

HURAIAN PINDAAN DOKUMEN ISO UPM

BAHAGIAN A: Huraian Pindaan Dokumen ISO


(Diisi oleh Pemohon/Pemilik Proses dan sila abaikan ruangan No. CPD kerana akan dilengkapkan oleh TPKD PP)

No. CPD	Pemilik Proses	Huraian Pindaan Dokumen *		Tambahan (T) / Pemotongan (P)
		Asal	Pindaan	
PU/S-01/2017	Akademik dan Bantuan Kewangan	<p>Nama Dokumen: Borang Permohonan Baharu Elaun Penyelidikan Siswazah Khas Kod Dokumen: PU/S/BR05/GS-19A No. Semakan: 00, No. Isu: 02, Tarikh Kuatkuasa: 03/01/2011</p>	<p>Nama Dokumen: Permohonan Baharu Elaun Penyelidikan Siswazah Khas Kod Dokumen: PU/S/BR05/GS-19A No. Semakan: 01, No. Isu: 02, Tarikh Kuatkuasa: 20/06/2017</p>	P
		<p>TERMA DAN SYARAT PERMOHONAN</p> <p>6. Permohonan perlanjutan mesti dilakukan setiap semester dan dibenarkan sehingga: (<i>Application for extension must be made every semester and is permitted up to</i>):</p> <p>a) Masters: Maksimum (Maximum) 6 semesters b) PhD : Maksimum (Maximum) 10 semesters</p>	<p>TERMA DAN SYARAT PERMOHONAN</p> <p>6. Permohonan perlanjutan mesti dilakukan setiap semester dan dibenarkan sehingga: (<i>Application for extension must be made every semester and is permitted up to</i>):</p> <p>c) Masters: Maksimum (Maximum) 4 semesters d) PhD : Maksimum (Maximum) 8 semesters</p>	T/P
		<p>7. Pemohon yang berjaya will be provided with monthly stipend as recommended by the Supervisor/Chairman/Member of the Supervisory Committee. The monthly allowance is as follows):</p> <p>a) Master : Maksimum (Maximum) RM1,500.00 sebulan (<i>per month</i>) b) PhD : Maksimum (Maximum) RM1,700.00 sebulan (<i>per month</i>)</p>	<p>7. Pemohon yang berjaya will be provided with monthly stipend as recommended by the Supervisor/Chairman/Member of the Supervisory Committee. The monthly allowance is as follows):</p> <p>a) Master : Maksimum (Maximum) RM1,500.00 sebulan (<i>per month</i>) b) PhD : Maksimum (Maximum) RM1,800.00 sebulan (<i>per month</i>)</p>	T/P
		<p>BAHAGIAN B</p> <p>UNTUK DILENGKAPKAN OLEH PENASIHAT/PENGERUSI JAWATANKUASA PENYELIAAN TESIS Cadangan nilai elaun: Master: Maksimum (<i>Maximum</i>) RM1,500.00 Ph.D.: Maksimum (<i>Maximum</i>) RM1,700.00</p>	<p>BAHAGIAN B</p> <p>UNTUK DILENGKAPKAN OLEH PENASIHAT/PENGERUSI JAWATANKUASA PENYELIAAN TESIS Cadangan nilai elaun: Master: Maksimum (<i>Maximum</i>) RM1,500.00 Ph.D.: Maksimum (<i>Maximum</i>) RM1,800.00</p>	T/P

