



STUDENT DISCIPLINARY

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Prepared by:

Cyfe

Name : Chu Yieng Ni
Position : Senior Executive,
Student Development and Services Centre


Approved by:



Name : Lu Yew King
Position : Director,
Student Development and Services Centre

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	12/04/14	Establishment	00	Senior Manager, SDSD
2	29/07/22	Amendment	01	Senior Manager, SDSD
3	19/07/24	Amendment	02	Director, SDSC

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1.0 OBJECTIVE

The objective of this SOP is to ensure that the student disciplinary case is facilitated smoothly and in a systematic manner.

2.0 SCOPE

This scope of this SOP applies to all the students in UTS.

3.0 REFERENCES

UTS Student Code of Conduct

4.0 DEFINITIONS / ABBREVIATIONS

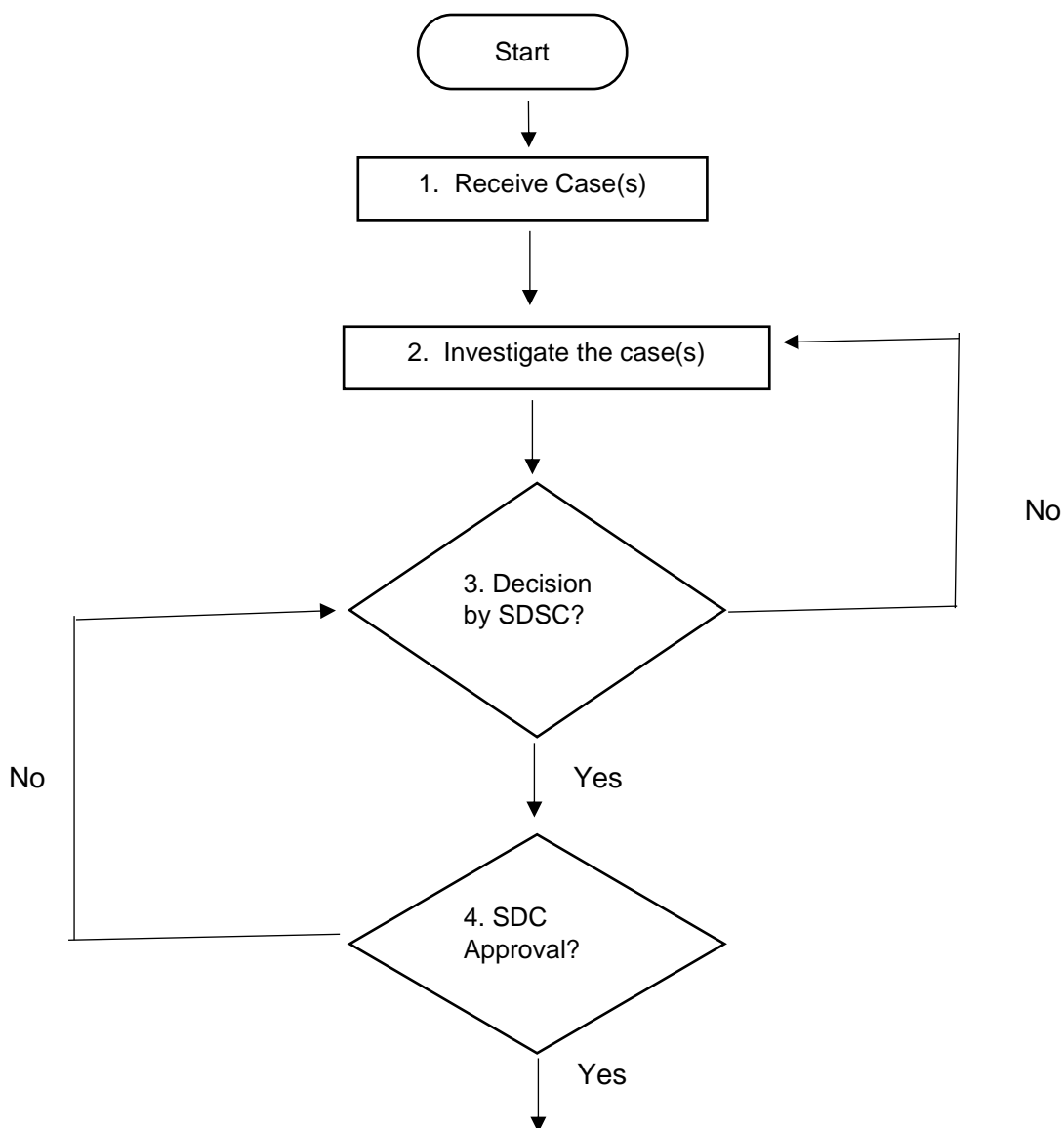
UTS	:	University of Technology Sarawak
SDSC	:	Student Development & Services Department
SOP	:	Standard Operating Procedure
SAC	:	Student Appeal Council
SDC	:	Student Disciplinary Council
SDS	:	Student Disciplinary Secretariat
VC	:	Vice Chancellor
DVC	:	Deputy Vice Chancellor
HoD	:	Head of Department
HoP	:	Head of Programme

