


 <h1>UTS</h1>	CHANGE OF ACADEMIC PROGRAMME	Doc. No:	UTS/AAR/P09
		Revision No:	04
		Date:	10/10/24
		Page No:	1 of 7

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	Remarks	Revision No.	Approved by
1.	15/02/14	Establishment	00	Director, CQA
2.	15/02/14	Usage of new Logo	01	Director, CQA
3.	11/10/22	Usage of new logo and University name	02	Director, CQA
4.	05/07/24	Review the whole content	03	Manager, AAR
5.	10/10/24	Amend section 3.0, 4.0, and 7.0	04	Manager, AAR

 UTS	CHANGE OF ACADEMIC PROGRAMME	Doc. No:	UTS/AAR/P09
		Revision No:	04
		Date:	10/10/24
		Page No:	2 of 7

1.0 OBJECTIVE

- 1.1 To serve as a guideline for continual improvement in the change of programme process.
- 1.2 To ensure that the process of change of program application is carried out in a consistent manner.

2.0 SCOPE

- 2.1 This procedure covers the process of change of program for returning students.

3.0 REFERENCES


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

4.0 DEFINITIONS / ABBREVIATIONS

AAR	: Academic Affairs & Registry
AARP	: Academic Affairs & Registry Personnel
SA	: School Administration
CS	: Current School
NS	: New School
UARR	: Undergraduate Academic Rules & Regulations
FARR	: Foundation Programme Academic Rules & Regulations
SDS	: Student Development & Services
STD	: Student
HoP	: Head of Program

5.0 RESPONSIBILITY

- 5.1 The AARP is responsible to ensure the overall process from application to approval (intra-school Application) / Recommendation (Inter-school Application) is followed.
- 5.2 The SA (CS) is responsible to complete the process of approval for intra-school application.

 UTS	CHANGE OF ACADEMIC PROGRAMME	Doc. No:	UTS/AAR/P09
		Revision No:	04
		Date:	10/10/24
		Page No:	3 of 7

- 5.3 The SA (NS) is responsible to complete the process of approval for inter-school application.
- 5.4 Dean is responsible to approve application as per University Policy.

6.0 PROCEDURE

- 6.1 Refer to process flow chart.



