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## 1.0 TUJUAN


Garis Panduan ini bertujuan menerangkan kepada pelajar pascasiswazah UPM tentang tanggungjawab pelajar sepanjang tempoh pengajian yang merangkumi Panduan Permohonan Bantuan Kewangan, Pengesahan Penajaan, Pendaftaran Pelajar Baharu, Pendaftaran Kursus (Daftar, Lewat Daftar, Tambah, Gugur dan Pertukaran Status Kursus), Pemindahan Kredit dan Pengecualian Kursus, Pertukaran Program Pengajian (termasuk Program Kerjasama Antarabangsa dan Program Secara Industri), Pertukaran PTJ dan/atau Bidang Pengajian (bagi Program Secara Penyelidikan), Penamaan dan Penamaan Semula Ahli Jawatankuasa Penyeliaan Pelajar bagi Program Secara Penyelidikan, Permohonan Naik Taraf Pengajian daripada Program Master kepada PhD dan Turun Taraf Pengajian daripada Program PhD kepada Master, Penangguhan Pengajian, Tarik Diri Pengajian, Pelanjutan Tempoh Pengajian, Pertukaran Status Pengajian Gugur (*Dropped*), Penyambungan Semula Status Pengajian daripada Gugur (*Dropped*) kepada 'Baik' (*Continue*), Pertukaran Mod Pengajian dari Sepenuh Masa kepada Separuh Masa (Pelajar Tempatan), Penilaian dan Peperiksaan, Peperiksaan Semula, Semakan Gred Kursus, Mengulang Semester bagi Pelajar Program Secara Kerja Kursus, Semakan ke atas Pemberhentian, Penghantaran Notis Penyerahan Tesis, Penyerahan Tesis untuk Peperiksaan Akhir (*Viva Voce*), Peperiksaan Akhir (*Viva Voce*), Penyerahan Semula Tesis untuk Peperiksaan Akhir (*Viva Voce*), Penyerahan Tesis Selepas Peperiksaan Akhir (*Viva Voce*), Penghantaran Tesis Akhir Berjilid Keras (*Hardbound*), Pengesahan Bergraduat, Peminjaman dan Pemulangan Jubah Akademik, Menghadiri Majlis Konvokesyen dan Permohonan Hadiah Universiti.

## 2.0 TERMINOLOGI DAN SINGKATAN

BKW	: Basiswa Khas Wartawan
BYSC	: Bantuan Yuran Siswazah Cemerlang
CALC	: Pusat Pemajuan Kompetensi Bahasa
Calon Pelajar	: Calon pelajar yang belum menerima nombor matrik
CE	: Peperiksaan Komprehensif ( <i>Comprehensive Examination</i> )
CIEP	: <i>Certified Intensive English Programme</i> di ELS
CV	: <i>Curriculum Vitae</i>
Dekan	: Dekan Fakulti/Sekolah
ED	: <i>Exceeded Duration</i>
ELS	: <i>English Language Skill Language Centre</i>

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ERA	: <i>Educational Research Abstracts</i>
eSMP	: Sistem Maklumat Pelajar
GB	: Gagal dan Diberhentikan
GRA	: <i>Graduate Research Assistance</i>
GRF	: <i>Graduate Research Fellowship</i>
GTA	: <i>Graduate Teaching Assistant</i>
HSAAS	: Hospital Sultan Abdul Aziz Shah
Hutang	: Termasuk yuran, penalti, kenaaan denda atau apa-apa bayaran yang perlu dijelaskan kepada UPM
iBT	: <i>Internet Based Test</i>
ICP	: Program Kerjasama Antarabangsa ( <i>International Collaborative Programme</i> )
IELTS	: <i>International English Language Testing System</i>
i-GIMS	: <i>Internet Graduate Information Management System</i>
IGSS	: <i>International Graduate Student Scholarship</i>
i-PUTRA	: Pusat Antarabangsa
JCR	: <i>Journal Citation Reports</i>
JKP	: Jawatankuasa Penyeliaan
JKPBKPS	: Jawatankuasa Pemilih Bantuan Kewangan Pengajian Siswazah
JKPSU	: Jawatankuasa Pengajian Siswazah Universiti
JKSS	: Jawatankuasa Semakan Siswazah
MAPIM	: Majlis Penerbitan Ilmiah Malaysia
NG	: Program Tanpa Ijazah ( <i>Non Graduating</i> )
PASS	: <i>Putra Alumni Scholarship Scheme</i>
PDF	: <i>Portable Document Format</i>
Pelajar Baharu	: Pelajar Semester Pertama
Pelajar Sambungan	: Pelajar Semester Kedua dan berikutnya
PIBK	: Unit Perhubungan Institusi dan Bantuan Kewangan, Sekolah Pengajian Siswazah
PIE 1	: <i>Postgraduate Intensive English 1</i> di CALC
PIE 2	: <i>Postgraduate Intensive English 2</i> di CALC
PKU	: Pusat Kesihatan Universiti
PNGK	: Purata Nilai Gred Keseluruhan
PSI	: Program Secara Industri
PSKK	: Program Secara Kerja Kursus
PTE	: <i>Pearson Test of English</i>

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PTJ	: Pusat Tanggungjawab iaitu merangkumi Fakulti/Sekolah/Institut
PYB	: Pegawai Yang Bertanggungjawab
SPS	: Sekolah Pengajian Siswazah
SPS5903	: Seminar ( <i>Research Proposal</i> ) - Master
SPS5999	: <i>Master's Research</i>
SPS6903	: Seminar ( <i>Research Proposal</i> ) - Doctoral
SPS6999	: <i>Doctoral Research</i>
TD	: Timbalan Dekan (Siswazah) Fakulti/Sekolah
TNCAA	: Timbalan Naib Canselor (Akademik dan Antarabangsa)
TOEFL	: <i>Test of English as a Foreign Language</i>
TP	: Timbalan Pengarah Institut (yang memegang portfolio pascasiswazah)
UA	: Unit Akademik, Sekolah Pengajian Siswazah
UBK	: Unit Bantuan Kewangan, Sekolah Pengajian Siswazah
UP	: Unit Pengambilan, Sekolah Pengajian Siswazah
UPI	: Unit Perhubungan Institusi, Sekolah Pengajian Siswazah
UPM	: Universiti Putra Malaysia
UPP	: Unit Pembangunan Pelajar, Sekolah Pengajian Siswazah
UT	: Unit Tesis, Sekolah Pengajian Siswazah
WOS	: <i>Web of Science</i>

### 3.0 PANDUAN


Bil	Tindakan
1.	<b>Persediaan Pelajar Baharu</b>
1.1	<b>Rujukan Utama Pengajian Pascasiswazah</b>  (i) Pelajar perlu merujuk dokumen berikut sepanjang tempoh pengajian: <ul style="list-style-type: none"> <li>(a) Kaedah Universiti Putra Malaysia (Pengajian Siswazah) Peraturan 2003 (Semakan Terkini).</li> <li>(b) <i>Postgraduate Students Handbook</i> (edisi terkini).</li> <li>(c) <i>Postgraduate Candidature Checklist</i>.</li> </ul>

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Bil	Tindakan
	<p>Pautan:  <a href="https://sgs.upm.edu.my/pelajar_semasa/postgraduate_candidature_checklist-12652">https://sgs.upm.edu.my/pelajar_semasa/postgraduate_candidature_checklist-12652</a>).</p>
<b>1.2</b>	<p><b>Pengemaskinian Maklumat Penajaan Luar dalam i-GIMS</b></p> <p>(i) Pelajar membuat permohonan pengemaskinian maklumat penajaan kepada PYB UBK SPS melalui emel <a href="mailto:sgs.financialaid@upm.edu.my">sgs.financialaid@upm.edu.my</a> dengan mengemukakan maklumat berikut:</p> <p>(a) Nama dan alamat penerima.  (b) Surat penajaan terkini (sekiranya maklumat berbeza dengan rekod semasa dalam i-GIMS).</p>
<b>1.3</b>	<p><b>Pengesahan Maklumat Penajaan</b></p> <p>(i) Pelajar membuat permohonan bagi mendapatkan pengesahan penajaan kepada PYB UBK melalui emel <a href="mailto:sgs.financialaid@upm.edu.my">sgs.financialaid@upm.edu.my</a>.</p>
<b>2.</b>	<p><b>Pengurusan Bantuan Kewangan Pascasiswazah</b></p>
<b>2.1</b>	<p><b>Bantuan Kewangan GTA, PASS, IGSS, BKW dan BYSC</b></p> <p>(i) Pelajar membuat semakan tarikh iklan permohonan dan syarat kelayakan bantuan kewangan melalui laman web SPS. Permohonan akan dibuka sekurang-kurangnya dua (2) bulan sebelum semester baharu bermula;</p> <p>(ii) Pelajar melengkapkan permohonan melalui portal pelajar mengikut tempoh yang ditetapkan oleh SPS;</p> <p>(iii) Pelajar memaklumkan kepada Penasihat/Penyelia untuk mengesahkan permohonan melalui i-GIMS mengikut tempoh yang ditetapkan oleh SPS;</p> <p>(iv) Pelajar yang ditawarkan bantuan kewangan membuat pengesahan penerimaan/penolakan mengikut tempoh yang ditetapkan;</p>

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Bil	Tindakan
	<ul style="list-style-type: none"> <li>(v) Pelajar mencetak surat tawaran melalui portal pelajar; dan</li> <li>(vi) Bagi penerima GTA, pelajar menghadiri sesi taklimat yang dilaksanakan oleh SPS.</li> </ul>
<b>2.2</b>	<p><b>Bantuan Kewangan GRA</b></p> <ul style="list-style-type: none"> <li>(i) Pelajar membuat semakan kelayakan permohonan melalui laman web SPS dan menyemak ketersediaan geran Penasihat/Penyelia sebelum permohonan dikemukakan;</li> <li>(ii) Pelajar melengkapkan permohonan melalui portal portal pelajar sebelum 15 haribulan pada setiap bulan;</li> <li>(iii) Pelajar memaklumkan kepada Penasihat/Penyelia untuk mengesahkan permohonan melalui i-GIMS; dan</li> <li>(iv) Setelah permohonan diluluskan, pelajar akan menerima notifikasi secara automatik melalui i-GIMS dan pelajar boleh memuat turun surat tawaran melalui portal pelajar.</li> </ul> <p><b>Nota:</b> Permohonan GRA dibuka sepanjang tahun.</p>
<b>2.3</b>	<p><b>Agihan Pengajaran bagi Pelajar yang Menerima GTA</b></p> <ul style="list-style-type: none"> <li>(i) Pelajar yang menerima GTA melaksanakan aktiviti membantu dalam pengajaran dengan had maksimum empat (4) jam seminggu bagi pelajar Master dan enam (6) jam seminggu bagi pelajar PhD mengikut kursus yang ditetapkan oleh Ketua PTJ/TD/TP PTJ.</li> </ul>

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Bil	Tindakan
2.4	<p><b>Bantuan Kewangan bagi Sangkutan Penyelidikan atau Pembentangan Antarabangsa</b></p> <p><b>(1) Permohonan Bantuan Kewangan</b></p> <p>(i) Pelajar merujuk syarat permohonan serta syarat kelayakan permohonan bantuan kewangan di laman web SPS. (Pautan: <a href="https://sgs.upm.edu.my/financial_assistance_scholarships-1893">https://sgs.upm.edu.my/financial_assistance_scholarships-1893</a>);</p> <p>(ii) Pelajar melengkapkan Borang Permohonan Bantuan Kewangan Menjalani Sangkutan Penyelidikan di Luar Negara (<u>PG/FAD/GS-42</u>) atau Borang Permohonan Bantuan Kewangan Menghadiri Pembentangan Antarabangsa (<u>PG/FAD/GS-48</u>) serta mendapatkan pengesahan daripada penyelia dan ketua/TD/TP PTJ;</p> <p>(iii) Pelajar mendapatkan tandatangan daripada Penasihat/Penyelia dan Ketua PTJ/TD/TP PTJ; dan</p> <p>(iv) Pelajar menghantar borang yang telah lengkap beserta dokumen sokongan ke UPI, SPS atau melalui salinan lembut ke emel <a href="mailto:sgs_intl.programme@upm.edu.my">sgs_intl.programme@upm.edu.my</a>.</p> <p><b>Nota:</b> Permohonan pelajar akan dipertimbangkan oleh JKPBKPS dan keputusan akan dimaklumkan kepada pelajar melalui emel.</p> <p><b>(2) Tuntutan Bayaran Bantuan Kewangan bagi Sangkutan Penyelidikan atau Pembentangan Antarabangsa</b></p> <p>(i) Pelajar melengkapkan dan menghantar Borang Tuntutan Perjalanan dan Pelbagai untuk Pelajar (SOK/KEW/BR048/BYR) beserta dokumen sokongan kepada UPIBK SPS dalam tempoh (2) bulan selepas tamat program.</p> <p><b>Nota:</b> Borang SOK/KEW/BR048/BYR boleh diakses melalui laman web SPS.</p>

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Bil	Tindakan
2.5	<p><b>Bayaran Bantuan Kewangan</b></p> <p>(i) Pelajar di bawah Skim GTA/GRA melengkapkan log aktiviti bulanan melalui i-GIMS selewat-lewatnya pada 2 haribulan bulan berikutnya bagi tujuan pemprosesan pembayaran elaun.</p> <p><b>Nota:</b></p> <p>(a) Bayaran elaun bulanan akan dikreditkan ke akaun pelajar pada akhir bulan berikutnya (Contoh: Elaun bagi bulan Januari akan dibayar pada penghujung bulan Februari).</p> <p>(b) Bayaran elaun tidak akan dilaksanakan bagi pelajar yang berstatus Percubaan (Probation), Tangguh (<i>Defer</i>), Tarik Diri (<i>Withdraw</i>), Gagal dan Diberhentikan (<i>Terminated GB</i>).</p>
2.6	<p><b>Penahanan/Penamatan Bantuan Kewangan</b></p> <p><b>(1) Penahanan Bayaran Elaun GRA Disebabkan Baki Peruntukan Geran Tidak Mencukupi</b></p> <p>(i) Pelajar mendapatkan nasihat daripada Penasihat/Penyelia mengenai ketersediaan geran lain yang boleh digunakan bagi tujuan pembayaran elaun GRA; dan</p> <p>(ii) Pelajar mengemukakan permohonan baharu melalui portal pelajar.</p> <p><b>(2) Penamatan Bantuan Kewangan Disebabkan Pelajar Menerima Bantuan Kewangan/Tajaan Lain</b></p> <p>(i) Pelajar mengemukakan permohonan rasmi kepada SPS untuk membatalkan bantuan kewangan sedia ada sekiranya telah menerima bantuan kewangan atau tajaan lain melalui emel sgs.financialaid@upm.edu.my; dan</p>

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	<p>(ii) Pelajar membuat bayaran balik kepada Universiti (jika berkenaan), tertakluk kepada arahan yang dikeluarkan oleh SPS.</p>
<b>2.7</b>	<p><b>Pecah Kontrak dan Tuntutan Gantirugi GRF/GRA</b></p> <p>(i) Pelajar yang menerima GRF/GRA (skim terdahulu) perlu memenuhi semua keperluan seperti mana yang ditetapkan dalam perjanjian yang telah ditandatangani; dan</p> <p>(ii) Pelajar merujuk Garis Panduan Tindakan Pecah Kontrak dan Tuntutan Gantirugi Pembantu Penyelidik Siswazah (GRA) dan Fellowship Penyelidik Siswazah (GRF) (GP/FAD/S-01) sekiranya menerima notis pecah kontrak dan tuntutan gantirugi daripada universiti.</p> <p><b>Nota:</b></p> <p>(a) Tindakan pecah kontrak ini hanya terpakai kepada pelajar yang terikat dengan perjanjian yang ditandatangani dengan UPM di bawah skim GRF/GRA terdahulu.</p> <p>(b) Garis Panduan berkaitan boleh diakses di laman web SPS.</p>
<b>3.</b>	<p><b>Pendaftaran Kemasukan Pelajar Baharu dan Sambungan</b></p>
<b>3.1</b>	<p><b>Pendaftaran Kemasukan Pelajar Baharu</b></p> <p><b>(1) Pendaftaran melalui sistem PutraENROLL</b></p> <p>(i) Calon pelajar menyemak tarikh pendaftaran pelajar di laman web SPS melalui pautan: (<a href="https://sgs.upm.edu.my/new_students-3940">https://sgs.upm.edu.my/new_students-3940</a>).</p> <p>(ii) Calon pelajar log masuk ke Portal Pemohon (<i>Applicant Portal</i>) melalui pautan: (<a href="http://sgsportal.upm.edu.my:8080/sgsportal/">http://sgsportal.upm.edu.my:8080/sgsportal/</a>).</p> <p>(iii) Calon pelajar mengisi maklumat di PutraENROLL dalam tempoh yang ditetapkan dengan merujuk '<i>PutraENROLL User Manual</i>' melalui</p>

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Bil	Tindakan
	<p>pautan: (<a href="https://sgs.upm.edu.my/new_students-3940">https://sgs.upm.edu.my/new_students-3940</a>) dan mengemaskini permohonan di PutraENROLL sekiranya terdapat komen pembetulan oleh pihak pentadbir.</p> <p>(iv) Calon pelajar menerima nombor matrik melalui pemakluman di emel calon pelajar.</p> <p><b>(2) Pengaktifan UPM-ID</b></p> <p>(i) Pelajar mengaktifkan UPM-ID dengan merujuk pada 'Manual Pengguna (<i>User Manual</i>): Pengaktifan UPM-ID Pelajar dan Emel Pelajar (<i>Google Apps Academic</i>)' melalui pautan: <b><a href="https://upm-id.upm.edu.my/info/man_student.pdf">https://upm-id.upm.edu.my/info/man_student.pdf</a></b></p> <p><b>(3) Pengesahan Pendaftaran Pelajar Baharu</b></p> <p>(i) Pelajar log masuk ke Portal Pelajar dengan menggunakan nombor matrik dan kata laluan yang didaftarkan melalui pautan: <a href="http://sgsportal.upm.edu.my:8080/sgsportal/">http://sgsportal.upm.edu.my:8080/sgsportal/</a>;</p> <p>(ii) Pelajar mencetak '<i>Registration Checklist for New Student (Verification Purposes)</i>' dan memastikan semua bahagian disahkan oleh pihak berkaitan;</p> <p>(iii) Pelajar mendaftar kursus di Portal Pelajar;</p> <p>(iv) Pelajar antarabangsa membuat tempahan janji temu pemeriksaan kesihatan di PKU melalui Portal Pelajar manakala pelajar tempatan boleh membuat pemeriksaan kesihatan di mana-mana klinik kerajaan atau swasta;</p> <p>(v) Pelajar antarabangsa menghantar pasport dan slip pendaftaran kursus ke i-PUTRA selepas mendapat keputusan pemeriksaan kesihatan;</p>

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Bil	Tindakan																			
	<p>(vi) Pelajar hadir ke Kaunter Pengambilan, SPS bagi tujuan pengesahan dengan membawa <i>'Registration Checklist for New Student (Verification Purposes)'</i> yang telah dilengkapkan dan dokumen yang disenaraikan di dalam senarai semak tersebut; dan</p> <p>(vii) Pelajar yang menerima tajaan perlu menghantar salinan lembut surat tawaran penajaan kepada Unit PIBK SPS melalui emel sgs.financialaid@upm.edu.my untuk dikemaskini dalam i-GIMS.</p>																			
<b>3.2</b>	<p><b>Pengemaskinian Status Pengajian daripada 'Bersyarat' (<i>Provisional</i>) kepada 'Baik' (<i>Continue</i>)</b></p> <p><b>(1) Status Bersyarat disebabkan tidak memenuhi keperluan Bahasa Inggeris</b></p> <p>(i) Pelajar menerima pemakluman daripada PutraENROLL untuk mendaftar Kursus Bahasa Inggeris yang ditawarkan oleh ELS;</p> <p>(ii) Pelajar merujuk <i>Postgraduate Candidature Checklist -English Programme</i> (Pautan: <a href="https://sgs.upm.edu.my/current_students-2973">https://sgs.upm.edu.my/current_students-2973</a>) untuk maklumat lanjut berkenaan kursus Bahasa Inggeris;</p> <p>(iii) Pelajar mendaftar kursus tersebut melalui laman web ELS;</p> <p>(iv) Pelajar boleh mendaftar kursus prasyarat/bahasa/teras/elektif berdasarkan tahap kursus Bahasa Inggeris yang didaftarkan sepertimana berikut:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th rowspan="2">Kategori Kursus Bahasa Inggeris</th> <th colspan="4">Kursus Boleh Daftar</th> </tr> <tr> <th>Prasyarat</th> <th>Bahasa</th> <th>Teras</th> <th>Elektif</th> </tr> </thead> <tbody> <tr> <td>CIEP 101 - 107</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> </tr> <tr> <td>CIEP 108 - 109</td> <td style="text-align: center;">/</td> <td style="text-align: center;">/</td> <td style="text-align: center;">/</td> <td style="text-align: center;">/</td> </tr> </tbody> </table>	Kategori Kursus Bahasa Inggeris	Kursus Boleh Daftar				Prasyarat	Bahasa	Teras	Elektif	CIEP 101 - 107	X	X	X	X	CIEP 108 - 109	/	/	/	/
Kategori Kursus Bahasa Inggeris	Kursus Boleh Daftar																			
	Prasyarat	Bahasa	Teras	Elektif																
CIEP 101 - 107	X	X	X	X																
CIEP 108 - 109	/	/	/	/																

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	<b>Kod Dokumen: PU/S/GP004/PELAJAR</b>	No. Isu: 01
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Bil	Tindakan
	<p>(v) Pelajar menghadiri kuliah dan menduduki peperiksaan;</p> <p>(vi) Pelajar akan diberikan status 'Gagal dan Diberhentikan' (<i>Terminated (GB)</i>) sekiranya gagal kursus Bahasa Inggeris kali ke-3;</p> <p>(vii) Pelajar mengambil tindakan berikut setelah lulus kursus berikut:</p> <ul style="list-style-type: none"> <li>• Pelajar yang lulus dikehendaki mengesahkan penerimaan tawaran di Portal Pemohon (<i>Applicant Portal</i>) dengan klik butang <i>Accept</i> dan melengkapkan semua seksyen di PutraENROLL bagi mendapatkan nombor matrik baharu, atau</li> <li>• Pelajar yang lulus CIEP 109 perlu membawa <i>Certificate of Completion &amp; Summary Progress Report</i> ke Kaunter Pengambilan, SPS atau emel kepada <a href="mailto:sgs.admissions@upm.edu.my">sgs.admissions@upm.edu.my</a> untuk pengemaskinian status pengajian pelajar di dalam i-GIMS.</li> </ul> <p>(viii) Pelajar boleh menarik diri daripada Kursus Bahasa Inggeris dengan mengemukakan surat permohonan tarik diri di Kaunter Pengambilan, SPS atau melalui emel <a href="mailto:pg_admission@upm.edu.my">pg_admission@upm.edu.my</a>. Pelajar akan diberikan surat penarikan diri dalam tempoh dua (2) hingga lima (5) hari bekerja untuk kegunaan di i-PUTRA.</p> <p><b>(2) Status Bersyarat Disebabkan Perlu Mengambil Kursus Prasyarat</b></p> <p>(i) Pelajar merujuk skema pengajian yang telah disediakan oleh PTJ untuk mendapatkan maklumat kursus prasyarat;</p> <p>(ii) Pelajar mendaftar kursus berkenaan di Portal Pelajar;</p> <p>(iii) Pelajar menghadiri kuliah dan menduduki peperiksaan; dan</p> <p>(iv) Pelajar menyemak status pengajian daripada Status Bersyarat (<i>Provisional</i>) kepada Sambung (<i>Continue</i>) dalam Portal Pelajar.</p>

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		No. Isu: 01
	<b>Kod Dokumen: PU/S/GP004/PELAJAR GARIS PANDUAN PENGAJARAN DAN PEMBELAJARAN (SISWAZAH) UNTUK PELAJAR</b>	Tarikh: 30/06/2026


Bil	Tindakan
	<p><b>(3) Status Bersyarat Disebabkan Keperluan Mengemukakan Sijil Akademik Dan Transkrip</b></p> <p>(i) Pelajar mendapatkan sijil akademik dan transkrip asal daripada institusi pengajian; dan</p> <p>(ii) Pelajar hadir ke Kaunter Pengambilan, SPS bagi tujuan pengesahan pendaftaran dengan membawa dokumen yang disenaraikan di dalam Senarai Semak Pendaftaran Untuk Pelajar Baharu (Tujuan Pengesahan) beserta dokumen tambahan (sekiranya berkaitan).</p>
<b>3.3</b>	<p><b>Pengesahan Kesihatan Pelajar Antarabangsa Yang Baru Masuk ke Malaysia</b></p> <p>(i) Pelajar menjalankan proses saringan kesihatan di PKU dengan membawa <i>Health Examination Report Form</i> dan <i>Registration Checklist for New Student (Verification Purposes)</i>; dan</p> <p>(ii) Pelajar hadir ke Kaunter Pengambilan, SPS bagi tujuan pengesahan dengan membawa '<i>Registration Checklist for New Student (Verification Purposes)</i>' yang telah dilengkapkan dan dokumen yang disenaraikan di dalam senarai semak tersebut.</p>
<b>3.4</b>	<p><b>Majlis Ikrar dan Taklimat Pelajar Pascasiswazah Baharu</b></p> <p>(i) Pelajar membuat pra-pendaftaran kehadiran (pre-registration) bagi Majlis Ikrar dan Taklimat Pelajar Pascasiswazah Baharu; dan</p> <p>(ii) Pelajar menghadiri Majlis Ikrar/Taklimat Pelajar Pascasiswazah Baharu dan merekodkan kehadiran.</p>

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Bil	Tindakan	
<b>4.</b>	<b>Pengurusan Program Sokongan Pembelajaran Putra Sarjana</b>	
<b>4.1</b>	<b>Pelaksanaan Program</b>	
	<ul style="list-style-type: none"> <li>(i) Pelajar merujuk iklan tawaran program Putra Sarjana di emel pelajar/ laman web SPS/ media sosial SPS (contoh; Facebook/ Telegram/ Instagram);</li> <li>(ii) Pelajar membuat pra-pendaftaran melalui Portal Putra Sarjana (<a href="http://sgsportal.upm.edu.my:8080/putrasarjana/">http://sgsportal.upm.edu.my:8080/putrasarjana/</a>);</li> <li>(iii) Pelajar hadir dan melaksanakan penilaian keberkesanan program; dan</li> <li>(iv) Pelajar memuat turun e-sijil melalui emel pelajar.</li> </ul>	
<b>5.</b>	<b>Pendaftaran Kursus</b>	
<b>5.1</b>	<b>Pendaftaran Kursus Pelajar Baharu</b>	
	<ul style="list-style-type: none"> <li>(i) Pelajar merujuk kepada skema pengajian yang diberi oleh PTJ dan <i>Postgraduate Candidature Checklist</i> yang boleh dimuat turun melalui laman web SPS melalui pautan berikut: (<a href="https://sgs.upm.edu.my/current_students-2973">https://sgs.upm.edu.my/current_students-2973</a>);</li> </ul> <p><b>Nota:</b> Maklumat mengenai proses tambah/gugur kursus dan jadual waktu kuliah amali boleh dirujuk di Portal Pelajar.</p> <ul style="list-style-type: none"> <li>(ii) Pelajar mendaftar kursus secara dalam talian di Portal Pelajar dengan mengambil kira perkara berikut: <ul style="list-style-type: none"> <li>(a) Pelajar boleh mendaftar kursus dengan minimum enam (6) jam kredit dan maksimum 20 jam kredit setiap semester. Pelajar yang ingin mendaftar kursus lebih atau kurang daripada had kredit yang ditetapkan, hendaklah melengkapkan Borang <i>Application to</i></li> </ul> </li> </ul>	

