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Quis

Position : Senior Executive, School of Postgraduate
Studies

Jameson

Position : Dean, School of Postgraduate Studies

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

 UTS	CHANGE MODE OF STUDY / PROGRAMME / RESEARCH AREA / TITLE OF THESIS	Doc. No:	UTS/SPS/P16
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1.0 OBJECTIVE

- 1.1 To outline the process of Change Mode of Study / Programme / Research Area / Title of Thesis.

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
SA	:	School Admin
AA	:	Academic Advisor
SC	:	Supervisory Committee
PSC	:	Postgraduate Studies Committee
UPC	:	University Postgraduate Committee

5.0 RESPONSIBILITY

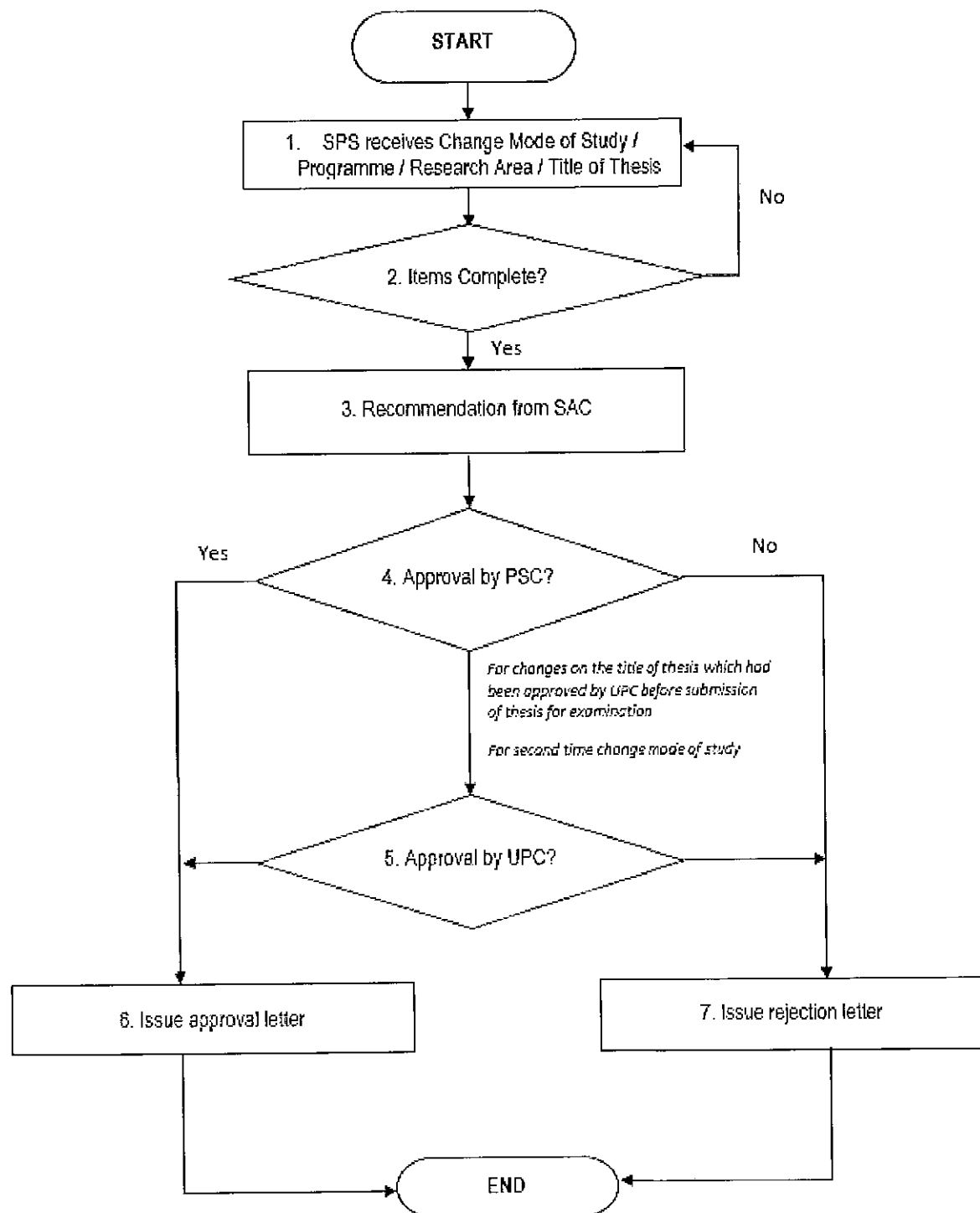
- 5.1 The Dean of SPS has the authority to approve the establishment and amendment SOP.
- 5.2 Deans and PC are responsible to follow and adhere to this SOP.
- 5.3 The Dean of SPS is responsible to ensure that this SOP is adhered to.


6.0 PROCEDURE

Refer to process flow chart.

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6.1 CHANGE MODE OF STUDY / PROGRAMME / RESEARCH AREA / TITLE OF THESIS




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7.0 DESCRIPTION

7.1 CHANGE MODE OF STUDY / PROGRAMME / RESEARCH AREA / TITLE OF THESIS

No	Description	Person in Charge	Document
1	<p>SPS receives Change Mode of Study / Programme / Research Area / Title of Thesis</p> <p>1.1. SPS receives Change Mode of Study / Programme / Research Area / Title of Thesis form from student.</p> <p>1.2. The form must get recommendation from AA / SC.</p>	SPS SA	Change Mode of Study / Programme / Research Area / Title of Thesis (UTS-SPS-P16-CF)
2	<p>Items Complete?</p> <p>2.1. SPS check the application form and any other relevant supporting documents.</p> <p>(i) If any information is missing/not validated, student supplies missing information / supporting document(s) for validation</p> <p>(ii) If complete, go to 3.</p>	SPS SA	Change Mode of Study / Programme / Research Area / Title of Thesis (UTS-SPS-P16-CF)
3	<p>Recommendation from SAC.</p> <p>3.1. SPS SA submit the application forms & relevant document to PC for SAC recommendation.</p>	PC; SAC; SPS SA;	Change Mode of Study / Programme / Research Area / Title of Thesis (UTS-SPS-P16-CF)
4	<p>Approval by PSC?</p> <p>4.1. SPS organizes PSC meeting for final approval of recommendations from SAC.</p> <p>(i) If approved, go to 6;</p> <p>(ii) If not approve, go to 7.</p>	PSC; SPS	<p>1. Agenda paper</p> <p>2. Change Mode of Study / Programme / Research Area / Title of Thesis (UTS-SPS-P16-CF)</p>
5	<p>Approval by UPC?</p> <p>5.1. The following cases need to get approval from UPC:</p> <p>(i) Changes on the title of thesis which had been approved by UPC before submission</p>	UPC; SPS	<p>1. Agenda paper</p> <p>2. Change Mode of Study / Programme / Research Area / Title of Thesis (UTS-SPS-P16-CF)</p>

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	of thesis for examination need to gets UPC approval. (ii) Second time change mode of study		
6	Issue approval letter. 5.1. SPS SA issues approval letter to inform student on the approval of the application.	SPS SA	Approval Letter
7	Issue rejection letter. 6.1. SPS SA issues rejection letter to inform student on the rejection of the application.	SPS SA	Rejection Letter

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1.	Change Mode of Study / Programme / Research Area / Title of Thesis (UTS-SPS-P16-CF)	Student File Postgraduate Filing Room	Min 8 years (Master's Degree) Min 10 years (PhD)