





# UPNM

National Defence University of Malaysia

Kewajipan • Maruah • Integriti

## PROSEDUR PENGURUSAN LAPORAN KEMAJUAN SISWAZAH

PK(P). UPNM. PPS. 02







	DISEDIAKAN OLEH	DILULUSKAN OLEH
TANDATANGAN		
NAMA	PROF. DR. AIDY BIN ALI	LT JEN DATUK MARDZUKI BIN MUHAMMAD
JAWATAN	DEKAN PUSAT PENGAJIAN SISWAZAH	NAIB CANSOLOR
TARIKH	27 SEPTEMBER 2023	27 SEPTEMBER 2023

## SENARAI EDARAN SALINAN DOKUMEN TERKAWAL

<b>No. Salinan Kawalan</b>	<b>Penerima</b>	<b>Tarikh Edaran Diterima</b>	<b>Tandatangan</b>	<b>Tarikh Edaran Dipinda</b>	<b>Catatan</b>
01	<b>NAIB CANSELOR</b>	<b>27 / 09 / 2023</b>			<i>Hard Copy</i>
02	<b>PENGURUS KUALITI</b>	<b>27 / 09 / 2023</b>			<i>Hard Copy</i>

## REKOD PINDAAN

Adalah menjadi tanggungjawab Pemegang Dokumen ini untuk memastikan salinan dokumen ini sentiasa dikemas kini dengan memasukkan semua pindaan-pindaan yang dinyatakan di dalamnya.

Tarikh Pindaan	No. Keluaran	No. Pindaan	Rujukan / Pindaan Mukasurat Terlibat	Butir-butir Pindaan	Diluluskan Oleh
15 / 05 / 2018	01	01	Muka Depan & Senarai Edaran	Nama dan Tanda tangan NC baru	
12 / 04 / 2019	02	01	Muka Depan & Senarai Edaran	Nama dan Tanda tangan Pengurus Kualiti baru	
03 / 11 / 2020	02	02	Semua Muka Surat yang Terlibat	Pertukaran logo UPNM yang baharu di setiap muka surat dan kemaskini isi kandungan	
10 / 03 / 2021	02	03	Muka Depan & Senarai Edaran	Nama dan Tanda tangan NC baru	
22 / 03 / 2022	02	03	Muka Depan & Senarai Edaran	Pengemaskinian nama NC	
27 / 09 / 2023	02	04	Muka Depan & Senarai Edaran	Pengemaskinian nama NC	

 <b>UPNM</b> <small>National Defence University of Malaysia</small> <small>BERSEKUTULAH MELAKSANAKAN TRANSFORMASI</small>	<b>PROSEDUR PENGURUSAN  PENGURUSAN LAPORAN KEMAJUAN SISWAZAH</b>	<b>No. Ruj. Dokumen : PK(P). UPNM. PPS. 02</b>
		<b>No. Keluaran : 02</b>
		<b>No. Pindaan : 04</b>
		<b>Tarikh : 27 SEPTEMBER 2023</b>
		<b>Mukasurat : 1/6</b>

## 1.0 OBJEKTIF

Prosedur ini menggariskan pengurusan dan penilaian laporan kemajuan pelajar siswazah di Universiti Pertahanan Nasional Malaysia (UPNM) dengan cara yang berkesan.

## 2.0 SKOP

Prosedur ini diguna pakai oleh staf yang menguruskan laporan kemajuan pelajar siswazah di peringkat Sarjana dan Doktor Falsafah.

## 3.0 RUJUKAN

**3.1** Manual Kualiti - MK. UPNM. 01.

3.1.1. Klausa 8.2 – Keperluan untuk Produk dan Perkhidmatan

3.1.2. Klausa 8.3 – Rekabentuk dan Pembangunan Produk dan Perkhidmatan

3.1.3. Klausa 8.5.1 – Kawalan Penyediaan Produk dan Perkhidmatan

3.1.4. Klausa 9.1 – Pemantauan, Pengukuran, Analisis dan Penilaian

**3.2** Arahan-arahan semasa yang berkuat kuasa.

**3.3** *UPNM Graduate Studies Rules and Regulations.*

## 4.0 DEFINISI

### 4.1 Siswazah

Siswazah ialah golongan pelajar peringkat tinggi yang telah berjaya meraih segulung ijazah sarjana muda dari Institusi Pengajian Tinggi tempatan mahupun swasta dalam ataupun di luar negara yang diiktiraf oleh agensi pengiktirafan kerajaan.

