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1.0 SKOP

Prosedur ini merangkumi semua proses pengambilan pelajar siswazah dan urusan pendaftaran pelajar baharu yang mengikut program secara penyelidikan (Master dan PhD) dan program secara kerja kursus.

2.0 TANGGUNGJAWAB


Dekan SPS, Penyelaras, TPK, PT (P/O), dan PT Unit Pengambilan Pelajar Siswazah bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

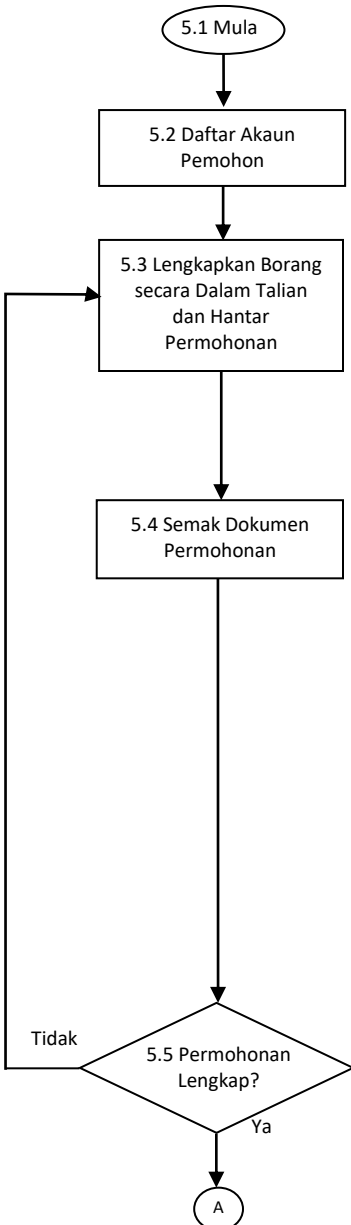
Kod Dokumen	Tajuk Dokumen
Terkini	<i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</i>
https://sgs.upm.edu.my/	Laman Sesawang SPS


4.0 TERMINOLOGI DAN SINGKATAN

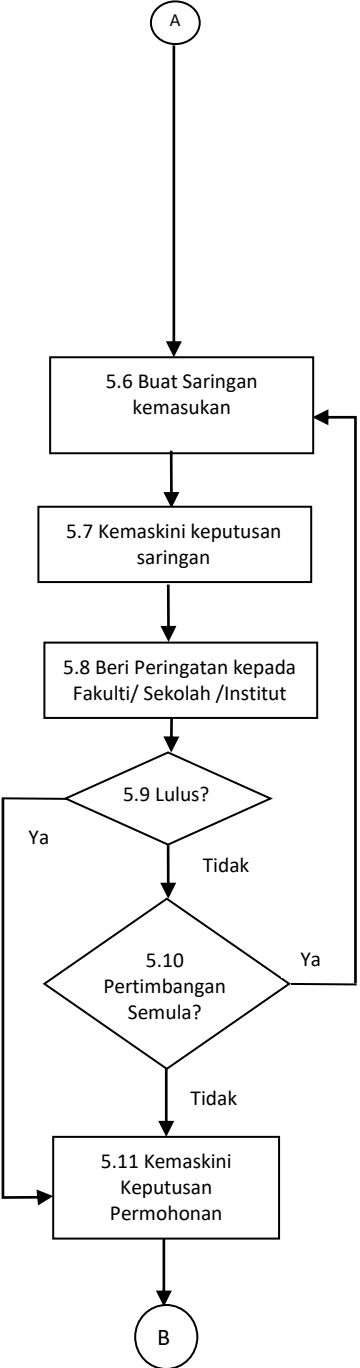
i-GIMS	: <i>Internet Graduate Information Management System</i>
Penyelaras	: Dekan/Timbalan Dekan Fakulti, Pengarah/Timbalan Pengarah Institut, Pegawai yang dilantik sebagai Penyelaras Pengajian Siswazah Fakulti/Sekolah/Institut
PhD	: Doktor Falsafah
PT	: Pegawai Tadbir
PTJ	: Pusat Tanggungjawab
PTK	: Pembantu Tadbir Kewangan
PT (P/O)	: Pembantu Tadbir (Perkeranian dan Operasi)
SPS	: Sekolah Pengajian Siswazah


