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Prepared by:  Name: Fadhilah Binti Ideris Position: Senior Executive, Student Development & Services Centre (SDSC)	Approved by:  Name: Mr. Lu Yew King Position: Director, Student Development & Services Centre (SDSC)
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	02/08/16	Establishment	00	HoD, SDSD
2	09/04/18	Amendment	01	HoD, SDSD
3	06/01/22	Revision for University College of Technology Sarawak to University of Technology Sarawak	02	HoD, SDSD
4	19/07/24	Amendment on objective, definitions, responsibility, procedure, description and record.	03	Director, SDSC

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1.0 OBJECTIVE

The objective of this SOP is to ensure that the process of Bursary Scheme is facilitated smoothly and in a systematic manner.

2.0 SCOPE

This scope of this SOP applies to UTS Students.

3.0 REFERENCES

Nil

4.0 DEFINITIONS / ABBREVIATIONS

UTS	:	University of Technology Sarawak
SDSC	:	Student Development & Services Centre
SOP	:	Standard Operating Procedure
GPA	:	Grade Point Average
IC	:	Identification Card
SPM	:	Sijil Pelajaran Malaysia
SPMV	:	Sijil Pelajaran Malaysia Vokasional
STPM	:	Sijil Tinggi Pelajaran Malaysia
TOR	:	Term of Reference