No. CPD	Pemilik Proses	Huraian Pindaan Dokumen *		Tambahan (T) / Pemotongan (P)
		Asal	Pindaan	
PU/S-02/2017	Akademik dan Bantuan Kewangan	<p>Nama Dokumen: Borang Elaun Penyelidikan Siswazah Khas (Permohonan Sambungan) Kod Dokumen: PU/S/BR05/GS-19B No. Semakan: 00, No. Isu: 02, Tarikh Kuatkuasa: 03/01/2011</p>	<p>Nama Dokumen: : Elaun Penyelidikan Siswazah Khas (Permohonan Sambungan) Kod Dokumen: PU/S/BR05/GS-19B No. Semakan: 01, No. Isu: 02, Tarikh Kuatkuasa: 20/06/2017</p>	P
		<p>TERMA DAN SYARAT PERMOHONAN</p> <p>6. Permohonan perlanjutan mesti dilakukan setiap semester dan dibenarkan sehingga: (<i>Application for extension must be made every semester and is permitted up to</i>):</p> <p>a) Masters : Maksimum (Maximum) 6 semesters b) PhD : Maksimum (Maximum) 10 semesters</p>	<p>TERMA DAN SYARAT PERMOHONAN</p> <p>6. Permohonan perlanjutan mesti dilakukan setiap semester dan dibenarkan sehingga: (<i>Application for extension must be made every semester and is permitted up to</i>):</p> <p>a) Masters : Maksimum (Maximum) <u>4</u> semesters b) PhD : Maksimum (Maximum) <u>8</u> semesters</p>	T/P
		<p>7. Pemohon yang berjaya akan dibayar elaun bulanan mengikut kadar yang dicadangkan oleh Penyelia/Pengerusi /Ahli Jawatankuasa Penyeliaan Tesis pelajar berkenaan. Kadar elaun bulanan adalah seperti berikut: (<i>Successful applicant will be provided with monthly stipend as recommended by the Supervisor/Chairman/Member of the Supervisory Committe. The monthly allowance is as follows</i>):</p> <p>a) Master : Maksimum (<i>maximum</i>) RM1,500.00 sebulan (<i>per month</i>) b) PhD : Maksimum (<i>maximum</i>) RM1,700.00 sebulan (<i>per month</i>)</p>	<p>7. Pemohon yang berjaya akan dibayar elaun bulanan mengikut kadar yang dicadangkan oleh Penyelia/Pengerusi /Ahli Jawatankuasa Penyeliaan Tesis pelajar berkenaan. Kadar elaun bulanan adalah seperti berikut: (<i>Successful applicant will be provided with monthly stipend as recommended by the Supervisor/Chairman/Member of the Supervisory Committe. The monthly allowance is as follows</i>):</p> <p>a) Master : Maksimum (<i>maximum</i>) RM1,500.00 sebulan (<i>per month</i>) b) PhD : Maksimum (<i>maximum</i>) RM1,<u>800</u>.00 sebulan (<i>per month</i>)</p>	T/P
		<p>8. Pemohon yang menerima kadar biasiswa /bantuan kewangan sedia ada dengan jumlah terkumpul keduanya mestilah tidak melebihi RM1,500.00 bagi pelajar Master dan RM1,700.00 bagi pelajar PhD. Pemohon adalah bertanggungjawab untuk mengemukakan bukti bertulis tentang kadar elaun sedia ada yang mereka terima kepada Sekolah <i>However, the total amount of stipend plus monthly emolument shall not in any case exceed RM1, 500.00/month for Master student and RM1,700.00 for PhD student. The applicant is responsible to</i></p>	<p>8. Pemohon yang menerima kadar biasiswa /bantuan kewangan sedia ada dengan jumlah terkumpul keduanya mestilah tidak melebihi RM1,500.00 bagi pelajar Master dan RM1,<u>800</u>.00 bagi pelajar PhD. Pemohon adalah bertanggungjawab untuk mengemukakan bukti bertulis tentang kadar elaun sedia ada yang mereka terima kepada Sekolah Pengajian <i>However, the total amount of stipend plus monthly emolument shall not in any case exceed RM1, 500.00/month for Master student and RM1,800.00 for PhD student. The applicant is responsible to provide the</i></p>	T/P