 <b>UPNM</b> <small>National Defence University of Malaysia</small> <small>KEKUALA KUALA LUMPUR</small>	<b>PROSEDUR PENGURUSAN  PENGURUSAN LAPORAN KEMAJUAN SISWAZAH</b>	<b>No. Ruj. Dokumen : PK(P). UPNM. PPS. 02</b>
		<b>No. Keluaran : 02</b>
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		<b>Tarikh : 27 SEPTEMBER 2023</b>
		<b>Mukasurat : 2/6</b>

#### 4.2 Jawatankuasa Pengajian Siswazah Peringkat Fakulti (JPSF)

Jawatankuasa yang menilai serta mengesahkan permohonan kemasukan pelajar siswazah, pelantikan penyelia, tajuk pengajian siswazah, penamaan semula penyelia, penambahan tempoh pengajian, penangguhan pengajian, penangguhan penghantaran tesis, rayuan permohonan kemasukan pelajar dan pelantikan Jawatankuasa Peperiksaan Tesis di peringkat fakulti. JPSF juga bertanggungjawab menilai laporan kemajuan pelajar siswazah.

#### 5.0 (A) SINGKATAN

Bil.	Singkatan	Nama Penuh
5.1	PPS	Pusat Pengajian Siswazah
5.2	JPSF	Jawatankuasa Pengajian Siswazah Peringkat Fakulti
5.3	PLJR	Pelajar Siswazah
5.4	PNY	Penyelia

#### (B) ISU-ISU RISIKO

- i. Tarikh akhir penghantaran laporan tidak dipatuhi.
- ii. Laporan terlalu ringkas dan tidak lengkap.
- iii. Penilaian tidak dibuat dengan betul.

	<b>PROSEDUR PENGURUSAN  PENGURUSAN LAPORAN KEMAJUAN SISWAZAH</b>	<b>No. Ruj. Dokumen : PK(P). UPNM. PPS. 02</b>
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		<b>Tarikh : 27 SEPTEMBER 2023</b>
		<b>Mukasurat : 3/6</b>

