lewatnya empat (4) minggu sebelum semester bermula.</p> <p>(d) Maklumkan tarikh dan proses penting urusan pendaftaran melalui portal pelajar sambungan selewat-lewatnya empat (4) minggu sebelum semester bermula.</p>	
PT/PT (P/O) SPS/ Fakulti/ Sekolah/ Institut			
PT/PT (P/O) Fakulti/ Sekolah/Institut			
PT/PT (P/O) SPS			
PT/PT (P/O) SPS		<p>5.3 (a) Adakan perbincangan dengan pelajar berkaitan kursus yang perlu didaftar.</p> <p>(b) Maklumkan kepada pelajar sambungan untuk mendaftar kursus secara dalam talian di dalam i-GIMS selewat-lewatnya tiga (3) minggu sebelum semester bermula.</p> <p>(c) Bagi pelajar baharu, tarikh dan proses penting urusan pendaftaran boleh dirujuk melalui portal pelajar selepas pendaftaran.</p>	<p>Arahan Kerja Pertukaran Program/Bidang Pengajian (UPM/PU/S/AK02/03)</p> <p>Arahan Kerja Pertukaran Taraf Pengajian (UPM/PU/S/AK02/04)</p> <p>Arahan Kerja Penangguhan Semester (UPM/PU/S/AK02/05)</p> <p>Arahan Kerja Urusan Menambah Kursus, Menggugurkan Kursus, Pengecualian)</p>
Penasihat/Penyelia/ Penyelaras			
PT/PT (P/O) SPS			
PT/PT (P/O) SPS			


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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Penasihat/Penyelia/ Penyelaras Program		5.4 Semak dan sahkan pendaftaran kursus pelajar.	Kredit dan Pindah Kredit (UPM/PU/S/AK02/10)
PT/PT (P/O) SPS		5.5 Simpan senarai pelajar mengikut kursus seperti berikut: (a) E-mel senarai pelajar mengikut kursus kepada pihak fakulti/Sekolah/institut selepas minggu ke-7 semester. (b) Simpan salinan lembut senarai pelajar mengikut kursus yang dihantar oleh SPS.	
PT/PT (P/O) Fakulti/ Sekolah/Institut			
PT/ PT (P/O) SPS/ Penyelaras/ Penyelia/ Penasihat/PT/ PT (P/O) Fakulti/ Sekolah/Institut		5.6 Aktiviti pengajian pelajar merujuk kepada proses pertukaran program/bidang pengajian, pertukaran taraf pengajian, penangguhan semester, tarik diri program dan pelanjutan tempoh pengajian yang memerlukan kelulusan Dekan/JKPSU/Senat. Nota: <ul style="list-style-type: none"> Ambil tindakan mengikut arahan kerja yang berkenaan (jika berkaitan). Bagi pelajar yang ingin menarik diri daripada pengajian, pelajar perlu melengkapkan Borang Tarik Diri Daripada Pengajian (PG/ACA/GS-49) secara manual melalui portal pelajar dan kelulusan permohonan hendaklah dimaklumkan kepada pelajar, Penyelaras Pengajian Siswazah, Penyelia/Penasihat, Bursar, Ketua Pustakawan dan Pusat Antarabangsa (jika pelajar antarabangsa). 	Arahan Kerja Pertukaran Program/Bidang Pengajian (UPM/PU/S/AK02/03) Arahan Kerja Pertukaran Taraf Pengajian (UPM/PU/S/AK02/04) Arahan Kerja Penangguhan Semester (UPM/PU/S/AK02/05) Arahan Kerja Pelanjutan Tempoh Pengajian (UPM/PU/S/AK02/09)
			Borang Tarik Diri Daripada Pengajian (PG/ACA/GS-49)