UTS

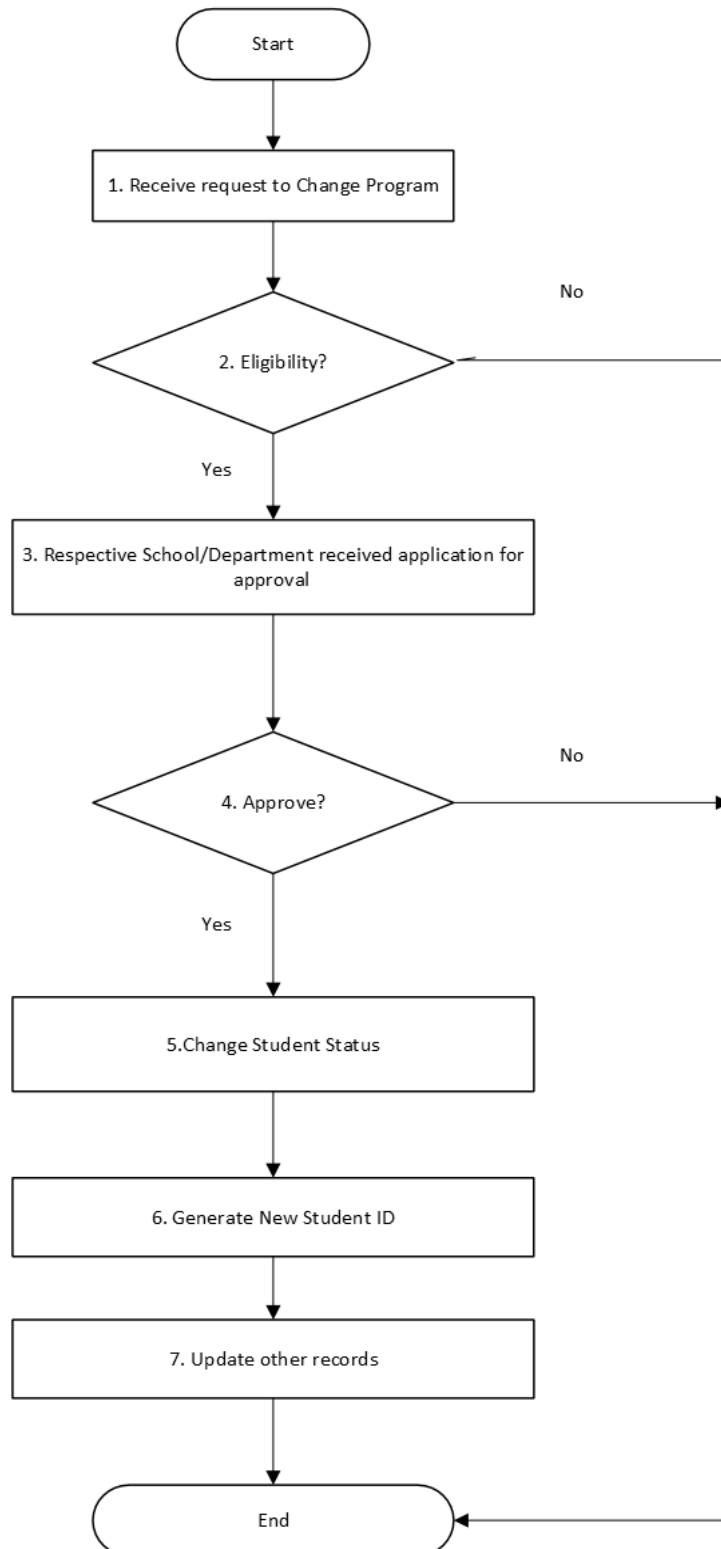
CHANGE OF ACADEMIC PROGRAMME


Doc. No: UTS/AAR/P09

Revision No: 04

Date: 10/10/24


Page No: 4 of 7




 UTS	CHANGE OF ACADEMIC PROGRAMME	Doc. No:	UTS/AAR/P09
		Revision No:	04
		Date:	10/10/24
		Page No:	5 of 7

7.0 DESCRIPTION

No.	Description	Person in charge	Documents
1.	Receive application to change program from student the academic management system, Oculus (https://oculus.uts.edu.my/login.php)	AARP	Academic Management System, Oculus (https://oculus.uts.edu.my/login.php)
2.	Check eligibility: - a) Eligible: i. First academic year student ii. Entry Qualification iii. Availability of applied Program b) Not eligible. Student will receive notification via academic management system, Oculus (https://oculus.uts.edu.my/login.php) before end process.	AARP	i. UARR (UTS-AAR-P01-UARR) or FARR (UTS-SFS-FARR) ii. Academic Management System, Oculus (https://oculus.uts.edu.my/login.php)
3.	Respective School/Department received application for approval via the academic management system, Oculus (https://oculus.uts.edu.my/login.php) according to two (2) different categories; i. Intra-School (Within the Same School) ii. Inter School (Between different Schools)	HoP Dean SA (CS and/or NS) Library SDSC	Academic Management System, Oculus (https://oculus.uts.edu.my/login.php)
4.	Upon approval of the Change Program application via the academic management system, Oculus (https://oculus.uts.edu.my/login.php):- a) If approved, student receive notification. AARP will email student to collect the Change Program letter for future use. b) If not approved, student will receive notification before end process.	STD AARP	i. Change Program Letter ii. Academic Management System, Oculus (https://oculus.uts.edu.my/login.php)
Post Approval Process			
5.	The student status of current programme will be changed as "Inactive" to new programme "Active" accordingly via the academic management system, Oculus (https://oculus.uts.edu.my/login.php)	STD	Academic Management System, Oculus (https://oculus.uts.edu.my/login.php)
6.	The new student ID will be auto-generated according to the new programme via the academic management system, Oculus (https://oculus.uts.edu.my/login.php).	STD AAR	Academic Management System, Oculus (https://oculus.uts.edu.my/login.php)

 UTS	CHANGE OF ACADEMIC PROGRAMME	Doc. No:	UTS/AAR/P09
		Revision No:	04
		Date:	10/10/24
		Page No:	6 of 7

	AARP will notify student the new student ID via email.		
7.	<p>Students update records such as submit new course registration and application for credit transfer (where applicable) via the academic management system, Oculus (https://oculus.uts.edu.my/login.php)</p> <p><u>For new students:</u> -</p> <p>Update status for (*where applicable);</p> <ol style="list-style-type: none"> Dropped course(s)* Register new course(s)* Transferred credits* Assigned student group* Assigned Academic Advisor <p><u>For returning student:</u> -</p> <p>Update status for (where applicable)</p> <ol style="list-style-type: none"> Dropped course(s) Registered new course(s) Transferred credits* Reassigned student group* Reassigned Academic Advisor 	STD SA AARP	<ol style="list-style-type: none"> Credit Transfer (UTS-AAR-P08-ACS) / Course Exemption Form (UTS-AAR-P08-AEG) Academic transcript/results Course syllabus Verification letter of Study Withdrawal*
8.	Process of approval is within seven (7) working days, starts from student apply date.	AARP HoP Dean SA (CS and/or NS) Library SDSC	Academic Management System, Oculus (https://oculus.uts.edu.my/login.php)

 UTS	CHANGE OF ACADEMIC PROGRAMME	Doc. No:	UTS/AAR/P09
		Revision No:	04
		Date:	10/10/24
		Page No:	7 of 7

8.0 RECORDS

No	Title / Records	Location	Retention Period
1.	Enrolment Statistics	i. AAR File Room ii. Academic Management System, Oculus (https://oculus.uts.edu.my/login.php)	Permanent
2.	Application Record	Academic Management System, Oculus (https://oculus.uts.edu.my/login.php)	Permanent
3.	Change Program Letter	AAR File Room	i. Min 2 years (Foundation) ii. Min 6 years (Bachelor)
4.	Credit Transfer Documents i. Credit Transfer (UTS-AAR-P08-ACS / Course Exemption Form (UTS-AAR-P08-AEG) ii. Academic transcript/results iii. Course syllabus iv. Verification letter of Study Withdrawal (when applicable)	Academic Management System, Oculus (https://oculus.uts.edu.my/login.php)	Permanent