



Institut
Pengajian Siswazah

The
Process and
Procedure
for Postgraduate
Coursework and
Mixed Mode Programmes

Amendment **2023**

PROCESS AND PROCEDURE FOR POSTGRADUATE STUDIES (AMENDMENT 2023)

Master's Degree Programme by Coursework
Master's Degree Programme by Mixed Mode
Doctoral Degree Programme by Coursework
Doctoral Degree Programme by Mixed Mode

The Process and Procedure (Amendment 2023) is an important reference for all postgraduate administrative of UiTM. Administrator are encouraged to read and familiarise with all provisions applicable to the process and procedure of postgraduate programme in UiTM.

This Process and Procedure is to be read together with the Academic Rules and Regulations for Postgraduate Studies and Program Standard. Application of compliance is subject to whichever is higher.

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ABBREVIATION

APEL(A)	:	Accreditation of Prior Experiential Learning (Access)
APEL(C)	:	Accreditation of Prior Experiential Learning (Credit Award)
APF	:	Faculty Postgraduate Award
APC	:	Excellence Research Award
ASC	:	Excellence Master Award
AVC	:	Assistant Vice Chancellor
BHEA	:	The Academic Affairs Division
BPPA	:	Academic Assessment and Evaluation Division
CGPA	:	Cumulative Grade Point Average
DVC	:	Deputy Vice Chancellor
FLP	:	Flexible Learning Programme
GPA	:	Grade Point Average
HiCOEs	:	Higher Institutions' Centre of Excellence
IHL	:	Institution of Higher Learning
InQKA	:	Institute of Quality & Knowledge Advancement
IPSiS	:	Institute of Graduate Studies
IRMI	:	Institute of Research Management & Innovation
JAF	:	Faculty Academic Committee
JAN	:	State Academic Committee
JKAPS	:	Faculty Postgraduate Academic Sub-Committee
JKIPA	:	Academic Assessment Central Committee
JPPKP	:	Revision and Correction Examination Result Committee
TS	:	Complete with Award
UHEK	:	Curriculum Affairs Unit
UiTM	:	Universiti Teknologi MARA
VC	:	Vice-Chancellor

PART ONE : DEFINITION

The Process and Procedures for Postgraduate Coursework and Mixed Mode Programme (Amendment 2023)

- 1. Academic Assessment Central Committee (JKIPA)**
Responsible for discussing, deciding, supporting and approving of academic assessment of the university.
- 2. Academic Centre**
Academic Centre is an Institute, Academic or Centre established under Section 8(1) Act 173.
- 3. Academic Conferment**
Master and Doctoral Degrees are the conferment awarded to students who have fulfilled study programme requirements and have satisfied the conditions stipulated by the University upon the Senate's endorsement.
- 4. Academic Staff**
Academic staff appointed by the University that includes Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers, and other individuals teaching in the university.
- 5. Appeal for Remarking of Final Examination Script**
Appeal for remarking of the final examination script of a particular course that has a final examination.
- 6. Appeal for Study Extension**
Appeal for an extension of study duration when the student exceeds the maximum duration of study.
- 7. Assessment**
Written or oral test or any evaluation of assignment, written work, laboratory work, workshop, studio and practicum that must be carried out by students for academic status and conferment.
- 8. Assistant Vice Chancellor College of Study**
Assistant Vice Chancellor is an academic staff appointed by the Vice Chancellor to lead a College of Study under Section 8(2) Act 173.
- 9. Audit Course**
Courses taken by students that do not contribute to the accumulation of credit units.
- 10. Awards**
Awards given to students based on their academic achievements.
- 11. Bespoke Courses**
Informal learning at Master's degree level for Malaysian citizen.

- 12. Bursary**
The University's key financial officer who is appointed by the Board of Directors under Section 22 Act 173.
- 13. Branch Academic Committee (JAN)**
Responsible for managing all programme and academic affairs at UiTM Branch Campus.
- 14. Candidate**
One who has applied for academic awards or has been offered a postgraduate study programme in the University.
- 15. Complete Status**
Status given to a student who has passed and completed all the academic requirements of the University.
- 16. Core Courses**
Compulsory courses that must be taken by students for a particular programme.
- 17. Course**
Subject or training programme (in all forms), as listed in the programme structure.
- 18. Course Registration Slip**
Statement that lists all the registered courses in a particular semester based on a study plan.
- 19. Course Status**
Status given to the student according to the grade obtained by the student.
- 20. Courses with pre-requisite**
Courses set by the Faculty/Academic Centre as stated in the course information which need to be fulfilled and passed prior to enrolling in another course.
- 21. Conspectus**
A critical review report submitted by a masters or doctoral candidate which includes and integrates creative works or artefacts as evidence of advanced knowledge and scholarship to address all aspects of masters or doctoral outcomes.
- 22. Coordinator of Postgraduate Programme**
An academic staff appointed by the Dean/Head of Academic Centre/Rector to coordinate postgraduate programmes at college/faculty/ academic centre/branch campuses.

- 23. Coursework Programme**
The postgraduate programmes with a research component of less than 50 percent.
- 24. Courses Without Grade**
Courses in the study plan taken by students with PASS or FAIL status.
- 25. Credit Exemption**
Credit Exemption refers to the credit unit of a study plan that has been waived, determined during the admission process into the programme.
- 26. Credit Transfer**
Process of transferring course credit (horizontal) together with the grade that students have taken in a programme to another programme that led to another award.
- 26.1. Credit Transfer Among IHL**
Credit transfer for an equivalent course obtained from any IHL programme as approved by the respective College/Faculty/Academic Centre/ UiTM Branch Campus.
- 26.2. Internal Credit Transfer**
Credit Transfer for students who have graduated with a Master's or Doctoral Degree in related fields from this University or whose change of programme have been approved at the same level in this University where all the course grades with the same code or equivalent to the original programme are transferred to the new programme.
- 26.3. APEL (C)**
The award of access for the prior experiential learning towards a course in an accredited programme of the University.
- 26.4. APEL (C)**
The award of credits for the prior experiential learning towards a course in an accredited programme of the University.
- 27. Credit Unit**
The value of the load of one (1) credit unit is equivalent to forty (40) learning hours within a fourteen (14) week semester.
- 28. Credit Values**
A credit value is the multiplication product of grade value and credit unit.

$$\textit{Credit Values} = \textit{Grade Value} \times \textit{Credit Unit}$$

- 29.** College of Study
College of Study refers to any academic entities established under Section 8(1) Act 173.
- 30.** College of Studies Postgraduate Academic Sub-Committee (JAPPIKP)
Responsible for managing all programmes and academic affairs at the College of Study.
- 31.** Cumulative Grade Point Average (CGPA)
The cumulative grade point average is the average grade value obtained by a student in all examinations taken and calculated as follows:
- $$CGPA = \frac{\text{Total credit values achieved for all semester}}{\text{Total credit units accumulated for all semester}}$$
- 32.** Dean
An academic staff appointed by the Vice Chancellor (VC) under Section 8(2) of Act 173 to head a particular Faculty or Academy.
- 33.** Dean of Postgraduate Studies
An academic staff appointed by the Vice Chancellor (VC) under Section 8(2) of Act 173 to head IPSis.
- 34.** Deferment of Registration
Permission given to a candidate to defer the registration due to certain reasons.
- 35.** Deferment of Academic Semester
Permission given to a student to defer semester due to certain reasons other than health issues.
- 36.** Deputy Dean of Postgraduate Studies
Academic staff appointed by the Vice Chancellor (VC) to assist the Dean of IPSis.
- 37.** Deputy Dean of Postgraduate Studies (Faculty)
Academic staff appointed by the Deputy Vice Chancellor (Academic & International) to assist the Dean of Faculty.
- 38.** Deputy Vice-Chancellor
An officer appointed by the Minister under Section 20(7A) of Act 173.
- 39.** Director / Dean of Academic Centres
An academic staff appointed by the Vice Chancellor (VC) to head a particular academic centre under Section 8(2) of Act 173.

- 40. Disciplinary Action**
Disciplinary action taken by the University Disciplinary Board against students who have breached the Education Institutions Act (Discipline) 1976 (Act 174).
- 41. Dissertation**
The documentation of the original research prepared and submitted by the students in a coursework or mixed-mode programme.
- 42. Elective Course**
Non-core courses that students can take as specified in the study plan.
- 43. Evaluation**
Measurement of a student's performance either in a form of examination, dissertation, or academic assignments specified by a particular programme.
- 44. Examination Result Slip**
Statement that lists the detailed information of the examination results for a particular semester endorsed by the Senate.
- 45. Examination Attendance Slip**
Statement that lists all registered courses and allows a student to sit for examination in a particular semester.
- 46. Examiners**
 - 46.1. Internal Examiner**
Panel of experts from the University who are appointed by the University to examine student's thesis / dissertation / conspectus / project report.
 - 46.2. External Examiner**
Panel of experts from other IHL or industry who are appointed by the University to examine students' thesis / dissertation / conspectus / project report.
- 47. Faculty**
Any academic entity established under Section 8(1) of Act 173.
- 48. Faculty Academic Committee (JAF)**
Responsible for managing all programmes and academic affairs at the College/Faculty/ Academic Centre.
- 49. Faculty Postgraduate Academic Sub-Committee (JKAPS)**
Responsible for managing the postgraduate programmes and academic affairs at College/Faculty/Academic Centre/UiTM Branch campus.
- 50. Fees**
Charges specified by the University.

- 51.** Grade
A value in the form of alphabet to indicate student's performance in a course.
- 52.** Grade Point Average (GPA)
Grade Point Average is the achievement value of a student in a particular semester and is calculated as follows:
- $$GPA = \frac{\textit{Total registered credit values in particular semester}}{\textit{Total credit units accumulated in particular semesters}}$$
- 53.** Grade Value
Grade values are numerical values awarded as an indication of students' performances in a particular course.
- 54.** Head of Academic Centre
An academic staff appointed by the VC to head a particular academic centre under Section 8(2) of Act 173.
- 55.** Head of Centre for Postgraduate Studies
An academic staff appointed by the Deputy Vice-Chancellor (Academic and International) to head the centre of postgraduate studies at the College/Faculty/Academic Centre/UiTM Branch Campus.
- 56.** Head of Postgraduate Studies
An academic staff appointed by the Deputy Vice-Chancellor (Academic and International) to head the respective departments/units in IPSis.
- 57.** Incomplete (TL) Status
The status given to the students who have not submitted their complete thesis / dissertation / conspectus / project report/thesis after project presentation/viva voce within the stipulated time of current semester.
- 58.** Institute of Postgraduate Studies (IPSis)
An institute responsible to administer all affairs pertaining to postgraduate studies.
- 59.** Institutions of Higher Learning (IHL)
All Institutions of Higher Learning other than the University.
- 60.** Mixed Mode Programme
The postgraduate programmes with at least a 50 percent research component.
- 61.** Modes of Study
Modes of study offered by the University are:
- 61.1.** Full-time
Mode of study in which the duration is as stipulated in the programme structure.

- 61.2. Part-time**
Mode of study in which the duration is longer than the full-time mode as stipulated in the programme structure.
- 61.3. Flexible Learning Programme (FLP)**
FLP allows students to decide the time, place, and learning methods that are compatible with their needs and interests. This is an integrated programme designed for students who are interested in enhancing their careers.
- 62. Plagiarism**
Copying of work and/or ideas of others as stated in UiTM Plagiarism Policy either from printed or electronic media without acknowledging the source.
- 63. Postgraduate Studies Programme**
Academic programme set by the University to confer for a Master's or Doctoral Degree.
- 64. Probation**
A status given to a student whose performance is not satisfactory.
- 65. Programme Structure**
The composition and classification of courses (Core, Non-core and Elective) in a coursework or mixed-mode programme.
- 66. Project Report**
The documentation of the research component prepared and submitted by the students in a coursework or mixed mode programme.
- 67. Rector**
The Rector is an academic staff appointed by the Minister under Section 7(2) of Act 173 to act as the Management and Academic Chief of a UiTM branch campus.
- 68. Registrar**
The Registrar is the key officer of the University's Registrar office who is appointed by the University Board of Directors under Section 21 of Act 173.
- 69. Revocation of Student's Status**
A status given to a student who fails to register and pay tuition fee.
- 70. Semester**
An academic session determined by the University according to the guidelines set by the Ministry.
- 71. Senate**
University Senate established under Section 16A of Act 173 to provide advisory services to the University Board of Directors on all academic affairs of the University.

- 72. Special Leave**
Leave applied by students due to health-related reasons with the approval of JAPPIKP/JKAPS.
- 73. Student**
An individual who has registered with the University to enrol in a postgraduate programme, has paid the tuition fees and registered for courses.
- 74. Student Disciplinary Board**
Student Disciplinary Board established under Section 5(1) of the Education Institutions Act (Discipline) 1976 (Act 174) to manage the hearing of student disciplinary cases.
- 75. Study Plan**
List of courses set by the programme for every semester for the purpose of conferment of a Master's or Doctoral Degree. The courses listed are based on the minimum duration of study.
- 76. Supervisor**
- 76.1. Main Supervisor**
An academician who has been appointed by the University to supervise student's research activities.
- 76.2. Co-Supervisor:**
An academician or expert from industry who has been appointed by the University to be part of the supervisory committee.
- 77. Suspension of Study**
Penalty by the University Disciplinary Board that disallows students from resuming their study for a specified period.
- 78. Temporary Suspension of Study**
Temporary suspension status is imposed on:
- Students who fail to attend a University Disciplinary Board hearing for a disciplinary offence after being summoned verbally and in writing.
 - Students who fail to pay any penalty or damages as stipulated by the University Disciplinary Board within a specified period.
- 79. The University Board of Directors**
The University Board of Directors consists of members appointed by the Minister under section 13 of Act 173.
- 80. Thesis**
The documentation of the original research prepared and submitted by the students in a coursework or mixed-mode programme.

- 81.** Transcript
Official statement printed by the University that lists the students' detailed examination results for all courses taken throughout the duration of study.
- 82.** UiTM Branch Campus
UiTM Branch Campus is a branch of the University established under Section 7(2) Act 173.
- 83.** University
University refers to Universiti Teknologi MARA (UiTM) established under the Universiti Teknologi MARA Act 1976, Universiti Teknologi MARA 1976 (Act 173) Amended in 2006.
- 84.** Vice Chancellor
The Vice-Chancellor is appointed by the Minister to act as the University's Chief Executive under Section 20 of Act 173.
- 85.** Viva voce
Oral presentation by students to defend their dissertation/thesis/conspectus to a panel of examiners.

PART TWO: PROCESS & PROCEDURES

1 APPLICATION, ADMISSION AND REGISTRATION

All applications into UiTM are made online. Candidates' eligibility is based on the requirements of the academic programme, which will be assessed by College/Faculty/Academic Centre/Branch Campus. The issuance of offer letter is the responsibility of IPSis. Successful candidates are required to register on the specific date as stipulated in the offer letter.

1.1 Application and Student Selection

- a) Application to all UiTM postgraduate programmes should be made online via IPSis's website.
- b) Coursework and Mixed Mode Programme intake sessions are in March and October.
- c) IPSis will set the schedule for admission and registration for all postgraduate programme.
- d) The application schedule for Coursework and Mixed Mode Programme are published on IPSis's website.
- e) Activity Calendar for new intake will be shared by IPSis to College/Faculty/Academic Centre/Branch Campus Postgraduate Centre at the beginning of semester.
- f) For programme with interview requirement College/Faculty/Academic Centre/Branch Campus Postgraduate Centre need to set the interview date, conduct the interview and select the candidate.
- g) All applications will be referred to the respective College/Faculty/Academic Centre/Branch Campus Postgraduate Centre for selection process. The selection result will be submitted to IPSis for the issuance of offer letters via e-KPS system.

1.2 Entry Requirements

- a) Entry requirements for master or doctoral degree programmes are according to the requirements set by the College/Faculty/Academic Centre/Branch Campus.
- b) Candidates without a qualification in the related fields or relevant working experience must undergo appropriate pre-requisite courses. Details of pre-requisite course can be referred at College/Faculty/Academic Centre/Branch Campus website.
- c) Certain programmes may have specific requirements such as submission of a portfolio of related work, an interview or working experience. Details of requirements can be found at the website of respective faculty.

1.2.1 Additional requirement for international applicant

- a) International applicant must provide English Competency Certificate (if applicable). Requirements for English competency may differ between programmes at the same study level. Refer to the English Competency Requirement for UiTM Postgraduate (Masters and PhD) Booklet which can also be downloaded at <https://bit.ly/PGUiTMEngCompetency>

- b) Applicant who does not meet the English competency requirement is required to attend English Proficiency Class (EPC). At the end of the EPC, candidate is required to sit for IELTS/TOEFL/MUET examination and meet competency level according to the academic program.
- c) Applicants who are required to attend EPC must register and complete EPC class in semester one (1) before they can embark for the academic programme as stated in the offer letter. The applicant must submit the English competency result within two (2) years from the date of registration.

1.3 Local Application

The application process flow can be referred to **Flowchart 1.3**.

1.3.1 Personal Identification Number (PIN)

Applicant must purchase RM50 Personal Identification Number (PIN) prior to application according to type of programme applied. This can be done via:

- a) Direct purchase from Bank Simpanan Nasional (BSN) or
- b) Online payment or Cash Deposit Machine (CDM) to Bendahari UiTM.

Account number : 12177010005510

Bank : BANK ISLAM MALAYSIA BERHAD

The candidate who made payment through online or Cash Deposit Machine (CDM) must email the payment slip to bpk@uitm.edu.my and provides full name, IC number, programme type (coursework or research) and phone number. IPSis will generate PIN number and email to the applicant. The applicant can proceed with the application by log in to <https://online.uitm.edu.my/ipsis/>

1.3.2 Submission of Application

A complete application form and related documents must be sent to the respective College/Faculty/Academic Centre/Branch Campus Postgraduate Office via email or courier service. The contact details of the respective College/Faculty/Academic Centre/Branch Campus can be viewed at <https://bit.ly/listofcontactdetails>. The list of the related documents are as follows:

- a) A copy of Online Application Form
- b) A copy of Identification Card (I/C) (Certified True Copy)
- c) A copy of Official Academic Transcript and Certificate/Completion Letter (Certified True Copy)
- d) Two (2) Referee Reports
(https://ipsis.uitm.edu.my/images/pdf/referee_report.pdf)
- e) Primary Examinations Certificate (RACDS, MJDS or MOrth) for Dentistry Programme only
- f) Annual Practising Certificate (APC) for Dentistry Programme only
- g) Work proof letter (if applicable)

Certification of documents can be made by Notary Public Office/Commissioner of Oath/Government Officer (Management and Professional Level, Grade 41 and above)

1.4 International Application

- a) The application process flow can be referred to **Flowchart 1.4**.
- b) The processing fee for International applicants is USD50 (not residing in Malaysia) and RM150 (residing in Malaysia). The processing fee can be paid to the followings:
 - i) For International applicant **RESIDING in MALAYSIA**

Bank	:	BANK ISLAM MALAYSIA BERHAD
Account No.	:	12177010005510
Amount in RM	:	RM150.00
Bank	:	BANK ISLAM MALAYSIA BERHAD

- ii) For International applicant **NOT RESIDING in MALAYSIA**

Bank	:	BANK ISLAM MALAYSIA BERHAD
Account Name	:	UNIVERSITI TEKNOLOGI MARA (UITM)
Address	:	Akaun Terimaan Pengurusan UiTM, Aras 3, Bangunan Canseleri Tuanku Syed Sirajudin, 40450 Shah Alam, Selangor Darul Ehsan
City / State of Bank	:	Shah Alam, Selangor Darul Ehsan
SWIFT Code	:	BIMBMYKL
Account No.	:	12177010005510
Amount in USD	:	USD50.00
City / State of Bank	:	Shah Alam, Selangor Darul Ehsan
SWIFT Code	:	BIMBMYKL

Note:

- a) The candidate must email the receipt or payment slip to ipsisadmission@uitm.edu.my and provides full name, passport number and programme type (coursework or mixed mode).
- b) The application will only be processed after the processing fee are paid and the related documents are emailed to ipsisadmission@uitm.edu.my. The documents are as follows:
 - i) A copy of Online Application Form
 - ii) A copy of Passport – Pages with Photo and Signature (Certified True Copy)
 - iii) A copy of Official Academic Transcript and Certificate/Completion Letter (Certified True Copy)
 - iv) A copy of Translated Academic Transcript and Certificate/Completion Letter for document in other than English language (Certified True Copy)

- v) Two (2) Referee Reports
(https://ipsis.uitm.edu.my/images/pdf/referee_report.pdf)
- vi) A copy of English Proficiency Certificate (IELTS / TOEFL / MUET / CEFR)
- vii) Primary Examinations Certificate (RACDS, MJDS or MOrth) for Dentistry Programme only
- viii) Annual Practising Certificate (APC) for Dentistry Programme only
- ix) Work proof letter (if applicable)

Certification of documents can be made by Notary Public Office/Commissioner of Oath/Government Officer (Management and Professional Level, Grade 41 and above)

1.5 Application from UiTM's Graduate and Final Semester Student (e-Pursuit)

The application process flow can be referred to **Flowchart 1.5**.