	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 14/61
	<b>PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK &amp; ANTARABANGSA)</b>	No. Semakan: 02
	<b>Kod Dokumen: PU/S/GP004/PELAJAR</b>	No. Isu: 01
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Bil	Tindakan
	<p><i>Add/Drop Course</i> (PG/ACA/GS-06) secara manual yang boleh dimuat turun melalui Portal Pelajar.</p> <p>(b) Pelajar baharu Program Secara Penyelidikan dibenarkan mendaftar SPS5903/ SPS6903/ SPS5999/ SPS6999 sehingga minggu ke-13 manakala selain kursus tersebut, pelajar dibenarkan mendaftar sehingga minggu ke-2 atau tempoh lain berdasarkan sokongan daripada PTJ dan kelulusan SPS.</p> <p>(c) Pelajar yang berstatus 'Bersyarat' (<i>Provisional</i>) disebabkan belum melengkapkan keperluan kursus prasyarat tidak dibenarkan mendaftar kursus teras program sehingga kursus prasyarat tersebut dilengkapkan. Namun, kursus prasyarat boleh diambil bersama dengan:</p> <ul style="list-style-type: none"> <li>• Kursus elektif yang bukan pengkhususan / berkait dengan kursus teras atau prasyarat.</li> <li>• Master / Doctoral Research (hanya untuk program secara penyelidikan) (SPS5999/SPS6999).</li> <li>• Kursus bahasa (PIE 2 / LPM 2100).</li> <li>• Kursus Kaedah Penyelidikan (Research Methodology).</li> </ul> <p>(d) Pelajar program secara penyelidikan perlu mendaftar kursus prasyarat bersama kursus lain seperti dinyatakan dalam 5.1 (ii) (c) dengan jumlah minimum 6 jam kredit. Manakala, pelajar program Master Secara Kerja Kursus (MSKK) dibenarkan mendaftar kursus prasyarat bersama kursus lain seperti dinyatakan dalam 5.1 (ii) (c) dengan jumlah kurang daripada 6 jam kredit;</p> <p>(e) Bagi pelajar NG 'secara penyelidikan', pendaftaran kursus SPS5999/SPS6999 dengan minimum enam (6) jam kredit akan dilaksanakan oleh PYB UA melalui pemakluman daripada PYB UPI; dan</p>

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	<b>Kod Dokumen: PU/S/GP004/PELAJAR</b>	No. Isu: 01
	<b>GARIS PANDUAN PENGAJARAN DAN PEMBELAJARAN (SISWAZAH) UNTUK PELAJAR</b>	Tarikh: 30/06/2026


Bil	Tindakan
	<p>(f) Bagi pelajar NG 'secara kerja kursus', pelajar perlu mendaftar kursus sebagaimana yang ditetapkan oleh PTJ.</p> <p>(iii) Pelajar membuat semakan senarai kursus yang telah didaftarkan melalui Portal Pelajar dan mencetak slip pendaftaran kursus sebagai rekod; dan</p> <p>(iv) Pelajar antarabangsa mengemukakan slip pendaftaran kursus dan passport ke i-PUTRA bagi tujuan pemprosesan Pas Pelajar.</p>
<b>5.2</b>	<p><b>Pendaftaran Kursus Pelajar Sambungan</b></p> <p>(i) Pelajar merujuk kepada skema pengajian yang boleh didapati di Pej. TD/TP PTJ masing-masing dengan mengambil perhatian perkara berikut:</p> <p>(a) Pelajar merujuk kepada tarikh-tarikh penting berkaitan proses akademik dalam kalendar akademik yang boleh dicapai melalui laman web SPS bagi urusan pendaftaran kursus.</p> <p>(b) Pendaftaran kursus bagi pelajar sambungan dibuka bermula dalam tempoh tiga (3) minggu sebelum semester bermula.</p> <p>(c) Pelajar boleh mendaftar kursus dengan minimum enam (6) jam kredit dan maksimum 20 jam kredit setiap semester. Pelajar yang ingin mendaftar kursus lebih atau kurang daripada had kredit yang ditetapkan, hendaklah melengkapkan <i>Borang Application to Add/Drop Course (PG/ACA/GS-06)</i> secara manual yang boleh dimuat turun melalui Portal Pelajar.</p> <p>(d) Pelajar sambungan dibenarkan mendaftar SPS5903/ SPS6903/ SPS5999/ SPS6999 sehingga minggu ke-7 manakala selain kursus tersebut, pelajar hanya dibenarkan mendaftar sehingga minggu ke-2 atau tempoh lain berdasarkan sokongan daripada PTJ dan kelulusan SPS.</p>

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Bil	Tindakan
	<p>(e) Pelajar membuat pembayaran yuran pengajian selewat-lewatnya pada minggu ketujuh (7) pengajian. Kegagalan melaksanakan pembayaran ini menyebabkan status pelajar bertukar kepada 'Gugur' (<i>Dropped</i>). Pelajar yang berstatus 'Gugur' (<i>Dropped</i>) tidak dibenarkan membuat pendaftaran kursus, menghadiri kuliah dan menduduki peperiksaan.</p> <p>(f) Pelajar yang berstatus 'Bersyarat' (<i>Provisional</i>) disebabkan belum melengkapkan keperluan kursus prasyarat tidak dibenarkan mendaftar kursus teras program sehingga kursus prasyarat tersebut dilengkapkan. Namun, kursus prasyarat boleh diambil bersama dengan:</p> <ul style="list-style-type: none"> <li>• Kursus elektif yang bukan pengkhususan / berkait dengan kursus teras atau prasyarat.</li> <li>• Master / Doctoral Research (SPS 5999/6999) (hanya untuk program secara penyelidikan).</li> <li>• Kursus bahasa (LPM 2100).</li> <li>• Kursus Kaedah Penyelidikan (Research Methodology).</li> </ul> <p>(g) Pelajar program secara penyelidikan perlu mendaftar kursus prasyarat bersama kursus lain seperti dinyatakan dalam 5.2 (i) (f) dengan jumlah minimum 6 jam kredit. Manakala, pelajar program Master Secara Kerja Kursus (MSKK) dibenarkan mendaftar kursus prasyarat bersama kursus lain seperti dinyatakan dalam 5.2 (i) (f) dengan jumlah kurang daripada 6 jam kredit.</p> <p>(ii) Pelajar menyemak senarai kursus yang telah didaftarkan di Portal Pelajar dan mencetak slip pendaftaran kursus sebagai rekod.</p>
<b>5.3</b>	<p><b>Tambah Kursus (Termasuk Lewat Daftar)</b></p> <p>(i) Pelajar melengkapkan Borang <i>Application to Add/Drop Course</i> (PG/ACA/GS-06) secara manual yang boleh dimuat turun melalui Portal Pelajar. Penalti</p>

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	<b>GARIS PANDUAN PENGAJARAN DAN PEMBELAJARAN (SISWAZAH) UNTUK PELAJAR</b>	Tarikh: 30/06/2026


Bil	Tindakan
	<p>RM200.00 akan dikenakan kepada pelajar sambungan yang kursus mendaftar bermula pada minggu pertama selepas semester bermula;</p> <p>(ii) Pelajar mendapatkan sokongan berserta ulasan daripada setiap pensyarah kursus/Penyelaras Program pada borang;</p> <p>(iii) Pelajar memajukan borang yang telah disokong oleh pensyarah kursus/Penyelaras Program kepada Pej. TD/TP untuk mendapatkan pengesahan;</p> <p>(iv) Pelajar menghantar borang yang telah disahkan oleh TD/TP PTJ beserta resit pembayaran kepada PYB UA, SPS atau melalui emel sgs.academic@upm.edu.my; dan</p> <p>(v) Pelajar membuat semakan kursus yang telah didaftarkan melalui Portal Pelajar.</p>
<b>5.4</b>	<p><b>Gugur Kursus</b></p> <p>(i) Pelajar melengkapkan Borang <i>Application to Add/Drop Course</i> (PG/ACA/GS-06) secara manual yang boleh dimuat turun melalui Portal Pelajar. Permohonan gugur kursus dibenarkan sehingga minggu ke-7 selepas semester bermula sahaja. Permohonan selepas tempoh tersebut hanya akan dipertimbangkan atas alasan yang munasabah dengan justifikasi yang kukuh dan ulasan daripada TD/TP PTJ pada borang PG/ACA/GS-06, serta pelajar akan dikenakan penalti RM100.00;</p> <p>(ii) Pelajar mendapatkan sokongan berserta ulasan daripada setiap pensyarah kursus/Penyelaras Program pada borang;</p> <p>(iii) Pelajar memajukan borang yang telah disokong oleh pensyarah kursus/Penyelaras Program kepada Pejabat TD/TP untuk mendapatkan pengesahan;</p>

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Bil	Tindakan
	<ul style="list-style-type: none"> <li>(iv) Pelajar menghantar borang yang telah disahkan oleh TD/TP PTJ kepada PYB UA, SPS atau melalui emel sgs.academic@upm.edu.my; dan</li> <li>(v) Pelajar membuat semakan kursus yang telah digugurkan melalui Portal Pelajar.</li> </ul>
<b>5.5</b>	<p><b>Pertukaran Status Kursus</b></p> <ul style="list-style-type: none"> <li>(i) Pelajar melengkapkan Borang <i>Application for Amendment of Course Status</i> (PG/ACA/GS-50) secara manual yang boleh dimuat turun melalui Portal Pelajar. Permohonan pertukaran status kursus dibenarkan sehingga minggu ke-7 selepas semester bermula tertakluk kepada perkara berikut: <ul style="list-style-type: none"> <li>(a) Pertukaran daripada Wajib (YW)/Elektif (ELF) kepada Audit (AU): kursus akan dinilai dengan sama ada gred 'Memuaskan' (M) atau 'Tidak Memuaskan' (TM) dan kursus tidak akan diambil kira dalam penentuan pengiraan PNGK.</li> <li>(b) Pertukaran daripada Audit (AU) kepada Wajib (YW)/Elektif (ELF): pelajar akan dinilai dengan gred (A – F) dan kursus akan diambil kira dalam penentuan pengiraan PNGK.</li> </ul> </li> <li>(ii) Pelajar mendapatkan sokongan berserta ulasan daripada Penasihat/ Penyelia/ Penyelaras Program pada borang;</li> <li>(iii) Pelajar memajukan borang yang telah disokong oleh pensyarah Penasihat/ Penyelia/ Penyelaras Program kepada Pej. TD/TP untuk mendapatkan pengesahan;</li> <li>(iv) Pelajar menghantar borang yang telah disahkan oleh TD/TP PTJ kepada PYB UA, SPS atau melalui emel sgs.academic@upm.edu.my; dan</li> <li>(v) Pelajar membuat semakan status kursus yang telah dikemaskini melalui Portal Pelajar</li> </ul>

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Bil	Tindakan
<b>6.</b>	<b>Pemindahan Kredit dan Pengecualian Kursus</b>
<b>6.1</b>	<b>Pemindahan Kredit</b>
	<p>(i) Pelajar mengadakan perbincangan dengan pensyarah mengenai peluang pemindahan kredit (jika berkaitan) dengan mengambil maklum perkara berikut:</p> <p>(a) <b>Pindah Kredit Secara Horizontal:</b> Pelajar yang telah mendaftar kursus di UPM atau di institusi pengajian lain yang diiktiraf oleh UPM bagi peringkat pengajian yang sama.</p> <p>(b) <b>Pindah Kredit Secara Vertikal:</b> Pindah kredit secara vertikal dari peringkat Master ke PhD adalah tidak dibenarkan, kecuali bagi pelajar di bawah Program Integrasi, di mana pelajar tahun akhir program Bachelo mendaftar kursus teras peringkat Master sebagai kursus elektif bebas dengan kebenaran Ketua PTJ.</p> <p>(c) <b>Pindah Kredit Secara APEL C:</b> Pindah kredit secara APEL C merupakan kaedah pengiktirafan pembelajaran berasaskan pengalaman terdahulu yang diperolehi melalui kerja, latihan profesional, atau pembelajaran tidak formal. Kaedah ini membolehkan pelajar memohon pengecualian kursus tertentu dalam program pengajian semasa, tertakluk kepada penilaian oleh PTJ. Proses ini melibatkan penyediaan portfolio, bukti pengalaman, serta penilaian kompetensi bagi memastikan kesetaraan dengan hasil pembelajaran kursus yang dimohon.</p> <p>(ii) Pelajar menyemak kelayakan pindah kredit dengan mengambil kira syarat berikut:</p> <p>(a) Gred bagi kredit yang dipindahkan tidak akan diambil kira dalam pengiraan PNGK. Walau bagaimanapun, jumlah kredit tersebut akan diambil kira bagi memenuhi keperluan kredit untuk bergraduat.</p>

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Bil	Tindakan
	<p>(b) Jumlah maksimum kredit yang boleh dipindahkan adalah seperti berikut:</p> <ul style="list-style-type: none"> <li>• Tidak melebihi 50% daripada jumlah kredit program bagi Program Secara Kerja Kursus.</li> <li>• Sehingga 100% daripada jumlah kredit program bagi Program Secara Penyelidikan.</li> <li>• Pindah kredit di bawah program integrasi adalah 30%.</li> </ul> <p>(c) Syarat kelayakan pemindahan kredit adalah seperti berikut:</p> <ul style="list-style-type: none"> <li>• Pelajar mestilah memperoleh sekurang-kurangnya gred 'B' atau setaraf bagi kursus yang ingin dipindahkan.</li> <li>• Kursus tersebut hendaklah diambil dalam tempoh tidak melebihi lima (5) tahun dari tarikh pelajar bergraduat.</li> <li>• Pelajar mestilah mempunyai status 'Baik' daripada institusi atau program pengajian terdahulu.</li> <li>• Pemindahan kredit tidak dibenarkan bagi kursus daripada program pengajian yang telah gagal, termasuk bagi pelajar yang telah menarik diri daripada pengajian tersebut.</li> </ul> <p>(d) Permohonan pemindahan kredit hendaklah dibuat pada semester pertama pengajian melalui portal pelajar secara dalam talian.</p> <p>(e) Kandungan kursus yang dimohon untuk pemindahan kredit perlu disahkan kesetaraannya oleh pihak PTJ, dengan sekurang-kurangnya 80% persamaan kandungan.</p> <p>(iii) Pelajar melengkapkan Borang <i>Application for Credit Transfer</i> (PG/ACA/GS-04a), berserta salinan transkrip dan/atau silibus kursus (sekiranya kursus tersebut diambil dari institusi lain) melalui Portal Pelajar; dan</p> <p>(iv) Pelajar membuat semakan status pemindahan kredit di Portal Pelajar.</p>

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Bil	Tindakan
<b>6.2</b>	<p><b>Pengecualian Kursus</b></p> <p>(i) Pelajar mengadakan perbincangan dengan pensyarah mengenai peluang pengecualian kursus (jika berkaitan);</p> <p>(ii) Pelajar menyemak kelayakan pengecualian kursus dengan mengambil kira syarat berikut:</p> <p>(a) Gred bagi kursus yang dikecualikan TIDAK akan diambil kira dalam pengiraan PNGK, dan jumlah kreditnya juga TIDAK akan dikira bagi memenuhi keperluan kredit untuk bergraduat.</p> <p>(b) Pelajar yang telah mengikuti kursus Kaedah Penyelidikan semasa pengajian di peringkat Master boleh memohon pengecualian kursus, tertakluk kepada syarat-syarat berikut:</p> <ul style="list-style-type: none"> <li>• Nilai kredit kursus Kaedah Penyelidikan program Master adalah sama atau lebih daripada nilai kredit kursus Kaedah Penyelidikan program PhD.</li> <li>• Kerelevanan dan kekinian ilmu dan kemahiran Kaedah Penyelidikan peringkat Master berdasarkan kepada keperluan pengajian pada peringkat PhD.</li> <li>• Pelajar antarabangsa yang telah mendaftar kursus Bahasa Melayu (LPM2100 atau setaraf) boleh memohon pengecualian kursus tersebut.</li> </ul> <p>(c) Kursus yang diluluskan untuk pengecualian perlu diganti dengan kursus lain dengan jumlah kredit yang sama kecuali bagi kursus Bahasa Melayu (LPM2100 atau setara).</p> <p>(d) Pelajar mestilah memperoleh sekurang-kurangnya gred 'B' atau setaraf bagi kursus yang ingin dikecualikan.</p> <p>(e) Kursus tersebut hendaklah diambil dalam tempoh tidak melebihi lima (5) tahun dari tarikh pelajar bergraduat.</p>

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Bil	Tindakan
	<p>(f) Permohonan pengecualian kursus hendaklah dibuat dalam semester pertama pengajian secara dalam talian.</p> <p>(g) Pelajar mestilah mempunyai status 'Baik' daripada institusi atau program pengajian terdahulu.</p> <p>(h) Pengecualian kursus tidak dibenarkan bagi kursus daripada program pengajian yang telah gagal, termasuk bagi pelajar yang telah menarik diri daripada pengajian tersebut.</p> <p>(i) Kandungan kursus yang dipohon untuk pengecualian kursus perlu disahkan kesetaraannya oleh pihak PTJ, dengan sekurang-kurangnya 80% persamaan kandungan.</p> <p>(iii) Pelajar melengkapkan Borang <i>Course Exemption</i> (PG/ACA/GS-04c), berserta salinan transkrip dan/atau silibus kursus (sekiranya kursus tersebut diambil dari institusi lain) melalui Portal Pelajar; dan</p> <p>(iv) Pelajar membuat semakan status pengecualian kursus melalui Portal Pelajar.</p>
<b>7.</b>	<b>Proses Pengajian Pelajar Pascasiswazah (<i>Candidature</i>)</b>
<b>7.1</b>	<p><b>Pertukaran Program Pengajian</b></p> <p><b>(1) Pertukaran Program Pengajian (Normal)</b></p> <p>(i) Pelajar melengkapkan Borang <i>Application for Transfer</i> (PG/ACA/GS-08) daripada pelajar melalui i-GIMS berserta bayaran yuran proses RM100.00 dengan mengambil perhatian perkara berikut:</p> <p>(a) Pelajar boleh membuat secara dalam talian melalui portal pelajar.</p>

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Bil	Tindakan
	<p>(b) Pelajar yang membuat permohonan perlu mendapat pengesahan penyelia dan fakulti sebelum dibawa ke Mesyuarat JKKAPS serta JKPSU untuk mendapat kelulusan mesyuarat.</p> <p>(c) Pelajar yang membuat permohonan pada semester ketiga dan ke atas perlu mendapat pertimbangan (berdasarkan sebab yang kukuh) dan kelulusan JKKAPS serta JKPSU.</p> <p>(d) Sekiranya pertukaran melibatkan Penasihat/Penyelia daripada PTJ yang berlainan, permohonan perlu mendapatkan pengesahan dari kedua-dua pihak.</p> <p>(e) Pelajar antarabangsa perlu berhubung dengan i-PUTRA untuk proses penukaran pas pelajar.</p> <p>(f) Pelarasan semula yuran pengajian adalah bagi pertukaran program daripada Program Secara Penyelidikan kepada Program Secara Kerja Kursus dimana pelajar akan dikenakan caj yuran per kredit untuk kursus- kursus yang telah didaftarkan oleh pelajar semasa dalam pengajian Program Secara Penyelidikan.</p> <p>(g) Sekiranya permohonan diluluskan selewat-lewatnya pada minggu ke-7, tarikh kuat kuasa pertukaran adalah pada semester semasa manakala permohonan yang diluluskan selepas minggu ke-7, tarikh kuat kuasa adalah pada semester berikutnya. Pelajar memaklumkan kepada Penasihat/Penyelia/Penyelaras Program dan TD/TP PTJ untuk mengesahkan permohonan melalui i-GIMS.</p> <p>(ii) Pelajar membuat semakan permohonan pertukaran program pengajian melalui Portal Pelajar dan emel pelajar.</p> <p><b>(2) Pertukaran Program Pengajian (daripada program normal ke ICP)</b></p> <p>(i) Pelajar mendapatkan penasihat berkenaan pertukaran program daripada Penyelia/Penasihat. Permohonan pertukaran mestilah dibuat</p>

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		No. Isu: 01
	<b>Kod Dokumen: PU/S/GP004/PELAJAR GARIS PANDUAN PENGAJARAN DAN PEMBELAJARAN (SISWAZAH) UNTUK PELAJAR</b>	Tarikh: 30/06/2026


Bil	Tindakan
	<p>selewatnya pada semester kedua pengajian dan pelajar mestilah berstatus 'Baik' (<i>Continue</i>);</p> <p>(ii) Pelajar mengenalpasti Penyelia bersesuaian di institusi kerjasama;</p> <p>(iii) Pelajar menghantar dokumen permohonan berikut kepada PYB UPI:</p> <p style="margin-left: 40px;">(a) Borang Permohonan ICP (PG/PI/GS-68).</p> <p style="margin-left: 40px;">(b) Borang Laporan Pengadil ICP (PG/PI/GS-69).</p> <p style="margin-left: 40px;">(c) Pengesahan persetujuan sebagai Penyelia (melalui emel atau surat rasmi) oleh bakal Penyelia di institusi kerjasama.</p> <p><b>Nota:</b> Borang PG/PI/GS-68 dan PG/PI/GS-69 boleh diakses melalui laman web SPS.</p> <p>(iv) Sekiranya permohonan diluluskan oleh institusi kerjasama, pelajar melaksanakan bayaran yuran proses sebanyak RM100.00.</p> <p><b>(3) Pertukaran Program Pengajian (daripada program normal-ke PSI)</b></p> <p>(i) Pelajar mendapatkan penasihat berkenaan pertukaran program daripada Penyelia/Penasihat. Permohonan pertukaran mestilah dibuat selewatnya pada semester kedua pengajian dan pelajar mestilah berstatus 'Baik' (<i>Continue</i>);</p> <p>(ii) Pelajar mengenalpasti Penyelia industri; dan</p> <p>(iii) Pelajar menghantar dokumen permohonan berikut kepada PYB UPIBK UPI:</p> <p style="margin-left: 40px;">(a) Surat sokongan daripada majikan.</p> <p style="margin-left: 40px;">(b) Borang pengisytiharan penyelia industri (PG/PI/GS-70).</p>

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Bil	Tindakan
	<p><b>Nota:</b> Borang PG/PI/GS-70 boleh diakses melalui laman web SPS.</p> <p>(iv) Setelah mendapat sokongan PTJ, pelajar melaksanakan bayaran yuran proses sebanyak RM100.00.</p>
<b>7.2</b>	<p><b>Pertukaran Bidang Pengajian bagi Program Secara Penyelidikan</b></p> <p>(i) Pelajar melengkapkan Borang <i>Application for Transfer</i> (PG/ACA/GS-08) daripada pelajar melalui i-GIMS berserta bayaran yuran proses RM100.00 dengan mengambil perhatian perkara berikut:</p> <p>(a) Pelajar boleh membuat permohonan secara dalam talian melalui portal pelajar.</p> <p>(b) Pelajar yang membuat permohonan perlu mendapat pengesahan penyelia dan fakulti sebelum dibawa ke Mesyuarat JKKAPS serta JKPSU untuk mendapat kelulusan mesyuarat.</p> <p>(c) Pelajar yang membuat permohonan pada semester ketiga dan ke atas perlu mendapat pertimbangan (berdasarkan sebab yang kukuh) dan kelulusan JKKAPS serta JKPSU.</p> <p>(d) Sekiranya pertukaran melibatkan Penasihat/Penyelia daripada PTJ yang berlainan, permohonan perlu mendapatkan pengesahan dari kedua-dua pihak.</p> <p>(e) Pelajar antarabangsa perlu berhubung dengan i-PUTRA untuk proses penukaran pas pelajar.</p> <p>(f) Sekiranya permohonan diluluskan selewat-lewatnya pada minggu ke-7, tarikh kuat kuasa pertukaran adalah pada semester semasa manakala permohonan yang diluluskan selepas minggu ke-7, tarikh kuat kuasa adalah pada semester berikutnya.</p>

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Bil	Tindakan
	<ul style="list-style-type: none"> <li>(ii) Pelajar memaklumkan kepada Penasihat/Penyelia dan TD/TP PTJ untuk mengesahkan permohonan melalui i-GIMS; dan</li> <li>(iii) Pelajar membuat semakan permohonan pertukaran bidang pengajian melalui Portal Pelajar dan emel pelajar.</li> </ul>
<b>7.3</b>	<p><b>Pertukaran Penempatan PTJ</b></p> <ul style="list-style-type: none"> <li>(i) Pelajar melengkapkan Borang <i>Application for Transfer</i> (PG/ACA/GS-08) daripada pelajar melalui i-GIMS berserta bayaran yuran proses RM100.00 dengan mengambil perhatian perkara berikut: <ul style="list-style-type: none"> <li>(a) Pelajar boleh membuat permohonan secara dalam talian melalui portal pelajar.</li> <li>(b) Pelajar yang membuat permohonan perlu mendapat pengesahan penyelia dan fakulti sebelum dibawa ke Mesyuarat JKKAPS serta JKPSU untuk kelulusan.</li> <li>(c) Pelajar yang membuat permohonan pada semester ketiga dan ke atas perlu mendapat pertimbangan (berdasarkan sebab yang kukuh) dan kelulusan JKKAPS serta JKPSU.</li> <li>(d) Permohonan perlu mendapatkan pengesahan dari kedua-dua PTJ.</li> <li>(e) Pelajar antarabangsa perlu berhubung dengan i-PUTRA untuk proses penukaran pas pelajar.</li> <li>(f) Sekiranya permohonan diluluskan selewat-lewatnya pada minggu ke-7, tarikh kuat kuasa pertukaran adalah pada semester semasa manakala permohonan yang diluluskan selepas minggu ke-7, tarikh kuat kuasa adalah pada semester berikutnya.</li> </ul> </li> <li>(ii) Pelajar memaklumkan kepada Penasihat/Penyelia dan TD/TP PTJ untuk mengesahkan permohonan melalui i-GIMS; dan</li> </ul>

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Bil	Tindakan
	(iii) Pelajar membuat semakan permohonan penempatan PTJ melalui Portal Pelajar dan emel pelajar.
<b>7.4</b>	<p><b>Naik Taraf Pengajian dari Program Master ke PhD</b></p> <p>(i) Pelajar melengkapkan Borang <i>Application for Conversion of Masters Programme to PhD</i> (PG/ACA/GS-09) daripada pelajar melalui i-GIMS dengan mengambil perhatian perkara berikut:</p> <p>(a) Pelajar hendaklah telah menamatkan sekurang-kurangnya satu (1) semester dan tidak melebihi dua (2) semester pengajian. PYB PTJ perlu memastikan permohonan naik taraf ini dibuat selewat-lewatnya sebelum tamat semester kedua pengajian pelajar.</p> <p>(b) Pelajar telah melengkapkan semua keperluan kerja kursus seperti yang ditetapkan oleh SPS dan PTJ, dan memperoleh PNGK sekurang-kurangnya 3.750.</p> <p>(c) Pelajar mesti menunjukkan pencapaian penyelidikan yang signifikan melalui salah satu daripada perkara berikut:</p> <ul style="list-style-type: none"> <li>• Menerbitkan atau menunjukkan bukti penerimaan artikel dalam jurnal berwasit (Scopus/ERA/JCR); atau</li> <li>• Memfailkan paten/hakcipta (<i>software-based</i>)/ reka cipta industri/ papan litar bercetak (<i>printed circuit board</i>)/ inovasi utiliti; atau</li> <li>• Pelajar dalam bidang sains sosial mesti menunjukkan bukti menerbitkan bab dalam buku di bawah senarai penerbit <i>Thomson Reuters Web of Science (WOS)/University Publisher/Dewan Bahasa dan Pustaka /penerbit yang diiktiraf dan tersenarai di bawah Majlis Penerbitan Ilmiah Malaysia (MAPIM).</i></li> </ul> <p>(d) Pelajar mengemukakan cadangan penyelidikan yang setara dengan keperluan di peringkat PhD.</p>

