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1.0 SKOP

Prosedur ini merangkumi aktiviti pembentukan program baharu dan semakan semula kurikulum program pengajian prasiswazah UPM, mengenal pasti keperluan penyediaan kertas konsep dan kertas cadangan, kelulusan di peringkat fakulti, universiti dan Kementerian Pendidikan Tinggi, penawaran program, bagi program pengajian bukan profesional.

2.0 TANGGUNGJAWAB

TNC (A&A), Ketua PTJ, KPAA, dan KBAKD bertanggungjawab memastikan Prosedur Pembentukan Program Baharu dan Semakan Semula Program UPM Prasiswazah ini dilaksanakan.

Sesiapa yang terlibat mesti mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
Terkini	Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014
Mesyuarat Senat	Minit Senat 161 -Penubuhan Jawatankuasa Kurikulum
GPPA	Garis Panduan Pembangunan Program Akademik Universiti Awam
Terkini	Panduan Penyediaan Dokumen Program Pengajian
Terkini	Buku Panduan Pengajian Prasiswazah mengikut Sesi Akademik
-	Pekeliling MQA Bil. 1/2009 –Pemakaian Standard Program
-	Manual Pengguna SMP –Modul AKD (Bank Kursus)
Terkini	Dasar Baru Jaminan Kualiti dan Kurikulum yang dikeluarkan oleh MQA dan KPT.
UPM/PU/PS/AK003	Arahan Kerja Pelantikan Penilai/Pemeriksa Luar dan Penilaian Program

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4.0 TERMINOLOGI DAN SINGKATAN

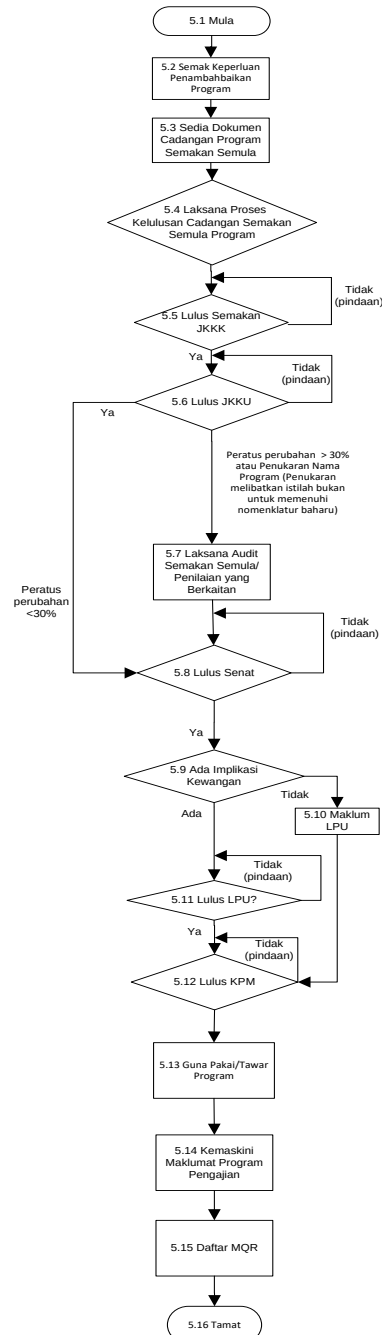
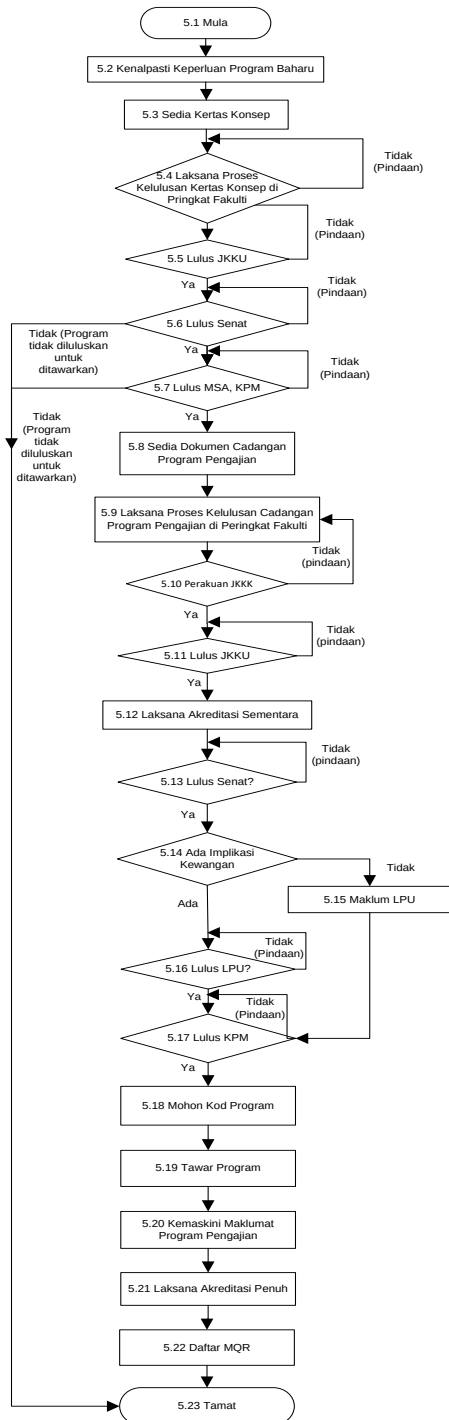
BAKD	: Bahagian Urus Tadbir Akademik
BP	: Badan Profesional
BPKP	: Bahagian Pengurusan Kemasukan Pelajar
BK	: Bahagian Kemasukan
CQA	: Pusat Jaminan Kualiti
Fakulti	: Semua Fakulti di UPM termasuk Pusat Asasi Sains Pertanian, Pusat Kokurikulum dan Pembangunan Pelajar dan Pusat Pemajuan Kompetensi Bahasa
GPPA	: Garis Panduan Pembangunan Program Akademik Universiti Awam
JJPP	: Jumlah Jam Pembelajaran Pelajar
JKKK	: Jawatankuasa Kecil Kurikulum
JKPF	: Jawatankuasa Kurikulum Peringkat Fakulti
JKKU	: Jawatankuasa Kurikulum Universiti
JKPP	: Jawatankuasa Pengajian Program
JKPT	: Jawatankuasa Pendidikan Tinggi
KBAKD	: Ketua Bahagian Urus Tadbir Akademik
KBK	: Ketua Bahagian Kemasukan
Ketua PTJ	: Dekan Fakulti, Dekan Sekolah Perniagaan dan Ekonomi , Pengarah Pusat Asasi Sains Pertanian, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa
KJ	: Ketua Jabatan
KPAA	: Ketua Pentadbiran Akademik dan Antarabangsa
KPM	: Kementerian Pendidikan Malaysia
LPU	: Lembaga Pengarah Universiti
MSA	: Mesyuarat Saringan Awal
MQA	: Malaysian Qualification Agency (MQA)
MQR	: Malaysian Qualifications Register
Pengiktirafan	: Program yang mendapat pengiktirafan daripada MQA dan didaftarkan dalam portal MQR
Penyelaras	: Penyelaras Program/Pensyarah
PKD	: Pegawai Kawalan Dokumen

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Program : Program Baharu diwujudkan atau program yang bertukar
 Baharu : nama
 PT : Pegawai Tadbir Bahagian Urus Tadbir Akademik
 PT (P/O) AKD : Pembantu Tadbir (Perkeranian/Operasi)
 Bahagian Urus Tadbir Akademik
 PT (P/O)PTJ : Pembantu Tadbir (Perkeranian/Operasi) Pusat Tanggungjawab
 Semakan : Semakan Semula Program Pengajian
 Semula
 SMP : Sistem Maklumat Pelajar
 TNC (A&A) : Timbalan Naib Canselor (Akademik dan Antarabangsa)
 UPM : Universiti Putra Malaysia

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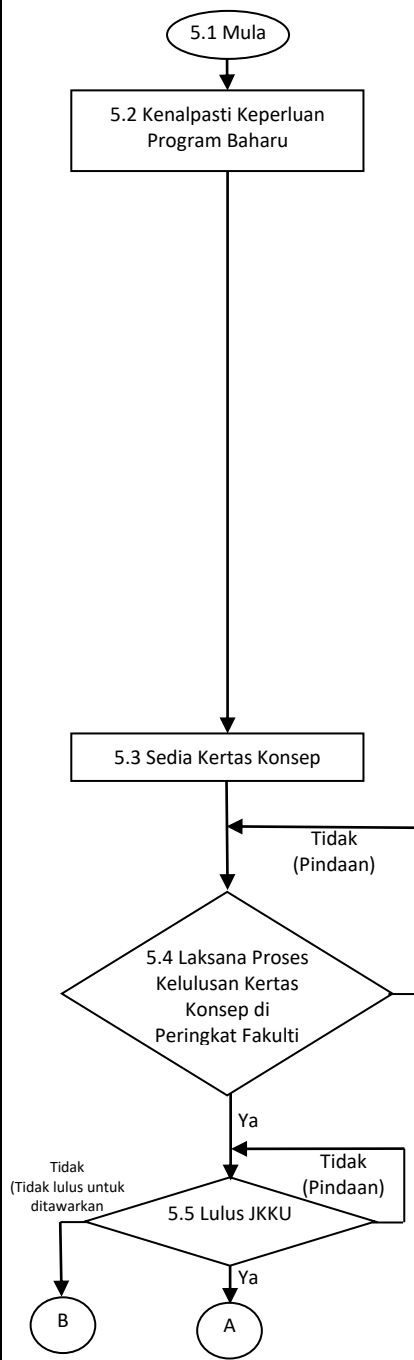
5.0 PROSES TERPERINCI



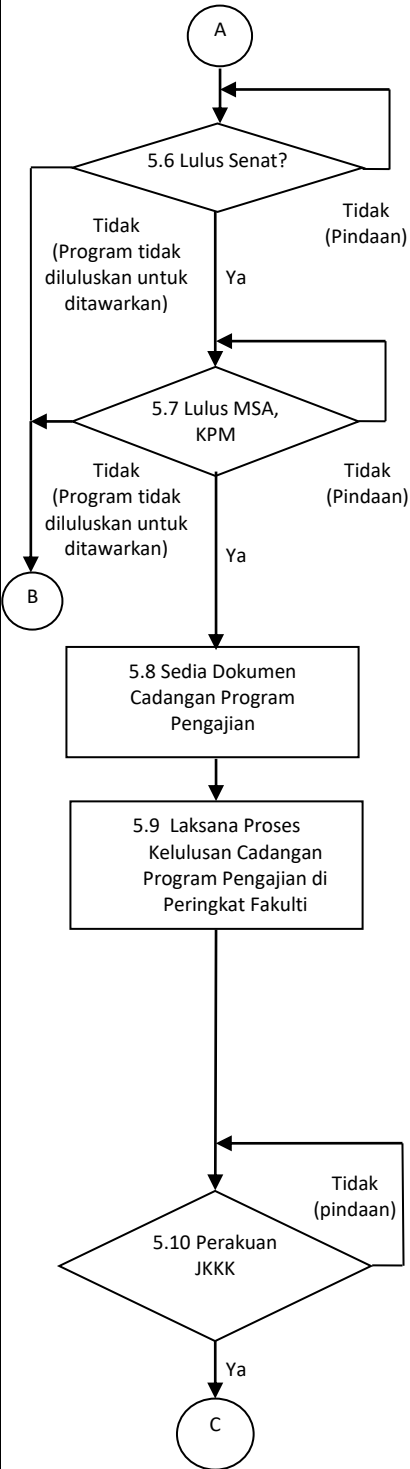
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5.0 PROSES TERPERINCI

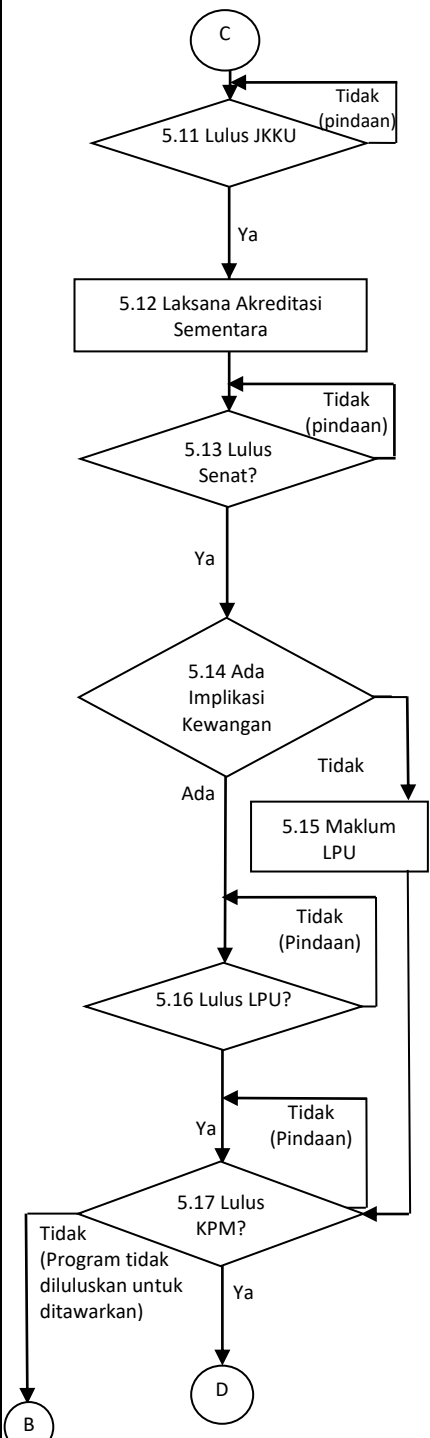
A. Program Baharu

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ		5.2 (a) Kenalpasti keperluan membangunkan program baharu berdasarkan keperluan dan rujukan sebagaimana yang digariskan dalam GPPA, KPM: (i) Pelan Pembangunan Pendidikan Malaysia (Pendidikan Tinggi) (ii) Pelan Strategik UPM (iii) Keperluan Tenaga Kerja (iv) Keperluan semakan kurikulum/program (v) Kajian Pasaran (<i>Exit Survey, Alumni Survey, Employer Survey</i> dan dokumen sokongan lain) (vi) Laporan Penilai/Pemeriksa Luar (vii) Maklumbalas JKPP (viii) Keperluan dan pandangan pemegang taruh (sekiranya ada) (ix) Lain-lain keperluan, perkembangan dan dasar/polisi semasa (b) Kenal pasti keperluan pembentukan kursus baharu untuk diguna pakai dalam program baharu. Ikut Langkah 5.3. 5.3 Sediakan kertas konsep bagi program pengajian baharu. 5.4 (a) Bentangkan kertas konsep program baharu untuk kelulusan Mesyuarat Jabatan. (b) Selepas mendapat kelulusan Mesyuarat Jabatan, sedia dan bentangkan kertas konsep untuk kelulusan Mesyuarat Fakulti. (c) Selepas mendapat kelulusan Mesyuarat fakulti, ikut langkah 5.5. 5.5 (a) Bentang kertas konsep program pengajian baharu untuk kelulusan Mesyuarat JKKU. (b) Jika Ya, ikut langkah 5.6. (c) Jika Tidak, buat pindaan terhadap kertas konsep dan kemukakan semula kepada JKKU atau proses tamat sekiranya program tidak diluluskan untuk ditawarkan.	Panduan Penyediaan Dokumen Program Pengajian

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ	 <pre> graph TD A((A)) --> D56{5.6 Lulus Senat?} D56 -- Ya --> D57{5.7 Lulus MSA, KPM} D56 -- Tidak (Pindaan) --> D56 D57 -- Ya --> R58[5.8 Sedia Dokumen Cadangan Program Pengajian] D57 -- Tidak (Pindaan) --> D57 R58 --> R59[5.9 Laksana Proses Kelulusan Cadangan Program Pengajian di Peringkat Fakulti] R59 --> D510{5.10 Perakuan JKPK} D510 -- Ya --> C((C)) D510 -- Tidak (pindaan) --> R59 </pre>	5.6 (a) Bentang kertas konsep program pengajian baharu untuk kelulusan Mesyuarat Senat. (b) Jika Ya, ikut langkah 5.7. (c) Jika Tidak, buat pindaan terhadap kertas konsep dan kemukakan semula kepada Senat atau proses tamat sekiranya program tidak diluluskan untuk ditawarkan.	
KPAA/KBAKD		5.7 (a) Jika Ya, ikut langkah 5.8. (b) Jika Tidak, buat pindaan terhadap kertas saringan awal dan kemukakan semula kepada KPT atau proses tamat sekiranya program tidak diluluskan untuk ditawarkan.	
Ketua PTJ/KJ/ Penyelaras		5.8 Sediakan kertas cadangan program pengajian baharu.	GPPA dan Panduan Penyediaan Dokumen Program Pengajian Terkini
Ketua PTJ/KJ/ Penyelaras		5.9 (a) Laksana Penilaian Program termasuk Pelantikan Penilai/Pemeriksa Luar untuk semakan dan penilaian program. (b) Sedia dan bentangkan kertas cadangan program baharu untuk kelulusan Mesyuarat Jabatan. (c) Selepas mendapat kelulusan Mesyuarat Jabatan, sedia dan bentangkan kertas cadangan untuk kelulusan Mesyuarat JKPF (d) Selepas mendapat kelulusan Mesyuarat JKPF, sedia dan bentangkan kertas cadangan untuk kelulusan JKPP dan Mesyuarat Fakulti. (e) Selepas mendapat kelulusan Mesyuarat fakulti, ikut langkah 5.10.	Arahan Kerja Pelantikan Penilai/ Pemeriksa Luar dan Penilaian Program (UPM/PU/PS/AK003)
Ketua PTJ/KJ/ Penyelaras		5.10 (a) Bentangkan kertas cadangan program pengajian baharu untuk semakan JKPK. (b) Jika Ya, ikut langkah 5.11. (c) Jika Tidak, buat penambahbaikan terhadap kertas cadangan dan kemukakan semula kepada JKPK.	Panduan Penyediaan Dokumen Program Pengajian

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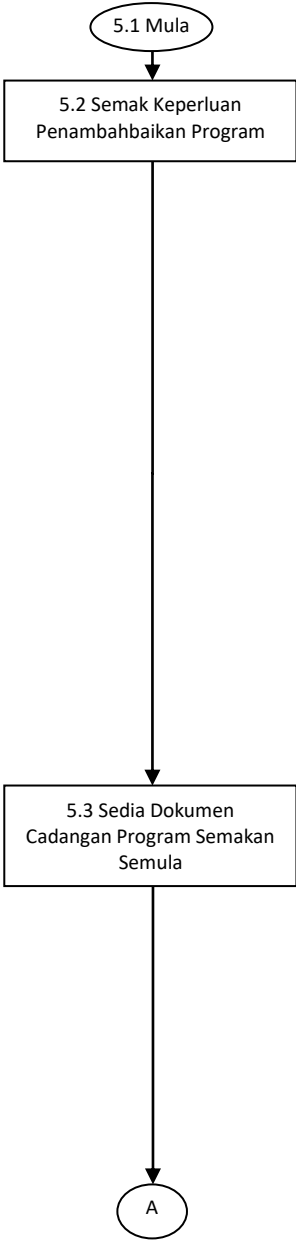
Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ/KJ/ Penyelaras		5.11 (a) Bentangkan kertas cadangan program pengajian baharu untuk kelulusan JKKU. (b) Jika Ya, ikut langkah 5.12. (c) Jika Tidak, buat penambahbaikan terhadap kertas cadangan dan kemukakan semula untuk kelulusan JKKU.	Panduan Penyediaan Dokumen Program Pengajian
Ketua PTJ/KJ/ Penyelaras		5.12 Laksana Akreditasi sementara untuk program pengajian baharu (kecuali program profesional). Bagi program profesional, rujuk keperluan Badan Profesional masing-masing.	Prosedur Audit Swa Akreditasi Program Pengajian (UPM/SOK/SWA/P001)
Ketua PTJ/KJ/ Penyelaras		5.13 (a) Bentangkan kertas cadangan program pengajian baharu untuk kelulusan mesyuarat Senat. (b) Jika Ya, ikut langkah 5.14. (c) Jika Tidak, buat pindaan terhadap kertas cadangan dan kemukakan semula untuk kelulusan Senat.	
		5.14 (a) Kenalpasti sama ada melibatkan implikasi kewangan atau tidak. (b) Jika Ya, ikut langkah 5.16 (c) Jika Tidak, ikut langkah 5.15	
		5.15 Bentangkan kertas pemakluman kepada LPU. (a) Jika tiada masalah, ikut langkah 5.17 (b) Jika mempunyai isu, buat penambahbaikan terhadap kertas cadangan dan kemukakan semula ke LPU.	
Ketua PTJ/KPAA/ KBAKD		5.16 (a) Bentangkan kertas kelulusan kepada LPU bagi cadangan program baharu. (b) Jika Ya, ikut langkah 5.17. (c) Jika Tidak, buat pindaan terhadap kertas cadangan dan kemukakan semula untuk kelulusan LPU.	
Ketua PTJ/KPAA/ KBAKD		5.17 (a) Dapatkan kelulusan KPM bagi cadangan program baharu. (b) Jika Ya, ikut langkah 5.18. (c) Jika Tidak, buat pindaan dan kemukakan semula kertas cadangan kepada KPM atau proses tamat sekiranya tidak lulus untuk ditawarkan.	

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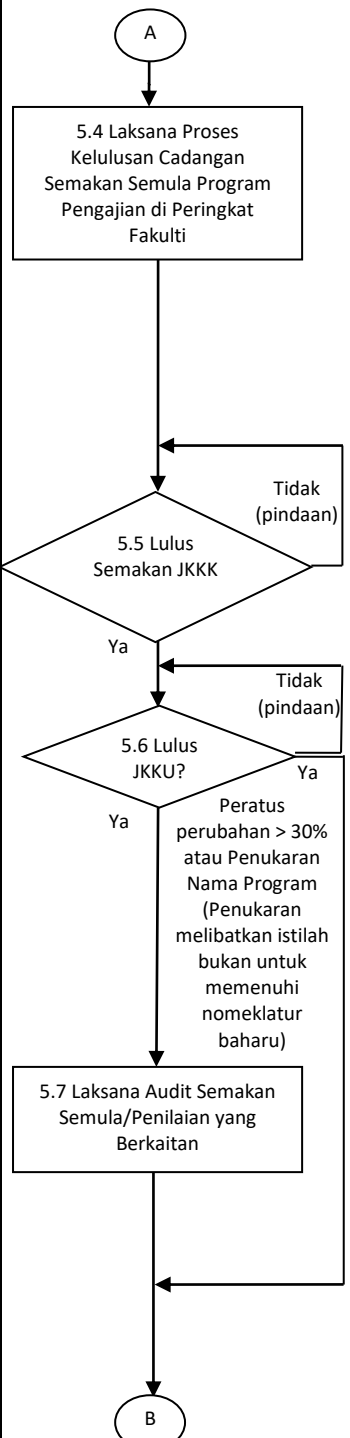
Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
KBK	<pre> graph TD D((D)) --> 5.18[5.18 Mohon Kod Program] 5.18 --> 5.19[5.19 Tawar Program] 5.19 --> 5.20[5.20 Kemaskini Maklumat Program Pengajian] 5.20 --> 5.21[5.21 Laksana Akreditasi Penuh] 5.21 --> 5.22[5.22 Daftar MQR] 5.22 --> B((B)) B --> 5.23([5.23 Tamat]) </pre>	5.18 Mohon kod program baharu kepada BPKP, KPM untuk pendaftaran program dalam Sistem SMP.	
KPAA/KBK /KBAKD		5.19 (a) Maklumkan kepada fakulti untuk melaksanakan program pengajian baharu mengikut sesi pengajian yang diluluskan. (b) Kemaskini Rekod Status Program Pengajian Prasiswazah. (c) Kemaskini kursus yang telah diluluskan untuk penawaran dalam bank kursus. (d) Semak dan sahkan kursus yang ditawarkan dalam Bank Kursus Bagi semester berkenaan. (e) Kemaskini kod program yang telah diluluskan dalam e-SMP	Senarai Pemantauan Status Penyemakan Kurikulum Atau Program Baharu Manual Pengguna SMP – Modul AKD (Bank Kursus)
PT (P/O) PTJ/AKD		5.20 Kemas kini maklumat program pengajian prasiswazah baharu dalam Buku Panduan Pengajian Prasiswazah, laman web, brosur dan lain-lain.	
Ketua PTJ/ PT CQA		5.21 Laksana Akreditasi penuh kecuali program profesional. Bagi program profesional, rujuk keperluan Badan Profesional masing-masing.	Prosedur Audit Swa Akreditasi Program Pengajian (UPM/SOK/SWA/P001)
PT CQA		5.22 (a) Sediakan dokumen permohonan daftar MQR program pengajian baharu selepas mendapat swa akreditasi atau yang telah diperakukan Senat/akreditasi Badan Profesional program pengajian. (b) Maklumkan keputusan daftar MQR kepada fakulti. (c) Kemaskini rekod pendaftaran MQR.	Senarai Program dalam MQR

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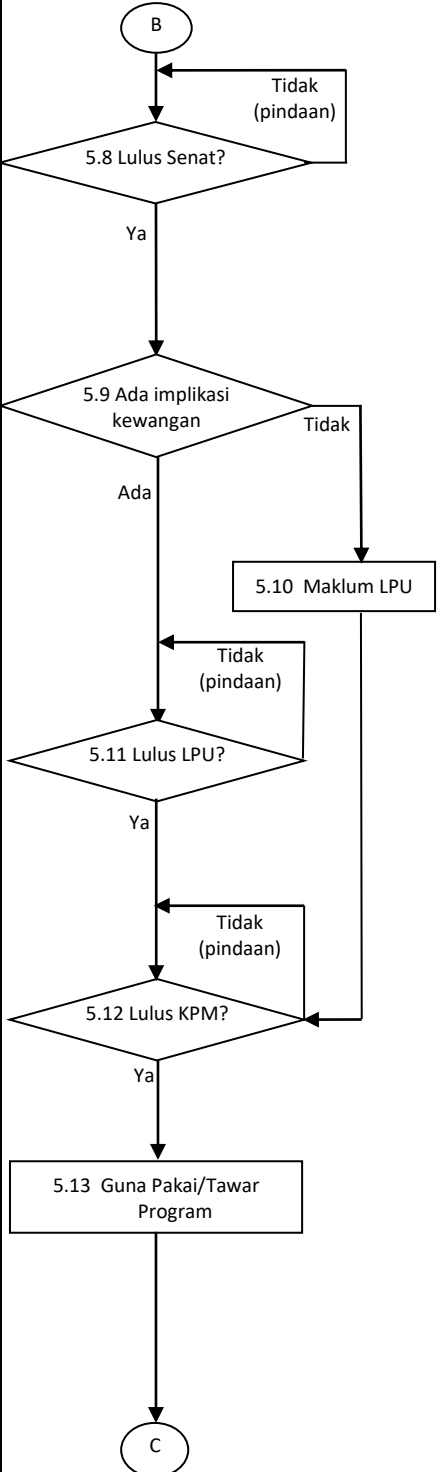
B. Program Semakan-Semula

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ	 <pre> graph TD Start([5.1 Mula]) --> Step5.2[5.2 Semak Keperluan Penambahbaikan Program] Step5.2 --> Step5.3[5.3 Sedia Dokumen Cadangan Program Semakan Semula] Step5.3 --> End((A)) </pre>	5.2 (a) Semak keperluan melaksanakan semakan semula kurikulum sedia ada selewat-lewatnya satu sesi sebelum tamat pusingan lima (5) tahun program, berdasarkan faktor yang berikut: (i) Perubahan Standard Program (ii) Kajian Pasaran (iii) Laporan Penilai/Pemeriksa Luar (iv) Laporan Penambahbaikan Kualiti Berterusan (<i>Continual Quality Improvement, CQI</i>) (v) Analisis Dapatan Pemegang Taruh (vi) Penandaarasan (vii) Keperluan Semasa dalam Bidang (viii) Amalan Pendidikan Berimpak Tinggi (<i>High Impact Educational Practices, HIEPs</i>) (ix) Konsolidasi atau Segregasi (x) Jumud, Beku, Lupus dan Penawaran Semula Program (b) Kenal pasti keperluan pembentukan kursus baharu dan kursus sedia ada bagi tujuan semakan semula. Ikut Langkah 5.3 5.3 Sediakan kertas cadangan semakan semula kurikulum selewatnya-lewatnya pada satu sesi sebelum tamat tempoh satu pusingan semakan program (5 tahun) berdasarkan keperluan dan rujukan sebagaimana yang digariskan dalam GPPA, KPM	GPPA dan Panduan Penyediaan Dokumen Program Pengajian Arahan Kerja Pelantikan Penilai/Pemeriksa Luar dan Penilaian Program (UPM/PU/PS/AK003)

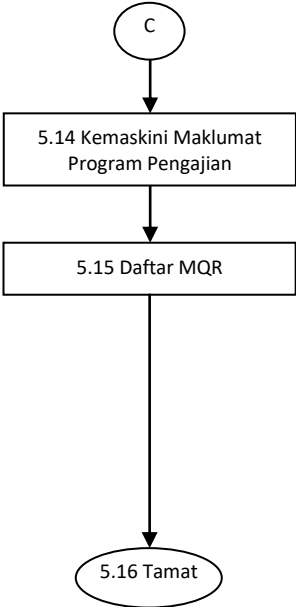
	PERKHIDMATAN UTAMA PRASISWAZAH	Halaman: 10/17
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ	 <pre> graph TD A((A)) --> 5.4[5.4 Laksana Proses Kelulusan Cadangan Semakan Semula Program Pengajian di Peringkat Fakulti] 5.4 --> 5.5{5.5 Lulus Semakan JKKK} 5.5 -- "Tidak (pindaan)" --> 5.4 5.5 -- Ya --> 5.6{5.6 Lulus JKKU?} 5.6 -- "Tidak (pindaan)" --> 5.5 5.6 -- Ya --> 5.7[5.7 Laksana Audit Semakan Semula/Penilaian yang Berkaitan] 5.6 -- "Peratus perubahan > 30% atau Penukaran Nama Program (Penukaran melibatkan istilah bukan untuk memenuhi nomenklatur baharu)" --> 5.7 5.7 --> B((B)) </pre>	5.4 (a) Sedia dan bantangkan kertas cadangan program semakan semula untuk kelulusan Mesyuarat Jabatan. (b) Selepas mendapat kelulusan Mesyuarat Jabatan, sedia dan bantangkan kertas cadangan untuk kelulusan Mesyuarat JKPF. (c) Selepas mendapat kelulusan Mesyuarat JKPF, sedia dan bantangkan kertas cadangan untuk kelulusan JKPP dan Mesyuarat Fakulti. (d) Selepas mendapat kelulusan Mesyuarat fakulti, ikut langkah 5.5.	Panduan Penyediaan Dokumen Program Pengajian
Ketua PTJ/KJ/ Penyelaras		5.5 (a) Bantangkan kertas cadangan program semakan semula untuk semakan JKKK (b) Jika Ya, ikut langkah 5.6. (c) Jika Tidak, buat penambahbaikan terhadap kertas cadangan dan kemukakan semula kepada JKKK.	
Ketua PTJ/KJ/ Penyelaras		5.6 (a) Bantangkan kertas cadangan program semakan semula untuk kelulusan JKKU. (b) Jika Ya, ikut langkah 5.7 bagi peratus perubahan > 30%, atau sekiranya peratus perubahan kurang 30% terus ke langkah 5.8. (c) Jika Tidak, buat penambahbaikan terhadap kertas cadangan dan kemukakan semula untuk kelulusan JKKU.	Prosedur Audit Swa Akreditasi Program Pengajian (UPM/SOK/SWA/P001)
Ketua PTJ/ KJ/ PT CQA		5.7 Laksana audit semakan semula/penilaian yang berkaitan oleh JK Swaakreditasi bagi program semakan semula yang melebihi 30% perubahan	

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ/KJ/ Penylaras	 <pre> graph TD B((B)) --> D58{5.8 Lulus Senat?} D58 -- Ya --> D59{5.9 Ada implikasi kewangan?} D58 -- Tidak (pindaan) --> D58 D59 -- Ya --> S510[5.10 Maklum LPU] D59 -- Tidak --> D511{5.11 Lulus LPU?} S510 --> D511 D511 -- Ya --> D512{5.12 Lulus KPM?} D511 -- Tidak (pindaan) --> D511 D512 -- Ya --> S513[5.13 Guna Pakai/Tawar Program] D512 -- Tidak (pindaan) --> D512 S513 --> C((C)) </pre>	5.8 (a) Bontangkan kertas cadangan program semakan semula untuk kelulusan mesyuarat Senat. (b) Jika Ya, ikut langkah 5.9 atau langkah 5.10 (c) Jika Tidak, buat pindaan terhadap kertas cadangan dan kemukakan semula untuk kelulusan Senat. 5.9 (a) Kenalpasti sama ada melibatkan implikasi kewangan atau tidak. (b) Jika Ada, ikut langkah 5.11. (c) Jika Tidak, ikut langkah 5.10 5.10 Bontangkan kertas pemakluman kepada LPU. (a) Jika tiada masalah, ikut langkah 5.17 (b) Jika mempunyai isu, buat penambahbaikan terhadap kertas cadangan dan kemukakan semula ke LPU. 5.11 (a) Bontangkan kertas kelulusan kepada LPU bagi cadangan program semakan semula tanpa perubahan nama. (b) Jika ada pindaan berdasarkan pandangan LPU, buat penambahbaikan terhadap kertas cadangan program semakan semula. (c) Majukan kertas kelulusan ke KPM. (d) Laksana tindakan penambahbaikan berdasarkan pandangan KPM sekiranya ada. 5.12 (a) Dapatkan kelulusan KPM bagi cadangan semakan semula. (b) Jika Ya, ikut langkah 5.13. (c) Jika Tidak, buat pindaan dan kemukakan semula kertas cadangan kepada KPM. 5.13 (a) Maklumkan kepada fakulti untuk melaksanakan program semakan semula program mengikut sesi pengajian yang diluluskan. (b) Kemaskini Rekod Status Program Pengajian Prasiswazah. (c) Kemaskini kursus yang telah diluluskan untuk penawaran dalam bank kursus. (d) Semak dan sahkan kursus yang ditawarkan dalam Bank Kursus bagi semester berkenaan. (e) Kemaskini kod program yang telah diluluskan dalam e-SMP	Senarai Pemantauan Status Penyemakan Kurikulum Atau Program Baharu Manual Pengguna SMP – Modul AKD (Bank Kursus))
Ketua PTJ/KPAA/ KBAKD			
KPAA/KBAKD/ KBK			

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	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/PS/P001	No. Isu: 03
	PROSEDUR PEMBENTUKAN PROGRAM BAHARU DAN SEMAKAN SEMULA PROGRAM PRASISWAZAH UPM	Tarikh: 19/06/2020

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT (P/O) PTJ/AKD PT CQA	 <pre> graph TD C((C)) --> 5.14[5.14 Kemaskini Maklumat Program Pengajian] 5.14 --> 5.15[5.15 Daftar MQR] 5.15 --> 5.16([5.16 Tamat]) </pre>	5.14 Kemas kini maklumat program semakan semula dalam Buku Panduan Pengajian Prasiswazah, laman web, brosur dan lain-lain. 5.15 (a) Sediakan dokumen permohonan pendaftaran MQR bagi program semakan semula yang bertukar nama kecuali program profesional. (b) Maklumkan keputusan daftar MQR kepada fakulti. (c) Kemaskini rekod pendaftaran MQR.	Senarai Program dalam MQR

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6.0 REKOD

1. Rekod yang disimpan di Bahagian Urus Tadbir Akademik UPM

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM/600-4/1/4 JAWATANKUASA KURIKULUM UNIVERSITI - Petikan Minit Lantikan ahli JKKU. - Minit Mesyuarat JKKU– (Fail sisipan)	PT (P/O) AKD	PT	Pusat Dokumen dan Rekod BAKD Kekal	KPAA Ketua Pengarah Arkib Negara Malaysia
	- Borang maklum balas penambahbaikan daripada Minit Mesyuarat– (Jika ada) - Takwim tahunan Mesyuarat JKKU - Notis Mesyuarat JKKU. - Surat lantikan ahli JKKU. - Panggilan Mesyuarat JKKU. - Senarai kehadiran mesyuarat. - Salinan kertas cadangan (rujuk salinan lembut di dalam Komputer Peribadi yang digunakan oleh PT(P/O) (no. siri DQSSPSM00140203E983000)/folder kurikulum/JKKU			3 Tahun	
2.	UPM/600-4/2/5 JAWATANKUASA KECIL KURIKULUM Minit Mesyuarat JKKK– (Fail sisipan)	PT (P/O) AKD	PT	Pusat Dokumen dan Rekod BAKD Kekal	KPAA Ketua Pengarah Arkib Negara Malaysia
	- Borang maklum balas penambahbaikan daripada Minit Mesyuarat– (Jika ada) - Takwim tahunan Mesyuarat JKKK - Notis Mesyuarat JKKK. - Surat lantikan ahli JKKK. - Panggilan Mesyuarat JKKK. - Senarai kehadiran mesyuarat. - Salinan kertas cadangan (rujuk salinan lembut di dalam Komputer Peribadi yang digunakan oleh PT(P/O) (no. siri DQSSPSM00140203E983000)/folder kurikulum/JKKK			3 Tahun	

	PERKHIDMATAN UTAMA PRASISWAZAH	Halaman: 14/17
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		Tarikh: 19/06/2020
	PROSEDUR PEMBENTUKAN PROGRAM BAHARU DAN SEMAKAN SEMULA PROGRAM PRASISWAZAH UPM	

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
3.	UPM/600-4/2/16 KEMENTERIAN PENDIDIKAN MALAYSIA (KPM): DOKUMEN KURIKULUM PRASISWAZAH - Salinan surat kelulusan kertas cadangan dari JKPT terhadap Kertas Cadangan Program Baharu/Semakan Semula Kurikulum $\geq$ 30% atau Perubahan Tempoh Pengajian dari JKPT/KPM - Surat dan dokumen berkaitan	PT (P/O) AKD	PT	Pusat Dokumen dan Rekod BAKD Kekal	KPAA Ketua Pengarah Arkib Negara Malaysia
4.	UPM/600-4/2/17 PETIKAN MINIT MESYUARAT SENAT DAN LPU TENTANG KURIKULUM - Salinan petikan minit Mesyuarat Senat tentang Kelulusan Program Baharu/Semakan Semula dan lain-lain hal berkaitan kurikulum - Salinan petikan minit Mesyuarat LPU tentang Kelulusan Program Baharu/Semakan Semula dan lain-lain hal berkaitan Kurikulum - Petikan Minit Mesyuarat JKKU ke Senat	PT (P/O) AKD	PT	Pusat Dokumen dan Rekod BAKD Kekal	KPAA Ketua Pengarah Arkib Negara Malaysia
5.	UPM/600-4/2/18 REKOD PROGRAM PENGAJIAN UPM - Senarai pemantauan Status Penyemakan Kurikulum - Rekod pengiktirafan program pengajian UPM (dalam dan luar negara). - Log Akreditasi Badan Profesional - Salinan surat dan sijil akreditasi - Surat dan dokumen berkaitan	PT (P/O) AKD	PT	Pusat Dokumen dan Rekod BAKD Kekal	KPAA Ketua Pengarah Arkib Negara Malaysia
6.	UPM/600-4/2/19 REKOD KURSUS Log Bank Kursus (Sila rujuk modul Bank Kursus,SMP)	PT (P/O) AKD	PT	Pusat Dokumen dan Rekod BAKD	KPAA Ketua Pengarah Arkib Negara

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	PROSEDUR PEMBENTUKAN PROGRAM BAHARU DAN SEMAKAN SEMULA PROGRAM PRASISWAZAH UPM	

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	- Kertas cadangan pembentukan/ semakan semula kursus (rujuk salinan lembut di dalam Komputer Peribadi yang digunakan oleh PT(P/O) (no. siri DQSSPSM00140203E983000)/folder kurikulum/JKKK & JKKU) - Surat dan dokumen berkaitan.			Kekal	Malaysia
7.	UPM/600-4/2/21 SURAT-SURAT AM KURIKULUM Surat-surat/memo berkaitan selain dari perkara di atas.	PT (P/O) AKD	PT	Pusat Dokumen dan Rekod BAKD 3 Tahun	KPAA Ketua Pengarah Arkib Negara Malaysia

2. Rekod yang disimpan di PTJ

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM/ (Kod PTJ)/600-4/2/1 PEMBENTUKAN PROGRAM BAHARU PROGRAM PRASISWAZAH - Minit mesyuarat JKKPF yang berkaitan dan pembetulan hasil cadangan mesyuarat (jika ada). - Minit mesyuarat JKPP yang berkaitan dan pembetulan hasil cadangan mesyuarat (jika ada). - Kertas cadangan program baharu atau semakan semula proram. - Minit mesyuarat fakulti yang berkaitan dan pembetulan hasil cadangan mesyuarat (jika ada). - Minit mesyuarat JKKK yang berkaitan dan pembetulan hasil cadangan mesyuarat (jika ada). - Minit mesyuarat JKKU yang berkaitan dan pembetulan hasil cadangan mesyuarat (jika ada). - Minit mesyuarat Senat yang berkaitan dan pembetulan hasil cadangan	PT (P/O) PTJ	PT PTJ	Pusat Dokumen dan Rekod PTJ Kekal	Ketua-PTJ Ketua Pengarah Arkib Negara Malaysia

	PERKHIDMATAN UTAMA PRASISWAZAH	Halaman: 16/17
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	PROSEDUR PEMBENTUKAN PROGRAM BAHARU DAN SEMAKAN SEMULA PROGRAM PRASISWAZAH UPM	Tarikh: 19/06/2020

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	mesyuarat (jika ada). • Minit mesyuarat LPU yang berkaitan dan pembetulan hasil cadangan mesyuarat (jika ada). • Surat kelulusan KPM.				
	• Surat dan dokumen akreditasi sementara • Surat dan dokumen akreditasi program • Laporan akreditasi program • Surat Arahan semakan semula program.			5 tahun	
2.	UPM/ (Kod PTJ)/600-4/2/3 SEMAKAN SEMULA PROGRAM PRASISWAZAH • Minit mesyuarat JKKPF yang berkaitan dan pembetulan hasil cadangan mesyuarat (jika ada). • Minit mesyuarat JKPP yang berkaitan dan pembetulan hasil cadangan mesyuarat (jika ada). • Kertas cadangan semakan semula proram. • Minit mesyuarat fakulti yang berkaitan dan pembetulan hasil cadangan mesyuarat (jika ada). • Minit mesyuarat JKKK yang berkaitan dan pembetulan hasil cadangan mesyuarat (jika ada). • Minit mesyuarat JKKU yang berkaitan dan pembetulan hasil cadangan mesyuarat (jika ada). • Minit mesyuarat Senat yang berkaitan dan pembetulan hasil cadangan mesyuarat (jika ada). • Minit mesyuarat LPU yang berkaitan dan pembetulan hasil cadangan mesyuarat (jika ada). • Surat kelulusan KPM.	PT (P/O) PTJ	PT PTJ	Pusat Dokumen dan Rekod PTJ Kekal	Ketua PTJ Ketua Pengarah Arkib Negara Malaysia

	PERKHIDMATAN UTAMA PRASISWAZAH		Halaman: 17/17
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	PROSEDUR PEMBENTUKAN PROGRAM BAHARU DAN SEMAKAN SEMULA PROGRAM PRASISWAZAH UPM		Tarikh: 19/06/2020

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	- Surat dan dokumen akreditasi sementara - Surat dan dokumen akreditasi program - Laporan akreditasi program - Surat Arahan semakan semula program.			5 tahun	
3.	UPM/(Kod PTJ)/600-4/2/22 PEMBENTUKAN DAN SEMAKAN SEMULA KURSUS Minit mesyuarat JKKPF - Minit mesyuarat Fakulti berkaitan. - Minit mesyuarat JKKU berkaitan. - Minit Senat berkaitan.	PT (P/O) PTJ	PT PTJ	Pusat Dokumen dan Rekod PTJ Kekal	Ketua-PTJ Ketua Pengarah Arkib Negara Malaysia
	- Surat arahan pembentukan/ semakan semula kursus. - Kertas cadangan pembentukan/ semakan semula kursus.			3 Tahun	
4.	UPM/(Kod PTJ)/ 600-4/2/20 PENILAIAN PROGRAM - Minit mesyuarat fakulti berkenaan. - Minit mesyuarat Senat berkaitan. - Surat Pelantikan - Surat maklumbalas penerimaan lantikan. - Dokumen untuk penilaian. - Laporan/maklumbalas penilaian.	PT(P/O) PTJ	PT PTJ	Pusat Dokumen dan Rekod PTJ Kekal	Ketua-PTJ Ketua Pengarah Arkib Negara Malaysia
	- Surat Penyerahan Dokumen penilaian kepada penilai. - Jadual lawatan - Surat makluman ke Senat Laporan - Penilaian. - Surat Laporan penilaian kepada bahagian Akademik.			3 Tahun	

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1.0 SCOPE

This procedure encompasses activities for new programme development and curriculum review for UPM undergraduate programmes, identification of the needs to prepare concept papers and proposals for approval at the faculty, university and Ministry of Higher Education levels, and programme offered to non-professional programme of studies.

2.0 RESPONSIBILITY

TNC (A&A), Head of PTJ, KPAA, and KBAKD are responsible for the implementation of the procedures for new programme development and programme review of the UPM undergraduate programme.

All parties involved must adhere to this procedure.

3.0 REFERENCE DOCUMENT

Document Code	Title of the Document
Current	Universiti Putra Malaysia (Academic Matters for Undergraduates) Rules 2014
Senate Meeting	Senate Minutes 161 - Curriculum Committee Formation
GPPA	Guidelines for Public Universities Academic Programme Development
Current	Guidelines for Preparation of Programme of Studies
Current	Undergraduate Studies Guidebook by Academic Session
-	MQA No. 1/2009 Circular – Application of Programme Standard
-	SMP User Manual - AKD Module (Course Bank)
Current	New policy on Quality Assurance and Curriculum issued by MQA and MOE.
UPM/PU/PS/AK003	Appointment of Assessor / External Examiner and Programme Evaluation Work Instruction

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4.0 TERMINOLOGY AND ACRONYM

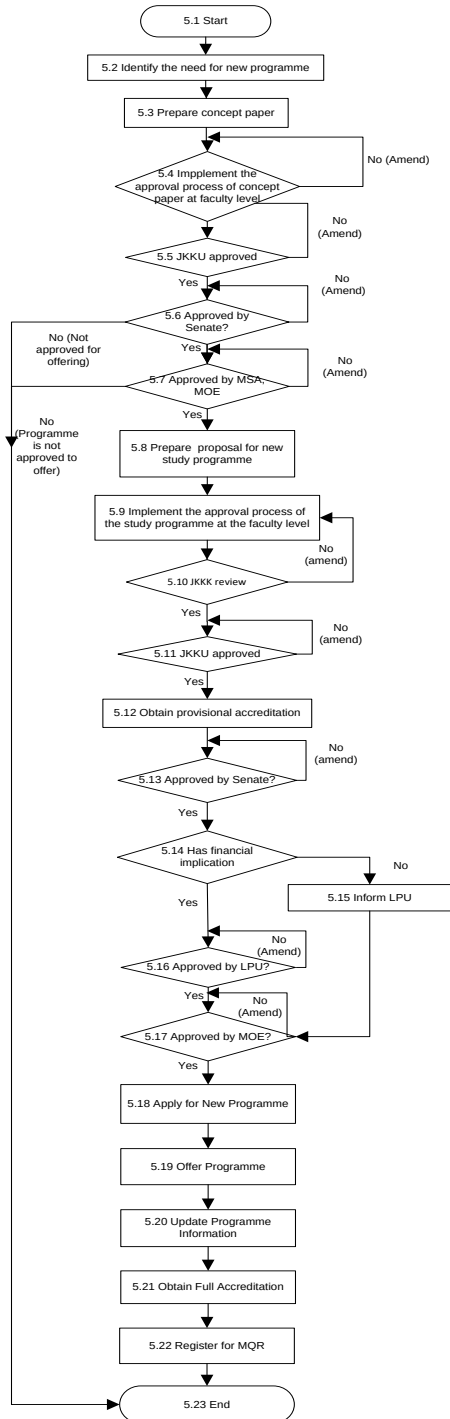
BAKD	: Division of Academic Governance
BP	: Professional Body
BPKP	: Student Admission Management Division
BK	: Division of Admission
Coordinator	: Programme Coordinator / Lecturer
CQA	: Centre for Quality Assurance
Faculty	: All Faculties in UPM including the Centre of Foundation Studies for Agricultural Science, Co-Curriculum and Student Development Centre and Centre for the Advancement of Language Competence
GPPA	: Guidelines for Preparation of Programme of Studies
Head of PTJ	: Dean of Faculty, Director of the Centre of Foundation Studies for Agricultural Science, Director of Co-Curriculum and Student Development Centre, and Director of Centre for the Advancement of Language Competence
JJPP	: Total Number of Student Learning Time
JKKK	: Curriculum Subcommittee
JKPF	: Faculty Curriculum Committee
JKKU	: University Curriculum Committee
JKPP	: Programme of Study Committee
JKPT	: Higher Education Committee
KBAKD	: Head, Division of Academic Governance
KBK	: Head, Division of Admission
KJ	: Head of Department
KPAA	: Head of Administration (Academic and International)
KPM	: Ministry of Education, Malaysia
LPU	: University Board of Directors
MSA	: Pre-Screening Meeting
MQA	: Malaysian Qualification Agency (MQA)
MQR	: Malaysian Qualifications Register
New Programme	: Newly developed programme or programme which has been renamed

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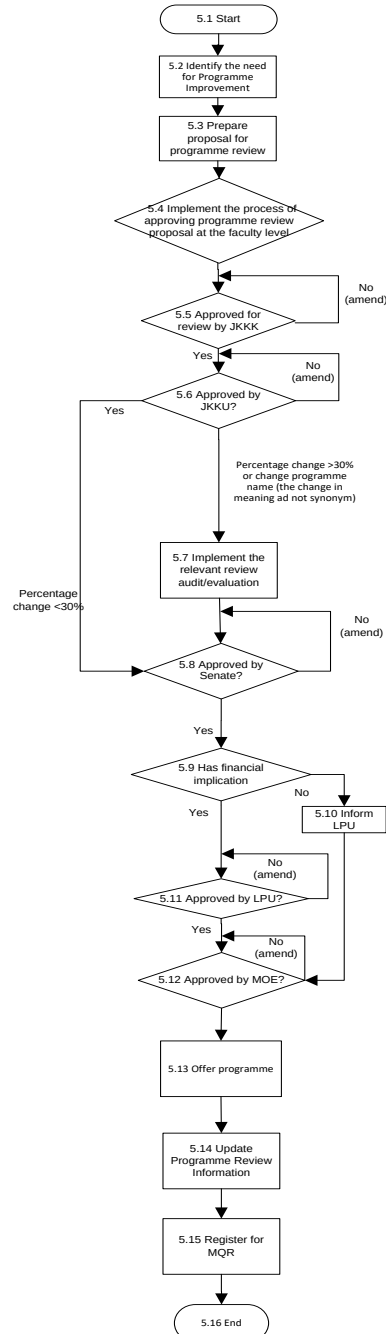
PKD : Document Control Officer
 PT : Administrative Officer, Division of Academic Governance
 PT (P/O) AKD : Administrative Assistant (Clerical / Operation), Division of Academic Governance
 PT (P/O)PTJ : Administrative Assistant (Clerical / Operation) Centre of Responsibility
 Recognition : Programme that has been accredited by MQA and registered on the MQR portal
 Review : Review
 SMP : Student Information System
 TNC (A&A) : Deputy Vice-Chancellor (Academic and International)
 UPM : Universiti Putra Malaysia

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6.0 PROCESS IN DETAIL



**Carta A
(New Programme)**

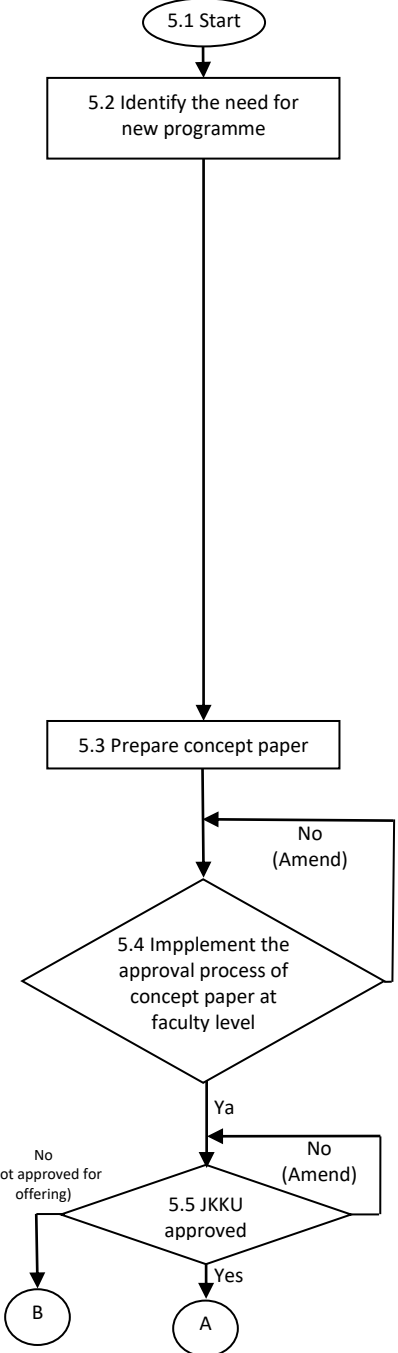


**Carta B
(Programme Review)**

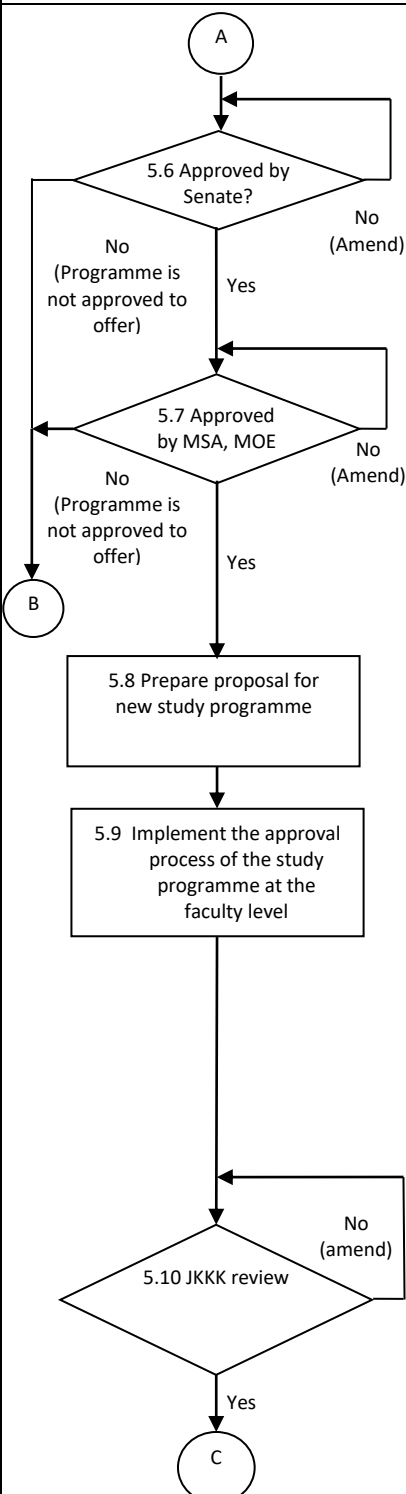
	MAIN SERVICE UNDERGRADUATE OFFICE OF DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL) Document Code: UPM/PU/PS/P001	Page : 5/17
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5.0 PROCESS IN DETAIL

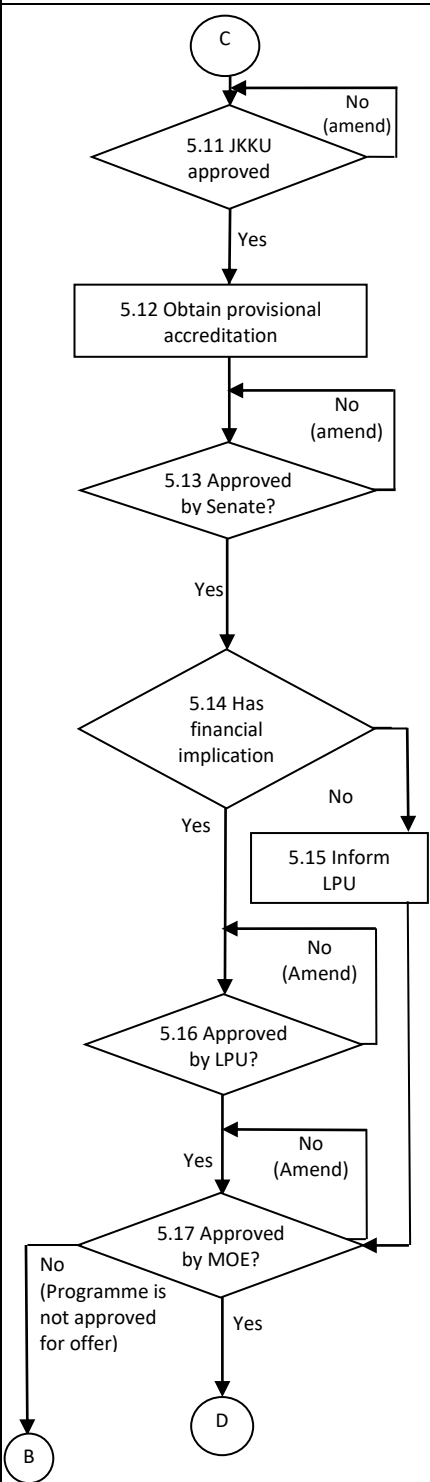
A. NEW PROGRAMME

Responsibility	Flowchart	Details	Reference Record/ Document
Head of PTJ	 <pre> graph TD Start([5.1 Start]) --> 5.2[5.2 Identify the need for new programme] 5.2 --> 5.3[5.3 Prepare concept paper] 5.3 --> 5.4{5.4 Implement the approval process of concept paper at faculty level} 5.4 -- "No (Amend)" --> 5.3 5.4 -- "Ya" --> 5.5{5.5 JKUU approved} 5.5 -- "No (Amend)" --> 5.3 5.5 -- "No (Not approved for offering)" --> B((B)) 5.5 -- "Yes" --> A((A)) </pre>	5.2 (a) Identify the need to develop new programme based on demand and in reference to GPPA, MOE: (i) Education Development Plan of Malaysia (Higher Education) (ii) UPM Strategic Plan (iii) The need for staff (iv) The need for curriculum/programme review (v) Market Research (Exit Survey, Alumni Survey, Employer Survey and other supporting documents) (vi) External Assessor / Examiner Report (vii) JKPP's response (viii) Requirements and views of the stakeholders (if any) (ix) Other requirements, developments and current policies (b) Identify the requirements for developing new courses for use in the new programme. Follow step 5.3. 5.3 Prepare draft papers for new programme of study. 5.4 (a) Present new programme concept paper for Department Meeting approval. (b) Upon approval of the Department Meeting, prepare and present the concept paper for the approval of the Faculty Meeting. (c) Upon approval of the Faculty Meeting, follow step 5.5. 5.5 (a) Present the draft paper of the new programme of study for approval of the JKUU Meeting. (b) If Yes, follow step 5.6. (c) If No, amend the draft paper and submit it to JKUU or the process ends if the programme is not approved for offer.	A guide to prepare documents for Programme of Studies

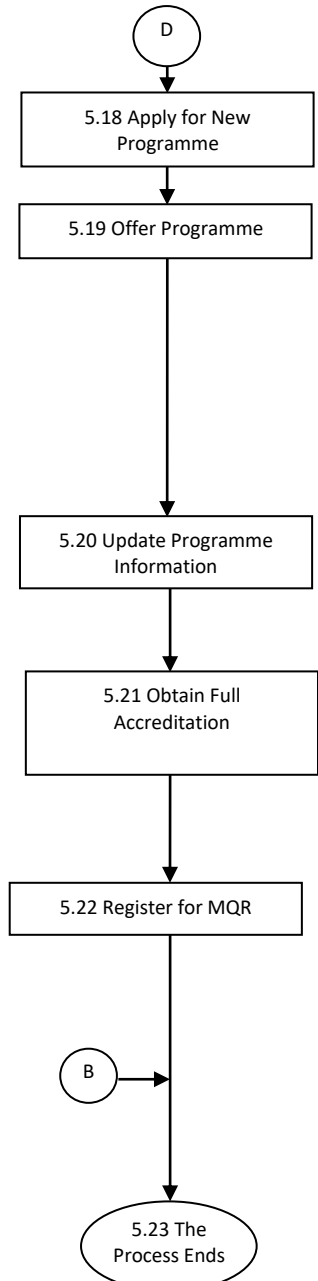
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Responsibility	Flowchart	Details	Reference Record/ Document
Head of PTJ	 <pre> graph TD A((A)) --> D56{5.6 Approved by Senate?} D56 -- No (Programme is not approved to offer) --> D56 D56 -- Yes --> D57{5.7 Approved by MSA, MOE} D57 -- No (Programme is not approved to offer) --> D57 D57 -- Yes --> R58[5.8 Prepare proposal for new study programme] R58 --> R59[5.9 Implement the approval process of the study programme at the faculty level] R59 --> D510{5.10 JKPP review} D510 -- No (amend) --> D510 D510 -- Yes --> C((C)) </pre>	5.6 (a) Present the concept paper of the new programme of study for approval of Senate Meeting. (b) If Yes, follow step 5.7. (c) If No, amend concept paper and submit it to the Senate or the process ends if the programme is not approved for offer.	GPPA and Guide to Prepare Document of the Current Programme of Studies Appointment of External Assessor / Examiner and Programme Evaluator Work Instruction (UPM / PU / PS / AK003) Study Programme Document Preparation Guide
KPAA/KBAKD		5.7 (a) If Yes, follow step 5.8. (b) If No, amend the concept paper and submit to MOE or process ends if the programme is not approved for offer	
Head of PTJ/KJ/ Coordinator		5.8 Prepare a new study program proposal.	
Head of PTJ/KJ/ Coordinator		5.9 (a) Organise Program Evaluation including Appointment of External Assessor / Examiner for program review and evaluation. (b) Prepare and present a new programme proposal for approval of the Departmental Meeting. (c) Upon approval of the Departmental Meeting, prepare and present the proposal for approval of the JKPF Meeting (d) After receiving the approval of the JKPF Meeting, prepare and present the proposal for the approval of the JKPP and the Faculty Meeting. (e) Upon approval of the Faculty Meeting, follow step 5.10.	
Head of PTJ/KJ/ Coordinator		5.10 (a) Present a new study programme proposal for JKPP review. (b) If Yes, follow step 5.11. (c) If No, amend the proposal and submit to JKPP.	

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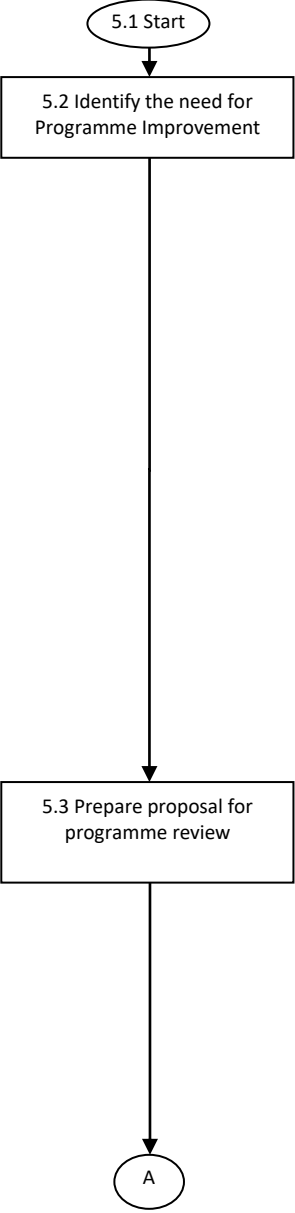
Responsibility	Flowchart	Details	Reference Record/ Document
Head of PTJ/KJ/ Coordinator		5.11 (a) Present a new programme of study proposal for JKKU approval. (b) If Yes, follow step 5.12. (c) If No, amend the proposal and submit for JKKU approval.	A guide to prepare documents for Programme of Studies
Head of PTJ/KJ/ Coordinator		5.12 Obtain provisional accreditation	Audit Procedure Self-Accreditation for Programme of Studies (UPM/SOK/SWA/P001)
Head of PTJ/KJ/ Coordinator		5.13 (a) Present a proposal for a new programme of study for Senate approval. (b) If Yes, follow step 5.14. (c) If no, amend the proposal and submit for Senate approval.	
		5.14 (a) Identify whether financial implications are involved. (b) If Yes, follow step 5.16 (c) If No, follow step 5.15	
		5.15 Present the proposal to LPU. (a) If there is no issue, follow step 5.17 (b) If there is an issue, amend the proposal and resubmit to LPU.	
Head of PTJ/KPAA/ KBAKD		5.16 (a) Present the paper of new programme for LPU approval. (b) If Yes, follow step 5.17. (c) If No, amend the proposal and resubmit for LPU approval.	
Head of PTJ/KPAA/ KBAKD		5.17 (a) Obtain MOE approval for the proposed new programme. (b) If Yes, follow step 5.18. (c) If No, amend and resubmit the proposal to MOE and the process ends if the proposal is not approved.	

