



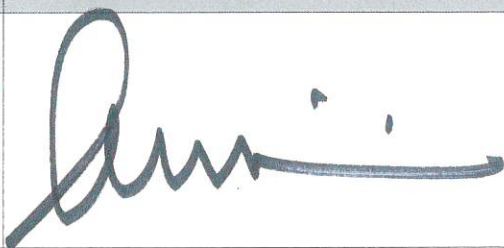
UPNM

National Defence University of Malaysia

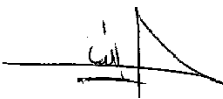
Kewajipan • Maruah • Integriti

PROSEDUR PENGURUSAN LAPORAN KEMAJUAN SISWAZAH

PK(P). UPNM. PPS. 02

	DISEDIAKAN OLEH	DILULUSKAN OLEH
TANDATANGAN		
NAMA	PROF. MADYA DR. ROSLAINI BIN ABD MAJID	LT JEN DATUK WIRA ARMAN RUMAIZI BIN HJ AHMAD
JAWATAN	MENJALANKAN TUGAS DEKAN, PUSAT PENGAJIAN SISWAZAH	NAIB CANSELOR
TARIKH	08 SEPTEMBER 2025	08 SEPTEMBER 2025

SENARAI EDARAN SALINAN DOKUMEN TERKAWAL

No. Salinan Kawalan	Penerima	Tarikh Edaran Diterima	Tandatangan	Tarikh Edaran Dipinda	Catatan
01	NAIB CANSELOR	08 / 09 / 2025			<i>Hard Copy</i>
02	PENGURUS KUALITI	08 / 09 / 2025			<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 dan Tanda tangan NC baru	
06 / 05 / 2025	02	05	Muka Depan & Senarai Edaran	Pengemaskinian Nama dan Tanda tangan NC baharu dan Pengurus Kualiti serta singkatan	

08 / 09 / 2025	02	05	Muka Depan & Senarai Edaran	Pengemaskinian nama NC	
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		No. Keluaran : 02
		No. Pindaan : 05
		Tarikh : 08 SEPTEMBER 2025
		Mukasurat : 1/ 6

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. Klausu 8.2 – Keperluan untuk Produk dan Perkhidmatan

3.1.2. Klausu 8.3 – Rekabentuk dan Pembangunan Produk dan Perkhidmatan

3.1.3. Klausu 8.5.1 – Kawalan Penyediaan Produk dan Perkhidmatan

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

3.2 Arahan-arahan semasa yang berkuat kuasa.

3.3 *Academic Regulations of Graduate Studies Programme by Research.*

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.

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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	FPJB	Fakulti/ Pusat/ Jabatan/ Bahagian
5.3	PLJR	Pelajar Siswazah
5.4	PNY	Penyelia