- a) There are four (4) categories of e-Pursuit applicants:
 - i) UiTM Bachelor Degree graduates from the previous convocation session;
 - ii) UiTM Master's Degree graduates from the previous convocation session;
 - iii) UiTM final semester Bachelor's degree student who obtained a minimum CGPA of 2.75;
 - iv) UiTM final semester Master's degree student from Coursework or Research programme
- b) Eligible candidates will be invited to apply using following link <https://bit.ly/PGUiTMMePursuit> for admission into postgraduate programme. The invitation will be sent via Short Messaging Service (SMS) by IPSis.
- c) In the application form, student will be given the proposed programme based on the previous academic programme.
- d) Student need to update their contact information.
- e) Student are allowed to change the proposed programme.
- f) No processing fee will be imposed to e-Pursuit application.

1.6 Selection Process

The application process flow can be referred to **Flowchart 1.6**. Selection process for all programmes, local and international students are carried out by the Postgraduate office of respective College/Faculty/Academic Centre/UiTM Branch Campus. KPPS is responsible to:

- a) Ensure the application submitted fulfilled the entry requirements of the applied programme.
- b) Nominate panel of interviewers for interview session (if applicable);
- c) Set an interview session (if applicable). Interview form can be downloaded at <https://bit.ly/PGUiTMInterviewAssessment>,
- d) Present the number of successful applicants at JAPPIKP/JKAPS for endorsement,

- e) Update the application results in e-KPS system.

1.6.1 Local Applicants

College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office are responsible to:

- a) check e-KPS system for list of application.
- b) check and review the provided documents to ensure that the entry requirement has been met.
- c) contact applicants to submit related documents (if necessary)
- d) contact applicants for an interview (if applicable)
- e) update the application results in e-KPS system for local applicant based on these categories namely full offer, conditional offer, conditional pre-requisite or reject.

1.6.1.1 Full offer

The application process flow can be referred to **Flowchart 1.6.1.1**. Applicants who fulfilled the entry requirements, submitted complete documents and passed the interview (if applicable) will receive full offer letter. The full offer processes are as follows:

- a) KPPS must select the full offer box in e-KPS system.
- b) IPSis will generate offer letter to the successful applicants in SIMS intake.
- c) IPSis will notify successful applicant via SMS with offer letter link for applicants to download the full offer letter.
- d) Successful applicants can check their application status at <https://bit.ly/applicationcheck>
- e) Successful applicants may accept or decline the offer by selecting the "Agree to accept" or "Decline" box.
- f) If the applicant declined the offer, they need to choose the reason for declining the offer.

1.6.1.2 Conditional offer

The application process flow can be referred to **Flowchart 1.6.1.2**. Applicants with incomplete documents or who are in their final semester will receive conditional offer letter. The conditional offer processes are as follows:

- a) KPPS will select the conditional offer box in e-KPS system.
- b) IPSis will generate conditional offer letter.
- c) IPSis will notify the applicant via SMS with offer letter link for applicant to download the conditional offer letter.
- d) Successful applicants can check their application status at <https://bit.ly/applicationcheck>
- e) Successful applicants may accept or decline the offer by selecting the "Agree to accept" or "Decline" box.
- f) If the applicant declined the offer, they need to choose the reason for declining the offer.

1.6.1.2.1 Applicants with incomplete documents

The application process flow can be referred to **Flowchart 1.6.1.2.1**

- a) Applicants with incomplete document must contact KPPS of the respective College/Faculty/Academic Centre/UiTM Branch Campus to submit the related document.
- b) KPPS must check the list of conditional offer applicant in menu 4.3 in e-KPS system.
- c) KPPS will review the application and decide the status of application.
- d) KPPS will update the application status to full offer in menu 3.3 in e-KPS system.
- e) IPSis will generate full offer letter.
- f) IPSis will notify successful applicant via SMS with offer letter link for applicants to download the full offer letter.
- g) Successful applicants can check their application status at <https://bit.ly/applicationcheck>
- h) Successful applicants may accept or decline the offer by selecting the “Agree to accept” or “Decline” box.
- i) If the applicant declined the offer, they need to choose the reason for declining the offer.

1.6.1.2.2 Final semester applicants

The application process flow can be referred to **Flowchart 1.6.1.2.2**

- a) KPPS must request the final examination result for applicant from other IHL
- b) KPPS must check the final examination result for applicant from UiTM in SIMS after the official announcement of the examination result by the University
- c) KPPS must validate the final examination result to ensure Complete Status (TM) of the applicants.
- d) KPPS must check the list of conditional offer applicant in menu 4.3 in e-KPS system.
- e) KPPS will review the application and decide the status of application.
- f) KPPS will update the application status to full offer in menu 3.3 in e-KPS system.
- g) IPSis will generate full offer letter.
- h) IPSis will notify successful applicant via SMS with offer letter link for applicants to download the full offer letter.
- i) Successful applicants can check their application status at <https://bit.ly/applicationcheck>
- j) Successful applicants may accept or decline the offer by selecting the “Agree to accept” or “Decline” box.
- k) If the applicant declined the offer, they need to choose the reason for declining the offer.

1.6.1.3 Conditional Pre-Requisite

The application process flow can be referred to **Flowchart 1.6.1.3**. Applicants with unrelated field of study or working experience will receive conditional pre-requisite offer letter. The conditional pre-requisite offer processes are as follows:

- a) KPPS must update the pre-requisite parameters such as course name, duration and fees in menu 8.0 in e-KPS system.
- b) KPPS must select the conditional pre-requisite offer box in e-KPS system.
- c) IPSis will generate conditional pre-requisite offer letter with the list of pre-requisite courses.
- d) IPSis will notify the successful applicant via SMS.
- e) KPPS must check the list of conditional pre-requisite offer applicants in menu 7.3 in e-KPS system.
- f) KPPS must ensure the applicants attended all the classes and pay the pre-requisite fees as stated in the conditional pre-requisite offer letter.
- g) KPPS must notify IPSis the result of the pre-requisite courses via email.
- h) KPPS must decide and update the status of application in menu 3.3 in e-KPS system.
- i) IPSis will generate full offer letter.
- j) IPSis will notify successful applicant via SMS with offer letter link for applicants to download the full offer letter.
- k) Successful applicants can check their application status at <https://bit.ly/applicationcheck>
- l) Successful applicants may accept or decline the offer by selecting the "Agree to accept" or "Decline" box.
- m) If the applicant declined the offer, they need to choose the reason for declining the offer.

1.6.1.4 Reject

The application process flow can be referred to **Flowchart 1.6.1.4**. Applicants who do not fulfilled a minimum entry requirement of the programme or failed the pre-requisite courses will be rejected. The reject processes are as follows:

- a) KPPS must select the reject box in e-KPS system.
- b) KPPS may check the list of rejected application in menu 7.4 in e-KPS system.
- c) Applicants can check their application status at <https://bit.ly/applicationcheck>

1.6.2 International Applicants

The application process flow can be referred to **Flowchart 1.6.2**. College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office are responsible to:

- a) check e-KPS system for list of application.
- b) check and review the provided documents to ensure that the entry requirement has been met.

- c) contact applicants for an interview (if applicable)
- d) update the application results in e-KPS system for international applicant based on these categories namely full offer, offer EPC Prior, Offer EPC Concurrent, Conditional Pre-requisite or Reject.

1.6.2.1 Full offer

The application process flow can be referred to **Flowchart 1.6.2.1**. Applicants who fulfilled the entry requirements, submitted complete documents and passed the interview (if applicable) will receive full offer letter. The full offer processes are as follows:

- a) KPPS must select the full offer box in e-KPS system.
- b) IPSis will generate offer letter to the successful applicants in SIMS intake.
- c) IPSis will notify successful applicant via email with offer letter link for applicants to download the offer letter at <https://bit.ly/applicationcheck>
- d) Successful applicants may accept or decline the offer by selecting the “Agree to accept” or “Decline” box.
- e) If the applicant declined the offer, they need to choose the reason for declining the offer.

1.6.2.2 Offer with English Proficiency Course (EPC)

The application process flow can be referred to **Flowchart 1.6.2.2**. Applicants who fulfilled the entry requirements but failed to submit the English Competency result will receive full offer letter with English Proficiency Course (EPC). The offer of EPC Prior or EPC Concurrent are based on interview performance. For programme without interview, the applicant will be offered with EPC Concurrent by default. However, applicant can be offered with EPC Prior with the approval from JAPPIKP/JKAPS.

Note: Starting from intake March 2023, applicants who do not fulfilled English Competency Requirement must sit and complete EPC in the first semester prior to the enrolment to academic programme applied.

1.6.2.2.1 Offer with EPC Prior

The offer processes are as follows:

- a) KPPS must select the Offer EPC Prior box in e-KPS system.
- b) IPSis will generate offer letter to the successful applicants in SIMS intake.
- c) IPSis will notify successful applicant via email with offer letter link for applicants to download the offer letter at <https://bit.ly/applicationcheck>
- d) Successful applicants may accept or decline the offer by selecting the “Agree to accept” or “Decline” box.
- e) If the applicant declined the offer, they need to choose the reason for declining the offer.

1.6.2.2.2 Offer EPC Concurrent (On hold starting from Intake Mac 2023)

The offer processes are as follows:

- a) KPPS must select the Offer EPC Concurrent box in e-KPS system.
- b) IPSis will generate offer letter to the successful applicants in SIMS intake.
- c) IPSis will notify successful applicant via email with offer letter link for applicants to download the offer letter at <https://bit.ly/applicationcheck>
- d) Successful applicants may accept or decline the offer by selecting the "Agree to accept" or "Decline" box.
- e) If the applicant declined the offer, they need to choose the reason for declining the offer.

Note: Surat Kompetensi Bahasa Inggris Kepada Pelajar Antarabangsa, JPT.(A) 1000/016/018/07 Jld.16(28), 11 Ogos 2022.

1.6.2.3 Conditional Pre-Requisite

The application process flow can be referred to **Flowchart 1.6.2.3**. Applicants with unrelated field of study or working experience will receive conditional pre-requisite offer letter. The conditional pre-requisite offer processes are as follows:

- a) KPPS must update the pre-requisite parameters such as course name, duration and fees in menu 8.0 in e-KPS system.
- b) KPPS must select the conditional pre-requisite offer box in e-KPS system.
- c) IPSis will generate conditional pre-requisite offer letter with the list of pre-requisite courses.
- d) IPSis will notify the successful applicant via email.
- e) KPPS must check the list of conditional pre-requisite offer applicants in menu 7.3 in e-KPS system.
- f) KPPS must ensure the applicants attended all the classes and pay the pre-requisite fees as stated in the conditional pre-requisite offer letter.
- g) KPPS must notify IPSis the result of the pre-requisite courses via email.
- h) KPPS must decide and update the status of application in menu 3.3 in e-KPS system.
- i) IPSis will generate full offer letter.
- j) IPSis will notify successful applicant via email with offer letter link for applicants to download the offer letter at <https://bit.ly/applicationcheck>
- k) Successful applicants may accept or decline the offer by selecting the "Agree to accept" or "Decline" box.
- l) If the applicant declined the offer, they need to choose the reason for declining the offer.

1.6.2.4 Reject

The application process flow can be referred to **Flowchart 1.6.2.4**. Applicants who do not fulfilled a minimum entry requirement of the programme or failed the pre-requisite courses will be rejected. The reject processes are as follows:

- a) KPPS must select the reject box in e-KPS system.

- b) KPPS may check the list of rejected application in menu 7.4 in e-KPS system.
- c) Applicants can check their application status at <https://bit.ly/applicationcheck>

1.6.3 UiTM's Graduate and Final Semester Student (e-Pursuit)

The application process flow can be referred to **Flowchart 1.6.3**. The processes for e-Pursuit application are as follows:

- a) KPPS must validate the final examination result in SIMS to ensure Complete Status (TM) of the applicants after the official announcement of the examination result by the University.
- b) KPPS must check the list of conditional offer applicant in menu 4.3 in e-KPS system.
- c) KPPS will review the application and decide the status of application.
- d) KPPS will update the application status to full offer in menu 3.3 in e-KPS system.
- e) IPSis will generate full offer letter.
- f) IPSis will notify successful applicant via SMS with offer letter link for applicants to download the full offer letter.
- g) Successful applicants can check their application status at <https://bit.ly/applicationcheck>
- h) Successful applicants may accept or decline the offer by selecting the "Agree to accept" or "Decline" box.
- i) If the applicant declined the offer, they need to choose the reason for declining the offer.

1.6.4 Change of Application

Prior to registration, students are allowed to change the followings.

- a) Study mode (Part time to Full time or vice-versa)
- b) Campus

2 REGISTRATION

2.1 New Student Registration

The application process flow can be referred to **Flowchart 2.1**. Students are required to register on the stipulated date of registration as stated in the offer letter. Student registration is done online. Student who has yet responded to the offer, must select the "Agree to accept" box in order to register. New student registration processes are as follows:

- a) Students must click the registration link as given in the offer letter.
- b) Students must enter their student identification number as stated in the offer letter and IC/Passport number.
- c) Students must agree to the statement of student pledge.
- d) Students must fill up the health declaration section (full time student only)
- e) International students must upload Electronic Visa Approval Letter (eVAL) at <https://online.uitm.edu.my/ipsis/pgreg>

- f) Students must click the submit button to complete the registration process.
- g) Students must print the Registration Confirmation Slip for record purposes.

2.2 Returning Student Registration

The application process flow can be referred to **Flowchart 2.2**. All returning students must register via student portal at https://istudent.uitm.edu.my/index_isp.htm. Students must complete Student Feedback Online (SuFO) survey prior to examination week. Students cannot register their courses if they did not complete the SuFO survey.

2.2.1 Course Registration

Students must register for courses according to their study plan (part-time or full-time) within the stipulated time as stated in the Postgraduate Academic Calendar. The course registration process steps can be viewed at <https://bit.ly/ReturningStudentsPGUiTM>

2.2.2 Add and Drop of Courses

Add and drop of courses must be done within the stipulated time as stated in the Postgraduate Academic Calendar. The add and drop of courses process steps can be viewed at <https://bit.ly/ReturningStudentsPGUiTM>

2.2.3 Bespoke Course

The application process flow can be referred to **Flowchart 2.2.3**. Bespoke Course is an informal learning at Master's degree level for Malaysian citizen. Candidate can apply for Bespoke Course online at <https://bit.ly/BespokeUiTM> within the stipulated time. Bespoke Course participants are not considered as UiTM students.

- a) The details of Bespoke Course are as follows:
 - i) Participants may register a maximum of two (2) courses for every current semester.
 - ii) Participants must attend 14 weeks of lecture and complete module and assessments.
 - iii) Participants must take part in class activity that includes tests, quizzes, assignments, etc.
 - iv) Participants must sit for exam set for each semester.
 - v) Participants will be awarded with 'Certificate of Achievement' if they passed and 'Certificate of Participation' if they failed.
 - vi) Participants are eligible to apply for credit transfer if they wish to further their study at postgraduate level in UiTM subjected to the University entry requirement.

- b) The Bespoke Course processes are as follows:

- i) IPSis will request list of courses to be offered as Bespoke Course to College/Faculty/Academic Centre/UiTM Branch Campus within four (4) weeks after the semester begin.
- ii) College/Faculty/Academic Centre/UiTM Branch Campus must present the list of Bespoke Course to JKAPS for endorsement.
- iii) College/Faculty/Academic Centre/UiTM Branch Campus must upload the list to the assigned Google drive given by IPSis.
- iv) IPSis will update the list of the Bespoke Course into the Bespoke Course Application System.
- v) IPSis will announce the application date for Bespoke Course at IPSis website.
- vi) IPSis will check and verify the application to ensure it fulfil the set criteria.
- vii) IPSis will generate the offer letter to the successful applicants.
- viii) Successful applicants may download the offer letter using link given in Short Messaging Service (SMS) sent by IPSis.
- ix) College/Faculty/Academic Centre/UiTM Branch Campus must ensure that the group has been created before new student registration date.
- x) IPSis will register the Bespoke Course participants in SIMS Akademik.
- xi) IPSis will notify Bursary Office to generate the bill via email.
- xii) Bursary Office will generate tuition fee for Bespoke Course based on the registered courses.
- xiii) Participants must pay the tuition fees one (1) week before the semester begin.
- xiv) IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus the final list of the Bespoke Course participants who have paid the full fees via email.
- xv) College/Faculty/Academic Centre/UiTM Branch Campus must contact the participants to give details regarding classes.

2.3 Deferment of Registration

The application process flow can be referred to **Flowchart 2.3**. Candidate who received full offer letter may consider deferring their registration. Deferment of Registration is allowed once for unregistered first semester students only. Candidate can apply for deferment of registration online at <https://bit.ly/PGDefReg> within the stipulated time.

The application processes for deferment of registration are as follows:

- a) Candidates are required to read the instructions before proceed to the application.
- b) Candidates need to key-in the student number and IC/Passport number for verification.
- c) Candidates need to fill in all information in section A and section B.
- d) Candidates need to click the submit button once the application is completed.

- e) The candidate can print the deferment approval letter at the same link after five (5) working days of application submission.
- f) IPSis will generate new offer letter in September for October intake and in February for March intake.
- g) Candidates can download the new offer letter at the same link of the application.

3 **ACADEMIC APPLICATION**

Types of academic application are as follows:

- a) Credit Transfer
- b) Change of study mode
- c) Change of Programme
- d) Change of Campus
- e) Special Leave (CK)
- f) Deferment of Academic Semester (TG)
- g) Withdrawal of Study

3.1 **Credit Transfer**

The application process flow can be referred to **Flowchart 3.1**.

- a) Students may apply for credit transfer from courses that has been taken from UiTM or other IHL.
- b) Credit transfer is allowed between the same study level (horizontal) for active student only.
- c) The application for credit transfer can only be made during the first semester.
- d) Credit transfer can be divided into two (2) categories:
 - i) Credit transfer with grade
Credit Units and Grades from the courses taken will be counted in GPA and CGPA calculation for graduation.
 - ii) Credit transfer without grade (Credit Exemption)
The transferred Credit Unit for the courses will be counted in students' study plan. However, the course grade will not be counted in GPA and CGPA calculation.
- e) The students' categories for the credit transfer can be referred by using the following student profile:

Student Profile	Credit Transfer with grade	Credit Transfer without grade
i) Students who are studying in UiTM and want to change the study programme	√	
ii) Student who have graduated from UiTM or other IHL and enrolled in another programme in UiTM.		√
iii) Student who have obtain APEL C credit for the respective course		√

iv) Student who have dismissed/withdrawn from UiTM or other IHL and enrolled in another programme in UiTM.		√
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- f) The criteria for the credit transfer are as follows:
- i) The minimum grade that can be considered for credit transfer is B or equivalent.
 - ii) Applications for credit transfer of any course must have at least 80% equivalent or similar in content with the related course at the University.
 - iii) Credit Transfer courses are applicable for accredited programmes only.
 - iv) Students who have failed or did not graduate or dismissed from the postgraduate programme in the University or other IHL will not be considered for credit transfer.
 - v) The maximum credit transfer shall not be more than 30% of the total credit hours of the programme.
- g) Students may apply for credit transfer by fill in the form which can be downloaded at <https://bit.ly/PGUITMCreditTransfer>
- h) The process of application for credit transfer are as follows:
- i) The credit transfer application form must be submitted to the College/Faculty/Academic Centre/UiTM Branch Campus postgraduate office within fourteen (14) days of the official registration date.
 - ii) The College/Faculty/Academic Centre/UiTM Branch Campus postgraduate office must ensure the requirement for credit transfer is fulfilled.
 - iii) Completed form must be verified by the Head of Postgraduate Studies at the respective College/Faculty/Academic Centre/UiTM Branch Campus.
 - iv) The application will be approved by JAPPIKP/JKAPS and will be endorsed by JAKP/JAF/JAN.
 - v) The students' status will be updated in SIMS by Assistant Registrar (Academic) of the respective College/Faculty/Academic Centre/UiTM Branch Campus.
 - vi) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student.

