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1.0 SKOP


Prosedur ini merangkumi semua pemantauan dan pengurusan prestasi pelajar siswazah dalam program secara kerja kursus bagi keputusan peperiksaan akhir.

2.0 TANGGUNGJAWAB

Penyelaras dan PT di PTJ 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/P013	Pengurusan Peperiksaan Akhir Kursus Pengajian Siswazah
UPM/PU/S/AK04/02	Arahan Kerja Peperiksaan Semula
UPM/PU/S/AK04/03	Arahan Kerja Semakan Gred Kursus
UPM/PU/S/AK04/04	Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan)

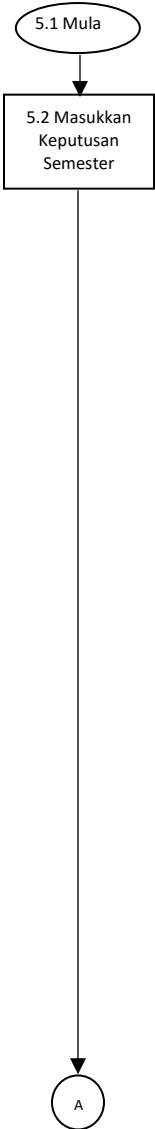
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4.0 TERMINOLOGI DAN SINGKATAN

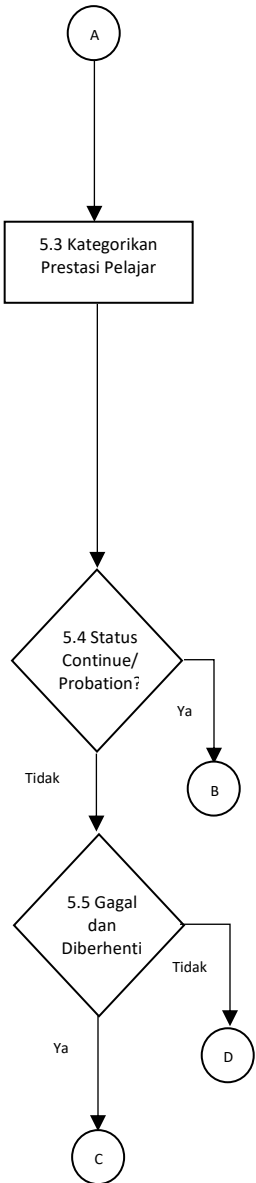
i-GIMS	: <i>Internet Graduate Information Management System</i>
JKPSU	: Jawatankuasa Pengajian Siswazah Universiti
Penasihat	: Pensyarah yang akan membimbing pelajar yang dilantik oleh JKPSU
Penyelaras	: Dekan/Timbalan Dekan Fakulti/Sekolah; Pengarah/Timbalan Pengarah Institut; Pegawai yang dilantik sebagai Penyelaras Pengajian Siswazah Fakulti/Sekolah/Institut
PNGK	: Purata Nilai Gred Kumulatif
PS	: Pengajian Siswazah
PT	: Pegawai Tadbir
PTJ	: Pusat Tanggungjawab
PTM	: Pegawai Teknologi Maklumat
PT (P/O)	: Pembantu Tadbir (Perkeranian dan Operasi)
SPS	: Sekolah Pengajian Siswazah
TM	: Tidak Memuaskan
TNCAA	: Timbalan Naib Canselor (Akademik dan Antarabangsa)


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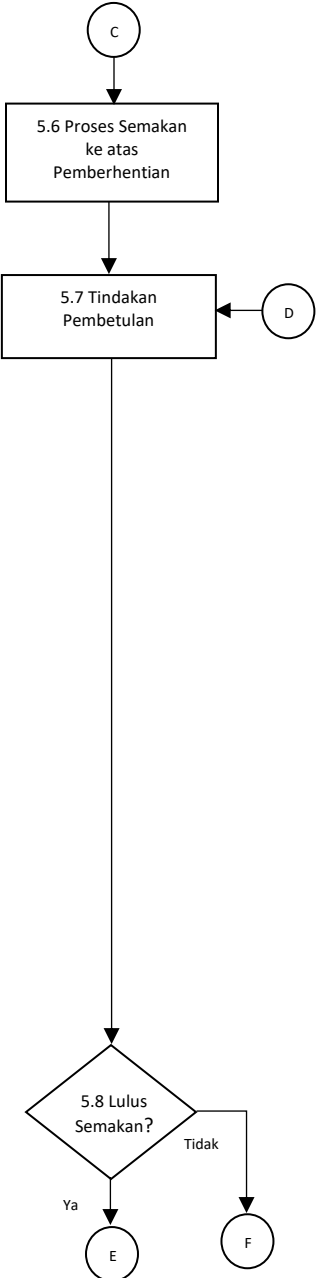
5.0 PROSES TERPERINCI


