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1.0 SKOP


Prosedur ini merangkumi semua tatacara penilaian tesis pelajar siswazah yang mengikuti program secara penyelidikan (Master dan PhD) termasuk pelantikan Jawatankuasa Peperiksaan Tesis dan pelaksanaan peperiksaan akhir (*Viva voce*).

2.0 TANGGUNGJAWAB

Timbalan Naib Canselor (Akademik dan Antarabangsa), Penyelaras dan Pegawai Tadbir Unit Tesis 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/P017	Prosedur Pengesahan dan Pengurniaan Ijazah Pelajar Siswazah
UPM/PU/S/AK03/01	Arahan Kerja Penghantaran Tesis kepada Ahli Jawatankuasa Peperiksaan Tesis
UPM/PU/S/AK03/02	Arahan Kerja Menjalankan Peperiksaan Akhir (<i>Viva voce</i>)

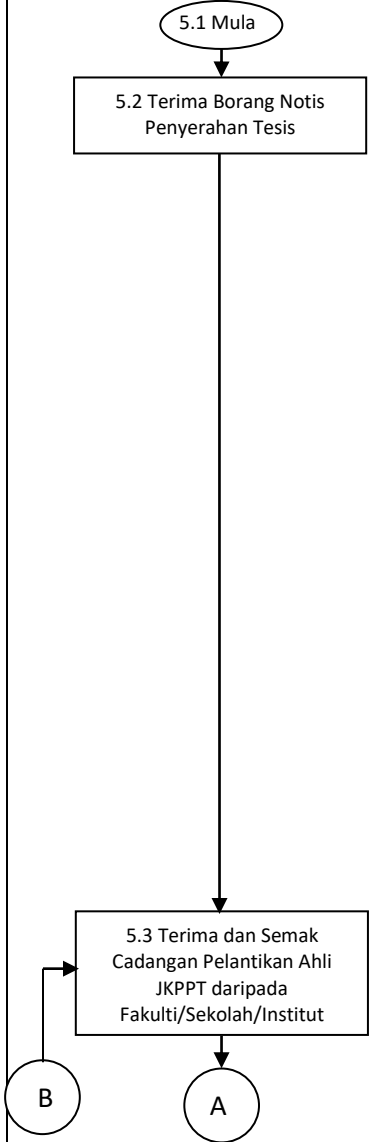
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4.0 TERMINOLOGI DAN SINGKATAN

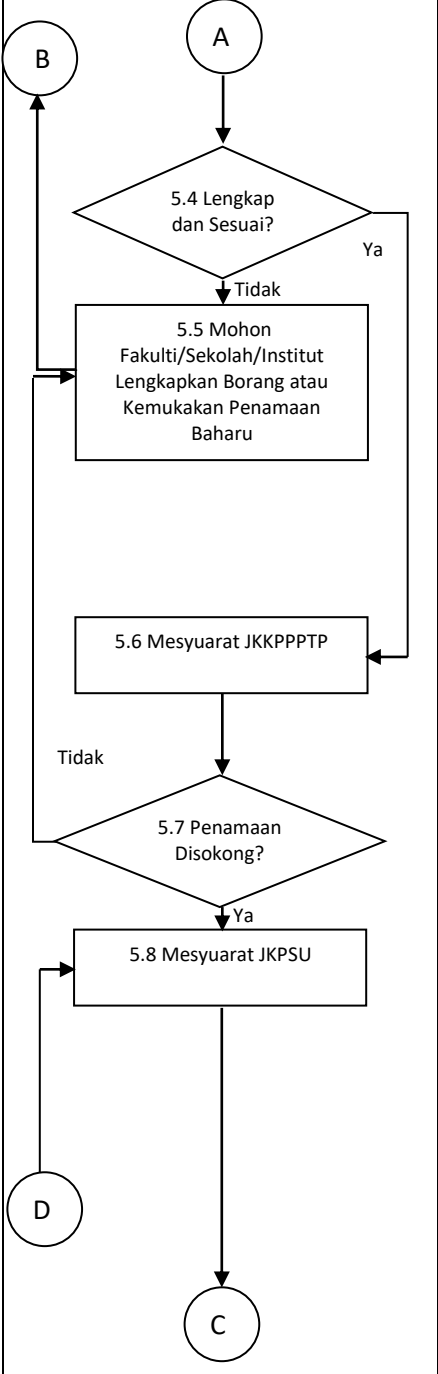
i-GIMS	: <i>Internet Graduate Information Management System</i>
JKPPPTP	: Jawatankuasa Kecil Pelantikan Penyelia dan Pemeriksa Tesis Pelajar
JKSTT	: Jawatankuasa Kecil Semakan Tajuk Tesis
JKPSU	: Jawatankuasa Pengajian Siswazah Universiti
JKP	: Jawatankuasa Penyeliaan
JKPPT	: Jawatankuasa Peperiksaan Tesis
Penyelaras	: Dekan/Timbalan Dekan Fakulti/Sekolah; Pengarah/Timbalan Pengarah Institut; Pegawai yang dilantik sebagai Penyelaras Pengajian Siswazah Fakulti/Institut/Sekolah
PhD	: Doktor Falsafah
PT	: Pegawai Tadbir
PT (P/O)	: Pembantu Tadbir (Perkeranian dan Operasi)
SPS	: Sekolah Pengajian Siswazah
TD	: Timbalan Dekan
TNCAA	: Timbalan Naib Canselor (Akademik dan Antarabangsa)


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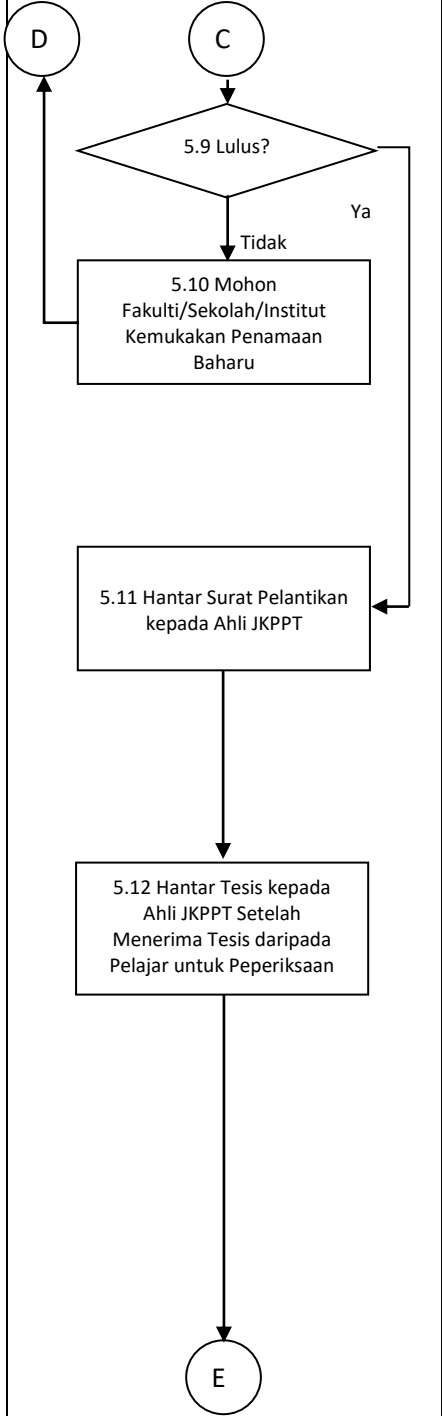
5.0 PROSES TERPERINCI


Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Penyelaras/ PT/ PT (P/O) Fakulti/Sekolah/ Institut Penyelaras/ PT/ PT (P/O) Fakulti/Sekolah/ Institut Penyelaras/ PT/ PT (P/O) Fakulti/Sekolah/ Institut PT/PT (P/O) Fakulti/Sekolah/ Institut TD/PT/PT (P/O) SPS	 <pre> graph TD Start([5.1 Mula]) --> Step52[5.2 Terima Borang Notis Penyerahan Tesis] Step52 --> Step53[5.3 Terima dan Semak Cadangan Pelantikan Ahli JKPPT daripada Fakulti/Sekolah/Institut] Step53 --> A((A)) A --> B((B)) B --> Step53 </pre>	5.2 (a) Terima borang Notis Penyerahan Tesis (PG/TSS/GS-14a) yang lengkap daripada pelajar dan sahkan maklumat yang diterima. (b) Mulakan proses mendapatkan cadangan penamaan ahli JKPPT sebaik sahaja menerima borang PG/TSS/GS-14a daripada pelajar. (c) Lengkapkan maklumat cadangan penamaan ahli JKPPT ke dalam i-GIMS dan cetak borang Penamaan Jawatankuasa Peperiksaan Tesis (PG/TSS/GS-14b). Nota: <ul style="list-style-type: none"> Maklumat hanya boleh dimuatnaik setelah Pengerusi JKPPT mengesahkan borang PG/TSS/GS-14a melalui i-GIMS dan status pelajar adalah aktif. (d) Majukan cadangan nama ahli JKPPT ke SPS melalui borang PG/TSS/GS-14b yang telah dilengkapi berserta <i>curriculum vitae</i> pemeriksa luar, dalam tempoh 60 hari selepas penerimaan borang PG/TSS/GS-14a daripada pelajar. 5.3 Semak cadangan pelantikan ahli JKPPT dan pastikan mengikut kriteria yang ditetapkan dalam <i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</i> .	Borang Notis Penyerahan Tesis (PG/TSS/GS-14a) Borang Penamaan Jawatankuasa Peperiksaan Tesis (PG/TSS/GS-14b) <i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003.</i>

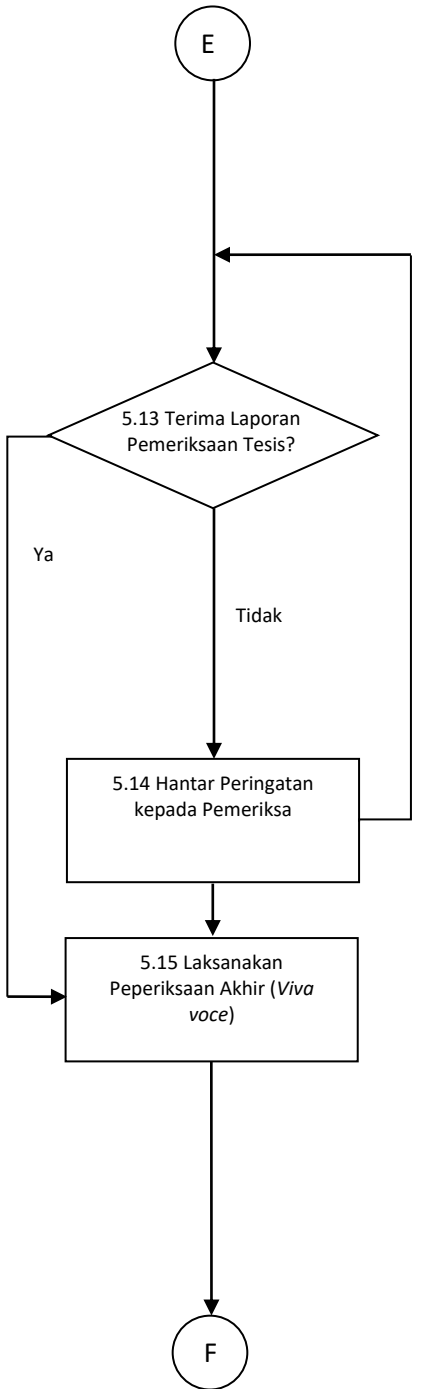
	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 4/11
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan	
PT SPS	 <pre> graph TD A((A)) --> D54{5.4 Lengkap dan Sesuai?} D54 -- Ya --> B56[5.6 Mesyuarat JKKPPPTP] D54 -- Tidak --> B55[5.5 Mohon Fakulti/Sekolah/Institut Lengkapkan Borang atau Kemukakan Penamaan Baharu] B55 --> B56 B56 --> D57{5.7 Penamaan Disokong?} D57 -- Ya --> B58[5.8 Mesyuarat JKPSU] D57 -- Tidak --> B55 B58 --> C((C)) D((D)) --> B((B)) B --> A </pre>	<p>5.4 Lengkap dan sesuai?</p> <p>(a) Jika ya, ikut langkah 5.6.</p> <p>(b) Jika tidak, ikut langkah 5.5.</p> <p>5.5 Mohon fakulti/sekolah/institut lengkapkan maklumat yang diperlukan atau membuat perubahan seperti yang dicadangkan dan/atau kemukakan cadangan baharu dalam tempoh 30 hari selepas daripada tarikh notis yang dihantar oleh pihak SPS dan ikut langkah 5.3.</p> <p>5.6 Sediakan kertas mesyuarat Cadangan Pelantikan Ahli JKPT untuk semakan JKKPPPTP.</p> <p>5.7 Penamaan disokong?</p> <p>(a) Jika ya, ikut langkah 5.8.</p> <p>(b) Jika tidak, ikut langkah 5.5.</p> <p>5.8 Sediakan kertas mesyuarat Cadangan Pelantikan Ahli JKPT yang telah disemak kesesuaiannya oleh JKKPPPTP untuk pertimbangan dan kelulusan JKPSU.</p> <p>Nota:</p> <ul style="list-style-type: none"> Bagi kes tertentu, cadangan penamaan ahli JKPT boleh terus dibawa ke JKPSU untuk kelulusan tanpa perlu disemak oleh JKKPPPTP dengan kebenaran Dekan. 		
TD/PT/PT (P/O) SPS				
TD/PT/PT (P/O) SPS				

