	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 1/7
	<b>PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK &amp; ANTARABANGSA) Kod Dokumen: UPM/PU/S/P006</b>	No. Semakan: 05-06
		No. Isu: 03
	<b>PROSEDUR PENGAMBILAN PELAJAR SISWAZAH</b>	Tarikh: <del>30/06/2022</del> 26/09/2023

## 1.0 SKOP

Prosedur ini merangkumi semua proses pengambilan pelajar siswazah dan urusan pendaftaran pelajar baharu yang mengikut program secara penyelidikan (Master dan PhD) dan program secara kerja kursus.

## 2.0 TANGGUNGJAWAB


Dekan SPS, Penyelaras, TPK, PT (P/O), dan PT Unit Pengambilan Pelajar Siswazah bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.

## 3.0 DOKUMEN RUJUKAN

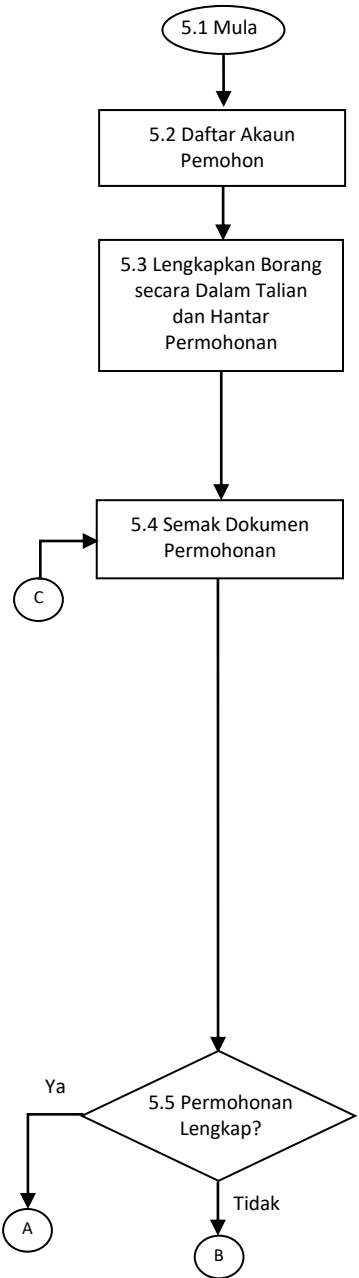
Kod Dokumen	Tajuk Dokumen
Terkini	<i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</i>
<a href="https://sgs.upm.edu.my/">https://sgs.upm.edu.my/</a>	Laman Sesawang SPS


## 4.0 TERMINOLOGI DAN SINGKATAN

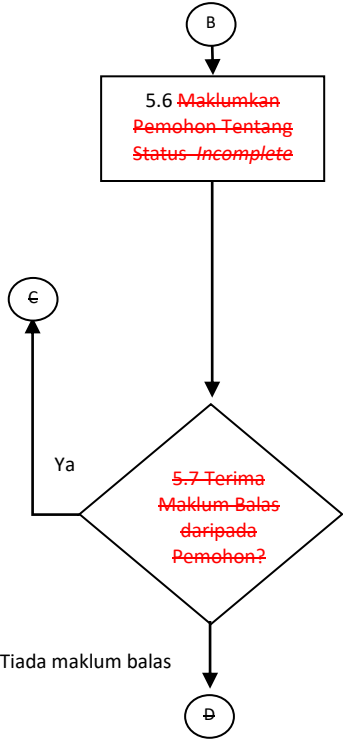
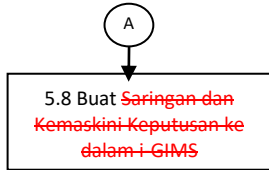
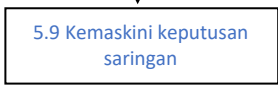

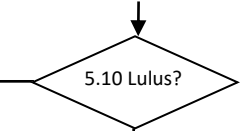
i-GIMS	: <i>Internet Graduate Information Management System</i>
Penyelaras	: Dekan/Timbangan Dekan Fakulti, Pengarah/Timbangan Pengarah Institut, Pegawai yang dilantik sebagai Penyelaras Pengajian Siswazah Fakulti/Sekolah/Institut
PhD	: Doktor Falsafah
PT	: Pegawai Tadbir
PTJ	: Pusat Tanggungjawab
PTK	: Pembantu Tadbir Kewangan
PT (P/O)	: Pembantu Tadbir (Perkeranian dan Operasi)
SPS	: Sekolah Pengajian Siswazah


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
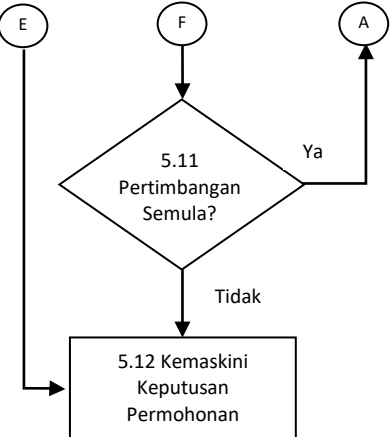
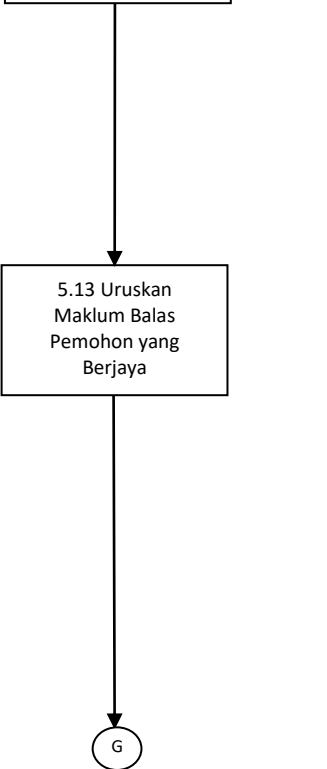
## 5.0 PROSES TERPERINCI


Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Pemohon  Pemohon  PT/PT (P/O) SPS  PT/PT (P/O) SPS	 <pre> graph TD     Start([5.1 Mula]) --&gt; Step52[5.2 Daftar Akaun Pemohon]     Step52 --&gt; Step53[5.3 Lengkapkan Borang secara Dalam Talian dan Hantar Permohonan]     Step53 --&gt; Step54[5.4 Semak Dokumen Permohonan]     ConnectorC((C)) --&gt; Step54     Step54 --&gt; Decision{5.5 Permohonan Lengkap?}     Decision -- Ya --&gt; ConnectorA((A))     Decision -- Tidak --&gt; ConnectorB((B))           </pre>	5.2 Daftar akaun pemohon melalui sistem i-GIMS.  5.3 Lengkapkan borang permohonan secara dalam talian dan muat naik semua dokumen sokongan ke dalam sistem permohonan.  Nota: <ul style="list-style-type: none"> <li>Permohonan yang tidak lengkap tidak akan diproses dan kekal dengan status <i>NEW APPLICATION</i> atau <i>INCOMPLETE</i>.</li> </ul> 5.4 (a) Semak semua dokumen sokongan yang dimuatnaik. (b) Kemas kini status permohonan dalam i-GIMS.  Nota: <ul style="list-style-type: none"> <li>Permohonan yang lengkap dengan dokumen sokongan sahaja akan diberikan status <i>COMPLETED</i> dan akan dihantar ke Fakulti/Sekolah/Institut secara automatik melalui i-GIMS.</li> <li>Permohonan yang tidak lengkap akan diberikan status <i>INCOMPLETE</i> dan akan kekal dengan status tersebut sehingga pemohon mengemas kini permohonan.</li> <li>Permohonan berstatus <i>INCOMPLETE</i> akan bertukar secara automatik kepada status <i>NEW APPLICATION</i> sebaik sahaja permohonan dikemaskini.</li> </ul> 5.5 (a) Jika Ya, ikut Langkah 5.8. (b) Jika Tidak, ikut Langkah 5.6.	

