
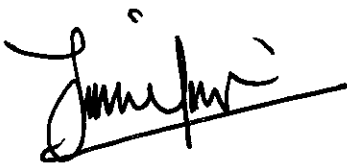

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Prepared by:  Name : Mdm Richelle Liik Hun Position : Senior Executive, School of Postgraduate Studies	Approved by:  Name : Assoc. Prof. Dr. Mohd Zainal Munshid Bin Harun Position : Dean, School of Postgraduate Studies
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	04/01/16	Establishment	00	Dean, SPS
2	07/12/22	Change approval from PSC to SAC; Change from UCTS to UTS	01	Dean, SPS
3	20/06/24	Review overall; Combine SOP P02; add new SOP – Direct Entry to PhD and Attend Pre-requisite Courses	02	Dean, SPS

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1.0 OBJECTIVE

1.1 To outline the Admission Process into UTS Postgraduate Programmes.

2.0 SCOPE


2.1 This SOP covers all application for admission into 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
CIR	:	Centre for International Relations
CQA	:	Centre of Quality Assurance
AARD	:	Academic Affairs and Registry Department
SAC	:	School Academic Committee
PSC	:	Postgraduate Studies Committee
UPC	:	University Postgraduate Committee
PC	:	Programme Coordinator
IAP	:	Internal Assessment Panel
AP	:	Applicant
ER	:	Entry Requirement
LR	:	Language Requirement
PG	:	Postgraduate
SA	:	School Admin


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5.0 RESPONSIBILITY

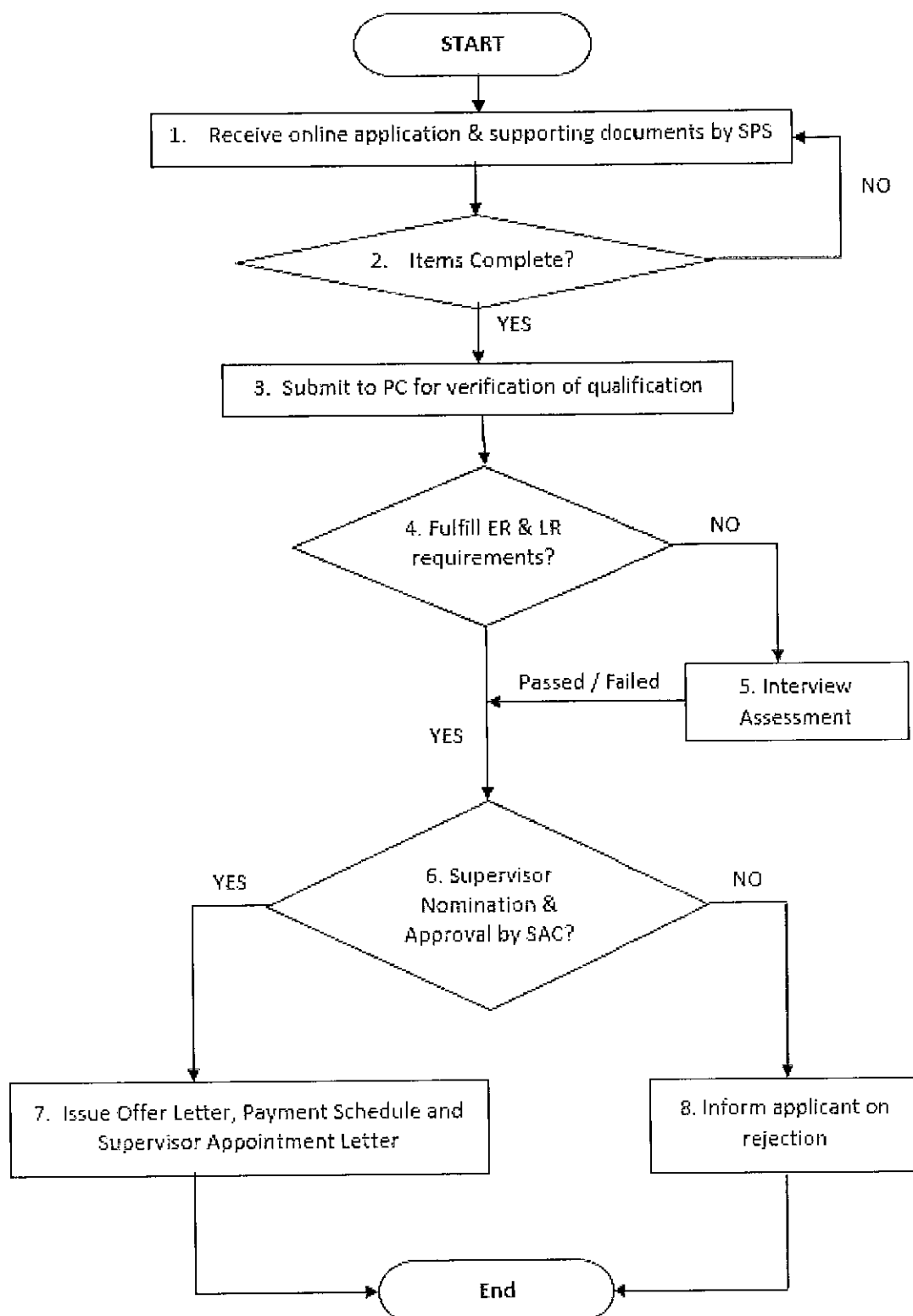
- 5.1 The Dean of SPS has the authority to approve the establishment and amendment SOP.
- 5.2 Deans and PC are responsible to follow and adhere to this SOP.
- 5.3 The Dean of SPS is responsible to ensure that this SOP is adhered to.


