
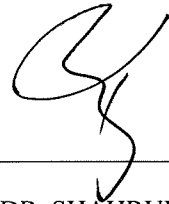




NOMINATION OF EXAMINER AND THESIS SUBMISSION

Prepared By:-	Approved By:-
	
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Position: ASSISTANT DIRECTOR	Position: DEAN
Date: 21/5/2024	Date: 16/5/24

1.0 OBJECTIVE

To nominate examiners in line with the Postgraduate policies and regulations.

2.0 SCOPE

The process covers the process to nominate examiners and submission of thesis for evaluation.

3.0 ACCOUNTABILITY

- 3.1 Postgraduate Office, Centre of Studies
- 3.2 Department, Centre of Studies
- 3.3 Student
- 3.4 Centre of Postgraduate Studies
- 3.5 Supervisor

4.0 ABBREVIATION (If any)

- 4.1 CPS Centre for Postgraduate Studies
- 4.2 UCPS University Committee Postgraduate Studies
- 4.3 CoS Centre of Studies
- 4.4 PTEM Post-thesis Evaluation Meeting
- 4.5 KPGC Kulliyah Postgraduate Committee
- 4.6 TE Thesis Examine
- 4.7 AD Assistant Director (N41/ N44)
- 4.8 DDPG Deputy Dean Postgraduate
- 4.9 AA Assistant Administrative (N19/ N22/ N26)
- 4.10 AAO Assistant Administrative Officer (N29 / N32/ N36)

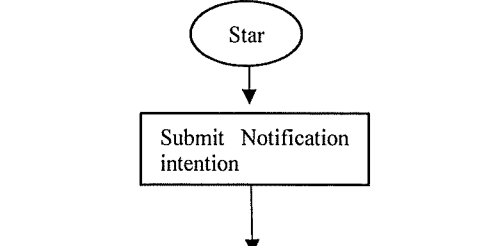
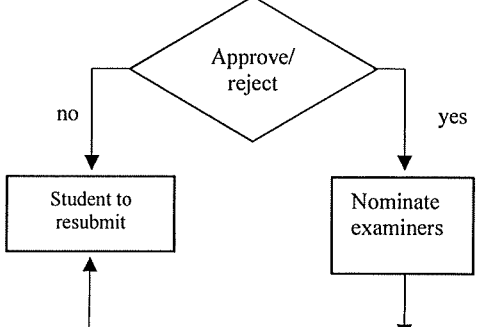
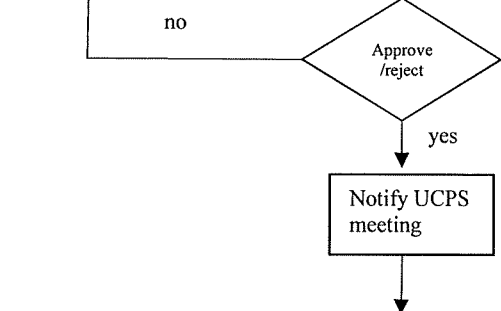
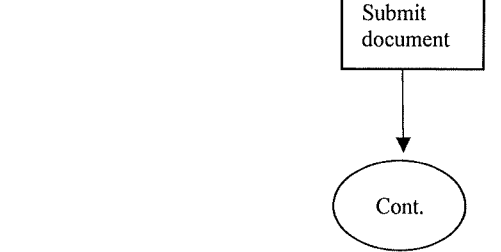
5.0 REFERENCE

