Prepared by:	Approved by:
Name: Mohd. Shukri Bin Abdullah	Name: Nurfaezah Binti Sharif
Position: Senior Executive, Human Capital and Administration Department	Position: Manager, Human Capital and Administration Department

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	11/04/18	Establishment	00	Senior Manager, HCAD
2	10/07/24	Review the whole content	01	Manager HCAD

1.0 OBJECTIVE

This SOP describe of applying the new and renewal teaching permit from application to reimbursement within the stipulated period.

2.0 SCOPE

This scope of this SOP applies to HCAD in the Teaching Permit application process for all lecturers (Full time and Part Time) offered to work by the company.

3.0 REFERENCES

Kementerian Pendidikan Tinggi & Jabatan Pendidikan Tinggi

4.0 DEFINITIONS / ABBREVIATIONS

UTS	:	University of Technology Sarawak
HCAD	:	Human Capital and Administration Department
KPT	:	Kementerian Pendidikan Tinggi
JPT	:	Jabatan Pendidikan Tinggi

5.0 RESPONSIBILITY

5.1   The Manager of HCAD is responsible to ensure that this SOP is adhered to the steps required by the KPT & JPT.

5.2   The HCAD staff is responsible to ensure that this SOP is adhered to the steps required by the KPT & JPT.
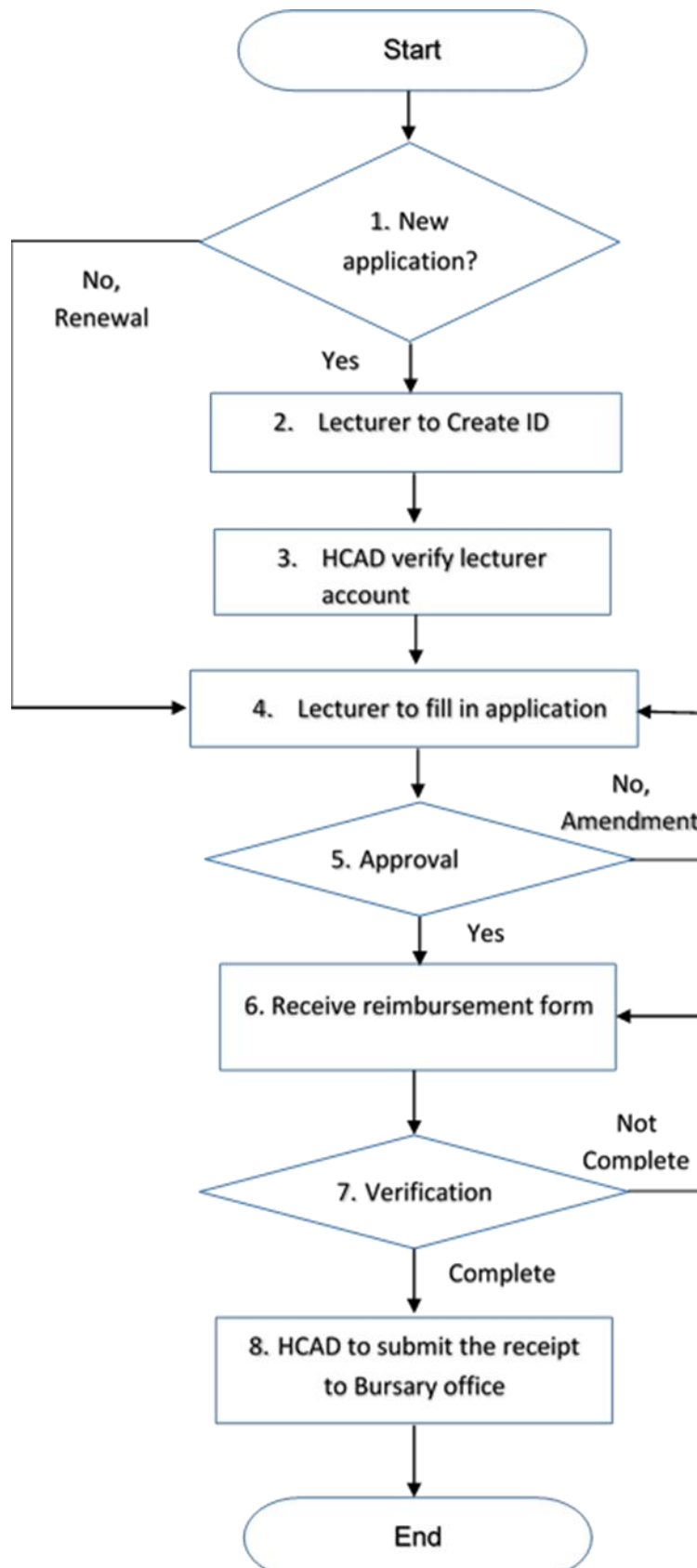
6.0 PROCEDURE