6.0 PROCEDURE

Refer to process flow chart.

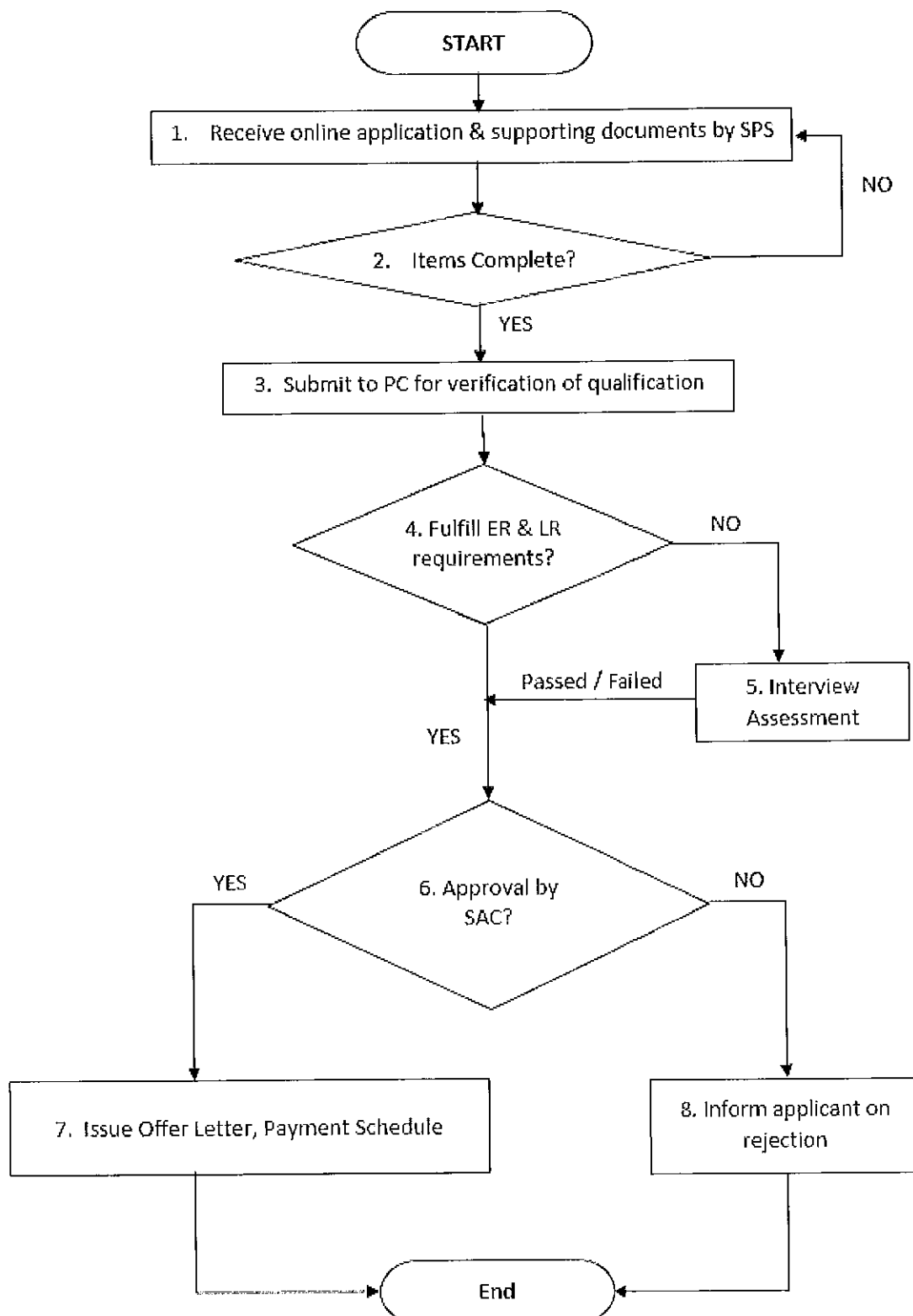
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6.1 APPLICATION FOR ADMISSION INTO UTS POSTGRADUATE PROGRAMME BY RESEARCH



