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1.0 SKOP


Prosedur ini merangkumi semua proses pengurusan biasiswa/bantuan kewangan dalaman pengajian siswazah yang merangkumi permohonan, pentadbiran dan pelanjutan biasiswa/bantuan kewangan serta pemantauan prestasi pemegang biasiswa.

2.0 TANGGUNGJAWAB

Dekan, TD, TP, PT dan PT(P/O) Unit Perhubungan Institusi dan Bantuan Kewangan bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.


3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
UPM/PU/S/AK05/01	Arahan Kerja Penawaran Biasiswa/Bantuan Kewangan Dalaman Pengajian Siswazah
UPM/PU/S/AK05/03	Arahan Kerja Pembayaran Biasiswa/Bantuan Kewangan Dalaman Pengajian Siswazah
UPM/PU/S/AK05/04	Arahan Kerja Tindakan Pecah Kontrak Bantuan Kewangan Dalaman Pengajian Siswazah

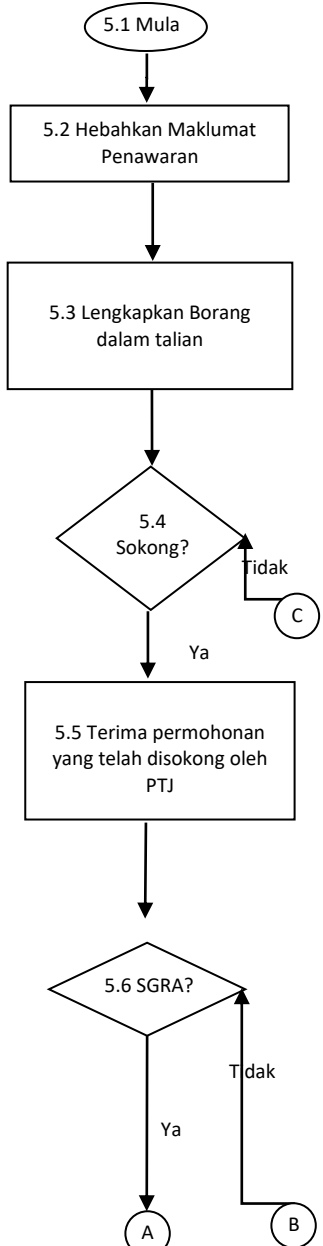
	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 2/7
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4.0 TERMINOLOGI DAN SINGKATAN

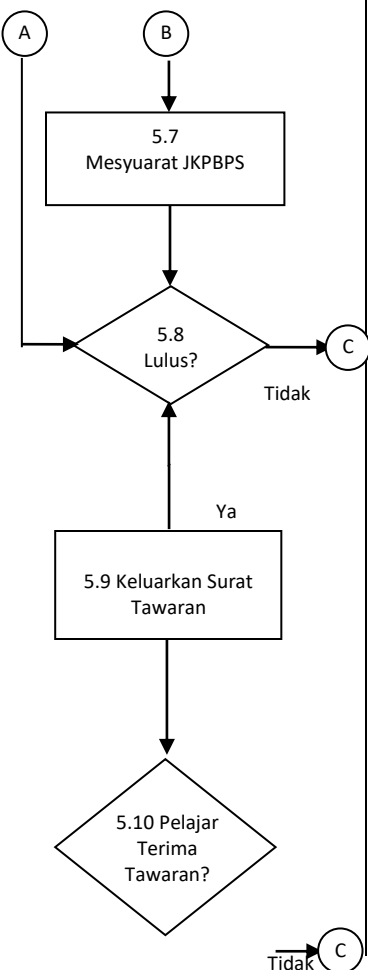
BKW	:	Biasiswa Khas Wartawan
GRA	:	Biasiswa Pembantu Penyelidik Siswazah
GRF	:	Fellowship Penyelidik Siswazah
i-GIMS	:	<i>Internet Graduate Information Management System</i>
IGRF	:	<i>International Graduate Research Fellowship</i>
IGSS	:	<i>International Graduate Scholarship Scheme</i>
JKPBPS	:	Jawatankuasa Pemilih Biasiswa Pengajian Siswazah, UPM
PASS	:	<i>Putra Alumni Scholarship Scheme</i>
PT	:	Pegawai Tadbir
PTJ	:	Pusat Tanggungjawab
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
SPS	:	Sekolah Pengajian Siswazah
SGRA	:	Elaun Penyelidikan Siswazah Khas
TD	:	Timbalan Dekan
TP	:	Timbalan Pengarah


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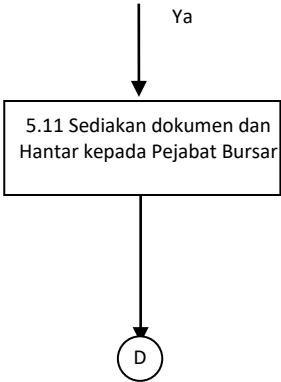
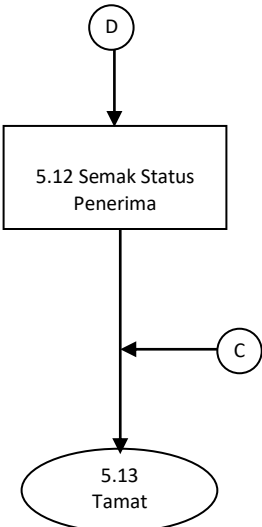
5.0 PROSES TERPERINCI


Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan		
PT/PT (P/O) SPS	 <pre> graph TD Start([5.1 Mula]) --> Step52[5.2 Hebahkan Maklumat Penawaran] Step52 --> Step53[5.3 Lengkapkan Borang dalam talian] Step53 --> Dec54{5.4 Sokong?} Dec54 -- Ya --> Step55[5.5 Terima permohonan yang telah disokong oleh PTJ] Dec54 -- Tidak --> C((C)) Step55 --> Dec56{5.6 SGRA?} Dec56 -- Ya --> A((A)) Dec56 -- Tidak --> B((B)) </pre>	5.2 Hebahkan maklumat penawaran kepada Fakulti/Sekolah/Institut/pelajar.	Arahan Kerja Penawaran Biasiswa/Bantuan Kewangan Dalam Pengajian Siswazah (UPM/PU/S/AK05/01)		
Pemohon/Pelajar		5.3 Lengkapkan Borang dalam talian		5.3 Lengkapkan borang permohonan dalam talian di i-GIMS (sgsportal.upm.edu.my:8080/sgsportal/) dan muat naik semua dokumen sokongan yang diperlukan.	
Penasihat/Penyelia/ Ketua Projek /Dekan/TD Fakulti/Sekolah Pengarah/TP Institut		5.4 Sokong?		5.4 Sokong? (a) Jika Ya, ikut Langkah 5.5. (b) Jika Tidak, proses tamat.	
PT/PT (P/O) SPS		5.5 Terima permohonan yang telah disokong oleh PTJ		5.5 Permohonan yang telah lengkap dan disokong oleh Fakulti/Sekolah/Institut akan diproses dalam tempoh 7 10 hari bekerja bagi Biasiswa SGRA dan 10 hari bekerja selepas tarikh tutup permohonan bagi biasiswa selain SGRA.	Arahan Kerja Penawaran Biasiswa/Bantuan Kewangan Dalam Pengajian Siswazah (UPM/PU/S/AK05/01)
PT/PT (P/O) SPS		5.6 SGRA?		5.6 SGRA? (a) Jika Ya, ikut langkah 5.8 (b) Jika tidak, ikut langkah 5.7	

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		Tarikh: 30/06/2022 25/07/2023

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS		5.7 (a) Aturkan Mesyuarat JKPBPS selewat-lewatnya dua (2) minggu sebelum semester bermula. (b) Sediakan kertas untuk kelulusan JKPBPS selewat-lewatnya tiga (3) hari sebelum mesyuarat.	Arahan Kerja Penawaran Biasiswa/Bantuan Kewangan Dalam Pengajian Siswazah (UPM/PU/S/AK05/01)
JKPBPS / TD SPS		5.8 Lulus? (a) Jika Ya, kemaskini keputusan dalam i-GIMS dalam tempoh tujuh (7) hari bekerja dari tarikh JKPBPS (jika berkaitan) dan ikut Langkah 5.9 (b) Jika Tidak, maklumkan kepada pemohon dan proses tamat.	
PT/PT (P/O) SPS		5.9 (a) Bagi GRF, IGRF, GRA, PASS, IGSS dan BKW: Serah pakej Surat Tawaran dalam tempoh 7 hari bekerja selepas surat tawaran lengkap ditandatangani oleh Bursar/TD mengikut kaedah yang bersesuaian. Emel templat borang perjanjian kepada pelajar sebelum sesi taklimat penerima biasiswa diadakan (yang berkaitan). (b) Bagi SGRA: Pemohon boleh muat turun surat tawaran di portal pelajar.	Arahan Kerja Penawaran Biasiswa/Bantuan Kewangan Dalam Pengajian Siswazah (UPM/PU/S/AK05/01)


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PROSEDUR PENGURUSAN BIASISWA/BANTUAN KEWANGAN DALAMAN PENGAJIAN SISWAZAH	Tarikh: 30/06/2022 25/07/2023	

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS		5.10 Pelajar Terima Tawaran? (a) Jika Ya, ikut Langkah 5.11 (b) Jika Tidak, proses tamat.	Arahan Kerja Penawaran Biasiswa/Bantuan Kewangan Dalam Penilaian Siswazah (UPM/PU/S/AK05/01)
PT/PT (P/O) SPS		5.11 Sediakan dokumen berikut untuk dihantar kepada Pejabat Bursar: <ul style="list-style-type: none"> • Penyata Arahan Bayaran; • Senarai Nama Pelajar Yang Menerima Tawaran. • Salinan Surat Tawaran 	
PT/PT (P/O) SPS		5.12 Semak Status Penerima (a) Semak status penerima sepanjang tempoh pembiayaan dan ambil tindakan yang bersesuaian (jika perlu). (b) Pastikan pelajar memenuhi syarat kontrak sebelum bergraduat (jika berkaitan).	Arahan Kerja Pembayaran Biasiswa/Bantuan Kewangan Dalam Penilaian Siswazah (UPM/PU/S/AK05/03) Arahan Kerja Tindakan Pecahan Kontrak Biasiswa/Bantuan Kewangan Dalam Penilaian Siswazah (UPM/PU/S/AK05/04)


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		No. Isu: 02
	PROSEDUR PENGURUSAN BIASISWA/BANTUAN KEWANGAN DALAMAN PENGAJIAN SISWAZAH	Tarikh: 30/06/2022 25/07/2023

6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	<p>UPM.SPS.600 – 4/19/1 (No.Matrik)</p> <p>FAIL PELAJAR</p> <p>Rekod kualiti yang berikut juga boleh dirujuk di dalam i-GIMS:</p> <ul style="list-style-type: none"> • Surat Tawaran Biasiswa / Bantuan Kewangan [jika berkaitan]. • Salinan surat menyurat yang berkaitan dengan biasiswa/bantuan kewangan [jika berkaitan]. • Salinan dokumen perjanjian [jika berkaitan] • Lain-lain Urusan (Pembatalan/ Perubahan Kadar Elaun) [jika berkaitan]. 	PT (P/O) SPS	PT (P/O) SPS	<p>Bilik Fail Pelajar, SPS/ <i>Network Attached Storage</i> / Portal pelajar</p> <p>Kekal</p>	Ketua Pengarah Arkib Negara Malaysia
2.	<p>UPM.SPS.700-7/1/1</p> <p>PENGURUSAN BIASISWA (NAMA BIASISWA)</p> <ul style="list-style-type: none"> • Iklan Biasiswa. • Rekod kehadiran ke Kampus (jika berkaitan). • Maklumat Bantuan Pengajaran (jika berkaitan). • Surat menyurat dengan Pejabat Bursar. • Surat panggilan panel temuduga • Kertas temuduga (jika berkaitan). • Penyata Arahan Bayaran • Senarai Nama Pelajar Yang Menerima Tawaran (jika 	PT (P/O) SPS	PT (P/O) SPS	<p>Unit Perhubungan Institusi dan Bantuan Kewangan / <i>Network Attached Storage</i> / <i>Portal pelajar</i></p> <p>7 Tahun</p>	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
	berkaitan). •				
3.	UPM.SPS.700-7/4/1 MESYUARAT JAWATANKUASA PEMILIHAN BIASISWA PENGAJIAN SISWAZAH, UPM (JKPBPS) <ul style="list-style-type: none"> • Surat menyurat. • Kertas dan Minit Mesyuarat. 	PT (P/O) SPS	PT (P/O) SPS	Unit Perhubungan Institusi dan Bantuan Kewangan/ <i>Network Attached Storage</i> Kekal	Ketua Pengarah Arkib Negara Malaysia
4.	UPM.SPS.700-7/4/2 PECAH KONTRAK (NAMA BIASISWA) <ul style="list-style-type: none"> • Dokumen Pecah kontrak. • Surat dari Pejabat Penasihat Undang-Undang (PPUU) • Invois dari Bursar 		PT (P/O) SPS	Unit Perhubungan Institusi dan Bantuan Kewangan/ <i>Network Attached Storage</i> 7 Tahun	Ketua Pengarah Arkib Negara Malaysia

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	PROCEDURE FOR SCHOLARSHIP/INTERNAL FINANCIAL ASSISTANCE MANAGEMENT FOR GRADUATE STUDIES	Issue No: 02 Date: 30/06/2022 25/07/2023

1.0 SCOPE


This procedure encompasses all processes of scholarship management/financial assistance of graduate studies which include application, administration and scholarship extension/financial assistance and monitoring the performance of scholarship holders.

2.0 RESPONSIBILITY

Dean, TD, TP, PT and PT(P/O) Institutional Relations and Financial Aid Unit are responsible for the implementation of this procedure. All parties involved must adhere to this procedure.


3.0 REFERENCE DOCUMENT

Document Code	Title of Document
UPM/PU/S/AK05/01	Work Instruction for Offering Scholarship/Internal Financial Assistance for Graduate Studies
UPM/PU/S/AK05/03	Work Instruction for Stopping Payment of Graduate Studies Scholarships/ Internal Financial Assistance
UPM/PU/S/AK05/04	Work Instruction for Breach of Contract /Internal Postgraduate Financial Assistance

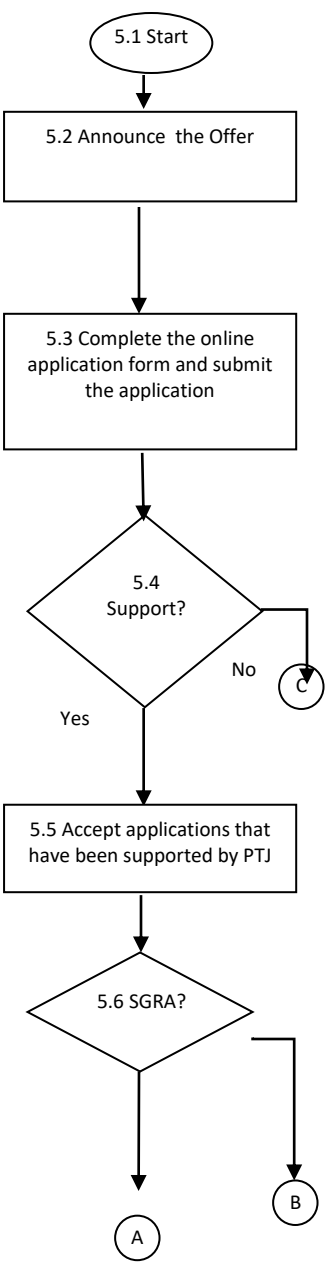
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4.0 TERMINOLOGY AND ACRONYM

BKW	: Biasiswa Khas Wartawan
GRA	: Graduate Assistant Researcher Scholarship
GRF	: Graduate Researcher Fellowship
i-GIMS	: Internet Graduate Information Management System
IGSS	: International Graduate Scholarship Scheme
JKPBPS	: UPM Selection Committee for Graduate Studies Scholarship
KP	: Head of Administration
PT	: Administrative Officer
PTJ	: Centre of Responsibility
PT (P/O)	: Admin Assistant (Clerical and Operational)
PASS	: Putra Alumni Scholarship Scheme
SPS	: School of Graduate Studies
S-GRA	: Special Graduate Research Allowance
TD	: Deputy Dean
TP	: Deputy Director