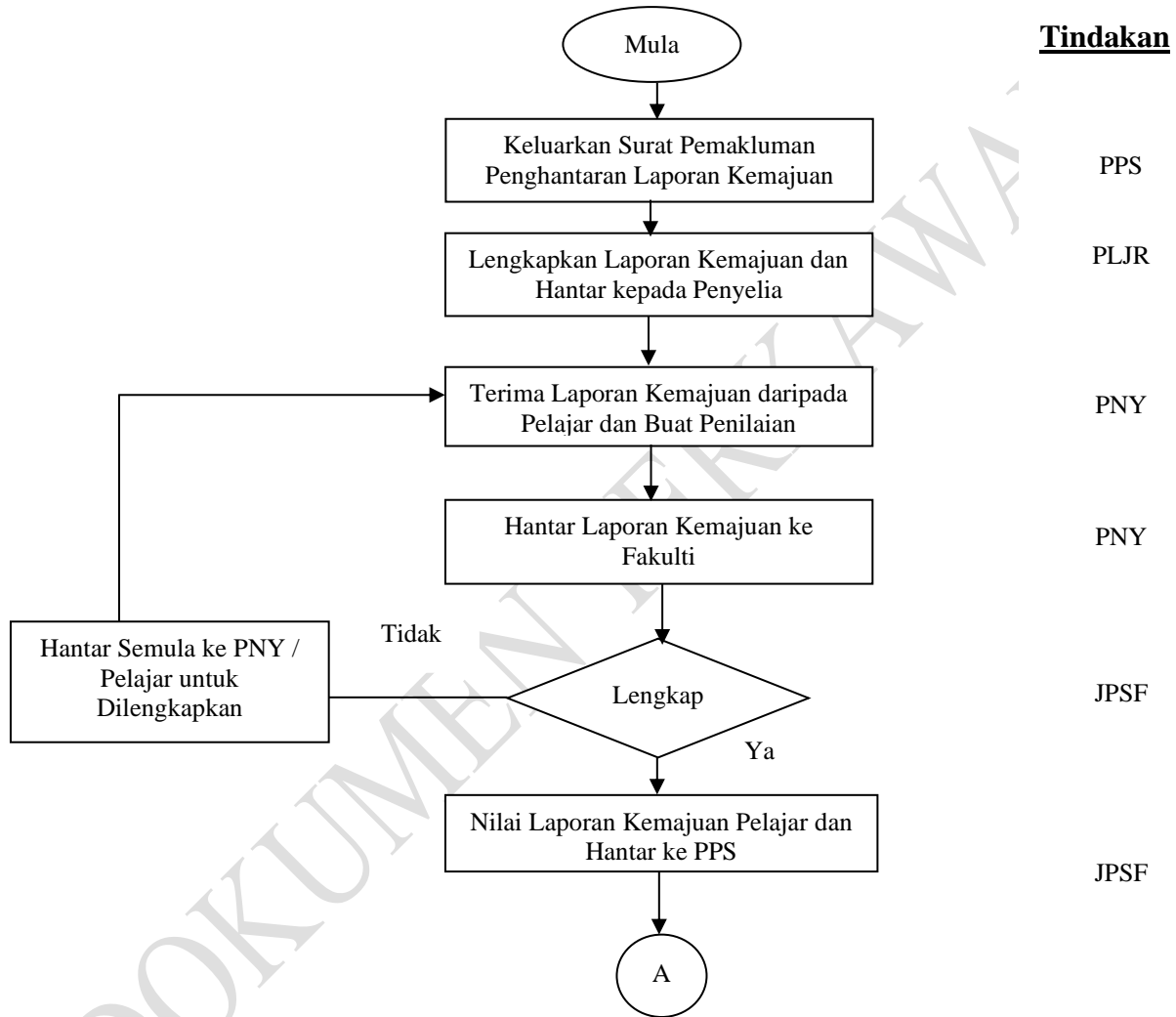
## 6.0 TANGGUNGJAWAB DAN TINDAKAN

Tanggungjawab	Tindakan	
	<b>A. PENGURUSAN LAPORAN KEMAJUAN PELAJAR SISWAZAH</b>	
<b>PPS</b>	1.	Keluarkan surat pemakluman penghantaran laporan kemajuan kepada pelajar.
<b>PLJR</b>	2.	Lengkapkan laporan kemajuan pelajar (Lampiran 1).
<b>PLJR</b>	3.	Hantar laporan kemajuan kepada penyelia
<b>PNY</b>	4.	Terima laporan kemajuan yang telah diisi oleh pelajar.
<b>PNY</b>	5.	Buat penilaian prestasi kemajuan pelajar untuk semester tersebut dan cadangkan tindakan ke atas pelajar.
<b>PNY</b>	6.	Hantar laporan kemajuan pelajar yang telah lengkap kepada Fakulti.
<b>JPSF</b>	7.	Terima laporan kemajuan yang telah lengkap diisi oleh penyelia.
<b>JPSF</b>	8.	Buat penilaian prestasi kemajuan pelajar untuk semester tersebut dan sokong tindakan ke atas pelajar.
<b>JPSF</b>	9.	Hantar laporan kemajuan pelajar yang telah dinilai kepada PPS.
<b>PPS</b>	10.	Kategorikan prestasi pelajar dan tindakan ke atas pelajar seperti yang telah dinilai oleh Fakulti.
<b>PPS</b>	11.	Hantar salinan laporan kemajuan yang telah dinilai kepada pelajar yang dibenarkan meneruskan pengajian tanpa sebarang amaran.
<b>PPS</b>	12.	Hantar surat amaran beserta salinan laporan kemajuan yang telah dinilai kepada pelajar yang dibenarkan meneruskan pengajian dengan amaran.
<b>PPS</b>	13.	Hantar surat pemberhentian kepada pelajar yang ditamatkan pengajian.
<b>PPS</b>	14.	Maklumkan status pengajian pelajar siswazah kepada Fakulti.

