



EXTENSION ON MAXIMUM DURATION OF STUDY

Doc. No:	UTS/SPS/P14
----------	-------------

Revision No:	00
--------------	----

Date:	20/06/24
-------	----------

Page No:	1 / 4
----------	-------

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

AMENDMENT RECORDS

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

 UTS	EXTENSION ON MAXIMUM DURATION OF STUDY	Doc. No:	UTS/SPS/P14
		Revision No:	00
		Date:	20/06/24
		Page No:	2 / 4

1.0 OBJECTIVE

- 1.1 To outline the process of extension on maximum duration of 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

5.0 RESPONSIBILITY

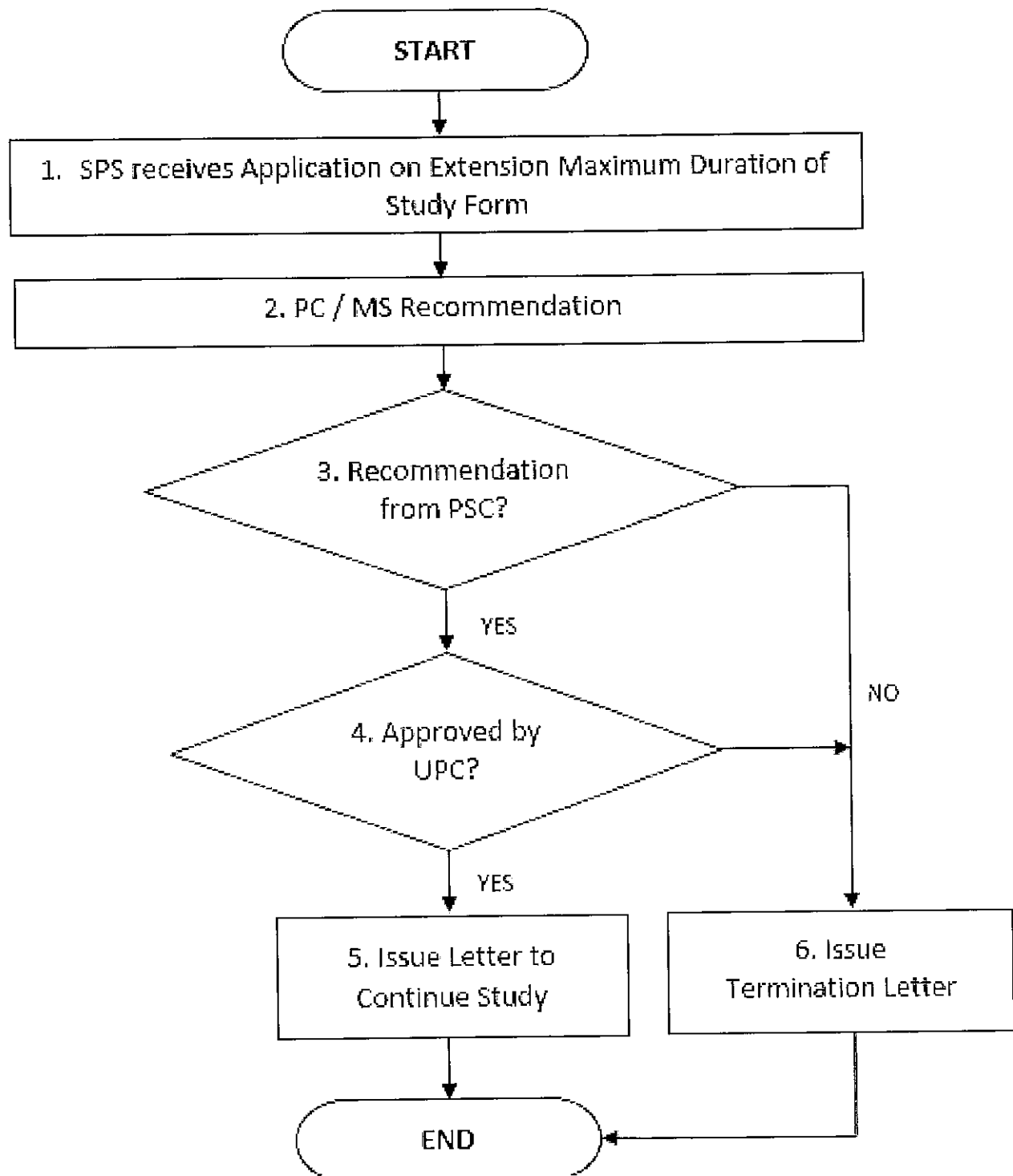
- 5.1 The Dean of SPS has the authority to approve the establishment and amendment SOP.
- 5.2 Deans and PC are responsible to follow and adhere to this SOP.
- 5.3 The Dean of SPS is responsible to ensure that this SOP is adhered to.


6.0 PROCEDURE

Refer to process flow chart.

 UTS	EXTENSION ON MAXIMUM DURATION OF STUDY	Doc. No:	UTS/SPS/P14
		Revision No:	00
		Date:	20/06/24
		Page No:	3 / 4

6.1 EXTENSION ON MAXIMUN DURATION OF STUDY



 UTS	EXTENSION ON MAXIMUM DURATION OF STUDY	Doc. No:	UTS/SPS/P14
		Revision No:	00
		Date:	20/06/24
		Page No:	4 / 4

7.0 DESCRIPTION

7.1 EXTENSION ON MAXIMUN DURATION OF STUDY

No	Description	Person in Charge	Document
1	SPS receives Application on Extension Maximum Duration of Study Form	SPS SA	Extension on Maximum Duration of Study (UTS-SPS-P14-EMDS)
2	PC / MS Recommendation 2.1. PC / MS needs to write some recommendations / comments regarding the student academic performance.	PC / MS	Extension on Maximum Duration of Study (UTS-SPS-P14-EMDS)
3	Recommendation from PSC? (i) If yes, go to 4; (ii) If no, go to 6.	PSC	1. Agenda paper 2. Extension on Maximum Duration of Study (UTS-SPS-P14-EMDS)
4	Approved by UPC? (i) If yes, go to 5; (ii) If no, go to 6.	UPC	1. Agenda paper 2. Extension on Maximum Duration of Study (UTS-SPS-P14-EMDS)
5	Issue Letter to Continue Study 6.1. SPS SA issue the letter to student for the approval on the application.	SPS SA	Approval Letter
6	Issue Termination Letter 7.1. SPS SA issue the letter to student for the rejection on the application.	SPS SA	Termination Letter

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)