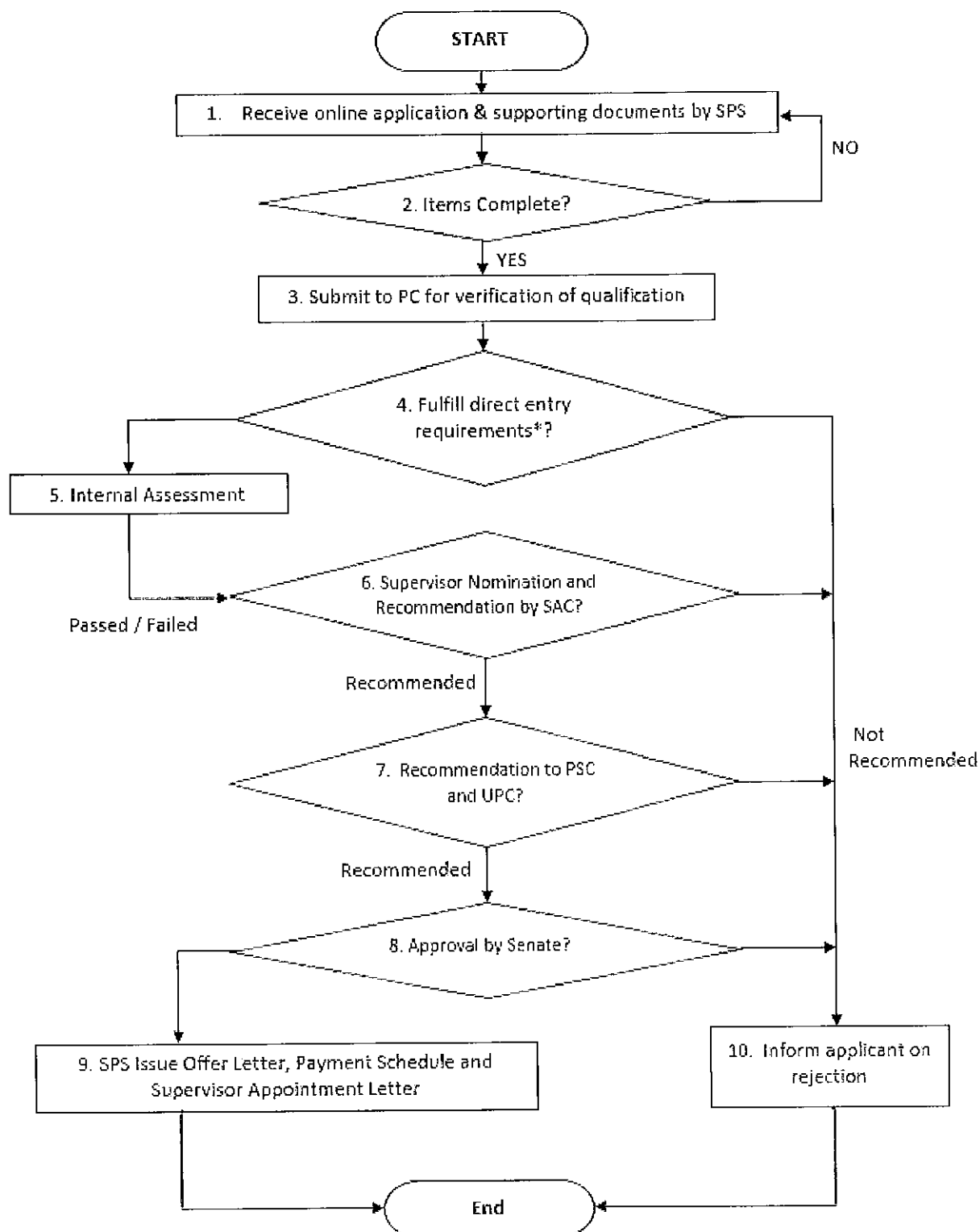
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6.2 APPLICATION FOR ADMISSION INTO UTS POSTGRADUATE PROGRAMME BY COURSEWORK