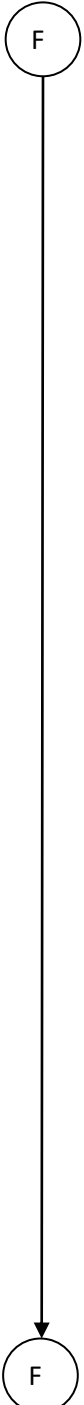
	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 5/11
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan	
TD/PT/PT (P/O) SPS	 <pre> graph TD C((C)) --> D59{5.9 Lulus?} D59 -- Ya --> E511[5.11 Hantar Surat Pelantikan kepada Ahli JKPPT] D59 -- Tidak --> E510[5.10 Mohon Fakulti/Sekolah/Institut Kemukakan Penamaan Baharu] E510 --> D59 E511 --> E512[5.12 Hantar Tesis kepada Ahli JKPPT Setelah Menerima Tesis daripada Pelajar untuk Peperiksaan] E512 --> E((E)) </pre>	5.9 Lulus?		
			(a) Jika ya, ikut langkah 5.11.	
			(b) Jika tidak, ikut langkah 5.10.	
TD/PT/PT (P/O) SPS			5.10 (a) Mohon fakulti/sekolah/institut membuat perubahan seperti yang dicadangkan dan/atau kemukakan cadangan baharu dalam tempoh 30 hari selepas daripada tarikh notis yang dihantar.	
			(b) Pastikan cadangan tersebut dipertimbangkan semula oleh JKPSU untuk kelulusan.	
PT/PT (P/O) SPS			5.11 (a) Muatnaik keputusan JKPSU dalam i-GIMS.	
TD/PT (P/O) SPS			(b) Maklumkan keputusan JKPSU dengan menghantar surat pelantikan kepada ahli JKPPT selepas diluluskan oleh JKPSU.	
TD/PT/PT (P/O) SPS			(c) Jika Pengerusi dan/atau mana-mana pemeriksa yang telah dilantik menolak pelantikan rujuk Langkah 5.5.	
Penyelaras/PT/PT (P/O) Fakulti/Sekolah/Institut			5.12 (a) Terima borang PG/TSS/GS-15a yang lengkap dan sahkan maklumat di bahagian berkaitan.	Borang Penyerahan Tesis Untuk Peperiksaan (PG/TSS/GS-15a)
Penyelaras/PT/PT (P/O) Fakulti/Sekolah/Institut			(b) Minta pelajar majukan borang PG/TSS/GS-15a yang telah dilengkapi beserta empat (4) (untuk PhD)/tiga (3) (untuk Master) naskah tesis (jika ada keperluan) ke SPS.	Borang Penyerahan Tesis Untuk Peperiksaan (PG/TSS/GS-15a)
		Nota:		
		• Bagi program ICP, proses serahan tesis bergantung kepada perjanjian di antara UPM dengan institusi berkenaan.		
PT/PT (P/O) SPS		(c) Terima borang PG/TSS/GS-15a yang lengkap beserta empat (4)/tiga (3) naskah tesis (jika ada keperluan) dan sahkan maklumat di bahagian berkaitan.	Borang Penyerahan Tesis Untuk Peperiksaan (PG/TSS/GS-15a)	

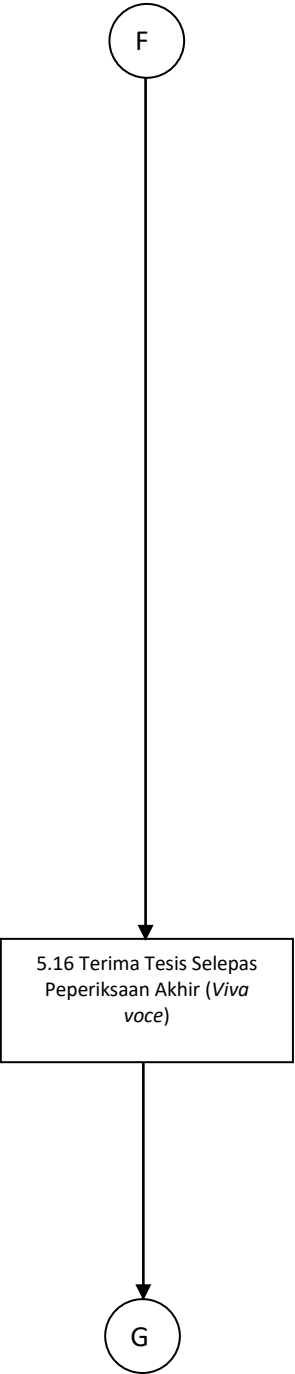
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS	 <pre> graph TD E((E)) --> D{5.13 Terima Laporan Pemeriksaan Tesis?} D -- Ya --> F((F)) D -- Tidak --> B[5.14 Hantar Peringatan kepada Pemeriksa] B --> D B --> C[5.15 Laksanakan Peperiksaan Akhir (Viva voce)] C --> F </pre>	(d) Lengkapkan maklumat penerimaan ke dalam i-GIMS.	Arahan Kerja Penghantaran Tesis kepada Ahli Jawatankuasa Peperiksaan Tesis (UPM/PU/S/AK03/01)
TD/PT/PT (P/O) SPS		(e) Hantar salinan tesis kepada ahli JKPPT dalam tempoh tujuh (7) hari bekerja selepas menerima tesis daripada pelajar.	
TD/PT/PT (P/O) SPS		(f) Jika ada pemeriksa yang telah dilantik menolak pemeriksaan tesis rujuk langkah 5.5.	
TD/PT/PT (P/O) SPS		5.13 Terima laporan pemeriksaan tesis? (a) Jika ya, lengkapkan maklumat ke dalam i-GIMS dan ikut Langkah 5.15. (b) Jika tidak diterima dalam tempoh ditetapkan, ikut langkah 5.14. Nota: • Bagi program ICP, proses penerimaan laporan pemeriksaan tesis bergantung kepada perjanjian di antara UPM dengan institusi berkenaan.	
TD/PT/PT (P/O) SPS		5.14 Hantar peringatan kepada pemeriksa sekiranya pemeriksa tidak menghantar laporan pemeriksaan tesis dalam tempoh 45 hari bagi PhD atau 30 hari bagi Master, dari tarikh penerimaan tesis.	
PT/PT (P/O) SPS	5.15 Laksanakan Peperiksaan Akhir (<i>Viva voce</i>)	(a) Hantar notis panggilan <i>Viva voce</i> kepada pelajar, ahli JKPPT dan ahli JKP selepas mendapat persetujuan daripada ahli JKPPT. (b) Laksanakan Peperiksaan Akhir (<i>Viva voce</i>). Nota: • Bagi program ICP, proses peperiksaan akhir (<i>viva voce</i>) bergantung kepada perjanjian di antara UPM dengan institusi berkenaan.	Arahan Kerja Menjalankan Peperiksaan Akhir (<i>Viva voce</i>) (UPM/PU/S/AK03/02)
JKPPT		(c) Maklum kepada pelajar Keputusan Peperiksaan Akhir (<i>Viva voce</i>) mengikut salah satu keputusan berikut:	

