



UPDATING GRADUATION STATUS FOR MODE BY MIXED MODE AND BY RESEARCH POSTGRADUATE STUDENTS

Prepared By:-	Approved By:-
 (Signature)	 (Signature)
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1.0 OBJECTIVE

To outline the flow process of updating graduation status for mixed mode and by research postgraduate students.

2.0 SCOPE

The procedures cover receiving the complete documents for students' graduation, evaluating and approving the submission, endorsing the graduation of postgraduate students.

3.0 ACCOUNTABILITY

- 3.1 Centre for Postgraduate Studies
- 3.2 Postgraduate Office, Centre of Studies
- 3.3 Assistant Director (N41/N44)
- 3.4 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 SGC: Senate Graduation Committee Meeting

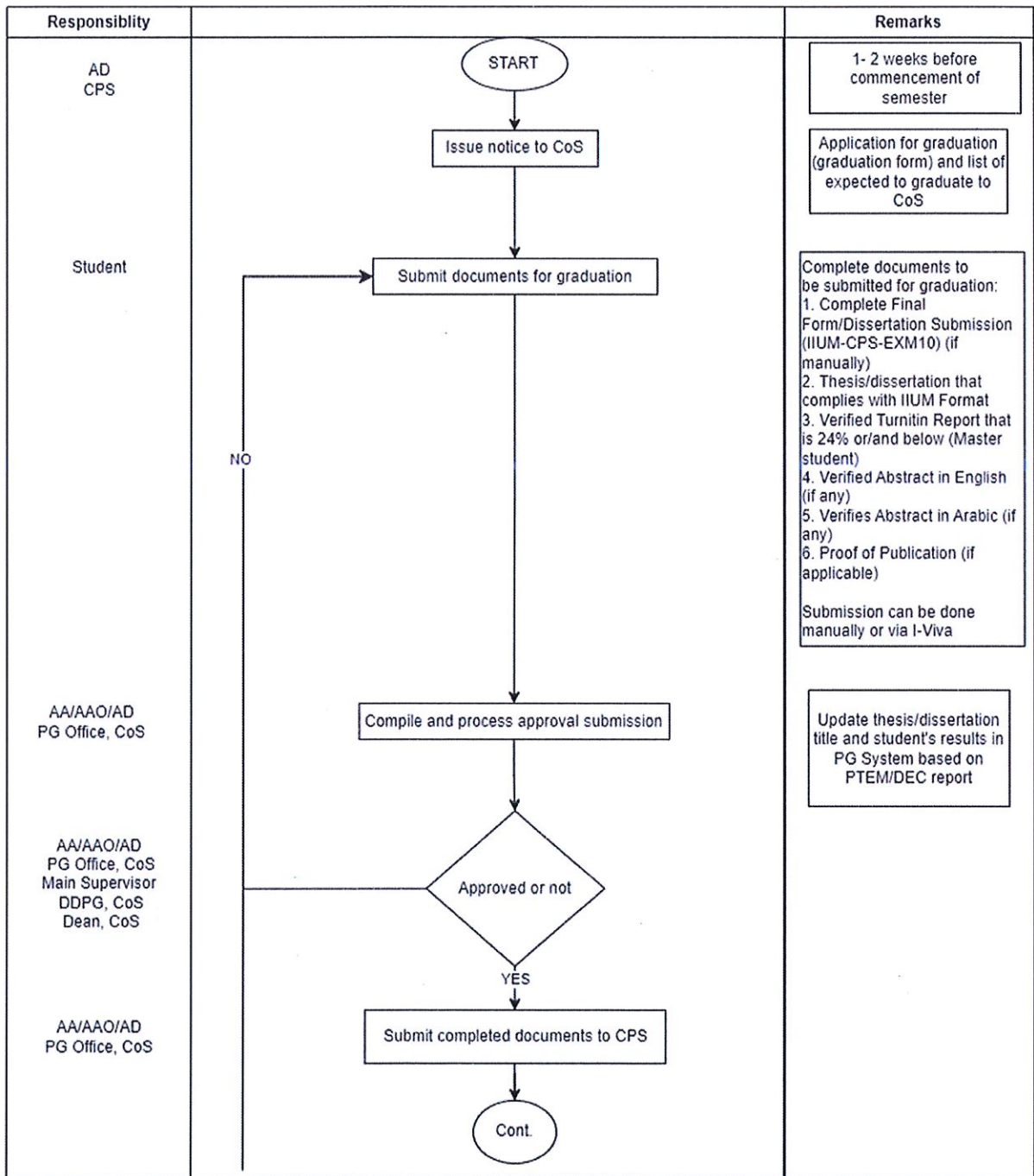
5.0 REFERENCE

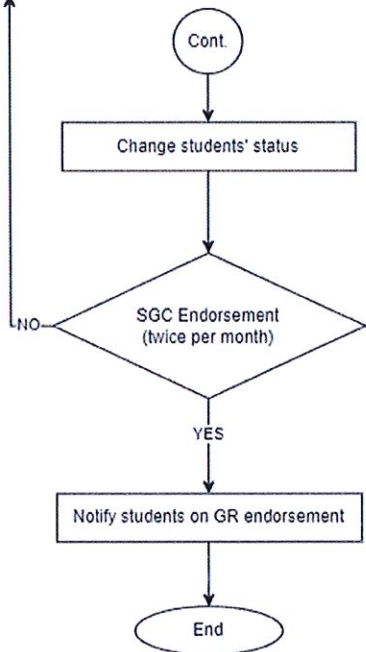
- 5.1 Postgraduate Regulations (Revised 2022)

6.0 RECORD RETENTION PERIOD

- 6.1 5-7 years

7.0 PROCESS FLOW



Responsibility	Flow Process	Remarks
<p>AD CPS</p> <p>DEAN CPS DEPUTY DEAN CPS DEPUTY DEAN POSTGRADUATE COS</p> <p>AD/AA CPS</p>	 <pre> graph TD Start((Cont.)) --> Change[Change students' status] Change --> Endorsement{SGC Endorsement (twice per month)} Endorsement -- NO --> Start Endorsement -- YES --> Notify[Notify students on GR endorsement] Notify --> End((End)) </pre>	<p>Endorsement of SGC may be via face to face or by circulation</p>

ANNEXE

- 1.0 ANTI BRIBERY MANAGEMENT SYSTEM – MACC ACT 694
 - 1.1 Soliciting/Receiving Gratification (Bribe) [section 16 & 17(a) MACC Act 2009]
 - 1.2 Offering/Giving Gratification (Bribe) [section 17(b) MACC Act 2009]
 - 1.3 Intending to Deceive (False Claim) [Section 18 MACC Act 2009]
 - 1.4 Using Office or Position for Gratification (Bribe) (Abuse of Power/Position) [Section 23 MACC Act 2009]
 - 1.5 Duty to Report Bribery Transactions [Section 25 MACC Act 2009]

- 2.0 COMMUNICATION TOOL
 - 2.1 Email announcement
 - 2.2 Letter to Centre of Studies
 - 2.3 Whatsapp group announcement