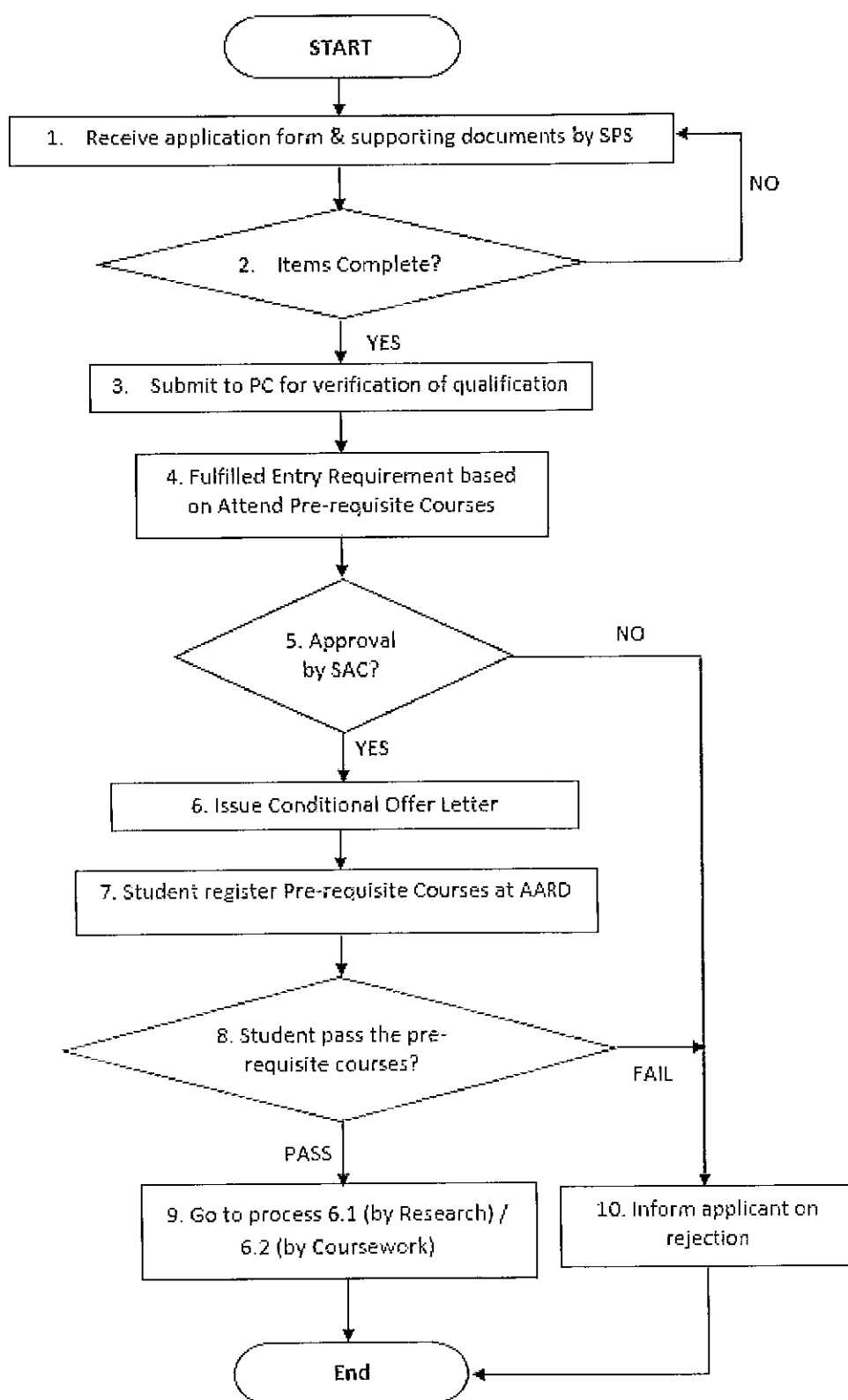
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6.3 APPLICATION FOR ADMISSION (DIRECT ENTRY TO PHD)



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6.4 APPLICATION FOR ADMISSION (WITH PRE-REQUISITE COURSES)




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7.0 DESCRIPTION

7.1 APPLICATION FOR ADMISSION INTO UTS POSTGRADUATE PROGRAMME BY RESEARCH


No	Description	Person in Charge	Document
1	<p>Receive online application & supporting documents by SPS</p> <p>1.1. AP apply for PG admission; SPS receive online application</p>	SPS SA	<p>Postgraduate Online Application Form</p> <p>(https://oculus.uts.edu.my/administration/index.php?page=postgraduate-application-view)</p>
2	<p>Items complete?</p> <p>2.1. SPS receives and checks the application form and all other relevant supporting documents.</p> <p>(i) If complete, go to 3.</p> <p>(ii) If not complete, SPS SA to request information is missing / not validated.</p>	SPS SA	Online application form & required supporting documents
3	<p>Submit to PC for verification of qualification.</p> <p>3.1. SPS SA submit the application forms & related document to PC for verification.</p>	SPS SA	Required info or supporting documents
4	<p>Fulfill ER & LR requirements?</p> <p>4.1. PC verifies the qualification and checks that AP meets ER and LR.</p> <p>(i) If AP's qualification met ER, PC forward the application form and related supporting documents to SAC to advise on actions to be taken, go to 6.</p> <p>(ii) If AP's qualification did not met ER, go to 5.</p> <p>Note: For International students whom medium of instruction for his undergraduate programme was not English, they should sit for English Proficiency Test with the result CEFR Mid B2.</p>	PC	<p>1. Completed online application form and required supporting documents;</p> <p>2. Programme Verification Form: UTS-SPS-P01-V (Programme)</p>