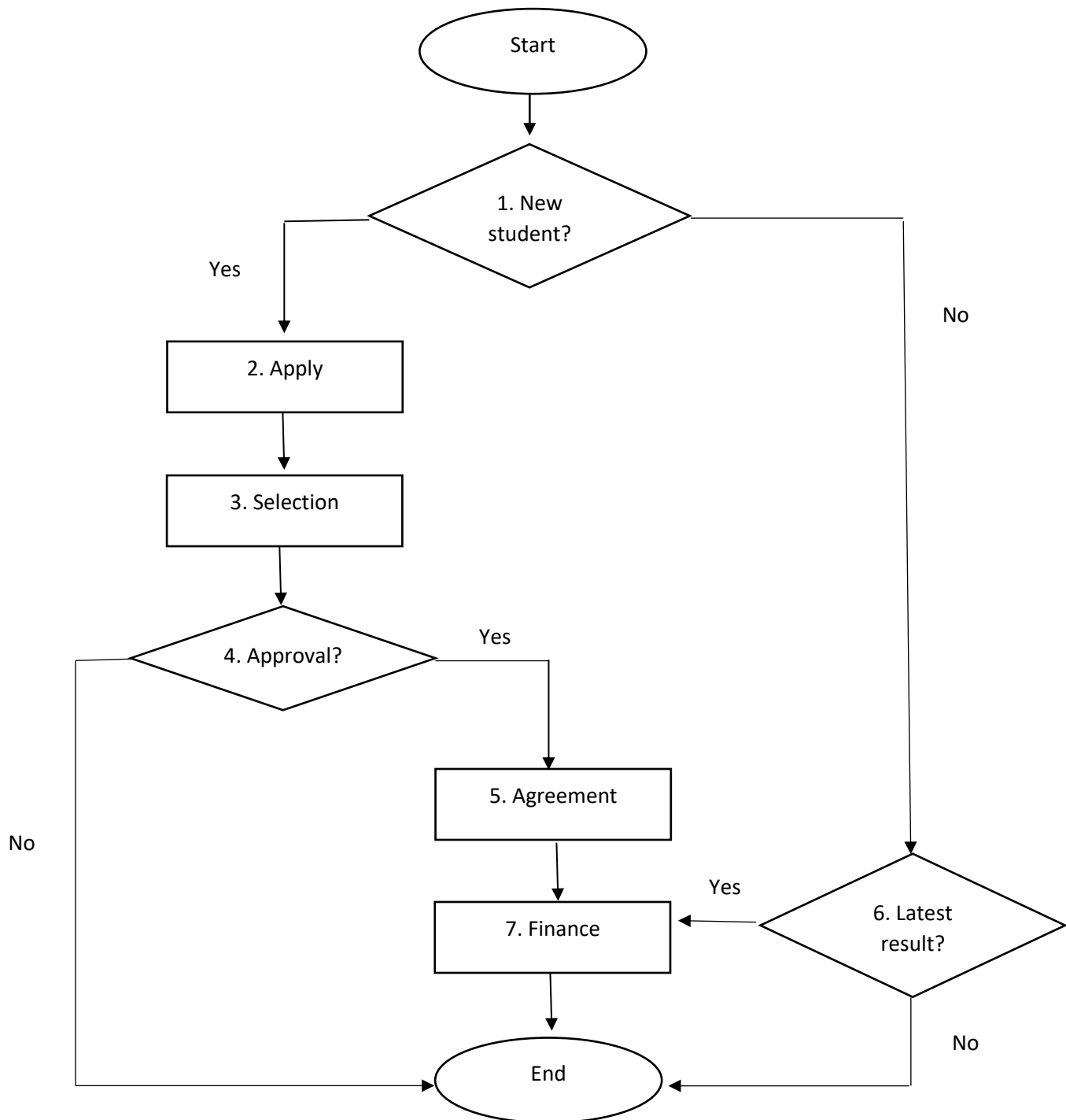
5.0 RESPONSIBILITY

- 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.