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6.0 REKOD


Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	<p>UPM.SPS.600-4/19/1 (No.Matrik)</p> <p>FAIL PELAJAR</p> <ul style="list-style-type: none"> • Salinan Surat Makluman Keputusan Permohonan Pengecualian Kredit [jika berkaitan]. • Salinan Surat Makluman Keputusan Permohonan Penangguhan Semester [jika berkaitan]. • Salinan Surat Makluman Keputusan Permohonan Pertukaran Program/Bidang Pengajian [jika berkaitan]. • Salinan Surat Makluman Keputusan Permohonan Menukartaraf Program Master ke PhD [jika berkaitan]. • Borang Keputusan Peperiksaan Komprehensif – PhD [jika berkaitan]. • Salinan surat makluman keputusan Peperiksaan Komprehensif – PhD [jika berkaitan]. • Salinan Surat Makluman Keputusan Permohonan Menambah Tempoh Pengajian [jika berkaitan]. • Salinan Surat Permohonan Menarik Diri [jika berkaitan]. • Salinan Surat Makluman Keputusan Permohonan Menarik Diri [jika berkaitan]. 	PT (P/O) SPS	PT (P/O) SPS	<p>Bilik Fail Pelajar, SPS (rujuk <i>Network Attached Storage</i>)</p> <p>Sekurang-kurangnya 3 tahun selepas pelajar bergraduasi</p>	Ketua Pengarah Arkib Negara Malaysia

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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
2.	<p>UPM.Kod PTJ.600-4/19/1 (No.Matrik)</p> <p>FAIL PELAJAR</p> <ul style="list-style-type: none"> • Salinan Surat Makluman Keputusan Permohonan Pengecualian Kursus [jika berkaitan] (rujuk i-GIMS) • Salinan Surat Makluman Keputusan Permohonan Penangguhan Semester [jika berkaitan] (rujuk i-GIMS) • Salinan Surat Makluman Keputusan Permohonan Pertukaran Program/Bidang Pengajian [jika berkaitan] • Salinan Surat Makluman Keputusan Permohonan Menukartaraf Program Master ke PhD [jika berkaitan] • Salinan Borang Keputusan Peperiksaan Komprehensif – PhD [jika berkaitan]. • Salinan surat makluman keputusan Peperiksaan Komprehensif – PhD [jika berkaitan]. • Salinan Surat Makluman Keputusan Permohonan Menambah Tempoh Pengajian [jika berkaitan] • Salinan Surat Pelantikan Jawatankuasa Bebas Pertukaran Taraf Pengajian [jika berkaitan] • Laporan Jawatankuasa Bebas Pertukaran Taraf Pengajian [jika berkaitan] 	PT (P/O) PTJ	PT (P/O) PTJ	<p>Bilik Fail Pelajar PTJ</p> <p>Sekurang-kurangnya 2 tahun selepas bergraduasi</p>	<p>Ketua Pengarah Arkib Negara Malaysia</p>

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	PROSEDUR PENGENDALIAN PENGAJIAN BERKAITAN AKADEMIK PELAJAR SISWAZAH	No. Isu: 03
		Tarikh: 28/02/2023

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
3.	UPM.SPS.600-4/6/2 PENDAFTARAN PELAJAR SAMBUNGAN <ul style="list-style-type: none"> • Notis atau peringatan berkenaan pendaftaran pelajar sambungan (rujuk Kalendar Akademik Siswazah laman web SPS). • Surat menyurat penawaran dan pendaftaran kursus [jika berkaitan] • Petikan Minit Mesyuarat JKPSU dan Senat berkenaan perkara terkini urusan pendaftaran. • Dokumen lain yang berkaitan. 	PT (P/O) SPS	PT (P/O) SPS	Unit Akademik/ <i>Network Attached Storage</i> 3 tahun	Ketua Pengarah Arkib Negara Malaysia
4.	UPM.Kod PTJ.600-4/6/2 PENDAFTARAN PELAJAR SAMBUNGAN <ul style="list-style-type: none"> • Notis atau peringatan berkenaan pendaftaran pelajar sambungan (rujuk Kalendar Akademik Siswazah laman web SPS). • Surat menyurat penawaran dan pendaftaran kursus [jika berkaitan]. • Dokumen lain yang berkaitan. 	PT (P/O) PTJ	PT (P/O) PTJ	Bilik Fail di PTJ 3 tahun	Ketua Pengarah Arkib Negara Malaysia
5.	UPM.SPS.600-4/12/3 PEPERIKSAAN KOMPREHENSIF <ul style="list-style-type: none"> • Senarai pelajar PhD semester ke-4 dan ke-5 yang belum menduduki Peperiksaan Komprehensif – PhD. • Salinan surat pembawa serta surat makluman keputusan Peperiksaan Komprehensif – PhD kepada pihak Fakulti/Institut. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik/ <i>Network Attached Storage</i> 3 Tahun	Ketua Pengarah Arkib Negara Malaysia