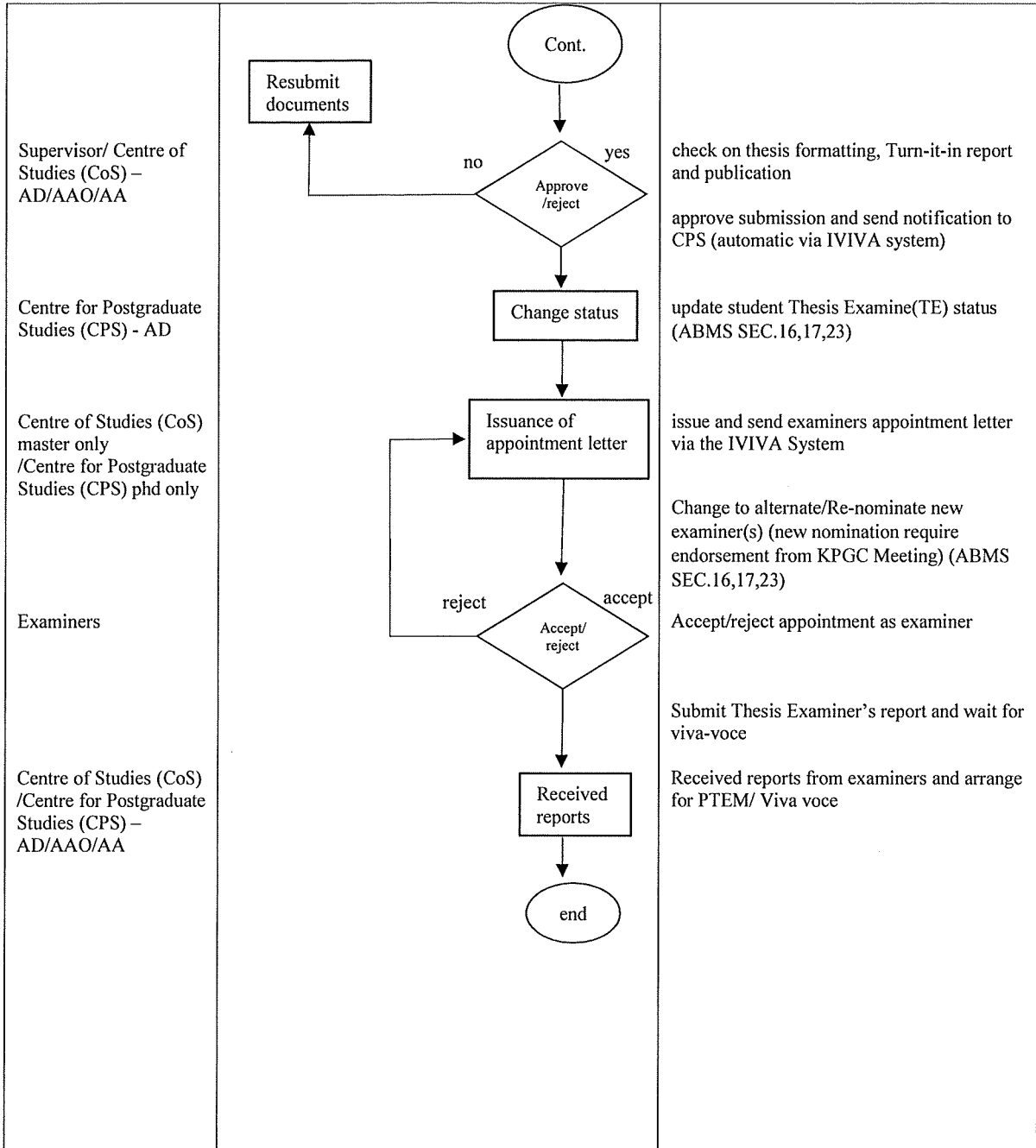
- 5.1 Postgraduate Regulations
- 5.2 Malaysian Anti-Corruption Act 2009 (MACC 2009)
(Act 694)

6.0 RECORD RETENTION PERIOD

- 6.1 Appointment Letter 5 year
- 6.2 Thesis 5 year

7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
Student		<p>Student completed the research work and want submit for examination</p> <p>Submit Notification intention to submit research work and abstract</p>
Supervisor		<p>Approve/reject submission</p> <p>Nominate propose examiners and send consent to examiners (automatic via IVIVA system) (ABMS SEC.16,17,23)</p>
Centre of Studies (CoS) – AD/AAO/AA		<p>Endorsement of the examiners at KPGC and send notification to UCPS Meeting</p>
Student		<p>Submit Thesis and others related documents</p> <ol style="list-style-type: none"> i. Softcopy of thesis (pdf and word) ii. Turn-it-in report verified by supervisor (Not more than 24% similarities) (ABMS SEC.23) iii. Publication Evidence (Note: Matric number starting form G141xxxx and G181xxxx have different publication requirements) iv. Status must be active



Section 23 MACC Act 2009 - Abuse of power and position
Section 18 MACC Act 2009 - false claim
Section 17(b) MACC Act 2009- Offering/Giving gratification (Bribe)
Section 16 & 17(a) MACC Act 2009- Soliciting/Receiving gratification (Bribe)