**RISK ASSESSMENT**

| **Risk Identification** | | | | | **Risk Analysis & Evaluation** | | | | **Risk Treatment** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Process** | | **Risk Category** | **Risk** | **Source of Risk** | **Current Risk Control** | **Likelihood**  **(L)**  **1-5** | **Severity**  **(S)**  **1-5** | **Risk**  **(LxS)**  **1-25** | **Recommended Action** | **Likelihood**  **(L)**  **1-5** | **Severity**  **(S)**  **1-5** | **Risk**  **(LxS)**  **1-25** | **PIC** | **Completion Date**  **(by PIC)** |
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| Low | **LIKELIHOOD** | | | | | |
| Moderate |
| High |
| High |
| **SEVERITY** |  | **Very Low (1)** | **Low (2)** | **Moderate (3)** | **High (4)** | **Very High (5)** |
| **Very Low (1)** | 1 | 2 | 3 | 4 | 5 |
| **Low (2)** | 2 | 4 | 6 | 8 | 10 |
| **Moderate (3)** | 3 | 6 | 9 | 12 | 15 |
| **High (5)** | 4 | 8 | 12 | 16 | 20 |
| **Very High (5)** | 5 | 10 | 15 | 20 | 25 |

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| **Table of Likelihood** | |
| **Rating** | **Description** |
| 5 (Very High) | Common or repeated occurrence OR |
| Happen several times for the past 6 months OR |
| Occurred at UTS at the frequency of more than once in 6 months. |
| 4 (High) | Happen several times for the past 1 year OR |
| Happen once or twice for the past 6 months OR |
| Occurred at UTS at the frequency of more than once in a year OR |
| Occurred within department at the frequency of more than once in a year. |
| 3 (Moderate) | Happen several times in 3 years or happen several times in 1 year OR |
| Occurred at UTS at the frequency of more than once in every 3 years OR |
| As deemed required by the university’s BOD OR |
| Occurred within department at the frequency of more than once in 1 year. |
| 2 (Low) | Happen at least once for 3 years or happen at least twice for 1 year OR |
| Has occurred in the industry particularly among private universities at national level at least once in 3 years OR |
| May occur at UTS as deemed required by the university’s BOD OR |
| Has occurred in the university with 3 intake a year. |
| 1 (Very Low) | Happen at least once for 5 years or happen at least once for 1 year OR |
| Has occurred in the industry particularly among private universities at international level at least once in 5 years OR |
| Has occurred in the university with 3 intake a year OR |
| Unlikely to occur at UTS. |

| **Table of Severity** | | | | |
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| 5 (Very High) | 4 (High) | 3 (Moderate) | 2 (Low) | 1 (Very Low) |
| **Financial** | | | | |
| Budget to be freeze due to financial constraint | Operational cost to be cut down/reduce | Only focus on the necessities | Virement of budget | Insignificant impact |
| **Operation** | | | | |
| Operation of university permanently terminated and will not be revive | Operation terminated temporarily and may be revive | Operation frequency reduced or delayed | Operation issue is manageable | Operation running smoothly without/less issues |
| **Manpower** | | | | |
| Recruit new staff | Recruit part time staff | Restructuring/Job relocation within organization | Job rotation within organization | Job enrichment within department |
| **Information** | | | | |
| Affect the university reputation at State level | Affect the university reputation | Affect the School/Department reputation | Affect the Programme reputation | Affect the Individual/Group of Staff reputation |
| **Strategy** | | | | |
| Complete review and new strategy of student enrolment planning; OR | Major review and major change of student enrolment planning; OR | Minor review and minor change of student enrolment planning; OR | No review but minor ad hoc changes according to situation of student enrolment planning; OR | Continue with current student enrolment planning; OR |
| Complete change of organisation policy; OR | Major change of organisation policy; OR | Minor change of organisation policy: OR | Revision on guideline and procedure (inter-department); OR | Revision on SOP and forms (department); OR |
| KPI – achieve **60% of set target** | KPI – achieve **70% of set target** | KPI – achieve **80% of set target** | KPI – achieve **90% of set target** | KPI – achieve **100% of set target** |
| **Technology** | | | | |
| No signal | Line not stable | Slow (<10 mbps) | Moderate (>10 mbps) | Fast (20 mbps) |
| **Organization** | | | | |
| Action at National level | Action at State level | Action University/Management level | Action at Department/Unit/School level | Action at individual/programme level |
| **Infrastructure** | | | | |
| No space for class, lecture hall, offices and storage; OR | Insufficient space for class, lecture hall, offices and storage; OR | Share class, lecture hall, offices, and storage; OR | Sufficient space for class, lecture hall, offices and storage; OR | Excess space for class, lecture hall, offices and storage; OR |
| No repairing and maintain the facilities and equipment | Hardly to repair and maintain the facilities and equipment | Seldom to repair and maintain the facilities and equipment | Frequent in repairing and maintaining the facilities and equipment | Regularly repair and maintain the facilities and equipment |
| **Safety, Health and Security** | | | | |
| Fatal/ major loss data or physical asset. | Physical disability/ Significant loss of data or physical asset. | Moderate injury/ Moderate loss data or Physical Asset | Minor injury/ Minor loss data or Physical asset. | No injury/loss data or physical asset |
| **Stakeholders** | | | | |
| Complete review and new policy of accreditation bodies, sponsor agencies, and government agencies; OR | Major review and major change on policy of accreditation bodies, sponsor agencies, and government agencies; OR | Minor review and minor change on policy of accreditation bodies, sponsor agencies, and government agencies; OR | No review but minor ad hoc changes on policy of accreditation bodies, sponsor agencies, and government agencies; OR | Continue with current policy of accreditation bodies, sponsor agencies and government agencies; OR |
| No support from industries, agencies, Alumni and parents | Loss of confidence from industries, agencies, Alumni and parents | Lack of support from industries, agencies, Alumni and parents | Less support from industries, agencies, Alumni and parents | Continuous support from industries, agencies, Alumni and parents |
| **Environment** | | | | |
| Action or correction taken at Department of Environment (National) | Action or correction taken at Department of Environment (State) | Action or correction taken at University/Management level | Action or correction taken at Department/School level | Action or correction taken at individual/programme level |
| **Legal** | | | | |
| Action or correction taken at National level | Action or correction taken at State level | Action or correction taken at University/Management level | Action or correction taken at Department/Unit/School level | Action or correction taken at individual/programme level |
| **Political** | | | | |
| Policy changes in Ministry of Education | Policy changes in Sarawak State Education Department level | Policy changes within University level | Policy changes within School/Department level | Policy changes in Programme/Unit level |

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| Prepared by:  …………………………………...  (Head of Department/Dean)  Name:  Date: | Reviewed by:  …………………………………...  (Director, Centre for Quality Assurance)  Name:  Date: | Approved by:  …………………………………...  (Vice Chancellor)  Name:  Date: |