Prepared by:	Approved by:
Name : Mdm Richelle Liik Hun	Name : Assoc. Prof. Dr. Mohd Zainal Munshid Bin Harun
Position : Senior Executive, School of Postgraduate Studies	Position : Dean, School of Postgraduate Studies

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	20/06/24	Establishment	00	Dean, SPS

1.0 OBJECTIVE

1.1 To outline the process of Change of Supervisory Committee / Appointment of External Co-Supervisor.

2.0 SCOPE

2.1 This SOP covers all UTS Postgraduate Programmes by Research.

3.0 REFERENCES

3.1 Postgraduate Academic Rules & Regulations

4.0 DEFINITIONS / ABBREVIATIONS

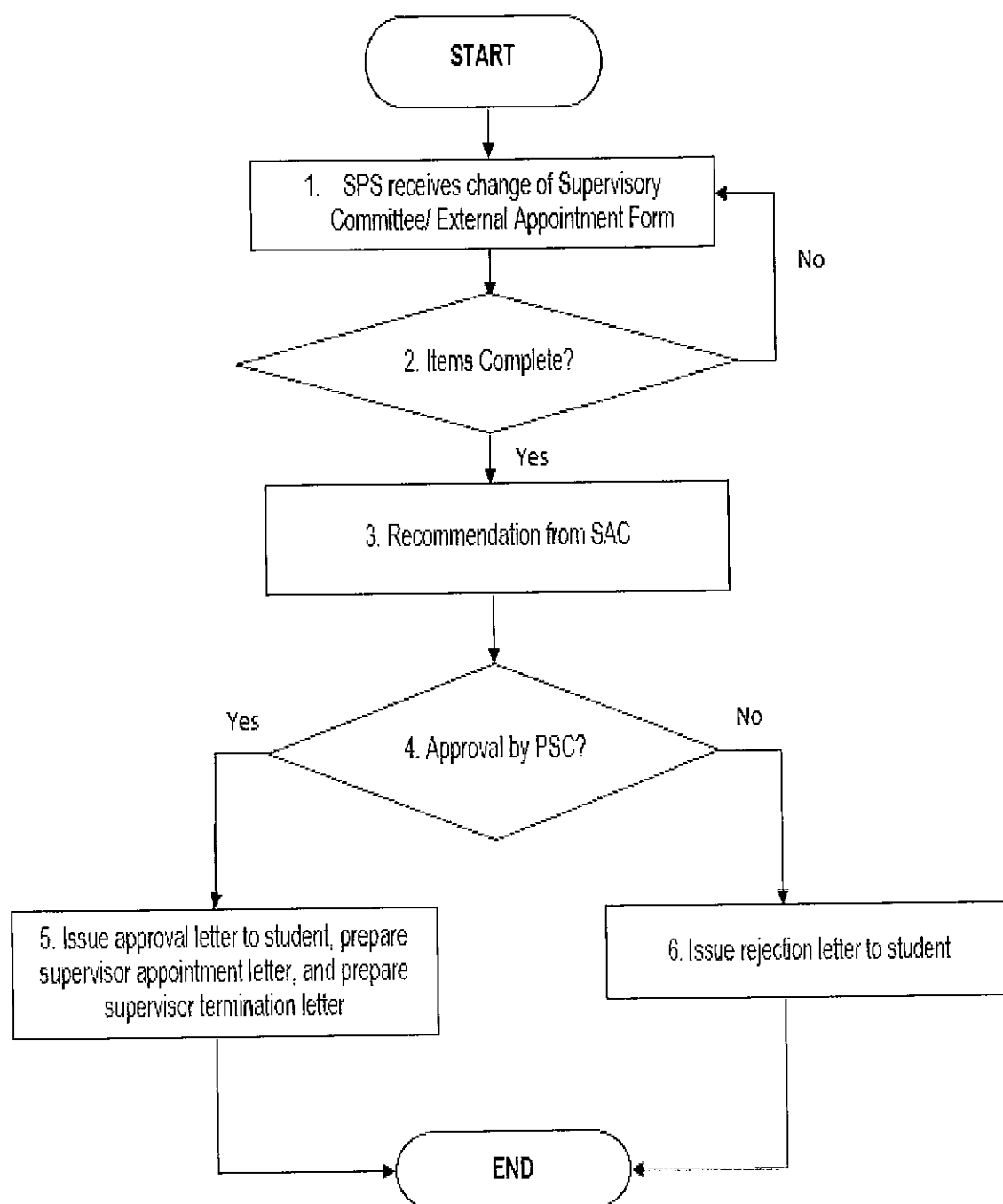|		
SOP	:	Standard Operating Procedure
UTS	:	University of Technology Sarawak
SPS	:	School of Postgraduate Studies
PC	:	Programme Coordinator
SA	:	School Admin
PSC	:	Postgraduate Studies Committee
UPC	:	University Postgraduate Committee
CV	:	Curriculum Vitae

