


	<b>UNIVERSITI KUALA LUMPUR</b> <b>ROYAL COLLEGE OF MEDICINE PERAK</b>  <b>POST-GRADUATION SERVICES</b>	Doc. No:	UniKL/RCMP/ CLS/PDA-04
		Revision No:	00
		Date	02 November 2017
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#### AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1		Establishment	00	QMR

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## 1. OBJECTIVE

This document defines the control procedure and responsibilities for the after graduation services for graduates of UniKL RCMP.

## 2. SCOPE

The scope of this procedure covers all post-graduation services for graduates of UniKL RCMP.

## 3. REFERENCES

Clause 7.5.5 Post-Delivery Activities

## 4. DEFINITIONS / ABBREVIATIONS


NIL

## 5. PROCEDURE

UniKL RCMP shall meet requirements for post-graduation services associated with the Teaching & Learning Program. The post-graduation services shall be defined as those services provided out of the academic teaching & learning program.

In determining the extent of post-graduation services that are required, the management shall consider:

- a) Statutory and regulatory requirements;
- b) The potential undesired consequences associated with its Teaching & Learning Program;
- c) The nature, use and intended lifetime of its Teaching & Learning Program;
- d) Students service requirements;
- e) Student feedback provided.

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<b>Post Delivery</b>	<b>Details of Post Delivery Requirements</b>
Period of Student Graduation	✓ All Student shall be graduated within the maximum period of 7 years.
Contractual Obligation to Students	✓ UniKL RCMP shall provide the post delivery service as per the agreed contractual obligation signed with student, such as graduation ceremony. ✓ UniKL RCMP will keep the student records for 30 years.
Supplementary Services	✓ The verification for graduation transcript and scroll.

**Note :**

Should any client has any post delivery requirements differed from the above, it shall be referred to contract signed or purchase order on case to case basis.