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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 the Internship application process is facilitated smoothly and in systematic manner.

2.0 SCOPE

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

3.0 REFERENCES

Proposal For Pocket Money For Students Undergoing Practical Training at UCTS

4.0 DEFINITIONS / ABBREVIATIONS

HCAD	:	Human Capital and Administration Department
UTS	:	University Of Technology Sarawak
HOD	:	Head of Department
SOP	:	Standard Operating Procedure

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 Programme is responsible to follow and adhere to this SOP.
- 5.4 Head of Department is responsible to follow and adhere to this SOP.

6.0 PROCEDURE

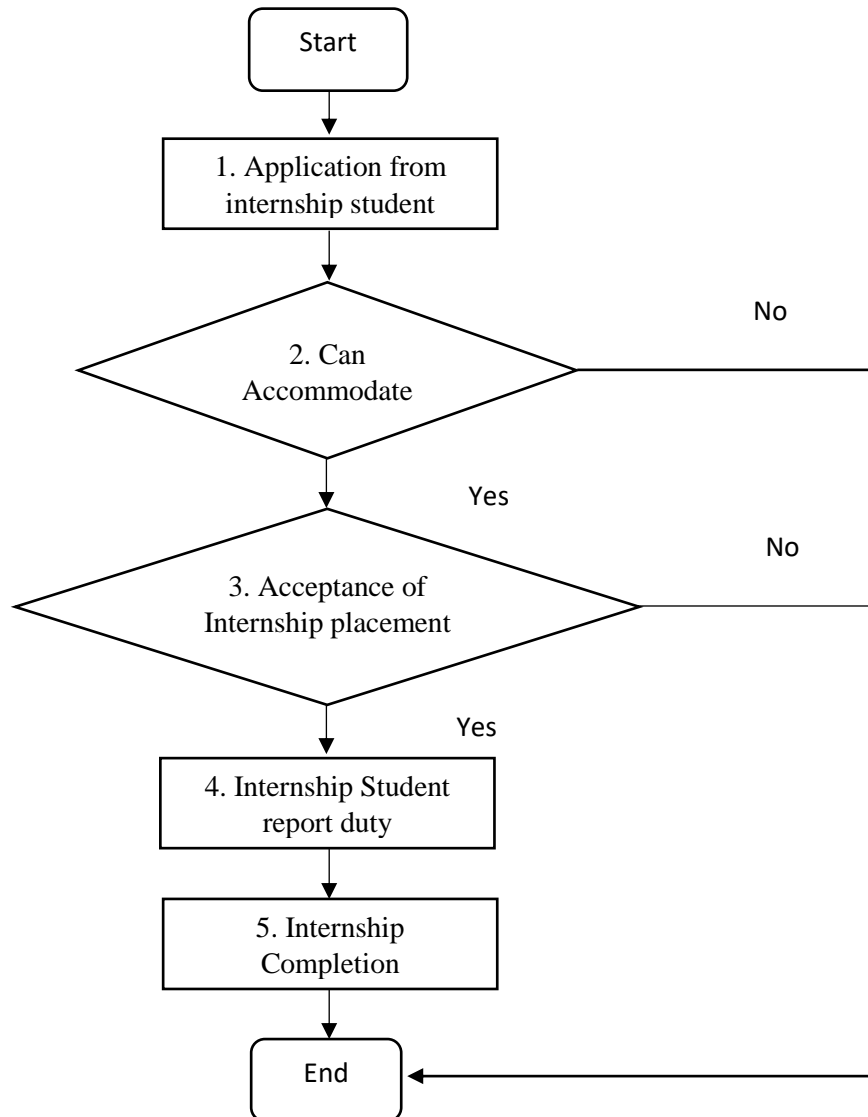
- 6.1 Refer to the process flow chart.



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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	<p>Application from student</p> <p>1.1 HCAD receives an application from an internship student to do an internship at UTS.</p> <p>1.2 HCAD checks the qualifications and identifies potential departments where the student can be placed.</p> <p>1.3 HCAD emails the student's details to the relevant department HOD/Dean to check if they can accommodate the student.</p>	<p>HCAD</p> <p>Internship student</p>	Internship Student Resume
2	<p>Can accommodate?</p> <p>2.1 If yes, HCAD will notify the student and their university of the acceptance and proceed to No. 3.</p> <p>2.2 If no, HCAD will notify the student and their university of the rejection, and the process will end.</p>	<p>HCAD</p> <p>HOD</p> <p>Dean</p> <p>Internship Student</p>	Internship Student Resume
3	<p>Acceptance of internship placement?</p> <p>3.1 If yes, proceed to no 4.</p> <p>3.2 If no, the process ends.</p>	<p>HCAD</p> <p>Internship Student</p>	Internship Student Resume
4	<p>Internship Student report Duty</p> <p>4.1 Internship students are to report for duty and fill out the following forms, then submit them to HCAD:</p> <ul style="list-style-type: none"> • Internship Student Declaration Form • Internship Student Allowance Form 	<p>HCAD</p> <p>Internship Student</p> <p>HOD</p> <p>Dean</p>	<p>Internship Student Declaration Form (UTS-HCAD-P18-ISDF)</p> <p>Internship Student Allowance Form (UTS-HCAD-P18-ISAF)</p>

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	4.2 HCAD will prepare the internship ID card and give a briefing.		
5.	Internship Completion 5.1 HCAD will give the certificate of completion to the internship student 5.2 HCAD submits the Internship Student Allowance Form to the Bursary Office for payment	HCAD Internship Student	Certificate Internship Student Allowance Form (UTS-HCAD-P18-IAF)

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Internship Student Resume	HCAD	5 years
2	Declaration by Internship Student Form (UTS-HCAD-P18-DIS)	HCAD	5 years
3	Internship Allowance Form (UTS-HCAD-P18-IAF)	HCAD	5 years