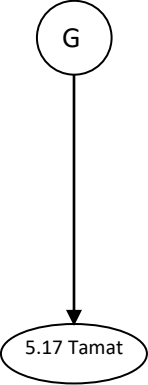
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
		<p>(i) Tesis diterima tanpa pindaan.</p> <p>Pelajar diberi tempoh 15 hari untuk membuat pembedulan kepada tesis sepertimana yang dicadangkan oleh JKPPPT. Kemudian, ikut langkah 5.16.</p> <p>(ii) Tesis diterima dengan pindaan (Minor atau Major).</p> <p>Pelajar diberi tempoh maksimum tiga (3) bulan jika pindaan minor atau maksimum enam (6) bulan jika pindaan major untuk membuat pembedulan kepada tesis sepertimana yang dicadangkan oleh JKPPPT. Kemudian, ikut langkah 5.16.</p> <p>(iii) Peperiksaan Semula Lisan (<i>Re-viva voce</i>).</p> <p>Jalankan peperiksaan tersebut dalam tempoh 60 hari selepas peperiksaan pertama. Jika lulus, ikut Langkah 5.16. Jika tidak, pelajar diberi gred GB.</p> <p>(iv) Penyerahan Semula Tesis (Re-submission).</p> <p>Pelajar diberi tempoh maksimum 2 semester atau setahun untuk membuat segala pembedulan dan menyerahkan semula tesis untuk peperiksaan.</p> <p>Pelajar perlu melengkapkan borang PG/TSS/GS-15b melalui portal pelajar.</p> <p>Kemudian ikut langkah 5.12.</p>	<p>Borang Penyerahan Semula Tesis untuk Peperiksaan (PG/TSS/GS-15b)</p>

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS PT/PT (P/O) SPS Penyelaras/PT/ PT (P/O) Fakulti/Sekolah/ Institut Penyelaras/PT/ PT (P/O) Fakulti/Sekolah/ Institut PT/PT (P/O) SPS	 <pre> graph TD F((F)) --> B[5.16 Terima Tesis Selepas Peperiksaan Akhir (Viva voce)] B --> G((G)) </pre>	<p>(v) Penyerahan semula tesis PhD sebagai tesis Master.</p> <p>Pelajar diberi tempoh 60 hari untuk membuat pembedulan kepada tesis sepertimana yang dicadangkan oleh JKPPT. Kemudian, ikut langkah 5.16.</p> <p>Nota:</p> <ul style="list-style-type: none"> Keputusan ini tidak terpakai kepada pelajar PhD kemasukan terus (<i>fast-track</i>). <p>(vi) Tesis ditolak.</p> <p>Pelajar diberi gred GB.</p> <p>(d) Dapatkan laporan daripada Pengerusi JKPPT selepas <i>Viva voce</i> dijalankan.</p> <p>(e) Berikan salinan laporan <i>viva voce</i> kepada pelajar, Pengerusi JKP, ahli JKPPT (kecuali Pemeriksa Luar) dan Penyelaras selepas mendapat laporan tersebut.</p> <p>(f) Lengkapkan maklumat keputusan <i>viva voce</i> ke dalam i-GIMS.</p> <p>5.16 (a) Terima borang Penyerahan Tesis Selepas Peperiksaan Akhir (<i>Viva voce</i>) (PG/TSS/GS-16a) yang telah disahkan oleh Pengerusi JKPPT, Pemeriksa dan Pengerusi JKP pelajar dan sahkan dengan melengkapkan bahagian berkaitan pada borang berkenaan.</p> <p>(b) Mohon pelajar majukan borang PG/TSS/GS-16a yang telah dilengkapkan beserta satu naskhah tesis dan dokumen lain yang berkaitan ke SPS.</p> <p>(c) Terima borang PG/TSS/GS-16a yang lengkap beserta satu naskhah tesis dan dokumen lain yang berkaitan dan sahkan maklumat yang diterima dengan melengkapkan bahagian berkaitan.</p>	<p>Arahan Kerja Menjalankan Peperiksaan Akhir (<i>Viva voce</i>) (UPM/PU/S/AK03/02)</p> <p>Borang Penyerahan Tesis Selepas Peperiksaan Akhir (<i>Viva voce</i>) (PG/TSS/GS-16a)</p>


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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS TD/PT/PT (P/O) SPS	 <pre> graph TD G((G)) --> End([5.17 Tamat]) </pre>	(d) Lengkapkan maklumat ke dalam i-GIMS. (e) Sediakan senarai pelajar bagi kertas mesyuarat Cadangan Pengurniaan Ijazah Lanjutan kepada JKKSTT untuk semakan, kepada JKPSU untuk kelulusan dan seterusnya kepada Senat Universiti untuk perakuan.	Prosedur Pengesahan dan Pengurniaan Ijazah Pelajar Siswazah (UPM/PU/S/P017)