6.1   Refer to the process flow chart.

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                         ┌──────────┐
                         │  Start   │
                         └────┬─────┘
                              │
                              ▼
                        ◇ 1. New
           No,           application? ◇
           Renewal ◄─────       │
                    │          Yes
                    │           ▼
                    │   ┌──────────────────────┐
                    │   │ 2. Lecturer to Create ID │
                    │   └──────────┬───────────┘
                    │              ▼
                    │   ┌──────────────────────┐
                    │   │ 3. HCAD verify lecturer │
                    │   │    account           │
                    │   └──────────┬───────────┘
                    │              ▼
                    └──► ┌──────────────────────────┐ ◄─── No,
                         │ 4. Lecturer to fill in application │   Amendment
                         └──────────┬───────────┘
                                    ▼
                              ◇ 5. Approval ◇ ───►
                                    │ Yes
                                    ▼
                         ┌──────────────────────────┐ ◄───
                         │ 6. Receive reimbursement form │
                         └──────────┬───────────┘
                                    ▼
                              ◇ 7. Verification ◇ ──► Not
                                    │              Complete
                                 Complete
                                    ▼
                         ┌──────────────────────────┐
                         │ 8. HCAD to submit the receipt │
                         │    to Bursary office        │
                         └──────────┬───────────┘
                                    ▼
                              ┌──────────┐
                              │   End    │
                              └──────────┘
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Description

NO	Description	Person in Charge	Document
1.	If yes, proceed to no. 2 If no, lecturer to fill in the application and proceed to no. 4	HCAD Staff	
2.	Lecturer to create ID 2.1 Lecturer to create the ID User 2.2 HCAD to assist the sign up process if needed	Lecturer HCAD Staff	eipts.mohe.gov.my
3.	HCAD verify lecturer account 3.1 HCAD to inform the lecturer once the account has been verify 3.2 The application can start once the account has been verified 3.3 HCAD to assist the application process	HCAD Officer	eipts.mohe.gov.my
4.	Lecturer to fill in application 4.1 lecturer to complete the application by uploading the relevant documents 4.2 The documents no. 1 and 2 need to be certify by Registrar	Lecturer	1. Academic certificate 2. Academic Transcript 3. Health declaration 4. Referee letter 5. Offer letter
5.	Approval 5.1 JPT to check on the application and will respond in the system If there is any amendment needed, back to process no. 4	JPT Lecturer	eipts.mohe.gov.my

	If approval is granted, proceed to process no. 6 5.2 After the details have been complete, and the payment is done. The lecturer proceed by click on the submit button 5.3 The payment need to pay in advance by the lecturer to ensure the application process is done		
6.	Receive reimbursement form 6.1 Lecturer to submit the receipt for endorsement and can be reimburse from Bursary Office	Lecturer HCAD Officer Bursary Officer	1. Reimbursement form (UTS-FD-P10-SRF) 2. Original receipt
7.	Verification 7.1 HCAD will endorse the receipt before submitting to Bursary Office If complete, continue to no. 8 If not complete, back to no. 6 and the lecturer need to amend the form	HCAD Staff	1. Reimbursement form (UTS-FD-P10-SRF) 2. Original receipt
8.	HCAD submit the receipt to Bursary 8.1 The receipt need to forward to Bursary after verified by HCAD for reimbursement	HCAD Officer	1. Reimbursement form (UTS-FD-P10-SRF) 2. Original receipt

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Reimbursement form	Bursary office	5 years
2	Original receipts	Bursary office	5 years