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

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	04/01/16	Establishment	00	Dean, SPS
2	07/12/22	Change from UCTS to UTS	01	Dean, SPS
3	20/06/24	Review overall; Combine SOP P04; add new SOP – Add/Drop/Withdraw Course	02	Dean, SPS

1.0 OBJECTIVE

1.1 To outline the process of course registration in postgraduate programmes for PG students.

2.0 SCOPE

2.1 This SOP covers all UTS Postgraduate Programmes.

3.0 REFERENCES

3.1 Postgraduate Academic Rules & Regulations

3.2 Fees Payment & Refund Policy

4.0 DEFINITIONS / ABBREVIATIONS

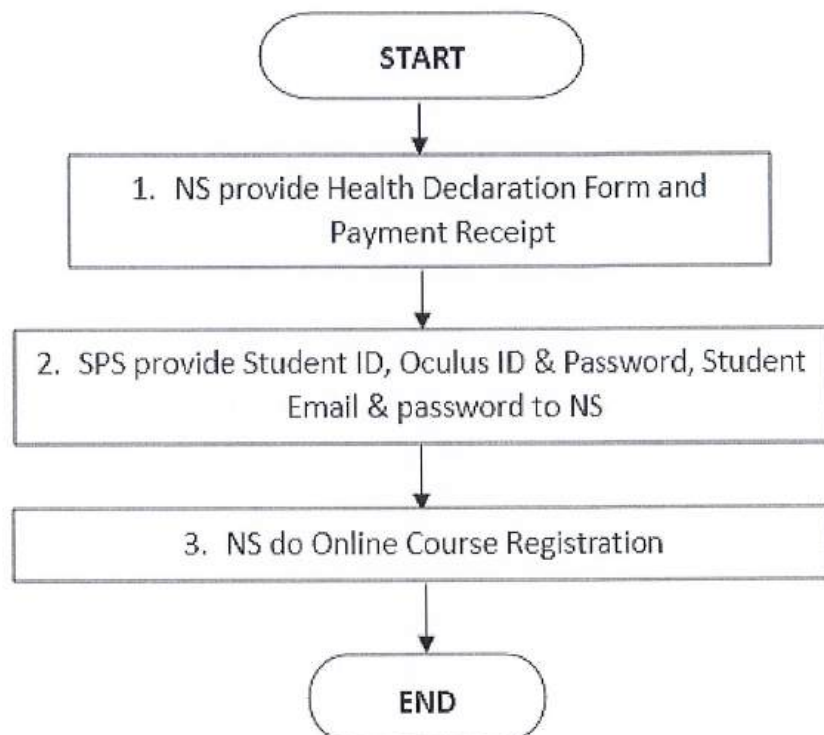|		
SOP	:	Standard Operating Procedure
UTS	:	University of Technology Sarawak
SPS	:	School of Postgraduate Studies
PC	:	Programme Coordinator
PG	:	Postgraduate
SA	:	School Admin
NS	:	New Student
AS	:	Active Student

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.
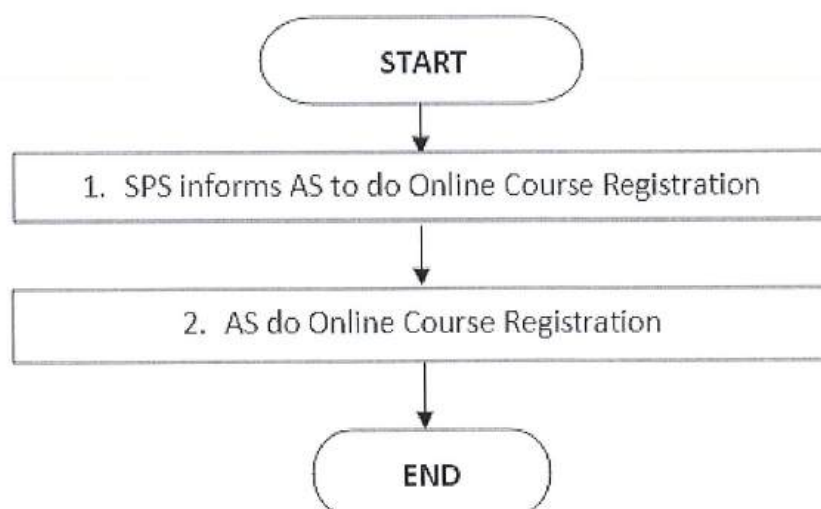
6.0 PROCEDURE

Refer to process flow chart.

6.1 COURSE REGISTRATION FOR POSTGRADUATE PROGRAMMES (NEW STUDENTS)

START

1. NS provide Health Declaration Form and Payment Receipt

2. SPS provide Student ID, Oculus ID & Password, Student Email & password to NS

3. NS do Online Course Registration

END

6.2 COURSE REGISTRATION FOR POSTGRADUATE PROGRAMMES (NEW STUDENTS)

START

1. SPS informs AS to do Online Course Registration

2. AS do Online Course Registration

END

6.3 COURSE REGISTRATION FOR POSTGRADUATE PROGRAMMES (NEW STUDENTS)

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                    ┌─────────────────┐
                    │     START       │
                    └─────────────────┘
                             │
                             ▼
        ┌────────────────────────────────────────┐
        │  1.  AS add/drop/withdrawal course      │
        └────────────────────────────────────────┘
                             │
                             ▼
        ┌────────────────────────────────────────────────┐
        │  2.  PC approve or reject the add/drop/withdrawal course │
        └────────────────────────────────────────────────┘
                             │
                             ▼
        ┌────────────────────────────────────────┐
        │  3.  Notify student on the application status │
        └────────────────────────────────────────┘
                             │
                             ▼
                    ┌─────────────────┐
                    │      END        │
                    └─────────────────┘
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7.0 DESCRIPTION

7.1 COURSE REGISTRATION FOR POSTGRADUATE PROGRAMMES (NEW STUDENTS)

No	Description	Person in Charge	Document
1	NS provide Health Declaration Form and Payment Receipt 1.1. NS submit Heath Declaration Form and full payment receipt to SPS before enrol.	SPS SA	1. Health Declaration Form 2. Payment Receipt 3. Fees Payment & Refund Policy (*UTS-SPS-P03-FPR*)
2	SPS provide Student ID, Oculus ID & Password, Student Email & Password to NS 2.1. SPS provide student with their Student ID, Oculus ID & Password, Student Email & Password via email.	SPS SA	Email
3	NS do Online Course Registration 3.1. SPS advices NS to do course registration by login their Oculus ID and password via Oculus system.	SPS SA	1. Online (Oculus) Semester Registration Guidelines (*UTS-SPS-P03-SRG*) 2. Course Registration Management: Course Registration List (*https://oculus.uts.edu.my/academic/index.php?page=aca cr-list*)

7.2 COURSE REGISTRATION FOR POSTGRADUATE PROGRAMMES (ACTIVE STUDENTS)

No	Description	Person in Charge	Document
1	SPS informs AS to do Online Course Registration 1.1. SPS send email to remind AS to do their online course registration via online Oculus system. 1.2. Students pursuing a programme of study by coursework must register for the selected courses within the first two (2) weeks of the commencement of each semester after having discussion with the Academic Advisor.	SPS SA	Email

	1.3. For by research programmes, all existing students are given two (2) weeks to pre-register their candidature and course with School of Postgraduate Studies before the commencement of each semester.		
2	AS do Online Course Registration 2.1. SPS advices AS to do course registration via online Oculus system.	SPS SA	1. Online (Oculus) Semester Registration Guidelines (*UTS-SPS-P03-SRG*) 2. Course Registration Management: Course Registration List (*https://oculus.uts.edu.my/academic/index.php?page=acacr-list*)

7.3 ADD/DROP/WITHDRAWAL COURSE

No	Description	Person in Charge	Document
1	AS add/drop/withdrawal course 1.1. **Add course** should be done within the **first three (3) weeks** upon commencement of each semester. 1.2. **Drop course** should be done within the **first four (4) weeks** upon the commencement of each semester 1.3. **Withdrawal course** should be done **within the nine weeks** after the commencement of each semester. 1.4. For by **Research programme**, student is **not allowed to drop any registered course** after the deadline as stated in the academic calendar.	SPS SA; Respective School SA	Course Registration Management: Course Add & Drop (*https://oculus.uts.edu.my/academic/index.php?page=acaad-list*)
2	PC approve or reject the add/drop/withdrawal course 2.1. PC to approve or reject the student add/drop/withdrawal application.	PC	Course Registration Management: Course Add & Drop (*https://oculus.uts.edu.my/academic/index.php?page=acaad-list*)

3	Notify student on the application status 3.1. Student can check their application status via Oculus system.	SPS SA PC	Course Registration Management: Course Add & Drop (https://oculus.uts.edu.my/academic/index.php?page=acaad-list)

8.0   RECORDS

No	Title / Records	Location	Retention Period
1.	Student Course Registration	Oculus System Course Registration Management: Course Registration List (https://oculus.uts.edu.my/academic/index.php?page=acacr-list)	Min 8 years (Master's Degree) Min 10 years (PhD)
2.	Add/Drop/Withdrawal Summary	Oculus System Course Registration Management: Course Add & Drop (https://oculus.uts.edu.my/academic/index.php?page=acaad-list)	Min 8 years (Master's Degree) Min 10 years (PhD)