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Bil	Tindakan
	<p>(e) Permohonan yang tidak memenuhi syarat yang dinyatakan tidak akan dibawa ke JKKAPS untuk pertimbangan.</p> <p>(f) Sekiranya permohonan diluluskan selewat-lewatnya pada minggu ke-7, tarikh kuat kuasa pertukaran adalah pada semester semasa manakala permohonan yang diluluskan selepas minggu ke-7, tarikh kuat kuasa adalah pada semester berikutnya.</p> <p>(ii) Pelajar memaklumkan kepada Penasihat/Penyelia dan TD/TP PTJ untuk mengesahkan permohonan melalui i-GIMS;</p> <p>(iii) Pelajar mengemukakan cadangan penyelidikan yang setara dengan keperluan di peringkat PhD kepada Pej. TD/TP PTJ;</p> <p>(iv) Pelajar menghadiri sesi pembentangan seminar cadangan penyelidikan sebagaimana yang ditetapkan oleh PYB PTJ; dan</p> <p>(v) Pelajar membuat semakan permohonan naik taraf pengajian melalui Portal Pelajar.</p>
<b>7.5</b>	<p><b>Turun Taraf Pengajian dari Program PhD ke Master</b></p> <p><b>(1) Permohonan Turun Taraf Pengajian atas Permintaan Pelajar</b></p> <p>(i) Pelajar mengadakan perbincangan dengan Penasihat/Penyelia mengenai justifikasi permohonan turun taraf pengajian;</p> <p>(ii) Pelajar membuat permohonan turun taraf pengajian melalui surat rasmi dengan mengambil perhatian perkara berikut:</p> <p>(a) Sekiranya permohonan diluluskan selewat-lewatnya pada minggu ke-7, tarikh kuat kuasa pertukaran adalah pada semester semasa manakala permohonan yang diluluskan selepas minggu ke-7, tarikh kuat kuasa adalah pada semester berikutnya.</p>

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Bil	Tindakan
	<p>(b) Permohonan yang tidak lengkap tidak akan dibawa ke JKKAPS untuk pertimbangan.</p> <p>(iii) Pelajar mendapatkan sokongan Penasihat/Penyelia pada surat rasmi;</p> <p>(iv) Pelajar memajukan surat yang telah disokong oleh Penasihat/Penyelia kepada PYB PTJ untuk mendapatkan pengesahan TD/TP PTJ;</p> <p>(v) Pelajar memajukan surat rasmi yang telah disahkan kepada PYB UA di kaunter SPS atau melalui emel sgs.academic@upm.edu.my; dan</p> <p>(vi) Pelajar membuat semakan permohonan turun taraf pengajian melalui Portal Pelajar atau emel.</p> <p><b>(2) Permohonan Turun Taraf Pengajian atas Permintaan Penasihat/Penyelia</b></p> <p>(i) Pelajar menghadiri perbincangan dengan Penasihat/Penyelia mengenai justifikasi permohonan turun taraf pengajian dengan mengambil perhatian perkara berikut:</p> <p>(a) Pelajar boleh diturunkan taraf pengajian ke peringkat Master sekiranya berlaku mana-mana keadaan berikut:</p> <ul style="list-style-type: none"> <li>• Gagal dalam CE.</li> <li>• Penyelia/Penasihat berpendapat bahawa pelajar tidak berkeupayaan untuk meneruskan pengajian di peringkat PhD.</li> <li>• Terdapat perubahan pada skop penyelidikan berbanding skop asal yang telah diluluskan semasa permohonan naik taraf.</li> <li>• Projek penyelidikan yang dijalankan tidak memenuhi Hasil Pembelajaran Program (PLO) bagi pengajian di peringkat PhD. dan/atau</li> <li>• Pelajar menukar bidang pengajian.</li> </ul> <p>(b) Sekiranya permohonan diluluskan selewat-lewatnya pada minggu ke-7, tarikh kuat kuasa pertukaran adalah pada semester semasa</p>

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Bil	Tindakan
	<p>manakala permohonan yang diluluskan selepas minggu ke-7, tarikh kuat kuasa adalah pada semester berikutnya.</p> <p>(c) Permohonan yang tidak lengkap tidak akan dibawa ke JKKAPS untuk pertimbangan.</p> <p>(ii) Pelajar membuat semakan permohonan turun taraf pengajian melalui Portal Pelajar atau emel.</p>
<b>7.6</b>	<p><b>Penangguhan Pengajian</b></p> <p>(i) Pelajar mengadakan perbincangan dengan Penasihat/Penyelia mengenai permohonan penangguhan pengajian;</p> <p>(ii) Pelajar membuat permohonan penangguhan pengajian melalui Borang <i>Application for Deferment of Semester (PG/ACA/GS-07)</i> daripada pelajar melalui i-GIMS dengan mengambil perhatian perkara berikut:</p> <p>(a) Pelajar dibenarkan memohon penangguhan pengajian sebanyak maksimum dua (2) semester sepanjang tempoh pengajian.</p> <p>(b) Tambahan dua (2) semester lagi boleh dipohon hanya sekiranya pelajar menghadapi masalah kesihatan atau berdasarkan justifikasi khusus yang disertakan dengan dokumen sokongan yang lengkap. Bagi permohonan yang melibatkan masalah kesihatan, laporan kesihatan perlu dimajukan kepada PYB UA untuk semakan sebelum PYB UA memajukan laporan berkenaan kepada PKU untuk pengesahan.</p> <p>(c) Permohonan penangguhan pengajian yang melebihi empat (4) semester secara keseluruhan adalah tertakluk kepada pertimbangan dan kelulusan Timbalan Naib Canselor (Akademik dan Antarabangsa) [TNCAA].</p>

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Bil	Tindakan
	<p>(d) Permohonan yang tidak lengkap, tidak mendapat pengesahan/sokongan, atau tidak disertakan dengan dokumen sokongan tidak akan dipertimbangkan.</p> <p>(e) Pelajar tidak berada dalam status 'Thesis Submitted' dan <i>Resubmission</i> selepas menjalani sesi <i>viva voce</i> pada semester sebelumnya.</p> <p>(f) Yuran dan penalti penangguhan mengikut minggu permohonan adalah seperti berikut:</p> <ul style="list-style-type: none"> <li>• Minggu 1–2 selepas semester bermula: Caj perkhidmatan sebanyak RM100.00 akan dikenakan.</li> <li>• Minggu 3–7 selepas semester bermula: Penalti sebanyak RM600.00 akan dikenakan.</li> <li>• Minggu ke-8 dan seterusnya: Permohonan tidak akan dipertimbangkan, kecuali atas alasan kesihatan atau justifikasi munasabah yang disokong oleh dokumen rasmi, dan pelajar akan dikenakan yuran pengajian secara pro rata bagi semester berkenaan.</li> </ul> <p>(iii) Pelajar memaklumkan kepada Penasihat/Penyelia untuk menyokong permohonan melalui i-GIMS; dan</p> <p>(iv) Pelajar membuat semakan permohonan melalui Portal Pelajar.</p>
<b>7.7</b>	<p><b>Tarik Diri Daripada Pengajian</b></p> <p>(i) Pelajar mendapatkan pengesahan daripada Pejabat Bursar pada Borang <i>Application of Withdrawal from Study</i> (PG/ACA/GS-49) bagi mengesahkan bahawa tiada sebarang tunggakan bayaran dengan UPM;</p> <p>(ii) Pelajar mendapatkan pengesahan daripada PYB PSAS pada borang bagi mengesahkan bahawa tiada peminjaman buku yang masih belum dipulangkan;</p>

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Bil	Tindakan													
	<ul style="list-style-type: none"> <li>(iii) Pelajar mendapatkan sokongan daripada Penasihat/Penyelia pada borang yang telah disahkan oleh Pejabat Bursar dan PSAS;</li> <li>(iv) Pelajar mendapatkan pengesahan daripada TD/TP PTJ pada borang yang disokong oleh Penasihat/Penyelia;</li> <li>(v) Pelajar memajukan borang yang telah disahkan oleh TD/TP PTJ kepada PYB UA, SPS atau melalui emel kepada sgs.academic@upm.edu.my; dan</li> <li>(vi) Pelajar menyemak keputusan permohonan tarik diri pengajian melalui Portal Pelajar dan emel pelajar.</li> </ul>													
<b>7.8</b>	<p><b>Pelanjutan Tempoh Pengajian</b></p> <ul style="list-style-type: none"> <li>(i) Pelajar menerima pemakluman daripada PYB PTJ bagi pelajar yang kini berada dalam semester terakhir pada minggu ke-10 selepas semester bermula;</li> <li>(ii) Semester akhir merujuk kepada: <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Program</th> <th>Mod Pengajian</th> <th>Bilangan Semester</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center;">Master</td> <td>Sepenuh Masa</td> <td style="text-align: center;">7 hingga 9</td> </tr> <tr> <td>Separuh Masa</td> <td style="text-align: center;">7 hingga 11</td> </tr> <tr> <td rowspan="2" style="text-align: center;">PhD</td> <td>Sepenuh Masa</td> <td style="text-align: center;">11 hingga 13</td> </tr> <tr> <td>Separuh Masa</td> <td style="text-align: center;">11 hingga 15</td> </tr> </tbody> </table> </li> <li>(iii) Pelajar melengkapkan Borang <i>Application for Extension of Study Period</i> (PG/ACA/GS-13c) dalam Portal Pelajar dengan mengambil perhatian perkara berikut: <ul style="list-style-type: none"> <li>(a) Pelajar dibenarkan membuat permohonan lanjutan tempoh pengajian sebanyak dua (2) kali dan tempoh yang dibenarkan untuk lanjutan adalah sebanyak maksimum tiga (3) semester sahaja melainkan hanya bagi kes-kes tertentu.</li> </ul> </li> </ul>	Program	Mod Pengajian	Bilangan Semester	Master	Sepenuh Masa	7 hingga 9	Separuh Masa	7 hingga 11	PhD	Sepenuh Masa	11 hingga 13	Separuh Masa	11 hingga 15
Program	Mod Pengajian	Bilangan Semester												
Master	Sepenuh Masa	7 hingga 9												
	Separuh Masa	7 hingga 11												
PhD	Sepenuh Masa	11 hingga 13												
	Separuh Masa	11 hingga 15												

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Bil	Tindakan										
	<p>(b) Tindakan yang perlu diambil oleh pelajar adalah seperti berikut:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Kategori pelajar</th> <th style="text-align: center;">Tindakan</th> </tr> </thead> <tbody> <tr> <td>Pelajar semester akhir yang mengemukakan permohonan dalam tempoh, dan kelulusan diperoleh dalam semester yang sama.</td> <td>Lengkapkan Borang <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c) melalui Portal Pelajar sebelum semester baharu bermula.</td> </tr> <tr> <td>Pelajar semester akhir yang mengemukakan permohonan dalam tempoh, tetapi kelulusan diperoleh selepas semester berakhir.</td> <td>Lengkapkan kedua-dua borang berikut melalui Portal Pelajar: <ul style="list-style-type: none"> <li>• Borang <i>Review Against Termination</i> (PU/S/BR04/GS-13b).</li> <li>• Borang <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c).</li> </ul> </td> </tr> <tr> <td>Pelajar semester akhir yang mengemukakan permohonan selepas semester berakhir.</td> <td>Lengkapkan kedua-dua borang berikut melalui Portal Pelajar dan buat bayaran penalti sebanyak RM100.00: <ul style="list-style-type: none"> <li>• Borang <i>Review Against Termination</i> (PU/S/BR04/GS-13b).</li> <li>• Borang <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c).</li> </ul> </td> </tr> <tr> <td>Pelajar yang telah mencapai tempoh pengajian maksimum.</td> <td>Lengkapkan kedua-dua borang berikut melalui Portal Pelajar dan buat bayaran penalti sebanyak RM100.00: <ul style="list-style-type: none"> <li>• Borang <i>Review Against Termination</i> (PU/S/BR04/GS-13b).</li> <li>• Borang <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c).</li> </ul> </td> </tr> </tbody> </table> <p>(c) Bagi kes pelajar yang telah berstatus 'Gagal dan Diberhentikan' (<i>Terminated Exceeded Duration</i>) disebabkan pelajar telah berada pada tempoh maksimum pelanjutan pengajian, PYB UA akan menghantar emel kepada pelajar untuk melengkapkan Borang <i>Application for Review Against Termination-Terminated</i></p>	Kategori pelajar	Tindakan	Pelajar semester akhir yang mengemukakan permohonan dalam tempoh, dan kelulusan diperoleh dalam semester yang sama.	Lengkapkan Borang <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c) melalui Portal Pelajar sebelum semester baharu bermula.	Pelajar semester akhir yang mengemukakan permohonan dalam tempoh, tetapi kelulusan diperoleh selepas semester berakhir.	Lengkapkan kedua-dua borang berikut melalui Portal Pelajar: <ul style="list-style-type: none"> <li>• Borang <i>Review Against Termination</i> (PU/S/BR04/GS-13b).</li> <li>• Borang <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c).</li> </ul>	Pelajar semester akhir yang mengemukakan permohonan selepas semester berakhir.	Lengkapkan kedua-dua borang berikut melalui Portal Pelajar dan buat bayaran penalti sebanyak RM100.00: <ul style="list-style-type: none"> <li>• Borang <i>Review Against Termination</i> (PU/S/BR04/GS-13b).</li> <li>• Borang <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c).</li> </ul>	Pelajar yang telah mencapai tempoh pengajian maksimum.	Lengkapkan kedua-dua borang berikut melalui Portal Pelajar dan buat bayaran penalti sebanyak RM100.00: <ul style="list-style-type: none"> <li>• Borang <i>Review Against Termination</i> (PU/S/BR04/GS-13b).</li> <li>• Borang <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c).</li> </ul>
Kategori pelajar	Tindakan										
Pelajar semester akhir yang mengemukakan permohonan dalam tempoh, dan kelulusan diperoleh dalam semester yang sama.	Lengkapkan Borang <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c) melalui Portal Pelajar sebelum semester baharu bermula.										
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Pelajar semester akhir yang mengemukakan permohonan selepas semester berakhir.	Lengkapkan kedua-dua borang berikut melalui Portal Pelajar dan buat bayaran penalti sebanyak RM100.00: <ul style="list-style-type: none"> <li>• Borang <i>Review Against Termination</i> (PU/S/BR04/GS-13b).</li> <li>• Borang <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c).</li> </ul>										
Pelajar yang telah mencapai tempoh pengajian maksimum.	Lengkapkan kedua-dua borang berikut melalui Portal Pelajar dan buat bayaran penalti sebanyak RM100.00: <ul style="list-style-type: none"> <li>• Borang <i>Review Against Termination</i> (PU/S/BR04/GS-13b).</li> <li>• Borang <i>Application for Extension of Study Period</i> (PU/S/BR04/GS-13c).</li> </ul>										

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Bil	Tindakan													
	<p>(<i>Exceeded Duration</i>) (PG/ACA/GS-52) secara manual melalui portal pelajar yang disokong oleh penyelia dan disahkan oleh TD/TP PTJ dan dihantar bersama satu salinan draf tesis yang sedang disiapkan kepada SPS berserta bayaran yuran proses berjumlah RM100.00. Kes pelajar akan dibawa ke JKSS bagi pertimbangan dan kelulusan.</p> <p>(d) Tempoh pengajian maksimum merujuk kepada:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Program</th> <th>Mod Pengajian</th> <th>Bilangan Semester</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Master</td> <td>Sepenuh Masa</td> <td>9 dan ke atas</td> </tr> <tr> <td>Separuh Masa</td> <td>11 dan ke atas</td> </tr> <tr> <td rowspan="2">PhD</td> <td>Sepenuh Masa</td> <td>13 dan ke atas</td> </tr> <tr> <td>Separuh Masa</td> <td>15 dan ke atas</td> </tr> </tbody> </table> <p>(iv) Pelajar memaklumkan kepada Penyelia/Penasihat untuk menyokong permohonan pelajar dalam i-GIMS;</p> <p>(v) Pelajar memaklumkan kepada TD/TP PTJ untuk mengesahkan permohonan melalui i-GIMS; dan</p> <p>(vi) Pelajar menyemak keputusan permohonan pelanjutan tempoh pengajian melalui Portal Pelajar dan emel pelajar.</p>	Program	Mod Pengajian	Bilangan Semester	Master	Sepenuh Masa	9 dan ke atas	Separuh Masa	11 dan ke atas	PhD	Sepenuh Masa	13 dan ke atas	Separuh Masa	15 dan ke atas
Program	Mod Pengajian	Bilangan Semester												
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	Separuh Masa	11 dan ke atas												
PhD	Sepenuh Masa	13 dan ke atas												
	Separuh Masa	15 dan ke atas												
<b>7.9</b>	<p><b>Penyambungan Semula Status Pengajian [bagi Pelajar Pascasiswazah yang Berstatus 'Gugur' (<i>Dropped</i>) Disebabkan Mendaftar Kursus dan Tidak Menjelaskan Yuran Pengajian]</b></p> <p>(i) Pelajar menerima notis daripada PYB UA dengan mengambil perhatian perkara berikut:</p> <p>(a) Status pelajar akan bertukar kepada 'Gugur' (<i>Dropped</i>) sekiranya pelajar tidak menjelaskan yuran dalam tempoh tujuh (7) minggu selepas semester bermula.</p>													

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Bil	Tindakan
	<p>(b) Pelajar yang berstatus pengajian 'Gugur' (<i>Dropped</i>) adalah tidak dibenarkan untuk menghadiri kuliah, menduduki peperiksaan akhir dan menghantar tesis untuk peperiksaan selagi pelajar berhutang dengan UPM.</p> <p>(c) Sekiranya permohonan bagi penyambungan semula status pengajian diterima menjangkau semester, pelajar akan dikenakan penalti penangguhan RM600.00 bagi setiap semester yang ditangguhkan dan semua kursus yang telah didaftarkan pada semester berkaitan akan digugurkan serta didaftarkan semula pada semester berikutnya.</p> <p>(ii) Pelajar menjelaskan yuran pengajian kepada Pejabat Bursar UPM. Sekiranya pelajar menerima tajaan, pelajar perlu memajukan surat pelanjutan tempoh tajaan kepada PYB UBK untuk pengemaskinian maklumat tajaan dalam i-GIMS;</p> <p>(iii) Pelajar mengemukakan resit bayaran kepada PYB UA, SPS atau melalui emel <a href="mailto:sgs.academic@upm.edu.my">sgs.academic@upm.edu.my</a>; dan</p> <p>(iv) Pelajar menyemak status pengajian yang telah dikemaskini kepada 'Baik' (<i>Continue</i>) di Portal Pelajar.</p>
<b>7.10</b>	<p><b>Penyambungan Semula Status Pengajian [bagi Pelajar Pascasiswazah yang Berstatus 'Gugur' (<i>Dropped</i>) Disebabkan Pelajar Tidak Mendaftar Kursus dan Membayar/Tidak Membayar Yuran]</b></p> <p>(i) Pelajar melengkapkan Borang <i>Application to Add/Drop Course</i> (PG/ACA/GS-06) secara manual yang boleh didapati di Portal Pelajar;</p> <p>(ii) Pelajar mendapatkan sokongan daripada pensyarah kursus/penyelaras program pada borang;</p> <p>(iii) Pelajar mendapatkan pengesahan berserta justifikasi berkaitan (sokong/tidak sokong) daripada TD/TP PTJ;</p>

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Bil	Tindakan
	<p>(iv) Pelajar membuat pembayaran penalti lewat daftar RM100.00 (bagi pelajar yang mendaftar lewat sahaja) kepada Pejabat Bursar, UPM;</p> <p>(v) Pelajar menghantar borang yang lengkap beserta resit pembayaran kepada PYB UA, SPS atau melalui emel sgs.academic@upm.edu.my; dan</p> <p>(vi) Pelajar menyemak status pengajian yang telah dikemaskini kepada 'Baik' (<i>Continue</i>) dan kursus yang telah didaftarkan oleh PYB UA, SPS di Portal Pelajar.</p>
<b>7.11</b>	<p><b>Penyambungan Semula Status Pengajian [bagi Pelajar Pascasiswazah Antarabangsa yang Berstatus 'Gugur' (<i>Dropped</i>) Disebabkan Menghidapi Penyakit Berjangkit dan Tidak Menghantar Laporan Perubatan kepada PKU setiap Semester]</b></p> <p>(i) Pelajar membuat pemeriksaan kesihatan di negara pelajar dan menghantar laporan perubatan kepada PKU pada setiap semester dengan mengambil perhatian perkara berikut;</p> <p style="margin-left: 40px;">(a) Status pelajar akan bertukar kepada 'Gugur' (<i>Dropped</i>) sekiranya pelajar tidak menghantar laporan perubatan kepada PKU dalam tempoh tujuh (7) minggu selepas semester bermula.</p> <p style="margin-left: 40px;">(b) Pelajar tidak boleh dibenarkan untuk mendaftar sebarang kursus selagi PKU belum mengesahkan bahawa pelajar berada dalam keadaan yang sihat untuk meneruskan pengajian pada semester tersebut.</p> <p style="margin-left: 40px;">(c) Pelajar tidak dibenarkan sama sekali untuk berada di kampus sepanjang tempoh pengajian.</p> <p>(ii) Pelajar menyemak pertukaran status pengajian daripada 'Gugur' (<i>Dropped</i>) kepada 'Baik' (<i>Continue</i>) di Portal Pelajar.</p>

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Bil	Tindakan
<b>7.12</b>	<p><b>Pengemaskinian Status Pengajian Pelajar kepada ‘Tarik Diri’ (<i>Withdraw</i>)</b></p> <p>(i) Pelajar menerima notis peringatan terakhir untuk mendaftar sebelum minggu pertama semester bermula. Sekiranya tiada sebarang tindakan daripada pelajar, PYB UA SPS mengemaskini status pengajian pelajar yang berstatus ‘Gugur’ (<i>Dropped</i>) selama dua (2) semester berturut-turut kepada ‘Tarik Diri’ (<i>Withdraw</i>) padasesemester ketiga pelajar berstatus ‘Gugur’ (<i>Dropped</i>). Status ‘Tarik Diri’ (<i>Withdraw</i>) akan berkuatkuasa pada semester pertama pelajar berstatus ‘Gugur’ (<i>Dropped</i>). Pelajar boleh memohon untuk penyambungan semula status pengajian selewatnya pada semester kedua pelajar diberikan status ‘Gugur’ (<i>Dropped</i>), permohonan selepas tempoh tersebut tidak lagi akan dipertimbangkan;</p> <p>(ii) Pelajar menyediakan surat permohonan penyambungan semula status pengajian dan mendapatkan sokongan daripada Penasihat/Penyelia/Penyelaras Program;</p> <p>(iii) Pelajar mendapatkan pengesahan daripada TD/TP PTJ pada surat permohonan;</p> <p>(iv) Pelajar memajukan surat permohonan kepada PYB UA bagi permohonan penyambungan semula status pengajian;</p> <p>(v) Pelajar memajukan emel kepada Pejabat Bursar bagi mendapatkan lejer tunggakan yang perlu dijelaskan;</p> <p>(vi) Pelajar menjelaskan yuran tunggakan dan memajukan bukti pembayaran kepada PYB UA, SPS; dan</p> <p>(vii) Pelajar menyemak status pengajian dalam portal pelajar.</p>

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Bil	Tindakan
<b>7.13</b>	<p><b>Proses Permohonan Pertukaran Mod Pengajian daripada Sepenuh Masa kepada Separuh Masa (hanya untuk pelajar tempatan sahaja)</b></p> <ul style="list-style-type: none"> <li>(i) Pelajar melengkapkan Borang Permohonan Pendaftaran Mod Pengajian Separuh Masa (PG/ACA/GS-66) secara manual yang boleh didapati dari laman web SPS;</li> <li>(ii) Pelajar mendapatkan sokongan daripada Penasihat/Penyelia/Penyelaras Program;</li> <li>(iii) Pelajar mendapatkan pengesahan daripada TD/TP PTJ;</li> <li>(iv) Pelajar memajukan permohonan yang lengkap kepada PYB UA, SPS atau melalui emel sgs.academic@upm.edu.my; dan</li> <li>(v) Pelajar menyemak permohonan pertukaran mod pengajian melalui emel pelajar.</li> </ul>
<b>8.</b>	<p><b>Pelantikan dan Pelantikan Semula Ahli Jawatankuasa Penyeliaan Pelajar Pascasiswazah bagi Program Secara Penyelidikan</b></p>
<b>8.1</b>	<p><b>Pelantikan Ahli Jawatankuasa Penyeliaan Pelajar</b></p> <ul style="list-style-type: none"> <li>(i) Pelajar melengkapkan Borang Penamaan Jawatankuasa Penyeliaan (PG/ACA/GS-10a) di Portal Pelajar;</li> <li>(ii) Pelajar mencetak Borang PG/ACA/GS-10a dan mendapatkan tandatangan semua calon ahli JKP;</li> <li>(iii) Pelajar menghantar Borang PG/ACA/GS-10a dan sekiranya terdapat lantikan ahli luar, perlu dikepilkan bersama <i>Curriculum Vitae of External Supervisory Committee Member Form</i> (PG/ACA/GS-75) kepada PYB PTJ; dan</li> </ul>

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	<p>(iv) Pelajar membuat semakan penamaan ahli Ahli JKP dalam Portal Pelajar dan emel pelajar selepas tempoh dua (2) bulan dari tarikh borang dimajukan kepada Pejabat Siswazah PTJ. Penamaan perlu dibuat selewat-lewatnya pada semester kedua (2) pengajian. Sekiranya gagal berbuat demikian, status pengajian pelajar akan bertukar kepada 'Digantung' (<i>Suspended</i>).</p>
<b>8.2</b>	<p><b>Pelantikan Semula Ahli Jawatankuasa Penyeliaan Pelajar</b></p> <p>(i) Pelajar mengadakan perbincangan dengan Penyelia sedia ada mengenai pelantikan semula ahli JKP;</p> <p>(ii) Pelajar mengisi borang Penamaan Semula Jawatankuasa Penyeliaan (PG/ACA/GS-10b) secara manual yang boleh dicapai melalui portal pelajar dan sekiranya terdapat lantikan ahli luar, perlu dikepilkan bersama <i>Curriculum Vitae of External Supervisory Committee Member Form</i> (PG/ACA/GS-75) dengan mengambil perhatian perkara berikut:</p> <p>(a) Borang PG/ACA/GS-10b perlu mendapat persetujuan daripada setiap ahli jawatankuasa penyeliaan sedia ada dan juga setiap ahli jawatankuasa penyeliaan yang baharu.</p> <p>(b) Penamaan semula perlu dilaksanakan selewatnya pada semester ketiga bagi program Master dan selewatnya pada semester ke-5 bagi program PhD.</p> <p>(c) Sekiranya permohonan diluluskan selewat-lewatnya pada minggu ke-11, tarikh kuat kuasa pertukaran adalah pada semester semasa manakala permohonan yang diluluskan selepas minggu ke-11, tarikh kuat kuasa adalah pada semester berikutnya. Dalam keadaan ini, Pengerusi asal perlu membuat pengesahan Laporan <i>Progress Report</i> (PG/ACA/GS-11) dalam i-GIMS.</p> <p>(d) Bagi pelajar yang telah melantik Ahli JKP dan kemudian memohon pertukaran ke ICP atau PSI, pelajar perlu melaksanakan penamaan semula Ahli JKP mengikut keperluan program.</p>