5.0 RESPONSIBILITY

5.1 The Dean of SPS has the authority to approve the establishment and amendment SOP.

5.2 Deans and PC are responsible to follow and adhere to this SOP.

5.3 The Dean of SPS is responsible to ensure that this SOP is adhered to.
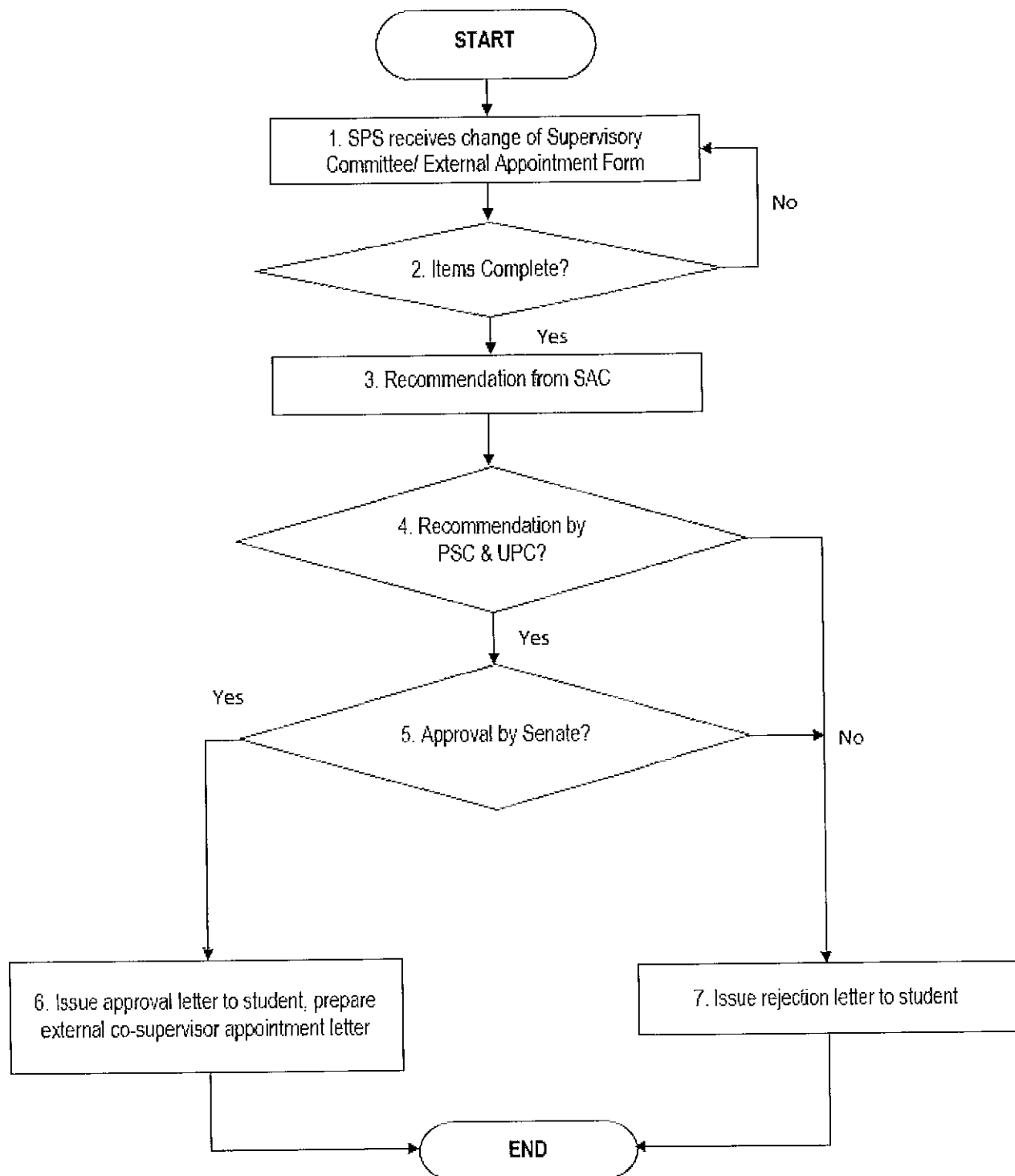
6.0 PROCEDURE