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Responsibility	Flowchart	Details	Reference Record/ Document
KBK	 <pre> graph TD D((D)) --> 5.18[5.18 Apply for New Programme] 5.18 --> 5.19[5.19 Offer Programme] 5.19 --> 5.20[5.20 Update Programme Information] 5.20 --> 5.21[5.21 Obtain Full Accreditation] 5.21 --> 5.22[5.22 Register for MQR] 5.22 --> 5.23([5.23 The Process Ends]) B((B)) --> 5.21 </pre>	5.18 Apply for new programme code to BPKP, MOE for programme registration in SMP.	
KPAA/KBK /KBAKD		5.19 (a) Inform the faculty to implement a new programme of study in accordance with approved study sessions. (b) Update the Undergraduate Programme of Studies Study Status Record. (c) Update the approved course for offering in the course bank. (d) Review and verify courses offered in the Course Bank of the semester. (e) Update the programme code approved in e-SMP	Senarai Pemantauan Status Penyemakan Kurikulum Atau Program Baharu Manual Pengguna SMP – Modul AKD (Bank Kursus)
PT (P/O) PTJ/AKD		5.20 Update the new undergraduate study programme information in the Undergraduate Studies Guidebook, websites, brochures and etc.	
Head of PTJ/ PT CQA		5.21 Obtain full accreditation except for professional programmes. For professional programmes, refer to the requirements of their respective Professional Body.	Audit Procedure Self Accreditation for Programme of Studies (UPM/SOK/SWA/P001)
PT CQA		5.22 (a) Upon approval of accreditation by Senate / Professional Body for new programme, prepare documents for MQR Register. (b) Notify the faculty regarding MQR Register. (c) Update MQR registration records.	Lists of programmes in MQR

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B. Programme Review

Responsibility	Flowchart	Details	Reference Record/ Document
Head of PTJ	 <pre> graph TD Start([5.1 Start]) --> Step52[5.2 Identify the need for Programme Improvement] Step52 --> Step53[5.3 Prepare proposal for programme review] Step53 --> A((A)) </pre>	5.2 (a) Identify the requirements for implementing the existing curriculum review, at least one session before the end of the five (5) year programme, based on the following factors: (i) Program Standard Change (ii) Market Research (iii) External Assessor / Examiner Report (iv) Continual Quality Improvement, CQI (v) Analyse the findings and requirements of the stakeholders (vi) Benchmarking (vii) Current Requirements in the Field (viii) <i>High Impact Educational Practices</i>, HIEPs (ix) Consolidation or Segregation (x) Shelved, Frozen, Abolished and Re-Offered Programme (b) Identify the requirements for the formation of new and existing courses for review purposes. Follow step 5.3 5.3 Prepare the curriculum review paper by at least one session before the end of the program review cycle (5 years) based on the requirements and references as outlined in GPPA, MOE	GPPA and a guide to prepare documents for programmes of studies Appointment of evaluator/ external evaluator and programme evaluator Work Instruction (UPM/PU/PS/AK003)

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6.0 RECORD

1. Record kept at the Division of Academic Governance, UPM

No.	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and duration for record keeping	Authority on disposal
1.	UPM/600-4/1/4 UNIVERSITY CURRICULUM COMMITTEE - Excerpt of Minutes for JKKU member appointment - JKKU minutes of meeting (Insert File)	PT (P/O) AKD	PT	BAKD Centre For Document and Record Permanent	KPAA Director General National Archives of Malaysia
	- Feedback form for improvement from meeting minutes (if any) - Annual calendar for JKKU meetings - Notice for JKKU meetings - Appointment letter for JKKU members - Calls for JKKU meeting - Meeting attendance list - Copies of proposal (refer to softcopy in the personal computer used by PT(P/O) (serial no. DQSSPSM00140203E983000)/curriculum folder /JKKU			3 years	
2.	UPM/600-4/2/5 CURRICULUM SUB-COMMITTEE JKKK meeting minutes (insert file)	PT (P/O) AKD	PT	BAKD Centre For Document and Record Permanent	KPAA Director General National Archives of Malaysia
	- Feedback form for improvement from meeting minutes (if any) - Annual calendar for JKKK meetings - Notice for JKKK meetings - Appointment letter for JKKK members - Calls for JKKK meetings - Meeting attendance list - Copies of proposal (refer to the softcopy in the personal computer used by PT(P/O) (no. siri DQSSPSM00140203E983000)/folder kurikulum/JKKK			3 years	

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No.	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and duration for record keeping	Authority on disposal
3.	UPM/600-4/2/16 MINISTRY OF EDUCATION OF MALAYSIA (KPM): CURRICULUM DOCUMENT FOR UNDERGRADUATES - Copies of approved letters of proposal from JKPT on the proposal of new programme/curriculum review $\geq 30\%$ or change of study period from JKPT/KPM - Related letters and documents	PT (P/O) AKD	PT	BAKD Centre For Document and Record Permanent	KPAA Director General National Archives of Malaysia
4.	UPM/600-4/2/17 EXCERPTS OF THE SENATE AND LPU MEETING MINUTES ABOUT THE CURRICULUM - Copies of the excerpts of the Senate meeting minutes on the approval of new programme/ programme review and other matters related to curriculum - Copies of the excerpts of the LPU meeting minutes on the approval of new programme/ programme review and other matters related to curriculum - Excerpts from JKKU meeting minutes to Senate	PT (P/O) AKD	PT	BAKD Centre For Document and Record Permanent	KPAA Director General National Archives of Malaysia
5.	UPM/600-4/2/18 RECORD OF UPM PROGRAMME OF STUDIES - List of observation for curriculum review status - Record for UPM study programme recognition (in the country and abroad) - Log for professional body accreditation - Copies of letter and certificate of accreditation - Related letters and curriculum	PT (P/O) AKD	PT	BAKD Centre For Document and Record Permanent	KPAA Director General National Archives of Malaysia
6.	UPM/600-4/2/19 COURSE RECORD Log for course bank (please refer to the	PT (P/O) AKD	PT	BAKD Centre For Document	KPAA Director General National

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No.	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and duration for record keeping	Authority on disposal
	course module bank, SMP) • Proposal for course creation/ review (refer to the softcopy in personal computer used by PT(P/O) (no. siri DQSSPSM00140203E983000)/folder curriculum/JKKK & JKUU) • Related letters and documents			and Record Permanent	Archives of Malaysia
7.	UPM/600-4/2/21 GENERAL LETTERS FOR CURRICULUM • Related letters/ memo which are different from the above	PT (P/O) AKD	PT	BAKD Centre For Document and Record 3 years	KPAA Director General National Archives of Malaysia

2. Record kept in PTJ

No.	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and duration for record keeping	Authority on disposal
1.	UPM/ (Kod PTJ)/600-4/2/1 NEW PROGRAMME CREATION FOR UNDERGRADUATE PROGRAMMES • JKPPF-related meeting minutes and correction based on suggestions in the meeting (if any) • JKPP-related meeting minutes and correction based on suggestions in the meeting (if any) • Proposal for new programme or programme review • Faculty-related meeting minutes and correction based on suggestions in the meeting (if any) • JKKK-related meeting minutes and correction based on suggestions in the meeting (if any) • JKUU-related meeting minutes and correction based on suggestions in the meeting (if any)	PT (P/O) PTJ	PT PTJ	BAKD Centre For Document and Record Permanent	Head of PTJ Director General National Archives of Malaysia

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No.	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and duration for record keeping	Authority on disposal
	- Senate-related meeting minutes and correction based on suggestions in the meeting (if any) - LPU-related meeting minutes and correction based on suggestions in the meeting (if any) - KPM approval letter				
	- Letter and document of temporary accreditation - Letter and document of programme accreditation - Report of programme accreditation - Letter of instruction for programme review			5 years	
2.	UPM/ (Kod PTJ)/600-4/2/3 UNDERGRADUATE PROGRAMME REVIEW - JKKPF-related meeting minutes and correction based on suggestions in the meeting (if any) - JKPP-related meeting minutes and correction based on suggestions in the meeting (if any) - Proposal for programme review - Faculty-related meeting minutes and correction based on suggestions in the meeting (if any) - JKKK-related meeting minutes and correction based on suggestions in the meeting (if any) - JKKU-related meeting minutes and correction based on suggestions in the meeting (if any) - Senate-related meeting minutes and correction based on suggestions in the meeting (if any) - LPU-related meeting minutes and correction based on suggestions in the meeting (if any) - KPM approval letter	PT (P/O) PTJ	PT PTJ	PTJ Centre For Document and Record Permanent	Head of PTJ Director General National Archives of Malaysia

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No.	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and duration for record keeping	Authority on disposal
	- Letter and document of temporary accreditation - Letter and document of programme accreditation - Report of programme accreditation - Letter of instruction for programme review			5 years	
3.	UPM/(Kod PTJ)/600-4/2/22 COURSE CREATION AND REVIEW - JKKPF Meeting minutes - Faculty-related meeting minutes - JKKU-related meeting minutes - Senate-related minutes	PT (P/O) PTJ	PT PTJ	PTJ Centre For Document and Record Permanent	Head of PTJ Director General National Archives of Malaysia
	- Letter of instruction for course creation and review - Proposal for course creation and review			3 years	
4.	UPM/(Kod PTJ)/ 600-4/2/20 PROGRAMME EVALUATION - Faculty-related meeting minutes - Senate-related meeting minutes - Appointment letters - Letter of acceptance of appointment - Document for evaluation - Document/feedback on review	PT(P/O) PTJ	PT PTJ	PTJ Centre For Document and Record Permanent	Head of PTJ Director General National Archives of Malaysia
	- Letter of submission of the evaluation document to evaluator - Visit schedule - Letter to Senate report - Evaluation - Letter of evaluation report for Academic Division			3 years	

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1.0 SKOP

Prosedur ini merangkumi aktiviti perancangan pengambilan, penyediaan dan semakan unjuran, penyediaan dan semakan syarat kemasukan, pemilihan pelajar, tawaran, rayuan kemasukan, lapor diri dan penyediaan laporan pengambilan pelajar Prasiswazah.

2.0 TANGGUNGJAWAB

TNC (A&A), Ketua PTJ dan KPAA bertanggungjawab memastikan Prosedur Pengambilan Pelajar Baharu Program Pengajian Prasiswazah ini dilaksanakan.

Sesiapa yang terlibat mesti mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
UPM/PGR/MK	Manual Kualiti Universiti Putra Malaysia
-	<i>Quality Management Systems – Requirements MS ISO 9001:2015</i>
-	Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014
-	Minit Mesyuarat Senat UPM (berkaitan)
-	Unjuran enrolmen pelajar 2015-2020
-	Buku Syarat Kemasukan Lulusan STPM/Setaraf dan Lulusan SPM/Setaraf
-	Manual Pengguna SMP - Pengambilan dan Kemasukan (PnK)
-	Manual Pengguna Sistem Mesyuarat Pemilihan Bersama (<i>disediakan oleh Bahagian Pengurusan Maklumat BPKP JPT</i>)
-	Manual Pengguna Sistem e-MAS (<i>disediakan oleh Bahagian Pengurusan Maklumat BPKP JPT</i>)
-	Dasar Pengambilan Pelajar Program Pengajian Lulusan STPM/Setaraf BPKP JPT
-	Dasar Pengambilan Pelajar Program Pengajian Lulusan SPM/Setaraf BPKP JPT
-	Buku Panduan Pelajar Baharu UPM

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Kod Dokumen	Tajuk Dokumen
UPM/PU/PS/AK005	A Penyediaan Cadangan Unjuran Pengambilan Pelajar Baharu B Penyediaan Syarat Kemasukan C Permohonan Lulusan Diploma/Setaraf D Temu duga Program Bukan ISMP E Pengurusan Ujian MEdSI dan Temu duga ISMP F Mesyuarat Pemilihan Bersama JPT-UA. G Rayuan Kemasukan H Tawaran Kemasukan (Perdana dan Rayuan)
UPM/PU/PS/AK013	Arahan Kerja Pengambilan Pelajar Baharu Program Pengajian Prasiswazah Antarabangsa
http://upu.moe.gov.my	Laman Web Rasmi Permohonan Ke UA, Politeknik, Kolej Komuniti dan ILKA
http://www.moe.gov.my	Laman Web Kementerian Pendidikan Malaysia
http://www.upm.edu.my	Laman Web UPM
http://www.akademik.upm.edu.my	Laman Web Bahagian Akademik
http://www.smp.upm.edu.my/temuduga http://intake.upm.edu.my/temuduga/	URL Semakan Panggilan Temu Duga Program Bachelor Bagi Pengambilan Pelajar Baharu
http://edaftarsmp.upm.edu.my	Sistem Pendaftaran Pelajar Baharu Secara Atas Talian
https://smp.upm.edu.my/promosi/	URL Kemasukan Pelajar UPM

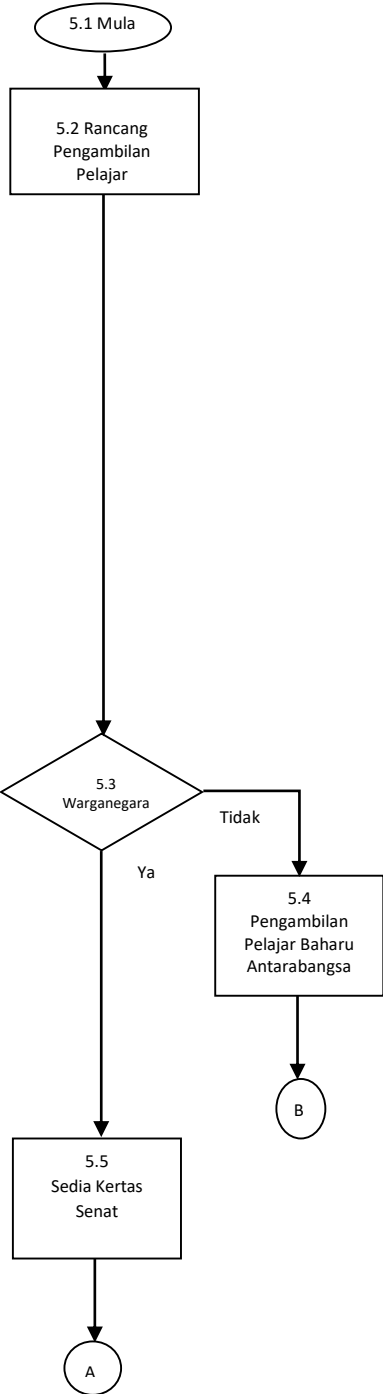
	PERKHIDMATAN UTAMA PRASISWAZAH PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA) Kod Dokumen : UPM/PU/PS/P003	Halaman: : 3/12
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4.0 TERMINOLOGI DAN SINGKATAN

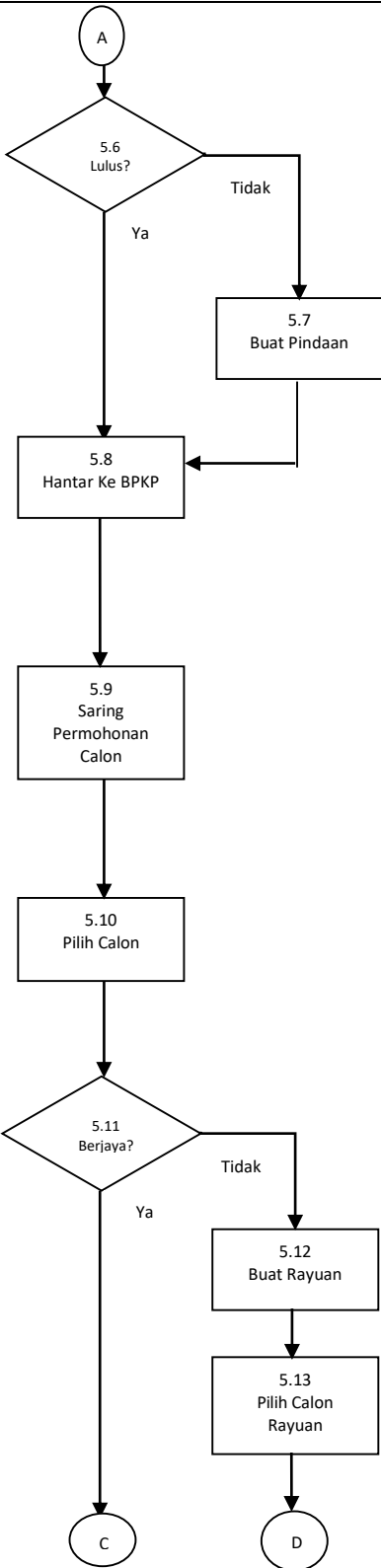
Antarabangsa	: Penduduk Tetap/Pemastautin/Antarabangsa
Asasi	: Asasi dari Universiti Malaya (UM) dan Universiti Teknologi Mara (UiTM)
BHEP	: Bahagian Hal Ehwal Pelajar
BK	: Bahagian Kemasukan
BPKP	: Bahagian Pengurusan Kemasukan Pelajar
Diploma/Setaraf	: Lulusan Diploma, STPM, Matrikulasi dan Asasi (Bukan Tahun Semasa)
eDAFTAR	: Sistem Pendaftaran Pelajar Baharu Secara Atas Talian
E-dokumen	: Dokumen calon ER secara atas talian
e-MAS	: <i>Electronic Management of Admission System</i>
Fakulti	: Semua Fakulti Termasuk Pusat Asasi Sains Pertanian
ISMP	: Ijazah Sarjana Muda Pendidikan
JPPBW	: Jawatankuasa Pengambilan Pelajar Antarabangsa
JPT	: Jabatan Pendidikan Tinggi
KBK	: Ketua Bahagian Kemasukan
KB(HEP)	: Ketua Bahagian (HEP)
Ketua PTJ	: Dekan Fakulti dan Pengarah Pusat Asasi Sains Pertanian Dekan Fakulti, Dekan Sekolah Perniagaan dan Ekonomi, Pengarah Pusat Asasi Sains Pertanian, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa
KPAA	: Ketua Pentadbiran Akademik dan Antarabangsa
Matrikulasi	: Matrikulasi KPM
MEdSI	: <i>Malaysian Educators Selection Inventory</i>
PKU	: Pusat Kesihatan Universiti
Prasiswazah	: Program Asasi Sains Pertanian, Diploma dan Bachelors
PPTM	: Penolong Pegawai Teknologi Maklumat
PT	: Pegawai Tadbir Bahagian Kemasukan
PPT	: Penolong Pegawai Tadbir
PT PTJ	: Pegawai Tadbir PTJ
PT(P/O)	: Pembantu Tadbir (Perkeranian/Operasi)
PTJ	: Pusat Tanggungjawab
Sistem e-dokumen	: Mesyuarat Pemilihan Bersama
SMP PnK	: Sistem Maklumat Pelajar – Modul Pengambilan dan Kemasukan
SPM	: Sijil Pelajaran Malaysia
STPM	: Sijil Tinggi Persekolahan Malaysia
STPM/Setaraf	: Lulusan Diploma, STPM, Matrikulasi dan Asasi
TDA	: Timbalan Dekan Akademik
TNC (A&A)	: Timbalan Naib Canselor (Akademik dan Antarabangsa)
UA	: Universiti Awam
UPM	: Universiti Putra Malaysia

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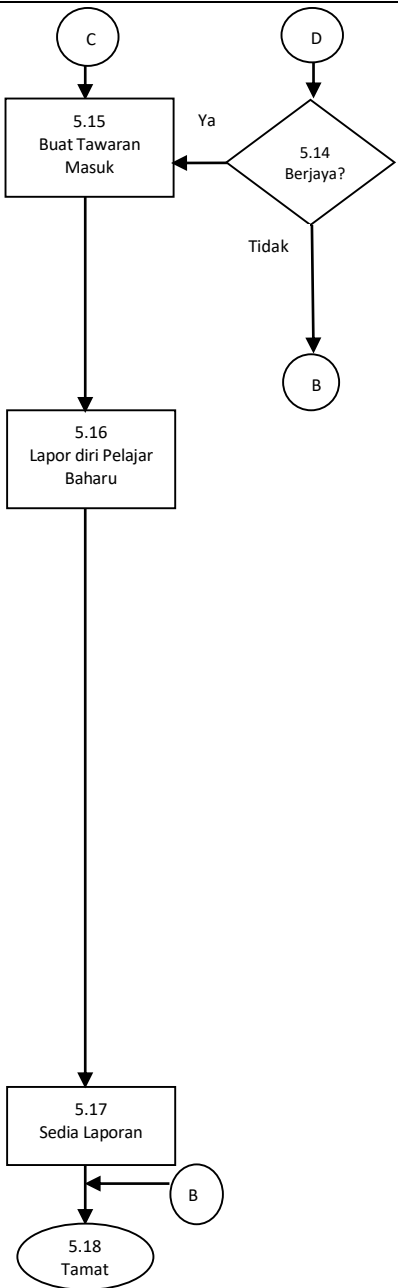
5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ, KPAA, PT	 <pre> graph TD 5.1([5.1 Mula]) --> 5.2[5.2 Rancang Pengambilan Pelajar] 5.2 --> 5.3{5.3 Warganegara} 5.3 -- Ya --> 5.5[5.5 Sedia Kertas Senat] 5.3 -- Tidak --> 5.4[5.4 Pengambilan Pelajar Baharu Antarabangsa] 5.4 --> B((B)) 5.5 --> A((A)) </pre>	5.2 (a) Buat perancangan pengambilan pelajar baharu berdasarkan: (i) Unjuran enrolmen pelajar 2015-2020 (ii) Cadangan Unjuran Pengambilan Pelajar Baharu dan Syarat Kemasukan. (Rujuk : Arahan Kerja Urusan Pengambilan Pelajar (UPM/PU/PS/AK005) - A. Penyediaan Cadangan Pengambilan Pelajar Baharu dan B. Penyediaan Syarat Kemasukan (iii) Keperluan semasa berdasarkan Penawaran Program Baharu, Perubahan Dasar Kerajaan, Penubuhan Fakulti/Pusat Baharu dan Penubuhan Cawangan/Kampus Baharu. (b) Sedia dan semak Unjuran Pengambilan Pelajar Baharu dan Syarat Kemasukan. (Rujuk: Arahan Kerja Urusan Pengambilan Pelajar (UPM/PU/PS/AK005) - A. Penyediaan Cadangan Pengambilan Pelajar Baharu dan B. Penyediaan Syarat Kemasukan)	Arahan Kerja Urusan Pengambilan Pelajar (UPM/PU/PS/AK005)
PT		5.3 (a) Jika ya, ikut langkah 5.5 (b) Jika tidak, ikut langkah 5.4	
PT		5.4 Rujuk Arahan Kerja Pengambilan Pelajar Baharu Program Pengajian Prasiswazah Antarabangsa (UPM/PU/PS/AK013) dan proses tamat.	Arahan Kerja Pengambilan Pelajar Baharu Program Pengajian Prasiswazah Antarabangsa (UPM/PU/PS/AK013)
KPAA,PT		5.5 (a) Terima dan semak Cadangan Unjuran Pengambilan Pelajar Baharu dan Syarat Kemasukan daripada Fakulti. (b) Sediakan Kertas Senat Cadangan Unjuran Pengambilan Pelajar Baharu dan Syarat Kemasukan dan bawa ke Senat selewat-lewatnya pada akhir minggu kedua bulan November. (Rujuk: Arahan Kerja Urusan Pengambilan Pelajar (UPM/PU/PS/AK005)- A. Penyediaan Cadangan Unjuran Pengambilan Pelajar Baharu dan B. Penyediaan Syarat Kemasukan	Arahan Kerja Urusan Pengambilan Pelajar (UPM/PU/PS/AK005)

 UPM UNIVERSITI PUTRA MALAYSIA BERILMU BERAKTI	PERKHIDMATAN UTAMA PRASISWAZAH		Halaman: : 5/12
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
S/U Senat	 <pre> graph TD A((A)) --> D56{5.6 Lulus?} D56 -- Ya --> F58[5.8 Hantar Ke BPKP] D56 -- Tidak --> F57[5.7 Buat Pindaan] F57 --> F58 F58 --> F59[5.9 Saring Permohonan Calon] F59 --> F510[5.10 Pilih Calon] F510 --> D511{5.11 Berjaya?} D511 -- Ya --> C((C)) D511 -- Tidak --> F512[5.12 Buat Rayuan] F512 --> F513[5.13 Pilih Calon Rayuan] F513 --> D((D)) </pre>	5.6 Bentangkan dalam Mesyuarat Senat untuk kelulusan. (a) Jika ya, ikut langkah 5.8 (b) Jika tidak (lulus dengan pindaan), ikut langkah 5.7	
S/U Senat		5.7 Buat pindaan Cadangan Unjuran Pengambilan Pelajar Baharu dan Syarat Kemasukan sebagaimana yang diluluskan oleh Senat. (Jika ada)	
PT,PPT, PT(P/O)		5.8 (a) Masukkan Cadangan Unjuran Pengambilan Pelajar Baharu dan Syarat Kemasukan ke BPKP melalui Sistem e-MAS mengikut tempoh yang ditetapkan. (b) Cetak dan semak. Buat pindaan jika perlu. (c) Buat pengesahan dan cetak untuk kegunaan mesyuarat.	
KPAA, PT, PPT, PT(P/O) KETUA PTJ		5.9 Laksanakan saringan permohonan calon. Rujuk : (Arahan Kerja Urusan Pengambilan Pelajar (UPM/PU/PS/AK005)). (i) C. Permohonan Lulusan Diploma/Setaraf (ii) D. Temu duga Bukan ISMP (iii) E. Pengurusan Ujian MEDSI dan Temu duga ISMP	Arahan Kerja Urusan Pengambilan Pelajar (UPM/PU/PS/AK005)
KPAA/PT		5.10 Pilih calon yang layak berdasarkan syarat am dan syarat khas Program dalam Mesyuarat Pemilihan Bersama KPM dan UA. (Rujuk :Arahan Kerja Urusan Pengambilan Pelajar (UPM/PU/PS/AK005) – F. Mesyuarat Pemilihan Bersama BPKP, JPT-UA)	Arahan Kerja Urusan Pengambilan Pelajar (UPM/PU/PS/AK005)
KPAA/PT		5.11 (a) Jika ya, ikut langkah 5.15 (b) Jika tidak, ikut langkah 5.12	
Calon		5.12 Buat rayuan melalui aplikasi atas talian dalam tempoh yang ditetapkan oleh BPKP.	
KPAA, PT		5.13 Laksana pemilihan calon rayuan (Rujuk : Arahan Kerja Urusan Pengambilan Pelajar (UPM/PU/PS/AK005) – G. Rayuan Kemasukan)	Arahan Kerja Urusan Pengambilan Pelajar (UPM/PU/PS/AK005)

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
KPAA, PT, PPT, PT(P/O) KBHEP PKU PT(P/O) PT	 <pre> graph TD C((C)) --> 515[5.15 Buat Tawaran Masuk] 515 --> 514{5.14 Berjaya?} 514 -- Ya --> 516[5.16 Lapor diri Pelajar Baharu] 514 -- Tidak --> B1((B)) 516 --> 517[5.17 Sedia Laporan] 517 --> 518([5.18 Tamat]) 518 --> B2((B)) B2 --> 514 </pre>	5.14 (a) Jika ya, ikut langkah 5.15. (b) Jika tidak, ikut langkah 5.18. 5.15 Keluarkan Surat tawaran kemasukan kepada calon yang berjaya. Rujuk : (Arahan Kerja Urusan Pengambilan Pelajar(UPM/PU/PS/AK005) - H. Tawaran Kemasukan) 5.16 (a) Pastikan pelajar membuat pra pendaftaran di dalam sistem e-Daftar dalam tempoh yang ditetapkan. (b) Sediakan tempat lapor diri pelajar baharu di Kolej Kediaman Kampus Serdang dan Kampus UPMKB. (Rujuk: Prosedur Penempatan Pelajar Baharu (UPM/OPR/KOLEJ/P002) (c) Pastikan pelajar membuat pemeriksaan kesihatan dan menyerahkannya dalam tempoh yang telah ditetapkan dengan merujuk kepada Buku Panduan Pelajar Baharu UPM (d) Semak dan sahkan data dalam SMP. 5.17 Sediakan laporan pengambilan pelajar baharu untuk pengesahan Senat.	Arahan Kerja Urusan Pengambilan Pelajar(UPM/PU/PS/AK005) Manual Pengguna e-Daftar Prosedur Penempatan Pelajar Baharu (UPM/OPR/KOLEJ/P002)

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6.0 REKOD

1. Rekod disimpan di Bahagian Kemasukan UPM

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM/600-4/4/8 MESYUARAT PEMILIHAN BERSAMA BPKP, JPT-UA - Surat/ email/ notis panggilan/minit mesyuarat (i) Panduan (ii) Semakan Syarat (iii) Teknikal (iv) Precouncil 1 dan 2 (v) Pemilihan bersama SPM dan STPM setaraf (vi) Rayuan (vii) Post mortem	PT (P/O)	PT	Pusat Dokumen dan Rekod BK 5 tahun	KPAA Ketua Pengarah Arkib Negara Malaysia
2.	UPM/600-4/4/1 UNJURAN PENGAMBILAN PELAJAR BAHARU - Cadangan Unjuran Pengambilan Pelajar Baharu. (Notis daripada BPKP) - Cadangan Unjuran Pengambilan Pelajar Baharu Program Bachelior (UPM/PU/PS/BR01/AMB), Program Diploma dan Asasi Sains Pertanian (UPM/PU/PS/BR04/AMB). (Notis kepada Fakulti) - Cadangan Unjuran Pengambilan Pelajar Baharu. (Notis Jawapan daripada Fakulti) - Senarai Semak Cadangan Unjuran Pengambilan Pelajar Baharu (UPM/PU/PS/SS01/AMB) - Notis Peringatan kepada Fakulti yang belum menghantar Cadangan Unjuran Pengambilan Pelajar Baharu. Jika perlu. - Penawaran program baru. (jika ada) - Kertas kelulusan Senat mengenai Cadangan Pengambilan Pelajar Baharu.	PT(P/O)	PT	Pusat Dokumen dan Rekod BK 5 tahun	KPAA Ketua Pengarah Arkib Negara Malaysia

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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	- Petikan Minit Mesyuarat Senat Cadangan Pengambilan Pelajar Baharu - Unjuran Kemasukan Ke UA Program Pengajian Lepas STPM/Setaraf. (Sistem e-MAS) - Surat lain yang berkaitan				
3.	UPM/600-1/3/2 SYARAT KEMASUKAN PROGRAM PENGAJIAN - Notis Pengesahan Syarat daripada BPKP - Syarat Kemasukan Bagi Program Pengajian Prasiswazah. (Notis Kepada Fakulti) - Syarat Kemasukan Bagi Program Pengajian Prasiswazah. (Notis Jawapan dari Fakulti) - Senarai Semak Syarat kemasukan Pengambilan Pelajar Baharu. - Notis peringatan kepada Fakulti yang belum menghantar syarat kemasukan. (Jika ada) - Kertas kelulusan Senat mengenai Syarat Kemasukan Pelajar Baharu - Petikan Minit Mesyuarat Senat Syarat Kemasukan - Syarat kemasukan dalam Sistem e-MAS lepasan STPM/ Setaraf dan SPM/Setaraf - Surat lain yang berkaitan	PT (P/O)	PT	Pusat Dokumen dan Rekod BK 5 tahun	KPAA Ketua Pengarah Arkib Negara Malaysia
4.	UPM/600-4/4/4 PERMOHONAN KEMASUKAN (LEPASAN DIPLOMA/ SETARAF) - Notis penyerahan data daripada BPKP - Notis Penyerahan Data Pemohon kepada IDEC. - Surat jemputan Mesyuarat Pemilihan Bersama Fakulti – Notis kepada Fakulti - Borang Cadangan Pemilihan Calon Ke Program Bachelors (PU/PS/BR07/AMB) - Notis Mesyuarat Pemilihan Aplikasi Dalam Talian daripada BPKP - Senarai nama jaya kategori Diploma/Setaraf	PT (P/O)	PT	Pusat Dokumen dan Rekod BK 5 tahun	KPAA Ketua Pengarah Arkib Negara Malaysia

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	PROSEDUR PENGAMBILAN PELAJAR BAHARU PROGRAM PENGAJIAN PRASISWAZAH		Tarikh: 19/06/2020

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	Surat lain yang berkaitan				
5.	UPM/600-4/4/7 TEMUDUGA - Notis penyerahan data pemohon program temuduga daripada BPKP - Borang Pengesahan Penerimaan Data (PU/PS/BR03/AMB) – Serah data pemohon kepada IDEC. - Surat panggilan mesyuarat Pemilihan Calon Temuduga / Ujian MEDSI Bersama Fakulti. - Senarai nama calon Ujian MEDSI - Senarai nama calon temu duga (program bukan pendidikan)- (PU/PS/BR07/AMB). - Senarai nama calon jaya Ujian MEDSI - Senarai nama calon temu duga (program pendidikan) - Senarai calon jaya temu duga (program bukan pendidikan) - Senarai calon jaya temu duga (program pendidikan) - Surat lain yang berkaitan.	PT (P/O)	PT	Pusat Dokumen dan Rekod BK	KPAA Ketua Pengarah Arkib Negara Malaysia
6.	UPM/600-4/4/9 TAWARAN KEMASUKAN PELAJAR BAHARU PRASISWAZAH - Penerimaan data calon jaya (Surat daripada BPKP) - Senarai nama calon jaya - Rumusan jaya - Laporan pengambilan dan kemasukan pelajar baharu - Surat dan senarai nama calon jaya hantar fakulti - Surat lain yang berkaitan.	PT (P/O)	PT	Pusat Dokumen dan Rekod BK 5 tahun	KPAA Ketua Pengarah Arkib Negara Malaysia

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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
7.	UPM/600-4/4/11 RAYUAN KEMASUKAN • Unjuran Kekosongan Tempat Rayuan Bagi Program Pengajian Prasiswazah. • Pengesahan Terima Data Rayuan Bagi Program Pengajian Prasiswazah daripada BPKP • Notis penyerahan data kepada IDEC • Surat Jemputan Mesyuarat Pemilihan Bersama Fakulti untuk kategori Diploma/Setaraf (jika perlu) • Borang Cadangan Pemilihan Ke Program Bachelo Kes Rayuan (Kategori Diploma/Setaraf) (PU/PS/BR08/AMB) (jika ada) • Surat dan Senarai calon jaya kepada Fakulti • Surat lain yang berkaitan	PT(P/O)	PT	Pusat Dokumen dan Rekod BK 5 tahun	KPAA Ketua Pengarah Arkib Negara Malaysia
8.	UPM/600-4/5/2 PENGAMBILAN PELAJAR BAHARU ANTARABANGSA • Surat panggilan Mesyuarat Pemilihan Bersama Fakulti/surat penghantaran Borang Permohonan Calon Antarabangsa (PU/PS/BR12 /AMB) kepada fakulti. • Surat/Memo maklum balas status Borang Permohonan Calon Antarabangsa (PU/PS/BR12 /AMB) oleh fakulti. • Surat panggilan Mesyuarat Jawatankuasa Pengambilan Pelajar Antarabangsa. • Kertas Cadangan Pengambilan Pelajar Baharu Antarabangsa. • Minit Mesyuarat JKPPA • Surat makluman senarai pelajar yang ditawarkan kepada Fakulti/ PKU/ Bendahari/ BHEP/Pusat Antarabangsa Putra/ Bahagian Keselamatan. • Senarai nama calon pelajar antarabangsa yang ditawarkan. • Senarai nama calon pelajar antarabangsa yang mendaftar. • Kertas Laporan Pengambilan Pelajar Baharu Antarabangsa. • Petikan Minit Senat Berkaitan. • Surat lain yang berkaitan.	PT (P/O)	PT	Pusat Dokumen dan Rekod BK 5 tahun	KPAA Ketua Pengarah Arkib Negara Malaysia

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2. Rekod di simpan di PTJ

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM/(kod PTJ)/600-4/4/1 UNJURAN PENGAMBILAN PELAJAR BAHARU - Cadangan Unjuran Pengambilan Pelajar Baharu Program Bachelar (UPM/PU/PS/BR01/AMB), Program Diploma dan Asasi Sains Pertanian (UPM/PU/PS/BR04/AMB). (Notis kepada Dekan Fakulti) - Notis Jawapan daripada Dekan Fakulti mengenai Cadangan Unjuran Pengambilan Pelajar Baharu. - Notis Peringatan kepada Dekan Fakulti yang belum menghantar Cadangan Unjuran Pengambilan Pelajar Baharu. Jika perlu. - Surat lain yang berkaitan.	PT (P/O) PTJ	PT PTJ	Pusat Dokumen dan Rekod PTJ 2 tahun	Ketua PTJ Ketua Pengarah Arkib Negara Malaysia
2.	UPM/(kod PTJ)/600-4/4/4 PERMOHONAN KEMASUKAN (LEPASAN DIPLOMA/ SETARAF) - Surat Jemputan Mesyuarat Pemilihan Bersama (Jika ada) - Borang Cadangan Pemilihan Calon Ke Program Bachelar (PU/PS/BR07/AMB). (Jika ada) - Surat lain yang berkaitan	PT (P/O) PTJ	PT PTJ	Pusat Dokumen dan Rekod PTJ 2 tahun	Ketua PTJ Ketua Pengarah Arkib Negara Malaysia
3.	UPM/(Kod PTJ)/600-4/4/7 TEMUDUGA - Senarai calon temu duga - Senarai calon jaya temu duga - Surat lain yang berkaitan	PT (P/O) PTJ (Fakulti yang terlibat dengan proses temu duga sahaja)	PT PTJ	Pusat Dokumen dan Rekod PTJ 2 tahun	Ketua PTJ Ketua Pengarah Arkib Negara Malaysia

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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
4.	UPM/(Kod PTJ)/600-4/4/9 TAWARAN KEMASUKAN PELAJAR BAHARU PRASISWAZAH - Senarai nama calon jaya - Surat lain yang berkaitan	PT (P/O) PTJ	PT PTJ	Pusat Dokumen dan Rekod PTJ 2 tahun	Ketua PTJ Ketua Pengarah Arkib Negara Malaysia
5.	UPM/(Kod PTJ)/600-4/4/11 RAYUAN KEMASUKAN - Surat Jemputan Mesyuarat Pemilihan Bersama fakulti (Jika ada) - Surat dan Senarai calon jaya kepada Fakulti (Jika ada) - Surat lain yang berkaitan	PT (P/O)	PT PTJ	Pusat Dokumen dan Rekod PTJ 2 tahun	Ketua PTJ Ketua Pengarah Arkib Negara Malaysia

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	PROCEDURE FOR NEW INTAKE OF UNDERGRADUATE PROGRAMME STUDENTS	Date: 19/06/2020

1.0 SCOPE

The procedure encompasses activities for intake planning, student selection, preparation and checking of projection, report for duty and preparation of undergraduate student intake report.

2.0 RESPONSIBILITY

TNC (A&A), Ketua PTJ and KPAA are responsible for the implementation of the new undergraduate programme student intake procedure.

All parties involved must adhere to this procedure.

3.0 REFERENCE DOCUMENT

Document Code	Title of Document
UPM/PGR/MK	Universiti Putra Malaysia Quality Manual
-	Quality Management Systems – Requirements MS ISO 9001:2015
-	UNIVERSITI PUTRA MALAYSIA (Academic Matters For Undergraduates) Rules 2014
-	UPM Senate Minutes of Meeting (related)
-	2015-2020 Student Enrolment Projection
-	STPM holders/Equivalent and SPM holders/Equivalent Admission Requirements Handbook
-	SMP User Manual-Intake and Admissions (PnK)
-	Joint Selection Meeting System User Manual (PnK) <i>(prepared by BPKP JPT Information Management Division)</i>
-	e MAS System User Manual <i>(prepared by BPKP JPT Information Management Division)</i>
-	BPKP JPT'S Policy of STPM holders/Equivalent Intake
-	BPKP JPT'S Policy of SPM holders/Equivalent Intake
-	UPM New Student Guidebook

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Document Code	Title of Document
UPM/PU/PS/AK005	A Preparation of Proposed Projection B New Student Intake C Preparation of Admissions Requirement Diploma Holders/Equivalent Application D Non ISMP Program Interview E MEdSI Test Management and ISMP Interview F JPT-UA Joint Selection Meeting G Admissions Appeal H Admissions Offer (Mainstream and Appeal)
UPM/PU/PS/AK013	Work Instructions on New Undergraduate Programme Student Intake
http://upu.moe.gov.my	Official Website for Application to Public Universities (PU), Polytechnic, Community College and ILKA
http://www.moe.gov.my	Ministry of Education, Malaysia Website
http://www.upm.edu.my	UPM Website
http://www.akademik.upm.edu.my	Academic Division Website
http://www.smp.upm.edu.my/temuduga http://intake.upm.edu.my/temuduga/	URL for Interview Call Up of New Bachelor Programme Student Intake
http://edaftarsmp.upm.edu.my	Online New Student Registration System
https://smp.upm.edu.my/promosi/	URL for UPM Student Admission

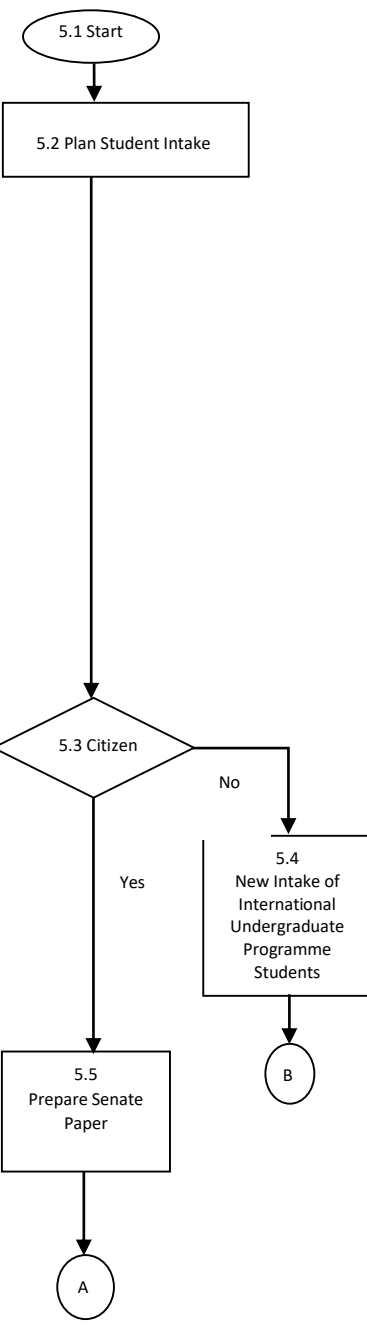
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4.0 TERMINOLOGY AND ACRONYM

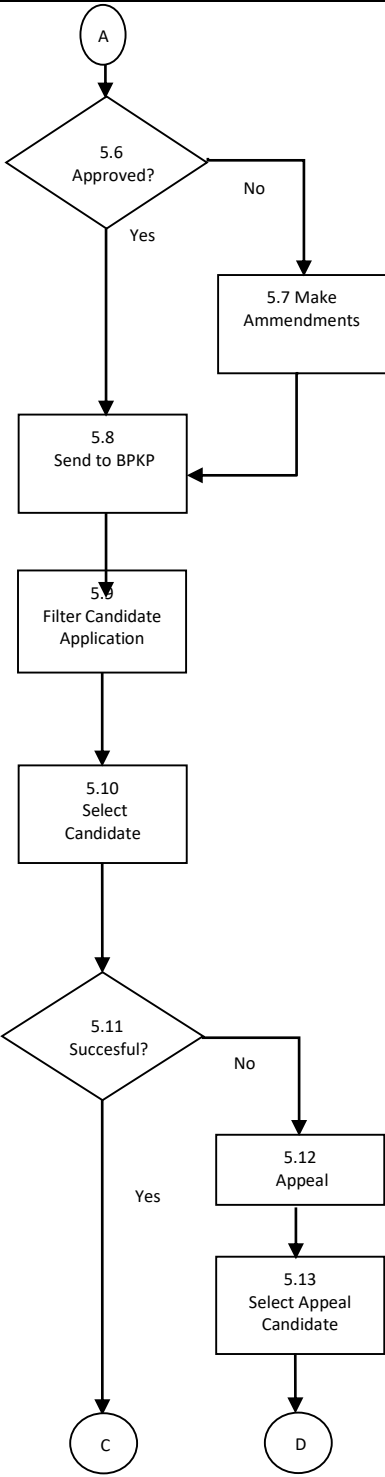
BHEP	: Student Affairs Division
BK	: Division of Admission
BPKP	: Student Admission Management Division
Diploma/Equivalent	: Graduates of Diploma, STPM, Matriculation and Foundation (Not Current year)
eDAFTAR	: New Student Registration Online System
E-dokument	: ER candidate Documents online
e-MAS	: Electronic Management of Admission System
Faculty	: All Faculties including Centre of Foundation Studies for Agricultural Science
Foundation	: Foundation from Universiti Malaya (UM) and Universiti Teknologi Mara (UiTM)
Head of PTJ	: Dean of Faculty, Dean of School of Business and Economics, Director of the Centre of Foundation Studies for Agricultural Science, Director of Co-Curriculum and Student Development Centre, and Director of Centre for the Advancement of Language Competence
International	: Permanent Resident/Citizen/International
ISMP	: Bachelor of Education
JPPBW	: International Students Recruitment Committee
JPT	: Department of Higher Education
KBK	Head, Division of Admission
KB(HEP)	: Head of Division (HEP)
KPAA	: Head of Administration (Academic and International)
Matriculation	: KPM Matriculation
MEdSI	: Malaysian Educators Selection Inventory
PKU	University Health Centre
PPTM	Assistant IT Officer
PT	: Admissions Division Administrative Officer
PPT	: Assistant Administrative Officer
PT PTJ	: Administrative Officer of PTJ
PT(P/O)	: Administrative Assistant (Clerical/Operation)
PTJ	: Center of Responsibility
SMP PnK	: Student Information System – Intake and Admission Module
SPM	: Malaysian Certificate of Education
STPM	: Malaysian Higher School Certificate
STPM/Equivalent	: Diploma holders, STPM, Matriculation and Foundation Certificate holders/equivalent
TDA	: Deputy Dean of Academic
TNC (A&A)	: Deputy Vice Chancellor (Academic and International)
UA	: Public University
Undergraduate	: Agricultural Science Foundation, Diploma and Bachelor Programmes
UPM	: Universiti Putra Malaysia

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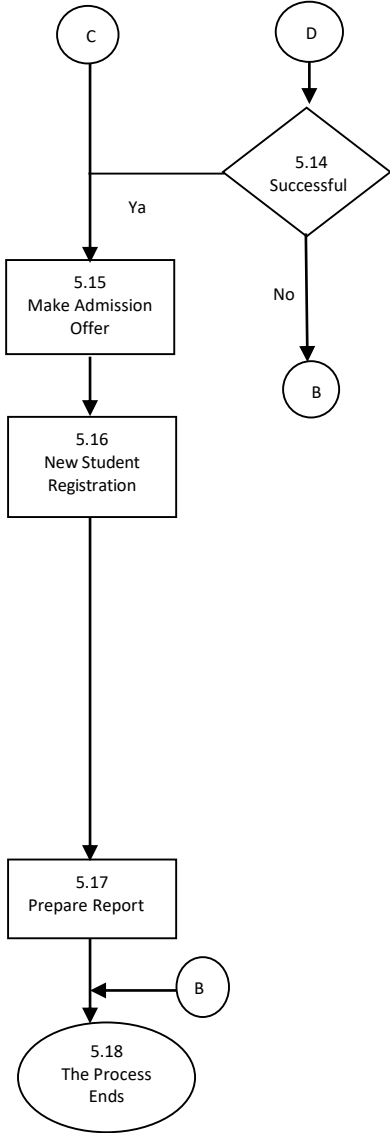
5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Record/Document
Head of PTJ, KPAA, PT	 <pre> graph TD Start([5.1 Start]) --> Plan[5.2 Plan Student Intake] Plan --> Citizen{5.3 Citizen} Citizen -- No --> Intake[5.4 New Intake of International Undergraduate Programme Students] Intake --> B((B)) Citizen -- Yes --> Paper[5.5 Prepare Senate Paper] Paper --> A((A)) </pre>	5.2 (a) Plan new student intake based on: (i) 2015-2020 student enrolment Projection (ii) New Student Intake Projection and Admission Requirement Proposal (Refer: Work Instruction for Student Intake Matters (UPM/PU/PS/AK005) A. Preparation of New Student Intake Proposal and B. Preparation of Admission Requirement (iii) Current needs based on New Programme Offers, Change on National Policies, Establishment of New Faculty/Centre, Establishment of New Branch/Campus (b) Prepare and Review Projection of New Student Intake and Admission Requirements. (Refer: Work Instruction on New Student Intake (UPM/PU/PS/AK005) – A. Preparation of New Student Intake Proposal and B. Preparation of Admission Requirements)	Work Instructions on New Student Intake (UPM/PU/PS/AK005) Work Instructions on New Student Intake (UPM/PU/PS/AK005)
PT		5.3 (a) If Yes, follow step 5.5 (b) If No, follow step 5.4	
PT		5.4 Refer Work Instructions on New International Undergraduate Programme Student Intake (UPM/PU/PS/AK013) and the process ends.	Work Instructions on New Intake of International Undergraduate Programme Students (UPM/PU/PS/AK013)
KPAA,PT		5.5 (a) Accept and review Projection Proposal of New Student Intake and Admission Requirements from Faculty. (b) Prepare Senate Papers for Projection Proposal of New Student Intake and Admission Requirements and bring to the Senate at least on the last two weeks of November. (Refer: Work Instructions on New Student Intake (UPM/PU/PS/AK005) A. Preparation of Projection Proposal for New Student Intake and B. Preparation of Admission Requirements	Work Instructions on New Student Intake (UPM/PU/PS/AK005)

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Responsibility	Flowchart	Details	Reference Record/Document
Senate S/U	 <pre> graph TD A((A)) --> B{5.6 Approved?} B -- No --> C[5.7 Make Amendments] C --> D[5.8 Send to BPKP] B -- Yes --> D D --> E[5.9 Filter Candidate Application] E --> F[5.10 Select Candidate] F --> G{5.11 Successful?} G -- No --> H[5.12 Appeal] H --> I[5.13 Select Appeal Candidate] I --> J((D)) G -- Yes --> K((C)) </pre>	5.6 Present at Senate Meeting for approval. (a) If Yes, follow step 5.8 (b) If No (approved with amendments) follow step 5.7	
Senate S/U		5.7 Amend Projection Proposal for New Student Intake and Admission Requirements as approved by the Senate. (If necessary)	
PT,PPT, PT(P/O)		5.8 (a) Key in Proposal Projection for New Student Intake and Admission Requirements to BPKP through e-MAS System during the set period. (b) Print and review. Amend if needed. (c) Validate and print for meeting purposes.	
KPAA, PT, PPT, PT(P/O) Head of PTJ		5.9 Filter candidate applications. Refer: (Work Instruction on New Student Intake (UPM/PU/PS/AK005)). (i) C. Applications from Diploma holders/Equivalent (ii) D. Non ISMP Interview (iii) E. MEDSI Management Test and ISMP Interview	Work Instructions on New Student Intake (UPM/PU/PS/AK005)
KPAA/PT		5.10 Select qualified candidate based on general requirements and special Programme requirements in Joint Selection Meeting With KPM and UA. (Refer: Work Instruction on New Student Intake (UPM/PU/PS/AK005) -F. BPKP, JPT-UA Joint Selection Meeting)	Work Instructions on New Student Intake (UPM/PU/PS/AK005)
KPAA/PT		5.11 (a) If Yes, follow step 5.15 (b) If No, follow step 5.12	
CANDIDATE		5.12 Appeal through online application within the period set by BPKP.	
KPAA, PT		5.13 Select appeal candidates (Refer : Work Instructions on New Student Intake (UPM/PU/PS/AK005) – G. Admission Appeal)	Work Instructions on New Student Intake (UPM/PU/PS/AK005)

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Responsibility	Flowchart	Details	Reference Record/Document
KPAA, PT, PPT, PT(P/O) KBHEP PKU PT(P/O) PT	 <pre> graph TD C((C)) --> D1{5.14 Successful} D1 -- Ya --> E[5.15 Make Admission Offer] E --> F[5.16 New Student Registration] F --> G[5.17 Prepare Report] G --> H((B)) H --> I([5.18 The Process Ends]) D2((D)) --> D1 D1 -- No --> J((B)) J --> I </pre>	5.14 (a) If Yes, follow step 5.15 (b) If No, follow step 5.18 5.15 Send admission offer letter to successful candidates. Refer: (Work Instruction on New Student Intake (UPM/PU/PS/AK005) – H. Admission Offer) 5.16 (a) Ensure that students register in the e-Register system within the stipulated time. (b) Provide venue for new students to report at Residential Colleges of Serdang Campus and UPMKB Campus. (Refer: New Student Placement Procedure (UPM/OPR/KOLEJ/P002)) (c) Make sure student has done his medical check up and submit it during the stipulated period written in UPM New Student Guidebook. (d) Check and verify data in SMP. 5.17 Sediakan laporan pengambilan pelajar baharu untuk pengesahan Senat. Prepare new student intake report for Senate endorsement.	Work Instructions on New Student Intake (UPM/PU/PS/AK005) e-Register User Manual New Student Placement Procedure (UPM/OPR/KOLEJ/P002)

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6.0 RECORD

1. Records stored in UPM Admission Division

No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
1.	UPM/600-4/4/8 BPKP JOINT SELECTION MEETING, JPT-UA - Letter/email/notice/minutes of meeting (i) Guide (ii) Eligibility Review (iii) Technical (iv) Precouncil 1 and 2 (v) Joint selection for SPM and STPM holders/equivalent (vi) Appeal (vii) Post mortem	PT (P/O)	PT	BK Centre For Document and Record 5 years	KPAA- Director General National Archives of Malaysia
2.	UPM/600-4/4/1 NEW STUDENT INTAKE PROJECTION - Projection Proposal for New Student Intake. (Notice from BPKP) - Projection Proposal for New Intake of Bachelor Programme Student (UPM/PU/PS/BR01/AMB), Diploma Programme and Foundation of Agricultural Science (UPM/PU/PS/BR01/AMB). (Notice to Faculty) - Projection Proposal for New Student Intake. (Reply Notice from Faculty) - Projection Proposal for New Student Intake Checklist (UPM/PU/PS/SS01/AMB) - Reminder Notice to Faculties that have yet to submit Projection Proposal for New Student Intake. If needed. - New program offer (if applicable) - Senate Approval Paper regarding Proposal for New Student Intake - Excerpts from Senate Minutes of Meeting of Proposal for New Student Intake	PT(P/O)	PT	BK Centre For Document and Record 5 years	KPAA- Director General National Archives of Malaysia

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No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
	- Admission Projection to UA Programme of Studies for STPM/equivalent leavers. - Other relevant letters				
3.	UPM/600-1/3/2 ADMISSION REQUIREMENTS FOR PROGRAMME OF STUDIES - Endorsement Notice from BPKP - Admission Requirements for Undergraduate Programme of Studies. (Notice to Faculty) - Admission Requirements for Undergraduate Programme of Studies. (Reply Notice from Faculty) - Admission Requirements for New Student Intake Checklist - Reminder Notice to Faculty that have yet to submit Admission Requirements. (If necessary) - Senate Approval paper regarding Admission Requirements for New Student - Excerpts from Senate Meeting Minutes of Admission Requirements - Admission Requirements in e-MAS System for STPM holders /Equivalent and SPM holders/equivalent. - Other relevant letters.	PT (P/O)	PT	BK Centre For Document and Record 5 years	KPAA Director General National Archives of Malaysia
4.	UPM/600-4/4/4 ADMISSION APPLICATION (DIPLOMA HOLDERS/EQUIVALENT) - Data Submission Notice from BPKP - Applicant Data Submission to IDEC - Invitation letter to Joint Selection Meeting With Faculty-Notice to Faculty - Candidate Selection to Bachelor's Program Proposal Form (PU/PS/BR07/AMB) - Notice of Meeting for Online Application Selection From - List of Successful Applicants Diploma/Equivalent Category - Other Relevant Letters	PT (P/O)	PT	BK Centre For Document and Record 5 years	KPAA Director General National Archives of Malaysia

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No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
5.	UPM/600-4/4/7 INTERVIEW • Programme Applicant's Interview Data Submission Notice from BPKP • Data Acceptance Confirmation Form (PU/PS/BR03/AMB) – Submit Applicant's Data to IDEC • Invitation Letter to Meeting for Candidate Selection Interview / MEDSI Test with Faculty. • Namelist of Candidates for MEDSI Test • Namelist of Interview Candidates (Non- Education Programme) (PU/PS/BR07/AMB) • Namelist of Successful MEDSI Test Candidates of interview candidates (Education Programme) • Namelist of Successful Candidates (Non Education Programme) • Namelist of Successful Candidates (Education Programme) • Other relevant letters.	PT (P/O)	PT	BK Centre For Document and Record	KPAA- Director General National Archives of Malaysia
6.	UPM/600-4/4/9 NEW UNDERGRADUATE STUDENT ADMISSION OFFER • Receival of successful candidates' data (Letter from BPKP) • Namelist of Successful Candidates • Summary of Successful Candidates • New Student Intake and Admission Report • Letter and namelist of successful candidates are sent to faculty • Other relevant letters.	PT (P/O)	PT	BK Centre For Document and Record 5 years	KPAA- Director General National Archives of Malaysia

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No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
7.	UPM/600-4/4/11 ADMISSIONS APPEAL • Projection of Appeal Vacancy for Undergraduate Programmes • Appeal Data Acceptance Confirmation for Undergraduate Programmes from BPKP • Data Submission Notice to IDEC • Letter of Invitation to Joint Selection Meeting with Faculty for Diploma/Equivalent Category (If necessary) • Proposed Selection Form of Appeal Case to Bachelor Programme (Diploma/Equivalent Category) (PU/PS/BR08/AMB) (If necessary) • Letter and List of Successful Candidates from Faculty • Other relevant letters	PT(P/O)	PT	BK Centre For Document and Record 5 years	KPAA- Director General National Archives of Malaysia
8.	UPM/600-4/5/2 NEW INTERNATIONAL STUDENT INTAKE • Invitation Letter to Joint Selection Meeting with Faculty/delivery letter for International Candidate Application Form (PU/PS/BR12/AMB) to the Faculty. • Status feedback Letter/Memo for International Candidate Application Form (PU/PS/BR12/AMB) by the Faculty. • Invitation Letter to International Student Intake Committee Meeting • Proposal for New International Student Intake • JKPPA Minutes of Meeting • Letter with namelist of successful students to Faculty/PKU/Bursar/BHEP/Putra International Center/Security Division • Namelist of Successful International Student Candidates • Namelist of International Student Candidates who registered. • New International Student Intake Report. • Excerpts of Relevant Minutes of	PT (P/O)	PT	BK Centre For Document and Record 5 years	KPAA- Director General National Archives of Malaysia

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No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
	Senate Meeting • Other relevant letters.				

2. Records stored in PTJ

No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Storage	Authority on Disposal
1.	UPM/(kod PTJ)/600-4/4/1 PROJECTION OF NEW STUDENT INTAKE • Projection Proposal for New Intake of Bachelor Programme Students (UPM/PU/PS/BR04/AMB). (Notice to Dean of Faculty) • Reply Notice from Dean of Faculty regarding Projection Proposal for New Student Intake • Reminder Notice to Dean of Faculty that has yet to submit Projection Proposal for New Student Intake. If necessary. • Other relevant letters.	PT (P/O) PTJ	PT PTJ	PTJ Centre For Document and Record 2 years	Head of PTJ Director General National Archives of Malaysia
2.	UPM/(kod PTJ)/600-4/4/4 ADMISSION APPLICATION (DIPLOMA HOLDERS/EQUIVALENT) • Invitation Letter to Joint Selection Meeting (If Necessary) • Candidate Proposal to Bachelor Programme Form (PU/PS/BR07AMB). (If Necessary) • Other relevant letters.	PT (P/O) PTJ	PT PTJ	PTJ Centre For Document and Record 2 years	Head of PTJ Director General National Archives of Malaysia
3.	UPM/(Kod PTJ)/600-4/4/7 INTERVIEW • Namelist of candidates • Namelist of successful candidates • Other relevant letters	PT (P/O) PTJ (Faculties that are involved in interview process only)	PT PTJ	PTJ Centre For Document and Record 2 years	Head of PTJ Director General National Archives of Malaysia

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No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Storage	Authority on Disposal
4.	UPM/(Kod PTJ)/600-4/4/9 NEW UNDERGRADUATE STUDENT ADMISSION OFFER - Namelist of Successful Candidates - Other relevant letters	PT (P/O) PTJ	PT PTJ	PTJ Centre For Document and Record 2 years	Head of PTJ Director General National Archives of Malaysia
5.	UPM/(Kod PTJ)/600-4/4/11 ADMISSION APPEAL - Invitation Letter to Joint Selection Meeting with Faculty (If Necessary) - Letter and Namelist of Successful Candidates to Faculty (If Necessary) - Other relevant letters.	PT (P/O)	PT PTJ	PTJ Centre For Document and Record 2 years	Head of PTJ Director General National Archives of Malaysia

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1.0 — TUJUAN

~~Prosedur ini disediakan bagi tujuan menerangkan tatacara pendaftaran kursus pelajar program prasiswazah UPM.~~

2.0 1.0 SKOP

Prosedur ini merangkumi aktiviti penyediaan pendaftaran, pemindahan kredit, tambah kursus, gugur kursus, tukar program, tangguh pengajian, tarik diri dan gugur nama tidak termasuk program yang ditawarkan di Kampus UPMKB, Program Jarak Jauh, Program Mod Eksekutif, Program Pengsiswazahan Guru dan Program Asasi Sains Pertanian.

3.0 2.0 TANGGUNGJAWAB

TNC (A&A), Ketua PTJ dan KPAA bertanggungjawab memastikan prosedur Pendaftaran Kursus ini dilaksanakan. Sesiapa yang terlibat mesti mematuhi prosedur ini.

4.0 3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
UPM/PGR/MK	Manual Kualiti Universiti Putra Malaysia
MS ISO 9001:2015	Quality Management Systems-Requirements
-	Manual Pengguna SMP – Modul Pendaftaran
-	Jadual Waktu Kuliah Semester
-	Kalendar Akademik
-	Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014

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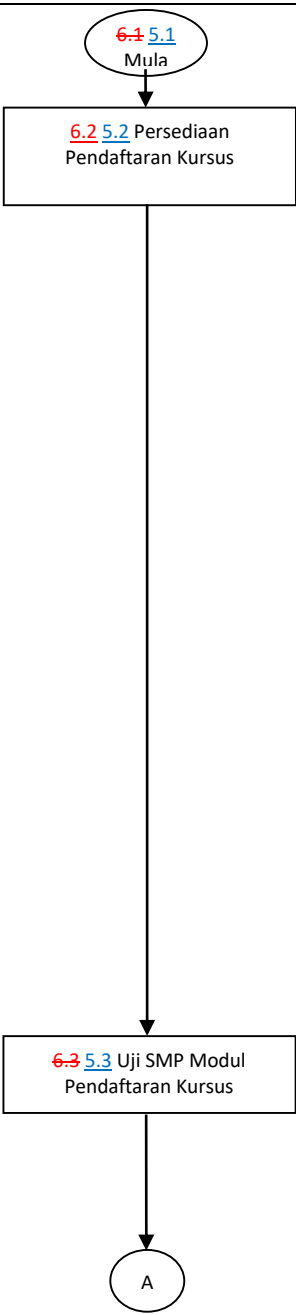
5.0 4.0 TERMINOLOGI DAN SINGKATAN

AKD	: Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik
Alasan Munasabah	: Kewangan, keluarga, kesihatan, pertukaran universiti
BK	: Bahagian Kemasukan
Fakulti	: Semua Fakulti termasuk Pusat Kokurikulum dan Pembangunan Pelajar dan Pusat Pemajuan Kompetensi Bahasa
iDEC	: Pusat Pembangunan Maklumat dan Komunikasi
JWKA	: Jadual Waktu Kuliah/Amali
Ketua PTJ	: Dekan Fakulti, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa <u>Dekan Fakulti, Dekan Sekolah Perniagaan dan Ekonomi, Pengarah Pusat Asasi Sains Pertanian, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa</u>
KPAA	: Ketua Pentadbiran Akademik dan Antarabangsa
PA	: Penasihat Akademik
Pelajar	: Pelajar program Prasiswazah
Pendaftaran Sempurna	: Memenuhi syarat pendaftaran dan tidak membuat sebarang perubahan
PK	: Pengurus Kolej
PPTM	: Penolong Pegawai Teknologi Maklumat
PT	: Pegawai Tadbir Bahagian Kemasukan
PT (P/O)	: Pembantu Tadbir (Perkeranian/ Operasi)
PT (P/O) PTJ	: Pembantu Tadbir (Perkeranian/ Operasi) PTJ
PPT	: Penolong Pegawai Tadbir Bahagian Kemasukan
PT PTJ	: Pegawai Tadbir Fakulti
SMP	: Sistem Maklumat Pelajar
TDA	: Timbalan Dekan (Akademik)
TNC (A&A)	: Timbalan Naib Canselor (Akademik dan Antarabangsa)
TWP	: Timbalan Wakil Pengurusan
WP	: Wakil Pengurusan

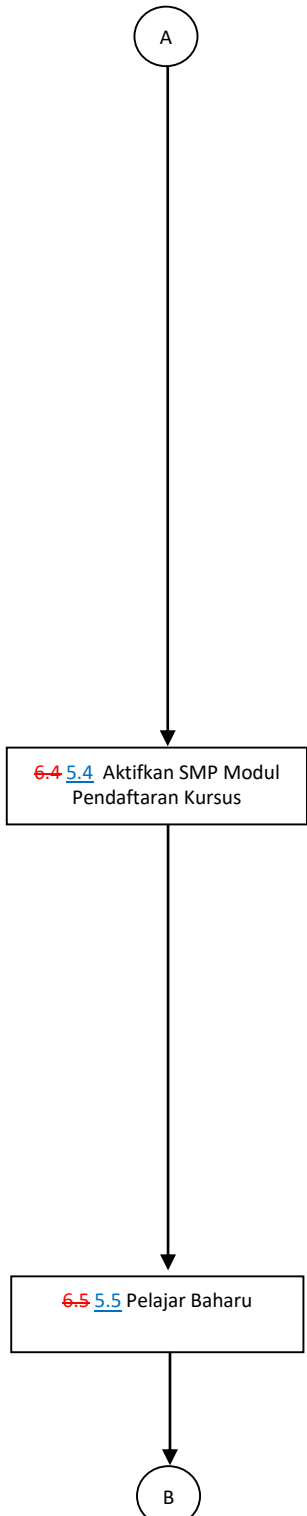
	PERKHIDMATAN UTAMA PRASISWAZAH		Halaman: 3/14
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6.0 5.0 PROSES TERPERINCI

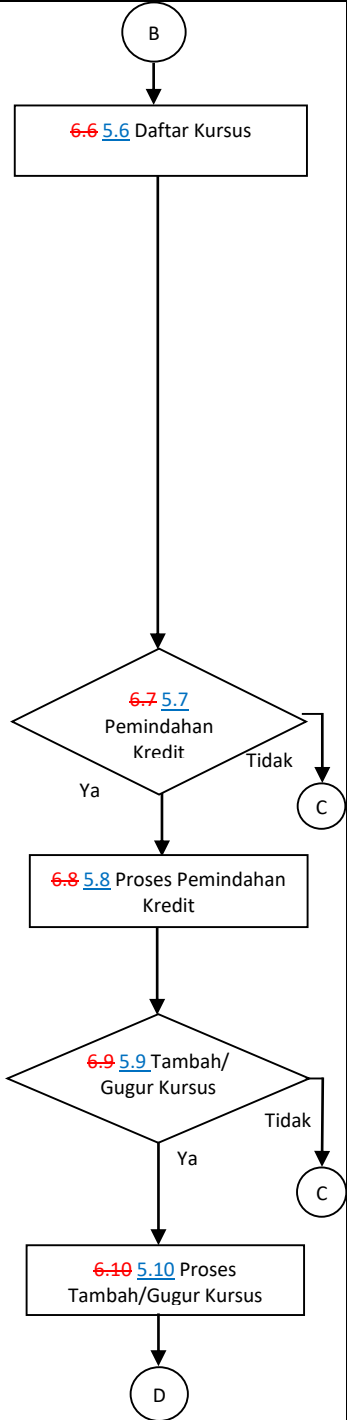
(a) Pendaftaran Kursus Pelajar Baharu

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT(P/O)	 <pre> graph TD Start([6.1 5.1 Mula]) --> Step1[6.2 5.2 Persediaan Pendaftaran Kursus] Step1 --> Step2[6.3 5.3 Uji SMP Modul Pendaftaran Kursus] Step2 --> End((A)) </pre>	6.2 5.2 (a) Sediakan Notis Pendaftaran Kursus untuk semester hadapan pada minggu kesepuluh (10) berpandukan Kalendar Akademik. Notis mengandungi maklumat berikut: (i) Tarikh mula dan tamat pendaftaran (ii) Tempat dan masa (iii) Syarat pendaftaran (b) Edar notis/Hantar surat ke fakulti dan Kolej Kediaman mengenai Notis Pendaftaran Kursus pada minggu kesepuluh (10) untuk dipamerkan di Fakulti/Kolej. (c) Muat naik notis pendaftaran kursus dalam laman web http://www.akademik.upm.edu.my pada minggu kesebelas (11). (d) Pamerkan notis pendaftaran kursus pada papan kenyataan di fakulti, di kolej dan di dewan kuliah bawah seliaan BK selewat-lewatnya pada minggu kesebelas (11) (e) Sediakan kemudahan komputer bagi proses pendaftaran kursus secara dalam talian. (f) Pastikan semua pelajar mempunyai Penasihat Akademik yang dilantik oleh Dekan Fakulti (Rujuk Perkara Akademik Prasiswazah – 2014). 6.3 5.3 (a) Minta iDEC melaksanakan uji lari SMP Modul Pendaftaran Kursus selewat-lewatnya pada minggu kesepuluh (10) semester sebelum bagi memastikan sistem boleh mengesan perkara berikut: (i) Pertindihan jadual waktu (ii) Bilangan pelajar yang boleh mendaftar berdasarkan kuota	Kaedah UPM (Perkara Akademik Prasiswazah) 2014 Garis Panduan Sistem Penasihat Akademik (PU/PS/GP003)

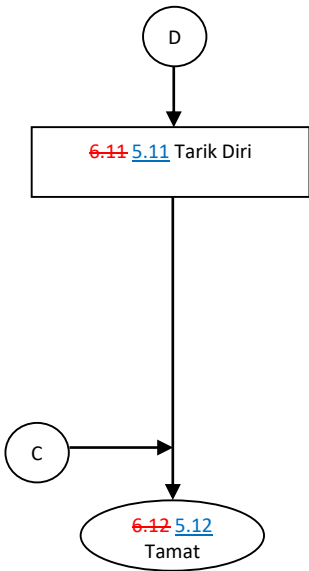
	PERKHIDMATAN UTAMA PRASISWAZAH		Halaman: 4/14
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PPTM		(iii) Program pengajian pelajar (iv) Klasifikasi pelajar (v) Major/minor (vi) Prasyarat kursus (vii) Pengesahan pendaftaran oleh Penasihat Akademik	Borang Pengesahan Uji Lari – Modul Pendaftaran (PU/PS/BR07/DAF)
PT/PPTM		(b) Dapatkan maklumat status uji lari SMP Modul Pendaftaran Kursus Secara Dalam Talian daripada iDEC selewat-lewatnya pada minggu kesebelas (11) semester sebelum. (c) Jika ujian berjaya, ikut langkah 6.4 <u>5.4</u>. (d) Jika ujian tidak berjaya, buat tindakan pembetulan. (e) Minta iDEC buat tindakan pembetulan untuk memastikan SMP Modul Pendaftaran Kursus Secara Dalam Talian dapat digunakan dengan sempurna pada hari pendaftaran.	
PT		6.4 <u>5.4</u> (a) Aktifkan SMP Modul Pendaftaran Kursus Secara Atas Talian melalui SMP Modul Aktiviti pada hari pertama minggu kedua belas (12) hingga keempat belas (14) semester sebelum.	
PT		(b) Aktifkan semula SMP Modul Pendaftaran Kursus Secara Atas Talian melalui SMP Jadual Aktiviti Kalendar Akademik sehari selepas Mesyuarat Senat Pertama pengesahan keputusan peperiksaan untuk tempoh dua (2) minggu.	
PT		(c) Aktifkan semula SMP Modul Pendaftaran Kursus Secara Atas Talian melalui SMP Jadual Aktiviti Kalendar Akademik pada minggu pertama (1) hingga minggu kedua (2) semester berkenaan bermula.	
PT (PTJ)/PA		6.5 <u>5.5</u> Pelajar baharu dibenarkan membuat pendaftaran kursus mulai hari pertama minggu suai kenal hingga hari terakhir minggu kedua (2) semester tanpa bayaran denda atau mengikut tarikh Surat Tawaran dan tempoh pendaftaran yang ditetapkan.	