(B) ISU-ISU RISIKO

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

 UPNM National Defence University of Malaysia KESEKUTUPAN • BERSEKUTUPAN • BERKUALITI	PROSEDUR PENGURUSAN PENGURUSAN LAPORAN KEMAJUAN SISWAZAH	No. Ruj. Dokumen : PK(P). UPNM. PPS. 02
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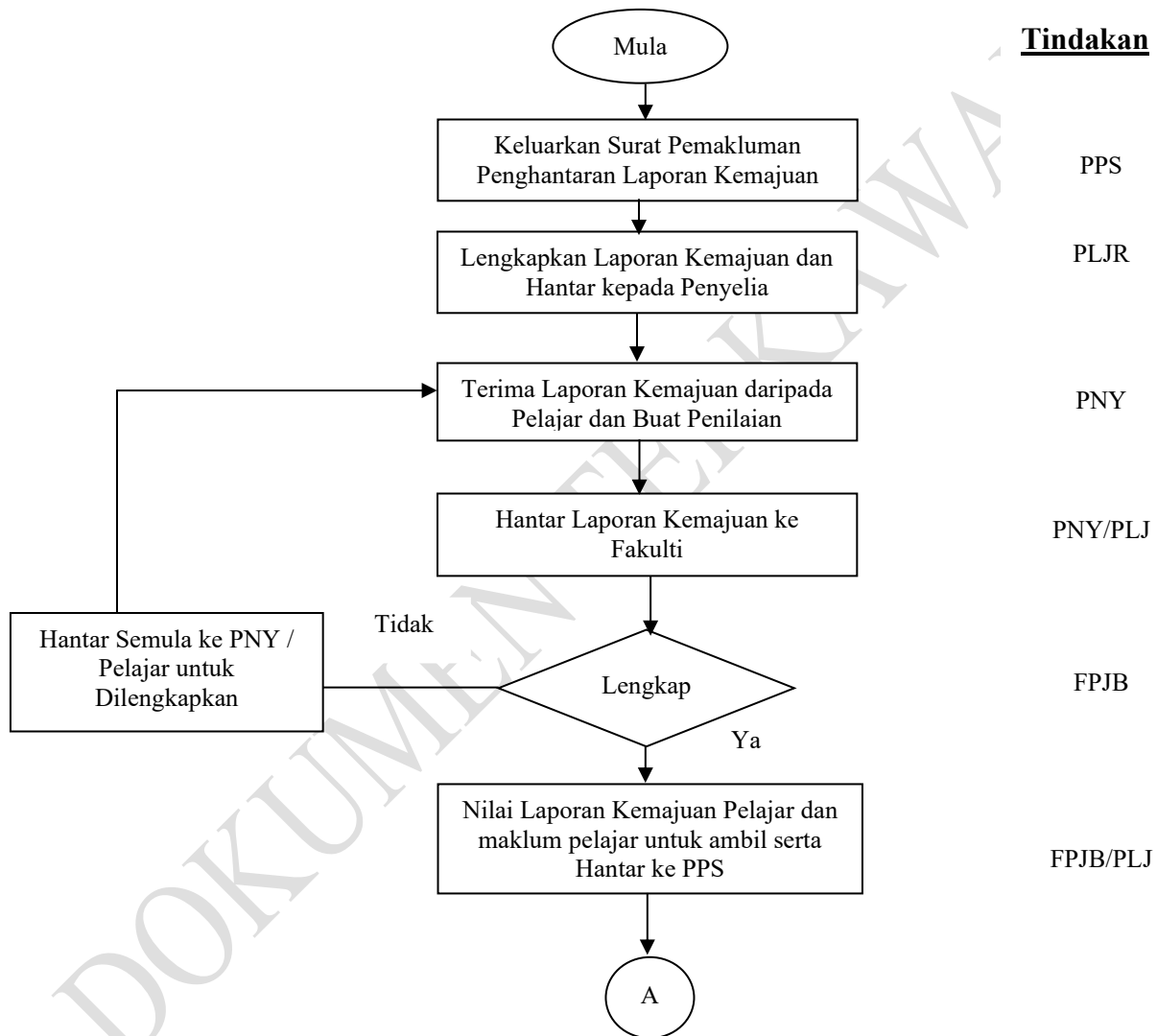
6.0 TANGGUNGJAWAB DAN TINDAKAN