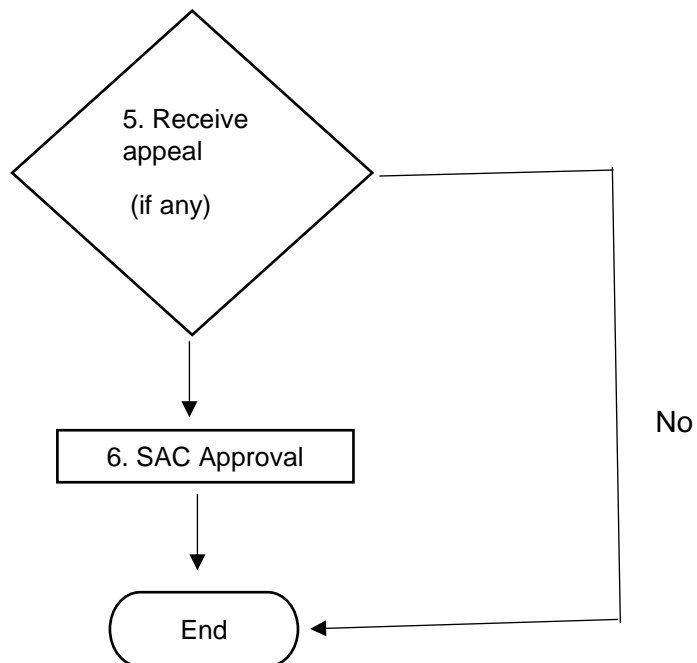
5.0 RESPONSIBILITY


- 5.1 The Director is responsible to ensure that this SOP is adhered to.
- 5.2 The staff is responsible to follow and adhere to this SOP.
- 5.3 The process owner is responsible to follow and adhere to this SOP.

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6.0 PROCEDURE





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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Receive Case(s) 1.1 SDSC staff to receive case(s)	SDSC Staff	Report
2	Identifying investigating officer 2.1 Appointed SDSC staff and investigate the case(s)	SDSC Staff	
3	Decision by SDSC? 3.1 If yes, SDS to recommend the decision and proceed to No.4 3.2 If no, appointed SDSC staff to reinvestigate the case(s) and back to No.2	SDSC Staff	Report
4	SDC Approval? 4.1 If yes, inform the client and proceed to No.5 4.2 If no, SDC to recommend another decision and back to No.3	SDSC Staff	Report
5	Receive appeal (if any) 5.1 If yes, proceed to No. 6 5.2 If no, proceed to End	DVC Client's Dean Client's HoP SDSC Staff	Letter
6	SAC Approval 6.1 SAC to make final decision and inform client	SDSC Staff	Letter

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Report	SDSC	3 years
2	Letter	SDSC	3 years