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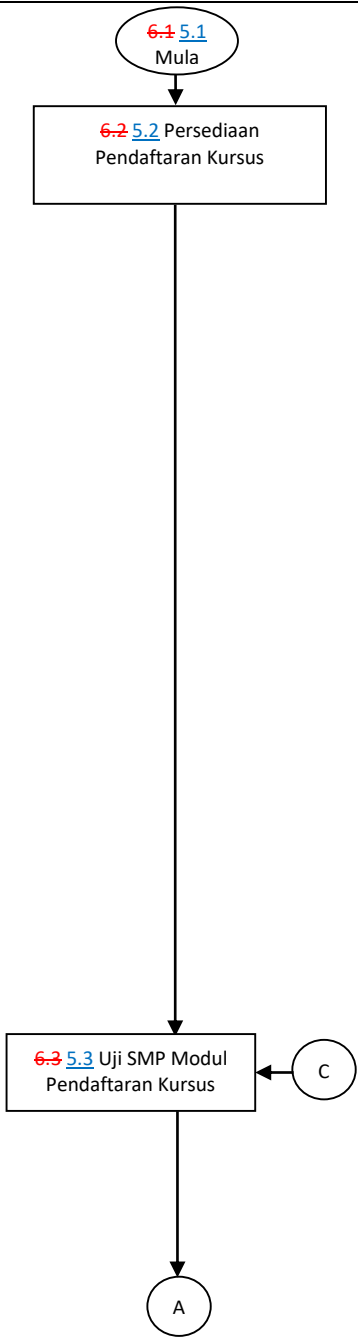
Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT(P/O) PT(PTJ) /PA PT(PTJ)/PA PT PTJ	 <pre> graph TD B((B)) --> A[6-6 5.6 Daftar Kursus] A --> D1{6-7 5.7 Pemindahan Kredit} D1 -- Ya --> B1[6-8 5.8 Proses Pemindahan Kredit] D1 -- Tidak --> C((C)) B1 --> D2{6-9 5.9 Tambah/ Gugur Kursus} D2 -- Ya --> B2[6-10 5.10 Proses Tambah/Gugur Kursus] D2 -- Tidak --> C B2 --> D((D)) </pre>	6-6 5.6 (a) Semak pendaftaran kursus yang telah dipakejkan dalam SMP. (b) PA berbincang dengan pelajar untuk mendapat nasihat dan pengesahan mengenai kursus yang diambil. (c) Jika pendaftaran kursus melebihi 20 jam kredit, nasihatkan pelajar untuk dapatkan kelulusan Dekan melalui SMP. (d) Fakulti pelajar berkenaan hendaklah memberitahu pelajar, pada hari pertama semester bermula atau pada hari lain yang bersesuaian, mengenai kursus yang berjaya didaftarkan secara atas talian, dan pelajar hendaklah mencetak slip pendaftaran kursus sebagai rekod pendaftaran kursusnya bagi semester itu. 6-7 5.7 Terima permohonan pemindahan kredit dalam tempoh dua (2) minggu pertama semester bermula bagi pelajar baharu. (a) Jika Ya, ikut langkah 6-8 5.8. (b) Jika Tidak, ikut langkah 6-12 5.12 6-8 5.8 Untuk pemindahan kredit, Rujuk Arahan Kerja Aktiviti Pemindahan Kredit. 6-9 5.9 Terima permohonan tambah/gugur kursus (a) Jika Ya, ikut langkah 6-10 5.10. (b) Jika Tidak, ikut langkah 6-12 5.12 6-10 5.10 Maklumkan kepada pelajar mengenai proses Tambah/ Gugur Kursus dan daftar dalam SMP. Kaedah UPM (Perkara Akademik Prasiswazah) 2014 Bahagian B – Pendaftaran, akan dirujuk untuk proses pendaftaran atau perubahan pendaftaran (tambah dan gugur kursus).	Kaedah UPM (Perkara Akademik Prasiswazah) 2014 Arahan Kerja Aktiviti Pendaftaran Pelajar (UPM/PU/PS/AK014) (B –Pemindahan Kredit)
PT			
Dekan Fakulti Yang Menawar Kursus			
PT(P/O)			
PT			

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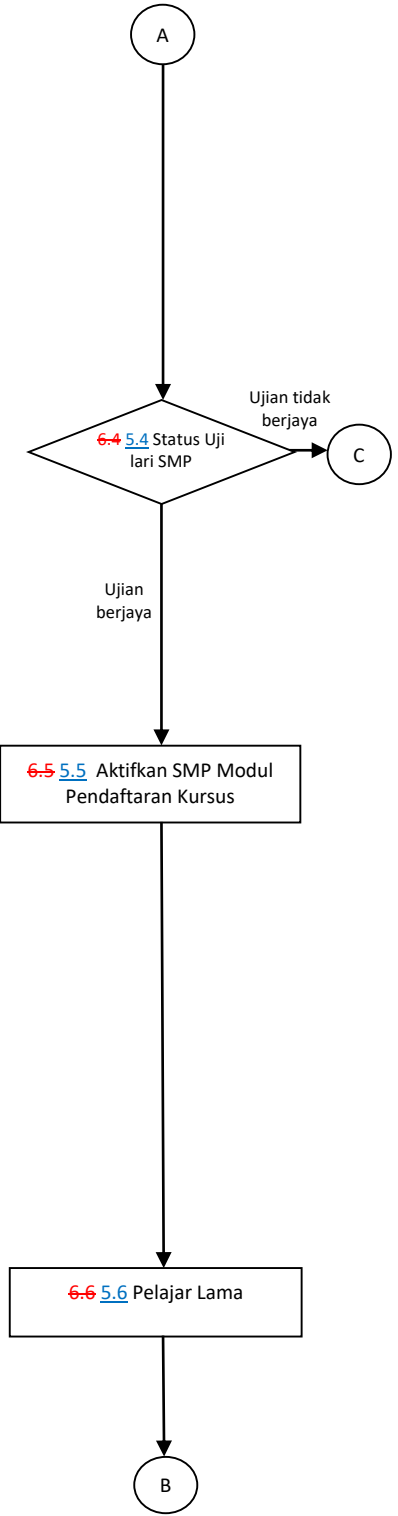
Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT	 <pre> graph TD D((D)) --> A[6-11 5.11 Tarik Diri] A --> B(6-12 5.12 Tamat) C((C)) --> A_B_Arrow </pre>	6-11 5.11 Mengambil tindakan pelajar yang memohon tarik diri.	Arahan Kerja Aktiviti Pendaftaran Pelajar (UPM/PU/PS/AK01) (C - Penangguhan Pengajian) dan (D - Menarik Diri (Berhenti))

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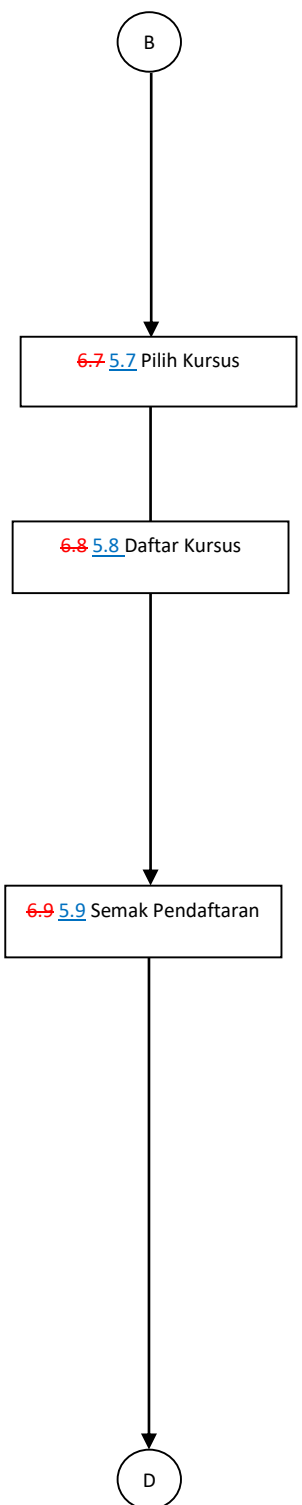
(b) Pendaftaran Kursus Pelajar Lama

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT(P/O)	 <pre> graph TD Mula((Mula)) --> 5.2[Persediaan Pendaftaran Kursus] 5.2 --> 5.3[Uji SMP Modul Pendaftaran Kursus] C((C)) --> 5.3 5.3 --> A((A)) </pre>	6-2 5.2 (a) Sediakan Notis Pendaftaran Kursus untuk semester hadapan pada minggu kesepuluh (10) berpandukan Kalendar Akademik. Notis mengandungi maklumat berikut: (i) Tarikh mula dan tamat pendaftaran (ii) Tempat dan masa (iii) Syarat pendaftaran (b) Edar notis/Hantar surat ke fakulti dan Kolej Kediaman mengenai Notis Pendaftaran Kursus pada minggu kesepuluh (10) untuk dipamerkan di Fakulti/Kolej. (c) Muat naik notis pendaftaran kursus dalam laman web http://www.akademik.upm.edu.my pada minggu kesebelas (11). (d) Pamerkan notis pendaftaran kursus pada papan kenyataan di fakulti, di kolej dan di dewan kuliah bawah seliaan BK selewat-lewatnya pada minggu kesebelas (11) (e) Sediakan kemudahan komputer bagi proses pendaftaran kursus secara dalam talian. (f) Pastikan semua pelajar mempunyai Penasihat Akademik yang dilantik oleh Dekan Fakulti (Rujuk Perkara Akademik Prasiswazah – 2014).	Kaedah UPM (Perkara Akademik Prasiswazah) 2014 Garis Panduan Sistem Penasihat Akademik (PU/PS/GP003)
PT/PT(P/O)		6-3 5.3 (a) Minta iDEC laksanakan uji lari SMP Modul Pendaftaran Kursus selewat-lewatnya pada minggu kesepuluh (10) semester sebelum bagi memastikan sistem boleh mengesan perkara berikut: (i) Pertindihan jadual waktu (ii) Bilangan pelajar yang boleh mendaftar berdasarkan kuota	
PT/PPTM			
PT/PT PTJ/PK			
PT PTJ			
Ketua PTJ			
PT/PPTM/ PT(P/O)			

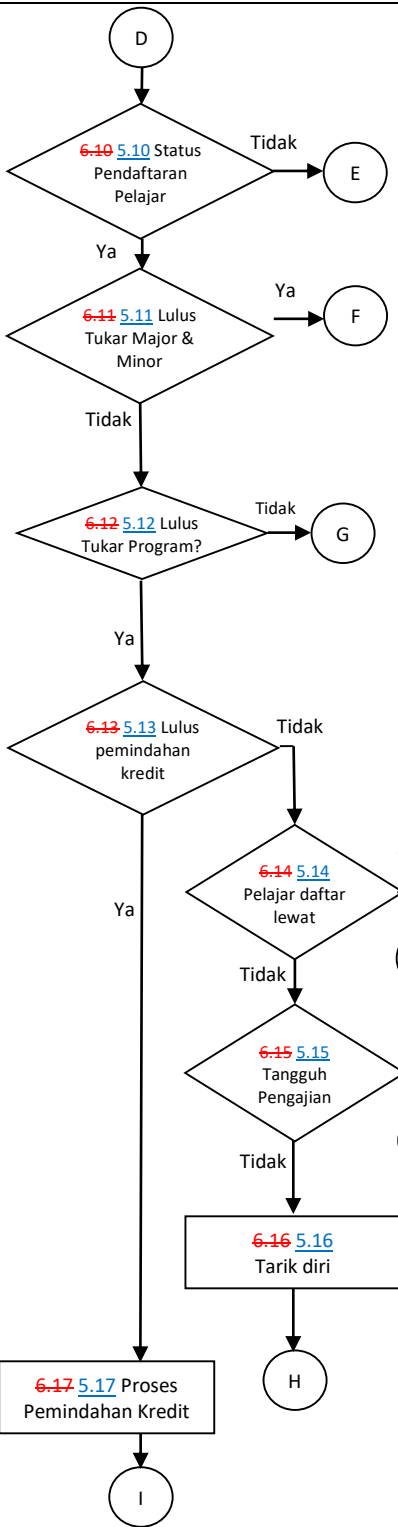
	PERKHIDMATAN UTAMA PRASISWAZAH		Halaman: 8/14
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	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PPTM	 <pre> graph TD A((A)) --> D{6-4 5.4 Status Uji lari SMP} D -- "Ujian tidak berjaya" --> C((C)) D -- "Ujian berjaya" --> E[6-5 5.5 Aktifkan SMP Modul Pendaftaran Kursus] E --> F[6-6 5.6 Pelajar Lama] F --> B((B)) </pre>	(iii) Program pengajian pelajar (iv) Klasifikasi pelajar (v) Major/minor (vi) Prasyarat kursus (vii) Pengesahan pendaftaran oleh Penasihat Akademik (b) Dapatkan maklumat status uji lari SMP Modul Pendaftaran Kursus Secara Dalam Talian daripada iDEC selewat-lewatnya pada minggu kesebelas (11) semester sebelum.	Borang Pengesahan Uji Lari – Modul Pendaftaran (PU/PS/BR07/DAF)
PT/PPTM		6-4 5.4 (a) Jika ujian berjaya, ikut langkah 6-5 5.5. (b) Jika ujian tidak berjaya, buat tindakan pembetulan., ikut langkah 6-3 5.3 (c) Minta iDEC buat tindakan pembetulan untuk memastikan SMP Modul Pendaftaran Kursus Secara Dalam Talian dapat digunakan dengan sempurna pada hari pendaftaran.	
PT		6-5 5.5 (a) Aktifkan SMP Modul Pendaftaran Kursus Secara Atas Talian melalui SMP Modul Aktiviti pada hari pertama minggu kedua belas (12) hingga keempat belas (14) semester sebelum.	
PT		(b) Aktifkan semula SMP Modul Pendaftaran Kursus Secara Atas Talian melalui SMP Jadual Aktiviti Kalendar Akademik sehari selepas Mesyuarat Senat Pertama pengesahan keputusan peperiksaan untuk tempoh dua (2) minggu.	
PT		(c) Aktifkan semula SMP Modul Pendaftaran Kursus Secara Atas Talian melalui SMP Jadual Aktiviti Kalendar Akademik pada minggu pertama (1) hingga minggu kedua (2) semester berkenaan bermula.	
PT		6-6 5.6 (a) Maklumkan kepada pelajar lama melalui notis/surat mengenai kebenaran membuat pendaftaran kursus mulai hari pertama minggu kedua belas (12) hingga hari terakhir minggu keempat belas (14) semester sebelum.	
			Kaedah UPM (Perkara Akademik Prasiswazah) 2014

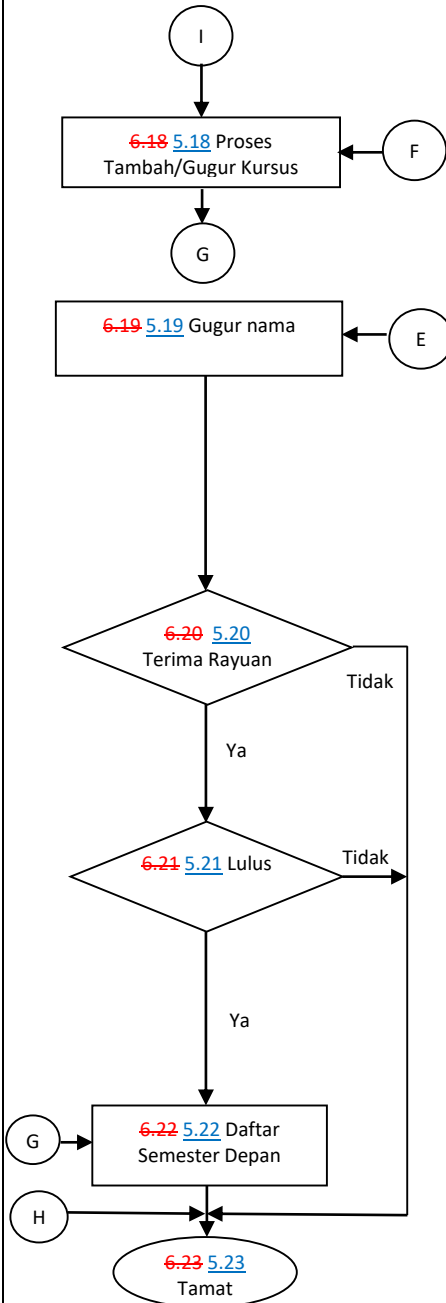
	PERKHIDMATAN UTAMA PRASISWAZAH		Halaman: 9/14
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT	 <pre> graph TD B((B)) --> A[6-7 5.7 Pilih Kursus] A --> C[6-8 5.8 Daftar Kursus] C --> E[6-9 5.9 Semak Pendaftaran] E --> D((D)) </pre>	(b) Maklumkan juga bahawa pendaftaran kursus dibuka dalam tempoh dua (2) minggu selepas keputusan Peperiksaan Akhir diumumkan. (c) Maklumkan bahawa pendaftaran kursus lewat (pelajar yang tidak membuat pendaftaran dalam tempoh yang telah ditetapkan) boleh membuat pendaftaran kursus sepanjang dua (2) minggu pertama semester bermula.	Kaedah UPM (Perkara Akademik Prasiswazah) 2014
PT		6-7 <u>5.7</u> (a) Maklumkan kepada pelajar bahawa mereka perlu semak JWKA dalam laman web AKD atau SMP sebagai panduan pendaftaran kursus. (b) Pantau dan bimbing pelajar buat pendaftaran jika perlu	
PT		6-8 <u>5.8</u> (a) Beri kebenaran mendaftar secara atas talian. (b) Fakulti pelajar berkenaan memberitahu pelajar mengenai kursus pengajian yang telah didaftar lewat dan dibuat perubahan secara atas talian, selewat-lewatnya tiga (3) hari bekerja atau tempoh hari yang munasabah, selepas pelajar tersebut membuat pendaftaran sedemikian, dan pelajar itu hendaklah mencetak slip pendaftaran kursus sebagai rekod pendaftaran kursusnya bagi semester itu.	
PA		(a) Cetak senarai pelajar yang tidak membuat pendaftaran kursus dari SMP (hari pertama (1) minggu kedua (2) kuliah). (b) Semak senarai pelajar yang belum mendaftar kursus berdasarkan perkara berikut: (i) Status pelajar (pelajar aktif dan aktif mobiliti). (ii) Senarai pelajar gred kursus tidak lengkap (TLK), Latihan Industri dan Latihan Praktikum. (iii) Status pelajar bergraduasi.	
PA		(c) Edar senarai nama pelajar yang tidak mendaftar kursus kepada fakulti pada hari pertama (1) minggu ketiga (3) kuliah untuk fakulti mengesan dan menghubungi pelajar yang tidak mendaftar kursus. (d) Dapatkan maklum balas fakulti status pelajar yang tidak mendaftar kursus dalam tempoh seminggu (1) daripada tarikh surat di edar.	Kaedah UPM (Perkara Akademik Prasiswazah) 2014 Kaedah 17 (2)
PT PTJ/ PT(P/O)			
PT(PTJ)			
PT(PTJ)			
PT/PT(P/O)			

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT		6-10 <u>5.10</u> (a) Jika pelajar mendaftar, ikut langkah 6-11 <u>5.11</u> (b) Jika pelajar tidak mendaftar, ikut langkah 6-19 <u>5.19</u>.	
Fakulti		6-11 <u>5.11</u> Permohonan pertukaran major/minor dibenarkan pada minggu keempat (4) hingga minggu ketujuh (7) minggu kuliah. (a) Jika Ya, ikut langkah 6-18 <u>5.18</u> (b) Jika Tidak, ikut langkah 6-12 <u>5.12</u>	Arahan Kerja Aktiviti Pendaftaran Pelajar (UPM/PU/PS/AK014) (E – Major/ Minor)
PT		6-12 <u>5.12</u> Terima permohonan Tukar Program dalam tempoh dua (2) minggu selepas keputusan peperiksaan akhir diumumkan. (a) Jika Ya, ikut langkah 6-13 <u>5.13</u> (b) Jika Tidak, ikut langkah 6-22 <u>5.22</u>	Arahan Kerja Aktiviti Pendaftaran Pelajar (UPM/PU/PS/AK014) (A – Bertukar Program)
PT		6-13 <u>5.13</u> Terima permohonan pemindahan kredit dalam tempoh dua (2) minggu pertama semester bermula bagi pelajar lama. (a) Jika Ya, ikut langkah 6-17 <u>5.17</u> (b) Jika Tidak, ikut langkah 6-14 <u>5.14</u>	Arahan Kerja Aktiviti Pendaftaran Pelajar (UPM/PU/PS/AK014) (B – Pemindahan Kredit)
PT		6-14 <u>5.14</u> Menerima permohonan daftar lewat daripada pelajar yang tidak diluluskan pemindahan kredit. (a) Jika Ya, ikut langkah 6-22 <u>5.22</u> (b) Jika Tidak, ikut langkah 6-15 <u>5.15</u>	
PT		6-15 <u>5.15</u> Laksana proses penangguhan pengajian (a) Jika Ya, ikut langkah 6-22 <u>5.22</u> (b) Jika Tidak, ikut langkah 6-16 <u>5.16</u>	Arahan Kerja Aktiviti Pendaftaran Pelajar (UPM/PU/PS/AK01) (C – Penangguhan Pengajian)
Dekan Fakulti Yang Menawar Kursus		6-16 <u>5.16</u> Laksana proses tarik diri 6-17 <u>5.17</u> Laksana proses pemindahan kredit	Arahan Kerja Aktiviti Pendaftaran Pelajar (D – Menarik Diri (Berhenti)) Arahan Kerja Aktiviti Pendaftaran Pelajar (UPM/PU/PS/AK014) (B – Pemindahan Kredit)

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT(P/O)	 <pre> graph TD I((I)) --> A[6-18 5.18 Proses Tambah/Gugur Kursus] F((F)) --> A A --> G((G)) G --> B[6-19 5.19 Gugur nama] E((E)) --> B B --> C{6-20 5.20 Terima Rayuan} C -- Ya --> D{6-21 5.21 Lulus} C -- Tidak --> H((H)) D -- Ya --> F[6-22 5.22 Daftar Semester Depan] D -- Tidak --> H G2((G)) --> F F --> H H --> I2([6-23 5.23 Tamat]) </pre>	6-18 5.18 Maklumkan kepada pelajar mengenai proses Tambah/ Gugur Kursus dan daftar dalam SMP. Kaedah UPM (Perkara Akademik Prasiswazah) 2014 Bahagian B – Pendaftaran, akan dirujuk untuk proses pendaftaran atau perubahan pendaftaran (tambah dan gugur kursus).	
PT(P/O)		6-19 5.19 (a) Gugur nama pelajar yang tidak mendaftar kursus dari daftar pelajar aktif dalam SMP - Modul Pendaftaran.	
PT(P/O)		(b) Hantar Surat Gugur Nama kepada pelajar dan salinan kepada Dekan, Bendahari, Penaja, Pustakawan dan Timbalan Pendaftar Bahagian Hal Ehwal Pelajar selewat-lewatnya pada minggu keenam (6) semester berkenaan.	
PT(P/O)		6-20 5.20 Terima surat beserta bayaran akibat rayuan dari pelajar yang digugurkan nama untuk rayuan meneruskan pengajian dari minggu keenam (6) hingga sehari (1) bekerja sebelum semester berikut bermula.	
KPAA		(a) Jika Ya, ikut langkah 6-21 5.21 (b) Jika Tidak, ikut langkah 6-23 5.23	
PT		6-21 5.21 Buat keputusan permohonan rayuan pelajar meneruskan pengajian dan ikut langkah berikut: (a) Jika lulus, maklumkan pelajar mengenai permohonan rayuan. (b) Jika tidak diluluskan, pelajar kekal digugurkan dari daftar pelajar dan dimaklumkan kepada pelajar. Ikut langkah 6-22 5.22	
		6-22 5.22 Keluarkan surat kepada pelajar untuk mendaftar pada hari pertama (1) semester berikutnya.	

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	PROSEDUR PENDAFTARAN KURSUS		Tarikh: 19/06/2020

7.0 6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM/600-4/8 PENDAFTARAN KURSUS SEMESTER • Surat Notis Pendaftaran • Memo muat naik notis Pendaftaran Kursus ke laman web • Makluman kepada PPTM(IDEA) berkaitan uji lari Modul Pendaftaran Kursus • Borang Pengesahan Status Uji lari – Modul Pendaftaran Kursus • Surat maklum balas daripada PPTM(IDEA) berkaitan status uji lari Modul Pendaftaran Kursus • Pengesahan skrin pengaktifan Pendaftaran Kursus • Senarai pelajar yang tidak membuat pendaftaran kursus • Surat kepada Dekan Fakulti berserta senarai pelajar yang tidak mendaftar kursus • Maklum balas dari Dekan Fakulti (jika ada) • Pengesahan senarai pelajar yang akan di gugur nama • Surat gugur nama kepada pelajar • Surat rayuan pelajar yang ingin menyambung semula pengajian • Surat jawapan rayuan sambung pengajian • Hal-hal berkaitan	PT (P/O)	PT	Pusat Dokumen dan Rekod AKD 5 Tahun	KPAA Ketua Pengarah Arkib Negara Malaysia Rincih
2.	UPM/(PTJ)600-4/8 PENDAFTARAN KURSUS SEMESTER • Surat Notis Pendaftaran	PT (P/O) PTJ	PT (PTJ)	Bilik Fail PTJ 5 Tahun	KPAA Ketua Pengarah Arkib Negara Malaysia Rincih

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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	- Makluman pihak PTJ kepada pelajar untuk mencetak slip pendaftaran kursus - Surat kepada Dekan Fakulti berserta senarai pelajar yang tidak mendaftar kursus - Maklum balas dari Dekan Fakulti (jika ada) - Surat gugur nama kepada pelajar - Surat jawapan rayuan sambung pengajian (jika ada).				
3.	Bertukar Program Rujuk SMP Modul Permohonan Pelajar>> Tukar Program	PT (P/O)	PT	Pusat Dokumen dan Rekod AKD 5 Tahun	KPAA Ketua Pengarah Arkib Negara Malaysia
4.	Pengecualian Kursus Pengajian Rujuk SMP Modul Permohonan Pelajar>> Pemindahan Kredit	PT (P/O)	PT	Pusat Dokumen dan Rekod AKD 5 Tahun	KPAA Ketua Pengarah Arkib Negara Malaysia
5.	Penangguhan Pengajian Rujuk SMP Modul Permohonan Pelajar>> Tangguh Pengajian	PT (P/O)	PT	Pusat Dokumen dan Rekod AKD 5 Tahun	KPAA Ketua Pengarah Arkib Negara Malaysia
6.	Menarik Diri (Berhenti) Pengajian Rujuk SMP Modul Permohonan Pelajar>> Gugur/Tarik Diri	PT (P/O)	PT	Pusat Dokumen dan Rekod AKD 5 Tahun	KPAA Ketua Pengarah Arkib Negara Malaysia

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8.0 — SEJARAH SEMAKAN

No. Isu	No. Semakan	No. CPD	Kelulusan Mesyuarat	Disedia dan Disemak	Dilulus/ diluluskan semula	Tarikh Kuatkuasa
02	00	-	Keluaran Pertama untuk satu persijilan	TNC (A&A)	WP	3/1/2011
02	01	09/2013	Mesyuarat Pengurusan Akademik 14/2013 (Khas)	TNCAA	WP	30/04/2013
02	02	3/2014	Mesyuarat Pengurusan Akademik 19/2014 (Khas)	TNCAA	WP	11/08/2014
02	03	2/2015	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-21 Khas (2/2015)	TNCAA	WP	05/06/2015
02	04	2/2016	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-26 (2/2016)	TPKD-PP	TWP-PP	18/08/2016
02	05	PU/PS: 1/2018	Mesyuarat Pengurusan Kali Ke-35 Bil 4/2018 (Khas) Bahagian Kemasukan Dan Bahagian Urus Tadbir Akademik	TPKD-PP	TWP-PP	24/04/2018

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	OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL) Document Code: UPM/PU/PS/P004	Issue No: 02
		Date: 19/06/2020
	PROCEDURE FOR COURSE REGISTRATION	

~~1.0~~ **PURPOSE**

~~This procedure explains the course registration processes for UPM under-graduates.~~

~~2.0~~ **1.0 SCOPE**

The procedure encompasses registration preparatory activities, transfer of credit, addition of course(s), dropping of course(s), change of programme, deferment of studies, withdrawal and removal of names and not including the programmes offered in UPMKB Campus, Distance Education Programme, Executive Mode Programme, Graduate Programme for Teachers and Foundation Programme for Agricultural Science.

~~3.0~~ **2.0 RESPONSIBILITY**

TNC (A&A), Head of PTJ, KPAA, and KBAKD are responsible for the implementation of the procedure for course registration. All parties involved must adhere to this procedure.

~~4.0~~ **3.0 REFERENCE DOCUMENT**

Document Code	Title of Document
UPM/PGR/MK	University Putra Malaysia Quality Manual
MS ISO 9001:2015	Quality Management Systems-Requirements
-	SMP User Manual-Registration Module
-	Semester Lecture Schedule
-	Academic Calendar
-	UPM (Academic Matters for Undergraduates) Rules 2014

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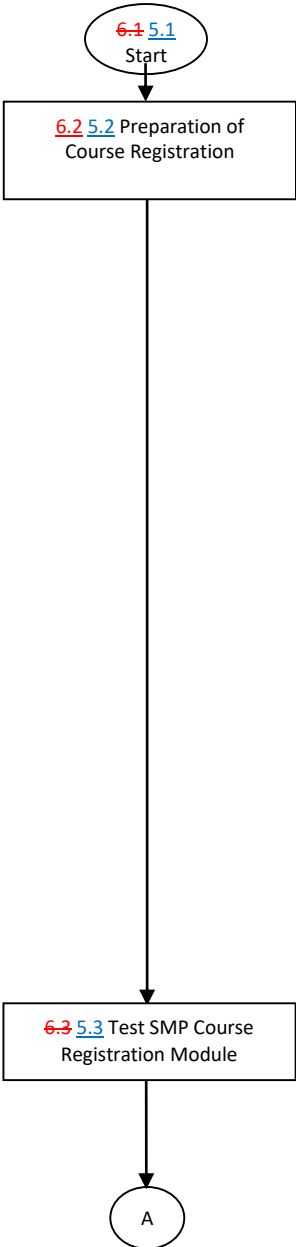
5.0 4.0 TERMINOLOGY AND ACRONYM

BAKD	: Division of Academic Governance
BK	: Division of Admission
Complete Registration Faculty	: Fulfills registration requirements and does not make any changes
Head of PTJ	: Faculty Dean, Director of Co-Curriculum and Student Development Centre and Director of Centre For the Advancement of Language Competence <u>Dean of Faculty, Dean of School of Business and Economics, Director of the Centre of Foundation Studies for Agricultural Science, Director of Co-Curriculum and Student Development Centre, and Director of Centre for the Advancement of Language Competence</u>
iDEC	: Infocomm Development Centre
JWKA	: Lecture/Practical Schedule
KPAA	: Head of Administration (Academic and International)
Logical Excuse	: Finance, Family, Health, Change of University
PA	: Academic Advisor
PK	: College Manager
PPTM	: Assistant Information Technology Officer
PT	: Administrative Officer of Admission Division
PT (P/O)	: Administrative Assistant (Clerical/Operational)
PT (P/O) PTJ	: Administrative Assistant of PTJ (Clerical/Operational)
PPT	: Assistant Administrative Officer of Admission Division
PT PTJ	: Administrative Officer of the Faculty
SMP	: Student Information System
Student	: Student of Undergraduate Programmes
TDA	: Deputy Dean (Academic)
TNC (A&A)	: Deputy Vice-Chancellor (Academic and International)
TWP	: Deputy Management Representative
WP	: Management Representative

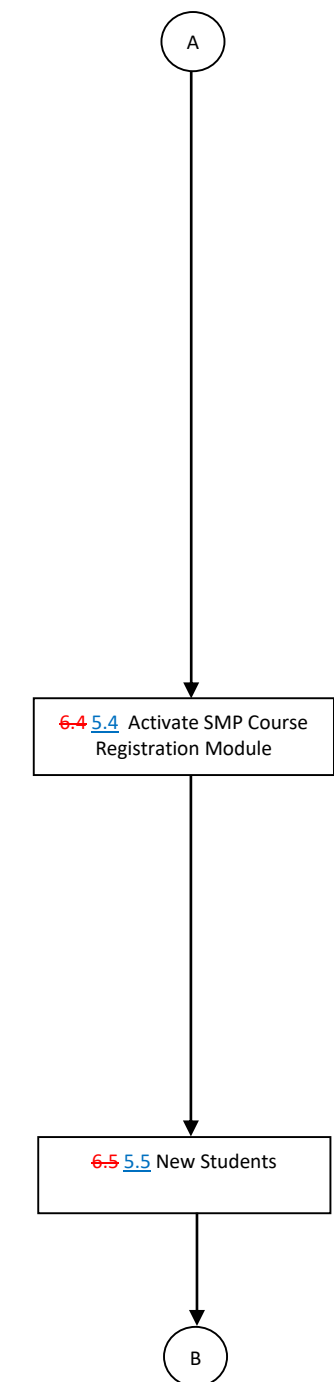
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6.0 5.0 PROCESS IN DETAIL

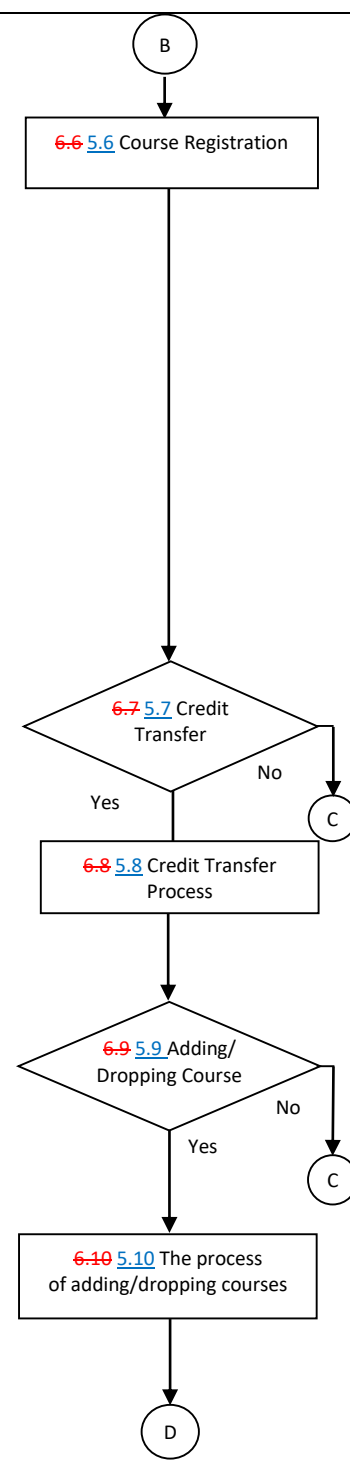
(a) New Student Course Registration

Responsibility	Flowchart	Details	Reference Record/Document
PT/PT(P/O)	 <pre> graph TD Start([6.1 5.1 Start]) --> Prep[6.2 5.2 Preparation of Course Registration] Prep --> Test[6.3 5.3 Test SMP Course Registration Module] Test --> A((A)) </pre>	6.2 5.2 (a) Prepare Course Registration Notice for the following semester in week ten (10) based on the Academic Calendar. The notice shall have the following information: (i) Starting date and end of registration (ii) Place and time (iii) Registration Requirements (b) Circulate notice/send letter to the Faculty and Residential College regarding Course Registration in week ten (10) to be displayed in Faculty/College. (c) Upload course registration notice in website http://www.akademik.upm.edu.my in week eleven (11) (d) Display course registration notice on the notice board in faculties, colleges and lecture halls supervised by BK latest by week eleven (11) (e) Provide computer facilities for online course registration process. (f) Ensure that all students are assigned Academic Advisors appointed by Dean of Faculty. Refer UPM (Academic Matters For Undergraduates) Rules 2014 6.3 5.3 (a) Request iDEC to carry out an SMP test run on Course Registration Module latest by week ten (10) in the previous semester to ensure that the system detects the following: (i) Overlapping schedules (ii) Number of students who could register according to the quota.	UPM (Academic Matters for Undergraduates) Rules 2014 Guidelines of Academic Advisory System (PU/PS/GP003)

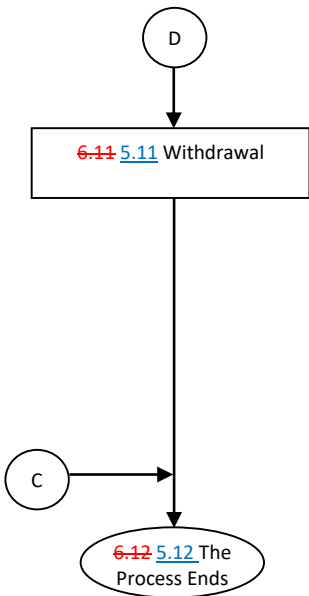
 	MAIN SERVICE UNDERGRADUATE	Page: 4/16
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	OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL) Document Code: UPM/PU/PS/P004	Date: 19/06/2020
PROCEDURE FOR COURSE REGISTRATION		

Responsibility	Flowchart	Details	Reference Record/Document
PT/PPTM		(iii) Student programme of studies (iv) Student Classification (v) Major/minor (vi) Course prerequisites (vii) Registration verification by Academic Advisor (b) Obtain status info of the test run of SMP Course Registration Module via online from iDEC latest by week eleven (11) of the previous semester. (c) If the test is successful, follow step 6-4 <u>5.4</u> (d) If the test fails, take corrective action (e) Request iDEC to take corrective action to ensure that online SMP Course Registration Module can be fully accessed on registration day.	Verification Form for Test Run-Registration Module (PU/PS/BR07/DAF)
PT/PPTM			
PT		6-4 <u>5.4</u> (a) Activate online SMP Course Registration Module via SMP Activity Module on the first day of week twelve (12) until week fourteen (14) of the previous semester.	
PT		(b) Re-activate online SMP Course Registration Module via SMP Activity Schedule of Academic Calendar a day after the endorsement of the exam results in the First Senate Meeting for a period of two (2) weeks.	
PT		(c) Re-activate online SMP Course Registration Module via SMP Activity Schedule of Academic Calendar from week one (1) to week two (2) when the semester begins.	
PT (PTJ)/PA		6-5 <u>5.5</u> New students are allowed to register courses from the first day of the orientation week until the last day of the second week (2) of the semester without getting a fine or according to the date of the offer letter and the specified registration period.	

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			Issue No: 02
			PROCEDURE FOR COURSE REGISTRATION

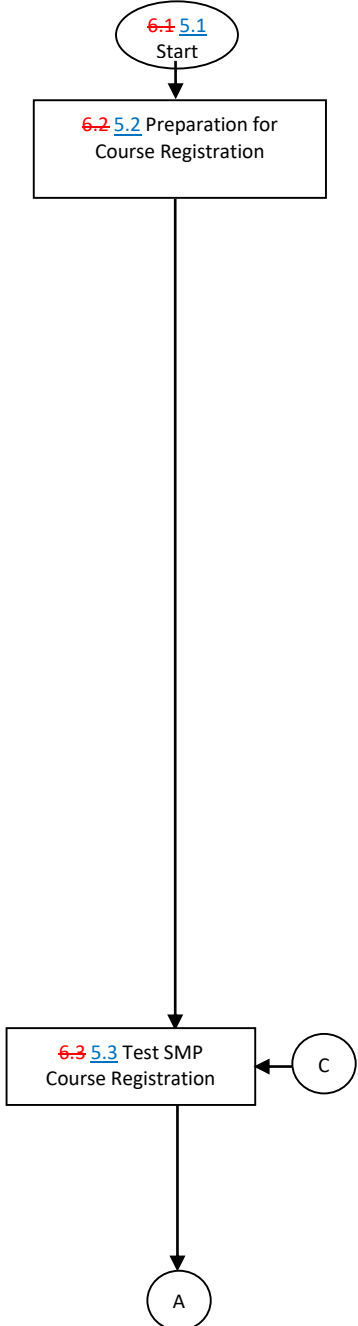
Responsibility	Flowchart	Details	Reference Record/Document
PT(P/O)	 <pre> graph TD B((B)) --> A[6-6 5.6 Course Registration] A --> D1{6-7 5.7 Credit Transfer} D1 -- No --> C((C)) D1 -- Yes --> B1[6-8 5.8 Credit Transfer Process] B1 --> D2{6-9 5.9 Adding/Dropping Course} D2 -- No --> C D2 -- Yes --> B2[6-10 5.10 The process of adding/dropping courses] B2 --> D((D)) </pre>	6-6 <u>5.6</u> (a) Review the packaged course registration in SMP. (b) Student discusses with PA to get advice and verify the courses taken. (c) If course registration is over 20-hour credits, advise student to get approval from the Dean via SMP. (a) Student's faculty should inform student on the first day of the semester or any other suitable day, regarding the courses that have been successfully registered online and students are required to print the course registration slip as course registration record for the particular semester.	UPM (Academic Matters for Undergraduates) Rules 2014
PT(TJ) /PA			
PT(TJ)/PA			
PT PTJ			
PT		6-7 <u>5.7</u> Receive credit transfer application for the first two (2) weeks when the semester begins for the new student. (a) If Yes, follow step 6-8 <u>5.8</u> (b) If No, follow step 6-12 <u>5.12</u>	Work Instructions for Student Registration Activity (UPM/PU/PS/AK014) (B-Credit Transfer)
Dean of Faculty Which Offered the Course		6-8 <u>5.8</u> For credit transfer, refer to Work Instructions for Credit Transfer Activity.	
PT(P/O)		6-9 <u>5.9</u> Accept the application of adding/dropping course (a) If Yes, follow step 6-10 <u>5.10</u>. (b) If No, follow step 6-12 <u>5.12</u>	
PT		6-10 <u>5.10</u> Inform student about the process of adding/dropping course and registering in SMP. UPM (Undergraduate Academic Matters) Rules 2014 Part B-Registration will be referred for the registration process or amendments in registration (adding or dropping course)	

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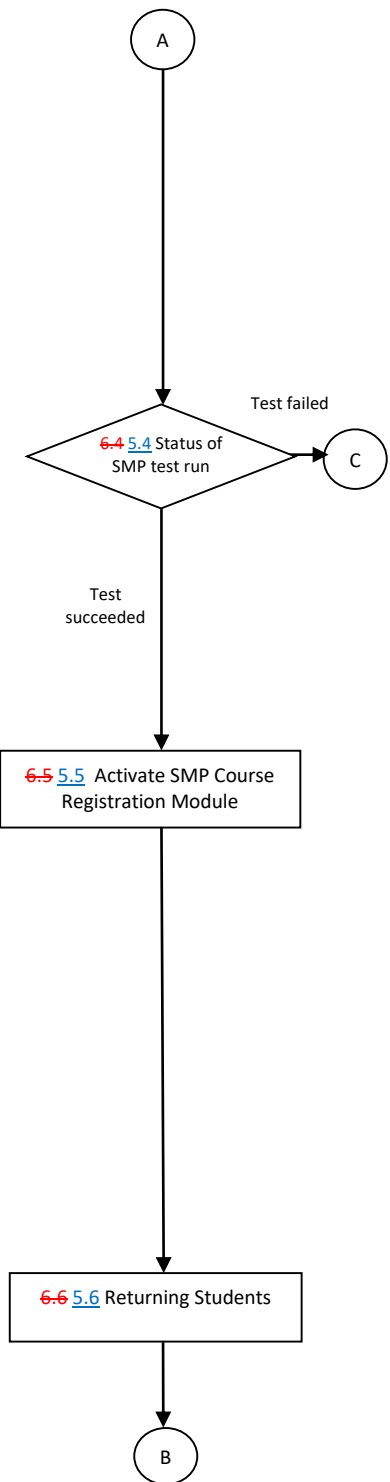
Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT	 <pre> graph TD D((D)) --> A[6.11 5.11 Withdrawal] C((C)) --> A A --> E([6.12 5.12 The Process Ends]) </pre>	6.11 5.11 Take action on students who apply for withdrawal. 5.11	Work Instructions for Student Registration Activity (UPM/PU/PS/AK01) (C- Deferment of Studies) and (D-Withdrawal (Quitting))

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		Date: 19/06/2020

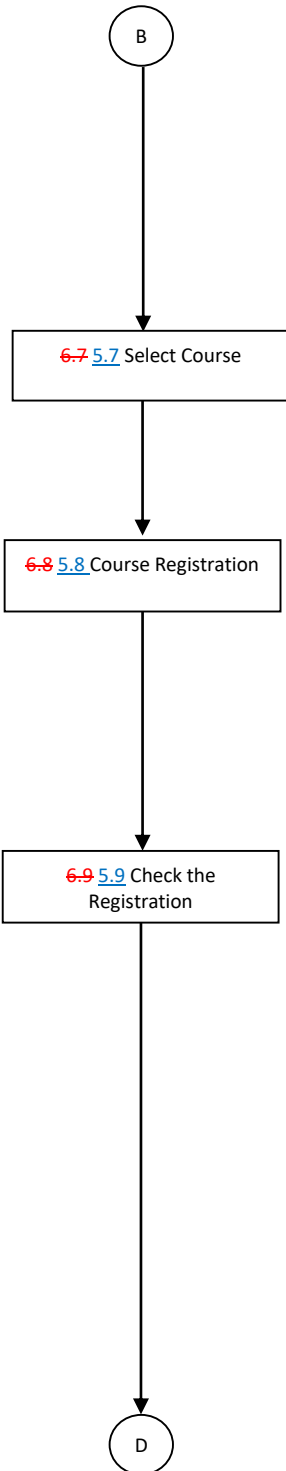
(b) Course Registration for Returning Students

Responsibility	Flowchart	Details	Reference Record/Document
PT/PT(P/O)	 <pre> graph TD Start([6-2 5.1 Start]) --> Prep[6-2 5.2 Preparation for Course Registration] Prep --> Test[6-3 5.3 Test SMP Course Registration] Test --> A((A)) C((C)) --> Test </pre>	6-2 5.2 (a) Prepare Course Registration Notice for the next semester in week ten (10) according to the Academic Calendar. The notice has the following information: (i) Starting and Ending date of registration (ii) Place and Time (iii) Registration requirements (b) Circulate notice/Send letter to the faculties and residential colleges about course registration notice on week ten (10) to be displayed at the faculty/college. (c) Upload the course registration notice in website, http://www.akademik.upm.edu.my on week eleven (11). (d) Display the course registration notice on the notice board of the faculty, college and lecture halls supervised by BK at the latest by week eleven (11). (e) Provide computer facilities to enable the online process of course registration. (f) Ensure that all students have Academic Advisors appointed by the Faculty Dean (Refer to Undergraduate Academic Matter)	(Academic Matters for Undergraduates) Rules 2014
PT/PT(P/O)			
PT/PPTM			
PT/PT PTJ/PK			
PT PTJ			
Head of PTJ			
PT/PPTM/ PT(P/O)		6-3 5.3 (a) Request iDEC to conduct a test run on SMP Course Registration Module at the latest by week ten (10) of the prior semester to ensure that the system can identify the following: (i) Overlapping schedules (ii) Number of students that can register according to the quota	Guidelines of Academic Advisory System (PU/PS/GP003)

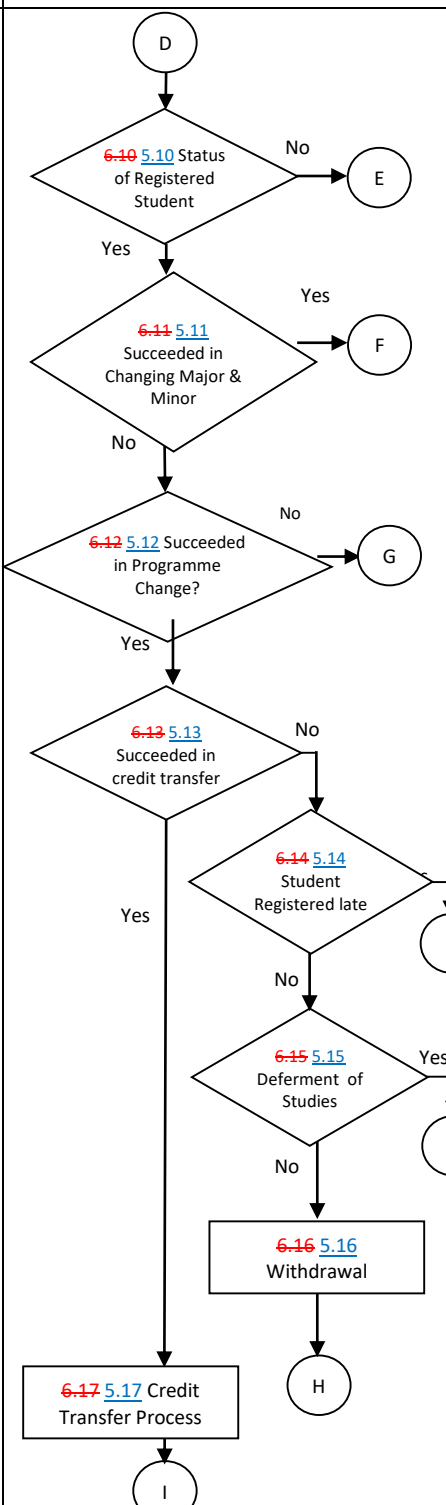
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Responsibility	Flowchart	Details	Reference Record/Document
PT/PPTM	 <pre> graph TD A((A)) --> D{6-4 5.4 Status of SMP test run} D -- "Test failed" --> C((C)) D -- "Test succeeded" --> E[6-5 5.5 Activate SMP Course Registration Module] E --> F[6-6 5.6 Returning Students] F --> B((B)) </pre>	(iii) Student Study Programme (iv) Student Classification (v) Major/minor (vi) Course pre-requisites (vii) Registration verification by Academic Advisor (b) Obtain status info on the test run status of online SMP Course Registration Module from iDEC at the latest by week eleven (11) of the prior semester.	Test Run Verification Form-Registration Module (PU/PS/BR07/DAF)
PT/PPTM		6-4 5.4 (a) If the test succeeded, follow step 6-5 5.5. (b) If the test failed, take corrective action, follow step 6-3 5.3 (c) Request iDEC to take corrective action to ensure that online SMP Course Registration Module can be fully accessed on registration day	
PT		6-5 5.5 (a) Activate the online SMP Course Registration via SMP Activity Module on the first day of week twelve (12) until week fourteen (14) of the previous semester.	
PT		(b) Re-activate online SMP Course Registration Module via SMP Activity Schedule of Academic Calendar a day after the endorsement of the exam results in the First Senate Meeting for a period of two (2) weeks.	UPM (Academic Matters for Undergraduates) Rules 2014
PT		(c) Re-activate the online SMP Course Registration Module via SMP Activity Schedule of Academic Calendar on the first week (1) until week two (2) when the new semester begins.	
PT		6-6 5.6 (a) Inform the current student via notice/letter about getting permission to register courses starting from first day of week twelve (12) until the last day of week fourteen (14) of the previous semester.	

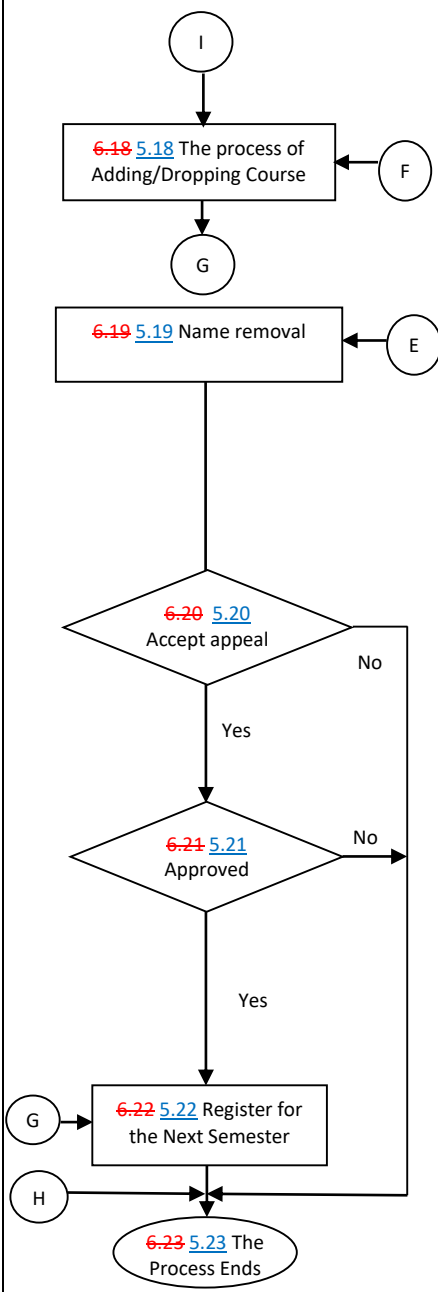
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PROCEDURE FOR COURSE REGISTRATION		

Responsibility	Flow Chart	Details	Reference Record/Document
PT		(b) Inform also that the course registration will open two (2) weeks after the results of the Final Exam is announced.	UPM (Academic Matters for Undergraduates) Rules 2014
PT		(c) Inform students late course registration (students who did not register during the specified duration) can still perform the course registration in the first two weeks when the semester starts.	
PT		6.7 <u>5.7</u> (a) Inform students that they need to check the JWKA in AKD website or SMP for the guidelines of course registration.	
PA		(b) Monitor and guide student to register if needed	
PA		6.8 <u>5.8</u> (a) Give permission to register via online.	UPM (Academic Matters for Undergraduates) Rules 2014 17(2)
PT PTJ/ PT(P/O)		(b) The student's faculty notifies the student regarding the course that was registered late and the online changes made, three (3) working days at the latest or a reasonable period of time, after the student had registered and the student has to print out the course registration slip as a course registration record for the semester.	
PT(P TJ)		6.9 <u>5.9</u> (a) Print the list of students who have not performed course registration via SMP (first day (1) of the second week (2) of lectures weeks).	
PT(P TJ)		(b) Check the list of students who have not registered courses according to the following: (i) Student status (active student and mobility active) (ii) List of students with incomplete grade (TLK), Industrial Training and Practicum Training (iii) Graduating student status	
PT/PT(P/O)		(c) Distribute the name list of the students who did not register courses to the faculty on the first (1) day of week three (3) lecture week to ensure that the faculty could detect and contact the students who did not register the courses. (d) Get the faculty's feedback on the status of the students who did not register within one week (1) from the date that the letter was distributed.	

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Responsibility	Flow Chart	Details	Reference Record/Document
PT	 <pre> graph TD D((D)) --> A{6-10 5.10 Status of Registered Student} A -- No --> E((E)) A -- Yes --> B{6-11 5.11 Succeeded in Changing Major & Minor} B -- Yes --> F((F)) B -- No --> C{6-12 5.12 Succeeded in Programme Change?} C -- No --> G((G)) C -- Yes --> D1{6-13 5.13 Succeeded in credit transfer} D1 -- No --> D2{6-14 5.14 Student Registered late} D2 -- No --> D3{6-15 5.15 Deferment of Studies} D3 -- Yes --> G D3 -- No --> H[6-16 5.16 Withdrawal] H --> I((I)) D1 -- Yes --> J[6-17 5.17 Credit Transfer Process] J --> I </pre>	6-10 5.10 (a) If the student registered, follow step 6-11 5.11 If student did not register, follow step 6-19 5.19.	
Faculty		6-11 5.11 Application for the change of major/minor is allowed on week four (4) until week seven (7) of the lecture week. (a) If Yes, follow step 6-18 5.18 (b) If No, follow step 6-12 5.12	Work Instructions for Student Registration Activity (UPM/PU/PS/AK014) (E-Major/Minor)
PT		6-12 5.12 Receive change of programme application within two (2) weeks after the Final Exam results are announced. (a) If Yes, follow step 6-13 5.13 (b) If No, follow step 6-22 5.22	Work Instructions of Student Registration Activity (UPM/PU/PS/AK014) (A- Change of Programme)
PT		6-13 5.13 Receive credit transfer application within the first two (2) weeks when the semester starts for current students. (a) If Yes, follow step 6-17 5.17 (b) If No, follow step 6-14 5.14	Work Instructions for Student Registration Activity (UPM/PU/PS/AK014) (B-Credit Transfer)
PT		6-14 5.14 Receiving late registration application from students who did not get credit transfer approval. (a) If Yes, follow step 6-22 5.22 (b) If No, follow step 6-15 5.15	
PT		6-15 5.15 Implement the process of deferment of studies (a) If Yes, follow step 6-22 5.22 (b) If No, follow step 6-16 5.16	Work Instructions for Student Registration Activity (UPM/PU/PS/AK01) (C-Deferment of Studies)
Dean of Faculty Which Offered the Course		6-16 5.16 Implement the withdrawal process	Work Instructions for Student Registration Activity (D-Withdrawal (Quitting))
		6-17 5.17 Implement the credit transfer process	Work Instructions for Student Registration Activity (UPM/PU/PS/AK014) (B-Credit Transfer)

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Responsibility	Flow Chart	Details	Reference Record/Document
PT(P/O)		6-18 <u>5.18</u> Inform the student about the process of adding/dropping Course and registering in the SMP. UPM Procedure (Undergraduate Academic Matter) 2014 Part B- Registration, will be referred for the registration process or registration changes (adding or dropping courses)	
PT(P/O)		6-19 <u>5.19</u> (a) Remove the names of students who did not register the courses from the active student register in the SMP -Registration Module.	
PT(P/O)		(b) Send the letter of name removal to the student and its copy to the Dean, Treasurer, Sponsor, Librarian and Deputy Registrar Student affairs division at the latest in week six (6) of the current semester	
PT(P/O)		6-20 <u>5.20</u> Accept the letter with payment (due to the appeal made by the student) whose name is removed for the appeal to continue studies from week six (6) until one (1) working day before the next semester begins.	
KPAA		6-21 <u>5.21</u> (a) If Yes, follow step 6-21 <u>5.21</u> (b) If No, follow step 6-22 <u>5.23</u>	
PT		6-21 <u>5.21</u> Make a decision on the applications of students who want to appeal to continue their studies and take the following steps: (a) If approved, inform the students about the appeal. (b) If not approved, student is permanently removed from the student register and inform the student. Follow step 6-22 <u>5.22</u>	
		6-22 <u>5.22</u> Send a letter to the student to register on the first (1) day of the following semester.	

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7.0 6.0 RECORD

No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
1.	UPM/600-4/8 REGISTRATION OF SEMESTER COURSES - Letter of Registration Notice - Memo on uploading the notice of course registration in the website - Inform PPTM (IDEC) regarding the test run of Course Registration Module - Verification Form on the status of the test run-course registration module - Feedback Letter from PPTM(IDEC) regarding the status of test run of Course Registration Module - Screen Activation Verification of course registration - List of students who did not perform course registration - Letter to the Dean of Faculty with the list of students who did not perform course registration - Feedback from Dean of Faculty (if any) - Verified list of students whose names will be removed - Letter informing the removal of names to students - Student appeal letter requesting for continuation of studies - Response to Letter of appeal to continue studies - Relevant Matters	PT (P/O)	PT	BAKD Centre For Document and Record 5 years	KPAA Director General National Archives of Malaysia Shred

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No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
2.	UPM/(PTJ)600-4/8 REGISTRATION OF SEMESTER COURSES - Letter of Registration Notice - Information by PTJ to students to print course registration slip - Letter to the Dean of Faculty with the list of students who did not perform course registration - Feedback from Dean of Faculty (if any) - Letter informing the removal of names to students - Response to Letter of Appeal to continue studies (if any)	PT (P/O) PTJ	PT (PTJ)	PTJ File Room 5 Years	KPAA Director General National Archives of Malaysia Shred
3.	Change of Programme Refer to SMP Student Application Module>> Change of Programme	PT (P/O)	PT	BAKD Centre For Document and Record 5 years	KPAA Director General National Archives of Malaysia
4.	Exemption of Course Studies Refer to SMP Student Application Module>> Transfer of Credit	PT (P/O)	PT	BAKD Centre For Document and Record 5 Years	KPAA Director General National Archives of Malaysia
5.	Deferment of Studies Refer to SMP Student Application Module>> Deferment of Studies	PT (P/O)	PT	BAKD Centre For Document and Record 5 Years	KPAA Director General National Archives of Malaysia

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No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
6.	Withdrawal (Quitting) of Studies Refer to SMP Student Application Module>>Withdrawal/Quitting	PT (P/O)	PT	BAKD Centre For Document and Record 5 Years	KPAA Director General National Archives of Malaysia

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8.0 — REVISION HISTORY TIDAK PERLU TERJEMAH

No. Isu Issue No.	No. Semakan Review No.	No. CPD CPD No.	Kelulusan Mesyuarat Meeting Approval	Disedia dan Disemak Prepared and Reviewed	Dilulus/ diluluskan semula Approved/ Re- approved	Tarikh Kuatkuasa Date of enforcement
02	00	-	Keluaran Pertama untuk satu persijilan -First Issuance for one certification	TNC (A&A)	WP	3/1/2011
02	01	09/2013	Mesyuarat Pengurusan Akademik 14/2013 (Khas) Academic Management Meeting 14/2013 (Special)	TNCAA	WP	30/04/2013
02	02	3/2014	Mesyuarat Pengurusan Akademik 19/2014 (Khas) Academic Management Meeting 19/2014 (Special)	TNCAA	WP	11/08/2014
02	03	2/2015	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-21 Khas (2/2015) The 21st Management Meeting of the Division of Admission & Division Of Academic Governance— Special (2/2015)	TNCAA	WP	05/06/2015
02	04	2/2016	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-26 (2/2016) The 26th Management Meeting of the Division Of Admission & Division Of Academic Governance— (2/2016)	TPKD-PP	TWP-PP	18/08/2016

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02	05	PU/PS: 1/2018	Mesyuarat Pengurusan Kali Ke-35 Bil 4/2018 (Khas) Bahagian Kemasukan Dan Bahagian Urus Tadbir Akademik The 35th Management Meeting No 4/2018 (Special) Division Of Admission & Division Of Academic Governance—	TPKD-PP	TWP-PP	24/04/2018
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	PERKHIDMATAN UTAMA PRASISWAZAH PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/PS/P005	Halaman: 1/8
		No. Semakan: 08
		No. Isu: 02
	PROSEDUR PENGURUSAN JADUAL WAKTU KULIAH DAN AMALI	Tarikh: 19/06/2020

1.0 TUJUAN

~~Prosedur ini menerangkan tatacara Pengurusan JWKA program pengajian prasiswazah.~~

2.0 SKOP

Prosedur ini merangkumi perancangan, penyediaan, pengemaskinian, penyebaran, pelaksanaan dan pemantauan penggunaan JWKA bagi semua program pengajian prasiswazah yang ditawarkan untuk setiap semester pengajian kecuali Program Doktor Perubatan, Program Asasi Sains Pertanian, Program Pendidikan Jarak Jauh, Program Pengsiswazahan Guru dan Program Pengajian Mod Eksekutif.

3.0 TANGGUNGJAWAB

TNC (A&A), Ketua PTJ, KPAA dan KBK bertanggungjawab memastikan prosedur Pengurusan Jadual Waktu Kuliah dan Amali ini dilaksanakan.

Sesiapa yang terlibat mesti mematuhi prosedur ini.

4.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
-	Kalendar Akademik Sesi Pengajian Berkaitan
-	Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014
-	Buku Panduan Pengajian Prasiswazah - Skema Program Pengajian
www.smp.upm.edu.my	Manual Pengguna SMP – Modul JWKA
-	Petikan Minit Senat Berkaitan
-	Manual Pengguna SMP – Modul Bank Kursus
-	Senarai Kursus Universiti/Kursus Sumbangan/Kursus Gunasama)

5.0 TERMINOLOGI DAN SINGKATAN

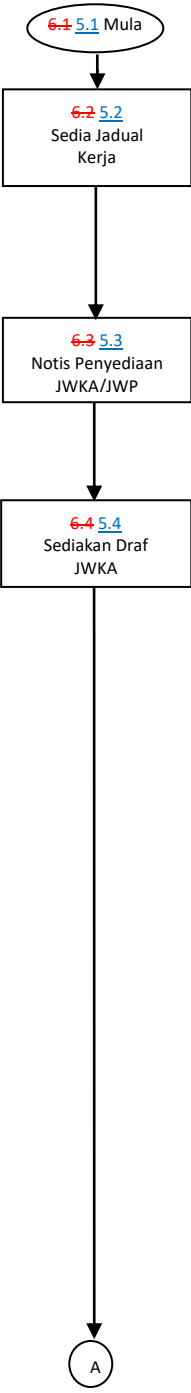
BK	: Bahagian Kemasukan
Fakulti	: Semua fakulti termasuk, Pusat Kokurikulum dan Pembangunan Pelajar dan Pusat Pemajuan Kompetensi Bahasa

	PERKHIDMATAN UTAMA PRASISWAZAH PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/PS/P005	Halaman: 2/8
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		No. Isu: 02
	PROSEDUR PENGURUSAN JADUAL WAKTU KULIAH DAN AMALI	Tarikh: 19/06/2020

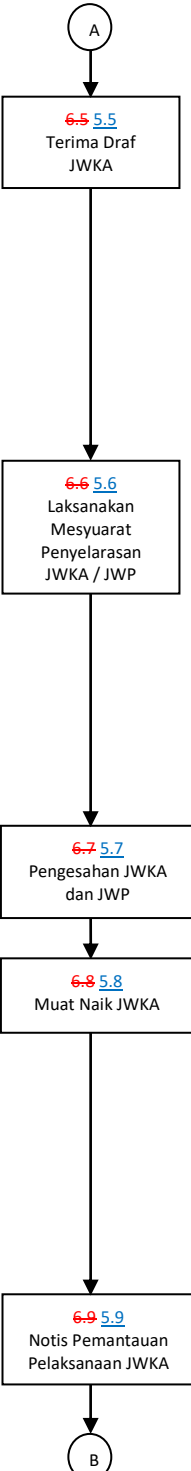
iDEC	: Pusat Pembangunan Maklumat dan Komunikasi
JWKA	: Jadual Waktu Kuliah dan Amali
JWP	: Jadual Waktu Peperiksaan
Ketua PTJ	: Dekan Fakulti, dan Pengarah Pusat Dekan Fakulti, Dekan Sekolah Perniagaan dan Ekonomi, Pengarah Pusat Asasi Sains Pertanian, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa
KPAA	: Ketua Pentadbiran Akademik dan Antarabangsa
KBK	: Ketua Bahagian Kemasukan
PJ	: Penolong Jurutera
PPT	: Penolong Pegawai Tadbir Bahagian Kemasukan
Program	: Semua program Bachelors, Diploma dan Asasi Sains Pertanian sepenuh masa
Prasiswazah	
PT	: Pegawai Tadbir Bahagian Kemasukan
PT PTJ	: Pegawai Tadbir PTJ
PT(P/O)	: Pembantu Tadbir (Perkeranian/Operasi) Bahagian Kemasukan
PT(P/O) PTJ	: Pembantu Tadbir (Perkeranian/Operasi) PTJ
PTJ	: Pusat Tanggungjawab
SMP	: Sistem Maklumat Pelajar
TDA	: Timbalan Dekan Akademik
TNC(A&A)	: Timbalan Naib Canselor (Akademik dan Antarabangsa)

	PERKHIDMATAN UTAMA PRASISWAZAH PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/PS/P005		Halaman: 3/8
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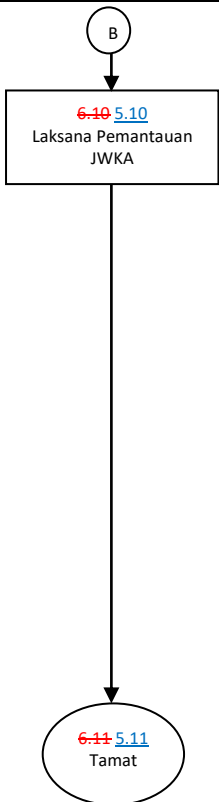
6.0 5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT	 <pre> graph TD Start([6-1 5.1 Mula]) --> Step1[6-2 5.2 Sedia Jadual Kerja] Step1 --> Step2[6-3 5.3 Notis Penyediaan JWKA/JWP] Step2 --> Step3[6-4 5.4 Sediakan Draf JWKA] Step3 --> End((A)) </pre>	6-2 5.2 Sediakan jadual kerja dan edarkan kepada Fakulti selewat-lewatnya pada minggu pertama (1) Semester bermula bagi merancang dan menyediakan JWKA semester berikutnya. 6-3 5.3 Keluarkan surat/notis penyediaan JWKA kepada semua Timbalan Dekan Akademik dan Timbalan Pengarah Pusat PTJ yang menawarkan kursus pada minggu ketiga (3) kuliah. 6-4 5.4 (a) Semak contoh JWKA dan sediakan Draf untuk diedarkan ke Jabatan bagi tujuan pengesahan. (b) Sediakan dan edar draf JWKA ke Jabatan pada minggu keempat (4) bagi penyelarasan peringkat Jabatan. (c) Buat pengesahan bagi penawaran kursus pada minggu kelima (5) (d) Adakan Mesyuarat Penyelarasan JWKA peringkat fakulti pada minggu keenam (6) bagi pengesahan JWKA yang telah dilengkapkan. (e) Buat pemantauan status JWKA peringkat fakulti pada minggu keenam (6). Dapatkan status penyediaan JWKA di peringkat fakulti. (f) Masukkan data JWKA dalam SMP selewat-lewatnya pada akhir minggu ketujuh (7) (g) Cetak dan semak draf JWKA yang lengkap (kod/ kredit kursus, nama kursus, program/ klasifikasi/ kuota calon, kuliah/ amali (hari, masa, tempat dan kumpulan) dan penyelarasan/pengajar. (h) Sahkan draf JWKA yang lengkap dan hantar ke BK pada minggu kelapan (8).	Manual Pengguna SMP – Modul JWKA. Rujuk: Manual Pengguna SMP – Modul JWKA.