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5	<p>Interview Assessment.</p> <p>5.1. PC nominates three (3) Internal Assessment Panels (IAP) and inform SPS. The IAP are academic staff with relevant expertise from similar field of research. The interview comprises of oral interview and/or written test.</p> <p>5.2. The IAP conducts rigorous assessment to assess AP's knowledge and understanding in the proposed area of study. Questions for oral interview and/or written test in the assessment shall be related to AP's research proposal.</p> <p>5.3. SPS prepare the IAP appointment letters and inform AP to attend an Internal Assessment Interview.</p> <p>5.4. After the interview, PC forward application form, panel reports and related supporting documents to SAC of respective school to advice on actions to be taken, go to 6.</p>	PC SPS SA IAP AP	Postgraduate Online Application Form (https://oculus.uts.edu.my/administration/index.php?page=postgraduate-application-view)
6	<p>Supervisor Nomination & Approval by SAC?</p> <p>6.1. SAC recommends candidate based on:-</p> <ul style="list-style-type: none"> (i) AP's qualification – based on ER (ii) Appointment of supervisor and co-supervisor (if any) (iii) Research proposal (iv) Result from internal assessment in 5 (if any) <p>6.2. SAC will nominate the supervisor(s), make final approval, then submit to SPS.</p> <p>6.3. If recommended with "conditional admission", the conditions must be stated clearly before going to 7.</p> <p>6.4. For rejection of application, SAC must state the reasons for rejection before going to 8.</p>	SAC PC	<ol style="list-style-type: none"> 1. Agenda paper and supporting documents 2. Programme Verification Form: UTS-SPS-P01-V (Programme) 3. Nomination of Supervisor(s) by School Academic Committee (UTS-SPS-P01-SA)


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7	<p>Issue offer letter & payment schedule and supervisor appointment letter</p> <p>7.1. By authorization from Registrar, SPS approve the online application in the Oculus system based on decision of SAC's in 6.</p> <p>(i) For Malaysian applicant, SPS emails offer letter (via Oculus) & payment schedule (via email) to local applicant. After this, places a photocopy of offer letter, student acceptance letter, payment structure and any other related supporting documents in AP's file</p> <p>(ii) For International applicant, forward offer letter to CIR with a copy kept by SPS. CIR emails the offer letter and payment schedule to the international applicants.</p> <p>7.2. SPS issue the appointment letter to the appointed supervisor(s).</p>	SPS SA CIR	<ol style="list-style-type: none"> 1. Programme Verification Form: UTS-SPS-P01-V (Programme) 2. Nomination of Supervisor(s) by School Academic Committee (UTS-SPS-P01-SA) 3. Supervisor Appointment Letter 4. Student Offer Letter 5. Student Acceptance Letter 6. Payment Schedule 7. Related supporting documents
8	<p>Inform applicant on rejection.</p> <p>SPS informs unsuccessful AP via oculus notification and closes file</p>	AARD, SPS	<p>Postgraduate Online Application Form</p> <p>(https://oculus.uts.edu.my/administration/index.php?page=postgraduate-application-view)</p>

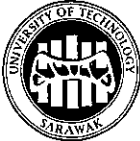
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7.2 APPLICATION FOR ADMISSION INTO UTS POSTGRADUATE PROGRAMME BY COURSEWORK


No	Description	Person in Charge	Document
1	<p>Receive online application & supporting documents by SPS</p> <p>1.1. AP apply for PG admission; SPS receive online application</p>	SPS SA	<p>Postgraduate Online Application Form</p> <p>(https://oculus.uts.edu.my/administration/index.php?page=postgraduate-application-view)</p>
2	<p>Items complete?</p> <p>2.1. SPS receives and checks the application form and all other relevant supporting documents.</p> <p>(i) If complete, go to 3.</p> <p>(ii) If not complete, SPS SA to request information is missing / not validated.</p>	SPS SA	Online application form & required supporting documents
3	<p>Submit to PC for verification of qualification.</p> <p>3.1. SPS SA submit the application forms & related document to PC for verification.</p>	SPS SA	Required info or supporting documents
4	<p>Fulfill ER & LR requirements?</p> <p>4.1. PC verifies the qualification and checks that AP meets ER and LR.</p> <p>(i) If AP's qualification met ER, PC forward the application form and related supporting documents to SAC to advise on actions to be taken, go to 6.</p> <p>(ii) If AP's qualification did not met ER, go to 5.</p> <p>Note: For International students whom medium of instruction for his undergraduate programme was not English, they should sit for English Proficiency Test with the result CEFR Mid B2.</p>	PC	<p>1. Completed online application form and required supporting documents;</p> <p>2. Programme Verification Form: UTS-SPS-P01-V (Programme)</p>