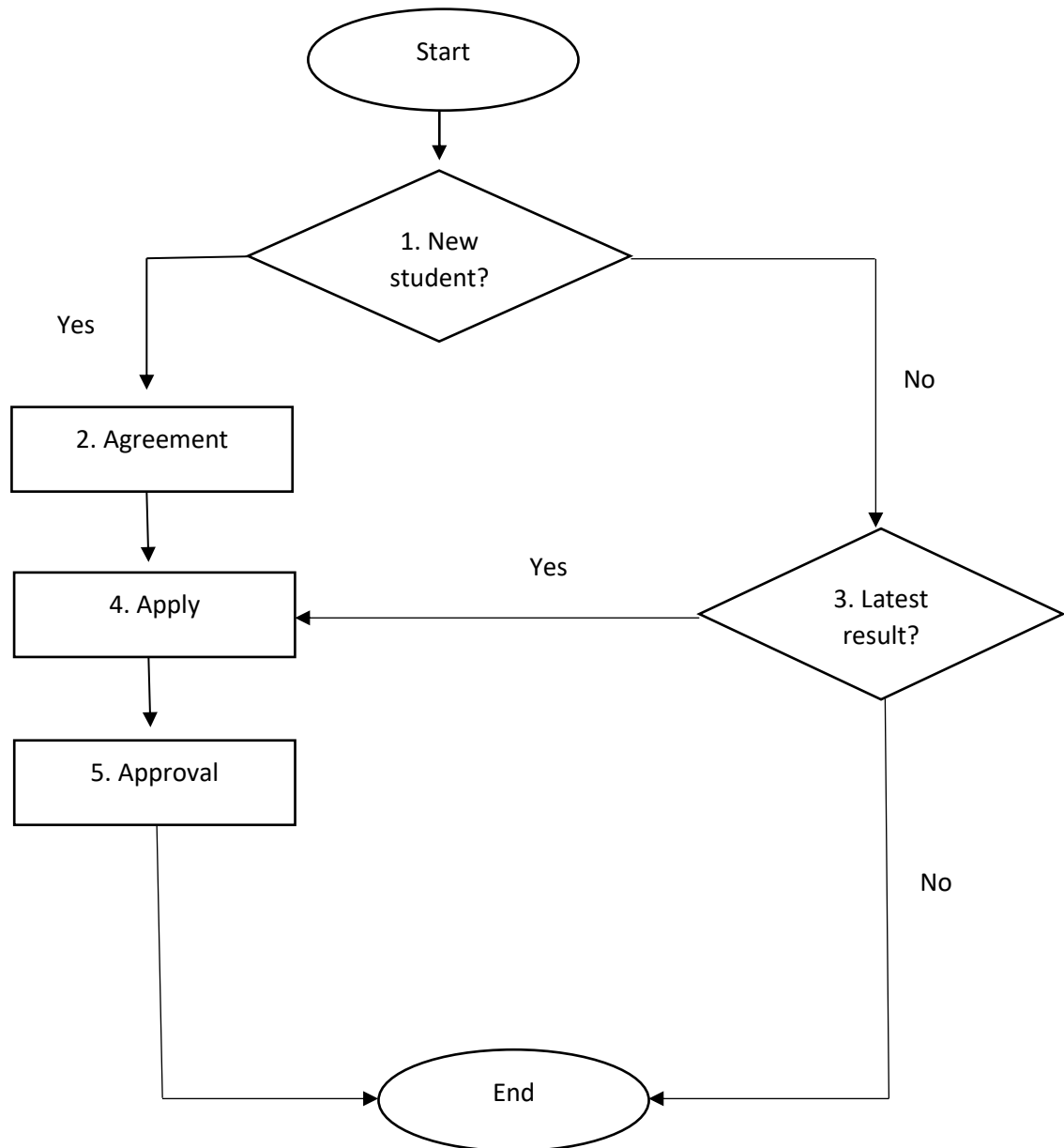
6.0 PROCEDURE

6.1 Refer to the process flow chart.

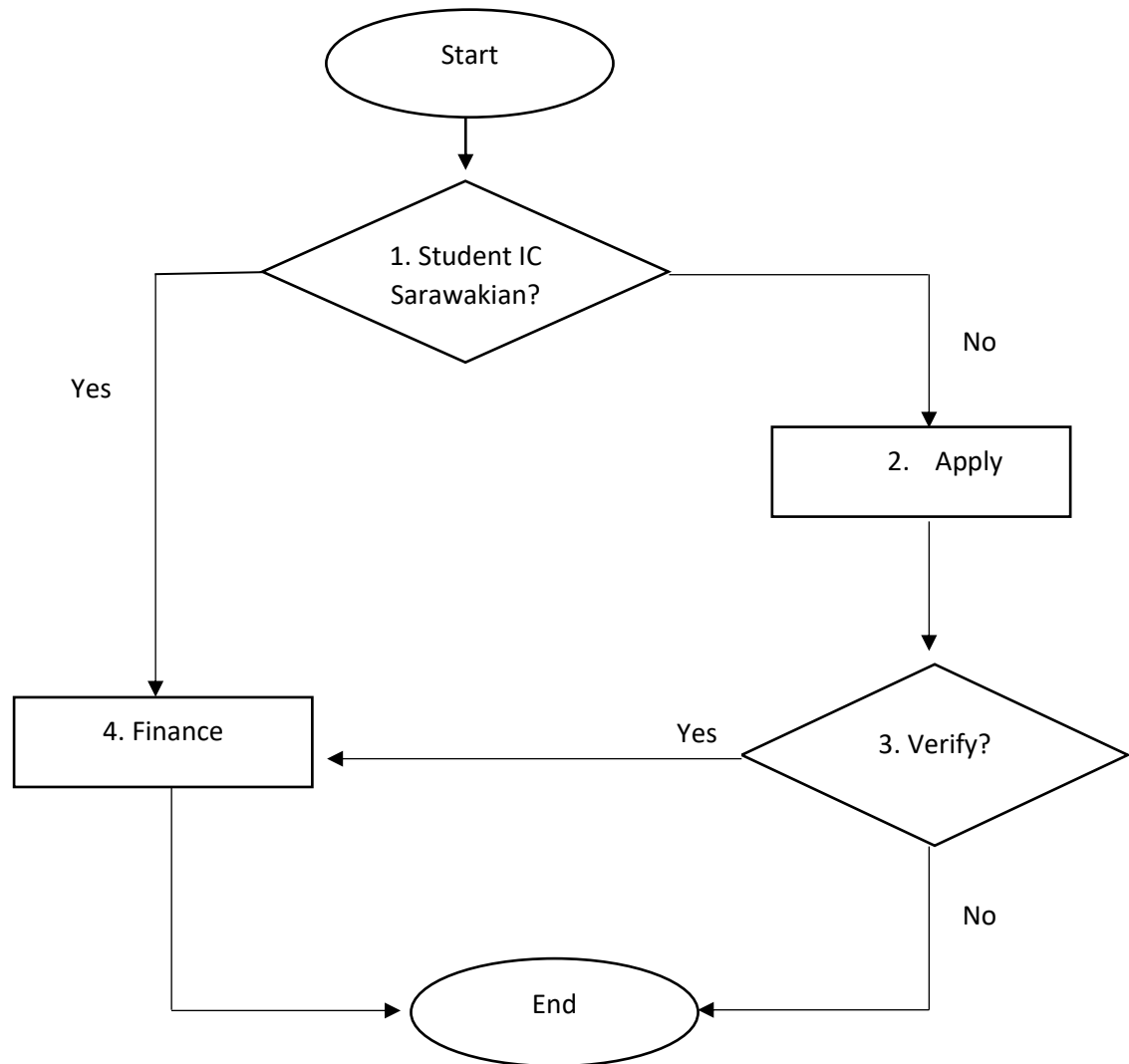
6.1.1 Bursary Scheme for BP40 for Sarawakian Bumiputera & Non-Bumiputera.