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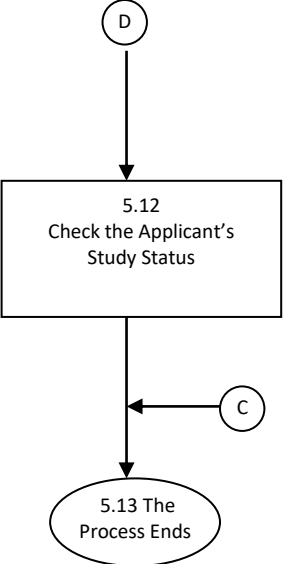
5.0 PROCESS IN DETAIL


Responsibility	Flowchart	Details	Reference Document/Record	
PT/PT (P/O) SPS	 <pre> graph TD Start([5.1 Start]) --> Announce[5.2 Announce the Offer] Announce --> Complete[5.3 Complete the online application form and submit the application] Complete --> Support{5.4 Support?} Support -- No --> C((C)) Support -- Yes --> Accept[5.5 Accept applications that have been supported by PTJ] Accept --> SGRA{5.6 SGRA?} SGRA --> A((A)) SGRA --> B((B)) </pre>	5.2 Announce information about the offer to the Faculty/Institute/Student.	Work Instruction For Offering Scholarship/Internal Financial Assistance for Graduate Studies (UPM/PU/S/AK05/01)	
Applicant/Student		5.3 Complete the online application form and submit the application	5.3 Complete the online application form through i-GIMS (sgsportal.upm.edu.my:8080/sgsportal/) and upload all the supporting documents into the system.	
Supervisor/ Project Leader/ Dean/Deputy Director of Faculty/School/ Director/Deputy Director of Institute		5.4 Support?	5.4 Support? (a) If Yes, go to Step 5.5. (b) If No, inform the applicant and the process ends	
PT/PT (P/O) SPS PT/PT (P/O) SPS		5.5 Accept applications that have been supported by PTJ	5.5 Accept Process complete applications that have been supported by the Faculty/ school/ Institute within a period of no later than 7 10 working days for SGRA, and 10 working days after the application deadline for financial aid other than SGRA.	Work Instruction For Offering Scholarship/Internal Financial Assistance For Graduate Studies (UPM/PU/S/AK05/01)
		5.6 SGRA?	5.6 SGRA? (a) If yes, follow step 5.8 (b) If No, follow step 5.7	

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Responsibility	Flowchart	Details	Reference Document/Record
PT/PT (P/O) SPS	<pre> graph TD B((B)) --> 5.7[5.7 JKPBS Meeting] 5.7 --> 5.8{5.8 Approved?} 5.8 -- No --> C((C)) 5.8 -- Yes --> 5.9[5.9 Issue Offer Letter/ Application Approval Letter] 5.9 --> 5.10{5.10 Did the student accept the offer?} 5.10 -- No --> C 5.10 -- Yes --> 5.11[5.11 Prepare the documents and send it to the bursary office] 5.11 --> D((D)) A((A)) --> 5.8 </pre>	5.7 (a) Arrange for JKPBS Meeting at the latest two (2) weeks before the commencement of semester. (b) Prepare paperwork for JKPBS no later than three (3) days before the meeting	Work Instruction for Offering Scholarship/Internal Financial Assistance for Graduate Studies (UPM/PU/S/AK05/01)
JKPBPS / TD SPS		5.8 Approved? (a) If Yes, update the result in the i-GIMS within seven (7) working days from the date of JKPBS (if applicable) and go to Step 5.9. (b) If No, inform the applicant and the process ends.	
PT/PT (P/O) SPS		5.9 Issue Offer Letter / Application Approval Letter (a) For GRF, IGRF, GRA, PASS, BKW and IGSS: issue the offer package within 7 working days after the offer letter is fully signed by the Bursar through the appropriate method. Email the agreement form template to students before the scholarship recipient's briefing session is held (if applicable).	
PT/PT (P/O) SPS		5.10 Did the student accept the offer? (b) For SGRA: Applicant may download the offer letter through the student portal.	
PT/PT (P/O) SPS		5.10 Student accepts the offer? (a) If Yes, follow step 5.11. (b) If No, the process ends.	
PT/PT (P/O) SPS	5.11 Prepare the following documents to be sent to the Bursary Office. <ul style="list-style-type: none"> • Payment Instruction Statement • List of Students who accepts the offer. • A copy of offer letter. 	Work Instruction For Offering Scholarship/Internal Financial Assistance for Graduate Studies (UPM/PU/S/AK05/01)	


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Responsibility	Flowchart	Details	Reference Document/Record
PT/PT (P/O) SPS	 <pre> graph TD D((D)) --> B[5.12 Check the Applicant's Study Status] B --> C((C)) C --> E[5.13 The Process Ends] </pre>	<p>5.12 Check the Applicant's Study Status</p> <p>(a) Check the applicant's status throughout the sponsorship period and take a relevant action (if necessary)</p> <p>(b) Ensure students fulfil the contract requirements before graduation (if applicable)</p>	<p>Work Instruction for Withholding Payments for Scholarship/Internal Financial Assistance for Graduate Studies (UPM/PU/S/AK05/03)</p> <p>Work Instruction For Breach Of Contract /Internal Postgraduate Financial Assistance (UPM/PU/S/AK05/04)</p>


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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.	<p>UPM.SPS.600 – 4/19/1 (Matric No.)</p> <p>STUDENT'S FILE</p> <p>The following quality records can also be referred in i-GIMS:</p> <ul style="list-style-type: none"> Scholarship Offer Letter [if applicable] Copy of letter/e-mail regarding scholarship/financial assistance [if applicable] Copy of agreement [if applicable] Other Matters (Cancellation/Changes in Allowance Rate) [if applicable] 	PT (P/O) SPS	PT (P/O) SPS	Permanent Student File Room, SPS/Network Attached Storage/ Student Portal	Director of General National Archives of Malaysia
2.	<p>UPM.SPS.700-7/1/1</p> <p>SCHOLARSHIP MANAGEMENT (SCHOLARSHIP NAME)</p> <ul style="list-style-type: none"> Scholarship Advertisement Attendance record to campus (if applicable). Teaching Assistance Information (if applicable). Correspondence with the Bursar Office. Invitation letter for panel's interview Paperwork for interview (if applicable). Statement of Payment Instruction List of students who accept the offer (if applicable) 	PT (P/O) SPS	PT (P/O) SPS	Institutional Relations and Financial Aid Unit/Network Attached Storage / Student Portal 7 Years	Director of 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
3.	UPM.SPS.700-7/4/1 GRADUATE STUDIES' SCHOLARSHIP SELECTION COMMITTEE, UPM (JKPBPS) <ul style="list-style-type: none"> • Letters/Emails • Paper and Minutes of the Meeting 	PT (P/O) SPS	PT (P/O) SPS	Institutional Relations and Financial Aid Unit/Network Attached Storage / Student Portal Permanent	Director of General National Archives of Malaysia
4.	UPM.SPS.700-7/4/2 BREACH OF CONTRACT (SCHOLARSHIP NAME) <ul style="list-style-type: none"> • Documents for Breach of Contract • A letter from the Office of the Legal Advisor (PPUU) • Invoice from Bursar 	PT (P/O) SPS	PT (P/O) SPS	Institutional Relations and Financial Aid Unit/Network Attached Storage / Student Portal 7 Years	Director of General National Archives of Malaysia

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		No. Isu: 03
	PROSEDUR PENGESAHAN DAN PENGURNIAAN IJAZAH PELAJAR SISWAZAH	Tarikh: 30/06/2022 25/07/2023

1.0 SKOP


Prosedur ini merangkumi semua urusan pengesahan bergraduat, pengurniaan ijazah dan pengagihan dokumen pengesahan bergraduat kepada graduan.

2.0 TANGGUNGJAWAB

Dekan SPS, Penyelaras dan PT Unit Akademik bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.


3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
Terkini	<i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</i>
UPM/PU/S/AK04/06	Arahan Kerja Urusan Bergraduat Pelajar Siswazah

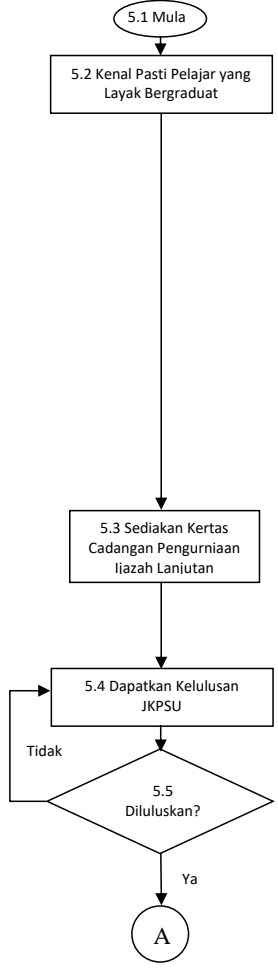
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4.0 TERMINOLOGI DAN SINGKATAN


i-GIMS	:	<i>Internet Graduate Information Management System</i>
JKPSU	:	Jawatankuasa Pengajian Siswazah Universiti
Penyelaras	:	Dekan/Timbalan Dekan Fakulti/Sekolah; Pengarah/Timbalan Pengarah Institut; Pegawai yang dilantik sebagai Penyelaras Pengajian Siswazah Fakulti/ Sekolah/Institut
PS	:	Pengajian Siswazah
PT	:	Pegawai Tadbir
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
SPS	:	Sekolah Pengajian Siswazah
TD	:	Timbalan Dekan
TNCAA	÷	Timbalan Naib Canselor (Akademik dan Antarabangsa)
TPKD-PP	÷	Timbalan Pegawai Kawalan Dokumen Peneraju Proses
TWP-PP	÷	Timbalan Wakil Pengurusan Peneraju Proses
WP	÷	Wakil Pengurusan


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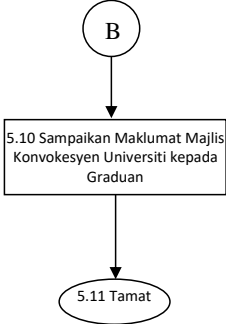
5.0 PROSES TERPERINCI


Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Penyelaras Program dan Penyelaras PT SPS		5.2 Kenal pasti pelajar yang layak bergraduat seperti berikut: (a) Sahkan Skema Pengajian untuk Bergraduat (PG/ACA/GS-05B) bagi pelajar program secara kerja kursus dalam i-GIMS dalam tempoh 14 hari selepas keputusan peperiksaan akhir diumumkan. (b) Dapatkan senarai pelajar program secara penyelidikan beserta tajuk tesis dan butir-butir lain yang berkenaan daripada PT yang bertanggungjawab ke atas urusan tesis di SPS.	Skema Pengajian untuk Bergraduat (PG/ACA/GS-05B)
PT/PT (P/O) SPS		5.3 Sediakan kertas Cadangan Pengurniaan Ijazah Lanjutan yang mengandungi senarai nama pelajar dan tajuk tesis (bagi pelajar program secara penyelidikan) dan/atau Ringkasan Keputusan Peperiksaan (bagi pelajar program secara kerja kursus).	
Dekan SPS		5.4 Bentangkan kertas Cadangan Pengurniaan Ijazah di dalam mesyuarat JKPSU untuk kelulusan. 5.5 Diluluskan? (a) Jika Ya, ikut Langkah 5.6. (b) Jika Tidak, buat pindaan berdasarkan keputusan JKPSU dan ikut Langkah 5.4.	

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS Dekan SPS		5.6 (a) Sediakan kertas Pengurniaan Ijazah Lanjutan dan lampirkan maklumat seperti yang telah diluluskan dalam mesyuarat JKPSU. (b) Bentangkan kertas Pengurniaan Ijazah Lanjutan dalam mesyuarat Senat.	
		5.7 Diperakukan Senat? (a) Jika Ya, ikut Langkah 5.8. (b) Jika Tidak, buat pindaan berdasarkan keputusan Senat dan ikut Langkah 5.6.	
PT/PT (P/O) SPS		5.8 (a) Cetak surat Pengurniaan Ijazah dan Transkrip (dari i-GIMS) dalam tempoh tujuh (7) 14 hari bekerja selepas perakuan Senat.	Commented [TABN1]: Justifikasi + kiraan penambahan bilangan hari untuk cetakan
PT/PT (P/O) SPS		(b) Majukan senarai nama graduan kepada pihak luar untuk cetak Sijil. Nota: Sijil hendaklah siap dalam tempoh 60 hari selepas perakuan Senat.	
PT SPS		(c) Pastikan senarai nama graduan, bidang pengajian dan Fakulti/Sekolah/Institut dipaparkan pada portal pelajar dalam tempoh tujuh (7) hari selepas perakuan Senat.	
PT/PT (P/O) SPS		5.9 (a) Serahkan surat Pengurniaan Ijazah beserta Transkrip kepada graduan di kaunter.	Arahan Kerja Urusan Bergraduat Pelajar Siswazah (UPM/PU/S/AK04/06)
PT/PT (P/O) SPS		(b) Hantar salinan surat Pengurniaan Ijazah kepada pihak iPutra (bagi graduan antarabangsa) /Fakulti/Sekolah/Institut.	
		(c) Hantar senarai nama pelajar bergraduat kepada pihak iPutra.	
PT/PT (P/O) SPS		(d) Serahkan Sijil kepada graduan selepas Majlis Konvokesyen.	


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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT SPS	 <pre> graph TD B((B)) --> 5.10[5.10 Sampaikan Maklumat Majlis Konvokesyen Universiti kepada Graduan] 5.10 --> 5.11((5.11 Tamat)) </pre>	5.10 Paparkan maklumat tentang Majlis Konvokesyen beserta senarai penuh graduan melalui Portal Pelajar/emel dan web SPS.	Arahan Kerja Bergraduat Siswazah (UPM/PU/S/AK04/06) Urusan Pelajar


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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.SPS.600-4/18/1 PELAJAR LAYAK BERGRADUAT <ul style="list-style-type: none"> Rekod Penerimaan Borang Maklumat untuk Bergraduat (PG/ACA/GS-17) Kertas Cadangan Pengurniaan Ijazah Lanjutan untuk Mesyuarat JKPSU. Kertas Pengurniaan Ijazah Lanjutan untuk Mesyuarat Senat (rujuk esenat.upm.edu.my). Petikan Minit Mesyuarat JKPSU dan Senat bagi Pengurniaan Ijazah. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik/ <i>Network Attached Storage</i> Kekal	Ketua Pengarah Arkib Negara Malaysia
2.	UPM.SPS.600-4/18/3 TRANSKRIP DAN SIJIL <ul style="list-style-type: none"> Senarai pelajar yang disahkan untuk pengurniaan ijazah oleh Senat beserta salinan surat Pengurniaan Ijazah, Sijil dan Transkrip. Rekod penyimpanan/ Pengambilan Sijil. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik/ <i>Network Attached Storage</i> Kekal	Ketua Pengarah Arkib Negara Malaysia
3.	UPM.Kod PTJ.600-4/18/3 TRANSKRIP DAN SIJIL <ul style="list-style-type: none"> Senarai pelajar yang disahkan untuk pengurniaan ijazah oleh Senat. 	PT/PT (P/O) Fakulti/Institut	PT/PT (P/O) Fakulti/Institut	Bilik Fail Fakulti/ Institut 2 Tahun	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
	<ul style="list-style-type: none"> Salinan surat Pengurniaan Ijazah. 				
4.	UPM.SPS.600-4/27/9 URUSAN MAJLIS KONVOKESYEN <ul style="list-style-type: none"> Salinan surat/emel makluman Majlis Konvokesyen beserta lampirannya. Rekod peminjaman/pemulangan jubah oleh graduan atau wakilnya. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik/ <i>Network Attached Storage</i> 1 Tahun	Ketua Pengarah Arkib Negara Malaysia
5.	UPM.SPS.600-4/18/8 DOKUMEN BERGRADUAT OLEH GRADUAN <ul style="list-style-type: none"> Borang/Surat/Emel permohonan Sijil dan/atau Transkrip Akademik oleh graduan yang tidak datang menghadiri Majlis Konvokesyen Universiti. Dokumen lain yang berkenaan. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik/ <i>Network Attached Storage</i> 3 Tahun	Ketua Pengarah Arkib Negara Malaysia
6.	UPM.SPS.600-4/18/7 PENGESAHAN PELAJAR <ul style="list-style-type: none"> Surat/Emel daripada pihak luar memohon pengesahan graduan/Sijil/ Transkrip Akademik. Surat jawapan daripada SPS. Dokumen lain yang berkenaan. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik/ <i>Network Attached Storage</i> 3 Tahun	Ketua Pengarah Arkib Negara Malaysia

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1.0 SCOPE


The procedure encompasses matters related to graduation endorsement, conferment of degree and distribution of endorsed graduation certificates to graduates.