Tanggungjawab	Carta alir	Perincian	Rekod/Dokumen Rujukan
Pensyarah/ Penyelaras Kursus PT/PT (P/O) SPS PT/PT (P/O) SPS	 <pre> graph TD A([5.1 Mula]) --> B[5.2 Masukkan Keputusan Semester] B --> C((A)) </pre>	<p>5.2 Masukkan markah peperiksaan semester ke dalam i-GIMS dalam tempoh:</p> <p>(i) Dual</p> <ul style="list-style-type: none"> Semester Pertama: 10 hari Semester Kedua: 14 hari Semester Ketiga (bagi program yang menjalankan semester pendek): 14 hari <p>(ii) Trimester</p> <ul style="list-style-type: none"> Trimester Pertama: 7 hari Trimester Kedua: 7 hari Trimester Ketiga: 7 hari <p>(iii) Sesi (Program Perubatan)</p> <ul style="list-style-type: none"> Sesi Pertama: 14 hari Sesi Kedua: 14 hari <p>selepas tarikh peperiksaan dijalankan. Sistem akan memberi catatan gred 'F' jika pensyarah gagal memasukkan markah/gred dalam tempoh yang telah ditetapkan dari tarikh Peperiksaan Akhir.</p> <p>Nota:</p> <ul style="list-style-type: none"> bagi Program Perubatan, proses kemasukan markah akan berlaku dalam sesi berikutnya. Rayuan memasukkan markah lewat dibenarkan sehingga maksimum 14 hari selepas tarikh peperiksaan terakhir. Pensyarah yang masih tidak memasukkan markah selepas tempoh yang ditetapkan pada perkara 5.2 (a) (i) (ii) (iii), kebenaran memasukkan markah adalah tertakluk kepada kelulusan TNCAA. 	Arahan Kerja Semakan Gred Kursus (UPM/PU/S/AK04/03) Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan) (UPM/PU/S/AK04/04)

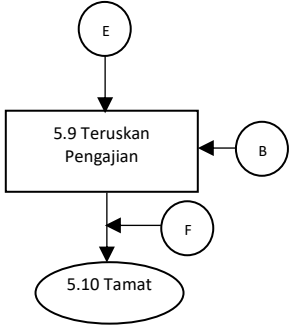
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Tanggungjawab	Carta alir	Perincian	Rekod/Dokumen Rujukan
PT SPS PT/PT (P/O) SPS PT PTJ	 <pre> graph TD A((A)) --> B1[5.3 Kategorikan Prestasi Pelajar] B1 --> D1{5.4 Status Continue/ Probation?} D1 -- Ya --> B2((B)) D1 -- Tidak --> D2{5.5 Gagal dan Diberhenti} D2 -- Ya --> C((C)) D2 -- Tidak --> D3((D)) </pre>	<ul style="list-style-type: none"> Keputusan semester dapat disemak melalui sistem i-GIMS 1 hari bekerja selepas mendapat perakuan Senat. Status pengajian pelajar adalah muktamad. Pelajar perlu membuat permohonan Semakan Gred atau Semakan Ke Atas Pemberhentian jika tidak berpuas hati dengan keputusan yang diperolehi. <p>5.3 (a) Kategorikan prestasi semester sama ada <i>Continue</i>, <i>Probation</i> dan <i>Terminated</i>.</p> <p>(b) Hantar senarai nama pelajar mengikut status pengajian kepada pihak Fakulti/Sekolah/Institut selepas cetakan dibuat.</p> <p>(c) Majukan keputusan kepada Penyelaras.</p> <p>5.4 Status Continue/Probation?</p> <p>(a) Jika Ya, ikut Langkah 5.9. (b) Jika Tidak, ikut Langkah 5.5.</p> <p>5.5 Gagal dan Diberhentikan?</p> <p>(a) Jika Ya, ikut Langkah 5.6. (b) Jika Tidak, ikut Langkah 5.7.</p> <p>Nota:</p> <p>Pelajar <i>Terminated</i> daripada pengajian berasaskan salah satu perkara berikut:</p> <ol style="list-style-type: none"> PNGK kurang dari 2.500. PNGK kurang dari 3.000 selepas status <i>Probation</i>. Gagal kursus Bahasa Inggeris dalam tiga kali percubaan 	Senarai nama pelajar mengikut status pengajian

