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## 1.0 PENGENALAN


Arahan Kerja ini merangkumi semua arahan pengendalian tindakan pecah kontrak dan tuntutan gantirugi GRF dan GRA.

## 2.0 TERMINOLOGI


CIJ	: <i>Citation Indexed Journal</i>
CTOS	: <i>Credit Tip-Off Service</i>
GRA	: <i>Graduate Research Assistantship</i>
GRF	: <i>Graduate Research Fellowship</i>
i-GIMS	: <i>Internet Graduate Information Management System</i>
JCR	: <i>Journal Citation Reports</i>
JKKPKTGR	: Jawatankuasa Kecil Pelarasan Pecah Kontrak dan Tuntutan Gantirugi
JKPBS	: Jawatankuasa Pemilih Biasiswa Pengajian Siswazah
JPU	: Jawatankuasa Pengurusan Universiti
JTKK	: Jawatankuasa Tetap Kewangan Universiti
PK	: Pegawai Kewangan
PT	: Pegawai Tadbir
PT (P/O)	: Pembantu Tadbir (Perkeranian dan Operasi)
PPUU	: Pejabat Penasihat Undang-Undang
SKP	: Seksyen Kewangan Pelajar
SPH	: Seksyen Pengurusan Hasil & Kawalan Kredit
SPS	: Sekolah Pengajian Siswazah

## 3.0 ARAHAN


BIL.	AKTIVITI	TINDAKAN
1.	Semak status pengajian pelajar selewat-lewatnya tiga (3) minggu selepas semester bermula (jika berkaitan)/semak status pendaftaran pelajar dari semasa ke semasa.	PT (P/O) SPS

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BIL.	AKTIVITI	TINDAKAN
2.	<p>Tamatkan pembiayaan kepada pelajar sekiranya berlaku mana - mana perkara berikut:</p> <ul style="list-style-type: none"> <li>(i) Pelajar didapati berkelakuan yang dianggap tidak sesuai sebagai pelajar, atau tidak menjalankan tugas dengan sempurna;</li> <li>(ii) Pelajar tidak mematuhi peraturan atau undang-undang yang berkuatkuasa dari semasa ke semasa;</li> <li>(iii) Pelajar dikenakan apa-apa tindakan tatatertib oleh UPM;</li> <li>(iv) Pelajar didapati terlibat dalam aktiviti yang bercanggah dengan objektif pembiayaan Biasiswa GRF/GRA;</li> <li>(v) Pelajar mendapat status <i>Terminated</i>;</li> <li>(vi) Pelajar menamatkan kursus pengajiannya secara sukarela;</li> <li>(vii) Pelajar meninggalkan UPM sebelum menamatkan kursus pengajiannya;</li> <li>(viii) Pelajar melanggar undang-undang Negara;</li> <li>(ix) Pelajar menukar program atau bidang pengajian tanpa kebenaran UPM;</li> <li>(x) Pelajar didapati bekerja atau menerima Biasiswa/ Peruntukan/ Pinjaman/ Bantuan Kewangan/ Anugerah lain dari mana-mana agensi, institusi atau badan tanpa kebenaran UPM;</li> </ul>	PT (P/O) SPS

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BIL.	AKTIVITI	TINDAKAN
	<p>(xi) Bagi pelajar GRF, pelajar gagal menunjukkan bukti penerbitan jurnal artikel (diterima atau diterbitkan) sebagai <i>first/corresponding author</i> seperti berikut:</p> <p>(aa) sekurang-kurangnya satu (1) artikel jurnal (dalam CIJ) diterima atau diterbitkan, bagi peringkat Master; ATAU</p> <p>(bb) satu (1) artikel jurnal diterima atau diterbitkan dalam CIJ dan satu (1) artikel jurnal diterima atau diterbitkan dalam JCR; atau dua(2) artikel jurnal diterima atau diterbitkan dalam CIJ dan menunjukkan bukti penghantaran atau penerbitan jurnal dalam JCR dengan keputusan (cth: salah satu dari jurnal yang kemudiannya diterima/diterbitkan dalam CIJ), bagi peringkat PhD;</p> <p>sebelum Pelajar menamatkan program pengajiannya.</p> <p>(xii) Pelajar didapati terlibat dalam rasuah;</p> <p>(xiii) Pelajar didapati mempunyai kepentingan dan percanggahan peribadi bagi mendapatkan biasiswa/bantuan kewangan Universiti untuk manfaat dirinya.</p>	
3.	<p>Semak jumlah perbelanjaan sebenar dengan SKP, untuk disahkan dan bawa senarai pelajar yang terlibat ke Mesyuarat JKKPPKTGR beserta dokumen berikut:</p> <p>(i) salinan surat tawaran,  (ii) salinan perjanjian yang ditandatangani,  (iii) surat setuju terima (jika ada), dan  (iv) penyata bayaran elaun.</p>	PT (P/O) SPS

