Prepared by:		Approved by:	
Name	: Fizzahutiah Binti Taha	Name	: Aspa'Aida Binti Haji Mohamad
Position	: Senior 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 and update section 3.0, 4.0 and 7.0	01	Manager, AAR

1.0 OBJECTIVE

1.1 To serve as a guideline in scheduling lectures, tutorials and other teaching assignments.

1.2 To ensure that the time-tabling process is carried out in a consistent manner.

2.0 SCOPE

2.1 This procedure covers the process of scheduling lectures, tutorials and teaching assignments for new and returning students every semester.

3.0 REFERENCES

3.1 Timetabler Plus Class manual and software

3.2 Time Tabling Guidelines (UTS-AAR-P11-TTG)

4.0 DEFINITIONS / ABBREVIATIONS

AAR   : Academic Affairs & Registry
HoP   : Head of Programme
TTA   : Time-Table Administrator
AU   : Admission Unit
EGU   : Examination and Graduation Unit
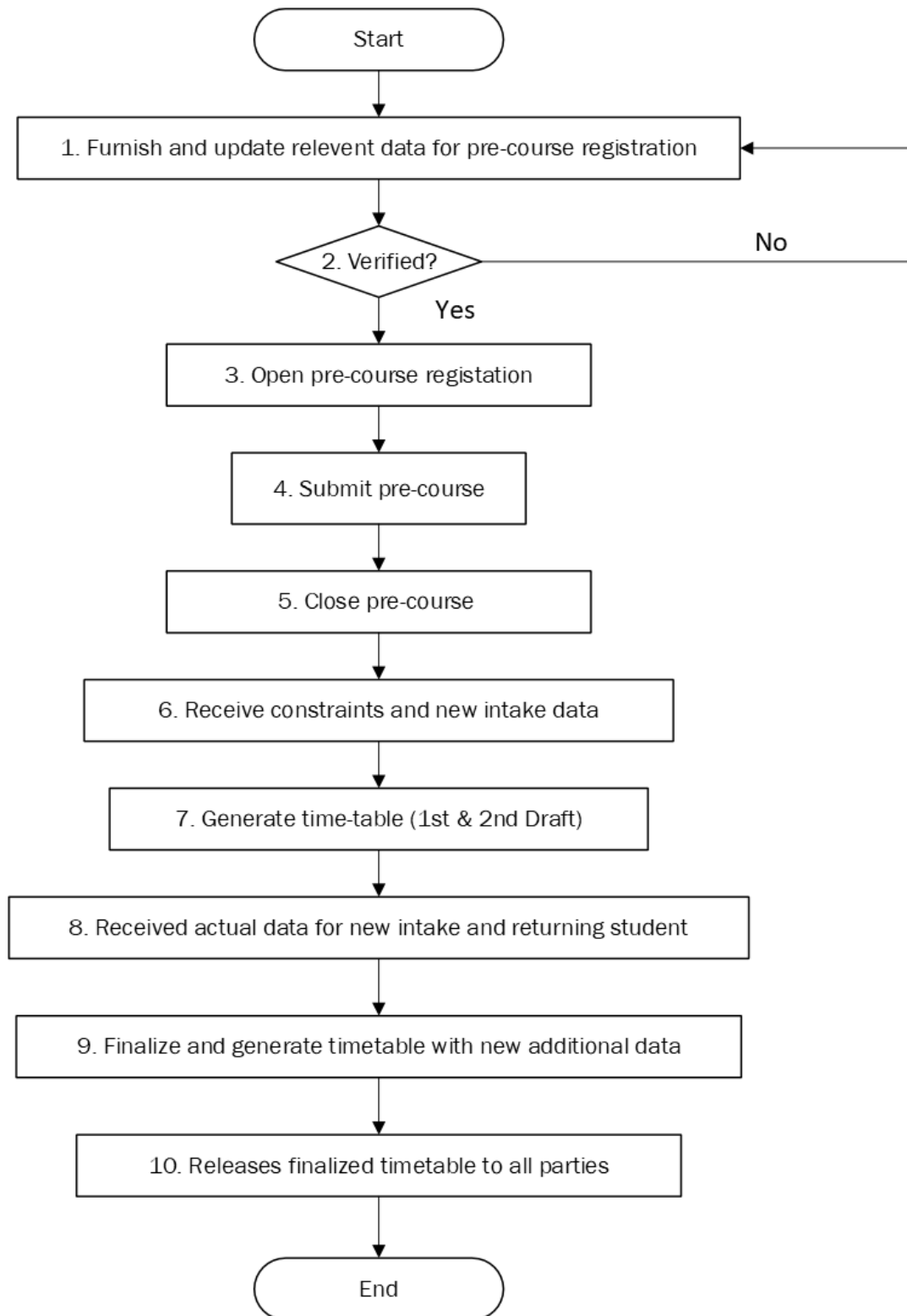AA   : Academic Advisor