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Tanggungjawab	Carta alir	Perincian	Rekod/Dokumen Rujukan
PT/PT (P/O) SPS	 <pre> graph TD C((C)) --> B1[5.6 Proses Semakan ke atas Pemberhentian] B1 --> B2[5.7 Tindakan Pembetulan] D((D)) --> B2 B2 --> D1{5.8 Lulus Semakan?} D1 -- Ya --> E((E)) D1 -- Tidak --> F((F)) </pre>	5.6 Jika pelajar membuat permohonan semakan ke atas pemberhentian, bawa permohonan semakan untuk pertimbangan Jawatankuasa Semakan Siswazah. Kemukakan keputusan kepada Senat untuk pengesahan.	Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan) (UPM/PU/S/AK04/04)
Penasihat		5.7 (a) Pastikan kategori status pelajar adalah <i>Probation</i> iaitu $2.500 \leq \text{PNGK} < 3.000$.	Arahan Kerja Peperiksaan Semula (UPM/PU/S/AK04/02)
Penasihat		(b) Nasihatkan pelajar untuk menduduki peperiksaan semula, jika layak (iaitu mendapat gred kurang dari B bagi kursus yang didaftar pada semester semasa). Jika tidak layak, nasihatkan pelajar untuk membuat semakan gred.	Arahan Kerja Semakan Gred Kursus (UPM/PU/S/AK04/03)
Penyelaras Kursus/ Pensyarah		(c) Maklumkan tarikh peperiksaan semula dan pastikan pelajar yang layak mendudukinya.	
Penyelaras Kursus/ Pensyarah		(d) Majukan gred peperiksaan semula ke SPS melalui Penyelaras Fakulti/Sekolah.	
PT/PT (P/O) SPS		(e) Masukkan markah/gred baharu pelajar ke dalam profil pelajar (dalam iGIMS).	
Penasihat/Penyelia		(f) Bincang perancangan pendaftaran bagi semester akan datang untuk meningkatkan PNGK.	
		5.8 Lulus Semakan? (a) Jika Ya, ikut Langkah 5.9. (b) Jika Tidak, ikut Langkah 5.10.	


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Tanggungjawab	Carta alir	Perincian	Rekod/Dokumen Rujukan
PT/PT (P/O) SPS	 <pre> graph TD E((E)) --> 5.9[5.9 Teruskan Pengajian] B((B)) --> 5.9 5.9 --> 5.10([5.10 Tamat]) F((F)) --> 5.10 </pre>	5.9 Maklumkan pelajar untuk meneruskan pengajian dan mendaftar mengikut peraturan yang ada.	