No. CPD	Pemilik Proses	Huraian Pindaan Dokumen *				Tambahan (T) / Pemetongan (P)																																
		Asal		Pindaan																																		
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PU/S-03/2017	Pengantara-bangsaan dan Sokongan Pembelajaran	Nama Dokumen: Borang Permohonan untuk Sangkutan Penyelidikan Luar Negara Kod Dokumen: PU/S/BR05/GS-42 No. Semakan: 01, No. Isu: 02, Tarikh Kuatkuasa: 30/04/2013		Nama Dokumen: : Permohonan untuk Sangkutan Penyelidikan Luar Negara Kod Dokumen: PU/S/BR05/GS-42 No. Semakan: 02, No. Isu: 02, Tarikh Kuatkuasa: 20/06/2017		P																																
		<table border="1"> <thead> <tr> <th colspan="4">A. MAKLUMAT PELAJAR <i>STUDENT INFORMATION</i></th> </tr> </thead> <tbody> <tr> <td>Nama: <i>Name:</i></td> <td></td> <td>No. K.P: <i>I.C. No.:</i></td> <td></td> </tr> <tr> <td>No. Matrik: <i>Matric No.:</i></td> <td></td> <td>Semester Semasa: <i>Current Semester:</i></td> <td></td> </tr> <tr> <td>Program: <i>Programme:</i></td> <td>PhD</td> <td>Master</td> <td></td> </tr> <tr> <td>Fakulti/ Institut: <i>Faculty/ Institute:</i></td> <td colspan="3"></td> </tr> </tbody> </table>		A. MAKLUMAT PELAJAR <i>STUDENT INFORMATION</i>				Nama: <i>Name:</i>		No. K.P: <i>I.C. No.:</i>		No. Matrik: <i>Matric No.:</i>		Semester Semasa: <i>Current Semester:</i>		Program: <i>Programme:</i>	PhD	Master		Fakulti/ Institut: <i>Faculty/ Institute:</i>				<table border="1"> <thead> <tr> <th colspan="2">A. MAKLUMAT PELAJAR <i>STUDENT INFORMATION</i></th> </tr> </thead> <tbody> <tr> <td>Nama: <i>Name:</i></td> <td>No. Matrik: <i>Matric No.:</i></td> </tr> <tr> <td>No. K.P: <i>I.C. No.:</i></td> <td><u>Bilangan</u> Semester Semasa: <u>No. of Current Semester:</u></td> </tr> <tr> <td>Program: <i>Programme:</i></td> <td>PhD <input type="checkbox"/> Master <input type="checkbox"/></td> </tr> <tr> <td>Fakulti/ Institut: <i>Faculty/ Institute:</i></td> <td></td> </tr> <tr> <td><u>No. Tel.:</u> <u>Tel. No.:</u></td> <td><u>Emel:</u> <u>Email:</u></td> </tr> </tbody> </table>		A. MAKLUMAT PELAJAR <i>STUDENT INFORMATION</i>		Nama: <i>Name:</i>	No. Matrik: <i>Matric No.:</i>	No. K.P: <i>I.C. No.:</i>	<u>Bilangan</u> Semester Semasa: <u>No. of Current Semester:</u>	Program: <i>Programme:</i>	PhD <input type="checkbox"/> Master <input type="checkbox"/>	Fakulti/ Institut: <i>Faculty/ Institute:</i>		<u>No. Tel.:</u> <u>Tel. No.:</u>	<u>Emel:</u> <u>Email:</u>	T/P
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No. CPD	Pemilik Proses	Huraian Pindaan Dokumen *				Tambah (T) / Pemotongan (P)	
		Asal		Pindaan			
		B. MAKLUMAT SANGKUTAN PENYELIDIKAN RESEARCH ATTACHMENT		B. MAKLUMAT SANGKUTAN PENYELIDIKAN RESEARCH ATTACHMENT		P	
		1. Nama dan Jawatan Penganjur: <i>Name and Position of Host:</i>		1. Nama dan Jawatan Penganjur: <i>Name and Position of Host:</i> _____			
		2. Alamat Penganjur: <i>Host Address:</i>		2. Alamat Penganjur: <i>Host Address:</i> _____			
		3. Tarikh: <i>Date:</i>	Dari: <i>From:</i>	Hingga: <i>Until:</i>	3. Tarikh <i>Date</i>	Dari: <i>From:</i> _____	Hingga: <i>Until:</i> _____
		4. Tajuk Penyelidikan: <i>Title of Research:</i>		4. Tajuk Penyelidikan: <i>Title of Research:</i> _____			
		6. Nyatakan perbelanjaan (Bantuan kewangan adalah maximum RM 4,000.00) Specify expenditure (The award is up to a maximum of RM 4,000.00)		6. Nyatakan perbelanjaan (Bantuan kewangan adalah maximum RM 4,000.00) Specify expenditure (The award is up to a maximum of RM 4,000.00)		T/P	
		Tambang kapal terbang: <i>Airfare:</i>		RM			
		Penginapan: <i>Accommodation:</i>		RM			
		Lain-lain: <i>Others:</i>		RM			
		JUMLAH: TOTAL:		RM			
				Perincian Detail		Kos (RM) Cost (RM)	
		Tambang kapal terbang: <i>Airfare:</i>					
		Penginapan: <i>Accommodation:</i>					
		Lain-lain: <i>Others:</i>					
		JUMLAH: TOTAL:					
		Sila hubungi Encik Suhaifi Sulaiman, Ketua Penolong Pendaftar, Sekolah Pengajian Siswazah, UPM di 03-8946 4216 atau e-mail suhaifi@putra.upm.edu.my untuk keterangan lanjut. <i>For further inquiries, please contact Mr. Suhaifi Sulaiman (Chief Assistant Registrar), School of Graduate Studies, UPM at 03-8946 4216 or e-mail: suhaifi@putra.upm.edu.my.</i>		<u>Further Information, please refer:</u> International and Learning Support Unit School of Graduate Studies Universiti Putra Malaysia Tel no.: 03 8946 4216/4207 Email: saiful@upm.edu.my Web: www.sgs.upm.edu.my		T/P	