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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	<ul style="list-style-type: none"> Peringatan CE. Dokumen lain yang berkenaan. 				
6.	<p>UPM.Kod PTJ.600-4/12/3</p> <p>PEPERIKSAAN KOMPREHENSIF</p> <ul style="list-style-type: none"> Senarai pelajar PhD semester ke-4 dan ke-5 yang belum menduduki Peperiksaan Komprehensif – PhD. Surat pembawa edaran salinan surat makluman keputusan Peperiksaan Komprehensif – PhD. Kertas soalan/Bahan penilaian/Keputusan Peperiksaan Komprehensif – PhD. Peringatan CE. Dokumen lain yang berkenaan. 	PT/PT (P/O) Fakulti/ Institut	PT/PT (P/O) Fakulti/ Institut	Bilik Fail Fakulti/ Institut 3 Tahun	Ketua Pengarah Arkib Negara Malaysia
7.	<p>UPM.SPS.600-4/8/2</p> <p>PENDAFTARAN KURSUS</p> <ul style="list-style-type: none"> Salinan e-mel berkaitan penghantaran senarai pelajar yang mendaftar mengikut kursus. Lain-lain dokumen berkaitan urusan pendaftaran kursus. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik/ Network Attached Storage 3 tahun	Ketua Pengarah Arkib Negara Malaysia
8.	<p>UPM.SPS.600-4/8/7</p> <p>LANJUT TEMPOH PENGAJIAN</p> <ul style="list-style-type: none"> Salinan e-mel peringatan pelanjutan tempoh pengajian. Lain-lain dokumen berkaitan urusan pelanjutan tempoh pengajian. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik/ Network Attached Storage 3 tahun	Ketua Pengarah Arkib Negara Malaysia

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	PROCEDURE FOR HANDLING MATTERS RELATED TO ACADEMIC STUDIES OF GRADUATE STUDENTS	Date: 28/02/2023

1.0 SCOPE


This procedure encompasses all registration processes of continuing students, offering of semester courses, semester schedules, course registration, to add and drop courses, change in course status, exemption of courses/credits, transfer of credits, change of program/study major, change in study status, semester deferment, request to withdraw from study, and extension of study duration.

2.0 RESPONSIBILITY

Dean of SPS, Coordinator and Academic Unit PT are responsible for the implementation of this procedure. All parties involved must adhere to this procedure.


3.0 REFERENCE DOCUMENT

Document Code	Title of Document
Current	Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003
UPM/PU/S/AK02/03	Work Instruction For Change of Programme/Field of Study
UPM/PU/S/AK02/04	Work Instruction For Conversion of Programme of Study
UPM/PU/S/AK02/05	Work Instruction For Semester Deferment
UPM/PU/S/AK02/09	Work Instruction For Extension of Study Duration
UPM/PU/S/AK02/10	Work Instruction For Adding and Dropping Courses, Credit Exemption and Credit Transfer
UPM/PU/S/AK04/05	Work Instruction for Monitoring of Comprehensive Examination Results - PhD