3.2 Change of study mode (part time - full time)

The application process flow can be referred to **Flowchart 3.2**.

- a) Students can apply to change their study mode from full time to part time or vice-versa.
- b) The application can be made twice during the duration of study.
- c) UPTA scheme recipients are not eligible to apply.
- d) Change of study mode form can be downloaded at <https://bit.ly/PGUITMChangeStudyMode>

- e) The application processes to change of study mode are as follows:
 - i) The change of study mode application form must be submitted to the College/Faculty/Academic Centre/UiTM Branch Campus postgraduate office within stipulated date.
 - ii) Completed form must be supported by the Head of Postgraduate Studies at the respective College/Faculty/Academic Centre/UiTM Branch Campus.
 - iii) The application will be approved by JAPPIKP/JKAPS and will be endorsed by JAKP/JAF/JAN.
 - iv) The College/Faculty/Academic Centre/UiTM Branch Campus will send a list of successful applicants to akademikipsis@uitm.edu.my.
 - v) The students' status will be updated in SIMS by IPSis.
 - vi) IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus once the status has been updated in SIMS.
 - vii) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student.
 - viii) Processing fee of RM50 will be generated by *Bahagian Pengurusan Kewangan Pelajar (BPKP)* after the approval.
- f) Students can also check their study mode in the i-Student Portal.

3.3 Change of Programme

The application process flow can be referred to **Flowchart 3.3**.

- a) Students can apply to change of programme once throughout the duration of study.
- b) Students' duration of study is counted from the registration date of initial programme.
- c) Students is allowed to change the following type of programme:
 - i) Coursework Programme
 - ii) Mixed Mode Programme
 - iii) Research Programme
- d) Students will begin in semester one for the new programmes once the application was approved.
- e) Change of programme form can be downloaded at <https://bit.ly/PGUITMChangeofProgramme>.
- f) The application processes to change of programme are as follows:
 - i) The change of programme application form must be submitted to current and new Head of Postgraduate Studies of College/Faculty/Academic Centre/UiTM Branch Campus postgraduate office for support and verification.
 - ii) The application will be approved by JAPPIKP/JKAPS and will be endorsed by JAKP/JAF/JAN in the current College/Faculty/Academic Centre/UiTM Branch Campus.
 - iii) The current College/Faculty/Academic Centre/UiTM Branch Campus will send a list of successful applicants to IPSis at akademikipsis@uitm.edu.my and the new College/Faculty/Academic Centre/UiTM Branch Campus.

- iv) The students' status will be updated in SIMS by IPSis.
- v) IPSis will notify both College/Faculty/Academic Centre/UiTM Branch Campus once the status has been updated in SIMS.
- vi) The current College/Faculty/Academic Centre/UiTM Branch Campus will notify students on the status of application.
- vii) Processing fee of RM50 will be generated by *Bahagian Pengurusan Kewangan Pelajar (BPKP)* after the approval.
- g) Students can also check their programme in the i-Student Portal.

3.4 Change of Campus

The application process flow can be referred to **Flowchart 3.4**.

- a) Students can apply to change campus once throughout the duration of study.
- b) Change campus form can be downloaded at <https://bit.ly/PGChangeCampus>
- c) The application processes to change of campus are as follows:
 - i) The change of campus application form must be submitted to current and new Head of Postgraduate Studies of College/Faculty/Academic Centre/UiTM Branch Campus postgraduate office for support and verification.
 - ii) The application will be approved by JAPPIKP/JKAPS and will be endorsed by JAKP/JAF/JAN in the current College/Faculty/Academic Centre/UiTM Branch Campus.
 - iii) The current College/Faculty/Academic Centre/UiTM Branch Campus will send a list of successful applicants to IPSis at akademikipsis@uitm.edu.my and the new College/Faculty/Academic Centre/UiTM Branch Campus.
 - iv) The students' status will be updated in SIMS by IPSis.
 - v) IPSis will notify both College/Faculty/Academic Centre/UiTM Branch Campus once the status has been updated in SIMS.
 - vi) The current College/Faculty/Academic Centre/UiTM Branch Campus will notify students on the status of application.
 - vii) Processing fee of RM50 will be generated by *Bahagian Pengurusan Kewangan Pelajar (BPKP)* after the approval.
- d) Students can also check their campus in i-Student Portal.

3.5 Special Leave (CK)

Special leave is the leave that can be applied by students due to self-health related issues.

3.5.1 CK Within the Duration of Study

The application process flow can be referred to **Flowchart 3.5.1**.

- a) Students can apply for CK due to self-health issues for a maximum of two (2) times throughout the duration of the study. Each application is valid for one semester only.

- b) Students can apply for CK online via i-Student portal under Special Leave Application (eCK) section at <https://bit.ly/istudentportal> within the stipulated time.
- c) The process of application for CK within the duration of study are as follows:
 - i) Students must provide a valid evidence and reason for the application to be considered.
 - ii) A processing fee of RM50 will be imposed by *Bahagian Pengurusan Kewangan Pelajar (BPKP)* to the successful application.
 - iii) Respective College/Faculty/Academic Centre/UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for approval.
 - iv) The application will be endorsed by JAKP/JAF/JAN. The students' status will be updated in SIMS by Assistant Registrar (Academic) or Executive Officer (Academic).
 - v) The students' status will be updated in SIMS by the respective College/Faculty/Academic Centre/UiTM Branch Campus.
 - vi) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify *Bahagian Pengurusan Kewangan Pelajar (BPKP)* to generate the processing fee.
 - vii) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student.
 - viii) College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office must ensure the students register and pay the tuition and processing fees.
 - ix) Failure to register or pay the tuition fee within the stipulated date, students will be given GT status.
 - x) Students can download the approval letter via i-Student portal.

3.5.2 CK Application for More Than the Entitlement / Beyond the Duration of Study.

The application process flow can be referred to **Flowchart 3.5.2**.

- a) Students who have used the maximum CK during their duration of study may apply for the third CK or more due to self-health issues.
- b) Application for the third CK or more must be done by filling up the form which can be downloaded at <https://bit.ly/CKBeyondDuration>
- c) The process of application for the third CK or more are as follows:
 - i) Students must provide a valid evidence and reason for the application to be considered.
 - ii) A processing fee of RM50 will be imposed by *Bahagian Pengurusan Kewangan Pelajar (BPKP)* to the successful application.
 - iii) A completed application form must be submitted to the respective College/Faculty/Academic Centre/UiTM Branch Campus.
 - iv) Respective College/Faculty/Academic Centre/UiTM Branch Campus will process the application by presenting the list of

- applicants in JAPPIKP/JKAPS meeting for support.
- v) The supported application must be forwarded to IPSis.
- vi) IPSis will prepare a working paper to be presented in JKIPA meeting for approval.
- vii) IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus of the application status.
- viii) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student.
- ix) The students' status will be updated in SIMS by IPSis.
- x) The meeting minute of JKIPA will be endorsed in Senate.

3.6 Deferment of Academic Semester (TG)

Deferment of academic semester is the leave that can be applied by students due to unforeseen circumstances other than health-related reasons.

3.6.1 Deferment of Academic Semester (TG) Within the Duration of Study.

The application process flow can be referred to **Flowchart 3.6.1**.

- a) Students can apply for TG due to unforeseen circumstances other than health-related reasons.
- b) Applications can be made for a maximum of two (2) times for Master and four (4) times for PhD throughout the duration of the study.
- c) The application for TG must be done by filling up the form which can be downloaded at https://bit.ly/PGUITM_TG.
- d) The process of application for TG within the duration of study are as follows:
 - i) Students must provide a valid evidence and reason for the application to be considered.
 - ii) A processing fee of RM50 will be imposed by *Bahagian Pengurusan Kewangan Pelajar (BPKP)* to the successful application.
 - iii) A completed application form must be submitted to the respective College/Faculty/Academic Centre/UiTM Branch Campus.
 - iv) Respective College/Faculty/Academic Centre/UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for approval.
 - v) The application will be endorsed by JAKP/JAF/JAN. The students' status will be updated in SIMS by Assistant Registrar (Academic) or Executive Officer (Academic).
 - vi) The students' status will be updated in SIMS by the respective College/Faculty/Academic Centre/UiTM Branch Campus.
 - vii) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify *Bahagian Pengurusan Kewangan Pelajar (BPKP)* to generate the processing fee.
 - viii) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student.
 - ix) College/Faculty/Academic Centre/UiTM Branch Campus

Postgraduate Office must ensure the students' register and pay the tuition and processing fees.

- x) Failure to register or pay the tuition fee within the stipulated date, students' will be given GT status.

3.6.2 Deferment of Academic Semester (TG) More Than the Entitlement / Beyond the Duration of Study

The application process flow can be referred to **Flowchart 3.6.2**.

- a) Students who have used the maximum TG entitlement during their duration of study may apply for TG due to unforeseen circumstances other than health-related reasons.
- b) The application for TG must be done by filling up the form which can be downloaded at https://bit.ly/PGUITM_TG.
- c) The process of application for TG within the duration of study are as follows:
 - i) Students' must provide a valid evidence and reason for the application to be considered.
 - ii) A processing fee of RM50 will be imposed by *Bahagian Pengurusan Kewangan Pelajar (BPKP)* to the successful application.
 - iii) Respective College/Faculty/Academic Centre/UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for support.
 - iv) The supported application must be forwarded to IPSis.
 - v) IPSis will prepare a working paper to be presented in JKIPA meeting for approval.
 - vi) The students' status will be updated in SIMS by IPSis.
 - vii) IPSis will notify *Bahagian Pengurusan Kewangan Pelajar (BPKP)* to generate the processing fee.
 - viii) IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus of the application status.
 - ix) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student.
 - x) College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office must ensure the students' register and pay the tuition and processing fees.
 - xi) The meeting minute of JKIPA will be endorsed in Senate.
 - xii) Failure to register or pay the tuition fee within the stipulated date, students' will be given GT status.

3.7 Withdrawal of Study

The application process flow can be referred to **Flowchart 3.7**.

- a) Students can withdraw from their study by submitting the Withdrawal Form which can be downloaded at <https://bit.ly/WithdrawalStudy>.
- b) The process of withdrawal of study are as follows:
 - i) Head of Postgraduate Studies must ensure the students have returned all materials/equipment and student card to the respective

- College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office.
- ii) Students need to get verification from the Library and has returned all borrowed materials.
 - iii) Students need to get verification from the Bursary Office and must pay any outstanding payment prior to the application of withdrawal of study.
 - iv) International students need to get verification from Department of International Affairs (DIA) for visa and bond refund.
 - v) Respective College/Faculty/Academic Centre/UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for approval.
 - vi) The application will be endorsed by JAKP/JAF/JAN. The students' status will be updated in SIMS by the head of postgraduate studies or Assistant Registrar (Academic).
 - vii) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student.
- c) First semester students who have registered and paid the tuition fee but withdrawn within thirty (30) working days after registration are eligible for 80% refund of tuition fees. There will be no refund if the application for withdrawal is done after 30 working days.
 - d) Second and subsequent semester students applying to withdraw from studies are not eligible for a fee refund.

4 ACADEMIC STAFF

All full-time academic staff are eligible to teach and supervise postgraduate students. These general requirements are established to ensure the quality of teaching and supervision in the University as follows:

- a) At least one (1) supervisor must be appointed to guide the student in preparing a thesis coherent with the theme of specialisation.
- b) All potential main and co-supervisors who **graduated their PhD after March 2019**, must obtain a certificate of supervision from the University.
- c) All potential main and co-supervisors who have a **master's degree without postgraduate supervision experience**, must obtain a certificate of supervision from the University.
- d) Supervisor who has been appointed as *Pensyarah Kehormat* may continue to supervise the students.
- e) Main supervisor who is seconded to another institution/industry may continue to supervise the students as co-supervisor.
- f) The supervisor shall not be an intimate friend or relative of the student or any of the other supervisor(s).
- g) The supervisor should not be a postgraduate student at the University or any other institutions.

4.1 Nomination of Supervisor

The application process flow can be referred to **Flowchart 4.1**.

- a) The criterias of supervisors' nomination can be referred in Academic Rules and Regulations for Postgraduate Studies (Coursework and Mixed Mode)
- b) The nomination of main and co-supervisor can be made using UPTracks system at <https://uptracks.uitm.edu.my/>
- c) The process of supervisor nomination are as follows:
 - i) Students will nominate the supervisor in the UPTracks system.
 - ii) The nominated supervisor will be notified via email.
 - iii) The nominated supervisor must decide either to accept or reject the nomination based on his/her area of expertise.
 - iv) Moderator at the respective College/Faculty/Academic Centre/UiTM Branch Campus will check the eligibility of the supervisor according to the criteria set in the academic rules and regulation.
 - v) The moderator must set JAPPIKP/JKAPS meeting in the UPTracks system.
 - vi) Head of the respective College/Faculty/Academic Centre/UiTM Branch Campus need to present supervisor nomination list to JAPPIKP/JKAPS meeting for approval.
 - vii) The list of the approved supervisor must be presented to JAKP/JAF/JAN for endorsement.
 - viii) Supervisor Appointment Letter will be generated automatically via UPTracks system.
 - ix) Supervisor can download the appointment letter from the UPTracks system.

4.2 Change of Supervisor

The application process flow can be referred to **Flowchart 4.2**.

- a) Students may apply for a change of supervisor based on valid reasons. Application must be made to the Head of Postgraduate Studies at the respective College/Faculty/Branch Campuses and approved by JKAPS and endorsed by JAF/JAN.
- b) If a supervisor is no longer able to continue with supervision duties, JKAPS committee will propose a new supervisor related to the research area/field of the respective student.
- c) The retired main supervisor or co-supervisor can maintain their position if they are appointed as *Pensyarah Kehormat* by the university.
- d) Main Supervisor or Co-Supervisor who are on a sabbatical leave may resume their duties as supervisor with the approval of JAF/JAN.
- e) Main Supervisor who has been appointed to a post-doctoral fellowship position in another university can only be appointed as a Co-Supervisor. On the other hand, a Co-Supervisor who has been appointed as post-doctoral can maintain their status as the Co-Supervisor.
- f) The process of change of supervisor are as follows:

- i) Students may apply to change the supervisor by filling in the Change of Supervisor form. Please refer to the respective College/Faculty/Academic Centre/UiTM Branch Campus for the detail.
- ii) The completed form must be submitted to the respective College/Faculty/Academic Centre/UiTM Branch Campus.
- iii) Moderator at the respective College/Faculty/Academic Centre/UiTM Branch Campus will check the eligibility of the supervisor according to the criteria set in the academic rules and regulation.
- iv) The moderator must set JAPPIKP/JKAPS meeting in the UPTracks system.
- v) Head of the respective College/Faculty/Academic Centre/UiTM Branch Campus need to present supervisor nomination list to JAPPIKP/JKAPS meeting for approval.
- vi) The list of the approved supervisor must be presented to JAKP/JAF/JAN for endorsement.
- vii) The nominated supervisor will be notified via email.
- viii) Supervisor Appointment Letter will be generated automatically via UPTracks system.
- ix) Supervisor can download the appointment letter from the UPTracks system.

5 **PROJECT REPORT / DISSERTATION / CONSPECTUS**

Project thesis / dissertation / conspectus / project report is part of research assessment component for the programme. The assessment components are according to parameter set in AIMS. The details of research assessment are as follows:

- a) **Master by Coursework**
The thesis / dissertation / conspectus / project report must be examined by at least two (2) examiners including the supervisor appointed by the respective faculty.
- b) **Master by Mixed Mode**
The thesis / dissertation / conspectus / project report must be examined by at least two (2) examiners appointed by the respective faculty. More than two (2) examiners may be necessary in the case of a multidisciplinary research area.
- c) **Doctoral by Coursework / Mixed Mode**
The thesis / dissertation / conspectus / project report must be examined by at least two (2) examiners, one (1) of whom must be an external examiner. More than two (2) examiners may be necessary in the case of a multidisciplinary research area.

5.1 Project Report / Dissertation / Conspectus Assessment

The application process flow can be referred to **Flowchart 5.1**.

- a) Assessment will be administered by the respective College/Faculty/Academic Centre/UiTM Branch Campus that offers the programme.
- b) The assessment processes are as follows:
 - i) Supervisor must submit the nomination of examiner to the Postgraduate Office of the respective College/Faculty/Academic Centre/UiTM Branch Campus.
 - ii) The KPPS must ensure the nominated examiner fulfilled the criteria as stated in the Academic Rules And Regulations for Postgraduate.
 - iii) KPPS must present the examiner nomination list in JAPPIKP/JKAPS meeting for approval.
 - iv) KPPS must present the approved examiners' list in JAKP/JAF/JAN for endorsement.
 - v) Postgraduate Office of the respective College/Faculty/Academic Centre/UiTM Branch Campus must issue the examiners appointment letter to the appointed examiners.
 - vi) Postgraduate Office of the respective College/Faculty/Academic Centre/UiTM Branch Campus must send the thesis / dissertation / conspectus / project report to the appointed examiners for evaluation.
 - vii) Postgraduate Office of the respective College/Faculty/Academic Centre/UiTM Branch Campus must set the schedule for viva-voce/presentation (if applicable).
 - viii) Postgraduate Office of the respective College/Faculty/Academic Centre/UiTM Branch Campus must appoint the examination committee (if applicable). The list of examination committee members are as stated in the Academic Rules And Regulations for Postgraduate.
 - ix) Postgraduate Office of the respective College/Faculty/Academic Centre/UiTM Branch Campus must held the viva-voce/presentation as set in the schedule for viva-voce/presentation.
 - x) Postgraduate Office of the respective College/Faculty/Academic Centre/UiTM Branch Campus must obtain the evaluation marks from the examiner.
 - xi) KPPS must key-in the final marks in e-RES.
- c) The suggested thesis / dissertation / conspectus / project report assessment timeline for Masters and Doctoral Mix-Mode Programme is shown in Appendix 1 and 2.

5.1.1 Project Report / Dissertation / Conspectus Academic Attributes

Students are responsible for writing, preparing, and submitting the thesis / dissertation / conspectus / project report within the stipulated timeline. A thesis / dissertation / conspectus / project report that has been submitted to a degree-awarding body in another IHL/research institution will not be

accepted for examination. The thesis / dissertation / conspectus / project report to be submitted for examination should demonstrate the followings:

- a) Engaged in a programme of academic work resulting either in an original contribution to knowledge, or in an original application of existing knowledge.
- b) Familiar with the relevant literature and has reviewed it critically.
- c) Possesses mastery of the theoretical and conceptual framework(s) of the study
- d) Possesses a thorough understanding of the research methodology, tools utilized and the subsequent treatment of the data.
- e) Possesses an autonomous result of research work and not infringing on any other resources.
- f) Possesses good writing skills and is able to present a substantial body of information in a clear, concise and comprehensible manner.
- g) Adhere to the latest edition of the Guidelines on Thesis Format by IPSis. The thesis format can be obtained at IPSis Website.

5.2 Research Ethics

- a) Students who are conducting research on animal or human subjects are required to obtain ethics approval prior to commencement of the research project.
- b) Students must comply to the latest edition of the Guidelines for Research Ethics Committee which can be downloaded at <https://www.recuitm.org/guidelines>
- c) Students' application must be submitted to the Research Ethics Committee (REC) through the REC at the respective College/Faculty/Academic Centre/UiTM Branch Campus.
- d) Students must submit a copy of the REC Approval Letter together with the thesis / dissertation / conspectus / project report upon submission.

