
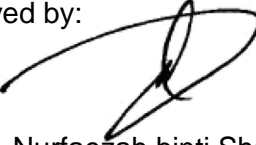

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Prepared by:  Name: Nurfaezah binti Hamdan Position: Officer, Human Capital and Administration Department	Approved by:  Name: Nurfaezah binti Sharif Position: Manager, Human Capital and Administration Department
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	11/04/18	Establishment	00	Senior Manager, HCAD
2	19/07/24	Review the whole content	01	Manager, HCAD
3	09/10/24	Review the whole content	02	Manager, HCAD

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1.0 OBJECTIVE

The objective of this SOP is to ensure that the Academic Staff Scholarship application process is facilitated smoothly and in a systematic manner.

2.0 SCOPE

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

3.0 REFERENCES

HR Policy Manual

4.0 DEFINITIONS / ABBREVIATIONS

HCAD	:	Human Capital and Administration Department
UTS	:	University of Technology Sarawak
HOD	:	Head of Department
SOP	:	Standard Operating Procedure
USSLC	:	UTS Staff Scholarship & Study Leave Committee
LHDN	:	Lembaga Hasil Dalam Negeri

5.0 RESPONSIBILITY

- 5.1 HCAD is responsible to ensure this SOP is adhered to.
- 5.2 Dean of school is responsible to follow and adhere to this SOP.
- 5.3 Head of Department is responsible to follow and adhere to this SOP.
- 5.4 Academic Staff is responsible to follow and adhere to this SOP.

