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1.0 PENGENALAN


Arahan Kerja ini merangkumi semua tatacara urusan menambah kursus, menggugurkan kursus pemindahan dan pengecualian kredit .

2.0 TERMINOLOGI


LPM2100	:	<i>Malay Language Competency</i>
MSKK	:	Master Secara Kerja Kursus
PhD	:	Doktor Falsafah
PT	:	Pegawai Tadbir
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
SPS	:	Sekolah Pengajian Siswazah
SPS5903	:	<i>Master Research Proposal Seminar</i>
SPS6903	:	<i>Doctoral Research Proposal</i>
SPS5999	:	<i>Master's Research</i>
SPS6999	:	<i>Doctoral Research</i>

3.0 ARAHAN


BIL.	AKTIVITI	TINDAKAN
1.	Pastikan permohonan pelajar disemak sebelum disokong dan dikemukakan kepada SPS: a) Permohonan menambah kursus: i. bagi kerja kursus dibenarkan sehingga selewatnya pada minggu kedua selepas semester bermula (untuk pelajar sambungan dan baharu) dengan penalti lewat daftar berjumlah RM100.00; ii. penyelidikan (SPS5999/SPS6999/SPS5903/SPS6903) dibenarkan sehingga minggu ketujuh selepas semester bermula untuk pelajar sambungan dengan penalti RM100.00; iii. penyelidikan (SPS5999/SPS6999/SPS5903/SPS6903) dibenarkan sehingga minggu ke-13 selepas semester bermula untuk pelajar baharu.	Penyelaras/ Penyelia/Penasihat

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BIL.	AKTIVITI	TINDAKAN
	b) Permohonan menggugurkan kursus: <ol style="list-style-type: none"> i. Permohonan menggugurkan kursus hanya dibenarkan sehingga minggu ketujuh selepas semester bermula. c) Permohonan menukar status kursus: <ol style="list-style-type: none"> i. Permohonan menukarkan status kursus daripada Audit kepada Wajib/Elektif dan sebaliknya hanya dibenarkan sehingga minggu ketujuh selepas semester bermula; 	
2.	Pastikan permohonan pindah kredit memenuhi syarat berikut sebelum permohonan disokong: <ol style="list-style-type: none"> a) Pemindahan kredit secara <i>horizontal</i> dibenarkan bagi: <ol style="list-style-type: none"> i. Pelajar yang telah mendaftar kursus daripada institusi pengajian lain yang diiktiraf oleh Universiti di peringkat pengajian yang sama dengan syarat seperti berikut: <ul style="list-style-type: none"> • gred untuk kredit yang dipindahkan TIDAK akan diambil kira dalam menentukan purata nilai gred keseluruhan (PNGK) walau bagaimanapun jumlah kredit yang dipindahkan akan diambil kira bagi memenuhi keperluan kredit untuk bergraduasi; • jumlah kredit maksimum yang boleh dipindahkan adalah tidak melebihi 50% bagi program secara kerja kursus dan 100% bagi program secara penyelidikan; • pelajar perlu mendapat sekurang-kurangnya gred 'B' atau setara dan kursus yang diambil tidak melebihi tempoh lima (5) tahun daripada tarikh pelajar bergraduasi; • pelajar mestilah berstatus 'Baik' daripada institusi/pengajian terdahulu dan pemindahan kredit 	Penyelaras/ Penyelia/Penasihat

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BIL.	AKTIVITI	TINDAKAN
	<p>tidak boleh diberikan kepada kursus daripada program pengajian yang gagal sebelum ini;</p> <ul style="list-style-type: none"> • permohonan pemindahan kredit perlu dilakukan pada semester pertama pengajian pelajar secara dalam talian di portal pelajar; • kandungan kursus berkenaan perlu disahkan setara oleh pihak Fakulti/Sekolah/Institut dengan sekurang-kurangnya 80%; <p>ii. Pelajar yang sedang menjalani program mobiliti dengan syarat seperti berikut:</p> <ul style="list-style-type: none"> • gred untuk kredit yang dipindahkan akan DIAMBIL KIRA dalam menentukan purata nilai gred keseluruhan (PNGK) dan jumlah kredit yang dipindahkan akan turut diambil kira bagi memenuhi keperluan kredit untuk bergraduasi; • jumlah kredit maksimum yang boleh dipindahkan adalah tidak melebihi 50% bagi program secara kerja kursus dan 100% bagi program secara penyelidikan; • pelajar perlu mendapat sekurang-kurangnya gred B atau setara dan kursus yang diambil tidak melebihi tempoh lima (5) tahun daripada tarikh pelajar bergraduasi; • pelajar mestilah berstatus 'Baik' daripada institusi/pengajian terdahulu dan pemindahan kredit tidak boleh diberikan kepada kursus daripada program pengajian yang gagal sebelum ini; • permohonan pemindahan kredit perlu dilakukan pada semester pertama pengajian pelajar secara dalam talian di portal pelajar; • kandungan kursus berkenaan perlu disahkan setara oleh pihak Fakulti/Sekolah/Institut dengan sekurang-kurangnya 80%; 	

