Prepared by:	Approved by:
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Position: Officer, Human Capital and Administration Department	Position: Manager, Human Capital and Administration Department

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

1.0 OBJECTIVE

The objective of this SOP is to ensure the Young Lecturer Development Programme – Scheme C 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

HR Policy Manual

4.0 DEFINITIONS / ABBREVIATIONS

HCAD	:	Human Capital and Administration Department
UTS	:	University of Technology Sarawak
HOD	:	Head of Department
HOP	:	Head of Programme
SOP	:	Standard Operating Procedure
YLDP	:	Young Lecturer Development Programme
VC	:	Vice Chancellor
DVC	:	Deputy Vice Chancellor
USSLC	:	UTS Staff Scholarship & Study Leave Committee
LHDN	:	Lembaga Hasil Dalam Negeri

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 Department is responsible to follow and adhere to this SOP.

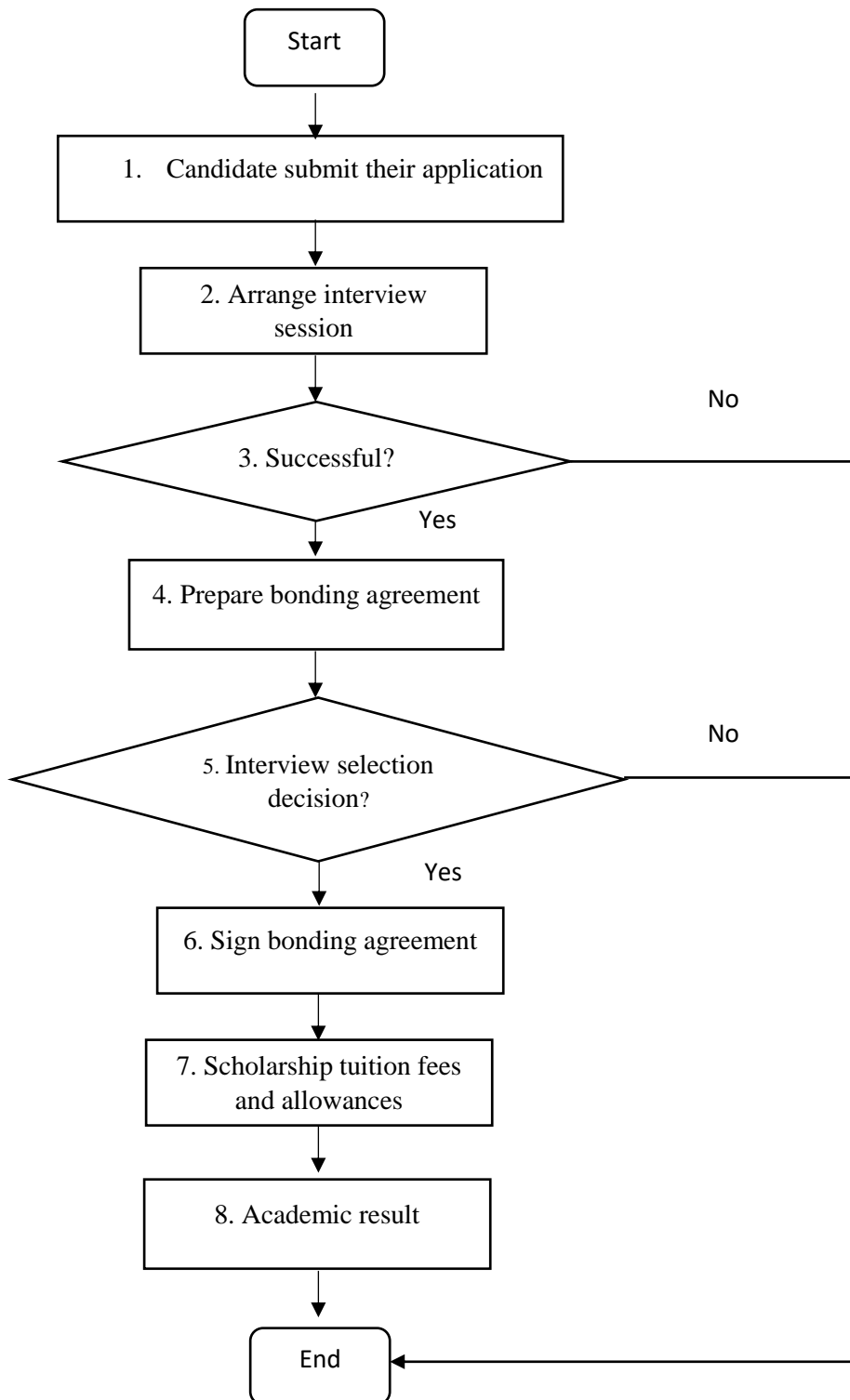5.4   HOP is responsible to follow and adhere to this SOP

