



 <h1>UTS</h1>	<h2>CLUBS ESTABLISHMENT</h2>	Doc. No:	UTS/SDSC/P05
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<p>Prepared by:</p>  <p>Name : Shawn Koh Kee Siang Position : Executive, Student Development and Services Centre</p>	<p>Approved by:</p>  <p>Name : Lu Yew King Position : Director, Student Development and Services Centre</p>
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### AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	12/04/14	Establishment	00	Senior Manager, SDSD
2	29/07/22	Revision from University College of Technology Sarawak to University of Technology Sarawak	01	Senior Manager, SDSD
3	19/07/24	Amendment on Procedure, Description & Records	02	Director, SDSC
4	23/09/24	Amendment on Procedure, Description & Records	03	Director, SDSC

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## 1.0 OBJECTIVE

The objective of this SOP is to ensure that all the UTS clubs is established in a systematic manner.

## 2.0 SCOPE

This scope of this SOP applies to all the UTS clubs in UTS.

## 3.0 REFERENCES


Nil

## 4.0 DEFINITIONS / ABBREVIATIONS

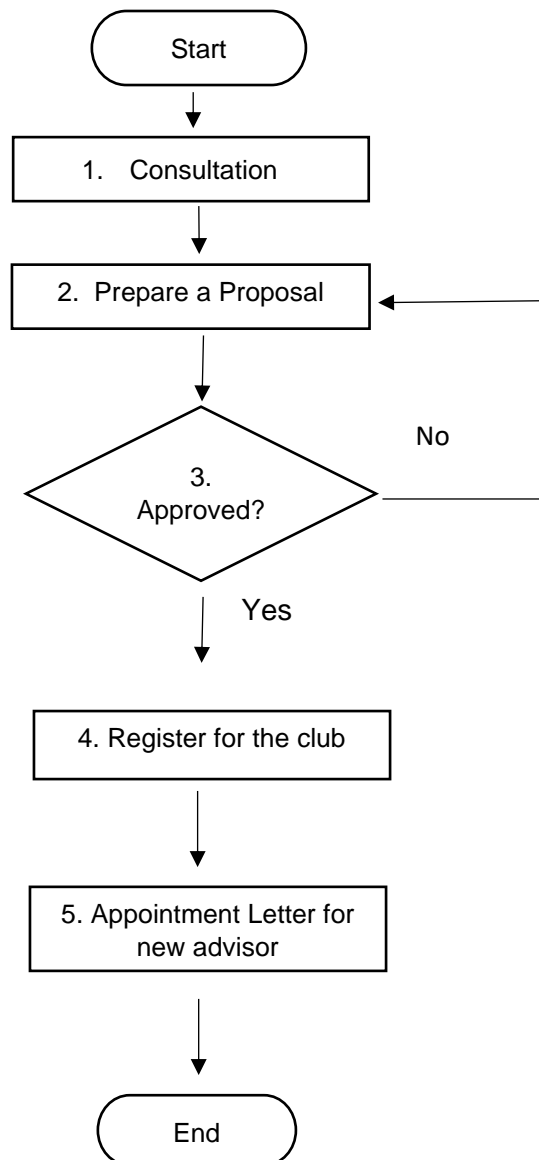
UTS	:	University of Technology Sarawak
SDSC	:	Student Development & Services Centre
SOP	:	Standard Operating Procedure
Adv	:	Club Advisor (Academic or non- academic staff)

## 5.0 RESPONSIBILITY

- 5.1 The Director is responsible to ensure that this SOP is adhered to.
- 5.2 Club Advisor 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



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## 7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Consultation 1.1 Students will get consultation from the person in charge to open a new club.	SDSC	
2	Prepare a proposal 2.1 SDSC receive proposal from student.	Students	Proposal
3	Approved? 3.1 If Yes, need to proceed to No 4. 3.2 If No, need to revised and back No.2.	SDSC	
4	Register the club 4.1 The Club will start the activities.	SDSC	
5	Appointment Letter for new advisor 5.1 Advisor is being appointed to lead the club.	SDSC	Appointment Letter

## 8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Proposal	SDSC	3 years
2	Appointment Letter	SDSC	1 year