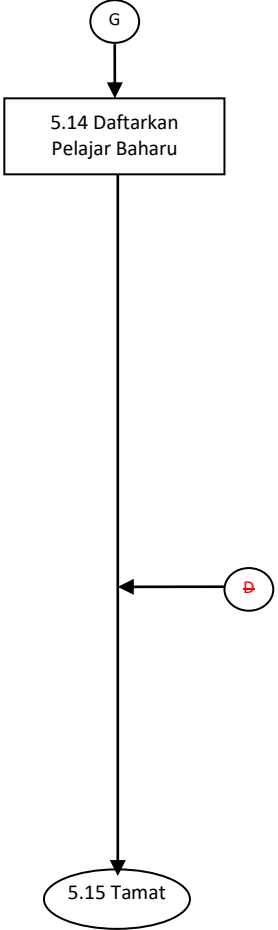
	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 3/7
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/PT (P/O) SPS		<p><del>5.6 Maklumkan kepada pemohon tentang status INCOMPLETE permohonan melalui e mel secara automatik atau kaedah yang bersesuaian.</del></p> <p>Nota:</p> <ul style="list-style-type: none"> <li>Pemohon hendaklah memuat naik semua dokumen yang tidak lengkap ke dalam i-GIMS untuk diproses sebelum tarikh tutup permohonan.</li> <li>Permohonan yang lewat diterima selepas tarikh tutup akan diproses untuk kemasukan ke semester berikutnya.</li> </ul> <p>5.7 <del>(a) Jika Ya, ikut Langkah 5.4.</del></p> <p>Nota:</p> <ul style="list-style-type: none"> <li>Status akan bertukar secara automatik kepada <i>NEW APPLICATION</i> sebaik sahaja permohonan dikemaskini.</li> <li>Jika tiada maklum balas dalam tempoh satu (1) tahun, proses tamat (Langkah 5.15) dan sistem iGIMS akan menukarkan status <i>INCOMPLETE</i> kepada <i>REJECTED</i> secara automatik.</li> </ul>	
Penyelaras		<p>5.8 Buat saringan permohonan <del>dan masukkan keputusan ke dalam i-GIMS (sama ada Supported/ Supported Provisional/ Not Supported) dalam tempoh 30 hari.</del></p>	
Penyelaras/PT/ PT (P/O) PTJ		<p>5.9 Kemaskini keputusan saringan ke dalam i-GIMS (sama ada <i>Supported/ Supported Provisional/ Not Supported</i>) dalam tempoh 30 hari.</p>	
PT/PT (P/O) SPS		<p>5.9-10 Beri peringatan kepada Fakulti/ Sekolah /Institut yang belum mengemaskini keputusan saringan dari semasa ke semasa.</p>	
		<p>5.10 (a) Jika Ya, ikut Langkah 5.12. (b) Jika Tidak, ikut Langkah 5.11.</p>	

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<b>PROSEDUR PENGAMBILAN PELAJAR SISWAZAH</b>	Tarikh: <del>30/06/2022</del> 26/09/2023	

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
	Tidak 		
PT/PT (P/O) SPS		5.11 Jika permohonan ditolak, PTJ boleh mencadangkan permohonan dipertimbangkan semula: (a) Jika Ya, ikut Langkah 5.8. (b) Jika Tidak, ikut Langkah 5.12.	
PT/PT (P/O) SPS		5.12 Kemaskini keputusan permohonan di dalam i-GIMS sama ada <i>Approved/Approved Provisional/Not Approved</i> dalam tempoh 2 minggu selepas keputusan saringan diterima.  <b>Nota:</b> <ul style="list-style-type: none"> <li>i-GIMS akan menghantar makluman keputusan permohonan secara automatik ke e-mel pemohon atau kaedah lain yang bersesuaian.</li> <li>Calon juga boleh mencetak surat tawaran melalui portal permohonan masing-masing.</li> </ul> 5.13 Uruskan maklum balas pemohon yang berjaya seperti berikut: (a) Maklumkan kelulusan permohonan penangguhan kepada calon yang memohon penangguhan melalui portal pemohon atau e-mel. (b) E-melkan senarai calon yang ditawarkan mengikut status kepada Fakulti/ Sekolah /Institut pada minggu ke-14 selepas semester bermula.  <b>Nota:</b> <ul style="list-style-type: none"> <li>Calon tidak dibenarkan menangguh kemasukan melebihi dua (2) semester kecuali dengan persetujuan Dekan SPS.</li> </ul>	


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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT/ PT (P/O) i-PUTRA  PKU  PT/PT (P/O) SPS  PTK  PT/PT (P/O) SPS  PT/PT (P/O) SPS	 <pre> graph TD     G((G)) --&gt; B[5.14 Daftarkan Pelajar Baharu]     B --&gt; E((5.15 Tamat))     D((D)) --&gt; B           </pre>	5.14 Jalankan urusan pendaftaran pelajar baharu mengikut kaedah yang bersesuaian dengan mengambil kira perkara seperti berikut: <ol style="list-style-type: none"> <li>Semak pematuhan syarat kemasukan sebagai pelajar antarabangsa yang ditetapkan oleh Jabatan Imigresen Malaysia.</li> <li>Semak dan sahkan pengisytiharan status kesihatan.</li> <li>Semak kesahihan dokumen kelayakan akademik calon dan dokumen sokongan yang sepatutnya.</li> <li>Pastikan calon membayar yuran mengikut kadar yang ditetapkan.</li> <li>Daftar calon yang memenuhi semua syarat kemasukan dan jana nombor matrik pelajar baharu.</li> <li>Maklumkan pelajar untuk merujuk Fakulti/Sekolah/Institut masing-masing bagi urusan pendaftaran kursus.</li> </ol> Nota: <ul style="list-style-type: none"> <li>Calon pelajar program secara penyelidikan dibenarkan mendaftar sehingga minggu ke-13.</li> <li>Calon pelajar program secara kerja kursus dibenarkan mendaftar sehingga minggu ke-2 atau tempoh lain berdasarkan kelulusan PTJ.</li> </ul>	


	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 6/7
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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.600-4/19/1 (No.Matrik)  <b>FAIL PELAJAR</b>  Rekod kualiti yang berikut juga boleh dirujuk di dalam i-GIMS. <ul style="list-style-type: none"> <li>• <u>Salinan Surat Tawaran Kemasukan.</u></li> <li>• <u>Salinan surat kelulusan penangguhan kemasukan [jika berkaitan].</u></li> <li>• Dokumen lain berkaitan urusan pendaftaran pelajar jika perlu.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Bilik Fail Pelajar, SPS/ <i>Network Attached Storage</i>  Sekurang-kurangnya 3 tahun selepas pelajar bergraduasi	Ketua Pengarah Arkib Negara Malaysia
2.	UPM.Kod PTJ.600-4/19/1 (No.Matrik)  <b>FAIL PELAJAR</b>  Rekod kualiti yang berikut juga boleh dirujuk di dalam i-GIMS: <ul style="list-style-type: none"> <li>• <u>Salinan Surat Tawaran Kemasukan.</u></li> <li>• Dokumen lain berkaitan urusan pendaftaran pelajar jika perlu.</li> </ul>	PT/PT (P/O) PTJ	PT/PT (P/O) PTJ	Bilik Fail Pelajar, PTJ  Sekurang-kurangnya 2 tahun selepas pelajar bergraduasi	Ketua Pengarah Arkib Negara Malaysia
3.	UPM.Kod PTJ.600-4/4/4  <b>PERMOHONAN KEMASUKAN</b>  <ul style="list-style-type: none"> <li>• Salinan surat-menyurat/emel berkaitan permohonan kemasukan.</li> </ul>	PT/PT (P/O) Fakulti/Sekolah/ Institut	PT/PT (P/O) Fakulti/Sekolah/ Institut	Pejabat Am TD Fakulti/ Sekolah/ TP Institut  1 Tahun	Ketua Pengarah Arkib Negara Malaysia
4.	UPM.SPS.600-4/4/10  <b>TAWARAN KEMASUKAN PELAJAR BAHARU SISWAZAH</b>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Pengambilan Pelajar Siswazah/	Ketua Pengarah Arkib Negara

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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"> <li>Senarai calon yang ditawarkan mengikut status pada minggu ke-14 selepas semester bermula.</li> </ul>			<i>Network Attached Storage</i>  3 Tahun	Malaysia
5.	UPM.Kod PTJ.600-4/4/10  <b>TAWARAN KEMASUKAN PELAJAR BAHARU SISWAZAH</b>  <ul style="list-style-type: none"> <li>Senarai calon yang ditawarkan mengikut status yang dimajukan oleh pihak SPS pada minggu ke-14 selepas semester bermula.</li> </ul>	PT/PT (P/O) Fakulti/Sekolah/ Institut	PT/PT (P/O) Fakulti/Sekolah/ Institut	Pejabat Am TD Fakulti/ Sekolah/ TP Institut  3 Tahun	Ketua Pengarah Arkib Negara Malaysia

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	<b>PROCEDURE FOR POSTGRADUATE STUDENT INTAKE</b>	Issue No: 03
		Date: <del>30/06/2022</del> 29/06/2023

## 1.0 SCOPE

This procedure encompasses all processes of postgraduate student intake and registration procedure for new students by research program (Masters & PhD) and by course work programme.