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5	<p>Interview Assessment.</p> <p>5.1. PC nominates three (3) Internal Assessment Panels (IAP) and inform SPS. The IAP are academic staff with relevant expertise from similar field of research. The interview comprises of oral interview and/or written test.</p> <p>5.2. The IAP conducts rigorous assessment to assess AP's knowledge and understanding in the proposed area of study. Questions for oral interview and/or written test in the assessment shall be related to AP's research proposal.</p> <p>5.3. SPS prepare the IAP appointment letters and inform AP to attend an Internal Assessment Interview.</p> <p>5.4. After the interview, PC forward application form, panel reports and related supporting documents to SAC of respective school to advice on actions to be taken, go to 6.</p>	PC SPS SA IAP AP	Postgraduate Online Application Form (https://oculus.uts.edu.my/administration/index.php?page=postgraduate-application-view)
6	<p>Approval by SAC?</p> <p>6.1. SAC recommends candidate based on:-</p> <p>(i) AP's qualification – based on ER</p> <p>(ii) Result from internal assessment in 5 (if any)</p> <p>6.2. If recommended with "conditional admission", the conditions must be stated clearly before going to 7.</p> <p>6.3. For rejection of application, SAC must state the reasons for rejection before going to 8.</p>	SAC PC	1. Agenda paper and supporting documents 2. Programme Verification Form: UTS-SPS-P01-V (Programme)
7	<p>Issue offer letter and payment schedule</p> <p>7.1. By authorization from Registrar, SPS approve the online application in the Oculus system based on decision of SAC's in 6.</p> <p>(i) For Malaysian applicant, SPS emails offer letter (via Oculus) & payment schedule (via email) to local applicant. After this, places a photocopy of offer letter, student</p>	SPS SA CIR	1. Programme Verification Form: UTS-SPS-P01-V (Programme) 2. Student Offer Letter 3. Student Acceptance Letter 4. Payment Schedule 5. Related supporting documents


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	<p>acceptance letter, payment structure and any other related supporting documents in AP's file</p> <p>(ii) For International applicant, forward offer letter to CIR with a copy kept by SPS. CIR emails the offer letter and payment schedule to the international applicants.</p>		
8	<p>Inform applicant on rejection.</p> <p>8.1. SPS informs unsuccessful AP via oculus notification and closes file</p>	AARD, SPS	<p>Postgraduate Online Application Form</p> <p>(https://oculus.uts.edu.my/administration/index.php?page=postgraduate-application-view)</p>


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7.3 APPLICATION FOR ADMISSION (DIRECT ENTRY TO PHD)


No	Description	Person in Charge	Document
1	<p>Receive online application & supporting documents by SPS</p> <p>1.1. AP apply for PG admission; SPS receive online application</p>	SPS SA	<p>Postgraduate Online Application Form</p> <p>(https://oculus.uts.edu.my/administration/index.php?page=postgraduate-application-view)</p>
2	<p>Items complete?</p> <p>2.1. SPS receives and checks the application form and all other relevant supporting documents.</p> <p>(i) If complete, go to 3.</p> <p>(ii) If not complete, SPS SA to request information is missing / not validated.</p>	SPS SA	Online application form & required supporting documents
3	<p>Submit to PC for verification of qualification.</p> <p>3.1 SPS SA submit the application forms & related document to PC for verification.</p>	SPS SA	Required info or supporting documents
4	<p>Fulfill ER & LR requirements?</p> <p>4.1. PC verifies the qualification and checks that AP meets ER and LR.</p> <p>(i) If AP's qualification met ER, PC arrange interview assessment, go to 5.</p> <p>(ii) If AP's qualification did not met ER, go to 10.</p> <p>Note: For International students whom medium of instruction for his undergraduate programme was not English, they should sit for English Proficiency Test with the result CEFR Mid B2.</p>	PC	<p>1. Completed online application form and required supporting documents;</p> <p>2. Programme Verification Form: UTS-SPS-P01-V (Programme)</p>