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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"> Borang Penamaan Jawatankuasa Peperiksaan Tesis (PG/TSS/GS-14b) dan salinan <i>Curriculum Vitae</i> Pemeriksa Luar. Surat pelantikan ahli JKPPT (Rekod kualiti juga boleh dirujuk di dalam i-GIMS). Borang Penyerahan Tesis untuk Peperiksaan PG/TSS/GS-15a) atau Borang Penyerahan Semula Tesis untuk Peperiksaan (PG/TSS/GS-15b). Surat/Emel penghantaran tesis kepada ahli JKPPT (Rekod kualiti juga boleh dirujuk di dalam sistem <i>thesis online</i>). Notis peringatan kepada pemeriksa (jika berkaitan). Laporan Pemeriksa (Rekod kualiti juga boleh dirujuk di dalam sistem <i>thesis online</i>). Surat/Emel pengedaran laporan Peperiksaan Akhir (<i>Viva voce</i>). Notis peringatan menghantar laporan peperiksaan akhir (<i>Viva voce</i>) kepada Pengerusi JKPPT (jika berkaitan). Borang Penyerahan Tesis Selepas Peperiksaan Akhir (<i>Viva voce</i>) (PG/TSS/GS-16a) dan senarai pembetulan tesis. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	<p>Bilik Fail Pelajar, SPS / <i>Network Attached Storage</i></p> <p>Sekurang-kurangnya 3 tahun selepas pelajar bergraduat</p>	Ketua Pengarah Arkib Negara Malaysia
2.	UPM.Kod PTJ.600-4/19/1 (No. Matrik)	PT/PT (P/O) Fakulti/Sekolah /Institut	PT/PT (P/O) Fakulti/Sekolah/ Institut	Bilik Fail Fakulti/ Sekolah/	Ketua Pengarah Arkib

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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	Fail Pelajar <ul style="list-style-type: none"> Salinan borang Notis Penyerahan Tesis (PG/TSS/GS-14a), Jadual Kandungan dan Ringkasan Penyelidikan. Salinan borang Penamaan Jawatankuasa Peperiksaan Tesis (PG/TSS/GS-14b) dan salinan <i>Curriculum Vitae</i> Pemeriksa Luar. Salinan laporan Peperiksaan Akhir (<i>Viva voce</i>). 			Institut Sekurang-kurangnya 2 tahun selepas pelajar bergraduat	Negara Malaysia
3.	UPM.SPS.600-4/12/15 MANUSKRIP TESIS PELAJAR <ul style="list-style-type: none"> Salinan Tesis Akhir Senarai Nama Pelajar Borang Pengesahan Penerimaan Tesis (PG/TSS/GS-16c) 	PT (P/O) SPS	PT/PT (P/O) SPS	Pejabat Am Unit Tesis / <i>Network Attached Storage</i> Kekal	Ketua Pengarah Arkib Negara Malaysia
4.	UPM.Kod PTJ.600-4/12/15 MANUSKRIP TESIS PELAJAR <ul style="list-style-type: none"> Senarai Nama Pelajar 	PT (P/O) Fakulti/Sekolah/ Institut	PT (P/O) Fakulti/Sekolah/ Institut	Fakulti/ Sekolah/ Institut Kekal	Ketua Pengarah Arkib Negara Malaysia
5.	UPM.SPS.600-4/10/7 MESYUARAT JAWATANKUASA KECIL PELANTIKAN PENYELIA DAN PEMERIKSA TESIS PELAJAR (JKKPPPTP) <ul style="list-style-type: none"> Minit Mesyuarat JKKPPPTP. Kertas Kerja yang berkaitan. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	<i>Network Attached Storage</i> 3 tahun	Ketua Pengarah Arkib Negara Malaysia

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1.0 SCOPE


The procedure encompasses all matters pertaining of thesis evaluation for postgraduate students who enrolled in research based programmes (Masters and PhD) including the appointment of Thesis Examination Committee and the execution of final exam (*Viva voce*)

2.0 RESPONSIBILITY

The Deputy Vice Chancellor (Academic and International), Coordinator and Administrative Officer of Thesis Unit are responsible to ensure this procedure is implemented. 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/P017	Procedure for The Endorsement and Conferment of Postgraduate Degree
UPM/PU/S/AK03/01	Work Instruction of Thesis Submission to Committee Members of Thesis Examination
UPM/PU/S/AK03/02	Work Instruction For Conducting Viva voce

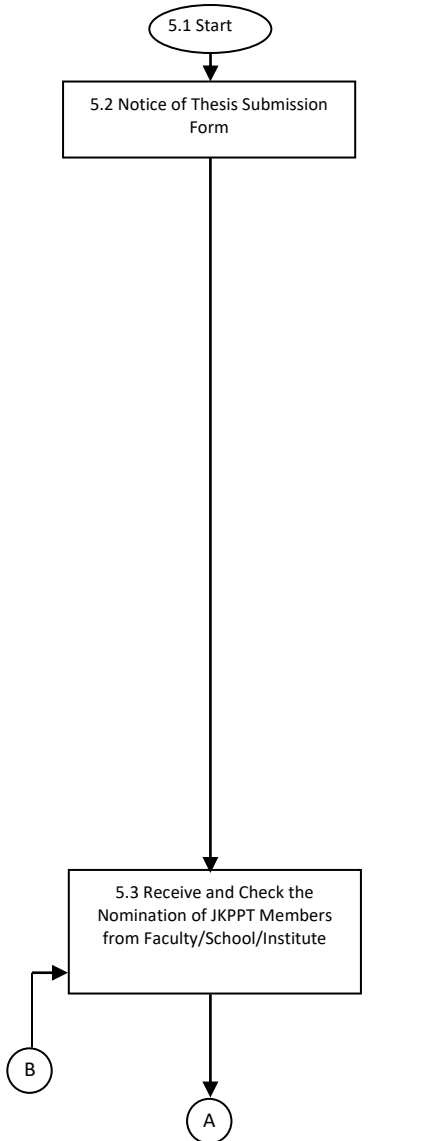
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4.0 TERMINOLOGY AND ACRONYM