No. CPD	Pemilik Proses	Huraian Pindaan Dokumen *		Tambah (T) / Pemotongan (P)
		Asal	Pindaan	
PU/S-04/2017	Akademik dan Bantuan Kewangan	<p>Nama Dokumen: Borang Permohonan Fellowship Penyelidikan Siswazah Kod Dokumen: PU/S/BR05/GS-44 No. Semakan: 03, No. Isu: 02, Tarikh Kuatkuasa: 15/01/2016</p>	<p>Nama Dokumen: Permohonan Fellowship Penyelidikan Siswazah Kod Dokumen: PU/S/BR05/GS-44 No. Semakan: 04, No. Isu: 02, Tarikh Kuatkuasa: 20/06/2017</p>	P
		<p>BAHAGIAN D UNTUK DILENGKAPKAN OLEH PENASIHAT/PENGERUSI JAWATANKUASA PENYELIAAN</p> <p> Salinan kertas "literature review" yang telah dihantar melalui emel pisrr@upm.edu.my untuk penerbitan jurnal ke dalam laman web <i>The Pertanika Journal of Scholarly Research Reviews</i> (www.pisrr.edu.my) [bagi pelajar sambungan sahaja].</p>	<p>BAHAGIAN D UNTUK DILENGKAPKAN OLEH PENASIHAT/PENGERUSI JAWATANKUASA PENYELIAAN</p> <p>-</p>	P
		<p>Permohonan yang lengkap hendaklah dihantar kepada: Dekan, Sekolah Pengajian Siswazah Zon 4, Off Jalan Stadium Universiti Putra Malaysia 43400 UPM Serdang Selangor Darul Ehsan, MALAYSIA</p>	<p>Permohonan yang lengkap hendaklah dihantar kepada: Dekan Sekolah Pengajian Siswazah Universiti Putra Malaysia 43400 UPM Serdang Selangor Darul Ehsan, MALAYSIA</p>	P
PU/S-05/2017	Pengambilan	<p>Nama Dokumen: PROSEDUR PEMBENTUKAN PROGRAM BAHARU PENGAJIAN SISWAZAH Kod Dokumen: UPM/PU/S/P006 No. Isu: 02, No. Semakan: 08, Tarikh Kuatkuasa: 18.08.2016</p>	<p>Nama Dokumen: PROSEDUR PEMBENTUKAN PROGRAM BAHARU PENGAJIAN SISWAZAH Kod Dokumen: UPM/PU/S/P001 No. Isu: 02, No. Semakan: 09, Tarikh Kuatkuasa: 20.06.2017</p>	
		<p>1.0 TUJUAN Prosedur ini menerangkan tatacara pengambilan pelajar siswazah dan urusan pendaftaran pelajar baharu yang mengikut program secara penyelidikan (Master dan PhD), dan program secara kerja kursus.</p>	<p>1.0 TUJUAN Prosedur ini disediakan <u>bagi tujuan</u> menerangkan tatacara pengambilan pelajar siswazah dan urusan pendaftaran pelajar baharu yang mengikut program secara penyelidikan (Master dan PhD), dan program secara kerja kursus.</p>	T

