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Amul

Position: Senior Executive, Academic Affairs & Registry

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Position: Manager, Academic Affairs & Registry

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

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1.0 OBJECTIVE

- 1.1 This procedure is to serve as a guideline to ensure that the graduation process is conducted efficiently.

2.0 SCOPE

- 2.1 This procedure covers activities to be carried out to ensure a proper management of students' study completion and graduation process before, during and after the graduation.

3.0 REFERENCES

- 3.1 Undergraduate Academic Rules and Regulations (UTS-AAR-P01-UARR)
- 3.2 Foundation Academic Rules and Regulations (UTS-SFS-FARR)
- 3.2 Graduation Rules and Regulations (UTS-AAR-P14-GRR)
- 3.3 Degree Certificate Issuance Guidelines (UTS-AAR-P14-DCIG)

4.0 DEFINITIONS / ABBREVIATIONS

- AAR : Academic Affairs and Registry
EGU : Examination & Graduation Unit
SA : School Administrator
HoP : Head of Programme

5.0 RESPONSIBILITY

- 5.1 The Dean is responsible to ensure that student completion study processed in a proper manner.
- 5.2 SA is responsible to ensure status of students is monitored and updated regularly.
- 5.3 The EGU are responsible for ensuring that the graduation are conducted according to graduation procedures

6.0 PROCEDURE

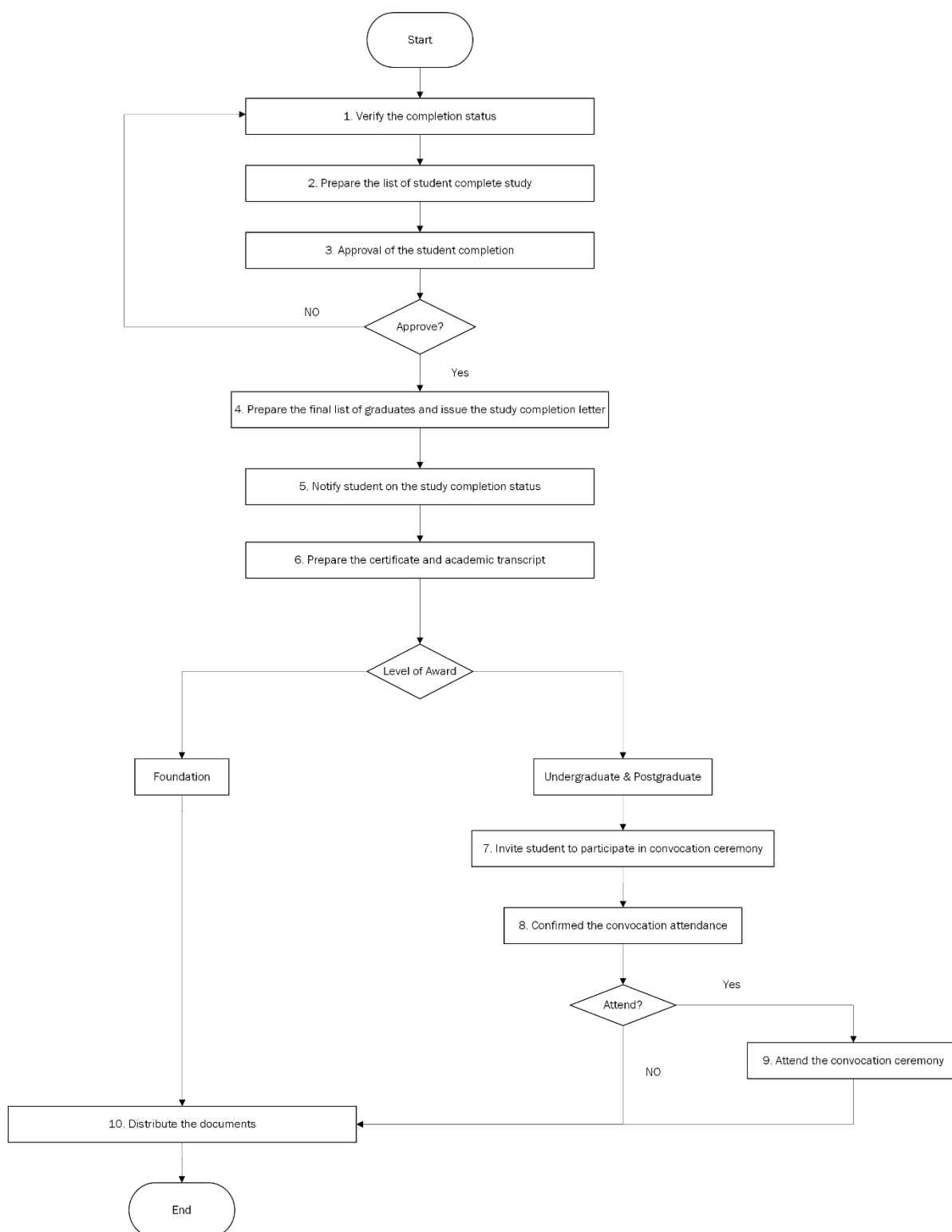
- 6.1 Refer to process flow chart




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7.0 DESCRIPTION

No.	Description	Person In Charge	Documents
1	Verify completion status of students.	SA HoP	i. Intention to Graduate Form (UTS-AAR-P14-ITG)
2	Dean prepare the list of student complete their study and present to Senate Meeting	SA Dean	i. Completed Study List
3	The University Senate approves student's completion	University Senate	i. Minutes Senate Meeting
4	EGU prepare the approves list of completed students and issue the study completion letter	EGU Registrar	i. Completed Study List ii. Study completion letter
5	Notify student (via email) on the study completion status and remind student to update their information in their student profile record in OCULUS (oculus.uts.edu.my)	EGU	i. Study completion letter ii. Student Academic Award Guidelines (UTS-AAR-P14-SAAG)
6	Prepare the certificate and academic transcript i. Foundation – document released to students concerned if he/she does not have any outstanding University Fees. ii. Undergraduate & Postgraduate – Graduate list will be forwarded to Academic Award Committee for the academic award nomination process.	EGU	i. Degree Certificate Issuance Guidelines (UTS-AAR-P14-DCIG)
7	Invite student (via email) to participate in the convocation ceremony	EGU	
8	Student confirmed their convocation ceremony's attendance – Online platform (oculus.uts.edu.my)	EGU	
9	Student attend the convocation ceremony i. Conferment of Postgraduate Degrees ii. Conferment of Undergraduate Degrees iii. Conferment of Academic Award, Honorary and any special award (if applicable)	EGU	i. Student Academic Award Guidelines (UTS-AAR-P14-SAAG) ii. Honorary Degree Award Guidelines (UTS-AAR-P14-HDAG)

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			iii. Policy and Regulations for the Award of Degree Under Special Provisions (UTS-AAR-P14-ADSP)
10	Distribute the certificate and academic transcript. <ul style="list-style-type: none"> Certificates and academic transcript will only be released to students who had fulfilled all requirements and clear any outstanding University fees. 	EGU	i. Reissue Certificate/Result Transcript Form (UTS-AAR-P14-RCT)

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Intention to Graduate Form UTS-AAR-P14-ITG	EGU File Room	1 year
2	Reissue Certificate/Result Transcript Form UTS-AAR-P14-RCT	EGU File Room	1 year