





# PREPARATION FOR EXAMINATION AND UPDATING GRADUATION STATUS (COURSEWORK)

Prepared By:-	Approved By:-
 (Signature)	 (Signature)
Name: NOR FARIHAH BT MAHAMAD NASER	Name: PROF. DR. SHAHRUL NA'IM BIN SIDEK
Position: ASSISTANT DIRECTOR	Position: DEAN
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## 1.0 OBJECTIVE

To outline the flow process of end-of-semester examination preparation for postgraduate students taking coursework mode and the process of upgrading graduating postgraduate students' status.

## 2.0 SCOPE

2.1 Coursework mode postgraduate students

## 3.0 ACCOUNTABILITY

- 3.1 Centre for Postgraduate Studies
- 3.2 Postgraduate Office, Centre of Studies
- 3.3 AD: Assistant Director (N41/N44)
- 3.4 AA: Administrative Assistant (N19/N22/N26)
- 3.5 Academic Administrator

## 4.0 ABBREVIATION (If any)

- 4.1 CPS : Centre for Postgraduate Studies
- 4.2 CoS: Centre of Studies
- 4.3 AREM : Academic Record and Event Management System
- 4.4 SGC: Senate Graduation Committee Meeting


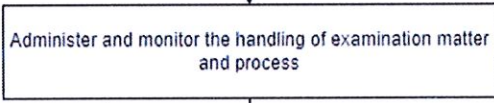
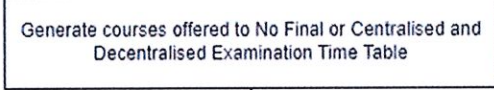
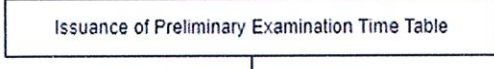
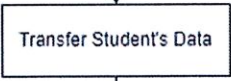

## 5.0 REFERENCE

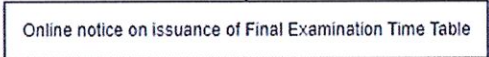
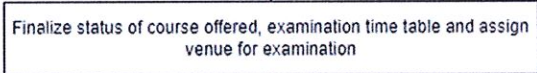


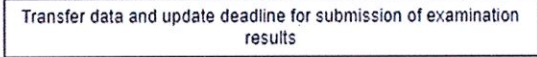
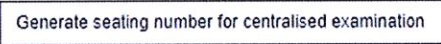
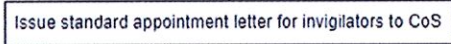
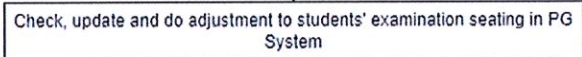
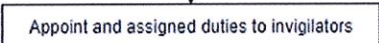
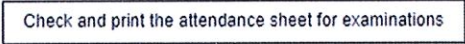


- 5.1 Postgraduate Regulations (Revised 2022)

## 6.0 RECORD RETENTION PERIOD

- 6.1 5-7 years

## 7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
AD/SAD CPS		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">1 -2 weeks before the commencement of semester</div> <div style="border: 1px solid black; padding: 5px;">Letter of examination, Monitoring Students Attendance and Graduation letter  Application and Deadlines of Applications for Resit/Special Examination, Repeat and Replace Course, Appeal for Rechecking, and Correction of Grade for previous semester examination</div>
AD/SAD/AAO/AA PG Office, CoS		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">W1-W4</div> <div style="border: 1px solid black; padding: 5px;">All results of resit/special examination and appeal for rechecking to be endorsed at CoS</div>
AD/SAD/AAO/AA PG Office, CoS		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Week 4</div> <div style="border: 1px solid black; padding: 5px;">In PG System, 0 for Decentralized and -1 for No Final</div>
AD CPS		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Week 5-6</div> <div style="border: 1px solid black; padding: 5px;">Via, either: 1. CPS website 2. I-Ma'luum Student Portal 3. Notice to PG Office, CoS</div>
AD CPS		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Week 9</div> <div style="border: 1px solid black; padding: 5px;">From registration module to examination module via AREM System</div>
		

Responsibility	Flow Chart	Remarks
AD CPS		Week 10 Via: Website CPS I-Ma'luum Student Portal Notice to PG Office, CoS
AD/AAO/AA PG Office, CoS		Week 10 In PG System
AD/AAO/AA CPS		Week 10
AD/AAO/AA CPS		Week 10
AD/AAO/AA CPS		Week 10
AD/AAO/AA CPS		Week 10
AD/AAO/AA CPS		Week 10
AD/AAO/AA PG Office, CoS		Week 13
AD/AAO/AA PG Office, CoS		Week 13
AD/AAO/AA PG Office, CoS		Week 13
AD/AAO/AA PG Office, CoS	 	Week 13 Students who are not allowed to sit for final examination (barred students)





Responsibility	Flow Chart	Remarks
AD/AAO/AA PG Office, CoS	Cont. Conduct end-of semester examination	Week 14-17
AD/SAD CPS	Monitoring handling of End-of Semester Examination at CoS	Week 14-17
AD/SAD CPS	Transfer data	Week 19
AD/SAD CPS	Generate dismissed status	Examination to Results module in AREMS Week 19
AD/AAO/AA PG Office, CoS	First generation of examination results	Week 19 in PG System
AD/AAO/AA PG Office, CoS	Endorse examination results at CoS (i.e Board of Examiners Meeting)	Week 19 Ensure no course without grade and no student without status
AD/AAO/AA PG Office, CoS	Second generation of examination results after adjustments	Week 19 in PG System
AD/AAO/AA PG Office, CoS	Monitor submission of results for: 1. I Grade by Week 4 in the subsequent semester 2. IP Grade and registration of the course in the subsequent semester for satisfactory progress	Week 19 I Grade : Incomplete IP: In Progress
AD/AAO/AA PG Office, CoS	Prepare analysis report of End-of-Semester Examination	Week 20
AD/SAD CPS	Submit list of students for graduation	Week 19-20
AD/SAD CPS	Prepare list of graduation and statistics for endorsement of SGC	
Dean, CPS Deputy Dean, CPS DDPG, CoS AD/SAD CPS	SGC Endorsement YES End	Twice per month