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5	<p>Interview Assessment.</p> <p>5.1. PC nominates three (3) Internal Assessment Panels (IAP) and inform SPS. The IAP are academic staff with relevant expertise from similar field of research. The interview comprises of oral interview and/or written test.</p> <p>5.2. The IAP conducts rigorous assessment to assess AP's knowledge and understanding in the proposed area of study. Questions for oral interview and/or written test in the assessment shall be related to AP's research proposal.</p> <p>5.3. SPS prepare the IAP appointment letters and inform AP to attend an Internal Assessment Interview.</p> <p>5.4. After the interview, PC forward application form, panel reports and related supporting documents to SAC of respective school to advice on actions to be taken, go to 6.</p>	PC SPS SA IAP AP	1. Postgraduate Internal Assessment Form UTS-SPS-P01-ER) 2. Postgraduate Internal Assessment: Final Report UTS-SPS-P01-PR)
6	<p>Supervisor Nomination & Approval by SAC?</p> <p>6.1. SAC recommends candidate based on:-</p> <p>(i) AP's qualification – based on ER</p> <p>(ii) Appointment of supervisor and co-supervisor (if any)</p> <p>(iii) Research proposal</p> <p>(iv) Result from internal assessment in 5</p> <p>6.2. SAC make recommendation and submit to PSC and UPC recommendation.</p> <p>6.3. If recommended with "conditional admission", the conditions must be stated clearly before going to 7.</p> <p>6.4. For rejection of application, SAC must state the reasons for rejection before going to 8.</p>	SAC PC	1. Agenda paper and supporting documents 2. Programme Verification Form: UTS-SPS-P01-V (Programme) 3. Nomination of Supervisor(s) by School Academic Committee (UTS-SPS-P01-SA) 4. Postgraduate Internal Assessment Form UTS-SPS-P01-ER) 5. Postgraduate Internal Assessment: Final Report UTS-SPS-P01-PR)
7	<p>Recommendation to PSC & UPC?</p> <p>7.1. PSC & UPC recommends candidate based on:-</p>	SPS	1. Agenda paper and supporting documents

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	<p>(i) AP's qualification – based on ER</p> <p>(ii) Appointment of supervisor and co-supervisor (if any)</p> <p>(iii) Research proposal</p> <p>(iv) Result from internal assessment in 5</p> <p>7.2. UPC make recommendation and submit to Senate for approval.</p> <p>7.3. If recommended with "conditional admission", the conditions must be stated clearly before going to 8.</p> <p>7.4. For rejection of application, SAC must state the reasons for rejection before going to 10.</p>		<p>2. Programme Verification Form: UTS-SPS-P01-V (Programme)</p> <p>3. Nomination of Supervisor(s) by School Academic Committee (UTS-SPS-P01-SA)</p> <p>4. Postgraduate Internal Assessment Form UTS-SPS-P01-ER)</p> <p>5. Postgraduate Internal Assessment: Final Report UTS-SPS-P01-PR)</p>
8	<p>Approval by Senate?</p> <p>8.1. Senate approves candidate based on:-</p> <p>(i) AP's qualification – based on ER</p> <p>(ii) Appointment of supervisor and co-supervisor (if any)</p> <p>(iii) Research proposal</p> <p>(iv) Result from internal assessment in 5</p> <p>8.2. Senate to make final approval and inform SPS.</p> <p>8.3. If recommended with "conditional admission", the conditions must be stated clearly before going to 9.</p> <p>8.4. For rejection of application, SAC must state the reasons for rejection before going to 10.</p>	SPS	<p>1. Agenda paper and supporting documents</p> <p>2. Programme Verification Form: UTS-SPS-P01-V (Programme)</p> <p>3. Nomination of Supervisor(s) by School Academic Committee (UTS-SPS-P01-SA)</p> <p>4. Postgraduate Internal Assessment Form UTS-SPS-P01-ER)</p> <p>5. Postgraduate Internal Assessment: Final Report UTS-SPS-P01-PR)</p>
9	<p>Issue offer letter, payment schedule and supervisor appointment letter.</p> <p>9.1. By authorization from Registrar, SPS approve the online application in the Oculus system based on decision of Senate's in 8.</p>	SPS SA CIR	<p>1. Programme Verification Form: UTS-SPS-P01-V (Programme)</p> <p>2. Nomination of Supervisor(s) by School Academic</p>


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	<p>(i) For Malaysian applicant, SPS emails offer letter (via Oculus) & payment schedule (via email) to local applicant. After this, places a photocopy of offer letter, student acceptance letter, payment structure and any other related supporting documents in AP's file</p> <p>(ii) For International applicant, forward offer letter to CIR with a copy kept by SPS. CIR emails the offer letter and payment schedule to the international applicants.</p>		<p>Committee (UTS-SPS-P01-SA)</p> <p>3. Supervisor Appointment Letter</p> <p>4. Student Offer Letter</p> <p>5. Acceptance Letter</p> <p>6. Payment Schedule</p> <p>7. Related supporting documents</p>
10	<p>Inform applicant on rejection.</p> <p>SPS informs unsuccessful AP via oculus notification and closes file</p>	AARD, SPS	<p>Postgraduate Online Application Form</p> <p>(https://oculus.uts.edu.my/administration/index.php?page=postgraduate-application-view)</p>


