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Prepared by:  Name: Asha Hazryn Binti Hol Position: Admin Assistant, 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	10/07/24	Establishment	00	HCAD, Manager
2	09/10/2024	Revision to update the reference	01	HCAD Manager

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1.0 OBJECTIVE

The objective of this SOP is to ensure that the application process is facilitated smoothly and systematically.

2.0 SCOPE

The scope of this SOP applies to all employees and their immediate family members (self, spouse and children) who are applying to further study at UTS. They will be entitled for 30% discount.

3.0 REFERENCES

UCTS/HCM/01/008 (12)

4.0 DEFINITIONS / ABBREVIATIONS

UTS	:	University of Technology Sarawak
HCAD	:	Human Capital and Administration Department
SPS	:	School of Postgraduate Studies
AARD	:	Academic Affairs and Registry Department

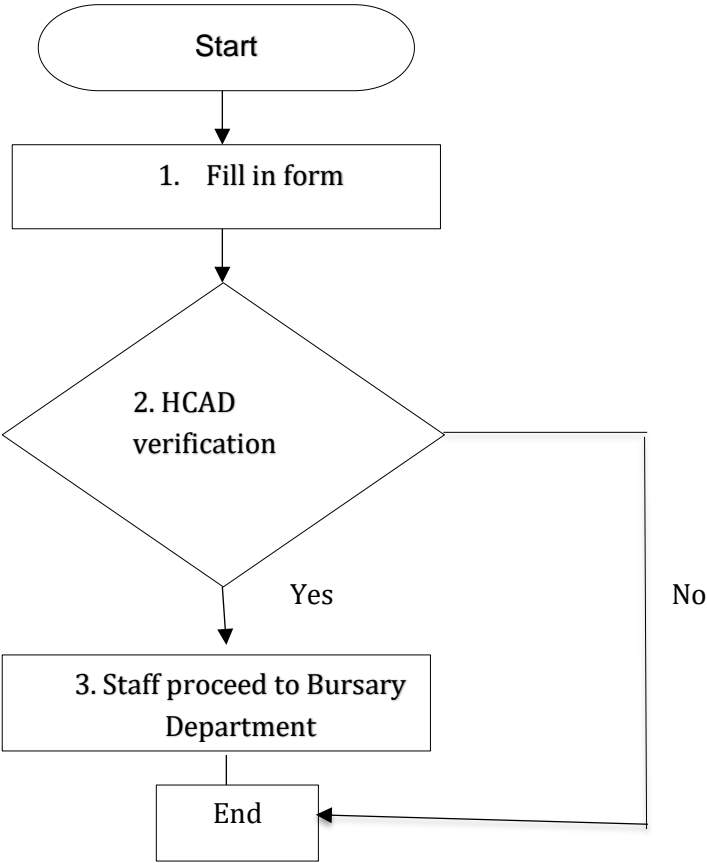
5.0 RESPONSIBILITY


- 5.1 The Manager HCAD is responsible for ensuring that this SOP is adhered to
- 5.2 The School of Postgraduate Studies is responsible to follow and adhere to this SOP
- 5.3 The Bursary Office is responsible for following and adhere to this SOP
- 5.4 The Academic Affairs and Registry Department is responsible for following 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.	The applicant needs to fill in the form.	Applicant	Verification Study Form (UTS-HCAD-P16-VSF)
2.	HCAD verification (a) HCAD to check the completions of the form. If not complete HCAD to inform the applicant to resubmit to HCAD. (b) HCAD to verify the application form and ensure that all needed information are available - If (a) and (b) condition above has been fulfilled, proceed to no 3. - If no, the process end. - If the staff resign during study, Bursary office will directly terminate the discount and inform SPS, AARD and HCAD	HCAD Applicant Bursary Office SPS AARD	Verification Study Form (UTS-HCAD-P16-VSF)
3.	Staff proceed to Bursary office. - The filled application form will be submitted to the Bursary office along with the all required.	Applicant HCAD Bursary Office SPS AARD	Verification Study Form (UTS-HCAD-P16-VSF)

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Copy of Verification Study Form (UTS-HCAD-P16-VSF)	Human Capital and Administration Department	5 years



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