Refer to process flow chart.

6.1 CHANGE OF SUPERVISORY COMMITTEE

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                          ┌──────────────┐
                          │    START     │
                          └──────┬───────┘
                                 │
                                 ▼
              ┌──────────────────────────────────────┐
              │ 1.  SPS receives change of Supervisory │◄──────┐
              │ Committee/ External Appointment Form   │       │
              └──────────────────┬─────────────────────┘       │ No
                                 │                              │
                                 ▼                              │
                         ◇ 2. Items Complete? ◇────────────────┘
                                 │
                                 │ Yes
                                 ▼
              ┌──────────────────────────────────────┐
              │      3. Recommendation from SAC        │
              └──────────────────┬─────────────────────┘
                                 │
                                 ▼
          Yes  ◇───────── 4. Approval by PSC? ─────────◇  No
           │                                              │
           ▼                                              ▼
┌──────────────────────────────┐        ┌──────────────────────────────┐
│ 5. Issue approval letter to   │        │ 6. Issue rejection letter to  │
│ student, prepare supervisor   │        │ student                        │
│ appointment letter, and       │        │                                │
│ prepare supervisor            │        └───────────────┬───────────────┘
│ termination letter            │                        │
└──────────────┬────────────────┘                        │
               │                  ┌──────────────┐        │
               └─────────────────►│     END      │◄───────┘
                                  └──────────────┘
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6.2 EXTERNAL CO-SUPERVISOR APPOINTMENT

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                        ┌─────────────┐
                        │    START    │
                        └─────────────┘
                               │
                               ▼
        ┌──────────────────────────────────────────┐
        │ 1. SPS receives change of Supervisory      │◄──────┐
        │ Committee/ External Appointment Form       │       │
        └──────────────────────────────────────────┘       │ No
                               │                             │
                               ▼                             │
                      ╱─────────────────╲                    │
                     ╱  2. Items Complete? ╲───────────────── ┘
                      ╲─────────────────╱
                               │ Yes
                               ▼
        ┌──────────────────────────────────────────┐
        │ 3. Recommendation from SAC                 │
        └──────────────────────────────────────────┘
                               │
                               ▼
                      ╱─────────────────╲
                     ╱  4. Recommendation ╲
                     ╲   by PSC & UPC?    ╱
                      ╲─────────────────╱
                               │ Yes
                               ▼
              ╱─────────────────────────────╲
    Yes      ╱      5. Approval by Senate?    ╲        No
    ┌───────╱                                  ╲───────┐
    │        ╲─────────────────────────────╱           │
    │                                                    │
    ▼                                                    ▼
┌──────────────────────────────┐          ┌──────────────────────────────┐
│ 6. Issue approval letter to   │          │ 7. Issue rejection letter to   │
│ student, prepare external     │          │ student                         │
│ co-supervisor appointment     │          │                                 │
│ letter                        │          │                                 │
└──────────────────────────────┘          └──────────────────────────────┘
              │                                          │
              └──────────────►┌─────────────┐◄──────────┘
                              │     END     │
                              └─────────────┘
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7.0 DESCRIPTION