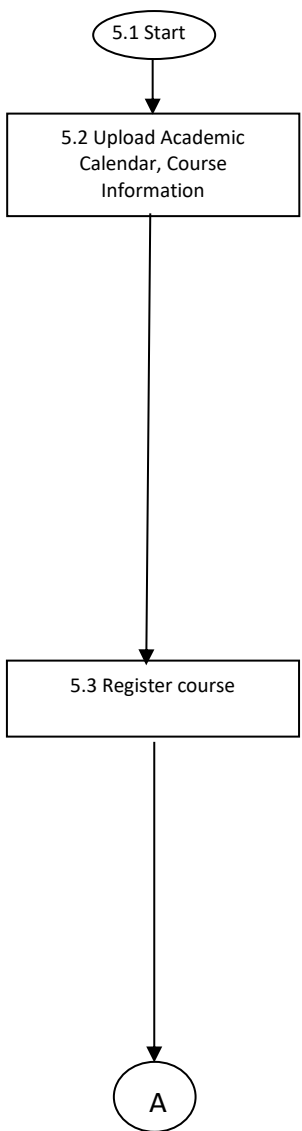
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	PROCEDURE FOR HANDLING MATTERS RELATED TO ACADEMIC STUDIES OF GRADUATE STUDENTS	Date: 28/02/2023


4.0 TERMINOLOGY AND ACRONYM

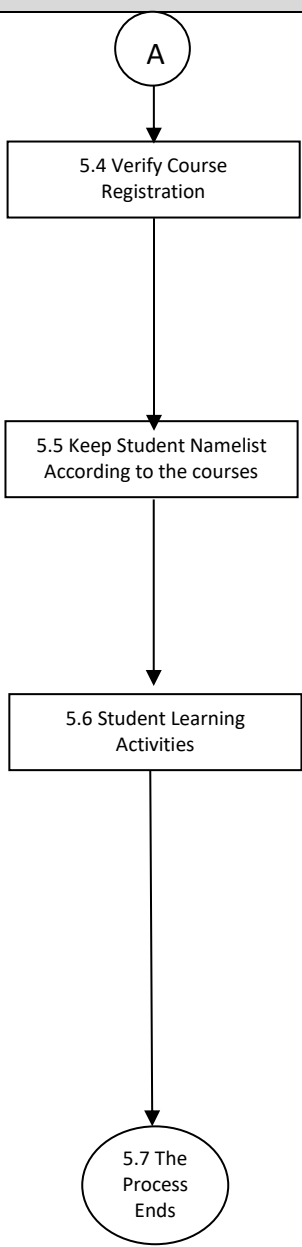
i-GIMS	: <i>Internet Graduate Information Management System</i>
Continuing Student	: Second semester students and beyond
Coordinator	: Dean/Deputy Dean of Faculty/School; Director/Deputy Director of Institute; Officer appointed as Coordinator of Graduate Studies, Faculty/School/Institute
Advisor	: Lecturer who will guide students before a supervisor is appointed
Supervisor	: Chairperson of Supervisory Committee : Doctor of Philosophy
PT	: Officer in Charge
PTJ	: Centre of Responsibility
PTM	: Information Technology Officer
PT (P/O)	: Administrative Assistant (clerical/Operational)
School	: School of Business and Economics
SPS	: School of Graduate Studies
Semester	: First and Second Semester
TNCAA	: Deputy Chancellor (Academic and International)


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5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Documents /Record
PT/PT (P/O) SPS	 <pre> graph TD Start([5.1 Start]) --> Step52[5.2 Upload Academic Calendar, Course Information] Step52 --> Step53[5.3 Register course] Step53 --> End((A)) </pre>	5.2 (a) Upload Academic Calendar for Graduate Studies and future semester information which are provided by Admission Unit in i-GIMS according to approval from Meeting of Graduate Studies School Committee Management Meeting at least five (5) weeks before the semester commence. Upload Academic Calendar that has been updated to SPS website and student portal.	
PT/PT (P/O) SPS/Faculty/ School/Institute		5.2 (b) Display Academic Calendar for Postgraduate Studies at SPS/Faculty/School/institute.	
PT/PT (P/O) Faculty/School/ Institute	5.2 (c) Update course information that will be offered in course offerance module and schedule module in i-GIMS at least four (4) weeks before the semester commence.		
PT/PT (P/O) SPS	5.2 (d) Inform the date and important registration process through continueing student portal at least four (4) weeks before the semester commence.		
Advisor/Supervisor/ Coordinator	5.3 Register course	5.3 (a) Discuss with students regarding courses which need to be registered.	Work Instruction For Change of Programme/Field of Study (UPM/PU/S/AK02/03)
PT/PT (P/O) SPS		5.3 (b) Inform continuing students to register the courses online in i-GIMS at least three (3) weeks before the semester commence.	Work Instruction for Conversion of Status of Study (UPM/PU/S/AK02/04)
PT/PT (P/O) SPS		5.3 (c) For new students, date and important registration process can be referred through students portal after the registration.	Work Instruction for Semester Deferment (UPM/PU/S/AK02/05)
			Work Instruction for Adding and Dropping Courses, Credit Exemption and Credit Transfer


