UTS	ELECTION OF STUDENT COUNCIL	Doc. No:	UTS/SDSC/P14
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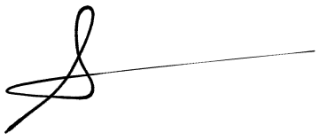
Prepared by:	Approved by:
 Name : **Alden Allen** Position : **Executive, Student Development & Services Centre.**	 Name : **Lu Yew King** Position : **Director, Student Development & Services Centre.**

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	10/6/15	Establishment	00	HoD,SDSD
2	2/8/22	Revision from University College of Technology Sarawak (UCTS) to University of Technology Sarawak (UTS)	01	HoD,SDSD
3	22/02/24	Amendment on definitions, responsibility and description	02	Director of SDSC
4	10/10/24	Amendment on description	03	Director of SDSC

1.0 OBJECTIVE

The objective of this SOP is to ensure fair and un-bias systems are in place and achieve its effectiveness and efficiency during the Election of Student Council.

2.0 SCOPE

This scope of this SOP applies to all active current students of UTS.

3.0 REFERENCES

Nil

4.0 DEFINITIONS / ABBREVIATIONS

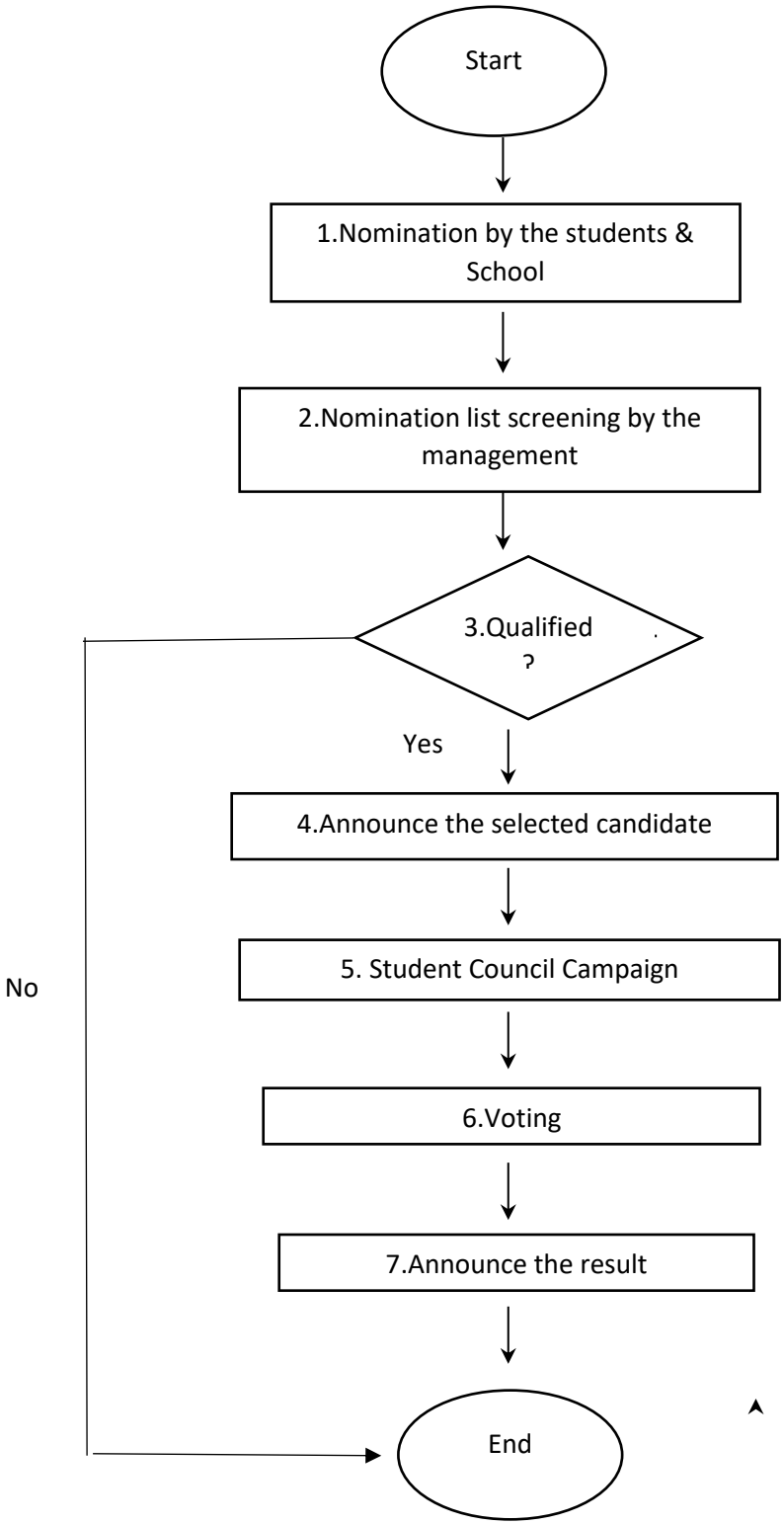
UTS	: University of Technology Sarawak
SDSC	: Student Development & Services Centre
SOP	: Standard Operating Procedure
HoD	: Head of Department

5.0 RESPONSIBILITY

5.1 The Director of SDSC is responsible to ensure that this SOP is adhered to.

5.2 SDSC staff is responsible to follow and adhere to this SOP.

6.0 FLOW DIAGRAM OF PROCEDURE



6.0 DESCRIPTION

No	Description	Person in Charge	Document
1	**Nomination by students and School** 1.1 Nomination form distributed to students 1.2 Student nominate any candidate they wish for post listed	Student	Nomination Form
2	**Screening by Management.** 2.1 All nominated candidates name are screened to ensure it compliance with minimum requirement for the student council's post.	SDSC Staff	Collet & prepare the list of nomination for selection purposes by the management.
3	**Qualified Candidates & Announcement.** 3.1 If Yes- The candidates list to be announced. 3.2 If No- The candidates name will be removed from the list of nomination.	SDSC Staff	Received qualified candidates from the management & announce to the students.
4	**Student Council Campaign.** 4.1 All candidates do the campaign to promote themselves for the post. 4.2 Candidates are allowed to use poster, mini theatre, equipment to promote themselves during the campaign period.	Student	
5	**Voting.** 5.1 Student votes for their favourite candidates.	SDSC Staff	Collect & count the voting from the students.
6	**Result.** 6.1 Winning candidates sit in the Student Council.	SDSC Staff	Announce the winning candidates for the student council's post.

7.0 RECORD

No	Title/ Records	Location/ Responsibility	Retention Period
1	Voting	Department	1 Year
2	Organization Chart	Department	1 Year