## 2.0 RESPONSIBILITY

Dean of SPS, coordinator, TPK, PT (P/O), and PT Postgraduate Admission 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 Colleges Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003
<a href="https://sgs.upm.edu.my/">https://sgs.upm.edu.my/</a>	SPS Website

## 4.0 TERMINOLOGY DAN ACRONYM


i-GIMS	:	Internet Graduate Information Management System
Coordinator	:	Dean/Deputy Dean of Faculty/School; Director/Deputy Director of Institute; Officer Appointed as Faculty/School/Institute Postgraduate Studies Coordinator
PhD	:	Doctor of Philosophy
PT	:	Administrative Officer
PTJ	:	Centre of Responsibility
PTK	:	Administrative Assistant (Finance)
PT (P/O)	:	Administrative Assistant (Clerical and Operational)
SPS	:	School of Graduate Studies

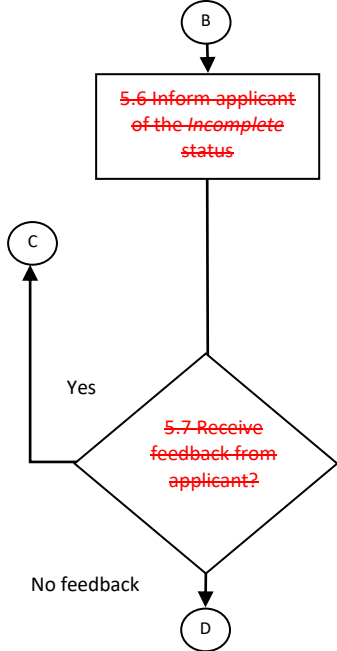
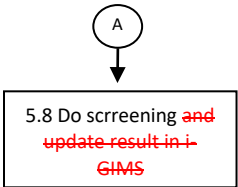
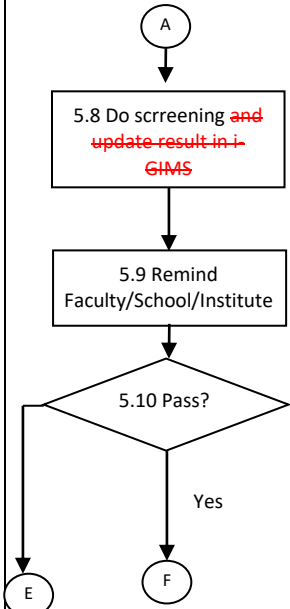



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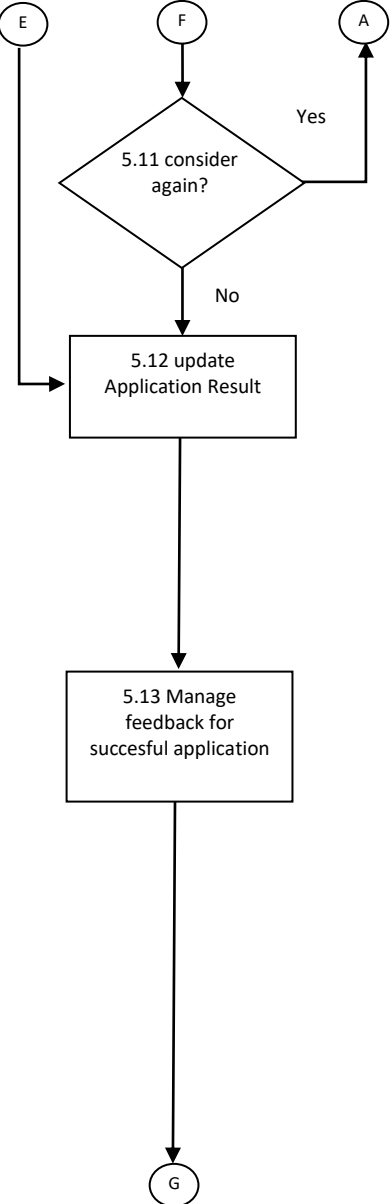
## 5.0 PROCESS IN DETAIL


Responsibility	Flowchart	Details	Reference Document /Record
Applicants	<pre> graph TD     Start([5.1 Start]) --&gt; Step52[5.2 Register applicant account]     Step52 --&gt; Step53[5.3 Complete on-line form and submit application]     Step53 --&gt; Step54[5.4 Check Application Document]     Step54 --&gt; Decision55{5.5 Application Complete?}     Decision55 -- Ya --&gt; A((A))     Decision55 -- No --&gt; B((B))     C((C)) --&gt; Step54 </pre>	<p>5.2 Register applicant account using the i-GIMS system.</p>	
Applicants		<p>5.3 Complete online form and upload all supporting documents into the application system.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>Incomplete application will not be processed and will remain as NEW APPLICATION or INCOMPLETE Status.</li> </ul>	
PT/PT (P/O) SPS		<p>5.4 (a) Check all supporting documents that have been uploaded.</p>	
PT/PT (P/O) SPS		<p>(b) Update application status in i-GIMS.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Only application with complete supporting documents will be given COMPLETED status and will be sent automatically to Faculty/School/Institute through i-GIMS.</li> <li>Incomplete application will be given INCOMPLETE status and will remain as with INCOMPLETE status until the applicant update the application.</li> <li>INCOMPLETE application will be changed automatically to NEW APPLICATION as soon as it is updated by the applicant.</li> </ul>	
		<p>5.5 (a) If Yes, follow Step 5.8.</p> <p>(b) If No, follow Step 5.6.</p>	


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Responsibility	Flowchart	Details	Reference Document /Record
PT/PT (P/O) SPS		<p>5.6 <del>Inform applicant of the INCOMPLETE Status through automatic email or necessary procedure.</del></p> <p>Note:</p> <ul style="list-style-type: none"> <li>Applicants need to upload all incomplete documents into i-GIMS to be processed before the due date.</li> <li>Late application will be processed for next semester intake.</li> </ul> <p>5.7 <del>(a) If Yes, follow step 5.4.</del></p> <p>Note:</p> <ul style="list-style-type: none"> <li>Status will be changed automatically to NEW APPLICATION once application has been updated.</li> <li>If no feedback is received within one (1) year, the process will end. (step 5.15) and the i-GIMS system will automatically change the status from INCOMPLETE to REJECTED.</li> </ul>	
Coordinator		<p>5.8 Screen the application and key in results into i-GIMS (either Supported/ Supported Provisional/Not Supported) within thirty (30) days.</p>	
PT/PT (P/O) SPS		<p>5.9 <del>Send reminder to Faculty/School/Institute which has not updated the screening result from time to time.</del></p> <p>5.9 Update result in iGIMS</p> <p>5.10 (a) If Yes, follow step 5.12 (b) If No, follow step 5.11</p>	