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BIL.	AKTIVITI	TINDAKAN
4.	<p>SPS mengeluarkan :</p> <p>(i) arahan pengeluaran invoice kepada SPH untuk menuntut ganti rugi yang telah diperakukan dan diluluskan oleh JKKPPKTGR;</p> <p>(ii) SPH mengeluarkan invoice tuntutan dan menghantar invoice tersebut kepada SPS untuk proses penghantaran kepada Pelajar;</p> <p>(iii) notis pemberitahuan pecah kontrak beserta invoice kepada pelajar yang terlibat bersama maklumat penyata bayaran yang disahkan oleh SKP dan maklumat perhubungan untuk pembayaran atau rundingan berkaitan dengan disalinkan kepada SPH, SKP, PPUU, penyelia dan Fakulti/Sekolah/Institut berkaitan, dan</p>	<p>PT (P/O) SPS</p> <p>PT (P/O)SPS / SPH</p> <p>PT (P/O) SPS</p>
5.	Pelajar dikehendaki melaksanakan bayaran dalam tempoh 30 hari daripada tarikh notis pemberitahuan SPS untuk melaksanakan bayaran.	Pelajar
6.	<p>Sekiranya Pelajar tidak memberi sebarang maklum balas kepada notis pemberitahuan SPS yang telah dikeluarkan, tindakan berikut perlu diambil:</p> <p>i. bagi kes tuntutan kurang daripada RM10,000.00, SPH akan mengeluarkan notis penyenaian CTOS kepada Pelajar dan Pelajar diberikan tempoh 14 hari untuk membuat bayaran. Sekiranya masih tiada maklumbalas diterima oleh Pelajar selepas notis penyenaian CTOS dikeluarkan, SPH akan membentangkan senarai ini kepada JKKPPKTGR bagi tindakan CTOS.</p>	PT (P/O) SPH

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BIL.	AKTIVITI	TINDAKAN
	ii. bagi kes tuntutan melebihi RM10,000.00, SPH akan membentangkan senarai ini kepada JKKPPKTGR dan SPS akan mengeluarkan arahan kepada PPUU berdasarkan keputusan JKKPPKTGR.	PT (P/O) SPH
7.	Bagi perkara 6 (i) di atas;  PPUU akan mengeluarkan notis tuntutan kepada Pelajar berdasarkan arahan yang diterima setelah penerimaan dokumen Pelajar yang lengkap dan sekiranya masih tiada maklum balas atau apa-apa bayaran diterima daripada Pelajar, PPUU akan membentangkan senarai ini kepada JKKPPKTGR sebelum memulakan tindakan guaman tertakluk keputusan JKKPPKTGR.	PUU
8.	Bagi perkara 4 (iii) di atas;  Sekiranya dokumen tuntutan dikembalikan kepada SPS kerana gagal diserahkan kepada Pelajar, SPS membentangkan senarai ini kepada JKKPPKTGR untuk tindakan lanjut.	PT (P/O) SPS
9.	Tindakan Pelajar apabila menerima notis pemberitahuan pecah kontrak dan invois daripada SPS;  i. membuat bayaran sekaligus ke akaun bank UPM dan memberikan maklum balas kepada Pejabat Bursar; atau  ii. memohon bayaran secara ansuran; atau  iii. memohon semakan semula jumlah tuntutan jika dirasakan terdapat keraguan nilai tuntutan; atau  iv. memohon penangguhan pembayaran dengan alasan yang kukuh; atau	Pelajar

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BIL.	AKTIVITI	TINDAKAN
	<p>v. memohon pengurangan atau pengecualian bayaran balik bagi situasi selain daripada yang dinyatakan di bawah:</p> <p>a) Pelajar didapati hilang keupayaan untuk meneruskan pengajian dengan pengesahan pegawai perubatan yang berdaftar dengan Kementerian Kesihatan Malaysia; atau</p> <p>b) Pelajar menerima tawaran lantikan pekerjaan secara tetap di UPM dalam tempoh penajaan sama ada dalam kumpulan akademik atau bukan akademik; atau</p> <p>c) Pelajar meninggal dunia (waris hendaklah mengemukakan salinan sijil kematian).</p>	
7.	<p>Bagi perkara 9 (ii);</p> <p>Pelajar hendaklah membayar balik kepada UPM semua perbelanjaan yang dituntut termasuk elaun bulanan dan pengecualian yuran pengajian secara sekaligus atau secara ansuran dengan tempoh ansuran maksimum sehingga 10 tahun/120 bulan dan bayaran minimum ansuran sebanyak RM400.00 sebulan.</p>	Pelajar
8.	<p>Bagi perkara 9 (iii);</p> <p>SPS dan SPH akan menyemak semula jumlah tuntutan dan membuat pelarasan sekiranya terdapat pindaan pada jumlah tuntutan.</p>	PT (P/O) SPS, PT (P/O) SPH dan PT (P/O) SPK
9.	<p>Bagi perkara 9 (iv);</p> <p>i. Bagi permohonan penangguhan tidak melebihi 6 bulan, PPUU akan mempertimbangkan alasan penangguhan</p>	PPUU