7.1 CHANGE OF SUPERVISORY COMMITTEE

No	Description	Person in Charge	Document
1	SPS receives change of Supervisory Committee / External Appointment Form.	SPS SA	Change of Supervisory Committee / External Appointment (UTS-SPS-P15-CSC)
2	Items Complete? 2.1. SPS check the application form and any other relevant supporting documents. (i) If any information is missing/not validated, student supplies missing information / supporting document(s) for validation (ii) If complete, go to 3.	SPS SA	Change of Supervisory Committee / External Appointment (UTS-SPS-P15-CSC)
3	Recommendation from SAC. 3.1. SPS SA submit the application forms & relevant document to PC for SAC recommendation.	PC SAC SPS SA	Change of Supervisory Committee / External Appointment (UTS-SPS-P15-CSC)
4	Approval by PSC? 4.1. SPS organizes PSC meeting for final approval of recommendations from SAC. (i) If approved, go to 5; (ii) If not approve, go to 6.	PSC SPS	1. Agenda paper 2. Change of Supervisory Committee / External Appointment (UTS-SPS-P15-CSC)
5	Issue approval letter to student, prepare supervisor appointment letter, and prepare supervisor termination letter. 5.1. SPS SA issues approval letter to student, prepare supervisor appointment letter to new appointed supervisor and termination supervisor letter to existing supervisor.	SPS SA	1. Approval Letter 2. Supervisor Appointment Letter 3. Supervisor Termination Letter
6	Issue rejection letter to student. 6.1. SPS SA issues rejection letter to inform student on the rejection of the application.	SPS SA	Rejection Letter

7.2 EXTERNAL CO-SUPERVISOR APPOINTMENT

No	Description	Person in Charge	Document
1	SPS receives change of Supervisory Committee / External Appointment Form.	SPS SA	Change of Supervisory Committee / External Appointment *(UTS-SPS-P15-CSC)*
2	Items Complete? 2.1. SPS check the application form and any other relevant supporting documents. (i) If any information is missing/not validated, student supplies missing information / supporting document(s) for validation (ii) If complete, go to 3.	SPS SA	Change of Supervisory Committee / External Appointment *(UTS-SPS-P15-CSC)*
3	Recommendation from SAC. 3.1. SPS SA submit the application forms & relevant document to PC for SAC recommendation.	PC SAC SPS SA	Change of Supervisory Committee / External Appointment *(UTS-SPS-P15-CSC)*
4	Recommendation by PSC & UPC? 4.1. SPS organizes PSC & UPC meeting for final approval of recommendations from SAC. (i) If recommended, go to 5; (ii) If not recommend, go to 7.	PSC SPS	1. Agenda paper 2. Change of Supervisory Committee / External Appointment *(UTS-SPS-P15-CSC)* 3. External Co-Supervisor CV
5	Approval by Senate? (i) If approved, go to 6; (ii) If not approve, go to 7.		1. Agenda paper 2. Change of Supervisory Committee / External Appointment *(UTS-SPS-P15-CSC)* 3. External Co-Supervisor CV
6	Issue approval letter to student, prepare external co-supervisor appointment letter.	SPS SA	1. Approval Letter 2. External Co-supervisor Appointment Letter

	6.1. SPS SA issues approval letter to student and prepare external co-supervisor appointment letter.		
7	Issue rejection letter to student. 7.1. SPS SA issues rejection letter to inform student on the rejection of the application.	SPS SA	Rejection Letter

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1.	Student's File	Postgraduate Filing Room	Min 8 years (Master's Degree) Min 10 years (PhD)
2.	Supervisor Appointment & Acceptance File	Postgraduate Filing Room	Min 8 years (Master's Degree) Min 10 years (PhD)