No. CPD	Pemilik Proses	Huraian Pindaan Dokumen *		Tambah (T) / Pemotongan (P)				
		Asal	Pindaan					
		<p>2.0 SKOP</p> <p>Prosedur ini merangkumi proses pengambilan pelajar siswazah bagi semua program secara penyelidikan (Master dan PhD) dan secara kerja kursus melainkan bagi program <i>Jointly Awarded PhD Degree, Split Programme, Dual Degree, Master Perubatan</i> dan program tanpa ijazah (<i>non-graduating programme</i>).</p>	<p>2.0 SKOP</p> <p>Prosedur ini merangkumi <u>semua</u> proses pengambilan pelajar siswazah bagi semua program secara penyelidikan (Master dan PhD) dan secara kerja kursus melainkan bagi program <u><i>International Collaborative Programme</i></u>, Master Perubatan dan program tanpa ijazah (<i>non-graduating programme</i>).</p>	T				
		<p>3.0 DOKUMEN RUJUKAN</p> <table border="1"> <thead> <tr> <th>Kod Dokumen</th> <th>Tajuk Dokumen</th> </tr> </thead> <tbody> <tr> <td>Terkini</td> <td>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003.</td> </tr> </tbody> </table>	Kod Dokumen	Tajuk Dokumen	Terkini	Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003.	<p>3.0 TANGGUNGJAWAB</p> <p><u>Dekan SPS, Penyelaras, TPK, PTO, PT Unit Pengambilan Pelajar bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.</u></p>	T/P
Kod Dokumen	Tajuk Dokumen							
Terkini	Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003.							
		<p>4.0 TERMINOLOGI/SINGKATAN</p> <p>i-GIMS ÷ Internet — Graduate — Information Management System</p> <p>JKKPPS ÷ Jawatankuasa Kecil — Pengambilan — Pelajar Siswazah</p> <p>JKPSU ÷ Jawatankuasa — Pengajian — Siswazah Universiti</p> <p>KIV ÷ Keep in view (dalam perhatian)</p> <p>Penyelaras ÷ Dekan/Timbalan Dekan Fakulti; Pengarah/Timbalan Pengarah Institut; Pegawai yang dilantik sebagai Penyelaras Pengajian Siswazah Fakulti/Institut</p> <p>PhD ÷ Doktor Falsafah</p> <p>PT ÷ Pegawai Tadbir</p> <p>PTJ ÷ Pusat Tanggungjawab</p> <p>PTK ÷ Pembantu Tadbir Kewangan</p> <p>PTO ÷ Pembantu Tadbir (Perkeranian dan Operasi)</p> <p>SPS ÷ Sekolah Pengajian Siswazah</p> <p>TPKD-PP ÷ Timbalan Pegawai Kawalan Dokumen</p>	<p>4.0 DOKUMEN RUJUKAN</p> <table border="1"> <thead> <tr> <th><u>Kod Dokumen</u></th> <th><u>Tajuk Dokumen</u></th> </tr> </thead> <tbody> <tr> <td><u>Terkini</u></td> <td><u><i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003.</i></u></td> </tr> </tbody> </table>	<u>Kod Dokumen</u>	<u>Tajuk Dokumen</u>	<u>Terkini</u>	<u><i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003.</i></u>	T/P
<u>Kod Dokumen</u>	<u>Tajuk Dokumen</u>							
<u>Terkini</u>	<u><i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003.</i></u>							