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Responsibility	Flowchart	Details	Reference Document /Record
PT/PT (P/O) SPS	 <pre> graph TD     E((E)) --&gt; 5.12[5.12 update Application Result]     5.12 --&gt; 5.11{5.11 consider again?}     5.11 -- Yes --&gt; A((A))     A --&gt; 5.12     5.11 -- No --&gt; 5.13[5.13 Manage feedback for successful application]     5.13 --&gt; G((G)) </pre>	<p>5.11 If application is rejected, PTJ can suggest to reconsider the application;</p> <p>(a) If Yes, follow step 5.8.</p> <p>(b) If No, follow step 5.12</p>	
PT/PT (P/O) SPS		<p>5.12 Update result of application in i-GIMS whether <i>Approved/Approved Provisional/ Not Approved</i> within 2 weeks after the screening results are received.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>i-GIMS will send the result of application automatically to applicant's email or any proper ways.</li> <li>Candidates can print the admission letter through their portal.</li> </ul> <p>5.13 Manage feedback to successful application as follows:</p> <p>(i) Notify the applicants of their approval for deferment through their portal or email.</p> <p>(ii) Email the list of candidates who are successful according to the status to Faculty/School/Institute at week 14<sup>th</sup> after the semester commences.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>Candidate is not allowed to defer admission more than two (2) semesters except with the consent of the Dean of SPS.</li> </ul>	


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	<b>OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC &amp; INTERNATIONAL)</b>	Review No. : 05 06
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	<b>PROCEDURE FOR POSTGRADUATE STUDENT INTAKE</b>	Date: 30/06/2022 29/06/2023

Responsibility	Flowchart	Details	Reference Document /Record
PT/ PT (P/O) i- PUTRA  PKU  PT/PT (P/O) SPS  PTK  PT/PT (P/O) SPS  PT/PT (P/O) SPS	 <pre> graph TD     G((G)) --&gt; A[5.14 Register New Student]     A --&gt; B((5.15 The Process Ends))     D((D)) --&gt; A           </pre>	5.14 Manage the registration of new student by using an appropriate method taking following matters into consideration: <ol style="list-style-type: none"> <li>(a) Check compliance of entry requirements as international students set by the Immigration Department of Malaysia.</li> <li>(b) Check and verify the health declaration status.</li> <li>(c) Check the authenticity of academic documents of the candidate and necessary supporting document.</li> <li>(d) Make sure candidate pay the fees stated.</li> <li>(e) Register candidates that have fulfilled all requirements to be registered and generate the matric number.</li> <li>(f) Inform student to refer to Faculty/School/Institute for registration of course.</li> </ol> <p>Note:</p> <ul style="list-style-type: none"> <li>• By research candidates are allowed to register late until week 13.</li> <li>• By coursework candidates are allowed for late registration the second week or another period (based on PTJ's approval).</li> </ul>	


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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><b>UPM.SPS.600-4/19/1 (Matric No.)</b></p> <p><b>STUDENT'S FILE</b></p> <p>The following quality records also can be referred in i-IGMS:</p> <ul style="list-style-type: none"> <li>• <u>Copy of offer letter.</u></li> <li>• <u>copy of deferment letter [if any].</u></li> <li>• Other documents related to student's registration if necessary.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	<p>Student file room, SPS/ <i>Network Attached Storage</i></p> <p>At least 3 years after graduation</p>	Director of General National Archives of Malaysia
2.	<p><b>UPM.PTJ Code.600-4/19/1 (Matric No.)</b></p> <p><b>STUDENT'S FILE</b></p> <p>The following quality records also can be referred in i-IGMS:</p> <ul style="list-style-type: none"> <li>• <u>Copy of offer letter</u></li> <li>• Other documents related to student's registration if necessary.</li> </ul>	PT/PT (P/O) PTJ	PT/PT (P/O) PTJ	<p>Student file room, PTJ</p> <p>At least 2 years after graduation.</p>	Director of General National Archives of Malaysia
3.	<p><b>UPM. PTJ Code.600-4/4/4</b></p> <p><b>ADMISSION APPLICATION</b></p> <ul style="list-style-type: none"> <li>• Copy of letter/email regarding admission application.</li> </ul>	PT/PT (P/O) Faculty/School/ Institute	PT/PT (P/O) Faculty/ School/ Institute	<p>General Office of Deputy Dean at Faculty/ School/ Deputy Director at Institute</p> <p>1 Year</p>	Director of General National Archives of Malaysia

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	<b>OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC &amp; INTERNATIONAL) Document Code: UPM/PU/S/P006</b>	Review No. : <del>05</del> 06
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No	File Code, File Title and List of Records	Responsibility For Compiling and Filing	Responsibility For Maintenance	Place and duration of Record Keeping	Authority On Disposal
4.	<b>UPM.SPS.600-4/4/10</b>  <b>ADMISSION OFFER FOR NEW POSTGRADUATE STUDENTS</b>  <ul style="list-style-type: none"> <li>List of candidate who have been offered based on the status submitted by SPS on week 14 after the semester commences.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Admission Unit for Postgraduate Students / Network Attached Storage  3 years	Director of General National Archives of Malaysia
5.	<b>UPM. PTJ Code.600-4/4/10</b>  <b>OFFER OF ADMISSION FOR NEW STUDENTS</b>  <ul style="list-style-type: none"> <li>List of candidate who have been offered based on the status submitted by SPS on week 14 after the semester commences.</li> </ul>	PT/PT (P/O) Faculty/School/ Institute	PT/PT (P/O) Faculty/ School/ Institute	General Office of Deputy Dean at Faculty/ School/ Deputy Director at Institute  3 years	Director of General National Archives of Malaysia

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	<b>PROSEDUR PENGURUSAN PRESTASI PELAJAR SISWAZAH DALAM PROGRAM SECARA KERJA KURSUS</b>	No. Isu: <del>02</del> 03
		Tarikh: <del>30/06/2022</del> 26/09/2023

### 1.0 SKOP


Prosedur ini merangkumi semua pemantauan dan pengurusan prestasi pelajar siswazah dalam program secara kerja kursus bagi keputusan peperiksaan akhir.

### 2.0 TANGGUNGJAWAB

Penyelaras dan PT di PTJ 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/P013	Pengurusan Peperiksaan Akhir Kursus Pengajian Siswazah
UPM/PU/S/AK04/02	Arahan Kerja Peperiksaan Semula
UPM/PU/S/AK04/03	Arahan Kerja Semakan Gred Kursus
UPM/PU/S/AK04/04	Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan)

	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 2/9
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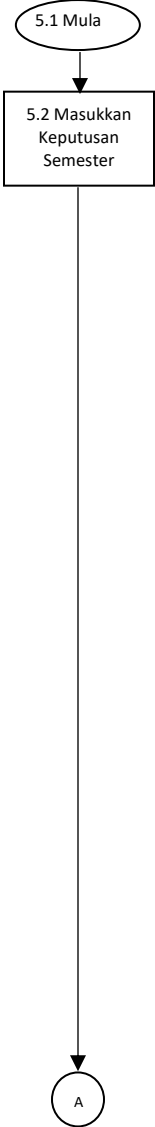
#### 4.0 TERMINOLOGI DAN SINGKATAN


i-GIMS	:	<i>Internet Graduate Information Management System</i>
JKPSU	:	Jawankuasa Pengajian Siswazah Universiti
Penasihat	:	Pensyarah yang akan membimbing pelajar yang dilantik oleh JKPSU
Penyelaras	:	Dekan/Timbalan Dekan Fakulti/Sekolah; Pengarah/Timbalan Pengarah Institut; Pegawai yang dilantik sebagai Penyelaras Pengajian Siswazah Fakulti/Sekolah/Institut
PNGK	:	Purata Nilai Gred Kumulatif
PS	:	Pengajian Siswazah
PT	:	Pegawai Tadbir
PTJ	:	Pusat Tanggungjawab
PTM	:	Pegawai Teknologi Maklumat
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
SPS	:	Sekolah Pengajian Siswazah
TM	:	Tidak Memuaskan
TNCAA	:	Timbalan Naib Canselor (Akademik dan Antarabangsa)