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BIL.	AKTIVITI	TINDAKAN
	<p>dan sekiranya PPUU berpuas hati dengan alasan tersebut, tempoh penangguhan akan diberikan sehingga maksimum enam (6) bulan sahaja.</p> <p>ii. Bagi permohonan penangguhan melebihi 6 bulan, SPS akan mengemukakan senarai pelajar kepada JKKPPKTGR untuk pertimbangan dan SPS akan memaklumkan keputusan permohonan kepada Pelajar;</p>	PT (P/O) SPS
10.	<p>Bagi perkara 9 (v);</p> <p>Bawa senarai kes rayuan pengecualian/pengurangan ke Mesyuarat JKKPPKTGR dan senarai yang telah diperakukan akan dibawa ke JPU oleh SPS dan JKTK oleh SPH untuk kelulusan.</p>	PT SPS dan PK Pejabat Bursar
11.	<p>Kemaskini maklumat dalam <i>masterlist</i> pecah kontrak/ fail pelajar/ profil pelajar dalam i-GIMS/ fail urusan biasiswa berkaitan.</p>	PT (P/O) SPS

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## 1.0 INTRODUCTION

This work instruction encompasses all matters related to breach of contract of scholarships and claims of payment for GRF and GRA.


## 2.0 TERMINOLOGY

CIJ	: <i>Citation Indexed Journal</i>
CTOS	: <i>Credit Tip-Off Service</i>
GRA	: Graduate Research Assistantship
GRF	: Graduate Research Fellowship
i-GIMS	: Internet Graduate Information Management System
JCR	: <i>Journal Citation Reports</i>
JKKPPKGR	: <i>Jawatankuasa Kecil Pelarasan Pecah Kontrak dan Tuntutan GantiRugi</i>
JKPBPS	: <i>Jawatankuasa Pemilih Biasiswa Pengajian Siswazah</i>
JPU	: <i>Jawatankuasa Pengurusan Universiti</i>
JTKK	: <i>Jawatankuasa Tetap Kewangan Universiti</i>
PK	: Pegawai Kewangan
PT	: Administrative Assistant
PT (P/O)	: Administrative Assistant (Clerical/Operational)
PPUU	: Office of the Legal Advisor
SKP	: Students Financial Section
SPH	: Revenue Management Section & Credit Control
SPS	: School of Graduate Studies


## 3.0 INSTRUCTION

No	Action	Responsibility
1.	Review student's status of study latest by three (3) weeks after commencement of semester (if applicable)/review student's status of study from time to time.	PT (P/O) SPS
2.	Stop funding for students in cases listed below:  (i) Students who are found to be behaving inappropriately as students, or not performing their duties properly;	PT (P/O) SPS




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No	Action	Responsibility
	(ii) Students do not comply with the rules or laws enforced from time to time;  (iii) Students who are subject to any disciplinary action by UPM;  (iv) Students who are found to be involved in activities that are against the objectives of GRF/ GRA Scholarship funding;  (v) Students obtain 'Terminated' status;  (vi) Students withdraw their studies voluntarily;  (vii) Students leave UPM before completing their studies;  (viii) Students violate the Country laws;  (ix) Students change their study programme or field of study without UPM's consent;  (x) Students are found to be working or receiving scholarships/ allocations/ loans/financial assistance/ awards from other agency, institution or body without UPM's consent;  (xi) For GRF students who failed to show proof of journal article publication (accepted or published) as first/ corresponding author as follows:  (aa) at least one (1) journal article (in CIJ), for Master's level; OR  (bb) one (1) journal article accepted or published in CIJ and one (1) journal article accepted or published in JCR; or two (2) journal articles accepted or published in CIJ and showing proof of delivery or journal	