2.0 RESPONSIBILITY

The Dean of SPS, Coordinator and PT of Academic Unit are responsible for the implementation of this procedure. All parties involved must adhere to this procedure.


3.0 REFERENCE DOCUMENT

Document Code	Title of Document
Current	Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003
UPM/PU/S/AK04/06	Work Instruction for Postgraduate Graduation Matters

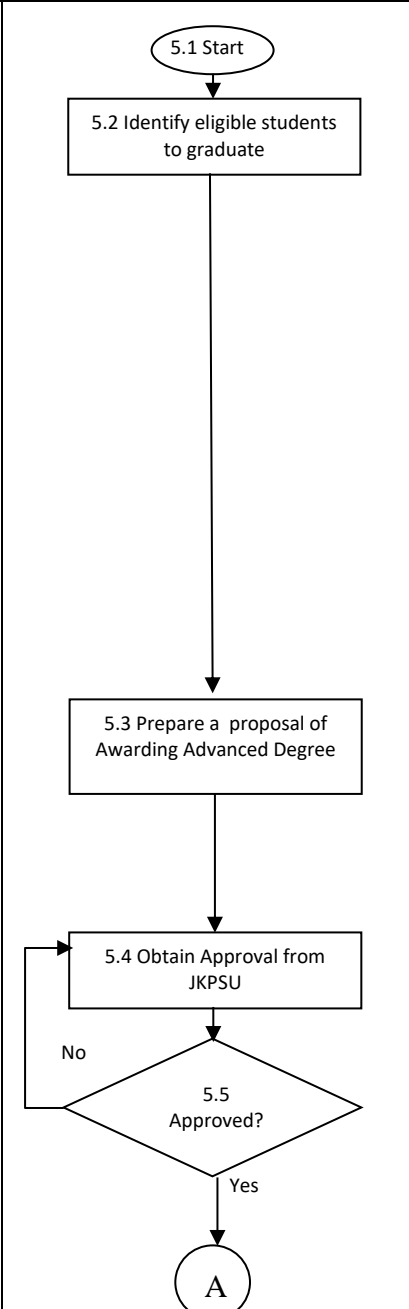
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4.0 TERMINOLOGY DAN ACRONYM

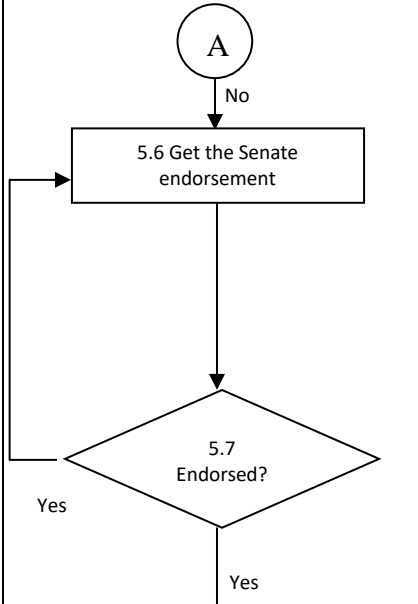
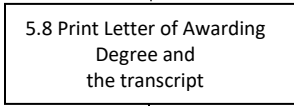
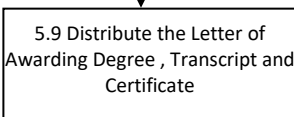

i-GIMS	:	Internet Graduate Information Management System
JKPSU	:	University Post Graduate Studies Committee
Coordinator	:	Dean/Deputy Dean of Faculty/School, Director/Deputy Director of Institute, Officer appointed as Coordinator of Graduate Studies, Faculty/School/Institute
PS	:	Post Graduate Studies
PT	:	Administrative Officer
PT (P/O)	:	Administrative Assistant (Clerical and Operational)
SPS	:	School of Graduate Studies
TD	:	Deputy Dean
TNCAA	÷	Deputy Vice-Chancellor (Academic and International)
TPKD-PP	÷	Deputy Document Control Officer of Process Owner
TWP-PP	÷	Deputy Management Representative of Process Owner
WP	÷	Management Representative


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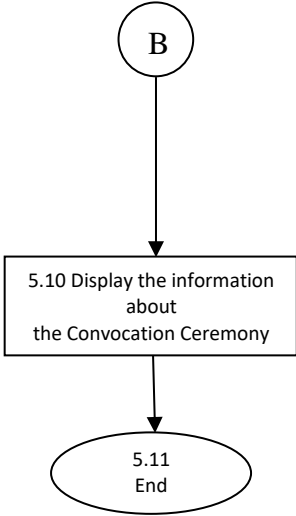
5.0 PROCESS IN DETAIL


Responsibility	Flowchart	Details	Reference Document/Record
Programme Coordinator and Coordinators PT SPS PT/PT (P/O) SPS Dean of SPS	 <pre> graph TD Start([5.1 Start]) --> Step52[5.2 Identify eligible students to graduate] Step52 --> Step53[5.3 Prepare a proposal of Awarding Advanced Degree] Step53 --> Step54[5.4 Obtain Approval from JKPSU] Step54 --> Decision55{5.5 Approved?} Decision55 -- No --> Step54 Decision55 -- Yes --> ConnectorA((A)) </pre>	<p>5.2 Identify the students who are eligible to graduate as follows:</p> <ul style="list-style-type: none"> (a) Approve Study Scheme for Graduation (PG/ACA/GS-05B) for by coursework students in i-GIMS within 14 days after the announcement of final exam results. (b) Obtain the name list of students from programmes by research together with their thesis title and other important information from officers who handle thesis matters at the Graduate School <p>5.3 Prepare a Proposal of Awarding Advanced Degree document which consists of the name list of students and their thesis title (for by-research programme students) and/or the Summary of Exam Results (for by coursework students).</p> <p>5.4 Present the proposal of Awarding Advanced Degree in JKPSU meeting for approval.</p> <p>5.5 Approved</p> <ul style="list-style-type: none"> (a) If Yes, go to Step 5.6 (b) If No, do amendments based on the JKPSU decision and follow Step 5.4. 	Study Scheme for Graduation (PG/ACA/GS-05B)

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Responsibility	Flowchart	Details	Reference Document/Record
PT/PT (P/O) SPS Dean of SPS		<p>5.6 (a) Prepare the proposal of Awarding Advanced degree with the information that has been approved in JKSPU meeting.</p> <p>(b) Present the proposal of Awarding Advanced Degree in Senate meeting</p> <p>5.8 Senate Endorsed?</p> <p>(a) If Yes, go to Step 5.8</p> <p>(b) If No, do amendments based on the Senate decision and follow Step 5.6.</p>	
PT/PT (P/O) SPS		<p>5.8 (a) Print the Letter of Awarding Degree and Transcript (from i-GIMS) within seven (7) within 14 working days after obtaining Senate's endorsement.</p>	
PT/PT (P/O) SPS		<p>(b) Forward the list of graduates to external parties to print the Certificate.</p> <p>Note: The certificate must be complete within 60 days after Senate's endorsement.</p>	
PT SPS		<p>(c) Ensure that the graduates' name list, programme of study and Faculty/School/Institute are displayed in the student portal within seven (7) days after obtaining Senate's endorsement.</p>	
PT/PT (P/O) SPS		<p>5.9 (a) Hand-over the Letter of Awarding Degree together with the transcript to graduates at the counter.</p> <p>(b) Submit a copy of the Letter of Awarding Degree to i-Putra (for international</p>	<p>Work Instruction for Postgraduate Graduation Matters (UPM/PU/S/AK04/06)</p>
			


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Responsibility	Flowchart	Details	Reference Document/Record
PT/PT (P/O) SPS		graduates) of the Faculty/School/Institute. (c) Send the name list of graduating students to the iPutra. (d) Hand-over the certificate to graduates after the Convocation Ceremony.	Work Instruction for Postgraduate Graduation Matters (UPM/PU/S/AK04/06)
PT SPS		5.10 Display the information about the Convocation Ceremony together with the complete list of graduates on Student' Portal/emails and School of Graduate Studies' website.	


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6. RECORD


No	File Code, File Name and Record List	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
1.	UPM.SPS.600-4/18/1 STUDENTS ELIGIBLE TO GRADUATE <ul style="list-style-type: none"> Record of Acceptance of Graduation's Information Form (PG/ACA/GS-17) The proposal of Awarding the Advanced Degree for JKPSU Meeting Letter of Awarding Degree for Senate meeting (refer to esenat.upm.edu.my). The excerpt of JKPSU and Senate Minutes of Meeting for Degree Conferment. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit / Network Attached Storage Permanent	Director of General National Archives of Malaysia
2.	UPM.SPS.600-4/18/3 TRANSCRIPT AND CERTIFICATE <ul style="list-style-type: none"> The name list of students who have been endorsed to graduate by the Senate and their Letter of Awarding Degree, Certificate and Transcript. Record of Keeping/Taking the Certificate 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit / Network Attached Storage Permanent	Director of General National Archives of Malaysia
3.	UPM.PTJ Code.600-4/18/3 TRANSCRIPT AND CERTIFICATE	PT/PT (P/O) Faculty/School/ Institute	PT/PT (P/O) Faculty/ School/ Institute	File Room of the Faculty/ School/ Institute	Director of General National Archives of Malaysia

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No	File Code, File Name and Record List	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
	<ul style="list-style-type: none"> The name list of students who have been endorsed to be conferred with degrees by the Senate. Copy of the Letter of Awarding Degree 			2 years	
4.	UPM.SPS.600-4/27/9 CONVOCATION CEREMONY <ul style="list-style-type: none"> Copy of letter/email of information regarding the Convocation Ceremony and its attachments. Record of borrowing/returning of robes by the graduates or their representatives. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit/ Network Attached Storage 1 year	Director of General National Archives of Malaysia
5.	UPM.SPS.600-4/18/8 GRADUATION DOCUMENTS BY THE GRADUATES <ul style="list-style-type: none"> Application form/letter/email for the Certificate and/or Academic Transcript from graduates who are not able to attend the University's Convocation Ceremony. Other relevant documents. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit/ Network Attached Storage 3 years	Director of General National Archives of Malaysia
6.	UPM.SPS-600-4/18/7 STUDENT'S VERIFICATION <ul style="list-style-type: none"> Letter/Email from external parties that seek verification of graduates' certificates/academic transcripts. 	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit/ Network Attached Storage 3 years	Director of General National Archives of Malaysia

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No	File Code, File Name and Record List	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
	<ul style="list-style-type: none"> Written Response From the School of Graduate Studies. Other relevant documents. 				

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1.0 SKOP


Prosedur ini merangkumi semua proses pembentukan/semakan bidang pengajian siswazah yang ditawarkan oleh Universiti.

2.0 TANGGUNGJAWAB

Timbalan Naib Canselor (Akademik dan Antarabangsa) dan Dekan Fakulti/Sekolah Pengarah Institut bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.


3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
Terkini	Panduan Penyediaan Program Baharu dan Penstrukturan Semula/Semakan Semula Kurikulum
-	<i>Code of Practice for Programme Accreditation</i> , penerbitan oleh Agensi Kelayakan Malaysia
Terkini	Garis Panduan Pembangunan Program Akademik Universiti Awam (GPPA)
Terkini	Format Cadangan Pembentukan Bidang Baharu
Terkini	Pekeliling MQA – Pemakaian Standard Program
Terkini	Pelan Strategik Universiti Putra Malaysia

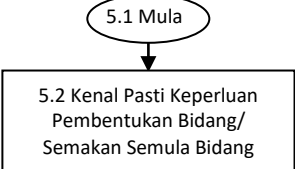
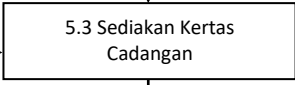
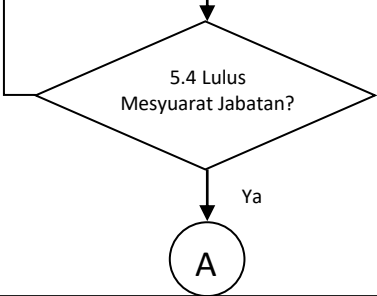
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4.0 TERMINOLOGI DAN SINGKATAN

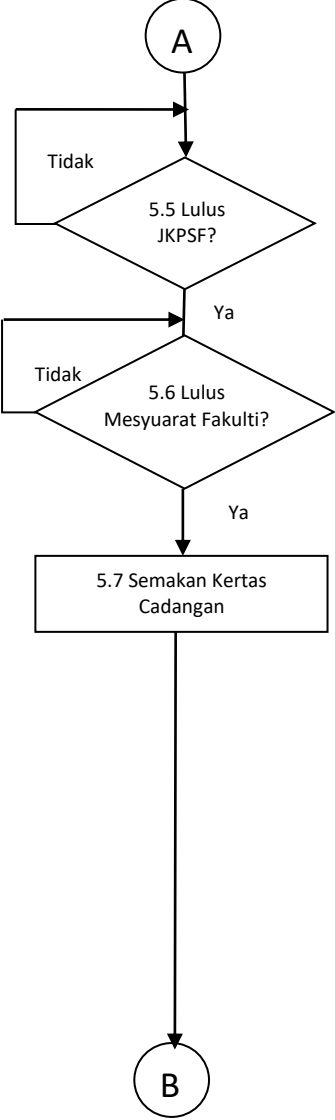
JKPSU	:	Jawatankuasa Pengajian Siswazah Universiti
Ketua PTJ	:	Dekan Fakulti/Sekolah/Pengarah Institut
MQR	:	<i>Malaysian Qualification Registry</i>
Penyelaras	:	Penyelaras Program/Pensyarah
PT	:	Pegawai Tadbir
PPT	:	Penolong Pegawai Tadbir
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
PTJ	:	Pusat Tanggungjawab
Sekolah	:	Sekolah Perniagaan dan Ekonomi
SPS	:	Sekolah Pengajian Siswazah
TD	:	Timbalan Dekan Fakulti/Sekolah
TP	:	Timbalan Pengarah Institut
TNC (A&A)	:	Timbalan Naib Canselor (Akademik dan Antarabangsa)
UPM	:	Universiti Putra Malaysia


	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 3/9
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P018	No. Semakan: 10 00
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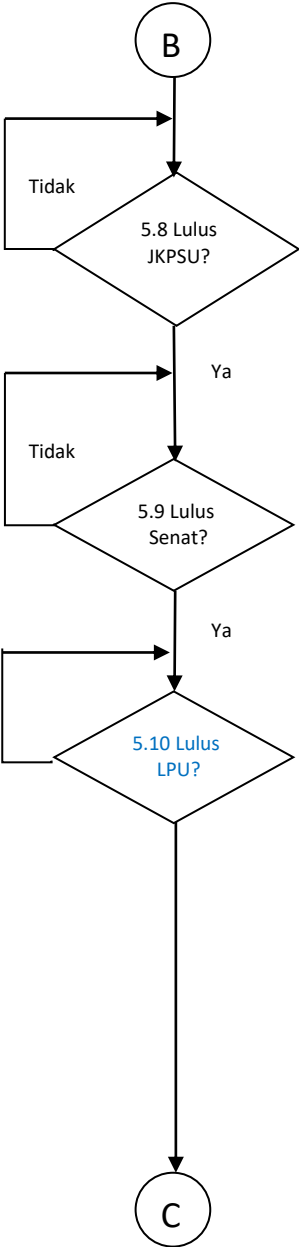
5.0 PROSES TERPERINCI


Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ		<p>5.2 Kenal pasti keperluan:</p> <p>(a) Pembentukan bidang pengajian baharu; atau</p> <p>(b) Semakan semula bidang pengajian sekurang-kurangnya (sekali dalam tempoh 3-5 tahun)</p> <p>Nota: Keperluan pembentukan bidang baharu / semakan semula bidang adalah berdasarkan faktor berikut:</p> <ul style="list-style-type: none"> • Pelan Strategik Pengajian Tinggi Negara terkini. • Pelan Strategik UPM terkini. • Perkembangan baru dalam bidang profesion yang berkaitan dengan bidang yang ditawarkan. • Matlamat Pendidikan Universiti. • Jumud, lupus, beku dan penawaran semula. 	<p>Pelan Strategik Pengajian Tinggi Negara terkini</p> <p>Pelan Strategik UPM terkini</p> <p>Garis Panduan Pembangunan Program Akademik Universiti Awam (GPPA)</p>
KJ		<p>5.3 Sediakan kertas cadangan pembentukan bidang pengajian baharu/semakan semula bidang pengajian mengikut format yang ditetapkan.</p>	<p>Format Kertas Cadangan Pembentukan Bidang Baharu/Semakan Semula Bidang Pengajian</p>
KJ KJ		<p>5.4 Lulus mesyuarat Jabatan?</p> <p>(a) Jika ya, ikut Langkah 5.5</p> <p>(b) Jika tidak, buat pindaan terhadap kertas cadangan.</p>	