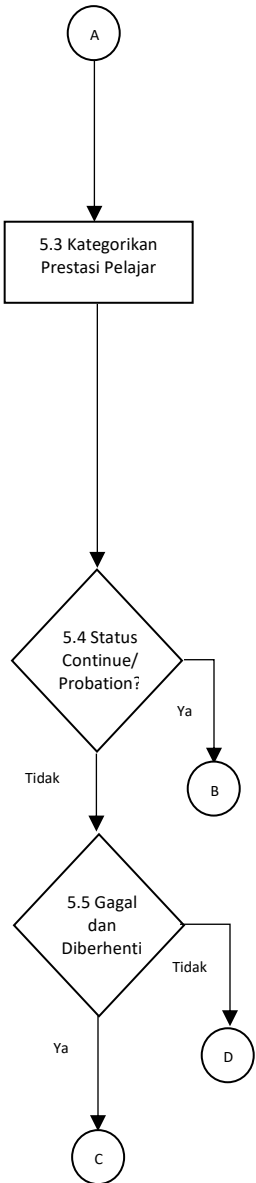



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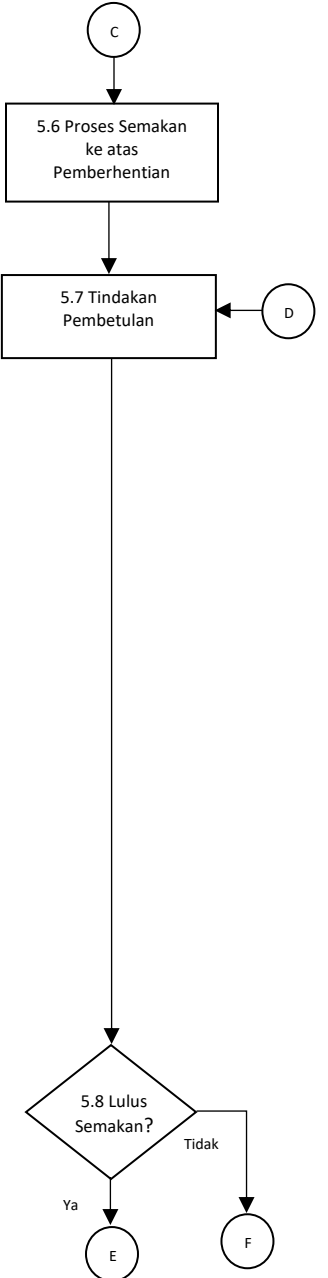
## 5.0 PROSES TERPERINCI


Tanggungjawab	Carta alir	Perincian	Rekod/Dokumen Rujukan
Pensyarah/ Penyelaras Kursus  PT/PT (P/O) SPS  PT/PT (P/O) SPS	 <pre> graph TD     A([5.1 Mula]) --&gt; B[5.2 Masukkan Keputusan Semester]     B --&gt; C((A))           </pre>	<p>5.2 Masukkan markah peperiksaan semester ke dalam i-GIMS dalam tempoh:</p> <ul style="list-style-type: none"> <li>(i) Dual               <ul style="list-style-type: none"> <li>• Semester Pertama: 10 hari</li> <li>• Semester Kedua: 14 hari</li> <li>• Semester Ketiga (bagi program yang menjalankan semester pendek): 14 hari</li> </ul> </li> <li>(ii) Trimester               <ul style="list-style-type: none"> <li>• Trimester Pertama: 7 hari</li> <li>• Trimester Kedua: 7 hari</li> <li>• Trimester Ketiga: 7 hari</li> </ul> </li> <li>(iii) Sesi (Program Perubatan)               <ul style="list-style-type: none"> <li>• Sesi Pertama: 14 hari</li> <li>• Sesi Kedua: 14 hari</li> </ul> </li> </ul> <p>selepas tarikh peperiksaan dijalankan. Sistem akan memberi catatan gred 'F' jika pensyarah gagal memasukkan markah/gred dalam tempoh yang telah ditetapkan dari tarikh Peperiksaan Akhir.</p> <p>Nota:</p> <ul style="list-style-type: none"> <li>• bagi Program Perubatan, proses kemasukan markah akan berlaku dalam sesi berikutnya.</li> <li>• Rayuan memasukkan markah lewat dibenarkan sehingga maksimum 14 hari selepas tarikh peperiksaan terakhir.</li> <li>• Pensyarah yang masih tidak memasukkan markah selepas <del>14 hari</del> tempoh yang ditetapkan pada perkara 5.2 (a) (i) (ii) (iii), <del>tarikh peperiksaan terakhir</del> kebenaran memasukkan markah adalah tertakluk kepada kelulusan TNCAA.</li> </ul>	Arahan Kerja Semakan Gred Kursus (UPM/PU/S/AK04/03)  Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan) (UPM/PU/S/AK04/04)

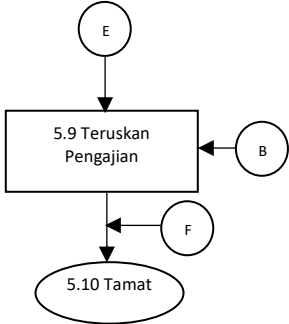
	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 4/9
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Tanggungjawab	Carta alir	Perincian	Rekod/Dokumen Rujukan
PT SPS  PT/PT (P/O) SPS  PT PTJ	 <pre> graph TD     A((A)) --&gt; B[5.3 Kategorikan Prestasi Pelajar]     B --&gt; C{5.4 Status Continue/ Probation?}     C -- Ya --&gt; B1((B))     C -- Tidak --&gt; D{5.5 Gagal dan Diberhenti}     D -- Ya --&gt; C1((C))     D -- Tidak --&gt; C2((D))           </pre>	<ul style="list-style-type: none"> <li>Keputusan semester dapat disemak melalui sistem i-GIMS 1 hari bekerja selepas mendapat perakuan Senat.</li> <li>Status pengajian pelajar adalah muktamad. Pelajar perlu membuat permohonan Semakan Gred atau Semakan Ke Atas Pemberhentian jika tidak berpuas hati dengan keputusan yang diperolehi.</li> </ul> <p>5.3 (a) Kategorikan prestasi semester sama ada <i>Continue</i>, <i>Probation</i> dan <i>Terminated</i>.</p> <p>(b) Hantar senarai nama pelajar mengikut status pengajian kepada pihak Fakulti/Sekolah/Institut selepas cetakan dibuat.</p> <p>(c) Majukan keputusan kepada Penyelaras.</p> <p>5.4 Status Continue/Probation?</p> <p>(a) Jika Ya, ikut Langkah 5.9. (b) Jika Tidak, ikut Langkah 5.7.</p> <p>5.5 Gagal dan Diberhentikan?</p> <p>(a) Jika Ya, ikut Langkah 5.6. (b) Jika Tidak, ikut Langkah 5.7.</p> <p>Nota:</p> <p>Pelajar <i>Terminated</i> daripada pengajian berasaskan salah satu perkara berikut:</p> <ol style="list-style-type: none"> <li>PNGK kurang dari 2.500.</li> <li>PNGK kurang dari 3.000 selepas status <i>Probation</i>.</li> <li>Gagal kursus Bahasa Inggeris dalam tiga kali percubaan</li> </ol>	Senarai nama pelajar mengikut status pengajian

	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 5/9
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		No. Isu: <del>02</del> 03
<b>PROSEDUR PENGURUSAN PRESTASI PELAJAR SISWAZAH DALAM PROGRAM SECARA KERJA KURSUS</b>	Tarikh: <del>30/06/2022</del> 26/09/2023	