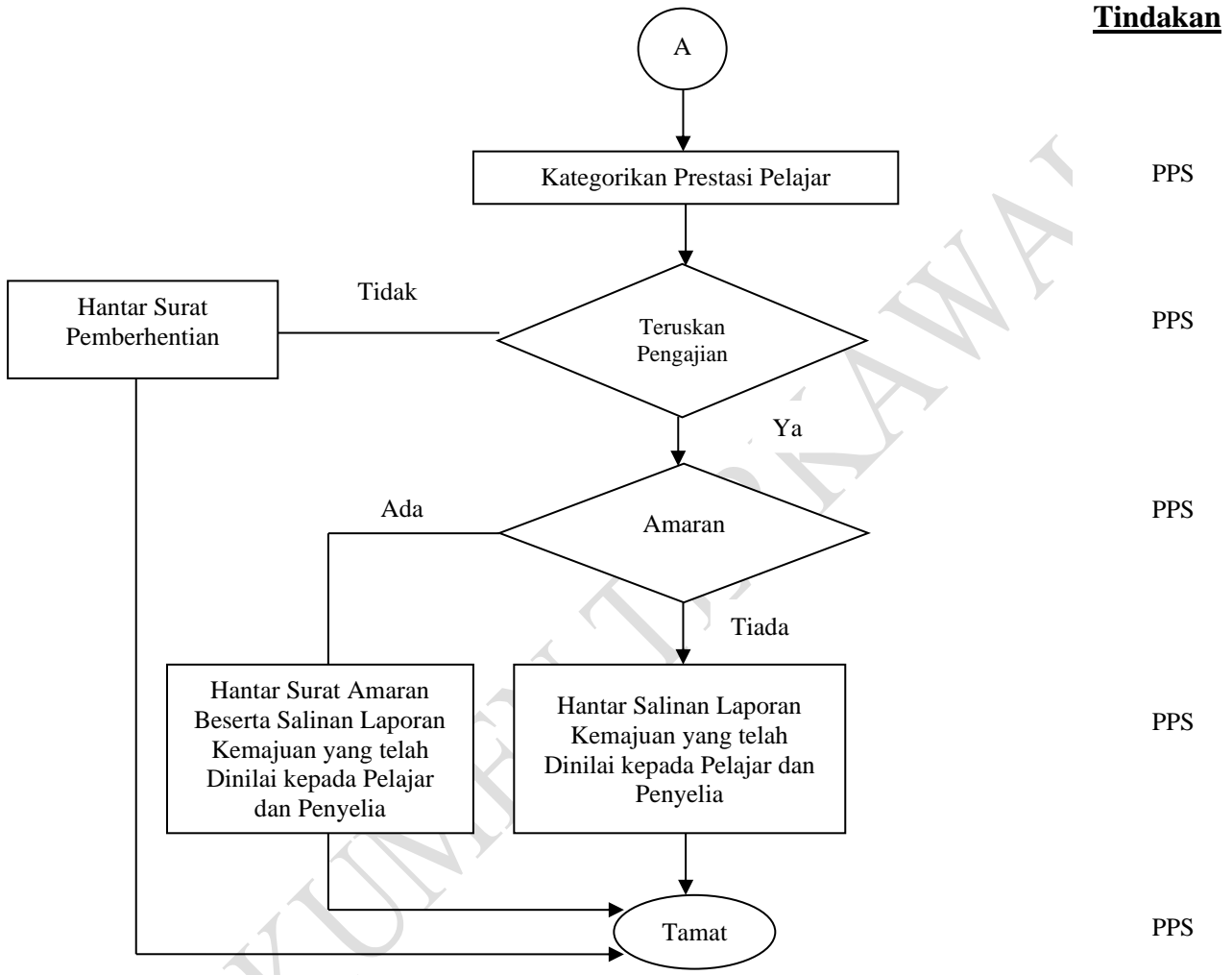
 <b>UPNM</b> <small>National Defence University of Malaysia</small> <small>BERSEKUTULAH MELAKSANAKAN TRANSFORMASI</small>	<b>PROSEDUR PENGURUSAN  PENGURUSAN LAPORAN KEMAJUAN SISWAZAH</b>	<b>No. Ruj. Dokumen : PK(P). UPNM. PPS. 02</b>
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		<b>Mukasurat : 4/6</b>

