



 UTS	APPLICATION OF YAYASAN TOH LI HUA SPONSORSHIP	Doc. No:	UTS/SDSC/P19
		Revision No:	03
		Date:	10/10/24
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	02/08/16	Establishment	00	HoD, SDSD
2	06/01/22	Revision from University College of Technology Sarawak to University of technology Sarawak	01	HoD, SDSD
3	19/07/24	Amendment on definitions, responsibility and description	02	Director , SDSC
4	10/10/24	Amendment on procedure	03	Director, SDSC

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1.0 OBJECTIVE

The objective of this SOP is to ensure that the process of Yayasan Toh Li Hua Sponsorship 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
HoD	:	Head of Department
BOT	:	Board of Trustee
YTLH	:	Yayasan Toh Li Hua

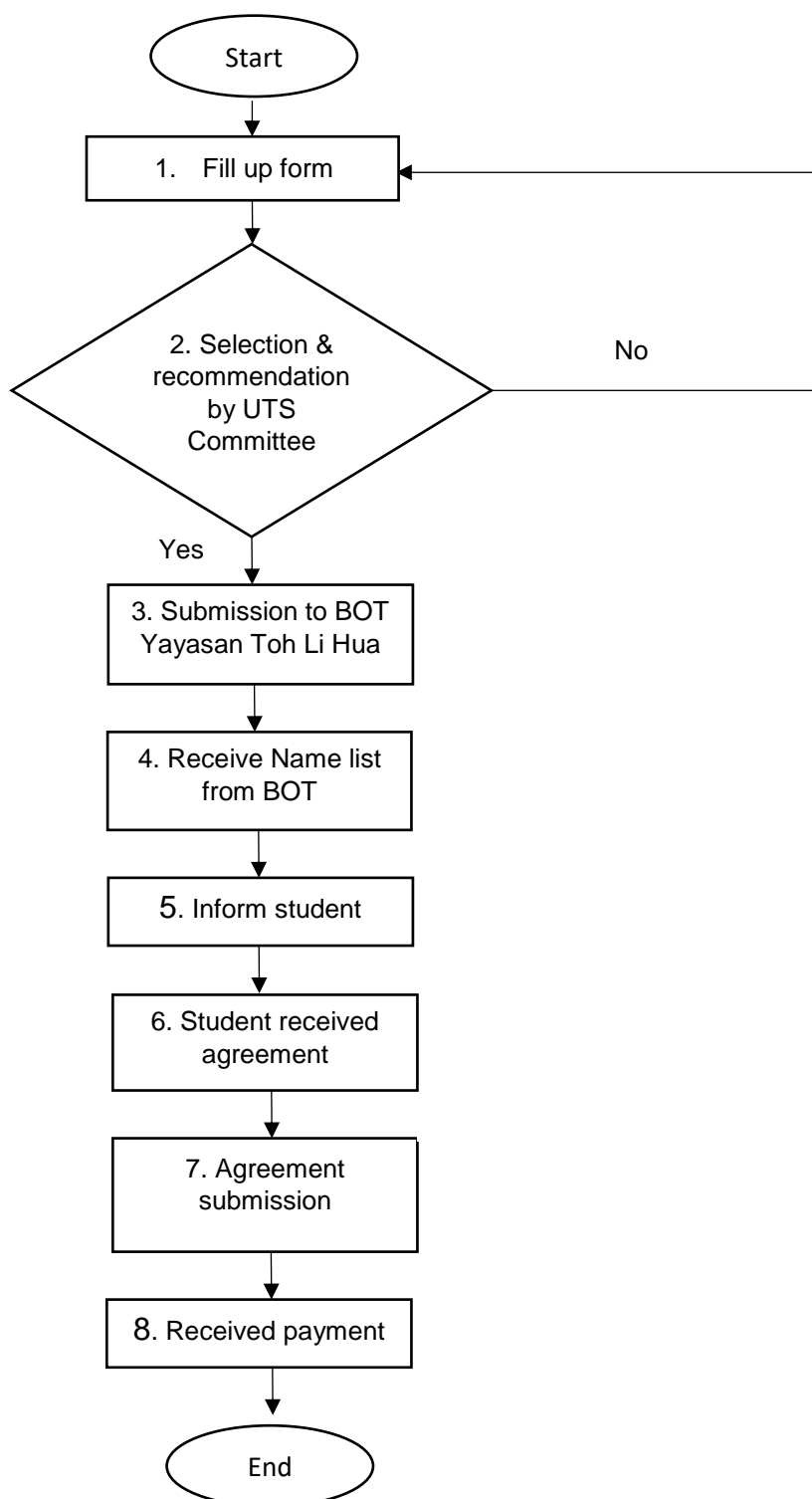
5.0 RESPONSIBILITY

- 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.

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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	Filling in YTLH Sponsorship Form through SDSC website. 1.1 SDSC officer receives the form & compile all the required documents for selection purposes.	<ul style="list-style-type: none"> Student SDSC officer 	<ul style="list-style-type: none"> YTLH Sponsorship google form
2	Selection and Recommendation by UTS Committee. 2.1 If Yes, Selected Name list to be submitted to BOT of YTLH 2.2 If No, proceed to No.1.	<ul style="list-style-type: none"> SDSC officer 	<ul style="list-style-type: none"> List of recommended students and relevant documents.
3	Submission to BOT YTLH. 3.1 The selected students list to be submitted to BOT of YTLH for selection and approval.	<ul style="list-style-type: none"> SDSC officer BOT of YTLH 	<ul style="list-style-type: none"> List of selected student and relevant documents.
4	Receive Name list and the agreement from BOT for sponsorship.	<ul style="list-style-type: none"> BOT of YTLH SDSC officer 	<ul style="list-style-type: none"> List of Selected students for YTLH Agreement of YTLH
5	SDSC staff to inform the students for the sponsorship.	<ul style="list-style-type: none"> Student SDSC officer 	<ul style="list-style-type: none"> Agreement of YTLH
6	Student fill and complete the agreement	<ul style="list-style-type: none"> Student 	<ul style="list-style-type: none"> Agreement of YTLH
7.	The selected student to submit the complete agreement to SDSC. 7.1 SDSC staff to submit the complete agreement to BOT of YTLH. 7.2 BOT of YTLH process the payment	<ul style="list-style-type: none"> Student SDSC officer 	<ul style="list-style-type: none"> Agreement of YTLH

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8	Bursary office will received the cheque and SDSC staff to inform student to receive the payment	<ul style="list-style-type: none"> • Student • Bursary Office • SDSC officer 	<ul style="list-style-type: none"> • Cheque
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8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Application Form of Yayasan Toh Li Hua Sponsorship (Google form) https://docs.google.com/forms/d/e/1FAIpQLSedGT__zaQsjw3czEmdyi7yFraCSkvkrKnbh8C15iOW9euxMA/viewform	URL Link	3 years
2	Agreement of Yayasan Toh Li Hua Sponsorship.	SDSC	3 years