Tanggungjawab	Carta alir	Perincian	Rekod/Dokumen Rujukan
PT/PT (P/O) SPS	 <pre> graph TD     C((C)) --&gt; B1[5.6 Proses Semakan ke atas Pemberhentian]     B1 --&gt; B2[5.7 Tindakan Pembetulan]     D((D)) --&gt; B2     B2 --&gt; D1{5.8 Lulus Semakan?}     D1 -- Ya --&gt; E((E))     D1 -- Tidak --&gt; F((F))           </pre>	5.6 Jika pelajar membuat permohonan semakan ke atas pemberhentian, bawa permohonan semakan untuk pertimbangan Jawatankuasa Semakan Siswazah. Kemukakan keputusan kepada Senat untuk pengesahan.	Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan) (UPM/PU/S/AK04/04)
Penasihat		5.7 (a) Pastikan kategori status pelajar adalah <i>Probation</i> iaitu $2.500 \leq \text{PNGK} < 3.000$ .	Arahan Kerja Peperiksaan Semula (UPM/PU/S/AK04/02)
Penasihat		(b) Nasihatkan pelajar untuk menduduki peperiksaan semula, jika layak (iaitu mendapat gred kurang dari B bagi kursus yang didaftar pada semester semasa). Jika tidak layak, nasihatkan pelajar untuk membuat semakan gred.	Arahan Kerja Semakan Gred Kursus (UPM/PU/S/AK04/03)
Penyelaras Kursus/ Pensyarah		(c) Maklumkan tarikh peperiksaan semula dan pastikan pelajar yang layak mendudukinya.	
Penyelaras Kursus/ Pensyarah		(d) Majukan gred peperiksaan semula ke SPS melalui Penyelaras Fakulti/Sekolah.	
PT/PT (P/O) SPS		(e) Masukkan markah/gred baharu pelajar ke dalam profil pelajar (dalam iGIMS).	
Penasihat/Penyelia		(f) Bincang perancangan pendaftaran bagi semester akan datang untuk meningkatkan PNGK.	
		5.8 Lulus Semakan? (a) Jika Ya, ikut Langkah 5.9. (b) Jika Tidak, ikut Langkah 5.10.	


	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 6/9
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Tanggungjawab	Carta alir	Perincian	Rekod/Dokumen Rujukan
PT/PT (P/O) SPS	 <pre> graph TD     E((E)) --&gt; B1[ ]     B1 --&gt; 5.9[5.9 Teruskan Pengajian]     B((B)) --&gt; 5.9     5.9 --&gt; F((F))     F --&gt; 5.10([5.10 Tamat]) </pre>	5.9 Maklumkan pelajar untuk meneruskan pengajian dan mendaftar mengikut peraturan yang ada.	


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		No. Isu: <del>02</del> 03
	<b>PROSEDUR PENGURUSAN PRESTASI PELAJAR SISWAZAH DALAM PROGRAM SECARA KERJA KURSUS</b>	Tarikh: <del>30/06/2022</del> 26/09/2023

## 6.0 REKOD


Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	<b>UPM.SPS.600-4/19/1 (No.Matrik)</b>  <b>FAIL PELAJAR</b> <ul style="list-style-type: none"> <li>Salinan Keputusan Peperiksaan Semester [jika berkaitan] (rujuk i-GIMS).</li> <li>Gred peperiksaan semula [jika berkaitan] (rujuk i-GIMS).</li> <li>Salinan surat makluman keputusan Semakan Gred [jika berkaitan].</li> <li>Salinan Notis untuk Membuat Semakan Ke Atas Pemberhentian [jika berkaitan].</li> <li>Salinan surat makluman keputusan Semakan ke Atas Pemberhentian [jika berkaitan].</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Bilik Fail Pelajar, SPS  Sekurang-kurangnya 3 tahun selepas pelajar bergraduat	Ketua Pengarah Arkib Negara Malaysia
2.	<b>UPM.Kod PTJ.600-4/19/1 (No.Matrik)</b>  <b>FAIL PELAJAR</b> <ul style="list-style-type: none"> <li>Salinan Keputusan Peperiksaan Semester [jika berkaitan] (rujuk i-GIMS).</li> <li>Gred peperiksaan semula [jika berkaitan] (rujuk i-GIMS).</li> <li>Salinan surat makluman keputusan Semakan Gred [jika berkaitan].</li> <li>Salinan Notis untuk Membuat Semakan ke Atas Pemberhentian [jika berkaitan].</li> <li>Salinan surat makluman keputusan Semakan ke Atas Pemberhentian [jika berkaitan].</li> </ul>	PT/PT (P/O) Fakulti/Sekolah/ Institut	PT/PT (P/O) Fakulti/Sekolah /Institut	Bilik Fail Fakulti/ Sekolah / Institut  Sekurang-kurangnya 2 tahun selepas pelajar bergraduat	Ketua Pengarah Arkib Negara Malaysia

	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 8/9
	<b>PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK &amp; ANTARABANGSA) Kod Dokumen: UPM/PU/S/P012</b>	No. Semakan: <del>10</del> 00
		No. Isu: <del>02</del> 03
	<b>PROSEDUR PENGURUSAN PRESTASI PELAJAR SISWAZAH DALAM PROGRAM SECARA KERJA KURSUS</b>	Tarikh: <del>30/06/2022</del> 26/09/2023

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
3.	<b>UPM.SPS.600/4/12/1</b>  <b>PENGURUSAN PEPERIKSAAN AKHIR KURSUS</b>  <ul style="list-style-type: none"> <li>Surat pengesahan fakulti bagi gred selepas peperiksaan semula.</li> <li>Dokumen lain yang berkenaan.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik  3 Tahun	Ketua Pengarah Arkib Negara Malaysia
4.	<b>UPM.Kod PTJ.600/4/12/1</b>  <b>PENGURUSAN PEPERIKSAAN AKHIR KURSUS</b>  <ul style="list-style-type: none"> <li>Salinan surat pengesahan fakulti bagi gred selepas peperiksaan semula [jika berkenaan].</li> <li>Dokumen lain yang berkenaan.</li> </ul>	PT/PT (P/O) Fakulti/Sekolah /Institut	PT/PT (P/O) Fakulti/Sekolah /Institut	Bilik Fail Fakulti/ Sekolah / Institut  3 Tahun	Ketua Pengarah Arkib Negara Malaysia
5.	<b>UPM.SPS.600-4/12/9</b>  <b>KEPUTUSAN PEPERIKSAAN AKHIR</b>  <ul style="list-style-type: none"> <li>Rekod Pos/Rekod pengambilan secara serahan di kaunter kepada pelajar.</li> <li>Salinan surat beserta senarai pelajar mengikut status pengajian yang dihantar ke Fakulti/Institut.</li> <li>Dokumen lain yang berkenaan.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik  3 Tahun	Ketua Pengarah Arkib Negara Malaysia
6.	<b>UPM.Kod PTJ.600-4/12/9</b>  <b>KEPUTUSAN PEPERIKSAAN AKHIR</b>  <ul style="list-style-type: none"> <li>Surat beserta senarai pelajar mengikut status pengajian.</li> <li>Dokumen lain yang berkenaan.</li> </ul>	PT/PT (P/O) Fakulti/Sekolah /Institut	PT/PT (P/O) Fakulti/Sekolah /Institut	Bilik Fail Fakulti/ Institut  3 Tahun	Ketua Pengarah Arkib Negara Malaysia

	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 9/9
	<b>PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK &amp; ANTARABANGSA) Kod Dokumen: UPM/PU/S/P012</b>	No. Semakan: <del>10</del> 00
	<b>PROSEDUR PENGURUSAN PRESTASI PELAJAR SISWAZAH DALAM PROGRAM SECARA KERJA KURSUS</b>	No. Isu: <del>02</del> 03  Tarikh: <del>30/06/2022</del> 26/09/2023

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
7.	<b>UPM.SPS.600-4/11/2</b>  <b>GAGAL DAN DIBERHENTIKAN</b> <ul style="list-style-type: none"> <li>Salinan surat Notis untuk Membuat Semakan Ke Atas Pemberhentian.</li> <li>Salinan surat keputusan permohonan.</li> <li>Rekod Pos.</li> <li>Dokumen lain yang berkenaan.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik  3 Tahun	Ketua Pengarah Arkib Negara Malaysia
8.	<b>UPM.SPS.600-4/1/6</b>  <b>MESYUARAT JAWATANKUASA SEMAKAN SISWAZAH (JKSS)</b> <ul style="list-style-type: none"> <li>Surat panggilan Mesyuarat.</li> <li>Kertas Mesyuarat JKSS.</li> <li>Minit Mesyuarat JKSS.</li> <li>Kertas Mesyuarat untuk Mesyuarat Senat.</li> <li>Petikan Minit Mesyuarat Senat.</li> <li>Dokumen lain yang berkenaan.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik  3 Tahun	Ketua Pengarah Arkib Negara Malaysia
9.	<b>UPM.Kod PTJ.600-4/1/6</b>  <b>MESYUARAT JAWATANKUASA SEMAKAN SISWAZAH (JKSS)</b> <ul style="list-style-type: none"> <li>Surat panggilan Mesyuarat [jika berkaitan].</li> <li>Kertas Mesyuarat JKSS [jika berkaitan].</li> <li>Petikan Minit Mesyuarat Senat – [jika berkaitan].</li> <li>Dokumen lain yang berkenaan.</li> </ul>	PT/PT (P/O) Fakulti/Sekolah/ Institut	PT/PT (P/O) Fakulti/Sekolah/ Institut	Bilik Fail Fakulti/ Sekolah / Institut  3 Tahun	Ketua Pengarah Arkib Negara Malaysia

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## 1.0 SCOPE

This procedure encompasses all monitoring and management of by coursework graduate students' performance for final examination results.