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Bil	Tindakan	
		<ul style="list-style-type: none"> <li>(iii) Pelajar mendapatkan tandatangan daripada setiap ahli JKP sedia ada dan juga setiap ahli JKP yang baharu;</li> <li>(iv) Pelajar menghantar borang yang lengkap ke Pejabat TD/TP PTJ; dan</li> <li>(v) Pelajar menyemak status permohonan Penamaan Semula JKP di Portal Pelajar dan emel pelajar selepas tempoh dua (2) bulan dari tarikh borang dimajukan kepada Pejabat TD/TP PTJ.</li> </ul>
<b>9.</b>	<b>Peperiksaan Komprehensif (CE)</b>	
	<b>9.1</b>	<b>Peperiksaan Komprehensif (bagi Pelajar Program PhD Secara Penyelidikan Sahaja)</b> <ul style="list-style-type: none"> <li>(i) Pelajar mengadakan perbincangan dengan Penyelia/Ahli JKP bagi memastikan pelajar memenuhi semua keperluan yang ditetapkan sebelum dibenarkan menduduki CE dengan mengambil perhatian perkara berikut: <ul style="list-style-type: none"> <li>(a) Pelajar hanya dibenarkan menduduki CE selepas selesai semua kursus wajib dan dalam tempoh empat (4) semester (Sepenuh Masa) dan enam (6) semester (Separuh Masa), status pelajar akan bertukar kepada 'Gagal dan Diberhentikan' (<i>Terminated Fail to take CE</i>) sekiranya gagal menduduki CE dalam tempoh ditetapkan.</li> <li>(b) CE hendaklah mengandungi peperiksaan bertulis dan lisan dan pelajar perlu lulus kedua-dua peperiksaan itu yang setara dengan gred B.</li> <li>(c) Pelajar tidak dibenarkan mengambil peperiksaan lisan sehingga pelajar telah lulus peperiksaan bertulis. Peperiksaan lisan perlu dilaksanakan tidak lewat daripada 30 hari selepas peperiksaan bertulis.</li> </ul> </li> </ul>

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Bil	Tindakan
	<p>(d) Peperiksaan hendaklah dijalankan oleh Jawatankuasa Penyeliaan pelajar, atau suatu jawatankuasa khas yang dilantik oleh PTJ.</p> <p>(e) Sekiranya pelajar tidak dapat mengambil CE dalam tempoh yang ditetapkan atas alasan perubatan, atau mengalami kecemasan selain daripada alasan perubatan, pelajar itu perlu memohon penganjutan masa yang disokong dengan dokumen berkaitan untuk kelulusan Dekan.</p> <p>(f) Pelajar diberikan peluang sebanyak dua kali untuk lulus peperiksaan. Peperiksaan kali kedua hendaklah diambil dalam tempoh 60 hari selepas peperiksaan kali pertama. Sekiranya gagal kali kedua pelajar akan ditamatkan pengajian dan pelajar boleh dicadangkan untuk turun taraf ke program Master.</p> <p>(ii) Pelajar merujuk kepada Ahli JKP bagi penentuan tarikh menduduki CE;</p> <p>(iii) Pelajar menduduki CE secara bertulis dalam tempoh yang ditetapkan oleh Ahli JKP;</p> <p>(iv) Pelajar menduduki CE secara lisan mengikut tarikh yang telah ditetapkan oleh ahli JKP; dan</p> <p>(v) Pelajar membuat semakan keputusan CE dalam emel dan Portal Pelajar.</p>
<b>10.</b>	<b>Penilaian dan Peperiksaan Akhir</b>
<b>10.1</b>	<b>Pelaksanaan Peperiksaan</b>
	<p>(i) Pelajar merujuk kepada maklumat tarikh, masa dan lokasi peperiksaan akhir dijalankan bagi kursus yang telah didaftarkan pada semester berkenaan;</p> <p>(ii) Pelajar hadir dan menduduki peperiksaan mengikut peraturan peperiksaan seperti berikut:</p>

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Bil	Tindakan
	<p>(a) Pelajar hanya boleh memasuki dewan peperiksaan apabila dibenarkan oleh pensyarah.</p> <p>(b) Pelajar tidak dibenarkan untuk masuk ke dewan peperiksaan 30 minit selepas peperiksaan bermula.</p> <p>(c) Dalam 30 minit pertama peperiksaan, pelajar tidak dibenarkan keluar daripada dewan, kecuali dengan izin daripada pensyarah.</p> <p>(d) Pelajar tidak dibenarkan keluar daripada dewan peperiksaan 15 minit sebelum peperiksaan tamat.</p> <p>(e) Pelajar perlu menunjukkan kad matrik sepanjang peperiksaan berlangsung. Pelajar yang gagal berbuat demikian tidak akan dibenarkan untuk mengambil peperiksaan.</p> <p>(f) Pelajar perlu mengisi maklumat dengan lengkap pada kertas peperiksaan.</p> <p>(g) Pelajar tidak dibenarkan meniru, membawa nota, berbual, merokok, membawa makanan sepanjang peperiksaan. Jika tidak, pelajar akan dikenakan tindakan tatatertib.</p> <p>(h) Pelajar wajib mematuhi etika pakaian ketika peperiksaan akhir sedang berlangsung.</p> <p>(i) Pelajar yang gagal menghadiri peperiksaan akhir akan diberi Gred 'F'.</p> <p>(j) Sekiranya pelajar mengemukakan alasan yang kukuh, pelajar dibenarkan untuk menduduki peperiksaan gantian dengan persetujuan Dekan.</p> <p>(k) Peperiksaan gantian perlu dilakukan dalam tempoh dua (2) minggu dari tarikh asal peperiksaan.</p>

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Bil	Tindakan																																																									
	<p>(l) Pelajar yang tidak membayar yuran pengajian tidak dibenarkan menduduki peperiksaan dan pelajar program secara penyelidikan akan diberi gred 'TM' dan pelajar tidak dibenarkan untuk menghantar tesis dan menghadiri viva voce.</p> <p>(m) Keputusan peperiksaan akan diumumkan di Portal Pelajar setelah mendapat kelulusan Senat.</p>																																																									
<b>10.2</b>	<p><b>Kemasukan Gred dalam i-GIMS</b></p> <p>(i) Pelajar menyemak keputusan peperiksaan mengikut tarikh yang ditetapkan dalam kalendar akademik di Portal Pelajar seperti berikut:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Gred</th> <th style="text-align: center;">Markah</th> <th style="text-align: center;">Mata Kualiti</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">A</td><td style="text-align: center;">80-100</td><td style="text-align: center;">4.000</td></tr> <tr><td style="text-align: center;">A-</td><td style="text-align: center;">75-79</td><td style="text-align: center;">3.750</td></tr> <tr><td style="text-align: center;">B+</td><td style="text-align: center;">70-74</td><td style="text-align: center;">3.500</td></tr> <tr><td style="text-align: center;">B</td><td style="text-align: center;">65-69</td><td style="text-align: center;">3.000</td></tr> <tr><td style="text-align: center;">B-</td><td style="text-align: center;">60-64</td><td style="text-align: center;">2.750</td></tr> <tr><td style="text-align: center;">C+</td><td style="text-align: center;">55-59</td><td style="text-align: center;">2.500</td></tr> <tr><td style="text-align: center;">C</td><td style="text-align: center;">50-54</td><td style="text-align: center;">2.000</td></tr> <tr><td style="text-align: center;">C-</td><td style="text-align: center;">47-49</td><td style="text-align: center;">1.750</td></tr> <tr><td style="text-align: center;">D+</td><td style="text-align: center;">44-46</td><td style="text-align: center;">1.500</td></tr> <tr><td style="text-align: center;">D</td><td style="text-align: center;">40-43</td><td style="text-align: center;">1.000</td></tr> <tr><td style="text-align: center;">F</td><td style="text-align: center;">0-39</td><td style="text-align: center;">0.000</td></tr> <tr><td style="text-align: center;">M</td><td style="text-align: center;">-</td><td style="text-align: center;">Memuaskan</td></tr> <tr><td style="text-align: center;">TM</td><td style="text-align: center;">-</td><td style="text-align: center;">Tidak Memuaskan</td></tr> <tr><td style="text-align: center;">TM (GB)</td><td style="text-align: center;">-</td><td style="text-align: center;">Tidak Memuaskan (Gagal dan Diberhentikan)</td></tr> <tr><td style="text-align: center;">TL</td><td style="text-align: center;">-</td><td style="text-align: center;">Tidak Lengkap</td></tr> <tr><td style="text-align: center;">S</td><td style="text-align: center;">-</td><td style="text-align: center;">Diteruskan</td></tr> <tr><td style="text-align: center;">AU</td><td style="text-align: center;">-</td><td style="text-align: center;">Audit</td></tr> <tr><td style="text-align: center;">N</td><td style="text-align: center;">-</td><td style="text-align: center;">Gred Tidak Dimasukkan</td></tr> </tbody> </table>	Gred	Markah	Mata Kualiti	A	80-100	4.000	A-	75-79	3.750	B+	70-74	3.500	B	65-69	3.000	B-	60-64	2.750	C+	55-59	2.500	C	50-54	2.000	C-	47-49	1.750	D+	44-46	1.500	D	40-43	1.000	F	0-39	0.000	M	-	Memuaskan	TM	-	Tidak Memuaskan	TM (GB)	-	Tidak Memuaskan (Gagal dan Diberhentikan)	TL	-	Tidak Lengkap	S	-	Diteruskan	AU	-	Audit	N	-	Gred Tidak Dimasukkan
Gred	Markah	Mata Kualiti																																																								
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<b>11.</b>	<b>Pengurusan Peperiksaan Semula</b>	
	<b>11.1</b>	<b>Peperiksaan Semula bagi Kursus Berstruktur</b>
		<p>(i) Pelajar melengkapkan Borang Permohonan Peperiksaan Semula Kursus (PG/ACA/GS-51) yang boleh dicapai melalui Portal Pelajar dengan mengambil perhatian perkara berikut:</p> <p>(a) Pelajar yang layak adalah yang berstatus 'Percubaan' (<i>Probation</i>) dan 'Gagal dan Diberhentikan' (<i>Terminated GB</i>).</p> <p>(b) Gred tertinggi yang boleh diberikan untuk permohonan peperiksaan semula adalah gred 'B' Sahaja.</p> <p>(c) Permohonan yang tidak lengkap tidak akan diproses untuk perubahan gred.</p> <p>(d) Peperiksaan semula perlu dilakukan dalam tempoh dua (2) minggu selepas keputusan peperiksaan diumumkan kepada pelajar.</p> <p>(e) Sekiranya status pengajian pelajar adalah 'Gagal dan Diberhentikan' (<i>Terminated GB</i>), gred baharu akan dibawa ke Mesyuarat JKSS bagi pertimbangan dan kelulusan.</p> <p>(ii) Pelajar memajukan borang yang lengkap ke Pejabat TD/TP PTJ; dan</p> <p>(iii) Pelajar menyemak keputusan permohonan di Portal Pelajar dan emel pelajar.</p>
<b>12.</b>	<b>Pengurusan Semakan Peperiksaan</b>	
	<b>12.1</b>	<b>Semakan Gred</b>

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Bil	Tindakan
	<p>(i) Pelajar melengkapkan Borang Semakan Gred (PG/ACA/GS-13a) yang boleh dicapai melalui Portal Pelajar beserta yuran proses RM50.00/per kursus dengan mengambil perhatian perkara berikut:</p> <p>(a) Sekiranya status pengajian pelajar adalah 'Gagal dan Diberhentikan' (<i>Terminated GB</i>), gred baharu akan dibawa ke Mesyuarat JKSS untuk pertimbangan dan kelulusan.</p> <p>(b) Semakan gred perlu dilakukan dalam tempoh dua (2) minggu selepas keputusan diumumkan kepada pelajar.</p> <p>(c) Bagi pelajar program Secara Kerja Kursus yang berada pada semester akhir yang telah mendapat status 'Gagal dan Diberhentikan' (<i>Terminated GB</i>), pelajar boleh membuat permohonan untuk mengulang semester kepada Dekan SPS bagi pertimbangan Mesyuarat Jawatankuasa Semakan Siswazah (JKSS).</p> <p>(ii) Pelajar menjelaskan pembayaran RM50.00 kepada Pejabat Bursar UPM bagi setiap kursus yang dibuat semakan gred;</p> <p>(iii) Pelajar menghantar borang tersebut beserta resit bayaran kepada Pejabat TD/TP PTJ untuk tindakan selanjutnya; dan</p> <p>(iv) Pelajar menyemak keputusan permohonan melalui emel dan Portal Pelajar.</p>
<b>12.2</b>	<p><b>Penggantian Markah dan Gred</b></p> <p>(i) Pelajar mendaftar kursus yang diulang dalam i-GIMS dengan mengambil perhatian perkara berikut:</p> <p>(a) Markah dan gred hanya boleh digantikan bagi kursus (termasuk projek dan kajian kes) yang memperoleh gred F. Markah dan gred baharu akan menggantikan gred F tersebut dalam pengiraan PNGK pelajar. Walau bagaimanapun, gred F asal hendaklah kekal</p>

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Bil	Tindakan
	<p>direkodkan dalam transkrip akademik bagi semester berkenaan. Pelajar hanya dibenarkan mengulang kursus berkenaan sekali sahaja.</p> <p>(b) Pelajar dibenarkan mengulang mana-mana kursus sekali sahaja, tetapi gred baharu tidak akan menggantikan gred asal dalam pengiraan PNGK. Gred asal hendaklah dikekalkan dalam transkrip akademik.</p> <p>(ii) Pelajar menghadiri kuliah dan menduduki peperiksaan mengikut tarikh dan masa yang ditetapkan; dan</p> <p>(iii) Membuat semakan keputusan mengikut kalendar akademik semasa.</p>
<b>12.3</b>	<p><b>Mengulang Semester Akhir</b></p> <p>(i) Pelajar mendaftar semula kursus yang gagal pada semester berikutnya;</p> <p>(ii) Pelajar menghadiri kuliah/menyelesaikan tugas yang telah didaftarkan;</p> <p>(iii) Pelajar menduduki peperiksaan akhir bagi kursus yang telah didaftarkan; dan</p> <p>(iv) Pelajar menerima keputusan peperiksaan sehari selepas perakuan Senat.</p>
<b>12.4</b>	<p><b>Semakan ke Atas Pemberhentian</b></p> <p>(i) Pelajar menerima notis pemakluman pemberhentian [mendapat status 'Gagal dan Diberhentikan' (<i>Terminated GB</i>)] daripada PYB UA, SPS melalui emel disebabkan salah satu perkara berikut;</p> <p>(a) Mendapat PNGK kurang daripada 2.500 dalam mana-mana semester.</p>

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Bil	Tindakan
	<p>(b) Menerima gred "TM" sebanyak dua kali bagi kursus SPS5999/SPS6999 dan SPS5903/SPS6903 sepanjang tempoh pengajian.</p> <p>(c) Gagal memperoleh PNGK minimum 3.000 pada semester berikutnya selepas diberi status 'Percubaan' (<i>Probation</i>).</p> <p>(d) Gagal dalam CE selepas cubaan kedua, kecuali diperakukan untuk pembalikan ke program Master.</p> <p>(e) Gagal menduduki CE dalam tempoh empat semester (sepenuh masa) atau enam semester (separuh masa).</p> <p>(f) Gagal dua kali dalam mana-mana kursus wajib atau elektif.</p> <p>(g) Gagal tiga kali dalam kursus PIE 2.</p> <p>(h) Gagal tiga kali dalam mana-mana kursus prasyarat bagi pelajar yang mendaftar tanpa kelayakan berkaitan atau pengalaman kerja dalam bidang berkaitan.</p> <p>(i) Melebihi tempoh maksimum pengajian yang dibenarkan.</p> <p>(j) Gagal dalam peperiksaan tesis.</p> <p>(k) Tidak menghantar tesis dalam tempoh masa yang ditetapkan selepas peperiksaan tesis.</p> <p>(ii) Pelajar membuat permohonan secara dalam talian dengan melengkapkan Borang <i>Review Against Termination</i> (PG/ACA/GS-13b) dalam Portal Pelajar dengan mengambil perhatian perkara berikut:</p> <p style="padding-left: 40px;">(a) Permohonan semakan ke atas pemberhentian perlu dilakukan dalam tempoh dua (2) minggu selepas keputusan peperiksaan diumumkan kepada pelajar.</p>

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Bil	Tindakan
	<p>(b) Permohonan semakan ke atas pemberhentian bagi kes melebihi tempoh penghantaran pembetulan tesis selepas peperiksaan, perlu dilakukan dalam tempoh sebulan selepas status pengajian pelajar bertukar kepada 'Gagal dan Diberhentikan' (<i>Terminated GB</i>)].</p> <p>(c) Pelajar perlu menjelaskan bayaran RM100.00 dan mendapatkan surat sokongan daripada PTJ.</p> <p>(d) Bagi kes pelajar yang telah berstatus 'Gagal dan Diberhentikan' (<i>Terminated GB</i>) disebabkan pelajar telah berada pada tempoh maksimum pelanjutan pengajian, PYB UA akan menghantar emel kepada pelajar untuk melengkapkan Borang <i>Application for Review Against Termination-Terminated (Exceeded Duration)</i> (PG/ACA/GS-52) secara manual melalui portal pelajar yang disokong oleh penyelia dan disahkan oleh TD/TP PTJ dan dihantar bersama satu salinan draf tesis yang sedang disiapkan kepada SPS berserta bayaran yuran proses berjumlah RM100.00. Kes pelajar akan dibawa ke JKSS bagi pertimbangan dan kelulusan.;</p> <p>(iii) Pelajar menghantar surat sokongan dan resit pembayaran kepada PYB UA, SPS atau melalui emel sgs.academic@upm.edu.my;</p> <p>(iv) Pelajar menerima keputusan Mesyuarat JKSS daripada PYB UA SPS melalui emel Keputusan akan dimaklumkan melalui emel pelajar dalam tempoh tujuh (7) hari bekerja selepas mendapat perakuan Senat; dan</p> <p>(v) Pelajar mengambil tindakan sebagaimana yang dinyatakan dalam surat pemakluman oleh PYB UA berdasarkan keputusan JKSS.</p>
<b>13.</b>	<b>Pengurusan Peperiksaan Akhir (<i>Viva Voce</i>)</b>
<b>13.1</b>	<b>Penghantaran Borang Notis Penyerahan Tesis</b>

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Bil	Tindakan
	<ul style="list-style-type: none"> <li>(i) Pelajar berbincang dengan JKP untuk menghantar Notis Penyerahan Tesis (PG/TSS/GS-14a);</li> <li>(ii) Pelajar mengemukakan permohonan kepada SPS untuk mengakses Borang PG/TSS/GS-14a selepas semakan keperluan kredit oleh Pejabat TD/TP PTJ;</li> <li>(iii) Pelajar memuat naik jadual kandungan dan abstrak tesis yang telah dipersetujui oleh JKP; dan</li> <li>(iv) Pelajar memuat turun Borang PG/TSS/GS-14a di Portal Pelajar dan mendapatkan pengesahan daripada ahli JKP untuk dihantar ke Pejabat TD/TP PTJ dan memastikan keperluan berikut telah dipenuhi: <ul style="list-style-type: none"> <li>(a) Status pengajian pelajar adalah 'Baik' (<i>Continue</i>).</li> <li>(b) JKP telah dilantik.</li> <li>(c) Lulus kursus Kaedah Penyelidikan.</li> <li>(d) Lulus SPS5903/SPS6903.</li> <li>(e) Telah memenuhi keperluan kursus tambahan yang ditetapkan oleh PTJ.</li> <li>(f) Lulus CE untuk program PhD.</li> <li>(g) Lulus kursus LPM2100 atau kursus yang setara (untuk pelajar antarabangsa kecuali Brunei dan Indonesia).</li> <li>(h) Menyelesaikan semua yuran yang tertunggak.</li> </ul> </li> </ul>
<b>13.2</b>	<b>Penyerahan Tesis untuk Peperiksaan (<i>Viva Voce</i>)</b> <ul style="list-style-type: none"> <li>(i) Pelajar memastikan status pengajian adalah 'Baik' (<i>Continue</i>);</li> </ul>

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Bil	Tindakan
	<p>(ii) Pelajar mengisi Borang Penyerahan Tesis untuk Peperiksaan (PG/TSS/GS-15a) di Portal Pelajar selepas menerima notifikasi secara automatik melalui emel;</p> <p>(iii) Pelajar memuat turun borang dan mendapatkan kelulusan daripada kesemua ahli JKP dan TD/TP PTJ dan menghantar borang bersama dengan dokumen berikut kepada SPS melalui emel <a href="mailto:sgs_thesis@upm.edu.my">sgs_thesis@upm.edu.my</a>:</p> <ul style="list-style-type: none"> <li>(a) Tesis dalam format pdf.</li> <li>(b) Laporan plagiat (<i>Turnitin Report</i>) (<math>\leq 25\%</math>) (kecuali pelajar dari Sekolah Perniagaan dan Ekonomi (<i>Turnitin Report</i>) (<math>\leq 20\%</math>) dalam format pdf.</li> <li>(c) Senarai pembetulan tesis (bagi penyerahan semula tesis PG/TSS/GS-15b).</li> <li>(d) Borang Pengesahan Hasil Penulisan dan Penggunaan Teknologi Kecerdasan Buatan (PG/TSS/GS-60).</li> </ul> <p>(iv) Pelajar menyemak status pengajian telah bertukar daripada 'Baik' (<i>Continue</i>) kepada '<i>Thesis Submitted</i>'; dan</p> <p>(v) Pelajar boleh merujuk Panduan Penyediaan Tesis di laman web SPS melalui pautan berikut:  <a href="https://sgs.upm.edu.my/upload/dokumen/20240925164907GUIDELINE_TO_THESIS_PREPARATION_(Edited_240924).pdf">https://sgs.upm.edu.my/upload/dokumen/20240925164907GUIDELINE_TO_THESIS_PREPARATION_(Edited_240924).pdf</a></p>
<b>13.3</b>	<p><b>Peperiksaan Akhir (<i>Viva Voce</i>)</b></p> <p>(i) Pelajar akan menerima pemakluman tarikh <i>viva voce</i>, tempat dan masa <i>viva voce</i> daripada pegawai SPS dalam tempoh empat (4) bulan selepas penghantaran tesis;</p> <p>(ii) Pelajar menyediakan slaid pembentangan untuk JKPPT sebelum <i>viva voce</i> berlangsung;</p>

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Bil	Tindakan														
	<p>(iii) Pelajar diberi tempoh masa 20 minit bagi pembentangan projek penyelidikan. Sesi soal jawab akan berlangsung selepas pelajar selesai membuat pembentangan;</p> <p>(iv) Pelajar wajib hadir <i>viva voce</i> secara fizikal;</p> <p>(v) Pelajar akan dimaklumkan keputusan awal <i>viva voce</i> selepas tamat sesi soal jawab, dan seterusnya pelajar akan menerima laporan akhir <i>viva voce</i> dalam tempoh 14 hari bekerja daripada tarikh <i>viva voce</i>. Keputusan <i>Viva Voce</i> dikategorikan sebagai berikut:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Keputusan</th> <th style="text-align: center;">Tindakan</th> </tr> </thead> <tbody> <tr> <td>Tesis diterima—dengan kepujian (<i>Distinction</i>)</td> <td>Pelajar diberi tempoh 15 hari untuk membuat pembedulan tesis.</td> </tr> <tr> <td>Tesis diterima dengan pindaan (Kecil atau Besar)</td> <td>Pelajar diberi tempoh maksimum tiga (3) bulan jika pindaan kecil atau maksimum enam (6) bulan jika pindaan besar untuk membuat pembedulan tesis.</td> </tr> <tr> <td>Peperiksaan Semula Lisan (<i>Re-viva voce</i>)</td> <td>Ahli JKPPT menjalankan peperiksaan semula dalam tempoh 60 hari selepas peperiksaan pertama.</td> </tr> <tr> <td>Penyerahan Semula Tesis (<i>Re-submission</i>)</td> <td>Pelajar diberi tempoh maksimum dua (2) semester atau satu (1) tahun untuk membuat pembedulan dan menyerahkan semula tesis untuk peperiksaan semula <i>viva voce</i>.  Pelajar perlu melengkapkan Borang Penyerahan Semula Tesis untuk Peperiksaan PG/TSS/GS-15b melalui portal pelajar.</td> </tr> <tr> <td>Penyerahan semula tesis PhD sebagai tesis Master</td> <td>Pelajar diberi tempoh 60 hari untuk membuat pembedulan tesis</td> </tr> <tr> <td>Tesis ditolak</td> <td>Pelajar diberi status 'Gagal dan Diberhentikan' [<i>Terminated (GB)</i>]</td> </tr> </tbody> </table>	Keputusan	Tindakan	Tesis diterima—dengan kepujian ( <i>Distinction</i> )	Pelajar diberi tempoh 15 hari untuk membuat pembedulan tesis.	Tesis diterima dengan pindaan (Kecil atau Besar)	Pelajar diberi tempoh maksimum tiga (3) bulan jika pindaan kecil atau maksimum enam (6) bulan jika pindaan besar untuk membuat pembedulan tesis.	Peperiksaan Semula Lisan ( <i>Re-viva voce</i> )	Ahli JKPPT menjalankan peperiksaan semula dalam tempoh 60 hari selepas peperiksaan pertama.	Penyerahan Semula Tesis ( <i>Re-submission</i> )	Pelajar diberi tempoh maksimum dua (2) semester atau satu (1) tahun untuk membuat pembedulan dan menyerahkan semula tesis untuk peperiksaan semula <i>viva voce</i> .  Pelajar perlu melengkapkan Borang Penyerahan Semula Tesis untuk Peperiksaan PG/TSS/GS-15b melalui portal pelajar.	Penyerahan semula tesis PhD sebagai tesis Master	Pelajar diberi tempoh 60 hari untuk membuat pembedulan tesis	Tesis ditolak	Pelajar diberi status 'Gagal dan Diberhentikan' [ <i>Terminated (GB)</i> ]
Keputusan	Tindakan														
Tesis diterima—dengan kepujian ( <i>Distinction</i> )	Pelajar diberi tempoh 15 hari untuk membuat pembedulan tesis.														
Tesis diterima dengan pindaan (Kecil atau Besar)	Pelajar diberi tempoh maksimum tiga (3) bulan jika pindaan kecil atau maksimum enam (6) bulan jika pindaan besar untuk membuat pembedulan tesis.														
Peperiksaan Semula Lisan ( <i>Re-viva voce</i> )	Ahli JKPPT menjalankan peperiksaan semula dalam tempoh 60 hari selepas peperiksaan pertama.														
Penyerahan Semula Tesis ( <i>Re-submission</i> )	Pelajar diberi tempoh maksimum dua (2) semester atau satu (1) tahun untuk membuat pembedulan dan menyerahkan semula tesis untuk peperiksaan semula <i>viva voce</i> .  Pelajar perlu melengkapkan Borang Penyerahan Semula Tesis untuk Peperiksaan PG/TSS/GS-15b melalui portal pelajar.														
Penyerahan semula tesis PhD sebagai tesis Master	Pelajar diberi tempoh 60 hari untuk membuat pembedulan tesis														
Tesis ditolak	Pelajar diberi status 'Gagal dan Diberhentikan' [ <i>Terminated (GB)</i> ]														

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Bil	Tindakan
	<p>(vi) Pelajar membuat penyerahan semula tesis kepada UT SPS dan mematuhi prosedur berikut:</p> <p>(a) Membuat bayaran yuran pendaftaran penuh untuk semester semasa.</p> <p>(b) Mendaftar kursus Master Research (SPS5999) atau Doctoral Research (SPS6999).</p> <p>(c) Mengemukakan Laporan Kemajuan (Borang GS-11) untuk setiap semester yang didaftarkan.</p> <p>(d) Membayar yuran peperiksaan semula.</p> <p>(e) Mengemukakan dokumen berikut kepada SPS melalui emel <a href="mailto:sgs_thesis@upm.edu.my">sgs_thesis@upm.edu.my</a>:</p> <ul style="list-style-type: none"> <li>• Tesis dalam format pdf.</li> <li>• Laporan plagiat (<i>Turnitin Report</i>) (<math>\leq 25\%</math>) (kecuali pelajar dari Sekolah Perniagaan dan Ekonomi (<i>Turnitin Report</i>) (<math>\leq 20\%</math>) dalam format pdf.</li> <li>• Senarai pembetulan tesis.</li> <li>• Borang Pengesahan Hasil Penulisan dan Penggunaan Teknologi Kecerdasan Buatan (PG/TSS/GS-60).</li> <li>• Kegagalan untuk menyerahkan semula tesis dalam tempoh yang ditetapkan akan mengakibatkan status pengajian bertukar kepada 'Gagal dan Diberhentikan' (<i>Terminated GB</i>).</li> </ul> <p>(vii) Pelajar perlu mematuhi Peraturan Universiti Putra Malaysia (Pengajian Siswazah) 2003 (Semakan terkini).</p>
<b>13.4</b>	<p><b>Penyerahan Tesis Selepas Peperiksaan Akhir (<i>Viva Voce</i>)</b></p> <p>(i) Pelajar menerima laporan akhir <i>viva voce</i> daripada UT SPS;</p>

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Bil	Tindakan						
	<p>(ii) Pelajar melaksanakan pembetulan tesis mengikut tempoh keputusan Viva Voce seperti berikut:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Keputusan</th> <th style="text-align: center;">Tindakan</th> </tr> </thead> <tbody> <tr> <td>Tesis diterima dengan kepujian (<i>Distinction</i>)</td> <td>Pelajar diberi tempoh 15 hari untuk membuat pembetulan tesis.</td> </tr> <tr> <td>Tesis diterima dengan pindaan (Kecil atau Besar)</td> <td>Pelajar diberi tempoh maksimum tiga (3) bulan jika pindaan kecil atau maksimum enam (6) bulan jika pindaan besar untuk membuat pembetulan tesis.</td> </tr> </tbody> </table> <p>(iii) Pelajar memuat turun dan melengkapkan Borang Penyerahan Tesis Selepas Peperiksaan Akhir (<i>Viva Voce</i>) (PG/TSS/GS-16a), Borang <i>Information on Publication During Candidature</i> (PG/TSS/GS-25), dan mendapatkan pengesahan daripada Jawatankuasa Penyeliaan;</p> <p>(iv) Pelajar menghantar pembetulan tesis, senarai pembetulan dan Borang PG/TSS/GS-16a ke Pejabat TD/TP PTJ untuk pengesahan pemeriksa dalam/luar dan Pengerusi Jawatankuasa Peperiksaan Tesis;</p> <p>(v) Pelajar mendapatkan pengesahan TD/TP PTJ pada borang PG/TSS/GS-16a dan Borang PG/TSS/GS-25 sebelum dimajukan ke UT;</p> <p>(vi) Pelajar menghantar Borang PG/TSS/GS-16a bersama dokumen berkaitan melalui emel <a href="mailto:sgs_thesis@upm.edu.my">sgs_thesis@upm.edu.my</a>:</p> <ol style="list-style-type: none"> <li>(a) Satu salinan tesis berjilid lembut.</li> <li>(b) Senarai pembetulan tesis.</li> <li>(c) Satu salinan abstrak tesis.</li> <li>(d) Maklumat untuk Bergraduat (PG/ACA/GS-17).</li> <li>(e) Borang <i>Information on Publication During Candidature</i> (PG/TSS/GS-25) dan salinan bukti penerbitan dan/atau penerimaan dan/atau penghantaran artikel jurnal (mengikut kohort).</li> </ol>	Keputusan	Tindakan	Tesis diterima dengan kepujian ( <i>Distinction</i> )	Pelajar diberi tempoh 15 hari untuk membuat pembetulan tesis.	Tesis diterima dengan pindaan (Kecil atau Besar)	Pelajar diberi tempoh maksimum tiga (3) bulan jika pindaan kecil atau maksimum enam (6) bulan jika pindaan besar untuk membuat pembetulan tesis.
Keputusan	Tindakan						
Tesis diterima dengan kepujian ( <i>Distinction</i> )	Pelajar diberi tempoh 15 hari untuk membuat pembetulan tesis.						
Tesis diterima dengan pindaan (Kecil atau Besar)	Pelajar diberi tempoh maksimum tiga (3) bulan jika pindaan kecil atau maksimum enam (6) bulan jika pindaan besar untuk membuat pembetulan tesis.						