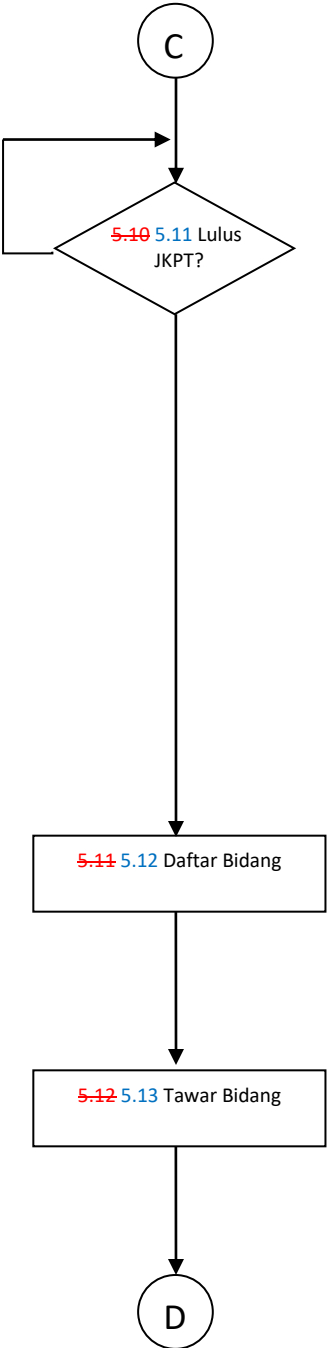
	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 4/9
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P018	No. Semakan: 10 00
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	PROSEDUR PEMBENTUKAN/SEMAKAN SEMULA BIDANG PENGAJIAN SISWAZAH	Tarikh: 31/01/2023 25/07/2023


Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
KJ	 <pre> graph TD A((A)) --> D1{5.5 Lulus JKPSF?} D1 -- Tidak --> D1 D1 -- Ya --> D2{5.6 Lulus Mesyuarat Fakulti?} D2 -- Tidak --> D2 D2 -- Ya --> P[5.7 Semakan Kertas Cadangan] P --> B((B)) </pre>	5.5 Lulus JKPSF? (a) Jika ya, ikut Langkah 5.6. (b) Jika tidak, buat pindaan terhadap kertas cadangan.	
KJ		5.6 Lulus mesyuarat Fakulti? (a) Jika ya, ikut Langkah 5.7. (b) Jika tidak, buat pindaan terhadap kertas cadangan.	
KJ		5.7 Semak format kertas cadangan seperti berikut: (a) Kemukakan satu (1) salinan kertas cadangan pembentukan bidang pengajian baharu/semakan semula bidang pengajian kepada Urus Setia SPS satu (1) bulan daripada tarikh kelulusan mesyuarat Fakulti. (b) Semak format kertas cadangan. (c) Beri maklumbalas penambahbaikan format kertas cadangan (jika perlu). [Lengkapkan Senarai Semak (PU/S/SS-03)] (d) Buat pindaan terhadap kertas cadangan (jika perlu).	
Ketua PTJ			
PT/ PPT/ PT (P/O)			
PT/ PPT/ PT (P/O)			
KJ			

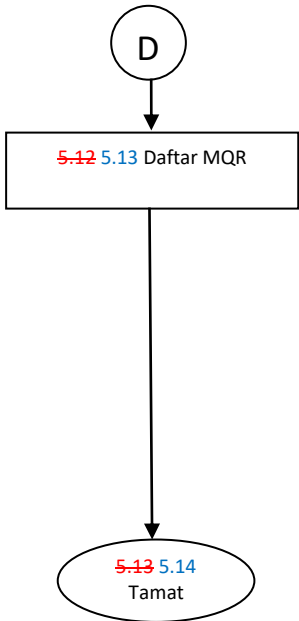
	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 5/9
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P018	No. Semakan: 10 00
		No. Isu: 02 03
PROSEDUR PEMBENTUKAN/SEMAKAN SEMULA BIDANG PENGAJIAN SISWAZAH	Tarikh: 31/01/2023 25/07/2023	


Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Ketua PTJ Ketua PTJ	 <pre> graph TD B((B)) --> D1{5.8 Lulus JKPSU?} D1 -- Tidak --> D1 D1 -- Ya --> D2{5.9 Lulus Senat?} D2 -- Tidak --> D2 D2 -- Ya --> D3{5.10 Lulus LPU?} D3 -- Tidak --> D3 D3 -- Ya --> C((C)) </pre>	5.8 Lulus JKPSU? (a) Jika ya, ikut langkah 5.9. (b) Jika tidak, buat pindaan terhadap kertas cadangan.	
Ketua PTJ Ketua PTJ		5.9 Lulus Senat? (a) Jika ya, ikut Langkah 5.09 5.10. (b) Jika tidak, buat pindaan terhadap kertas cadangan.	
Ketua PTJ Ketua PTJ		5.10 Lulus LPU? (a) Jika ya, ikut langkah 5.11. (b) Jika tidak, buat pindaan terhadap kertas cadangan.	

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 6/9
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P018	No. Semakan: 10 00
		No. Isu: 02 03
	PROSEDUR PEMBENTUKAN/SEMAKAN SEMULA BIDANG PENGAJIAN SISWAZAH	Tarikh: 31/01/2023 25/07/2023

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan	
Ketua PTJ dan Dekan SPS/TNC (A&A)	 <pre> graph TD C((C)) --> D1{5-10 5.11 Lulus JKPT?} D1 -- Ya --> B[5-11 5.12 Daftar Bidang] D1 -- Tidak --> D1 B --> B2[5-12 5.13 Tawar Bidang] B2 --> D((D)) </pre>	<p>5-10 5.11 Lulus JKPT?</p> <p>(a) Kemukakan kertas cadangan pembentukan bidang pengajian baharu/semakan semula bidang pengajian ke JKPT selewat-lewatnya satu (1) bulan dari tarikh kelulusan mesyuarat Senat melalui TNC (A&A) dan SPS.</p> <p>(b) Jika ya, ikut langkah 5-11 5.12.</p> <p>(c) Jika tidak, buat pindaan terhadap kertas cadangan.</p> <p>Nota:</p> <ul style="list-style-type: none"> Pembentukan bidang pengajian baharu perlu mendapatkan kelulusan JKPT sama ada melibatkan/tidak melibatkan perubahan kod NEC sedia ada di UPM. Semakan semula bidang pengajian: <ul style="list-style-type: none"> Jika tidak melibatkan perubahan kod NEC sedia ada di UPM, perlu memaklumkan kepada JKPT. Jika melibatkan pertukaran kod NEC sedia ada di UPM, perlu mendapatkan kelulusan JKPT. 		
Ketua PTJ dan Dekan SPS/TNC (A&A)			<p>5-11 5.12 Daftar Bidang</p> <p>(a) Lengkapkan Borang Permohonan Pendaftaran/Perubahan Maklumat Program/ Bidang Dalam i-GIMS (PU/S/BR08/GS-KUR03).</p> <p>(b) Daftar/kemaskini bidang yang telah diluluskan dalam i-GIMS.</p>	Borang Permohonan Pendaftaran/Perubahan Maklumat Program/Bidang Dalam i-GIMS (PU/S/BR08/GS-KUR03)
Ketua PTJ dan Dekan SPS/TNC (A&A)			<p>5-12 5.13 Tawar Bidang</p> <p>Kemaskini maklumat bidang pengajian dalam laman sesawang PTJ/SPS.</p>	
PT PTJ				
PT/ PPT/ PT (P/O) SPS				
Penyelaras/ PT PTJ/SPS				


	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 7/9
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P018	No. Semakan: 10 00
	PROSEDUR PEMBENTUKAN/SEMAKAN SEMULA BIDANG PENGAJIAN SISWAZAH	No. Isu: 02 03
		Tarikh: 31/01/2023 25/07/2023

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
	 <pre> graph TD D((D)) --> A[5.12 5.13 Daftar MQR] A --> B(5.13 5.14 Tamat) </pre>	<p>5.13 5.14 Daftar MQR seperti berikut:</p> <ul style="list-style-type: none"> (a) Sediakan dan kemukakan dokumen permohonan daftar MQR bidang pengajian baharu/semakan semula bidang pengajian melalui SPS. (b) Maklumkan keputusan daftar MQR kepada Fakulti/Sekolah/Institut. (c) Kemaskini rekod pendaftaran MQR. [Rujuk: Log (PU/S/LG02/GS-KUR) dan (Log PU/S/LG01/KUR)]. 	<p>Log Pendaftaran MQR Program Pengajian Siswazah (PU/S/LG02/GS-KUR)</p> <p>Log Kelulusan Kurikulum dan Akreditasi Program (PU/S/LG01/KUR)</p>


	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 8/9
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P018	No. Semakan: 10 00
		No. Isu: 02 03
PROSEDUR PEMBENTUKAN/SEMAKAN SEMULA BIDANG PENGAJIAN SISWAZAH	Tarikh: 31/01/2023 25/07/2023	

6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1	UPM.SPS.600-4/2/19 PEMBENTUKAN BIDANG BAHARU PENGAJIAN SISWAZAH <ul style="list-style-type: none"> • Kertas Cadangan Pembentukan Bidang Baharu. • Petikan minit mesyuarat JKPSU. • Petikan minit mesyuarat Senat. • Surat kelulusan JKPT. • Borang Pendaftaran Baharu/Perubahan Maklumat Program/Bidang Pengajian Siswazah Dalam i-GMS (PU/S/BR08/GS-KUR03). 	PPT / PT (P/O) SPS	PPT / PT (P/O) SPS	Bilik Kurikulum, SPS/ Network Attached Storage Kekal diarkib jika tidak aktif	Ketua Pengarah Arkib Negara Malaysia
2	UPM.SPS.600-4/2/20 SEMAKAN SEMULA BIDANG PENGAJIAN SISWAZAH <ul style="list-style-type: none"> • Kertas Cadangan Semakan Semula Bidang • Petikan minit mesyuarat Jabatan. • Petikan minit mesyuarat JKPSF. • Petikan minit mesyuarat Fakulti. • Petikan minit mesyuarat JKPSU. • Petikan minit mesyuarat Senat. • Borang Pendaftaran Baharu/Perubahan Maklumat Program/Bidang Pengajian Siswazah Dalam i-GMS (PU/S/BR08/GS-KUR03). 	PPT / PT (P/O) SPS	PPT / PT (P/O) SPS	Bilik Kurikulum, SPS/ Network Attached Storage Kekal; diarkibkan jika tidak aktif	Ketua Pengarah Arkib Negara Malaysia

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 9/9
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/P018	No. Semakan: 10 00
		No. Isu: 02 03
PROSEDUR PEMBENTUKAN/SEMAKAN SEMULA BIDANG PENGAJIAN SISWAZAH	Tarikh: 31/01/2023 25/07/2023	

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
3	UPM. Kod PTJ.600-4/2/19 PEMBENTUKAN BIDANG BAHARU PENGAJIAN SISWAZAH <ul style="list-style-type: none"> • Kertas cadangan pembentukan bidang baharu. • Petikan minit mesyuarat Jabatan • Petikan minit mesyuarat JKPSF • Petikan minit mesyuarat Fakulti • Petikan Minit Mesyuarat JKPSU. Petikan Minit Mesyuarat Senat. • Surat kelulusan JKPT. • Borang Pendaftaran Baharu/ Perubahan Maklumat Program/Bidang Pengajian Siswazah Dalam i-GMS (PU/S/BR08/GS-KUR03). 	PT / PT (P/O) Fakulti/Sekolah	PT / PT (P/O) Fakulti/Sekolah	Bilik Dokumen dan Rekod PTJ Kekal	Ketua Pengarah Arkib Negara Malaysia
4	UPM.Kod PTJ.600-4/2/20 SEMAKAN SEMULA BIDANG PENGAJIAN SISWAZAH <ul style="list-style-type: none"> • Kertas Cadangan Semakan Semula Bidang • Petikan minit mesyuarat Jabatan • Petikan minit mesyuarat JKPSF. • Petikan minit mesyuarat Fakulti. • Petikan minit mesyuarat JKPSU. • Petikan minit mesyuarat Senat. • Borang Pendaftaran Baharu/ Perubahan Maklumat Program/Bidang Pengajian Siswazah Dalam i-GMS (PU/S/BR08/GS-KUR03). • Surat-surat berkaitan. 	PT / PT (P/O) Fakulti/Sekolah	PT / PT (P/O) Fakulti/Sekolah	Bilik Dokumen dan Rekod PTJ Kekal; diarkibkan jika tidak aktif	Ketua Pengarah Arkib Negara Malaysia

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 1/6
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/AK02/10	No. Semakan: 05 06
		No. Isu: 02
	ARAHAN KERJA URUSAN MENAMBAH KURSUS, MENGGUGURKAN KURSUS, DAN PINDAH KREDIT DAN PENGECCUALIAN KURSUS	Tarikh: 29/10/2021 25/07/2023

1.0 PENGENALAN


Arahan Kerja ini merangkumi semua tatacara urusan menambah kursus, menggugurkan kursus pemindahan dan pengecualian kredit .

2.0 TERMINOLOGI


LPM2100	:	Malay Language Competency
MSKK	:	Master Secara Kerja Kursus
PhD	:	Doktor Falsafah
PT	:	Pegawai Tadbir
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
SPS	:	Sekolah Pengajian Siswazah
SPS5903	:	Master Research Proposal Seminar
SPS6903	:	Doctoral Research Proposal
SPS5999	:	Master's Research
SPS6999	:	Doctoral Research

3.0 ARAHAN


BIL.	AKTIVITI	TINDAKAN
1.	Pastikan permohonan pelajar disemak sebelum disokong dan dikemukakan kepada SPS: a) Permohonan menambah kursus: i. bagi kerja kursus dibenarkan sehingga selewatnya pada minggu kedua selepas semester bermula (untuk pelajar sambungan dan baharu) dengan penalti lewat daftar berjumlah RM100.00; ii. penyelidikan (SPS5999/SPS6999/SPS5903/SPS6903) dibenarkan sehingga minggu ketujuh selepas semester bermula untuk pelajar sambungan dengan penalti RM100.00; iii. penyelidikan (SPS5999/SPS6999/SPS5903/SPS6903) dibenarkan sehingga minggu ke-13 selepas semester bermula untuk pelajar baharu.	Penyelaras/ Penyelia/Penasihat

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 2/6
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/AK02/10	No. Semakan: 05 06
		No. Isu: 02
	ARAHAN KERJA URUSAN MENAMBAH KURSUS, MENGGUGURKAN KURSUS, DAN PINDAH KREDIT DAN PENGECCUALIAN KURSUS	Tarikh: 29/10/2021 25/07/2023


BIL.	AKTIVITI	TINDAKAN
	<p>b) Permohonan menggugurkan kursus:</p> <p>i. Permohonan menggugurkan kursus hanya dibenarkan sehingga minggu ketujuh selepas semester bermula.</p> <p>c) Permohonan menukar status kursus:</p> <p>i. Permohonan menukarkan status kursus daripada Audit kepada Wajib/Elektif dan sebaliknya hanya dibenarkan sehingga minggu ketujuh selepas semester bermula;</p> <p>a) Permohonan menambah kursus selepas minggu ke 2 semester.</p> <p>b) Permohonan menggugurkan kursus selepas minggu ke 7 semester.</p> <p>c) Permohonan menukar status kursus daripada Audit kepada Wajib/Elektif dan sebaliknya selepas minggu ke 7 semester.</p>	
2.	<p>Pastikan permohonan pindah kredit memenuhi syarat berikut sebelum permohonan disokong:</p> <p>a) Pemindahan kredit secara <i>horizontal</i> dibenarkan bagi:</p> <p>i. Pelajar yang telah mendaftar kursus daripada institusi pengajian lain yang diiktiraf oleh Universiti di peringkat pengajian yang sama dengan syarat seperti berikut:</p> <ul style="list-style-type: none"> • gred untuk kredit yang dipindahkan TIDAK akan diambil kira dalam menentukan purata nilai gred keseluruhan (PNGK) walau bagaimanapun jumlah kredit yang dipindahkan akan diambil kira bagi memenuhi keperluan kredit untuk bergraduasi; • jumlah kredit maksimum yang boleh dipindahkan adalah tidak melebihi 50% bagi program secara kerja kursus dan 100% bagi program secara penyelidikan; • pelajar perlu mendapat sekurang-kurangnya gred 'B' atau setara dan kursus yang diambil tidak melebihi 	Penyelaras/ Penyelia/Penasihat