## 2.0 RESPONSIBILITY

Coordinator and PT at CR are responsible for the implementation of this procedure. All parties involved should adhere to this procedure.

## 3.0 REFERENCE DOCUMENT


Document Code	Document Title
Current	Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003
UPM/PU/S/P013	Procedure for Management of Postgraduate Final Exam
UPM/PU/S/AK04/02	Work Instruction of Re-examination
UPM/PU/S/AK04/03	Work Instruction of Course Grade Review
UPM/PU/S/AK04/04	Work Instruction of Review Against Termination (Fail and Terminated)



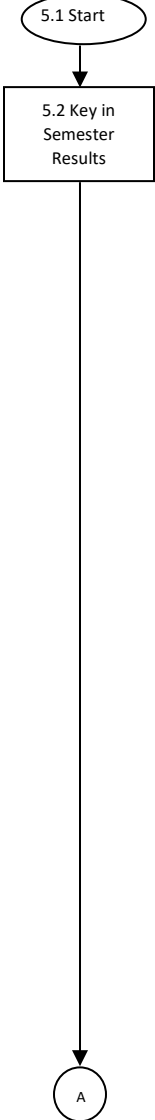
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#### 4.0 TERMINOLOGY AND ACRONYM

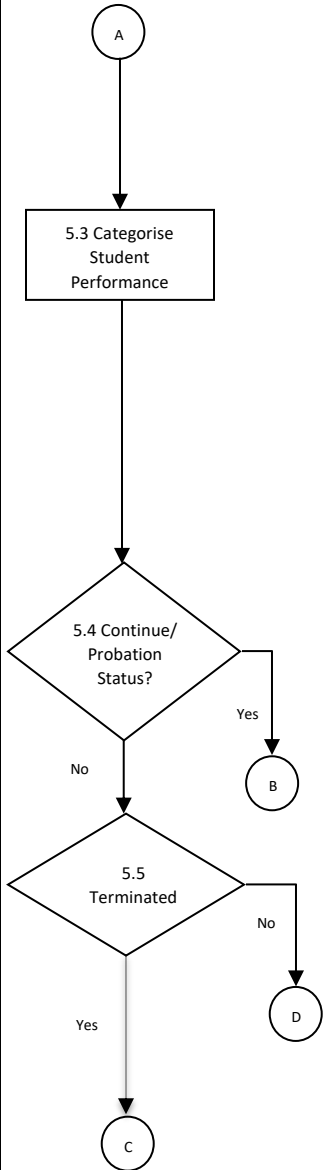
i-GIMS	:	Internet Graduate Information Management System
JKPSU	:	University Graduate Studies Committee
Advisor	:	Lecturer who will guide students before the appointment of a supervisor
Coordinator	:	Dean/Deputy Dean of Faculty/School; Director/Deputy Director of Institute; Officer appointed as Coordinator of Graduate Studies, Faculty/School/Institute
PNGK	:	Cummulative Grade Point Average
PS	:	Post Graduate Studies
PT	:	Administrative Officer
PTJ	:	Centre of Responsibility
PTM	:	Information Technology Officer
PT (P/O)	:	Administrative Assistant (Clerical and Operation)
SPS	:	School of Graduate Studies
TM	:	Unsatisfactory
TNCAA	:	Deputy Vice Chancellor (Academic and International)


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## 5.0 PROCESS IN DETAIL


Responsibility	Flowchart	Details	Reference Document/ Record
<p>Lecturer/ Course Coordinator</p> <p>PT/PT (P/O) SPS</p> <p>PT/PT (P/O) SPS</p>	 <pre> graph TD     Start([5.1 Start]) --&gt; Results[5.2 Key in Semester Results]     Results --- A((A)) </pre>	<p>5.2 Key in semester examination result into i-GIMS within:</p> <p>(i) Dual</p> <ul style="list-style-type: none"> <li>• First Semester: 10 days</li> <li>• Second Semester: 14 days</li> <li>• Third Semester (for programme that run short semester): 14 days</li> </ul> <p>(ii) Trimester</p> <ul style="list-style-type: none"> <li>• First Trimester: 7 days</li> <li>• Second Trimester: 7 days</li> <li>• Third Trimester: 7 days</li> </ul> <p>(iii) Session (Medical Programme)</p> <ul style="list-style-type: none"> <li>• First Session: 14 days</li> <li>• Second Session: 14 days</li> </ul> <p>after the examination date. The system will record 'F' grade if the lecturer fails to key in marks/grade within the stipulated period from the date of the Final Examination.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>• For the Medical Programme, the marks entry process will happen in the next session.</li> <li>• An appeal for late marks entry is allowed up to a maximum of 14 days after the last examination date.</li> <li>• For lecturers who still did not key in marks after <del>14 days</del> the given duration as mentioned in 5.2 (a) (i) (ii) (iii), <del>of the last examination date</del> permission for marks entry is subject to TNCAA approval.</li> </ul>	<p>Arahan Kerja Semakan Gred Kursus (UPM/PU/S/AK04/03)</p> <p>Arahan Kerja Semakan Ke Atas Pemberhentian (Gagal dan Diberhentikan) (UPM/PU/S/AK04/04)</p>

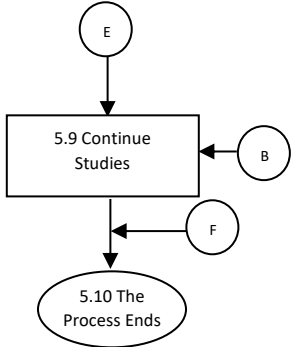
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Responsibility	Flowchart	Details	Reference Document/ Record
PT SPS  PT/PT (P/O) SPS  PT PTJ	 <pre> graph TD     A((A)) --&gt; S53[5.3 Categorise Student Performance]     S53 --&gt; D54{5.4 Continue/ Probation Status?}     D54 -- Yes --&gt; B((B))     D54 -- No --&gt; D55{5.5 Terminated?}     D55 -- Yes --&gt; C((C))     D55 -- No --&gt; D((D))           </pre>	<ul style="list-style-type: none"> <li>Semester result can be checked through the i-GIMS system one (1) working day after obtaining the Senate's approval.</li> <li>Student study status is final. Student needs to apply for Grade Review or Review Against Termination if dissatisfied with results obtained.</li> </ul> <p>5.3 (a) Categorize semester performance as Continue, Probation and Terminated</p> <p>(b) Send student name list according to study status to Faculty/School/Institute after printing has been done.</p> <p>(c) Forward the result to Coordinator.</p> <p>5.4 Continue/Probation Status?</p> <p>(a) If Yes, go to Step 5.9.</p> <p>(b) If No, go to Step 5.5.</p> <p>5.5 Terminated?</p> <p>(a) If Yes, go to Step 5.6.</p> <p>(b) If No, go to Step 5.7.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>Student Terminated from studies based on any of the following:               <ol style="list-style-type: none"> <li>CGPA less than 2.500.</li> <li>CGPA less than 3.000 after Probation status.</li> <li>Fail English course in three attempts</li> </ol> </li> </ul>	Student name list according to study status

