



APPEAL EXTENSION AFTER CORRECTION PERIOD

Prepared By:-	Approved By:-
	
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1.0 OBJECTIVE

To enable postgraduate students to submit thesis correction progress in line with the Postgraduate policies and regulations.

2.0 SCOPE

The process covers the monitoring of student's correction after PTEM or viva-voce.

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

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 Kulliyyah 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)

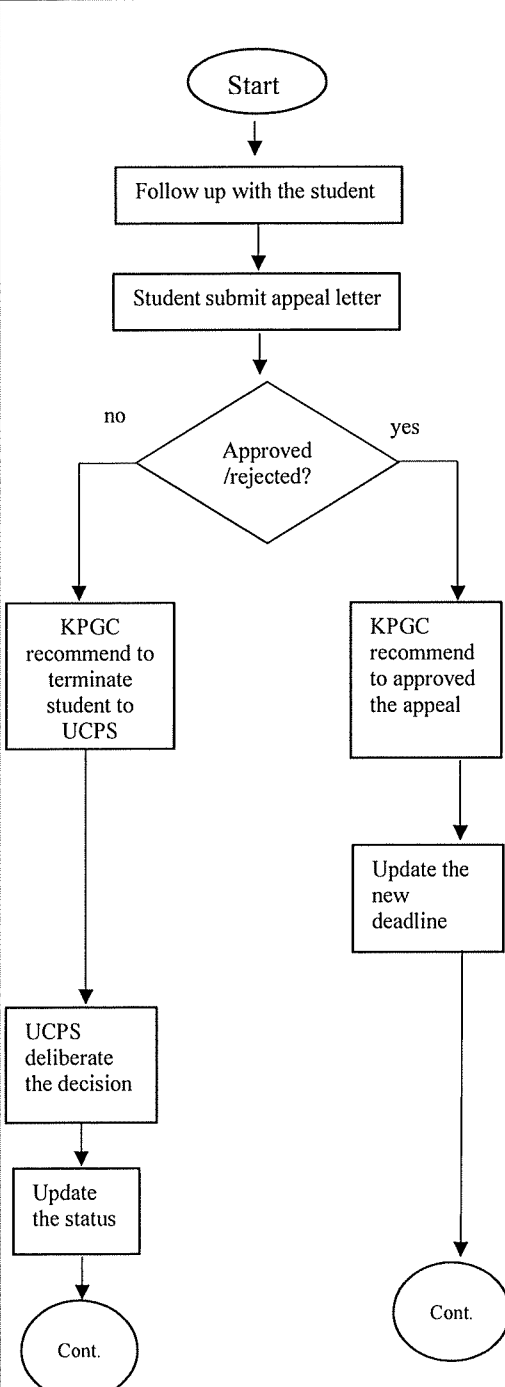
5.0 REFERENCE

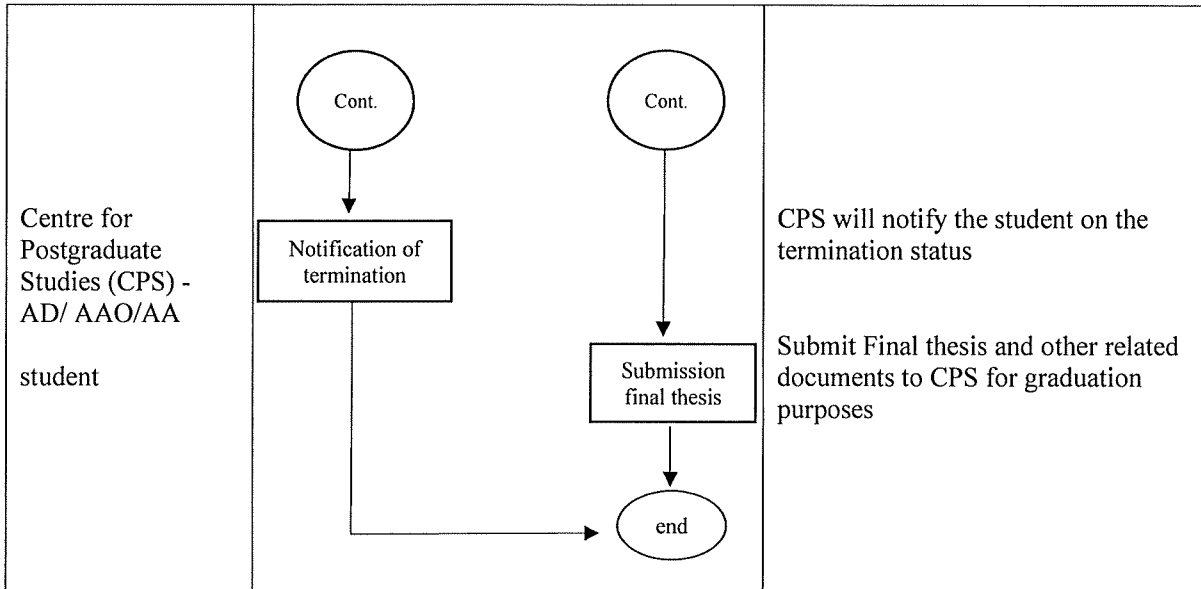
- 5.1 Postgraduate Regulations
- 5.2 Malaysian Anti-Corruption Act 2009 (MACC 2009)
(Act 694)

6.0 RECORD RETENTION PERIOD

- 6.1 Minutes Meeting 3 years

7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
<p>Centre of Studies - AD/ AAO/AA</p> <p>student</p> <p>Centre of Studies (CoS) & KPGC Meeting – Dean/ Deputy Dean/ HOD/ AD/ AAO/AA</p> <p>KPGC Meeting & UCPS Meeting</p> <p>DDPG CoS/ Deputy Dean CPS</p> <p>Centre for Postgraduate Studies (CPS) - AD/ AAO/AA</p>	 <pre> graph TD Start([Start]) --> FollowUp[Follow up with the student] FollowUp --> Submit[Student submit appeal letter] Submit --> Decision{Approved /rejected?} Decision -- no --> KPGCNo[KPGC recommend to terminate student to UCPS] Decision -- yes --> KPGCYes[KPGC recommend to approved the appeal] KPGCNo --> UCPSDeliberate[UCPS deliberate the decision] UCPSDeliberate --> UpdateStatus[Update the status] UpdateStatus --> Cont1((Cont.)) KPGCYes --> UpdateDeadline[Update the new deadline] UpdateDeadline --> Cont2((Cont.)) </pre>	<p>student intends to appeal for extension of correction period</p> <p>Follow up with the student if the final corrected thesis is not received within the stipulated deadline</p> <p>Appeal extend deadline correction (ABMS SEC.17)</p> <p>Discuss appeal for extension in the KPGC meeting (PG Regulation clause 26.3.2 for master students and 27.3.2 for PhD students)</p> <p>KPGC Meeting deliberate the issue and decide on the decision to recommend the appeal or to recommend to remove the student candidature</p> <p>DDPG/DD CPS approved the appeal in the Iviva system</p> <p>UCPS deliberate on recommendation and made decision to remove the student candidature.</p> <p>Update the termination status in the system</p>



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)