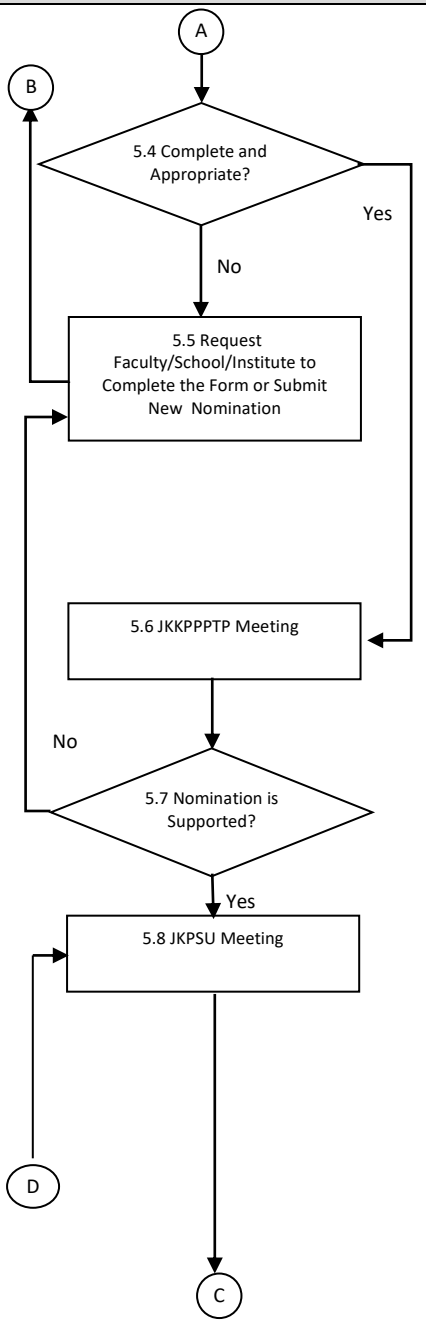
i-GIMS	: Internet Graduate Information Management System
JKPPPTP	: Supervisor and Thesis Examiner Appointment Subcommittee
JKKSTT	: Thesis Topic Review Subcommittee
JKPSU	: University Graduate Studies Committee
JKP	: Supervisory Committee
JKPPT	: Thesis Examination Committee
Coordinator	: Dean/Deputy Dean of Faculty/School; Director/Deputy Director of Institute; Officer appointed as Coordinator of Graduate Studies, Faculty/School/Institute
PhD	: Doctor of Philosophy
PT	: Administrative Officer
PT (P/O)	: Administrative Assistant (Clerical and Operational)
SPS	: School of Graduate Studies
TD	: Deputy Dean
TNCAA	: Deputy Vice Chancellor (Academic and International)


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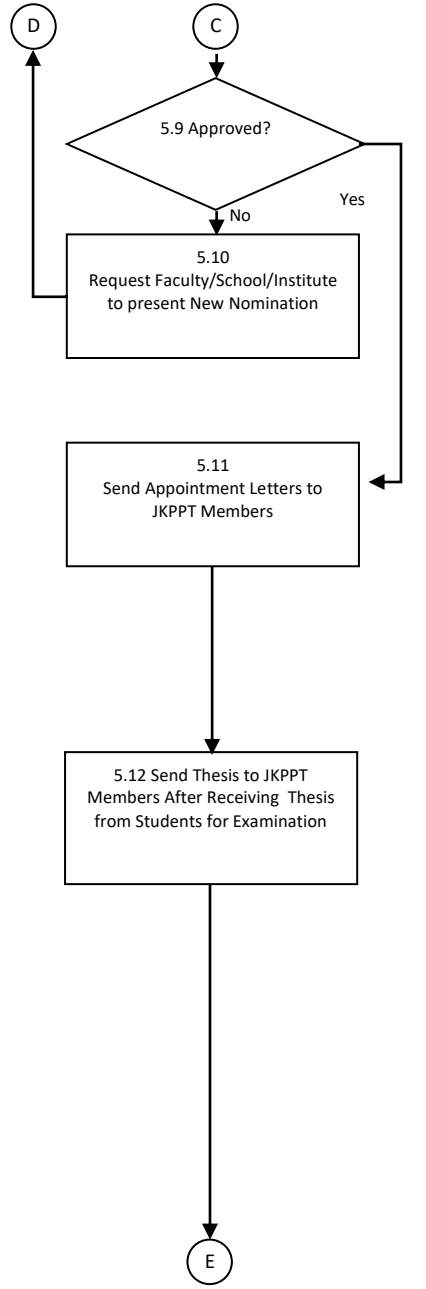
5.0 PROCESS IN DETAIL


Responsibility	Flowchart	Details	Reference Document/Record	
Coordinator/ PT/ PT (P/O) Faculty/School/ Institute	 <pre> graph TD Start([5.1 Start]) --> Step52[5.2 Notice of Thesis Submission Form] Step52 --> Step53[5.3 Receive and Check the Nomination of JKPT Members from Faculty/School/Institute] Step53 --> A((A)) Step53 --> B((B)) B --> Step52 </pre>	<p>5.2 (a) Receive completed Notice of Thesis Submission (PG/TSS/GS-14a) from student and verify information received.</p> <p>(b) Start the nomination process for JKPT members once the form PG/TSS/GS-14a is received from the student.</p> <p>(c) Complete information regarding nomination of nomination proposal of JKPT members in i-GIMS and print Nomination of Thesis Examination Committee form (PG/TSS/GS-14b).</p> <p>Notes:</p> <ul style="list-style-type: none"> Information can only be uploaded once the JKP Chairman has endorsed the PG/TSS/GS-14a form in i-GIMS and student's status is active. <p>(d) Forward the nominated JKPT members' names to SGS via PG/TSS/GS-14b form that has been completed together with the external examiner's curriculum vitae, within 60 days upon receiving PG/TSS/GS-14 form from students.</p>	<p>Notice of Thesis Submission Form (PG/TSS/GS-14a)</p> <p>Nomination of Thesis Examination Committee Form (PG/TSS/GS-14b)</p>	
Coordinator/ PT/ PT (P/O) Faculty/School/ Institute				
Coordinator/ PT/ PT (P/O) Faculty/School/ Institute				
PT/PT (P/O) Faculty/School/ Institute				
TD/PT/PT (P/O) SPS		<p>5.3 Check the nomination of JKPT members appointment and ensure the criteria set in Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003 are complied.</p>	<p>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</p>	

