



<b>Doc. No:</b>	<b>UTS/SPS/P13</b>
<b>Revision No:</b>	<b>00</b>
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*Rui*

Position : Senior Executive, School of Postgraduate  
Studies

Timothy

Position : Dean, School of Postgraduate Studies

No.	Date	Remarks	Revision No.	Approved by
1	20/06/24	Establishment	00	Dean, SPS

 <b>UTS</b>	<b>APPEAL TO CONTINUE STUDY</b>	<b>Doc. No:</b>	<b>UTS/SPS/P13</b>
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## 1.0 OBJECTIVE

- 1.1 To outline the process of appeal to continue study.

## 2.0 SCOPE

- 2.1 This SOP covers all UTS Postgraduate Programmes.

## 3.0 REFERENCES

- 3.1 Postgraduate Academic Rules & Regulations

## 4.0 DEFINITIONS / ABBREVIATIONS


SOP	:	Standard Operating Procedure
UTS	:	University of Technology Sarawak
SPS	:	School of Postgraduate Studies
PC	:	Programme Coordinator
MS	:	Main Supervisor
SA	:	School Admin
PSC	:	Postgraduate Studies Committee
UPC	:	University Postgraduate Committee
FO	:	Failed and Out

## 5.0 RESPONSIBILITY

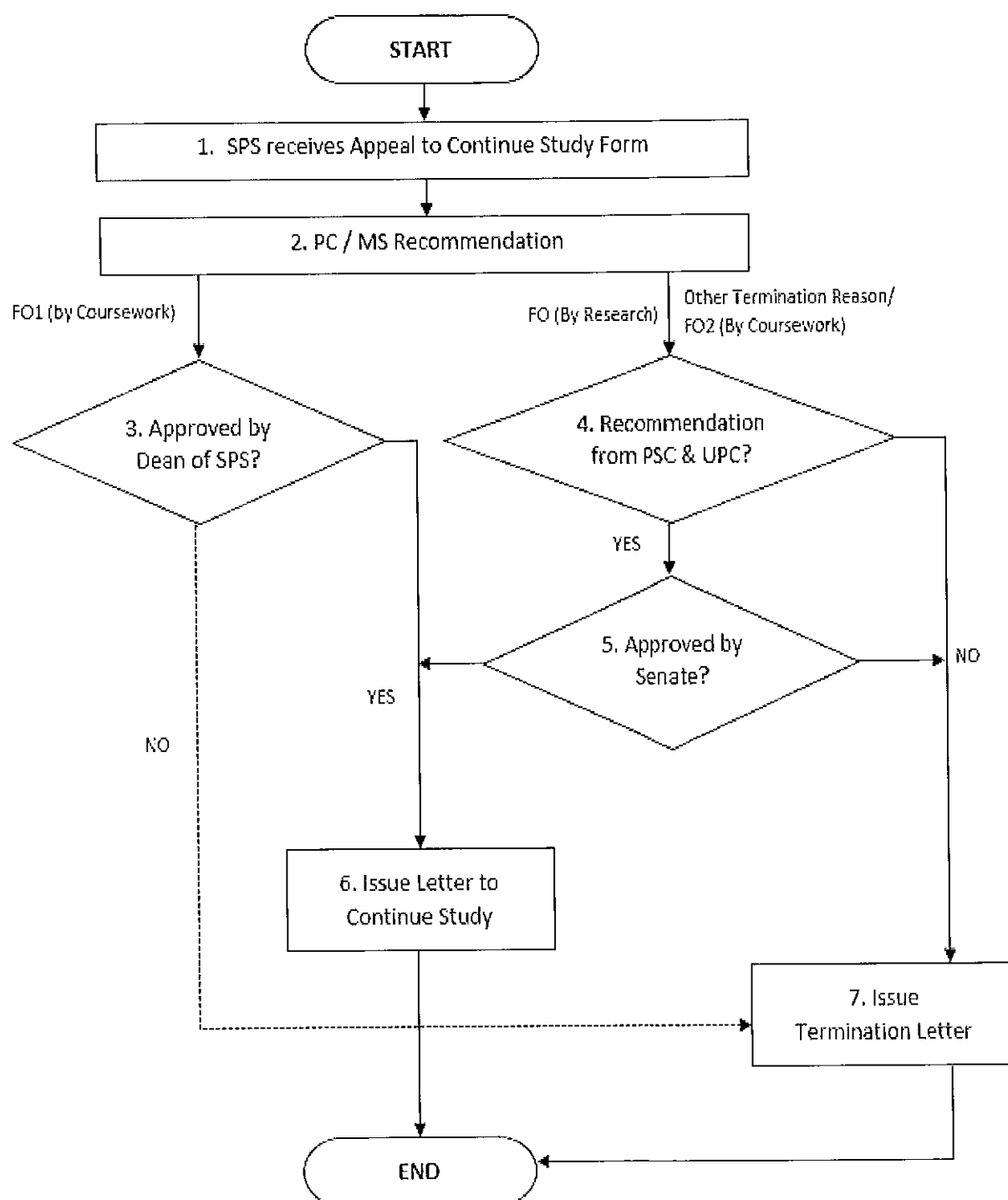
- 5.1 The Dean of SPS has the authority to approve the establishment and amendment SOP.
- 5.2 Deans and PC are responsible to follow and adhere to this SOP.
- 5.3 The Dean of SPS is responsible to ensure that this SOP is adhered to.


## 6.0 PROCEDURE

Refer to process flow chart.

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### 6.1 APPEAL TO CONTINUE STUDY




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## 7.0 DESCRIPTION

### 7.1 PROPOSAL DEFENCE

No	Description	Person in Charge	Document
1	SPS receives Appeal to Continue Study Form	SPS SA	Postgraduate: Appeal to Continue Study (UTS-SPS-P13-ACS)
2	PC / MS Recommendation  2.1. PC / MS needs to write some recommendations / comments regarding the student academic performance in the appeal form.	PC / MS	Postgraduate: Appeal to Continue Study (UTS-SPS-P13-ACS)
3	Approved by Dean of SPS?  3.1. For by Coursework programme, if the student gets the status FO1 needs to get approval from Dean of SPS.  (i) If yes, go to 6;  (ii) If no, go to 7.	Dean, SPS	Postgraduate: Appeal to Continue Study (UTS-SPS-P13-ACS)
4	Recommendation from PSC & UPC?  4.1. For FO (by Research), FO2 (by Coursework) or other termination reason, the student needs to get the recommendation from PSC and UPC.  4.2. Recommendation from PSC and UPC:  (i) If yes, go to 5;  (ii) If no, go to 7.	PSC; UPC	1. Agenda paper 2. Postgraduate: Appeal to Continue Study (UTS-SPS-P13-ACS)
5	Approved by Senate?  (i) If yes, go to 6;  (ii) If no, go to 7.	Senate	1. Agenda paper 2. Postgraduate: Appeal to Continue Study (UTS-SPS-P13-ACS)
6	Issue Letter to Continue Study  6.1. SPS SA issue the letter to student for the approval on the appeal.	SPS SA	Approval Letter

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7	Issue Termination Letter  7.1. SPS SA issue the letter to student for the rejection on the appeal.	SPS SA	Termination Letter
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## 8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1.	Postgraduate: Appeal to Continue Study (UTS-SPS-P13-ACS)	Student File Postgraduate Filing Room	Min 8 years (Master's Degree) Min 10 years (PhD)