



## 1. OVERVIEW

- 1.1. The University of Technology Sarawak believes that multi-racial and multi-cultural community is an essential core value, and that diversity amongst students enhances teaching and learning in a broader perspective.
- 1.2. The University's admission policy is set to encourage all applicants from diverse social backgrounds and education.
- 1.3. The University ensures that all potential students meeting entry requirements will not be deterred to apply. All applications will be considered based on individual potentials, consistent with good admission practices into higher education all over the world.

## 2. ADMISSIONS CRITERIA AND SELECTION

- 2.1. Applications must be supported by local or international qualifications recognized by relevant accreditation bodies.
- 2.2. Applicants must be competent in English. Certain courses require at least a Band 2 of the Malaysian University English Test (MUET) or its equivalent.
- 2.3. Individual Schools and programmes within the University may set minimum entry requirements, particularly in Mathematics and Science subjects. This information will be clearly stated within entry requirements for specific programmes.
- 2.4. Not all applicants who have achieved grades in the offer range are guaranteed an offer. Actual offer will depend on a complete assessment of the individual application and on the strength of other applications received.
- 2.5. In addition to academic qualifications, we will also consider non-academic information provided in the application or by the referee.
- 2.6. The University reserves the right not to consider entry if the applicant has previously withdrawn from the University on Academic grounds or due to submission of fraudulent documentation.
- 2.7. An applicant who has previously failed at University of Technology Sarawak or any other institutions may be considered for re-admission. Re-admission will only be granted once.
- 2.8. A final decision shall lie with the Student Selection Committee (SSC).

## 3. COMMITMENT TO FAIRNESS, TRANSPARENCY AND CONSISTENCY

To ensure a fairness and consistency, the following principles are adhered to:-

- 3.1. All programmes will clearly state their academic achievement; appropriate experience; and skills required for entry;
- 3.2. Offers will normally be made within the publicised grade range;
- 3.3. Where programmes include interviews or tests as part of their selection criteria we will inform the candidates on how the interviews will be conducted and the selection criteria;
- 3.4. In individual cases the University may request written assignments;
- 3.5. Entry to the University is competitive and for many programmes the University receives more applications than there are places so not every applicant will receive an offer of a place.
- 3.6. Applicants who apply within the stipulated period and before deadline will receive full and equal consideration. Later applications will be considered on an individual basis if there are still places available on the relevant programme.

## 4. RESPONSIBILITY OF APPLICANTS



- 4.1. It is the responsibility of applicants to provide full and accurate information in an application and to notify the University of any changes or corrections to the original application;
- 4.2. By accepting an offer of admission, the applicant agrees to abide by the rules and regulations of the University;
- 4.3. Upon additional information which was not available at the time of selection, an offer may be amended or, in exceptional circumstances, withdrawn. The University also reserves the right to correct errors where they have been made in the communication of decisions and offers;
- 4.4. The University reserves the right to exclude a candidate who is considered on justifiable grounds to be unsuitable for a place on a particular programme according to individual circumstances.

### 5. CONDITIONAL/UNCONDITIONAL OFFER

- 5.1. Application shall be evaluated and considered by the Admissions Office and tabled in the Student Selection Committee for approval. A formal decision will be made and communicated to the applicant by the Admissions office;
- 5.2. Where a candidate is not successful applying for one programme, an alternative programme may be offered;
- 5.3. An offer, whether conditional or unconditional, will be made in good faith taking into account information as supplied by the applicant and/or referee at the time of the application. In some circumstances, an offer may be conditional pending other requirements.
- 5.4. Confirmation of conditional offer refers to the period when the University receives examination results for applicants who have accepted Conditional offers. Applicants who achieve the grades required by their Conditional offer have their place confirmed.
- 5.5. All conditions of offers must be met in full by the stipulated due date to guarantee a place for entry. If conditions are met after this point the University may be able to confirm a deferred place.

### 6. STUDENT SELECTION

#### 6.1. Student Selection Committee (SSC)

- 6.1.1. Chair – Registrar
- 6.1.2. Members:-
  - a. Manager, Head of Department of Academic Affairs and Registry
  - b. Senior Executive, Registry & Academic Relations
  - c. Senior Executive, Examination & Graduation
  - d. Representative from Marketing Department
- 6.1.3. Secretary – Senior Executive, Admission & Records
- 6.1.4. Secretariat – Admission & Records Unit
- 6.1.5. Quorum – three members
- 6.1.6. Rules for voting – decisions are valid if supported by three (3) members
- 6.1.7. Members of SSC to be appointed by the Registrar
- 6.1.8. In the absent of the Registrar, the Head of Academic Affairs & Registry Department will chair the meeting on behalf
- 6.1.9. The SSC meets when there are matters to be decided



## 6.2. Functions of SSC

- 6.2.1. The SSC will consider and approve student's selection and admission.
- 6.2.2. The SSC reserves the right to select and approve admission of students into UTS study programmes.
- 6.2.3. The SSC's decision is final.

## 7. DOCUMENTATIONS

- 7.1. The University will keep admission documentations of registered students for the duration of their studies and for five years after;
- 7.2. If you are not successful in gaining a place at the University; decline an offer; withdraw; or fail to enrol, we will keep your documentation for a minimum of six months (one semester). After which application documents will be confidentially destroyed;

## 8. SHARING INFORMATION WITH THIRD PARTY

- 8.1. The University works with a number of organisations around the world who assist with academic checks on submitted documents and quality assurance. In circumstances where the University needs to consult a third-party organisation in order to clarify degree certificates and transcripts in order to make a decision, we would like to share your information.
- 8.2. In preparation for your arrival at the University we would like to share some of your personal information (such as full name, date of birth, Student ID Number, your email address[es] and your University username (once allocated) with relevant parties. This information is not to be shared until you have been offered and accepted an unconditional offer at the University.

## 9. PROVISION

- 9.1. The University reserves the right to make variations to programme contents, entry requirements and methods of delivery, and to discontinue, merge or combine programmes, both before and after a student's admission to the University, if such action is reasonably considered necessary by the University;
- 9.2. In the event that, prior to the student commencing the first term of study, the University discontinues the programme, the student may either:-
  - a. withdraws from the University without any liability for fees, or
  - b. transfer to such other programme (if any) as may be offered by the University, which the student is qualified subject to Dean's approval.
- 9.2.1. If in these circumstances the student wishes to withdraw from the University and to enrol in a programme at a different University, the University shall assist the student.

## 10. DECLARATION

- 10.1. In the event there are certain matters which are not covered in these guidelines, but they are used in any process of selection and admission, and do not affect the good name UTS or in violation of part or all of the section or subsection in the constitution of UTS, then it is justified and is not considered an attempt for non-compliance.



## **STUDENT ADMISSION GUIDELINES**

UTS-AAR-P12-SAG

- 10.2. These guidelines may be amended from time to time on the basis of requirements and demands intended to improve and enhance the authority of selection and admission.