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Responsibility	Flowchart	Details	Reference Document/ Record
PT/PT (P/O) SPS	<pre> graph TD     C((C)) --&gt; B[5.6 Review Process on Termination]     B --&gt; A[5.7 Corrective Action]     D((D)) --&gt; A     A --&gt; E{5.8 Pass Review?}     E -- Yes --&gt; E((E))     E -- No --&gt; F((F))           </pre>	5.6 If student applies for Review Against Termination, bring application of review for the consideration of Graduate Review Committee. Present result to the Senate for validation.	Work Instruction For Review Against Termination (Fail and Terminated) (UPM/PU/S/AK04/04)
Advisor		5.7 (a) Ensure student status category is Probation which is $2.500 \leq \text{CGPA} < 3.000$ .	Work Instruction For Re-examination (UPM/PU/S/AK04/02)
Advisor		(b) Advise student to sit for re-examination, if eligible (grade is less than B for course registered in the current semester). If not eligible, advise student to apply for grade review	Work Instruction For Course Grade Review (UPM/PU/S/AK04/03)
Course Coordinator/ Lecturer		(c) Inform students of re-examination date and ensure they are eligible to sit for it.	
PT/PT (P/O) SPS		(d) Forward re-examination grade to SGS through Faculty/School Coordinator.	
Advisor/Supervisor		(e) Enter marks/grade for new students into student profile (on i-GIMS).	
		(f) Discuss registration plans for upcoming semester to increase CGPA.	
		5.8 Pass Review ? (a) If Yes, go to Step 5.9. (b) If No, go to Steep 5.10.	


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Responsibility	Flowchart	Details	Reference Document/ Record
PT/PT (P/O) SPS	 <pre> graph TD     E((E)) --&gt; B1[5.9 Continue Studies]     B((B)) --&gt; B1     B1 --&gt; F((F))     F --&gt; B2[5.10 The Process Ends] </pre>	5.9 Inform student to continue studies and register according to existing regulations.	


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## 6.0 RECORD

No.	File Code, File Title and Record List	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
1.	<b>UPM.SPS.600-4/19/1 (Matrik No.)</b>  <b>STUDENT'S FILE</b> <ul style="list-style-type: none"> <li>• Copy of Semester Examination Result [if related] (refer i-GIMS).</li> <li>• Re-examination Grade [if related] (refer i-GIMS).</li> <li>• Copy of letter to inform result of Grade Review [if related].</li> <li>• Copy of Notice of Review Against Termination [if related].</li> <li>• Copy of letter to inform result of Review Against Termination [if related].</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Student File Room, SGS  At least 3 years after the student has graduated	Director of General National Archives of Malaysia
2.	<b>UPM.PTJ Code.600-4/19/1 (Matrik No.)</b>  <b>STUDENT'S FILE</b> <ul style="list-style-type: none"> <li>• Copy of Semester Examination Result [if related] (refer i-GIMS).</li> <li>• Re-examination Grade [if related] (refer i-GIMS).</li> <li>• Copy of letter to inform result of Grade Review [if related].</li> <li>• Copy of Notice of Review Against Termination [if related].</li> <li>• Copy of letter to inform result of Review Against Termination [if related].</li> </ul>	PT/PT (P/O) Faculty/School/Institute	PT/PT (P/O) Fakulti/School/Institut	Faculty/School/Institute File Room  At least 2 years after the student has graduated	Director of General National Archives of Malaysia


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No.	File Code, File Title and Record List	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
3.	<b>UPM.SGS.600/4/12/1</b>  <b>MANAGEMENT OF COURSE FINAL EXAMINATION</b> <ul style="list-style-type: none"> <li>• Copy of letter to Dean of SPS for application to enter grade late [if related].</li> <li>• Copy of faculty confirmation letter of grade after re-examination.</li> <li>• Other relevant documents.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit  3 Years	Director of General National Archives of Malaysia
4.	<b>UPM.PTJ Code.600/4/12/1</b>  <b>MANAGEMENT OF COURSE FINAL EXAMINATION</b> <ul style="list-style-type: none"> <li>• Copy of letter to SGS Dean for application to enter grade late [if related].</li> <li>• Copy of faculty confirmation letter of grade after re-examination [if related].</li> <li>• Other relevant documents.</li> </ul>	PT/PT (P/O) Faculty/School/ Institute	PT/PT (P/O) Faculty/School/ Institute	Faculty/ School/ Institute File Room  3 Years	Director of General National Archives of Malaysia
5.	<b>UPM.SPS.600-4/12/9</b>  <b>EXAMINATION RESULT</b> <ul style="list-style-type: none"> <li>• Postal Record/Record of collection by hand at the counter (by student).</li> <li>• Copy of letter with list of students according to study status sent to Faculty/Institute.</li> <li>• Other relevant documents.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit  3 Years	Director of General National Archives of Malaysia

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No.	File Code, File Title and Record List	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
6.	<b>UPM. PTJ Code.600-4/12/9</b>  <b>EXAMINATION RESULT</b> <ul style="list-style-type: none"> <li>Letter with list of students according to study status.</li> <li>Other relevant documents.</li> </ul>	PT/PT (P/O) Fakulti/School/ Instituted	PT/PT (P/O) Fakulti/School/ Institut	Faculty/ School/ Institute File Room  3 Years	Director of General National Archives of Malaysia
7.	<b>UPM.SPS.600-4/11/2</b>  <b>TERMINATION</b> <ul style="list-style-type: none"> <li>Copy of Notice of Review Against Termination.</li> <li>Copy of application result letter. Postal records.</li> <li>Other relevant documents.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit  3 Years	Director of General National Archives of Malaysia
8.	<b>UPM.SPS.600-4/1/6</b>  <b>GRADUATE REVIEW COMMITTEE MEETING (JKSS)</b> <ul style="list-style-type: none"> <li>Notice of Meeting.</li> <li>JKSS Meeting Paper.</li> <li>JKSS Meeting Minute.</li> <li>Meeting Paper for Senate Meeting.</li> <li>Excerpt from Minutes of Senate Meeting.</li> <li>Other relevant documents.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit  3 Years	Director of General National Archives of Malaysia



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No.	File Code, File Title and Record List	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
9.	<b>UPM.PTJ Code.600-4/1/6</b>  <b>GRADUATE REVIEW COMMITTEE MEETING (JKSS)</b> <ul style="list-style-type: none"> <li>• Notice of Meeting [if related].</li> <li>• JKSS Meeting Paper [if related].</li> <li>• Excerpt from Minutes of Senate Meeting – [if related].</li> <li>• Other relevant documents.</li> </ul>	PT/PT (P/O) Fakulti/School/ Institut	PT/PT (P/O) Fakulti/School/ Institut	Faculty/ School/ Institute File Room  3 Years	Director of General National Archives of Malaysia



### 3. RANGKA KURSUS

BIL	KANDUNGAN	JAM SYARAHAN	MINGGU/ PERJUMPAAN
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

### 4. AMALI (Jika berkaitan)

BIL	KANDUNGAN	JAM SYARAHAN	MINGGU/ PERJUMPAAN
1			
2			
3			
4			
5			

NO. SEMAKAN: 02 03

NO. ISU: 02

TARIKH KUATKUASA: 20/08/2019 26/09/2023

6			
7			
8			
9			
10			
11			
12			

5. **PENILAIAN KURSUS/AMALI**

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6. **SENARAI RUJUKAN**

(Nota: Sila rujuk rangka kursus terkini yang telah disahkan oleh Ketua Jabatan)

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~~(Nota: Sila rujuk rangka kursus terkini yang disahkan oleh Ketua Jabatan)~~

7. **MAKLUMAT TAMBAHAN** (Jika berkaitan)

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**Tandatangan dan Cap Rasmi**

\_\_\_\_\_  
**Tarikh**

**BAHAGIAN B PENGESAHAN OLEH PENYELARAS/KETUA JABATAN/KETUA PROGRAM**

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**Tandatangan dan Cap Rasmi**

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**Tarikh**

NO. SEMAKAN: ~~02~~ 03

NO. ISU: 02

TARIKH KUATKUASA: ~~20/08/2019~~ 26/09/2023