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 3/6
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/AK02/10	No. Semakan: 05 06
		No. Isu: 02
	ARAHAN KERJA URUSAN MENAMBAH KURSUS, MENGGUGURKAN KURSUS, DAN PINDAH KREDIT DAN PENGECCUALIAN KURSUS	Tarikh: 29/10/2021 25/07/2023


BIL.	AKTIVITI	TINDAKAN
	<p>tempoh lima (5) tahun daripada tarikh pelajar bergraduati;</p> <ul style="list-style-type: none"> • pelajar mestilah berstatus 'Baik' daripada institusi/pengajian terdahulu dan pemindahan kredit tidak boleh diberikan kepada kursus daripada program pengajian yang gagal sebelum ini; • permohonan pemindahan kredit perlu dilakukan pada semester pertama pengajian pelajar secara dalam talian di portal pelajar; • kandungan kursus berkenaan perlu disahkan setara oleh pihak Fakulti/Sekolah/Institut dengan sekurang-kurangnya 80%; <p>ii. Pelajar yang sedang menjalani program mobiliti dengan syarat seperti berikut:</p> <ul style="list-style-type: none"> • gred untuk kredit yang dipindahkan akan DIAMBIL KIRA dalam menentukan purata nilai gred keseluruhan (PNGK) dan jumlah kredit yang dipindahkan akan turut diambil kira bagi memenuhi keperluan kredit untuk bergraduati; • jumlah kredit maksimum yang boleh dipindahkan adalah tidak melebihi 50% bagi program secara kerja kursus dan 100% bagi program secara penyelidikan; • pelajar perlu mendapat sekurang-kurangnya gred B atau setara dan kursus yang diambil tidak melebihi tempoh lima (5) tahun daripada tarikh pelajar bergraduati; • pelajar mestilah berstatus 'Baik' daripada institusi/pengajian terdahulu dan pemindahan kredit tidak boleh diberikan kepada kursus daripada program pengajian yang gagal sebelum ini; 	

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 4/6
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/AK02/10	No. Semakan: 05 06
		No. Isu: 02
	ARAHAN KERJA URUSAN MENAMBAH KURSUS, MENGGUGURKAN KURSUS, DAN PINDAH KREDIT DAN PENGEUALIAN KURSUS	Tarikh: 29/10/2021 25/07/2023


BIL.	AKTIVITI	TINDAKAN
	<ul style="list-style-type: none"> • permohonan pemindahan kredit perlu dilakukan pada semester pertama pengajian pelajar secara dalam talian di portal pelajar; • kandungan kursus berkenaan perlu disahkan setara oleh pihak Fakulti/Sekolah/Institut dengan sekurang-kurangnya 80%; <p>b) Pemindahan kredit secara <i>vertical</i> hanya dibenarkan bagi pelajar program secara kerja kursus yang terlibat di bawah program integrasi dengan syarat seperti berikut;</p> <ol style="list-style-type: none"> i. gred untuk kredit yang dipindahkan TIDAK akan diambil kira dalam menentukan purata nilai gred keseluruhan (PNGK) walau bagaimanapun jumlah kredit yang dipindahkan akan diambil kira bagi memenuhi keperluan kredit untuk bergraduat; ii. pelajar tahun akhir program bacheloer perlu mendaftar kursus teras MSKK sebagai kursus elektif bebas dan pendaftaran kursus tersebut perlu mendapat kebenaran daripada dekan/wakilnya; iii. PNGK pelajar perlu mencapai sekurang-kurangnya 3.000 semasa permohonan bagi pendaftaran kursus dibuat serta telah memenuhi keperluan minimum '<i>body of knowledge</i>' di peringkat bacheloer; iv. Pelajar perlu mendapat sekurang-kurangnya gred 'B' bagi kursus berkenaan dan kursus yang diambil tidak melebihi tempoh lima (5) tahun daripada tarikh pelajar bergraduat; v. jumlah kredit maksimum yang boleh dipindahkan adalah tidak melebihi 50%; vi. permohonan pemindahan kredit perlu dilakukan pada semester pertama pengajian pelajar secara dalam talian di portal pelajar. 	

	PERKHIDMATAN UTAMA SISWAZAH	Halaman: 5/6
	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/AK02/10	No. Semakan: 05 06
		No. Isu: 02
	ARAHAN KERJA URUSAN MENAMBAH KURSUS, MENGGUGURKAN KURSUS, DAN PINDAH KREDIT DAN PENGECCUALIAN KURSUS	Tarikh: 29/10/2021 25/07/2023

BIL.	AKTIVITI	TINDAKAN
	<p>vii. Kursus berkenaan disahkan setara oleh pihak Fakulti/Sekolah/Institut (minimum 80%).</p> <p>viii. Kursus berkenaan mestilah sekurang-kurangnya mencapai gred B at 65%.</p> <p>ix. Kursus berkenaan telah diambil dalam tempoh lima (5) tahun.</p> <p>x. Jumlah pindah kredit tidak melebihi 30 peratus daripada jumlah keperluan kredit bagi program secara kerja kursus.</p> <p>xi. Jumlah pindah kredit bagi program secara penyelidikan ialah 100%.</p> <p>Nota: Bagi kursus luar UPM, permohonan perlu melalui Jawatankuasa Kesetaraan untuk kelulusan. Pemindahan kredit tidak boleh diberikan kepada kursus daripada program pengajian yang gagal sebelum ini. Bagi pelajar yang berpindah institusi pengajian mestilah berstatus 'baik' di institusi asal.</p>	
3.	<p>Pastikan permohonan pengecualian kredit kursus memenuhi syarat berikut sebelum permohonan disokong:</p> <p>a) Kursus berkenaan disahkan setara oleh pihak Fakulti/Sekolah/Institut (minimum 80%).</p> <p>a) Pelajar antarabangsa yang telah mengambil kursus Bahasa Melayu (LPM2100 atau setara) dibenarkan untuk membuat pengecualian kursus;</p> <p>b) Pelajar yang telah mengambil kursus Kaedah Penyelidikan semasa pengajian peringkat Master dibenarkan untuk membuat pengecualian kursus dengan syarat seperti berikut:</p> <ul style="list-style-type: none"> • Nilai kredit kursus Kaedah Penyelidikan program Master adalah sama atau lebih daripada nilai kredit kursus Kaedah Penyelidikan program PhD. 	Penyelaras/ Penyelia/Penasihat

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BIL.	AKTIVITI	TINDAKAN
	<ul style="list-style-type: none"> • Kerelevanan dan kekinian ilmu dan kemahiran Kaedah Penyelidikan peringkat Master berdasarkan kepada keperluan pengajian pada peringkat PhD. <p>c) gred untuk kursus yang dikecualikan TIDAK akan diambil kira dalam menentukan purata nilai gred keseluruhan (PNGK) dan bilangan kredit juga TIDAK akan diambil kira bagi memenuhi keperluan kredit untuk bergraduat. Pelajar perlu melengkapkan keperluan sembilan (9) jam kredit untuk PhD dan enam (6) kredit untuk Master.</p> <p>d) Kursus yang diluluskan untuk pengecualian perlu diganti dengan kursus lain kecuali bagi kursus Bahasa Melayu (LPM2100 atau setara);</p> <p>e) kursus yang diambil tidak melebihi tempoh lima (5) tahun daripada tarikh pelajar bergraduat;</p> <p>f) Permohonan pengecualian perlu dibuat dalam semester pertama <i>secara dalam talian</i>.</p> <p>Nota: Pengecualian kredit tidak boleh diberikan kepada kursus daripada program pengajian yang gagal sebelum ini.</p>	
4.	Kursus dalam UPM perlu mendapat kelulusan Dekan atau wakilnya.	PT/PT (P/O) SPS
5.	Kemas kini portal pelajar dalam tempoh tujuh (7) hari bekerja selepas permohonan diluluskan.	PT/PT (P/O) SPS

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1.0 INTRODUCTION


This instruction includes all procedures for adding and dropping courses as well as credit transfer and exemption.

2.0 TERMINOLOGY


LPM2100	:	Malay Language Competency
PT	:	Administrative Assistant
PT (P/O)	:	Administrative Assistant (clerical/Operational)
SPS	:	School of Graduate Studies
SPS5903	:	Master Research Proposal Seminar
SPS6903	:	Doctoral Research Proposal
SPS5999	:	Master's Research
SPS6999	:	Doctoral Research

3.0 INSTRUCTION


No.	ACTIVITY	ACTION
1.	Ensure student's application is checked before supporting and applying to SPS: a) Application to add a course: i. for coursework is allowed until the second week after the commencement of a semester (both for new and continuing students) with a late registration penalty amounting RM100.00; ii. for research (SPS5999/SPS6999/SPS5903/SPS6903) is allowed until the seventh week after the commencement of a semester for continuing students with a late registration penalty of RM100.00; iii. for research (SPS5999/SPS6999/SPS5903/SPS6903) is allowed until the thirteenth week after the	Coordinator/Supervisor/Advisor

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No.	ACTIVITY	ACTION
	<p>commencement of a semester for new students.</p> <p>b) Application to drop a course:</p> <p>i. Application to drop courses is only allowed until the seventh week after the commencement of a semester.</p> <p>c) Application to change course status:</p> <p>i. Application to change course status from Audit to Compulsory/Elective or vice versa is only allowed until the seventh week after the commencement of a semester.</p> <p>a) Application to add subject after second week of semester.</p> <p>b) Application to drop subject after week 7 of the semester.</p> <p>c) Application to change status of subject from Audit to non-elective/elective vice versa after week 7 of the semester.</p>	
2.	<p>Ensure application to transfer credit meets the requirements before supporting the application:</p> <p>a) Horizontal credit transfer is allowed for:</p> <p>i. Students who have registered for courses from other institutions recognized by the University at the same level of study with the following conditions:</p> <ul style="list-style-type: none"> • grades for transferred credits will NOT BE TAKEN into account in determining the Cumulative Grade Point Average (CGPA), however the amount of transferred credits will be taken into account to meet the credit requirements for graduation; • the maximum number of credits that can be transferred is not more than 50% for programme by coursework and 100% for programme by research; 	Coordinator/Super visor/Advisor

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No.	ACTIVITY	ACTION
	<ul style="list-style-type: none"> • the student must get at least a 'B' grade or equivalent and the course taken does not exceed a period of five (5) years from the date the student graduated; • students must be in 'Good Standing' status from previous institutions/studies and credit transfers cannot be given to courses from previously failed study programs; • credit transfer application must be done online in the first semester via student portal; • the course content must be verified as equivalent by the Faculty/School/Institute with at least 80%; <p>ii. Students undergoing the mobility program with the following conditions:</p> <ul style="list-style-type: none"> • grades for transferred credits WILL BE TAKEN into account in determining the Cumulative Grade Point Average (CGPA) and the amount of transferred credits will also be taken into account to meet the credit requirements for graduation; • the maximum number of credits that can be transferred is not more than 50% for programme by coursework and 100% for programme by research; • the student must get at least a 'B' grade or equivalent and the course taken does not exceed five (5) years from the date the student graduated; • students must be in 'Good Standing' status from previous institutions/studies and credit transfers cannot be given to courses from previously failed study programs; • credit transfer application must be done online in the first semester via student portal; • the course content must be verified as equivalent by 	

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No.	ACTIVITY	ACTION
	<p style="text-align: center;">the Faculty/School/Institute with at least 80%;</p> <p>(b) Vertical credit transfer is only allowed for programme by coursework students who are registered under the integration program with the following conditions;</p> <ol style="list-style-type: none"> i. grades for transferred credits WILL NOT BE TAKEN into account in determining the Cumulative Grade Point Average (CGPA), however the amount of transferred credits will be taken into account to meet the credit requirements for graduation; ii. students in the final year of the bachelor's program must register for programme by coursework core courses as independent elective courses and the course registration must obtain permission from the dean/representative; iii. The student's CGPA must reach at least 3,000 when the application for course registration is made and have met the minimum 'body of knowledge' requirements at the bachelor's level; iv. The student must obtain at least a 'B' grade for the related course and the course taken does not exceed a period of five (5) years from the date the student graduated; v. the maximum amount of credit that can be transferred is not more than 50%; vi. credit transfer application must be done online in the first semester via student portal. <p>b) Faculty/School/Institute recognizes the relevant subject courses as equal (minimum 80%).</p> <p>c) The course must achieve at least a grade of B at 65%.</p> <p>d) The subject was taken within five (5) years.</p> <p>e) Credit transfer should not be more than 30 percent from</p>	

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No.	ACTIVITY	ACTION
	<p>total credit hours for programme by coursework.</p> <p>f) The total credit transfer for programme by research is 100%.</p> <p>Note:</p> <p>For courses outside UPM, the application must go through Jawatankuasa Kesetaraan for approval.</p> <p>Credit transfer shall not be given to courses from program of study that previously failed.</p> <p>For students who transfered from other institutions must have a 'Good Standing' status in the previous institution.</p>	
3.	<p>Ensure application to exempt credit course meets these requirements before supporting the application:</p> <p>a) International students who have taken a Malay language course (LPM2100 or equivalent) are allowed to apply for course exemption;</p> <p>b) Students who have taken a Research Methods course during their Master's level studies are allowed to make course exemption under the following conditions:</p> <ul style="list-style-type: none"> • The credit value of the Research Methods course of the Master's program is equal to or more than the credit value of the Research Methods course of the PhD program. • The relevance and up-to-date knowledge and skills of Research Methods at the Master's level based on the study requirements at the PhD level. <p>c) grades for exempted courses WILL NOT BE TAKEN into account in determining the Cumulative Grade Point Average (CGPA) and the number of credits WILL NOT BE TAKEN into account to meet the credit requirements for graduation. Students must complete the requirement of nine (9) credit hours for the PhD and six (6) credits for the Master's;</p> <p>d) Courses approved for exemption must be replaced with other courses except for the Malay language course (LPM2100 or</p>	Penyelaras/ Penyelia/Penasihat

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No.	ACTIVITY	ACTION
	<p>equivalent);</p> <p>e) the course taken does not exceed a period of five (5) years from the date the student graduated;</p> <p>f) Application for exemption must be made online in the first semester via student portal.</p> <p>g) Faculty/School/Institute recognizes the relevant subject courses as equal (minimum 80%).</p> <p>h) Courses that have been approved for exemption must be replaced with another courses.</p> <p>i) Application must be made within the first semester.</p> <p>Note: Credit transfer Course exemption shall not be given to courses from program of study that previously failed previously failed study programs;</p>	
4.	Courses in UPM must be approved by the Dean or the representative.	PT/PT (P/O) SPS
5.	Update the student portal within seven (7) working days after the application is approved.	PT/PT (P/O) SPS

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1.0 PENGENALAN


Arahan Kerja ini merangkumi semua tatacara penawaran biasiswa dan bantuan kewangan dalaman pengajian siswazah.

2.0 TERMINOLOGI


BKW	:	Biasiswa Khas Wartawan
GRA	:	Pembantu Penyelidik Siswazah
GRF	:	<i>Graduate Research Fellowship</i>
i-GIMS	:	<i>Internet Graduate Information Management System</i>
IGRF	:	<i>International Graduate Research Fellowship</i>
IGSS	:	<i>International Graduate Student Scholarship</i>
JKPBPS	:	Jawatankuasa Pemilihan Biasiswa Pengajian Siswazah
PASS	:	<i>Putra Alumni Scholarship Scheme</i>
PT	:	Pegawai Tadbir
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
SGRA	:	Elaun Penyelidikan Siswazah Khas
SPS	:	Sekolah Pengajian Siswazah
TD SPS	:	Timbalan Dekan SPS

3.0 ARAHAN


BIL.	AKTIVITI	TINDAKAN
1.	<p>Hebahkan maklumat penawaran:</p> <p>(a) Sediakan takwim penawaran biasiswa/bantuan kewangan di bawah SPS untuk tahun berikutnya, pada setiap penghujung tahun semasa;</p> <p>(b) Bawa kertas cadangan penawaran biasiswa/bantuan kewangan di bawah SPS bersama deraf iklan ke</p>	<p>PT SPS</p> <p>PT SPS</p>

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BIL.	AKTIVITI	TINDAKAN
	<p>Mesyuarat Pengurusan SPS selewat-lewatnya satu (1) bulan minggu sebelum tarikh iklan yang dicadangkan;</p> <p>(c) Buat Laksanakan hebahan iklan biasiswa (yang berkaitan) di:</p> <ul style="list-style-type: none"> (i) Laman web SPS; (ii) Portal Pelajar; dan atau (iii) Media sosial SPS (contoh; Facebook, / Telegram dan / Instagram) 	
2.	<p>Semak permohonan biasiswa/bantuan kewangan dalam talian di i-GIMS (SGS e-Monitoring). Pastikan:</p> <p>2.1 Biasiswa SGRA Permohonan yang lengkap dan telah mendapat sokongan daripada pihak Fakulti/Sekolah/Institut akan diproses dalam tempoh 7 10 hari bekerja.</p> <p>2.2 Biasiswa selain SGRA Permohonan yang lengkap dan telah mendapat sokongan daripada pihak Fakulti/Sekolah/Institut akan diproses dalam tempoh 10 hari bekerja selepas tarikh tutup permohonan dalam tempoh 7 hari bekerja.</p> <p>2.3 Permohonan memenuhi syarat kelayakan permohonan biasiswa/bantuan kewangan dalaman pengajian siswazah seperti berikut:</p> <p>i. Elaun Penyelidikan Siswazah Khas (SGRA)</p> <ul style="list-style-type: none"> (a) Skim ini terbuka kepada semua pelajar siswazah dengan penyelidikan yang mengikuti pengajian secara sepenuh masa di UPM. (b) Permohonan bagi skim ini boleh dibuat sepanjang semester, dengan syarat, pelajar mendaftar 	PT (P/O) SPS

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BIL.	AKTIVITI	TINDAKAN
	<p>pengajian bagi semester tersebut dan status pengajian adalah <i>Continue</i>.</p> <p>(c) Setiap permohonan mesti mendapat sokongan daripada Penasihat/ Pengerusi Jawatankuasa Penyeliaan dan/ atau Ketua Projek Penyelidikan dan Dekan/Pengarah di Fakulti/Sekolah/Institut di mana geran penyelidikan ditempatkan.</p> <p>(d) Skim ini dibiayai oleh geran penyelidikan yang dimiliki oleh Penyelia/Pengerusi/Ahli Jawatankuasa Penyeliaan pelajar berkenaan.</p> <p>(e) Bilangan pelajar yang boleh ditaja bergantung kepada syarat pihak penaja geran penyelidikan yang berkenaan.</p> <p>(f) Geran penyelidikan mestilah mempunyai baki yang mencukupi untuk menampung jumlah kadar elaun yang akan dibayar dalam tempoh pelantikan yang dicadangkan.</p> <p>(g) Pemohon mestilah tidak menerima apa-apa biasiswa/bantuan kewangan/bekerja semasa permohonan dibuat atau selepas permohonan diluluskan.</p> <p>(h) Semester pengajian pelajar mestilah:</p> <p style="padding-left: 40px;">(i) Ijazah Master – tidak melebihi 6 semester pengajian.</p> <p style="padding-left: 40px;">(ii) Ijazah PhD – tidak melebihi 10 semester pengajian.</p> <p>(i) Pelantikan akan berkuatkuasa sebaik sahaja surat tawaran rasmi dikeluarkan oleh SPS. Sebarang</p>	

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BIL.	AKTIVITI	TINDAKAN
	<p>permohonan agar tarikh lantikan bermula awal tidak akan dibenarkan. Permohonan yang diterima sebelum 15 haribulan, tarikh kuatkuasa pelantikan adalah pada hari pertama bulan semasa; manakala permohonan yang diterima selepas 15 haribulan, tarikh kuatkuasa pelantikan adalah pada hari pertama bulan berikutnya.</p> <p>ii. Biasiswa Pembantu Penyelidik Siswazah (GRA)</p> <p>(a) Biasiswa ini terbuka kepada:</p> <p>(i) semua calon pelajar siswazah yang berjaya ditawarkan untuk program dengan penyelidikan di UPM; dan</p> <p>(ii) semua pelajar siswazah yang mendaftar program dengan penyelidikan secara sepenuh masa di UPM dan status pengajian adalah <i>Continue</i>.</p> <p>(b) Setiap permohonan mestilah mendapat sokongan daripada Penasihat/ Penyelia/ Pengerusi/Ahli Jawatankuasa Penyeliaan Pelajar dan/atau Ketua Projek Penyelidikan dan Dekan/Pengarah di Fakulti/Sekolah/Institut di mana geran penyelidikan pelajar ditempatkan.</p> <p>(c) Biasiswa ini dibiayai oleh geran penyelidikan yang dimiliki oleh Penasihat/ Penyelia/ Pengerusi/Ahli Jawatankuasa Penyeliaan pelajar. Geran penyelidikan mestilah mempunyai baki sekurang-kurangnya RM10,000.00 RM15,000.00 per pelajar semasa pelantikan dibuat. Bagi geran penyelidikan yang baru diluluskan atau sekiranya wang penyelidikan yang diperuntukkan masih belum dimasukkan ke dalam akaun, pemohon perlu memuatnaik salinan surat kelulusan geran</p>	

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BIL.	AKTIVITI	TINDAKAN
	<p>penyelidikan berkenaan bersama dengan permohonan yang dibuat secara dalam talian di i-GIMS.</p> <p>(d) Bilangan pelajar yang boleh ditaja bergantung kepada syarat pihak penaja geran penyelidikan yang berkenaan.</p> <p>(e) Pemohon mestilah tidak menerima apa-apa biasiswa/bantuan kewangan/bekerja semasa permohonan dibuat atau selepas permohonan diluluskan.</p> <p>(j) Pelajar yang berstatus Probation atau Defer tidak layak untuk memohon GRA. Status pengajian pelajar adalah <i>Continue</i>.</p> <p>(f) Semester pengajian pelajar mestilah:</p> <p>(i) Ijazah Master – tidak melebihi 4 semester pengajian.</p> <p>(ii) Ijazah PhD – tidak melebihi 6 semester pengajian.</p> <p>iii. Fellowship Penyelidik Siswazah (GRF) / Fellowship Penyelidik Siswazah Antarabangsa (IGRF)</p> <p>(a) Permohonan adalah terbuka kepada semua warganegara Malaysia dan antarabangsa yang telah ditawarkan tempat di UPM untuk mengikuti program Master secara penyelidikan (permohonan GRF) atau PhD (permohonan GRF dan IGRF).</p> <p>(b) Permohonan juga adalah dibuka kepada semua pelajar <i>semasa</i> UPM yang sedang mengikuti program Master secara penyelidikan (permohonan</p>	

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BIL.	AKTIVITI	TINDAKAN
	<p>GRF) atau PhD (permohonan GRF dan IGRF). Walau bagaimanapun, mereka mestilah memenuhi syarat berikut:</p> <p>(i) Mendaftar sebagai pelajar di UPM dan Status pengajian adalah <i>Continue</i></p> <p>(ii) Pelajar yang berstatus Defer atau Probation tidak layak untuk memohon.</p> <p>(iii) Permohonan disokong oleh Penasihat/Penyelia/Pengerusi Ahli Jawatankuasa Penyeliaan Pelajar serta Dekan/Pengarah di Fakulti/ Sekolah/Institut.</p> <p>(iv) Tidak mengikut program siswazah UPM secara split <i>joint/dual/double degree programme</i></p> <p>(c) Bagi pemohon IGRF, pemohon hendaklah memenuhi syarat keperluan Bahasa Inggeris Universiti.</p> <p>(d) Semester pengajian pelajar mestilah:</p> <p>(i) Ijazah Master - tidak melebihi 4 semester pengajian.</p> <p>(ii) Ijazah PhD - tidak melebihi 6 semester pengajian.</p> <p>iv. Putra Alumni Scholarship Scheme (PASS)- Antarabangsa dan Tempatan</p> <p>(a) Permohonan adalah terbuka kepada alumni UPM, iaitu:</p>	

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BIL.	AKTIVITI	TINDAKAN
	<p>(i) PASS antarabangsa adalah terbuka kepada alumni antarabangsa UPM dan anak mereka yang telah ditawarkan tempat untuk mengikuti program PhD atau Master (secara penyelidikan) di UPM.</p> <p>(ii) PASS tempatan adalah terbuka kepada alumni UPM yang ditawarkan mengikuti program PhD sahaja di UPM.</p> <p>(b) Memperolehi PNGK peringkat Bachelor / Master 3.500 dan ke atas (yang mana berkaitan).</p> <p>(c) Pemohon mesti menjalankan penyelidikan dalam bidang keutamaan yang relevan dengan UPM/Malaysia.</p> <p>(d) Pemohon mestilah tidak menerima apa-apa biasiswa/bantuan kewangan/bekerja semasa permohonan dibuat atau selepas permohonan diluluskan.</p> <p>(e) Pemohon telah menerbitkan sekurang-kurangnya satu (1) artikel dalam jurnal akademik atau mendapat sokongan daripada institusi akademik (Naib Canselor/Dekan/Pengarah).</p> <p>v. International Graduate Student Scholarship (IGSS)</p> <p>(a) Permohonan adalah terbuka kepada pelajar antarabangsa yang mengikuti program PhD sahaja di UPM.</p> <p>(b) Memperolehi PNGK peringkat Master 3.500 dan ke atas.</p>	

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BIL.	AKTIVITI	TINDAKAN
	<p>(c) Pemohon mesti menjalankan penyelidikan dalam bidang keutamaan yang relevan dengan UPM/Malaysia.</p> <p>(d) Pemohon mestilah tidak menerima apa-apa biasiswa/bantuan kewangan/bekerja semasa permohonan dibuat atau selepas permohonan diluluskan.</p> <p>(e) Pemohon telah menerbitkan sekurang-kurangnya satu (1) artikel dalam jurnal akademik berwasit (Scopus atau ERA) dengan <i>affiliation</i> UPM dan atau mendapat sokongan daripada institusi akademik (Naib Canselor/Dekan/Pengarah).</p> <p>(f) Permohonan disokong oleh Penyelia dan juga pihak Kedutaan pelajar.</p> <p>vi. Biasiswa Khas Wartawan (BKW)</p> <p>(a) Permohonan adalah terbuka kepada pelajar kalangan wartawan yang telah mendapat tawaran kemasukan di UPM di bawah program Master Secara Kerja Kursus (MSKK) (Kluster Sains Sosial) atau Program Master Sains (Kluster Sains Sosial) atau peringkat PhD (Kluster Sains Sosial); atau</p> <p>(b) Permohonan adalah terbuka bagi pelajar yang telah mendaftar (berada di semester satu hingga semester kedua pengajian sahaja) status pengajian pelajar mestilah aktif ('continue'). Status 'probation' atau tangguh ('defer') pengajian akan membatalkan pemberian biasiswa ini;</p>	

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BIL.	AKTIVITI	TINDAKAN
	(c) Pemohon tidak menerima apa-apa bentuk bantuan kewangan lain.	
3.	<p>(a) Aturkan Mesyuarat Jawatankuasa Pemilih Biasiswa Pengajian Siswazah (JKPBPS) selewat-lewatnya dua (2) minggu sebelum semester bermula bagi permohonan berikut kecuali bagi SGRA:</p> <ul style="list-style-type: none"> (i) Biasiswa Pembantu Penyelidik Siswazah (GRA) (ii) Fellowship Penyelidik Siswazah (GRF) / Fellowship Penyelidik Siswazah Antarabangsa (IGRF) (iii) <i>Putra Alumni Scholarship Scheme (PASS)- Antarabangsa Dan Tempatan</i> (iv) <i>International Graduate Research Fellowship Student Scholarship (IGSS)</i> (v) Biasiswa Khas Wartawan (BKW) <p>(b) Pastikan Sediakan kertas untuk kelulusan JKPBPS disediakan selewat-lewatnya tiga (3) hari sebelum mesyuarat.</p> <p>(c) Kemaskini keputusan permohonan pelajar dalam tempoh tujuh (7) hari bekerja dari tarikh Mesyuarat JKPBPS (berdasarkan Minit yang dikeluarkan) di dalam melalui sistem, dan pelajar akan mendapat makluman mengenai keputusan permohonan secara automatik.</p>	PT (P/O) SPS/ PT SPS
4.	<p>Bagi permohonan Elaun Penyelidikan Siswazah Khas (SGRA):</p> <p>(a) Permohonan pelajar SGRA perlu akan diperakukan diluluskan oleh TD SPS yang berkaitan melalui sistem i-GIMS,</p>	TD SPS, PT (P/O) SPS

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BIL.	AKTIVITI	TINDAKAN
	<p>(b) Kemaskini keputusan permohonan biasiswa/bantuan kewangan akan dikemaskini dalam sistem i-GIMS,</p> <p>(c) Pemohon perlu klik <i>accept</i> dalam borang setuju terima di portal pelajar dalam tempoh tujuh (7) hari bekerja selepas surat tawaran dikeluarkan. Sekiranya pemohon lewat klik <i>accept</i>, justifikasi perlu dimasukkan ke dalam sistem (Contoh: kelewatan membuka akaun bagi pelajar bukan warganegara).</p>	
5.	<p><u>Bagi GRF, IGRF, GRA, PASS, IGSS dan BKW:</u></p> <p>(i) Serah Emel templat borang perjanjian kepada pelajar sebelum sesi taklimat penerima biasiswa (yang berkaitan) diadakan. pakej tawaran (surat tawaran, borang setuju terima dan tiga (3) salinan borang perjanjian, jika berkaitan) kepada pemohon yang lulus dalam tempoh 7 hari bekerja selepas surat tawaran lengkap ditandatangani oleh Bursar mengikut kaedah yang bersesuaian.</p> <p>(ii) Cetak surat tawaran dan hantar ke Pejabat Bursar untuk ditandatangani.</p> <p>(iii) Terima daripada pemohon borang setuju terima dan borang perjanjian yang telah lengkap ditandatangani oleh pelajar dan penyelia bersama tandatangan penyelia mereka dan siap dimatikan setem hasil di LHDN dalam tempoh 14 hari bekerja.</p> <p>(iv) Dapatkan tandatangan Bursar dan Dekan SPS pada perjanjian pelajar.</p> <p>(v) Maklumkan pelajar dalam tempoh tiga (3) hari bekerja selepas perjanjian lengkap ditandatangani kepada</p>	PT (P/O) SPS

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BIL.	AKTIVITI	TINDAKAN
	<p>penerima biasiswa/ bantuan kewangan untuk mengambil surat tawaran dan satu (1) salinan surat perjanjian tawaran yang lengkap di SPS.</p> <p><u>Bagi SGRA, IGSS, dan PASS:</u></p> <p>Pemohon boleh muat turun surat tawaran di portal pelajar.</p>	
6.	<p>Imbas set surat tawaran dan simpan dalam fail pelajar kemaskini maklumat dalam profil pelajar dalam iGIMS dan fail biasiswa berkaitan 21 hari bekerja selepas tarikh tutup penyerahan surat jawapan penerimaan tawaran dan borang perjanjian (yang mana jika berkaitan)</p>	PT (P/O) SPS
7.	<p>Arahan kerja yang sama digunakan untuk menguruskan permohonan sambungan biasiswa/bantuan kewangan dalaman pengajian siswazah.</p> <p>Nota: Untuk permohonan sambungan, surat perjanjian tidak perlu dicetak.</p>	PT (P/O) SPS

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1.0 INTRODUCTION


This work instruction encompasses all procedures for offers of graduate studies scholarship and financial assistance.