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Responsibility	Flowchart	Details	Reference Documents /Record
Advisor/Supervisor/ Programme Coordinator	 <pre> graph TD A((A)) --> B[5.4 Verify Course Registration] B --> C[5.5 Keep Student Namelist According to the courses] C --> D[5.6 Student Learning Activities] D --> E((5.7 The Process Ends)) </pre>	<p>5.4 Check and verify students' course registration.</p>	
PT/PT(P/O) SPS		<p>5.5 Keep students' namelist according to the courses as mentioned below:</p> <p>(a) Email students' name list according to the courses to respective Faculties/School/Institutes after the 7th week of the semester.</p> <p>(b) Keep soft copies of the students' namelist according to the courses sent by SPS.</p>	
PT/PT (P/O) Faculty/School/ Institute			
PT/ PT (P/O) SPS/ Coordinator/ Supervisor/ Advisor/PT/ PT (P/O) Faculty/School/ Institute		<p>5.6 Students' Learning Activities are referring to change of programmes/ field of study, level of study, semester deferment, withdrawal from programmes and extension of study duration which require approval from Dean/JKPSU/Senate.</p> <p>Notes:</p> <ul style="list-style-type: none"> Take actions according to the related work instructions (if related). Student who wish to withdraw from study must complete the Withdrawal of Study Form (PG/ACA/GS-49) manually through the student portal and approval of the application must be informed to the students, Graduate Studies Coordinator, Supervisor/Advisor, Bursar, Chief Library and International Centre (for international students). 	<p>Work Instruction for Change of Programmes/ Field of study (UPM/PU/S/AK02/03)</p> <p>Work Instruction for Conversion of Status of Study (UPM/PU/S/AK02/04)</p> <p>Work Instruction for Semester Deferment (UPM/PU/S/AK02/05)</p> <p>Work Instruction for Extension of Study Duration (UPM/PU/S/AK02/09)</p> <p>Withdrawal of Study Form (PG/ACA/GS-49)</p>


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6.0 RECORD


No	File Code, Title of File and Record Checklist	Responsibility for Collating and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority On Disposal
1.	<p>UPM.SPS.600-4/19/1 (Matric No.)</p> <p>STUDENT'S FILE</p> <ul style="list-style-type: none"> • Copy of Information Letter of Application of Credit Exemption' Result [if applicable]. • Copy of Information Letter of Semester Deferment Application's result [if related]. • Copy of Information Letter of Change of Programmes/Field of Study Application's result [if applicable]. • Copy of Information Letter of Change in Status of Masters Programme to PhD Application's result [if applicable]. • Comprehensive Examination Result Form – PhD [if applicable]. • Copy of Information Letter of Comprehensive Examination's result – PhD [if applicable]. • Copy of Information Letter of Study Duration Extension Application's Result [if applicable]. • Copy of Withdrawal Application Letter [jika berkaitan][if applicable]. • Copy of Information Letter of Withdrawal Application's result [if applicable]. 	PT (P/O) SPS	PT (P/O) SPS	<p>Students' File Room, SPS (refer <i>Network Attached Storage</i>)</p> <p>At least 3 years after students have graduated</p>	Director of General National Archives of Malaysia