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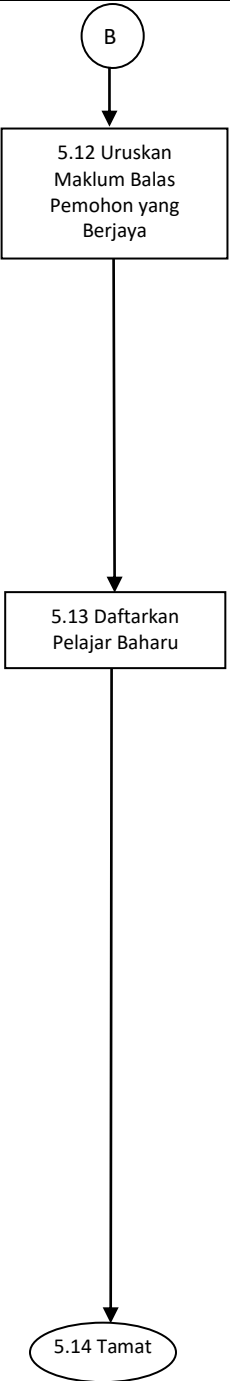
5.0 PROSES TERPERINCI


Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Pemohon Pemohon PT/PT (P/O) SPS PT/PT (P/O) SPS	 <pre> graph TD Start([5.1 Mula]) --> Step2[5.2 Daftar Akaun Pemohon] Step2 --> Step3[5.3 Lengkapkan Borang secara Dalam Talian dan Hantar Permohonan] Step3 --> Step4[5.4 Semak Dokumen Permohonan] Step4 --> Decision{5.5 Permohonan Lengkap?} Decision -- Ya --> End((A)) Decision -- Tidak --> Step3 </pre>	5.2 Daftar akaun pemohon melalui sistem i-GIMS. 5.3 Lengkapkan borang permohonan secara dalam talian dan muat naik semua dokumen sokongan ke dalam sistem permohonan. Nota: <ul style="list-style-type: none"> Permohonan yang tidak lengkap tidak akan diproses dan kekal dengan status <i>NEW APPLICATION</i> atau <i>INCOMPLETE</i>. 5.4 (a) Semak semua dokumen sokongan yang dimuatnaik. (b) Kemas kini status permohonan dalam i-GIMS. Nota: <ul style="list-style-type: none"> Permohonan yang lengkap dengan dokumen sokongan sahaja akan diberikan status <i>COMPLETED</i> dan akan dihantar ke Fakulti/Sekolah/Institut secara automatik melalui i-GIMS. Permohonan yang tidak lengkap akan diberikan status <i>INCOMPLETE</i> dan akan kekal dengan status tersebut sehingga pemohon mengemas kini permohonan. Permohonan berstatus <i>INCOMPLETE</i> akan bertukar secara automatik kepada status <i>NEW APPLICATION</i> sebaik sahaja permohonan dikemaskini. 5.5 <ul style="list-style-type: none"> Jika Ya, ikut Langkah 5.6. Jika Tidak, ikut Langkah 5.3. Nota: <ul style="list-style-type: none"> Pemohon hendaklah memuat naik semua dokumen yang tidak lengkap ke dalam i-GIMS 	