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	<p>(f) Laporan plagiat (<i>Turnitin Report</i>) (<math>\leq 25\%</math>) (kecuali pelajar dari Sekolah Perniagaan dan Ekonomi (<i>Turnitin Report</i>) (<math>\leq 20\%</math>) dalam format pdf.</p> <p>(vi) Pelajar menyemak status pengajian telah bertukar daripada '<i>Thesis Submitted</i>' kepada <i>Completed</i> selepas penghantaran borang Penyerahan Tesis Selepas Peperiksaan Akhir (<i>Viva Voce</i>) (PG/TSS/GS-16a);</p> <p>(vii) Pelajar akan menerima pemakluman kelulusan Senat melalui emel;</p> <p>(viii) Pelajar yang gagal menyerahkan tesis dalam tempoh yang ditetapkan akan mengakibatkan status pelajar bertukar kepada 'Gagal dan Diberhentikan' (<i>Terminated GB</i>);</p> <p>(ix) Pelajar mengemukakan permohonan semakan ke atas pemberhentian untuk pertimbangan JKSS dalam tempoh satu (1) bulan selepas status pengajian pelajar bertukar kepada 'Gagal dan Diberhentikan' (<i>Terminated GB</i>);</p> <p>(x) Pelajar yang telah memenuhi keperluan penerbitan akan disenaraikan dalam kertas Cadangan Pengurniaan Ijazah Lanjutan untuk dibawa ke Mesyuarat JKPSU dan Senat [Rujuk Kaedah Universiti Putra Malaysia (Pengajian Siswazah) 2003 (Semakan terkini)]; dan</p> <p>(xi) Pelajar yang tidak memenuhi keperluan penerbitan akan ditangguhkan proses pengurniaan ijazah sebagaimana berikut:</p> <p style="margin-left: 40px;">(a) Penangguhan selama dua (2) tahun bagi program PhD.</p> <p style="margin-left: 40px;">(b) Penangguhan selama satu (1) tahun bagi program Master.</p>
<b>13.5</b>	<p><b>Penghantaran Tesis Muktamad</b></p> <p>(i) Pelajar mengambil pembedulan tesis dan <i>approval sheet</i> dari Kaunter Tesis, SPS;</p>

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	<p>(ii) Pelajar menyerahkan satu salinan tesis (<i>loose bound</i>) ke Kaunter Tesis, SPS untuk semakan format akhir sebelum penyerahan tesis muktamad;</p> <p>(iii) Pelajar perlu mendapatkan tandatangan daripada ahli JKP pada bahagian Perakuan Ahli Jawatankuasa Penyeliaan dan Pengesahan Status untuk Tesis/Laporan Projek dan Hakcipta; dan</p> <p>(iv) Pelajar menghantar salinan tesis muktamad dalam bentuk pdf bersama dengan borang PG/TSS/GS-16b melalui emel kepada sgs_thesis@upm.edu.my.</p>
<b>14.</b>	<b>Pengesahan dan Pengurniaan Ijazah Pelajar Pascasiswazah</b>
<b>14.1</b>	<p><b>Pelajar yang Layak Bergraduati</b></p> <p><b>(1) Program Secara Kerja Kursus</b></p> <p>(i) Pelajar melengkapkan Borang <i>Study Scheme for Graduation</i> (PG/ACA/GS-05b) di Portal Pelajar dan Penyelaras program dan TD/TP PTJ terima notifikasi melalui i-GIMS untuk pengesahan permohonan tersebut. Pelajar perlu mengambil perhatian perkara berikut;</p> <p>(a) Syarat bergraduati Master dan PhD:</p> <ul style="list-style-type: none"> <li>• Lulus semua kursus wajib atau kursus yang setara untuk Program Pengajian.</li> <li>• Mencapai PNGK 3.000 dan ke atas.</li> <li>• Bagi program Secara Kerja Kursus, pelajar perlu menamatkan latihan diperlukan (jika ada).</li> <li>• Pelajar antarabangsa perlu memenuhi kecekapan Bahasa Melayu seperti yang ditetapkan.</li> <li>• Pelajar perlu membuat semakan nama sebelum dimajukan kepada Senat untuk perakuan pengurniaan ijazah, sebarang permohonan pertukaran nama selepas tempoh tersebut tidak</li> </ul>

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	<p>akan dipertimbangkan melainkan melalui proses cetakan semula dengan bayaran berjumlah RM500.00.</p> <p>(b) Bagi pelajar ICP, PYB UPI SPS memaklumkan kepada institusi kerjasama sekiranya pelajar telah melengkapkan keperluan bergraduat dan layak bergraduat di UPM.</p> <p>(c) Bagi pelajar NG, PYB UPI SPS menyediakan <i>Completion Letter</i> selepas pelajar berjaya menamatkan program di UPM, dan menyerahkannya kepada pelajar melalui emel/salinan keras.</p> <p>(ii) Pelajar melengkapkan Borang <i>Particulars for Graduation</i> (PG/ACA/GS-17) dengan membayar RM300.00 kepada Pejabat Bursar UPM setelah status pengajian pelajar bertukar kepada 'Lengkap' (<i>Completed</i>); dan</p> <p>(iii) Pelajar mendapatkan pengesahan daripada Pejabat Bursar dan Perpustakaan serta menghantar satu (1) salinan borang PG/ACA/GS-17 kepada UA, SPS atau melalui emel sgs.academic@upm.edu.my bagi tujuan rekod.</p> <p><b>(2) Program Secara Penyelidikan</b></p> <p>(i) Pelajar menghantar borang Penyerahan Tesis Selepas Peperiksaan Akhir (<i>Viva Voce</i>) (PG/TSS/GS-16a), dan Borang <i>Information on Publication During Candidature</i> (PG/TSS/GS-25) kepada PYB UT, SPS untuk pertukaran status daripada <i>Thesis Submitted</i> kepada 'Lengkap' (<i>Completed</i>) dan hanya pelajar yang memenuhi keperluan penerbitan sahaja akan dibawa untuk pengesahan Senat. Pelajar perlu mengambil perhatian perkara berikut;</p> <p>(a) Syarat bergraduat Master dan PhD:</p> <ul style="list-style-type: none"> <li>• Lulus semua kursus wajib atau kursus yang setara untuk Program Pengajian.</li> <li>• Mencapai PNGK 3.000 dan ke atas.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Bagi program Secara Penyelidikan, pelajar perlu lulus peperiksaan tesis.</li> <li>• Pelajar antarabangsa perlu memenuhi kecekapan Bahasa Melayu seperti yang ditetapkan.</li> <li>• Pelajar program Secara Penyelidikan perlu memenuhi keperluan untuk menerbitkan atau menyerahkan artikel jurnal seperti yang ditetapkan.</li> <li>• Pelajar perlu membuat semakan nama sebelum dimajukan kepada Senat untuk perakuan pengurniaan ijazah, sebarang permohonan pertukaran nama selepas tempoh tersebut tidak akan dipertimbangkan melainkan melalui proses cetakan semula dengan bayaran berjumlah RM500.00.</li> </ul> <p>(b) Bagi pelajar ICP, PYB UPI SPS memaklumkan kepada institusi kerjasama sekiranya pelajar telah melengkapkan keperluan bergraduasi dan layak bergraduasi di UPM.</p> <p>(c) Bagi pelajar NG, PYB UPI SPS menyediakan <i>Completion Letter</i> selepas pelajar berjaya menamatkan program di UPM, dan menyerahkannya kepada pelajar melalui emel/salinan keras.</p> <p>(ii) Pelajar melengkapkan borang <i>Particulars for Graduation (PG/ACA/GS-17)</i> dengan membayar RM300.00 kepada Pejabat Bursar UPM setelah status pengajian pelajar bertukar kepada 'Lengkap' (<i>Completed</i>); dan</p> <p>(iii) Pelajar mendapatkan pengesahan daripada Pejabat Bursar dan PSAS serta menghantar satu (1) salinan borang PG/ACA/GS-17 kepada UA, SPS atau melalui emel sgs.academic@upm.edu.my bagi tujuan rekod dengan mengambil perhatian perkara berikut:</p> <ul style="list-style-type: none"> <li>(a) Surat Senat dan transkrip boleh diambil selepas dua (2) minggu dari tarikh kelulusan Senat.</li> <li>(b) Sijil akademik hanya akan diserahkan selepas pelajar memulangkan Pakaian Akademik (yang dipinjam semasa Majlis Konvokesyen) dalam keadaan baik dan tidak rosak/koyak, serta</li> </ul>

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	<p>menjelaskan bayaran denda sekiranya terdapat pemulangan lewat.</p> <p>(c) Untuk kes tertentu, seperti pelajar antarabangsa yang akan pulang ke negara asal dan tidak menghadiri Majlis Konvokesyen, sijil boleh diambil lebih awal di UA, SPS dengan syarat pelajar melengkapkan Borang Permohonan Mengambil Surat Senat, Transkrip dan Sijil Sebelum Majlis Konvokesyen.</p>
<b>14.2</b>	<p><b>Cetakan Salinan Tambahan (Sijil Akademik/ Transkrip)</b></p> <p><b>(1) Sijil Akademik</b></p> <p>(i) Pelajar membuat permohonan cetakan semula sijil akademik kepada PYB UA mengikut situasi berikut:</p> <p>(a) Sekiranya melibatkan kes kerosakan pada sijil akademik, pelajar perlu mengembalikan semula sijil asal berserta resit bayaran cetakan semula sijil akademik berjumlah RM500.00.</p> <p>(b) Sekiranya melibatkan kehilangan sijil, pelajar perlu memajukan salinan passport, laporan polis dan resit pembayaran berjumlah RM500.00.</p> <p>(c) Sekiranya melibatkan proses pertukaran/ susunan nama pada sijil:</p> <ul style="list-style-type: none"> <li>• Pelajar perlu membuat permohonan dan memajukan salinan passport kepada PYB UA.</li> <li>• Pelajar perlu membuat pembayaran cetakan semula sijil akademik berjumlah RM500.00 setelah menerima kelulusan permohonan daripada PYB UA;</li> </ul> <p>(ii) Pelajar memajukan bukti pembayaran RM500.00 kepada Pejabat Bursar untuk pengesahan bayaran;</p>

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	<ul style="list-style-type: none"> <li>(iii) Pelajar menerima emel pengesahan bayaran daripada Pejabat Bursar yang disalinkan kepada PYB UA bagi proses cetakan sijil akademik; dan</li> <li>(iv) Pelajar mengambil sijil akademik cetakan baharu di Kaunter Akademik, SPS selepas tempoh 60 hari bekerja.</li> </ul> <p><b>(2) Transkrip</b></p> <ul style="list-style-type: none"> <li>(i) Pelajar membuat permohonan cetakan semula transkrip kepada PYB UA;</li> <li>(ii) Pelajar memajukan resit bayaran cetakan semula transkrip berjumlah RM10.00 kepada Pejabat Bursar untuk pengesahan bayaran;</li> <li>(iii) Pelajar menerima emel pengesahan daripada Pejabat Bursar yang disalinkan kepada PYB UA bagi proses cetakan transkrip; dan</li> <li>(iv) Pelajar mengambil transkrip di Kaunter Akademik, SPS selepas tempoh 14 hari bekerja.</li> </ul>
<b>15.</b>	<b>Pengurusan Majlis Konvokesyen UPM</b>
<b>15.1</b>	<p><b>Peminjaman Jubah Akademik (<i>Graduation Robe</i>)</b></p> <ul style="list-style-type: none"> <li>(i) Pelajar akan menerima notifikasi berkenaan tarikh konvokesyen dan proses peminjaman jubah akademik melalui emel pelajar (@student.upm.edu.my);</li> <li>(ii) Pelajar melengkapkan maklumat berikut sebelum pengambilan jubah di kaunter: <ul style="list-style-type: none"> <li>(a) Borang pengambilan jubah melalui eSMP.</li> <li>(b) Borang Graduate Tracer Study.</li> <li>(c) Borang <i>Particulars for Graduation</i> (PG/ACA/GS-17).</li> <li>(d) Bayaran sewaan jubah RM50.00.</li> </ul> </li> <li>(iii) Pelajar menerima jubah akademik daripada PYB SPS; dan</li> </ul>

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	<p>(iv) Pelajar membuat semakan sewaktu di kaunter pengambilan jubah bagi memastikan tiada sebarang kerosakan, kecacatan, atau kesilapan jenis jubah akademik yang diserahkan. Pelajar akan dikenakan caj mengikut kadar semasa sekiranya berlaku kehilangan atau kerosakan pada jubah akademik dan mortar. Harga/caj kerosakan pada jubah dan aksesori adalah seperti berikut:</p> <p>(a) Jubah PhD: RM850.00  (b) Jubah Master: RM500.00  (c) Bonnet: RM75.00  (d) <i>Mortar Board</i>: RM50.00  (e) <i>Hood</i>: RM35.00</p>
<b>15.2</b>	<p><b>Persediaan Majlis Konvokesyen UPM</b></p> <p>(i) Pelajar tiba di Dewan PKKSSAAS atau lokasi yang ditetapkan pada tarikh dan masa yang ditetapkan oleh Urusetia Majlis Konvokesyen; dan</p> <p>(ii) Pelajar mengikut tatacara pemakaian sepertimana yang ditetapkan dan mematuhi istiadat konvokesyen UPM. (Pautan: <a href="https://sgs.upm.edu.my/convocation-3845">https://sgs.upm.edu.my/convocation-3845</a>)</p>
<b>15.3</b>	<p><b>Pemulangan Jubah Akademik (<i>Graduation Robe</i>)</b></p> <p>(i) Pelajar memulangkan jubah akademik dalam tempoh yang ditetapkan bagi proses pengambilan sijil akademik selepas menghadiri majlis konvokesyen. Denda lewat pemulangan jubah sebanyak RM10.00 akan dikenakan bermula pada hari ke-3 selepas sesi Majlis Konvokesyen bagi setiap graduan dan penambahan RM5.00 bagi setiap hari berikutnya.</p>
<b>16.</b>	<p><b>Pencalonan Hadiah Universiti Pascasiswazah</b></p>
<b>16.1</b>	<p><b>Pencalonan Hadiah universiti</b></p>

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	<p>(i) Pelajar menghantar borang penyertaan dengan betul dan tepat berserta maklumat yang berikut;</p> <p>(a) foto (terkini) mengikut spesifikasi yang ditetapkan.</p> <p>(b) mengemukakan sijil-sijil penglibatan, penghargaan, penyertaan, surat penghargaan dan sebarang bahan bukti penglibatan atau pencapaian yang telah disahkan oleh Dekan/Timbalan Dekan (Siswazah) yang sedang berkhidmat di Universiti.</p> <p>(c) salinan lembut tesis kepada PTJ.</p> <p>(ii) Pelajar terima notis jemputan ke sesi temuduga melalui emel atau kaedah yang bersesuaian;</p> <p>(iii) Pelajar hadir sesi temuduga sepertimana yang telah ditetapkan;</p> <p>(iv) Pelajar terima keputusan temuduga melalui emel atau kaedah yang bersesuaian;</p> <p>(v) Pelajar hadir sesi fotografi yang diaturkan oleh pihak BAKD, bagi pelajar antarabangsa yang berada di luar negara, pelajar perlu majukan gambar dalam salinan lembut; dan</p> <p>(vi) Pelajar hadir semasa sesi konvokesyen yang ditetapkan bagi penerima Hadiah Universiti.</p>


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## 1.0 PURPOSE


*This guideline aims to provide explanations to UPM postgraduate students of their responsibilities throughout their period of study which includes the Application of Financial Assistance, Sponsorship Verification, New Student Registration, Course Registration (Registration, Late Registration, Add, Drop, and Change of Course Status), Credit Transfer and Course Exemption, Change of Study Programme (including International Collaborative Programmes and Programmes by Industry), Change of PTJ and/or Field of Study (for Programmes by Research), Nomination and Reconstitution of Student Supervisory Committee Members for Programmes by Research, Application for Conversion of Studies from Master's to PhD and downgrading of studies from PhD to Master's, Deferment of Studies, Withdrawal from Studies, Extension of Study Period, Change of Study Status to 'Dropped', Reinstatement of Study Status from 'Dropped' to 'Continue', Change of Study Mode from Full-Time to Part-Time (Local Students), Assessment and Examination, Re-Examination, Course Grade Review, Repetition of Semester for Students in Programme by Coursework, Review of Termination, Thesis Submission Notification, Thesis Submission for Final Examination (Viva Voce), Final Examination (Viva Voce), Thesis Resubmission for Final Examination (Viva Voce), Thesis Submission After Final Examination (Viva Voce), Submission of Hardbound Final Thesis, Graduation Confirmation, Borrowing and Returning of Academic Robes, Attending the Convocation Ceremony and Application for University Awards.*

## 2.0 TERMINOLOGY AND ABBREVIATIONS

BKW	: Special Scholarship for Journalists
BYSC	: Financial Incentive for Excellent Graduates
CALC	: Centre for the Advancement of Language Competence
Prospective student	: Prospective student who has not received a matric number
CE	: Comprehensive Examination
CIEP	: Certified Intensive English Programme at ELS
CV	: Curriculum Vitae
Dean	: Dean of Faculty/School
ED	: Exceeded Duration
ELS	: English Language Skill Language Centre
ERA	: Educational Research Abstracts
eSMP	: Student Information System
GB	: Failed and Terminated

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GRA	: Graduate Research Assistance
GRF	: Graduate Research Fellowship
GTA	: Graduate Teaching Assistant
HSAAS	: Hospital Sultan Abdul Aziz Shah Hospital
Hutang	: Including fees, penalties, fines or any payments owed to UPM
IBT	: Internet-Based Test
ICP	: International Collaborative Programme
IELTS	: International English Language Testing System
i-GIMS	: Internet Graduate Information Management System
IGSS	: International Graduate Student Scholarship
i-PUTRA	: Putra International Centre
JCR	: Journal Citation Reports
JKP	: Supervisory Committee
JKPBKPS	: Graduate Studies Financial Assistance Selection Committee
JKPSU	: University Graduate Studies Committee
JKSS	: Graduate Review Committee
MAPIM	: Malaysian Scholarly Publishing Council
NG	: Non-Graduating Programme
PASS	: Putra Alumni Scholarship Scheme
PDF	: Portable Document Format
Pelajar Baharu	: First Semester Students
Pelajar Sambungan	: Second Semester Students and Beyond
PKU	: University Health Centre
PNGK	: Cumulative Grade Point Average
PSI	: Programme by Industry
PSKK	: Programme by Coursework
PTE	: Pearson Test of English
PTJ	: Responsibility Centre which includes Faculties/Schools/Institutes
PYB	: Officer-in-Charge
SPS	: School of Graduate Studies
SPS5903	: Master/ Research Proposal Seminar - Master
SPS5999	: Master's Research
SPS6903	: Doctoral/ Research Proposal Seminar– Doctoral
SPS6999	: Doctoral Research

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TD	: Deputy Dean (Graduates) of Faculty/School
TNCAA	: Deputy Vice Chancellor (Academic and International)
TOEFL	: Test of English as a Foreign Language
TP	: Deputy Director of the Institute (who holds the postgraduate portfolio)
UA	: Academic Unit, School of Graduate Studies
UBK	: Financial Aid Unit, School of Graduate Studies
UP	: Admissions Unit, School of Graduate Studies
UPI	: Institutional Relations Unit, School of Graduate Studies
UPM	: Universiti Putra Malaysia
UPP	: Student Development Unit, School of Graduate Studies
UT	: Thesis Unit, School of Graduate Studies
WOS	: Web of Science

### 3.0 GUIDELINES


No.	Tindakan / Action	
1.	<b>New Student Preparations</b>	
	1.1	<b>Postgraduate Studies Main References</b>  (i) Students must refer to the following documents throughout their study period:  (a) Universiti Putra Malaysia (Graduate Studies) Rule 2003 (Latest Revision); (b) Postgraduate Students Handbook (latest edition); and (c) Postgraduate Candidature Checklist Link: <a href="https://sgs.upm.edu.my/pelajar_semasa/postgraduate_candidature_checklist-12652">https://sgs.upm.edu.my/pelajar_semasa/postgraduate_candidature_checklist-12652</a> ).
	1.2	<b>Updating External Sponsorship Information in i-GIMS</b>  (i) Students apply to PYB UBK, SPS via email ( <a href="mailto:sgs.financialaid@upm.edu.my">sgs.financialaid@upm.edu.my</a> ) by submitting the following information:

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No.	Tindakan / Action
	<p>(a) Name and address of recipient; and</p> <p>(b) The latest sponsorship letter (if the information is different from the current record in i-GIMS).</p>
<b>1.3</b>	<p><b>Sponsorship Information Verification</b></p> <p>(i) Students submit an application to obtain sponsorship verification from the Officer in Charge (PIC) of the Financial Aid Unit via email at <a href="mailto:sgs.financialaid@upm.edu.my">sgs.financialaid@upm.edu.my</a>.</p>
<b>2.</b>	<p><b>Postgraduate Financial Assistance Management</b></p>
<b>2.1</b>	<p><b>GTA, PASS, IGSS, BKW dan BYSC Financial Assistance</b></p> <p>(i) Students check the application advertisement date and financial aid eligibility requirements via the SPS website. Applications will be opened at least two (2) months before the start of a new semester;</p> <p>(ii) Students complete the application through the student portal within the period stipulated by SPS;</p> <p>(iii) Students notify the Advisor/Supervisor to verify the application via i-GIMS within the period stipulated by SPS;</p> <p>(iv) Students who are offered financial assistance must confirm acceptance/rejection within the specified period;</p> <p>(v) Students print the offer letter via the Student Portal; and</p> <p>(vi) For GTA recipients, the students are required to attend a briefing session conducted by SPS.</p>

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No.	Tindakan / Action
<b>2.2</b>	<p><b>GRA Financial Assistance</b></p> <p>(i) Students check the eligibility requirements on the SPS website and verify the availability of the Advisor/Supervisor's grant before submitting the application;</p> <p>(ii) Students complete the application via the Student Portal before the 15<sup>th</sup> of each month;</p> <p>(iii) Students inform the Advisor/Supervisor to verify the application through i-GIMS; and</p> <p>(iv) Upon the approval of application, students will receive an automatic notification via i-GIMS and may download the offer letter through the student portal.</p> <p><b>Note:</b> GRA applications are open throughout the year.</p>
<b>2.3</b>	<p><b>Teaching Allocation for Students Receiving GTA</b></p> <p>(i) Students receiving GTA assist in teaching activities for three (3) hours per week for Master's and PhD students, in accordance with the courses assigned by the Head of PTJ/TD/TP PTJ.</p>
<b>2.4</b>	<p><b>Financial Assistance for Research Attachment or International Presentations</b></p> <p><b>(1) Application for Financial Assistance</b></p> <p>(i) Students refer to the application requirements and eligibility criteria for financial assistance applications on the SPS website. (Link: <a href="https://sgs.upm.edu.my/financial_assistance_scholarships-1893">https://sgs.upm.edu.my/financial_assistance_scholarships-1893</a>);</p> <p>(ii) Students complete the Application for Financial Assistance- International Research (PG/FAD/GS-42) or the Application for Financial Assistance -</p>