No. CPD	Pemilik Proses	Huraian Pindaan Dokumen *		Tambah (T) / Pemotongan (P)
		Asal	Pindaan	
		<p>Peneraju Proses</p> <p>TWP PP : Timbalan Wakil Pengurusan Peneraju Proses</p> <p>WP : Wakil Pengurusan</p>		
		<p>5.0 TANGGUNGJAWAB</p> <p>5.1 Dekan SPS, Penyelaras, PTK dan PT Unit Pengambilan dan Promosi bertanggungjawab memastikan prosedur pengambilan pelajar siswazah ini dilaksanakan.</p> <p>5.2 Sesiapa yang terlibat dalam pengendalian prosedur pengambilan pelajar siswazah juga perlu mematuhi prosedur ini.</p>	<p>5.0 TERMINOLOGI DAN SINGKATAN</p> <p><u>i-GIMS</u> : <u>Internet Graduate Information Management System</u></p> <p><u>JKKPPS</u> : <u>Jawatankuasa Kecil Pengambilan Pelajar Siswazah</u></p> <p><u>JKPSU</u> : <u>Jawatankuasa Pengajian Siswazah Universiti</u></p> <p><u>KIV</u> : <u>Keep in view (dalam perhatian)</u></p> <p><u>Penyelaras</u> : <u>Dekan/Timbalan Dekan Fakulti; Pengarah/Timbalan Pengarah Institut; Pegawai yang dilantik sebagai Penyelaras Pengajian Siswazah Fakulti/Institut</u></p> <p><u>PhD</u> : <u>Doktor Falsafah</u></p> <p><u>PT</u> : <u>Pegawai Tadbir</u></p> <p><u>PTJ</u> : <u>Pusat Tanggungjawab</u></p> <p><u>PTK</u> : <u>Pembantu Tadbir Kewangan</u></p> <p><u>PTO</u> : <u>Pembantu Tadbir (Perkeranian dan Operasi)</u></p> <p><u>SPS</u> : <u>Sekolah Pengajian Siswazah</u></p> <p><u>TPKD PP</u> : <u>Timbalan Pegawai Kawalan Dokumen Peneraju Proses</u></p> <p><u>TWP PP</u> : <u>Timbalan Wakil Pengurusan Peneraju Proses</u></p> <p><u>WP</u> : <u>Wakil Pengurusan</u></p>	T/P
		<p>6.6.1 Maklumkan pemohon tentang status <i>Incomplete</i> permohonan melalui e-mel secara automatik.</p> <p><u>Nota:</u></p> <ul style="list-style-type: none"> • Pemohon hendaklah memuat naik semua dokumen yang 	<p>Maklumkan pemohon tentang status <i>Incomplete</i> permohonan melalui e-mel secara automatik.</p> <p><u>Nota:</u></p> <ul style="list-style-type: none"> • Pemohon hendaklah memuat naik semua dokumen yang 	

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		Asal	Pindaan	
		tidak lengkap ke dalam i-GIMS <u>untuk</u> diproses sebelum tarikh tutup permohonan.	tidak lengkap ke dalam i-GIMS untuk diproses sebelum tarikh tutup permohonan. <ul style="list-style-type: none"> • <u>Permohonan yang lewat diterima selepas tarikh tutup akan diproses untuk kemasukan ke semester berikutnya.</u> 	T
		6.7.1 Jika Ya, ikut Langkah 6.4.	6.7 (a) Jika Ya, ikut Langkah 6.4. <u>Nota:</u> <ul style="list-style-type: none"> • <u>Status akan bertukar secara automatik kepada NEW APPLICATION sebaik sahaja permohonan dikemaskini.</u> 	T
		6.14 Cetak dan Hantar Surat Tawaran 6.14.1 Cetak dan hantar surat tawaran melalui e-mel atau pos ke alamat calon berdasarkan permintaan sahaja.	--	P
		6.15 Mesyuarat JKPSU 6.15.1 Sediakan kertas mesyuarat tentang keputusan permohonan yang telah diputuskan oleh JKKPPS untuk makluman dan pengesahan mesyuarat JKPSU.	--	P
		6.16 Uruskan Maklum Balas Pemohon yang Berjaya 6.16.1 Uruskan maklum balas pemohon yang berjaya seperti berikut: a) Maklumkan kelulusan permohonan penangguhan kepada calon yang memohon penangguhan melalui e-mel. b) E-melkan senarai calon yang minggu kelapan selepas semester bermula.	<u>6.14</u> Uruskan maklum balas pemohon yang berjaya seperti berikut: <u>(i)</u> Maklumkan kelulusan permohonan penangguhan kepada calon yang memohon penangguhan melalui e-mel. <u>(ii)</u> E-melkan senarai calon yang minggu kelapan selepas semester bermula.	T/P
		6.17 Daftarkan Pelajar Baharu 6.17-1 Jalankan urusan pendaftaran pelajar baharu seperti berikut: 	<u>(a)</u> Jalankan urusan pendaftaran pelajar baharu seperti berikut: 	T/P

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PU/S-6/2017	Pengambilan	Nama Dokumen: REGISTRATION CHECKLIST FOR NEW STUDENT Kod Dokumen: PU/BR02/GS-04d No. Isu: 01 , No. Semakan: 03 , Tarikh Kuatkuasa: 15.01.2016	Nama Dokumen: REGISTRATION CHECKLIST FOR NEW STUDENT Kod Dokumen: PU/BR02/GS-04d No. Isu: 02 , No. Semakan: 04 , Tarikh Kuatkuasa: 20.06.2017																																																													
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