2.0 TERMINOLOGY


BKW	:	Biasiswa Khas Wartawan
GRA	:	Graduate Research Assistantship
GRF	:	Graduate Research Fellowship
i-GIMS	:	Internet Graduate Information Management System
IGRF	:	International Graduate Research Fellowship
IGSS	:	International Graduate Student Fellowship
JKPBPS	:	Graduate Studies Scholarship Selection Committee
LHDN	:	<i>Lembaga Hasil Dalam Negeri</i>
PASS	:	Putra Alumni Scholarship Scheme
PT	:	Administrative Assistant
PT (P/O)	:	Administrative Assistant (clerical/Operational)
SGRA	:	Special Graduate Research Allowance Scheme
SPS	:	School of Graduate Studies
TD SPS	:	Deputy Dean, SPS

3.0 INSTRUCTION


No.	Action	Responsibility
1.	Disseminate the offers information:	
	(a) Prepare a calendar of scholarship/financial assistance offered by SPS for the following year at the end of each current year;	PT SPS
		PT SPS

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No.	Action	Responsibility
	<p>(b) Bring the proposal of the scholarship/financial assistance offered by SPS along with the draft advertisement to the SPS Management Meeting at least one (1) month week before the proposed advertisement date;</p> <p>(c) Publish the related financial aid advertisement on:</p> <ul style="list-style-type: none"> (i) SPS website; (ii) Student Portal; and or (iii) SPS Social Media (Eg; Facebook, / Telegram and / Instagram) 	
2	<p>Check the scholarship/financial aid applications via online in i-GIMS (SGS e-Monitoring). Ensure:</p> <p>2.1 SGRA Scholarship Applications supported by the Faculty/School/Institute will are processed within 7 10 working days</p> <p>2.2 Scholarships other than SGRA Applications that are complete and have received support from the Faculty/School/Institute will be are processed within 10 working days after the closing date within 7 working days.</p> <p>2.3 Applications fulfill the following scholarship/internal financial assistance of graduate studies requirements:</p> <p>i. Special Graduate Research Assistantship (SGRA)</p> <ul style="list-style-type: none"> (a) This scheme is open to all graduate students with research studying full-time at UPM. (b) the application for this scheme can be done throughout the semester, provided that the student is registered for the semester and the study status is 'Continue'. 	PT (P/O) SPS

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No.	Action	Responsibility
	<p>(c) Each application must be supported by the Advisor/Chairman of the Supervisory Committee and/or the Head of the Research Project and the Dean/Director of the Faculty/School/Institute where the research grant is located.</p> <p>(d) This scheme is funded by the research grant owned by the Supervisor/Chairman/Member of the Supervisory Committee of the student concerned.</p> <p>(e) The number of students that can be sponsored depends on the conditions of the research grant sponsor.</p> <p>(f) The research grant must have a sufficient balance to cover the total allowance rate to be paid during the proposed appointment period.</p> <p>(g) The applicant must not be receiving any scholarship/financial aid/work when the application is made or after the application is approved.</p> <p>(h) The student's semester of study must be:</p> <p style="padding-left: 40px;">(i) Master's degree - no more than 6 semesters of study.</p> <p style="padding-left: 40px;">(ii) PhD degree – no more than 10 semesters of study.</p> <p>(i) The appointment will take effect as soon as the official offer letter is issued by SPS. Any application for the appointment date to start early will not be allowed. For applications received before the 15th of the month, the effective date of the appointment is the first day of the current month; while for applications received after the 15th of the month,</p>	

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No.	Action	Responsibility
	<p>the effective date of the appointment is the first day of the following month.</p> <p>ii. Graduate Research Assistantship (GRA)</p> <p>(a) This scholarship is open to:</p> <p>(i) all graduate student candidates who have been successfully offered a programme by research at UPM; and</p> <p>(ii) all graduate students who have registered at UPM in a full time programme by research and the study status is 'Continue'.</p> <p>(b) Every application must obtain the support of the Advisor/Chairperson/ Member of the Student's Supervisory Committee and/or Head of the Research Project and Dean/Director at Faculty/School/Institute where the research grant student is attached.</p> <p>(c) This scholarship is financed by the research grant that has been obtained by the student's Advisor/ Supervisor/Chairperson/Supervisory Committee member. The research grant must have a minimum balance of RM10,000.00 RM15,000.00 per student when the appointment is made. For research grants that have just been approved or if the grant has not yet been credited into the account, the applicants must upload a copy of the research grant approval letter together with the application done via online in iGIMS.</p> <p>(d) The number of students that can be financed will depend on the conditions of the respective research grant provider.</p>	

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No.	Action	Responsibility
	<p>(e) Applicants must not be receiving any scholarship/financial assistance or a salary for work while the application is made or after the application is approved.</p> <p>(f) Students with the status of "Probation" or "Defer" are not eligible to apply for GRA. Student's study status should be 'Continue'.</p> <p>(g) The student's academic semester must be:</p> <p style="padding-left: 40px;">(i) Masters degree – not later than the 4th semester of study.</p> <p style="padding-left: 40px;">(ii) PhD degree – not later than the 6th semester of study.</p> <p>iii. Graduate Research Fellowship (GRF) / International Graduate Research Fellowship (IGRF)</p> <p>(a) Applications are open to all Malaysian and international citizens who have been offered a place in a Master by research (GRF application) or PhD (GRF and IGRF application) at UPM.</p> <p>(b) Applications are also open to all UPM students who are currently enrolled in a Master by research (GRF application) or PhD (GRF and IGRF application). However, they must fulfill the following conditions:</p> <p style="padding-left: 40px;">(i) Registered as a student at UPM and The study status is 'Continue'.</p> <p style="padding-left: 40px;">(ii) Students with "Defer" or "Probation" status are not eligible to apply.</p> <p style="padding-left: 40px;">(iii) The application is supported by the Advisor/Supervisor/Chairperson Member of the</p>	

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No.	Action	Responsibility
	<p>student's supervisory committee as well as the Dean/Director, Faculty/School/ Institute.</p> <p>(iv) Is not enrolled in a UPM postgraduate split joint/dual/double degree programme degree.</p> <p>(c) For IGRF, the applicants must fulfil the University English language requirements.</p> <p>(d) The student's academic semester must be:</p> <p>(i) Master degree – no later than the 4th semester of study.</p> <p>(ii) PhD degree – no later than the 6th semester or study.</p> <p>iv. Putra Alumni Scholarship Scheme (PASS) - International and Local</p> <p>(a) Applications are open to the following UPM alumni:</p> <p>(i) International PASS is open to international alumni of UPM and their children who have been offered a place in a Phd or Master programme (by research) at UPM.</p> <p>(ii) Local PASS is open to UPM alumni who have been offered a place in PhD programme only at UPM.</p> <p>(b) Has obtained a PNGK of 3.500 for his/her Bachelor/Master degree (whichever applicable)</p> <p>(c) Applicants must conduct research in a priority area that is relevant to UPM/Malaysia.</p>	

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No.	Action	Responsibility
	<p>(d) Applicants must not be receiving a scholarship/financial assistance or a salary for work while the application is made or after it has been approved.</p> <p>(e) Applicants must have published at least one (1) article in an academic journal or obtained a support from an academic institution (Vice Chancellor/Dean/Director).</p> <p>v. International Graduate Student Scholarship (IGSS)</p> <p>(a) Applications are open only to international students who are registered in a PhD programme at UPM.</p> <p>(b) Obtained a CGPA of 3.500 or above at Master level.</p> <p>(c) Applicants must conduct research in a priority area that is relevant to UPM/Malaysia.</p> <p>(d) Applicants must not be receiving a scholarship/financial assistance or a salary for work while the application is made or after it has been approved.</p> <p>(e) Applicants must have published at least one (1) article in an academic journal cited in (Scopus or ERA) with UPM affiliation and or receive a support from an academic institution (Vice Chancellor/Dean/Director).</p> <p>(f) Applications are supported by the applicant's supervisor and embassy.</p>	

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No.	Action	Responsibility
	<p>vi. Biasiswa Khas Wartawan (BKW)</p> <p>(a) Applications are open to students among journalists who have been offered admission to UPM under the Master by Coursework (MSKK) programme (Social Science Cluster) or Master of Science Programme (Social Science Cluster) or PhD programme (Social Science Cluster); or</p> <p>(b) Applications are open to students who have registered (in their first or second semester of studies only) and the student's study status must be active ('continue'). The status of 'probation' or 'defer' will forfeit the award of this scholarship;</p> <p>(c) The applicant does not receive any other form of financial assistance.</p>	
3.	<p>(a) Arrange for a Graduate Studies Scholarship Selection Committee Meeting (JKPBPS) at least two (2) weeks before the semester begins for the following applications except for SGRA:</p> <p>(i) Graduate Research Assistantship (GRA) (ii) Graduate Research Fellowship (GRF)/ International Graduate Research Fellowship (IGRF) (iii) Putra Alumni Scholarship Scheme (PASS) – International and Local (iv) International Graduate Research Fellowship Student Scholarship (IGSS) (v) Biasiswa Khas Wartawan (BKW)</p> <p>(b) Ensure Prepare the paper for JKPBPS approval is prepared at least three (3) days before the meeting.</p> <p>(c) Update the results of student applications within seven (7) working days from the date of the JKPBPS Meeting (based on the Minutes issued) in through the system and the</p>	PT (P/O) SPS/ PT/SPS

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No.	Action	Responsibility
	student gets notified about the application results automatically.	
4.	<p>For Special Graduate Research Allowance (SGRA) application:</p> <p>(a) The application of SGRA students will needs to be endorsed by related TD SPS through the i-GIMS system,</p> <p>(b) Update The results of scholarship/financial assistance applications will be updated in i-GIMS,</p> <p>(c) The applicant must click accept in the acceptance form through the student portal within seven (7) working days after the offer letter is issued. A justification must be provided in the system if the applicant exceeds the deadline in accepting the offer (Example: delay in opening an account for non-citizen students).</p>	TD SPS,PT (P/O) SPS
5	<p><u>For GRF, IGRF, GRA and BKW:</u></p> <p>(i) Email the agreement form template to students before the scholarship recipient's briefing session (whichever related) is held. Issue the offer package (offer letter, acceptance form and three (3) copies of the agreement, if applicable) to the successful applicant within 7 working days after the offer letter is fully signed by the Bursar through the appropriate method.</p> <p>(ii) Print the offer letter and submit to the Bursar office to be signed.</p> <p>(iii) Receive from the applicant the completed acceptance form agreement form signed by the student and their supervisor and duly stamped by the LHDN within 14 working days.</p>	PT (P/O) SPS

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No.	Action	Responsibility
	<p>(iv) Obtain the Bursar's and the SGS Dean's signature.</p> <p>(v) Inform the recipient of the scholarship/financial assistance to collect the offer letter and one (1) copy of the final agreement at SPS within three (3) working days after the offer letter is signed.</p> <p><u>For SGRA, IGSS, dan PASS:</u></p> <p>Applicants may download the offer letter from the student portal.</p>	
6.	<p>Scan the offer letter and store it in the student's file update the information in the student's profile in iGIMS and the related scholarship file twenty one (21) working days after the closing date for the student to submit the letter of acceptance and agreement (whichever applicable).</p>	PT (P/O) SPS
7.	<p>The same work instruction is used to manage the applications for scholarship extension/internal financial assistance for graduate studies.</p> <p>Note: For an extension application, the agreement letter is not required to be printed.</p>	PT (P/O) SPS

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1.0 PENGENALAN

Arahan Kerja ini merangkumi semua arahan pengendalian tindakan pecah kontrak dan tuntutan gantirugi GRF dan GRA ~~biasiswa dan bantuan kewangan dalam pengajian siswazah.~~



2.0 TERMINOLOGI

CIJ	: <i>Citation Indexed Journal</i>
CTOS	: <i>Credit Tip-Off Service</i>
GRA	: <i>Graduate Research Assistantship</i>
GRF	: <i>Graduate Research Fellowship</i>
i-GIMS	: <i>Internet Graduate Information Management System</i>
JCR	: <i>Journal Citation Reports</i>
JKKPPKTGR	: Jawatankuasa Kecil Pelarasan Pecah Kontrak & dan Tuntutan Gantirugi
JKPBPS	: Jawatankuasa Pemilih Biasiswa Pengajian Siswazah
JPU	: Jawatankuasa Pengurusan Universiti
JTKK	: Jawatankuasa Tetap Kewangan Universiti
PK	: <i>Pegawai Kewangan</i>
PT	: Pegawai Tadbir
PT (P/O)	: Pembantu Tadbir (Perkeranian dan Operasi)
PPUU	: Pejabat Penasihat Undang-Undang
SKP	: Seksyen Kewangan Pelajar
SPH	: Seksyen Pengurusan Hasil & Kawalan Kredit
SPS	: Sekolah Pengajian Siswazah


3.0 ARAHAN

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BIL.	AKTIVITI	TINDAKAN
1.	Semak status pengajian pelajar selewat-lewatnya tiga (3) minggu selepas semester bermula (jika berkaitan)/semak status pendaftaran pelajar dari semasa ke semasa.	PT (P/O) SPS
2.	<p>Tamatkan pembiayaan kepada pelajar sekiranya berlaku mana - mana perkara berikut:</p> <ul style="list-style-type: none"> (i) Pelajar didapati berkelakuan yang dianggap tidak sesuai sebagai pelajar, atau tidak menjalankan tugas dengan sempurna; (ii) Pada pendapat UPM, Pelajar tidak mematuhi peraturan atau undang-undang yang berkuatkuasa dari semasa ke semasa; (iii) Pelajar dikenakan apa-apa tindakan tatatertib oleh UPM; (iv) Pelajar didapati terlibat dalam aktiviti yang bercanggah dengan objektif pembiayaan Biasiswa GRF/GRA; (v) Pelajar mendapat status Probation atau mendapat status <i>Terminated</i>; (vi) Pelajar menamatkan kursus pengajiannya secara sukarela; (vii) Pelajar meninggalkan UPM sebelum menamatkan kursus pengajiannya; (viii) Pelajar melanggar undang-undang Negara; (ix) Pelajar menukar program atau bidang pengajian tanpa kebenaran UPM; 	PT (P/O) SPS

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BIL.	AKTIVITI	TINDAKAN
	<p>(x) Pelajar didapati bekerja atau menerima Biasiswa/ Peruntukan/ Pinjaman/ Bantuan Kewangan/ Anugerah lain dari mana-mana agensi, institusi atau badan tanpa kebenaran UPM;</p> <p>(xi) Bagi pelajar GRF, pelajar gagal: menunjukkan bukti penerbitan jurnal artikel (diterima atau diterbitkan) sebagai <i>first/corresponding author</i> seperti berikut:</p> <p>(aa) mengemukakan dan menerbitkan sekurang-kurangnya satu (1) artikel jurnal diterbitkan atau diterima (dalam CIJ JCR) diterima atau diterbitkan, bagi peringkat Master; ATAU</p> <p>(bb) mengemukakan dan menerbitkan dua (2) artikel jurnal diterbitkan atau diterima (sekurang-kurangnya 1 dalam Jurnal Q1 atau Q2), bagi peringkat PhD; satu (1) artikel jurnal diterima atau diterbitkan dalam CIJ dan satu (1) artikel jurnal diterima atau diterbitkan dalam JCR; atau dua(2) artikel jurnal diterima atau diterbitkan dalam CIJ dan menunjukkan bukti penghantaran atau penerbitan jurnal dalam JCR dengan keputusan (cth: salah satu dari jurnal yang kemudiannya diterima/diterbitkan dalam CIJ), bagi peringkat PhD;</p> <p>sebelum Pelajar menamatkan program pengajiannya.</p> <p>(xii) Penyelia Pelajar memohon untuk menamatkan pembiayaan Biasiswa GRF ke atas PELAJAR (atas sebab lain selain bergraduat) sebelum akhir semester; atau (xii) Pelajar didapati terlibat dalam rasuah;</p>	

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BIL.	AKTIVITI	TINDAKAN
	(xiii) Pelajar menerima tawaran MyPhD yang merupakan salah satu Program MyBrain15 yang menyediakan pembiayaan pengajian di peringkat PhD. Pelajar didapati mempunyai kepentingan dan percanggahan peribadi bagi mendapatkan biasiswa/bantuan kewangan Universiti untuk manfaat dirinya.	
3.	Keluarkan surat tamat pembiayaan kepada pelajar yang terlibat (jika berkaitan).	PT (P/O) SPS
4. 3.	Semak jumlah perbelanjaan sebenar dengan SKP, Pejabat Bursar untuk disahkan dan di bawa senarai pelajar yang terlibat ke mesyuarat Mesyuarat JKPPKTGR beserta dokumen berikut: <ul style="list-style-type: none"> (i) salinan surat tawaran, (ii) salinan perjanjian yang ditandatangani, (iii) surat setuju terima (jika ada), dan (iv) penyata bayaran elaun. 	PT (P/O) SPS
5. 4.	SPS mengeluarkan : <ul style="list-style-type: none"> (i) arahan pengeluaran invoice kepada SPH untuk menuntut ganti rugi yang telah diperakukan dan diluluskan oleh JKKPPKTGR; (ii) SPH mengeluarkan invoice tuntutan dan menghantar invoice tersebut kepada SPS untuk proses penghantaran kepada Pelajar; (iii) notis pemberitahuan pecah kontrak beserta invoice kepada pelajar yang terlibat GRF/GRA (bersama maklumat penyata bayaran yang disahkan oleh SKP dan maklumat perhubungan untuk pembayaran atau rundingan berkaitan) dengan disalinkan kepada pihak 	PT (P/O) SPS PT (P/O)SPS / SPH PT (P/O) SPS