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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.	UPM.SPS.600-4/19/1 (No.Matrik) FAIL PELAJAR <ul style="list-style-type: none"> Salinan Keputusan Peperiksaan Semester [jika berkaitan] (rujuk i-GIMS). Gred peperiksaan semula [jika berkaitan] (rujuk i-GIMS). Salinan surat makluman keputusan Semakan Gred [jika berkaitan]. Salinan Notis untuk Membuat Semakan Ke Atas Pemberhentian [jika berkaitan]. Salinan surat makluman keputusan Semakan ke Atas Pemberhentian [jika berkaitan]. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Bilik Fail Pelajar, SPS Sekurang-kurangnya 3 tahun selepas pelajar bergraduat	Ketua Pengarah Arkib Negara Malaysia
2.	UPM.Kod PTJ.600-4/19/1 (No.Matrik) FAIL PELAJAR <ul style="list-style-type: none"> Salinan Keputusan Peperiksaan Semester [jika berkaitan] (rujuk i-GIMS). Gred peperiksaan semula [jika berkaitan] (rujuk i-GIMS). Salinan surat makluman keputusan Semakan Gred [jika berkaitan]. Salinan Notis untuk Membuat Semakan ke Atas Pemberhentian [jika berkaitan]. Salinan surat makluman keputusan Semakan ke Atas Pemberhentian [jika berkaitan]. 	PT/PT (P/O) Fakulti/Sekolah/ Institut	PT/PT (P/O) Fakulti/Sekolah /Institut	Bilik Fail Fakulti/ Sekolah / Institut Sekurang-kurangnya 2 tahun selepas pelajar bergraduat	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
3.	UPM.SPS.600/4/12/1 PENGURUSAN PEPERIKSAAN AKHIR KURSUS <ul style="list-style-type: none"> Surat pengesahan fakulti bagi gred selepas peperiksaan semula. Dokumen lain yang berkenaan. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik 3 Tahun	Ketua Pengarah Arkib Negara Malaysia
4.	UPM.Kod PTJ.600/4/12/1 PENGURUSAN PEPERIKSAAN AKHIR KURSUS <ul style="list-style-type: none"> Salinan surat pengesahan fakulti bagi gred selepas peperiksaan semula [jika berkenaan]. Dokumen lain yang berkenaan. 	PT/PT (P/O) Fakulti/Sekolah /Institut	PT/PT (P/O) Fakulti/Sekolah /Institut	Bilik Fail Fakulti/ Sekolah / Institut 3 Tahun	Ketua Pengarah Arkib Negara Malaysia
5.	UPM.SPS.600-4/12/9 KEPUTUSAN PEPERIKSAAN AKHIR <ul style="list-style-type: none"> Rekod Pos/Rekod pengambilan secara serahan di kaunter kepada pelajar. Salinan surat beserta senarai pelajar mengikut status pengajian yang dihantar ke Fakulti/Institut. Dokumen lain yang berkenaan. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik 3 Tahun	Ketua Pengarah Arkib Negara Malaysia
6.	UPM.Kod PTJ.600-4/12/9 KEPUTUSAN PEPERIKSAAN AKHIR <ul style="list-style-type: none"> Surat beserta senarai pelajar mengikut status pengajian. Dokumen lain yang berkenaan. 	PT/PT (P/O) Fakulti/Sekolah /Institut	PT/PT (P/O) Fakulti/Sekolah /Institut	Bilik Fail Fakulti/ Institut 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
7.	UPM.SPS.600-4/11/2 GAGAL DAN DIBERHENTIKAN <ul style="list-style-type: none"> • Salinan surat Notis untuk Membuat Semakan Ke Atas Pemberhentian. • Salinan surat keputusan permohonan. • Rekod Pos. • Dokumen lain yang berkenaan. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik 3 Tahun	Ketua Pengarah Arkib Negara Malaysia
8.	UPM.SPS.600-4/1/6 MESYUARAT JAWATANKUASA SEMAKAN SISWAZAH (JKSS) <ul style="list-style-type: none"> • Surat panggilan Mesyuarat. • Kertas Mesyuarat JKSS. • Minit Mesyuarat JKSS. • Kertas Mesyuarat untuk Mesyuarat Senat. • Petikan Minit Mesyuarat Senat. • Dokumen lain yang berkenaan. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik 3 Tahun	Ketua Pengarah Arkib Negara Malaysia
9.	UPM.Kod PTJ.600-4/1/6 MESYUARAT JAWATANKUASA SEMAKAN SISWAZAH (JKSS) <ul style="list-style-type: none"> • Surat panggilan Mesyuarat [jika berkaitan]. • Kertas Mesyuarat JKSS [jika berkaitan]. • Petikan Minit Mesyuarat Senat – [jika berkaitan]. • Dokumen lain yang berkenaan. 	PT/PT (P/O) Fakulti/Sekolah/ Institut	PT/PT (P/O) Fakulti/Sekolah/ Institut	Bilik Fail Fakulti/ Sekolah / Institut 3 Tahun	Ketua Pengarah Arkib Negara Malaysia

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1.0 SCOPE


This procedure encompasses all monitoring and management of by coursework graduate students' performance for final examination results.