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	<p><i>International Presentations (PG/FAD/GS-48) form and obtain verification from the supervisor and head/TD/TP of the PTJ;</i></p> <p>(iii) <i>Students obtain signatures from the Advisor/Supervisor and Head of PTJ/TD/TP PTJ; and</i></p> <p>(iv) <i>Students submit the completed form and supporting documents to UPI, SPS or via soft copy to sgs_intl.programme@upm.edu.my</i></p> <p><b>Note:</b> <i>Students' applications will be considered by the JKPBKPS, and the decision will be communicated to the students via email.</i></p> <p><b>(2) Claim for Financial Assistance</b></p> <p>(i) <i>Students complete and submit the Travel and Miscellaneous Claim for Student Form (SOK/KEW/BR048/BYR) together with the supporting documents to UPI SPS within (2) months after the completion of the programme.</i></p> <p><b>Note:</b> <i>The SOK/KEW/BR048/BYR form can be accessed via the SPS website</i></p>
<b>2.5</b>	<p><b>Financial Assistance Payment</b></p> <p>(i) <i>Students under the GTA/GRA Scheme complete the monthly activity log via i-GIMS no later than the 2<sup>nd</sup> day of the following month for the purpose of allowance payment processing.</i></p> <p><b>Note:</b></p> <p>(a) <i>Payment of monthly allowances will be credited to the students' accounts at the end of the following month (e.g., the allowance for January will be paid at the end of February).</i></p> <p>(b) <i>Allowance payment not be made to students with Probation, Deferred, Withdrawn, Failed, and Terminated (GB) status.</i></p>

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2.6	<p><b>Withholding/ Termination of Financial Assistance</b></p> <p><b>(1) Withholding of GRA Allowance Payment Due to Insufficient Grant Allocation Balance</b></p> <p>(i) Students seek advice from the Advisor/Supervisor on the availability of other grants that can be used for GRA allowance payment.</p> <p>(ii) Students submit a new application via the Student Portal.</p> <p><b>(2) Termination of Financial Assistance Due to Student Receiving Other Financial Assistance/Sponsorship</b></p> <p>(i) Students submit a formal application to SPS to discontinue the existing financial assistance if the student has received other financial assistance or sponsorship.</p> <p>(ii) Students make a refund to the University (if applicable), in accordance with the instructions issued by SPS.</p>
2.7	<p><b>Breach of Contract and GRF/GRA Compensation Claim</b></p> <p>(i) Students receiving GRF/GRA (under previous schemes) must fulfill all the requirements as stipulated in the signed agreement; and</p> <p>(ii) Students refer to the Guidelines for Breach of Contract and Compensation Claims for Graduate Research Assistants (GRA) and Graduate Research Fellowships (GRF) (GP/FAD/S-01) if they receive a notice of contract breach and compensation claim from the university.</p> <p><b>Note:</b></p> <p>(a) This breach of contract procedure only applies to a student bound by the agreement signed with UPM under the previous GRF/GRA schemes.</p>

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		(b) The related Guidelines can be accessed on the SPS website.
<b>3.</b>	<b>Admission Registration of New and Continuing Students</b>	
	<b>3.1</b>	<b>New Student Admission Registration</b> <p>(i) <b>Registration via the PutraENROLL System</b></p> <p>(a) Prospective students check the registration dates on the SPS website via the link: (<a href="https://sgs.upm.edu.my/new_students-3940">https://sgs.upm.edu.my/new_students-3940</a>).</p> <p>(b) Prospective students log in to the Applicant Portal via the link: (<a href="http://sgsportal.upm.edu.my:8080/sgsportal/">http://sgsportal.upm.edu.my:8080/sgsportal/</a>).</p> <p>(c) Prospective students complete their information in PutraENROLL within the stipulated period by referring to the PutraENROLL User Manual via the link: (<a href="https://sgs.upm.edu.my/new_students-3940">https://sgs.upm.edu.my/new_students-3940</a>) and updates the application in PutraENROLL if the administrators request any corrections.</p> <p>(d) Prospective students receive the matriculation number via email notification.</p> <p>(ii) <b>ID Activation</b></p> <p>(a) Students activate the UPM-ID by referring to the 'User Manual: Student UPM-ID Activation and Student Email (Google Apps Academic)' via the link: <a href="https://upm-id.upm.edu.my/info/man_student.pdf">https://upm-id.upm.edu.my/info/man_student.pdf</a>.</p> <p>(iii) <b>New Student Registration Verification</b></p> <p>(a) Students log in to the Student Portal using their matriculation number and password registered via the link: <a href="http://sgsportal.upm.edu.my:8080/sgsportal/">http://sgsportal.upm.edu.my:8080/sgsportal/</a>.</p>

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	<p>(b) <i>Students print the Registration Checklist for New Student (Verification Purposes) and ensure all sections are verified by the relevant parties.</i></p> <p>(c) <i>Students register for courses via the Student Portal.</i></p> <p>(d) <i>International students shall make an appointment for a health examination at PKU via the Student Portal, while local students may undergo a health examination at any government or private clinic.</i></p> <p>(e) <i>International students shall submit their passport and the course registration slip to i-PUTRA after receiving the health examination results.</i></p> <p>(f) <i>Students proceed to the Admissions Counter, SPS for verification purposes, bringing the completed 'Registration Checklist for New Students (Verification Purposes)' and the documents listed in the checklist.</i></p> <p>(g) <i>Students who receive sponsorship must submit the soft copy of the sponsorship offer letter to the SPS PIBK Unit via email at <a href="mailto:sgs.financialaid@upm.edu.my">sgs.financialaid@upm.edu.my</a> to be updated in i-GIMS.</i></p>
<b>3.2</b>	<p><b>Updating Student Status from 'Provisional' to 'Continue'</b></p> <p><b>(1) Provisional Status due to not meeting the English Language requirements</b></p> <p>(i) <i>Students receive a notification from PutraENROLL to register for the English Language Course offered by ELS;</i></p> <p>(ii) <i>Students refer to the Postgraduate Candidature Checklist -English Programme (Link: <a href="https://sgs.upm.edu.my/current_students-2973">https://sgs.upm.edu.my/current_students-2973</a>) for further information regarding the English Language course;</i></p>

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	<p>(iii) Students register for the course via the ELS website;</p> <p>(iv) Students may register for prerequisite/ language/core/elective courses based on the level of the English Language course registered as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th rowspan="2" style="text-align: center;">English Language Course Category</th> <th colspan="4" style="text-align: center;">Courses Allowed to Register</th> </tr> <tr> <th style="text-align: center;">Prerequisite</th> <th style="text-align: center;">Language</th> <th style="text-align: center;">Core</th> <th style="text-align: center;">Elective</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">CIEP 101 - 107</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> </tr> <tr> <td style="text-align: center;">CIEP 108 - 109</td> <td style="text-align: center;">/</td> <td style="text-align: center;">/</td> <td style="text-align: center;">/</td> <td style="text-align: center;">/</td> </tr> </tbody> </table> <p>(v) Students attend lectures and sits for examinations;</p> <p>(vi) Students will be given the status of 'Failed and Terminated (GB)' if they fail the English course for the third time;</p> <p>(vii) Students take the following actions after passing the courses:</p> <ul style="list-style-type: none"> <li>• Students who pass CIEP 107 are required to confirm acceptance of the offer in the Applicant Portal by clicking the Accept button and completing all sections in PutraENROLL to obtain a new matric number; or</li> <li>• Students who pass CIEP 109 are required to bring the Certificate of Completion &amp; Summary Progress Report to SPS Admissions Counter or email them to <a href="mailto:sgs.admissions@upm.edu.my">sgs.admissions@upm.edu.my</a> to update the student's study status in i-GIMS.</li> </ul> <p>(viii) Students may withdraw from the English Language Course by submitting a withdrawal application letter at the SPS Admissions Counter or via email to <a href="mailto:sgs.admissions@upm.edu.my">sgs.admissions@upm.edu.my</a>. Students will be given a withdrawal letter within two (2) to five (5) working days for use in i-PUTRA.</p>	English Language Course Category	Courses Allowed to Register				Prerequisite	Language	Core	Elective	CIEP 101 - 107	X	X	X	X	CIEP 108 - 109	/	/	/	/
English Language Course Category	Courses Allowed to Register																			
	Prerequisite	Language	Core	Elective																
CIEP 101 - 107	X	X	X	X																
CIEP 108 - 109	/	/	/	/																

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	<p><b>(2) Provisional Status due to prerequisite course requirements</b></p> <p>(a) Students refer to the study scheme provided by the PTJ to obtain information on prerequisite courses.</p> <p>(b) Students register for the relevant course via the Student Portal.</p> <p>(c) Students attend lectures and sits for examinations.</p> <p>(d) Students check their study status from 'Provisional' to 'Continue' on the Student Portal.</p> <p><b>(3) Provisional Status Due to Requirements to Submit Academic Certificates and Transcripts</b></p> <p>(a) Students obtain the original academic certificates and transcripts from their previous institution.</p> <p>(b) Students visit the SPS Admissions Counter for registration verification, by bringing the documents listed in the Registration Checklist for New Students (For Verification Purposes) along with additional documents (if relevant).</p>
<b>3.3</b>	<p><b>Health Verification for New International Students in Malaysia</b></p> <p>(i) Students undergo a health screening process at PKU by bringing their Health Examination Report Form and Registration Checklist for New Students (Verification Purposes); and</p> <p>(ii) Students visit the SPS Admission Counter for verification purposes by bringing the completed Registration Checklist for New Students (Verification Purposes) and the documents listed in the checklist.</p>

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No.	Tindakan / Action	
<b>3.4</b>	<b><i>Oath-Taking Ceremony and Briefing for New Postgraduate Students</i></b>	
	<p>(i) <i>Students pre-register attendance for the Pledge Ceremony/ Briefing for New Postgraduate Students; and</i></p> <p>(ii) <i>Students attend the Oath-Taking Ceremony/Briefing for New Postgraduate Students and record their attendance.</i></p>	
<b>4.</b>	<b><i>Management of Putra Sarjana Learning Support Programme</i></b>	
<b>4.1</b>	<b><i>Programme Execution</i></b>	
	<p>(i) <i>Students refer to the Putra Sarjana programme advertisement on student email/SGS website/SGS social media (e.g., Facebook/Telegram/Instagram);</i></p> <p>(ii) <i>Students pre-register via the Putra Sarjana Portal (<a href="http://sgsportal.upm.edu.my:8080/putrasarjana/">http://sgsportal.upm.edu.my:8080/putrasarjana/</a>);</i></p> <p>(iii) <i>Students attend the programme and fill-out the programme evaluation form; and</i></p> <p>(iv) <i>Students download the e-certificate via student email.</i></p>	
<b>5.</b>	<b><i>Course Registration</i></b>	
<b>5.1</b>	<b><i>New Student Course Registration</i></b>	
	<p>(i) <i>Students refer to the study scheme provided by the PTJ and the Postgraduate Candidature Checklist, which can be downloaded from the SPS website via the link; <a href="https://sgs.upm.edu.my/current_students-2973">https://sgs.upm.edu.my/current_students-2973</a>).</i></p> <p><b>Note:</b> <i>Information on the add/drop course process and practical class schedule can be accessed via the Student Portal.</i></p>	

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	<p>(ii) <i>Students shall register for courses online via the Student Portal, taking into account the following;</i></p> <p>(a) <i>Students may register for courses for a minimum of six (6) credit hours and a maximum of 20 credit hours per semester. Students wishing to register for courses exceeding or below the set credit limit must manually complete the Application to Add/Drop Course (PG/ACA/GS-06) Form, which can be downloaded via the Student Portal.</i></p> <p>(b) <i>New students in the Programme by Research are allowed to register for SPS5903/ SPS6903/ SPS5999/ SPS6999 until week 13, while registration for other courses are allowed until week 2 or another period based on support from the PTJ and approval by SPS.</i></p> <p>(c) <i>Students with 'Provisional' status due to incomplete prerequisite course requirements are not allowed to register for core programme courses until the prerequisite courses are completed. However, prerequisite courses may be taken together with:</i></p> <ul style="list-style-type: none"> <li>● <i>Elective courses that are not specialisation courses / related to core or prerequisite courses.</i></li> <li>● <i>Master/Doctoral Research (SPS5999/SPS6999) (only for programmes by research).</i></li> <li>● <i>Language course (PIE 2 / LPM 2100).</i></li> <li>● <i>Research Methodology Course.</i></li> </ul> <p>(d) <i>Students under programme by research must register for prerequisite courses together with other courses as stated in 5.1 (ii) (c) with a minimum of 6 credit hours. Meanwhile, students in the Master by coursework (MSKK) programme is allowed to register for prerequisite courses together with other courses as stated in 5.1 (ii) (c) with a total of less than 6 credit hours.</i></p>

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	<p>(e) For NG 'by research' students, registration for SPS5999/SPS6999 courses with a minimum of six (6) credit hours will be made by PYB UA based on notification from PYB UPI.</p> <p>(f) For NG 'by coursework students, the students must register for courses as specified by the PTJ.</p> <p>(iii) Students check the list of courses registered via the Student Portal and print the course registration slip for record; and</p> <p>(iv) International students shall submit their course registration slip and passport to i-PUTRA for Student Pass processing.</p>
<b>5.2</b>	<p><b>Course Registration for Continuing Students</b></p> <p>(i) Students refer to the study scheme available at the respective PTJ TD/TP office, taking note of the following:</p> <p>(a) Students refer to important dates related to academic processes in the academic calendar, which is accessible via the SPS website for course registration.</p> <p>(b) Course registration for continuing students opens three (3) weeks before the semester begins.</p> <p>(c) Students may register for courses with a minimum of six (6) credit hours and a maximum of 20 credit hours per semester. Students wishing to register for courses exceeding or below the specified credit limit must manually complete the Application to Add/Drop Course Form (PG/ACA/GS-06), which can be downloaded via the Student Portal.</p> <p>(d) Continuing students are allowed to register for SPS5903/ SPS6903/ SPS5999/ SPS6999 until the 7<sup>th</sup> week, while registration for other</p>

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	<p><i>courses is only allowed until the 2<sup>nd</sup> week or other period based on support from the PTJ and approval by SPS.</i></p> <p>(e) <i>Students pay tuition fees no later than the 7<sup>th</sup> week. Failure to make the payment will cause the student's status to change to 'Dropped'. Students with Dropped status are not allowed to register for a course, attend lectures, and sit for examinations.</i></p> <p>(f) <i>Students with a 'Provisional' status due to incomplete prerequisite course requirements are not allowed to register for core programme courses until the prerequisite courses are completed. However, prerequisite courses may be taken together with:</i></p> <ul style="list-style-type: none"> <li>● <i>Elective courses that are not specialisations / related to core or prerequisite courses.</i></li> <li>● <i>SPS 5999/6999 (Master/Doctoral Research) (only for programme by research).</i></li> <li>● <i>Language course (LPM 2100).</i></li> <li>● <i>Research Methodology Course.</i></li> </ul> <p>(g) <i>Students under the programme by research must register prerequisite courses together with other courses as stated in 5.2 (i) (f) with a minimum total of 6 credit hours. Meanwhile, students under the Master by Coursework (MSKK) programme are allowed to register for prerequisite courses together with other courses as stated in 5.2 (i) (f) with a total of less than 6 credit hours.</i></p> <p>(ii) <i>Students check the list of courses they have registered on the Student Portal and print the course registration slip as a record.</i></p>
<b>5.3</b>	<p><b>Add Course (Including Late Registration)</b></p> <p>(i) <i>Students manually complete the Application to Add/Drop Course (PG/ACA/GS-06) Form that can be downloaded from the Student Portal. A</i></p>

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	<p><i>penalty of RM200.00 will be imposed on continuing students who register courses starting in the first week after the semester begins;</i></p> <p><i>(ii) Students obtain support and comments from each Course Lecturer/Programme Coordinator on the form;</i></p> <p><i>(iii) Students submit the form that has been supported by the Course Lecturer/Programme Coordinator to the TD/TP office for endorsement;</i></p> <p><i>(iv) Students submit the form endorsed by the TD/TP PTJ together with the payment receipt to PYB UA, SPS or via email to sgs.academic@upm.edu.my; and</i></p> <p><i>(v) Students check the registered courses via the Student Portal.</i></p>
<b>5.4</b>	<p><b><i>Dropping a Course</i></b></p> <p><i>(i) Students manually complete the Application to Add/Drop Course Form (PG/ACA/GS-06) which can be downloaded from the Student Portal. Applications to drop courses are only allowed until Week 7 after the semester begins. Applications submitted after the stipulated period will only be considered for reasonable grounds with strong justification and comments from the TD/TP PTJ in the PG/ACA/GS-06 form, and the student will be subject to a penalty of RM100.00;</i></p> <p><i>(ii) Students obtain support and comments from each Course Lecturer/Programme Coordinator on the form;</i></p> <p><i>(iii) Students forward the form, supported by the Course Lecturer/Programme Coordinator to the TD/TP Office for verification;</i></p> <p><i>(iv) Students submit the form, verified by the TD/TP PTJ to PYB UA, SPS or via email to sgs.academic@upm.edu.my; and</i></p> <p><i>(v) Students check the courses that have been dropped via the Student Portal.</i></p>

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5.5	<p><b>Course Status Change</b></p> <p>(i) Students manually complete the Application for Amendment of Course Status (PG/ACA/GS-50) Form which can be downloaded from the Student Portal. Applications for course status change are allowed until Week 7 after the semester begins, subject to the following:</p> <p>(a) Change from Compulsory (YW)/Elective (ELF) to Audit (AU): the course will be assessed as either 'Satisfactory' (M) or 'Unsatisfactory' (TM), and the course will not be included in CGPA calculation.</p> <p>(b) Change from Audit (AU) to Compulsory (YW)/Elective (ELF): Students will be assessed with a grade (A – F), and the course will be included in CGPA calculation.</p> <p>(ii) Students obtain support and comments from the Advisor/Supervisor/Programme Coordinator on the form;</p> <p>(iii) Students forward the form, supported by the Lecturer, Advisor/Supervisor/Programme Coordinator to the TD/TP Office for verification;</p> <p>(iv) Students submit the form that has been verified by the TD/TP PTJ to PYB UA, SPS or via email at <a href="mailto:sgs.academic@upm.edu.my">sgs.academic@upm.edu.my</a>; and</p> <p>(v) Students check the updated course status via the Student Portal.</p>	
6.	<p><b>Credit Transfer and Course Exemption</b></p>	
6.1	<p><b>Credit Transfer</b></p> <p>(i) Students discuss with the lecturer the possibility of credit transfer (if applicable) by considering the following:</p>	

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	<p>(a) <b>Horizontal Credit Transfer:</b> Students who have registered for courses at UPM or other institutions recognised by UPM at the same study level.</p> <p>(b) <b>Vertical Credit Transfer:</b> Vertical credit transfer from Master's level to PhD level is not allowed except for students under the Integration Programme, where final-year Bachelor programme students register for Master's level core courses as independent elective courses with the permission of the Head of PTJ.</p> <p>(c) <b>Credit Transfer through APEL C:</b> Credit transfer through APEL C is a method of recognising prior experiential learning acquired through work experience, professional training, or informal learning. This method allows students to apply for exemption from certain courses in their current programme of study, subject to evaluation by the PTJ. The process involves the preparation of a portfolio, submission of evidence of experience, and competency assessment to ensure equivalence with the learning outcomes of the courses applied for.</p> <p>(ii) Students check credit transfer eligibility by considering the following conditions:</p> <p>(a) Grades for the transferred credits will not be included in the CGPA calculation. However, the total credits will be calculated to fulfill the credit requirements for graduation.</p> <p>(b) The maximum number of credits that can be transferred is as follows:</p> <ul style="list-style-type: none"> <li>● Not exceeding 50% of the programme's total credits for programme by coursework.</li> <li>● Up to 100% of the programme's total credits for programme by research.</li> <li>● Transfer of credits under the integration programme is 30%.</li> </ul>

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	<p>(c) <i>The eligibility requirements for credit transfer are as follows:</i></p> <ul style="list-style-type: none"> <li>● <i>Students must obtain at least a 'B' grade or its equivalent for the course to be transferred.</i></li> <li>● <i>The course must have been taken within a period not exceeding five (5) years from the student's graduation date.</i></li> <li>● <i>Students must have a 'Good' status from the previous institution or programme of study.</i></li> <li>● <i>Credit transfer is not permitted for courses from a failed study programme, including courses from which a student has withdrawn.</i></li> </ul> <p>(d) <i>Applications for credit transfer must be done online in the first semester of study via the Student Portal.</i></p> <p>(e) <i>The content of the course requested for credit transfer must be verified as equivalent by the PTJ, with at least 80% similarity in content.</i></p> <p>(iii) <i>Students completes the Application for Credit Transfer (PG/ACA/GS-04a) Form, together with a copy of the transcript and/or course syllabus (if the course was taken at another institution) via the Student Portal; and</i></p> <p>(iv) <i>Students check the credit transfer status on the Student Portal.</i></p>
<b>6.2</b>	<p><b>Course Exemption</b></p> <p>(i) <i>Students discuss with the lecturer the possibility of a course exemption (if applicable);</i></p> <p>(ii) <i>Students check eligibility for a course exemption by taking the following conditions into account:</i></p>

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	<p>(a) <i>The grade for the exempted course will NOT be included in the calculation of the CGPA, and its credit hours will also NOT be included in fulfilling the credit requirements for graduation.</i></p> <p>(b) <i>Students who have taken Research Methodology course during their Master's studies may apply for course exemption, subject to the following conditions:</i></p> <ul style="list-style-type: none"> <li>• <i>The credit value of the Master's Research Methodology course is equal to or greater than the credit value of the PhD Research Methodology course.</i></li> <li>• <i>The relevance and currency of the knowledge and skills of Research Methodology at the Master's level must meet the requirements of the PhD-level study.</i></li> <li>• <i>International students who have registered for the Malay Language course (LPM2100 or equivalent) may apply for an exemption for that course.</i></li> </ul> <p>(c) <i>The courses approved for exemption must be replaced with another course of the same credit value except for the Malay Language course (LPM2100 or equivalent).</i></p> <p>(d) <i>Students must have obtained at least a 'B' grade or equivalent for the course to be exempted.</i></p> <p>(e) <i>The course must have been taken within a period not exceeding five (5) years from the student's graduation date.</i></p> <p>(f) <i>Applications for course exemption must be done online during the first semester of study.</i></p> <p>(g) <i>Students must have a 'Good' status from their previous institution or study programme.</i></p>

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		<p>(h) Course exemption is not allowed for courses from a failed study programme, including cases where a student has withdrawn from the programme.</p> <p>(i) The content equivalency of the course applied for exemption must be verified by the PTJ, with at least 80% similarity in content.</p> <p>(iii) Students complete the Course Exemption (PG/ACA/GS-04b) Form, together with a copy of the transcript and/or course syllabus (if the course was taken at a different institution) via the Student Portal; and</p> <p>(iv) Students check the course exemption status via the Student Portal.</p>
<b>7.</b>	<b>Postgraduate Student Study Process (Candidature)</b>	
<b>7.1</b>	<b>Change of Study Programme</b>	
	<b>(1) Change of Study Programme (Normal)</b>	
	<p>(i) Students complete the Application for Transfer Form (PG/ACA/GS-08) through i-GIMS together with the payment of a RM100.00 processing fee, subject to the following conditions:</p> <p>(a) Students shall submit the application online through the student portal.</p> <p>(b) Students who apply for transfer must obtain the approval from the supervisor and PTJ before the decision is submitted to the JKKAPS and JKPSU Meetings for approval.</p> <p>(c) Students who apply in the third semester and onwards (based on strong justification) must obtain the consideration and approval of JKKAPS and JKPSU.</p> <p>(d) If the transfer involves an Advisor/Supervisor from a different PTJs, the application must obtain confirmation from both parties.</p>	

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No.	Tindakan / Action
	<p>(e) <i>International students must contact i-PUTRA for the process of changing student pass.</i></p> <p>(f) <i>The adjustment of tuition fees applies to programme transfer from a programme by research to a programme by coursework where students will be charged per credit fees for courses registered during the student's enrollment in the programme by research.</i></p> <p>(g) <i>If the application is approved by the 7th week, the effective date of the transfer is in the current semester while for the application approved after the 7th week, the effective date is in the following semester.</i></p> <p>(ii) <i>Students inform the Advisor/Supervisor/Programme Coordinator and the Deputy Dean/Deputy Director of the PTJ to verify the application via i-GIMS or manually; and</i></p> <p>(iii) <i>Students check the application status for the change of study programme via the Student Portal and email.</i></p> <p><b>(2) Change of Study Programme (from normal programme to ICP)</b></p> <p>(i) <i>Students obtain advice on the programme transfer from the Supervisor/Advisor. The application must be submitted no later than the second semester of study, and the student must have a 'Good' (Continue) status;</i></p> <p>(ii) <i>Students identify a suitable Supervisor at the partner institution;</i></p> <p>(iii) <i>Students submit the following application documents to the Officer-in-Charge of UPI:</i></p> <p>(a) <i>ICP Application Form (PG/PI/GS-68).</i></p> <p>(b) <i>ICP Referee Report Form (PG/PI/GS-69).</i></p> <p>(c) <i>Confirmation of consent to serve as Supervisor (via email or official letter) from the prospective Supervisor at the partner institution.</i></p>

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	<p><b>Note:</b> PG/PI/GS-68 and PG/PI/GS-69 forms can be accessed via the SPS website.</p> <p>(iv) Students make a processing fee payment of RM100.00 after obtaining approval from the partner institution.</p> <p><b>(3) Change of Study Programme (from normal programme to PSI)</b></p> <p>(i) Students obtain advice on the programme transfer from the Supervisor/Advisor. The application for transfer must be submitted no later than the second semester of study, and the student must be in 'Good Standing' (Continue);</p> <p>(ii) Students identify an industrial supervisor;</p> <p>(iii) Students submit the following application documents to the PYB of UPI:</p> <p>(a) Support letter from the employer.</p> <p>(b) Industrial Supervisor Declaration Form (PG/PI/GS-70).</p> <p><b>Note:</b> PG/PI/GS-70 form can be accessed via the SPS website.</p> <p>(iv) Students make a processing fee payment of RM100.00 after obtaining support from the PTJ.</p>
<b>7.2</b>	<p><b>Change of Research Field for a Programme by Research</b></p> <p>(i) Students complete the Application for Transfer Form (PG/ACA/GS-08) through i-GIMS or manually together with the payment of a RM100.00 processing fee, subject to the following conditions:</p> <p>(a) Students submit the application online through the student portal.</p>

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	<p>(b) <i>Students who apply for transfer must obtain the approval of the Dean of SPS before the decision is submitted to the JKKAPS and JKPSU Meetings for approval.</i></p> <p>(c) <i>Students who apply in the third semester and above (based on strong justification) must obtain the consideration and approval of JKKAPS and JKPSU.</i></p> <p>(d) <i>If the change involves advisors/Supervisors from different PTJs, the application must obtain confirmation from both parties.</i></p> <p>(e) <i>The international students must contact i-PUTRA for the process of changing student pass.</i></p> <p>(f) <i>If the application is approved by the 7th week, the effective date of the change is in the current semester while the application approved after the 7th week, the effective date is in the following semester.</i></p> <p>(ii) <i>Students inform the Advisor/Supervisor and the Deputy Dean/Deputy Director of the PTJ to verify the application through i-GIMS; and</i></p> <p>(iii) <i>Students check the application status for the change of research field via the Student Portal and email.</i></p>
<b>7.3</b>	<p><b>Change of PTJ Placement</b></p> <p>(i) <i>Students complete the Application for Transfer Form (PG/ACA/GS-08) through i-GIMS together with the payment of a RM100.00 processing fee, subject to the following conditions:</i></p> <p>(a) <i>Students submit the application online through the student portal.</i></p>