6.0 PROCEDURE

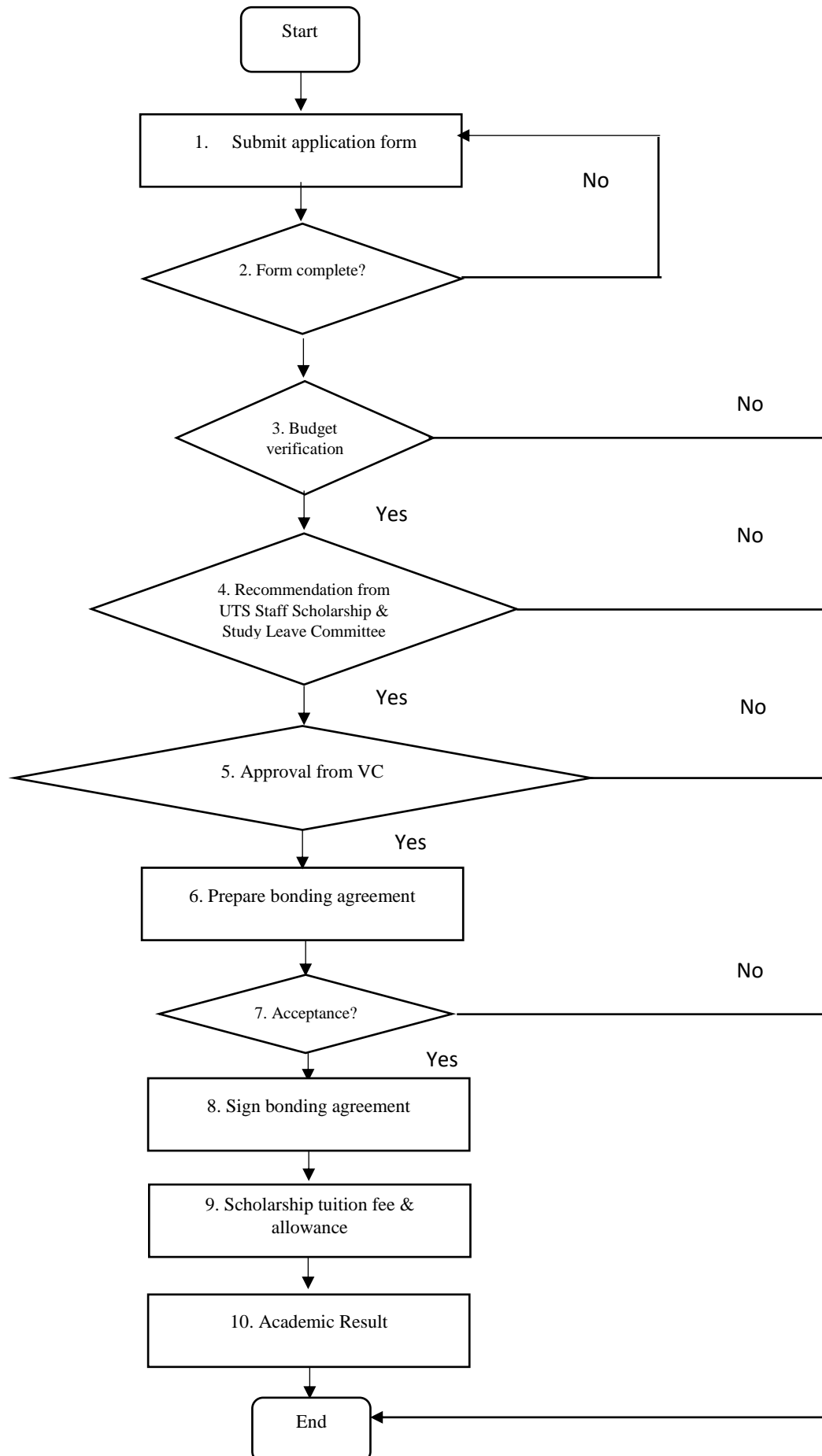
- 6.1 Refer to the process flow chart




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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Submit application form 1.1 The applicant submits the application form to HCAD together with the supporting documents listed in the form.	Applicant HCAD	Scholarship Application Form - Academic Staff (UTS-HCAD-P14-SAF)
2	Form Complete? 2.1 If yes, proceed to No. 3 for budget verification. 2.2 If no, go to No. 1. The applicant needs to provide the complete document.	Applicant HCAD	Scholarship Application Form - Academic Staff (UTS-HCAD-P14-SAF)
3	Budget verification 3.1 HCAD check the availability of budget 3.2 If yes, HCAD proceed to No. 4 for recommendation. 3.3 If no, HCAD will notify the applicant and the process ends.	HCAD	Scholarship Application Form - Academic Staff (UTS-HCAD-P14-SAF)
4	Recommendation from UTS Staff Scholarship & Study Leave Committee 4.1 HCAD will bring the application to the UTS Staff Scholarship & Study Leave Committee meeting for endorsement. 4.2 If yes, proceed to No. 5 for approval 4.3 If no, HCAD will notify the applicant and the process end.	HCAD USSLC	Scholarship Application Form - Academic Staff (UTS-HCAD-P14-SAF)
5	Approval from VC 5.1 If yes, proceed to No. 6 for the bonding agreement. 5.2 If no, the process ends.	Applicant HCAD USSLC VC	Scholarship Application Form - Academic Staff (UTS-HCAD-P14-SAF)

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	5.3 HCAD will notify the applicant of the outcome of their application.		
6	<p>Prepare bonding agreement</p> <p>6.1 HCAD prepare scholarship approval letter and Scholarship and Guarantee Agreement.</p> <p>6.2 HCAD will inform the successful applicant to collect the scholarship approval letter and Scholarship and Guarantee Agreement for their consideration.</p>	<p>Applicant</p> <p>HCAD</p>	<p>Scholarship Application Form - Academic Staff (UTS-HCAD-P14-SAF)</p> <p>Approval Letter</p> <p>Scholarship and Guarantee Agreement</p>
7	<p>Acceptance?</p> <p>7.1 If yes, proceed to No. 8</p> <p>7.2 If no, the process end.</p>	<p>HCAD</p> <p>Candidate</p>	<p>Approval Letter</p> <p>Scholarship and Guarantee Agreement</p>
8	<p>Sign bonding agreement</p> <p>8.1 If the applicant agrees to accept the scholarship offer, they will proceed to sign the Scholarship and Guarantee Agreement and return it to HCAD.</p> <p>8.2 HCAD will submit the agreement to LHDN for stamping.</p> <p>8.3 Once complete, HCAD will inform the applicant to collect the agreement.</p>	<p>HCAD</p> <p>Applicant</p> <p>LHDN</p>	<p>Approval Letter</p> <p>Scholarship and Guarantee Agreement</p>
9	<p>Scholarship tuition fee and allowance</p> <p>9.1 The applicant can either request an invoice for tuition fees from their university or pay them themselves.</p> <p>9.2 If the applicant opts to pay for the tuition fees themselves, they must submit the Scholarship Claim Form to HCAD to request reimbursement.</p> <p>9.3 HCAD will submit the following form to the Bursary Office to request the payment of</p>	<p>Applicant</p> <p>HCAD</p> <p>Bursary Office</p>	<p>Invoice</p> <p>Original Receipt</p> <p>Scholarship Claim Form (UTS-HCAD-P14-SCF)</p> <p>Payment Requisition Form Part-Time Study (Scheme A) (UTS-HCAD-P14-PRFA)</p> <p>Payment Requisition Form Full-Time Study (Scheme B) (UTS-HCAD-P14-PRFB)</p>

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	the monthly study allowance or tuition fees: <ul style="list-style-type: none"> • Payment Requisition Form • Scholarship Claim Form 		
10	Academic Result 10.1 Applicants are required to fill out the student status/performance form and attach their academic results or progress reports to HCAD at the end of each semester. 10.2 Applicant will notify HCAD upon completion of study.	Applicant HCAD Supervisor	Student Status / Performance (UTS-HCAD-P14-SSP) Senate Letter Academic Certificate

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Scholarship Application Form - Academic Staff (UTS-HCAD-P14-SAF)	HCAD	Permanent
2	Approval Letter	HCAD	Permanent
3	Scholarship and Guarantee Agreement	HCAD	Permanent
4	Senate Letter	HCAD	Permanent
5	Academic Certificate	HCAD	Permanent
6	Payment Requisition Form Part-Time Study (Scheme A) (UTS-HCAD-P14-PRFA)	HCAD	5 years
7	Payment Requisition Form Full-Time Study (Scheme B) (UTS-HCAD-P14-PRFB)	HCAD	5 years
8	Student Status / Performance (UTS-HCAD-P14-SSP)	HCAD	5 years