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan	
Penyelaras		<p>untuk diproses sebelum tarikh tutup permohonan.</p> <ul style="list-style-type: none"> Permohonan yang lewat diterima selepas tarikh tutup akan diproses untuk kemasukan ke semester berikutnya. Jika pemohon tidak mengemaskini permohonan dalam tempoh satu (1) tahun, proses tamat (Langkah 5.15) dan sistem iGIMS akan menukarkan status <i>INCOMPLETE</i> kepada <i>REJECTED</i> secara automatik. 		
Penyelaras/PT/ PT (P/O) PTJ		5.6	Buat saringan kemasukan bagi permohonan yang diterima mengikut kaedah yang bersesuaian di PTJ.	
PT/PT (P/O) SPS		5.7	Kemaskini keputusan saringan ke dalam i-GIMS (sama ada <i>Supported/ Supported Provisional/ Not Supported</i>) dalam tempoh 30 hari.	
		5.8	Beri peringatan kepada Fakulti/ Sekolah /Institut yang belum mengemaskini keputusan saringan dari semasa ke semasa.	
		5.9	(a) Jika Ya, ikut Langkah 5.11. (b) Jika Tidak, ikut Langkah 5.10.	
		5.10	Jika permohonan ditolak, PTJ boleh mencadangkan permohonan dipertimbangkan semula: (a) Jika Ya, ikut Langkah 5.6. (b) Jika Tidak, ikut Langkah 5.11.	
PT/PT (P/O) SPS		5.11	Kemaskini keputusan permohonan di dalam i-GIMS sama ada <i>Approved/Approved Provisional/ Not Approved</i> dalam tempoh 2 minggu selepas keputusan saringan diterima.	
		Nota:		
			<ul style="list-style-type: none"> i-GIMS akan menghantar makluman keputusan permohonan secara automatik ke e-mel pemohon atau kaedah lain yang bersesuaian. Calon juga boleh mencetak surat tawaran melalui portal permohonan masing-masing. 	


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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS	 <pre> graph TD B((B)) --> 5.12[5.12 Uruskan Maklum Balas Pemohon yang Berjaya] 5.12 --> 5.13[5.13 Daftarkan Pelajar Baharu] 5.13 --> 5.14([5.14 Tamat]) </pre>	<p>5.12 Uruskan maklum balas pemohon yang berjaya seperti berikut:</p> <p>(a) Maklumkan kelulusan permohonan penangguhan kepada calon yang memohon penangguhan melalui portal pemohon atau e-mel.</p> <p>(b) E-melkan senarai calon yang ditawarkan mengikut status kepada Fakulti/ Sekolah /Institut pada minggu ke-14 selepas semester bermula.</p> <p>Nota:</p> <ul style="list-style-type: none"> Calon tidak dibenarkan menangguh kemasukan melebihi dua (2) semester kecuali dengan persetujuan Dekan SPS. <p>5.13 Jalankan urusan pendaftaran pelajar baharu mengikut kaedah yang bersesuaian dengan mengambil kira perkara seperti berikut:</p> <p>(a) Semak pematuhan syarat kemasukan sebagai pelajar antarabangsa yang ditetapkan oleh Jabatan Imigresen Malaysia.</p> <p>(b) Semak dan sahkan pengisytiharan status kesihatan.</p> <p>(c) Semak kesahihan dokumen kelayakan akademik calon dan dokumen sokongan yang sepatutnya.</p> <p>(d) Pastikan calon membayar yuran mengikut kadar yang ditetapkan.</p> <p>(e) Daftar calon yang memenuhi semua syarat kemasukan dan jana nombor matrik pelajar baharu.</p> <p>(f) Maklumkan pelajar untuk merujuk Fakulti/Sekolah/Institut masing-masing bagi urusan pendaftaran kursus.</p> <p>Nota:</p> <ul style="list-style-type: none"> Calon pelajar program secara penyelidikan dibenarkan mendaftar sehingga minggu ke-13. Calon pelajar program secara kerja kursus dibenarkan mendaftar sehingga minggu ke-2 atau tempoh lain berdasarkan kelulusan PTJ. 	
PT/PT (P/O) i-PUTRA			
PKU			
PT/PT (P/O) SPS			
PTK			
PT/PT (P/O) SPS			
PT/PT (P/O) SPS			