2.0 RESPONSIBILITY

Coordinator and PT at CR are responsible for the implementation of this procedure. All parties involved should adhere to this procedure.


3.0 REFERENCE DOCUMENT

Document Code	Document Title
Current	Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003
UPM/PU/S/P013	Procedure for Management of Postgraduate Final Exam
UPM/PU/S/AK04/02	Work Instruction of Re-examination
UPM/PU/S/AK04/03	Work Instruction of Course Grade Review
UPM/PU/S/AK04/04	Work Instruction of Review Against Termination (Fail and Terminated)

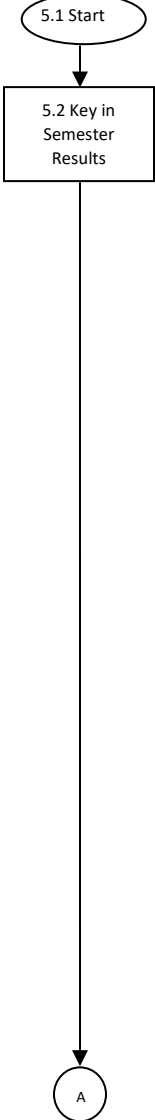
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4.0 TERMINOLOGY AND ACRONYM

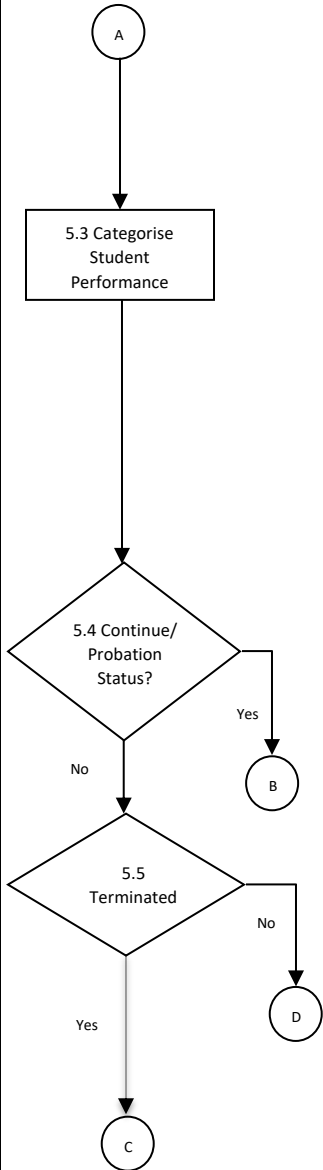
i-GIMS	:	Internet Graduate Information Management System
JKPSU	:	University Graduate Studies Committee
Advisor	:	Lecturer who will guide students before the appointment of a supervisor
Coordinator	:	Dean/Deputy Dean of Faculty/School; Director/Deputy Director of Institute; Officer appointed as Coordinator of Graduate Studies, Faculty/School/Institute
PNGK	:	Cummulative Grade Point Average
PS	:	Post Graduate Studies
PT	:	Administrative Officer
PTJ	:	Centre of Responsibility
PTM	:	Information Technology Officer
PT (P/O)	:	Administrative Assistant (Clerical and Operation)
SPS	:	School of Graduate Studies
TM	:	Unsatisfactory
TNCAA	:	Deputy Vice Chancellor (Academic and International)


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5.0 PROCESS IN DETAIL


Responsibility	Flowchart	Details	Reference Document/ Record
Lecturer/ Course Coordinator PT/PT (P/O) SPS PT/PT (P/O) SPS	 <pre> graph TD Start([5.1 Start]) --> Results[5.2 Key in Semester Results] Results --> A((A)) </pre>	<p>5.2 Key in semester examination result into i-GIMS within:</p> <p>(i) Dual</p> <ul style="list-style-type: none"> • First Semester: 10 days • Second Semester: 14 days • Third Semester (for programme that run short semester): 14 days <p>(ii) Trimester</p> <ul style="list-style-type: none"> • First Trimester: 7 days • Second Trimester: 7 days • Third Trimester: 7 days <p>(iii) Session (Medical Programme)</p> <ul style="list-style-type: none"> • First Session: 14 days • Second Session: 14 days <p>after the examination date. The system will record 'F' grade if the lecturer fails to key in marks/grade within the stipulated period from the date of the Final Examination.</p> <p>Note:</p> <ul style="list-style-type: none"> • For the Medical Programme, the marks entry process will happen in the next session. • An appeal for late marks entry is allowed up to a maximum of 14 days after the last examination date. • For lecturers who still did not key in marks after the given duration as mentioned in 5.2 (a) (i) (ii) (iii), permission for marks entry is subject to TNCAA approval. 	Arahan Kerja Semakan Gred Kursus (UPM/PU/S/AK04/03) Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan) (UPM/PU/S/AK04/04)