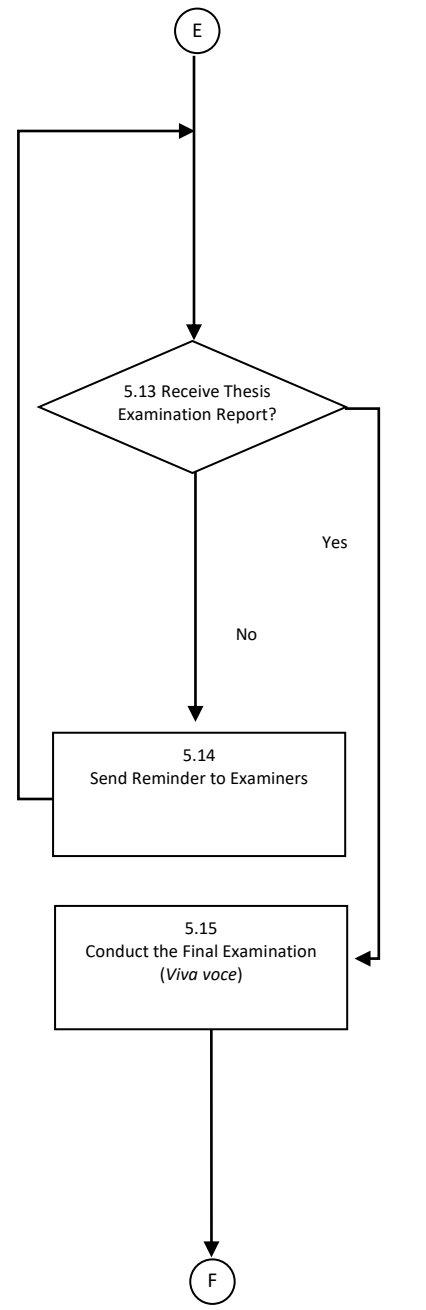
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Responsibility	Flowchart	Details	Reference Document/Record	
PT SPS	 <pre> graph TD A((A)) --> D54{5.4 Complete and Appropriate?} D54 -- Yes --> C((C)) D54 -- No --> P55[5.5 Request Faculty/School/Institute to Complete the Form or Submit New Nomination] P55 --> B((B)) B --> D54 P55 --> P56[5.6 JKKPPPTP Meeting] P56 --> D57{5.7 Nomination is Supported?} D57 -- No --> P56 D57 -- Yes --> P58[5.8 JKPSU Meeting] P58 --> D((D)) D --> P55 </pre>	<p>5.4 Complete and appropriate</p> <p>(a) If Yes, proceed to step 5.6.</p> <p>(b) If No, proceed to step 5.5.</p> <p>5.5 Request faculty/school/institute to complete the required information or make changes as suggested and/or present new suggestion within thirty (30) days after the date of notice sent by SGS and proceed to step 5.3.</p> <p>5.6 Prepare meeting documents for the nomination of JKPPPT members for JKKPPPTP review.</p> <p>5.7 Supported nomination</p> <p>(a) If Yes, proceed to step 5.8.</p> <p>(b) If No, proceed to step 5.5.</p> <p>5.8 Prepare meeting documents for the nomination proposal of JKPPPT members that have been reviewed by JKKPPPTP to be considered and approved by JKPSU.</p> <p>Note:</p> <ul style="list-style-type: none"> For special cases, proposed nomination JKPPPT member can be forwarded directly to JKPSU with the Dean's approval without being received by JKKPPPTP. 		
TD/PT/PT (P/O) SPS				
TD/PT/PT (P/O) SPS				
TD/PT/PT (P/O) SPS				


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Responsibility	Flowchart	Details	Reference Document/Record
		<p>5.9 Approved</p> <p>(a) If Yes, proceed to step 5.11.</p> <p>(b) If No, proceed to step 5.10.</p> <p>5.10 (a) Request faculty/school/institute to make proposal and/or present new suggestions thirty (30) days after the notice is sent.</p> <p>(b) Ensure the suggestion is reconsidered by JKPSU for approval.</p> <p>5.11 (a) Upload JKPSU result into i-GIMS.</p> <p>(b) Inform JKPSU result by sending appointment letters to JKPPT members after approval by JKPSU.</p> <p>(c) If Chairman and/or any of the appointed examiners reject the appointment, refer to step 5.5.</p> <p>5.12 (a) Accept completed form (PG/TSS/GS-15a) and verify information in relevant.</p> <p>(b) Request students to submit completed form (PG/TSS/GS-15a) together with four (4) (for PhD)/ three (3) (for Masters) thesis (if needed) to SGS.</p> <p>Notes:</p> <ul style="list-style-type: none"> For ICP programme, thesis submission process is subject to agreement between UPM and related institutions. <p>(c) Accept completed form PG/TSS/GS-15a together with four (4)/three (3) thesis (if needed) and verify information in relevant.</p>	<p>Thesis Submission for Examination Form (PG/TSS/GS-15a)</p> <p>Thesis Submission for Examination Form (PG/TSS/GS-15a)</p> <p>Thesis Submission Form for Examination (PG/TSS/GS-15a)</p>
TD/PT/PT (P/O) SPS			
TD/PT/PT (P/O) SPS			
PT/PT (P/O) SPS			
TD/PT (P/O) SPS			
TD/PT/PT (P/O) SPS			
Coordinator/PT/PT (P/O) Faculty/School/Institute			
Coordinator/PT/PT (P/O) Faculty/School/Institute			
PT/PT (P/O) SPS			

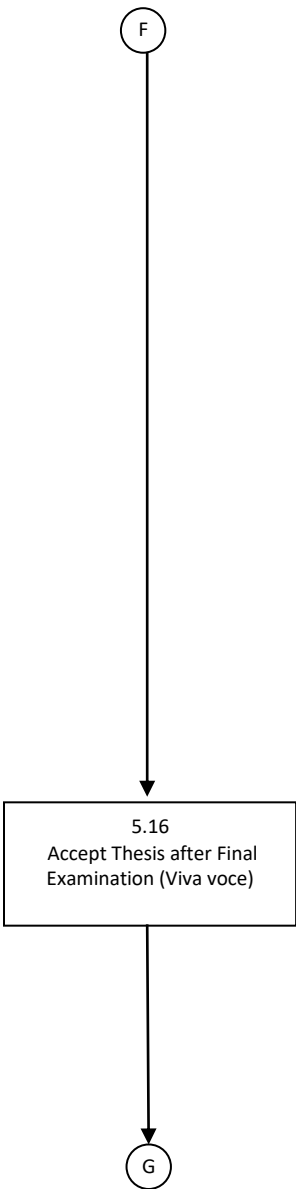
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Responsibility	Flowchart	Details	Reference Document/Record
PT/PT (P/O) SPS		(d) Complete information of acceptance onto i-GIMS.	Work Instruction for Thesis Submission to Committee Members of Thesis Examination (UPM/PU/S/AK03/01)
TD/PT/PT (P/O) SPS		(e) Send a copy of thesis to JKPPT members within seven (7) working days after receiving the thesis from student.	
TD/PT/PT (P/O) SPS		(f) If there is an appointed examiner who rejects thesis examination, refer to step 5.5.	
TD/PT/PT (P/O) SPS		5.13 Receive thesis examination report	
TD/PT/PT (P/O) SPS		(a) If yes, complete the information into i-GIMS and proceed to step 5.15. (b) If not receive within stipulated period, proceed to step 5.14. Notes: For ICP programme, the process of receiving the thesis examination report is subject to agreement between UPM and related institution.	
TD/PT/PT (P/O) SPS	5.14 Send Reminder to Examiners	5.14 Send reminder to the examiners if the examiners does not submit thesis examination report within 45 days for PhD or thirty (30) days for Master, from the date of thesis acceptance.	Work Instruction for Thesis Submission to Committee Members of Thesis Examination (UPM/PU/S/AK03/01)
PT/PT (P/O) SPS	5.15 Conduct the Final Examination (Viva voce)	5.15 (a) Send notice for Viva voce to student, JKPPT and JKP members after approval from JKPPT members receiving. (b) Conduct the Final Examination (Viva voce).	Work Instruction For Conducting Viva voce (UPM/PU/S/AK03/02)
JKPPT		Notes: • For ICP programme, final exam (viva voce) is subject to agreement between UPM and related institution.	
JKPPT		(c) Notify student about Final Examination (Viva voce) Result according to one following decisions:	

