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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, 4.0, 7.0, and 8.0	01	Manager, AAR

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1.0 OBJECTIVE

- 1.1 To serve as a guideline for continual improvement of the withdrawal of study process.
- 1.2 To ensure that the monitoring of students' withdrawal status and record is carried out in a consistent manner.

2.0 SCOPE

- 2.1 This procedure covers the withdrawal of study process for new and returning students and application to change student status.

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

- STD : Student
 AARP : Academic Affairs & Registry Personnel
 SDSC : Student Development & Services Centre
 SA : School Administration
 HOP : Head of Program
 CC : Carbon Copy

5.0 RESPONSIBILITY

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

6.0 PROCEDURE

- 6.1 Refer to process flow chart.



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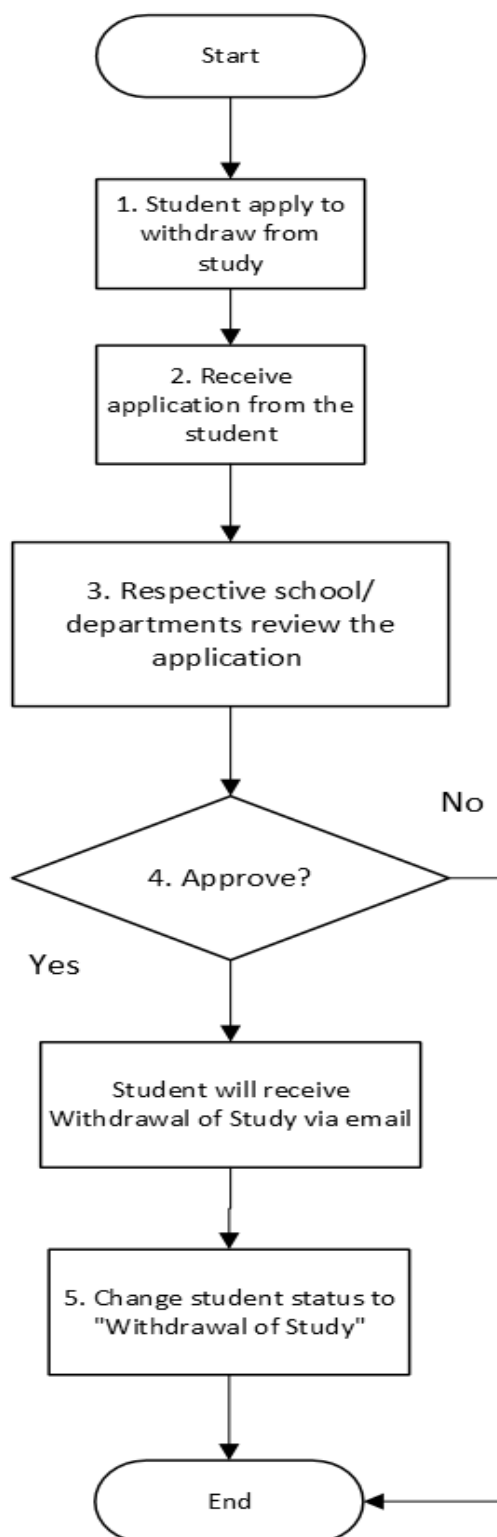
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7.0 DESCRIPTION

No.	Description	PIC	Documents
1.	Student apply withdrawal of study via online platform, Oculus (https://oculus.uts.edu.my/login.php); i. Before beginning of semester ii. Before end of week 4 iii. Week 5 onwards	STD	Oculus (https://oculus.uts.edu.my/login.php)
2.	Receive Application by notification in Oculus, (https://oculus.uts.edu.my/login.php)	HoP Dean SA Library SDSC AARP	Oculus (https://oculus.uts.edu.my/login.php)
3.	Evaluate application by respective School/Department	HoP Dean SA Library SDSC AARP	Oculus (https://oculus.uts.edu.my/login.php)
4.	Approve application for withdrawal of study; i. Yes, approval letter will be email to student and CC to Dean and Bursary ii. No, student will be notified via Oculus	HoP Dean SA Library SDSC AARP	Withdrawal of Study Letter
5.	Update Student Status	AARP	Oculus (https://oculus.uts.edu.my/login.php)
6.	Process of approval is within seven (7) working days, starts from student apply date.	HoP Dean SA Library SDSC AARP	Oculus (https://oculus.uts.edu.my/login.php)

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8.0 RECORDS

No	Title / Records	Location	Retention Period
1.	Enrolment Statistics	Academic Management System, Oculus (https://oculus.uts.edu.my/statistics/)	Permanent
2.	Students' Files	AAR File Room	i. Min 2 years (Foundation) ii. Min 6 years (Bachelor)
3.	Students' Files	AAR Archive Room	Permanent
4.	Application Record	Academic Management System, Oculus (https://oculus.uts.edu.my/administration/index.php?page=adwit-list)	Permanent
5.	Withdrawal of Study Letter	AAR File Room	2 years