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2.	<p>UPM.PTJ code.600-4/19/1 (Matric No.)</p> <p>STUDENT'S FILE</p> <ul style="list-style-type: none"> • Copy of Information Letter Course Exemption Application's result [if applicable] (refer i-GIMS). • Copy of Information Letter of Semester Deferment Application's result [if applicable] (refer i-GIMS). • Copy of Information Letter of Change of Programmes/Field of Study Application's result [if applicable]. • Copy of Information Letter of Change in Status of Masters Programme to PhD [if applicable]. • Copy of Information Letter of Comprehensive Examination's result – PhD [if applicable]. • Copy of Information Letter of Extending Study Duration Application's result [if applicable]. • Copy of Information Letter of Appointment of Independent Committee in Study Standards' changes [if applicable]. • Independent Committee of Study standads [ifapplicable] 	PT (P/O) PTJ	PT (P/O) PTJ	<p>Faculty/ Institute File Room</p> <p>At least 2 years after graduating</p>	Director of General National Archives of Malaysia

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No	File Code, Title of File and Record Checklist	Responsibility for Collating and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority On Disposal
3.	<p>UPM.SPS.600-4/6/2</p> <p>REGISTRATION FOR CONTINUING STUDENTS</p> <ul style="list-style-type: none"> • Notice or reminder related to continuing students' registration (refer Graduate Academic Calendar at SPS website). • Offer letter correspondence and course registration [if applicable]. • JKPSU and Senate's meeting minutes' regarding the latest affairs in registration. • Other relevant documents. 	PT (P/O) SPS	PT (P/O) SPS	<p>Academic Unit/ <i>Network Attached Storage</i></p> <p>3 years</p>	Director of General National Archives of Malaysia
4.	<p>UPM. PTJ Code.600-4/6/2</p> <p>REGISTRATION FOR CONTINUING STUDENTS</p> <ul style="list-style-type: none"> • Notice or reminder related to continuing students' registration (refer Graduate Academic Calendar SPS website). • Offer letter correspondence and course registration [if applicable]. • Othe related documents. 	PT (P/O) PTJ	PT (P/O) PTJ	<p>Faculty/ Institute File Room</p> <p>3 years</p>	Director of General National Archives of Malaysia
5.	<p>UPM.SPS.600-4/12/3</p> <p>COMPREHENSIVE EXAMINATION</p> <ul style="list-style-type: none"> • Namelist of PhD students in their 4th and 5th Semester who have not taken Comprehensive Examination – Phd. 	PT (P/O) SPS	PT/PT (P/O) SPS	<p>Academic Unit/ <i>Network Attached Storage</i></p> <p>3 years</p>	Director of General National Archives of Malaysia

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	<ul style="list-style-type: none"> • Copy of carrier letter and Comprehensive Examination – Phd’s information letter to the Faculty/Institute • Reminder on CE • Other related documents. 				
6.	<p>UPM.PTJ code.600-4/12/3</p> <p>COMPREHENSIVE EXAMINATION</p> <ul style="list-style-type: none"> • Namelist of PhD students in their 4th and 5th Semester who have not taken Comprehensive Examination – Phd. • Carrier letter for copies of Information Letter of Comprehensive Examination’s result – Phd. • Question papers/Evaluation Materials/Comprehensive Examination’s result – Phd. • Reminder on CE • Other related documents. 	PT/PT (P/O) Faculty/ Institute	PT/PT (P/O) Faculty/ Institue	Faculty/ Institute File Room 3 years	Director of General National Archives of Malaysia
7.	<p>UPM.SPS.600-4/8/2</p> <p>COURSE REGISTRATION</p> <ul style="list-style-type: none"> • Copy of email on the submitted list of students who registered according to the courses. • Other documents related to course registration. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit/ <i>Network Attached Storage</i> 3 years	Director of General National Archives of Malaysia

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8.	UPM.SPS.600-4/8/7 EXTENSION OF STUDY DURATION <ul style="list-style-type: none"> • Copy of email on the reminder of an extension of study duration. • Other documents related to an extension of study duration. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit/ <i>Network Attached Storage</i> 3 years	Director of General National Archives of Malaysia