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No.	Tindakan / Action
	<p>(b) <i>Students who apply for transfer must obtain the approval of the Dean of SPS before the decision is submitted to the JKKAPS and JKPSU Meetings for approval.</i></p> <p>(c) <i>Students who apply in the third semester and above (based on strong justification) must obtain the consideration and approval of JKKAPS and JKPSU.</i></p> <p>(d) <i>If the change involves advisors/Supervisors from different PTJs, the application must obtain confirmation from both parties.</i></p> <p>(e) <i>The international students must contact i-PUTRA for the process of changing student pass.</i></p> <p>(f) <i>If the application is approved by the 7th week, the effective date of the change is in the current semester while the application approved after the 7th week, the effective date is in the following semester.</i></p> <p>(ii) <i>Students inform the Advisor/Supervisor and the Deputy Dean/Deputy Director of the PTJ to verify the application through i-GIMS or manually; and</i></p> <p>(iii) <i>Students check the application status for the PTJ placement via the Student Portal.</i></p>
<b>7.4</b>	<p><b>Conversion of Study from Master's Programme to PhD Programme</b></p> <p>(i) <i>Students complete the Application for Conversion of Master's Programme to PhD Form (PG/ACA/GS-09) through i-GIMS, taking note of the following:</i></p> <p>(a) <i>Students must have completed at least one (1) semester and not more than two (2) semesters of study. The PYB PTJ must ensure that the application for conversion is submitted no later than the end of the student's second semester of study.</i></p>

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No.	Tindakan / Action
	<p>(b) <i>Students have completed all coursework requirements as prescribed by SPS and the PTJ, and has obtained a CGPA of at least 3.750.</i></p> <p>(c) <i>Students must demonstrate significant research achievement through one of the following:</i></p> <ul style="list-style-type: none"> <li>● <i>Publishing or providing proof of acceptance of an article in a peer-reviewed journal (Scopus/ERA/JCR); or</i></li> <li>● <i>Filing a patent/copyright (software-based)/industrial design/printed circuit board/utility innovation; or</i></li> <li>● <i>Students in the social sciences must provide proof of publishing a book chapter with a publisher listed under Thomson Reuters Web of Science (WOS)/University Publisher/Dewan Bahasa dan Pustaka/recognized publishers registered under the Majlis Penerbitan Ilmiah Malaysia (MAPIM).</i></li> </ul> <p>(d) <i>Students submit a research proposal that meets the requirements at the PhD level.</i></p> <p>(e) <i>Applications that do not meet the stated requirements will not be submitted to JKKAPS for consideration.</i></p> <p>(f) <i>If the application is approved by Week 7 at the latest, the effective date of the conversion is the current semester. If the application is approved after Week 7, the effective date is the following semester.</i></p> <p>(ii) <i>Students inform the Advisor/Supervisor and the TD/TP PTJ to verify the application through i-GIMS;</i></p> <p>(iii) <i>Students submit a research proposal that meets the PhD-level requirements to the office of the TD/TP PTJ;</i></p>

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No.	Tindakan / Action
	<p>(iv) Students attend the research proposal seminar presentation session as stipulated by the PYB PTJ; and</p> <p>(v) Students check the status of the study conversion application via the Student Portal.</p>
<b>7.5</b>	<p><b>Reversal of Study from PhD Programme to Master's Programme</b></p> <p><b>(1) Application for Reversal of Study at the Student's Request</b></p> <p>(i) Students hold a discussion with the Advisor/Supervisor regarding the justification for the study reversal application;</p> <p>(ii) Students submit the study reversal application through an official letter, taking note of the following:</p> <p style="padding-left: 40px;">(a) If the application is approved by Week 7 at the latest, the effective date of the reversal is the current semester. If the application is approved after Week 7, the effective date is the following semester.</p> <p style="padding-left: 40px;">(b) Incomplete applications will not be submitted to JKKAPS for consideration.</p> <p>(iii) Students obtain the support of the Advisor/Supervisor on the official letter;</p> <p>(iv) Students submit the letter endorsed by the Advisor/Supervisor to the PYB PTJ to obtain verification from the TD/TP PTJ;</p> <p>(v) Students submit the verified official letter to the PYB UA at the SPS counter or via email to <a href="mailto:sgs.academic@upm.edu.my">sgs.academic@upm.edu.my</a>; and</p> <p>(vi) Students check the status of the study reversal application via the Student Portal or email.</p>

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No.	Tindakan / Action
	<p><b>(2) Application for Reversal of Study at the Request of the Advisor/Supervisor</b></p> <p>(i) Students attend a discussion with the Advisor/Supervisor regarding the justification for the study reversal application, taking note of the following:</p> <p>(a) Students may be reversal to the Master's level if any of the following situations occur:</p> <ul style="list-style-type: none"> <li>● Failure in the CE.</li> <li>● A Supervisor/Advisor is of the opinion that the student is unable to continue studies at the PhD level.</li> <li>● There is a change in the research scope compared to the originally approved scope during the conversion application.</li> <li>● The research project undertaken does not meet the Programme Learning Outcomes (PLO) for studies at the PhD level; and/or</li> <li>● Students change the field of study.</li> </ul> <p>(b) If the application is approved by Week 7 at the latest, the effective date of the reversal is the current semester. If the application is approved after Week 7, the effective date is the following semester.</p> <p>(c) Incomplete applications will not be submitted to the JKKAPS for consideration.</p> <p>(ii) Students check the application for reversal of study status via the Student Portal or email.</p>
<b>7.6</b>	<p><b>Deferment of Studies</b></p> <p>(i) Students discuss the application for deferment of studies with the Advisor/Supervisor;</p> <p>(ii) Students submit application for deferment of studies using the Application for Deferment of Semester Form (PG/ACA/GS-07) through i-GIMS, taking note of the following:</p>

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No.	Tindakan / Action
	<p>(a) <i>Students are allowed to apply for a deferment of up to a maximum of two (2) semesters throughout the study period.</i></p> <p>(b) <i>An additional two (2) semesters may be applied for only if the student faces health issues or has specific justifications supported by complete documentation. For applications related to health issues, a medical report must be submitted to the PYB UA for review before the report is forwarded to the PKU for verification.</i></p> <p>(c) <i>Applications for deferment exceeding a total of four (4) semesters are subject to the consideration and approval of TNCAA.</i></p> <p>(d) <i>Incomplete applications, those lacking verification/support, or those not accompanied by supporting documents will not be considered.</i></p> <p>(e) <i>Students must not be in Resubmission status following a viva voce session in the previous semester.</i></p> <p>(f) <i>Deferment fees and penalties according to the week of application are as follows:</i></p> <ul style="list-style-type: none"> <li>● <i>Weeks 1–2 after the semester begins: a service charge of RM100.00 will be imposed.</i></li> <li>● <i>Weeks 3–7 after the semester begins: a penalty of RM600.00 will be imposed.</i></li> <li>● <i>Week 8 and beyond: applications will not be considered, except for health reasons or reasonable justification supported by official documents, and the student will be charged the pro rate fees.</i></li> </ul> <p>(iii) <i>Students inform the Advisor/Supervisor to support the application through i-GIMS; and</i></p> <p>(iv) <i>Students check the status of the application through the Student Portal.</i></p>

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<b>7.7</b>	<p><b>Withdrawal from Studies</b></p> <p>(i) Students obtain confirmation from the Bursar's Office on the Application for Withdrawal from Study Form (PG/ACA/GS-49) to verify that there are no outstanding payments with UPM;</p> <p>(ii) Students obtain confirmation from the PYB PSAS on the form to verify that no library books are still unreturned;</p> <p>(iii) Students obtain support from the Advisor/Supervisor on the form, which has been verified by the Bursar's Office and PSAS;</p> <p>(iv) Students obtain verification from the TD/TP PTJ on the form endorsed by the Advisor/Supervisor;</p> <p>(v) Students submit the form, verified by the TD/TP PTJ, to the PYB UA at SPS or via email to <a href="mailto:sgs.academic@upm.edu.my">sgs.academic@upm.edu.my</a>; and</p> <p>(vi) Students check the outcome of the withdrawal application via the Student Portal and student email.</p>													
<b>7.8</b>	<p><b>Extension of Study Period</b></p> <p>(i) Students receive a notification from the PYB PTJ if they are currently in the final semester, during Week 10 after the semester begins;</p> <p>(ii) The final semester refers to:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Programme</th> <th style="text-align: center;">Mode of Study</th> <th style="text-align: center;">Number of Semesters</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center;">Master</td> <td style="text-align: center;">Full-Time</td> <td style="text-align: center;">7 to 9</td> </tr> <tr> <td style="text-align: center;">Part-Time</td> <td style="text-align: center;">7 to 11</td> </tr> <tr> <td rowspan="2" style="text-align: center;">PhD</td> <td style="text-align: center;">Full-Time</td> <td style="text-align: center;">11 to 13</td> </tr> <tr> <td style="text-align: center;">Part-Time</td> <td style="text-align: center;">11 to 15</td> </tr> </tbody> </table>	Programme	Mode of Study	Number of Semesters	Master	Full-Time	7 to 9	Part-Time	7 to 11	PhD	Full-Time	11 to 13	Part-Time	11 to 15
Programme	Mode of Study	Number of Semesters												
Master	Full-Time	7 to 9												
	Part-Time	7 to 11												
PhD	Full-Time	11 to 13												
	Part-Time	11 to 15												

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No.	Tindakan / Action										
	<p>(iii) <i>Students complete the Application for Extension of Study Period Form (PG/ACA/GS-13c) in the Student Portal, taking note of the following:</i></p> <p style="margin-left: 40px;">(a) <i>Students are allowed to apply for an extension of study up to two (2) times, with a maximum extension of three (3) semesters, except in specific cases.</i></p> <p style="margin-left: 40px;">(b) <i>Actions to be taken by a student are as follows:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Student Category</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td><i>Final semester student who submits the application within the period and receives approval in the same semester.</i></td> <td><i>Complete the Application for Extension of Study Period Form (PU/S/BR04/GS-13c) via the Student Portal before the new semester begins.</i></td> </tr> <tr> <td><i>Final semester student who submits the application within the period, but approval is obtained after the semester ends.</i></td> <td><i>Complete both the following forms via the Student Portal:</i> <ul style="list-style-type: none"> <li>● <i>Review Against Termination Form (PU/S/BR04/GS-13b)</i></li> <li>● <i>Application for Extension of Study Period Form (PU/S/BR04/GS-13c)</i></li> </ul> </td> </tr> <tr> <td><i>Final semester student who submits the application after the semester ends.</i></td> <td><i>Complete both the following forms via the Student Portal and pay a penalty of RM100.00:</i> <ul style="list-style-type: none"> <li>● <i>Review Against Termination Form (PU/S/BR04/GS-13b)</i></li> <li>● <i>Application for Extension of Study Period Form (PU/S/BR04/GS-13c)</i></li> </ul> </td> </tr> <tr> <td><i>Student who has reached the maximum study period.</i></td> <td><i>Complete both the following forms via the Student Portal and pay a penalty of RM100.00:</i></td> </tr> </tbody> </table>	Student Category	Action	<i>Final semester student who submits the application within the period and receives approval in the same semester.</i>	<i>Complete the Application for Extension of Study Period Form (PU/S/BR04/GS-13c) via the Student Portal before the new semester begins.</i>	<i>Final semester student who submits the application within the period, but approval is obtained after the semester ends.</i>	<i>Complete both the following forms via the Student Portal:</i> <ul style="list-style-type: none"> <li>● <i>Review Against Termination Form (PU/S/BR04/GS-13b)</i></li> <li>● <i>Application for Extension of Study Period Form (PU/S/BR04/GS-13c)</i></li> </ul>	<i>Final semester student who submits the application after the semester ends.</i>	<i>Complete both the following forms via the Student Portal and pay a penalty of RM100.00:</i> <ul style="list-style-type: none"> <li>● <i>Review Against Termination Form (PU/S/BR04/GS-13b)</i></li> <li>● <i>Application for Extension of Study Period Form (PU/S/BR04/GS-13c)</i></li> </ul>	<i>Student who has reached the maximum study period.</i>	<i>Complete both the following forms via the Student Portal and pay a penalty of RM100.00:</i>
Student Category	Action										
<i>Final semester student who submits the application within the period and receives approval in the same semester.</i>	<i>Complete the Application for Extension of Study Period Form (PU/S/BR04/GS-13c) via the Student Portal before the new semester begins.</i>										
<i>Final semester student who submits the application within the period, but approval is obtained after the semester ends.</i>	<i>Complete both the following forms via the Student Portal:</i> <ul style="list-style-type: none"> <li>● <i>Review Against Termination Form (PU/S/BR04/GS-13b)</i></li> <li>● <i>Application for Extension of Study Period Form (PU/S/BR04/GS-13c)</i></li> </ul>										
<i>Final semester student who submits the application after the semester ends.</i>	<i>Complete both the following forms via the Student Portal and pay a penalty of RM100.00:</i> <ul style="list-style-type: none"> <li>● <i>Review Against Termination Form (PU/S/BR04/GS-13b)</i></li> <li>● <i>Application for Extension of Study Period Form (PU/S/BR04/GS-13c)</i></li> </ul>										
<i>Student who has reached the maximum study period.</i>	<i>Complete both the following forms via the Student Portal and pay a penalty of RM100.00:</i>										

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No.	Tindakan / Action													
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> <li>Review Against Termination Form (PU/S/BR04/GS-13b)</li> <li>Application for Extension of Study Period Form (PU/S/BR04/GS-13c)</li> </ul> </div> <p>(c) For students with 'Terminated GB' status because they have reached the maximum extension period, the PYB of the UA will email the student to complete the Application for Review Against Termination – Terminated (Exceeded Duration) Form (PG/ACA/GS-52) manually via the Student Portal, supported by the Supervisor and verified by the TD/TP PTJ, along with a draft copy of the thesis and a processing fee of RM100.00. The student's case will be brought to the JKSS for consideration and approval.</p> <p>(d) The maximum study period refers to:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Programme</th> <th>Mode of Study</th> <th>Number of Semesters</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center;">Master</td> <td style="text-align: center;">Full-Time</td> <td style="text-align: center;">9 and above</td> </tr> <tr> <td style="text-align: center;">Part-Time</td> <td style="text-align: center;">11 and above</td> </tr> <tr> <td rowspan="2" style="text-align: center;">PhD</td> <td style="text-align: center;">Full-Time</td> <td style="text-align: center;">13 and above</td> </tr> <tr> <td style="text-align: center;">Part-Time</td> <td style="text-align: center;">15 and above</td> </tr> </tbody> </table> <p>(iv) Students inform the Supervisor/Advisor to support the application in i-GIMS;</p> <p>(v) Students inform the TD/TP PTJ to verify the application through i-GIMS; and</p> <p>(vi) Students check the outcome of the application for extension of study period via the Student Portal and their student email.</p>	Programme	Mode of Study	Number of Semesters	Master	Full-Time	9 and above	Part-Time	11 and above	PhD	Full-Time	13 and above	Part-Time	15 and above
Programme	Mode of Study	Number of Semesters												
Master	Full-Time	9 and above												
	Part-Time	11 and above												
PhD	Full-Time	13 and above												
	Part-Time	15 and above												
<b>7.9</b>	<p><b>Reinstatement of Study Status [for Postgraduate Students with 'Dropped' Status due to Course Registration Without Payment of Tuition Fees]</b></p> <p>(i) Students receive a notice from the PYB UA, taking note of the following:</p>													

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No.	Tindakan / Action
	<p>(a) Students's status will change to 'Dropped' if fees are not settled within seven (7) weeks after the semester begins.</p> <p>(b) Students with 'Dropped' status are not permitted to attend lectures, sit for final examination and submit a thesis for examination as long as they have outstanding fees with UPM.</p> <p>(c) If the application for reinstatement of study status spans multiple semesters, the student will be charged a deferment penalty of RM600.00 for each deferred semester, and all courses registered in the affected semester will be cancelled and re-registered in the following semester.</p> <p>(iii) Students settle the tuition fees with the Bursar's Office, UPM. If the students are sponsored, they must submit an extension letter of the sponsorship to the PYB UPIBK to update the sponsorship information in i-GIMS;</p> <p>(iv) Students submit the payment receipt to the PYB UA at SPS or via email to <a href="mailto:sgs.academic@upm.edu.my">sgs.academic@upm.edu.my</a>; and</p> <p>(v) Students verify that their study status has been updated to 'Continue' in the Student Portal.</p>
<b>7.10</b>	<p><b>Reinstatement of Study Status [for Postgraduate Students with 'Dropped' Status due to Non-Registration of Courses and Payment/Non-Payment of Fees]</b></p> <p>(i) Students complete the Application to Add/Drop Course Form (PG/ACA/GS-06) manually, which can be obtained from the Student Portal;</p> <p>(ii) Students obtain support from the course lecturer/program coordinator on the form;</p> <p>(iii) Students obtain verification along with justification (support/do not support) from the TD/TP PTJ;</p>

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No.	Tindakan / Action
	<p>(iv) Students pay a late registration penalty of RM100.00 (for Students who registered late only) to the Bursar's Office, UPM;</p> <p>(v) Students submit the completed form together with the payment receipt to the PYB UA at SPS or via email to <a href="mailto:sgs.academic@upm.edu.my">sgs.academic@upm.edu.my</a>, and</p> <p>(vi) Students check that their study status has been updated to 'Continue' and that the courses have been registered by the PYB UA, SPS, in the Student Portal.</p>
<b>7.11</b>	<p><b>Reinstatement of Study Status [for International Postgraduate Students with 'Dropped' Status due to Infectious Disease and Failure to Submit Medical Reports to the Dean of Graduate Studies (PKU) Each Semester]</b></p> <p>(i) Students undergo a medical examination in their home country and submits the medical report to the PKU each semester, taking note of the following:</p> <p style="padding-left: 40px;">(a) Students' status will change to 'Dropped' if the medical report is not submitted to PKU within seven (7) weeks after the semester begins.</p> <p style="padding-left: 40px;">(b) Students are not permitted to register for any courses until PKU confirms that the student is in a healthy condition to continue studies for that semester.</p> <p style="padding-left: 40px;">(c) Students are strictly prohibited from being on campus throughout the study period.</p> <p>(ii) Students check that their study status has been changed from 'Dropped' to 'Continue' in the Student Portal.</p>
<b>7.12</b>	<p><b>Update of the Student's Study Status to 'Withdraw'</b></p> <p>(i) Students receive a final reminder notice to register before the first week of the semester begins. If no action is taken by the student, the PYB UA of SPS will update the study status of the student who has been categorised as</p>

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No.	Tindakan / Action
	<p><i>'Dropped' for two (2) consecutive semesters to 'Withdraw' in the third semester with a 'Dropped' status. The 'Withdraw' status will take effect from the first semester in which the student was categorised as 'Dropped'. The student may apply for reinstatement of study status no later than the second semester in which the student is categorised as 'Dropped'. Applications submitted after this period will no longer be considered;</i></p> <p><i>(ii) Students prepare a reinstatement application letter and obtain support from the Advisor/Supervisor/Programme Coordinator;</i></p> <p><i>(iii) Students obtain verification from the Deputy TD/TP PTJ on the application letter;</i></p> <p><i>(iv) Students submit the application letter to PYB UA for the reinstatement of study status;</i></p> <p><i>(v) Students email the Bursar's Office to obtain the statement of outstanding fees;</i></p> <p><i>(vi) Students settle all outstanding fees and submit proof of payment to the PYB UA SPS; and</i></p> <p><i>(vii) Students check their study status on the student portal.</i></p>
<b>7.13</b>	<p><b>Process for Applying to Change the Mode of Study from Full-Time to Part-Time (for local students only)</b></p> <p><i>(i) Students complete the Part-Time Study Mode Registration Application Form (PG/ACA/GS-66) manually, which can be obtained from the SPS website;</i></p> <p><i>(ii) Students obtain support from the Advisor/Supervisor/Programme Coordinator;</i></p> <p><i>(iii) Students obtain verification from the TD/TP PTJ;</i></p>

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No.	Tindakan / Action	
		<p>(iv) Students submit the completed application to the PYB UA SPS or via email to <a href="mailto:sgs.academic@upm.edu.my">sgs.academic@upm.edu.my</a>; and</p> <p>(v) Students check the application outcome for the change of study mode via student email.</p>
<b>8.</b>	<b>Appointment and Reappointment of Postgraduate Supervisory Committee Members for Research-Based Programmes</b>	
<b>8.1</b>	<b>Appointment of Supervisory Committee Members</b>	
		<p>(i) Students complete the Supervisory Committee Nomination Form (PG/ACA/GS-10a) via the Student Portal;</p> <p>(ii) Students print the PG/ACA/GS-10a Form and obtain the signatures of all proposed Supervisory Committee members;</p> <p>(iii) Students submit the PG/ACA/GS-10a Form and, if the appointment of an external committee member is involved, must also attach the Curriculum Vitae of External Supervisory Committee Member Form (PG/ACA/GS-75) to the PYB PTJ; and</p> <p>(iv) Students check the status of the nominated Supervisory Committee members in the Student Portal and student email after two (2) months from the date the form is submitted to the PTJ Post Graduate Office. Nomination must be completed no later than the second (2nd) semester of study. Failure to do so will result in the student's study status being changed to 'Suspended'.</p>
<b>8.2</b>	<b>Reconstitution of Student Supervision Committee Members</b>	
		<p>(i) Students discuss the reconstitution of the Supervision Committee (JKP) members with the existing Supervisor;</p>

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No.	Tindakan / Action
	<p>(ii) <i>Students manually complete the Supervision Committee reconstitution Form (PG/ACA/GS-10b), which can be accessed via the Student Portal and, if the appointment of an external committee member is involved, student must also attach the Curriculum Vitae of External Supervisory Committee Member Form (PG/ACA/GS-75) by taking note of the following:</i></p> <p>(a) <i>The PG/ACA/GS-10b Form must be endorsed by all existing supervisory committee members as well as all newly proposed members.</i></p> <p>(b) <i>Reconstitution must be completed no later than the third semester for Master's programmes and no later than the fifth semester for PhD programmes.</i></p> <p>(c) <i>If the application is approved by Week 11 at the latest, the effective date of the change will be the current semester. If the application is approved after Week 11, the effective date will be the following semester. In such cases, the original Chair must verify the Progress Report (PG/ACA/GS-11) in i-GIMS.</i></p> <p>(d) <i>For students who have already appointed Supervisory Committee members and subsequently apply to convert to ICP or PSI, they must reconstitute Supervisory Committee members in accordance with the requirements of the new programme;</i></p> <p>(iii) <i>Students obtain signatures from all existing and newly proposed Supervisory Committee members;</i></p> <p>(iv) <i>Students submit the completed form to the Office of the TD/TP PTJ; and</i></p> <p>(v) <i>Students check the status of the Supervisory Committee Reconstitution application in the Student Portal and student email after two (2) months from the date the form is submitted to the Office of the TD/TP PTJ.</i></p>

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No.	Tindakan / Action	
9.	<b>Comprehensive Examination (CE)</b>	
	9.1	<b>Comprehensive Examination (for PhD Programme by Research Students Only)</b>
		<p>(i) Students consult the Supervisor/Supervisory Committee to ensure that all requirements have been fulfilled before being allowed to sit for the CE, noting the following:</p> <p>(a) Students may only sit for the CE after completing all compulsory courses and within four (4) semesters for Full-Time study and six (6) semesters for Part-Time study. Students' status will be changed to 'Terminated GB' if the CE is not taken within the stipulated period.</p> <p>(b) The CE must consist of both written and oral examinations, and the student must pass both with a minimum equivalent grade of B.</p> <p>(c) Students are not permitted to sit for the oral examination until the written examination has been passed. The oral examination must be conducted no later than 30 days after the written examination.</p> <p>(d) The examination shall be conducted by the student's Supervisory Committee or a special committee appointed by the PTJ.</p> <p>(e) If a student is unable to sit for the CE within the stipulated time due to medical reasons or urgent non-medical circumstances, the student must apply for an extension supported by relevant documentation for the Dean's approval.</p> <p>(f) Students are given two opportunities to pass the examination. The second attempt must be taken within 60 days of the first. Failure on the second attempt will result in termination of studies, and the student may be recommended for reversal to a Master's programme.</p> <p>(ii) Students consult the Supervisory Committee to determine the CE examination date;</p>

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No.	Tindakan / Action
	<p>(iii) Students sit for the written CE within the period determined by the Committee;</p> <p>(iv) Students sit for the oral CE on the date set by the Committee; and</p> <p>(v) Students check the CE results via email and the Student Portal.</p>
<b>10.</b>	<b>Assessment dan Final Examination</b>
<b>10.1</b>	<p><b>Conduct of Examination</b></p> <p>(i) The student shall refer to the information regarding the date, time, and venue of the final examination for the courses registered in the respective semester;</p> <p>(ii) Students attend and sit for the examination in accordance with the following examination regulations:</p> <p>(a) Students are only allowed to enter the examination hall when permitted by the lecturer.</p> <p>(b) Students are not allowed to enter the examination hall 30 minutes after the examination has started.</p> <p>(c) During the first 30 minutes of the examination, students are not allowed to leave the hall, except with permission from the lecturer.</p> <p>(d) Students are not allowed to leave the examination hall 15 minutes before the examination ends.</p> <p>(e) Students must display matriculation card throughout the examination. Students who fail to do so will not be allowed to sit for the examination.</p> <p>(f) Students must fill in all required information on the examination paper.</p>

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No.	Tindakan / Action												
	<p>(g) Students are not allowed to cheat, bring notes, talk, smoke, or bring food into the examination hall. Failure to comply will result in disciplinary action.</p> <p>(h) Students must adhere to proper dress code etiquette during the final examination.</p> <p>(i) Students who fail to attend the final examination will be awarded a Grade 'F'.</p> <p>(j) If a student submits a valid reason, they may be allowed to sit for a make-up examination with the approval of the Dean.</p> <p>(k) Make-up examinations must be conducted within two (2) weeks from the original examination date.</p> <p>(l) Students who have not paid tuition fees are not allowed to sit for the examination. Research programme students will be given a grade of 'TM' and will not be allowed to submit their thesis or attend the viva voce.</p> <p>(m) Examination results will be announced on the Student Portal after Senate approval.</p>												
<b>10.2</b>	<p><b>Grade Entry in i-GIMS</b></p> <p>(i) Students should check examination results according to the dates specified in the academic calendar on the Student Portal as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Grade</th> <th style="text-align: center;">Marks</th> <th style="text-align: center;">Quality Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">80-100</td> <td style="text-align: center;">4.000</td> </tr> <tr> <td style="text-align: center;">A-</td> <td style="text-align: center;">75-79</td> <td style="text-align: center;">3.750</td> </tr> <tr> <td style="text-align: center;">B+</td> <td style="text-align: center;">70-74</td> <td style="text-align: center;">3.500</td> </tr> </tbody> </table>	Grade	Marks	Quality Points	A	80-100	4.000	A-	75-79	3.750	B+	70-74	3.500
Grade	Marks	Quality Points											
A	80-100	4.000											
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B+	70-74	3.500											

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No.	Tindakan / Action																																															
			<table border="1"> <tr><td>B</td><td>65-69</td><td>3.000</td></tr> <tr><td>B-</td><td>60-64</td><td>2.750</td></tr> <tr><td>C+</td><td>55-59</td><td>2.500</td></tr> <tr><td>C</td><td>50-54</td><td>2.000</td></tr> <tr><td>C-</td><td>47-49</td><td>1.750</td></tr> <tr><td>D+</td><td>44-46</td><td>1.500</td></tr> <tr><td>D</td><td>40-43</td><td>1.000</td></tr> <tr><td>F</td><td>0-39</td><td>0.000</td></tr> <tr><td>M</td><td>-</td><td><i>Satisfactory</i></td></tr> <tr><td>TM</td><td>-</td><td><i>Unsatisfactory</i></td></tr> <tr><td>TM (GB)</td><td>-</td><td><i>Unsatisfactory (Fail &amp; Terminated)</i></td></tr> <tr><td>TL</td><td>-</td><td><i>Incomplete</i></td></tr> <tr><td>S</td><td>-</td><td><i>Continuing</i></td></tr> <tr><td>AU</td><td>-</td><td><i>Audit</i></td></tr> <tr><td>N</td><td>-</td><td><i>Grade not Entered</i></td></tr> </table>	B	65-69	3.000	B-	60-64	2.750	C+	55-59	2.500	C	50-54	2.000	C-	47-49	1.750	D+	44-46	1.500	D	40-43	1.000	F	0-39	0.000	M	-	<i>Satisfactory</i>	TM	-	<i>Unsatisfactory</i>	TM (GB)	-	<i>Unsatisfactory (Fail &amp; Terminated)</i>	TL	-	<i>Incomplete</i>	S	-	<i>Continuing</i>	AU	-	<i>Audit</i>	N	-	<i>Grade not Entered</i>
B	65-69	3.000																																														
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<b>11.</b>	<b>Management of Re-sit Examinations</b>																																															
<b>11.1</b>	<b>Re-sit Examinations for Structured Courses</b>																																															
	(i) <i>Students must complete the Re-sit Examination Application Form for Courses (PG/ACA/GS-51), which can be accessed via the Student Portal, taking note of the following:</i>																																															