5.3 Plagiarism

- a) UiTM takes a serious view of plagiarism and examiners are empowered to penalize students if found guilty of plagiarism, which may lead to expulsion or suspension from the programme.
- b) The list of plagiarism conduct is as stated in 'Dasar Plagiarisme UiTM dan Perlaksanaannya'.
- c) Students must adhere to the academic writing integrity as follows:
 - i) Responsible for writing their thesis / dissertation / conspectus / project report in their own words.
 - ii) The thesis / dissertation / conspectus / project report must be an original work of the student.
 - iii) Quotations from published or unpublished sources and the sources of any other items should be clearly cited and acknowledged.
 - iv) Comply to the latest edition of the Guidelines on Thesis/Dissertation Format for Postgraduate Programmes which can be downloaded at <https://bit.ly/PGThesisGuidelines>.

- v) Sources of visual presentations such as photographs or maps must also be clearly indicated.
- vi) Avoid 'copy and paste' full sentences or paragraphs without paraphrasing and/or citing the source.
- vii) Similarity index of thesis / dissertation / conspectus / project report must be less than 30%. The thesis / dissertation / conspectus / project report will be rejected if the similarity scores exceeds this value.

5.4 Declaration of Originality

The signed declaration of originality is a component in thesis / dissertation / conspectus / project report. Students are required to insert a signed "declaration" declaring that his/her work is original, no contents that are falsified or fabricated as well as free of plagiarism upon submission.

5.5 Intellectual Property

The distribution of Intellectual Property Rights will be determined by the University. The thesis / dissertation / conspectus / project report remains the property of the University (Please refer <https://bit.ly/PGInterlecProp>)

6 EXAMINATION RESULT

Examination result must be key-in in e-RES within the stipulated date as stated in the University Academic Calendar. The examination result process flow can be referred to **Flowchart 6**.

- a) Examination result will be administered by the respective College/Faculty/Academic Centre/UiTM Branch Campus.
- b) The examination result processes are as follows:
 - i) Lecturer/Resource Person/Coordinator of the subject must key-in the result in e-RES.
 - ii) The final marks must be presented in JAPPIKP/JKAPS for support and will be approved by JAKP/JAF/JAN at respective College/Faculty/Academic Centre/UiTM Branch Campus.
 - iii) Postgraduate Office of the respective College/Faculty/Academic Centre/UiTM Branch Campus must submit the approved result to IPSis using Data Set B template provided by IPSis.
 - iv) IPSis will cross-check the submitted result with SIMS and note any discrepancy for clarification.
 - v) IPSis will set Data Set B meeting and send the meeting invitation to Dean/Director/Rector of College/Faculty/Academic Centre/UiTM Branch Campus.
 - vi) Dean of Academic/Deputy Dean of Academic/Deputy Director/Deputy Rector of Academic must attend Data Set B meeting and validate the result.
 - vii) IPSis will present the final Data Set B result to JKIPA for endorsement.
 - viii) The University will announce the examination result a day after JKIPA meeting.

- ix) Students can view their examination result in i-student portal.
- c) The processes for Bespoke Course examination result are as follows:
 - i) The examination result processes for Bespoke Course participants are similar with other courses.
 - ii) IPSis will prepare 'Certificate of Achievement' if they passed and 'Certificate of Participation' if they failed the particular course(s).
 - iii) The Bespoke Course participants may collect the related certificate at IPSis Academic Unit Office.

7 **ACADEMIC APPEAL**

Types of academic appeal are as follows:

- a) Revision and Correction
- b) Remarking of Examination Result
- c) Academic Dismissal
- d) Reinstatement of Students' Status
- e) Extension Duration of Study

7.1 **Revision and Correction of Examination Result**

The application process flow can be referred to **Flowchart 7.1**.

- a) Revision and correction of marks are made when there are changes in students' course mark or academic status.
- b) Revision of course marks may caused by several factors as follows:
 - i) Late submission of final thesis / dissertation / conspectus / project report by students after the official announcement of the examination result by the University.
 - ii) Late submission of final marks by the lecturer due to unforeseen circumstances.
 - iii) Late submission of final marks from other institutions (twinning programme/double degree/dual degree etc).
 - iv) Students' complaint.
- c) Revision of academic status may caused by several factors as follows:
 - i) Changes of course marks.
 - ii) System not automatically generate the correct academic status due to courses taken are not correspond to the study plan.
- d) Correction of marks may caused by incorrect marks keyed-in in e-RES by lecturer/academic administrator.
- e) The revision and correction of examination result processes are as follows:
 - i) Complete documents must be uploaded to the assigned Google drive by respective College/Faculty/Academic Centre/UiTM Branch Campus within fourteen (14) days after the official announcement of the examination results by the University. The documents are as follows:
 - Cover letter addressed to the Dean of IPSis
 - Template provided by IPSis
 - ii) IPSis will prepare and present the applications in JPPKP meeting for approval.

- iii) IPSis will update the final marks in SIMS.
- iv) The result will be endorsed in JKIPA.
- v) IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus on the result via email and official letter.
- vi) The respective Postgraduate Office of College/Faculty/Academic Centre/UiTM Branch Campus will inform the students on the result.
- vii) College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office must ensure the students register the respective course (if applicable).

7.2 Remarking of Examination Result

The application process flow can be referred to **Flowchart 7.2**.

- a) Students who are dissatisfied with the final examination results may appeal for remarking of a particular course.
- b) Appeal for remarking can only be made for courses that have final examination by remarking the answer script.
- c) Students who received dismissed status (D3, D4, D5, D6) must reinstate their students' status together with the Appeal For Remarking Examination Result Form. Refer to Section 7.4 for the processes.
- d) The Appeal For Remarking Final Examination Result Form can be downloaded at <https://bit.ly/RemarkingExamination>.
- e) The remarking of examination processes are as follows:
 - i) A processing fee of RM100 will be imposed by *Bahagian Pengurusan Kewangan Pelajar (BPKP)* to the successful application.
 - ii) A complete appeal form must be submitted to the respective College/Faculty/Academic Centre/UiTM Branch Campus within fourteen (14) days after the official announcement of the examination results by the University.
 - iii) KPPS must ensure the application fulfilled the requirements as stipulated in the Academic Rules And Regulations for Postgraduate.
 - iv) KPPS must support or reject the application.
 - v) KPPS must obtain the final examination's answer scheme of the particular course from Resource Person and students' answer script.
 - vi) KPPS must nominate new examiner to examine the students's answer script.
 - vii) The examiner appointment letter will issued by the respective Dean of Academic/Dean/Director/Rector of College/Faculty/Academic Centre/UiTM Branch Campus.
 - viii) The examiner must examine and return the answer script with the result to the Postgraduate Office of the respective College/Faculty/Academic Centre/UiTM Branch Campus within three working days.
 - ix) The supported application must be forwarded to IPSis.

- x) Respective College/Faculty/Academic Centre/UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for support.
- xi) IPSis will prepare a working paper to be presented in JKIPA meeting for approval.

7.3 Academic Dismissal

- a) Status of dismissed is given to students with unsatisfactory academic performance or who exceed the maximum duration of study.
- b) Dismissed students may appeal for an extension of their studies if they fulfil the appeal criteria. The eligibility to appeal for continuation or extension of study are as follows:

STATUS	DETAILS	ELIGIBILITY TO APPEAL FOR CONTINUATION / EXTENSION OF STUDY
D1	Obtained a CGPA of less than 2.67 for any semester; or	Not eligible to appeal
D3	Obtained a CGPA of less than 3.00 with a Probation 2 (P2) status; or	Eligible to be considered if the CGPA is 2.98 and above, on condition that there are still elective course(s) available to be taken in the program structure
D4	Failed in a course for the third time, or	Is eligible to be considered if the CGPA is 3.00 and above,
D5	Have maximize the period of duration of study in accordance with the programme structure	Eligible to be considered if the CGPA is 3.00 and above,
D6	Passed all courses required by a programme and fulfilled all the requirements of the programme BUT has acquired a CGPA of less than 3.00; or	Eligible to be considered if the CGPA is 2.98 and above, on condition that there are still elective course(s) available to be taken in the programme structure
D7	Was absent for the assessment of all registered courses for the semester without the approval of the University.	Not eligible to appeal

STATUS	DETAILS	ELIGIBILITY TO APPEAL FOR CONTINUATION / EXTENSION OF STUDY
DG	Suspended due to disciplinary action	Not eligible to appeal
DS	Dismiss due to disciplinary action	Not eligible to appeal

- c) Students who received dismissed status (D3, D4, D5, D6) must reinstate their students' status. Refer to Section 7.4 for the processes.
- d) Students who received dismissed status (D1, D7, DG and DS) are not eligible to appeal.

7.4 Reinstatement of Students' Status

All application for reinstatement of student status must comply the deadline stated in the academic calendar. Fails to do so, student will be prevented from attending classes. There are two (2) types of appeal for reinstatement as follows:

- a) Reinstatement of students' status due to dismissal
- b) Reinstatement of students' status due to revocation

7.4.1 Reinstatement of students' status due to dismissal (RMP) in CURRENT semester.

The application process flow can be referred to **Flowchart 7.4.1**.

- a) Students who were given dismissal status D3/D4/D5/D6 are eligible to appeal for reinstatement of student status by filling in the appeal for continuation of study application at <https://bit.ly/istudentportal>. The online application is applicable to students who were given dismissal status in current semester only.
- b) Students with D5 status need to fill in the Appeal of Extension Duration of Study (RMTP) form which can be downloaded at <https://bit.ly/RMTPReinstatement>. Please refer to Extension Duration of Study (RMTP) section for detail process.
- c) The processes of the appeal for continuation of study are as follows:
 - i) A processing fee of RM50 will be imposed by *Bahagian Pengurusan Kewangan Pelajar (BPKP)* to the successful application.
 - ii) Respective College/Faculty/Academic Centre/UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for support.
 - iii) The supported application must be forwarded to IPSis.
 - iv) IPSis will prepare a working paper which will be presented in JKIPA meeting for approval.
 - v) IPSis will notify the respective College/Faculty/Academic

Centre/UiTM Branch Campus of the application status.

- vi) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student.
- vii) College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office must ensure the students register and pay the tuition fee for the current semester.
- viii) The students' status will be updated in SIMS by IPSis.
- ix) The meeting minute of JKIPA will be endorsed in Senate.

7.4.2 Reinstatement of students' status due to dismissal (RMP) in PAST semesters.

The application process flow can be referred to **Flowchart 7.4.2**.

- a) Students who were given dismissal status D3/D4/D5/D6 in the past semester may appeal for reinstatement of student status by filling in the appeal for continuation of study application form which can be downloaded at <https://bit.ly/RMTPReinstatement>.
- b) Students with D5 status need to fill in the Appeal of Extension Duration of Study (RMTP) form which can be downloaded at <https://bit.ly/RMTPExtensionStudy>. Please refer to Extension Duration of Study (RMTP) section for detail process.
- c) The processes of the appeal for continuation of study are as follows:
 - x) A processing fee of RM50 will be imposed by *Bahagian Pengurusan Kewangan Pelajar (BPKP)* to the successful application.
 - xi) Respective College/Faculty/Academic Centre/UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for support.
 - xii) The supported application must be forwarded to IPSis.
 - xiii) IPSis will prepare a working paper which will be presented in JKIPA meeting for approval.
 - xiv) IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus of the application status.
 - xv) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student.
 - xvi) College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office must ensure the students register and pay the tuition fee for the current semester.
 - xvii) The students' status will be updated in SIMS by IPSis.
 - xviii) The meeting minute of JKIPA will be endorsed in Senate.

7.4.3 Reinstatement of students' status due to revocation (RMBGT) in CURRENT semester.

The application process flow can be referred to **Flowchart 7.4.3**.

- a) Students who were given GT status are allowed to apply for reinstatement of student status by filling in the application at <https://bit.ly/istudentportal> within the stipulated time.
- b) The process of reinstatement of student status are as follows:

- i) A processing fee of RM50 will be imposed by *Bahagian Pengurusan Kewangan Pelajar (BPKP)* to the successful application.
 - ii) Respective College/Faculty/Academic Centre/UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for support.
 - iii) The supported application must be forwarded to IPSis.
 - iv) IPSis will prepare a working paper which will be presented in JKIPA meeting for approval.
 - v) IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus of the application status.
 - vi) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student.
 - vii) A penalty of RM150 will be imposed to the successful GT revocation application. The penalty must be paid within the stipulated time.
 - viii) College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office must ensure the students register and pay the tuition fee for the current semester.
 - ix) The students' status will be updated in SIMS by IPSis.
 - x) The meeting minute of JKIPA will be endorsed in Senate.
- c) Failure to register or pay the tuition fee within the stipulated date, the second GT will be given to the student.

7.4.4 Reinstatement of students' status due to revocation (RMBGT) in PAST semester.

The application process flow can be referred to **Flowchart 7.4.4**.

- a) Students who were given GT status are allowed to apply for reinstatement of student status by filling in the application form which can be downloaded at <https://bit.ly/RMTPReinstatement>.
- b) The process of reinstatement of student status are as follows:
 - i) A processing fee of RM50 will be imposed by *Bahagian Pengurusan Kewangan Pelajar (BPKP)* to the successful application.
 - ii) Respective College/Faculty/Academic Centre/UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for support.
 - iii) The supported application must be forwarded to IPSis.
 - iv) IPSis will prepare a working paper which will be presented in JKIPA meeting for approval.
 - v) IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus of the application status.
 - vi) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student.
 - vii) A penalty of RM150 will be imposed to the successful GT revocation application. The penalty must be paid within the stipulated time.

- viii) College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office must ensure the students register and pay the tuition fee for the current semester.
- ix) The students' status will be updated in SIMS by IPSis.
- x) The meeting minute of JKIPA will be endorsed in Senate.
- c) Failure to register or pay the tuition fee within the stipulated date, the second GT will be given to the student.

7.5 Extension Duration of Study (RMTP)

The application process flow can be referred to **Flowchart 7.5**. Students who have exceeded the maximum duration of study will be given D5 status.

- a. The appeal can be made within 14 days after the examination result announcement by filling up the form which can be downloaded at <https://bit.ly/RMTPExtensionStudy>.
- b. The process of appeal for extension duration of study are as follows:
 - i) A processing fee of RM50 will be imposed by *Bahagian Pengurusan Kewangan Pelajar (BPKP)* to the successful extension duration of study application.
 - ii) A completed appeal form must be submitted to the respective College/Faculty/Academic Centre/UiTM Branch Campus.
 - iii) Respective College/Faculty/Academic Centre/UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for support.
 - iv) The supported application must be forwarded to IPSis.
 - v) IPSis will prepare a working paper which will be presented in JKIPA meeting for approval.
 - vi) The students' status will be updated in SIMS by IPSis.
 - vii) IPSis will notify *Bahagian Pengurusan Kewangan Pelajar (BPKP)* to generate the processing fee.
 - viii) IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus of the application status.
 - ix) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the students of the application result.
 - x) College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office must ensure the students register and pay the tuition and processing fees for the current semester.
 - xi) The meeting minute of JKIPA will be endorsed in Senate.
 - xii) Failure to register or pay the tuition fee within the stipulated date, students will be given GT status.

8 AWARD AND RECOGNITION

Awards given to students are based on their academic achievements as described below.

8.1 Graduate on Time (GOT)

- a) The criteria for this award can be referred to Academic Rules And Regulations for Postgraduate.

- b) Respective College/Faculty/Academic Centre/UiTM Branch Campus may issue a letter or certificate to students.
- c) This award is will be generated automatically by SIMS.

8.2 Faculty Postgraduate Award (APF)

- a) The criteria for this award can be referred to Academic Rules And Regulations for Postgraduate.
- b) Respective College/Faculty/Academic Centre/UiTM Branch Campus may issue a letter or certificate to students.
- c) This award is will be generated automatically by SIMS.

8.3 Completed with Certificate (TS)

- a) The criteria for this award can be referred to Academic Rules And Regulations for Postgraduate.
- b) Respective College/Faculty/Academic Centre/UiTM Branch Campus may issue a letter or certificate to students.
- c) This award is will be generated automatically by SIMS.

8.4 Excellence Master Award (ASC)

- a) The criteria for this award can be referred to Academic Rules And Regulations for Postgraduate.
- b) Respective College/Faculty/Academic Centre/UiTM Branch Campus may issue a letter or certificate to students.
- c) This award is will be generated automatically by SIMS

8.5 Excellence Research Award (APC)

- a) The criteria for this award can be referred to Academic Rules And Regulations for Postgraduate.
- b) Students need to apply for the award with supervisors' recommendations.
- c) Application will be verified and supported by the JKAPS committee.
- d) The application will be presented in JKIPA for approval and endorsed by the Senate meeting

8.6 Malaysia Technology Development Corporation (MTDC) Book's Prize Award

- a) The Malaysia Technology Development Corporation (MTDC) Book's Prize Award is a contribution from MTDC to a selected UiTM's postgraduate research student. The award is given during the October's Convocation Ceremony. A committee consisting of representatives from IPSis, BITCOM and MTDC will evaluate the shortlisted graduates.
- b) The criteria for this award can be referred to Academic Rules And Regulations for Postgraduate.

8.7 Anugerah Sarjana Cemerlang Tuanku Canselor (ASCTC)

The application process flow can be referred to **Flowchart 7.7**.

- a) The criteria for this award can be referred to Academic Rules And Regulations for Postgraduate.
- b) ASCTC award is given during the October's Convocation Ceremony.
- c) The application of ASCTC Award processes are as follows:
 - i) Students may apply for ASCTC Award by filling in the application form which can be downloaded at <https://bit.ly/ASCTCCoursework>.
 - ii) A completed application form must be submitted to the respective College / Faculty / Academic Centre / UiTM Branch Campus for nomination.
 - iii) KPPS must present the nomination list in JKAPS meeting for selection and JAF for support.
 - iv) The list of selected candidates must be submitted to IPSis.
 - v) IPSis will check the selected candidates to ensure they fulfil the set criteria.
 - vi) IPSis will appoint an interview panel.
 - vii) The shortlisted candidates will be called for an interview by IPSis.
 - viii) IPSis will present the list of successful candidates in JKIPA for approval and endorsed by the Senate meeting.

8.8 Anugerah Kedoktoran Cemerlang Tuanku Canselor (AKCTC)

The application process flow can be referred to **Flowchart 8.8**.

- a) The criteria for this award can be referred to Academic Rules And Regulations for Postgraduate.
- b) AKCTC award is given annually during the convocation ceremony.
- c) The application of AKCTC Award processes are as follows:
 - i) Students may apply for AKCTC Award by filling in the application form which can be downloaded at <https://bit.ly/AKCTC>.
 - ii) A completed application form must be submitted to the respective College/Faculty/Academic Centre/UiTM Branch Campus for nomination.
 - iii) KPPS must present the nomination list in JKAPS meeting for selection and JAF for support.
 - iv) The list of selected candidates must be submitted to IPSis.
 - v) IPSis will check the selected candidates to ensure they fulfil the set criteria.
 - vi) IPSis will appoint an interview panel.
 - vii) The shortlisted candidates will be called for an interview by IPSis.
 - viii) IPSis will present the list of successful candidates in JKIPA for approval and endorsed by the Senate meeting.

8.9 Academic Conferment by Aegrotat (Compassionate Award) and Posthumous Award

The application process flow can be referred to **Flowchart 8.9**.

- a) The criteria for this award can be referred to Academic Rules And Regulations for Postgraduate.

- b) The application of Aegrotat and Posthumus Award processes are as follows:
 - i) The request may be made by either supervisor/family members/ College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office to IPSis.
 - ii) All related evidences must be submitted to IPSis.
 - iii) IPSis will check and verify the request to ensure it fullfil the set criteria.
 - iv) IPSis will present the request to JKIPA for approval and endorsed by the Senate meeting.
- c) The Aegrotat or Posthumous receipt will be given a completion status (TA).

9 ACADEMIC CONFERMENT

- a) Students will be conferred a degree upon:
 - i) achieving a minimum CGPA of 3.00;
 - ii) achieving a minimum grade of B in all courses stated in the study plan;
 - iii) complying with all University requirements and regulations; and
 - iv) endorsement by the University Senate.

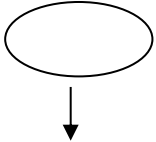


9.1 Academic Transcript and Scroll

The application process flow can be referred to **Flowchart 9.1**.

