


 UTS	DEFER STUDY	Doc. No:	UTS/AAR/P13
		Revision No:	01
		Date:	10/10/24
		Page No:	1 of 5

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AMENDMENTS RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	05/07/24	Establishment	00	Manager, AAR
2	10/10/24	Amend section 3.0 and 7.0	01	Manager, AAR

 UTS	DEFER STUDY	Doc. No:	UTS/AAR/P13
		Revision No:	01
		Date:	10/10/24
		Page No:	2 of 5

1.0 OBJECTIVE

- 1.1 To serve as a guideline for continual improvement of the defer study process.
- 1.2 To ensure that the monitoring of students defer study status and record is carried out in a consistent manner.

2.0 SCOPE

- 2.1 This procedure covers the deferment of study process for new and returning students and application to change student status.

3.0 REFERENCES

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

4.0 DEFINITIONS / ABBREVIATIONS

AARP : Academic Affairs & Registry Personnel
 SDSC : Student Development & Services Centre
 SA : School Administration
 HOP : Head of Program
 STD : Student
 CC : Carbon Copy

5.0 RESPONSIBILITY

- 5.1 AAR is responsible for ensuring student applications are processed within stipulated time.

6.0 PROCEDURE

- 6.1 Refer to process flow chart.



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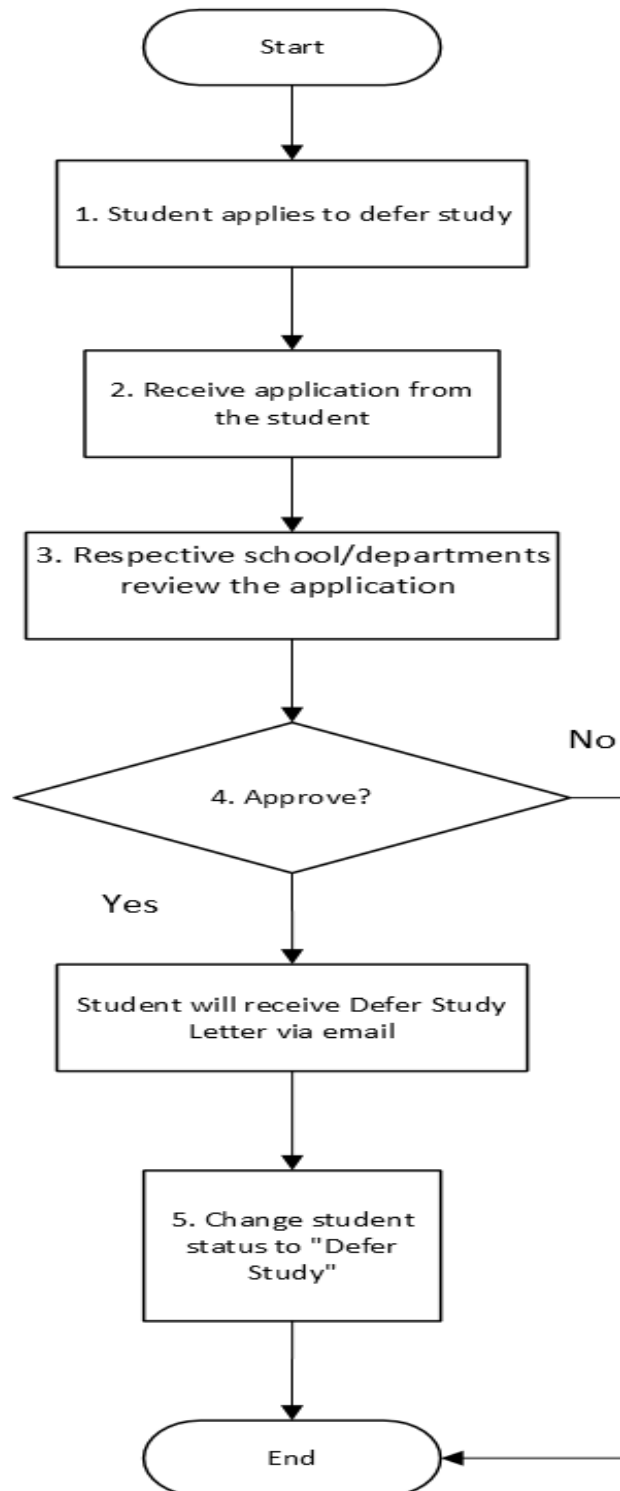
DEFER STUDY


Doc. No: UTS/AAR/P13

Revision No: 01

Date: 10/10/24


Page No: 3 of 5



 UTS	DEFER STUDY	Doc. No:	UTS/AAR/P13
		Revision No:	01
		Date:	10/10/24
		Page No:	4 of 5

7.0 DESCRIPTION

No.	Description	PIC	Documents
1.	Student apply defer study 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)
2.	Receive Application via notification by Oculus, (https://oculus.uts.edu.my/login.php)	HoP Dean SA Library SDSC AARP	Academic management system, Oculus (https://oculus.uts.edu.my/login.php)
3.	Evaluate application by respective School/Department	HoP Dean SA Library SDSC AARP	Academic management system, Oculus (https://oculus.uts.edu.my/login.php)
4.	Approve application for defer study; i. Yes, approval letter will be email to student and CC to Dean and Bursary ii. No, student will be notified via Oculus before end process.	HoP Dean SA Library SDSC AARP	i. Defer Study Letter ii. Academic management system, Oculus (https://oculus.uts.edu.my/login.php)
5.	Update Student Status	AARP	Academic management system, Oculus (https://oculus.uts.edu.my/login.php)
6.	Reactivate student status/account in Oculus at the end of defer study period.	AARP	Academic management system, Oculus (https://oculus.uts.edu.my/login.php)
7.	Process of approval is within seven (7) working days, starts from student apply date.	HoP Dean SA Library SDSC AARP	Academic management system, Oculus (https://oculus.uts.edu.my/login.php)

 UTS	DEFER STUDY	Doc. No:	UTS/AAR/P13
		Revision No:	01
		Date:	10/10/24
		Page No:	5 of 5

8.0 RECORDS

No	Title / Records	Location	Retention Period
1.	Application Record	Academic Management System, Oculus (https://oculus.uts.edu.my/administration/index.php?page=addfr-list)	Permanent
2.	Students' Files	AAR File Room	i. Min 2 years (Foundation) ii. Min 6 years (Bachelor)
3.	Students' Files	AAR Archive Room	Permanent