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT	 <pre> graph TD A((A)) --> B1[6-5 5.5 Terima Draf JWKA] B1 --> B2[6-6 5.6 Laksanakan Mesyuarat Penyelaras JWKA / JWP] B2 --> B3[6-7 5.7 Pengesahan JWKA dan JWP] B3 --> B4[6-8 5.8 Muat Naik JWKA] B4 --> B5[6-9 5.9 Notis Pemantauan Pelaksanaan JWKA] B5 --> B((B)) </pre>	6-5 5.5 (a) Sediakan surat kepada fakulti untuk menghantar draf JWKA pada minggu ketujuh (7). (b) Terima draf JWKA dan lengkapkan Log Terima Draf Jadual Waktu Kuliah dan Amali / Jadual Waktu Peperiksaan (PU/PS/LG03/JAD) selewat-lewatnya minggu ke lapan (8) kuliah. (c) Semak dan masukkan lokasi kuliah dan amali ke data JWKA pada minggu ke lapan (8) secara atas talian.	
PT		6-6 5.6 (a) Edar surat panggilan Mesyuarat Penyelaras JWKA dan JWP kepada Ketua PTJ selewat-lewatnya pada minggu kelapan (8) semester semasa. (b) Cetak JWKA mengikut PTJ dan bentangkan dalam mesyuarat Penyelaras JWKA/JWP untuk pengesahan pada minggu kesepuluh (10). (c) Maklumkan pindaan/ tambahan pada JWKA (jika ada). (d) Buat pindaan tambahan pada JWKA mengikut keputusan mesyuarat (jika ada)	
PT(P/O) / PT(P/O) PTJ		6-7 5.7 Buat semakan pada JWKA dan dapatkan pengesahan semasa Mesyuarat Penyelaras JWKA dan JWP.	
PT		6-8 5.8 (a) Muat naik JWKA ke laman web BK selewat-lewatnya minggu kesebelas (11) pada semester berkenaan untuk makluman pensyarah dan pelajar. (b) Jika terdapat perubahan JWKA, pindaan hendaklah mendapat kelulusan dengan alasan yang munasabah.	
PT		6-9 5.9 Keluarkan surat/notis pemantauan pelaksanaan kepada semua Penolong Pendaftar PTJ dan Juruteknik Bahagian Kemasukan selewat-lewatnya seminggu sebelum semester bermula.	
PT			
PT			
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	PERKHIDMATAN UTAMA PRASISWAZAH PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/PS/P005	Halaman: 5/8
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/ PT PTJ PT/PT(P/O)/ PJ/PT PTJ PT/PT(P/O)/ PJ/ PT PTJ PT PT PT	 <pre> graph TD B((B)) --> A[Laksana Pemantauan JWKA] A --> C((Tamat)) </pre>	6.10 5.10 (a) Laksanakan pemantauan JWKA untuk tempoh dua (2) minggu pertama semester bermula. (b) Laksanakan pemantauan JWKA mengikut zon Dewan Kuliah seliaan BK dan PTJ. (c) Masukkan maklumat Pemantauan Jadual Waktu Kuliah dan Amali dalam SMP. (d) Sahkan pemantauan JWKA secara rawak mengikut Zon Dewan Kuliah seliaan BK dan dewan kuliah di fakulti. (e) Buat laporan analisis pemantauan dan dapatkan pengesahan laporan Ketua Pentadbiran Akademik dan Antarabangsa atau Ketua Bahagian Kemasukan. (f) Buat edaran analisis pemantauan kepada semua Fakulti.	Rujuk: Manual Pengguna SMP: Modul JWKA

	PERKHIDMATAN UTAMA PRASISWAZAH PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/PS/P005		Halaman: 6/8
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7.0 6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM/600-4/9/3 JADUAL WAKTU KULIAH & AMALI SEMESTER - Jadual kerja - Surat ke fakulti mengenai Jadual Kerja - Surat/Notis penyediaan JWKA kepada semua Timbalan Dekan Akademik dan Timbalan Pengarah Pusat PTJ yang menawarkan kursus pada minggu ketiga (3) kuliah. - Surat Pemantauan Status JWKA dan Laporan Status penyediaan JWKA - Surat hantar Draf JWKA - Log Terima Draf Jadual Waktu Kuliah dan Amali / Jadual Waktu Peperiksaan (PU/PS/LG03/JAD) - Surat terima Draf JWKA dari PTJ - Surat panggilan Mesyuarat Penyelarasan JWKA/ JWP kepada Ketua PTJ - Minit Mesyuarat Penyelarasan JWKA - JWKA yang telah lengkap dan telah disahkan - Surat / Memo dari PTJ yang memerlukan Tempat Kuliah/ Amali - Surat Makluman mencetak JWKA yang telah lengkap - Surat/ Memo pembetulan/ perubahan JWKA (Jika ada) - Notis Pemantauan Pelaksanaan JWKA - Jadual Pemantauan JWKA - Laporan Pemantauan Pelaksanaan JWKA - Laporan Analisis Pemantauan	PT (P/O)	PT	Pusat Dokumen dan Rekod BK 5 Tahun	KPAA Ketua Pengarah Arkib Negara Malaysia

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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	JWKA • Surat-surat berkaitan				
2.	UPM/(PTJ)/600-4/9/3 JADUAL WAKTU KULIAH & AMALI SEMESTER • Surat edaran dan Jadual kerja • Surat/Notis penyediaan JWKA kepada semua Timbalan Dekan Akademik dan Timbalan Pengarah Pusat PTJ yang menawarkan kursus pada minggu ketiga (3) kuliah. • Surat/memo edaran draf JWKA • JWKA yang telah disahkan oleh Jabatan • Surat / memo panggilan Mesyuarat Penyelarasan peringkat Fakulti • Minit/ Catatan Mesyuarat Penyelarasan peringkat Fakulti • Draf JWKA yang telah lengkap dan telah disahkan • Salinan Surat hantar Draf JWKA • Salinan Surat panggilan Mesyuarat Penyelarasan JWKA/ JWP kepada Ketua PTJ • Salinan Minit Mesyuarat Penyelarasan JWKA • Surat Makluman dari Bahagian Kemasukan untuk mencetak JWKA yang telah lengkap • Notis Pemantauan Pelaksanaan JWKA • Surat ke Bahagian Kemasukan mengenai laporan pemantauan JWKA di Fakulti • Surat laporan analisis pemantauan JWKA beserta laporan. • Surat-surat berkaitan	PT (P/O)	PT PTJ	Pusat Dokumen dan Rekod PTJ 3 Tahun	Ketua-PTJ Ketua Pengarah Arkib Negara Malaysia

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8.0 — SEJARAH SEMAKAN

No. Isu	No. Semakan	No. CPD	Kelulusan Mesyuarat	Disedia dan Disemak	Dilulus/ diluluskan semula	Tarikh Kuatkuasa
02	00	-	Keluaran Pertama untuk satu persijilan	TNCAA	WP	03/01/2011
02	01	51/2011	Mesyuarat Pengurusan Akademik 5/2011	TNCAA	WP	12/09/2011
02	02	32/2012	Mesyuarat Pengurusan Akademik 4/2012 (Khas)	TNCAA	WP	09/05/2012
02	03	86/2012	Mesyuarat Pengurusan Akademik 7/2012 (Khas)	TNCAA	WP	14/08/2012
02	04	3/2014	Mesyuarat Pengurusan Akademik 9/2014 (Khas)	TNCAA	WP	11/08/2014
02	05	2/2015	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-21 Khas (2/2015)	TNCAA	WP	05/06/2015
02	06	2/2016	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-26 (2/2016)	TPKD-PP	TWP-PP	18/08/2016
02	07	1/2017	Mesyuarat Pengurusan Bahagian Kemasukan, Bahagian Urus Tadbir Akademik kali ke-30 (Khas) (2/2017)	TPKD-PP	TWP-PP	26/05/2017

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		PROCEDURE FOR LECTURE AND PRACTICAL TIME- TABLE MANAGEMENT

~~1.0~~ **PURPOSE**

~~This procedure explains the steps in managing Lecture and Practical Time table for undergraduate programme.~~

~~2.0~~ **1.0 SCOPE**

This procedure encompasses activities for planning, preparing, updating, distributing, implementing and monitoring of Lecture and Practical Time table for all undergraduate programmes offered every semester except for Doctor of Medicine Programme, Foundation Studies for Agriculture Science, Distance Learning , Graduating Teacher Programme Executive Mode Programme.

~~3.0~~ **2.0 RESPONSIBILITY**

TNC (A&A) , Head of PTJ , KPAA and KBK are responsible for the implementation of the procedure for lecture and practical timetable management for undergraduate programmes.
All parties involved must adhere to this procedure.

~~4.0~~ **3.0 REFERENCE DOCUMENT**

DOCUMENT CODE	TITLE OF DOCUMENT
-	Academic Calendar of Current Session
-	Universiti Putra Malaysia (Academic Matters for Undergraduates) Rules 2014
-	Study Programme Handbook
www.smp.upm.edu.my	SMP User Manual – Lecture Timetable Module
-	Relevant Senate Minutes
-	SMP User Manual – Course Bank Module
-	List of University /Supplementary/Shared Courses

~~5.0~~ **4.0 TERMINOLOGY AND ACRONYM**

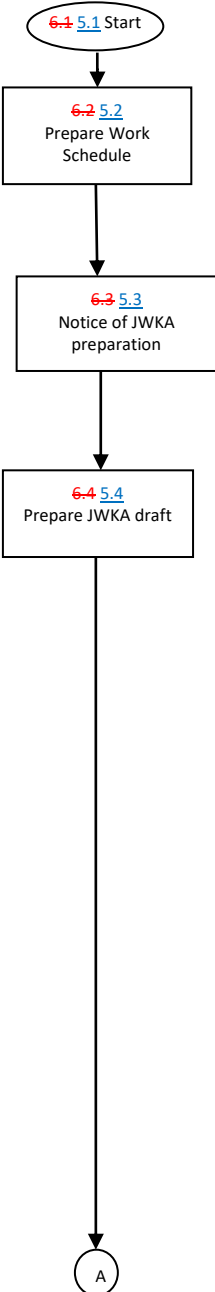
BK	: Division of Admission
Faculty	: All faculties including Co-curriculum and Student Development Centre, Centre for the Advancement of Language Competence

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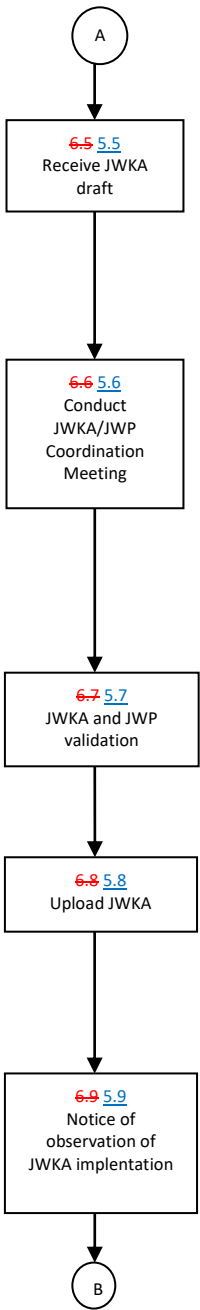
Head of PTJ	: Dean of Faculty, Director of Centre Dean of Faculty, Dean of School of Business and Economics, Director of the Centre of Foundation Studies for Agricultural Science, Director of Co-Curriculum and Student Development Centre, and Director of Centre for the Advancement of Language Competence
iDEC	: InfoComm Development Centre
JWKA	: Lecture and Practical Timetable for Undergraduate
JWP	: Undergraduate Examination Timetable
KPAA	: Head of Administration (Academic and International)
KBK	: Head, Division of Admission
PJ	: Assistant Engineer
PPT	: Assistant Administrative Officer Division of Admission
PT	: Administrative Officer Division of Admission
PT PTJ	: Administrative Officer of Centre of Responsibility
PT(P/O)	: Administrative Assistant (Clerical/Operational) Division of Admission
PT(P/O) PTJ	: Administrative Assistant (Clerical/Operational) Centre of Responsibility
PTJ	: Centre of Responsibility
SMP	: Student Information System
TDA	: Deputy Dean (Academic)
TNC(A&A)	: Deputy Vice Chancellor (Academic and International)
Undergraduate Programme	: All full time bachelor programmes, diplomas and Foundation Studies for Agriculture Science

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		PROCEDURE FOR LECTURE AND PRACTICAL TIME- TABLE MANAGEMENT

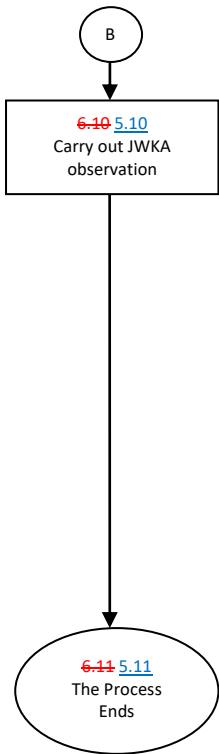
6.0 5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Record/Document
PT	 <pre> graph TD Start([6-1 5.1 Start]) --> Step2[6-2 5.2 Prepare Work Schedule] Step2 --> Step3[6-3 5.3 Notice of JWKA preparation] Step3 --> Step4[6-4 5.4 Prepare JWKA draft] Step4 --> End((A)) </pre>	6-2 5.2 Prepare work schedule and distribute to faculties by the end of week one (1) of the new semester to plan and prepare for the coming semester. 6-3 5.3 Send out letter/notice of preparation of JWKA to all Deputy Dean of Academic and Deputy Director of PTJs that offer course in Week three (3) of classes. 6-4 5.4 (a) Check example of JWKA and prepare draft to distribute to Departments for validation purposes. (b) Prepare and distribute JWKA draft to departments in week four (4) for coordination at departmental level. (c) Validate course offered in week five (5). (d) Hold a JWKA Coordination meeting at faculty level in week six (6) to validate the completed JWKA (e) Monitor JWKA status at faculty level in week six (6). Obtain JWKA preparation status at faculty level. (f) Key in JWKA data in SMP by the end of week seven (7) of semester (g) Print out and check the completed JWKA draft (code/credit hours, name of the course, programme/ classification/student quota, class/ lab (day, time, venue dan group) and name of coordinator/instructor). (h) Validate the completed JWKA draft and send to BK by week eight (8).	SMP User Manual – Lecture Timetable Module Reference: SMP User Manual – Lecture Timetable Module

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Responsibility	Flowchart	Details	Reference Record/Document
PT PT PT(P/O) / PT(P/O) PTJ PT PT/PT (P/O) PT PTJ PT PT PT PT TDA PT	 <pre> graph TD A((A)) --> B[6.5 5.5 Receive JWKA draft] B --> C[6.6 5.6 Conduct JWKA/JWP Coordination Meeting] C --> D[6.7 5.7 JWKA and JWP validation] D --> E[6.8 5.8 Upload JWKA] E --> F[6.9 5.9 Notice of observation of JWKA implementation] F --> B2((B)) </pre>	6.5 5.5 (a) Prepare letter to faculty requesting JWKA draft to be sent on week seven (7) (b) Receive JWKA draft and complete Log Terima Draf Jadual Waktu Kuliah dan Amali / Jadual Waktu Peperiksaan (PU/PS/LG03/JAD) by the end of week eight (8) of the semester. (c) Check and key in class and lab venue in JWKA data online by week eight (8). 6.6 5.6 (a) Distribute letter to call for JWKA and JWP Coordination Meeting to Head of Unit by the end of week eight (8) of the current semester. (b) Print out JWKA according to Centre of Responsibility and present it in JWKA/JWP Coordination meeting for validation in week ten (10). (c) Inform amendment/additional information of JWKA (if any) (d) Make additional amendment to JWKA based on decision of the meeting (if any) 6.7 5.7 Check JWKA and get validation during JWKA and JWP Coordination Meeting. 6.8 5.8 (a) Upload JWKA onto BK website by the end of week eleven (11) of the semester for the information of instructor and students. (b) If there is any changes of JWKA, changes need to be agreed with valid reason. 6.9 5.9 Send out letter/notice of observation of JWKA implementation to all Assistant Registrars, Centre of Responsibility and Technician, Division of Admission at least a week before commencement of new semester.	

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Responsibility	Flowchart	Details	Reference Record/Document
PT/ PT PTJ PT/PT(P/O)/ PJ/PT PTJ PT/PT(P/O)/ PJ/ PT PTJ PT PT PT	 <pre> graph TD B((B)) --> A[6.10 5.10 Carry out JWKA observation] A --> C(6.11 5.11 The Process Ends) </pre>	6.10 5.10 (a) Carry out JWKA observation in the first two (2) weeks of the beginning of new semester. (b) Carry out JWKA observation according to hall zones supervised by BK and PTJ. (c) Key in details of lecture timetable observation in SMP. (d) Endorse JWKA observation randomly according to hall zone supervised by BK and venues in faculty. (e) Produce analysis observation report and get report validation from Head of Academic and International or Head of Division of Admission (f) Circulate observation analysis to all faculties.	Reference: SMP User Manual – Lecture Timetable Module

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7.0 6.0 RECORD

No.	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
1.	UPM/600-4/9/3 LECTURE AND PRACTICAL TIMETABLE FOR UNDERGRADUATES • Work Schedule • Letter to faculty regarding Work Schedule • Letter/Notice of JWKA preparation to all Academic Deputy Deans and Deputy Directors of Centre that offers courses on week three (3) of classes. • Letter of JWKA status observation and Report of JWKA preparation status • Draft of Lecture and Practical Time table /Examination Time table Submission Log (PU/PS/LG03/JAD) • Letter of acceptance of JWKA draft from PTJ • Call for JWKA/JWP Coordination Meeting Letter to Head of Centre of Responsibility • Minutes of JWKA Coordination Meeting • Completed and verified JWKA • Letter / Memo from PTJ which needs venue for class/lab • Letter of announcement to print out completed JWKA	PT (P/O)	PT	BAKD Centre For Document and Record 5 years	KPAA Director General National Archives of Malaysia

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	- Letter / Memo of JKWA correction/ammendments (if any) - Notice of observation on the implementation of JWKA - JWKA observation timetable - Report of observation on the implementation of JWKA - Analysis report on JWKA implementation - Related letters				
2.	UPM/(PTJ)/600-4/9/3 SEMESTER LECTURE AND PRACTICAL TIMETABLE - Circular letter and Work Schedule - Letter/Notice of JWKA preparation to all Academic Deputy Dean and Deputy Director of Center that offers courses on week three (3) of classes. - Letter/memo of JWKA draft - JWKA that has been verified by department - Letter/memo calling for coordination meeting at faculty level - Minutes / Notes of coordination meeting at faculty level - JWKA draft that has been completed and verified - Copy of JWKA draft submission letter - Copy of Letter calling for JWKA/ JWP Coordination meeting to Dean of faculty and Head of Center of Responsibility - Copy of minutes of JWKA coordination meeting - Letter from Admission Division to print out completed JWKA	PT (P/O)	PT PTJ	PTJ Centre For Document and Record 3 years	Head of PTJ Director General National Archives of Malaysia

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	• Notice of observation on the implementation of JWKA • Letter to Division of Admission reporting on JWKA observation at faculty • Report Analysis letter of JWKA with observation report • Relevant letters				
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8.0 ~~CHECKING HISTORY NO NEED To translate~~

Issue No.	Review No.	CPD No.	Meeting Verification	Prepared and Checked	Verified/ Verified again	Tarikh Kuatkuasa
02	00	-	First edition for certification	TNCAA	WP	03/01/2011
02	01	51/2011	Academic Management Meeting 5/2011	TNCAA	WP	12/09/2011
02	02	32/2012	Academic Management Meeting 4/2012 (Khas)	TNCAA	WP	09/05/2012
02	03	86/2012	Academic Management Meeting 7/2012 (Khas)	TNCAA	WP	14/08/2012
02	04	3/2014	Academic Management Meeting 9/2014 (Khas)	TNCAA	WP	11/08/2014
02	05	2/2015	Division of Admission & Division of Academic Governance Meeting 21 Khas (2/2015)	TNCAA	WP	05/06/2015
02	06	2/2016	Division of Admission & Division of Academic Governance Meeting 26 (2/2016)	TPKD-PP	TWP-PP	18/08/2016
02	07	1/2017	Division of Admission & Division of Academic Governance Meeting 30 (Khas) (2/2017)	TPKD-PP	TWP-PP	26/05/2017

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~~1.0~~ **1.0 TUJUAN**

~~Prosedur ini menerangkan tatacara Pengurusan Jadual Waktu Peperiksaan (JWP) bagi setiap semester pengajian prasiswazah.~~

~~2.0~~ **1.0 SKOP**

Prosedur ini merangkumi aktiviti perancangan, penyediaan, penyebaran, pengemaskinian dan pelaksanaan penggunaan JWP bagi semua program pengajian prasiswazah yang ditawarkan untuk setiap semester pengajian kecuali Program Doktor Perubatan Program Asasi Sains Pertanian, Program Pendidikan Jarak Jauh, Program Pengsiswazahan Guru dan Program Pengajian Mod Eksekutif.

~~3.0~~ **2.0 TANGGUNGJAWAB**

TNC (A&A), Ketua PTJ , KPAA dan KBK bertanggungjawab memastikan prosedur Pengurusan JWP dilaksanakan.

Sesiapa yang terlibat mesti mematuhi prosedur ini.

~~4.0~~ **3.0 DOKUMEN RUJUKAN**

Kod Dokumen	Tajuk Dokumen
-	Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014
-	Kalendar Akademik Sesi Pengajian Berkaitan
www.smp.upm.edu.my	Manual Pengguna SMP – Modul JWP
-	Senarai Kursus Universiti/ Kursus Sumbangan/ Kursus Guna Sama/ Kursus Bahasa Asing

~~5.0~~ **4.0 TERMINOLOGI DAN SINGKATAN**

BK	:	Bahagian Kemasukan
JWKA	:	Jadual Waktu Kuliah dan Amali
JWP	:	Jadual Waktu Peperiksaan
Ketua PTJ	:	Dekan Fakulti dan Pengarah, Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah, Pusat Pemajuan

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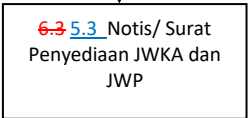
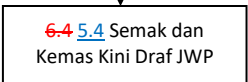
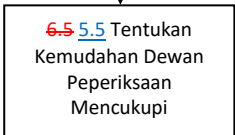
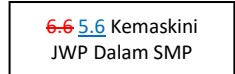
~~Kompetensi Bahasa~~

Dekan Fakulti, Dekan Sekolah Perniagaan dan Ekonomi,
Pengarah Pusat Asasi Sains Pertanian, Pengarah Pusat
Kokurikulum dan Pembangunan Pelajar dan Pengarah
Pusat Pemajuan Kompetensi Bahasa

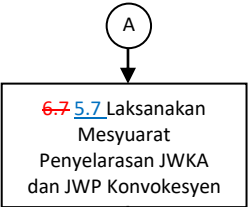
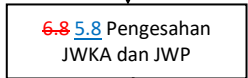
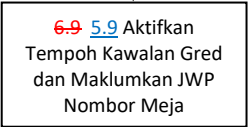
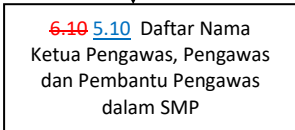
KPAA	:	Ketua Pentadbiran Akademik dan Antarabangsa
KBK	:	Ketua Bahagian Kemasukan
Program Prasiswazah	:	Semua program Bachelor, Diploma, Persediaan Diploma sepenuh masa
PJ	:	Penolong Jurutera
PT	:	Pegawai Tadbir Bahagian Kemasukan
PT PTJ	:	Pegawai Tadbir Pusat Tanggungjawab
PT(P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
PTJ	:	Pusat Tanggungjawab
SMP	:	Sistem Maklumat Pelajar
TDA	:	Timbalan Dekan Akademik
TNC (A & A)	:	Timbalan Naib Canselor (Akademik dan Antarabangsa)
UPMKB	:	Universiti Putra Malaysia Kampus Bintulu

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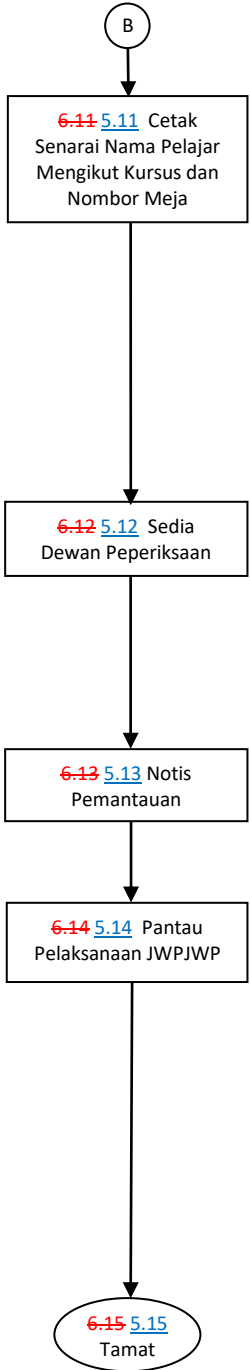
6.0 5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT			
PT PT(P/O)		6-2 <u>5.2</u> (a) Sediakan Jadual Kerja JWP bagi semester semasa selewat-lewatnya pada minggu pertama (1). (b) Kemaskini dan Jana Kod Rujukan Peperiksaan selewat-lewatnya minggu ketiga (3).	
		6-3 <u>5.3</u> Keluarkan surat/notis penyediaan JWP kepada semua Timbalan Dekan Akademik dan Timbalan Pengarah Pusat PTJ yang menawarkan kursus pada minggu ketiga (3) kuliah.	
PT PTJ TDA		6-4 <u>5.4</u> (a) Semak dan kemas kini Draf JWP. (b) Hantar Draf JWP ke BK dari minggu keempat (4) hingga minggu ketujuh (7).	
PT		(c) Terima draf JWP dari PTJ bermula minggu keempat (4) hingga minggu ketujuh (7) sahaja. Lengkapkan Log Terima Draf Jadual Waktu Kuliah dan Amali/ Jadual Waktu Peperiksaan (PU/PS/LG03/JAD).	
PT		(d) Maklumkan kepada Ketua PTJ yang belum memberi maklum balas Draf JWP selewat-lewatnya tiga (3) hari sebelum berakhir minggu ketujuh (7).	
PT/PT(P/O) PT/PT(P/O)		6-5 <u>5.5</u> (a) Tentukan kemudahan dewan peperiksaan mencukupi selewat-lewatnya pada minggu kesembilan (9) (sebelum mesyuarat penyelarasan JWKA dan JWP).	Manual Pengguna SMP – Modul JWP
PT/PT(P/O)		6-6 <u>5.6</u> Kemaskini JWP dalam SMP berdasarkan kepada maklum balas yang diterima daripada PTJ.	
			

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			No. Isu: 02
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT		6-7 <u>5.7</u>	
KPAA		(a) Edarkan surat panggilan Mesyuarat Penyelaras JWKA dan JWP kepada Ketua PTJ selewat-lewatnya pada minggu kelapan (8) semester semasa.	
Ketua PTJ		(b) Laksanakan Mesyuarat Penyelaras JWKA dan JWP untuk mendapatkan persetujuan dan pengesahan JWP selewat-lewatnya pada minggu kesepuluh (10) semester semasa.	
PT/PT(P/O)		(c) Maklumkan pindaan/tambahan pada JWP (jika ada).	
		(d) Buat pindaan/tambahan pada JWP mengikut keputusan mesyuarat (jika ada).	
PT		6-8 <u>5.8</u>	
		Buat semakan pada JWP dan dapatkan pengesahan semasa Mesyuarat Penyelaras JWKA dan JWP.	
PT		6-9 <u>5.9</u>	
		(a) Aktifkan tempoh Kawalan Gred dalam sistem SMP bagi penyediaan senarai kawalan gred peperiksaan akhir selepas mesyuarat JWP selewat-lewatnya pada minggu kesebelas (11) semester semasa.	Manual Pengguna SMP – Modul JWP.
PT		(b) Muat naik JWP ke dalam laman web http://www.akademik.upm.edu.my/ http://www.smp.upm.edu.my (untuk rujukan pelajar, pensyarah dan pegawai UPM) selewat-lewatnya pada minggu kesebelas (11).	
PT		(c) Maklumkan kepada pihak fakulti untuk mencetak JWP yang telah lengkap mulai minggu ke sebelas (11).	
PT PTJ		6-10 <u>5.10</u>	
		(a) Daftarkan Nama Ketua Pengawas, Pengawas dan Pembantu Pengawas dalam SMP selewat-lewatnya pada minggu ketiga belas (13).	Manual Pengguna SMP – Modul JWP
PT PTJ		(b) Cetak Jadual Waktu Peperiksaan – Bilangan Pengawas dalam SMP selewat-lewatnya pada minggu ketiga belas (13).	Manual Pengguna SMP – Modul JWP
			

	PERKHIDMATAN UTAMA PRASISWAZAH		Halaman: 5/9
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT PT PTJ PT PTJ PT/PT(P/O)/ PJ/PT PTJ PT/ PT PTJ PT PT/PT(P/O)/ PJ/PT PTJ PT/PT(P/O)/ PJ/ PT PTJ PT PT	 <pre> graph TD B((B)) --> A[6.11 5.11 Cetak Senarai Nama Pelajar Mengikut Kursus dan Nombor Meja] A --> B1[6.12 5.12 Sedia Dewan Peperiksaan] B1 --> B2[6.13 5.13 Notis Pemantauan] B2 --> B3[6.14 5.14 Pantau Pelaksanaan JWPJWP] B3 --> E([6.15 5.15 Tamat]) </pre>	6.11 5.11 (a) Maklumkan kepada PTJ untuk mencetak Senarai Nama Pelajar Mengikut Kursus dan Nombor Meja dalam SMP mulai hari pertama (1) minggu kelima belas (15). (b) Cetak Senarai Nama Pelajar mengikut kursus dan nombor meja dalam SMP selewat-lewatnya pada minggu kelima belas (15). (c) Paparkan Senarai Nama Pelajar mengikut kursus dan nombor meja selewat-lewatnya satu (1) hari sebelum peperiksaan bermula. 6.12 5.12 (a) Pastikan dewan peperiksaan disediakan dan boleh digunakan pada hari peperiksaan bermula. (b) Pamer JWP di papan kenyataan dewan peperiksaan seliaan BK dan PTJ selewat-lewatnya sehari (1) sebelum peperiksaan. 6.13 5.13 Keluarkan surat/notis pemantauan pelaksanaan kepada semua Penolong Pendaftar PTJ dan Juruteknik Bahagian Kemasukan pada minggu keempat belas (14). 6.14 5.14 (a) Laksanakan pemantauan JWP mengikut zon Dewan Kuliah seliaan AKD dan PTJ. (b) Masukkan maklumat Pemantauan Jadual Waktu Peperiksaan dalam SMP. (c) Buat laporan analisis pemantauan dan dapatkan pengesahan Ketua Pentadbiran Akademik dan Antarabangsa atau Ketua Bahagian Kemasukan. (d) Buat edaran analisis pemantauan kepada semua Fakulti.	Manual Pengguna SMP – Modul JWP Rujuk Log Persiapan Dewan Peperiksaan. (PU/PS/LG04/JAD) Rujuk : Manual Pengguna SMP: Modul JWP

	PERKHIDMATAN UTAMA PRASISWAZAH		Halaman: 6/9
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7.0 6.0 REKOD KUALITI

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM/600-4/9/4 JADUAL WAKTU PEPERIKSAAN SEMESTER - Jadual Kerja JWP - Surat/Notis penyediaan JWP kepada semua Timbalan Dekan Akademik dan Timbalan Pengarah Pusat PTJ yang menawarkan kursus pada minggu ketiga (3) kuliah. - Draf JWP yang diedar kepada PTJ - Log Terima Draf Jadual Waktu Kuliah dan Amali/ Jadual Waktu Peperiksaan (PU/PS/LG03/JAD). - Draf JWP yang diterima dari PTJ - Surat makluman kepada Ketua PTJ yang belum memberi maklum balas draf JWP. - Statistik Kursus Mengikut Kumpulan Peperiksaan - Surat/ Memo Maklum Balas PTJ - Surat panggilan Mesyuarat Penyelarasan JWKA dan JWP - Senarai kehadiran Mesyuarat Penyelarasan JWKA dan JWP - Minit Mesyuarat Penyelarasan JWKA dan JWP - JWP Pindaan yang disyorkan oleh mesyuarat (jika ada) - Pengaktifan Tempoh Kawalan Gred - JWP yang lengkap - JWP disemak dalam laman web BAKD - Surat Makluman kepada pihak fakulti untuk mencetak JWP yang telah lengkap - Surat makluman kepada PTJ untuk mendaftarkan Nama Ketua	PT (P/O)	PT	Pusat Dokumen dan Rekod BK 5 Tahun	KPAA Ketua Pengarah Arkib Negara Malaysia

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	Kod Dokumen: UPM/PU/PS/P006		No. Isu: 02
	PROSEDUR PENGURUSAN JADUAL WAKTU PEPERIKSAAN		Tarikh: 19/06/2020

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	Pengawas, Pengawas dan Pembantu Pengawas • Surat makluman kepada PTJ untuk mencetak Senarai Nama Pelajar Mengikut Kursus dan Nombor Meja • Log Persiapan Dewan Peperiksaan (PU/PS/LG04/JAD) • Contoh poster JWP papan kenyataan dewan peperiksaan • Notis Pemantauan Pelaksanaan JWP • Log Pemantauan JWP • Senarai nama pegawai pemantau mengikut zon seliaan BK • Laporan Pemantauan JWP yang telah diisi • Laporan Analisis Pemantauan JWP • Surat-surat berkaitan				
2.	UPM/(PTJ)/600-4/9/4 JADUAL WAKTU PEPERIKSAAN SEMESTER • Surat/Notis penyediaan JWP kepada semua Timbalan Dekan Akademik dan Timbalan Pengarah Pusat PTJ yang menawarkan kursus pada minggu ketiga (3) kuliah. • Draf JWP yang diterima dari BK • Draf JWP yang telah disemak untuk dihantar ke BK • Surat makluman kepada Ketua PTJ yang belum memberi maklum balas draf JWP (Jika ada) • Maklum Balas PTJ • Surat panggilan Mesyuarat Penyelarasan JWKA dan JWP • Minit Mesyuarat Penyelarasan JWKA dan JWP	PT (P/O)	PT	Pusat Dokumen dan Rekod PTJ 3 Tahun	Ketua-PTJ Ketua Pengarah Arkib Negara Malaysia

	PERKHIDMATAN UTAMA PRASISWAZAH PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/PS/P006	Halaman: 8/9
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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	- Surat Makluman kepada pihak fakulti untuk mencetak JWP yang telah lengkap - JWP yang lengkap - Surat makluman kepada PTJ untuk mendaftarkan Nama Ketua Pengawas, Pengawas dan Pembantu Pengawas - Cetakan Jadual Waktu Peperiksaan – Bilangan Pengawas - Surat makluman kepada PTJ untuk mencetak Senarai Nama Pelajar Mengikut Kursus dan Nombor Meja - Log Persiapan Dewan Peperiksaan (PU/PS/LG04/JAD) - Contoh poster JWP papan kenyataan dewan peperiksaan - Notis Pemantauan Pelaksanaan JWP - Senarai Nama Pegawai Pemantau JWP seliaan PTJ - Log Pemantauan JWP - Laporan Analisis Pemantauan JWP - Surat-surat berkaitan				

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8.0 — SEJARAH SEMAKAN

No. Isu	No. Semakan	No. CPD	Kelulusan Mesyuarat	Disedia dan Disemak	Dilulus/ diluluskan semula	Tarikh Kuatkuasa
02	00	-	Keluaran Pertama	TNCAA	WP	03/01/2011
02	01	52/2011	Mesyuarat Pengurusan Akademik 5/2011	TNCAA	WP	12/09/2011
02	02	87/2012	Mesyuarat Pengurusan Akademik 7/2012	TNCAA	WP	14/08/2012
02	03	3/2014	Mesyuarat Pengurusan Akademik 19/2014 (Khas)	TNCAA	WP	11/08/2014
02	04	2/2015	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-21 Khas (2/2015)	TNCAA	WP	05/06/2015
02	05	2/2016	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-26 (2/2016)	TPKD-PP	TWP-PP	18/08/2016
02	06	1/2017	Mesyuarat Pengurusan Bahagian Kemasukan, Bahagian Urus Tadbir Akademik kali ke-30 (Khas) (2/2017)	TPKD-PP	TWP-PP	26/05/2017

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	PROCEDURE FOR EXAMINATION TIME- TABLE MANAGEMENT	Date: 19/06/2020

~~1.0~~ **PURPOSE**

~~This procedure explains the examination time table management (JWP) for every semester of undergraduate studies.~~

~~2.0~~ **1.0 SCOPE**

This procedure encompasses activities for planning, preparing, disseminating, updating and implementing the use of JWP for all undergraduate programme of studies offered for each semester of studies except for Doctor of Medicine Programme, Foundation Programme for Agriculture Science, Distance Learning, Graduate Programme for Teachers and Executive Mode Programme.

~~3.0~~ **2.0 RESPONSIBILITY**

TNC (A&A) , Head of PTJ, KPAA and KBK are responsible for the implementation of the examination time table management procedure.

All parties involved must adhere to this procedure.

~~4.0~~ **3.0 REFERENCE DOCUMENT**

Document Code	Title of Document
-	Universiti Putra Malaysia (Undergraduate Academic Matters) Rules 2014
-	Academic Calendar of that particular Study Session
www.smp.upm.edu.my	SMP User Manual JWP Module
-	List of University /Supplementary/Shared/Foreign Language Courses

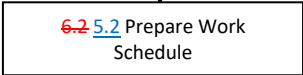
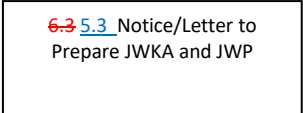
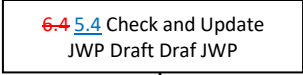
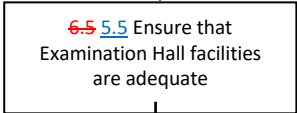
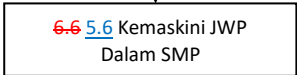
	MAIN SERVICE UNDERGRADUATE OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC AND INTERNATIONAL) Document Code: UPM/PU/PS/P006	Page: 2/9
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		Issue No: 02
	PROCEDURE FOR EXAMINATION TIME- TABLE MANAGEMENT	Date: 19/06/2020

5.0 4.0 TERMINOLOGY AND ACRONYM

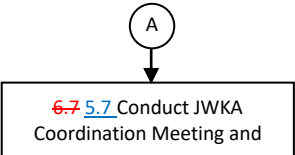
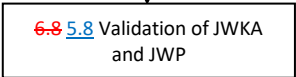
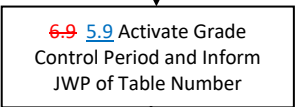
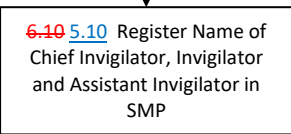
BK	:	Division of Admission
Head of PTJ	:	Dean of Faculty, Director of Co- Curriculum and Student Development Centre and Director of Centre For The Advancement of Language Competence
	:	Dean of Faculty, Dean of School of Business and Economics, Director of the Centre of Foundation Studies for Agricultural Science, Director of Co-Curriculum and Student Development Centre, and Director of Centre for the Advancement of Language Competence
JWKA	:	Lecture and Lab Schedule
JWP	:	Examination Time -table
KPAA	:	Head of Administration for Academic and International
KBK	:	Head, Division of Admission
PJ	:	Assistant Engineer
PT	:	Administrative Officer for Admission Division
PT PTJ	:	Administrative Officer for Centre of Responsibility
PT(P/O)	:	Assistant Administrative Officer (Clerical and Operational)
PTJ	:	Centre of Responsibility
SMP	:	Student Information System
TDA	:	Deputy Dean (Academic)
TNC (A & A)	:	Deputy Vice Chancellor (Academic and International)
Undergraduate Programme	:	Full time Bachelor, Diploma, Diploma Preparatory programmes
UPMKB	:	Universiti Putra Malaysia Bintulu Campus

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		PROCEDURE FOR EXAMINATION TIME- TABLE MANAGEMENT

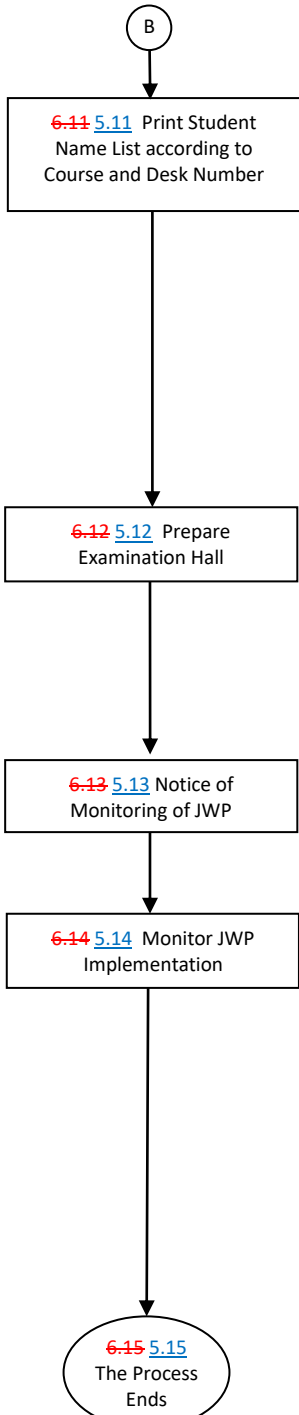
6.0 5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Record/ Document
PT			
PT PT(P/O)		6-2 5.2 (a) Prepare work schedule of JWP for current semester by week one (1). (b) Update and generate Examination Reference Code by week three (3).	
		6-3 5.3 Issue letter/notice for work schedule preparation to all Deputy Deans (Academic) and Deputy Directors of Centres which offer courses in week three (3) of lectures.	
PT PTJ TDA		6-4 5.4 (a) Check and update JWP Draft (b) Send JWP draft from week four (4) until week seven (7).	
PT		(c) Receive JWP Draft from PTJ beginning of week four (4) until week seven (7) only. Complete the Draft of Lecture and Practical Time table /Examination Time table Submission Log (PU/PS/LG03/JAD)	
PT		(d) Notify Head of PTJ who have not given any feedback about JWP Draft latest by three (3) days before the end of week seven (.7)	
PT/PT(P/O) PT/PT(P/O)		6-5 5.5 (a) Ensure that examination hall facilities are adequate latest by week nine (9) (before JKWA and JWP Coordination Meeting)	SMP User Manual-JWP Module
PT/PT(P/O)		6-6 5.6 Update JWP in SMP based on feedback from PTJ.	
			

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Responsibility	Flowchart	Details	Reference Record/ Document
PT		6-7 <u>5.7</u> (a) Send letter calling for JWKA and JWP Coordination Meeting to Head of PTJ latest by week eight (8) of current semester.	
KPAA		(b) Conduct JWKA and JWP Meeting to obtain JWP approval and endorsement latest by week ten (10) of current semester.	
Ketua PTJ		(c) Notify ammendmend/addition to JWP (if any)	
PT/PT(P/O)		(d) Make ammendmend/addition to JWP based on the decision of meeting (if any)	
PT		6-8 <u>5.8</u> Review JWP and obtain confirmation during JWKA and JWP Meeting	SMP User Manual; JWP Module
PT		6-9 <u>5.9</u> (a) Activate Grade Control period in SMP for the preparation of final examination grade control list after JWP Meeting latest by week eleven (11) of current semester	
PT		(b) Upload JWP unto http://www.akademik.upm.edu.my/ http://www.smp.upm.edu.my website (for the reference of students, lecturers and UPM officers) latest by week eleven (11)	
PT		(c) Notify the faculty to print completed JWP beginning week eleven (11)	
PT PTJ		6-10 <u>5.10</u> (a) Register Name of Chief Invigilator, Invigilator and Assistant Invigilator latest by week thirteen (13)	SMP User Manual; JWP Module
PT PTJ		(b) Print Examination Schedule-Number of Invigilators in SMP latest by week thirteen (13)	SMP User Manual; JWP Module
			

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Responsibility	Flowchart	Details	Reference Record/ Document
PT	 <pre> graph TD B((B)) --> A[6-14 5.11 Print Student Name List according to Course and Desk Number] A --> C[6-12 5.12 Prepare Examination Hall] C --> D[6-13 5.13 Notice of Monitoring of JWP] D --> E[6-14 5.14 Monitor JWP Implementation] E --> F([6-15 5.15 The Process Ends]) </pre>	6-14 <u>5.11</u> (a) Notify PTJ to print Student Name List according to Course and Desk Number in SMP beginning the first day of week fifteen (15) (b) Print Student Name List according to desk number in SMP latest by week fifteen (15) (c) Display Student Name List according to course and desk number latest by one (1) day before the examination.	SMP User Manual; JWP Module
PT PTJ			
PT PTJ			
PT/PT(P/O)/ PJ/PT PTJ		6-12 <u>5.12</u> (a) Ensure that the prepared examination hall is available for use on the day the examination begins. (b) Put up JWP on the notice board of the examination halls under the supervision of BK and PTJ latest one (1) day before the examination.	Hall Preparation Log (PU/PS/LG04/JAD)
PT/ PT PTJ			
PT		6-13 <u>5.13</u> Issue letter/notice of monitoring implementation to all Assistant Registrars of PTJ and Technician of Admission Division in week fourteen (14)	
PT/PT(P/O)/ PJ/PT PTJ		6-14 <u>5.14</u> (a) Carry out JWP monitoring according to Lecture Hall zones under the supervision of AKD and PTJ. (b) Upload information on Examination Time table Monitoring in SMP (c) Prepare monitoring analysis report and obtain the approval of Head of Administration (Academic & International) or Head of Admission Division. (d) Distribute monitoring analysis to all Faculties	Refer: SMP User Manual; JWP Module
PT/PT(P/O)/ PJ/ PT PTJ			
PT			
PT			

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7.0 6.0 QUALITY RECORD

No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
1.	UPM/600-4/9/4 SEMESTER EXAMINATION SCHEDULE - JWP Work Schedule - Letter/Notice to all Deputy Deans (Academic) and Deputy Directors of PTJ which offer course in week three (3) of Lecture - JWP Draft distributed to PTJ - JWP Draft received from PTJ - Draft of Lecture and Practical Time table /Examination Time table Submission Log (PU/PS/LG03/JAD) - JWP Draft received from PTJ - Notification Letter to Head of PTJ who have not given any feedback on JWP draft. - Course statistics according to Examination Group - PTJ Feedback Letter/Memo - Call for meeting for JWKA and JWP Coordination Meeting - Attendance List for JWKA and JWP Coordination Meeting - JWKA and JWP Coordination Meeting Minutes of Meeting - JWP ammendments recommnded by the meeting (if any) - Activation of Grade Control Period - Complete JWP - JWP is checked in BAKD website - Notification Letter to the faculty to print the final JWP - Letter to PTJ to register name of Chief Invigilator, Invigilator and Assistant Invigilator	PT (P/O)	PT	BK Centre For Document and Record 5 Years	KPAA Director General National Archives of Malaysia

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No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
	- Letter to PTJ to print Student Name List according to Course and Desk No - Exam Hall Preparation Log (PU/PS/LG04/JAD) - Sample of JWP on the examination hall notice board - JWP Monitoring Implementation Notice - JWP Monitoring Log - List of staff monitoring the zone under the supervision of BK - Completed JWP Monitoring Report - JWP Report Analysis - Relevant letters				
2.	UPM/(PTJ)/600-4/9/4 SEMESTER EXAMINATION SCHEDULE - Letter/Notice to all Deputy Dean (Academic) and Deputy Director of COR which offer course in week three (3) of Lecture - JWP Draft received from BK - Checked JWP draft to be submitted to BK - Letter to PTJ which have not given any feedback about JWP draft (if any) - Feedback from COR - Call for meeting for JWKA and JWP Coordination Meeting - JWKA and JWP Coordination Meeting - Minutes of Meeting - Notification Letter to the faculty to print the final JWP - Complete JWP	PT (P/O)	PT	PTJ Centre For Document and Record 3 Years	Head of PTJ Director General National Archives of Malaysia

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No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
	- Letter to PTJ to register name of Chief Invigilator, Invigilator and Assistant Invigilator - Printed Exam Time table-No of Invigilators - Letter to PTJ to print Student Name List according to Course and Desk No - Log Persiapan Dewan Peperiksaan (PU/PS/LG04/JAD) Exam Hall Preparation Log - Sample of JWP on the examination hall notice board (PU/PS/LG04/JAD) - JWP Monitoring Implementation Notice - Name List of JWP under PTJ supervision Monitoring Officer - JWP Monitoring Report - JWP Monitoring Analysis Report - Relevant Letters				

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8.0 — SEJARAH SEMAKAN

No. Isu	No. Semakan	No. CPD	Kelulusan Mesyuarat	Disedia dan Disemak	Dilulus/ diluluskan semula	Tarikh Kuatkuasa
02	00	-	Keluaran Pertama	TNCAA	WP	03/01/2011
02	01	52/2011	Mesyuarat Pengurusan Akademik 5/2011	TNCAA	WP	12/09/2011
02	02	87/2012	Mesyuarat Pengurusan Akademik 7/2012	TNCAA	WP	14/08/2012
02	03	3/2014	Mesyuarat Pengurusan Akademik 19/2014 (Khas)	TNCAA	WP	11/08/2014
02	04	2/2015	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-21 Khas (2/2015)	TNCAA	WP	05/06/2015
02	05	2/2016	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-26 (2/2016)	TPKD-PP	TWP-PP	18/08/2016
02	06	1/2017	Mesyuarat Pengurusan Bahagian Kemasukan, Bahagian Urus Tadbir Akademik kali ke-30 (Khas) (2/2017)	TPKD-PP	TWP-PP	26/05/2017

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1.0 SKOP

Prosedur ini merangkumi aktiviti perancangan pengendalian kursus, kuliah, amali, tutorial, tugas pelajar, disertasi/projek bacelor, seminar, kuiz, latihan industri, penempatan klinikal, latihan ladang dan amali kursus, latihan kerja praktikum, kursus muzik berbentuk kumpulan/individu, kursus berstudio, pemantauan pengendalian kursus dan penilaian pengajaran.

2.0 TANGGUNGJAWAB

TNC (A&A), Ketua PTJ, TDA dan KPAA bertanggungjawab memastikan bahawa Prosedur Pengendalian Kursus ini dilaksanakan.

Sesiapa yang terlibat mesti mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
Terkini	Manual Pengguna - SMP Modul Pendaftaran Kursus Cetakan Senarai Pelajar Setiap Kursus.
Terkini	Kandungan Kursus Terkini
Terkini	Buku Panduan Pengajian Prasiswazah
Terkini	Buku Panduan Persediaan Dokumen Program Pengajian Prasiswazah
-	Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014
Terkini	Jadual Waktu Kuliah dan Amali
-	Putra Learning Hub http://www.learninghub.upm.edu.my
Terkini	Laporan Penilaian Pengajaran-Pembelajaran
Terkini	Julat Peratus Penaksiran Diploma, Bacelor dan Kursus Kokurikulum yang diluluskan Senat
UPM/PU/PS/P017	Prosedur Pengurusan dan Pelaksanaan Latihan Industri
UPM/PU/PS/AK020	Arahan Kerja Pengajaran (Kuliah, Tutorial, Amali, Kuiz, Tugas Pelajar)
UPM/PU/PS/AK021	Arahan Kerja Disertasi/Projek Bacelor
UPM/PU/PS/AK023	Arahan Kerja Rotasi/Posting Klinikal
UPM/PU/PS/AK024	Arahan Kerja Kursus Amalan Ladang dan Amali Kursus
UPM/PU/PS/AK025	Arahan Kerja Latihan Kerja Praktikum

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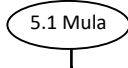
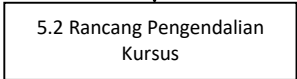
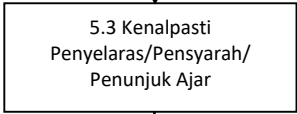
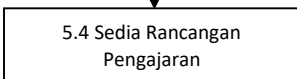
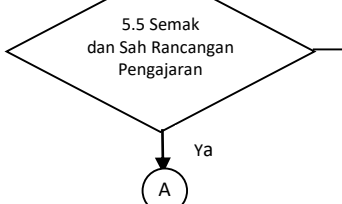
Kod Dokumen	Tajuk Dokumen
UPM/PU/PS/AK026	Arahan Kerja Kursus Berstudio
UPM/PU/PS/AK035	Arahan Kerja Pengendalian Kuliah Dan Amali Gantian
PU/PS/GP004	Garis Panduan Kriteria Pensyarah/Penunjuk ajar Sambilan
PU/PS/GP005	Garis Panduan Pelantikan Penyelaras dan Pengajar Kursus
PU/PS/GP009	Garis Panduan Pengurusan dan Pelaksanaan Latihan Industri

4.0 TERMINOLOGI DAN SINGKATAN

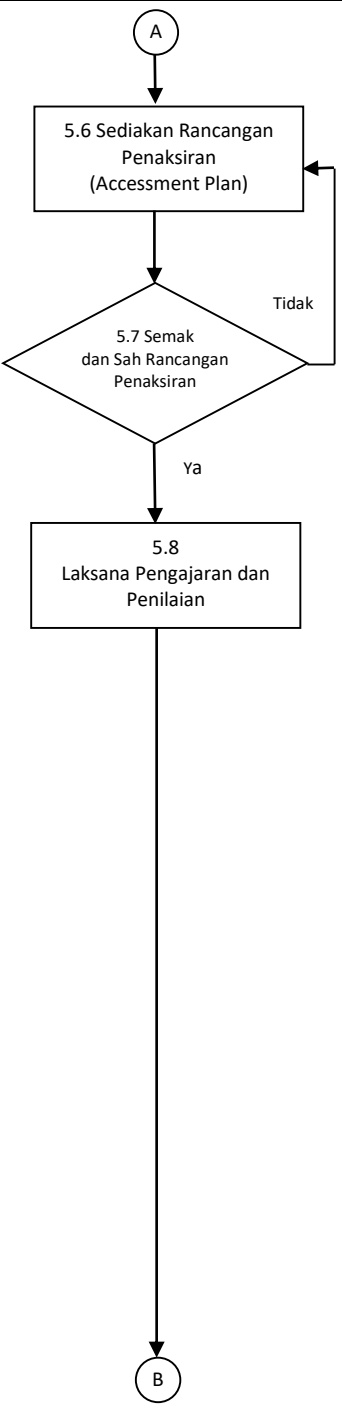
JJPP	: Jumlah Jam Pembelajaran Pelajar
JWKA	: Jadual Waktu Kuliah dan Amali
Ketua PTJ	: Dekan, Pengarah Pusat Asasi Sains Pertanian, Pusat Kokurikulum dan Pembangunan Pelajar, dan Pusat Pemajuan Kompetensi Bahasa <u>Dekan Fakulti, Dekan Sekolah Perniagaan dan Ekonomi, Pengarah Pusat Asasi Sains Pertanian, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa</u>
KJ	: Ketua Jabatan
KPAA	: Ketua Pentadbiran Akademik dan Antarabangsa
Hi-Staf	: Hub Informasi Staf
LO	: Hasil Pembelajaran Kursus
OLS	: Sistem Perkhidmatan Makmal
Penunjukajar	: Tutor, Pegawai Sains, Pembantu Makmal dan yang terlibat dengan aktiviti pengajaran
PK	: Penyelaras Kursus (Bagi Kursus yang mempunyai lebih daripada satu (1) kumpulan, Ketua Jabatan boleh melantik seorang Penyelaras Kursus)
PPO	: Penilaian Pengajaran Atas Talian
PO	: Hasil Pembelajaran Program Pengajian
PT (P/O) PTJ	: Pembantu Tadbir (P/O) PTJ
SMP	: Sistem Maklumat Pelajar
TDA	: Timbalan Dekan Akademik
TNC (A&A)	: Timbalan Naib Canselor (Akademik dan Antarabangsa)

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5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
KJ/TDA			
KJ/TDA		5.2 (a) Kenal pasti dan senaraikan kursus yang akan ditawarkan berdasarkan kurikulum dan skema pengajian selewat-lewatnya minggu ke tujuh (7) semester sebelum. (b) Kenal pasti dan buat permohonan kursus yang diperlukan daripada jabatan/fakulti lain selewat-lewatnya minggu ke tujuh (7) semester sebelum. (c) Kenal pasti dan senaraikan penyelaras/ pensyarah/ penunjuk ajar. (d) Kenal pasti dan senaraikan pensyarah/penunjuk ajar sambilan jika pegawai akademik tidak mencukupi. (e) Sahkan kursus yang ditawarkan dan Penyelaras/ Pensyarah/ Penunjuk ajar yang akan mengendalikan kursus dalam Mesyuarat Jabatan/Fakulti dibuat sebelum minggu ke lapan (8) semester sebelum. (f) Pastikan keperluan prasarana pengajaran mencukupi dan berfungsi.	Senarai Semak Bidang Kepakaran Pegawai Akademik dan Beban Pengajaran Pensyarah (PU/PS/SS01/AJR) Garis Panduan Kriteria Pensyarah/ Penunjuk ajar Sambilan (PU/PS/GP004)
KJ			
TDA/KJ			
KJ/TDA			
KPAA/ Ketua PTJ			
KJ/Ketua PTJ		5.3 Kenalpasti dan maklumkan Penyelaras/ Pensyarah/ Penunjuk Ajar kursus bagi semua program prasiswazah selewat-lewatnya empat (4) minggu sebelum semester bermula kecuali pelantikan penunjuk ajar sambilan bagi kursus-kursus universiti selewat-lewatnya pada minggu kedua selepas semester bermula. Sertakan rangka kursus terkini yang mengandungi LO, JJPP, Taksonomi Pembelajaran, JWKA, dan Senarai Pelajar dari SMP.	Garis Panduan Pelantikan Penyelaras dan Pengajar Kursus (PU/PS/GP005)
Pensyarah/PK		5.4 Sediakan rancangan pengajaran melalui SMP yang digunakan untuk semua kursus berpandukan rangka kursus, tarikh ujian dan peperiksaan.	Modul Penjadualan\ Rancangan Pengajaran e-SMP
KJ/TDA		5.5 (a) Semak dan sahkan Rancangan Pengajaran selewat-lewatnya satu (1) minggu sebelum semester bermula. (b) Jika ya, ikut langkah 5.6 (c) Jika tidak, ikut langkah 5.4	Modul Penjadualan\ Rancangan Pengajaran e-SMP

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Pensyarah/PK	 <pre> graph TD A((A)) --> B[5.6 Sediakan Rancangan Penaksiran (Assessment Plan)] B --> C{5.7 Semak dan Sah Rancangan Penaksiran} C -- Tidak --> B C -- Ya --> D[5.8 Laksana Pengajaran dan Penilaian] D --> E((B)) </pre>	5.6 Sediakan rancangan penaksiran berpandukan julat peratus penaksiran terkini yang diluluskan Senat.	Modul Peperiksaan \ Kemasukan Markah
KJ/TDA		5.7 (a) Semak dan sahkan rancangan penaksiran selepas RP disahkan selewat-lewatnya minggu ke-4 semester pengajian berpandukan julat peratus penaksiran terkini yang diluluskan Senat. (b) Jika ya, ikut langkah 5.8 (c) Jika tidak, ikut langkah 5.6	Modul Peperiksaan \ Kemasukan Markah
Pensyarah/PK		5.8 (a) Sediakan fail kursus (selewat-lewatnya pada minggu kedua semester semasa), senarai semak rekod dan laksana pengajaran. Rujuk : (i) Arahan Kerja Pengajaran (Kuliah, Tutorial, Kuiz, Tugas Pelajar) (UPM/PU/PS/AK020), (ii) Arahan Kerja Disertasi/Projek Bachelor (UPM/PU/PS/AK021), (iii) Arahan Kerja Rotasi/ Posting Klinik (UPM/PU/PS/AK023), Arahan Kerja Kursus Amalan Ladang dan Amali Kursus di Ladang (UPM/PU/PS/AK024), (iv) Arahan Kerja Latihan Mengajar dan Internship (UPM/PU/PS/AK025), (v) Arahan Kerja Studio (UPM/PU/PS/AK026), (vi) Arahan Kerja Pengendalian Kuliah Dan Amali Gantian (UPM/PU/PS/AK035) (vii) Garis Panduan Pengurusan Latihan Industri (UPM/PU/PS/GP009)	Senarai semak rekod dan laksana pengajaran Akta Universiti dan Kolej Universiti 1971, Perlembagaan Universiti Putra Malaysia Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014
KJ/TDA		(b) Dapatkan kelulusan KJ atas perubahan Rancangan Pengajaran dan Rancangan Penaksiran. (Jika berkaitan). (c) Luluskan Rancangan Pengajaran dan Rancangan Penaksiran sekiranya terdapat alasan yang munasabah tanpa menjejaskan LO kursus yang telah ditetapkan.	

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
TDA/KJ	 <pre> graph TD B((B)) --> 5.9[5.9 Pantau Pengendalian Kursus dan Buat Penilaian Pengajaran] 5.9 --> 5.10[5.10 Semak Laporan Penilaian/Pencapaian dan laksana Tindakan Pembetulan] 5.10 --> 5.11([5.11 Tamat]) </pre>	5.9 (a) Pantau pengendalian semua kursus yang ditawarkan sekurang-kurangnya sekali dalam satu semester sebelum minggu ke 10 berakhir.	Borang Pelaksanaan Pemantauan Pengajaran (PU/PS/BR04/AJR)
Pensyarah/ KJ/TDA		(b) Pastikan Penilaian Pengajaran atas talian dilaksanakan oleh pelajar sebelum minggu peperiksaan akhir.	Putra learning Hub http: www.learninghub.upm.edu.my/ta
Ketua PTJ/KJ		5.10 (a) Semak laporan kajian pengajaran pembelajaran dan laporan penilaian pelajar. (b) Laksanakan tindakan pembetulan jika tidak mencapai KPI yang ditetapkan sebelum semester berikutnya bermula	Putra learning Hub http: www.learninghub.upm.edu.my/ta

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6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM/(Kod PTJ)/600-4/30/1 Fail Pengajaran dan Pembelajaran - Senarai Kursus yang ditawarkan oleh Jabatan/Fakulti bagi semester berkenaan - Surat Permohonan Kursus yang diperlukan daripada fakulti lain - Senarai Bidang Kepakaran Pegawai Akademik dan Beban Pengajaran Pensyarah (PU/PS/SS01/AJR), - Petikan Minit Mesyuarat Jabatan mengesahkan tugas pengajaran dan kursus atau Surat Lantikan Penyelaras/Pensyarah dan Penunjuk Ajar mengajar kursus - Sinopsis dan Kandungan kursus (kuliah/ amali/ tutorial) - Pengesahan KJ atas perubahan pengajaran (Jika berkaitan) - Borang Pemantauan Pelaksanaan Pengajaran (PU/PS/BR04/AJR) - Laporan penilaian pengajaran setiap pensyarah bagi setiap kursus - Borang Penyediaan Peralatan dan Bahan Amali (PU/PS/BR02/AJR) (Jika berkaitan) - Borang Tempahan Dewan/Bilik/Ruang dan Makmal (PU/PS/ BR06/PEP) (Jika berkaitan) - Surat-surat berkaitan	PT (P/O) PTJ	KJ/Pensyarah/PT PTJ	Pusat Dokumen dan Rekod PTJ 2 Tahun	Ketua-PTJ Ketua Pengarah Arkib Negara Malaysia

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			No. Isu: 03
	PROSEDUR PENGENDALIAN KURSUS		Tarikh: 19/06/2020

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
2.	UPM/(Kod PTJ)/ 600-4/12/2 Keperluan Ujian dan Peperiksaan - Borang Semakan Penyediaan Kertas Soalan Ujian (PU/PS/BR46/PEP) - (Ujian 1) (Jika berkaitan) - Borang Semakan Penyediaan Kertas Soalan Ujian (PU/PS/BR46/PEP) - (Ujian 2) (Jika berkaitan) - Notis/surat kemasukan markah penilaian kepada penyelaras kursus/pensyarah - Notis Penyediaan Kertas Soalan Peperiksaan Akhir - Senarai Semakan Penyediaan Kertas Soalan Peperiksaan Akhir (PU/PS/ SS01/PEP) - Borang Semakan Soalan/Skema Jawapan/Peperiksaan Akhir (PU/PS/BR16/PEP) - (Peperiksaan Akhir) - Log Penerimaan Kertas Soalan/Skema Jawapan (Peperiksaan Akhir)	PT (P/O) PTJ	KJ/Pensyarah/PT PTJ	Pusat Dokumen dan Rekod PTJ 2 Tahun	Ketua-PTJ Ketua Pengarah Arkib Negara Malaysia
3.	UPM/(Kod PTJ)/600-4/30/2 (Kod Kursus) Fail Kursus Semester - Kertas Soalan Penilaian 1 dan Skema Jawapan (Jika berkaitan) - Kertas Soalan Penilaian 2 dan Skema Jawapan (Jika berkaitan) - Kertas Soalan Peperiksaan Akhir dan Skema Jawapan yang telah dimoderasi/disemak - Senarai markah dan gred Peperiksaan Akhir (Rujuk Sistem SMP dan Hi-Staf) - Borang Kehadiran Pelajar (PU/PS/ BR03/AJR) (Kuliah dan Amali) (Rujuk Sistem SMP)	PT (P/O) PTJ	Penyelaras Kursus/ Pensyarah	Pusat Dokumen dan Rekod PTJ 3 Tahun	Ketua-PTJ Ketua Pengarah Arkib Negara Malaysia

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			No. Isu: 03
	PROSEDUR PENGENDALIAN KURSUS		Tarikh: 19/06/2020

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	- Soalan Kuiz (Rujuk Putra Blast) (Jika berkaitan) - Senarai Tugas Pelajar (Jika berkaitan) - Markah Tugas (Jika berkaitan) (Rujuk Sistem SMP) - Borang Kehadiran Pelajar (PU/PS/ BR03/AJR) - (Ujian 1) - Rekod markah Ujian (Rujuk Sistem SMP dan Hi-Staf) - Borang Kehadiran Pelajar (PU/PS/ BR03/AJR) - (<u>Penilaian Berterusan</u>) (Jika berkaitan) - Rekod markah <u>Penilaian Berterusan</u> (Rujuk Sistem SMP) (Jika berkaitan) - Borang Kehadiran Pelajar (PU/PS/ BR03/AJR) - (Peperiksaan Akhir) - Notis atau catatan makluman secara lisan kuliah/amali gantian (Jika berkaitan) - Senarai Kehadiran kuliah/amali gantian (Jika berkaitan) - Borang Penilaian Pensyarah Jemputan/ Penunjukajar (PU/PS/ BR05/AJR) (Jika Berkaitan) - Surat-surat berkaitan (Jika berkaitan) - Rekod Pembelajaran Berpusatkan Pelajar (SCL) untuk Penilaian Inovasi (<u>Rujuk Hi-Staf</u>)				

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	PROCEDURE FOR COURSE MANAGEMENT	Date: 19/06/2020

1.0 SCOPE

This procedure encompasses activities for course management planning, lectures, practicals, tutorials, student assignments, bachelor dissertations / projects, seminars, quizzes, industrial training, clinical placement, farm training and practical course, group / individual music courses, studio courses, monitoring of course administration and teaching evaluation.

2.0 RESPONSIBILITY

TNC (A&A), Head of PTJ, DDA and HAAI are responsible for the implementation of the course management procedure.

All parties involved must adhere to this procedure.

3.0 REFERENCE DOCUMENT

Document Code	Title of Document
Current	User Manual – SIS Course Registration Module Printout of the List of Students in Each Course
Current	Content of Current Courses
Current	Handbook for Undergraduate Studies
Current	Handbook for Undergraduate Studies Programme Documents Setup
Current	Universiti Putra Malaysia Rules (Undergraduate Academic Rules) 2014
Current	Lectures and Practical Time table
Current	Putra Learning Hub http://www/learninghub.upm.edu.my
Current	Teaching-Learning Assessment Report
	Percentage Range of the Assessment of Diploma, Bachelor and Curriculum Courses approved by the Senate
UPM/PU/PS/P017	Procedures for Management and Implementation of Industrial Training
UPM/PU/PS/AK020	Teaching Instructions (Lectures, Tutorials, Practical, Quizzes, Student Assignments)
UPM/PU/PS/AK021	Bachelor Dissertation / Project Instructions
UPM/PU/PS/AK023	Clinical Rotation / Posting Instructions
UPM/PU/PS/AK024	Instructions for Farm Practices and Practical Coursework
UPM/PU/PS/AK025	Work Instruction for Practical Training

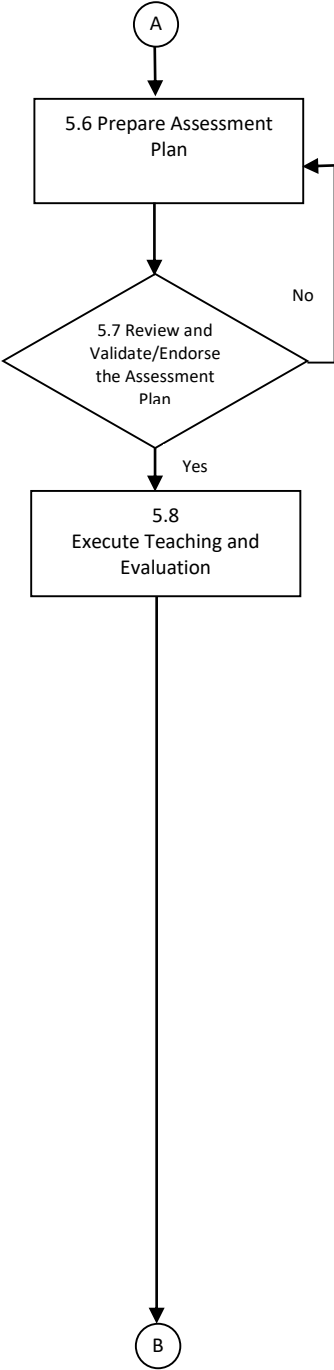
	MAIN SERVICE UNDERGRADUATE OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL) Document Code: UPM/PU/PS/P007	Pages: 2/8
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Document Code	Title of Document
UPM/PU/PS/AK026	Work Instruction for Studio Courses
UPM/PU/PS/AK035	Work Instruction for Replacement Lecture and Practical Management
PU/PS/GP004	Guidelines for Criteria of Part time Lecturer / Instructor
PU/PS/GP005	Guidelines for the Appointment of Course Coordinator and Instructor
PU/PS/GP009	Guidelines for Management and Implementation of Industrial Training

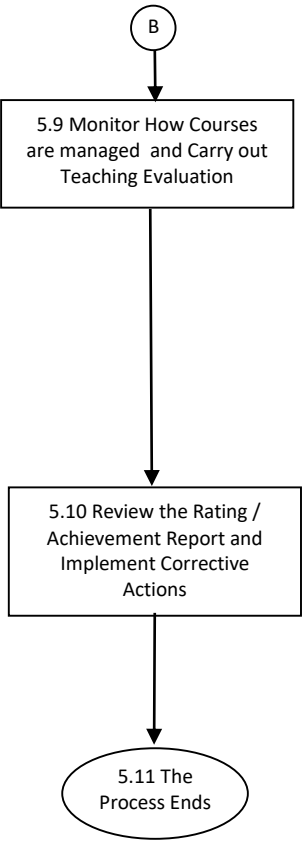
4.0 TERMINOLOGY AND ACRONYM

Head of PTJ	: Dean, Director of the Centre of Foundation Studies for Agricultural Science, Co curriculum Centre and Student Development Centre, Centre for The Advancement of Language Competency Dean of Faculty, Dean of School of Business and Economics, Director of the Centre of Foundation Studies for Agricultural Science, Director of Co-Curriculum and Student Development Centre, and Director of Centre for the Advancement of Language Competence
JJPP	: Total Student Learning Hours
JWKA	: Lecture and Practical Time table
KJ	: Head of Department
KPAA	: Head of Administration (Academic and International)
Hi-Staf	: Staff Information Hub
Instructors	: Tutors, Science Officers, Laboratory Assistants and everyone involved with teaching activities
LO	: Course Learning Outcomes
OLS	: Laboratory Facilities System
PK	: Course Coordinator (For Courses with more than one (1) group, the Head of Department may appoint a Course Coordinator)
PPO	: Online Teaching Assessment
PO	: Programme of Studies Learning Outcomes
PT (P/O) PTJ	: Administrative Assistant (Clerical and Operational) Centre for Responsibility.
SMP	: Student Information System
TDA	: Deputy Dean (Academic)
TNC (A&A)	: Deputy Vice-Chancellor (Academic and International)

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	PROCEDURE FOR COURSE MANAGEMENT	Date: 19/06/2020

Responsibility	Flowchart	Details	Reference Record/ Documents
Lecturer/ PK	 <pre> graph TD A((A)) --> 5.6[5.6 Prepare Assessment Plan] 5.6 --> 5.7{5.7 Review and Validate/Endorse the Assessment Plan} 5.7 -- No --> 5.6 5.7 -- Yes --> 5.8[5.8 Execute Teaching and Evaluation] 5.8 --> B((B)) </pre>	5.6 Provide an assessment plan based on the current range of percentages approved by Senate.	Examinations/Score Entry Module
KJ/TDA		5.7 (a) Review and endorse the assessment plan after the RP is approved by the fourth (4 th) week of the semester based on the latest senate approved assessment range of percentages. (b) If Yes, follow step 5.8 (c) If No, follow step 5.6	Examinations/Score Entry Module
Lecturer/ PK		5.8 (a) Provide course files (by the second week of the current semester), record checklists and teach. Refer to: (i) Work Instructions For Teaching (Lectures, Tutorials, Practicals, Quizzes, Student Assignments) (UPM/PU/PS/AK020), (ii) Work Instruction For Bachelor Dissertation / Project (UPM/PU/PS/AK021), (iii) Work Instructions For Clinical Rotation / Posting (UPM/PU/PS/AK023), Work Instruction For Field Training and Practical Course at the Farm (UPM/PU/PS/AK024), (iv) Work Instructions For Teaching and Internship (UPM/PU/PS/AK025), (v) Work Instructions For Studio Courses (UPM/PU/PS/AK026), (vi) Work Instructions For Replacement Lecture and Practical Management (UPM/PU/PS/AK035) (vii) Guidelines For Industrial Training Management (UPM/PU/PS/GP009)	Records and Teaching Checklist University and University College Act 1971, The Constitution of Universiti Putra Malaysia (Undergraduate Academic Matters) Rules 2014
KJ/TDA		(b) Obtain the KJ's approval for changes to the Teaching and Assessment Plan. (If any) (c) Approve Teaching and Assessment Plan if there are reasonable grounds which do not affect the LO which has been set.	

