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Amul

Position: Senior Executive, Academic Affairs & Registry

Hein

Position: Manager, Academic Affairs & Registry

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1.0 OBJECTIVE

- 1.1 This procedure serves as a guideline to ensure that academic bar is managed efficiently.

2.0 SCOPE

- 2.1 This procedure covers processes involved in the management of students' bar from final examination and final assessment.

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

- HoP : Head of Program
PC : Program Coordinator
CL : Course Lecturer
SA : School Administrator
EGU : Examination & Graduation Unit

5.0 RESPONSIBILITY

- 5.1 The Deans; Director; HoP; PC; and SA are responsible to ensure that student attendance and assessment are managed according to procedures and guidelines.
5.2 The EGU is responsible to manage academic bar according to procedures and guidelines.

6.0 PROCEDURE

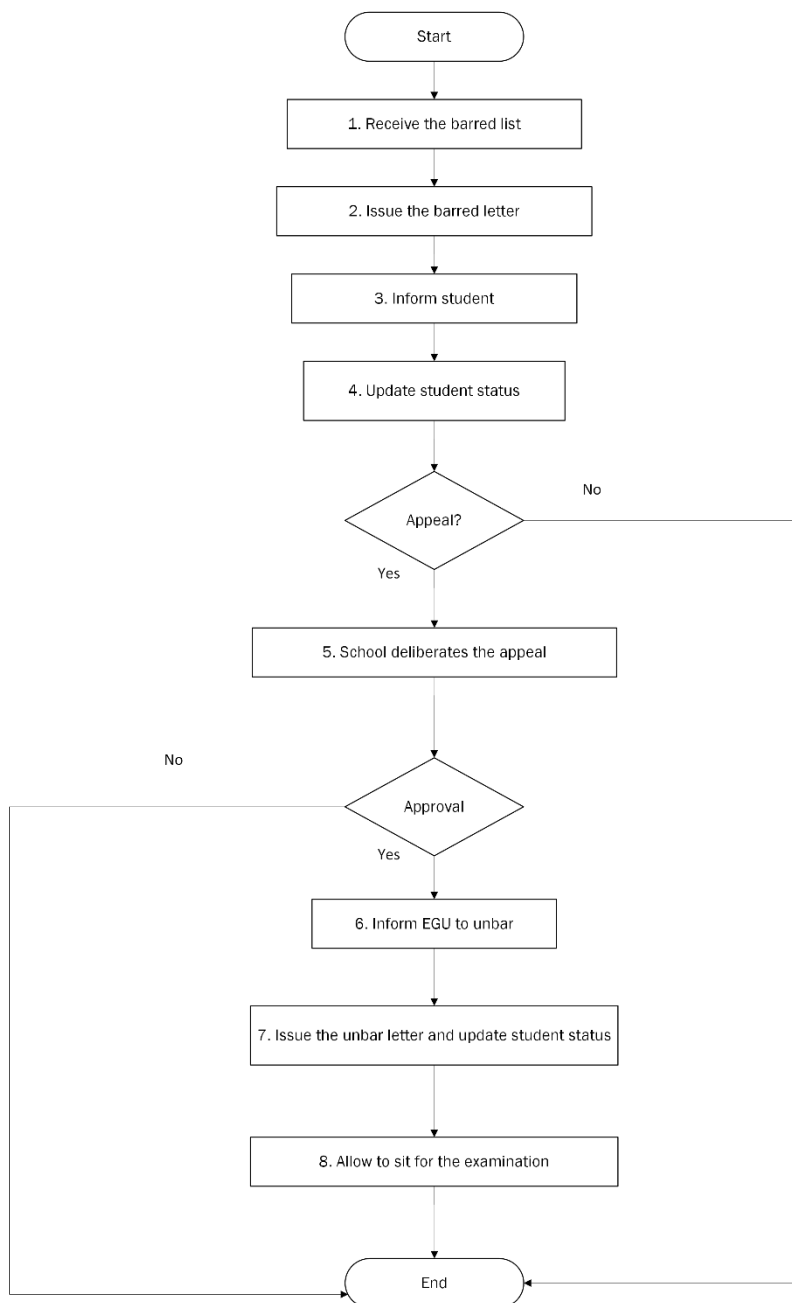
- 6.1 Refer to process flow chart.



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7.0 DESCRIPTION

No.	Description	Person In Charge	Documents
1	School compile the list of students' to be barred and submit to EGU two weeks before revision week.	Dean Director HoP CL SA	i. Bar from Final Examination and Final Assessment (UTS-AAT-P17-BF)
2	EGU issue the bar letter to student	EGU	i. Bar from Final Examination and Final Assessment (UTS-AAT-P17-BF) ii. Bar letter
3	EGU inform thru email and send the letter to the student <ul style="list-style-type: none"> Student will be barred from the final examination. For courses without final examinations, the coursework will not be evaluated. 	EGU	i. Bar letter
4	Student status update to 'XB' in the online portal OCULUS (oculus.uts.edu.my)	EGU	
Appeal to unbar			
5	School receive and evaluate students' appeal during the stipulated period	Dean Director HoP CL	
6	School approved the student appeal submit to EU to unbar the student.	Dean Director HoP	
7	EU issue the unbar letter to student and inform via email. Student 'XB' status will be remove in the OCULUS (oculus.uts.edu.my)	EGU	
8	Student are release to sit for the examination and the 'XB' status in the Exam Entry Slip is remove. <ul style="list-style-type: none"> For courses without final examination, the coursework will be evaluated by the School. 	EGU	Exam Entry Slip

7.0 RECORDS

No.	Title / Records	Location Responsibility	Retention Period
1	List of student to be barred	EGU file room	1 year
2	Bar letter		
3	Unbar letter		