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

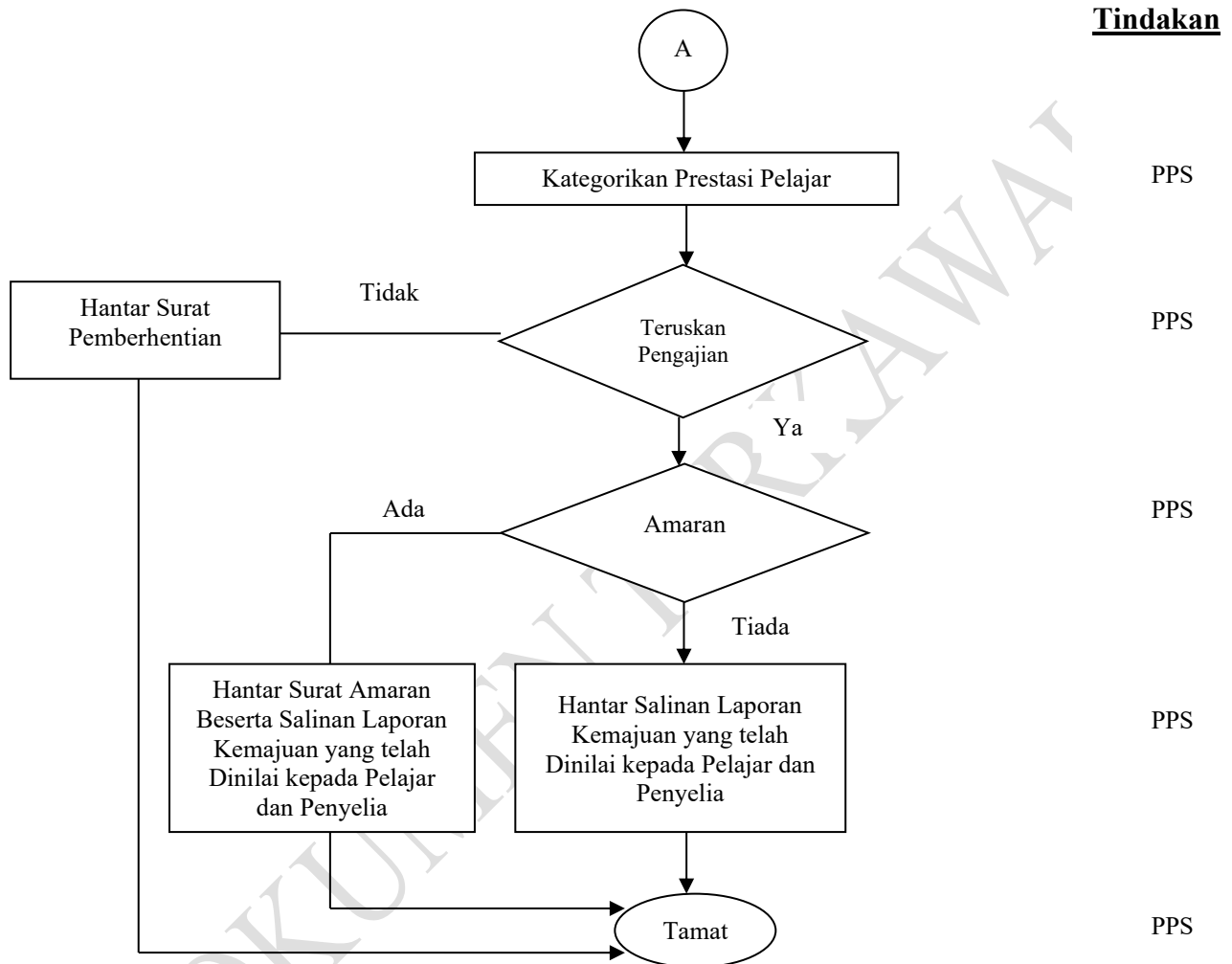
	PROSEDUR PENGURUSAN PENGURUSAN LAPORAN KEMAJUAN SISWAZAH	No. Ruj. Dokumen : PK(P). UPNM. PPS. 02
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7.0 CARTA ALIR

7.1 Pengurusan Laporan Kemajuan Siswazah



 UPNM National Defence University of Malaysia KEKUALA KUALA LUMPUR	PROSEDUR PENGURUSAN PENGURUSAN LAPORAN KEMAJUAN SISWAZAH	No. Ruj. Dokumen : PK(P). UPNM. PPS. 02
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 UPNM National Defence University of Malaysia UNIVERSITI PERTAMUAN NEGARA	PROSEDUR PENGURUSAN PENGURUSAN LAPORAN KEMAJUAN SISWAZAH	No. Ruj. Dokumen : PK(P). UPNM. PPS. 02
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		No. Pindaan : 05
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		Mukasurat : 6/ 6

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 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) (for research mode only)	
3.	Completed the Borang Maklumat Peribadi Pelajar (must be signed by Bursary Department)	
4.	Copy of Fee Payment receipt	

SECTION A: TO BE COMPLETED BY STUDENT

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

Student's Signature

	Date:
--	--------------

**Signature and Official Stamp of Main Supervisor
/ Programme Coordinator**

	Date:
--	--------------

SECTION B : FEE PAYMENT VERIFICATION (to be filled by student)

☐ **Proof of payment (Receipt)**

Receipt No. : _____

SECTION C : FOR CENTRE FOR GRADUATE STUDIES USE

Name		
Signature and Official Stamp		Date :



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

GRADUATE STUDENT PROGRESS REPORT

- Each student is required to complete this form and state his/her research progress so that problems can be identified and solved immediately.
- Report should be submitted once in every six (6) months.
- **Copy of log book** regarding discussion with supervisors should also be enclosed.
- **Presentation Slide of Research Progress** for the semester (at least once per semester) with signature of each member of Supervisory Committee should be enclosed (**Appendix A**).
- Student must complete Section A and submit to Main Supervisor for evaluation.
- Main Supervisor must complete Section B and submit to the Faculty for endorsement.