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Responsibility	Flowchart	Details	Reference Record/ Documents
TDA/KJ	 <pre> graph TD B((B)) --> 5.9[5.9 Monitor How Courses are managed and Carry out Teaching Evaluation] 5.9 --> 5.10[5.10 Review the Rating / Achievement Report and Implement Corrective Actions] 5.10 --> 5.11([5.11 The Process Ends]) </pre>	5.9 (a) Monitor the management of all courses offered at least once in a semester before the end of the 10 th week.	Form for the Implementation of Teaching Monitoring (PU/PS/BR04/AJR)
Lecturer/ KJ/TDA		(b) Make sure that the online Teaching Assessment is carried out by the students before the final examination week.	Putra learning Hub http: www.learninghub. upm.edu.my/ta
Head of PTJ/KJ		5.10 (a) Review the reports on teaching and learning and student evaluation. (b) Perform corrective actions before the next semester begins if they do not meet the KPI that has been set.	Putra learning Hub http: www.learninghub. upm.edu.my/ta

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6.0 RECORD

No.	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
1.	UPM/(Kod PTJ)/600-4/30/1 Teaching and Learning Files - List of Courses offered by the Department / Faculty for the particular semester. - Course Application Letter which is required from other faculties. - List of Academic Officers' Expertise and Lecturer's Teaching Load. (PU/PS/SS01/AJR). - Minutes of Meeting of the Department confirming the teaching duties and courses or the Appointment Letter of the Coordinator / Lecturer and the Instructor to teach the course. - Synopsis and Course Contents (lectures/practical/tutorials). - KJ's endorsement of changes in teaching (if applicable). - Teaching Implementation Monitoring Form (PU/PS/BR04/AJR). - Report of each lecturer's teaching evaluation for every course. - Equipment and Practice Material Preparation Form (PU/PS/BR02/AJR) (if applicable). - Reservation Form for Hall / Room / Space and Laboratory. (PU/PS/ BR06/PEP) (if applicable). - Relevant letters.	PT (P/O) PTJ	KJ/Lecturer/PT PTJ	PTJ Document and Record Centre 2 Years	Head of PTJ Director General National Archives of Malaysia

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No.	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
2.	UPM/(Kod PTJ)/ 600-4/12/2 Test and Examination Requirements • Test Question Paper Preparation Review Form (PU/PS/ BR46/PEP) - (Test 1) (If applicable). • Test Question Paper Preparation Review Form (PU/PS/ BR46/PEP) - (Test 2) (If applicable). • Notice / letter of assessment score entry to the Course Coordinator / Lecturer. • Final Exams Question Paper Preparation Notice. • Final Exams Question Paper Preparation Checklist (PU/PS/ SS01/PEP). • Review Form of Questions / Answer Schemes / Final Exams (PU/PS/BR16/PEP) - (Final Exams). • Question Paper / Answer Scheme Receipt Log (Final Exams).	PT (P/O) PTJ	KJ/Lecturer/PT PTJ	PTJ Document and Record Centre 2 Years	Head of PTJ Director General National Archives of Malaysia
3.	UPM/(Kod PTJ)/600-4/30/2 (Kod Kursus) Semester Course Files • Assessment Questions Paper 1 and Answer Schemes (If applicable). • Assessment Questions Paper 2 and Answer Schemes (If applicable). • Final Exams Question Paper and the Modified / Reviewed Answer Scheme. • Final Exams scores and grades (Refer to SIS and Staff-IH Systems). • Students' Attendance Form (PU/PS/ BR03/AJR) (Lectures and Practicals) (Refer to SIS).	PT (P/O) PTJ	Course Coordinator/Lecturer	PTJ Document and Record Centre 3 Years	Head of PTJ Director General National Archives of Malaysia

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No.	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
	- Quiz Questions (Refer to 'Putra Blast') (If applicable). - List of Students' Assignments (If applicable). - Assignment Scoring (If applicable) (Refer to the SIS). - Students' Attendance Form (PU/PS/ BR03/AJR) - (Test 1). - Records of Test Scores (Refer to SIS and Staff-IH Systems). - Students' Attendance Form (PU/PS/ BR03/AJR) - <u>(Continuous Assessment)</u> (If applicable). - Record of Continuous Assessment Scores (Refer to the SIS) (If applicable). - Students' Attendance Form (PU/PS/ BR03/AJR) - (Final Exams). - Notice or verbal notification of lectures/substitute practicals (If applicable). - Attendance list of lectures / substitute practicals (If applicable) - Assessment Form for Guest Lecturers / Instructors (PU/PS/ BR05/AJR) (If applicable) - Pertinent Letters (If applicable) - Student-Centred Learning (SCL) Records for the Assessment of Innovation. <u>(Refer to Staff-IH)</u>				

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	PROSEDUR PENYEDIAAN KERTAS SOALAN PEPERIKSAAN AKHIR	Tarikh: 19/06/2020

~~1.0~~ **1.0 TUJUAN**

~~Prosedur ini disediakan bagi tujuan menerangkan cara penyediaan kertas soalan peperiksaan akhir program pengajian prasiswazah.~~

~~2.0~~ **1.0 SKOP**

Prosedur ini merangkumi aktiviti pengedaran notis penyediaan kertas soalan/ skema jawapan peperiksaan akhir, penyediaan kertas soalan/ skema jawapan peperiksaan akhir, moderasi, penyemakan kertas soalan/ skema jawapan peperiksaan akhir, percetakan kertas soalan, penyimpanan kertas soalan peperiksaan akhir, pengambilan kertas soalan peperiksaan akhir dan penyerahan buku jawapan kepada Penyelaras Kursus (PK)/ pensyarah berkaitan bagi peperiksaan akhir program pengajian prasiswazah tidak termasuk program Doktor Perubatan, Program Asasi Sains Pertanian, Program Pendidikan Jarak Jauh (PJJ) dan Program Pengajian Mod Eksekutif.

~~3.0~~ **2.0 TANGGUNGJAWAB**

TNC (A&A), Ketua PTJ, KPAA dan KBAKD bertanggungjawab memastikan Prosedur Penyediaan Kertas Soalan Peperiksaan Akhir ini dilaksanakan. Sesiapa yang terlibat mesti mematuhi prosedur ini.

~~4.0~~ **3.0 DOKUMEN RUJUKAN**

Kod Dokumen	Tajuk Dokumen
UPM/PGR/MK	Manual Kualiti Universiti Putra Malaysia
-	Quality Management Systems - Requirements MS ISO 9001:2015
-	Minit Mesyuarat Senat UPM (berkaitan)
PU/PS/GP007	Garis Panduan Peperiksaan
-	Kalendar Akademik

~~5.0~~ **4.0 TERMINOLOGI/ SINGKATAN**

BAKD	:	Bahagian Urus Tadbir Akademik
JPSSJ	:	Jawatankuasa Penyemakan Soalan dan Skema Jawapan
KBAKD	:	Ketua Bahagian Urus Tadbir Akademik
Ketua PTJ	:	Dekan Fakulti, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa

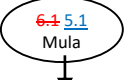
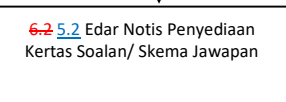
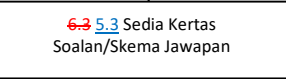
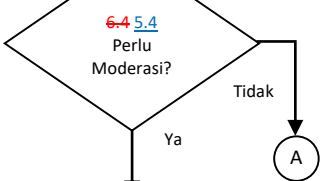
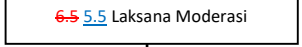
	PERKHIDMATAN UTAMA PRASISWAZAH PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/PS/P008	Halaman: 2/10
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[Dekan Fakulti, Dekan Sekolah Perniagaan dan Ekonomi, Pengarah Pusat Asasi Sains Pertanian, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa](#)

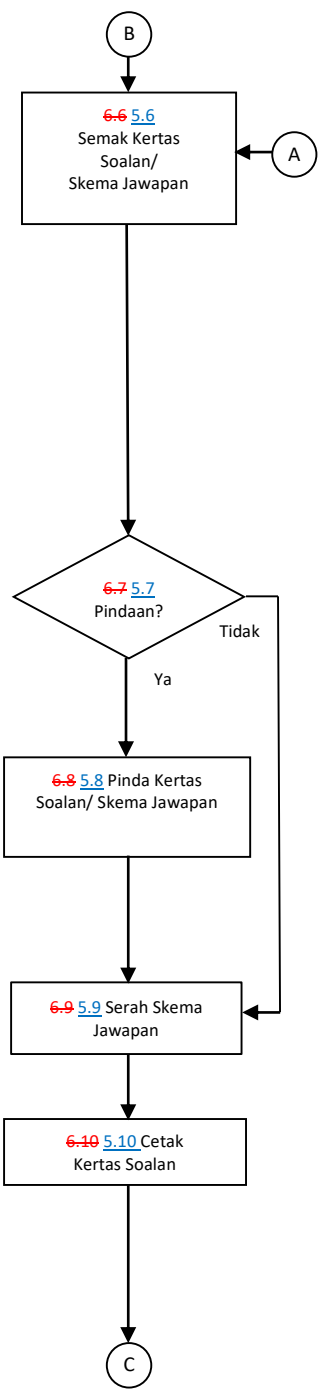
KJ	:	Ketua Jabatan di Fakulti
KPAA	:	Ketua Pentadbiran Akademik dan Antarabangsa
Moderasi kertas soal	:	Penetapan tahap tinggi rendah soalan dari aspek kesukaran dan pencapaian hasil pembelajaran (LO) yang telah ditetapkan bagi setiap kursus yang lebih dari satu kumpulan dan berlainan pensyarah agar soalan yang dihasilkan adalah sama dan seragam
peperiksaan akhir	:	
Semakan Soalan Kertas Soalan Peperiksaan Pengawas	:	Dilaksanakan oleh Jawatankuasa Semakan Soalan dan Skema Jawapan bagi memastikan ianya memenuhi hasil pembelajaran (LO) kursus yang telah ditetapkan.
	:	Pegawai yang dilantik untuk mengawal selia ujian/peperiksaan
Pensyarah Peperiksaan	:	Pensyarah yang mengajar kursus berkenaan
PK	:	Peperiksaan Akhir Semester
Program Pengajian Prasiswazah	:	Penyelaras Kursus
PT	:	Program Bachelo dan Diploma
PT (P/O)	:	Pegawai Tadbir Bahagian Urus Tadbir Akademik
PT (P/O) PTJ	:	Pembantu Tadbir (Perkeranian/Operasi) Bahagian Urus Tadbir Akademik
PT PTJ	:	Pembantu Tadbir (Perkeranian/Operasi) Pusat Tanggungjawab
PTJ	:	Pegawai Tadbir Pusat Tanggungjawab
TDA	:	Pusat Tanggungjawab
	:	Timbalan Dekan (Akademik)/ Timbalan Pengarah yang menguruskan hal Akademik
TNC (A & A) UPM	:	Timbalan Naib Canselor (Akademik dan Antarabangsa)
Wakil yang dilantik oleh Dekan	:	Universiti Putra Malaysia
	:	Individu yang dilantik oleh Dekan untuk menjalankan tugas berkenaan prosedur ini semasa ketiadaan Ketua Jabatan

 	PERKHIDMATAN UTAMA PRASISWAZAH PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/PS/P008	Halaman: 3/10
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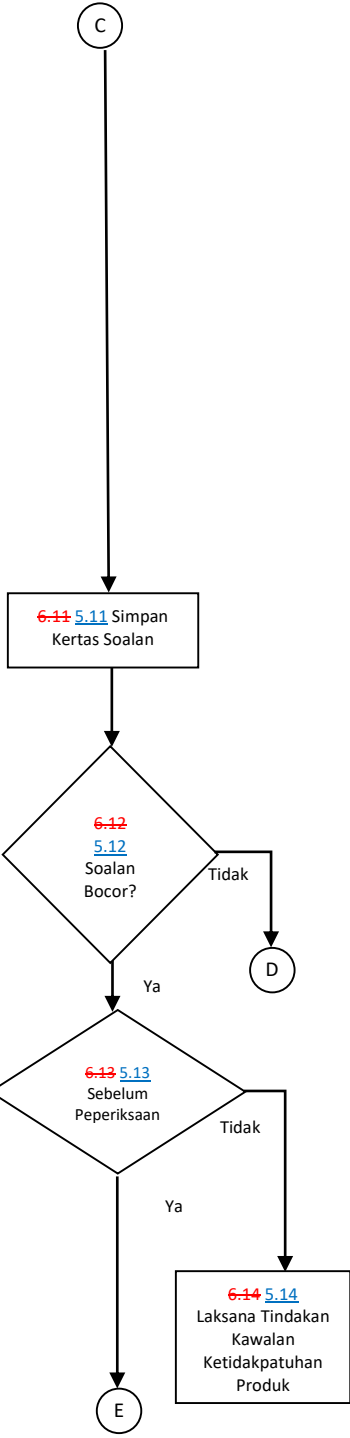
6.0 5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ/TDA			
		6-2 5.2 Edar notis penyediaan kertas soalan/ skema jawapan peperiksaan akhir kepada pensyarah selewat-lewatnya pada minggu ke lapan (8) dan hantar salinan kepada Bahagian Urus Tadbir Akademik UPM.	
PK/Pensyarah		6-3 5.3 Sediakan dua set (set pilihan dan set simpanan) kertas soalan/ skema jawapan yang berbeza bagi setiap kursus dengan merujuk silibus kursus berkenaan selewat-lewatnya pada minggu ke 10 (kesepuluh).	Rujuk: Garis Panduan Peperiksaan (PU/PS/GP007) –
PK/Pensyarah		6-4 5.4 Perlu Moderasi? (a) Sekiranya kursus melibatkan lebih dari seorang pensyarah buat moderasi kertas soalan dan skema jawapan. (b) Jika Ya, ikut langkah 6-5 5.5 . (c) Jika Tidak, ikut langkah 6-6 5.6 .	
KJ/PK/ Pensyarah		6-5 5.5 (a) Buat moderasi kertas soalan/ skema jawapan melalui perbincangan dengan pensyarah berkaitan dengan mengambil kira keseimbangan soalan mengikut silibus, kesesuaian dan kejelasan soalan, dan ketepatan skema Jawapan.	
PK/Pensyarah		(b) Rekodkan hasil perbincangan dengan menggunakan Senarai Semak Penyediaan Kertas Soalan Peperiksaan Akhir (PU/PS/SS01/PEP) dan serahkan senarai semak berkenaan kepada KJ untuk mendapat pengesahan.	Senarai Semak Penyediaan Kertas Soalan Peperiksaan Akhir (PU/PS/SS01/PEP)
TDA/KJ		(c) Jika ada perbezaan pendapat yang tidak dapat diselesaikan antara penyelaras kursus dengan pensyarah kursus, lantik seorang arbitrator untuk menangani masalah tersebut.	
PK/Pensyarah		(d) Sedia dan serah kertas soalan/ skema jawapan yang telah dimoderasi kepada KJ.	Garis Panduan Peperiksaan – (PU/PS/GP007)
			

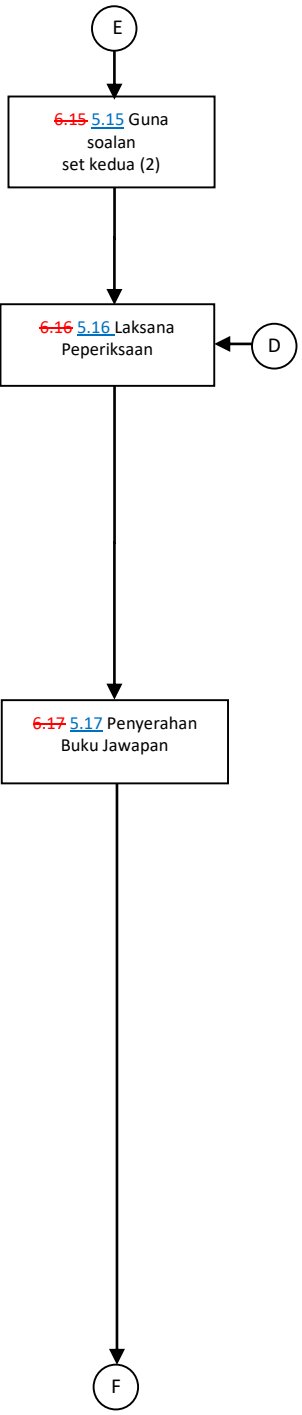
 	PERKHIDMATAN UTAMA PRASISWAZAH		Halaman: 4/10
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
TDA/KJ	 <pre> graph TD B((B)) --> A1[6-6 5.6 Semak Kertas Soalan/ Skema Jawapan] A((A)) --> A1 A1 --> D{6-7 5.7 Pindaan?} D -- Ya --> A2[6-8 5.8 Pinda Kertas Soalan/ Skema Jawapan] D -- Tidak --> A3[6-9 5.9 Serah Skema Jawapan] A2 --> A3 A3 --> A4[6-10 5.10 Cetak Kertas Soalan] A4 --> C((C)) </pre>	6-6 5.6 (a) Maklum kepada Ketua PTJ, Kertas Soalan/ Skema Jawapan yang belum diterima dan ambil tindakan susulan. Lengkapkan Log Penerimaan Kertas Soalan/ Skema Jawapan (PU/PS/LG14/PEP). (b) Buat semakan soalan/ skema jawapan pada minggu ke 11 (kesebelas). (c) Rekodkan semakan kertas soalan/ skema jawapan menggunakan Borang Semakan Soalan/ Skema Jawapan Peperiksaan Akhir (PU/PS/BR16/PEP) dan serahkan Borang Semakan Soalan/ Skema Jawapan Peperiksaan Akhir (PU/PS/BR16/PEP) yang memerlukan pindaan kepada PK/Pensyarah berkenaan.	Senarai Semak Penyediaan Kertas Soalan Peperiksaan Akhir (PU/PS/SS01/PEP) Garis Panduan Peperiksaan – (PU/PS/GP007)
JPSSJ			
KJ/Wakil yang dilantik oleh Dekan			
PK/Pensyarah		6-7 5.7 Pindaan (a) Jika Ya, ikut langkah 6-8 5.8. (b) Jika Tidak, ikut langkah 6-9 5.9.	
PK/Pensyarah		6-8 5.8 (a) Pinda Kertas soalan/ Skema Jawapan peperiksaan akhir berdasarkan cadangan JPSSJ pada minggu ke 12 (dua belas). (b) Sedia dan serah kertas soalan/ skema jawapan yang telah dipinda kepada KJ untuk pengesahan.	Garis Panduan Peperiksaan - PU/PS/GP007)
PK/Pensyarah			
KJ		6-9 5.9 Serah Skema Jawapan kepada TDA selewat-lewatnya pada minggu ke 14. Lengkapkan Log Penerimaan Kertas Soalan/ Skema Jawapan (PU/PS/LG14/PEP).	
PK/Pensyarah		6-10 5.10 (a) Serah Kertas Soalan dan Borang Permohonan Mencetak Kertas Soalan dan Keperluan Peperiksaan (PU/PS/BR01/PEP) kepada PT PTJ. (b) Rekodkan kertas soalan yang diterima dalam Senarai Semak Penerimaan Kertas Soalan Peperiksaan Akhir (PU/PS/SS02/PEP). (c) Simpan dan pastikan keselamatan kertas soalan dan skema jawapan peperiksaan akhir.	Log Penerimaan Kertas Soalan/Skema Jawapan Borang Permohonan Mencetak Kertas Soalan dan Keperluan Peperiksaan
PT PTJ			
PT PTJ			

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT PTJ PT PTJ/ PT(P/O) PTJ PT PTJ/PT (P/O) PTJ	 <pre> graph TD C((C)) --> S1[6.11 5.11 Simpan Kertas Soalan] S1 --> D1{6.12 5.12 Soalan Bocor?} D1 -- Tidak --> D((D)) D1 -- Ya --> D2{6.13 5.13 Sebelum Peperiksaan?} D2 -- Tidak --> S2[6.14 5.14 Laksana Tindakan Kawalan Ketidakpatuhan Produk] D2 -- Ya --> E((E)) S2 --> E </pre>	(d) Maklumkan kepada Ketua Jabatan kertas soalan yang belum dihantar untuk dicetak. (e) Cetak Kertas Soalan mengikut keperluan di Borang Permohonan Mencetak Kertas Soalan dan Keperluan Peperiksaan (PU/PS/BR01/PEP). (f) Pastikan keselamatan kertas soalan semasa proses pencetakan. Lengkapkan Log Percetakan Kertas Soalan Peperiksaan (PU/PS/LG01/PEP). 6.11 5.11 Simpan dan susun kertas soalan di dalam sampul berlakri mengikut tarikh peperiksaan dalam peti keselamatan di bilik Khas/ Pejabat TDA hingga hari peperiksaan. 6.12 5.12 Soalan Bocor (a) Pastikan kertas soalan disimpan dengan selamat supaya tidak berlaku kebocoran. (b) Jika Ya, ikut langkah 6.13 5.13. (c) Jika Tidak, ikut langkah 6.16 5.16. 6.13 5.13 Sebelum Peperiksaan? (a) Jika soalan bocor dikesan sebelum peperiksaan, ikut langkah 6.15 5.15. (b) Jika Tidak, ikut langkah 6.14 5.14. 6.14 5.14 Sekiranya kebocoran dikesan selepas peperiksaan laksana tindakan kawalan ketidakpatuhan produk.	Senarai Semak Penerimaan Kertas Soalan Peperiksaan Akhir Borang Permohonan Mencetak Kertas Soalan dan Keperluan Peperiksaan Garis Panduan Peperiksaan (PU/PS/GP007) dan Log Percetakan Kertas Soalan Peperiksaan
PT PTJ/KJ			
Ketua PTJ			
Ketua PTJ			
Ketua PTJ			Prosedur Kawalan Ketakakuran, Tindakan Pembetulan, Dan Peluang Penambahbaikan (UPM/PGR/P003)

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT PTJ PT PTJ Ketua Pengawas Ketua Pengawas Ketua Pengawas Ketua Pengawas Ketua Pengawas/ Pengawas Ketua Pengawas PT PTJ PK	 <pre> graph TD E((E)) --> A[6.15 5.15 Guna soalan set kedua (2)] A --> B[6.16 5.16 Laksana Peperiksaan] D((D)) --> B B --> C[6.17 5.17 Penyerahan Buku Jawapan] C --> F((F)) </pre>	6.15 5.15 (a) Cetak kertas soalan simpanan (set kedua) dan ikut langkah 6.10 5.10 (e) dan 6.10 5.10 (f). (b) Pastikan Peperiksaan dilaksanakan mengikut jadual yang ditetapkan. 6.16 5.16 (a) Ambil kertas soalan dan keperluan peperiksaan dalam tempoh satu (1) jam sebelum peperiksaan bermula. (b) Lengkapkan Log Penyerahan dan Penerimaan Dokumen Peperiksaan dan Pemulangan Buku Jawapan Ujian/ Peperiksaan (PU/PS/LG02/PEP). (c) Laksanakan Peperiksaan mengikut jadual yang ditetapkan. 6.17 5.17 (a) Arahkan pelajar meninggalkan dewan peperiksaan dengan meletakkan buku jawapan dan soalan di tempat masing masing atau letak di tempat yang disediakan. (b) Kumpul dan semak bilangan kertas soalan dan buku jawapan selaras dengan bilangan calon yang hadir. (c) Serahkan Buku Jawapan, Kertas Soalan dan Laporan Ketua Pengawas kepada PT PTJ. (d) Agihkan Buku Jawapan kepada PK/ Pensyarah. (e) Agihkan Buku Jawapan kepada pensyarah jika terdapat lebih daripada seorang pensyarah yang mengajar kursus.	Log Penyerahan dan Penerimaan Dokumen Peperiksaan dan Pemulangan Buku Jawapan Ujian/ Peperiksaan (PU/PS/LG02/PEP) Garis Panduan Peperiksaan (PU/PS/GP007)– Log Penyerahan & Penerimaan Dokumen Peperiksaan dan Pemulangan Buku Jawapan Ujian/ Peperiksaan (PU/PS/LG02/PEP) Log Penyerahan dan Penerimaan Dokumen Peperiksaan dan Pemulangan Buku Jawapan Ujian/ Peperiksaan (PU/PS/LG02/PEP)

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7.0 6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM/(Kod PTJ)/600-4/30/2 - (Kod Kursus) FAIL KURSUS SEMESTER Kertas Soalan Peperiksaan Akhir dan Skema Jawapan yang telah dimoderasi/disemak	PT (P/O) PTJ	Penyelaras Kursus/ Pensyarah	Pusat Dokumen dan Rekod PTJ 3 Tahun	Ketua PTJ Ketua Pengarah Arkib Negara Malaysia Rincih
2.	UPM/(Kod PTJ)/ 600-4/12/2 Keperluan Ujian dan Peperiksaan - Notis Penyediaan Kertas Soalan Peperiksaan Akhir - Senarai Semak Penyediaan Kertas Soalan Peperiksaan Akhir (PU/PS/SS01/PEP) - Borang Semakan Soalan/Skema Jawapan Peperiksaan Akhir (PU/PS/BR16/PEP) - Log Penerimaan Kertas Soalan/ Skema Jawapan (Peperiksaan Akhir) (PU/PS/LG14/PEP)	PT (P/O) PTJ	KJ/Pensyarah/ PT PTJ	Pusat Dokumen dan Rekod PTJ 2 Tahun	Ketua PTJ Ketua Pengarah Arkib Negara Malaysia
3.	UPM/(Kod PTJ)/600-4/12/4 PENYEDIAAN KERTAS SOALAN - Borang Permohonan Mencetak Kertas Soalan dan keperluan peperiksaan (PU/PS/BR01/PEP) - Senarai Semak Penerimaan Kertas Soalan Peperiksaan Akhir (PU/PS/SS02/PEP) - Log Pencetakan Kertas Soalan Peperiksaan (PU/PS/LG01/PEP) - Log Penyerahan & Penerimaan Dokumen Peperiksaan & Pemulangan Kertas Jawapan Ujian/Peperiksaan (PU/PS/LG02/PEP) - Surat-surat berkaitan	PT (P/O) PTJ	PT PTJ	Pusat Dokumen dan Rekod PTJ 2 Tahun	Ketua PTJ Ketua Pengarah Arkib Negara Malaysia Rincih

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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
4.	UPM/(Kod PTJ)/600-4/12/1 PENGENDALIAN PEPERIKSAAN - Borang Kehadiran Pengawas (PU/PS/BR12/PEP) - Buku Jawapan - Surat-surat berkaitan	PT (P/O) PTJ	PT PTJ	Pusat Dokumen dan Rekod PTJ 1 Tahun	Ketua-PTJ Ketua Pengarah Arkib Negara Malaysia Rincih

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8.0 — SEJARAH SEMAKAN

No. Isu	No. Semakan	No. CPD	Kelulusan Mesyuarat	Disedia dan Disemak	Dilulus/ diluluskan semula	Tarikh Kuatkuasa
02	00	-	Keluaran Pertama	TNC (A&A)	WP	03/01/2011
02	01	55/2011	Mesyuarat Pengurusan Akademik 5/2011	TNC (A&A)	WP	12/09/2011
02	02	96/2011	Mesyuarat Pengurusan Akademik 6/2011	TNC (A&A)	WP	18/11/2011
02	03	35/2012	Mesyuarat Pengurusan Akademik 4/2012 (Khas)	TNC (A&A)	WP	09/05/2012
02	04	67/2012	Mesyuarat Pengurusan Akademik 7/2012 (Khas)	TNC (A&A)	WP	14/08/2012
02	05	3/2014	Mesyuarat Pengurusan Akademik 19/2014 (Khas)	TNC (A&A)	WP	11/08/2014
02	06	3/2015	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-22 Khas (3/2015)	TNC (A&A)	WP	05/06/2015
02	07	2/2016	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-26 (2/2016)	TPKD-PP	TWP-PP	18/08/2016
02	08	1/2017	Mesyuarat Pengurusan Bahagian Kemasukan, Bahagian Urus Tadbir Akademik kali ke-30 (Khas) (2/2017)	TPKD-PP	TWP-PP	26/05/2017
02	09	2/2017	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik Bil (2/2017)(Khas)(Secara Edaran)	TPKD-PP	TWP-PP	18/08/2017

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~~1.0~~ **PURPOSE**

~~This procedure describes the process of preparing final examination paper for the undergraduate programme.~~

~~2.0~~ **1.0 SCOPE**

This procedure encompasses activities of distributing notice of preparation of final examination question paper/ answer scheme, preparation of final examination question paper/ answer scheme, moderation, review of final examination question paper/ answer scheme, printing of question paper, storage of final examination paper, collection of final examination paper and submission of answer booklet to Course Coordinator (CC)/ concerned lecturer for the final examination of the undergraduate programme excluding Doctor of Medicine, Foundation Studies for Agricultural Science Programme, Long Distance Education Programme and Executive Mode Education Programme.

~~3.0~~ **2.0 RESPONSIBILITY**

TNC (A&A), Head of PTJ, KPAA and KBAKD are responsible for the implementation of the Preparing Final Examination Paper Procedure. All parties involved should adhere to this procedure.

~~4.0~~ **3.0 REFERENCE DOCUMENT**

Document Code	Title of Document
UPM/PGR/MK	Universiti Putra Malaysia Quality Manual
-	Quality Management Systems - Requirements MS ISO 9001:2015
-	Minutes of UPM Senate Meeting (relevant)
PU/PS/GP007	Examination Guidelines
-	Academic Calender

~~5.0~~ **4.0 TERMINOLOGY/ ACRONYM**

BAKD	:	Division of Academic Governance
Examination	:	Final Examination of Semester
Head of PTJ	:	Dean of Faculty, Director of Co-Curriculum and Student Development Centre and Director of Centre for the Advancement of Language Competence

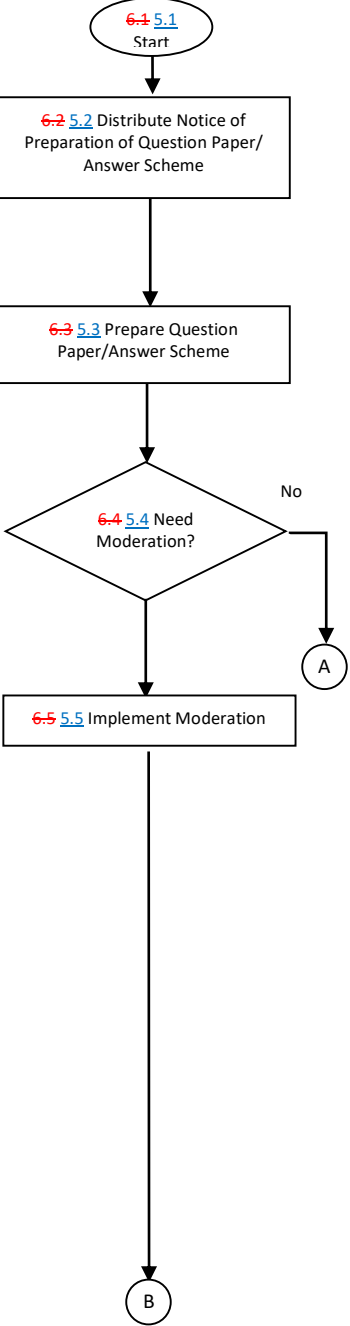
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Dean of Faculty, Dean of School of Business and Economics, Director of the Centre of Foundation Studies for Agricultural Science, Director of Co-Curriculum and Student Development Centre, and Director of Centre for the Advancement of Language Competence

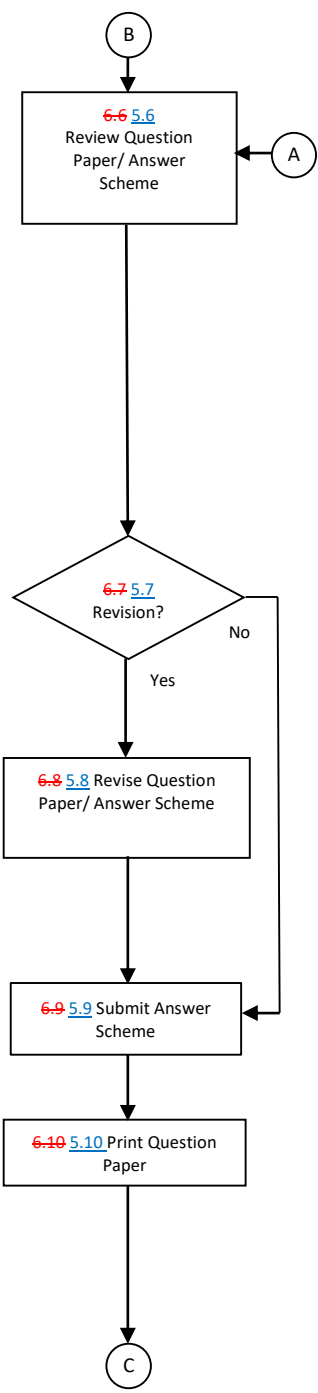
Invigilator	:	Officer appointed to supervise the test/ examination
JPSSJ	:	Committee of Question and Answer Scheme Review
KBAKD	:	Head, Division of Academic Governance
KJ	:	Head of Department ,Faculty
KPAA	:	Head of Administration, Academic and International
Lecturer	:	Lecturer teaching the concerned course
Moderation of Final Examination Question Paper	:	Setting level of questions (low/high) on the aspect of difficulty and achievement of learning outcomes (LO) assigned for each course that has more than one group and different lecturers to ensure questions generated are of the same level and standardised.
PK	:	Course Coordinator
PT	:	Administrative Officer, Division of Academic Governance
PT (P/O)	:	Administrative Assistant (Clerical/Operation), Division of Academic Governance
PT (P/O) PTJ	:	Administrative Assistant (Clerical/Operation), Centre of Responsibility
PT PTJ	:	Administrative Officer, Centre of Responsibility
PTJ	:	Centre of Responsibility
Review of Examination Question Paper	:	Implemented by the Committee of Question and Answer Scheme Review to ensure that it fulfills the leaning outcomes (LO) of the course assigned.
Representative appointed by the Dean	:	Individual appointed by the Dean to carry out duties concerning this procedure in the absence of Head of Department
TDA	:	Deputy Dean (Academic) / Deputy Director handling Academic affairs
TNC (A & A)	:	Deputy Vice Chancellor (Academic and International)
Undergraduate Programme of Study	:	Diploma and Bachelor Programmes
UPM	:	Universiti Putra Malaysia

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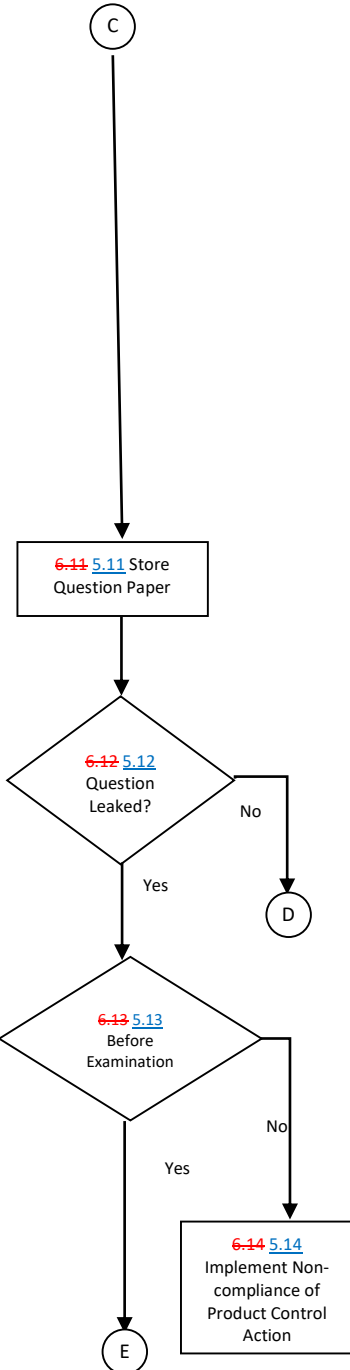
6.0 5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Record/ Document
Head of PTJ/ TDA	 <pre> graph TD Start([6.1 5.1 Start]) --> Step1[6.2 5.2 Distribute Notice of Preparation of Question Paper/ Answer Scheme] Step1 --> Step2[6.3 5.3 Prepare Question Paper/Answer Scheme] Step2 --> Decision{6.4 5.4 Need Moderation?} Decision -- No --> A((A)) Decision -- Yes --> Step3[6.5 5.5 Implement Moderation] Step3 --> B((B)) </pre>	6.2 5.2 Distribute notice of preparation of final examination question paper/ answer scheme to lecturer by week eight (8) and send a copy to the Academic Governance Division, UPM	Refer: Examination Guidelines (PU/PS/GP007) –
Course Coordinator /Lecturer		6.3 5.3 Prepare two sets (chosen set and additional set) of different question paper / answer scheme for each course by referring to the relevant course syllabus by week 10 (tenth).	
Course Coordinator /Lecturer		6.4 5.4 Need Moderation? (a) If the course involves more than one lecturer, do moderation of the question paper and answer scheme. (b) If Yes, follow step 6.5 5.5. (c) If No, follow step 6.6 5.6.	
Head of Division /Course Coordinator /Lecturer		6.5 5.5 Implement Moderation (a) Moderate the question paper/ answer scheme through discussion with relevant lecturer, taking into account the symmetry of the questions according to syllabus, appropriateness and clarity of questions and the accuracy of the Answer scheme.	
Course Coordinator /Lecturer		(b) Record the results of the discussion using the Checklist of the Final Examination Question Paper Preparation (PU/PS/SS01/PEP) and submit it to the relevant Head of Division for confirmation.	Checklist of the Final Examination Question Paper Preparation (PU/PS/SS01/PEP) Examination Guidelines – (PU/PS/GP007)
TDA/KJ		(c) If there is an unresolved dispute between the course coordinator and the course lecturer, appoint an arbitrator to resolve the matter.	
Course Coordinator /Lecturer		(d) Prepare and submit a moderated question paper/ answer scheme to Head of Division.	

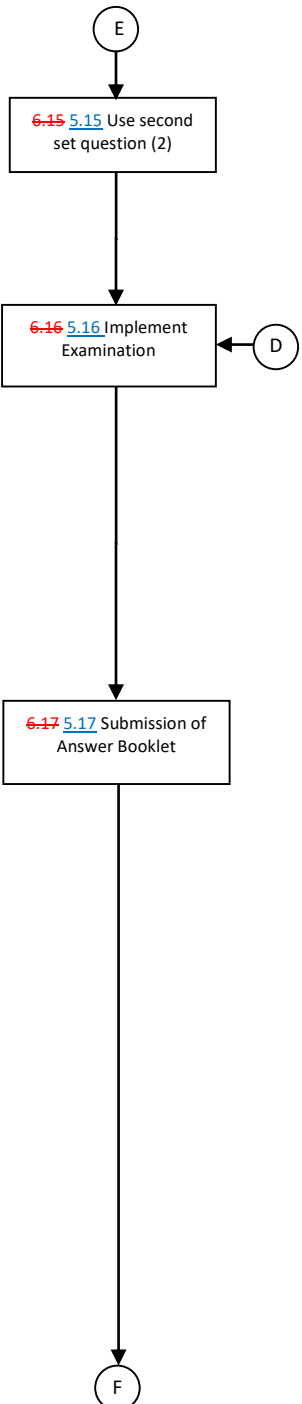
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Responsibility	Flowchart	Details	Reference Record/ Document
TDA/KJ JPSSJ Head of Division/ Representative appointed by the Dean Course Coordinator /Lecturer Course Coordinator / Lecturer Course Coordinator / Lecturer KJ Course Coordinator / Lecturer PT PTJ PT PTJ	 <pre> graph TD B((B)) --> A[6-6 5.6 Review Question Paper/ Answer Scheme] A --> A A --> D{6-7 5.7 Revision?} D -- Yes --> E[6-8 5.8 Revise Question Paper/ Answer Scheme] D -- No --> F[6-9 5.9 Submit Answer Scheme] E --> F F --> G[6-10 5.10 Print Question Paper] G --> C((C)) </pre>	6-6 5.6 (a) Inform <i>Ketua PTJ</i> about Question Paper/ Answer Scheme not received and take follow-up action. Complete the Question Paper/ Answer Scheme Receipt Log (PU/PS/LG14/PEP). (b) Review question/ answer scheme in week 11 (eleventh). (c) Record review of question paper/ answer scheme using the Review of Final Examination Question/ Answer Scheme Form (PU/PS/BR16/PEP) and submit the Review of Final Examination Question/ Answer Scheme Form (PU/PS/BR16/PEP) that require amendments to the relevant Course Coordinator/ Lecturer. 6-7 5.7 Revision (a) If Yes, follow step 6-8 5.8. (b) If No, follow step 6-9 5.9. 6-8 5.8 (a) Amend final examination Question paper/ Answer Scheme based on recommendations by JPSSJ on week 12 (twelve). (b) Prepare and submit the amended question paper/ answer scheme to KJ for confirmation. 6-9 5.9 Submit Answer Scheme to TDA by week 14. Complete the Exam Paper/ Answer Scheme Receipt Log (PU/PS/LG14/PEP). 6-10 5.10 (a) Submit the Application Form for Printing of Question Paper and exam Requirements (PU/PS/BR01/PEP) to PT PTJ. (b) Record the question papers received in the Checklist of Receipt of Final Exam Question Paper (PU/PS/SS02/PEP). (c) Keep and ensure safety of the final question paper and examination answer scheme.	Checklist of the Final Examination Question Paper Preparation (PU/PS/SS01/PEP) Examination Guidelines – (PU/PS/GP007) Examination Guidelines – (PU/PS/GP007) Exam Paper/ Answer Scheme Receipt Log Application Form for Printing of Question Paper and Exam Requirements

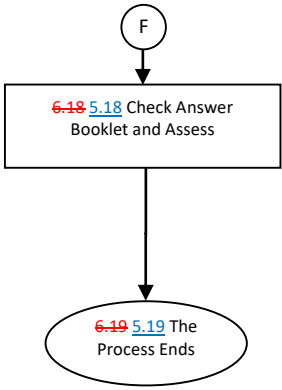
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Responsibility	Flowchart	Details	Reference Record/ Document
PT PTJ PT PTJ/ PT(P/O) PTJ PT PTJ/PT (P/O) PTJ PT PTJ/KJ Head of PTJ Head of PTJ Head of PTJ		(d) Inform the Head of Department of question paper that has not been submitted for printing. (e) Print the Question Paper required on the Application Form for Printing of Question Paper and Exam Requirements (PU/PS/BR01/PEP). (f) Ensure safety of question paper during the printing process. Complete the Exam Paper Printing Log (PU/PS/LG01/PEP). 6-11 5.11 Store and arrange question papers in a sealed envelope following the date of examination in the safe at the Special Room/ TDA Office until the day of the examination. 6-12 5.12 Leaked Question (a) Ensure exam paper is kept safely to avoid leak. (b) If Yes, follow step 6-13 5.13. (c) If No, follow step 6-16 5.16. 6-13 5.13 Before Examination? (a) If leaked question is found before exam, follow step 6-15 5.15. (b) If No, follow step 6-14 5.14. 6-14 5.14 If leak is detected after the examination, take action on product non-compliance.	Checklist of Receipt of Final Exam Question Paper Application Form for Printing of Question Paper and Exam Requirements Examination Guidelines (PU/PS/GP007) and Exam Paper Printing Log Procedure of Non-compliance Action, Corrective Action, And Improvement Opportunities (UPM/PGR/P003)

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Responsibility	Flowchart	Details	Reference Record/ Document
PT PTJ PT PTJ Chief Invigilator Chief Invigilator Chief Invigilator Chief Invigilator Chief Invigilator/ Invigilator Chief Invigilator PT PTJ Course Coordinator	 <pre> graph TD E((E)) --> A[6-15 5.15 Use second set question (2)] A --> B[6-16 5.16 Implement Examination] D((D)) --> B B --> C[6-17 5.17 Submission of Answer Booklet] C --> F((F)) </pre>	6-15 5.15 (a) Print the additional question paper (second set) and follow steps 6-10 5.10 (e) and 6-10 5.10 (f). (b) Ensure the examination is carried out as per schedule. 6-16 5.16 (a) Take question paper and examination requirements within one (1) hour before the examination commences. (b) Complete the Receipt and Return of Examination Document and Return of Test/Examination Answer Booklet Log (PU/PS/LG02/PEP). (c) Conduct Examination as per schedule set.. 6-17 5.17 (a) Instruct students to leave the examination hall by placing their answer booklet and question paper on their individual desk or by placing it at designated space. (b) Collect and check number of question papers and answer booklets in accordance with number of candidates present. (c) Hand the Answer Booklet, Question Paper and Chief Invigilator Report to PT PTJ. (d) Distribute Answer Booklet to Course Coordinator/ Lecturer. (e) Distribute answer booklet to the lecturer if there is more than one lecturer who taught the course.	Receipt and Return of Examination Document and Return of Test/Examination Answer Booklet Log (PU/PS/LG02/PEP) Examination Guidelines (PU/PS/GP007)– Receipt & Return of Examination Document and Return of Test/Examination Answer Booklet Log (PU/PS/LG02/PEP) Receipt and Return of Examination Document and Return of Test/Examination Answer Booklet Log (PU/PS/LG02/PEP)

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Responsibility	Flowchart	Details	Reference Record/ Document
Lecturer PT PTJ	 <pre> graph TD F((F)) --> A[6-18 5.18 Check Answer Booklet and Assess] A --> B([6-19 5.19 The Process Ends]) </pre>	6-18 5.18 (a) Check Answer Booklet, award marks and record marks using permanent ink pen and the use of pencil is not allowed. (b) Store checked and evaluated answer booklet under lock and key.	Procedure of Course Marking and Grading (UPM/PU/PS/P010)

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7.0 6.0 RECORD

No.	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
1.	UPM/(Kod PTJ)/600-4/30/2 - (Kod Kursus) SEMESTER COURSE FILE Moderated/ Checked Final Examination Question Paper and Answer Scheme Paper	PT (P/O) PTJ	Course Coordinator/ Lecturer	PTJ Centre for Document and Record 3 Years	Head of PTJ Director General National Archives of Malaysia Shred
2.	UPM/(Kod PTJ)/ 600-4/12/2 TEST AND EXAMINATION REQUIREMENTS - Notice of Preparation of Final Examination Question Paper - Checklist of the Final Examination Question Paper Preparation (PU/PS/SS01/PEP) - Review of Final Examination Question/ Answer Scheme Form (PU/PS/BR16/PEP) - Receipt of Question Paper/ Answer Scheme Log (Final Examination) (PU/PS/LG14/PEP)	PT (P/O) PTJ	KJ/Pensyarah/ PT PTJ	PTJ Centre for Document and Record 2 Years	Head of PTJ Director General National Archives of Malaysia
3.	UPM/(Kod PTJ)/600-4/12/4 PREPARATION OF QUESTION PAPER - Application Form for Printing of Question Paper and Exam Requirements (PU/PS/BR01/PEP) - Checklist of the Final Examination Question Paper Preparation (PU/PS/SS02/PEP) - Exam Paper Printing Log (PU/PS/LG01/PEP)	PT (P/O) PTJ	PT PTJ	PTJ Centre for Document and Record 2 Years	Head of PTJ Director General National Archives of Malaysia Shred

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No.	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
	- Receipt and Return of Examination Document and Return of Test/Examination Answer Booklet Log (PU/PS/LG02/PEP) - Relevant letters				
4.	UPM/(Kod PTJ)/600-4/12/1 ADMINISTRATION OF EXAMINATION - Invigilator ATTENDANCE FORM (PU/PS/BR12/PEP) - Answer Booklet - Relevant letters	PT (P/O) PTJ	PT PTJ	PTJ Centre for Document and Record 1 Year	Head of PTJ Director General National Archives of Malaysia Shred

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8.0 ~~REVIEW HISTORY NO NEED TO TRANSLATE~~

Issue No.	Review No.	CPD No.	Meeting Approval	Prepared and Checked	Approved/ Re-approved	Date of Implementation
02	00	-	<i>Keluaran Pertama</i> <i>First Issue</i>	TNC (A&A)	WP	03/01/2011
02	01	55/2011	<i>Mesyuarat Pengurusan Akademik 5/2011</i> <i>Academic Management Meeting 5/2011</i>	TNC (A&A)	WP	12/09/2011
02	02	96/2011	<i>Mesyuarat Pengurusan Akademik 6/2011</i> <i>Academic Management Meeting 6/2011</i>	TNC (A&A)	WP	18/11/2011
02	03	35/2012	<i>Mesyuarat Pengurusan Akademik 4/2012 (Khas)</i> <i>Academic Management Meeting 4/2012 (Executive)</i>	TNC (A&A)	WP	09/05/2012
02	04	67/2012	<i>Mesyuarat Pengurusan Akademik 7/2012 (Khas)</i> <i>Academic Management Meeting 7/2012 (Executive)</i>	TNC (A&A)	WP	14/08/2012
02	05	3/2014	<i>Mesyuarat Pengurusan Akademik 19/2014 (Khas)</i> <i>Academic Management Meeting 19/2014 (Executive)</i>	TNC (A&A)	WP	11/08/2014
02	06	3/2015	<i>Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-22 Khas (3/2015)</i> <i>22nd Academic Governance Division and Admission Division Management Meeting (Executive) (3/2015)</i>	TNC (A&A)	WP	05/06/2015

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02	07	2/2016	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-26 (2/2016) 26th Academic Governance Division and Admission Division Management Meeting (Executive) (2/2016)	TPKD-PP	TWP-PP	18/08/2016
02	08	1/2017	Mesyuarat Pengurusan Bahagian Kemasukan, Bahagian Urus Tadbir Akademik kali ke-30 (Khas) (2/2017) 30th Academic Governance Division and Admission Division Management Meeting (Executive) (2/2017)	TPKD-PP	TWP-PP	26/05/2017
02	09	2/2017	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik Bil (2/2017)(Khas)(Secara Edaran) Academic Governance Division and Admission Governance Management Meeting (2/2017)(Executive) (By Distribute)	TPKD-PP	TWP-PP	18/08/2017

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1.0 — TUJUAN

~~Prosedur ini menerangkan tatacara penyediaan, pelaksanaan dan pengendalian penilaian untuk setiap kursus di peringkat pengajian prasiswazah kecuali peperiksaan akhir.~~

2.0 1.0 SKOP

Prosedur ini merangkumi aktiviti mengenal pasti keperluan penyediaan, pelaksanaan dan pengendalian penilaian pelajar pengajian prasiswazah untuk semua program pengajian kecuali Program Doktor Perubatan, Program Asasi Sains Pertanian, Program Pendidikan Jarak Jauh (PJJ) dan Program Pengajian Mod Eksekutif.

3.0 2.0 TANGGUNGJAWAB

TNC (A&A), Ketua PTJ, TDA dan KPAA bertanggungjawab memastikan Prosedur Penyediaan, Pelaksanaan dan Pengendalian Penilaian ini dilaksanakan.

Sesiapa yang terlibat mesti mematuhi prosedur ini.

4.0 3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
UPM/PGR/MK	Manual Kualiti Universiti Putra Malaysia
-	<i>Quality Management Systems – Requirements MS ISO 9001:2015</i>
-	Kaedah-kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014
PU/PS/GP007	Garis Panduan Peperiksaan
-	Kalendar Akademik
-	Manual SMP (Peperiksaan) • Modul Masuk Markah

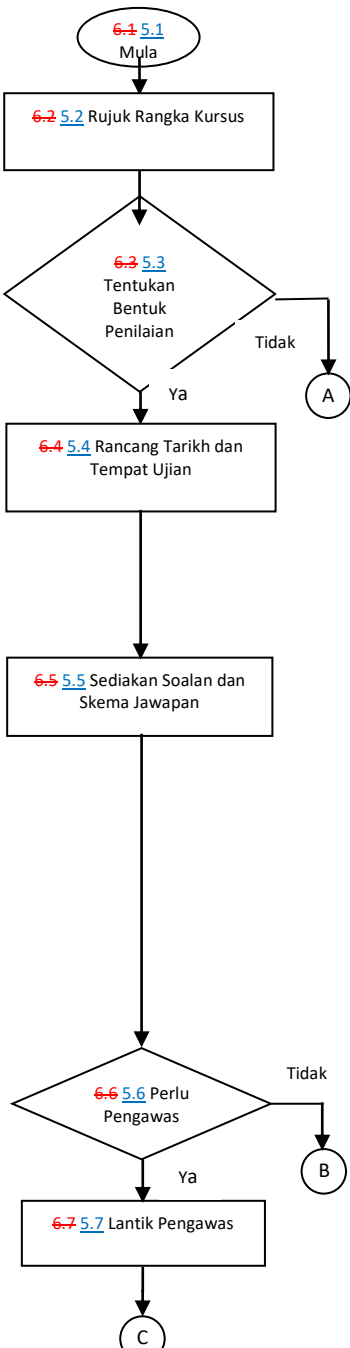
	PERKHIDMATAN UTAMA PRASISWAZAH PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK DAN ANTARABANGSA) Kod Dokumen: UPM/PU/PS/P009	Halaman: 2/7
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5.0 4.0 TERMINOLOGI DAN SINGKATAN

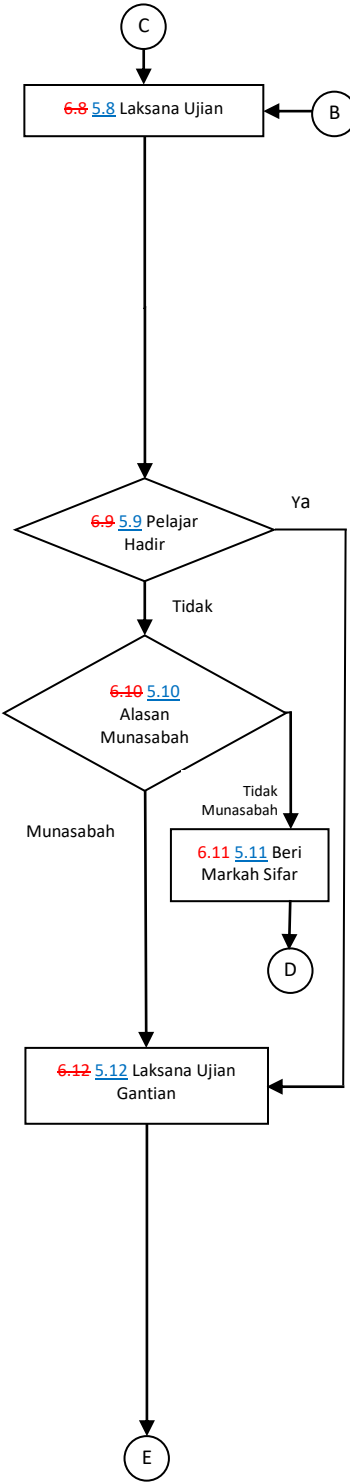
Ketua PTJ	: Dekan Fakulti, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa <u>Dekan Fakulti, Dekan Sekolah Perniagaan dan Ekonomi, Pengarah Pusat Asasi Sains Pertanian, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa</u>
KJ	: Ketua Jabatan
KPAA	: Ketua Pentadbiran Akademik dan Antarabangsa
Pengawas	: Pegawai yang dilantik untuk mengawal selia ujian/peperiksaan
Penilaian	: Penilaian berterusan yang dilakukan bagi kursus pengajian yang didaftarkan oleh pelajar dan hendaklah merangkumi tetapi tidak terhad kepada ujian, tugasan, kuiz dan penilaian kerja makmal, kerja lapangan dan praktikum, mengikut mana yang berkenaan.
Pensyarah	: Pensyarah yang mengajar kursus berkenaan
Peperiksaan	: Peperiksaan Akhir Semester
PK	: Penyelaras Kursus
Program Pengajian Prasiswazah	: Program Bachelors dan Diploma
PT	: Pegawai Tadbir Bahagian Urus Tadbir Akademik
PT (P/O)	: Pembantu Tadbir (Perkeranian/Operasi) Bahagian Urus Tadbir Akademik
PT (P/O) PTJ	: Pembantu Tadbir (Perkeranian/Operasi) Pusat Tanggungjawab
PT PTJ	: Pegawai Tadbir Pusat Tanggungjawab
PTJ	: Pusat Tanggungjawab
TDA	: Timbalan Dekan (Akademik)/ Timbalan Pengarah yang menguruskan hal Akademik
TDHEPA	: Timbalan Dekan (Hal Ehwal Pelajar dan Alumni)
TNC (A & A)	: Timbalan Naib Canselor (Akademik dan Antarabangsa)
UPM	: Universiti Putra Malaysia
Wakil yang dilantik oleh Dekan	: Individu yang dilantik oleh Dekan untuk menjalankan tugas berkenaan prosedur ini semasa ketiadaan Ketua Jabatan

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6.0 5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PK/Pensyarah PK/Pensyarah PK/Pensyarah PK/Pensyarah PK/Pensyarah PT(P/O) PTJ KJ PK/Pensyarah KJ/Wakil yang dilantik oleh Dekan PT PTJ PK/Pensyarah PK/Pensyarah Ketua PTJ	 <pre> graph TD Start([6.4 5.1 Mula]) --> Step1[6.2 5.2 Rujuk Rangka Kursus] Step1 --> Decision1{6.3 5.3 Tentukan Bentuk Penilaian} Decision1 -- Ya --> Step2[6.4 5.4 Rancang Tarikh dan Tempat Ujian] Decision1 -- Tidak --> A((A)) Step2 --> Step3[6.5 5.5 Sediakan Soalan dan Skema Jawapan] Step3 --> Decision2{6.6 5.6 Perlu Pengawas} Decision2 -- Ya --> Step4[6.7 5.7 Lantik Pengawas] Decision2 -- Tidak --> B((B)) Step4 --> C((C)) </pre>	6.2 5.2 Rujuk rangka kursus untuk tentukan bentuk penilaian 6.3 5.3 (a) Tentukan bentuk penilaian kepada pelajar (b) Jika bentuk penilaian adalah ujian, ikut langkah 6.4 5.4 (c) Jika lain-lain penilaian, ikut langkah 6.14 5.14 6.4 5.4 (a) Rancang dan tentukan tarikh dan tempat ujian. (b) Maklumkan kepada pelajar tarikh, masa dan tempat ujian dijalankan. (c) Buat tempahan bilik di Pejabat TD/ HEPA atau di Bahagian Akademik Fakulti jika perlu. 6.5 5.5 (a) Lantik penyelarar kursus bagi kursus yang mempunyai lebih daripada seorang pensyarah. (b) Sediakan soalan dan skema jawapan selewat-lewatnya lima (5) hari sebelum ujian dilaksanakan. (c) Semak dan sahkan soalan dan skema jawapan. Lengkapkan Borang Semakan Penyediaan Kertas Soalan Ujian (PU/PS/BR46/PEP). (d) Cetak kertas soalan berdasarkan bilangan pelajar (e) Pastikan keselamatan soalan dan skema jawapan supaya tidak berlaku kebocoran. 6.6 5.6 Tentukan keperluan pengawas (a) Jika Ya, ikut langkah 6.7 5.7 (b) Jika Tidak, ikut langkah 6.8 5.8 6.7 5.7 Lantik pengawas di kalangan pegawai fakulti dan maklumkan kepada pegawai tersebut selewat-lewatnya satu (1) minggu sebelum ujian bermula.	Garis Panduan Peperiksaan (PU/PS/GP007) Garis Panduan Peperiksaan (PU/PS/GP007) dan Kaedah-Kaedah UPM (Perkara Akademik Prasiswazah 2014) Borang Semakan Penyediaan Kertas Soalan Ujian (PU/PS/BR46/PEP)

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PK/Pensyarah	 <pre> graph TD C((C)) --> A[6-8 5.8 Laksana Ujian] B((B)) --> A A --> D1{6-9 5.9 Pelajar Hadir} D1 -- Ya --> F1[6-12 5.12 Laksana Ujian Gantian] D1 -- Tidak --> D2{6-10 5.10 Alasan Munasabah} D2 -- Munasabah --> F1 D2 -- Tidak Munasabah --> A1[6-11 5.11 Beri Markah Sifar] A1 --> D((D)) D --> F1 F1 --> E((E)) </pre>	6-8 <u>5.8</u> (a) Bawa bersama kertas soalan dan segala keperluan ujian ke tempat ujian, dalam tempoh satu (1) jam sebelum ujian bermula. (b) Rekod dan sahkan kehadiran pelajar dengan berpandukan kad matrik/ kad pengenalan dan senarai SMP. (c) Pantau perjalanan pelaksanaan ujian dan jika didapati pelajar meniru, rujuk Perenggan 56(g) Kaedah-kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014)	Garis Panduan Peperiksaan (PU/PS/GP007) – Borang Kehadiran Pelajar (PU/PS/BR03/AJR) Perenggan 56(g) Kaedah-kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014
PK/ Pensyarah/ Pengawas		6-9 <u>5.9</u> Pelajar Hadir (a) Jika Pelajar Hadir, ikut langkah 6-12 <u>5.12</u> (b) Jika tidak, ikut langkah 6-10 <u>5.10</u>	
PK/Pensyarah/ Pengawas		6-10 <u>5.10</u> (a) Dapatkan alasan daripada pelajar. (Contoh munasabah: Masalah kesihatan, kematian waris, dan kemalangan). (b) Jika Munasabah, ikut langkah 6-12 <u>5.12</u> (c) Jika Tidak Munasabah, ikut langkah 6-11 <u>5.11</u>	
PK/ Pensyarah		6-11 <u>5.11</u> (a) Beri markah sifar jika pelajar tidak hadir ujian tanpa alasan munasabah. (b) Ikut langkah 6-19 <u>5.19</u>	
PK/Pensyarah		6-12 <u>5.12</u> (a) Tetapkan tarikh ujian gantian setelah berbincang dengan pelajar (b) Sediakan kertas soalan dan skema jawapan ujian gantian. (c) Laksanakan ujian gantian.	
PK/Pensyarah			
PK/Pensyarah			
PK/Pensyarah			
PK/Pensyarah			
PK/Pensyarah			

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PK/Pensyarah KJ		6.13 <u>5.13</u> (a) Periksa buku jawapan dan beri markah berpandukan skema jawapan. (b) Simpan satu salinan kertas ujian dan skema jawapan dalam fail kursus selepas urusan pemeriksaan tamat. (c) Ikut langkah 6.16 <u>5.16</u>	
PK/Pensyarah		6.14 <u>5.14</u> Sediakan soalan/tajuk penilaian selewat-lewatnya lima (5) hari sebelum soalan/tajuk penilaian diberi kepada pelajar.	
PK/Pensyarah		6.15 <u>5.15</u> Laksana penilaian dan beri markah berdasarkan hasil yang telah dilengkapkan oleh pelajar.	
PK/Pensyarah		6.16 <u>5.16</u> (a) Rekodkan markah penilaian setiap pelajar dalam senarai markah penilaian dan masukkan markah penilaian dalam SMP selewat-lewatnya sebelum minggu ketujuh (7) berakhir untuk penilaian 1 (kecuali bagi kursus berbentuk Projek dan Praktikal seperti Latihan Industri atau Latihan Mengajar). (b) Semak dan sahkan markah yang telah dimasukkan ke dalam SMP	Manual SMP (Peperiksaan) Modul Masuk Markah
KJ			
PT PT		6.17 <u>5.17</u> (a) Pantau kemasukan markah penilaian 1 (b) Hantar peringatan masuk markah penilaian 1 pada awal minggu ketujuh (7).	
KJ dan Pensyarah		6.18 <u>5.18</u> Umumkan keputusan penilaian 1 selewat-lewatnya pada akhir minggu ke-7. (Keputusan penilaian yang dipamerkan perlu dicetak melalui SMP)	
PT			

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7.0 6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM/(Kod PTJ)/600-4/30/2-(Kod Kursus) Fail Kursus Semester - Kertas Soalan Ujian 1 dan Skema Jawapan (Jika ada) - Kertas Soalan Ujian 2 dan Skema Jawapan (Jika ada)	PT (P/O) PTJ	Penyelaras Kursus/ Pensyarah	Pusat Dokumen dan Rekod PTJ 3 Tahun	Ketua-PTJ Ketua Pengarah Arkib Negara Malaysia Rincih
	- Borang Kehadiran Pelajar (Ujian 1) (PU/PS/BR03/AJR) - Rekod markah ujian 1/penilaian - Borang Kehadiran Pelajar (Ujian 2) (PU/PS/BR03/AJR) - Rekod markah ujian 2/penilaian (Jika ada)			3 Semester	
2.	UPM/(Kod PTJ)/ 600-4/12/2 Keperluan Ujian dan Peperiksaan - Borang Semakan Penyediaan Kertas Soalan Ujian (Ujian 1) (Jika ada)(PU/PS/BR46/PEP) - Borang Semakan Penyediaan Kertas Soalan Ujian (Ujian 2) (Jika ada) (PU/PS/BR46/PEP) - Surat-surat berkaitan	PT (P/O) PTJ	KJ/Pensyarah/PT PTJ	Pusat Dokumen dan Rekod PTJ 2 Tahun	Ketua-PTJ Ketua Pengarah Arkib Negara Malaysia

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8.0 — SEJARAH SEMAKAN

No. Isu	No. Semakan	No. CPD	Kelulusan-Mesyuarat	Disedia-dan Disemak	Dilulus/diluluskan semula	Tarikh Kuatkuasa
02	00	-	Keluaran-Pertama-untuk satu-persijilan	TNC (A&A)	WP	03/01/2011
02	01	24/2011	Mesyuarat-Pengurusan Akademik-4/2011	TNC (A&A)	WP	08/08/2011
02	02	54/2011	Mesyuarat-Pengurusan Akademik-5/2011 (Khas)	TNC (A&A)	WP	12/09/2011
02	03	62/2012	Mesyuarat-Pengurusan Akademik-7/2012 (Khas)	TNC (A&A)	WP	14/08/2012
02	04	3/2014	Mesyuarat-Pengurusan Akademik-19/2014 (Khas)	TNC (A&A)	WP	11/08/2014
02	05	3/2015	Mesyuarat-Pengurusan Bahagian-Kemasukan dan-Bahagian-Urus Tadbir-Akademik-ke-22 Khas-(3/2015)	TNC (A&A)	WP	05/06/2015
02	06	2/2016	Mesyuarat-Pengurusan Bahagian-Kemasukan dan-Bahagian-Urus Tadbir-Akademik-ke-26 (2/2016)	TPKD-PP	TWP-PP	18/08/2016
02	07	1/2017	Mesyuarat-Pengurusan Bahagian-Kemasukan, Bahagian-Urus-Tadbir Akademik-kali-ke-30 (Khas)-(2/2017)	TPKD-PP	TWP-PP	26/05/2017
02	08	PU/PS: 1/2018	Mesyuarat-Pengurusan Kali-Ke-35-Bil-4/2018 (Khas)-Bahagian Kemasukan-Dan Bahagian-Urus-Tadbir Akademik	TPKD-PP	TWP-PP	24/04/2018

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1.0 PURPOSE

~~This procedure explains the ways to prepare, execute and conduct assessment for every course at undergraduate studies level except for final examination.~~

2.0 SCOPE

This procedure encompasses activities to identify the requirements to prepare, execute and conduct assessments for undergraduate students for all programmes except for Medical Doctor Programme, Foundation Studies for Agriculture Science, Distance Learning and Executive Mode Learning Programmes.

3.0 RESPONSIBILITY

TNC (A&A), Head of PTJ, TDA and KPAA are responsible for the implementation of the procedures for preparation, implementation and conducting assessment . All parties involved must adhere to this procedure.

4.0 DOCUMENT OF REFERENCE

Kod Dokumen	Title of Document
UPM/PGR/MK	Universiti Putra Malaysia Quality Manual
-	<i>Quality Management Systems – Requirements MS ISO 9001:2015</i>
-	Kaedah-kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014 Universiti Putra Malaysia (Academic Matters for Undergraduates) Rules 2014
PU/PS/GP007	Guidelines For Examination
-	Academic Calendar
-	SMP Manual (Examination) • Module For Score Entry

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5.0 4.0 TERMINOLOGY AND ACRONYMS

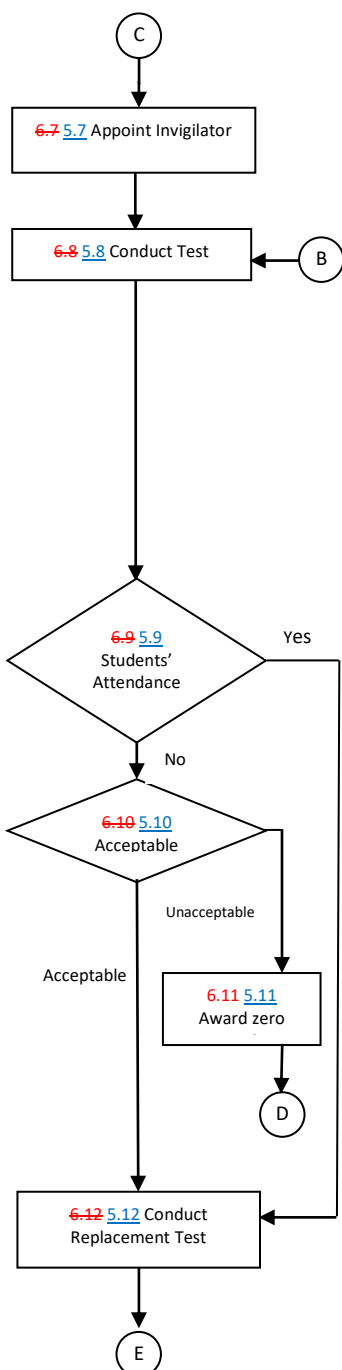
Assessment	: Continuous assessment for course studies registered by students and must include but not limited to test, assignment, quiz and lab work evaluation, fieldwork and practicum, whichever is relevant.
Examination	: End of Semester Exam
Head of PTJ	: Dean of Faculty, Director of the Centre of Foundation Studies for Agricultural Science, Director of Co-Curriculum and Student Development Centre, and Director of Centre for the Advancement of Language Competence <u>Dean of Faculty, Dean of School of Business and Economics, Director of the Centre of Foundation Studies for Agricultural Science, Director of Co-Curriculum and Student Development Centre, and Director of Centre for the Advancement of Language Competence</u>
Invigilator	: Officer appointed to monitor test/exam
KJ	: Head of Department
KPAA	: Head of Administration (Academic and International)
Lecturer	: Course Lecturer
PK	: Course Coordinator
PT	: Administrative Officer, Division of Academic Governance
PT (P/O)	: Administrative Assistant (Clerical / Operational), Division of Academic Governance
PT (P/O) PTJ	: Administrative Assistant (Clerical / Operational) Centre of Responsibility
PT PTJ	: Administrative Officer, Centre of Responsibility
PTJ	: Centre of Responsibility
Representative appointed by Dean	: An individual appointed by the Dean to be in charge of this procedure in the absence of the Head of Department
TDA	: Deputy Dean (Academic)/Deputy Director in charge of Academic affairs
TDHEPA	: Deputy Dean (Students Affairs and Alumni)
TNC (A & A)	: Deputy Vice Chancellor (Academic and International)
Undergraduate Programme of Study	: Diploma and Bachelor Programmes
UPM	: Universiti Putra Malaysia

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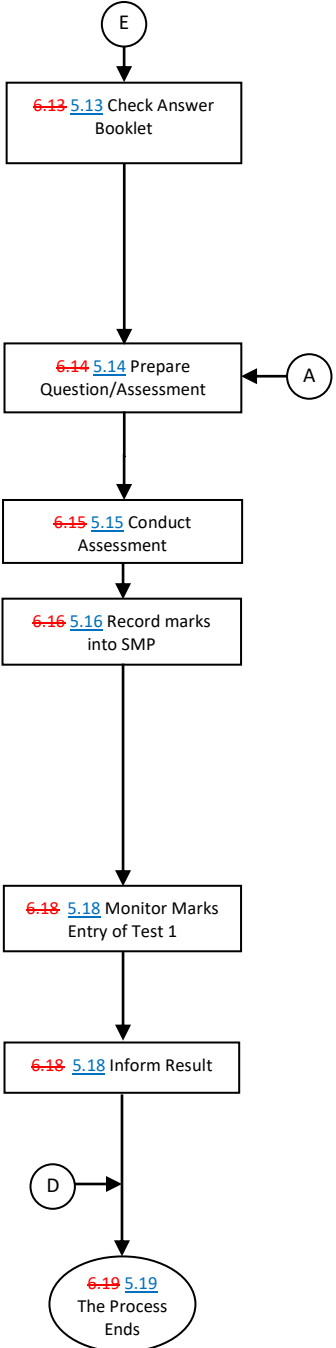
6.0 5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Record/ Document
PK/Lecturer PK/ Lecturer PK/ Lecturer PK/ Lecturer PK/ Lecturer PT(P/O) PTJ KJ PK/ Lecturer KJ/Representative appointed by Dean PT PTJ PK/ Lecturer PK/ Lecturer	<pre> graph TD Start([6.4 5.1 Start]) --> Refer[6.2 5.2 Refer Course Outline] Refer --> Determine{6.3 5.3 Determine Type of Assessment} Determine -- No --> A((A)) Determine -- Yes --> Plan[6.4 5.4 Plan Date and Venue of Test] Plan --> Prepare[6.5 5.5 Prepare Questions and Answer Scheme] Prepare --> Invigilator{6.6 5.6 Need Invigilator} Invigilator -- No --> B((B)) Invigilator -- Yes --> C((C)) </pre>	6.2 5.2 Refer course outline to determine type of assessment 6.3 5.3 (a) Determine type of assessment for students (b) If it is a test, follow step 6.4 5.4 (c) For other assessments, follow step 6.4 5.14 6.4 5.4 (a) Plan and determine the date and venue of test. (b) Inform students about the date, time and venue of the test. (c) Make room reservation at TDHEPA Office or at Faculty Academic Section if necessary. 6.5 5.5 (a) Appoint course coordinator for course that have more than one lecturer. (b) Prepare questions and answer scheme at least five (5) days before test is conducted. (c) Check and verify questions and answer scheme. complete Semakan Penyediaan Kertas Soalan Ujian Form (PU/PS/BR46/PEP). (d) Print test papers based on number of students. (e) Ensure the security of questions and answer scheme to prevent leakage. 6.6 5.6 Decide the need for invigilators (a) If Yes, follow step 6.7 5.7 (b) If No, follow step 6.8 5.8	Guidelines For Examination (PU/PS/GP007) Guidelines For Examination (PU/PS/GP007) And Universiti Putra Malaysia (Academic Matters for Undergraduates) Rules 2014 Test Question Paper Preparation Checklist Form (PU/PS/BR46/PEP)

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Responsibility	Flowchart	Details	Reference Record/ Document
Head of PTJ	 <pre> graph TD C((C)) --> A[6-7 5.7 Appoint Invigilator] A --> B[6-8 5.8 Conduct Test] B --> D1(()) B --> B1((B)) D1 --> D2{6-9 5.9 Students' Attendance} D2 -- Yes --> F[6-12 5.12 Conduct Replacement Test] D2 -- No --> D3{6-10 5.10 Acceptable} D3 -- Unacceptable --> G[6-11 5.11 Award zero] G --> D4((D)) D4 --> F D3 -- Acceptable --> F F --> E((E)) </pre>	6-7 5.7 Appoint invigilators among faculty officers and inform the appointed officers at least one (1) week before the test starts.	Guidelines For Examination(PU/P S/GP007) – Students’ Attendance List(PU/PS/BR03/ AJR) Paragraph 56(g) Universiti Putra Malaysia (Academic Matters for Undergraduates) Rules 2014
PK/ Lecturer		6-8 5.8 (a) Bring along test papers and test requirements to the venue within one (1) hour before the test begins.	
PK/ Lecturer / Invigilator		(b) Record and verify student attendance based on their matric cards / identification cards and SMP list.	
PK/ Lecturer / Invigilator		(c) Monitor the execution of test and if there is cheating attempt among students, refer to Paragraph 56(g) Universiti Putra Malaysia (Academic Matters for Undergraduates) Rules 2014	
PK/ Lecturer		6-9 5.9 Students’ Attendance (a) If student is present, follow step 6-12 5.12 (b) If No, follow step 6-10 5.10	
PK/ Lecturer		6-10 5.10 (a) Get reasons from students. (Example of acceptable reasons: Health problems, death of family members and accident). (b) If Acceptable, follow step 6-12 5.12 (c) If Unacceptable, follow step 6-11 5.11	
PK/ Lecturer		6-11 5.11 (a) Award zero mark if student does not attend the test with acceptable reason. (b) Follow step 6-12 5.12	
PK/ Lecturer		6-12 5.12 (a) Decide the date of replacement test after discussing with students (b) Prepare replacement set of question paper and answer scheme. (c) Conduct replacement test.	
PK/ Lecturer			
PK/ Lecturer			

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Responsibility	Flowchart	Details	Reference Record/ Document
PK/ Lecturer KJ PK/ Lecturer PK/ Lecturer PK/ Lecturer KJ PT PT KJ and Lecturer PT	 <pre> graph TD E((E)) --> B1[6-13 5.13 Check Answer Booklet] B1 --> B2[6-14 5.14 Prepare Question/Assessment] A((A)) --> B2 B2 --> B3[6-15 5.15 Conduct Assessment] B3 --> B4[6-16 5.16 Record marks into SMP] B4 --> B5[6-18 5.18 Monitor Marks Entry of Test 1] B5 --> B6[6-18 5.18 Inform Result] B6 --> D((D)) D --> B7([6-19 5.19 The Process Ends]) </pre>	6-13 5.13 (a) Check answer booklet and award marks based on answer scheme. (b) Keep a copy of test paper and answer scheme in course file after examination ends. (d) Follow step 6-16 5.16 6-14 5.14 Prepare question/ assessment title at least five (5) days before question/ assessment title is given to the student. 6-15 5.15 Conduct assessment and award marks based on outcomes completed by students. 6-16 5.16 (a) Record assessment mark for each of the students into assessment mark list and enter assessment marks into SMP at least before the seventh (7) week ends for Assessment 1 (except for Project based courses and Practical such as Industrial Training or Teacher Training). (b) Check and verify marks entered into SMP. 6-18 5.18 (c) Monitor marks entry of Assessment 1 (d) Send reminder of marks entry for Assessment 1 at the beginning of seventh (7) week. 6-18 5.18 Announce the results of Assessment 1 at least at the end of 7th week. (Displayed assessment result must be printed out from SMP)	SMP Manual (Exam) Score Entry Module

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7.0 6.0 RECORD

No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
1.	UPM/(PTJ Code)/600 -4/30/2- (Course Code) Course File According to Semester - Test 1 Question Paper and Answer Scheme (if any) - Test 2 Question Paper and Answer Scheme (if any)	PT (P/O) PTJ	Course Coordinator/Lecturer	PTJ Centre for Document and Record 3 Years	Head of PTJ Director General National Archives of Malaysia Shred
	- Students' Attendance Form (PU/PS/BR03/AJR)(Test 1) - Record Of Test 1/assessment Marks - Students' Attendance Form (Test 2)PU/PS/BR03/AJR - Record Of Test 2/Assessment Marks (if any)			3 Semester	
2.	UPM/(Kod PTJ)/ 600-4/12/2 Requirements for Test and Examination - Test 1 Question Paper Review Form (if any) - Test 1 Question Paper Review Form (if any) (PU/PS/BR46/PEP) - Relevant Letters	PT (P/O) PTJ	KJ/Pensyarah/PT PTJ	PTJ Centre for Document and Record 2 Years	Head of PTJ Director General National Archives of Malaysia

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9.0 — SEJARAH SEMAKAN REVIEW HISTORY TAK PERLU TERJEMAH

No. Isu Issue No.	No. Semakan Review No.	No. CPD CPD No.	Kelulusan Mesyuarat Meeting Approval	Disedia dan Disemak Prepare and Review	Dilulus/ diluluskan semula Approve/ Reapprove	Tarikh Kuatkuasa Effective Date
02	00	-	Keluaran Pertama untuk satu persijilan First Issue for one certification	TNC (A&A)	WP	03/01/2011
02	01	24/2011	Mesyuarat Pengurusan Akademik 4/2011 Academic Management Meeting 4/2011	TNC (A&A)	WP	08/08/2011
02	02	54/2011	Mesyuarat Pengurusan Akademik 5/2011 (Khas) Academic Management Meeting 5/2011 (Exclusive)	TNC (A&A)	WP	12/09/2011
02	03	62/2012	Mesyuarat Pengurusan Akademik 7/2012 (Khas) Academic Management Meeting 7/2012 (Exclusive)	TNC (A&A)	WP	14/08/2012
02	04	3/2014	Mesyuarat Pengurusan Akademik 19/2014 (Khas) Academic Management Meeting 19/2014 (Exclusive)	TNC (A&A)	WP	11/08/2014
02	05	3/2015	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-22 Khas (3/2015) 22 nd Management Meeting No. 3/2015 (Exclusive) Division of Admission and Division of Academic Governance	TNC (A&A)	WP	05/06/2015

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02	06	2/2016	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-26 (2/2016) 26 th Management Meeting No. 2/2016 (Exclusive) Division of Admission and Division of Academic Governance	TPKD-PP	TWP-PP	18/08/2016
02	07	1/2017	Mesyuarat Pengurusan Bahagian Kemasukan, Bahagian Urus Tadbir Akademik kali ke-30 (Khas) (2/2017) 30 th Management Meeting No. 2/2017 (Exclusive) Division of Admission and Division of Academic Governance	TPKD-PP	TWP-PP	26/05/2017
02	08	PU/PS: 1/2018	Mesyuarat Pengurusan Kali Ke-35 Bil 4/2018 (Khas) Bahagian Kemasukan Dan Bahagian Urus Tadbir Akademik 35 th Management Meeting No. 4/2018 (Exclusive) Division of Admission and Division of Academic Governance	TPKD-PP	TWP-PP	24/04/2018

	PERKHIDMATAN UTAMA PRASISWAZAH PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/PS/P010	Halaman: 1/6
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~~1.0~~ **1.0 TUJUAN**

~~Prosedur ini disediakan bagi tujuan menerangkan cara pemarkahan dan pengredan kursus pelajar program pengajian peringkat prasiswazah.~~

~~2.0~~ **1.0 SKOP**

Skop prosedur ini merangkumi aktiviti moderasi pemarkahan, masuk markah dalam SMP, pemantauan masuk markah, pengesahan markah dan gred, perakuan markah dan gred, cetakan dan paparan gred bagi pelajar program pengajian prasiswazah tidak termasuk program Doktor Perubatan, Program Asasi Sains Pertanian, Program Pendidikan Jarak Jauh (PJJ) dan Program Pengajian Mod Eksekutif.

~~3.0~~ **2.0 TANGGUNGJAWAB**

TNC (A&A), Ketua PTJ, KPAA dan KBAKD bertanggungjawab memastikan Prosedur Pemarkahan dan Pengredan Kursus ini dilaksanakan.

Sesiapa yang terlibat mesti mematuhi prosedur ini.

~~4.0~~ **3.0 DOKUMEN RUJUKAN**

Kod Dokumen	Tajuk Dokumen
UPM/PGR/MK	Manual Kualiti Universiti Putra Malaysia
-	<i>Quality Management Systems</i> - Requirements MS ISO 9001:2015
PU/PS/GP006	Garis Panduan Peperiksaan
-	Kalendar Akademik
-	Manual SMP (Peperiksaan) Modul Masuk Markah

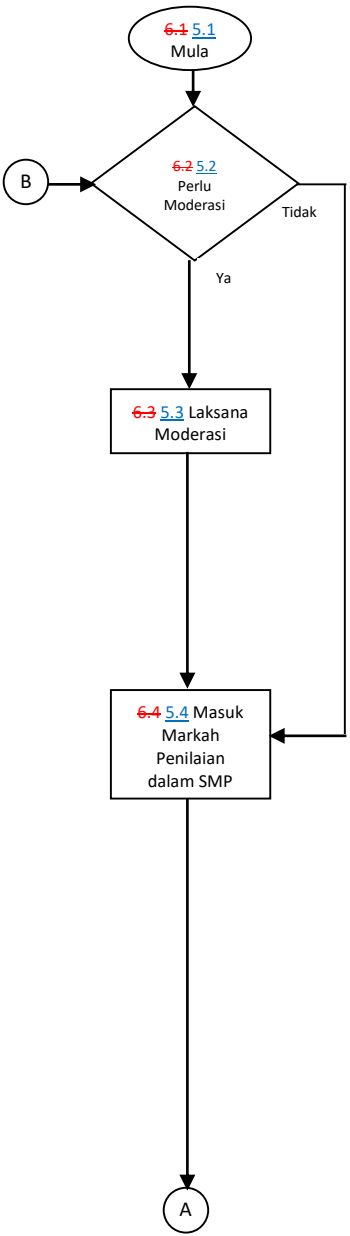
	PERKHIDMATAN UTAMA PRASISWAZAH PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/PS/P010	Halaman: 2/6
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5.0 4.0 TERMINOLOGI DAN SINGKATAN

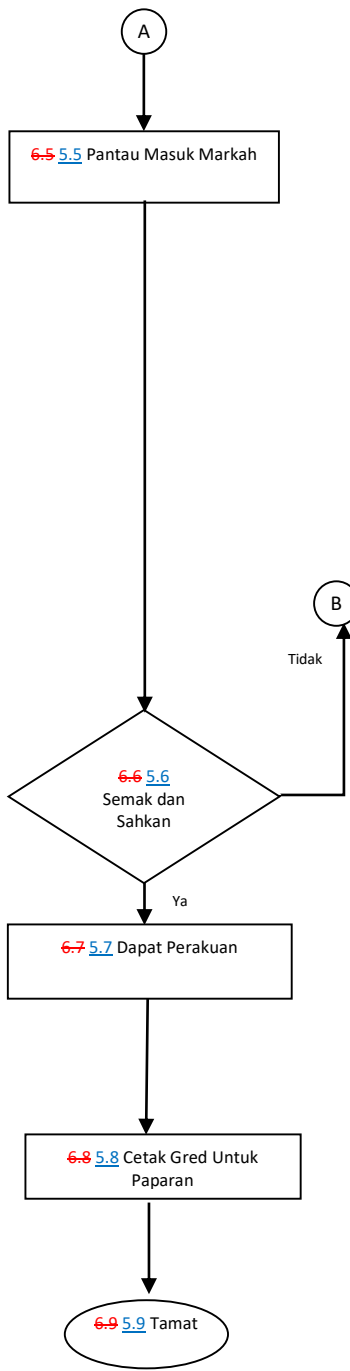
BAKD	:	Bahagian Urus Tadbir Akademik
Fakulti	:	Semua Fakulti dan Pusat Kokurikulum dan Pembangunan Pelajar
KBAKD	:	Ketua Bahagian Urus Tadbir Akademik
Ketua PTJ	:	Dekan Fakulti, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa <u>Dekan Fakulti, Dekan Sekolah Perniagaan dan Ekonomi, Pengarah Pusat Asasi Sains Pertanian, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa</u>
KJ	:	Ketua Jabatan di Fakulti
KPAA	:	Ketua Pentadbiran (Akademik dan Antarabangsa)
Pensyarah	:	Pensyarah yang mengajar kursus berkenaan
Peperiksaan	:	Peperiksaan Akhir Semester
PK	:	Penyelaras Kursus
Program Pengajian	:	Program Bachelar dan Diploma
Prasiswazah	:	
PT	:	Pegawai Tadbir Bahagian Urus Tadbir Akademik
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi) Bahagian Urus Tadbir Akademik
PT (P/O) PTJ	:	Pembantu Tadbir (Perkeranian dan Operasi) Pusat Tanggungjawab
PT PTJ	:	Pegawai Tadbir Pusat Tanggungjawab
PTJ	:	Pusat Tanggungjawab
SMP	:	Sistem Maklumat Pelajar
TDA	:	Timbalan Dekan (Akademik)/ Timbalan Pengarah yang menguruskan hal Akademik
TNC (A &A)	:	Timbalan Naib Canselor (Akademik dan Antarabangsa)
UPM	:	Universiti Putra Malaysia

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6.0 5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PK/Pensyarah	 <pre> graph TD Start([6.1 5.1 Mula]) --> Decision{6.2 5.2 Perlu Moderasi} Decision -- Ya --> Process[6.3 5.3 Laksana Moderasi] Decision -- Tidak --> Process2[6.4 5.4 Masuk Markah Penilaian dalam SMP] Process --> Process2 Process2 --> End((A)) </pre>	6.2 5.2 (a) Sekiranya kursus melibatkan lebih dari seorang pensyarah buat moderasi pemarkahan. (b) Jika Ya, ikut langkah 6.3 5.3. (c) Jika Tidak, ikut langkah 6.4 5.4.	(Manual SMP (Peperiksaan) Modul Masuk Markah
KJ		6.3 5.3 Laksana moderasi bagi kursus yang mempunyai lebih dari seorang pensyarah untuk memenuhi keperluan berikut:	
PK/Pensyarah		(a) Pemarkahan seragam mengikut skema jawapan dan peratus pemarkahan yang sama seperti yang telah ditetapkan.	
PK/Pensyarah		(b) Taburan gred normal atau hampir normal.	
PK/Pensyarah		6.4 5.4 (a) Masukkan markah penilaian ke dalam SMP selewat-lewatnya 10 (sepuluh) hari bagi semester pertama/14 (empat belas) hari bagi semester kedua selepas tarikh peperiksaan akhir setiap kursus berkenaan. (Sekiranya terdapat perubahan dalam pemberian markah disebabkan faktor lain, sila catitkan perkara berkenaan di skrip jawapan/tugasan/mana-mana senarai markah selain daripada cetakan SMP. Sila pastikan markah/gred yang dicatitkan di skrip jawapan/tugasan/mana-mana senarai markah selain daripada cetakan SMP adalah sama dengan markah/gred yang dimasukkan dalam SMP).	
PK/Pensyarah		(b) Cetak markah dan gred berserta laporan statistik (bagi program bachelordiploma) dari SMP, dan serahkan kepada KJ untuk disahkan.	

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ/ TDA/KJ PT PT Ketua PTJ/TDA KJ KJ Ketua PTJ/TDA PT PTJ PT PTJ	 <pre> graph TD A((A)) --> B[6-5 5.5 Pantau Masuk Markah] B --> C{6-6 5.6 Semak dan Sahkan} C -- Tidak --> D((B)) D --> C C -- Ya --> E[6-7 5.7 Dapat Perakuan] E --> F[6-8 5.8 Cetak Gred Untuk Paparan] F --> G((6-9 5.9 Tamat)) </pre>	6-5 <u>5.5</u> (a) Pantau proses kemasukan markah oleh pensyarah (b) Semak senarai kursus yang masih tiada gred bagi memastikan gred dimasukkan dalam tempoh yang ditetapkan. (c) Hantar surat makluman senarai kursus yang masih tiada gred kepada Ketua PTJ. (d) Hantar notis/surat kemasukan markah penilaian kepada penyelaras kursus/pengajar yang belum memasukkan markah penilaian ke dalam SMP dalam tempoh yang ditetapkan dan buat salinan notis/surat kepada KJ berkenaan. (e) Bentang laporan pemantauan masuk markah dalam mesyuarat pengurusan Fakulti 6-6 <u>5.6</u> (a) Semak dan sahkan senarai markah, gred dan laporan statistik. (b) Jika ya, ikut langkah 6-7 <u>5.7</u> (c) Jika tidak, ikut langkah 6-2 <u>5.2</u> 6-7 <u>5.7</u> (a) Perakukan senarai markah dan gred yang telah disemak dan disahkan oleh KJ. (b) Simpan senarai markah dan gred yang telah diperakukan dalam fail kursus. 6-8 <u>5.8</u> Cetak dan paparkan senarai gred yang telah diperakukan oleh TDA/ KJ di papan kenyataan fakulti.	

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7.0 6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM/(Kod PTJ)/ 600-4/30/2-(Kod Kursus) Fail Kursus Semester Senarai markah dan gred Peperiksaan Akhir dalam SMP beserta Laporan Statistik	PT (P/O) PTJ	Penyelaras Kursus/ Pensyarah	Pusat Dokumen dan Rekod PTJ 3 Tahun	Ketua-PTJ Ketua Pengarah Arkib Negara Malaysia Rincih
2.	UPM/(Kod PTJ)/ 600-4/12/2 Keperluan Ujian dan Peperiksaan Notis/surat memasukkan markahpenilaian kepada penyelaras kursus/pengajar (jika ada)	PT (P/O) PTJ	Penyelaras Kursus/ Pensyarah	Pusat Dokumen dan Rekod PTJ 2 Tahun	Ketua-PTJ Ketua Pengarah Arkib Negara Malaysia Rincih
3.	UPM/600-4/12/8 Pengurusan Peperiksaan - Surat Peringatan Kursus Masih Tiada Gred - Analisis dan Laporan Keseluruhan - Surat-surat yang berkaitan	PT(P/O)	PT	Pusat Dokumen dan Rekod BAKD 5 Tahun	Ketua-PTJ Ketua Pengarah Arkib Negara Malaysia Rincih

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8.0 — SEJARAH SEMAKAN

No. Isu	No. Semakan	No. CPD	Kelulusan Mesyuarat	Disedia dan Disemak	Dilulus/ diluluskan semula	Tarikh Kuatkuasa
02	00	-	Keluaran Pertama untuk satu persijilan	TNC (A&A)	WP	03/01/2011
02	01	56/2011	Mesyuarat Pengurusan Akademik 5/2011	TNC (A&A)	WP	12/09/2011
02	02	60/2012	Mesyuarat Pengurusan Akademik 7/2012 (Khas)	TNC (A&A)	WP	14/08/2012
02	03	06/2013	Mesyuarat Pengurusan Akademik 14/2013 (Khas)	TNC (A&A)	WP	30/04/2013
02	04	3/2014	Mesyuarat Pengurusan Akademik 19/2014 (Khas)	TNC (A&A)	WP	11/08/2014
02	05	2/2016	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-26 (2/2016)	TPKD-PP	TWP-PP	18/08/2016
02	06	1/2017	Mesyuarat Pengurusan Bahagian Kemasukan, Bahagian Urus Tadbir Akademik kali ke-30 (Khas) (2/2017)	TPKD-PP	TWP-PP	26/05/2017
02	07	2/2017	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik Bil (2/2017)(Khas)(Secara Edaran)	TPKD-PP	TWP-PP	18/08/2017

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	PROCEDURE FOR MARKING AND GRADING OF COURSES		Date: 19/06/2020

~~1.0~~ **PURPOSE**

~~This procedure explains the methods of marking and grading students' courses for undergraduate study programmes.~~

~~2.0~~ **1.0 SCOPE**

The procedure encompasses activities for marking moderation, score entry in SIS, monitoring of score entry, scores and grades validation, scores and grades approval, printing and displaying of grades for undergraduate student programs which excludes Medical Doctor Programs, Agricultural Science Foundation Programme, Distance Learning Programs (DL) and Executive Mode Studies Programmes.

~~3.0~~ **2.0 RESPONSIBILITY**

TNC (A&A), Head of PTJ, KPAA and KBAKD are responsible for the implementation of the marking and grading courses procedure.

All parties involved must adhere to the procedure.

~~4.0~~ **3.0 REFERENCE DOCUMENT**

Document Code	Title of Document
UPM/PGR/MK	Universiti Putra Malaysia Quality Manual
-	<i>Quality Management Systems</i> - Requirements MS ISO 9001:2015
PU/PS/GP006	Exams Guideline
-	Academic Calendar
-	SIS Manual (Exams) Score Entry Module

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5.0 4.0 TERMINOLOGY AND ACRONYM

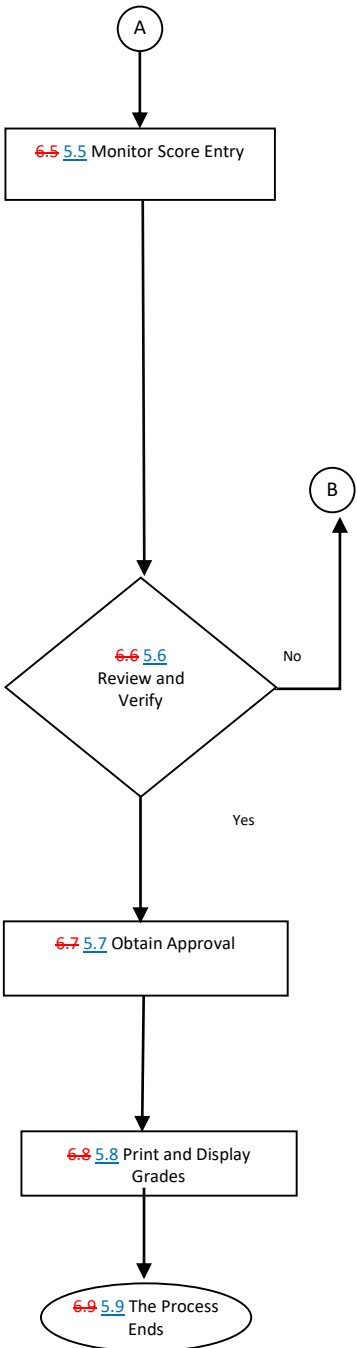
BAKD	:	Division of Academic Governance
Examination	:	End-of-Semester Exams
Faculty	:	All Faculties and the Centre for Curriculum and Students' Development
Head of PTJ	:	Dean of the Faculty, Director of the Centre for Curriculum and Students' Development and Director of the Centre for Language Competency Development <u>Dean of Faculty, Dean of School of Business and Economics, Director of the Centre of Foundation Studies for Agricultural Science, Director of Co-Curriculum and Student Development Centre, and Director of Centre for the Advancement of Language Competence</u>
KBAKD	:	Head, Division of Academic Governance
KJ	:	Head of Department at the Faculty
KPAA	:	Head of Administration (Academic and International)
Lecturer	:	Lecturers teaching the respective courses
PK	:	Course Coordinator
PT	:	Administrative Officer for the Academic Affairs Division
PT (P/O)	:	Administrative Assistant (Clerical and Operations) Academic Affairs Division
PT (P/O) PTJ	:	Administrative Assistant (Clerical and Operations) Centre for Responsibilities.
PT PTJ	:	Administrative Officer for the Centre for Responsibilities
PTJ	:	Centre for Responsibilities
SMP	:	Student Information System
TDA	:	Deputy Dean (Academic)/ Deputy Director of Academic Affairs
TNC (A&A)	:	Deputy Vice-Chancellor (Academic and International)
Undergraduate Programme of Study	:	Bachelor's and Diploma Programmes
UPM	:	Universiti Putra Malaysia

 UPM UNIVERSITI PUTRA MALAYSIA BERILMU BERAKTI	MAIN SERVICE UNDERGRADUATE	Pages: 3/6
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5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Record/ Documents
PK/Lecturer KJ PK/Lecturer PK/Lecturer PK/Lecturer PK/Lecturer	<pre> graph TD Start([6-4 5.1 Start]) --> Decision{6-2 5.2 Moderation Necessary?} Decision -- No --> EnterScores[6-4 5.4 Enter evaluation scores in SMP] Decision -- Yes --> ImplementMod[6-3 5.3 Implement Moderation] ImplementMod --> EnterScores EnterScores --> End([A]) </pre>	6-2 5.2 (a) If the course involves more than one lecturer for scoring moderation. (b) If Yes, follow step 6-3 5.3. (c) If No, follow step 6-4 5.4. 6-3 5.3 Implement moderation for courses with more than one lecturer to meet the following requirements: (a) Standardized scoring according to the answer scheme and similar scoring percentage as has been specified. (b) Grades distribution is normal or nearly normal. 6-4 5.4 (a) Enter the assessment score into the SIS within 10 (ten) days of the first semester / 14 (fourteen) days of the second semester after the end of each course examination. (If there has been a change in the scoring due to other factors, please note such changes in the answer scripts / assignments / any score lists other than the SIS printout. Please ensure that the scores / grades listed in the answer scripts / assignments / any score lists other than the SIS printout are the same as the scores / grades entered in the SMP). (b) Print out the scores and grades along with the statistics reports (for undergraduate / diploma programmes) from the SIS and submit to KJ for verification purposes.	(SMP Manual) (Examination) Score Entry Module

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Responsibility	Flowchart	Details	Reference Record/ Documents
Head of PTJ/ TDA/KJ PT PT Head of PTJ/ TDA/KJ KJ KJ Head of PTJ/TDA PT PTJ PT PTJ	 <pre> graph TD A((A)) --> B[6-5 5.5 Monitor Score Entry] B --> C{6-6 5.6 Review and Verify} C -- No --> B C -- Yes --> D[6-7 5.7 Obtain Approval] D --> E[6-8 5.8 Print and Display Grades] E --> F([6-9 5.9 The Process Ends]) </pre>	6-5 <u>5.5</u> (a) Monitor the lecturer's process of entering the scores. (b) Check the list of courses which are still without grades to ensure that the grades are entered within the stipulated period. (c) Send a letter of notification to the Head of CRS regarding the courses which are still without grades. (d) Send a notice / letter on assessment score entry to the course coordinators / instructors who have not entered the assessment scores into the SIS within the stipulated period and make a copy of such notice / letter to the HOD concerned. (e) Present a report on the monitoring of score entry at the Faculty management meeting. 6-6 <u>5.6</u> (a) Review and verify the list of scores, grades and statistics reports. (b) If Yes, follow step 6-7 <u>5.7</u> (c) If No, follow step 6-2 <u>5.2</u> 6-7 <u>5.7</u> (a) Approve the list of scores and grades that the KJ has reviewed and verified. (b) Save the approved list of scores and grades in the course file. 6-8 <u>5.8</u> Print and display the grades list that has been approved by the TDA / KJ on the Faculty's notice board.	

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7.0 6.0 RECORD

No.	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
1.	UPM/ (Code of PTJ)/ 600-4/30/2- (Course Code) Semester Course Files List of scores and grades of the final examinations with the Statistics Reports in the SIS	PT (P/O) PTJ	Course Coordinator/ Lecturer	PTJ Centre for Document and Record 3 Years	Head of PTJ Director General National Archives of Malaysia Shred
2.	UPM/(Code of PTJ) 600-4/12/2 Test and Examination Requirement Notice / letter of assessment score entry to the course coordinator / instructor (if any)	PT (P/O) PTJ	Course Coordinator/ Lecturer	PTJ Centre for Document and Record 2 Years	Head of PTJ Director General National Archives of Malaysia Shred
3.	UPM/600-4/12/8 Examination Management - Reminder letter for courses still without grades. - Overall Analysis and Report - Relevant letters	PT (P/O)	PT	BAKD Centre for Document and Record 5 Years	KPAA Director General National Archives of Malaysia Shred

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~~8.0 HISTORY OF REVIEWS TIDAK PERLU DITERJEMAH~~

Issue No.	Review No.	CPD No.	Approval of Meetings	Prepared and Reviewed	Approved / Re-approved	Date Effective
02	00	-	First Release for a certification	DVC (A&I)	WP	03/01/2011
02	01	56/2011	Academic Management Meeting 5/2011	DVC (A&I)	WP	12/09/2011
02	02	60/2012	Academic Management Meeting 7/2012 (Exclusive)	DVC (A&I)	WP	14/08/2012
02	03	06/2013	Academic Management Meeting 14/2013 (Exclusive)	DVC (A&I)	WP	30/04/2013
02	04	3/2014	Academic Management Meeting 19/2014 (Exclusive)	DVC (A&I)	WP	11/08/2014
02	05	2/2016	The 26 th Admissions Management and Academic Administration Division Meeting (2/2016)	TPKD-PP	TWP-PP	18/08/2016
02	06	1/2017	The 30 th Admissions Management and Academic Administration Division Meeting (Exclusive) (2/2017)	TPKD-PP	TWP-PP	26/05/2017
02	07	2/2017	Admissions Management and Academic Administration Division Meeting (2/2017)(Exclusive) (By Distribution)	TPKD-PP	TWP-PP	18/08/2017

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	PROSEDUR PENGURUSAN KEPUTUSAN PEPERIKSAAN AKHIR	

1.0 SKOP

Prosedur ini merangkumi aktiviti pengurusan keputusan peperiksaan dari pendedaran notis arahan peperiksaan, pendedaran senarai kawalan gred, kemasukan markah, semakan gred, penjaan PNG/PNGK, percetakan dan penghantaran ringkasan keputusan peperiksaan, kelulusan MSKP Fakulti, kelulusan MSKP Universiti, pengesahan Senat dan pengumuman keputusan peperiksaan akhir bagi peperiksaan akhir program pengajian prasiswazah tidak termasuk program Doktor Perubatan, Program Asasi Sains Pertanian, Program Pendidikan Jarak Jauh (PJJ) dan Program Pengajian Mod Eksekutif.

2.0 TANGGUNGJAWAB

TNC (A&A), Ketua PTJ, KPAA dan KBAKD bertanggungjawab memastikan Prosedur Pengurusan Keputusan Peperiksaan ini dilaksanakan. Sesiapa yang terlibat mesti mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
UPM/PGR/MK	Manual Kualiti Universiti Putra Malaysia
-	<i>Quality Management Systems - Requirements MS ISO 9001:2015</i>
-	Kaedah-kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014
-	Minit Mesyuarat Senat UPM (berkaitan)
UPM/PU/PS/P010	Prosedur Pemarkahan dan Penggredan Kursus
UPM/PU/PS/P014	Prosedur Pengurusan Pengijazahan Pelajar
PU/PS/GP007	Garis Panduan Peperiksaan
-	Kalendar Akademik
-	Manual SMP – Modul Portal Pelajar
-	Manual SMP (Peperiksaan) - Modul Masuk Markah (Peratus Penilaian) - Modul Masuk Markah - Modul Masuk Gred (Bahagian Urus Tadbir Akademik) - Modul Pemantauan Markah dan Gred - Modul Menjana PNG/PNGK

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4.0 TERMINOLOGI DAN SINGKATAN

BAKD	:	Bahagian Urus Tadbir Akademik
CR	:	Kredit daftar semester semasa pelajar
ECCR	:	Kredit pengecualian pelajar
F	:	Simbol Gred bagi sesuatu kursus yang gagal
Fakulti	:	Semua Fakulti dan Pusat Kokurikulum dan Pembangunan Pelajar
GB	:	Pelajar yang gagal dan diberhentikan
GR	:	Pelajar bergraduasi
JPA	:	Jabatan Perkhidmatan Awam
Ketua PTJ	:	Dekan Fakulti, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa <u>Dekan Fakulti, Dekan Sekolah Perniagaan dan Ekonomi, Pengarah Pusat Asasi Sains Pertanian, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa</u>
KJ	:	Ketua Jabatan di Fakulti
KPAA	:	Ketua Pentadbiran Akademik dan Antarabangsa
M/TM	:	Memuaskan/ Tidak Memuaskan. Simbol Gred yang diberikan bagi kursus yang keputusannya tidak digredkan tetapi diberikan catatan lulus/ gagal sahaja.
MARA	:	Majlis Amanah Rakyat
MSKP	:	Mesyuarat Semakan Keputusan Peperiksaan Peringkat Universiti
MSKP Fakulti	:	Mesyuarat Semakan Keputusan Peperiksaan Peringkat Fakulti
N	:	Simbol sementara bagi gred yang belum dimasukkan
PCCR	:	Jumlah Timbunan Kredit Lepas
Peperiksaan	:	Peperiksaan Akhir Semester
PK	:	Penyelaras Kursus
PNG	:	Purata Nilai Gred
PNGK	:	Purata Nilai Gred Keseluruhan
Program Pengajian Prasiswazah	:	Program Bachelors dan Diploma
PT	:	Pegawai Tadbir Bahagian Urus Tadbir Akademik
PT (P/O)	:	Pembantu Tadbir (Perkeranian/Operasi) Bahagian Urus Tadbir

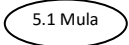
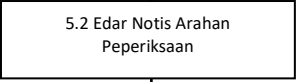
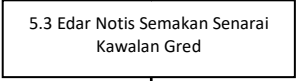
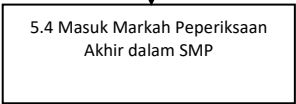
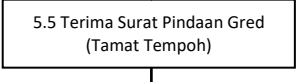
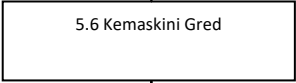
	PERKHIDMATAN UTAMA PRASISWAZAH	Halaman: 3/9
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Akademik

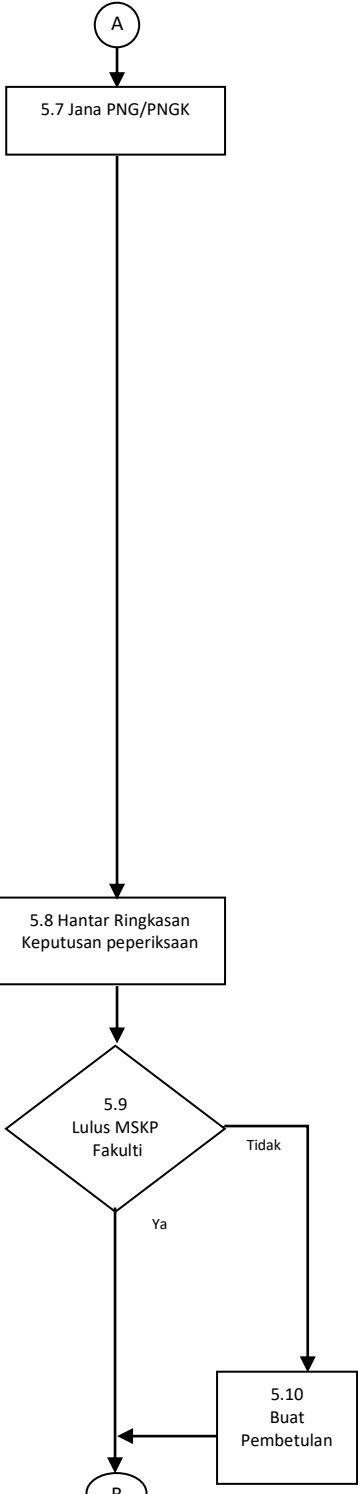
PT (P/O) PTJ	:	Pembantu Tadbir (Perkeranian/Operasi) Pusat Tanggungjawab
PT PTJ	:	Pegawai Tadbir Pusat Tanggungjawab
PTJ	:	Pusat Tanggungjawab
PTM	:	Pegawai Teknologi Maklumat
PTPTN	:	Perbadanan Tabung Pendidikan Tinggi Nasional
S	:	Simbol bagi sambung yang digunakan bagi sesuatu kerja atau projek yang melebihi satu semester untuk disiapkan
S/U Senat	:	Setiausaha Senat
SMP	:	Sistem Maklumat Pelajar
TDA	:	Timbalan Dekan (Akademik)/ Timbalan Pengarah yang menguruskan hal Akademik
TL	:	Simbol gred belum dimasukkan bagi kursus berbentuk praktikal seperti latihan industri dan latihan mengajar
TNC (A & A)	:	Timbalan Naib Canselor (Akademik dan Antarabangsa)
ULF	:	Simbol bagi pendaftaran kursus yang diulang semula akibat gagal
ULT	:	Simbol bagi pendaftaran kursus yang diulang semula untuk meningkatkan gred
UPM	:	Universiti Putra Malaysia

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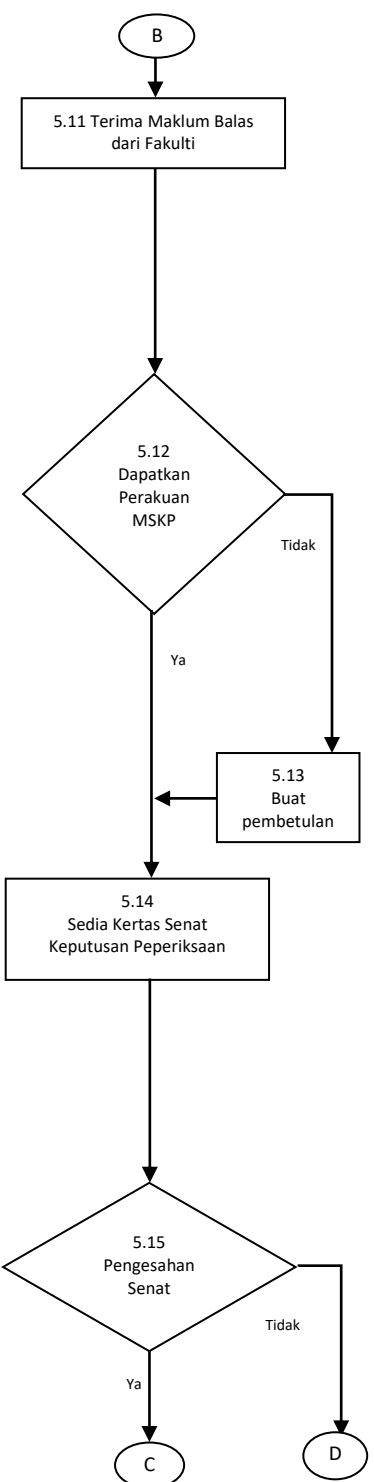
5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
KP(A&A)/ KBAKD /PT/PPT			
		5.2 (a) Edar Notis Arahan Peperiksaan berserta lampiran ke fakulti bagi tujuan pengurusan peperiksaan selewat-lewatnya pada minggu kelapan semester. Notis Arahan mengandungi perkara berikut:- (i) Notis Arahan Mengenai Peperiksaan; (ii) Skema Pemarkahan Untuk Pelajar; (iii) Jadual Kerja Urusan Keputusan Peperiksaan; dan (iv) Bilangan Pelajar Mengikut Program Pengajian.	Notis Arahan Peperiksaan
PT/PPT/PT(P/O) PT/PPT/TDA/PT PTJ PT/PPT		5.3 (a) Sedia Senarai Kawalan Gred. (b) Edar Notis Semakan Senarai Kawalan Gred ke Fakulti selewat-lewatnya tiga (3) hari bekerja selepas pengaktifan tempoh kawalan gred untuk semakan fakulti bagi memaklumkan tarikh akhir masuk markah. (c) Kemas kini Senarai Kawalan Gred berdasarkan maklum balas oleh pihak fakulti.	Notis Semakan Senarai Kawalan Gred Manual SMP (Peperiksaan) Modul Pemantauan Markah dan Gred
PK/Pensyarah		5.4 Masukkan markah peperiksaan akhir ke dalam SMP. Rujuk langkah 5.4 Prosedur Pemarkahan dan Penggredan Kursus (UPM/PU/PS/P010).	Prosedur Pemarkahan dan Penggredan Kursus (UPM/PU/PS/P010)
PT/PPT/PT(P/O)		5.5 Terima surat pindaan gred kursus peperiksaan (tamat tempoh) melalui Ketua Jabatan dan TDA/Ketua PTJ.	Surat Pindaan Gred
PK/Pensyarah		5.6 Pinda dan kemaskini gred berkenaan dalam SMP.	Manual SMP (Peperiksaan) Modul Masuk Gred (Bahagian Akademik)
			

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PPT/PT (P/O)	 <pre> graph TD A((A)) --> 5.7[5.7 Jana PNG/PNGK] 5.7 --> 5.8[5.8 Hantar Ringkasan Keputusan peperiksaan] 5.8 --> 5.9{5.9 Lulus MSKP Fakulti} 5.9 -- Ya --> B((B)) 5.9 -- Tidak --> 5.10[5.10 Buat Pembetulan] 5.10 --> B </pre>	5.7 Jana PNG/PNGK dan:- (a) Pastikan ketepatan ringkasan keputusan peperiksaan bagi pelajar berstatus amaran, percubaan, GB, TL dan yang akan bergraduat dengan menyemak Ringkasan Keputusan Peperiksaan yang mengandungi perkara berikut: (i) Kes Gred N (ii) Kes Gred TL (iii) Pengiraan PNG dan PNGK (iv) Syarat bergraduat (klasifikasi sulung) (v) Semester tambahan Taraf kursus ULF, ULT (vi) Status pelajar pada semester sebelum Pelajar tahun akhir dengan keputusan Gagal dan Diberhentikan (b) Pastikan keputusan peperiksaan pelajar tahun akhir memenuhi keperluan kurikulum program pengajian yang diluluskan oleh Senat.	Manual SMP (Peperiksaan) Modul Menjana PNG/PNGK
PPT/PT(P/O)		(i) Jika tidak memenuhi keperluan kurikulum program pengajian yang diluluskan oleh Senat, maklumkan kepada fakulti pelajar/ hubungi pelajar. (ii) Jika memenuhi keperluan kurikulum, pelajar layak bergraduat.	Prosedur Pengurusan Pengijazahan Pelajar (UPM/PU/PS/ P014)
PPT/PT(P/O)			Log Perhubungan Pelajar Tidak Bergraduat (PU/PS/ LG01/UJZ
PPT/PT(P/O)			
PT/PPT/PT(P/O)	5.8 Hantar Ringkasan Keputusan peperiksaan	5.8 Hantar ringkasan keputusan peperiksaan kepada TDA/Ketua PTJ untuk semakan.	
Ketua PTJ/TDA	5.9 Lulus MSKP Fakulti Ya Tidak	5.9 (a) Terima ringkasan keputusan peperiksaan dari Bahagian Urus Tadbir Akademik. (b) Bentang dan semak keputusan bagi setiap kursus untuk memastikan gred telah dimasukkan dalam SMP dengan lengkap dan tepat. (c) Jika ya, ikut langkah 5.11. (d) Jika tidak, ikut langkah 5.10.	
Ketua PTJ/TDA			
Pensyarah	5.10 Buat Pembetulan	5.10 Buat pembetulan seperti yang diminta oleh MSKP Fakulti.	

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PPT	 <pre> graph TD B((B)) --> 5.11[5.11 Terima Maklum Balas dari Fakulti] 5.11 --> 5.12{5.12 Dapatkan Perakuan MSKP} 5.12 -- Ya --> 5.14[5.14 Sedia Kertas Senat Keputusan Peperiksaan] 5.12 -- Tidak --> 5.13[5.13 Buat pembetulan] 5.13 --> 5.14 5.14 --> 5.15{5.15 Pengesahan Senat} 5.15 -- Ya --> C((C)) 5.15 -- Tidak --> D((D)) </pre>	5.11 (a) Terima maklum balas hasil semakan MSKP Fakulti daripada TDA/Ketua PTJ dalam tempoh lima (5) hari bekerja (dari tarikh penghantaran ringkasan keputusan peperiksaan dihantar TDA/Ketua PTJ). (b) Jana PNG/PNGK melalui SMP berdasarkan gred baharu yang dikemukakan oleh fakulti sebelum MSKP.	Catatan Mesyuarat MSKP
PT/PPT/PT(P/O)		5.12 (a) Edar notis Mesyuarat Semakan Keputusan Peperiksaan kepada TNC (A&A), Ketua PTJ dan salinan kepada TDA. (b) Dapatkan perakuan keputusan peperiksaan dalam MSKP. (c) Jika ya, ikut langkah 5.14. (d) Jika tidak, ikut langkah 5.13.	
PT		5.13 Buat pembetulan seperti yang diminta oleh MSKP.	
PT/PPT/PT (P/O)		5.14 (a) Sediakan Kertas Senat bersama laporan keputusan peperiksaan untuk pengesahan Senat:- (i) Senarai pelajar bergraduati. (ii) Senarai pelajar gagal dan diberhentikan. (iii) Nama pelajar yang tamat kurikulum tetapi PNGK tidak mencapai 2.000. (jika ada) (iv) Statistik keputusan peperiksaan keseluruhan.	Laporan Senat
S/U Senat		5.15 (a) Bentangkan Laporan Keputusan Peperiksaan Pelajar di Mesyuarat Senat untuk pengesahan. (b) Dapatkan pengesahan Senat. (c) Jika ya, ikut langkah 5.17. (d) Jika tidak, ikut langkah 5.16.	Kalendar Akademik
S/U Senat			

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6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM/600-4/12/8 PENGURUSAN PEPERIKSAAN - Notis Dan Arahan Mengenai Peperiksaan; - Surat Peringatan Masuk Markah Ujian/Penilaian 1 - Notis Penyediaan Kertas Soalan Peperiksaan Akhir - Surat Pindaan Gred Keputusan Peperiksaan (tamat tempoh) daripada fakulti - Peringatan Kursus Masih Tiada Gred - Surat Makluman Ringkasan Keputusan Peperiksaan kepada fakulti - Notis Mesyuarat Semakan Keputusan Peperiksaan kepada TNC(A&A) dan Ketua PTJ/ - Catatan Mesyuarat MSKP - Laporan Senat berserta Senarai dan Statistik - Petikan Minit Senat keputusan peperiksaan - Surat Edaran Keputusan Peperiksaan ke PTJ - Surat Edaran Keputusan Peperiksaan Kepada Pelajar GB - Analisis dan Laporan Keseluruhan Keputusan Peperiksaan Pelajar - Surat-surat yang berkaitan	PT (P/O)	PT	Pusat Dokumen dan Rekod BAKD 5 Tahun	KPAA Ketua Pengarah Arkib Negara Malaysia Rincih
2.	UPM/600-4/12/1 LOG PEPERIKSAAN Log Perhubungan Peperiksaan (Perkara Berkaitan) (PU/PS/LG03/PEP)	PT (P/O)	PT	Pusat Dokumen dan Rekod BAKD 5 Tahun	KPAA Ketua Pengarah Arkib Negara Malaysia Rincih

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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
3.	UPM/(Kod PTJ)/ 600-4/12/5 KEPUTUSAN PEPERIKSAAN • Surat/Notis Arahan Mengenai Peperiksaan • Senarai Kawalan Gred • Surat/Email Peringatan Kursus Masih Tiada Gred (jika ada) • Ringkasan Keputusan Peperiksaan • Notis Mesyuarat MSKP • Minit MSKP • Surat Edaran Keputusan Peperiksaan ke Fakulti • Log Penyerahan Sijil Naib Canselor (PU/PS/LG06/IJZ) • Surat-surat berkaitan	PT (P/O) PTJ	PT PTJ	Pusat Dokumen dan Rekod PTJ 5 Tahun	Ketua PTJ Ketua Pengarah Arkib Negara Malaysia Rincih

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	PROCEDURE FOR MANAGING FINAL EXAM RESULTS	

1.0 SCOPE

This procedure encompasses the process of managing exam results: from distributing the exam's notice and grade control list; keying in marks, reviewing grades, generating GPA/CGPA, printing and submitting the summary of exam results, getting approval from Faculties, getting approval from the University, getting endorsement from the Senate and announcing the final exam results for the undergraduate programmes except for Doctor of Medicine Programme, Foundation Studies for Agriculture Science, Distance Learning and Executive Mode Learning Programmes.

2.0 RESPONSIBILITY

TNC (A & A), KJ, KPAA and KBAKD are responsible for the implementation of the procedure for managing final exam results. All parties involved must adhere to this procedure.

3.0 REFERENCE DOCUMENT

Document Code	Title of Document
UPM/PGR/MK	Quality Manual Universiti Putra Malaysia
-	<i>Quality Management Systems - Requirements MS ISO 9001:2015</i>
-	Universiti Putra Malaysia (Undergraduate Academic Matters) Rules 2014
-	UPM Minutes of Senate Meeting (whichever is relevant)
UPM/PU/PS/P010	Procedure For Course Scoring and Grading
UPM/PU/PS/P014	Procedure for Student Graduation Management
PU/PS/GP007	Guidelines for Examination
-	Academic Calendar
-	SMP Manual – Student Portal Module
-	SMP Manual (Examination) Module for Keying in Marks (Assessment Percentage) Module for Marks Entry Module for Grades Entry (Division of Academic Governance) Module for Marks and Grade Monitoring Module for Generating GPA/CGPA

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4.0 TERMINOLOGY AND ACRONYM

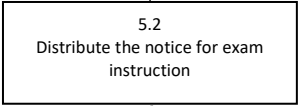
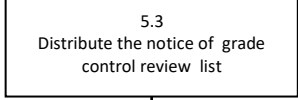
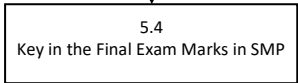
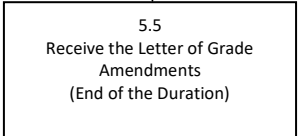
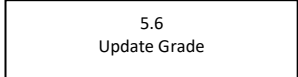
BAKD	:	Division of Academic Governance
CR	:	Student's credits registered in current semester
ECCR	:	Student's exempted credits
Examination	:	End of Semester Final Exam
F	:	Symbol for Fail of any course
Faculty	:	All Faculties and Co-Curriculum and Student Development Centre
Faculty MSKP	:	Faculty Exam Results Review Meeting
GB	:	Student with Fail and Terminated status
GR	:	Graduating Student
Head of PTJ	:	Dean of Faculty, Director of the Centre of Foundation Studies for Agricultural Science, Director of Co-Curriculum and Student Development Centre, and Director of Centre for the Advancement of Language Competence
	:	Dean of Faculty, Dean of School of Business and Economics, Director of the Centre of Foundation Studies for Agricultural Science, Director of Co-Curriculum and Student Development Centre, and Director of Centre for the Advancement of Language Competence
JPA	:	Public Services Department
KJ	:	Head of Department at Faculty
KPAA	:	Head of Administration, Division of Academic Governance
M/TM	:	Satisfactory/Unsatisfactory. The grade symbol given for courses which are not graded but given a pass or fail status only.
MARA	:	Majlis Amanah Rakyat
MSKP	:	University Exam Results Review Meeting
N	:	Temporary symbol for grades yet to be keyed- in
PCCR	:	Previous Credit Total Cumulative
PK	:	Course Coordinator
PNG	:	Grade Point Average
PNGK	:	Cumulative Grade Point Average
PT	:	Administrative Officer, Division of Academic Governance
PT (P/O)	:	Administrative Assistant (Clerical / Operation), Division of Academic

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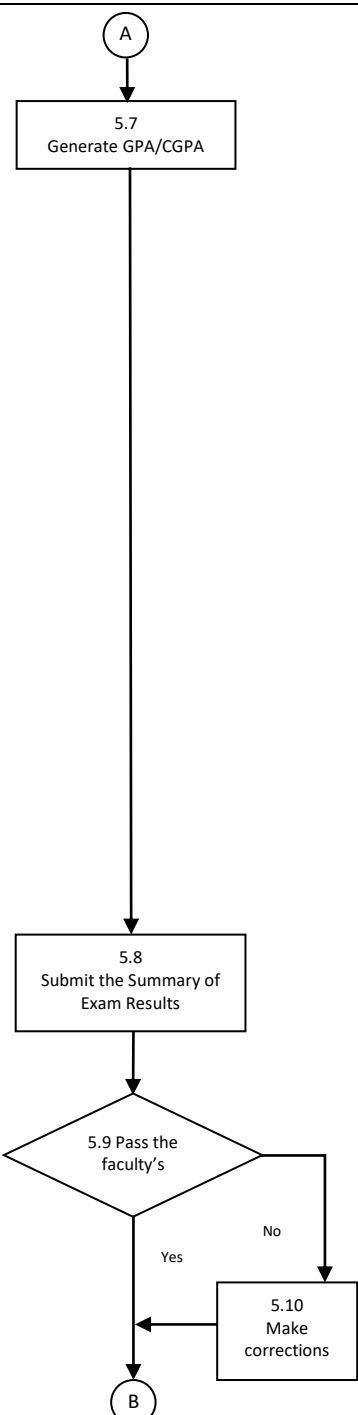
	Governance
PT (P/O) PTJ	: Administrative Assistant (Clerical / Operation), Centre of Responsibility
PT PTJ	: Administrative Officer, Centre of Responsibility
PTJ	: Centre of Responsibility
PTM	: Information Technology Officer
PTPTN	: National Higher Education Fund Corporation
S	: Symbol for extension used for any work or project which takes more than one semester to complete
S/U Senate	: Secretary of Senate
SMP	: Student Information System
TDA	: Deputy Dean (Academic)/Deputy Director in charge of Academic Affairs
TL	: Symbol for grades yet to be keyed in for practical courses such as industrial training and teacher training.
TNC (A & A)	: Deputy Vice Chancellor (Academic and International)
ULF	: Symbol for registration of course repeated due to failing
ULT	: Symbol for registration of course repeated to improve grade
Undergraduate Programme of Study	: Bachelor and Diploma Programmes
UPM	: Universiti Putra Malaysia

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5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Record/Document
KPAA/ KBAKD /PT/PPT			
		5.2 (a) Distribute the notice for exam instruction along with the attachment to faculties for the management of exams latest in week eight (8) of the semester. The Instruction Order consists of the following: (i) Notice of Instruction about Exams; (ii) Marking schemes for students; (iii) Work schedule for matters regarding exam results; and (iv) The number of students according to the programme of studies.	The notice of exam instruction
PT/PPT/PT(P/O) PT/PPT/TDA/PT PTJ		5.3 (a) Prepare the list for Grade Control. (b) Distribute the Notice of the Review of Grade Control List to the Faculty within THREE (3) working days after the activation period for grade control to allow the Faculty to inform the final date to key in marks. (c) Update the List of Grade Control based on feedback from Faculties.	Notice of grade control review list Module for Monitoring of Marks and Grade
PT/PPT		5.4 Key in the final exam marks into SMP. Refer to 5.4 Procedure for Scoring and Grading of Courses (UPM/PU/PS/P010).	Procedure for Scoring and Grading of Courses (UPM/PU/PS/ P010)
PT/PPT/PT(P/O)		5.5 Receive the Letter of Grade Amendments (End of the Duration) through the Head of Department and TDA/HOD.	Letter of Grade Amendments
PK/Lecturer		5.6 Amend and update the affected grade in the SMP.	Manual SMP (Exam) Module for Grade Entry (Academic Division)
			

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Responsibility	Flowchart	Details	Reference Record/Document
PPT/PT (P/O)	 <pre> graph TD A((A)) --> 5.7[5.7 Generate GPA/CGPA] 5.7 --> 5.8[5.8 Submit the Summary of Exam Results] 5.8 --> 5.9{5.9 Pass the faculty's} 5.9 -- Yes --> 5.11(()) 5.9 -- No --> 5.10[5.10 Make corrections] 5.10 --> 5.11 5.11 --> B((B)) </pre>	5.7 Generate the GPA/CGPA and: (a) Ensure the accuracy of the exam result summary for those students who have a warning status, probation, GB, Fail and those who are graduating by reviewing the Summary of Exam Results that consists of the following information: (i) Grade N (ii) TL Grade (iii) Calculation of GPA and CGPA (iv) Graduation requirements (Senior Classification) (v) Additional semester for courses with ULF and ULT status (vi) The status of Fail and Terminate students during the semester before their final year (b) Ensure the results of final year students have fulfilled the requirements of the curriculum approved by the Senate. (i) If the results do not fulfill the curriculum that is approved by the Senate, please inform the faculty or the individual students. (ii) If the results have fulfilled the requirements of the curriculum, students are eligible for graduation.	PNG/PNGK Module For GPA/CGPA Generation Procedure Student Graduation Management (UPM/PU/PS/P014) Communication Log for Non-graduating students (PU/PS/LG01/IJZ)
PPT/PT(P/O)		5.8 Submit the summary of the exam results to the Deputy Dean of Academic/Head of Department for review.	
PPT/PT(P/O)		5.9 (a) Receive the summary of exam results from Academic Governance Division	
PPT/PT(P/O)		5.9 (b) Present and review the result for every course to ensure that the correct and accurate grade has been keyed in into the SMP.	
PPT/PT(P/O)		5.9 (c) If Yes, follow step 5.11	
PPT/PT(P/O)		5.9 (d) If No, follow step 5.10	
PT/PPT/PT(P/O)		5.10 Make corrections as required by the Faculty's MSKP.	
Head of PTJ/TDA			
Head of PTJ/TDA			
Lecturer			

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6.0 RECORD

Bil	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority On Disposal
1.	UPM/600-4/12/8 MANAGEMENT OF EXAMINATION - Examination Notice and Instruction - Letter of Reminder for Keying in of Test/Evaluation 1 Marks - Notice for Preparation of Final Exam Question Paper - Letter of Exam Results Grade Amendment (expired) - Reminder for Courses Without Grades - Letter to Inform Exam Results Summary to faculty - MSKP Meeting Notes - Senate Report including List and Statistics - Excerpts of Senate Minutes on exam results - Letter to Distribute Exam Results to PTJ - Letter to Distribute Exam Results to GB Student - Report and Analysis on Overall Student - Examination Results Relevant letters	PT (P/O)	PT	PTJ Centre for Document and Record 5 Years	KPAA Director General National Archives of Malaysia Shred
2.	UPM/600-4/12/9 CONFIRMATION OF STUDENT'S STATUS - Letter/e mail related to Examination and Confirmation of Student's status - Relevant letters	PT (P/O)	PT	PTJ Centre for Document and Record 5 Years	KPAA Director General National Archives of Malaysia Shred

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Bil	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority On Disposal
3.	UPM/600-4/12/1 EXAMINATION LOG Examination Communication Log (Relevant Matters) (PU/PS/LG03/PEP)	PT (P/O)	PT	PTJ Centre for Document and Record 5 Years	KPAA Director General National Archives of Malaysia Shred
4.	UPM/(Kod PTJ)/ 600-4/12/5 EXAMINATION RESULTS - Letter/Notice of Examination Instruction - Grade Control List - Letter of Reminder About Course Without Grades (if applicable) - Summary of Examination Results - Notice of MSKP Meeting - MSKP Minutes - Letter to Distribute Exam Results to Faculty - Vice Chancellor's Certificate Handing Over Log - Relevant Letters	PT (P/O) PTJ	PT PTJ	PTJ Centre for Document and Record 5 Years	Head of PTJ Director General National Archives of Malaysia Shred

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	PROSEDUR SEMAKAN GB DAN SEMAKAN GRED	

1.0 SKOP

Prosedur ini merangkumi aktiviti semakan GB dan semakan gred bermula dari notis pemakluman, permohonan semakan GB dan semakan gred, pengesahan penerimaan bayaran permohonan, pengesahan penerimaan permohonan, penerimaan maklumbalas dari fakulti, penyediaan laporan JKSS, perakuan Mesyuarat JKSS, pengesahan Senat, pindaan gred dalam SMP dan pengumuman keputusan permohonan semakan GB dan semakan Gred bagi pelajar program pengajian prasiswazah tidak termasuk program Doktor Perubatan, Program Asasi Sains Pertanian, Program Pendidikan Jarak Jauh (PJJ) dan Program Pengajian Mod Eksekutif.

2.0 TANGGUNGJAWAB

TNC (A&A), Ketua PTJ, KPAA dan KBAKD bertanggungjawab memastikan Prosedur Semakan GB dan Semakan Gred ini dilaksanakan.

Sesiapa yang terlibat mesti mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
UPM/PGR/MK	Manual Kualiti Universiti Putra Malaysia
-	Quality Management Systems - Requirements MS ISO 9001:2015
-	Kaedah-kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014
-	Minit Mesyuarat Senat UPM (berkaitan)
-	Kalendar Akademik
-	Manual SMP (Peperiksaan) - Modul Masuk Gred (Bahagian Akademik)
-	Manual SMP - Modul Semakan Gred/GB

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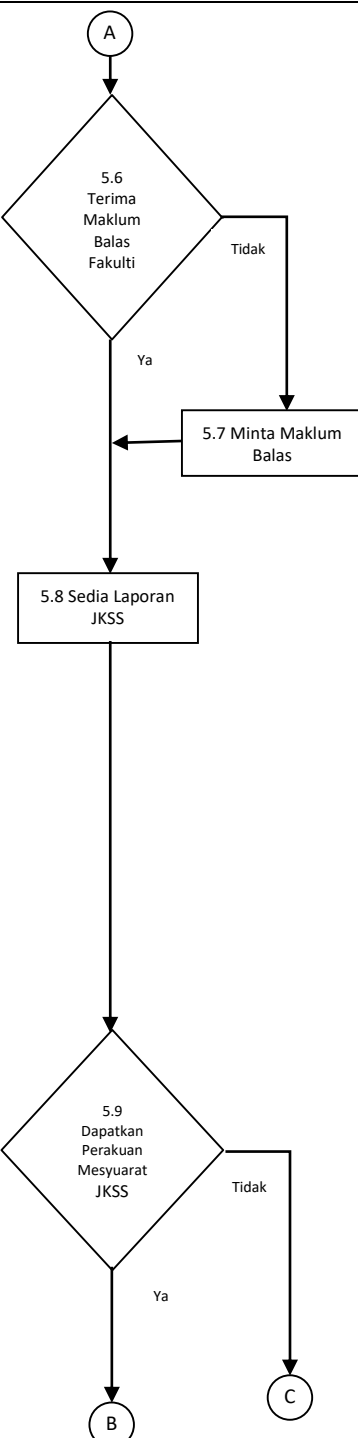
4.0 TERMINOLOGI DAN SINGKATAN

BAKD	: Bahagian Urus Tadbir Akademik
BHEP	: Bahagian Hal Ehwal Pelajar
GB	: Keputusan peperiksaan “Gagal dan Diberhentikan”
JKSS	: Jawatankuasa Semakan Senat
KBAKD	: Ketua Bahagian Urus Tadbir Akademik
Ketua PTJ	: Dekan Fakulti, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa <u>Dekan Fakulti, Dekan Sekolah Perniagaan dan Ekonomi, Pengarah Pusat Asasi Sains Pertanian, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa</u>
KJ	: Ketua Jabatan di Fakulti
KPAA	: Ketua Pentadbiran (Akademik dan Antarabangsa)
Pensyarah	: Pensyarah yang mengajar kursus berkenaan
PK	: Penyelaras Kursus
PKU	: Pusat Kesihatan Universiti
PPT	: Penolong Pegawai Tadbir (Operasi)
Program	: Program Bachelo dan Diploma
Pengajian	
Prasiswazah	
PSAS	: Perpustakaan Sultan Abdul Samad
PT	: Pegawai Tadbir Bahagian Urus Tadbir Akademik
PT (P/O) PTJ	: Pembantu Tadbir (Perkeranian dan Operasi) Pusat Tanggungjawab
PT PTJ	: Pegawai Tadbir Pusat Tanggungjawab
PT(P/O)	: Pembantu Tadbir (Perkeranian dan Operasi) Bahagian Urus Tadbir Akademik
PTJ	: Pusat Tanggungjawab
S/U Senat	: Setiausaha Senat
SMP	: Sistem Maklumat Pelajar
TDA	: Timbalan Dekan (Akademik)/Timbalan Pengarah yang menguruskan hal Akademik
TNC (A&A)	: Timbalan Naib Canselor (Akademik dan Antarabangsa)
UPM	: Universiti Putra Malaysia

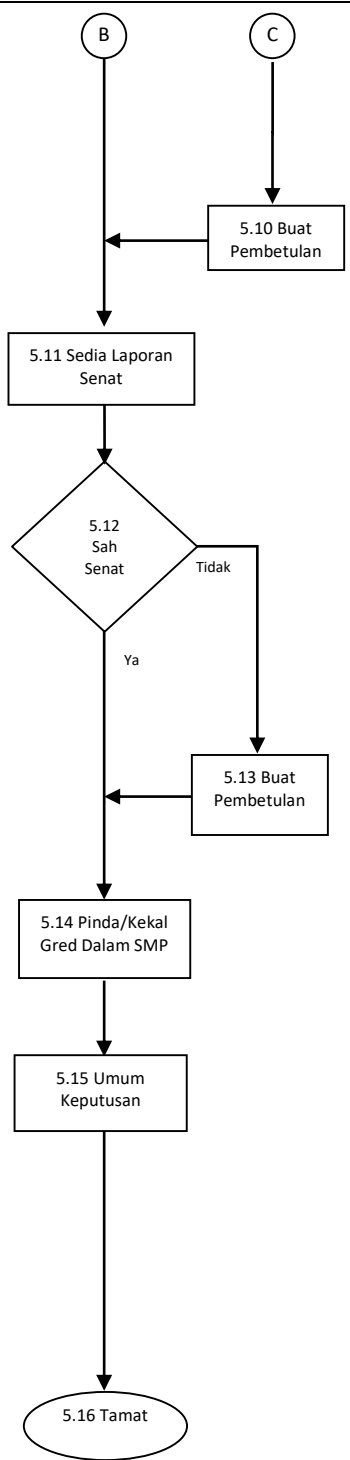
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5.0 PROSES TERPERINCI

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT		5.6 (a) Terima maklum balas permohonan semakan GB dan semakan Gred daripada fakulti secara dalam talian dalam tempoh yang telah ditetapkan. (i) Jika ya, ikut langkah 5.8. (ii) Jika tidak, ikut langkah 5.7.	Manual SMP - Modul Semakan Gred/GB
KBAKD/PT		5.7 Email/hubungi Ketua PTJ/TDA yang belum menghantar maklum balas permohonan semakan GB dan semakan Gred.	
KBAKD/PT		5.8 (a) Sediakan laporan permohonan semakan GB dan semakan gred dengan mengambil kira perkara berikut: (i) Permohonan semakan GB dan keputusan peperiksaan pelajar yang telah disahkan oleh Fakulti beserta rekod pindaan (jika ada). (ii) Permohonan semakan gred pelajar yang telah disahkan oleh fakulti beserta rekod pindaan (jika ada)	
PT/PPT/PT (P/O)		(b) Semak baki kredit semester akhir pelajar GB untuk kelayakan mendapat tambahan dua (2) semester pengajian.	
KPAA/KBAKD/PT		5.9 (a) Dapatkan perakuan Mesyuarat JKSS. (i) Bagi kes GB selewat-lewatnya satu (1) minggu sebelum semester bermula. (Perubahan tarikh adalah tertakluk kepada pindaan tarikh Senat dan tarikh semester berikutnya bermula). (ii) Bagi kes semakan gred selewat-lewatnya pada akhir minggu tiga (3) minggu selepas semester bermula. (Perubahan tarikh adalah tertakluk kepada pindaan tarikh Senat dan tarikh semester berikutnya bermula).	
PT		(b) Jika mendapat perakuan JKSS untuk pindaan gred atau gred kekal, ikut langkah 5.11.	Kaedah-kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014

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	PROSEDUR SEMAKAN GB DAN SEMAKAN GRED		Tarikh: 19/06/2020

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT	 <pre> graph TD B((B)) --> 5.11[5.11 Sedia Laporan Senat] C((C)) --> 5.10[5.10 Buat Pembetulan] 5.10 --> 5.11 5.11 --> 5.12{5.12 Sah Senat} 5.12 -- Ya --> 5.14[5.14 Pinda/Kekal Gred Dalam SMP] 5.12 -- Tidak --> 5.13[5.13 Buat Pembetulan] 5.13 --> 5.14 5.14 --> 5.15[5.15 Umum Keputusan] 5.15 --> 5.16([5.16 Tamat]) </pre>	(c) Jika tidak mendapat perakuan JKSS, semak semula di fakulti, ikut langkah 5.10.	
PT/PPT		5.10 Buat Pembetulan seperti yang diminta oleh Mesyuarat JKSS Peringkat Universiti.	
PT		5.11 Sediakan kertas senat bersama laporan keputusan Mesyuarat JKSS	
S/U Senat		5.12 (a) Bentangkan laporan keputusan Mesyuarat JKSS untuk pengesahan. (b) Dapatkan pengesahan Senat . (c) Jika ya, ikut langkah 5.14. (d) Jika tidak, ikut langkah 5.13.	
PT/PPT		5.13 Buat pembetulan pindaan gred seperti yang diminta oleh Senat.	
Pensyarah/PK		5.14 Pinda/Kekalkan gred pelajar dalam SMP selewat-lewatnya satu (1) hari bekerja dari tarikh Mesyuarat Senat.	Manual SMP-Modul Semakan Gred/GB
PT/PPT/ PT(P/O)		5.15 (a) Pelajar boleh mendapatkan keputusan permohonan semakan gred di SMP satu (1) hari selepas Mesyuarat Senat. (b) Hubungi pemohon yang berjaya bagi permohonan semakan gred GB untuk mendaftar semester tambahan. (c) Hantar senarai pelajar yang berjaya kepada Bursar dan pihak yang berkaitan (sekiranya perlu) dalam kes semakan gred atas kesilapan penyelaras/pemeriksa untuk proses pembayaran balik wang permohonan.	Manual SMP-Modul Semakan Gred/GB
PT/PT(P/O)			

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	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/PS/P012	No. Isu: 02
		Tarikh: 19/06/2020
	PROSEDUR SEMAKAN GB DAN SEMAKAN GRED	

6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM/600-4/12/10 Semakan Gred dan GB - Surat pemberitahuan Semakan Senat keputusan Peperiksaan - Senarai Pelajar GB - Laporan Permohonan Semakan GB - Laporan Permohonan Semakan Gred - Surat Panggil Mesyuarat JK Semakan Senat - Minit Mesyuarat JKSS - Kertas Senat Laporan JKSS - Minit Senat berkaitan Semakan Gred dan Semakan GB - Surat Jawapan Keputusan Semakan Gred GB - Senarai pelajar yang berjaya kepada Bursar dan pihak berkaitan (sekiranya perlu) - Surat-surat berkaitan	PT (P/O)	PT	Pusat Dokumen dan Rekod BAKD 5 Tahun	KPAA Ketua Pengarah Arkib Negara Malaysia Rincih

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	OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC AND INTERNATIONAL) Document Code: UPM/PU/PS/P012	Issue No. : 02
	PROCEDURE FOR GB REVIEW AND GRADE REVIEW	Date: 19/06/2020

1.0 SCOPE

This procedure encompasses activities of GB and grade checking starting from the announcement notice, application of GB checking and grade checking, verification for acceptance of application fee, verification for acceptance of application, acceptance of feedback from faculty, JKSS report preparation, recommendation of JKSS Meeting, Senate verification, grade amendment in SMP and announcement of application result for GB review and grade review for students from undergraduate programmes except for Doctor of Medicine, Foundation Studies for Agriculture Science, Distance Learning and Executive Mode Learning Programmes.

2.0 RESPONSIBILITY

TNC (A&A), Head of PTJ, KPAA and KBAKD are responsible for the implementation of the procedure for GB review and grade review.

All parties involved must adhere to this procedure.

3.0 REFERENCE DOCUMENT

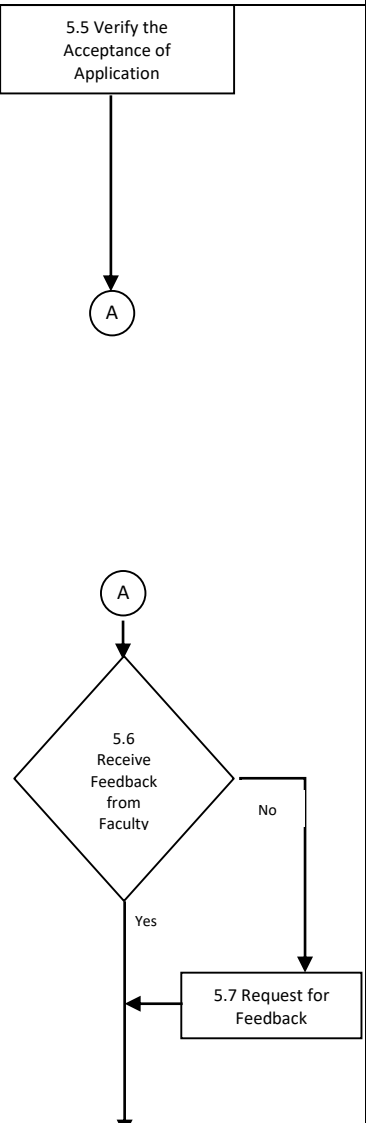
Document Code	Title of Document
UPM/PGR/MK	Quality Manual Universiti Putra Malaysia
-	Quality Management Systems - Requirements MS ISO 9001:2015
-	Universiti Putra Malaysia (Academic Matters for Undergraduates) Rules 2014
-	Minutes of UPM Senate Meeting (relevant)
-	Academic Calendar
-	SMP Manual (Examination) - Grading Module (Academic Section)
-	SMP Manual - Grade/GB Review Module

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	PROCEDURE FOR GB REVIEW AND GRADE REVIEW	

4.0 TERMINOLOGY AND ACRONYM

BAKD	: Division of Academic Governance
BHEP	: Student Affairs Division
GB	: Examination result “Fail and Dismissed”
Head of PTJ	: Dean of Faculty, Director of Co-curriculum and Student Development Centre and Director of Centre for the Advancement of Language Competence Dean of Faculty, Dean of School of Business and Economics, Director of the Centre of Foundation Studies for Agricultural Science, Director of Co-Curriculum and Student Development Centre, and Director of Centre for the Advancement of Language Competence
JKSS	: Senate Review Committee
KBAKD	: Head, Division of Academic Governance
KJ	: Head of Department at Faculty
KPAA	: Head of Administration (Academic and International)
Lecturer	: Lecturer teaching a university course
PK	: Course Coordinator
PKU	: University Health Centre
PPT	: Assistant Administrative Officer (Operational)
PSAS	: Sultan Abdul Samad Library
PT	: Academic Administrative Officer
PT (P/O) PTJ	: Assistant of Administrative Officer (Clerical and Operational) Centre of Responsibility
PT PTJ	: Administrative Officer Centre of Responsibility
PT(P/O)	: Assistant of Administrative Officer (Clerical and Operational) Academic Administrative Section
PTJ	: Centre of Responsibility
S/U Senate	: Secretary of Senate
SMP	: Student Information System
TDA	: Deputy Dean (Academic)/ Deputy Director who is in charge of Academic Affairs
TNC (A&A)	: Deputy Vice-Chancellor (Academic and International)
Undergraduate Programme of Study	: Bachelor and Diploma Programmes
UPM	: Universiti Putra Malaysia

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		PROCEDURE FOR GB REVIEW AND GRADE REVIEW	

Responsibility	Flowchart	Details	Reference Record/ Document
PT Head of PTJ/TDA/KJ/ Lecturers		5.5 (a) Verify the acceptance of student application. (b) Identify types of application: (iii) If application of GB checking, (Refer Work Instruction For GB Review (UPM/PU/PS/AK029)) (iv) If application of GB checking, (Refer : Work Instruction For Grade Review (UPM/PU/PS/AK028))	SMP Manual - Grade/GB Review Module Work Instruction For GB Review (UPM/PU/PS/AK029) Application Work Instruction For Grade Review (UPM/PU/PS/AK028)
PT		5.6 (b) Receive feedback for online applications of GB review and Grade review from faculty within the specified time. (i) If Yes, follow step 5.8. (ii) If No, follow step 5.7.	SMP Manual - Grade/GB Review Module
KBAKD/PT		5.7 Email/contact Heads of PTJ/TDA who have not send the feedback for application of GB review and Grade review.	

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	PROCEDURE FOR GB REVIEW AND GRADE REVIEW		Date: 19/06/2020

Responsibility	Flowchart	Details	Reference Record/ Document
S/U Senate	<pre>graph TD; 5.12{5.12 Senate Verified} -- No --> 5.13[5.13 Make Corrections]; 5.13 --> 5.14[5.14 Amend/retain Grade in SMP]; 5.12 -- Yes --> 5.14; 5.14 --> 5.15[5.15 Announce Result]; 5.15 --> 5.16([5.16 The Process Ends]);</pre>	5.12 (a) Present the report of JKSS Meeting result for verification. (b) Get Senate verification. (c) If Yes, follow step 5.14. (d) If No, follow step 5.13.	SMP Manual - Grade/GB Review Module
PT/PPT		5.13 Make correction for grade amendment as requested by Senate.	
Lecturer/PK		5.14 Amend/ Retain student’s grade in SMP at least one (1) working day from the date of Senate Meeting.	
PT/PPT/ PT(P/O)		5.15 (a) Students can get the result for application of grade checking in SMP one (1) day after Senate Meeting. (b) Contact successful applicants for applications of GB checking to register for extra semester. (c) Send the list of successful students to Bursar and related authorities (if necessary) in grade checking case due to errors made by coordinator/examiner to refund the application fees.	
PT/PT(P/O)			

6.0 RECORD

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No	File Code, File Title and List of Records	Responsibility For Filing and Compiling	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority on Disposal
1.	UPM/600-4/12/10 Grade and GB Review - Letter to Inform Senate Review of Exam Results - List of Students With GB - GB Review Application Report - Grade Review Application Report - Call For Senate Review Committee Meeting - JKSS Minutes of Meeting - JKSS Senate Paper Report - Minutes of Meeting Related To Grade Review and GB Review - Letter to Inform Grade/ GB Review Results - List of Successful Students to Bursar and relevant parties (if applicable) - Relevant Letters	PT (P/O)	PT	Centre for Document and Record 5 Years	KPAA Director General National Archives of Malaysia Shred

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~~1.0~~ **1.0 TUJUAN**

~~Prosedur ini disediakan bagi tujuan menerangkan cara menangani pelajar yang bermasalah.~~

~~2.0~~ **1.0 SKOP**

Prosedur ini merangkumi langkah mengenal pasti pelajar yang bermasalah, tindakan pembetulan dan pemantauan bagi pelajar program pengajian prasiswazah tidak termasuk Program Asasi Sains Pertanian, Program Pendidikan Jarak Jauh (PJJ) dan Program Pengajian Mod Eksekutif.

~~3.0~~ **2.0 TANGGUNGJAWAB**

TNC (A&A), Ketua PTJ, TDA dan KPAA bertanggungjawab memastikan Prosedur Pengendalian Pelajar Bermasalah ini dilaksanakan.

Sesiapa yang terlibat mesti mematuhi prosedur ini.

~~4.0~~ **3.0 DOKUMEN RUJUKAN**

Kod Dokumen	Tajuk Dokumen
UPM/PGR/MK	Manual Kualiti Universiti Putra Malaysia
MS ISO 9001:2015	Quality Management Systems – Requirements
PU/PS/GP003	Garis Panduan Sistem Penasihat Akademik
-	Kaedah-kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014

~~5.0~~ **4.0 TERMINOLOGI DAN SINGKATAN**

BAKD	:	Bahagian Urus Tadbir Akademik
BHEP	:	Bahagian Hal Ehwal Pelajar
Ketua PTJ	:	Dekan Fakulti, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa

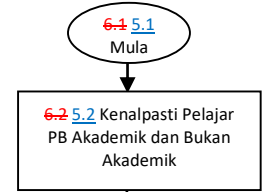
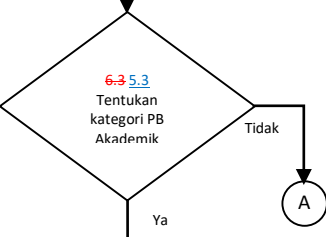
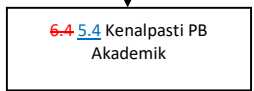
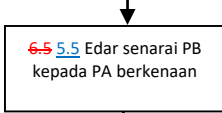
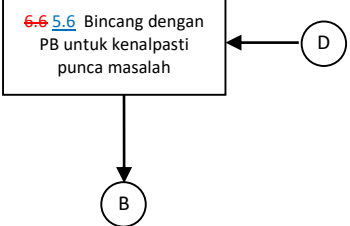
	PERKHIDMATAN UTAMA PRASISWAZAH	Halaman: 2/8
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[Dekan Fakulti, Dekan Sekolah Perniagaan dan Ekonomi, Pengarah Pusat Asasi Sains Pertanian, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa](#)

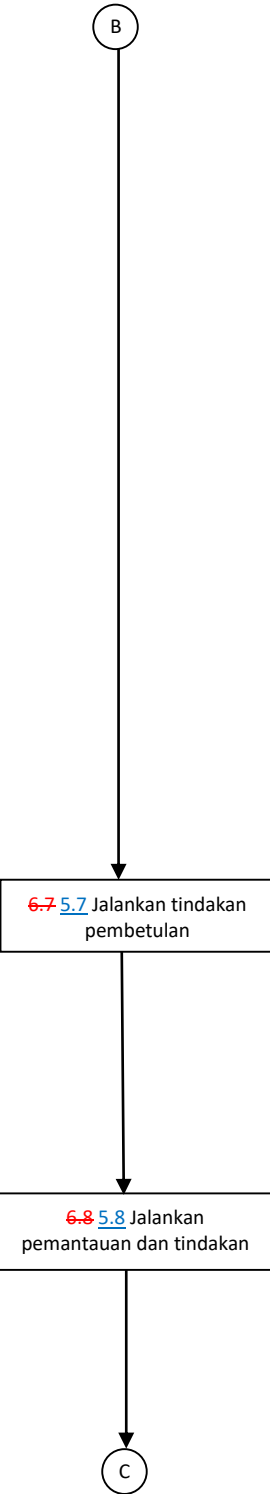
KJ	:	Ketua Jabatan di Fakulti
KPAA	:	Ketua Pentadbiran (Akademik dan Antarabangsa)
Masalah Akademik	:	Gagal dalam peperiksaan, kehadiran dalam aktiviti pengajaran kurang daripada 80%, kesilapan mendaftar kursus, tidak menghadiri ujian/peperiksaan, tidak membuat/menghantar tugas, PNGK kurang daripada 2.50, ujian kurang daripada 40%/50% (tertakluk kepada markah lulus kursus), tidak menjalankan latihan industri, tidak melengkapkan projek ilmiah tahun akhir, gagal pakej/posting/peperiksaan profesional
Masalah Bukan Akademik	:	Masalah kesihatan, kewangan, peribadi, dan sebagainya
PA	:	Penasihat Akademik pelajar
PB	:	Pelajar bermasalah
Pensyarah	:	Pensyarah yang mengajar kursus berkenaan
PK	:	Penyelaras Kursus
PKU	:	Pusat Kesihatan Universiti
Program Pengajian Prasiswazah	:	Program Bachelors dan Diploma
PT	:	Pegawai Tadbir Bahagian Urus Tadbir Akademik
PT PTJ	:	Pegawai Tadbir Pusat Tanggungjawab
PT(P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi) Bahagian Urus Tadbir Akademik
PT(P/O) PTJ	:	Pembantu Tadbir (Perkeranian dan Operasi) Pusat Tanggungjawab
TDA	:	Timbalan Dekan (Akademik)/ Timbalan Pengarah yang menguruskan hal Akademik
TNC (A & A)	:	Timbalan Naib Canselor (Akademik dan Antarabangsa)
UPM	:	Universiti Putra Malaysia

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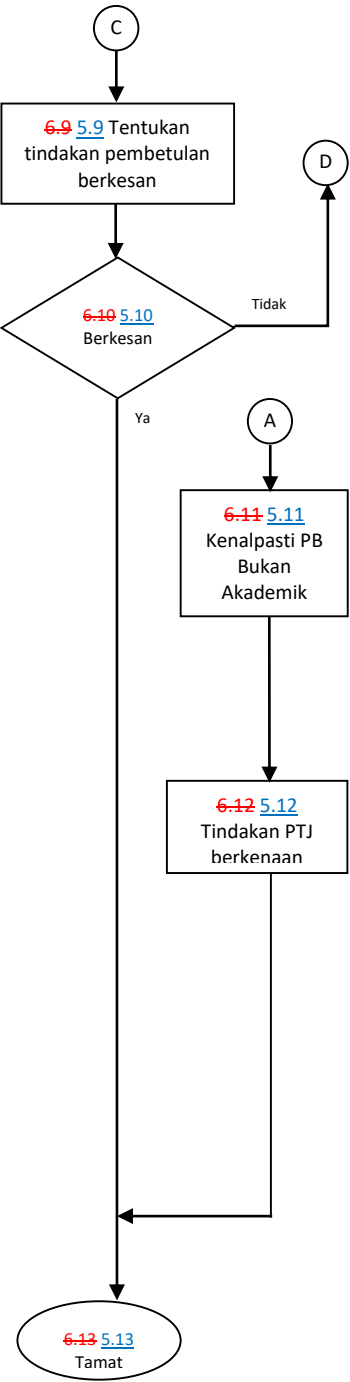
6.0 5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PK/Pensyarah/ PA		6.2 5.2 Kenalpasti Pelajar PB Akademik dan Bukan Akademik berdasarkan masalah yang dihadapi pelajar	
PK/Pensyarah/ PA		6.3 5.3 (a) Tentukan kategori PB Akademik dan Bukan Akademik. (b) Jika PB Akademik, ikut langkah 6.4 5.4 (c) Jika PB Bukan Akademik, ikut langkah 6.11 5.11	
PK/Pensyarah PA PK/Pensyarah/ PA PK/Pensyarah/ PA		6.4 5.4 Kenal pasti PB Akademik melalui : (i) Markah ujian <40%/<50% (tertakluk kepada markah lulus kursus dalam program) (ii) Kehadiran kuliah <80% dibuat pada akhir minggu ketujuh (7) (iii) PNGK <2.50 Lain-lain masalah akademik.	
		6.5 5.5 (a) Edarkan senarai PB kepada PA yang berkenaan dan sesalinal kepada TDA kepada Pelajar Bermasalah berkenaan. (sekiranya masalah berkenaan dikenalpasti oleh PK/Pensyarah). (b) Bentangkan senarai PB dalam Mesyuarat yang melibatkan pengurusan fakulti untuk makluman dan tindakan.	
PK/Pensyarah/ PA		6.6 5.6 (a) Bincang dengan pelajar untuk mengenalpasti punca masalah yang dihadapi dan beri khidmat nasihat yang bersesuaian. Catitkan ringkasan perbincangan dalam Borang Pengendalian Pelajar Bermasalah atau secara online dalam SMP Modul Sistem Penasihatn Akademik.	Borang Pengendalian Pelajar Bermasalah (PU/PS/BR05/PEP)

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		PROSEDUR PENGENDALIAN PELAJAR BERMASALAH

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PK/Pensyarah/ PA		(b) Jika pelajar tidak datang selepas dipanggil dan diberi peringatan pelajar dianggap tidak berminat mendapat pertolongan. Catit dalam Borang Pengendalian Pelajar Bermasalah. Ikut langkah 6.13	Borang Pengendalian Pelajar Bermasalah (PU/PS/BR05/ PEP)
PK/Pensyarah		(c) Jika kehadiran kuliah pelajar <80%, maklumkan kepada pelajar kesan ketidakhadiran ke kuliah iaitu pelajar adalah dilarang menduduki peperiksaan akhir dan akan diberikan markah sifar. Tindakan yang perlu diambil adalah seperti berikut: (i) Buat semakan statistik kehadiran pelajar pada akhir minggu ketujuh (7) (ii) Jika didapati kehadiran pelajar <80%, maklumkan kepada pelajar mengenai peratusan kekurangan kehadiran melalui email/ telefon/surat atau memo pada akhir minggu ketujuh (7) (iii) Maklumkan kepada pelajar untuk menyemak peratus kehadiran dengan pensyarah pada minggu ketujuh (7) dan kedua belas (12) (iv) Maklumkan kepada pelajar untuk mengemukakan rayuan kepada Dekan Fakulti sekiranya mempunyai alasan yang munasabah selewat-lewatnya pada minggu ketigabelas. (v) Maklumkan kepada pelajar dan Bahagian Urus Tadbir Akademik keputusan rayuan menduduki peperiksaan akhir.	Bahagian C – Sistem Akademik dan Kuliah (Bab III – Kehadiran ke Kuliah) Akta Universiti dan Kolej Universiti 1971 Perlembagaan Universiti Putra Malaysia (Perkara Akademik) 2003 (Pindaan 2005) Laporan Kehadiran Pelajar – Modul Pensyarah dalam Sistem SMP
PK/Pensyarah/ PA		6.7 <u>5.7</u> (a) Buat tindakan pembedulan seperti; (i) Pelajar berjumpa pensyarah kursus untuk pengajaran tambahan, pelajar berjumpa kaunselor, atau lain-lain yang difikirkan sesuai.	Borang Pengendalian Pelajar Masalah (PU/PS/BR05/ PEP)
PK/Pensyarah/ PA		(b) Catitkan tindakan yang perlu diambil dalam Borang Pengendalian Pelajar Masalah.	
PK/Pensyarah/ PA		6.8 <u>5.8</u> (a) Jalankan pemantauan dan tindakan susulan berdasarkan perkara berikut : (i) Laporan bertulis daripada pihak dirujuk. (ii) Perbincangan semula dengan pelajar.	
PK/Pensyarah/ PA		(b) Catitkan hasil pemantauan dan tindakan susulan dalam Borang Pengendalian Pelajar Bermasalah (PU/PS/BR05/PEP) dan serahkan borang berkenaan kepada TDA.	

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PK/Pensyarah/ PA	 <pre> graph TD C((C)) --> B1[6.9 5.9 Tentukan tindakan pembetulan berkesan] B1 --> B2{6.10 5.10 Berkesan} B2 -- Tidak --> D((D)) B2 -- Ya --> A((A)) A --> B3[6.11 5.11 Kenalpasti PB Bukan Akademik] B3 --> B4[6.12 5.12 Tindakan PTJ berkenaan] B4 --> B5([6.13 5.13 Tamat]) </pre>	6.9 5.9 Tentukan keberkesanan berdasarkan hasil pemantauan pada ujian/semester berikutnya mengikut masalah yang dihadapi oleh pelajar.	
PK/Pensyarah/ PA		6.10 5.10 (a) Jika tindakan pembetulan tidak berkesan ikut langkah 6.6 5.6 (b) Jika tindakan pembetulan berkesan ikut langkah 6.13 5.13	
PK/Pensyarah/ PA PA		6.11 5.11 (a) Kenalpasti PB bukan akademik berdasarkan masalah pelajar. (b) Buat perjumpaan dan adakan perbincangan dengan pelajar. Maklumkan hasil perbincangan kepada Ketua PTJ/TDA/Ketua Jabatan/Penyelaras Kursus/Pensyarah yang berkenaan.	
KJ KJ		6.12 5.12 (a) Minta pelajar rujuk kepada PTJ berpandukan kepada masalah seperti berikut: (i) Masalah peribadi rujuk ke Seksyen Kaunseling Bahagian Hal Ehwal Pelajar (ii) Masalah kesihatan rujuk ke Pusat Kesihatan Universiti. (iii) Masalah kewangan rujuk ke Seksyen Kebajikan Pelajar Bahagian Hal Ehwal Pelajar (iv) Masalah lain rujuk kepada Ketua PTJ. (b) Rekodkan perbincangan dengan pelajar.	

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7.0 6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM/(Kod PTJ)/600-4/12/13 Pengendalian Pelajar Bermasalah - Borang Pengendalian Pelajar Bermasalah (PU/PS/BRO5/PEP) - Laporan Prestasi Pelajar - Laporan-laporan berkaitan - Surat-surat berkaitan	PT(P/O) PTJ	PT PTJ	Pusat Dokumen dan Rekod PTJ Sehingga pelajar bergraduat atau tamat pengajian	Ketua-PTJ Ketua Pengarah Arkib Negara Malaysia Rincih

	PERKHIDMATAN UTAMA PRASISWAZAH		Halaman: 7/8
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8.0 — SEJARAH SEMAKAN

No. Isu	No. Semakan	No. CPD	Kelulusan Mesyuarat	Disedia dan Disemak	Dilulus/ diluluskan semula	Tarikh Kuatkuasa
02	00	-	Keluaran Pertama untuk persijilan	TNC (A&A)	WP	03/01/2011
02	01	22/2011	Mesyuarat Pengurusan Akademik 5/2011	TNC (A&A)	WP	08/08/2011
02	02	57/2011	Mesyuarat Pengurusan Akademik 5/2011	TNC (A&A)	WP	12/09/2011
02	03	98/2011	Mesyuarat Pengurusan Akademik 6/2011	TNC (A&A)	WP	18/11/2011
02	04	22/2012	Mesyuarat Pengurusan Akademik 1/2012	TNC (A&A)	WP	30/01/2012
02	05	65/2012	Mesyuarat Pengurusan Akademik 7/2012 (Khas)	TNC (A&A)	WP	14/08/2012
02	06	07/2013	Mesyuarat Pengurusan Akademik 4/2013 (Khas)	TNC (A&A)	WP	30/04/2013
02	07	3/2014	Mesyuarat Pengurusan Akademik 19/2014 (Khas)	TNC (A&A)	WP	11/08/2014
02	08	3/2015	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-22 Khas (3/2015)	TNC (A&A)	WP	05/06/2015
02	09	2/2016	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-26 (2/2016)	TPKD-PP	TWP-PP	18/08/2016
02	10	PU/PS: 1/2018	Mesyuarat Pengurusan Kali Ke-35 Bil 4/2018 (Khas) Bahagian Kemasukan Dan Bahagian Urus Tadbir Akademik	TPKD-PP	TWP-PP	24/04/2018

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	PROSEDUR PENGENDALIAN PELAJAR BERMASALAH		Tarikh: 19/06/2020

No. Isu	No. Semakan	No. CPD	Kelulusan Mesyuarat	Disedia dan Disemak	Dilulus/ diluluskan semula	Tarikh Kuatkuasa
03	00	QMS (PU)-PS (1/2019)	Mesyuarat Pengurusan Kali Ke 41 (Bil 10/2018) Bahagian Kemasukan Dan Bahagian Urus Tadbir Akademik Universiti Putra Malaysia	TPKD-PP	TWP-PP	22/02/2019

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	PROCEDURE ON HOW TO HANDLE PROBLEMATIC STUDENT	

~~1.0~~ **PURPOSE**

~~This procedure explains how to handle problematic students.~~

~~2.0~~ **1.0 SCOPE**

This procedure encompasses identifying problematic students, corrective actions and monitoring for undergraduate students not including Foundation Studies for Agriculture Science Programme, Long Distance Learning Programmes (PJJ) and Executive Learning Mode Programmes.

~~3.0~~ **2.0 RESPONSIBILITY**

TNC (A&A), Head of PTJ, TDA and KPAA are responsible for the implementation of the handling of problematic student procedure.

All parties involved must adhere to this procedure.

~~4.0~~ **3.0 REFERENCE DOCUMENT**

Document Code	Title of Document
UPM/PGR/MK	Universiti Putra Malaysia's Quality Manual
MS ISO 9001:2015	Quality Management Systems – Requirements
PU/PS/GP003	Academic Advisory System Guidelines
-	Methods of Universiti Putra Malaysia (Undergraduate Academic Matters) Rules 2014

~~5.0~~ **4.0 TERMINOLOGY AND ACRONYM**

Academic Problems : Failing in examinations, attendance in learning activities is less than 80%, mistake in registering wrong courses, absent in tests/examinations, failing to do/submit assignments, CGPA is

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less than 2.50, test marks below 40%/50% (according to course's passing marks), failing to undergo internships, not completing final year projects, failing packages/postings/professional examinations.

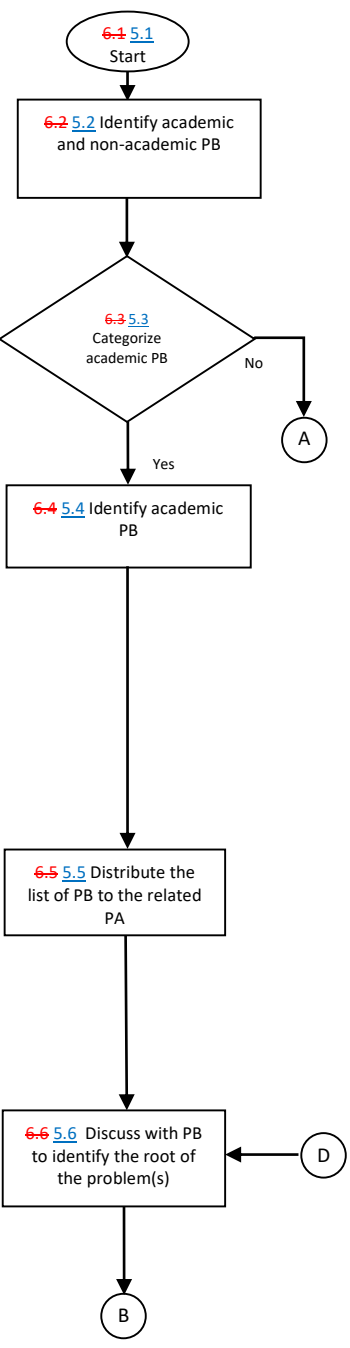
BAKD : Division of Academic Governance
BHEP : Student Affairs Division

Head of PTJ : ~~Dean of Faculty, Director of Co-Curriculum And Student Development Centre and Director of Centre For The Advancement Of Language Competence~~
Dean of Faculty, Dean of School of Business and Economics, Director of the Centre of Foundation Studies for Agricultural Science, Director of Co-Curriculum and Student Development Centre, and Director of Centre for the Advancement of Language Competence

KJ : Head of Department, Faculty
KPAA : Head of Administration (Academic and International)
Lecturer : Lecturers teaching the respective courses
Non-Academic Problems : Health issues, financial issues, personal issues etc.
PA : Academic Advisor
PB : Problematic student
PK : Course Coordinator
PKU : University Health Center
PT : Administrative Officer , Division of Academic Affairs
PT PTJ : Administrative Officer ,Center of Responsibility
PT(P/O) : Administrative Assistant (Clerical and Operation), Division of Academic Administration
PT(P/O) PTJ : Administrative Assistant (Clerical and Operation), Center of Responsibility
TDA : Deputy Dean (Academic) / Deputy Director in charge of Academic affairs
TNC (A & A) : Deputy Vice Chancellor (Academic and International)
Undergraduate Programme of Studies : Bachelor and Diploma programmes
UPM : Universiti Putra Malaysia

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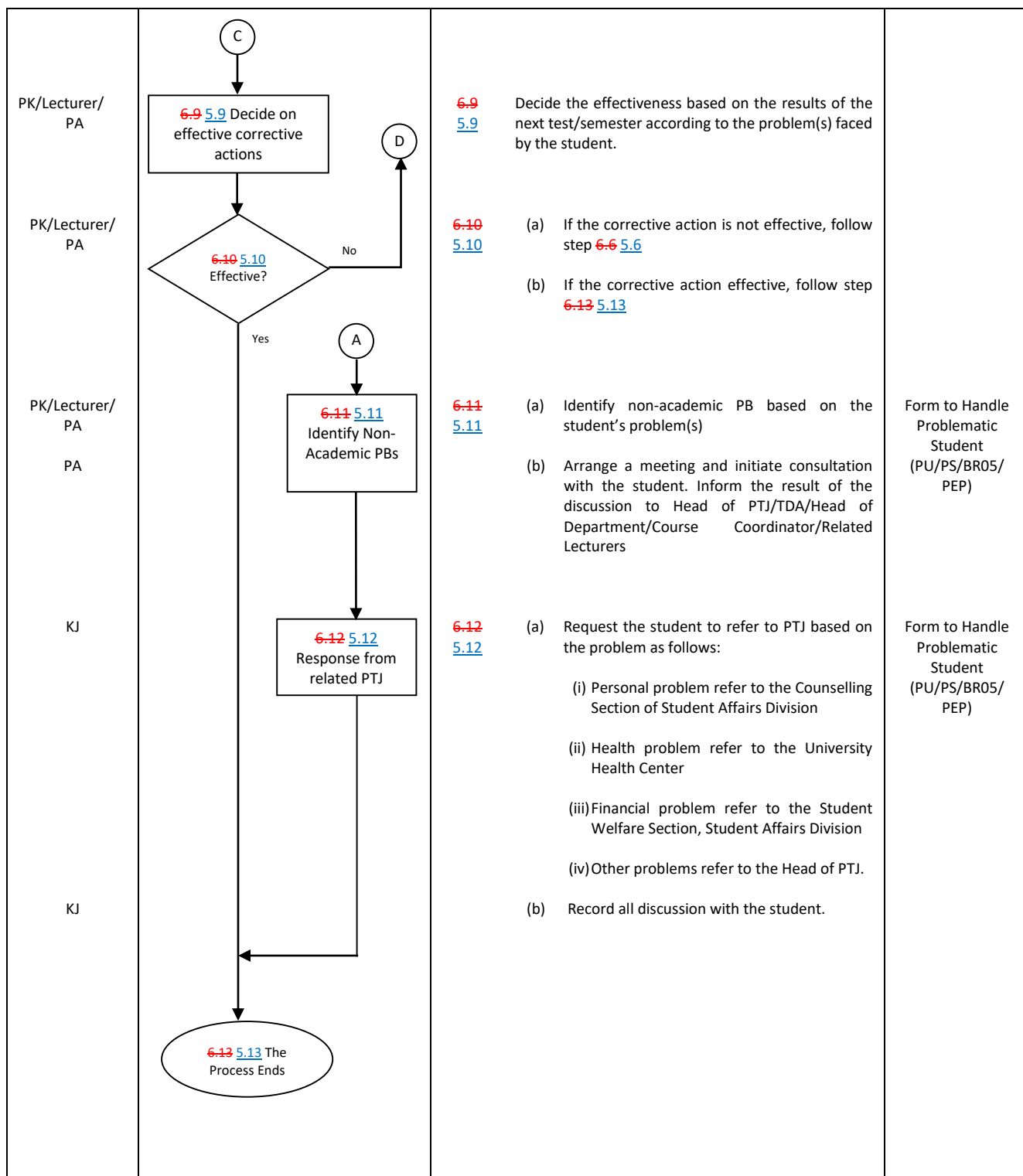
6.0 5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Record / Document
PK/Lecturer/ PA	 <pre> graph TD Start([6.4 5.1 Start]) --> IdentifyPB[6.2 5.2 Identify academic and non-academic PB] IdentifyPB --> CategorizePB{6.3 5.3 Categorize academic PB} CategorizePB -- No --> A((A)) CategorizePB -- Yes --> IdentifyAcademicPB[6.4 5.4 Identify academic PB] IdentifyAcademicPB --> DistributePB[6.5 5.5 Distribute the list of PB to the related PA] DistributePB --> DiscussPB[6.6 5.6 Discuss with PB to identify the root of the problem(s)] D((D)) --> DiscussPB DiscussPB --> B((B)) </pre>	6.2 5.2 Identify Academic and Non-Academic PBs based on the problems the student is facing	
PK/Lecturer/ PA		6.3 5.3 (a) Categorise Academic and Non-Academic PBs (b) If Academic PB, follow step 6.4 5.4 (c) If Non-Academic PB, follow step 6.4 5.4	
PK/Lecturer PA PK/Lecturer/ PA PK/Lecturer/ PA		6.4 5.4 Identify Academic PB through : (i) Test marks <40% / <50% (based on course passing marks in programmes) (ii) Lecture attendance <80% made until the end of week seven (7) (iii) CGPA <2.50 Other academical problems.	
		6.5 5.5 (a) Distribute the PB list to their respective PA and a copy to the TDA of the problematic student. (if the problems are identified by the PK/Lecturer) (b) Present the PB list in Meetings that involve the administration of the faculty as report and action.	
PK/Lecturer/ PA		6.6 5.6 (a) Discuss with the student to identify the root of the problems faced and give appropriate advice. Write down the summary of the discussion in the Form to Handle Problematic Student or through online in SMP Academic Advisory System Module.	Form to Handle Problematic Student (PU/PS/BR05/PEP)

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PK/Lecturer/ PA		(b) If the student refuses to come after being called up and given a reminder, the student is considered not interested to be helped. Write down in the Form to Handle Problematic Student. Follow step 6.13	Form to Handle Problematic Student (PU/PS/BR05/PEP)
PK/Lecturer		(c) If the lecture attendance of the student is <80%, inform the student the consequence of the absences will lead the student into being barred from attending final examinations and be given zero marks. Actions that should be taken are as follows: (i) Do a statistical review of the student's attendance at the end of week seven (7) (ii) If found that the attendance of the student <80%, inform the student regarding the percentage on the lack of attendance through email/ telephone/ letter or memo at the end of week seven (7) (iii) Inform the student to review the percentage of attendance with their lecturer on week seven (7) and twelve (12) (iv) Inform the student to submit an appeal to the Dean of Faculty if they have valid excuses on week thirteen the latest. (v) Inform the student and Academic Administration Division the appeal result for sitting the final examinations.	Part C - Academic System and Lectures (Chapter III - Attendance to Lectures) of the University Act and University College 1971 Constitution of the University of Putra Malaysia (Academic Matters) 2003 (Amendment 2005) Student Attendance Report-Lecturer's Module in SMP System
PK/Lecturer/ PA		6.7 <u>5.7</u> Carry out corrective action(s)	Form to Handle Problematic Student (PU/PS/BR05/PEP)
PK/Lecturer/ PA		(b) Record actions that need to be done in the Form to Handle Problematic Student.	
PK/Lecturer/ PA		6.8 <u>5.8</u> Carry out monitoring and follow-up action(s)	Form to Handle Problematic Student (PU/PS/BR05/PEP)
PK/Lecturer/ PA		(a) Carry out monitoring and follow-up actions based on the following : (i) Written report from referring parties. (ii) Re-discussion with the student. (b) Record monitoring results and follow-up actions in the Form to Handle Problematic Student (PU/PS/BR05/PEP) and pass the form to TDA	

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7.0 6.0 RECORD

No.	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority On Disposal
1.	UPM/(PTJ Codes)/600-4/12/13 Handling Problematic Students - Form to Handle Problematic Student (PU/PS/BRO5/PEP) - Student Performance Report - Related reports - Related letters	PT(P/O) PTJ	PT PTJ	PTJ Centre for Document and Record Until the student has graduated or completed his/her studies.	Head of PTJ Director General National Archives of Malaysia Shred

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	PROSEDUR PENGURUSAN PENGIJAZAHAN PELAJAR	

~~1.0~~ **TUJUAN**

~~Prosedur ini disediakan bagi tujuan menerangkan tatacara pengurusan pengijazahan pelajar, semakan syarat bergraduasi dan penyediaan skrol serta transkrip pelajar pengajian prasiswazah.~~

~~2.0~~ **1.0 SKOP**

Prosedur ini merangkumi semua tatacara pengurusan pengijazahan bermula dari penyediaan senarai nama pelajar yang akan bergraduasi, semakan syarat bergraduasi, pengedaran notis arahan bergraduasi ke fakulti, pengesahan Senat dan penyediaan skrol dan transkrip pelajar program pengajian prasiswazah tidak termasuk program Doktor Perubatan dan Program Asasi Sains Pertanian.

~~3.0~~ **2.0 TANGGUNGJAWAB**

TNC (A&A), Ketua PTJ, KPAA dan KBAKD bertanggungjawab memastikan prosedur Pengurusan Pengijazahan Pelajar ini dilaksanakan.

Sesiapa yang terlibat mesti mematuhi prosedur ini.

~~4.0~~ **3.0 DOKUMEN RUJUKAN**

Kod Dokumen	Tajuk Dokumen
UPM/PGR/MK	Manual Kualiti Universiti Putra Malaysia
-	Quality Management Systems – <i>requirements MS Iso 9001:2015</i>
-	Manual SMP (Peperiksaan) - Modul Semakan Pengijazahan - Modul Masuk Markah

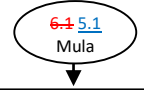
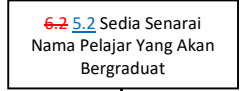
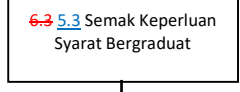
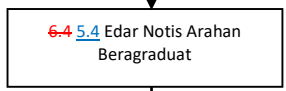
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5.0 4.0 TERMINOLOGI DAN SINGKATAN

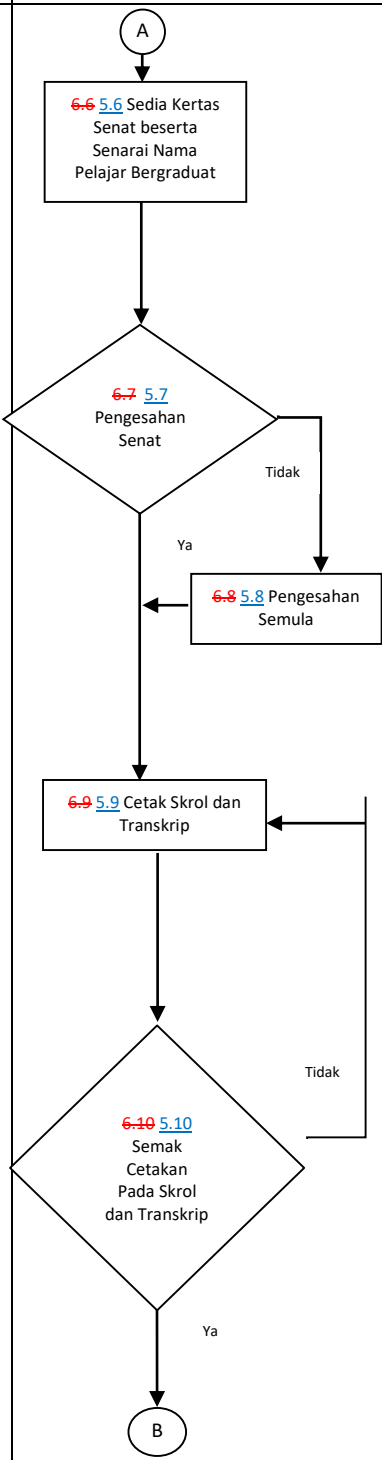
BAKD	: Bahagian Urus Tadbir Akademik
KBAKD	: Ketua Bahagian Urus Tadbir Akademik
Ketua PTJ	: Dekan Fakulti, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa <u>Dekan Fakulti, Dekan Sekolah Perniagaan dan Ekonomi, Pengarah Pusat Asasi Sains Pertanian, Pengarah Pusat Kokurikulum dan Pembangunan Pelajar dan Pengarah Pusat Pemajuan Kompetensi Bahasa</u>
KPAA	: Ketua Pentadbiran Akademik dan Antarabangsa
Peperiksaan	: Peperiksaan Akhir Semester
PPT	: Penolong Pegawai Tadbir
Program	: Program Bachelo dan Diploma
Pengajian	
Prasiswazah	
PT	: Pegawai Tadbir Bahagian Urus Tadbir Akademik
PT (P/O)	: Pembantu Tadbir (Perkeranian/Operasi) Bahagian Urus Tadbir Akademik
PT (P/O) PTJ	: Pembantu Tadbir (Perkeranian/Operasi) Pusat Tanggungjawab
PT PTJ	: Pegawai Tadbir Pusat Tanggungjawab
PTM	: Pegawai Teknologi Maklumat (IDEC)
S/U Senat	: Setiausaha Senat
SMP	: Sistem Maklumat Pelajar
TDA	: Timbalan Dekan (Akademik)/ Timbalan Pengarah yang menguruskan hal Akademik
TNC(A&A)	: Timbalan Naib Canselor (Akademik dan Antarabangsa)
UPM	: Universiti Putra Malaysia

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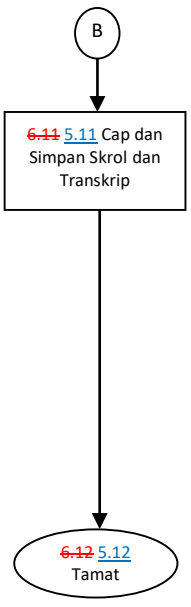
6.0 5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PPT/PT(P/O)			
PPT/PT(P/O)		6-2 5.2 Sedia senarai nama pelajar yang akan bergraduat dengan mencetak senarai nama pelajar klasifikasi sulung dari SMP.	
PPT/PT(P/O)		6-3 5.3 (a) Cetak struktur kurikulum program pengajian setiap pelajar. (b) Semak struktur kurikulum program pengajian setiap pelajar. Pastikan pelajar memenuhi keperluan syarat bergraduat mengikut tahun kemasukan. (i) Senarai kursus yang telah diambil oleh pelajar memenuhi struktur kurikulum (contoh: Kursus Universiti, Kursus Teras dan Kursus Elektif). (ii) Keputusan peperiksaan (PNGK), pengecualian kursus, kursus ulangan, kursus ulang tingkat gred. (iii) Jumlah kredit keseluruhan yang wajib diambil dan jumlah kredit pengecualian. (c) Buat catatan sekiranya terdapat perbezaan di antara cetakan SMP dengan skema pengajian sebenar pelajar bagi mengelakkan sebarang kekeliruan.	
PT/PPT/PT(P/O)			
KPAA/KBAKD/PT		6-4 5.4 Edar dan mohon fakulti pameran notis arahan bergraduat kepada pelajar pada minggu ke-12.	
PT (P/O)/PTPTJ		6-5 5.5 Maklumkan pada pelajar yang tidak layak bergraduat telefon/emel/ rasmi / laman sosial/ surat dan lain-lain mekanisme yang sesuai untuk disampaikan kepada pelajar.	Log Perhubungan Pelajar Tidak Bergraduat(PU/PS / LG01/IJZ)
			

 UPM UNIVERSITI PUTRA MALAYSIA BERILMU BERBAKTI	PERKHIDMATAN UTAMA PRASISWAZAH		Halaman: 4/7
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PPT/PT(P/O) PT S/U Senat PT/PT(P/O) PT/PT(P/O) PPT/PT(P/O)	 <pre> graph TD A((A)) --> B[6-6 5.6 Sedia Kertas Senat beserta Senarai Nama Pelajar Bergraduat] B --> C{6-7 5.7 Pengesahan Senat} C -- Ya --> D[6-8 5.8 Pengesahan Semula] C -- Tidak --> D D --> E[6-9 5.9 Cetak Skrol dan Transkrip] E --> F{6-10 5.10 Semak Cetakan Pada Skrol dan Transkrip} F -- Ya --> G((B)) F -- Tidak --> E </pre>	6-6 5.6 (a) Kemaskini status keputusan peperiksaan pelajar yang telah melengkapkan kurikulum pengajian daripada 'Baik' kepada 'Baik Dikurniakan Bachelors' dalam SMP. (b) Sediakan Kertas Senat beserta senarai pelajar bergraduat mengikut fakulti, program, kelas kepujian, PNGK dan statistik pelajar bergraduat. 6-7 5.7 (a) Bentangkan Kertas Senat beserta senarai pelajar bergraduat mengikut fakulti, program, kelas kepujian, PNGK dan statistik pelajar bergraduat untuk pengesahan Senat. (b) Jika ya, ikut langkah 6-8 5.8. (c) Jika tidak, ikut langkah 6-8 5.8. 6-8 5.8 Buat pindaan keputusan peperiksaan berdasarkan ulasan Senat dalam SMP dan dapatkan pengesahan semula Senat. 6-9 5.9 (a) Hantar data pelajar bergraduat yang disahkan Senat (dalam versi Bahasa Melayu dan Bahasa Inggeris) kepada syarikat percetakan untuk proses cetakan skrol. (b) Cetak transkrip berdasarkan senarai pelajar bergraduat yang disahkan Senat daripada SMP (dalam versi Bahasa Melayu dan Bahasa Inggeris). 6-10 5.10 (a) Pastikan skrol yang dicetak mengandungi : (i) Nama graduan (ii) Program Pengajian (iii) Kelas Kepujian (bagi graduan Bachelors sahaja) (iv) Pengesahan Senat (v) Cop Mohor (b) Pastikan transkrip pelajar yang dicetak mengandungi maklumat berikut: (i) Nama graduan (ii) No. Matrik (iii) No. Kad Pengenalan (iv) Nama Penaja Pengajian (v) Nama Program dan Major/Minor (vi) Keputusan penuh peperiksaan setiap semester	Manual SMP (Peperiksaan) Modul Masuk Gred (Bahagian Akademik) Log Semakan Kesilapan Cetakan Skrol dan Transkrip (PU/PS/LG02/IJZ)

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Juruteknik PPT/PT(P/O) PPT/PT(P/O)	 <pre> graph TD B((B)) --> A[6-11 5.11 Cap dan Simpan Skrol dan Transkrip] A --> C([6-12 5.12 Tamat]) </pre>	(c) Jika ya, ikut langkah 6-11 <u>5.11</u> . (d) Jika tidak, ikut langkah 6-9 <u>5.9</u> 6-11 <u>5.11</u> (a) Cap tandatangan wakil Pendaftar pada transkrip akademik. (b) Semak rekod pelajar berhutang dengan Bendahari. Buat catatan pada Log Penyerahan Skrol dan Transkrip Pelajar Bergraduasi (PU/PS/LG05/IJZ). (c) Susun skrol dan transkrip mengikut program, sesi dan nama mengikut abjad. Simpan dalam kotak dan dikunci di bilik fail untuk Majlis Konvokesyen.	Notis Keterangan Majlis Konvokesyen

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7.0 6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM/600-4/18/1 Pengijazahan - Senarai Nama Pelajar Klasifikasi Sulung - Notis Arahan Bergraduati ke Fakulti - Salinan Kertas Senat beserta Senarai Pelajar Bergraduati - Salinan Petikan Minit Senat - Catatan Pindaan (jika ada)	PT(P/O)	PT	Pusat Dokumen dan Rekod BAKD 5 tahun	KPAA Ketua Pengarah Arkib Negara Malaysia Rincih
2.	UPM/600-4/18/3 Log Pengijazahan - Log Perhubungan Pelajar Tidak Bergraduati - Log Pembetulan dan Cetakan Semula Skrol/Transkrip Baharu - Log Penyerahan Skrol dan Transkrip Pelajar Bergraduati - Log Semakan Kesilapan Cetakan Skrol dan Transkrip	PT(P/O)	PT	Pusat Dokumen dan Rekod BAKD 5 tahun	KPAA Ketua Pengarah Arkib Negara Malaysia Rincih
3.	UPM/600-4/18/2 Senarai Semak Pengijazahan Senarai Semak Struktur Kurikulum Program Pengajian Pelajar	PT(P/O)	PT	Pusat Dokumen dan Rekod BAKD 5 tahun	KPAA Ketua Pengarah Arkib Negara Malaysia Rincih
4.	UPM/(kod PTJ)/600-4/18/1 Pengijazahan - Notis Arahan Bergraduati daripada AKD - Log Perhubungan Pelajar Tidak Bergraduati - Surat-surat berkaitan	PT(P/O)PTJ	PT PTJ	Pusat Dokumen dan Rekod PTJ 5 tahun	Ketua-PTJ Ketua Pengarah Arkib Negara Malaysia Rincih

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8.0 SEJARAH SEMAKAN

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02	00	-	Keluaran Pertama untuk persijilan	TNC (A&A)	WP	03/01/2011
02	01	64/2012	Mesyuarat Pengurusan Akademik 7/2012 (Khas)	TNC (A&A)	WP	14/08/2012
02	02	05/2013	Mesyuarat Pengurusan Akademik 14/2013 (Khas)	TNC (A&A)	WP	30/04/2013
02	03	3/2014	Mesyuarat Pengurusan Akademik 19/2014 (Khas)	TNC (A&A)	WP	11/08/2014
02	04	2/2016	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-26 (2/2016)	TPKD-PP	TWP-PP	18/08/2016
02	05	1/2017	Mesyuarat Pengurusan Bahagian Kemasukan, Bahagian Urus Tadbir Akademik kali ke-30 (Khas) (2/2017)	TPKD-PP	TWP-PP	26/05/2017
02	06	2/2017	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik Bil (2/2017) (Khas) (Secara Edaran)	TPKD-PP	TWP-PP	18/08/2017
02	07	PU/PS: 1/2018	Mesyuarat Pengurusan Kali Ke-35 Bil 4/2018 (Khas) (Secara Edaran) Bahagian Kemasukan Dan Bahagian Urus Tadbir Akademik	TPKD-PP	TWP-PP	24/04/2018

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	PROCEDURE FOR STUDENT GRADUATION MANAGEMENT	

~~1.0~~ PURPOSE

~~This procedure explains the ways and means of student graduation management, verify graduation terms and conditions, and scroll preparation as well as transcripts for undergraduate students.~~

~~2.0~~ 1.0 SCOPE

This procedure encompasses all ways and means of graduation management starting from the preparation of graduating students' namelist, verify graduation terms and conditions, circulation of graduating referral notice to faculties, Senate confirmation and preparation of scrolls and transcripts of undergraduate students; excluding the Doctor of Medicine programme and Foundation Studies for Agriculture Science programme.

~~3.0~~ 2.0 RESPONSIBILITY

TNC (A&A), Head of PTJ, KPAA and KBAKD are responsible for the implementation of the procedure for student graduation management.

All parties involved must adhere to this procedure.

~~4.0~~ 3.0 REFERENCE DOCUMENT

Document code	Title of the Document
UPM/PGR/MK	Universiti Putra Malaysia's Quality Manual
-	Quality Management Systems – <i>requirements MS Iso 9001:2015</i>
-	SMP manual (Examination) • Graduation review module • Score entry module

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5.0 4.0 TERMINOLOGY AND ACRONYM

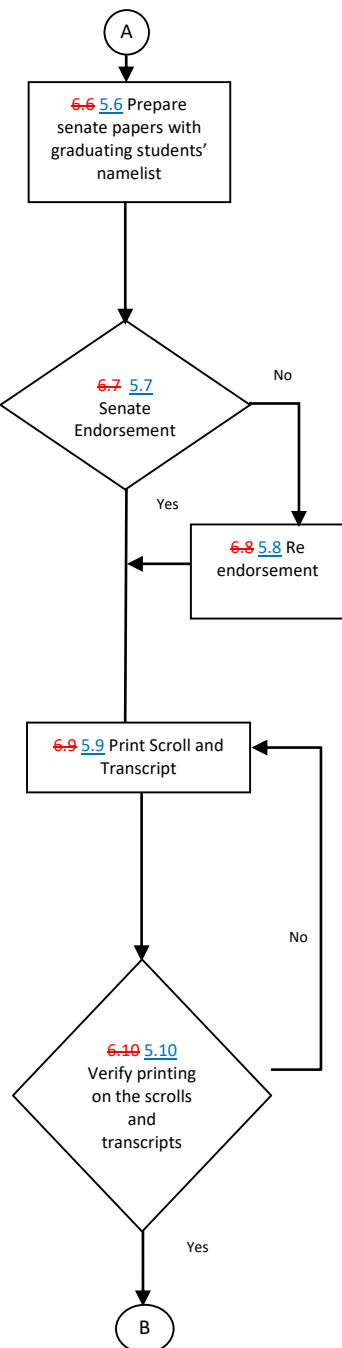
BAKD	:	Division of Academic Governance
Head of PTJ	:	Dean of Faculty, Director of the Centre of Foundation Studies for Agricultural Science, Director of Co-Curriculum and Student Development Centre, and Director of Centre for the Advancement of Language Competence
	:	Dean of Faculty, Dean of School of Business and Economics, Director of the Centre of Foundation Studies for Agricultural Science, Director of Co-Curriculum and Student Development Centre, and Director of Centre for the Advancement of Language Competence
KBAKD	:	Head, Division of Academic Governance
KPAA	:	Head of Administration, Academic and International
Peperiksaan	:	End of Semester Exam
PPT	:	Assistant Administrative Officer
PT	:	Administrative Officer, Division of Academic Governance
PT (P/O)	:	Administrative Assistant (Clerical / Operation), Division of Academic Governance
PT (P/O) PTJ	:	Administrative Assistant (Clerical / Operation), Centre of Responsibility
PT PTJ	:	Administrative Officer, Centre of Responsibility
PTM	:	Information Technology Officer
S/U Senate	:	Secretary of Senate
SMP	:	Student Information System
TDA	:	Deputy Dean (Academic)/ Deputy Director who oversees Academic Affairs
TNC(A&A)	:	Deputy Vice-Chancellor (Academic and International)
Undergraduate Programme of Study	:	Bachelor and Diploma Programmes
UPM	:	Universiti Putra Malaysia

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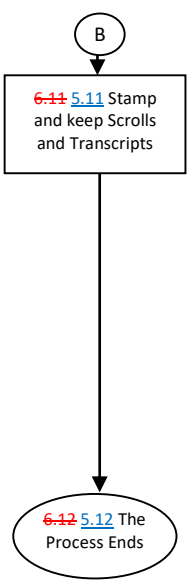
6.0 5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Record/ Document
PPT/PT(P/O)			
PPT/PT(P/O)		6.2 <u>5.2</u> Prepare namelist of graduating students by printing out senior students' namelist from SMP.	
PPT/PT(P/O)		6.3 <u>5.3</u> (a) Print students' curriculum structure for their programme of studies (b) Verify the curriculum structure for each student's programme of studies. Ensure all students meet the graduating terms and conditions according to year of enrolments. (i) List of courses taken by students meet the curriculum structure: (example: University courses, Core courses and elective courses). (ii) Examination results (CGPA), course exemption, course repeat, course repeat to improve grade. (iii) Total credit amount that is required and credit exemption amount. (c) Make a note if there are differences between SMP printouts and actual students' study scheme to avoid any confusion.	
PT/PPT/PT(P/O)			
PT/PPT/PT(P/O)			
KPAA/KBAKD/ PT		6.4 <u>5.4</u> Circulate and ask faculties to display graduating notice to students in week 12.	
PT (P/O)/PTPTJ		6.5 <u>5.5</u> Inform the students who are not qualified to graduate through telephone/ official email/ social media/ letter and other suitable mechanisms to be delivered to the students.	Non-graduating students' contact log (PU/PS/ LG01/IJZ)

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Responsibility	Flowchart	Details	Reference Record/ Document
PPT/PT(P/O) PT S/U Senate		6-6 5.6 (a) Update students' examination results who have completed their study curriculum from 'Good' to 'Good to be conferred with Bachelor's degree in the SMP. (b) Prepare Senate Paper together with graduating students' namelist according to their faculties, programmes, class honours, CGPA, and graduating students' statistics. 6-7 5.7 (a) Present the Senate Paper together with graduating students' namelist according to their faculties, programmes, class honours, CGPA, and graduating students' statistics for senate endorsement. (d) If Yes, follow step 6-9 5.9. (e) If No, follow step 6-8 5.8 6-8 5.8 Make amendments to the examination results based on Senate's review in the SMP and get reconfirmation from the Senate. 6-9 5.9 (a) Send graduating students' data that have been verified by the Senate (in Malay and English) to the printing company for scroll printing process. (b) Print transcripts based on graduating students namelist that have been verified by the Senate from the SMP (in Malay and English) 6-10 5.10 (a) Ensure the printed scrolls contain: (i) Graduate's name (ii) Study programmes (iii) Class honours (for Bachelor graduates only) (iv) Senate confirmation (v) Official seal (b) Ensure the printed students' transcripts contain the following information: (i) Graduate's name (ii) Matric no. (iii) Identity card no. (iv) Programme sponsorship (v) Programme and Major/Minor (vi) Complete examination results for every semester	SMP Manual (Examination) Grade entry module (Academic division) Printing Error on Scrolls and Transcripts Verification Log (PU/PS/LG02/IJZ)

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Responsibility	Flowchart	Details	Reference Record/ Document
Technician PPT/PT(P/O) PPT/PT(P/O)		(c) If Yes, follow step 6-11 5.11. (d) If No, follow step 6-9 5.9 6-11 5.11 (a) Signature stamp from Registrar representative on academic transcript. (b) Check students' record with the Treasurer. Make a note on Graduating Students' Scroll and Transcript submission log. (PU/PS/LG05/IJZ). (c) Arrange scrolls and transcripts according to programmes, sessions, and name in alphabetical order. Keep in boxes and locked in the file room for convocation ceremony.	Description notice on Convocation Ceremony

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7.0 6.0 RECORD

No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority On Disposal
1.	UPM/600-4/18/1 Graduation - Senior Students' Graduating Namelist - Graduation Instruction Notice to Faculties - Copy of Senate Paper together with Graduating Students' Namelist - Copy of Excerpts of Minutes of Senate - Amendment Notes (if available)	PT(P/O)	PT	BAKD Centre For Document and Record 5 years	KPAAs Director General National Archives of Malaysia Shred
2.	UPM/600-4/18/3 Graduation log - Non-graduating students' contact log - Corrections and Reprinting of new scrolls/ transcripts log - Scroll and transcript submission log for graduating students - Printing error on scrolls and transcripts verification log	PT(P/O)	PT	BAKD Centre For Document and Record 5 years	KPAAs Director General National Archives of Malaysia Shred
3.	UPM/600-4/18/2 Graduation Checklist Students' study programmes curriculum structure checklist.	PT(P/O)	PT	BAKD Centre For Document and Record 5 years	KPAAs Director General National Archives of Malaysia Shred

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No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority On Disposal
4.	UPM/(kod PTJ)/600-4/18/1 Graduation - Graduating Instruction Notice from AKD - Non-graduating Students' Relations Log - Other related letters	PT(P/O)PTJ	PT PTJ	PTJ Centre For Document and Record 5 years	Head of PTJ Director General National Archives of Malaysia Shred

8.0 — VERIFICATION HISTORY NO NEED TO TRANSLATE

Issue No.	Verification No.	CPD No.	Meeting's approval	Prepared and verified by	Approved/Reverified	Implementation date
02	00	-	First Issuance for certifications	TNC (A&A)	WP	03/01/2011
02	01	64/2012	Academic Management Meeting 7/2012 (Special)	TNC (A&A)	WP	14/08/2012
02	02	05/2013	Academic Management Meeting 14/2013 (Exclusive)	TNC (A&A)	WP	30/04/2013
02	03	3/2014	Academic Management Meeting 19/2014 (Exclusive)	TNC (A&A)	WP	11/08/2014
02	04	2/2016	26th Admission and Academic Administration Divisions Meeting (2/2016)	TPKD PP	TWP PP	18/08/2016

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02	05	1/2017	30th Admission and Academic Administration Divisions Meeting (Exclusive) (2/2017)	TPKD-PP	TWP-PP	26/05/2017
02	06	2/2017	26th Admission and Academic Administration Divisions Meeting Bil (2/2017) (Exclusive) (By circulation)	TPKD-PP	TWP-PP	18/08/2017
02	07	PU/PS: 1/2018	35th Management meeting Bil (4/2018) (Exclusive) (By circulation) Admission and Academic divisions	TPKD-PP	TWP-PP	24/04/2018

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1.0 — TUJUAN

~~Prosedur ini menerangkan cara pengendalian peperiksaan profesional I, II dan III bagi Program Doktor Perubatan, Fakulti Perubatan dan Sains Kesihatan.~~

2.0 1.0 SKOP

Prosedur ini merangkumi tatacara pengendalian peperiksaan profesional I, II dan III bagi Program Doktor Perubatan, bermula dari penyediaan soalan dan skema jawapan, penentuan tarikh dan tempat peperiksaan, pelantikan pemeriksa peperiksaan, pelantikan pengawas peperiksaan dan pengumuman keputusan.

3.0 2.0 TANGGUNGJAWAB

TNC (A&A), Ketua PTJ, KPAA dan KBAKD bertanggungjawab memastikan Prosedur Pengendalian Peperiksaan Profesional Program Doktor Perubatan ini dilaksanakan.

Sesiapa yang terlibat mesti mematuhi prosedur ini.