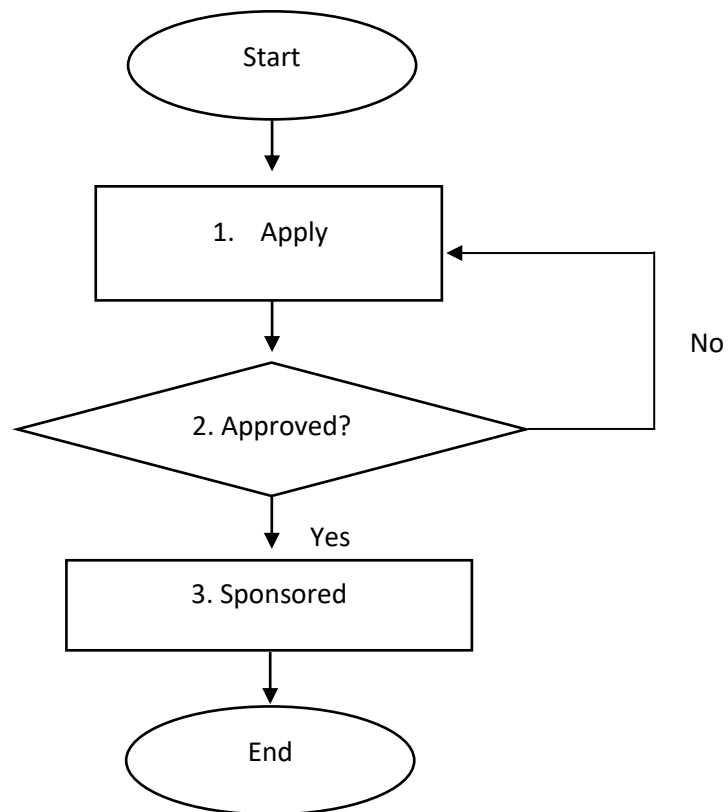
6.1.2 Bursary Scheme for Foundation.




6.1.3 Bursary Scheme for Undergraduate & Postgraduate.



6.1.4 Bursary Scheme for Partial Board of Director's




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7.0 DESCRIPTION

7.1 Bursary Scheme for BP40 for Sarawakian Bumiputera & Non-Bumiputera.

No	Description	Person in Charge	Document
1	Identify the student. 1.1 If new student, yes proceed to No.2 1.2 If not the new student, proceed to No.6	<ul style="list-style-type: none"> SDSC officer 	
2	Student need to apply through the google form. 2.1 Applications open every 1 st February and 1 st September (during student intake) 2.2 Application deadline 3 weeks after registration.	<ul style="list-style-type: none"> Student 	<ul style="list-style-type: none"> Google form UTS Offer Letter (if any) Parents latest pay slip or parent verification income Birth Certificate SPM or SPMV result Other academic transcript (Diploma or STPM or Foundation or etc.) Death or Divorce Certificate (if applicable)
3	SDSC officer will do the selection process within 3 weeks after the deadline.	<ul style="list-style-type: none"> SDSC officer 	<ul style="list-style-type: none"> Data from google form
4	Approval process will be done by SDSC officer. 4.1 If Yes, proceed to No.5 4.2 If No, end the process & SDSC officer will inform student via email.	<ul style="list-style-type: none"> SDSD officer 	<ul style="list-style-type: none"> Data from google form


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5	<p>Agreement submitted.</p> <p>5.1 SDSC officer inform student via email the approval and the agreement.</p> <p>5.2 Student need to submit the complete agreement to SDSC within 2 week after received the agreement.</p>	<ul style="list-style-type: none"> • SDSC officer • Student 	<ul style="list-style-type: none"> • Agreement • Guarantor form
6	<p>The returning student must maintain and achieve a GPA of 2.0 every semester to retain this bursary as stated in the agreement</p> <p>4.1 If Yes, proceed to No.7</p> <p>4.2 If No, end the process.</p>	<ul style="list-style-type: none"> • Student • SDSC officer 	<ul style="list-style-type: none"> • Student name list
7	<p>Finance Unit will process the deduction.</p> <p>7.1 SDSC officer will submit the finalize name list to Finance via email.</p> <p>7.2 Finance Unit will process the deduction of tuition fees and update student account statement.</p>	<ul style="list-style-type: none"> • Finance Unit • SDSC officer 	<ul style="list-style-type: none"> • Student name list

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7.2 Bursary Scheme for Foundation.