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BIL.	AKTIVITI	TINDAKAN
	<p>b) Pemindahan kredit secara <i>vertical</i> hanya dibenarkan bagi pelajar program secara kerja kursus yang terlibat di bawah program integrasi dengan syarat seperti berikut;</p> <ol style="list-style-type: none"> i. gred untuk kredit yang dipindahkan TIDAK akan diambil kira dalam menentukan purata nilai gred keseluruhan (PNGK) walau bagaimanapun jumlah kredit yang dipindahkan akan diambil kira bagi memenuhi keperluan kredit untuk bergraduat; ii. pelajar tahun akhir program bacelor perlu mendaftar kursus teras MSKK sebagai kursus elektif bebas dan pendaftaran kursus tersebut perlu mendapat kebenaran daripada dekan/wakilnya; iii. PNGK pelajar perlu mencapai sekurang-kurangnya 3.000 semasa permohonan bagi pendaftaran kursus dibuat serta telah memenuhi keperluan minimum '<i>body of knowledge</i>' di peringkat bacelor; iv. Pelajar perlu mendapat sekurang-kurangnya gred 'B' bagi kursus berkenaan dan kursus yang diambil tidak melebihi tempoh lima (5) tahun daripada tarikh pelajar bergraduat; v. jumlah kredit maksimum yang boleh dipindahkan adalah tidak melebihi 50%; vi. permohonan pemindahan kredit perlu dilakukan pada semester pertama pengajian pelajar secara dalam talian di portal pelajar. 	
3.	<p>Pastikan permohonan pengecualian kursus memenuhi syarat berikut sebelum permohonan disokong:</p> <ol style="list-style-type: none"> a) Pelajar antarabangsa yang telah mengambil kursus Bahasa Melayu (LPM2100 atau setara) dibenarkan untuk membuat pengecualian kursus; 	Penyelaras/ Penyelia/Penasihat

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BIL.	AKTIVITI	TINDAKAN
	<p>b) Pelajar yang telah mengambil kursus Kaedah Penyelidikan semasa pengajian peringkat Master dibenarkan untuk membuat pengecualian kursus dengan syarat seperti berikut:</p> <ul style="list-style-type: none"> • Nilai kredit kursus Kaedah Penyelidikan program Master adalah sama atau lebih daripada nilai kredit kursus Kaedah Penyelidikan program PhD. • Kerelevanan dan kekinian ilmu dan kemahiran Kaedah Penyelidikan peringkat Master berdasarkan kepada keperluan pengajian pada peringkat PhD. <p>c) gred untuk kursus yang dikecualikan TIDAK akan diambil kira dalam menentukan purata nilai gred keseluruhan (PNGK) dan bilangan kredit juga TIDAK akan diambil kira bagi memenuhi keperluan kredit untuk bergraduat. Pelajar perlu melengkapkan keperluan sembilan (9) jam kredit untuk PhD dan enam (6) kredit untuk Master.</p> <p>d) Kursus yang diluluskan untuk pengecualian perlu diganti dengan kursus lain kecuali bagi kursus Bahasa Melayu (LPM2100 atau setara);</p> <p>e) kursus yang diambil tidak melebihi tempoh lima (5) tahun daripada tarikh pelajar bergraduat;</p> <p>f) Permohonan pengecualian perlu dibuat dalam semester pertama secara dalam talian.</p> <p>Nota: Pengecualian kredit tidak boleh diberikan kepada kursus daripada program pengajian yang gagal sebelum ini.</p>	
4.	Kursus dalam UPM perlu mendapat kelulusan Dekan atau wakilnya.	PT/PT (P/O) SPS
5.	Kemas kini portal pelajar dalam tempoh tujuh (7) hari bekerja selepas permohonan diluluskan.	PT/PT (P/O) SPS

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1.0 INTRODUCTION


This instruction includes all procedures for adding and dropping courses as well as credit transfer and exemption.

2.0 TERMINOLOGY


LPM2100	:	Malay Language Competency
PT	:	Administrative Assistant
PT (P/O)	:	Administrative Assistant (clerical/Operational)
SPS	:	School of Graduate Studies
SPS5903	:	Master Research Proposal Seminar
SPS6903	:	Doctoral Research Proposal
SPS5999	:	Master's Research
SPS6999	:	Doctoral Research

3.0 INSTRUCTION


No.	ACTIVITY	ACTION
1.	<p>Ensure student's application is checked before supporting and applying to SPS:</p> <p>a) Application to add a course:</p> <ul style="list-style-type: none"> i. for coursework is allowed until the second week after the commencement of a semester (both for new and continuing students) with a late registration penalty amounting RM100.00; ii. for research (SPS5999/SPS6999/SPS5903/SPS6903) is allowed until the seventh week after the commencement of a semester for continuing students with a late registration penalty of RM100.00; iii. for research (SPS5999/SPS6999/SPS5903/SPS6903) is allowed until the thirteenth week after the 	Coordinator/Supervisor/Advisor

