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Position : Executive, Academic Affairs & Registry	Position : Manager, Academic Affairs & Registry

AMENDMENTS RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	05/07/24	Establishment	00	Manager, AAR
2	10/10/24	Review section 3.0, 4.0, 6.0, 7.0, and 8.0	01	Manager, AAR

1.0 OBJECTIVE

1.1 To serve as a guideline for continual improvement of the application process.
1.2 To ensure the monitoring of students' application status completes within stipulated time.

2.0 SCOPE

2.1 This procedure covers the application process for prospective students.

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

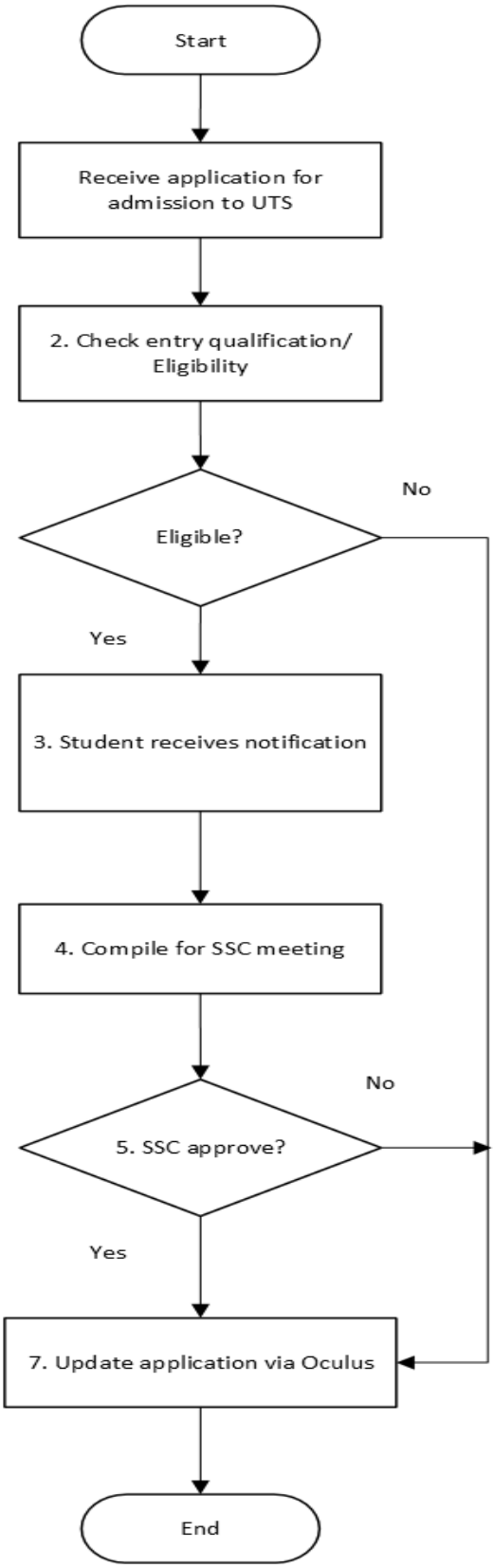
AU : Admission Unit
AUP : Admission Unit Personnel
STD : Student
SSC : Student Selection Committee

5.0 RESPONSIBILITY

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

6.0 PROCEDURE

6.1 Refer to process flow chart.


Start
Receive application for admission to UTS
2. Check entry qualification/ Eligibility
Eligible?
No
Yes
3. Student receives notification
4. Compile for SSC meeting
5. SSC approve?
No
Yes
7. Update application via Oculus
End

7.0 DESCRIPTION

No.	Description	PIC	Documents
1.	Receive Application from online application website (https://oculus.uts.edu.my/apply/signup.php) via academic management system, Oculus (https://oculus.uts.edu.my/administration/index.php?page=adoap-application-view)	AU	i. Online application website (https://oculus.uts.edu.my/apply/signup.php) ii. Oculus (https://oculus.uts.edu.my/administration/index.php?page=adoap-application-view)
2.	Check entry qualification per application by AU within one (1) to three (3) working days upon receiving complete student documents by email or hard copy. Meet entry requirement; i. Eligible : Application approve. ii. Not Eligible : Admin will reject application. Applicant will receive notification via email. Proceed to step 6 before end process.	AU	i. Application ii. Student Academic Documents
3.	Student receive notification in the online application website. Status updated from “processing” to “approve” in the online application website.	STD	Online application website (https://oculus.uts.edu.my/apply/signup.php)
4.	SSC meeting will be held to review the application(s) for the admission of students into UTS study programmes according to the Student Admission Guideline (UTS-AAR-P12-SAG).	SSC	Student Admission Guideline (UTS-AAR-P12-SAG)
5.	If SSC has no objection on the application(s), proceed to step 6. If a student application(s) is/are nullified by SSC, AUP will send a notification to applicant with valid reason or explanation via email before proceeding to step 6. Process end.	AUP	Email
6.	AUP will update the application(s) via academic management system, Oculus (https://oculus.uts.edu.my/administration/index.php?page=adoap-application-view) after SSC approval. The related documents as stated in Step 2 will be kept in students’ file after registration day.	AUP	i. Application ii. Student Academic Documents iii. Offer Letter

8.0 RECORDS

No	Title / Records	Location	Retention Period
1.	Student Application	i. AAR File Room ii. Academic Management System, Oculus (https://oculus.uts.edu.my/main.php)	i. One Semester ii. Permanent
2.	Student Academic Documents	i. Email ii. AAR File Room	i. Forever ii. One Semester (only for rejected application)
3.	Copy of Offer Letter	AAR File Room	i. Min 2 years (Foundation) ii. Min 6 years (Bachelor)
4.	Students' Files	AAR File Room	iii. Min 2 years (Foundation) iv. Min 6 years (Bachelor)
5.	Student selection minute	AAR File Room	Permanent