5.0 RESPONSIBILITY

5.1 The Dean and TTA is responsible for ensuring that time-tabling procedure is adhered to.

5.2 The Head of Programme is responsible for checking and verify that input data keyed-in by the lecturers into the online platform (OCULUS) are relevant to the needs of time-tabling process.

6.0 PROCEDURE

6.1 Refer to process flow chart.

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                    ┌──────────────┐
                    │    Start     │
                    └──────────────┘
                           │
                           ▼
   ┌─────────────────────────────────────────────────────┐
   │ 1. Furnish and update relevent data for pre-course   │◄──────┐
   │    registration                                      │       │
   └─────────────────────────────────────────────────────┘       │
                           │                                      │
                           ▼                                      │
                      ◇ 2. Verified? ◇ ───────────── No ──────────┘
                           │
                          Yes
                           ▼
              ┌──────────────────────────┐
              │ 3. Open pre-course       │
              │    registation           │
              └──────────────────────────┘
                           │
                           ▼
              ┌──────────────────────────┐
              │ 4. Submit pre-course     │
              └──────────────────────────┘
                           │
                           ▼
              ┌──────────────────────────┐
              │ 5. Close pre-course      │
              └──────────────────────────┘
                           │
                           ▼
        ┌────────────────────────────────────────┐
        │ 6. Receive constraints and new intake   │
        │    data                                 │
        └────────────────────────────────────────┘
                           │
                           ▼
        ┌────────────────────────────────────────┐
        │ 7. Generate time-table (1st & 2nd Draft)│
        └────────────────────────────────────────┘
                           │
                           ▼
   ┌─────────────────────────────────────────────────────┐
   │ 8. Received actual data for new intake and returning │
   │    student                                           │
   └─────────────────────────────────────────────────────┘
                           │
                           ▼
   ┌─────────────────────────────────────────────────────┐
   │ 9. Finalize and generate timetable with new          │
   │    additional data                                   │
   └─────────────────────────────────────────────────────┘
                           │
                           ▼
   ┌─────────────────────────────────────────────────────┐
   │ 10. Releases finalized timetable to all parties      │
   └─────────────────────────────────────────────────────┘
                           │
                           ▼
                    ┌──────────────┐
                    │     End      │
                    └──────────────┘
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7.0   PROCEDURE

No.	Description	PIC	Documents
1.	Furnish and update related data necessary for course registration into the Oculus.	SA HoP	i. Online portal (oculus.edu.my) ii. Time Tabling Guidelines (UTS-AAR-P11-TTG)
2.	Verify input for course registration in the Oculus. i. School to appoint and assign the AA to supervise student course registration (if applicable)	HoP	i. Time Tabling Guidelines (UTS-AAR-P11-TTG)
3.	Open system to returning students for pre-course registration	AU	Online portal (oculus.edu.my)
4.	Students to register allocated courses for next semester online. The system will block non-allocated courses. Student to consult AA register.	SA AA HoP	
5.	Pre-course registration closed. Courses are officially registered (subject to examination results approved by University Board of Examination)	AU	Online portal (oculus.edu.my)
6.	Receives data on constraints and estimated number of new intakes.	HoP AU	i. Time Tabling Guidelines (UTS-AAR-P11-TTG)
7.	Process data entered into the system to generate time-table drafts (1st and 2nd), receive feedbacks from school and edit.	TTA HoP/ AA	i. Timetabler Plus Class software
8.	Receive actual course registration data for new intakes and examination results from UBE for system to generate final time-table.	TTA AU EU	i. New intake statistics ii. Examination results
9.	Finalize and generate timetable with new additional data. (No more changes to the time-table after it's finalized)	TTA AU	i. New intake statistics ii. Examination results
10.	Release completed timetable to all parties.	TTA	UTS Timetabling portal (https://www.timetableplus.com/ucts/)

8.0 RECORDS

No	Title / Records	Location	Retention Period
1.	Time table and associated documents	File Room	1 Semester