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BIL.	AKTIVITI	TINDAKAN
	<p>Bursar SPH, SKP, PPUU, penyelia dan Fakulti/Sekolah/Institut berkaitan, dan</p> <p>(iv) Arahan Pengeluaran Invois bagi kes yang telah disahkan oleh JKKPPKGR.</p>	
5.	Pelajar dikehendaki melaksanakan bayaran dalam tempoh 30 hari daripada tarikh notis pemberitahuan SPS untuk melaksanakan bayaran.	Pelajar
6.	<p>Sekiranya Pelajar tidak memberi sebarang maklum balas kepada notis pemberitahuan SPS yang telah dikeluarkan, tindakan berikut perlu diambil:</p> <p>i. bagi kes tuntutan kurang daripada RM10,000.00, SPH akan mengeluarkan notis penyenaian CTOS kepada Pelajar dan Pelajar diberikan tempoh 14 hari untuk membuat bayaran. Sekiranya masih tiada maklumbalas diterima oleh Pelajar selepas notis penyenaian CTOS dikeluarkan, SPH akan membentangkan senarai ini kepada JKKPPKTGR bagi tindakan CTOS.</p> <p>ii. bagi kes tuntutan melebihi RM10,000.00, SPH akan membentangkan senarai ini kepada JKKPPKTGR dan SPS akan mengeluarkan arahan kepada PPUU berdasarkan keputusan JKKPPKTGR.</p>	<p>PT (P/O) SPH</p> <p>PT (P/O) SPH</p>
7.	<p>Bagi perkara 6 (i) di atas;</p> <p>PPUU akan mengeluarkan notis tuntutan kepada Pelajar berdasarkan arahan yang diterima setelah penerimaan dokumen Pelajar yang lengkap dan sekiranya masih tiada maklum balas atau apa-apa bayaran diterima daripada Pelajar,</p>	PPUU

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BIL.	AKTIVITI	TINDAKAN
	PPUU akan membentangkan senarai ini kepada JKKPKTGR sebelum memulakan tindakan guaman tertakluk keputusan JKKPKTGR.	
8.	<p>Bagi perkara 4 (iii) di atas;</p> <p>Sekiranya dokumen tuntutan dikembalikan kepada SPS kerana gagal diserahkan kepada Pelajar, SPS membentangkan senarai ini kepada JKKPKTGR untuk tindakan lanjut.</p>	PT (P/O) SPS
9.	<p>Sekiranya menerima pertikaian setelah notis pemberitahuan pecah kontrak/invois diterima oleh penerima GRF/GRA pelajar yang berkaitan, kenalpasti jenis pertikaian bagi pihak berkaitan memberi maklum balas:</p> <p>(i) memohon semakan semula jumlah tuntutan atau dokumen perjanjian (SPS/SKP/SPH), atau</p> <p>(ii) memohon bayaran secara ansuran atau penangguhan, atau</p> <p>(iii) memohon pengurangan atau pengecualian bayaran balik (perkara ini perlu diperakukan di JKKPKGR/ JKPBS dan seterusnya kelulusan JPU/JTK yang akan dibawa oleh SPS/ Pejabat Bursar sekiranya bukan disebabkan oleh penamatan automatik).</p> <p>Tindakan Pelajar apabila menerima notis pemberitahuan pecah kontrak dan invois daripada SPS;</p> <p>i. membuat bayaran sekaligus ke akaun bank UPM dan memberikan maklum balas kepada Pejabat Bursar; atau</p> <p>ii. memohon bayaran secara ansuran; atau</p>	<p>PT (P/O) SPS/ SPH/SKP</p> <p>PT PPUU</p> <p>PT SPS / SPH/SKP</p> <p>Pelajar</p>

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BIL.	AKTIVITI	TINDAKAN
	iii. memohon semakan semula jumlah tuntutan jika dirasakan terdapat keraguan nilai tuntutan; atau iv. memohon penangguhan pembayaran dengan alasan yang kukuh; atau v. memohon pengurangan atau pengecualian bayaran balik bagi situasi selain daripada yang dinyatakan di bawah: a) Pelajar didapati hilang keupayaan untuk meneruskan pengajian dengan pengesahan pegawai perubatan yang berdaftar dengan Kementerian Kesihatan Malaysia; atau b) Pelajar menerima tawaran lantikan pekerjaan secara tetap di UPM dalam tempoh penajaan sama ada dalam kumpulan akademik atau bukan akademik; atau c) Pelajar meninggal dunia (waris hendaklah mengemukakan salinan sijil kematian).	
7.	Bagi perkara 9 (ii); Pelajar hendaklah membayar balik kepada UPM semua perbelanjaan yang dituntut termasuk elaun bulanan dan pengecualian yuran pengajian secara sekaligus atau secara ansuran dengan tempoh ansuran maksimum sehingga 10 tahun/120 bulan dan bayaran minimum ansuran sebanyak RM400.00 sebulan. Bagi tindakan pecah kontrak yang telah melebihi had masa di bawah Akta Had Masa 1953, PPUU mempunyai kuasa untuk menerima apa-apa jumlah bayaran	Pelajar

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BIL.	AKTIVITI	TINDAKAN
	daripada Pelajar untuk menghidupkan dan/atau mengaktifkan semula tindakan ke atas Pelajar.	
8.	Bagi perkara 9 (iii); SPS dan SPH akan menyemak semula jumlah tuntutan dan membuat pelarasan sekiranya terdapat pindaan pada jumlah tuntutan.	PT (P/O) SPS, PT (P/O) SPH dan PT (P/O) SPK
9.	Bagi perkara 9 (iv); i. Bagi permohonan penangguhan tidak melebihi 6 bulan, PPUU akan mempertimbangkan alasan penangguhan dan sekiranya PPUU berpuas hati dengan alasan tersebut, tempoh penangguhan akan diberikan sehingga maksimum enam (6) bulan sahaja. ii. Bagi permohonan penangguhan melebihi 6 bulan, SPS akan mengemukakan senarai pelajar kepada JKKPKTGR untuk pertimbangan dan SPS akan memaklumkan keputusan permohonan kepada Pelajar;	PPUU PT (P/O) SPS
10.	Bagi perkara 9 (v); Bawa senarai kes rayuan pengecualian/pengurangan ke Mesyuarat JKKPKTGR dan senarai yang telah diperakukan akan dibawa ke JPU oleh SPS dan JKTK oleh SPH untuk kelulusan.	PT SPS dan PK Pejabat Bursar
7.	Sekiranya bekas pelajar (penerima GRF/GRA) tidak memberi sebarang maklumbalas mengenai invois yang diterima, tindakan berikut akan diambil:	PT PPUU

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BIL.	AKTIVITI	TINDAKAN
	(i) PPUU akan mengeluarkan Notis Tuntutan berdasarkan laporan SPH dalam Mesyuarat JKKPPKGR dan dokumen lengkap penama diterima daripada SPS; dan (ii) Tindakan guaman akan dimulakan apabila masih tiada maklumbalas/bayaran tidak dibuat oleh bekas pelajar.	PT PPUU
8. 11.	Kemaskini maklumat dalam <i>masterlist</i> pecah kontrak/ fail pelajar/ profil pelajar dalam i-GIMS/ fail urusan biasiswa berkaitan.	PT (P/O) SPS

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1.0 INTRODUCTION



This work instruction encompasses all matters related to breach of contract of scholarships and claim of damages for GRF and GRA. ~~financial assistance for graduate studies.~~

2.0 TERMINOLOGY


CIJ	: <i>Citation Indexed Journal</i>
CTOS	: <i>Credit Tip-Off Service</i>
GRA	: Graduate Research Assistantship
GRF	: Graduate Research Fellowship
i-GIMS	: Internet Graduate Information Management System
JCR	: <i>Journal Citation Reports</i>
JKKPPKGR	: <i>Jawatankuasa Kecil Pelarasan Pecah Kontrak & dan Tuntutan GantiRugi</i>
JKPBPS	: <i>Jawatankuasa Pemilih Biasiswa Pengajian Siswazah</i>
JPU	: <i>Jawatankuasa Pengurusan Universiti</i>
JTKK	: <i>Jawatankuasa Tetap Kewangan Universiti</i>
PK	: <i>Pegawai Kewangan</i>
PT	: Administrative Assistant
PT (P/O)	: Administrative Assistant (Clerical/Operational)
PPUU	: Office of the Legal Advisor
SKP	: Students Financial Section
SPH	: Revenue Management Section & <i>Credit Control</i>
SPS	: School of Graduate Studies

3.0 INSTRUCTION


No	Action	Responsibility
1.	Review student's status of study latest by three (3) weeks after commencement of semester (if applicable)/review student's status of study from time to time.	PT (P/O) SPS
2.	Stop funding for students in cases listed below:	PT (P/O) SPS

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No	Action	Responsibility
	(i) Students who are found to be behaving inappropriately as students, or not performing their duties properly;	
	(ii) In UPM's opinion , students do not comply with the rules or laws enforced from time to time;	
	(iii) Students who are subject to any disciplinary action by UPM;	
	(iv) Students who are found to be involved in activities that are against the objectives of GRF/ GRA Scholarship funding;	
	(v) Students obtain ' Probation ' or 'Terminated' status;	
	(vi) Students withdraw their studies voluntarily;	
	(vii) Students leave UPM before completing their studies;	
	(viii) Students violate the Country laws;	
	(ix) Students change their study programme or field of study without UPM's consent;	
	(x) Students are found to be working or receiving scholarships/ allocations/ loans/financial assistance/ awards from other agency, institution or body without UPM's consent;	
	(xi) For GRF students who failed to show proof of journal article publication (accepted or published) as first/ corresponding author as follows: <ul style="list-style-type: none"> (aa) to publish at least one (1) journal article published or accepted (in CIJ), for Master's level; OR (bb) to publish One (1) journal article published or accepted in CIJ and one (1) journal article published 	

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No	Action	Responsibility
	<p>or accepted in JCR; or Two (2) journal articles published or accepted in CIJ with a proof of submission for a publication of journal article in JCR with decision (i.e. one (1) of the journal articles that is accepted/published in CIJ), for PhD level; one (1) journal article accepted or published in CIJ and one (1) journal article accepted or published in JCR; or two (2) journal articles accepted or published in CIJ and showing proof of delivery or journal publication in JCR with results (eg: one of the journals that was later accepted/published in CIJ), for the PhD level;</p> <p>before the students complete their study programme.</p> <p>(xii) Supervisor requests to terminate the GRF Scholarship funding on the STUDENT (for other reasons besides graduation) before end of semester; or Students found to be involved in corruption;</p> <p>(xiii) Students accept MyPhD offer which is one of the MyBrain15 Programmes that provides funding at PhD level. Students found to have a conflict of interest to obtain the scholarship/ university financial aid for their own benefits.</p>	
3.	Issue a termination of funding letter to the student involved (if applicable).	PT (P/O) SPS
4. 3.	<p>Check the actual amount of expenses with SKP, Bursar Office, to be confirmed and brought to the <i>JK Kecil Pelarasan Pecah Kontrak & Ganti Rugi</i> meeting along with the following documents:</p> <p>i) A copy of offer letter, ii) A copy of signed agreement, iii) Letter of Acceptance (if any), and iv) Statement of allowance payment</p>	PT (P/O) SPS

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No	Action	Responsibility
5. 4.	SPS issues the: <ul style="list-style-type: none"> i) Instruction to issue invoices to SPH to claim for payment that have been certified and approved by JKKPPKTGR; ii) SPH issues a claim invoice and sends the invoice to SPS for the delivery process to the Student; iii) Notice of breach of contract and invoice to the GRF/GRA student (together with the payment statement endorsed by SKP and contact information for payment or enquiries), copied to the Bursar, SPH, SKP, PPUU, supervisor and relevant Faculty/School/Institute, and iv) Invoice Issuance Instructions to SPH, Bursar Office for cases that have been confirmed by the JKKPPKGR. 	PT (P/O) SPS PT (P/O) SPS / SPH PT (P/O) SPS
5.	Students are required to make the payment within 30 days from the date of the notice by SPS to make the payment.	Students
6.	If the Student does not provide any response to the notice that has been issued by SPS, the following actions must be taken: <ul style="list-style-type: none"> i. For claims of less than RM10,000.00, SPH will issue a CTOS listing notice to students, and Students will be given 14 days to make payment. If there is still no response from the Student after the CTOS listing notice is issued, SPH will present this list to JKKPPKTGR for CTOS action. ii. for claims exceeding RM10,000.00, SPH will present this list to JKKPPKTGR, and SPS will issue instructions to PPUU based on JKKPPKTGR's decision. 	PT (P/O) SPH PT (P/O) SPH

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No	Action	Responsibility
7.	For item 6 (i) above; PPUU will issue a claim notice to the Student based on the instructions received after receiving the complete Student documents and if there is still no response or any payment received from the Student, PPUU will present this list to JKKPKTGR before starting legal action, subject to JKKPKTGR's decision.	PPUU
8.	For item 4 (iii) above; If the claim document is returned to SPS because it failed to be submitted to the Student, SPS presents this list to JKKPKTGR for further action.	PT (P/O) SPS
9.	When dissatisfaction arises after the notice of breach of contract/invoice is received by the GRF/GRA recipient, identify the type of issue for the relevant party to respond: i) apply for a review of claim or agreement documents (SPS/SKP/SPH), or ii) apply for payment by installment or deferment, or iii) apply for a reduction or an exemption of payment (this matter must be endorsed by JKKPKGR/ JKPBPS and approved by JPU/ JKTK which will be brought by SPS/ Bursar Office, if not due to an automatic termination). Student actions upon receiving notice of contract breach notification and invoice from SPS; <ol style="list-style-type: none"> i. make a lump sum payment to the UPM bank account and provide feedback to the Bursar's Office; or ii. apply for payment in installments; or 	PT (P/O) SPS / SPH/SKP PT PPUU PT SPS / SPH/SKP Student

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No	Action	Responsibility
	iii. apply for a review of the claim amount if there is any doubt about the value of the claim; or iv. apply for a delay in payment with strong reason; or v. apply for a refund reduction or exemption for situations other than those specified below: a) Recipients are found to have lost the ability to continue their study with a verification from a medical officer registered with the Ministry of Health Malaysia; or b) Students receive a permanent job appointment offer at UPM during the sponsorship period, either in academic or non-academic groups; or c) Student are found to have died (next of kin must submit a copy of the death certificate).	
7.	For item 9 (ii); Students must repay to UPM all expenses claimed, including monthly allowances and tuition fee exemptions in one lump sum or in installments with a maximum installment period of up to 10 years/120 months and a minimum installment payment of RM400.00 per month. For breach of contract actions that have exceeded the time limit under the Time Limit Act 1953, PPUU has the authority to receive any amount of payment from the Student to revive and/or reactivate the action against the Student.	Student
8.	For item 9 (iii); SPS and SPH will review the claim amount and make adjustments if there is an amendment to the claim amount.	PT (P/O) SPS, PT (P/O) SPH and PT (P/O) SPK

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	OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL) Document Code: UPM/PU/S/AK05/04	Review No. : 07 08
	WORK INSTRUCTION FOR BREACH OF CONTRACT AND CLAIMS OF PAYMENT FOR GRF AND GRA / SCHOLARSHIP / INTERNAL POSTGRADUATE FINANCIAL ASSISTANCE	Issue No: 02
		Date: 30/06/2022 25/07/2023

No	Action	Responsibility
9.	For item 9 (iv); i. For deferment applications not exceeding 6 months, the PPUU will consider the reason for the delay, and if the PPUU is satisfied with the reason, the deferment period will be granted up to a maximum of six (6) months only. ii. For deferment applications exceeding 6 months, SPS will submit a list of students to JKKPKTGR for consideration, and SPS will inform the student of the application result;	PPUU
10.	For item 9 (v); Bring the list of exemption/reduction appeal cases to the JKKPKTGR Meeting and the certified list will be brought to JPU by SPS and JKTK by SPH for approval.	PT SPS and PK Bursar Office
7.	If the former student (GRF/GRA recipient) does not provide any feedback on the invoice received, the following actions will be taken: i) PPUU will issue a Notice of Claim based on the SPH report in the JKKPKTGR Meeting and the complete documents of the recipient received from SPS; and ii) Legal action will be taken when there is no feedback/payment made by the former student.	PT PPUU PT PPUU
8. 11.	Update information in the masterlist for breach of contract / student's file, student's profile in i-GIMS and the relevant scholarship file.	PT (P/O) SPS