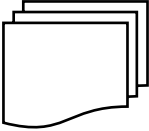

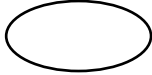
- a) Academic transcript and scroll will be given during the convocation ceremony.
- b) The processes for attending convocation can be referred to Bahagian Rekod Pelajar dan Konvokesyen (BRPK).
- c) Students may apply for academic transcript of the degree. The application processes are as follows:
 - i) Students may apply for academic trascript after the official announcement of examination result at <https://bit.ly/UiTMPGTranscript>
 - ii) Students must pay transcript fee prior to the application.
 - iii) The academic transcript will be generated within five (5) working days after payment has been made.
- d) Students may apply for and early conferral of the degree. The application processes are as follows:
 - i) Students who are unable to attend the convocation ceremony will graduate in absentia. The degree will be conferred on the date outlined in the Senate letter.
 - ii) Students completion of study have been endorsed by University Senate.
 - iii) Students must email the request and attach a copy senate letter and passport (for international students) to BRPK.
 - iv) The request will be processed within eight (8) weeks from the date of application.

FLOWCHARTS


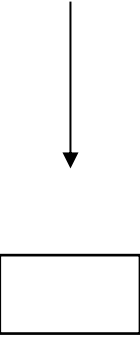
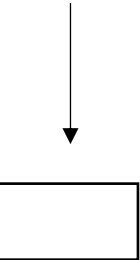
FLOWCHART 1.3: LOCAL APPLICATION

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		<p>START</p>	
Students		<ul style="list-style-type: none"> i. Application to all UiTM postgraduate programmes should be made online via IPSis's website. ii. Coursework and Mixed Mode Programme intake sessions are in March and October. Research program intake session can be done throughout the year. iii. IPSis will set the schedule for admission and registration for all postgraduate programme. iv. The application schedule for Coursework and Mixed Mode Programme are published on IPSis's website. v. Activity Calendar for new intake will be shared by IPSis to College/Faculty/Academic Centre/Branch Campus Postgraduate Centre at the beginning of semester. 	<p>IPSis Website: https://ipsis.uitm.edu.my/index.php</p>
Students		<p>Personal Identification Number (PIN)</p> <p>Applicant must purchase RM50 Personal Identification Number (PIN) prior to application according to type of programme applied. This can be done via:</p> <ul style="list-style-type: none"> a) Direct purchase from Bank Simpanan Nasional (BSN) or b) Online payment or Cash Deposit Machine (CDM) to Bendahari UiTM. <p>Account number: 12177010005510 Bank: BANK ISLAM MALAYSIA BERHAD</p> <p>The candidate who made payment through online or Cash Deposit Machine (CDM) must email the payment slip to <i>bpk@uitm.edu.my</i> and provides full name, IC number, programme type (coursework or research) and phone number.</p> <p>IPSis will generate PIN number and email to the applicant. The applicant can proceed with the application by log in to https://online.uitm.edu.my/ipsis/</p>	<p>IPSis Website: https://online.uitm.edu.my/ipsis/</p>


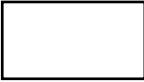
The Process and Procedures for Postgraduate Coursework and Mixed Mode Programme (Amendment 2023)

<p>Students</p>		<p>Submission of Application A complete application form and related documents must be sent to the respective College/Faculty/Academic Centre/Branch Campus Postgraduate Office via email or courier service. The contact details of the respective College/Faculty/Academic Centre/Branch Campus can be viewed at https://bit.ly/listofcontactdetails. The list of the related documents are as follows:</p> <ul style="list-style-type: none"> h) A copy of Online Application Form i) A copy of Identification Card (I/C) (Certified True Copy) j) A copy of Official Academic Transcript and Certificate/Completion Letter (Certified True Copy) k) Two (2) Referee Reports (https://ipsis.uitm.edu.my/images/pdf/referee_report.pdf) l) Primary Examinations Certificate (RACDS, MJDS or MOrth) for Dentistry Programme only m) Annual Practising Certificate (APC) for Dentistry Programme only n) Work proof letter (if applicable) <p>Certification of documents can be made by Notary Public Office/Commissioner of Oath/Government Officer (Management and Professional Level, Grade 41 and above)</p>	<p>Website : https://bit.ly/listofcontactdetails</p>
<p>College/Faculty/ Academic Centre/Branch Campus</p>	<p style="text-align: center;">↓</p>  <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> i. Entry requirements for master or doctoral degree programmes are according to the requirements set by the College/Faculty/Academic Centre/Branch Campus. ii. Candidates without a qualification in the related fields or relevant working experience must undergo appropriate pre-requisite courses. Details of pre-requisite course can be referred at College/Faculty/Academic Centre/Branch Campus website. iii. Certain programmes may have specific requirements such as submission of a portfolio of related work, an interview or working experience. Details of requirements can be found at the website of respective faculty. 	<p>e-KPS system.</p>
		<p style="text-align: center;">END</p>	



FLOWCHART 1.4: INTERNATIONAL APPLICATION

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD						
		START							
Students		<ul style="list-style-type: none"> i. Application to all UiTM postgraduate programmes should be made online via IPSis's website. ii. Coursework and Mixed Mode Programme intake sessions are in March and October. Research program intake session can be done throughout the year. iii. IPSis will set the schedule for admission and registration for all postgraduate programme. iv. The application schedule for Coursework and Mixed Mode Programme are published on IPSis's website. v. Activity Calendar for new intake will be shared by IPSis to College/Faculty/Academic Centre/Branch Campus Postgraduate Centre at the beginning of semester. 	IPSis Website: https://ipsis.uitm.edu.my/index.php						
Students		The processing fee for International applicants is USD50 (not residing in Malaysia) and RM150 (residing in Malaysia). The processing fee can be paid to the followings: iii) For International applicant RESIDING in MALAYSIA <table border="1" style="margin-left: 20px;"> <tr> <td>Bank</td> <td>Bank Islam Malaysia Berhad</td> </tr> <tr> <td>Account No</td> <td>12177010005510</td> </tr> <tr> <td>Amount</td> <td>RM150.00</td> </tr> </table>	Bank	Bank Islam Malaysia Berhad	Account No	12177010005510	Amount	RM150.00	
Bank	Bank Islam Malaysia Berhad								
Account No	12177010005510								
Amount	RM150.00								

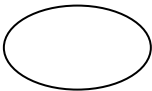
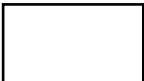
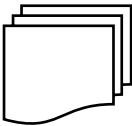

The Process and Procedures for Postgraduate Coursework and Mixed Mode Programme (Amendment 2023)

<p>Students</p>		<p>i) For International applicant NOT RESIDING in MALAYSIA</p> <table border="1" data-bbox="619 327 1121 806"> <tr> <td>Bank</td> <td>BANK ISLAM MALAYSIA BERHAD</td> </tr> <tr> <td>Account No</td> <td>UNIVERSITI TEKNOLOGI MARA (UITM)</td> </tr> <tr> <td>Address</td> <td>Akaun Terimaan Pengurusan UiTM, Aras 3, Bangunan Canseleri Tuanku Syed Sirajudin, 40450 Shah Alam, Selangor Darul Ehsan</td> </tr> <tr> <td>City / State of Bank</td> <td>Shah Alam, Selangor Darul Ehsan</td> </tr> <tr> <td>SWIFT Code</td> <td>BIMBMYKL</td> </tr> <tr> <td>Account No</td> <td>12177010005510</td> </tr> <tr> <td>Amount in USD</td> <td>USD50.00</td> </tr> <tr> <td>City / State of Bank</td> <td>Shah Alam, Selangor Darul Ehsan</td> </tr> <tr> <td>Swift Code</td> <td>BIMBMYKL</td> </tr> </table> <p>Note: The candidate must email the receipt or payment slip to ipsisadmission@uitm.edu.my and provides full name, passport number and programme type (coursework or mixed mode).</p>	Bank	BANK ISLAM MALAYSIA BERHAD	Account No	UNIVERSITI TEKNOLOGI MARA (UITM)	Address	Akaun Terimaan Pengurusan UiTM, Aras 3, Bangunan Canseleri Tuanku Syed Sirajudin, 40450 Shah Alam, Selangor Darul Ehsan	City / State of Bank	Shah Alam, Selangor Darul Ehsan	SWIFT Code	BIMBMYKL	Account No	12177010005510	Amount in USD	USD50.00	City / State of Bank	Shah Alam, Selangor Darul Ehsan	Swift Code	BIMBMYKL	
Bank	BANK ISLAM MALAYSIA BERHAD																				
Account No	UNIVERSITI TEKNOLOGI MARA (UITM)																				
Address	Akaun Terimaan Pengurusan UiTM, Aras 3, Bangunan Canseleri Tuanku Syed Sirajudin, 40450 Shah Alam, Selangor Darul Ehsan																				
City / State of Bank	Shah Alam, Selangor Darul Ehsan																				
SWIFT Code	BIMBMYKL																				
Account No	12177010005510																				
Amount in USD	USD50.00																				
City / State of Bank	Shah Alam, Selangor Darul Ehsan																				
Swift Code	BIMBMYKL																				
<p>Students</p>		<p>Submission of Application The application will only be processed after the processing fee are paid and the related documents are emailed to ipsisadmission@uitm.edu.my. The list of the related documents are as follows:</p> <ul style="list-style-type: none"> i) A copy of Online Application Form ii) A copy of Passport – Pages with Photo and Signature (Certified True Copy) iii) A copy of Official Academic Transcript and Certificate/Completion Letter (Certified True Copy) iv) A copy of Translated Academic Transcript and Certificate/ Completion Letter for document in other than English language (Certified True Copy) v) Two (2) Referee Reports (https://ipsis.uitm.edu.my/images/pdf/referee_report.pdf) vi) A copy of English Proficiency Certificate (IELTS / TOEFL / MUET / CEFR) vii) Primary Examinations Certificate (RACDS, MJDS or MOrth) for Dentistry Programme only viii) Annual Practising Certificate (APC) for Dentistry Programme only ix) Work proof letter (if applicable) <p>Certification of documents can be made by Notary Public Office/Commissioner of Oath/Government Officer (Management and Professional Level, Grade 41 and above)</p>	<p>Website : ipsisadmission@uitm.edu.mys</p>																		

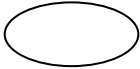


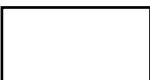

The Process and Procedures for Postgraduate Coursework and Mixed Mode Programme (Amendment 2023)

<p>College/Faculty/ Academic Centre/Branch Campus</p>		<ol style="list-style-type: none"> i. Entry requirements for master or doctoral degree programmes are according to the requirements set by the College/Faculty/Academic Centre/Branch Campus. ii. Candidates without a qualification in the related fields or relevant working experience must undergo appropriate pre-requisite courses. Details of pre-requisite course can be referred at College/Faculty/Academic Centre/Branch Campus website. iii. Certain programmes may have specific requirements such as submission of a portfolio of related work, an interview or working experience. Details of requirements can be found at the website of respective faculty. 	<p>e-KPS system.</p>
		<p>END</p>	

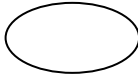



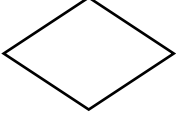
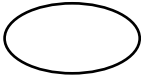
FLOWCHART 1.5: APPLICATION FROM UiTM's GRADUATE AND FINAL SEMESTER STUDENT (e-Pursuit)

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
IPSis	↓ 	<p>There are four (4) categories of e-Pursuit applicants:</p> <ul style="list-style-type: none"> i) UiTM Bachelor Degree graduates from the previous convocation session; ii) UiTM Master's Degree graduates from the previous convocation session; iii) UiTM final semester Bachelor's degree student who obtained a minimum CGPA of 2.75; iv) UiTM final semester Master's degree student from Coursework or Research programme. v) Eligible candidates will be invited to apply using following link https://bit.ly/PGUiTMePursuit for admission into postgraduate programme. The invitation will be sent via Short Messaging Service (SMS) by IPSis. 	IPSis Website : https://bit.ly/PGUiTMePursuit
Students	↓  ↓	<ul style="list-style-type: none"> i) In the application form, student will be given the proposed programme based on the previous academic programme. ii) Student need to update their contact information. iii) Student are allowed to change the proposed programme. iv) No processing fee will be imposed to e-Pursuit application. 	Email to College/Faculty /Academic Centre/Branch Campus Postgraduate Centre
	↓ 	END	

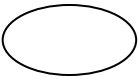


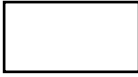
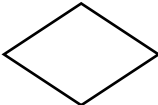

FLOWCHART 1.6: SELECTION PROCESS

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
	 ↓	START	
College/Faculty /Academic Centre/UiTM Branch Campus	 ↓	Selection process for all programmes, local and international students are carried out by the Postgraduate office of respective College/Faculty/Academic Centre/UiTM Branch Campus. KPPS is responsible.	e-KPS System
Students	 ↓	Ensure the application submitted fulfilled the entry requirements of the applied programme.	Email to College/Faculty/Academic Centre/Branch Campus Postgraduate Centre
College/Faculty /Academic Centre/UiTM Branch Campus	 ↓	a) Nominate panel of interviewers for interview session (if applicable) b) Set an interview session (if applicable). Interview form can be downloaded at https://bit.ly/PGUiTMInterviewAssessment . c) Present the number of successful applicants at JAPPIKP/JKAPS for endorsement. d) Update the application results in e-KPS system.	IPSis Website : https://bit.ly/PGUiTMInterviewAssessment ,
		END	

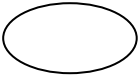


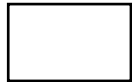
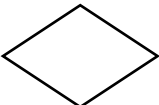

FLOWCHART 1.6.1.1: FULL OFFER

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
	↓ 	Applicants who fulfilled the entry requirements, submitted complete documents and passed the interview (if applicable) will receive full offer letter.	
College/Faculty/Academic Centre/UiTM Branch Campus	↓ 	KPPS must select the full offer box in e-KPS system.	e-KPS System
IPSis	↓ 	a) IPSis will generate offer letter to the successful applicants in SIMS intake. b) IPSis will notify successful applicant via SMS with offer letter link for applicants to download the full offer letter.	SIMS System
Student	↓ 	a) Successful applicants can check their application status at https://bit.ly/applicationcheck b) Successful applicants may accept or decline the offer by selecting the "Agree to accept" or "Decline" box. c) If the applicant declined the offer, they need to choose the reason for declining the offer.	IPSis Website: https://bit.ly/applicationcheck
	↓ 	END	


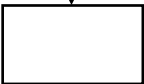
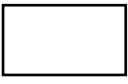
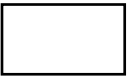
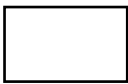
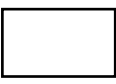
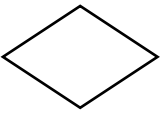

FLOWCHART 1.6.1.2.1: APPLICANTS WITH INCOMPLETE DOCUMENTS

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
	↓ 	Applicants with incomplete document must contact KPPS of the respective College/Faculty/Academic Centre/UiTM Branch Campus to submit the related document.	
College/Faculty/Academic Centre/UiTM Branch Campus	↓ 	<ul style="list-style-type: none"> a) KPPS must check the list of conditional offer applicant in menu 4.3 in e-KPS system. b) KPPS will review the application and decide the status of application. c) KPPS will update the application status to full offer in menu 3.3 in e-KPS system 	e-KPS System
IPSis	↓ 	<ul style="list-style-type: none"> a) IPSis will generate full offer letter. b) IPSis will notify successful applicant via SMS with offer letter link for applicants to download the full offer letter. 	SIMS System
Student	↓ 	<ul style="list-style-type: none"> a) Successful applicants can check their application status at https://bit.ly/applicationcheck b) Successful applicants may accept or decline the offer by selecting the “Agree to accept” or “Decline” box. c) If the applicant declined the offer, they need to choose the reason for declining the offer. 	IPSis Website: https://bit.ly/applicationscheck
	↓ 	END	

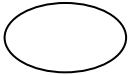

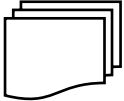



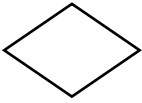


FLOWCHART 1.6.1.2.2: FINAL SEMESTER APPLICANTS

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
College/Faculty/Academic Centre/UiTM Branch Campus	↓ 	<ul style="list-style-type: none"> a) KPPS must request the final examination result for applicant from other IHL b) KPPS must check the final examination result for applicant from UiTM in SIMS after the official announcement of the examination result by the University c) KPPS must validate the final examination result to ensure Complete Status (TM) of the applicants 	SIMS System
College/Faculty/Academic Centre/UiTM Branch Campus	↓ 	<ul style="list-style-type: none"> a) KPPS must check the list of conditional offer applicant in menu 4.3 in e-KPS system. b) KPPS will review the application and decide the status of application. c) KPPS will update the application status to full offer in menu 3.3 in e-KPS system. 	e-KPS System
IPSis	↓ 	<ul style="list-style-type: none"> a) IPSis will generate full offer letter. b) IPSis will notify successful applicant via SMS with offer letter link for applicants to download the full offer letter. 	SIMS System
Student	↓ 	<ul style="list-style-type: none"> a) Successful applicants can check their application status at https://bit.ly/applicationcheck b) Successful applicants may accept or decline the offer by selecting the "Agree to accept" or "Decline" box. c) If the applicant declined the offer, they need to choose the reason for declining the offer. 	IPSis Website: https://bit.ly/applicationcheck
	↓ 	END	







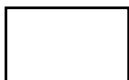


FLOWCHART 1.6.1.2.3: CONDITIONAL PRE-REQUISITE

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
	↓ 	Applicants with unrelated field of study or working experience will receive conditional pre-requisite offer letter.	
College/Faculty/ Academic Centre/UiTM Branch Campus	↓ 	a) KPPS must update the pre-requisite parameters such as course name duration and fees in menu 8.0 in e-KPS system. b) KPPS must select the conditional pre-requisite offer box in e-KPS system.	e-KPS System
IPSis	↓ 	a) IPSis will generate conditional pre-requisite offer letter with the list of pre-requisite courses. b) IPSis will notify the successful applicant via SMS.	SIMS System
College/Faculty/ Academic Centre/UiTM Branch Campus	↓ 	a) KPPS must check the list of conditional pre-requisite offer applicants in menu 7.3 in e-KPS system. b) KPPS must ensure the applicants attended all the classes and pay the pre-requisite fees as stated in the conditional pre-requisite offer letter. c) KPPS must notify IPSis the result of the pre-requisite courses via email. d) KPPS must decide and update the status of application in menu 3.3 in e-KPS system.	e-KPS System
IPSis	↓ 	a) IPSis will generate full offer letter. b) IPSis will notify successful applicant via SMS with offer letter link for applicants to download the full offer letter.	SIMS System
Student	↓ 	a) Successful applicants can check their application status at https://bit.ly/applicationcheck b) Successful applicants may accept or decline the offer by selecting the "Agree to accept" or "Decline" box. c) If the applicant declined the offer, they need to choose the reason for declining the offer.	IPSis Website: https://bit.ly/applicationcheck
	↓ 	END	

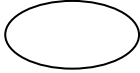

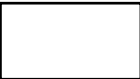
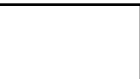


FLOWCHART 1.6.3: UiTM's GRADUATE AND FINAL SEMESTER STUDENT (e-Pursuit)

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
College/Faculty/ Academic Centre/UiTM Branch Campus	 	The processes for e-Pursuit application are as follows: a) KPPS must validate the final examination result in SIMS to ensure Complete Status (TM) of the applicants after the official announcement of the examination result by the University. b) KPPS must check the list of conditional offer applicant in menu 4.3 in e-KPS system. c) KPPS will review the application and decide the status of application. d) KPPS will update the application status to full offer in menu 3.3 in e-KPS system.	e-KPS System
IPSis	 	i) IPSis will generate full offer letter. ii) IPSis will notify successful applicant via SMS with offer letter link for applicants to download the full offer letter.	Email to College/Faculty/ Academic Centre/Branch Campus Postgraduate Centre
Student	  	a) Successful applicants can check their application status at https://bit.ly/applicationcheck b) Successful applicants may accept or decline the offer by selecting the "Agree to accept" or "Decline" box. c) If the applicant declined the offer, they need to choose the reason for declining the offer.	IPSis Website: https://bit.ly/applicationcheck
		END	

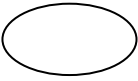



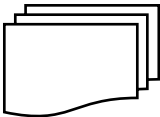


FLOWCHART 2 .1: NEW STUDENT REGISTRATION

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Students	 	Students must click the registration link as given in the offer letter	IPSis Website: https://ipsis.uitm.edu.my/
Students	 	Students must enter their student identification number as stated in the offer letter and IC/Passport number. i. Students must agree to the statement of student pledge. ii. Students must fill up the health declaration section (full time student only)	Email to College/Faculty/Academic Centre/Branch Campus Postgraduate Centre
Students	 	i. International students must upload EMGS Visa Approval Letter ii. Students must click the submit button to complete the registration process. iii. Students must print the Registration Confirmation Slip for record purposes	IPSis Website : https://online.uitm.edu.my/ipsis/pgreg
	 	END	


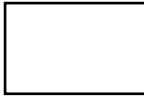

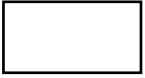

FLOWCHART 2.2: RETURNING STUDENT REGISTRATION

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Students	↓ 	All returning students must register via student portal	IPsis Website : https://istudent.uitm.edu.my/index_isip.htm .
Students	↓ 	Students must complete Student Feedback Online (SuFO) survey prior to examination week. Students cannot register their courses if they did not complete the SuFO survey.	
Students	↓ 	Students must register for courses according to their study plan (part-time or full-time) within the stipulated time as stated in the Postgraduate Academic Calendar	Website : https://bit.ly/ReturningStudentsPGUITM
Students	↓ 	Add and drop of courses must be done within the stipulated time as stated in the Postgraduate Academic Calendar	Website : https://bit.ly/ReturningStudentsPGUITM
	↓ 	END	



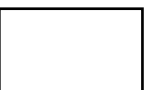
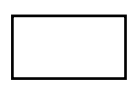
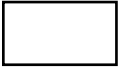

FLOWCHART 2.2.3 : BESPOKE COURSE

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Students	 	Candidate can apply for Bespoke Course online at : https://bit.ly/BespokeUiTM i. Within the stipulated time. ii. Participants are not considered as UiTM students only.	IPSis Website : https://bit.ly/BespokeUiTM
Participants	 	The details of Bespoke Course are as follows : i) Participants may register a maximum of two (2) courses for every current semester. ii) Participants must attend 14 weeks of lecture and complete module and assessments. iii) Participants must take part in class activity that includes tests, quizzes, assignments, etc. iv) Participants must sit for exam set for each semester. v) Participants will be awarded with 'Certificate of Achievement' if they passed and 'Certificate of Participation' if they failed. vi) Participants are eligible to apply for credit transfer if they wish to further their study at postgraduate level in UiTM subjected to the University entry requirement	
IPSis	 	i) IPSis will request a list of courses to be offered as a Bespoke Course to College / Faculty / Academic Centre / UiTM Branch Campus within four (4) weeks after the semester begins. ii) IPSis will update the list of the Bespoke Course into the Bespoke Course Application System.	