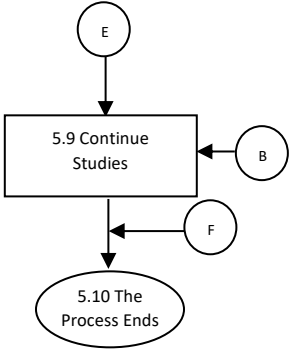
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Responsibility	Flowchart	Details	Reference Document/ Record
PT SPS PT/PT (P/O) SPS PT PTJ	 <pre> graph TD A((A)) --> S53[5.3 Categorise Student Performance] S53 --> D54{5.4 Continue/ Probation Status?} D54 -- Yes --> B((B)) D54 -- No --> D55{5.5 Terminated?} D55 -- Yes --> C((C)) D55 -- No --> D((D)) </pre>	<ul style="list-style-type: none"> Semester result can be checked through the i-GIMS system one (1) working day after obtaining the Senate's approval. Student study status is final. Student needs to apply for Grade Review or Review Against Termination if dissatisfied with results obtained. <p>5.3 (a) Categorize semester performance as Continue, Probation and Terminated</p> <p>(b) Send student name list according to study status to Faculty/School/Institute after printing has been done.</p> <p>(c) Forward the result to Coordinator.</p> <p>5.4 Continue/Probation Status?</p> <p>(a) If Yes, go to Step 5.9.</p> <p>(b) If No, go to Step 5.5.</p> <p>5.5 Terminated?</p> <p>(a) If Yes, go to Step 5.6.</p> <p>(b) If No, go to Step 5.7.</p> <p>Note:</p> <ul style="list-style-type: none"> Student Terminated from studies based on any of the following: <ol style="list-style-type: none"> CGPA less than 2.500. CGPA less than 3.000 after Probation status. Fail English course in three attempts 	Student name list according to study status

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Responsibility	Flowchart	Details	Reference Document/ Record
PT/PT (P/O) SPS	<pre> graph TD C((C)) --> B[5.6 Review Process on Termination] B --> A[5.7 Corrective Action] D((D)) --> A A --> E{5.8 Pass Review?} E -- Yes --> E((E)) E -- No --> F((F)) </pre>	5.6 If student applies for Review Against Termination, bring application of review for the consideration of Graduate Review Committee. Present result to the Senate for validation.	Work Instruction For Review Against Termination (Fail and Terminated) (UPM/PU/S/AK04/04)
Advisor		5.7 (a) Ensure student status category is Probation which is $2.500 \leq \text{CGPA} < 3.000$.	Work Instruction For Re-examination (UPM/PU/S/AK04/02)
Advisor		(b) Advise student to sit for re-examination, if eligible (grade is less than B for course registered in the current semester). If not eligible, advise student to apply for grade review	Work Instruction For Course Grade Review (UPM/PU/S/AK04/03)
Course Coordinator/ Lecturer		(c) Inform students of re-examination date and ensure they are eligible to sit for it.	
PT/PT (P/O) SPS		(d) Forward re-examination grade to SGS through Faculty/School Coordinator.	
Advisor/Supervisor		(e) Enter marks/grade for new students into student profile (on i-GIMS).	
		(f) Discuss registration plans for upcoming semester to increase CGPA.	
		5.8 Pass Review ? (a) If Yes, go to Step 5.9. (b) If No, go to Steep 5.10.	


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Responsibility	Flowchart	Details	Reference Document/ Record
PT/PT (P/O) SPS	 <pre> graph TD E((E)) --> B59[5.9 Continue Studies] B((B)) --> B59 B59 --> F510((5.10 The Process Ends)) F((F)) --> Arrow59_510 style Arrow59_510 width:0px,height:0px linkStyle 2 stroke-width:2px </pre>	5.9 Inform student to continue studies and register according to existing regulations.	