## 7.0 CARTA ALIR

### 7.1 Pengurusan Laporan Kemajuan Siswazah



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		<b>Mukasurat : 5/6</b>





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		<b>No. Keluaran : 02</b>
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		<b>Tarikh : 27 SEPTEMBER 2023</b>
		<b>Mukasurat : 6/6</b>

## 8.0 REKOD KUALITI

Bil	Nama Rekod	Lokasi	Tempoh Penyimpanan
8.1	Fail Rekod Siswazah	PPS	7 Tahun
8.2	Fail Peribadi Pelajar Siswazah	PPS	7 Tahun
8.3	Fail Pengurusan Risiko	PPS	7 Tahun

## 9.0 LAMPIRAN

**9.1 Lampiran 1** – Semester Renewal Registration Form PPS-R-B01

**9.2 Lampiran 2** -Graduate Student Progress Report PPS-R-B02



**CENTRE FOR GRADUATE STUDIES**  
**NATIONAL DEFENCE UNIVERSITY OF MALAYSIA**

**SEMESTER RENEWAL REGISTRATION FORM**

Student must complete the form and send the form to CGS together with the **Graduate Student Progress Report**, **borang maklumat peribadi pelajar (verified by Bursary Department)** and a **copy of Fee Payment receipt**.

**Checklist**

No..	Document List	Tick (✓)
1.	Completed the Semester Renewal Registration Form.	
2.	Completed the Graduate Student Progress Report (PPS-03) <b>(for research mode only)</b>	
3.	Completed the Borang Maklumat Peribadi Pelajar <b>(must be signed by Bursary Department)</b>	
4.	Copy of Fee Payment receipt	

**SECTION A: TO BE COMPLETED BY STUDENT**

<b>Semester</b> (research mode only)	<input type="checkbox"/> Jan <input type="checkbox"/> March <input type="checkbox"/> July <input type="checkbox"/> September <b>Year:</b> _____	<b>Number of registered semester :</b> _____
<b>Student's Name</b>		
<b>Matric. No.</b>	<b>Faculty</b>	
<b>Programme</b>	<input type="checkbox"/> Master <input type="checkbox"/> Doctor of Philosophy	
<b>Field of Study</b>		
<b>Mode of Study</b>	<input type="checkbox"/> Research <input type="checkbox"/> Coursework	
<b>Type of Study</b>	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
<b>Thesis Title</b> (research mode only)		

**Student's Signature**

	<b>Date:</b>
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**Signature and Official Stamp of Main Supervisor  
/ Programme Coordinator**

	<b>Date:</b>
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**SECTION B : FEE PAYMENT VERIFICATION (to be filled by student)**

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**Proof of payment (Receipt)**

**Receipt No. :** \_\_\_\_\_

**SECTION C : FOR CENTRE FOR GRADUATE STUDIES USE**

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<b>Name</b>		
<b>Signature and Official Stamp</b>		<b>Date :</b>



**CENTRE FOR GRADUATE STUDIES  
NATIONAL DEFENCE UNIVERSITY OF MALAYSIA**

**GRADUATE STUDENT PROGRESS REPORT**

*Instructions:*

1. Student is to complete Section A and submit to the Main Supervisor one (1) month prior to new semester registration.
2. The Main Supervisor is to complete section B1 (for MSc Student) or B2 (for PhD Student). Main Supervisor then submit to the Faculty's Administrator (Graduate Studies).
3. The Faculty's Administrator (Graduate Studies) is to present the completed form to the Faculty's Graduate Studies Committee for endorsement (Section C) during the Faculty Postgraduate Studies Exam meeting held at the end of each semester.
4. The Faculty's Administrator (Graduate Studies) submits the original copy of the endorsed form to CGS immediately after the meeting for record-keeping (Section D).