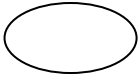
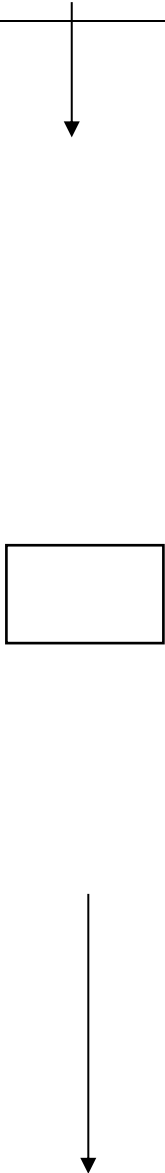
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College / Faculty / Academic Centre / Branch Campus Postgraduate Centre		<ul style="list-style-type: none"> i) College/Faculty/Academic Centre/UiTM Branch Campus must present the list of Bespoke Courses to JKAPS for endorsement. ii) College/Faculty/Academic Centre/UiTM Branch Campus must upload the list to the assigned Google drive given by IPSis. iii) College/Faculty/Academic Centre/UiTM Branch Campus must ensure that the group has been created before the new student registration date. iv) College/Faculty/Academic Centre/UiTM Branch Campus must contact the participants to give details regarding classes. 	College / Faculty / Academic Centre / Branch Campus Postgraduate Centre
IPSis	 	<ul style="list-style-type: none"> i) IPSis will announce the application date for Bespoke Course at IPSis website. ii) IPSis will check and verify the application to ensure it fulfils the set criteria. iii) IPSis will generate the offer letter to the successful applicants. iv) Successful applicants may download the offer letter using the link given in Short Messaging Service (SMS) sent by IPSis. v) IPSis will register the Bespoke Course participants in SIMS Academic. vi) IPSis will notify the Bursary Office to generate the bill via email. vii) IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus the final list of the Bespoke Course participants who have paid the full fees via email. 	
Bursary	 	Bursary Office will generate tuition fees for Bespoke Course based on the registered courses.	
Participants	 	Participants must pay the tuition fees one (1) week before the semester begins.	
	 	END	

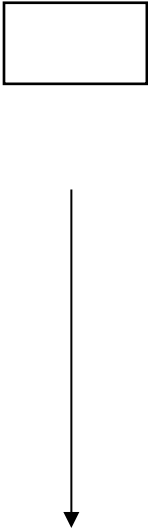

FLOWCHART 2.3: DEFERMENT OF REGISTRATION

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Students	↓ 	<p>Candidates who received a full offer letter may consider deferring their registration.</p> <ul style="list-style-type: none"> i. Deferral of Registration is allowed once for unregistered first semester students only. ii. Candidate can apply for deferral of registration online at https://bit.ly/PGDefReg iii. Within the stipulated time. 	<p>IPSis Website : https://bit.ly/PGDefReg</p>
Students	↓ 	<p>The application processes for deferral of registration are as follows:</p> <ul style="list-style-type: none"> a) Candidates are required to read the instructions before proceeding to the application. b) Candidates need to key-in the student number and IC/Passport number for verification. c) Candidates need to fill in all information in section A and section B. d) Candidates need to click the submit button once the application is completed. e) The candidate can print the deferral approval letter at the same link after five (5) working days of application submission. 	<p>Email to College/Faculty/Academic Centre/Branch Campus Postgraduate Centre</p>
IPSis		<p>IPSis will generate new offer letters in September for the October intake and in February for the March intake.</p>	
Students	↓ 	<p>Candidates can download the new offer letter at the same link as the application.</p>	
	↓ 	END	

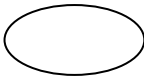

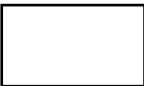

FLOWCHART 3.1: CREDIT TRANSFER

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		<p>START</p>	
<p>Students</p>		<p>Student may apply for credit transfer by fill in the form which can be downloaded at https://bit.ly/PGCreditTransfer</p> <ol style="list-style-type: none"> a) Students may apply for credit transfer from courses that have been taken from UiTM or other IHL. b) Credit transfer is allowed between the same study level (horizontal) for active students only. c) The application for credit transfer can only be made during the first semester. d) Credit transfer can be divided into two (2) categories: <ol style="list-style-type: none"> i) Credit transfer with grade Credit Units and Grades from the courses taken will be counted in the GPA and CGPA calculations for graduation. ii) Credit transfer without grade (Credit Exemption) The transferred Credit Unit for the courses will be counted in students' study plan. However, the course grade will not be counted in GPA and CGPA calculation. e) The criteria for the credit transfer are as follows: <ol style="list-style-type: none"> i) The minimum grade that can be considered for credit transfer is B or equivalent. ii) Applications for credit transfer of any course must have at least 80% equivalent or similar in content with the related course at the University. iii) Credit Transfer courses are applicable to accredited programmes only. iv) Students who have failed or did not graduate or were dismissed from the postgraduate programme in the University or other IHL will not be considered for credit transfer. v) The maximum credit transfer shall not be more than 30% of the total credit hours of the programme. 	<p>IPSis Website : https://bit.ly/PGCreditTransfer</p>

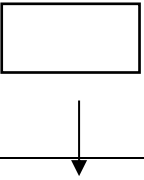
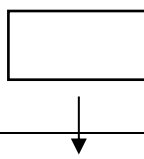
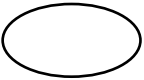
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<p>College / Faculty / Academic Centre / Branch Campus Postgraduate Centre</p>		<p>The process of application for credit transfer are as follows:</p> <ul style="list-style-type: none"> i) The credit transfer application form must be submitted to the College/Faculty/Academic Centre/UiTM Branch Campus postgraduate office within fourteen (14) days of the official registration date. ii) The College/Faculty/Academic Centre/UiTM Branch Campus postgraduate office must ensure the requirement for credit transfer is fulfilled. iii) The completed form must be verified by the Head of Postgraduate Studies at the respective College/Faculty/Academic Centre/UiTM Branch Campus. iv) The application will be approved by JAPPIKP/JKAPS and will be endorsed by JAKP/JAF/JAN. v) The students' status will be updated in SIMS by Assistant Registrar (Academic) of the respective College / Faculty / Academic Centre / UiTM Branch Campus. The respective College / Faculty / Academic Centre / UiTM Branch Campus will notify the student. 	<p>Email to College / Faculty / Academic Centre / Branch Campus Postgraduate Centre</p>
		<p>END</p>	


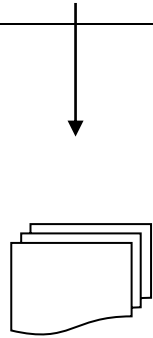
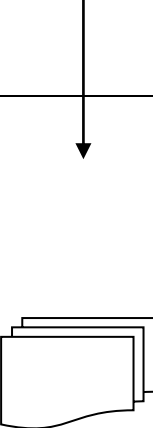
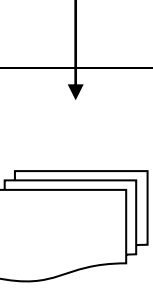
FLOWCHART 3.2: CHANGE OF STUDY MODE (PART TIME - FULL TIME)

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
	 ↓	START	
Students	↓  ↓	<p>Student may apply for Change of study mode by fill in the form that can be downloaded at https://bit.ly/PGUiTMChangeOfStudyMode</p> <ol style="list-style-type: none"> Students can apply to change their study mode from full time to part time or vice-versa. The application can be made twice during the duration of study. UPTA scheme recipients are not eligible to apply. 	<p>IPSis Website : https://bit.ly/PGUiTMChangeOfStudyMode</p>
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre	↓  ↓	<p>The application processes for changing the study mode are as follows:</p> <ol style="list-style-type: none"> The change of study mode application form must be submitted to the College/ Faculty/ Academic Centre/ UiTM Branch Campus postgraduate office within the stipulated date. Completed form must be supported by the Head of Postgraduate Studies at the respective College/ Faculty/ Academic Centre/ UiTM Branch Campus. The application will be approved by JAPPIKP/JKAPS and will be endorsed by JAKP/JAF/JAN. The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student. 	<p>Email to College / Faculty / Academic Centre / Branch Campus Postgraduate Centre</p>
IPSis	↓ 	<p>The College/Faculty/ Academic Centre/UiTM Branch Campus will send a list of successful applicants to akademikipsis@uitm.edu.my</p> <ol style="list-style-type: none"> The students' status will be updated in SIMS by IPSis. IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus once the status has been updated in SIMS. 	<p>Email to akademikipsis@uitm.edu.my</p>






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<p><i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i></p>		<p>Processing fee of RM50 will be generated by <i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i> after the approval</p>	
<p>Student</p>		<p>Students can also check their study mode in the i-Student Portal.</p>	<p>i-Student portal: https://istudent.uitm.edu.my/index_isp.htm.</p>
		<p>END</p>	

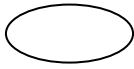




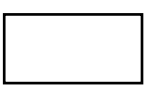
FLOWCHART 3.3: CHANGE OF PROGRAMME

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Students		<p>Students may apply for Change of programme by filling in the form that can be downloaded at https://bit.ly/PGUiTMChangeOfProgramme.</p> <ol style="list-style-type: none"> Students can apply to change programmes once throughout the duration of study. Students' duration of study is counted from the registration date of the initial programme. Students is allowed to change the following type of programme: <ol style="list-style-type: none"> Coursework Programme Mixed Mode Programme Research Programme Students will begin in semester one for the new programmes once the application was approved. 	<p>IPSis Website : https://bit.ly/PGUiTMChangeOfProgramme.</p>
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre		<p>The application processes to change of study mode are as follows:</p> <ol style="list-style-type: none"> The change of programme application form must be submitted to the current and new Head of Postgraduate Studies of College/Faculty/Academic Centre/UiTM Branch Campus postgraduate office for support and verification. The application will be approved by JAPPIKP/JKAPS and will be endorsed by JAKP/JAF/JAN in the current College/Faculty/Academic Centre/UiTM Branch Campus The current College/Faculty/Academic Centre/UiTM Branch Campus will notify students on the status of application. 	<p>Email to College / Faculty / Academic Centre / Branch Campus Postgraduate Centre</p>
IPSis		<p>The College/Faculty/ Academic Centre/UiTM Branch Campus will send a list of successful applicants to akademikipsis@uitm.edu.my</p> <ol style="list-style-type: none"> The students' status will be updated in SIMS by IPSis. IPSis will notify both College/Faculty/Academic Centre/UiTM Branch Campus once the status has been updated in SIMS. 	<p>Email to akademikipsis@uitm.edu.my</p>


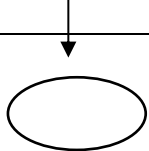
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Bahagian Pengurusan Kewangan Pelajar (BPKP)		A processing fee of RM50 will be generated by <i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i> after the approval.	
Student	 	Students can also check their programme in the i-Student Portal.	i-Student portal: https://istudent.uitm.edu.my/index_isp.htm .
	 	END	

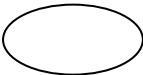

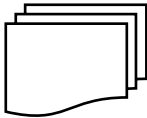
FLOWCHART 3.4: CHANGE OF CAMPUS

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
	 ↓	START	
Students	 ↓	a) Students may apply for Change campus by filling in the form that can be downloaded at https://bit.ly/PGChangeCampus . b) Students can apply to change programmes once throughout the duration of study.	IPSis Website : https://bit.ly/PGChangeCampus
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre	 ↓	The application processes to change of campus mode are as follows: a) The change of campus application form must be submitted to the current and new Head of Postgraduate Studies of College/Faculty/Academic Centre/UiTM Branch Campus postgraduate office for support and verification. b) The application will be approved by JAPPIKP/JKAPS and will be endorsed by JAKP/JAF/JAN in the current College/Faculty/Academic Centre/UiTM Branch Campus.	Email to College / Faculty / Academic Centre / Branch Campus Postgraduate Centre
IPSis	 ↓	The College/Faculty/ Academic Centre/UiTM Branch Campus will send a list of successful applicants to IPSis akademikipsis@uitm.edu.my and the new College/Faculty/Academic Centre/UiTM Branch Campus. i. The students' status will be updated in SIMS by IPSis. ii. IPSis will notify both College/Faculty/Academic Centre/UiTM Branch Campus once the status has been updated in SIMS.	Email to akademikipsis@uitm.edu.my
Bahagian Pengurusan Kewangan Pelajar (BPKP)	 ↓	A processing fee of RM50 will be generated by <i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i> after the approval.	
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre	 ↓	The current College/Faculty/Academic Centre/UiTM Branch Campus will notify students on the status of application	





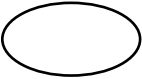
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Student		Students can also check their programme in the i-Student Portal.	i-Student portal: https://istudent.uitm.edu.my/index_isp.htm .
		END	


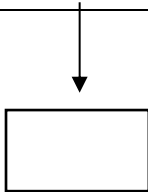
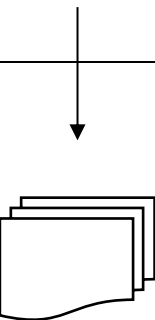
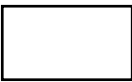

FLOWCHART 3.5.1: SPECIAL LEAVE (CK) WITHIN THE DURATION OF STUDY

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Students	↓ 	<p>a) Students can apply for CK due to self-health issues for a maximum of two (2) times throughout the duration of the study. Each application is valid for one semester only.</p> <p>b) Students can apply for CK online via i-Student portal under Special Leave Application (eCK) section at https://bit.ly/istudentportal within the stipulated time.</p>	i-Student portal : https://bit.ly/istudentportal
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre	↓  ↓	<p>The process of application for CK within the duration of the study are as follows:</p> <p>i) Students must provide valid evidence and reason for the application to be considered.</p> <p>ii) Respective College/Faculty/Academic Centre/ UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for approval.</p> <p>iii) The application will be endorsed by JAKP/JAF/JAN. The students' status will be updated in SIMS by the Assistant Registrar (Academic) or Executive Officer (Academic).</p> <p>iv) The students' status will be updated in SIMS by the respective College/Faculty/Academic Centre/UiTM Branch Campus</p> <p>v) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify <i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i> to generate the processing fee.</p> <p>vi) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student.</p> <p>vii) College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office must ensure the students register and pay the tuition and processing fees.</p> <p>viii) Failure to register or pay the tuition fee within the stipulated date, students will be given GT status</p>	Email to College / Faculty / Academic Centre / Branch Campus Postgraduate Centre

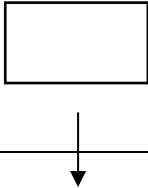
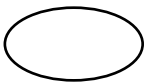
The Process and Procedures for Postgraduate Coursework and Mixed Mode Programme (Amendment 2023)

<p><i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i></p>		<p>A processing fee of RM50 will be imposed by <i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i> on the successful application.</p>	
<p>Student</p>	 	<p>Students can download the approval letter via i-Student portal.</p>	<p>i-Student portal: https://istudent.uitm.edu.my/index_isp.htm</p>
	 	<p>END</p>	


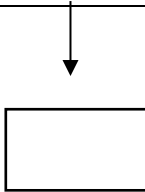
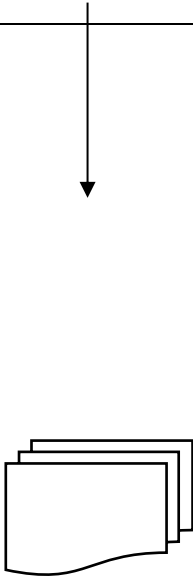
FLOWCHART 3.5.2: SPECIAL LEAVE (CK) APPLICATION FOR MORE THAN THE ENTITLEMENT / BEYOND THE DURATION OF STUDY

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Students		<p>CK Application for More Than the Entitlement / Beyond the Duration of Study</p> <p>Students who have used the maximum CK during their duration of study may apply for the third CK or more due to self-health issues.</p> <p>Application for the third CK or more must be done by filling up the form which can be downloaded at https://bit.ly/CKBeyondDuration</p>	<p>i-Student portal : https://bit.ly/CKBeyondDuration</p>
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre		<p>The application procedure for a third or more CK is as follows:</p> <p>Students must provide valid evidence and reason for the application to be considered. A completed application form must be submitted to the respective College/Faculty/Academic Centre/UiTM Branch Campus.</p> <p>Respective College/Faculty/Academic Centre/UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for support.</p> <p>The supported application must be forwarded to IPSis.</p>	<p>Email to College / Faculty / Academic Centre / Branch Campus Postgraduate Centre</p>
Bahagian Pengurusan Kewangan Pelajar (BPKP)		<p>A processing fee of RM50 will be imposed by <i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i> to the successful application.</p>	
IPSis		<p>IPSis will prepare a working paper to be presented in JKIPA meeting for approval.</p> <p>IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus of the application status.</p> <p>The students' status will be updated in SIMS by IPSis</p> <p>The meeting minutes of JKIPA will be endorsed in Senate.</p>	




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College / Faculty / Academic Centre / Branch Campus Postgraduate Centre		The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student.	
		END	

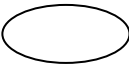
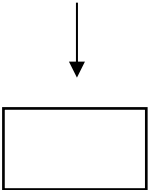
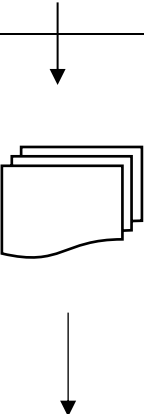
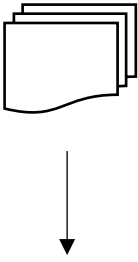
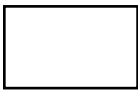
FLOWCHART 3.6.1: DEFERMENT OF ACADEMIC SEMESTER (TG) WITHIN THE DURATION OF STUDY