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	PROSEDUR PENGAMBILAN PELAJAR SISWAZAH	Tarikh: 26/09/2023

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 Rekod kualiti yang berikut juga boleh dirujuk di dalam i-GIMS. <ul style="list-style-type: none"> • Salinan Surat Tawaran Kemasukan. • Salinan surat kelulusan penangguhan kemasukan [jika berkaitan]. • Dokumen lain berkaitan urusan pendaftaran pelajar jika perlu. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Bilik Fail Pelajar, SPS/ <i>Network Attached Storage</i> Sekurang-kurangnya 3 tahun selepas pelajar bergraduasi	Ketua Pengarah Arkib Negara Malaysia
2.	UPM.Kod PTJ.600-4/19/1 (No.Matrik) FAIL PELAJAR Rekod kualiti yang berikut juga boleh dirujuk di dalam i-GIMS: <ul style="list-style-type: none"> • Salinan Surat Tawaran Kemasukan. • Dokumen lain berkaitan urusan pendaftaran pelajar jika perlu. 	PT/PT (P/O) PTJ	PT/PT (P/O) PTJ	Bilik Fail Pelajar, PTJ Sekurang-kurangnya 2 tahun selepas pelajar bergraduasi	Ketua Pengarah Arkib Negara Malaysia
3.	UPM.Kod PTJ.600-4/4/4 PERMOHONAN KEMASUKAN <ul style="list-style-type: none"> • Salinan surat-menyurat/emel berkaitan permohonan kemasukan. 	PT/PT (P/O) Fakulti/Sekolah/ Institut	PT/PT (P/O) Fakulti/Sekolah/ Institut	Pejabat Am TD Fakulti/ Sekolah/ TP Institut 1 Tahun	Ketua Pengarah Arkib Negara Malaysia
4.	UPM.SPS.600-4/4/10 TAWARAN KEMASUKAN PELAJAR BAHARU SISWAZAH	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Pengambilan Pelajar Siswazah/	Ketua Pengarah Arkib Negara

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	PROSEDUR PENGAMBILAN PELAJAR SISWAZAH	Tarikh: 26/09/2023

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"> Senarai calon yang ditawarkan mengikut status pada minggu ke-14 selepas semester bermula. 			<i>Network Attached Storage</i> 3 Tahun	Malaysia
5.	UPM.Kod PTJ.600-4/4/10 TAWARAN KEMASUKAN PELAJAR BAHARU SISWAZAH <ul style="list-style-type: none"> Senarai calon yang ditawarkan mengikut status yang dimajukan oleh pihak SPS pada minggu ke-14 selepas semester bermula. 	PT/PT (P/O) Fakulti/Sekolah/ Institut	PT/PT (P/O) Fakulti/Sekolah/ Institut	Pejabat Am TD Fakulti/ Sekolah/ TP Institut 3 Tahun	Ketua Pengarah Arkib Negara Malaysia

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		Issue No: 03
	PROCEDURE FOR POSTGRADUATE STUDENT INTAKE	Date: 29/06/2023

1.0 SCOPE

This procedure encompasses all processes of postgraduate student intake and registration procedure for new students by research program (Masters & PhD) and by course work programme.

2.0 RESPONSIBILITY


Dean of SPS, coordinator, TPK, PT (P/O), and PT Postgraduate Admission Unit are responsible for the implementation of this procedure. All parties involved must adhere to this procedure.