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No.	ACTIVITY	ACTION
	<p>commencement of a semester for new students.</p> <p>b) Application to drop a course:</p> <p>i. Application to drop courses is only allowed until the seventh week after the commencement of a semester.</p> <p>c) Application to change course status:</p> <p>i. Application to change course status from Audit to Compulsory/Elective or vice versa is only allowed until the seventh week after the commencement of a semester.</p>	
2.	<p>Ensure application to transfer credit meets the requirements before supporting the application:</p> <p>a) Horizontal credit transfer is allowed for:</p> <p>i. Students who have registered for courses from other institutions recognized by the University at the same level of study with the following conditions:</p> <ul style="list-style-type: none"> • grades for transferred credits will NOT BE TAKEN into account in determining the Cumulative Grade Point Average (CGPA), however the amount of transferred credits will be taken into account to meet the credit requirements for graduation; • the maximum number of credits that can be transferred is not more than 50% for programme by coursework and 100% for programme by research; • the student must get at least a 'B' grade or equivalent and the course taken does not exceed a period of five (5) years from the date the student graduated; • students must be in 'Good Standing' status from previous institutions/studies and credit transfers 	Coordinator/Super visor/Advisor

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No.	ACTIVITY	ACTION
	<p>cannot be given to courses from previously failed study programs;</p> <ul style="list-style-type: none"> • credit transfer application must be done online in the first semester via student portal; • the course content must be verified as equivalent by the Faculty/School/Institute with at least 80%; <p>ii. Students undergoing the mobility program with the following conditions:</p> <ul style="list-style-type: none"> • grades for transferred credits WILL BE TAKEN into account in determining the Cumulative Grade Point Average (CGPA) and the amount of transferred credits will also be taken into account to meet the credit requirements for graduation; • the maximum number of credits that can be transferred is not more than 50% for programme by coursework and 100% for programme by research; • the student must get at least a 'B' grade or equivalent and the course taken does not exceed five (5) years from the date the student graduated; • students must be in 'Good Standing' status from previous institutions/studies and credit transfers cannot be given to courses from previously failed study programs; • credit transfer application must be done online in the first semester via student portal; • the course content must be verified as equivalent by the Faculty/School/Institute with at least 80%; <p>(b) Vertical credit transfer is only allowed for programme by coursework students who are registered under the integration program with the following conditions;</p>	

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No.	ACTIVITY	ACTION
	<ul style="list-style-type: none"> i. grades for transferred credits WILL NOT BE TAKEN into account in determining the Cumulative Grade Point Average (CGPA), however the amount of transferred credits will be taken into account to meet the credit requirements for graduation; ii. students in the final year of the bachelor's program must register for programme by coursework core courses as independent elective courses and the course registration must obtain permission from the dean/representative; iii. The student's CGPA must reach at least 3,000 when the application for course registration is made and have met the minimum 'body of knowledge' requirements at the bachelor's level; iv. The student must obtain at least a 'B' grade for the related course and the course taken does not exceed a period of five (5) years from the date the student graduated; v. the maximum amount of credit that can be transferred is not more than 50%; vi. credit transfer application must be done online in the first semester via student portal. 	
3.	<p>Ensure application to exempt course meets these requirements before supporting the application:</p> <ul style="list-style-type: none"> a) International students who have taken a Malay language course (LPM2100 or equivalent) are allowed to apply for course exemption; b) Students who have taken a Research Methods course during their Master's level studies are allowed to make course exemption under the following conditions: <ul style="list-style-type: none"> • The credit value of the Research Methods course of the Master's program is equal to or more than the credit value 	Penyelaras/ Penyelia/Penasihat

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No.	ACTIVITY	ACTION
	<p>of the Research Methods course of the PhD program.</p> <ul style="list-style-type: none"> • The relevance and up-to-date knowledge and skills of Research Methods at the Master's level based on the study requirements at the PhD level. <p>c) grades for exempted courses WILL NOT BE TAKEN into account in determining the Cumulative Grade Point Average (CGPA) and the number of credits WILL NOT BE TAKEN into account to meet the credit requirements for graduation. Students must complete the requirement of nine (9) credit hours for the PhD and six (6) credits for the Master's;</p> <p>d) Courses approved for exemption must be replaced with other courses except for the Malay language course (LPM2100 or equivalent);</p> <p>e) the course taken does not exceed a period of five (5) years from the date the student graduated;</p> <p>f) Application for exemption must be made online in the first semester via student portal.</p> <p>Note: Course exemption shall not be given to courses from previously failed study programs;</p>	
4.	Courses in UPM must be approved by the Dean or the representative.	PT/PT (P/O) SPS
5.	Update the student portal within seven (7) working days after the application is approved.	PT/PT (P/O) SPS