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Students		<ul style="list-style-type: none"> a) Students can apply for TG due to unforeseen circumstances other than health-related reasons. b) Applications can be made for a maximum of two (2) times for Master and four (4) times for PhD throughout the duration of the study. c) The application for TG must be done by filling up the form which can be downloaded at https://bit.ly/TGDeferSemester. 	IPSis Website : https://bit.ly/TGDeferSemester
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre		<p>The process of application for TG within the duration of study are as follows:</p> <ul style="list-style-type: none"> i) Students must provide valid evidence and reason for the application to be considered. ii) A completed application form must be submitted to the respective College/Faculty/Academic Centre/UiTM Branch Campus. iii) Respective College/Faculty/Academic Centre/ UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for approval. iv) The application will be endorsed by JAKP/JAF/JAN. The students' status will be updated in SIMS by Assistant Registrar (Academic) or Executive Officer (Academic). v) The students' status will be updated in SIMS by the respective College/Faculty/Academic Centre/UiTM Branch Campus vi) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify <i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i> to generate the processing fee. vii) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student. viii) College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office must ensure the students register and pay the tuition and processing fees. 	Email to College / Faculty / Academic Centre / Branch Campus Postgraduate Centre

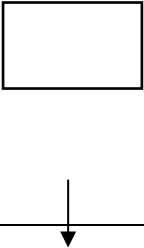
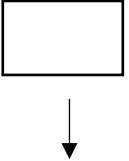
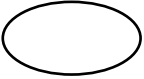
The Process and Procedures for Postgraduate Coursework and Mixed Mode Programme (Amendment 2023)

Bahagian Pengurusan Kewangan Pelajar (BPKP)		A processing fee of RM50 will be imposed by <i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i> to the successful application.	Student Bill
Student		Failure to register or pay the tuition fee within the stipulated date, students will be given GT status.	Student Portal
		END	



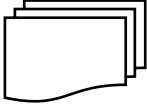




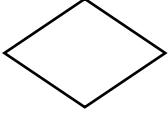

FLOWCHART 3.6.2: DEFERMENT OF AKADEMIC SEMESTER (TG) MORE THAN THE ENTITLEMENT/BEYOND DURATION OF STUDY


RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Students		<ul style="list-style-type: none"> a) Students who have used the maximum TG entitlement during their duration of study may apply for TG due to unforeseen circumstances other than health-related reasons. b) The application for TG must be done by filling up the form which can be downloaded at https://bit.ly/TGDeferSemester. 	IPSis Website : https://bit.ly/TGDeferSemester
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre		<p>The process of application for TG within the duration of study are as follows:</p> <ul style="list-style-type: none"> i) Students' must provide a valid evidence and reason for the application to be considered. ii) Respective College/Faculty/Academic Centre/UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for support. iii) The supported application must be forwarded to IPSis. 	Email to College / Faculty / Academic Centre / Branch Campus Postgraduate Centre
IPSis		<ul style="list-style-type: none"> i) IPSis will prepare a working paper to be presented in JKIPA meeting for approval. ii) The students' status will be updated in SIMS by IPSis. iii) IPSis will notify <i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i> to generate the processing fee. iv) IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus of the application status. 	SIMS System
Bahagian Pengurusan Kewangan Pelajar (BPKP)		A processing fee of RM50 will be imposed by <i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i> to the successful application.	Student Bill

The Process and Procedures for Postgraduate Coursework and Mixed Mode Programme (Amendment 2023)


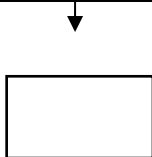
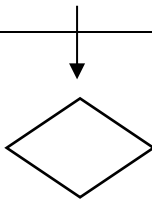
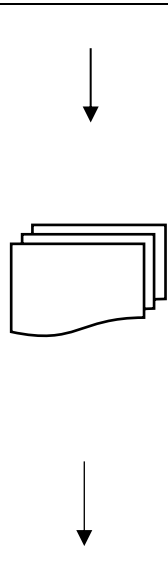
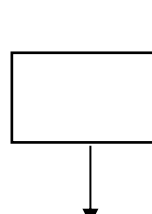
<p>College / Faculty / Academic Centre / Branch Campus Postgraduate Centre</p>		<ul style="list-style-type: none"> i) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student. ii) College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office must ensure the students' register and pay the tuition and processing fees. iii) The meeting minute of JKIPA will be endorsed in Senate 	
<p>Student</p>		<p>Failure to register or pay the tuition fee within the stipulated date, students' will be given GT status.</p>	<p>Student Portal</p>
		<p style="text-align: center;">END</p>	

FLOWCHART 3.7: WITHDRAWAL OF STUDY

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Students	  	<p>Students can withdraw from their study by submitting the Withdrawal form which can be downloaded at https://bit.ly/WithdrawalStudy</p> <ol style="list-style-type: none"> i. Students need to get verification from the library and have returned all borrowed materials. ii. Students need to get verification from the Bursary Office and must pay any outstanding payment prior to the application of withdrawal of study. iii. International students need to get verification from the Department of International Affairs (DIA) for visa and bond refund. 	<p>IPSis website : https://bit.ly/WithdrawalStudy</p>
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre	  	<p>The following are the procedures for withdrawing from study:</p> <ol style="list-style-type: none"> i. Head of Postgraduate Studies must ensure the students have returned all materials/equipment and student card to the respective College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office. ii. Respective College/Faculty/Academic Centre/UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for approval. iii. The application will be endorsed by JAKP/JAF/JAN. The students' status will be updated in SIMS by the head of postgraduate studies or Assistant Registrar (Academic). iv. The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student. 	<p>Email to College / Faculty / Academic Centre / Branch Campus Postgraduate Centre</p>
	 	<ol style="list-style-type: none"> i. First semester students who have registered and paid the tuition fee but withdrawn within thirty (30) working days after registration are eligible for 80% refund of tuition fees. There will be no refund if the application for withdrawal is done after 30 working days. ii. Second and subsequent semester students applying to withdraw from studies are not eligible for a fee refund. 	





		END	
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FLOWCHART 4.1: NOMINATION OF SUPERVISOR

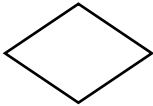
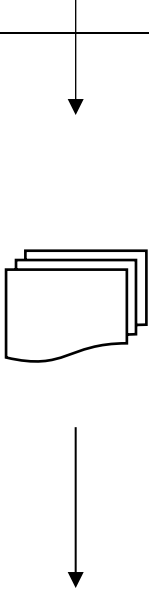

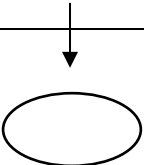
RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Students		<ul style="list-style-type: none"> a) The nomination of main and co-supervisor can be made using UPTracks system at https://uptracks.uitm.edu.my/ b) Students will nominate the supervisor in the UPTracks system. 	UPTracks : https://uptracks.uitm.edu.my/
Supervisor		<ul style="list-style-type: none"> a) The nominated supervisor will be notified via email. b) The nominated supervisor must decide either to accept or reject the nomination based on his/her area of expertise 	
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre		<ul style="list-style-type: none"> a) Moderators at the respective College/Faculty/Academic Centre/UiTM Branch Campus will check the eligibility of the supervisor according to the criteria set in the academic rules and regulation. b) The moderator must set a JAPPIKP/JKAPS meeting in the UPTracks system. c) Head of the respective College/Faculty/Academic Centre/UiTM Branch Campus need to present supervisor nomination list to JAPPIKP/JKAPS meeting for approval. d) The list of the approved supervisor must be presented to JAKP/JAF/JAN for endorsement 	Email to College / Faculty / Academic Centre / Branch Campus Postgraduate Centre
Supervisor		<ul style="list-style-type: none"> a) Supervisor Appointment Letter will be generated automatically via UPTracks system. b) Supervisor can download the appointment letter from the UPTracks system. 	UPTracks : https://uptracks.uitm.edu.my/

		END	
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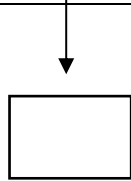
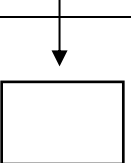
FLOWCHART 4.2: CHANGE OF SUPERVISOR

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Students	↓ 	<ul style="list-style-type: none"> a) Students may apply for a change of supervisor based on valid reasons. Application must be made to the Head of Postgraduate Studies at the respective College/Faculty/Branch Campuses and approved by JKAPS and endorsed by JAF/JAN. b) If a supervisor is no longer able to continue with supervision duties, JKAPS committee will propose a new supervisor related to the research area/field of the respective student. 	
College/Faculty/ Academic Centre/UiTM Branch Campus	↓  ↓	<ul style="list-style-type: none"> a) If a supervisor is no longer able to continue with supervision duties, JKAPS committee will propose a new supervisor related to the research area/field of the respective student. b) The retired main supervisor or co-supervisor can maintain their position if they are appointed as <i>Pensyarah Kehormat</i> by the university. c) Main Supervisor or Co-Supervisor who are on a sabbatical leave may resume their duties as supervisor with the approval of JAF/JAN. d) A Main Supervisor who has been appointed to a post-doctoral fellowship position in another university can only be appointed as a Co-Supervisor. On the other hand, a Co-Supervisor who has been appointed as post-doctoral can maintain their status as the Co-Supervisor. 	
Students	 ↓	<ul style="list-style-type: none"> a) The change of main and co-supervisor can be made using UPTracks system at https://uptracks.uitm.edu.my/ b) Students will nominate the supervisor in the UPTracks system 	UPTracks : https://uptracks.uitm.edu.my/


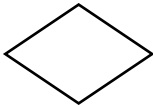

The Process and Procedures for Postgraduate Coursework and Mixed Mode Programme (Amendment 2023)

Supervisor		<ul style="list-style-type: none"> a) The nominated supervisor will be notified via email. b) The nominated supervisor must decide either to accept or reject the nomination based on his/her area of expertise 	
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre		<ul style="list-style-type: none"> a) Moderators at the respective College/Faculty/Academic Centre/UiTM Branch Campus will check the eligibility of the supervisor according to the criteria set in the academic rules and regulation. b) The moderator must set a JAPPIKP/JKAPS meeting in the UPTracks system. c) Head of the respective College/Faculty/Academic Centre/UiTM Branch Campus need to present supervisor nomination list to JAPPIKP/JKAPS meeting for approval. d) The list of the approved supervisor must be presented to JAKP/JAF/JAN for endorsement 	Email to College / Faculty / Academic Centre / Branch Campus Postgraduate Centre
Supervisor		<ul style="list-style-type: none"> a) Supervisor Appointment Letter will be generated automatically via UPTracks system. b) Supervisor can download the appointment letter from the UPTracks system 	UPTracks : https://uptracks.uitm.edu.my/
		END	










FLOWCHART 5.1: PROJECT REPORT / DISSERTATION / CONSPECTUS ASSESSMENT

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre		Assessment will be administered by the respective College/Faculty/Academic Centre/UiTM Branch Campus that offers the programme	College / Faculty / Academic Centre / Branch Campus Postgraduate Centre
Supervisor		Supervisor must submit the nomination of examiner to the Postgraduate Office of the respective College/Faculty/Academic Centre/UiTM Branch Campus	

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<p>College / Faculty / Academic Centre / Branch Campus Postgraduate Centre</p>		<ul style="list-style-type: none"> a) The KPPS must ensure the nominated examiner fulfills the criteria as stated in the Academic Rules and Regulations for Postgraduate. b) KPPS must present the examiner nomination list in JAPPIKP/JKAPS meeting for approval. c) KPPS must present the approved examiners' list in JAKP/JAF/JAN for endorsement. d) Postgraduate Office of the respective College/Faculty/Academic Centre/UiTM Branch Campus must issue the examiners appointment letter to the appointed examiners. e) Postgraduate Office of the respective College/Faculty/Academic Centre/UiTM Branch Campus must send the thesis / dissertation / conspectus / project report to the appointed examiners for evaluation. f) Postgraduate Office of the respective College/Faculty/Academic Centre/UiTM Branch Campus must set the schedule for viva-voce/presentation (if applicable). g) The Postgraduate Office of the respective College/Faculty/Academic Centre/UiTM Branch Campus must appoint the examination committee (if applicable). The list of examination committee members are as stated in the Academic Rules And Regulations for Postgraduate. h) Postgraduate Office of the respective College/Faculty/Academic Centre/UiTM Branch Campus must hold the viva-voce/presentation as set in the schedule for viva-voce/presentation. 	<p>College / Faculty / Academic Centre / Branch Campus Postgraduate Centre</p>
<p>Supervisor</p>		<ul style="list-style-type: none"> a) Postgraduate Office of the respective College/Faculty/Academic Centre/UiTM Branch Campus must obtain the evaluation marks from the examiner. b) KPPS must key-in the final marks in e-RES 	
		<p>END</p>	




FLOWCHART 6.0: EXAMINATION RESULT

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre	  	<p>a) Examination result must be key-in in e-RES within the stipulated date as stated in the University Academic Calendar</p> <p>b) The examination result processes are as follows:</p> <p>i) Lecturer/Resource Person/Coordinator of the subject must key-in the result in e-RES.</p> <p>ii) The final marks must be presented in JAPPIKP/JKAPS for support and will be approved by JAKP/JAF/JAN at respective College/Faculty/Academic Centre/UiTM Branch Campus.</p> <p>iii) Postgraduate Office of the respective College/Faculty/Academic Centre/UiTM Branch Campus must submit the approved result to IPSis using Data Set B template provided by IPSis.</p>	https://bit.ly/PGInterlecProp
IPSis	  	<p>a) IPSis will cross-check the submitted result with SIMS and note any discrepancy for clarification.</p> <p>b) IPSis will set a Data Set B meeting and send the meeting invitation to the Dean/Director/Rector of College/Faculty/Academic Centre/UiTM Branch Campus.</p> <p>c) Dean of Academic/Deputy Dean of Academic/Deputy Director/Deputy Rector of Academic must attend Data Set B meeting and validate the result.</p> <p>d) IPSis will present the final Data Set B result to JKIPA for endorsement.</p> <p>e) The University will announce the examination result a day after the JKIPA meeting.</p>	
Students	 	Students can view their examination result in i-student portal.	


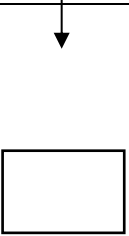
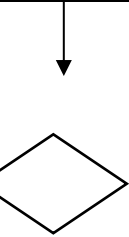
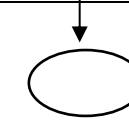
The Process and Procedures for Postgraduate Coursework and Mixed Mode Programme (Amendment 2023)

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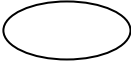

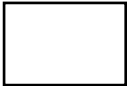


FLOWCHART 7.1: REVISION AND CORRECTION OF EXAMINATION RESULT

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Lecture / Academic Administrator	 	<ul style="list-style-type: none"> a) Revision and correction of marks are made when there are changes in students' course mark or academic status. b) Revision of course marks may caused by several factors as follows: <ul style="list-style-type: none"> i) Late submission of final thesis / dissertation / conspectus / project report by students after the official announcement of the examination result by the University. ii) Late submission of final marks by the lecturer due to unforeseen circumstances. iii) Late submission of final marks from other institutions (twinning programme/double degree/dual degree etc). iv) Students' complaint. c) Revision of academic status may caused by several factors as follows: <ul style="list-style-type: none"> iii) Changes of course marks. iv) System not automatically generate the correct academic status due to courses taken are not correspond to the study plan. d) Correction of marks may caused by incorrect marks keyed-in in e-RES by lecturer/academic administrator. 	College / Faculty / Academic Centre / Branch Campus Postgraduate Centre


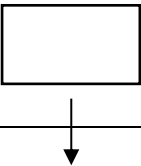

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<p>College / Faculty / Academic Centre / Branch Campus Postgraduate Centre</p>		<p>The revision and correction of examination result processes are as follows:</p> <ol style="list-style-type: none"> i) Complete documents must be uploaded to the assigned Google drive by respective College/Faculty/Academic Centre/UiTM Branch Campus within fourteen (14) days after the official announcement of the examination results by the University. The documents are as follows: <ul style="list-style-type: none"> • Cover letter addressed to the Dean of IPSis • Template provided by IPSis. 	
<p>IPSis</p>		<ol style="list-style-type: none"> a) IPSis will prepare and present the applications in the JPPKP meeting for approval. b) IPSis will update the final marks in SIMS. c) The result will be endorsed in JKIPA. d) IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus on the result via email and official letter. 	
<p>College / Faculty / Academic Centre / Branch Campus Postgraduate Centre</p>		<ol style="list-style-type: none"> a) The respective Postgraduate Office of College/Faculty/Academic Centre/UiTM Branch Campus will inform the students on the result. b) College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office must ensure the students register the respective course (if applicable). 	
		<p>END</p>	



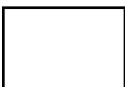

FLOWCHART 7.2: REMARKING OF EXAMINATION RESULT

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Student	  	<p>a) Students who are dissatisfied with the final examination results may appeal for remarking of a particular course.</p> <p>b) Appeal for remarking can only be made for courses that have final examination by remarking the answer script.</p> <p>c) Students who received dismissed status (D3, D4, D5, D6) must reinstate their students' status together with the Appeal For Remarking Examination Result Form. Refer to Section 7.4 for the processes.</p> <p>d) The Appeal For Remarking Final Examination Result Form can be downloaded at https://bit.ly/RemarkingExamination</p>	
<i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i>		A processing fee of RM100 will be imposed by <i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i> to the successful application.	