**SECTION A: TO BE COMPLETED BY THE STUDENT**

**I. STUDENT INFORMATION**

1. Student name: \_\_\_\_\_
2. Matric No.: \_\_\_\_\_
3. Programme:  PhD  MSc
4. Registered Semester/Year : \_\_\_\_\_/\_\_\_\_\_
5. Field of study: \_\_\_\_\_
6. Faculty/Center:  FKJ  FPPP  FSTP  FPKP  PAP  PB  AKP
7. Financial Support Status:  Self Financed  Sponsored  GRA/GPPP
8. Name of Main Supervisor: \_\_\_\_\_
9. Research Title: \_\_\_\_\_

**II. RESEARCH PROGRESS REPORT (STUDENT):**

1. Briefly summarized the main research activities/progress done for this semester using table below:

Item	Main Research Activities Planned	Completed (√) /In Progress (%)

2. Overall progress

2.1 Completion of Literature Review (please circle if relevant)

1    2    3    4    5    6    7    8    9    10

**Start** |  |  |  |  |  |  |  |  |  |  | **Completed**

2.2 Completion of Proposal Defence (please circle if relevant)

1    2    3    4    5    6    7    8    9    10

**Start** |  |  |  |  |  |  |  |  |  |  | **Completed**

2.3 Completion of Research Design (please circle if relevant)

1    2    3    4    5    6    7    8    9    10

**Start** |  |  |  |  |  |  |  |  |  |  | **Completed**

2.4 Completion of Data Collection (please circle if relevant)

1    2    3    4    5    6    7    8    9    10

**Start** |  |  |  |  |  |  |  |  |  |  | **Completed**

2.5 Completion of Data Analysis (please circle if relevant)

1    2    3    4    5    6    7    8    9    10

**Start** |  |  |  |  |  |  |  |  |  |  | **Completed**

2.6 Completion of Thesis Draft (please circle if relevant)

1    2    3    4    5    6    7    8    9    10

**Start** |  |  |  |  |  |  |  |  |  |  | **Completed**

3. Project milestones for this semester:

Achieved.

Not Achieved \*

\*Reason:

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4. Please state problems and difficulties encountered regarding your research (if any):

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5. Please provide (**as attachment**) the list of achievements/outputs such as **Publications** (journal articles, conference papers, book chapters, letters, etc.), **Prototype** (hardware, software, pilot plant, etc.), **Awards / Medals** and **Others** (seminars, field work, workshops, etc.) done in the current semester.

6. How often do you meet up with your Supervisor for research discussion in this semester? Please enclose copy of log book regarding discussion with supervisors.

\_\_\_\_\_ times

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

**SECTION B1 (MASTER DEGREE ONLY): TO BE COMPLETED BY THE MAIN SUPERVISOR**

1. Please assess the performance of the student for the current semester using the table below:

0-2	3-5	6-7	8-9	10
Poor	Minimal	Satisfactory	Good	Excellent
Item	Criteria			Marks (0-10)
1	Demonstrate sound knowledge for the planned research activities (AO1-PO1)			
2	Apply practical skills in achieving the results for the planned research activities (AO2-PO2)			
3	Conduct research with minimal supervision (AO4-PO4)			
4	Conduct research according to legal or ethical and professional codes of practices to the planned activities (AO4-PO4)			
5	Respond positively to constructive criticisms, feedback, ideas or work effectively with peers, surrounding personnel and stakeholders (AO5-PO5)			
6	Conduct research with proper time management, discipline and punctuality			
7	Communicate effectively both orally and in writing (AO5-PO5)			
8	Provide solution to problem using scientific or critical thinking skills for research activities (AO6-PO6)			
9	Produce the result or output based from amount of work done (AO6-PO6)			
10	Obtain and manage information for lifelong learning (AO7-PO7)			
<b>Total Marks (100)</b>				

0-1.9	2.0-4.9	5.0-5.9	6.0-6.9	7.0-7.9	8.0-8.9	9.0-9.9	10
Poor	Below Average	Average	Above Average	Good	Very Good	Outstanding	Exceptional
Overall Assessment Outcomes (AO) Marks = Total Marks/10							

*\*Please provide justification if overall AO marks obtained more than 9.0*

2. Achievements in the Current Academic Semester

- i. Num. of articles accepted/published  ISI/IF/SCOPUS/ERA  Non Indexed
- ii. Num. of award received  International  National
- iii. Other merits (specify):

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3. Please assess the student's research work progress (%) for the current semester.