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6.0 RECORD


No.	File Code, File Title and Record List	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
1.	UPM.SPS.600-4/19/1 (Matrik No.) STUDENT'S FILE <ul style="list-style-type: none"> • Copy of Semester Examination Result [if related] (refer i-GIMS). • Re-examination Grade [if related] (refer i-GIMS). • Copy of letter to inform result of Grade Review [if related]. • Copy of Notice of Review Against Termination [if related]. • Copy of letter to inform result of Review Against Termination [if related]. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Student File Room, SGS At least 3 years after the student has graduated	Director of General National Archives of Malaysia
2.	UPM.PTJ Code.600-4/19/1 (Matrik No.) STUDENT'S FILE <ul style="list-style-type: none"> • Copy of Semester Examination Result [if related] (refer i-GIMS). • Re-examination Grade [if related] (refer i-GIMS). • Copy of letter to inform result of Grade Review [if related]. • Copy of Notice of Review Against Termination [if related]. • Copy of letter to inform result of Review Against Termination [if related]. 	PT/PT (P/O) Faculty/School/Institute	PT/PT (P/O) Fakulti/School/Institut	Faculty/School/Institute File Room At least 2 years after the student has graduated	Director of General National Archives of Malaysia

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No.	File Code, File Title and Record List	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
3.	UPM.SGS.600/4/12/1 MANAGEMENT OF COURSE FINAL EXAMINATION <ul style="list-style-type: none"> • Copy of letter to Dean of SPS for application to enter grade late [if related]. • Copy of faculty confirmation letter of grade after re-examination. • Other relevant documents. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit 3 Years	Director of General National Archives of Malaysia
4.	UPM.PTJ Code.600/4/12/1 MANAGEMENT OF COURSE FINAL EXAMINATION <ul style="list-style-type: none"> • Copy of letter to SGS Dean for application to enter grade late [if related]. • Copy of faculty confirmation letter of grade after re-examination [if related]. • Other relevant documents. 	PT/PT (P/O) Faculty/School/ Institute	PT/PT (P/O) Faculty/School/ Institute	Faculty/ School/ Institute File Room 3 Years	Director of General National Archives of Malaysia
5.	UPM.SPS.600-4/12/9 EXAMINATION RESULT <ul style="list-style-type: none"> • Postal Record/Record of collection by hand at the counter (by student). • Copy of letter with list of students according to study status sent to Faculty/Institute. • Other relevant documents. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit 3 Years	Director of General National Archives of Malaysia

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No.	File Code, File Title and Record List	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
6.	UPM. PTJ Code.600-4/12/9 EXAMINATION RESULT <ul style="list-style-type: none"> Letter with list of students according to study status. Other relevant documents. 	PT/PT (P/O) Fakulti/School/ Instituted	PT/PT (P/O) Fakulti/School/ Institut	Faculty/ School/ Institute File Room 3 Years	Director of General National Archives of Malaysia
7.	UPM.SPS.600-4/11/2 TERMINATION <ul style="list-style-type: none"> Copy of Notice of Review Against Termination. Copy of application result letter. Postal records. Other relevant documents. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit 3 Years	Director of General National Archives of Malaysia
8.	UPM.SPS.600-4/1/6 GRADUATE REVIEW COMMITTEE MEETING (JKSS) <ul style="list-style-type: none"> Notice of Meeting. JKSS Meeting Paper. JKSS Meeting Minute. Meeting Paper for Senate Meeting. Excerpt from Minutes of Senate Meeting. Other relevant documents. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit 3 Years	Director of General National Archives of Malaysia

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No.	File Code, File Title and Record List	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
9.	UPM.PTJ Code.600-4/1/6 GRADUATE REVIEW COMMITTEE MEETING (JKSS) <ul style="list-style-type: none"> • Notice of Meeting [if related]. • JKSS Meeting Paper [if related]. • Excerpt from Minutes of Senate Meeting – [if related]. • Other relevant documents. 	PT/PT (P/O) Fakulti/School/ Institut	PT/PT (P/O) Fakulti/School/ Institut	Faculty/ School/ Institute File Room 3 Years	Director of General National Archives of Malaysia