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No	Action	Responsibility
	<p>publication in JCR with results (eg: one of the journals that was later accepted/published in CIJ), for the PhD level;</p> <p>before the students complete their study programme.</p> <p>(xii) Students found to be involved in corruption;</p> <p>(xiii) Students found to have a conflict of interest to obtain the scholarship/ university financial aid for their own benefits.</p>	
3.	<p>Check the actual amount of expenses with SKP, to be confirmed and brought to the <i>JK Kecil Pelarasan Pecah Kontrak &amp; Ganti Rugi</i> meeting along with the following documents:</p> <p>i) A copy of offer letter,            ii) A copy of signed agreement,            iii) Letter of Acceptance (if any), and            iv) Statement of allowance payment</p>	PT (P/O) SPS
4.	<p>SPS issues the:</p> <p>i) Instruction to issue invoices to SPH to claim for payment that have been certified and approved by JKKPPKTGR;</p> <p>ii) SPH issues a claim invoice and sends the invoice to SPS for the delivery process to the Student;</p> <p>iii) Notice of breach of contract and invoice to the student (together with the payment statement endorsed by SKP and contact information for payment or enquiries), copied to the, SPH, SKP, PPUU, supervisor and relevant Faculty/School/Institute, and</p>	<p>PT (P/O) SPS</p> <p>PT (P/O) SPS / SPH</p> <p>PT (P/O) SPS</p>
5.	<p>Students are required to make the payment within 30 days from the date of the notice by SPS to make the payment.</p>	Students

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No	Action	Responsibility
6.	<p>If the Student does not provide any response to the notice that has been issued by SPS, the following actions must be taken:</p> <ul style="list-style-type: none"> <li>i. For claims of less than RM10,000.00, SPH will issue a CTOS listing notice to students, and Students will be given 14 days to make payment. If there is still no response from the Student after the CTOS listing notice is issued, SPH will present this list to JKKPKTGR for CTOS action.</li> <li>ii. for claims exceeding RM10,000.00, SPH will present this list to JKKPKTGR, and SPS will issue instructions to PPUU based on JKKPKTGR's decision.</li> </ul>	<p>PT (P/O) SPH</p> <p>PT (P/O) SPH</p>
7.	<p>For item 6 (i) above;</p> <p>PPUU will issue a claim notice to the Student based on the instructions received after receiving the complete Student documents and if there is still no response or any payment received from the Student, PPUU will present this list to JKKPKTGR before starting legal action, subject to JKKPKTGR's decision.</p>	PPUU
8.	<p>For item 4 (iii) above;</p> <p>If the claim document is returned to SPS because it failed to be submitted to the Student, SPS presents this list to JKKPKTGR for further action.</p>	PT (P/O) SPS
9.	<p>Student actions upon receiving notice of contract breach notification and invoice from SPS;</p> <ul style="list-style-type: none"> <li>i. make a lump sum payment to the UPM bank account and provide feedback to the Bursar's Office; or</li> <li>ii. apply for payment in installments; or</li> </ul>	Student

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No	Action	Responsibility
	iii. apply for a review of the claim amount if there is any doubt about the value of the claim; or  iv. apply for a delay in payment with strong reason; or  v. apply for a claim reduction or exemption for situations other than those specified below: <ul style="list-style-type: none"> <li>a) Recipients are found to have lost the ability to continue their study with a verification from a medical officer registered with the Ministry of Health Malaysia; or</li> <li>b) Students receive a permanent job appointment offer at UPM during the sponsorship period, either in academic or non-academic groups; or</li> <li>c) Student are found to have died (next of kin must submit a copy of the death certificate).</li> </ul>	
7.	For item 9 (ii);  Students must repay to UPM all expenses claimed, including monthly allowances and tuition fee exemptions in one lump sum or in installments with a maximum installment period of up to 10 years/120 months and a minimum installment payment of RM400.00 per month.	Student
8.	For item 9 (iii);  SPS and SPH will review the claim amount and make adjustments if there is an amendment to the claim amount.	PT (P/O) SPS, PT (P/O) SPH and PT (P/O) SPK
9.	For item 9 (iv); <ul style="list-style-type: none"> <li>i. For deferment applications not exceeding 6 months, the PPUU will consider the reason for the delay, and if the</li> </ul>	PPUU

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No	Action	Responsibility
	<p>PPUU is satisfied with the reason, the deferment period will be granted up to a maximum of six (6) months only.</p> <p>ii. For deferment applications exceeding 6 months, SPS will submit a list of students to JKKPKTGR for consideration, and SPS will inform the student of the application result;</p>	
10.	<p>For item 9 (v);</p> <p>Bring the list of exemption/reduction appeal cases to the JKKPKTGR Meeting and the certified list will be brought to JPU by SPS and JKTK by SPH for approval.</p>	PT SPS and PK Bursar Office
11.	<p>Update information in the masterlist for breach of contract / student's file, student's profile in i-GIMS and the relevant scholarship file.</p>	PT (P/O) SPS