


 <b>UTS</b>	<b>EMPLOYER / ALUMNI SURVEY</b>	Doc. No:	UTS/CQA/P18
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### AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	20/09/23	Establishment	00	Director, CQA
2	10/07/24	Review on flow chart and working procedure	01	Director, CQA
3	23/09/24	Revise to add abbreviation of COPPA in Clause 4.0	02	Director, CQA

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## 1.0 OBJECTIVE

The objective of this SOP is to ensure that the Employer and Alumni survey is conducted every two years in a systematic manner.

## 2.0 SCOPE


This scope of this SOP applies to schools and related stakeholders that involve in analysis of PEO.

## 3.0 REFERENCES

- 3.1 ISO 9001:2015 Quality Management System
- 3.2 Code of Practice for Programme Accreditation (COPPA) 2<sup>nd</sup> Edition
- 3.3 UTS SOP of Curriculum Review (UTS/CQA/P03)

## 4.0 DEFINITIONS / ABBREVIATIONS

AARD	:	Academic Affairs and Registry Department
COPPA	:	Code of Practice for Programme Accreditation
CQA	:	Centre for Quality Assurance
HoP	:	Head of Programme
MQA	:	Malaysian Qualifications Agency
MSRD	:	Marketing and Student Recruitment Department
PEO	:	Programme Educational Outcome
SA	:	School Administrator
SAC	:	School Academic Committee
SDSC	:	Student Development and Services Centre
SOP	:	Standard Operating Procedure
UAC	:	University Academic Committee
UTS	:	University of Technology Sarawak

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## 5.0 RESPONSIBILITY

- 5.1 The Director of CQA is responsible to ensure that this SOP is adhered to.
- 5.2 Dean of School is responsible to follow and adhere to this SOP.
- 5.3 Head of Programme is responsible to follow and adhere to this SOP.

## 6.0 PROCEDURE

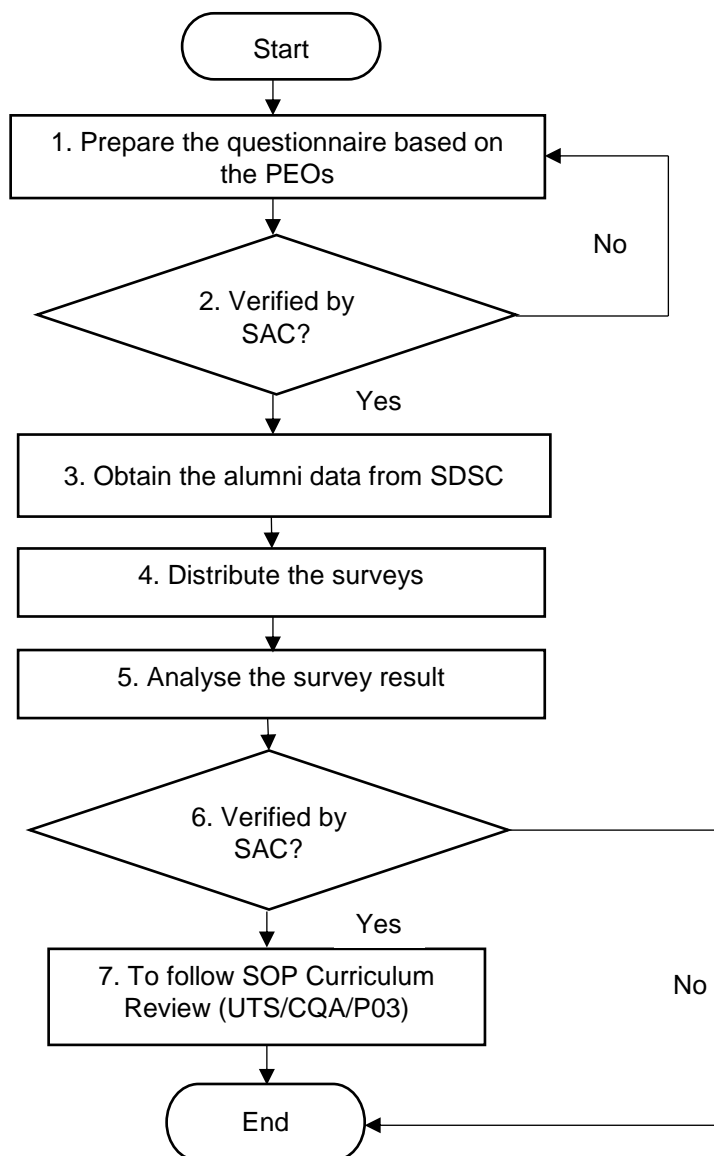
- 6.1 Refer to the process flow chart.




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## 7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Prepare the questionnaire based on the PEOs. 1.1 HOP prepare the questionnaire based on the PEOs of each programme.	HOP School	Latest PEOs
2	Verified by SAC? 2.1 If yes, proceed to No. 3. 2.2 If no, HOP to amend the questionnaire based on the comment from SAC meeting.  Note: Any amendment of PEOs statement, HOP require to get verification from SAC with a sets of update questionnaire.	HOP SAC School	Sets of questionnaire
3	Obtain the alumni data from SDSC.	SDSC SA	Update alumni data
4	Distribute the surveys to the respective respondent. 4.1 HoP to distribute the survey to respondent.	HoP Respective respondent	Survey Questionnaire
5	Analyse the survey result. 5.1 HOP to analyse the survey result and prepare the report. 5.2 HoP to monitor the analysis based on each PEO attainment.	HoP CQA	Survey Result  Report of Programme Educational Objective (UTS-CQA-P18-RPEO)
6	Verify the corrective action? 6.1 If yes, proceed to No. 7. 6.2 If no, proceed to End. 6.3 HoP to table the corrective action at SAC.	SAC School	Result Analysis Report of Programme Educational Objective (UTS-CQA-P18-RPEO)

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<b>No</b>	<b>Description</b>	<b>Person in Charge</b>	<b>Document</b>
7	To follow SOP Curriculum Review (UTS/CQA/P03)	CQA HoP SA	Report of Programme Educational Objective (UTS-CQA-P18-RPEO)  SOP Curriculum Review (UTS/CQA/P03)  Curriculum Change (UTS-CQA-P03-CC)

## 8.0 RECORDS

<b>No</b>	<b>Title / Records</b>	<b>Location / Responsibility</b>	<b>Retention Period</b>
1	Survey Result	Online survey School HoP	5 years
2	Result Analysis	School HoP	5 years
3	Report of Programme Educational Objective (UTS-CQA-P18-RPEO)	School HoP	5 years
4	Curriculum Change (UTS-CQA-P03-CC)	School HoP	5 years
5	SAC/UAC Working Paper	School AARD	5 years
6	Senate Working Paper	School AARD	5 years
7	MQA Application Document	School CQA	5 years
8	MQA Approval Letter	School CQA	5 years