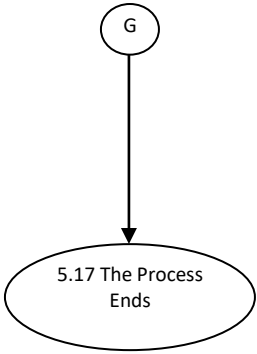
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Responsibility	Flowchart	Details	Reference Document/Record
		<p>(i) Thesis accepted without amendments.</p> <p>Students are given fifteen (15) days to make corrections to the thesis as suggested by JKPPT. Then proceed to step 5.16.</p> <p>(ii) Thesis accepted with amendments (Minor or Major).</p> <p>Students are given a maximum period of three (3) months if minor amendments or six (6) months if major amendments to make thesis corrections as suggested by JKPPT. Then proceed to step 5.16.</p> <p>(iii) <i>Re-viva voce</i></p> <p>The exam is conducted within sixty (60) days after first examination. If pass, proceed to step 5.16. If fail, student is given Fail grade.</p> <p>(iv) Re-submission of Thesis</p> <p>Student is given a maximum of 2 semesters or a year to make all corrections and resubmit of thesis for examination.</p> <p>Student has to complete PG/TSS/GS-15b form through student's portal.</p> <p>Then proceed to step 5.12.</p>	<p>Thesis Re-submission for Examination Form (PG/TSS/GS-15b)</p>

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Responsibility	Flowchart	Details	Reference Document/Record
PT/PT (P/O) SPS		(v) Re-submission of PhD thesis as Master thesis. Student is given 60 days to make corrections on thesis as suggested by JKPPT. Then proceed to step 5.16. Notes: <ul style="list-style-type: none"> This does not apply to PhD students (fast track). (vi) Thesis rejected. Student is given grade GB.	Work Instruction For Conducting Viva voce (UPM/PU/S/AK03/02)
PT/PT (P/O) SPS		(d) Obtain report from the Chairman of JKPPT after <i>Viva voce</i> is conducted. (e) Give a copy of <i>viva voce</i> report to the student, Chairman of JKP, members of JKP (except External Examiner) and Coordinator after receiving the report. (f) Complete result information of <i>viva voce</i> result into i-GIMS.	
Coordinator/PT/PT (P/O) Faculty/School/Institute		5.16 (a) Acceptance of Submission of Thesis After Final Examination (Viva Voce) form (PG/TSS/GS-16a) that has been verified by the Chairman of JKPPT, Examiner, and the Chairman of JKP and verify the form by completing the relevant parts in the form.	Submission of Thesis After Final Examination (Viva Voce) Form (PG/TSS/GS-16a)
Coordinator/PT/PT (P/O) Faculty/School/Institute		(b) Request students to submit the completed PG/TSS/GS-16a form together with a copy of thesis and other related documents to SGS.	
PT/PT (P/O) SPS		(c) Accept completed PG/TSS/GS-16a form together with a copy of thesis and other related documents and verify the form by completing the related parts.	


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Responsibility	Flowchart	Details	Reference Document/Record
PT/PT (P/O) SPS TD/PT/PT (P/O) SPS	 <pre> graph TD G((G)) --> E([5.17 The Process Ends]) </pre>	(d) Complete the information onto i-GIMS. (e) Prepare student list for post graduate Degree Conferment Proposal meeting for JKKSTT review, JKPSU approval and University Senate endorsement.	Procedure For Endorsement and Conferment of Postgraduate Degree (UPM/PU/S/P017)

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6.0 RECORD

Bil	File Code, File Title and List of Record	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"> • Nomination of the Thesis Examination Committee (PG/TSS/GS-14b) Form and copy of Curriculum Vitae for External Examiner. • Appointment Letter of JKPPT members (Quality records also can be referred in i-IGMS). • Thesis Submission for Examination Form (PG/TSS/GS-15a) or Thesis Re-submission for Examination (PG/TSS/GS-15b) form. • Letter/Email of Thesis Submission to JKPPT members (Quality records also can be referred in the thesis online system). • Reminder notice to examiner (if related). • Examiner Report (Quality records also can be referred in the thesis online system). • Letter/Email of distribution of Viva voce report • Reminder notice to the Chairman of JKPPT (if related) • Submission of Thesis After Final Examination (Viva voce) Form (PG/TSS/GS-16a) and list of thesis corrections. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	<p>Student File Room, SPS / Network Attached Storage</p> <p>At least for 3 years after students graduate</p>	Director of General National Archives of Malaysia

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Bil	File Code, File Title and List of Record	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
2.	UPM.PTJ Code.600-4/19/1(Matric No.) STUDENT'S FILE <ul style="list-style-type: none"> • Copy of Notice of Thesis Submission (PG/TSS/GS-14 Form, Table of Content and Research Summary • Copy of Nomination of Thesis Examination Committee (PG/TSS/GS-14b) Form and Curriculum Vitae for External Examiner. • Copy of Viva voce report 	PT/PT (P/O) Faculty/School/ Institute	PT/PT (P/O) Faculty/School/ Institute	File Room Faculty/ School/ Institute At least for 2 years after students graduate	Director of General National Archives of Malaysia
3.	UPM.SPS.600-4/12/15 STUDENT THESIS MANUSCRIPT <ul style="list-style-type: none"> • Copy of Final Thesis • Student Name List • Form for Confirmation of Thesis Acceptance (PG/TSS/GS-16c) 	PT (P/O) SPS	PT/PT (P/O) SPS	General Office Thesis Unit / <i>Network Attached Storage</i> Permanent	Director of General National Archives of Malaysia
4.	UPM.PTJ Code.600-4/12/15 STUDENT THESIS MANUSCRIPT <ul style="list-style-type: none"> • Student Name List 	PT (P/O) Faculty/School/ Institute	PT (P/O) Faculty/School/ Institute	Faculty/ School/ Institute Permanent	Director of General National Archives of Malaysia
6.	UPM.SPS.600-4/10/7 JAWATANKUASA KECIL PELANTIKAN PENYELIA DAN PEMERIKSA TESIS PELAJAR (JKKPPPTP) <ul style="list-style-type: none"> • JKKPPPTP Minute Meeting • Related Paperwork. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	<i>Network Attached Storage</i> 3 years	Director of General National Archives of Malaysia