UTS	**UNIVERSITY OF TECHNOLOGY SARAWAK**
	MASTERLIST OF DOCUMENTS

Updated on:	27 March, 2025
Department:	Academic Affairs & Registry Department

No	Document No.	Description	Revision No.	Effective Date	Remarks
Standard Operating Procedure (SOP)					
1	UTS/AAR/P01	REGISTRATION	04	10/10/24	
2	UTS/AAR/P02	CREDIT TRANSFER/COURSE EXEMPTION	05	10/10/24	
3	UTS/AAR/P03	ADD-DROP & WITHDRAW APPLICATION	05	10/10/24	
4	UTS/AAR/P04	MANAGEMENT OF EXAMINATION QUESTION PAPERS	05	27/03/25	
5	UTS/AAR/P05	INVIGILATION	05	27/03/25	
6	UTS/AAR/P06	RESULTS PROCESSING	05	27/03/25	
7	UTS/AAR/P07	ACADEMIC MISCONDUCT MANAGEMENT	05	10/10/24	
8	UTS/AAR/P08	ACADEMIC APPEALS	04	10/10/24	
9	UTS/AAR/P09	CHANGE OF ACADEMIC PROGRAM	04	10/10/24	
10	UTS/AAR/P11	TIME-TABLING	01	10/10/24	
11	UTS/AAR/P12	STUDENT ADMISSION	01	10/10/24	
12	UTS/AAR/P13	DEFER STUDY	01	10/10/24	
13	UTS/AAR/P14	STUDY COMPLETION & GRADUATION	01	10/10/24	
14	UTS/AAR/P15	WITHDRAWAL OF STUDY	01	10/10/24	
15	UTS/AAR/P16	SEMESTER SETTING	01	10/10/24	
16	UTS/AAR/P17	ACADEMIC BAR MANAGEMENT	01	10/10/24	
Forms					
1	UTS-AAR-P01-ACR	AMEND COURSE REGISTRATION	01	19/07/2024	
2	UTS-AAR-P02-CT	CREDIT TRANSFER VERIFICATION FORM	04	05/07/2024	
3	UTS-AAR-P02-CE	COURSE EXEMPTION VERIFICATION FORM	04	05/07/2024	
4	UTS-AAR-P03-ECH	APPEAL EXTRA CREDIT HOUR FORM	00	05/07/2024	
5	UTS-AAR-P04-SH	EXAMINATION PAPER/SCRIPTS HANDLING FORM	03	05/07/2024	
6	UTS-AAR-P05-CR	INVIGILATION REPORT	05	21/02/2025	
7	UTS-AAR-P05-TSEP	TEMPORARY STUDENT EXAMINATION PASS	00	05/07/2024	
8	UTS-AAR-P06-ARF	ACADEMIC REQUISITION FORM	01	05/07/2024	
9	UTS-AAR-P08-ACS	APPEAL TO CONTINUE STUDY FORM	04	19/07/2024	
10	UTS-AAR-P08-AEG	APPEAL ON EXAMINATION GRADE	04	10/10/2024	
11	UTS-AAR-P14- ITG	INTENTION TO GRADUATE FORM	01	10/10/2024	
12	UTS-AAR-P14-RCT	REISSUE CERTIFICATE/RESULT TRANSCRIPT REQUEST FORM	00	05/07/2024	
13	UTS-AAR-P17-BF	BAR FROM FINAL EXAMINATION AND FINAL ASSESMENT	00	05/07/2024	
Guideline					
1	UTS-AAR-P01-AAG	ACADEMIC ADVISING GUIDELINES	00	05/07/2024	
2	UTS-AAR-P01-FTR	FAILURE TO REGISTER GUIDELINES	00	05/07/2024	
3	UTS-AAR-P01-UARR	UNDERGRADUATE ACADEMIC RULES & REGULATIONS	00	10/10/2024	
4	UTS-AAR-P04-SMG	STRONGROOM MANAGEMENT GUIDELINES	00	05/07/2024	
5	UTS-AAR-P05-AT	CI ANNOUNCEMENT SCRIPT	00	05/07/2024	
6	UTS-AAR-P07-ERR	EXAMINATION RULES AND REGULATIONS	00	05/07/2024	

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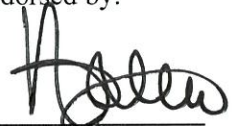
No	Document No.	Description	Revision No.	Effective Date	Remarks
7	UTS-AAR-P07-ADG	ACADEMIC DISCIPLINARY GUIDELINES	00	05/07/2024	
8	UTS-AAR-P11-TTG	TIME TABLING GUIDELINES	01	10/10/2024	
9	UTS-AAR-P12-SAG	STUDENT ADMISSION GUIDELINES	01	10/10/2024	
10	UTS-AAR-P14-DCIG	DEGREE CERTIFICATE ISSUANCE GUIDELINES	00	05/07/2024	
11	UTS-AAR-P14-HDAG	HONORARY DEGREE AWARD GUIDELINES	00	05/07/2024	
12	UTS-AAR-P14-ADSP	POLICY AND REGULATIONS FOR THE AWARD OF DEGREE UNDER SPECIAL PROVISIONS	00	05/07/2024	
13	UTS-AAR-P14-SAAG	STUDENT ACADEMIC AWARD GUIDELINES	00	05/07/2024	
14	UTS-AAR-P14-GRR	GRADUATION RULES & REGULATIONS	00	10/10/2024	
15	UTS-AAR-P04-EHG	EXAMINATION HANDLING GUIDELINES	00	27/03/2025	
16	UTS-AAR-P05-IG	INVIGILATOR GUIDELINES	00	27/03/2025	

Prepared by:

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