3.0 REFERENCE DOCUMENT

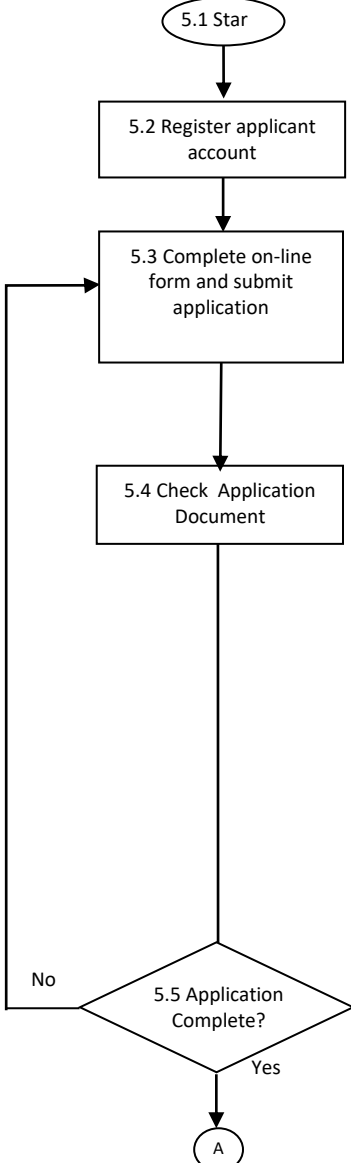
Document Code	Title of Document
Current	Universities and University Colleges Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003
https://sgs.upm.edu.my/	SPS Website


4.0 TERMINOLOGY DAN ACRONYM

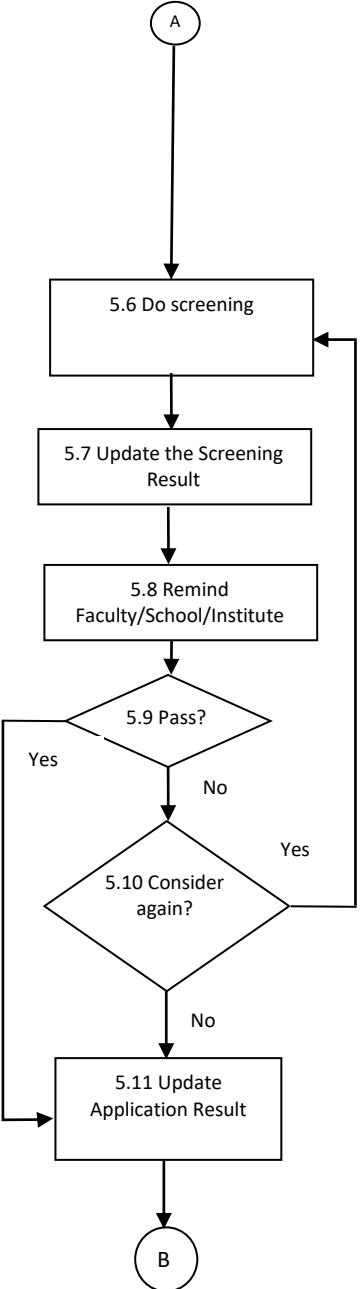
i-GIMS	: Internet Graduate Information Management System
Coordinator	: Dean/Deputy Dean of Faculty/School; Director/Deputy Director of Institute; Officer Appointed as Faculty/School/Institute Postgraduate Studies Coordinator
PhD	: Doctor of Philosophy
PT	: Administrative Officer
PTJ	: Centre of Responsibility
PTK	: Administrative Assistant (Finance)
PT (P/O)	: Administrative Assistant (Clerical and Operational)
SPS	: School of Graduate Studies