Literature Review

Proposal Defence

Research Design


Data Collection

Data Analysis

Thesis Writing (Please specify stage):

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4. Please state weaknesses/ obstacles faced by student in the given research work (if any).

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5. Comments and suggestion for next semester

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6. Student face to face contact hours/consultation. Please tick (/)

	Satisfactory. Student has shown commitment and dedication in pursuing studies
	*Unsatisfactory (Please specify reason):

\*Reason:

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7. Main Supervisor Recommendation

0-1.9	2.0-4.9	5.0-5.9	6.0-6.9	7.0-7.9	8.0-8.9	9.0-9.9	10
Poor	Below Average	Average	Above Average	Good	Very Good	Outstanding	Exceptional

No.	Recommendation	Please Tick (√)
1.	The performance and progress of the student is <b>satisfactory in this semester. (Marks &gt; 5.0).</b>  <i>I recommend the student proceed to next semester</i>	
2.	The performance and progress of the student is <b>below expectation in this semester (2.0 &lt; Marks &lt; 5.0).</b>  <i>I recommend the student to be given a reminder and needs to improve his/her overall performance (probation)</i>	
3.	The performance and progress of the student is <b>below expectation (2.0 &lt; Marks &lt; 5.0) for two (2) subsequent semester.</b>  <i>I recommend the student to be given a final reminder and urgently needs to improve his/her overall performance (final probation)</i>	
4	The performance and progress is <b>unsatisfactory (Marks &lt; 2.0) for this semester.</b>  <i>I recommend the student to be withdrawn from the programme</i> <b>*Main Supervisor should provide a confidential report to Faculty &amp; CGS</b>	

\_\_\_\_\_  
Signature and official stamp of Main Supervisor

\_\_\_\_\_  
Date

**SECTION C: TO BE COMPLETED BY THE FACULTY**

No.	Evaluation	Please Tick ( √ )
1	<b>Agree with the Main Supervisor's Overall AO marks.</b> <i>The student can proceed to next semester</i>	
2	<b>Agree with the Main Supervisor's Overall AO marks.</b> <i>The student is to be given a reminder and needs to improve his overall performance (probation)</i>	
3	<b>Agree with the Main Supervisor's Overall AO marks.</b> <i>The student is to be given a final reminder and needs to improve his overall performance (final probation)</i>	
4	<b>Agree with the Main Supervisor's Overall AO marks.</b> <i>The student is to be withdrawn from the programme</i>	
5	<b>Disagree with the Main Supervisor's Overall AO marks.</b> <i>Please justify and give recommendation for the student:</i> _____ _____	

Remarks

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\_\_\_\_\_  
Signature and official stamp  
Dean/Chairman of Faculty Graduate Studies Committee

\_\_\_\_\_  
Date

**SECTION D: TO BE COMPLETED BY CENTRE FOR GRADUATE STUDIES**

Proceed to next semester

Probation

Final Probation

Terminate

Remarks

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Signature and official stamp  
Dean of CGS

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Date



**SEMESTER RESEARCH PROGRESS PRESENTATION VERIFICATION FORM**

**SECTION A: GENERAL INFORMATION (TO BE FILLED BY STUDENT)**

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Student's Name : \_\_\_\_\_

Current Semester No.: \_\_\_\_\_

Presentation Date & Time : \_\_\_\_\_

Presentation Physical Venue/Online Platform : \_\_\_\_\_

Project Title : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION B: SUPERVISORY COMMITTEE VERIFICATION**

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We hereby confirmed that the student has presented his/her research progress for the current semester.

Comment :

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
Signature and Official Stamp  
Chairperson of the Supervision Committee

Date:

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Comment :

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\_\_\_\_\_

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\_\_\_\_\_  
Signature and Official Stamp  
Co-Supervisor 1

Date:

Comment :

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\_\_\_\_\_  
Signature and Official Stamp  
Co-Supervisor 2

Date:

Comment :

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\_\_\_\_\_  
Signature and Official Stamp  
Co-Supervisor 3

Date:

Comment :

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\_\_\_\_\_  
Signature and Official Stamp  
Co-Supervisor 4

Date:

Comment :

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\_\_\_\_\_  
Signature and Official Stamp  
Co-Supervisor 5

Date: