


 <b>UTS</b>	<b>ACADEMIC APPEALS</b>	Document No.	UTS/AAR/P08
		Revision No.	04
		Date	10/10/24
		Page :	<b>1 of 5</b>

Prepared by:    Name : Nadiaizzati Binti Mohamad  Position : Executive, Academic Affairs & Registry	Approved by:    Name : Aspa' Aida Binti Haji Mohamad  Position : Manager, Academic Affairs & Registry
--	---

#### AMENDMENTS RECORDS

No.	Date	Justification	Revision No.	Approved by
1	15/02/14	Establishment	00	Director, CQA
2.	01/04/22	Usage of new logo and university name	01	Director, CQA
3.	01/11/22	Review on template of the SOP	02	Director, CQA
4.	05/07/24	Change of position, review 7.0 Description, update forms	03	Manager, AAR
5.	10/10/24	Review section 2.0, 3.0, 4.0, 6.0 and 7.0	04	Manager, AAR

 <b>UTS</b>	<b>ACADEMIC APPEALS</b>	Document No.	UTS/AAR/P08
		Revision No.	04
		Date	10/10/24
		Page :	<b>2 of 5</b>

## 1.0 OBJECTIVE

- 1.1 This procedure is to serve as a guideline for processing student appeals on their academic standing, to ensure that the appeal process is managed in a consistent manner.

## 2.0 SCOPE

- 2.1 This procedure covers application from students to appeal for recalculation of final examination marks and student status.

## 3.0 REFERENCES

- 3.1 Undergraduate Academic Rules and Regulations (UTS-AAR-P01-UARR).  
3.2 Foundation Academic Rules and Regulations (UTS-SFS-FARR)

## 4.0 DEFINITIONS / ABBREVIATIONS

- 4.1 AAR : Academic Affairs & Registry  
4.2 AA : Academic Advisor  
4.3 HoP : Head of Program  
4.4 SA : School Administrator  
4.5 EUP : Examination Unit Personnel  
4.6 CL : Course Lecturer  
4.7 SBX : School Board of Examiners  
4.8 UBE : University Board of Examination  
4.9 VC : Vice Chancellor

## 5.0 RESPONSIBILITY

- 5.1 The Dean is responsible to ensure that the appeal procedure is adhered to.  
1.1 The AAR is responsible to ensure that the process is carried out in a proper manner.

## 6.0 PROCEDURE

- 6.1 Please refer to process flow chart below.



# UTS

## ACADEMIC APPEALS

Document  
No.

UTS/AAR/P08

Revision  
No.

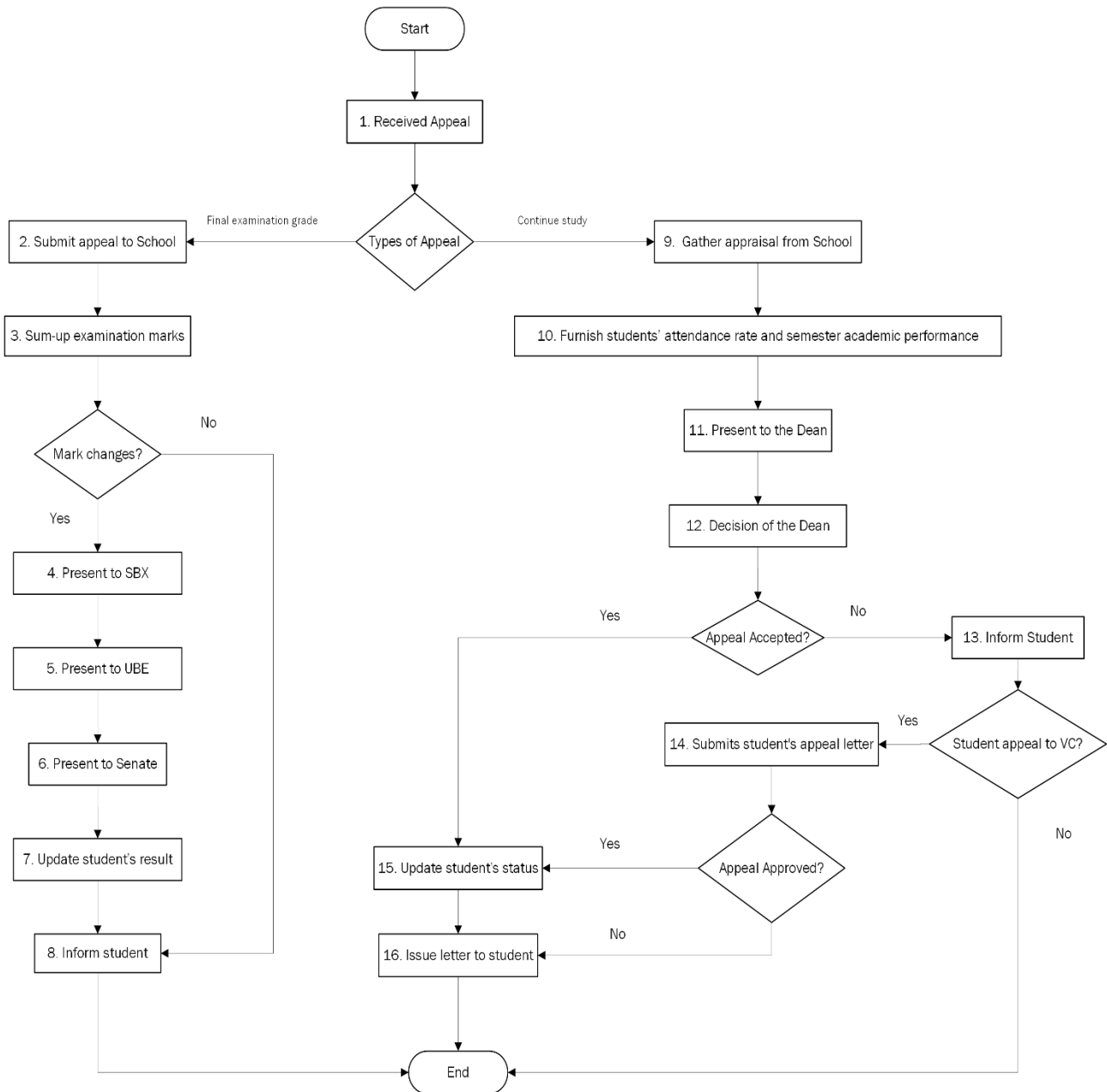
04


Date

10/10/24

Page :


3 of 5



 <b>UTS</b>	<b>ACADEMIC APPEALS</b>	Document No.	UTS/AAR/P08
		Revision No.	04
		Date	10/10/24
		Page :	<b>4 of 5</b>

## 7.0 DESCRIPTION

No.	Description	Person In Charge	Documents
1.	Receive appeal form of student within fifteen (15) working days (equivalent to 3 weeks) after official provisional result release; (i) Appeal on Examination Grade; or (ii) Appeal to Continue Study	SA	i. Appeal on Examination Grade Forms (UTS-AAR-P08-AEG) ii. Appeal to Continue Study Letter
	<b>Appeal on Grade</b>		
2.	Upon receipt, submit appeal to respective HoPs.	SA	Appeal on Examination Grade Forms (UTS-AAR-P08-AEG)
3.	School sums the marks recorded by the examiner at the side of the answer scripts and ensures that the marks tally to that recorded on the cover page of the student's answer booklet	CL HoP	i. Student Answer Booklet ii. Examination answer script iii. Appeal on Examination Grade Forms (UTS-AAR-P08-AEG)
4.	HoP presents appeal to SBX.	HoP  SA	i. Appeal on Examination Grade Forms (UTS-AAR-P08-AEG) ii. SBX Paper
5.	Dean presents mark changes to the UBE for approval.	Dean	UBE Paper
6.	Dean presents mark changes to the Senate for approval.	Dean	Senate Paper
7.	Update new results after Senate approval	EUP	Senate minutes
8.	Inform student on Senate's decision after Senate approval	EUP	Online platform (oculus.edu.my)
	<b>Appeal to Continue Study</b>		
9.	Gather appraisal (recommendation) from Lecturer/Academic Advisor/HoP	SA Lecturer AA HoP	Appeal to Continue Study (UTS-AAR-P08-ACS)
10.	HoP furnish students' attendance rate and semester academic performance within one (1) week	HOP	Appeal to Continue Study (UTS-AAR-P08-ACS)

 <b>UTS</b>	<b>ACADEMIC APPEALS</b>	Document No.	UTS/AAR/P08
		Revision No.	04
		Date	10/10/24
		Page :	<b>5 of 5</b>

11.	Presents appeal for Dean's approval	SA	Appeal to Continue Study (UTS-AAR-P08-ACS)
12.	Dean decides to accept or to reject student's appeal within one (1) week after appraisal	Dean	Appeal to Continue Study (UTS-AAR-P08-ACS)
13.	Inform decision and submit documents to AAR for further action within three (3) days after approval	SA	Appeal to Continue Study (UTS-AAR-P08-ACS)
14.	If student appeals to VC on Dean's decision - submit student's appeal to AAR for further process.	SA AAR	Appeal to Continue Study (UTS-AAR-P08-ACS)
15.	Update student status after Dean or VC's decision	AAR	Dean or VC's decision/ approval
16.	Issue official letter to student	AAR	Official letter

## 8.0 RECORDS

No.	Title / Records	Location	Retention Period
1.	Student Personal File a) Appeal Form b) Letter of decision c) Copy of semester result slip	AAR Filing Room	i. 3 years for Foundation ii. 8 years for Bachelor
2.	UBE minutes and Senate minutes	AAR File Room	3 years