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		Date: 29/06/2023

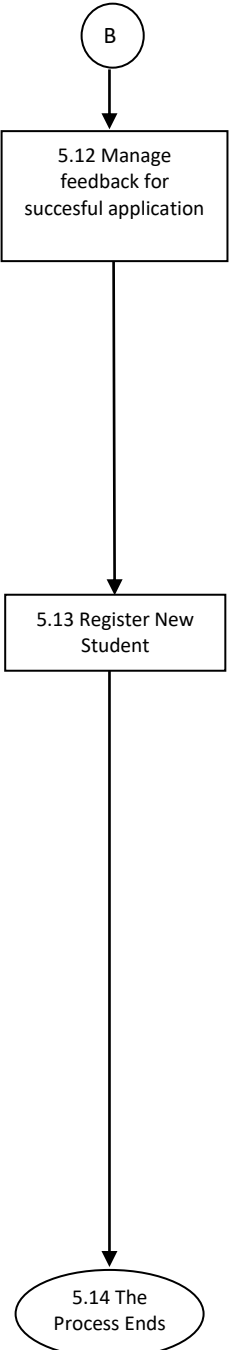
5.0 PROCESS IN DETAIL


Responsibility	Flowchart	Details	Reference Document/ Record
Applicants	 <pre> graph TD Start([5.1 Star]) --> Step52[5.2 Register applicant account] Step52 --> Step53[5.3 Complete on-line form and submit application] Step53 --> Step54[5.4 Check Application Document] Step54 --> Decision55{5.5 Application Complete?} Decision55 -- Yes --> End((A)) Decision55 -- No --> Step53 </pre>	<p>5.2 Register applicant account using the i-GIMS system.</p>	
Applicants		<p>5.3 Complete online form and upload all supporting documents into the application system.</p> <p>Note:</p> <ul style="list-style-type: none"> Incomplete application will not be processed and will remain as NEW APPLICATION or INCOMPLETE Status. 	
PT/PT (P/O) SPS		<p>5.4 (a) Check all supporting documents that have been uploaded.</p> <p>(b) Update application status in i-GIMS.</p> <p>Notes:</p> <ul style="list-style-type: none"> Only application with complete supporting documents will be given COMPLETED status and will be sent automatically to Faculty/School/Institute through i-GIMS. Incomplete application will be given INCOMPLETE status and will remain as with INCOMPLETE status until the applicant update the application. INCOMPLETE application will be changed automatically to NEW APPLICATION as soon as it is updated by the applicant. 	
PT/PT (P/O) SPS		<p>5.5 (a) If Yes, follow Step 5.6.</p> <p>(b) If No, follow Step 5.3.</p> <p>Nota:</p> <ul style="list-style-type: none"> Applicants need to upload all incomplete documents into i-GIMS to be processed before the due date. 	

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Responsibility	Flowchart	Details	Reference Document/ Record
Coordinator	 <pre> graph TD A((A)) --> S56[5.6 Do screening] S56 --> S57[5.7 Update the Screening Result] S57 --> S58[5.8 Remind Faculty/School/Institute] S58 --> D59{5.9 Pass?} D59 -- No --> D510{5.10 Consider again?} D59 -- Yes --> S511[5.11 Update Application Result] D510 -- Yes --> S56 D510 -- No --> S511 S511 --> B((B)) </pre>	<ul style="list-style-type: none"> Late application will be processed for next semester intake. If the candidates not update the application within one (1) year, the process will end and the i-GIMS system will automatically change the status from INCOMPLETE to REJECTED. 	
Coordinator /PT/PT (P/O) PTJ		5.6 Do admission screening for application received according to the appropriate method.	
PT/PT (P/O) SPS		5.7 Update result of screening in i-GIMS whether <i>Supported/ Supported Provisional/ Not Supported</i> within 30 days.	
		5.8 Send reminder to Faculty/School/Institute which has not updated the screening result from time to time.	
		5.9 (a) If Yes, follow step 5.11. (b) If No, follow step 5.10.	
PT/PT (P/O) SPS	5.10 If application is rejected, PTJ can suggest to reconsider the application; (a) If Yes, follow step 5.6. (b) If No, follow step 5.11.		
	5.11 Update result of application in i-GIMS whether <i>Approved/Approved Provisional/ Not Approved</i> within 2 weeks after the screening results are received.		
	Note:		
	<ul style="list-style-type: none"> i-GIMS will send the result of application automatically to applicant's email or any proper ways. Candidates can print the admission letter through their portal. 		