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7.4 APPLICATION FOR ADMISSION (WITH PRE-REQUISITE COURSES)

No	Description	Person in Charge	Document
1	<p>Receive online application & supporting documents by SPS</p> <p>1.1. AP apply for PG admission; SPS receive online application</p>	SPS SA	<p>Postgraduate Online Application Form</p> <p>(https://oculus.uts.edu.my/administration/index.php?page=postgraduate-application-view)</p>
2	<p>Items complete?</p> <p>2.1. SPS receives and checks the application form and all other relevant supporting documents.</p> <p>(i) If complete, go to 3.</p> <p>(ii) If not complete, SPS SA to request information is missing / not validated.</p>	SPS SA	Online application form & required supporting documents
3	<p>Submit to PC for verification of qualification.</p> <p>3.1. SPS SA submit the application forms & related document to PC for verification.</p>	SPS SA	Required info or supporting documents
4	<p>Fulfilled entry requirement based on attend pre-requisite courses.</p> <p>4.1. PC verifies the qualification and forward the application form and related supporting documents to SAC to advise on actions to be taken, go to 5.</p> <p>Note: For International students whom medium of instruction for his undergraduate programme was not English, they should sit for English Proficiency Test with the result CEFR Mid B2.</p>	PC	<p>1. Completed online application form and required supporting documents;</p> <p>2. Programme Verification Form: UTS-SPS-P01-V (Programme)</p>
5	<p>Approval by SAC?</p> <p>5.1. SAC recommends candidate based on:-</p> <p>(i) AP's qualification – based on ER</p> <p>5.2. SAC make final approval and submit to SPS.</p>	PC SAC	<p>1. Completed online application form and required supporting documents;</p> <p>2. Programme Verification Form: UTS-SPS-P01-V (Programme)</p>

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	<p>5.3. If recommended with "conditional admission", the conditions must be stated clearly before going to 6.</p> <p>5.4. For rejection of application, SAC must state the reasons for rejection before going to 10.</p>		
6	<p>Issue Conditional Offer Letter</p> <p>6.1. By authorization from Registrar, SPS approve the online application in the Oculus system based on decision of SAC's in 5.</p> <p>(i) For Malaysian applicant, SPS emails conditional offer letter (via Oculus) to local applicant. After this, places a photocopy of conditional offer letter, student acceptance letter, and any other related supporting documents in AP's file</p> <p>(ii) For International applicant, forward conditional offer letter to CIR with a copy kept by SPS. CIR emails the conditional offer letter to the international applicants.</p>	SPS SA CIR	<ol style="list-style-type: none"> 1. Programme Verification Form: <i>UTS/SPS/P01/V (Programme)</i> 2. Student Conditional Offer Letter 3. Student Acceptance Letter 4. Related supporting documents
7	<p>Student register Pre-requisite Courses at AARD</p> <p>7.1. Student proceed to register pre-requisite courses at AARD.</p>	AARD	-
8	<p>Student pass the pre-requisite courses?</p> <p>8.1. Student sit for pre-requisite courses:-</p> <p>(i) If passed, go to 9;</p> <p>(ii) If failed, go to 10.</p>	SPS SA PC	Student's Pre-requisite Courses Result
9	<p>Go to process 6.1 (by Research) / 6.2 (by Coursework)</p> <p>9.1. AP use the pre-requisite result to enroll PG programmes:-</p> <p>(i) If the student apply for by Research programmes, go to the process in flow chart 6.1;</p>	SPS SA PC SAC	<ol style="list-style-type: none"> 1. Nomination of Supervisor(s) by School Academic Committee (UTS-SPS-P01-SA) – <i>for by Research</i> 2. Programme Verification Form: <i>UTS/SPS/P01/V (Programme)</i>

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	(ii) If the student apply for by Coursework programmes, go to the process in flow chart 6.2.		
10	Inform applicant on rejection. 10.1. SPS informs unsuccessful AP via oculus notification and closes file	SPS SA	Postgraduate Online Application Form (https://oculus.uts.edu.my/administration/index.php?page=postgraduate-application-view)

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1.	Students' Files	File Room	Min 8 years (Master's Degree) Min 10 years (PhD)
2.	Postgraduate Online Application Form	Oculus System (https://oculus.uts.edu.my/administration/index.php?page=postgraduate-application-view)	Min 8 years (Master's Degree) Min 10 years (PhD)