
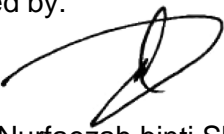


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|  <b>UTS</b> | <b>Conference –<br/>Presenting Paper<br/>Application</b> | <b>Doc. No:</b>     | <b>UTS/HCAD/P1<br/>3</b> |
|                                                                                              |                                                          | <b>Revision No:</b> | <b>01</b>                |
|                                                                                              |                                                          | <b>Date:</b>        | <b>19/07/24</b>          |
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| Prepared by:<br><br>Name: Nurfaezah binti Hamdan<br>Position: Officer, Human Capital and Administration Department | Approved by:<br><br>Name: Nurfaezah binti Sharif<br>Position: Manager, Human Capital and Administration Department |
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### AMENDMENT RECORDS

| No. | Date     | Remarks                  | Revision No. | Approved by             |
|-----|----------|--------------------------|--------------|-------------------------|
| 1   | 11/04/18 | Establishment            | 00           | Senior Manager,<br>HCAD |
| 2   | 19/07/24 | Review the whole content | 01           | Manager, HCAD           |

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## 1.0 OBJECTIVE

The objective of this SOP is to ensure the conference application process is facilitated smoothly and in systematic manner.

## 2.0 SCOPE

This scope of this SOP applies to HCAD for UTS staff development.

## 3.0 REFERENCES

UTS Staff Training & Development Policy

## 4.0 DEFINITIONS / ABBREVIATIONS

|      |   |                                             |
|------|---|---------------------------------------------|
| HCAD | : | Human Capital and Administration Department |
| UTS  | : | University of Technology Sarawak            |
| HOD  | : | Head of Department                          |
| HOP  | : | Head of Programme                           |
| DVC  | : | Deputy Vice Chancellor                      |
| VC   | : | Vice Chancellor                             |
| SOP  | : | Standard Operating Procedure                |

## 5.0 RESPONSIBILITY

- 5.1 HCAD HOD is responsible to this SOP is adhered to.
- 5.2 HCAD is responsible to ensure that all staff follow and adhere to this SOP
- 5.3 Head of Programme is responsible to follow and adhere to this SOP.
- 5.4 Head of Department is responsible to follow and adhere to this SOP.

