
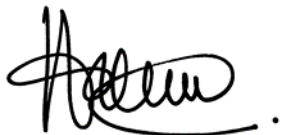

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Prepared by:  Name : Nadiaizzati Binti Mohamad Position : Executive, Academic Affairs & Registry	Approved by:  Name : Aspa' Aida Binti Haji Mohamad Position : Manager, Academic Affairs & Registry
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AMENDMENTS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

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1.0 OBJECTIVE

- 1.1 To serve as a blueprint for the entire semester.
- 1.2 To ensure the entire semester to go in line with the University academic calendar and timetabling planning, including teaching and learning planning.

2.0 SCOPE

- 2.1 This procedure covers the process of scheduling for pre- and present course registration, teach and learn planning, including timetable planning for every semester throughout the academic year.

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

- AAR : Academic Affairs & Registry
 AARP : Academic Affairs & Registry Personnel
 HoP : Head of Program
 CL : Course Lecturer
 SA : School Administrator
 TTA : Timetable Administrator
 LS : Long semester
 SS : Short semester

5.0 RESPONSIBILITY

- 5.1 The AAR is responsible for monitoring effectiveness of the semester setting throughout the academic year.

6.0 PROCEDURE

- 6.1 Refer to process flow chart.



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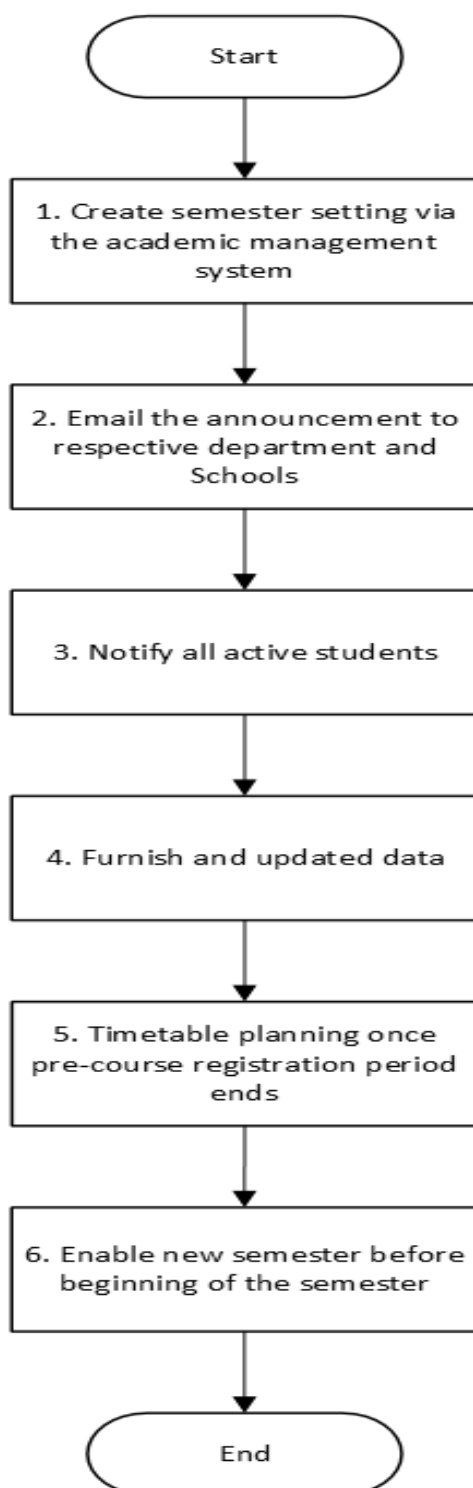
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7.0 DESCRIPTION

No.	Description	PIC	Documents
1.	AARP will create semester setting in the academic management system, Oculus (https://oculus.uts.edu.my/sysadmin/index.php?page=sasem-setting-view)	AAR	Academic Management System, Oculus (https://oculus.uts.edu.my/login.php)
2.	AARP will email an announcement to respective departments and Schools of the summarized important dates of the semester setting before Week 9 (LS) and Week 5 (SS).	AAR	Email
3.	HoP furnish and updated related data with the assistance of SA; i. Week 9 – Week 10 (LS) i. Week 5 (SS)	HoP SA	Academic Management System, Oculus (https://oculus.uts.edu.my/login.php)
4.	HoP and/or SA make an announcement to notify all active student of the important dates to do; ii. Pre course registration (LS: Week 11 - Week 14; SS: Week 6 - 7) iii. First submission of Course Registration (Week 0) iv. Add Course (LS: Week 1-2; SS: Week 1) v. Drop Course (LS: Week 1 – 4; SS: Week 1 – 2) vi. Withdraw Course (LS: Week 5 – 9; SS: Week 3 - 5)	HoP SA	
5.	TTA process data for timetable planning once pre course registration period ends (after Week 14 onward).	TTA	
6.	AARP will enable new semester setting before beginning of each semester Course Lecturer furnish teaching plan in the Oculus - Week 0 – 1 New student submit first time course registration during orientation/School Briefing - Week 0 Returning/Active student submit Add & Drop course – Week 1 - 4	AAR	Academic Management System, Oculus (https://oculus.uts.edu.my/login.php)

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8.0 RECORDS

No	Title / Records	Location	Retention Period
1.	Announcement of Important Dates for Course Registration	Google Email	One Semester