6.0 PROCEDURE

6.1 Refer to the process flow chart

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                    ┌──────────┐
                    │  Start   │
                    └────┬─────┘
                         │
                         ▼
         ┌──────────────────────────────────┐
         │ 1.  Candidate submit their        │
         │     application                   │
         └────────────────┬─────────────────┘
                          │
                          ▼
              ┌────────────────────────┐
              │ 2. Arrange interview   │
              │    session             │
              └───────────┬────────────┘
                          │
                          ▼                              No
                    ◇ 3. Successful? ◇ ──────────────────────┐
                          │                                   │
                         Yes                                  │
                          ▼                                   │
              ┌────────────────────────┐                     │
              │ 4. Prepare bonding     │                     │
              │    agreement           │                     │
              └───────────┬────────────┘                     │
                          │                                   │
                          ▼                              No   │
              ◇ 5. Interview selection ◇ ─────────────────────┤
                     decision?                                │
                          │                                   │
                         Yes                                  │
                          ▼                                   │
              ┌────────────────────────┐                     │
              │ 6. Sign bonding        │                     │
              │    agreement           │                     │
              └───────────┬────────────┘                     │
                          │                                   │
                          ▼                                   │
              ┌────────────────────────┐                     │
              │ 7. Scholarship tuition │                     │
              │    fees and allowances │                     │
              └───────────┬────────────┘                     │
                          │                                   │
                          ▼                                   │
              ┌────────────────────────┐                     │
              │ 8. Academic result     │                     │
              └───────────┬────────────┘                     │
                          │                                   │
                          ▼                                   │
                    ┌──────────┐                              │
                    │   End    │ ◄────────────────────────────┘
                    └──────────┘
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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Candidate submit their application 1.1 HCAD receives and filters the resume based on the requirements and forwards them to the Dean for their review and recommendation. 1.2 HCAD will bring the shortlisted candidate's resume to the UTS Staff Scholarship and Study Leave committee meeting for review and approval to call for interviews.	HCAD Candidate Dean USSLC	Candidates Resume
2	Arrange the interview session 2.1 HCAD will inform the shortlisted candidates of the details of the interview session. 2.2 For those candidates who can attend the interview session, the interview will be conducted face-to-face or through Skype. 2.3 HCAD proceeded with the interview session.	HCAD Panel appointed Candidate	Candidates Resume YLDP - Scheme C Application Form (UTS-HCAD-P15-YSAF) Interview Evaluation Form - YLDP Scheme C (UTS-HCAD-P15-IEF)
3	Interview selection decision? 3.1 If yes, proceed to No. 4. 3.2 If no, the process ends. 3.3 HCAD will notify the candidates the result of the interview session through email.	HCAD Panel appointed Candidate	YLDP Interview Selection Decision (UTS-HCAD-P15-YISD)
4	Prepare bonding agreement 4.1 HCAD prepare scholarship approval letter and Scholarship and Guarantee Agreement. 4.2 HCAD will inform the successful candidate to collect the scholarship approval letter and Scholarship and Guarantee Agreement for their review and consideration.	HCAD Candidate	Approval Letter Scholarship and Guarantee Agreement
5	Acceptance? 5.1 If yes, proceed to No. 6 5.2 If no, the process end.	HCAD Candidate	Approval Letter Scholarship and Guarantee Agreement

6	Sign bonding agreement 6.1 If the candidate agrees to accept the scholarship offer, they will proceed to sign the Scholarship and Guarantee Agreement and return it to HCAD. 6.2 HCAD will submit the agreement to LHDN for stamping. 6.3 Once complete, HCAD will inform the candidate to collect the agreement	HCAD Candidate LHDN	Approval Letter Scholarship and Guarantee Agreement
7	Scholarship tuition fees and allowance 7.1 Candidate can either request an invoice for tuition fees from their university or pay them themselves. 7.2 If the applicant opts to pay for the tuition fees themselves, they need to submit the Scholarship Claim Form to HCAD to request reimbursement. 7.3 HCAD will submit the following form to the Bursary Office to request the payment of the monthly study allowance or tuition fees: • Payment Requisition Form • Scholarship Claim Form	Candidate HCAD Bursary Office	Invoice Original Receipt Scholarship Claim Form (UTS-HCAD-P14-SCF) Payment Requisition Form YLDP (Scheme C) (UTS-HCAD-P15-PRFC)
8	Academic Result 8.1 Candidates are required to fill out the student status/performance form, attach their academic results or progress reports, and submit them to HCAD at the end of each semester. 8.2 Candidate must notify HCAD upon completion of study.	Candidate HCAD Supervisor	Student Status / Performance (UTS-HCAD-P14-SSP) Senate Letter Academic Certificate

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	YLDP - Scheme C Application Form (UTS-HCAD-P15-YSAF) for successful candidate	HCAD	Permanent
2	YLDP - Scheme C Application Form (UTS-HCAD-P15-YSAF) for unsuccessful candidate	HCAD	5 years
3	Interview Evaluation Form - YLDP Scheme C (UTS-HCAD-P15-IEF) for successful candidates	HCAD	Permanent
4	Interview Evaluation Form - YLDP Scheme C (UTS-HCAD-P15-IEF) for unsuccessful candidate	HCAD	5 years
5	YLDP Interview Selection Decision (UTS-HCAD-P15-YISD)	HCAD	Permanent
6	Student Status / Performance (UTS-HCAD-P14-SSP)	HCAD	5 years
7	Scholarship and Guarantee Agreement	HCAD	Permanent
8	Senate Letter	HCAD	Permanent
9	Academic Certificate	HCAD	Permanent