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<p>College / Faculty / Academic Centre / Branch Campus Postgraduate Centre</p>		<ul style="list-style-type: none"> i) A complete appeal form must be submitted to the respective College/Faculty/Academic Centre/UiTM Branch Campus within fourteen (14) days after the official announcement of the examination results by the University. ii) KPPS must ensure the application fulfills the requirements as stipulated in the Academic Rules And Regulations for Postgraduate. iii) KPPS must support or reject the application. iv) KPPS must obtain the final examination's answer scheme of the particular course from Resource Person and students' answer script. v) KPPS must nominate a new examiner to examine the student's answer script. vi) The examiner appointment letter will be issued by the respective Dean of Academic/Dean/Director/Rector of College/Faculty/Academic Centre/UiTM Branch Campus. vii) The examiner must examine and return the answer script with the result to the Postgraduate Office of the respective College/Faculty/Academic Centre/UiTM Branch Campus within three working days. viii) The supported application must be forwarded to IPSis. ix) Respective College/Faculty/Academic Centre/UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for support. x) IPSis will prepare a working paper to be presented in JKIPA meeting for approval. 	
<p>IPSis</p>		<p>IPSis will prepare a working paper to be presented at the JKIPA meeting for approval.</p>	
		<p>END</p>	

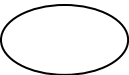



FLOWCHART 7.4.1: REINSTATEMENT OF STUDENTS' STATUS (RMP IN CURRENT SEMESTER)

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Student	↓  ↓	<p>a) Students who were given dismissal status D3/D4/D5/D6 are allowed to appeal for reinstatement of student status by filling in the appeal for continuation of study application at https://bit.ly/istudentportal. The online application is applicable to students who were given dismissal status in the current semester only.</p> <p>b) Students with D5 status need to fill in the Appeal of Extension Duration of Study (RMTP) form which can be downloaded at https://bit.ly/RMTPReinstatement. Please refer to Extension Duration of Study (RMTP) section for detail process</p>	<p>Student Portal : https://bit.ly/istudentportal</p> <p>IPSis Website: https://bit.ly/RMTPReinstatement</p>
<i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i>	↓  ↓	A processing fee of RM50 will be imposed by <i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i> to the successful application.	Student Bill
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre	↓  ↓	<p>i) Respective College /Faculty /Academic Centre/ UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for support.</p> <p>ii) The supported application must be forwarded to IPSis.</p> <p>iii) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student.</p> <p>iv) College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office must ensure the students register and pay the tuition fee for the current semester.</p>	

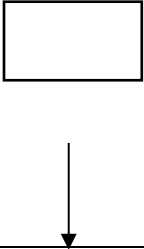

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<p>IPSis</p>	 	<ul style="list-style-type: none"> i) IPSis will prepare a working paper which will be presented in JKIPA meeting for approval. ii) IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus of the application status. iii) The students' status will be updated in SIMS by IPSis. iv) The meeting minute of JKIPA will be endorsed in Senate. 	
		<p>END</p>	

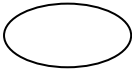
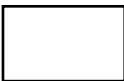

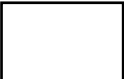

FLOWCHART 7.4.2: REINSTATEMENT OF STUDENTS' STATUS (RMP IN PAST SEMESTER)

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Student	↓  ↓	<p>a) Students who were given dismissal status D3/D4/D5/D6 are allowed to appeal for reinstatement of student status by filling in the appeal for continuation of study application at https://bit.ly/istudentportal. The online application is applicable to students who were given dismissal status in the current semester only.</p> <p>b) Students with D5 status need to fill in the Appeal of Extension Duration of Study (RMTP) form which can be downloaded at https://bit.ly/RMTPExtensionStudy. Please refer to Extension Duration of Study (RMTP) section for detail process</p>	<p>Student Portal : https://bit.ly/istudentportal</p> <p>IPSis Website: https://bit.ly/RMTPExtensionStudy.</p>
<i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i>		A processing fee of RM50 will be imposed by <i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i> to the successful application.	Student Bill
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre	↓  ↓	<p>i) Respective College /Faculty /Academic Centre/ UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for support.</p> <p>ii) The supported application must be forwarded to IPSis.</p> <p>iii)The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student.</p> <p>iv) College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office must ensure the students register and pay the tuition fee for the current semester.</p>	

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<p>IPSis</p>		<ul style="list-style-type: none"> i) IPSis will prepare a working paper which will be presented in JKIPA meeting for approval. ii) IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus of the application status. iii) The students' status will be updated in SIMS by IPSis. iv) The meeting minute of JKIPA will be endorsed in Senate. 	
		<p>END</p>	

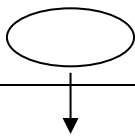
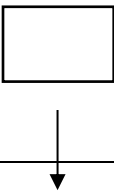
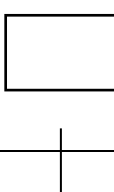
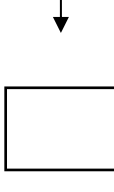
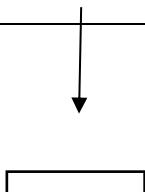
FLOWCHART 7.4.3: REINSTATEMENT OF STUDENTS' STATUS (RMBGT IN CURRENT SEMESTER)

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Student	↓ 	Students who were given GT status are allowed to apply for reinstatement of student status by filling in the application at https://bit.ly/istudentportal within the stipulated time.	Student Portal: https://bit.ly/istudentportal
<i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i>	↓ 	A processing fee of RM50 will be imposed by <i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i> to the successful application.	Student Bill
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre	↓ 	<ul style="list-style-type: none"> i) Respective College /Faculty /Academic Centre/ UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for support. ii) The supported application must be forwarded to IPSis. iii) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student. 	
IPSis	↓ 	<ul style="list-style-type: none"> i) IPSis will prepare a working paper which will be presented in JKIPA meeting for approval. ii) IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus of the application status. iii) The students' status will be updated in SIMS by IPSis. iv) The meeting minute of JKIPA will be endorsed in Senate. 	



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<p>College / Faculty / Academic Centre / Branch Campus Postgraduate Centre</p>	<p style="text-align: center;">↓</p> <div style="text-align: center; border: 1px solid black; width: 60px; height: 30px; margin: 0 auto;"></div> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> i) A penalty of RM150 will be imposed to the successful GT revocation application. The penalty must be paid within the stipulated time. ii) College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office must ensure the students register and pay the tuition fee for the current semester. iii) If the student fails to register or pay the tuition fee within the stipulated date, the second GT will be given to the student. 	
	<p style="text-align: center;">○</p>	<p style="text-align: center;">END</p>	

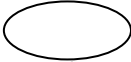
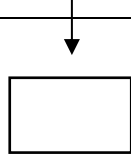
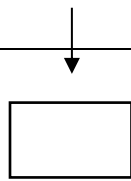
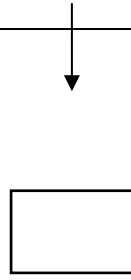
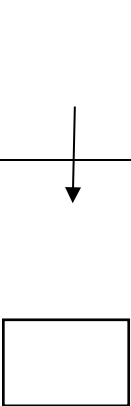
FLOWCHART 7.4.4: REINSTATEMENT OF STUDENTS' STATUS (RMBGT IN PAST SEMESTER)

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Student		Students who were given GT status are allowed to apply for reinstatement of student status by filling in the application form which can be downloaded at https://bit.ly/RMTPReinstatement .	IPSis Website: https://bit.ly/RMTPReinstatement .
<i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i>		A processing fee of RM50 will be imposed by <i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i> to the successful application.	Student Bill
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre		<ul style="list-style-type: none"> i) Respective College /Faculty /Academic Centre/ UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for support. ii) The supported application must be forwarded to IPSis. 	
IPSis		<ul style="list-style-type: none"> i) IPSis will prepare a working paper which will be presented in JKIPA meeting for approval. ii) IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus of the application status. iii) The students' status will be updated in SIMS by IPSis. iv) The meeting minute of JKIPA will be endorsed in Senate. 	

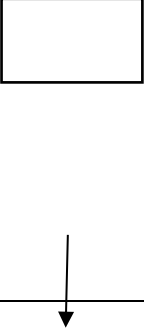

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<p>College / Faculty / Academic Centre / Branch Campus Postgraduate Centre</p>		<ul style="list-style-type: none"> i) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the student. ii) A penalty of RM150 will be imposed to the successful GT revocation application. The penalty must be paid within the stipulated time. iii) College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office must ensure the students register and pay the tuition fee for the current semester. iv) Failure to register or pay the tuition fee within the stipulated date, the second GT will be given to the student. 	
		<p>END</p>	


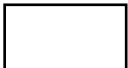

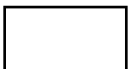

FLOWCHART 7.5: EXTENSION DURATION OF STUDY (RMTP)

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Student		The appeal can be made within 14 days after the examination result announcement by filling up the form, which can be downloaded at https://bit.ly/RMTPExtensionStudy .	IPSis Website: https://bit.ly/RMTPExtensionStudy
<i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i>		A processing fee of RM50 will be imposed by <i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i> to the successful application.	Student Bill
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre		<ul style="list-style-type: none"> i) A completed appeal form must be submitted to the respective College/Faculty/Academic Centre/UiTM Branch Campus. ii) Respective College/Faculty/Academic Centre/UiTM Branch Campus will process the application by presenting the list of applicants in JAPPIKP/JKAPS meeting for support. iii) The supported application must be forwarded to IPSis. 	
IPSis		<ul style="list-style-type: none"> i) IPSis will prepare a working paper which will be presented in JKIPA meeting for approval. ii) The students' status will be updated in SIMS by IPSis. iii) IPSis will notify <i>Bahagian Pengurusan Kewangan Pelajar (BPKP)</i> to generate the processing fee. iv) IPSis will notify the respective College/Faculty/Academic Centre/UiTM Branch Campus of the application status. 	


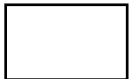



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<p>College / Faculty / Academic Centre / Branch Campus Postgraduate Centre</p>		<ul style="list-style-type: none"> i) The respective College/Faculty/Academic Centre/UiTM Branch Campus will notify the students of the application result. ii) College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office must ensure the students register and pay the tuition and processing fees for the current semester. iii) The meeting minutes of JKIPA will be endorsed in the Senate. iv) Failure to register or pay the tuition fee within the stipulated date, students will be given GT status. 	
		<p>END</p>	

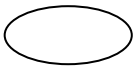



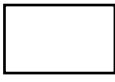

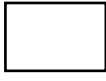


FLOWCHART 8.7: ANUGERAH SARJANA CEMERLANG TUANKU CANSELOR (ASCTC)

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Student	↓  ↓	<ul style="list-style-type: none"> i) Students may apply for ASCTC Award by filling in the application form which can be downloaded at https://bit.ly/ASCTCCoursework. ii) A completed application form must be submitted to the respective College / Faculty / Academic Centre / UiTM Branch Campus for nomination. 	IPSis Website: https://bit.ly/ASCTCCoursework .
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre	↓  ↓	<ul style="list-style-type: none"> i) KPPS must present the nomination list in the JKAPS meeting for selection and JAF for support. ii) The list of selected candidates must be submitted to IPSis 	
IPSis	↓  ↓	<ul style="list-style-type: none"> i) IPSis will check the selected candidates to ensure they fulfill the set criteria. ii) IPSis will appoint an interview panel. iii) The shortlisted candidates will be called for an interview by IPSis. iv) IPSis will present the list of successful candidates in JKIPA for approval and endorsed by the Senate meeting. 	
	↓ 	END	

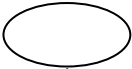
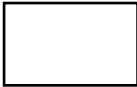



FLOWCHART 8.8: ANUGERAH KEDOKTORAN CEMERLANG TUANKU CANSELOR (AKCTC)

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Student	↓ 	<ul style="list-style-type: none"> i) Students may apply for AKCTC Award by filling in the application form which can be downloaded at https://bit.ly/AKCTC. ii) A completed application form must be submitted to the respective College / Faculty / Academic Centre / UiTM Branch Campus for nomination. 	IPSis Website: https://bit.ly/AKCTC
College / Faculty / Academic Centre / Branch Campus Postgraduate Centre	↓ 	<ul style="list-style-type: none"> i) KPPS must present the nomination list in the JKAPS meeting for selection and JAF for support. ii) The list of selected candidates must be submitted to IPSis 	
IPSis	↓ 	<ul style="list-style-type: none"> i) IPSis will check the selected candidates to ensure they fulfill the set criteria. ii) IPSis will appoint an interview panel. iii) The shortlisted candidates will be called for an interview by IPSis. iv) IPSis will present the list of successful candidates in JKIPA for approval and endorsed by the Senate meeting. 	
	↓ 	END	

FLOWCHART 8.9: ACADEMIC CONFERMENT BY AEGROTAT (COMPASSIONATE AWARD) AND POSTHUMOUS AWARD

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Supervisor / College / Faculty / Academic Centre / Branch Campus Postgraduate Centre	  	i) The request may be made by either supervisor/family members/ College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Office to IPSis. ii) All related evidences must be submitted to IPSis.	IPSis Website: https://bit.ly/AKCTC .
IPSis	 	i) IPSis will check and verify the request to ensure it fullfil the set criteria. ii) IPSis will present the request to JKIPA for approval and endorsed by the Senate meeting.	
	 	The Aegrotat or Posthumous receiptent will be given a completion status (TA).	
		END	

FLOWCHART 9.1: ACADEMIC TRANSCRIPT AND SCROLL

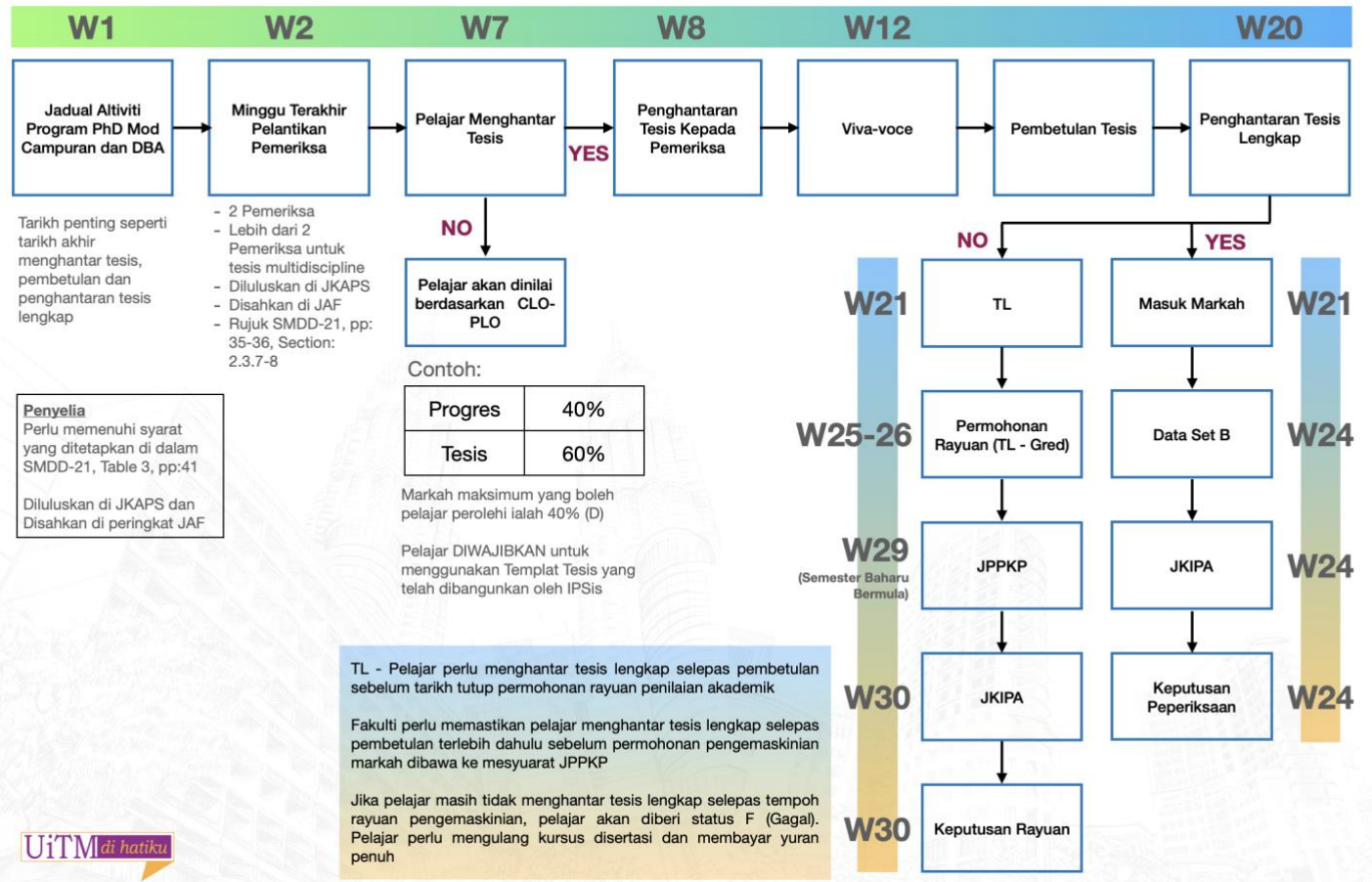
RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
	↓ 	<ul style="list-style-type: none"> a) Academic transcript and scroll will be given during the convocation ceremony. b) The processes for attending convocation can be referred to Bahagian Rekod Pelajar dan Konvokesyen (BRPK) 	
Student	↓ 	<p>Students may apply for academic transcript of the degree. The application processes are as follows:</p> <ul style="list-style-type: none"> i) Students may apply for academic transcript after the official announcement of examination result at https://bit.ly/UiTMPGTranscript ii) Students must pay transcript fee prior to the application. iii) The academic transcript will be generated within five (5) working days after payment has been made. 	<p>Website: https://bit.ly/UiTMPGTranscript</p>
Student	↓ 	<p>Students may apply for and early conferral of the degree. The application processes are as follows:</p> <ul style="list-style-type: none"> v) Student's who are unable to attend the convocation ceremony will graduate in absentia. The degree will be conferred on the date outlined in the Senate letter. vi) Student's completion of study have been endorsed by University Senate. vii) Students must email the request and attach a copy senate letter and passport (for international students) to BRPK. viii) The request will be processed within eight (8) weeks from the date of application. 	
	↓ 	END	

APPENDICES

The Process and Procedures for Postgraduate Coursework and Mixed Mode Programme (Amendment 2023)

APPENDIX 1

CADANGAN GARIS MASA PENILAIAN TESIS PROGRAM PhD SECARA MOD CAMPURAN DAN DBA

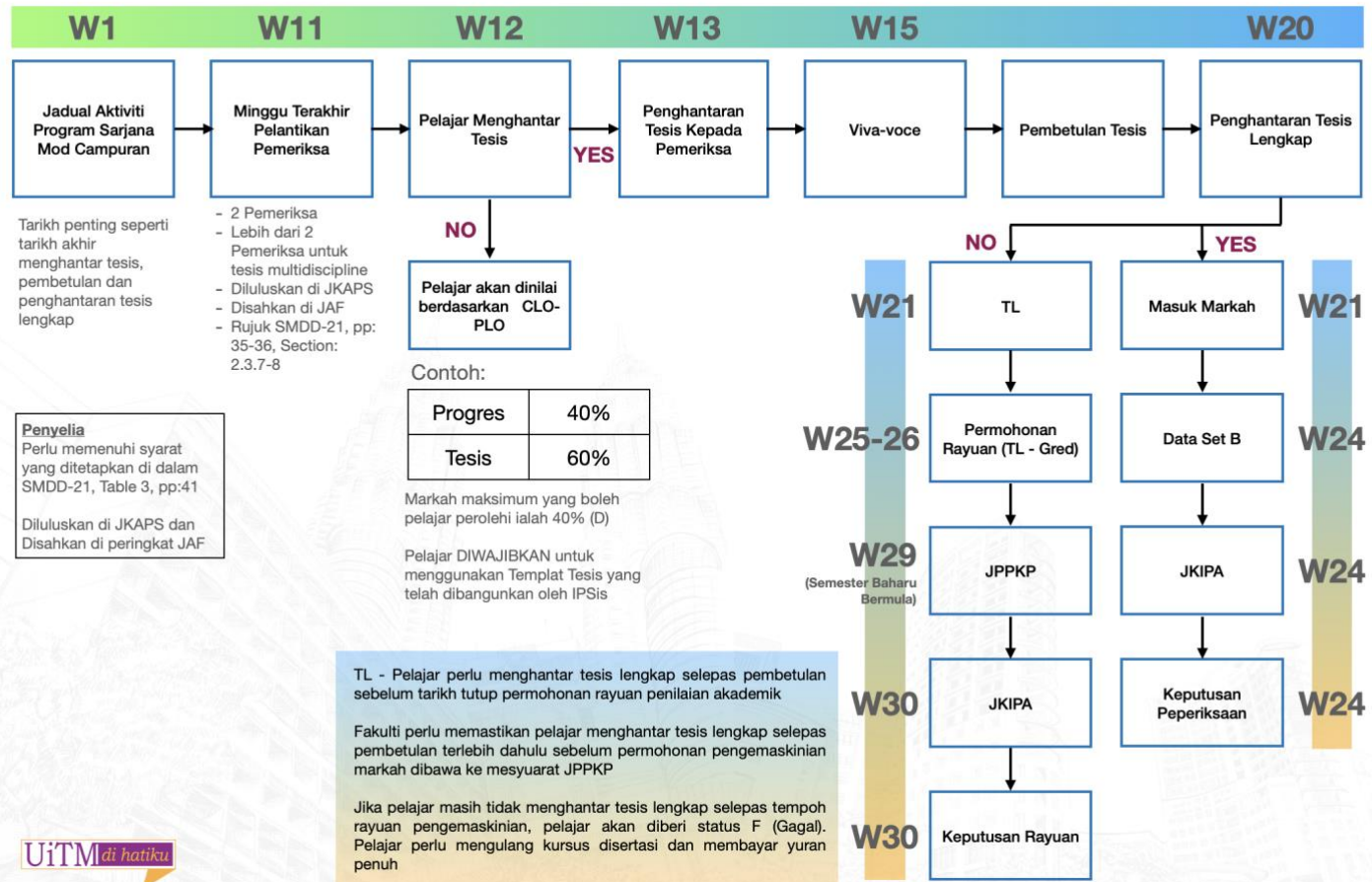


The Process and Procedures for Postgraduate Coursework and Mixed Mode Programme (Amendment 2023)

APPENDIX 2



CADANGAN GARIS MASA PENILAIAN DISERTASI PROGRAM SARJANA SECARA MOD CAMPURAN





اَللّٰهُمَّ صَلِّ وَسَلِّمْ وَبَارِكْ عَلَىٰ سَائِرِ الْمُرْسَلِيْنَ
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