Prepared by:	Approved by:
(signature)	*(signature)*
Name : Chu Yieng Ni Position : Senior Executive, Student Development and Services Centre	Name : Lu Yew King Position : Director, Student Development and Services Centre

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	12/04/14	Establishment	00	Senior Manager, SDSD
2	29/07/22	Amendment	01	Senior Manager, SDSD
3	19/07/24	Amendment	02	Director, SDSC

1.0 OBJECTIVE

The objective of this SOP is to ensure that the Student Leadership Excellence Award (LEAd) is facilitated smoothly and in a systematic manner.

2.0 SCOPE

This scope of this SOP applies to all the students in UTS.
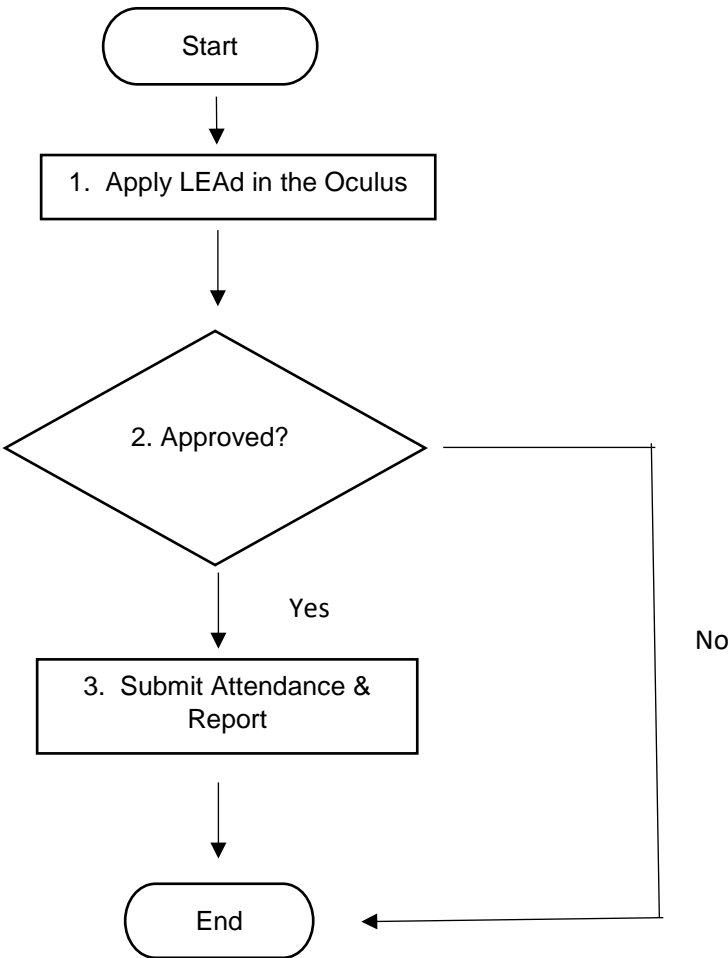
3.0 REFERENCES

Nil

4.0 DEFINITIONS / ABBREVIATIONS

UTS	:	University of Technology Sarawak
SDSC	:	Student Development & Services Centre
SOP	:	Standard Operating Procedure
LEAd	:	Leadership Excellence Award

5.0 RESPONSIBILITY

5.1   The Director is responsible to ensure that this SOP is adhered to.

5.2   Staff is responsible to follow and adhere to this SOP.

5.3   The process owner is responsible to follow and adhere to this SOP.

6.0   PROCEDURE

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            ┌─────────────┐
            │    Start     │
            └──────┬──────┘
                   │
                   ▼
        ┌────────────────────────┐
        │ 1. Apply LEAd in the    │
        │    Oculus               │
        └───────────┬────────────┘
                    │
                    ▼
              ╱──────────╲
             ╱            ╲
            ╱  2. Approved? ╲──────────────┐ No
            ╲              ╱               │
             ╲            ╱                │
              ╲──────────╱                 │
                   │ Yes                   │
                   ▼                       │
        ┌────────────────────────┐         │
        │ 3. Submit Attendance &  │         │
        │    Report               │         │
        └───────────┬────────────┘         │
                    │                       │
                    ▼                       │
            ┌─────────────┐                 │
            │     End      │◄───────────────┘
            └─────────────┘
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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Apply LEAd in Oculus System 1.1 Application need to be done in the oculus system 7 days before the event	SDSC	Oculus https://oculus.uts.edu.my/lead/index.php?page=lead-event-application-create
2	Approved? 2.1 If Yes, need proceed to No 3 2.2 If No, will end	SDSC	
3	Submit the attendance & report 3.1 Submission must be done within 14 days after the event date	SDSC	Oculus https://oculus.uts.edu.my/lead/index.php?page=lead-event-application-history

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	LEAd Application (Oculus)	https://oculus.uts.edu.my/lead/index.php?page=lead-event-application-create	3 years
2	LEAd attendance & Report (Oculus)	https://oculus.uts.edu.my/lead/index.php?page=lead-event-application-history	3 years