4.0 3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
Terkini	Kaedah dan Peraturan Peperiksaan Program Doktor Perubatan
UPM/PU/PS/P008	Prosedur Penyediaan Kertas Soalan Peperiksaan Akhir
UPM/PU/PS/P013	Prosedur Pengendalian Pelajar Bermasalah
UPM/PU/PS/AK003	Arahan Kerja Pelantikan Penilai/Pemeriksa Luar Dan Penilaian Program
PU/PS/GP008	Garis Panduan Pengendalian Peperiksaan Klinikal Program Doktor Perubatan Fasa II Dan III

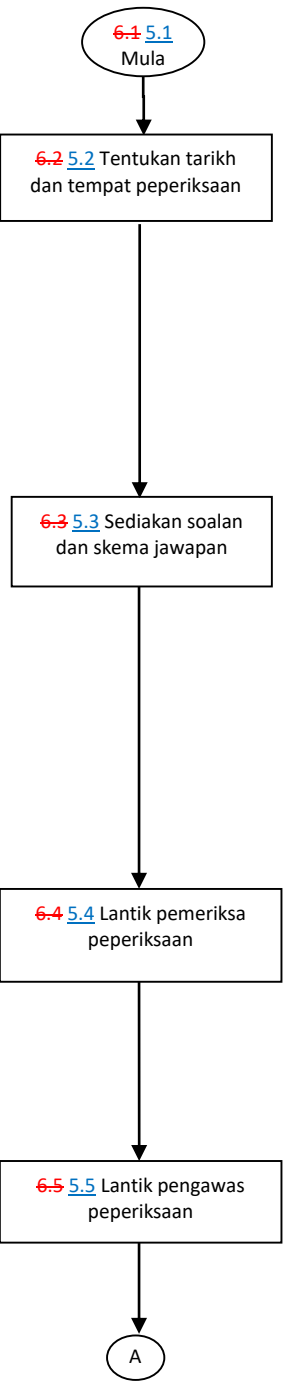
	PERKHIDMATAN UTAMA PRASISWAZAH	Halaman: 2/8
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5.0 4.0 TERMINOLOGI DAN SINGKATAN

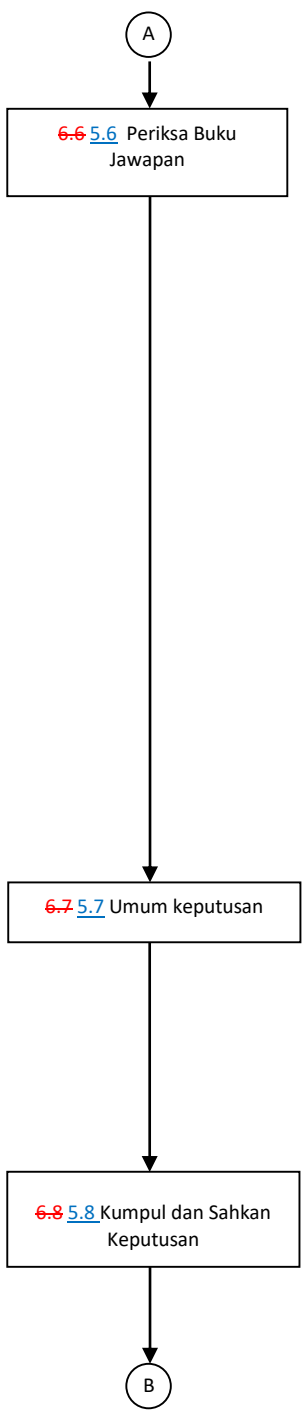
AKD	: Bahagian Urus Tadbir Akademik
JPSSJ	: Jawatankuasa Penyemakan Soalan dan Skema Jawapan
KBAKD	: Ketua Bahagian Urus Tadbir Akademik
Ketua PTJ	: Dekan Fakulti Perubatan dan Sains Kesihatan
KPAA	: Ketua Pentadbiran Akademik dan Antarabangsa
Pensyarah	: Pensyarah yang mengajar kursus Universiti
PF	: Penyelaras Fasa
PK	: Penyelaras Kursus
PPG	: Penyelaras Program/Pakej/Posting
PPSP	: Panel Penilai Soalan Peperiksaan
Program Pengajian Prasiswazah	: Program Bachelors dan Diploma
PT	: Pegawai Tadbir Bahagian Urus Tadbir Akademik
PT (P/O)	: Pembantu Tadbir Bahagian Urus Tadbir Akademik
PT (P/O) PTJ	: Pembantu Tadbir Pusat Tanggungjawab
PT PTJ	: Pegawai Tadbir Pusat Tanggungjawab
TDA	: Timbalan Dekan (Akademik)/ Timbalan Pengarah yang menguruskan hal Akademik
TNC(A&A)	: Timbalan Naib Canselor (Akademik & Antarabangsa)
UAF	: Unit Akademik Fakulti

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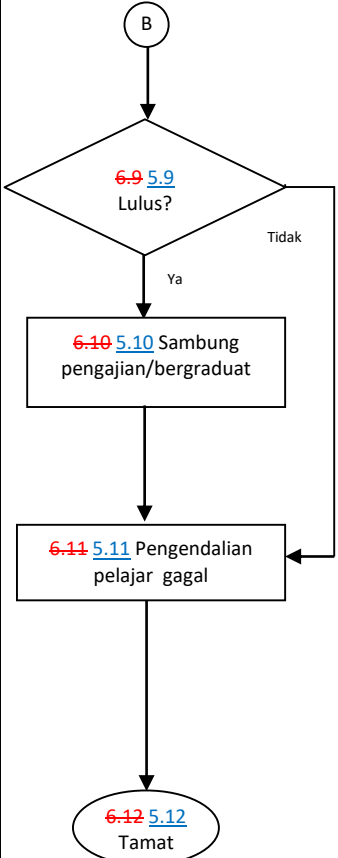
6.0 5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
TDA/PF	 <pre> graph TD Start([6.1 5.1 Mula]) --> Step1[6.2 5.2 Tentukan tarikh dan tempat peperiksaan] Step1 --> Step2[6.3 5.3 Sediakan soalan dan skema jawapan] Step2 --> Step3[6.4 5.4 Lantik pemeriksa peperiksaan] Step3 --> Step4[6.5 5.5 Lantik pengawas peperiksaan] Step4 --> End((A)) </pre>	6.2 5.2 (a) Tentukan tarikh dan tempat peperiksaan dengan merujuk kepada Jadual Waktu Peperiksaan Profesional dan Borang Tempahan Dewan/Bilik/Ruang Dan Makmal (PU/PS/BR06/PEP). (b) Pamerkan jadual waktu Peperiksaan Profesional di papan kenyataan selewat-lewatnya dua (2) minggu sebelum tarikh Peperiksaan Profesional.	Arahan Kerja Pelantikan Penilai/Pemeriksa Luar Dan Penilaian Program (UPM/PU/PS/AKO 03)
PT PTJ		6.3 5.3 (a) Sediakan soalan dan skema jawapan selewat-lewatnya sembilan (9) minggu sebelum Peperiksaan Profesional 1 dijalankan dengan merujuk kepada Rancangan Pengajaran, Kaedah dan Peraturan Peperiksaan Program Doktor Perubatan dan Prosedur Penyediaan Kertas Soalan Peperiksaan Akhir (UPM/PU/PS/P008) (bagi kertas teori sahaja). (b) Laksana penilaian soalan sekurang-kurangnya lapan (8) minggu sebelum Peperiksaan Profesional dijalankan.	
Pensyarah/ PPG/KJ/PK			
JPSSJ/PPSP			
Ketua PTJ		6.4 5.4 Lantik pemeriksa luar dan pemeriksa jemputan untuk menjalankan dan memantau pelaksanaan Peperiksaan Profesional.	
Ketua PTJ		6.5 5.5 (a) Lantik ketua pengawas, pengawas dan pembantu pengawas peperiksaan dalam kalangan pegawai fakulti/jabatan. (b) Maklumkan kepada pegawai yang terlibat sekurang-kurangnya dua (2) minggu sebelum Peperiksaan Profesional bermula.	
PT PTJ			

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Pensyarah/ Pemeriksa Luar PF/PT PTJ PF Ketua PTJ/TDA Ketua PTJ/TDA PT PTJ Ketua PTJ	 <pre> graph TD A((A)) --> B[6-6 5.6 Periksa Buku Jawapan] B --> C[6-7 5.7 Umum keputusan] C --> D[6-8 5.8 Kumpul dan Sahkan Keputusan] D --> B2((B)) </pre>	6-6 5.6 (a) Periksa buku jawapan dan beri markah berpandukan skema jawapan dalam masa lima (5) hari bekerja selepas peperiksaan dijalankan. (b) Kumpul dan rekodkan markah ke dalam borang: (i) Year 3 Final Posting Examination/ Professional I Examinations III Long Case Mark Sheet (PU/PS/BR08/PEP) (ii) Year 3 Final Posting Examinations Short Case Mark Sheet (PU/PS/BR09/PEP) (iii) Borang Professional Examination III Short Case Mark Sheet (PU/PS/BR10/PEP) (c) Sediakan Laporan Keputusan Keseluruhan Peperiksaan. (d) Semak keputusan keseluruhan peperiksaan oleh Jawatankuasa Peperiksaan Fasa I, II, III dengan disahkan oleh Wakil Senat. 6-7 5.7 (a) Umumkan keputusan Peperiksaan Profesional. (b) Pamerkan keputusan Peperiksaan Profesional di papan kenyataan yang disediakan selewat-lewatnya satu (1) hari selepas pengesahan. 6-8 5.8 Kumpul dan majukan keputusan kepada Bahagian Urus Tadbir Akademik untuk pengesahan Senat.	Garis Panduan Pengendalian Peperiksaan Klinikal Program Doktor Perubatan Fasa II dan III

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ	 <pre> graph TD B((B)) --> D{6-9 5.9 Lulus?} D -- Ya --> A[6-10 5.10 Sambung pengajian/bergraduat] D -- Tidak --> D A --> C[6-11 5.11 Pengendalian pelajar gagal] C --> E((6-12 5.12 Tamat)) </pre>	6-9 5.9 Lulus peperiksaan (a) Jika ya, ikut langkah 6-10 5.10 . (b) Jika tidak, ikut langkah 6-11 5.11	Prosedur Pengendalian Pelajar Bermasalah (UPM/PU/PS/P013) dan Kaedah dan Peraturan Peperiksaan Program Doktor Perubatan.
Ketua PTJ		6-10 5.10 Pelajar yang lulus dibenarkan menyambung pengajian ke tahun klinikal atau layak bergraduat bagi pelajar tahun akhir.	
PF/Pensyarah		6-11 5.11 Kendalikan pelajar yang gagal mengikut kesesuaian kes.	

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7.0 6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM/(Kod PTJ)/600-4/12/7 Pemeriksa Jemputan Luar/Dalam - Surat lantikan Pemeriksa Jemputan Luar/ Dalam - Surat/Dokumen berkaitan (jika ada)	PT (P/O) PTJ	PT PTJ	Pusat Dokumen dan Rekod PTJ 1 Tahun	Ketua-PTJ Ketua Pengarah Arkib Negara Malaysia Rincih
2.	UPM/(Kod PTJ)/600-4/12/6 Peperiksaan Profesional - Salinan Surat lantikan pengawas peperiksaan - Jadual waktu peperiksaan Profesional/Akhir - Senarai Pelajar yang mendaftar - Senarai Kehadiran Pelajar - Senarai Kehadiran pengawas - Kertas Soalan - Skema Permarkahan/jawapan - Keputusan Peperiksaan Pelajar - Salinan Markah Penilaian berterusan (jika ada) - Statistik keputusan peperiksaan akhir/Profesional - Borang Permohonan Mencetak Kertas Soalan dan keperluan peperiksaan - Senarai Semak Penerimaan Kertas Soalan Peperiksaan - Log Pencetakan Kertas Soalan Peperiksaan - Borang Semakan Soalan/Skema Jawapan/ Peperiksaan - Minit Mesyuarat berkaitan - Surat/dokumen berkaitan	PT (P/O) PTJ	PT PTJ	Pusat Dokumen dan Rekod PTJ 1 Tahun	Ketua-PTJ Ketua Pengarah Arkib Negara Malaysia Rincih

	PERKHIDMATAN UTAMA PRASISWAZAH		Halaman: 7/8
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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
3.	UPM/600-4/12/6 Peperiksaan Profesional - Keputusan Peperiksaan Profesional Program Doktor Perubatan - Kertas Senat berkaitan - Surat-surat berkaitan	PT (P/O)	PT	Pusat Dokumen dan Rekod AKD 1 Tahun	KPAA Ketua Pengarah Arkib Negara Malaysia Rincih

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8.0 — SEJARAH SEMAKAN

No. Isu	No. Semakan	No. CPD	Kelulusan Mesyuarat	Disedia dan Disemak	Dilulus/ diluluskan semula	Tarikh Kuatkuasa
02	00	-	Keluaran Pertama untuk satu persijilan	TNC (A&A)	WP	03/01/2011
02	01	88/2011	Mesyuarat Pengurusan Akademik 4/2011	TNC (A&A)	WP	12/09/2011
02	02	3/2014	Mesyuarat Pengurusan Akademik 19/2014 (Khas)	TNC (A&A)	WP	11/08/2014
02	03	2/2016	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-26 (2/2016)	TPKD-PP	TWP-PP	18/08/2016
02	04	1/2017	Mesyuarat Pengurusan Bahagian Kemasukan, Bahagian Urus Tadbir Akademik kali ke-30 (Khas) (2/2017)	TPKD-PP	TWP-PP	26/05/2017

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		Review No: 05
		Issue No.: 02
	PROCEDURE FOR HANDLING OF PROFESSIONAL EXAMINATION FOR THE DOCTOR OF MEDICINE PROGRAMME	Date: 19/06/2020

~~1.0~~ **PURPOSE**

~~This procedure explains the handling of professional examination I, II and III for Doctor of Medicine Programme, Faculty of Medicine & Health Sciences.~~

~~2.0~~ **1.0 SCOPE**

This procedure encompasses ways of handling professional examination I, II and III for Doctor of Medicine Programme, starting from preparing questions and answer key, determining date and venue of the examination, appointing examiners, appointing invigilators and announcing results.

~~3.0~~ **2.0 RESPONSIBILITY**

TNC (A&A), Head of PTJ, KPAA dan KBAKD are responsible for the implementation of handling professional examination for the Doctor of Medicine programme procedure.

All parties involved must adhere to this procedure.

~~4.0~~ **3.0 REFERENCE DOCUMENT**

Document Code	Title of Document
Current	Rules and Regulations for Doctor of Medicine Programme Examination
UPM/PU/PS/P008	Procedure For Preparing Final Examination Paper
UPM/PU/PS/P013	Procedure in Handling Problematic Students
UPM/PU/PS/AK003	Work Instruction for Appointment of Assessors / External Examiners and Programme Assessment
PU/PS/GP008	Guidelines For Conducting Clinical Examination for Doctor of Medicine Programme II and III phases

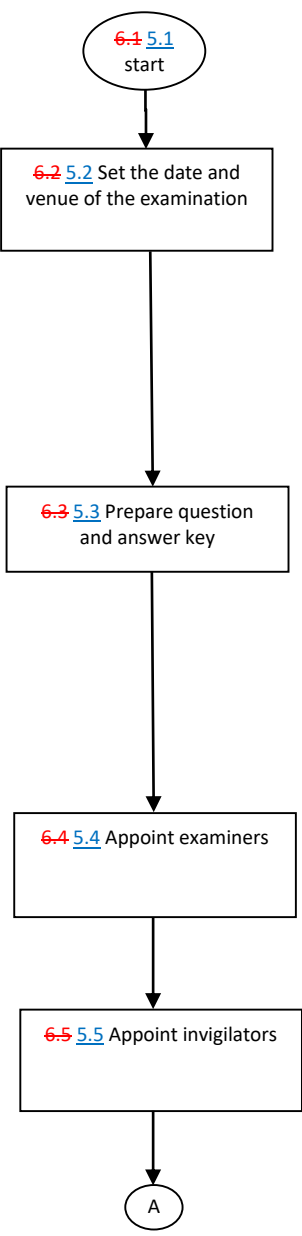
	MAIN SERVICE UNDERGRADUATE OFFICE OF THE DEPUTY VICE CHANCELLOR ACADEMIC AND INTERNATIONAL Document Code: UPM/PU/PS/P015	Page: 2/8
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5.0 4.0 TERMINOLOGY AND ACRONYM

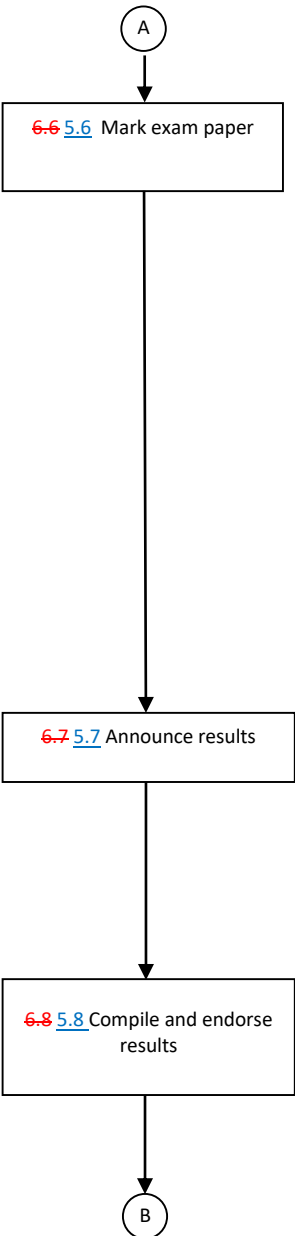
BAKD	: Division of Academic Governance
Head of PTJ	: Dean, Faculty of Medicine and Health Science
JPSSJ	: Review of Questions and Answer Scheme Committee
KBAKD	: Head, Division of Academic Governance
KPAA	: Head of Administration, Academic and International
Lecturer	: Lecturer teaching a university course
PF	: Phase Coordinator
PK	: Course Coordinator
PPG	: Programme/Package/Posting Coordinator
PPSP	: Exam Question Evaluation Panel
Programme	: Bachelor and Diploma Programmes
PT	: Administrative Officer, Division of Academic Governance
PT (P/O)	: Administrative Assistant, Division of Academic Governance
PT (P/O) PTJ	: Administrative Assistant, Centre of Responsibility
PT PTJ	: Administrative Officer, Centre of Responsibility
TDA	: Deputy Dean (Academic)/Deputy Director in charge of Academic Affairs
TNC(A&A)	: Deputy Vice Chancellor (Academic & International)
UAF	: Faculty Academic Unit

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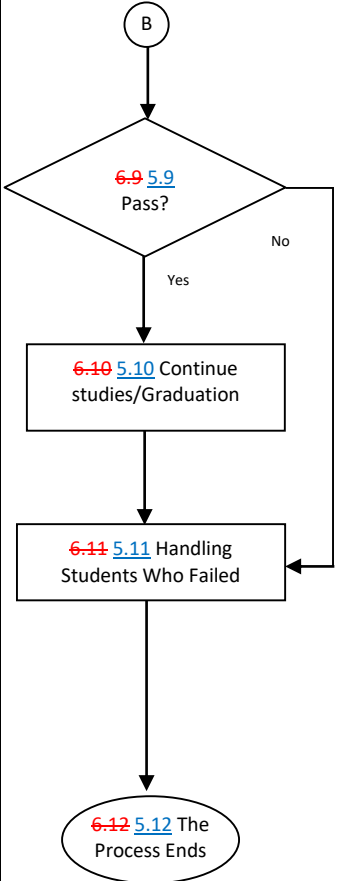
6.0 5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Record/ Documents
TDA/PF	 <pre> graph TD Start([6-4 5.1 start]) --> Step1[6-2 5.2 Set the date and venue of the examination] Step1 --> Step2[6-3 5.3 Prepare question and answer key] Step2 --> Step3[6-4 5.4 Appoint examiners] Step3 --> Step4[6-5 5.5 Appoint invigilators] Step4 --> End((A)) </pre>	6-2 5.2 (a) Set date and venue of examination by referring to Professional Examination Schedule and Booking form for hall/room/space and lab (PU/PS/BR06/PEP). (b) Examination timetable needs to be displayed at the board two weeks before the professional examination date	Work Instructions For Appointment of External Assesor/Examiner and Programme Assesment
PT PTJ			
Lecturer / PPG/KJ/PK		6-3 5.3 (a) Prepare questions and answer key within 9 weeks before Professional Examination 1 by referring to Teaching Plan, Rules and Regulations of Doctor of Medicine Programme and Final Examination Exam Paper procedure (UPM/PU/PS/P008) (for theory paper only)	
JPSSJ/PPSP		(b) Conduct vetting session 8 weeks before the Professional Examination	
Head of PTJ		6-4 5.4 Appoint external examiners or invited examiners to conduct and supervise Professional Examination	
Head of PTJ		6-5 5.5 (a) Appoint chief invigilator and assistant invigilator among administrative staff in faculty/department.	
PT PTJ		(b) Inform administrative staff within 2 weeks before Professional Examination	

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Responsibility	Flowchart	Details	Record/reference documents
Lecturer/External Examiner PF/PT PTJ PF Head of PTJ/TDA Head of PTJ/TDA PT PTJ Head of PTJ	 <pre> graph TD A((A)) --> B[6-6 5.6 Mark exam paper] B --> C[6-7 5.7 Announce results] C --> D[6-8 5.8 Compile and endorse results] D --> E((B)) </pre>	6-6 <u>5.6</u> (a) Mark answer scripts and award marks based on rubrics within 5 working days after the examination (b) Compile and record the marks in the form (i) Year 3 Final Posting Examination/ Professional I Examinations III Long Case Mark Sheet (PU/PS/BR08/PEP) (ii) Year 3 Final Posting Examinations Short Case Mark Sheet (PU/PS/BR09/PEP) (iii) Professional Examination III form Short Case Mark Sheet (PU/PS/BR10/PEP) (c) Prepare Examination Results Report (d) Review the whole examination results by Examination phase I, II, and III Committee and endorsed by Senate Representative 6-7 <u>5.7</u> (a) Announce the Professional Examination Results (b) Display Professional Examination Results on designated notice board latest by one (1) day after endorsement. 6-8 <u>5.8</u> Compile and submit examination results to the Division of Academic Governance for Senate endorsement.	Guidelines on How to Conduct Clinical Examination for Doctor of Medicine Phase II and III Programmes

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Responsibility	Flowchart	Details	Record/reference documents
Head of PTJ	 <pre> graph TD B((B)) --> D{6-9 5.9 Pass?} D -- Yes --> C[6-10 5.10 Continue studies/Graduation] D -- No --> F[6-11 5.11 Handling Students Who Failed] C --> F F --> E([6-12 5.12 The Process Ends]) </pre>	6-9 5.9 Pass Examination (a) If Yes, follow step 6-10 5.10 (b) If No, follow step 6-11 5.11	Procedure For Handling Problematic Students (UPM/PU/PS/P013) and Rules and Regulations for Doctor of Medicine Programme Examination
Head of PTJ		6-10 5.10 Students who passed the exam can continue to the clinical year or for final year students, they will be eligible to graduate.	
PF/ Lecturer		6-11 5.11 Handle students who failed as per case.	

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7.0 6.0 RECORD

No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority On Disposal
1.	UPM/(PTJ Code)/600-4/12/7 Invited External/Internal Examiner - Appointment letter for Invited External/Internal Examiner - Related Letter/Documents (if any)	PT (P/O) PTJ	PT PTJ	Document and Record Centre 1 year	Head of PTJ Director General National Archives of Malaysia Shred
2.	UPM/(Kod PTJ)/600-4/12/6 Professional Examination - Copy of Examiner Appointment Letter - Final/ Professional Examination Timetable - List of registered students - List of Student's Attendance - List of Examiner's Attendance - Exam Questions - Answer Key - Student's Examination Result - Copy of Student's Continuous Assessment Results (if any) - Statistic of Final Examination/Professional Examination - Examination printing form and examination requirements - Checklist of Receiving Examination Question - Printing Log of Examination papers - Vetting form for Answer Key - Relevant minutes of meeting - Relevant letter/document	PT (P/O) PTJ	PT PTJ	PTJ Document and Record Centre 1 year	Head of PTJ Director General National Archives of Malaysia Shred

	MAIN SERVICE UNDERGRADUATE OFFICE OF THE DEPUTY VICE CHANCELLOR ACADEMIC AND INTERNATIONAL Document Code: UPM/PU/PS/P015		Page: 7/8
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No	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
3.	UPM/600-4/12/6 Professional Examination - Professional Examination Results for Doctor of Medicine Programme - Relevant Senate papers - Relevant letters	PT (P/O)	PT	AKD Document and Record Centre 1 year	KPAA Director General National Archives of Malaysia Shred

	MAIN SERVICE UNDERGRADUATE OFFICE OF THE DEPUTY VICE CHANCELLOR ACADEMIC AND INTERNATIONAL Document Code: UPM/PU/PS/P015		Page: 8/8
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8.0 — SEJARAH SEMAKAN REVIEW HISTORY

No. Isu Issue No	No. Semakan Review No	No. CPD CPD No	Kelulusan Mesyuarat Approval of Meeting	Disedia dan Disemak Prepare and Review	Dilulus/ diluluskan semula Approve/ Reapprove	Tarikh Kuatkuasa Effective Date
02	00	-	Keluaran Pertama untuk satu persijilan First Issue for one certification	TNC (A&A)	WP	03/01/2011
02	01	88/2011	Mesyuarat Pengurusan Akademik 4/2011 Academic Management Meeting 4/2011	TNC (A&A)	WP	12/09/2011
02	02	3/2014	Mesyuarat Pengurusan Akademik 19/2014 (Khas) Academic Management Meeting 19/2014 (Exclusive)	TNC (A&A)	WP	11/08/2014
02	03	2/2016	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-26 (2/2016) 26 th Management Meeting No. 2/2016 Division of Admission and Division of Academic Governance	TPKD-PP	TWP-PP	18/08/2016
02	04	1/2017	Mesyuarat Pengurusan Bahagian Kemasukan, Bahagian Urus Tadbir Akademik kali ke-30 (Khas) (2/2017) 30 th Management Meeting No. 2/2017 (Special) Division of Admission and Division of Academic Governance	TPKD-PP	TWP-PP	26/05/2017

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	PERKHIDMATAN UTAMA PRASISWAZAH		Halaman: 1/6
	PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/PS/P016		No. Semakan: 08
	PROSEDUR PENGURUSAN MAJLIS KONVOKESYEN		No. Isu: 02
			Tarikh: 19/06/2020

~~1.0~~ TUJUAN

~~Prosedur ini menerangkan tatacara pengurusan Majlis Konvokesyen UPM dilaksanakan.~~

~~2.0~~ 1.0 SKOP

Prosedur ini merangkumi semua tatacara pengurusan Majlis Konvokesyen iaitu perancangan, persediaan, pelaksanaan, penilaian semula dan penambahbaikan Majlis Konvokesyen UPM.

~~3.0~~ 2.0 TANGGUNGJAWAB

TNC (A&A), KPAA dan KBAKD bertanggungjawab memastikan prosedur Pengurusan Majlis Konvokesyen ini dilaksanakan.

Sesiapa yang terlibat mesti mematuhi prosedur ini.

~~4.0~~ 3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
PU/PS/GP011	Garis Panduan Pemilihan Penerima Anugerah Ijazah Kehormat dan Gelaran Profesor Emeritus
PU/PS/GP012	Garis Panduan Jawatankuasa Hadiah Universiti
PU/PS/GP013	Garis Panduan Jawatankuasa Hadiah Fakulti
-	Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014
-	Buku Gerak Cara Majlis Konvokesyen
-	Manual Pengurusan Acara
-	Kalendar Akademik UPM sesi pengajian semasa dan sesi pengajian tahun konvokesyen
-	Minit Mesyuarat JK Tetap Ijazah Kehormat berkaitan penganugerahan Ijazah Kehormat/Profesor Emeritus
-	Minit Mesyuarat JPU berkaitan kebenaran terhadap cadangan tarikh majlis konvokesyen
-	Minit Mesyuarat Senat mengesahkan mengambil maklum tarikh majlis konvokesyen
-	Minit Mesyuarat Senat berkaitan pengesahan Penerima Anugerah Ijazah Kehormat/Profesor Emeritus
-	Minit Mesyuarat Senat berkaitan perakuan pemenang Hadiah Universiti

	PERKHIDMATAN UTAMA PRASISWAZAH		Halaman: 2/6
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/PS/P016		No. Semakan: 08
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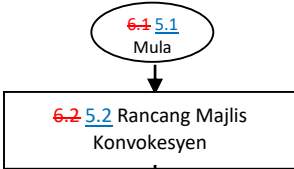
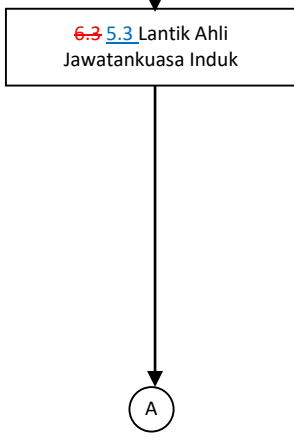
-	Minit Mesyuarat JPU berkaitan pindaan peruntukan kewangan Majlis Konvokesyen (jika berkenaan)
-	Minit Mesyuarat JPU berkaitan kelulusan peruntukan kewangan Majlis Konvokesyen (jika berkenaan)
-	Minit Mesyuarat Post-Mortem Majlis Konvokesyen

5.0 4.0 TERMINOLOGI DAN SINGKATAN

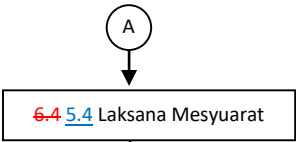
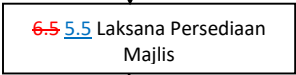
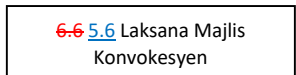
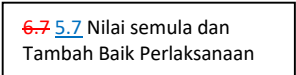
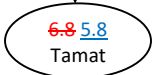
AKD	: Bahagian Urus Tadbir Akademik
FBMK	: Fakulti Bahasa Moden dan Komunikasi (Unit Pendidikan Luar)
FEP <u>SPE</u>	: Fakulti Ekonomi dan Pengurusan <u>Sekolah Perniagaan dan Ekonomi</u> (Unit Program Eksekutif)
JK Kerja	: Jawatankuasa Kerja
JK Induk	: Jawatankuasa Induk Majlis Konvokesyen
JPU	: Jawatankuasa Pengurusan Universiti
KBAKD	: Ketua Bahagian Urus Tadbir Akademik
KPAA	: Ketua Pentadbiran Akademik dan Antarabangsa
PT AKD	: Pegawai Tadbir Bahagian Urus Tadbir Akademik
PT PNC	: Pegawai Tadbir Pejabat Naib Canselor
PT(P/O)	: Pembantu Tadbir (Perkeranian/Operasi)
SPS	: Sekolah Pengajian Siswazah
TNC(A&A)	: Timbalan Naib Canselor (Akademik dan Antarabangsa)
TWP	: Timbalan Wakil Pengurusan
UPM	: Universiti Putra Malaysia
UPMET	: UPM Training and Education Sdn.Bhd
UPMKB	: Fakulti Sains Pertanian dan Makanan, Universiti Putra Malaysia Kampus Bintulu
URUS SETIA	: Bahagian Urus Tadbir Akademik selaku Urus Setia Majlis Konvokesyen
WP	: Wakil Pengurusan
CosComm	: Pejabat Strategi Korporat dan Komunikasi

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	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)		No. Semakan: 08
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	PROSEDUR PENGURUSAN MAJLIS KONVOKEYEN		Tarikh: 19/06/2020

6.0 5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT PNC	 <pre> graph TD Start([6.1 5.1 Mula]) --> PNC[6.2 5.2 Rancang Majlis Konvokesyen] PNC --> AKD[6.3 5.3 Lantik Ahli Jawatankuasa Induk] AKD --> End((A)) </pre>	6.2 5.2 Rancang Majlis Konvokesyen dengan:- - Kemukakan cadangan tarikh pelaksanaan majlis kepada CosComm sebelum 31 Januari tahun konvokesyen yang akan diadakan dengan mengambil kira perkara berikut: - Anggaran bilangan pelajar bergraduat daripada SPS, FEP, FBMK, UPMET dan UPMKB; - Kalendar Akademik UPM sesi pengajian semasa; - Cuti umum; dan - Majlis Konvokesyen Khas (jika berkaitan) - CosComm mendapatkan pengesahan cadangan tarikh daripada Canselor. - Maklumkan tarikh Majlis Konvokesyen berdasarkan kelulusan/perkenan Canselor kepada Mesyuarat JPU. - Buat perubahan tarikh majlis konvokesyen pada Takwim Majlis Konvokesyen berdasarkan kepada kelulusan/perkenan Canselor (jika berkenaan). - Maklumkan Senat berkenaan tarikh Majlis Konvokesyen yang telah diluluskan/diperkenankan Canselor. - Sediakan kertas permohonan mendapatkan peruntukan kewangan kepada JPU (jika berkenaan).	
PT AKD	 <pre> graph TD AKD[6.3 5.3 Lantik Ahli Jawatankuasa Induk] --> End((A)) </pre>	6.3 5.3 - Keluarkan surat lantikan Pengerusi Jawatankuasa Kerja yang ditandatangani oleh TNC(AA). - Pengerusi Jawatankuasa Kerja menyediakan anggaran peruntukan perbelanjaan.	

	PERKHIDMATAN UTAMA PRASISWAZAH		Halaman: 4/6
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)		No. Semakan: 08
	Kod Dokumen: UPM/PU/PS/P016		No. Isu: 02
	PROSEDUR PENGURUSAN MAJLIS KONVOKEYEN		Tarikh: 19/06/2020

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT AKD		6-4 <u>5.4</u> Laksana Mesyuarat berikut: (i) Mesyuarat JK Induk Majlis Konvokesyen (sekurang-kurangnya 3 kali sebelum Majlis Konvokesyen) (ii) Mesyuarat Jawatankuasa Hadiah Universiti (JKHU) (iii) Mesyuarat Jawatankuasa Tetap Ijazah Kehormat (JKTIK)	Garis Panduan Jawatankuasa Hadiah Universiti (PU/PS/GP012) Garis Panduan Jawatankuasa Hadiah Fakulti (PU/PS/GP013) Garis Panduan Pemilihan Penerima Anugerah Ijazah Kehormat dan Gelaran Profesor Emeritus (PU/PS/GP011)
PT AKD dan semua JK Kerja		6-5 <u>5.5</u> Sediakan jadual kerja dan laksanakan persiapan Majlis Konvokesyen	
Urus Setia		6-6 <u>5.6</u> Laksana Majlis Konvokesyen pada tarikh, masa, tempat dan tatacara yang telah ditetapkan.	
PT AKD		6-7 <u>5.7</u> Nilai semula dan tambah baik perlaksanaan Majlis Konvokesyen dengan:- (a) Adakan Mesyuarat Post-Mortem Konvokesyen selewat-lewatnya dua (2) bulan dari tarikh akhir Majlis Konvokesyen. (b) Membuat penambahbaikan dan sahkan keberkesanan penambahbaikan.	Minit mesyuarat Post-Mortem Konvokesyen dan Laporan Tindakan Penambahbaikan Majlis Konvokesyen
			

	PERKHIDMATAN UTAMA PRASISWAZAH		Halaman: 5/6
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)		No. Semakan: 08
	Kod Dokumen: UPM/PU/PS/P016		No. Isu: 02
	PROSEDUR PENGURUSAN MAJLIS KONVOKEYEN		Tarikh: 19/06/2020

7.0 6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM./600-4/27/1 JAWATANKUASA INDUK MAJLIS KONVOKEYEN TAHUN xxxxx Jawatankuasa Induk Konvokesyen • Surat panggilan Mesyuarat JK Induk Konvokesyen • Minit Mesyuarat JK Induk Konvokesyen • Surat lantikan Pengerusi JK Kerja Konvokesyen • Surat panggilan mesyuarat Pos-Mortem Majlis Konvokesyen • Minit mesyuarat Post-Mortem Majlis Konvokesyen • Laporan Tindakan Penambahbaikan Majlis Konvokesyen • Minit Pengesahan JPU • Surat-menyurat berkaitan Takwim Majlis Konvokesyen • Takwim Majlis Konvokesyen • Jadual Kerja Majlis Konvokesyen • Surat-surat berkaitan Surat Menyurat Konvokesyen • Surat kepada SPS, SPSP, FEP, FBMK, UPMET dan UPMKB mendapatkan anggaran pelajar bergraduasi • Maklumbalas anggaran pelajar bergraduasi daripada SPS, SPSP, FEP, FBMK, UPMET dan UPMKB • Surat pelantikan AJK Kerja • Surat kelulusan/perkenan Canselor terhadap cadangan tarikh Majlis Konvokesyen • Surat-menyurat berkaitan	PT (P/O)	PT	Pusat Dokumen dan Rekod BAKD 3 Tahun	KPAA Ketua Pengarah Arkib Negara Malaysia

	PERKHIDMATAN UTAMA PRASISWAZAH		Halaman: 6/6
	PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA)		No. Semakan: 08
	Kod Dokumen: UPM/PU/PS/P016		No. Isu: 02
	PROSEDUR PENGURUSAN MAJLIS KONVOKESYEN		Tarikh: 19/06/2020

8.0 — SEJARAH SEMAKAN

No. Isu	No. Semakan	No. CPD	Kelulusan Mesyuarat	Disedia dan Disemak	Dilulus/ diluluskan semula	Tarikh Kuatkuasa
02	00	-	Keluaran Pertama untuk satu persijilan	TNCAA	WP	03/01/2011
02	01	32/2011	Mesyuarat Pengurusan Akademik 4/2011 (Khas)	TNCAA	WP	08/08/2011
02	02	32/2011	Mesyuarat Pengurusan Akademik 4/2011 (Khas)	TNCAA	WP	09/05/2012
02	03	3/2014	Mesyuarat Pengurusan Akademik 19/2014 (Khas)	TNCAA	WP	11/08/2014
02	04	2/2015	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-21 Khas (2/2015)	TNCAA	WP	05/06/2015
02	05	2/2016	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-26 (2/2016)	TPKD-PP	TWP-PP	18/08/2016
02	06	1/2017	Mesyuarat Pengurusan Bahagian Kemasukan, Bahagian Urus Tadbir Akademik kali ke-30 (Khas) (2/2017)	TPKD-PP	TWP-PP	26/05/2017
02	07	PU/PS: 1/2018	Mesyuarat Pengurusan Kali Ke-35 Bil 4/2018 (Khas) Bahagian Kemasukan Dan Bahagian Urus Tadbir Akademik	TPKD-PP	TWP-PP	24/04/2018

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	PROCEDURE FOR CONVOCATION CEREMONY MANAGEMENT	Date: 19/06/2020

~~1.0~~ PURPOSE

~~This procedure explains the management procedure of UPM Convocation Ceremony.~~

~~2.0~~ 1.0 SCOPE

This procedure encompasses activities involved in managing a convocation ceremony i.e planning, preparation, implementation, review and improvement of UPM Convocation Ceremony.

~~3.0~~ 2.0 RESPONSIBILITIES

TNC (A&A), KPAA and KBAKD are responsible for the implementation of the convocation ceremony management procedure.

All parties involved must adhere to this procedure.

~~4.0~~ 3.0 REFERENCE DOCUMENT

Document Code	Title of Document
PU/PS/GP011	Honorary Degree Award and Emeritus Professor Title Recipient Selection Guidelines
PU/PS/GP012	University Award Committee Guidelines
PU/PS/GP013	Faculty Award Committee Guideline
-	Universiti Putra Malaysia (Academic Matters for Undergraduates) Rules 2014
-	Convocation Ceremony Manual
-	Event Management Manual
-	UPM Academic Calendar for current academic session and convocation year
-	Executive/Standing Committee Minutes of Meeting regarding the conferment of Honorary Degree/Emeritus Professor
-	JPU Minutes of Meeting regarding approval towards proposal of convocation ceremony date
-	Senate Minutes of Meeting verifies noting convocation ceremony date
-	Senate Minutes of Meeting regarding confirmation of Honorary Degree Award/Emeritus Professor Title Recipient
-	Senate Minutes of Meeting regarding certification of University Award winners

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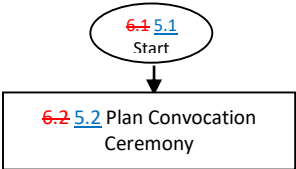
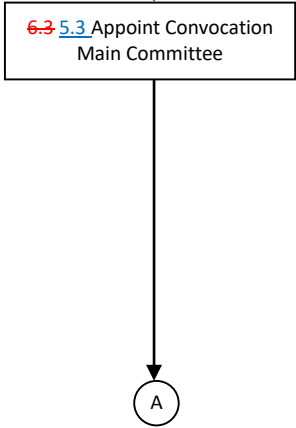
-	JPU Minutes of Meeting regarding amendments to financial provisions of Convocation Ceremony (if applicable)
-	JPU Minutes of Meeting regarding approval of financial provisions of Convocation Ceremony (if applicable)
-	Convocation Ceremony Post-Mortem Minutes of Meeting

5.0 4.0 TERMINOLOGY AND ACRONYM

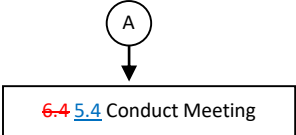
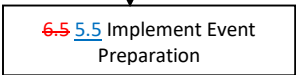
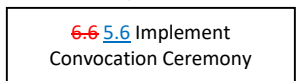
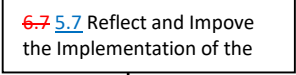
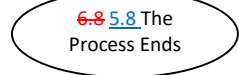
BAKD	: Division of Academic Governance
CosComm	: Office of Corporate and Communication Strategy
FBMK	: Faculty of Modern Languages and Communication (External Education Unit)
JK Kerja	: Working Committee
JK Induk	: Convocation Ceremony Main Committee
JPU	: University Management Committee
KBAKD	: Head, Division of Academic Governance
KPAA	: Head of Administration, Academic and International
PT AKD	: Administrative Officer, Academic Governance Division
PT PNC	: Administrative Officer, Office of the Vice Chancellor
PT(P/O)	: Administrative Assistant (Clerical/Operational)
SECRETARIAT	: Academic Governance Division
FEP <u>SPE</u>	: Faculty of Economy and Management <u>School of Business and Economics</u> (Executive Programme Unit)
SPS	: School of Graduate Studies
TNC(A&A)	: Deputy Vice Chancellor (Academic and International)
TWP	: Deputy Management Representative
UPM	: Universiti Putra Malaysia
UPMET	: UPM Training and Education Sdn.Bhd
UPMKB	: Faculty of Agriculture and Food Sciences, Bintulu Campus
WP	: Management Representative

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6.0 5.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details	Reference Record/ Document
PT PNC	 <pre> graph TD Start([6.1 5.1 Start]) --> Plan[6.2 5.2 Plan Convocation Ceremony] </pre>	6.2 <u>5.2</u> Plan Convocation Ceremony :- (a) Submit proposal on the date of ceremony to CosComm before 31 January of the convocation year which will be held by taking into account the following: (i) Estimated number of graduating students from SPS, FEP, FBMK, UPMET and UPMKB; (ii) UPM Academic Calendar for current academic session; (iii) Public holidays; and (iv) Special Convocation Ceremony (if applicable) (b) CosComm obtains confirmation of proposed date from Chancellor. (c) Inform Convocation Ceremony date based on Chancellor's approval/permission to JPU Meeting. (d) Make amendments to the date of convocation ceremony on the Convocation Ceremony Calendar based on Chancellor's approval/permission (if applicable). (e) Inform Senate on the date of Convocation Ceremony that is approved/permited by Chancellor. (f) Prepare financial provision application paper to JPU (if applicable).	
PT AKD	 <pre> graph TD Appoint[6.3 5.3 Appoint Convocation Main Committee] --> A((A)) </pre>	6.3 <u>5.3</u> (a) Appoint Working Committee Chairperson with a letter signed by TNC(AA). (b) Working Committee Chairperson prepares estimated budget.	

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Responsibility	Flowchart	Details	Reference Record/ Document
PT AKD		6-4 <u>5.4</u> Conduct the following meetings: (i) Convocation Ceremony Main Committee Meeting (at least 3 times before Convocation Ceremony) (ii) University Award Committee Meeting (JKHU) (iii) Honorary Degree Standing Committee Meeting (JKTIK)	University Award Committee Guideline (PU/PS/GP012) Faculty Award Committee Guideline (PU/PS/GP013) Honorary Degree Award and Emeritus Professor Title Recipient Selection Guideline (PU/PS/GP011)
PT AKD and all JK Kerja		6-5 <u>5.5</u> Prepare work schedule / milestones and implement the preparation for the Convocation Ceremony	
Secretariat		6-6 <u>5.6</u> Organise Convocation Ceremony at the appointed date, time, venue and procedure.	
PT AKD		6-7 <u>5.7</u> Reflect and Improve the Implementation of the Event by:- (c) Conducting Convocation Post-Mortem Meeting at least 2 months from the day of Convocation. (d) Implement improvements and verify the effectiveness of the improvement.	Convocation Post-Mortem Meeting Minutes and Convocation Ceremony Improvement Actions Report
			

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7.0 6.0 RECORD

No.	File Code, File Title and List of Records	Responsibility for Compiling and Filing	Responsibility for Maintenance	Place and Duration of Record Keeping	Authority On Disposal
1.	UPM./600-4/27/1 CONVOCATION CEREMONY MAIN COMMITTEE YEAR xxxxx Convocation Main Committee - Convocation Main Committee Meeting request letter - Convocation Main Committee Meeting Minutes - Convocation Working Committee Chairman appointment letter - Convocation Ceremony Post-Mortem meeting request letter - Convocation Ceremony Post-Mortem meeting minutes - Convocation Ceremony Improvement Action report - JPU Verification minutes - Related letters and correspondence Convocation Ceremony Calendar - Convocation Ceremony Calendar - Convocation Ceremony Working Schedule - Related letters and correspondence Convocation Ceremony Letters - Letters to SPS, SPSP, FEP, FBMK, UPMET and UPMKB to obtain the estimated number of graduating students - Reply of estimated number of graduating students from SPS, SPSP, FEP, FBMK, UPMET and UPMKB - Working Committee appointment letter - Chancellor's approval/permission letter towards the proposed date of Convocation Ceremony - Relevant letters and correspondence	PT (P/O)	PT	BAKD Centre For Document and Record 3 Years	KPAA Director General National Archives of Malaysia

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8.0 — REVISION HISTORY

Issue No.	Revision No.	CPD No.	Meeting Approval	Prepared and Checked	Approved/ re-approved	Implementation Date
02	00	-	Primary Release for one certification	TNCAA	WP	03/01/2011
02	01	32/2011	Academic Management Meeting 4/2011 (Khas)	TNCAA	WP	08/08/2011
02	02	32/2011	Academic Management Meeting 4/2011 (Khas)	TNCAA	WP	09/05/2012
02	03	3/2014	Academic Management Meeting 19/2014 (Khas)	TNCAA	WP	11/08/2014
02	04	2/2015	21 st Management Meeting of Division of Admission and Division of Academic Governance (Special) (2/2015)	TNCAA	WP	05/06/2015
02	05	2/2016	26 th Management Meeting of Division of Admission and Division of Academic Governance (2/2016)	TPKD-PP	TWP-PP	18/08/2016
02	06	1/2017	30 th Management Meeting of Division of Admission and Division of Academic Governance (Special) (2/2017)	TPKD-PP	TWP-PP	26/05/2017
02	07	PU/PS: 1/2018	35 th Management Meeting No. 4/2018 (Special) Division of Admission and Division of Academic Governance	TPKD-PP	TWP-PP	24/04/2018

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1.0 — TUJUAN

~~Prosedur ini disediakan bagi tujuan menjelaskan proses pelaksanaan latihan industri untuk pelajar prasiswazah di UPM.~~

2.0 1.0 SKOP

Prosedur ini merangkumi proses permohonan penempatan, pemantauan dan penilaian latihan industri serta tanggungjawab Fakulti dalam mengendalikan latihan industri pelajar.

3.0 2.0 TANGGUNGJAWAB

TNC (A&A), KPAA, KBAKD dan Dekan Fakulti bertanggungjawab memastikan prosedur ini dipatuhi.

4.0 3.0 DOKUMEN RUJUKAN

Nombor Dokumen	Tajuk Dokumen
TERKINI	Dasar Latihan Industri Institusi Pengajian Tinggi
PU/PS/GP009	Garis Panduan Pengurusan Latihan Industri
TERKINI	Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014
PU/PS/BR01/LI	Borang Pengesahan Lapor Diri Latihan Industri
PU/PS/SS01/LI	Senarai Semak Komponen Pemarkahan dan Penggredan Kursus Latihan Industri

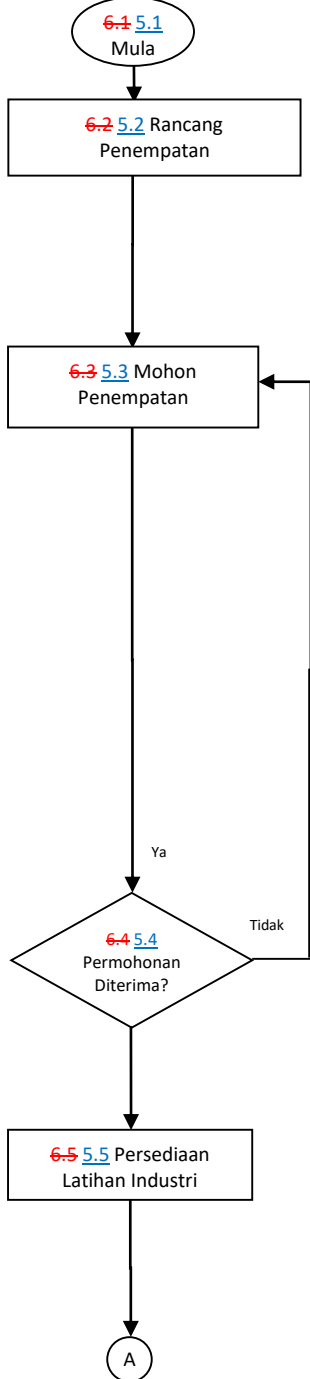
	PERKHIDMATAN UTAMA PRASISWAZAH PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/PS/P017	Halaman: 2/7
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5.0 4.0 TERMINOLOGI DAN SINGKATAN

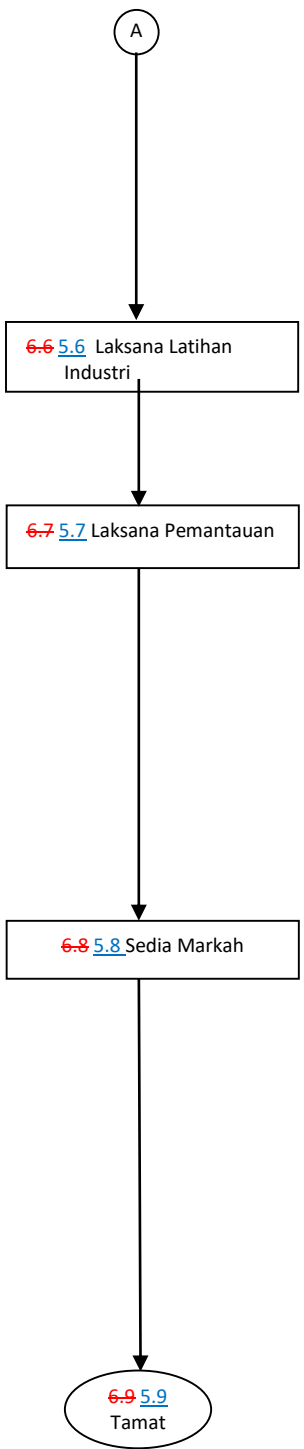
KBAKD	: Ketua Bahagian Urus Tadbir Akademik
KLI	: Ketua Unit Latihan Industri Fakulti
KPAA	: Ketua Pentadbiran Akademik dan Antarabangsa
LI	: Latihan Industri
PLI	: Penyelaras Latihan Industri
PP	: Pensyarah Pemantau
PT	: Pegawai Tadbir
PT(P/O)	: Pembantu Tadbir (Perkeranian & Operasi) Fakulti
TNC (A&A)	: Timbalan Naib Canselor (Akademik & Antarabangsa)
UPM	: Universiti Putra Malaysia

 	PERKHIDMATAN UTAMA PRASISWAZAH PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/PS/P017	Halaman: 3/7
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6.0 5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
KLI/PLI/PT	 <pre> graph TD Start([6.1 5.1 Mula]) --> Plan[6.2 5.2 Rancang Penempatan] Plan --> Apply[6.3 5.3 Mohon Penempatan] Apply --> Decision{6.4 5.4 Permohonan Diterima?} Decision -- Ya --> Ready[6.5 5.5 Persediaan Latihan Industri] Decision -- Tidak --> Apply Ready --> End((A)) </pre>	6.2 5.2 (a) Sediakan takwim LI; (b) Kenal pasti pelajar yang akan menjalani LI dan daftarkan dalam Rekod LI; (c) Kenal pasti dan kemas kini senarai industri/organisasi yang menawarkan penempatan LI; (d) Beri taklimat awal kepada pelajar. Maklumkan senarai industri/organisasi.	Takwim Rekod LI Senarai Industri/organisasi
PLI/ KBAKD		6.3 5.3 (a) Semak permohonan penempatan LI bagi memastikan industri/organisasi bersesuaian dengan bidang pengajian dan skop latihan seperti berikut: (i) Industri/organisasi yang dipilih oleh pelajar; dan (ii) Industri/organisasi yang memohon pelajar untuk menjalankan latihan industri di industri/organisasi samaada melalui BAKD atau terus kepada fakulti (BAKD memajukan permohonan penempatan kepada fakulti berkaitan mengikut bidang diperlukan sekiranya permohonan industri/organisasi adalah melalui BAKD).	
PLI/PT(P/O)		(b) Sediakan dokumen permohonan penempatan LI bersama curriculum vitae pelajar kepada industri/organisasi.	Borang Permohonan Tempat Latihan Industri (Lampiran 1) di dalam UPM/PU/PS/GP009
PLI/PT(P/O)		6.4 5.4 (a) Jika Ya, ikut langkah 6.5 5.5 (b) Jika Tidak, ikut langkah 6.3 5.3	
KLI/PLI		6.5 5.5 (a) Terima jawapan penerimaan penempatan LI daripada industri/organisasi. (b) Kemas kini status permohonan penempatan LI di dalam Rekod LI. (c) penerimaan penempatan LI.	Surat Penerimaan Penempatan LI Rekod LI Kit LI

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT(P/O) PLI		(d) Jika industri/organisasi bersetuju, maklumkan kepada pelajar untuk pengesahan (e) Adakan taklimat akhir kepada pelajar. (f) Edar Kit LI (mengandungi buku log, Borang Pengesahan Lapor Diri dan Borang Penilaian Penyelia Industri);	Surat Menanggung Rugi & Aku Janji (Lampiran 2) dan Borang Perjanjian Kerahsiaan (Lampiran 3) di dalam UPM/PU/PS/GP009 Borang Pengesahan Lapor Diri
KLI/PP PP PP		6-6 5.6 (a) Terima Borang Pengesahan Lapor Diri (PU/PS/BR01/LI) daripada pelajar. (b) Pastikan semua pelajar yang menjalani latihan industri mendaftar kursus dalam eSMP.	Borang Pengesahan Lapor Diri Surat pelantikan Jadual Pemantauan Rekod LI
PT(P/O) PLI PLI		6-7 5.7 (a) Lantik pensyarah pemantau dan sediakan jadual pemantauan. (b) Laksana pemantauan terhadap pelajar di industri/organisasi; (c) Laksana penilaian pemantauan terhadap pelajar dan industri/organisasi dan serahkan kepada PLI.	Contoh Kriteria Penilaian oleh Penyelia Industri (Lampiran 4) dan Kriteria Penilaian oleh Pensyarah Pemantau (Lampiran 5) di dalam UPM/PU/PS/GP009 Rekod LI Dokumen Penilaian
PT(P/O) PLI PLI		6-8 5.8 (a) Terima laporan LI pelajar, Borang Penilaian Penyelia Industri dan dokumen penilaian yang lain (jika ada) untuk diserahkan kepada PLI. (b) Pemberian markah adalah merujuk senarai semak Komponen Pemarkahan dan Penggredan Kursus Latihan Industri (PU/PS/SS01/LI). (c) Kira jumlah markah dan masukkan markah dalam SMP.	Rekod LI Dokumen Penilaian Senarai Semak Komponen Pemarkahan dan Penggredan Kursus Latihan Industri (PU/PS/SS01/LI) Panduan Peratusan Pembahagian Markah Mengikut Kelompok Bidang Pengajaran (Lampiran 6) di dalam UPM/PU/PS/GP009

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7.0 6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM.AKD/600-4/13/1 Pengurusan Dan Pelaksanaan Latihan Industri - Surat Latihan Industri (UMUM) - Salinan Surat dan Dokumen daripada Pihak Luar (Jika ada) - Salinan Surat dan Dokumen Latihan Industri daripada Fakulti (Jika ada) - Lain-Lain Dokumen Latihan Industri	PT (P/O)	KBAKD	Pusat Dokumen dan Rekod BAKD 3 tahun	KPAA Ketua Pengarah Arkib Negara Malaysia
2.	UPM/(Kod PTJ)/600-4/13/4 Pengurusan Latihan Industri - Takwim Latihan Industri (jika ada) - Surat lantikan Ketua Unit Latihan Industri - Surat Lantikan Penyelaras Latihan Industri - Surat lantikan pensyarah pemantau - Jadual agihan lawatan pemantauan	PT (P/O)	KLI	Pusat Dokumen dan Rekod PTJ 3 tahun	Ketua PTJ Ketua Pengarah Arkib Negara Malaysia
3.	UPM/(Kod PTJ)/600-4/13/5 Penempatan Latihan Industri - Senarai pelajar menjalani latihan industri mengikut organisasi - Templat surat permohonan penempatan latihan Industri - Surat pengesahan penerimaan penempatan latihan industri oleh organisasi - Borang Pengesahan Lapor Diri (PU/PS/BR01/LI)	PT (P/O)	KLI	Pusat Dokumen dan Rekod PTJ 3 tahun	Ketua PTJ Ketua Pengarah Arkib Negara Malaysia

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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
4.	UPM/(Kod PTJ)/600-4/13/6 Penilaian Latihan Industri - Jadual peratusan pemarkahan latihan Industri atau Senarai Semak Komponen Pemarkahan dan Penggredan Kursus Latihan Industri (PU/PS/SS01/LI) - Borang Penyeliaan Pensyarah Pemantau (borang Fakulti) - Borang Penilaian Penyelia Industri (borang Fakulti) - Borang Penilaian Organisasi (borang Fakulti -jika ada)	PT (P/O)	KLI	Pusat Dokumen dan Rekod PTJ 3 semester	Ketua PTJ Ketua Pengarah Arkib Negara Malaysia

	PERKHIDMATAN UTAMA PRASISWAZAH		Halaman: 7/7
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8.0 — SEJARAH SEMAKAN

No. Isu	No. Semakan	No. CPD	Kelulusan Mesyuarat	Disedia dan Disemak	Dilulus/diluluskan semula	Tarikh Kuatkuasa
02	00	-	Keluaran Pertama untuk satu persijilan	TNC (JINM)	WP	03/01/2011
02	01	01/2011	Mesyuarat Pengurusan Kali Ke-4	TNC (JINM)	WP	08/08/2011
02	02	3/2014	Mesyuarat Pengurusan Akademik 19/2014 (Khas)	TNC (A&A)	WP	11/08/2014
02	03	3/2015	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-22 Khas (3/2015)	TNC (A&A)	WP	05/06/2015
02	04	2/2016	Mesyuarat Pengurusan Bahagian Kemasukan dan Bahagian Urus Tadbir Akademik ke-26 (2/2016)	TPKD-PP	TWP-PP	18/08/2016
02	05	PU/PS: 1/2018	Mesyuarat Pengurusan Kali Ke-35 Bil 4/2018 (Khas) (Secara Edaran) Bahagian Kemasukan Dan Bahagian Urus Tadbir Akademik	TPKD-PP	TWP-PP	24/04/2018

	UNDERGRADUATE MAIN SERVICE		Page: 1/7
	OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL) Document Code: UPM/PU/PS/P017		Review No.: 06
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	PROCEDURE FOR MANAGEMENT AND IMPLEMENTATION OF INDUSTRIAL TRAINING		Date: 19/06/2020

~~1.0~~ PURPOSE

~~This procedure explains the management and implementation of industrial training for UPM undergraduate students.~~

~~2.0~~ 1.0 SCOPE

This procedure encompasses processes involving placement application, industrial training supervision and evaluation as well as the faculty's responsibility in handling students' industrial training.

~~3.0~~ 2.0 RESPONSIBILITY

TNC (A&A), KPAA, KBAD and Dean of Faculty are responsible for the implementation of the management and implementation of industrial training procedure.

~~4.0~~ 3.0 REFERENCE DOCUMENT

Document Number	Title of Document
CURRENT	Institution of Higher Learning Industrial Training Policy
PU/PS/GP009	Industrial Training Management Guidelines
CURRENT	Universiti Putra Malaysia (Academic Matters for Undergraduates) Rules 2014
PU/PS/BR01/LI	Industrial Training Report For Duty Confirmation Form
PU/PS/SS01/LI	Industrial Training Scoring and Grading Component Check List

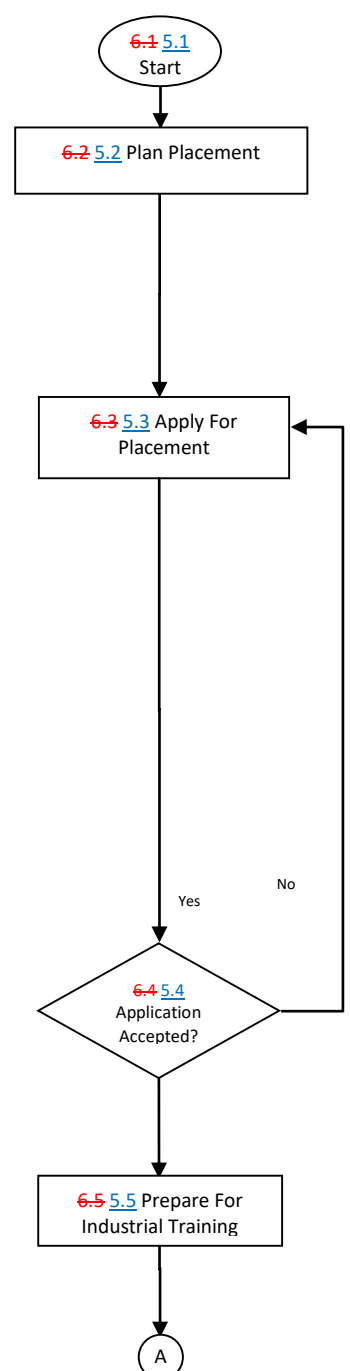
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5.0 4.0 TERMINOLOGY AND ACRONYM

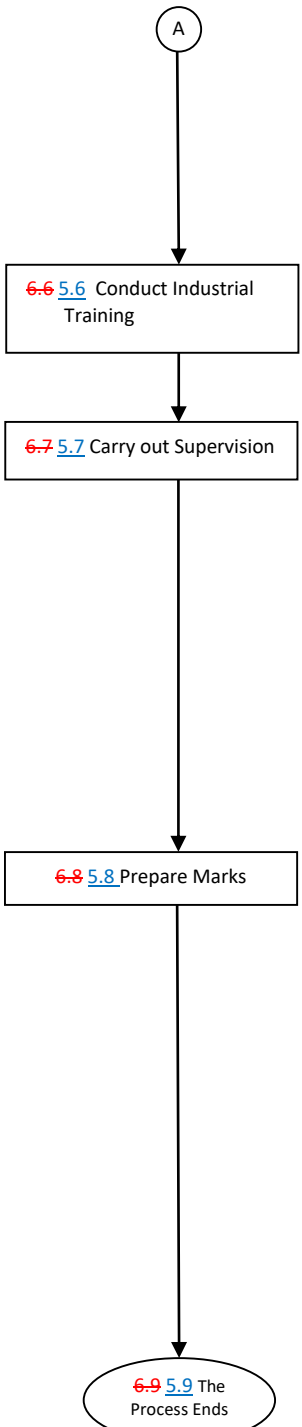
KBAKD	: Head, Division of Academic Governance
KLI	: Head, Faculty Industrial Training Unit
KPAA	: Head of Administration (Academic & International)
LI	: Industrial Training
PLI	: Industrial Training Coordinator
PP	: Supervising Lecturer
PT	: Administrative Officer
PT(P/O)	: Faculty Administrative Assistant (Clerical & Operational)
TNC (A&A)	: Deputy Vice Chancellor (Academic & International)
UPM	: Universiti Putra Malaysia

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6.0 5.0 DETAILED PROCESS

Responsibility	Flowchart	Details	Reference Record/ Document
KLI/PLI/PT	 <pre> graph TD Start([6.1 5.1 Start]) --> Plan[6.2 5.2 Plan Placement] Plan --> Apply[6.3 5.3 Apply For Placement] Apply --> Accept{6.4 5.4 Application Accepted?} Accept -- No --> Apply Accept -- Yes --> Prep[6.5 5.5 Prepare For Industrial Training] Prep --> A((A)) </pre>	6.2 5.2 (a) Prepare the LI calendar; (b) Identify students who will undergo industrial training and register them in LI Record; (c) Identify and update list of industry/organisation which offer LI placement; (d) Conduct briefing for students. Inform industry / organisation listings.	Calendar LI Record List of Industry/Organisati on
PLI/ KBAKD		6.3 5.3 (a) Check LI placement application to ensure the industry/organisation chosen is compatible with field of study and scope of training as listed below; (i) industry/organisation chosen by students and; (ii) For application by the Industry / organisation which requires students to do industrial training at their place either through BAKD or directly to the faculty; (BAKD shall forward application for placement to relevant faculty based on the field required if the industry / organisation application is done via BAKD).	
PLI/PT(P/O)		(b) Prepare LI placement application documents with students' curriculum vitae for industry/organisation.	Industrial Training Place Application Form (Appendix 1) in UPM/PU/PS/GP009
PLI/PT(P/O)		6.4 5.4 (c) If Yes, proceed to step 6.5 5.5 (d) If No, proceed to step 6.3 5.3 (e)	
KLI/PLI		6.5 5.5 (a) Receive reply of LI placement acceptance from industry/organisation (b) Update status of LI placement application in LI Record. (c) LI placement acceptance	LI Placement Acceptance Letter LI Record LI Kit

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Responsibility	Flowchart	Details	Reference Record/ Document
PT(P/O) PLI KLI/PP PP PP		(d) If industry/organisation agrees, inform students for confirmation. (e) Conduct a final briefing for students. (f) Distribute LI it (consisting of log book, Report For Duty Confirmation Form and Industry Supervisor Evaluation Form); 6-6 <u>5.6</u> (a) Receive Report for Duty Confirmation Form (PU/PS/BR01/LI) from students. (b) Ensure that students who are going for industrial training have registered in e-SMP 6-7 <u>5.7</u> (a) Appoint supervisor and prepare supervision schedule. (b) Monitor/supervise students in industry/organisation (c) Supervise and evaluate students and industry/organisation and submit report to PLI 6-8 <u>5.8</u> (d) Receive students' LI report, Industrial Training Supervisor Evaluation Form and other evaluation documents (if any) to be submitted to PLI (e) Marks are awarded based on Industrial Training Course Scoring and Grading Components checklist (PU/PS/SS01/LI). (f) Calculate total marks and key in marks in SMP.	Liability and Undertaking Letters (Appendix 2) and Confidentiality Agreement Form (Appendix 3) in UPM/PU/PS/GP009 Report for Duty Confirmation Form Appointment Letter Supervision Schedule LI Record Sample of Evaluation Criteria by Industry Supervisor (Appendix 4) and Evaluation Criteria by Supervisor (Appendix 5) in UPM/PU/PS/GP009 LI Record Evaluation Document Industrial Training Course Scoring and Grading Components checklist (PU/PS/SS01/LI) Guidelines For Division of Scoring Percentage Based On Teaching Field Cluster (Appendix 6) in UPM/PU/PS/GP009

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7.0 6.0 RECORD

No	File Code, File Title and List of Records	Responsibility on Compiling and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
1.	UPM.AKD/600-4/13/1 Management and Implementation of Industrial Training - Industrial training Letter (UMUM) - Copy of Letter and Document from External body (if any) - Copy of Industrial Training Letter and Document from Faculty (if any) - Any other Industrial Training Documents	PT (P/O)	KBAKD	BAKD Document and Record Centre 3 years	KPAA Director General National Archives of Malaysia
2.	UPM/(Kod PTJ)/600-4/13/4 Industrial Training Management - Industrial Training Calendar (if any) - Head of Industrial Training Unit Appointment Letter - Coordinator of Industrial Training Unit Appointment Letter - Letter of Appointment For Supervisor - Supervisory Visit Schedule	PT (P/O)	KLI	PTJ Document and Record Centre 3 years	Head of PTJ Director General National Archives of Malaysia
3.	UPM/(Kod PTJ)/600-4/13/5 Industrial Training Placement - List of students undergoing industrial training according to organisation. - Template of Application Letter for industrial training placement	PT (P/O)	KLI	PTJ Document and Record Centre 3 years	Head of PTJ Director General National Archives of Malaysia

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No	File Code, File Title and List of Records	Responsibility on Compiling and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
	- Industrial training Placement acceptance confirmation letter from the industry - Report For Duty Confirmation Form (PU/PS/BR01/LI)				
4.	UPM/(Kod PTJ)/600-4/13/6 Industrial Training Evaluation - Industrial Training Scoring Percentage Table or Industrial Training Course Scoring and Grading Component checklist (PU/PS/SS01/LI) - Supervisor Evaluation Form (Faculty form) - Industry Supervisor Evaluation Form (Faculty form) - Organisation Evaluation Form (Faculty form-if any)	PT (P/O)	KLI	PTJ Document and Record Centre 3 semesters	Head of PTJ Director General National Archives of Malaysia

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8.0 — REVIEW HISTORY

Issue No.	Review No.	CPD No.	Meeting Approval	Prepared and Checked	Approved / Re-approved	Implementation Date
02	00	-	Primary Release for one certification	TNC (JINM)	WP	03/01/2011
02	01	01/2011	4th Management Meeting	TNC (JINM)	WP	08/08/2011
02	02	3/2014	Academic Management Meeting 19/2014 (Special)	TNC (A&A)	WP	11/08/2014
02	03	3/2015	22 nd Management Meeting of Division of Admission & Division of Academic Governance (Special) (3/2015)	TNC (A&A)	WP	05/06/2015
02	04	2/2016	26 th Management Meeting of Division of Admission & Division of Academic Governance (2/2016)	TPKD-PP	TWP-PP	18/08/2016
02	05	PU/PS: 1/2018	35 th Management Meeting of Division of Admission & Division of Academic Governance No. 4/2018 (Special) (By Distribution)	TPKD-PP	TWP-PP	24/04/2018