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Responsibility	Flowchart	Details	Reference Document/ Record
PT/PT (P/O) SPS	 <pre> graph TD B((B)) --> 5.12[5.12 Manage feedback for succesful application] 5.12 --> 5.13[5.13 Register New Student] 5.13 --> 5.14([5.14 The Process Ends]) </pre>	<p>5.12 Manage feedback to successful application as follows:</p> <ul style="list-style-type: none"> (a) Notify the applicants of their approval for deferment through their portal or email. (b) Email the list of candidates who are successful according to the status to Faculty/School/Institute at week 14th after the semester commences. <p>Note:</p> <ul style="list-style-type: none"> • Candidate is not allowed to defer admission more than two (2) semesters except with the consent of the Dean of SPS. <p>5.13 Manage the registration of new student by using an appropriate method taking following matters into consideration:</p> <ul style="list-style-type: none"> (a) Check compliance of entry requirements as international students set by the Immigration Department of Malaysia. (b) Check and verify the health declaration status. (c) Check the authenticity of academic documents of the candidate and necessary supporting document. (d) Make sure candidate pay the fees stated. (e) Register candidates that have fulfilled all requirements to be registered and generate the matric number. (f) Inform student to refer to Faculty/School/Institute for registration of course. <p>Note:</p> <ul style="list-style-type: none"> • By research candidates are allowed to register late until week 13. • By coursework candidates are allowed for late registration the second week or another period (based on PTJ's approval). 	
PT/ PT (P/O) i-PUTRA PKU			
PT/PT (P/O) SPS PTK			
PT/PT (P/O) SPS			
PT/PT (P/O) SPS			

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6.0 RECORD

No	File Code, File Title and List of Records	Responsibility For Compiling and Filing	Responsibility For Maintenance	Place and duration of Record Keeping	Authority On Disposal
1.	UPM.SPS.600-4/19/1 (Matric No.) STUDENT'S FILE The following quality records also can be referred in i-IGMS: <ul style="list-style-type: none"> • Copy of offer letter. • Copy of deferment letter [if any]. • Other documents related to student's registration if necessary. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Student file room, SPS/ <i>Network Attached Storage</i> At least 3 years after graduation	Director of General National Archives of Malaysia
2.	UPM.PTJ Code.600-4/19/1 (Matric No.) STUDENT'S FILE The following quality records also can be referred in i-IGMS: <ul style="list-style-type: none"> • Copy of offer letter • Other documents related to student's registration if necessary. 	PT/PT (P/O) PTJ	PT/PT (P/O) PTJ	Student file room, PTJ At least 2 years after graduation.	Director of General National Archives of Malaysia
3.	UPM. PTJ Code.600-4/4/4 ADMISSION APPLICATION <ul style="list-style-type: none"> • Copy of letter/email regarding admission application. 	PT/PT (P/O) Faculty/School/ Institute	PT/PT (P/O) Faculty/ School/ Institute	General Office of Deputy Dean at Faculty/ School/ Deputy Director at Institute 1 Year	Director of General National Archives of Malaysia

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		Date: 29/06/2023

No	File Code, File Title and List of Records	Responsibility For Compiling and Filing	Responsibility For Maintenance	Place and duration of Record Keeping	Authority On Disposal
4.	UPM.SPS.600-4/4/10 ADMISSION OFFER FOR NEW POSTGRADUATE STUDENTS <ul style="list-style-type: none"> List of candidates who have been offered based on the status submitted by SPS on week 14 after the semester commences. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Admission Unit for Postgraduate Students / <i>Network Attached Storage</i> 3 years	Director of General National Archives of Malaysia
5.	UPM. PTJ Code.600-4/4/10 OFFER OF ADMISSION FOR NEW STUDENTS <ul style="list-style-type: none"> List of candidates who have been offered based on the status submitted by SPS on week 14 after the semester commences. 	PT/PT (P/O) Faculty/School/ Institute	PT/PT (P/O) Faculty/ School/ Institute	General Office of Deputy Dean at Faculty/ School/ Deputy Director at Institute 3 years	Director of General National Archives of Malaysia