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No.	Tindakan / Action	
		<p>(a) Eligible students are those with the status 'Probation' and 'Terminated GB'.</p> <p>(b) The highest grade that can be awarded for a re-sit application is grade 'B' only.</p> <p>(c) Incomplete applications will not be processed for grade changes.</p> <p>(d) Re-sit examinations must be conducted within two (2) weeks after the examination results are announced to the student.</p> <p>(e) If a student's study status is 'Terminated GB', the new grade will be submitted to the JKSS Meeting for consideration and approval.</p> <p>(ii) Students must submit the completed form to the TD/TP PTJ Office; and</p> <p>(iii) Students must check the outcome of the application on the Student Portal and student email.</p>
<b>12.</b>	<b>Management of Examination Review</b>	
	<b>12.1</b>	<b>Grade Review</b>
		<p>(i) Students must complete the Grade Review Form (PG/ACA/GS-13a), which can be accessed via the Student Portal, taking note of the following:</p> <p>(a) If a student's study status is 'Terminated GB', the new grade will be submitted to the JKSS Meeting for consideration and approval.</p> <p>(b) Grade reviews must be conducted within two (2) weeks after the results are announced to the student.</p> <p>(c) For students in Programme by Coursework in the final semester who has obtained the status 'Terminated GB', students may apply to</p>

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	<p style="text-align: center;"><i>repeat the semester to the Dean of SPS for consideration by the JKSS.</i></p> <p>(ii) <i>Students must make a payment of RM50.00 to the UPM Bursar's Office for each course under grade review;</i></p> <p>(iii) <i>Students must submit the form along with the payment receipt to the TD/TP PTJ Office for further action; and</i></p> <p>(iv) <i>Students must check the outcome of application via email and the Student Portal.</i></p>
<b>12.2</b>	<p><b>Replacement of Marks and Grades</b></p> <p>(i) <i>Students must register for the repeated course in i-GIMS, taking note of the following:</i></p> <p>(a) <i>Marks and grades can only be replaced for courses (including projects and case studies) where a grade F was obtained. The new marks and grades will replace the F grade in the calculation of the student's CGPA. However, the original F grade remains recorded in the academic transcript for the relevant semester. Students are only allowed to repeat the course once.</i></p> <p>(b) <i>Students are allowed to repeat any course only once, but the new grade will not replace the original grade in the CGPA calculation. The original grade shall remain in the academic transcript.</i></p> <p>(ii) <i>Students must attend lectures and sit for examinations according to the dates and times specified; and</i></p> <p>(iii) <i>Students must review the results according to the current academic calendar.</i></p>
<b>12.3</b>	<p><b>Repeating Final Semester</b></p>

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No.	Tindakan / Action
	<ul style="list-style-type: none"> <li>(i) Students must re-register for the courses they failed in the following semester;</li> <li>(ii) Students must attend lectures and complete assignments for the registered courses;</li> <li>(iii) Students must sit for the final examinations for the registered courses; and</li> <li>(iv) Students will receive the examination results one day after Senate approval.</li> </ul>
<b>12.4</b>	<p><b>Review Against Termination</b></p> <ul style="list-style-type: none"> <li>(i) Students will receive a termination notice [with the status Terminated GB] from PYB UA, SPS via email due to one of the following reasons: <ul style="list-style-type: none"> <li>(a) Obtained a CGPA of less than 2.500 in any semester.</li> <li>(b) Received a "TM" grade twice for courses SPS5999/SPS6999 and SPS5903/SPS6903 throughout the duration of study.</li> <li>(c) Failed to achieve the minimum CGPA of 3.000 in the subsequent semester after being placed on Probation.</li> <li>(d) Failed the CE after the second attempt, except for cases approved for reversal to a Master's program.</li> <li>(e) Failed to sit for the CE within four semesters (full-time) or six semesters (part-time).</li> <li>(f) Failed any compulsory or elective course twice.</li> <li>(g) Failed the PIE 2 course three times.</li> </ul> </li> </ul>

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No.	Tindakan / Action
	<p>(h) Failed any prerequisite course three times for student who enrolled without relevant qualifications or work experience in the related field.</p> <p>(i) Exceeded the maximum allowable study duration.</p> <p>(j) Failed the thesis examination.</p> <p>(k) Failed to submit the thesis within the specified timeframe after the thesis examination.</p> <p>(ii) Students must submit an application online by completing the Review Against Termination Form (PG/ACA/GS-13b) in the Student Portal, taking note of the following:</p> <p>(a) Applications for review against termination must be made within two (2) weeks after the examination results are announced to the student.</p> <p>(b) Applications for review against termination due to exceeding the thesis submission deadline must be made within one month after the student's status is changed to Terminated GB.</p> <p>(c) Students must make a payment of RM100.00 and obtain a supporting letter from the PTJ.</p> <p>(d) For students whose status is Terminated GB due to exceeding the maximum study duration, PYB UA will email the student to manually complete the Application for Review Against Termination – Terminated (Exceeded Duration) Form (PG/ACA/GS-52) via the Student Portal. This must be supported by the supervisor, certified by TD/TP PTJ, and submitted together with a copy of the draft thesis to SPS, along with a RM100.00 processing fee. The student's case will be submitted to the JKSS for consideration and approval.</p>

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No.	Tindakan / Action
	<p>(iii) Students must submit the supporting letter and payment receipt to PYB UA, SPS, or via email to <a href="mailto:sgs.academic@upm.edu.my">sgs.academic@upm.edu.my</a>;</p> <p>(iv) Students will receive the <b>JKSS Meeting decision</b> from PYB UA, SPS via email. The decision will be communicated within <b>seven (7) working days</b> after Senate approval; and</p> <p>(v) Students must take action as stated in the notification letter from PYB UA, based on the JKSS decision.</p>
<b>13.</b>	<b>Submission of Thesis Notice Form</b>
<b>13.1</b>	<b>Submission of the Thesis Submission Notice Form</b>
	<p>(i) Students must discuss with the JKP to submit the Notice of Thesis Submission (PG/TSS/GS-14a);</p> <p>(ii) Students must submit an application to SPS to access the PG/TSS/GS-14a Form after the credit requirements have been verified by the TD/TP PTJ;</p> <p>(iii) Students must upload the table of contents and thesis abstract approved by the JKP; and</p> <p>(iv) Students must download the PG/TSS/GS-14a Form from the Student Portal and obtain endorsement from the JKP members before submitting it to the TD/TP PTJ, ensuring the following requirements are met:</p> <p>(a) Student's study status is 'Good' (Continue).</p> <p>(b) The JKP has been appointed.</p> <p>(c) Passed the Research Methods course.</p> <p>(d) Passed SPS5903/SPS6903.</p> <p>(e) Fulfilled any additional course requirements set by the PTJ.</p> <p>(f) Passed the CE for the PhD programme.</p> <p>(g) Passed LPM2100 or an equivalent course (for international student except those from Brunei and Indonesia).</p> <p>(h) Settled all outstanding fees.</p>

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No.	Tindakan / Action
<b>13.2</b>	<p><b>Thesis Submission for Examination (Viva Voce)</b></p> <p>(i) Students must ensure that their study status is 'Good' (Continue);</p> <p>(ii) Students must complete the Thesis Submission for Examination Form (PG/TSS/GS-15a) on the Student Portal after receiving an automatic notification via email;</p> <p>(iii) Students must download the form, obtain approval from all the JKP members and TD/TP PTJ, and submit the form along with the following documents to SPS via email at <a href="mailto:sgs_thesis@upm.edu.my">sgs_thesis@upm.edu.my</a>:</p> <ul style="list-style-type: none"> <li>(a) Thesis in pdf format.</li> <li>(b) Plagiarism report (Turnitin Report) ≤ 25% (except for student from the School of Business and Economics, where the Turnitin report must be ≤ 20%) in pdf format.</li> <li>(c) List of thesis corrections (for resubmission using PG/TSS/GS-15b); and</li> <li>(d) Declaration of Authorship and Usage of Artificial Intelligence Form (PG/TSS/GS-60).</li> </ul> <p>(iv) Students must check that their study status has changed from 'Good' (Continue) to 'Thesis Submitted'; and</p> <p>(v) Student may refer to the Thesis Preparation Guidelines on the SPS website via <a href="https://sgs.upm.edu.my/upload/dokumen/20240925164907GUIDELINE_T_O_THESIS_PREPARATION_(Edited_240924).pdf">the following link: https://sgs.upm.edu.my/upload/dokumen/20240925164907GUIDELINE_T_O_THESIS_PREPARATION_(Edited_240924).pdf</a></p>
<b>13.3</b>	<p><b>Final Examination (Viva Voce)</b></p> <p>(i) Students will receive a notification of the viva voce date, venue, and time from the SPS officer within four (4) months after the submission of the thesis;</p>

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	<p>(ii) Students must prepare presentation slides for the JKPT prior to the viva voce;</p> <p>(iii) Students are allocated 20 minutes for the research project presentation. The question-and-answer session will be conducted upon completion of the presentation;</p> <p>(iv) Students are required to attend the viva voce physically;</p> <p>(v) Students will be informed of the preliminary viva voce results immediately after the question-and-answer session and will receive the final viva voce report within 14 working days from the viva voce date. The Viva Voce results are categorized as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Result</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td>Thesis accepted with distinction (Distinction)</td> <td>Students are given 15 days to complete the thesis corrections.</td> </tr> <tr> <td>Thesis accepted with amendments (Minor or Major)</td> <td>Students are given a maximum of three (3) months for minor modifications or a maximum of six (6) months for major modifications to complete the thesis corrections.</td> </tr> <tr> <td>Oral re-examination (Re-viva voce)</td> <td>Members of the JKPT will conduct the re-examination within 60 days after the first examination.</td> </tr> <tr> <td>Thesis Re-submission</td> <td>Students are given a maximum of two (2) semesters or one (1) year to complete the thesis corrections and resubmit for a re-examination viva voce.  Students must complete the Thesis Re-submission for Examination Form (PG/TSS/GS-15b) via the student portal.</td> </tr> <tr> <td>Re-submission of PhD thesis as a Master's thesis</td> <td>Students are given 60 days to complete the thesis corrections.</td> </tr> <tr> <td>Thesis rejected</td> <td>Students are given the status 'Failed and Terminated' [Terminated (GB)].</td> </tr> </tbody> </table>	Result	Action	Thesis accepted with distinction (Distinction)	Students are given 15 days to complete the thesis corrections.	Thesis accepted with amendments (Minor or Major)	Students are given a maximum of three (3) months for minor modifications or a maximum of six (6) months for major modifications to complete the thesis corrections.	Oral re-examination (Re-viva voce)	Members of the JKPT will conduct the re-examination within 60 days after the first examination.	Thesis Re-submission	Students are given a maximum of two (2) semesters or one (1) year to complete the thesis corrections and resubmit for a re-examination viva voce.  Students must complete the Thesis Re-submission for Examination Form (PG/TSS/GS-15b) via the student portal.	Re-submission of PhD thesis as a Master's thesis	Students are given 60 days to complete the thesis corrections.	Thesis rejected	Students are given the status 'Failed and Terminated' [Terminated (GB)].
Result	Action														
Thesis accepted with distinction (Distinction)	Students are given 15 days to complete the thesis corrections.														
Thesis accepted with amendments (Minor or Major)	Students are given a maximum of three (3) months for minor modifications or a maximum of six (6) months for major modifications to complete the thesis corrections.														
Oral re-examination (Re-viva voce)	Members of the JKPT will conduct the re-examination within 60 days after the first examination.														
Thesis Re-submission	Students are given a maximum of two (2) semesters or one (1) year to complete the thesis corrections and resubmit for a re-examination viva voce.  Students must complete the Thesis Re-submission for Examination Form (PG/TSS/GS-15b) via the student portal.														
Re-submission of PhD thesis as a Master's thesis	Students are given 60 days to complete the thesis corrections.														
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No.	Tindakan / Action
	<p>(vi) <i>Students must resubmit the thesis to UT SPS and comply with the following procedures:</i></p> <p>(a) <i>Make full registration payment for the current semester.</i></p> <p>(b) <i>Register for Master Research (SPS5999) or Doctoral Research (SPS6999).</i></p> <p>(c) <i>Submit a Progress Report (Form GS-11) for each registered semester.</i></p> <p>(d) <i>Pay the re-examination fee.</i></p> <p>(e) <i>Submit the following documents to SPS via email at sgs_thesis@upm.edu.my:</i></p> <ul style="list-style-type: none"> <li>● <i>Thesis in pdf format.</i></li> <li>● <i>A copy of the plagiarism report (Turnitin Report) ≤ 25% (except for student from the School of Business and Economics, where the Turnitin Report must be ≤ 20%) in pdf format.</i></li> <li>● <i>List of thesis corrections.</i></li> <li>● <i>Declaration of Authorship and Usage of Artificial Intelligence Form (PG/TSS/GS-60).</i></li> <li>● <i>Failure to re-submit the thesis within the stipulated period will result in the students's study status being changed to 'Fail &amp; Terminated' (Terminated GB).</i></li> </ul> <p>(vii) <i>Student must comply with the Universiti Putra Malaysia (Graduate Studies) Regulations 2003 (latest revision).</i></p>
<b>13.4</b>	<p><b><i>Submission of Thesis After Final Examination (Viva Voce)</i></b></p> <p>(i) <i>Students receive the final viva voce report from UT SPS;</i></p>

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No.	Tindakan / Action						
	<p>(ii) <i>Students complete the thesis corrections within the period stipulated in the Viva Voce decision, as follows:</i></p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Result</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td><i>Thesis accepted with distinction (Distinction)</i></td> <td><i>Students are given 15 days to make thesis corrections.</i></td> </tr> <tr> <td><i>Thesis accepted with (Minor or Major)</i></td> <td><i>Students are given a maximum period of three (3) months for minor modifications or a maximum of six (6) months for major modifications to complete the thesis corrections</i></td> </tr> </tbody> </table> <p>(iii) <i>Students must download and complete the Submission of Thesis After Final Examination (Viva Voce) Form (PG/TSS/GS-16a), Information on Publication During Candidature Form (PG/TSS/GS-25), and obtain endorsement from the Supervisory Committee;</i></p> <p>(iv) <i>Student must submit the amended thesis, list of corrections and form PG/TSS/GS-16a to the Deputy Dean/Deputy Director of the PTJ for approval and endorsement by internal/external examiners and Chairperson of Thesis Examination Committee;</i></p> <p>(v) <i>Students are required to obtain endorsement from the Deputy Dean/Deputy Director of the PTJ on the PG/TSS/GS-16a form and PG/TSS/GS-25 form before submission to the Thesis Unit;</i></p> <p>(vi) <i>Students must submit PG/TSS/GS-16a along with the relevant documents via email to <a href="mailto:sgs_thesis@upm.edu.my">sgs_thesis@upm.edu.my</a>:</i></p> <ul style="list-style-type: none"> <li><i>(a) One softbound copy of thesis.</i></li> <li><i>(b) List of thesis corrections in pdf format.</i></li> <li><i>(c) One copy of the thesis abstract in pdf format.</i></li> <li><i>(d) Particulars for Graduation Form (PG/ACA/GS-17).</i></li> <li><i>(e) Information on Publication During Candidature Form (PG/TSS/GS-25) and certified copies of proof of publication</i></li> </ul>	Result	Action	<i>Thesis accepted with distinction (Distinction)</i>	<i>Students are given 15 days to make thesis corrections.</i>	<i>Thesis accepted with (Minor or Major)</i>	<i>Students are given a maximum period of three (3) months for minor modifications or a maximum of six (6) months for major modifications to complete the thesis corrections</i>
Result	Action						
<i>Thesis accepted with distinction (Distinction)</i>	<i>Students are given 15 days to make thesis corrections.</i>						
<i>Thesis accepted with (Minor or Major)</i>	<i>Students are given a maximum period of three (3) months for minor modifications or a maximum of six (6) months for major modifications to complete the thesis corrections</i>						

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	<p style="text-align: center;"><i>and/or acceptance and/or journal article submission (according to cohort).</i></p> <p style="text-align: center;"><i>(f) Plagiarism report (Turnitin Report) ≤ 25% (except for students from the School of Business and Economics, where the Turnitin Report must be ≤ 20%) in pdf format.</i></p> <p><i>(vii) Students must check that their study status has changed from Thesis Submitted to Completed after submitting the Submission of Thesis After Final Examination (Viva Voce) Form (PG/TSS/GS-16a);</i></p> <p><i>(viii) Students will receive notification of Senate approval via email;</i></p> <p><i>(ix) Students who failed to submit the thesis within the stipulated period will have their status changed to 'Fail &amp; Terminated' (Terminated GB);</i></p> <p><i>(x) Students may submit an application for review against termination to the JKSS within one (1) month after their status is changed to 'Fail &amp; Terminated' (Terminated GB);</i></p> <p><i>(xi) Students who have met the publication requirements will be included in the Proposed Award of Postgraduate Degree document to be submitted to the JKPSU Meeting and Senate [Refer to Universiti Putra Malaysia (Graduate Studies) Regulations 2003 (Latest Revision)]; and</i></p> <p><i>(xii) Students who do not meet the publication requirements will have their degree conferment deferred as follows:</i></p> <p style="margin-left: 40px;"><i>(a) Two (2) years for PhD programmes.</i></p> <p style="margin-left: 40px;"><i>(b) One (1) year for Master's programmes.</i></p>
<b>13.5</b>	<p><b>Submission of Final Thesis</b></p> <p><i>(i) Students must collect the thesis corrections and approval sheet from the Thesis Counter, SPS;</i></p>

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No.	Tindakan / Action
	<p>(ii) Students must submit one loose-bound copy of the thesis to the Thesis Counter, SPS for final format checking before submitting the final thesis;</p> <p>(iii) Students must obtain signatures from the JKP members on the Declaration by Members of the Supervisory Committee and Status Confirmation for Thesis / Project Report and Copyright; and</p> <p>(iv) Students must submit the final thesis in pdf format along with the PG/TSS/GS-16b Form via email to <a href="mailto:sgs_thesis@upm.edu.my">sgs_thesis@upm.edu.my</a>.</p>
<b>14.</b>	<b>Certification and Conferment of Postgraduate Degrees</b>
<b>14.1</b>	<p><b>Eligible Students for Graduation</b></p> <p><b>(1) Programme by Coursework</b></p> <p>(i) Students must complete the Study Scheme for Graduation Form (PG/ACA/GS-05b) via the Student Portal. The Program Coordinator and TD/TP PTJ will receive a notification through i-GIMS for verification of the application. Students must note the following:</p> <p>(a) Graduation requirements for Master's and PhD programmes:</p> <ul style="list-style-type: none"> <li>● Pass all core or equivalent courses for the study programme.</li> <li>● Achieve a CGPA of 3.000 or above.</li> <li>● For Programme by Coursework, students must complete any required training (if applicable).</li> <li>● International students must meet the Malay language proficiency requirements as specified.</li> <li>● Students must verify their name before submission to the Senate for degree conferment approval. Any request for a change of name after this period will not be considered, except through a reprint process with a fee of RM500.00.</li> </ul>

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	<p>(b) For ICP students, PYB UPIBK will notify the partner institution if the student has completed the graduation requirements and is eligible to graduate from UPM.</p> <p>(c) For NG students, PYB UPIBK will issue a Completion Letter once the student has successfully completed the program at UPM and provide it via email or hard copy.</p> <p>(ii) Students must complete the Particulars for Graduation Form (PG/ACA/GS-17) and pay RM200.00 to the UPM Bursar Office once the student's study status changes to 'Completed'; and</p> <p>(iii) Students must obtain verification from the Bursar's Office and the Library and submit one (1) copy of the PG/ACA/GS-17 Form to UA, SPS or via email at <a href="mailto:sgs.academic@upm.edu.my">sgs.academic@upm.edu.my</a> for record-keeping.</p> <p><b>(2) Programme by Research</b></p> <p>(i) Students must submit the Thesis Submission After Final Examination (Viva Voce) Form (PG/TSS/GS-16a) and the Information on Publication During Candidature Form (PG/TSS/GS-25) to PYB UT, SPS to change their status from Thesis Submitted to 'Completed', and only students who meet the publication requirements will be forwarded for Senate approval. Students must note the following:</p> <p>(a) Graduation requirements for Master's and PhD programmes:</p> <ul style="list-style-type: none"> <li>• Pass all core or equivalent courses for the study programmes.</li> <li>• Achieve a CGPA of 3.000 or above.</li> <li>• For Programme by Research, students must pass the thesis examination.</li> <li>• An international student must meet the Malay language proficiency requirements as specified.</li> <li>• Programme by research students must meet the publication or journal submission requirements as specified.</li> </ul>

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No.	Tindakan / Action
	<ul style="list-style-type: none"> <li>• <i>Students must verify their name before submission to the Senate for degree conferment approval. Any request for a name change after this period will not be considered, except through a reprint process with a fee of RM500.00.</i></li> <li>(b) <i>For ICP students, PYB UPI SPS will notify the partner institution if the student has completed the graduation requirements and is eligible to graduate from UPM.</i></li> <li>(c) <i>For NG students, PYB UPI SPS will issue a Completion Letter once the student has successfully completed the program at UPM and provide it via email or hard copy.</i></li> </ul> <p>(ii) <i>Students must complete the Particulars for Graduation Form (PG/ACA/GS-17) and pay RM300.00 to the UPM Bursar Office once the student's study status changes to 'Completed'; and</i></p> <p>(iii) <i>Students must obtain verification from the Bursar Office and PSAS, and submit one (1) copy of the PG/ACA/GS-17 Form to UA, SPS or via email at sgs.academic@upm.edu.my for record-keeping, noting the following:</i></p> <ul style="list-style-type: none"> <li>(a) <i>The Senate Letter and transcript may be collected two (2) weeks after Senate approval.</i></li> <li>(b) <i>The academic certificate will only be issued once the student has returned the Academic Gown (borrowed for the Convocation Ceremony) in good, undamaged condition, and has settled any late return fines.</i></li> <li>(c) <i>In certain cases, such as an international student returning to home country and not attending the Convocation Ceremony, the certificate may be collected earlier from UA, SPS, provided that the student completes the Application Form to Collect Senate Letter, Transcript, and Certificate Before Convocation Ceremony.</i></li> </ul>

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No.	Tindakan / Action
14.2	<p><b>Printing of Additional Copies (Academic Certificate / Transcript)</b></p> <p><b>(1) Academic Certificate</b></p> <p>(i) <i>Students must apply for a reprint of the academic certificate to PYB UA under the following circumstances:</i></p> <p>(a) <i>Damage to the academic certificate: students must return the original certificate along with the payment receipt of RM500.00 for the reprint.</i></p> <p>(b) <i>Loss of the certificate: Student must submit a copy of their passport, police report, and payment receipt of RM500.00.</i></p> <p>(c) <i>Name change or reordering on the certificate:</i></p> <ul style="list-style-type: none"> <li>• <i>Students must submit an application and a copy of passport to PYB UA.</i></li> <li>• <i>Students must make the reprint payment of RM500.00 after receiving approval from PYB UA.</i></li> </ul> <p>(ii) <i>Students must submit the proof of RM500.00 payment to the Bursar Office for verification;</i></p> <p>(iii) <i>Students will receive an email confirmation of payment from the Bursar Office, which will also be forwarded to PYB UA for processing the certificate reprint; and</i></p> <p>(iv) <i>Students may collect the newly printed academic certificate at the Academic Counter, SPS after 60 working days.</i></p> <p><b>(2) Transcript</b></p> <p>(i) <i>Students must apply for a reprint of the transcript to PYB UA;</i></p>

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	<ul style="list-style-type: none"> <li>(ii) Students must submit the payment receipt of RM10.00 for the transcript reprint to the Bursar Office for verification;</li> <li>(iii) Students will receive an email confirmation from the Bursar Office, which will also be forwarded to PYB UA for processing the transcript reprint; and</li> <li>(iv) Students may collect the transcript at the Academic Counter, SPS after 14 working days.</li> </ul>
<b>15.</b>	<b>Management of UPM Convocation Ceremony</b>
<b>15.1</b>	<p><b>Graduation Robe Borrowing (Graduation Robe)</b></p> <ul style="list-style-type: none"> <li>(i) Students will receive a notification regarding the convocation date and the borrowing process of academic regalia via their student email (@student.upm.edu.my);</li> <li>(ii) Students must complete the following information before collecting the regalia at the counter: <ul style="list-style-type: none"> <li>(a) Academic Regalia Collection Form through eSMP.</li> <li>(b) Graduate Tracer Study Form.</li> <li>(c) Particulars for Graduation Form (PG/ACA/GS-17).</li> <li>(d) Academic regalia rental fee: RM50.00.</li> </ul> </li> <li>(iii) Students will collect the academic regalia from the authorised officers at SPS; and</li> <li>(iv) Students must inspect the regalia at the collection counter to ensure there are no damages, defects, or errors in the type of academic regalia received. Students will be charged the current fee rate in case of any loss or damage to the regalia or mortar board. The charge incurred for damages on the regalia and accessories are as follows: <ul style="list-style-type: none"> <li>(a) PhD regalia: RM850.00.</li> </ul> </li> </ul>

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	<p>(b) Master regalia: RM500.00.  (c) Bonnet: RM75.00.  (d) Mortar Board: RM50.00.  (e) Hood: RM35.00.</p>
<b>15.2</b>	<p><b>Preparation for the UPM Convocation Ceremony</b></p> <p>(i) Students must arrive at the PKKSSAAS Hall or any other designated venue on the date and time specified by the Convocation Secretariat; and</p> <p>(ii) Students must follow the prescribed dress code and adhere to the official UPM convocation protocol.  (Link: <a href="https://sqs.upm.edu.my/convocation-3845">https://sqs.upm.edu.my/convocation-3845</a>)</p>
<b>15.3</b>	<p><b>Return of Graduation Robe</b></p> <p>(i) Students must return the graduation robe within the specified period in order to collect the academic certificate after attending the convocation ceremony. A late return penalty of RM10.00 will be imposed starting from the third (3rd) day after the Convocation Ceremony, with an additional charge of RM5.00 for each subsequent day.</p>
<b>16.</b>	<p><b>Nomination for Postgraduate University Awards</b></p>
<b>16.1</b>	<p><b>Nomination for University Awards</b></p> <p>(i) Students submit the application form accurately and correctly, together with the following information and documents:</p> <p>(a) a recent photograph that complies with the prescribed specifications.</p> <p>(b) certified copies of certificates of involvement, appreciation, participation, letters of appreciation, and any supporting documents or evidence of involvement or achievements, verified by the</p>

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	<p style="text-align: center;"><i>Dean/Deputy Dean (Graduate Studies) currently serving at Universiti Putra Malaysia.</i></p> <p>(c) <i>a soft copy of the thesis to the PTJ.</i></p> <p>(ii) <i>Students will receive a notification of interview invitation via email or other suitable communication channels;</i></p> <p>(iii) <i>Students attend the interview session as scheduled;</i></p> <p>(iv) <i>Student will be notified of the interview results via email or other suitable communication methods;</i></p> <p>(v) <i>Students attend the photography session organized by BAKD. For international students who are abroad, they must submit a soft copy of their photograph instead; and</i></p> <p>(vi) <i>Students attend the convocation ceremony as scheduled for University Award recipients.</i></p>