No	Description	Person in Charge	Document
1	<p>Identify the student.</p> <p>1.1 If new student, yes proceed to No.2</p> <p>1.2 If not the new student, proceed to No.4</p>	<ul style="list-style-type: none"> Students SDSC officer 	
2	<p>Agreement submission.</p> <p>2.1 Student receive the agreement via email before the registration day or during the registration day (hardcopy will be given)</p> <p>2.2 Student need to sign and complete the agreement</p> <p>2.3 Student need to submit the complete agreement to SDSC officer within 3 weeks after register.</p>	<ul style="list-style-type: none"> Student SDSC officer 	<ul style="list-style-type: none"> Agreement Guarantor Form
3	<p>The returning student must maintain and achieve GPA 2.0 every semester to retail this bursary as stated in the agreement.</p> <p>3.1 If Yes, proceed to No.4</p> <p>3.2 If No, end the process.</p>	<ul style="list-style-type: none"> Student SDSC officer 	<ul style="list-style-type: none"> Oculus
4	<p>Application through Oculus</p> <p>4.1 For new student, SDSC officer will apply after received the complete agreement from student through Oculus</p> <p>4.2 For returning student, they need to apply by themselves (update latest GPA) through Oculus.</p>	<ul style="list-style-type: none"> SDSC Officer 	<ul style="list-style-type: none"> Oculus
5	<p>SDSC officer will do the approval process through Oculus after checking the agreement submission.</p>	<ul style="list-style-type: none"> SDSC officer 	<ul style="list-style-type: none"> Student name list

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7.3 Bursary Scheme for Undergraduate & Postgraduate.

No	Description	Person in Charge	Document
1	<p>Identify the student. The tuition fees will be automatically funded for those Sarawakian students only as stated in the TOR. Those student middle IC number is 13 or 52 is Sarawakian (xxxxxx-13-xxxx) or (xxxxxx-52-xxxx).</p> <p>1.1 If yes, proceed to No. 4</p> <p>1.2 If No, proceed to No. 2</p>	<ul style="list-style-type: none"> SDSC officer 	
2	<p>Application through google form.</p> <p>2.1 For those without the number (13 or 52) but with 'K' stated in IC or either one of parents is Sarawakian need to apply this bursary.</p>	<ul style="list-style-type: none"> Student SDSC officer 	<ul style="list-style-type: none"> Google form IC student IC parents
3	<p>SDSC officer will verify the student application.</p>	<ul style="list-style-type: none"> SDSC officer 	<ul style="list-style-type: none"> Google form IC student IC parents
4	<p>Finance Unit will process the deduction.</p> <p>7.1 SDSC officer will submit the finalize name list to Finance via email.</p> <p>7.2 Finance Unit will process the deduction of tuition fees and update student account statement.</p>	<ul style="list-style-type: none"> SDSD Officer 	<ul style="list-style-type: none"> Student name list


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7.4 Bursary Scheme for Partial Board of Director's.

No	Description	Person in Charge	Document
1.	Student need to apply and complete online application form through Oculus. Application will be taken within 3 weeks after registration day.	<ul style="list-style-type: none"> Student SDSC Officer 	<ul style="list-style-type: none"> Oculus
2.	<p>Approve? Approval by SDSC Officer through Oculus system. Student need to achieve and maintain GPA 2.5 as stated in the TOR.</p> <p>2.1 If Yes, proceed to No.3</p> <p>2.2 If No, proceed to No. 1 and apply for next semester.</p>	<ul style="list-style-type: none"> SDSC Officer 	<ul style="list-style-type: none"> Oculus
3.	<p>Sponsored</p> <p>3.1 Finance Unit will process for the deduction and update the latest student UTS account statement.</p>	<ul style="list-style-type: none"> Finance Unit 	<ul style="list-style-type: none"> Oculus

7.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	UTS Bursary Scheme Agreement (Foundation and BP40 for Sarawakian & Non-Sarawakian)	Department	3 years
2	Guarantor Form 2.1 Bursary Scheme for Foundation: UTS-SDSC-P18-FS 2.2 Bursary Scheme BP40: UTS-SDSC-P18-BP40		
2	Oculus	Department	3 years
3	Name List (google form) 3.1.1 UTS Bursary Scheme BP40 Sarawakian (Bumiputera): https://docs.google.com/forms/d/e/1FAIpQLSefvsUmL_svDvAT9kCvCeUAAWjGRYuPAKYDDVPeJNbMwjUnAw	Department	3 years

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	<p>3.1.2 UTS Bursary Scheme BP40 Sarawakian (Non-Bumiputera): https://docs.google.com/forms/d/e/1FAIpQLSc2PfO6z7RtsD_a36TZI-hnanRBKyZYc52aFZ2dHTM2k68C6w/</p> <p>3.1.3 UTS Bursary Scheme for Undergraduate & Postgraduate: https://docs.google.com/forms/d/e/1FAIpQLSf6LY-DQx1m79N-2i_XJNTQqUJPAR0OwYAXkY4Xwf_Cf1HPkQ/viewform</p>		
4	Term of Reference	Department	3 years