## 6.0 PROCEDURE

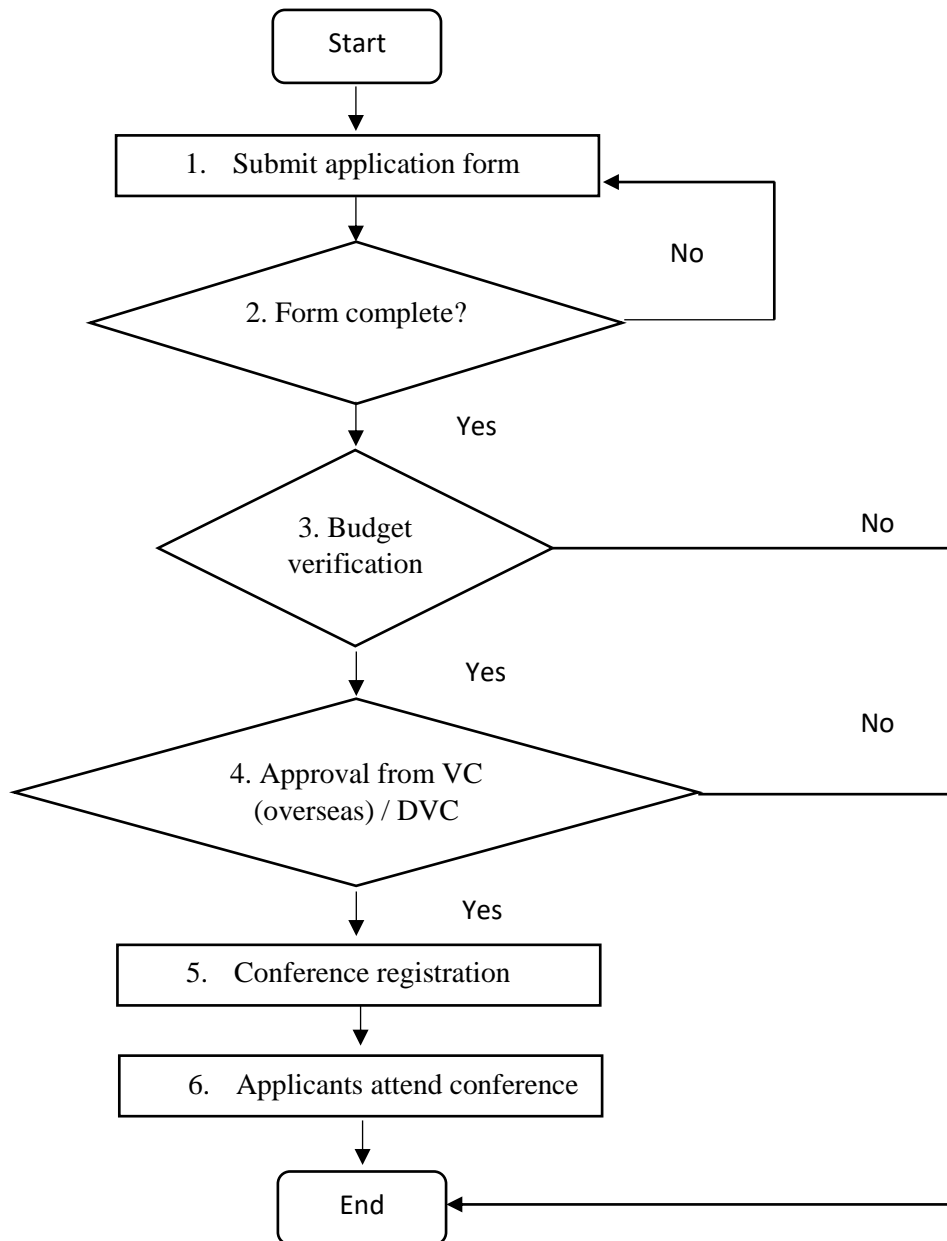
- 6.1 Refer to the process flow chart



UTS

## Conference – Presenting Paper Application

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## 7.0 DESCRIPTION

| No | Description                                                                                                                                                                                                                                                                                                                                             | Person in Charge                            | Document                                                          |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------------------------------|
| 1  | Submit application form<br>1.1 The applicant submits the application form and the supporting documents listed in the form to the HCAD office at least 1 month before the conference date.                                                                                                                                                               | HCAD<br><br>Applicant                       | Conference Application Form - Presenting Paper (UTS-HCAD-P13-CAF) |
| 2  | Form complete?<br>2.1 If yes, proceed to No. 3 for budget verification.<br>2.2 If no, go to No. 1. The applicant needs to provide the complete documents.                                                                                                                                                                                               | HCAD<br><br>Applicant                       | Conference Application Form - Presenting Paper (UTS-HCAD-P13-CAF) |
| 3  | Budget Verification<br>3.1 HCAD check the availability of budget<br>3.2 If yes, HCAD proceed to No. 4 for approval<br>3.3 If no, HCAD will notify the applicant of the outcome and the process end.                                                                                                                                                     | HCAD                                        | Conference Application Form - Presenting Paper (UTS-HCAD-P13-CAF) |
| 4  | Approval from VC (overseas) / DVC (local)<br>4.1 If yes, proceed to No. 5.<br>4.2 If no, the process end<br>4.3 HCAD will notify the applicant of the outcome of their application.                                                                                                                                                                     | HCAD<br><br>VC<br><br>DVC                   | Conference Application Form - Presenting Paper (UTS-HCAD-P13-CAF) |
| 5  | Conference Registration<br>5.1 Applicant will proceed to submit their registration to the organiser.<br>5.2 The applicant will receive confirmation of conference registration from the organiser. If no feedback is received within a reasonable time, the applicant will contact the organiser to ensure the registration was received and processed. | Applicant<br><br>HCAD<br><br>Bursary Office | Registration Form<br><br>Email<br><br>Invoice                     |

|                                                                                              |                                                          |                         |                          |
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|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------------|
|   | <p>5.3 If the organiser cancels the conference, the process ends, and the applicant needs to notify HCAD.</p> <p>5.4 Applicants request the invoice for conference fee payment from the organiser and submit it to HCAD for payment process.</p> <p>5.5 HCAD will submit the invoice to the Bursary Office for payment.</p> <p>5.6 Applicant will liaise with the Administration Unit (HCAD) for transportation and accommodation booking.</p> |                              |                                             |
| 6 | <p>Applicants attend conference</p> <p>6.1 Applicants need to ensure they attend the conference as scheduled.</p> <p>6.2 Upon completion of the conference, the staff are required to submit a certificate of attendance and paper publication to HCAD.</p>                                                                                                                                                                                    | <p>HCAD</p> <p>Applicant</p> | <p>Certificate</p> <p>Paper Publication</p> |

## 8.0 RECORDS

| <b>No</b> | <b>Title / Records</b>                                            | <b>Location / Responsibility</b> | <b>Retention Period</b> |
|-----------|-------------------------------------------------------------------|----------------------------------|-------------------------|
| 1         | Conference Application Form - Presenting Paper (UTS-HCAD-P13-CAF) | HCAD                             | 5 years                 |
| 2         | Certificate                                                       | HCAD                             | 5 years                 |
| 3         | Paper Publication                                                 | HCAD                             | 5 years                 |