SECTION A: TO BE COMPLETED BY THE STUDENT

I. STUDENT INFORMATION

1. Full name: _____
2. Matric No.: _____ 3. Programme: _____
4. Month and year of entry: _____ 5. Registered Semester : _____
6. Field of study : _____
7. Faculty : _____
8. Financial assistance/Fundings received: _____
9. Name of supervisor(s)
Main Supervisor: _____
Co-Supervisor 1 : _____
Co-Supervisor 2 : _____
Co-Supervisor 3 : _____

Student's name: _____

Matric No.: _____

II. RESEARCH PROGRESS REPORT:

1. Research Title: _____

2. Achievement target for this semester:
 - a. _____
 - b. _____
3. Please state whether target is achieved. If not, please explain why?

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

5. Please enclose as attachment the recent **Research Progress Presentation slide for the current semester** that has been **presented to SUPERVISORY COMMITTEE (Main Supervisor and all Co-Supervisor/s)**. The slide may also include any achievement/output 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.) of the current semester. **Student must also enclose the Semester Research Progress Presentation Verification Form (APPENDIX A) which be endorsed by all Supervisory Committee.**
5. How often do you meet up with your Supervisor for research discussion in these six (6) months? Please enclose copy of log book regarding discussion with supervisors. (**Attachment**)
☐ Once ☐ Twice ☐ Three times ☐ ≥ Four or more times

Student's signature

Date

SECTION B: TO BE COMPLETED BY THE MAIN SUPERVISOR

1. Please tick (/) student's research work activity level.

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 30px; width: 50px;"></td><td>Research Proposal</td></tr> <tr><td style="height: 30px;"></td><td>Literature Review</td></tr> <tr><td style="height: 30px;"></td><td>Research Design</td></tr> <tr><td style="height: 30px;"></td><td>Data Collection</td></tr> </table>		Research Proposal		Literature Review		Research Design		Data Collection	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 30px; width: 50px;"></td><td>Data Analysis</td></tr> <tr><td style="height: 30px;"></td><td>Preparation of Thesis Draft</td></tr> <tr><td style="height: 30px;"></td><td>Thesis Submission</td></tr> </table>		Data Analysis		Preparation of Thesis Draft		Thesis Submission
	Research Proposal														
	Literature Review														
	Research Design														
	Data Collection														
	Data Analysis														
	Preparation of Thesis Draft														
	Thesis Submission														

2. Student Evaluation

Please mark based on the scale below.

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

No.	Criteria	Marks
1.	Amount of work done and quality of work	
2.	Commitment and dedication in pursuing studies	
3.	Punctuality and self-discipline	
4.	Ability to work independently	
5.	Critical and analytical thinking	

Student's name: _____

Matric No.: _____

3. Overall Research Progress

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

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

5. Comments and suggestions

6. Recommendation

No.	Recommendation	Please Tick (v)
1.	The performance and progress of the student is satisfactory	
2.	The performance and progress of the student is unsatisfactory	
3.	Others (Please specify)	

Signature and official stamp of Main Supervisor

Date

Student's name: _____

Matric No.: _____

SECTION C: TO BE COMPLETED BY THE FACULTY

☐

Satisfactory

☐

Unsatisfactory

Remarks

Signature and official stamp
Dean/Chairman of Faculty Graduate Studies Committee/
Head of Department

Date

SECTION D: TO BE COMPLETED BY CENTRE FOR GRADUATE STUDIES

☐

Satisfactory

☐

Unsatisfactory
(First Warning)

☐

Terminate

Remarks

Signature and official stamp
Dean

Date



SEMESTER RESEARCH PROGRESS PRESENTATION VERIFICATION FORM

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

"

Student's Name : _____

Current Semester No.: _____

Presentation Date & Time : _____

Presentation Physical Venue/Online Platform : _____

Project Title : _____

SECTION B: SUPERVISORY COMMITTEE VERIFICATION

"

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

Comment :

Signature and Official Stamp
Chairperson of the Supervision Committee

Date:

Comment :

Signature and Official Stamp
Co-Supervisor 1

Date:

Comment :

Signature and Official Stamp
Co-Supervisor 2

Date:

Comment :

Signature and Official Stamp
Co-Supervisor 3

Date:

Comment :

Signature and Official Stamp
Co-Supervisor 4

Date:

Comment :

Signature and Official Stamp
Co-Supervisor 5

Date: