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| 1. **STUDENT DETAILS** | | | | | |
| Full Name: | | | | | |
| NRIC/Passport No.: | | | Date of Birth: | | Age: |
| Gender: | Marital Status: | | Nationality: | | Race: |
| Address: | | | | | |
| Telephone No.(Home): | | Mobile No.: | | Email Address: | |

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| 1. **CURRENT PROGRAMME ENROLLED IN UTS** | |
| School: | Student ID No.: |
| Programme: | |
| Research Title: (*please attach with one page research summary*) | |
| Name of Main Supervisor: | Semester and Year enrolled: |

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| 1. **EDUCATIONAL BACKGROUND** | | | | |
| **Name of Institution** | **Degree** | **CGPA** | **Date** | |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
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| 1. **PUBLICATION (IF ANY)** | |
| **Author(s)** | **Name of Publication** |
|  |  |
|  |  |

*Note: Please attach publication paper.*

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| 1. **APPLICATION DECLARATION** |

I hereby declare that the above information is true and correct. If any of the information I have furnished either intentionally or unintentionally is found to be untrue, I understand that UTS reserves the right to terminate my appointment or take any other action as it deems appropriate.

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| **Signature:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

*Note: Please attach certified copy of IC/passport, student offer letter and academic certificates.*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| 1. **TO BE COMPLETED BY MAIN SUPERVISOR** |

The Graduate Assistant is required to serve the School or University in lab demonstration or some administrative duties for **minimum 6 hours weekly** and **should not be more than 24 hours monthly**. The Graduate Assistant is **NOT PERMITTED** to assist in marking and keying in marks of examination scripts, tutorial assignment and lab reports.

⬜ Recommended ⬜ Not Recommended

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| --- | --- | --- |
| Comments: | | |
| **Name:** | **Signature:** | **Date;:** |
| 1. **VERIFICATION BY SPS** | | |

**⬜** Fulfilled requirements, proceed to Interview session.

⬜ Not fulfilled requirements, proceed for rejection. Rejection Letter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interview Details:**

|  |
| --- |
| Date: |
| Time: |
| Venue: |

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| 1. **APPROVAL BY GRADUATE ASSISTANT COMMITTEE (GAC)** |

|  |  |  |
| --- | --- | --- |
| **Decision** | **⬜ Approved** | **⬜ Not Approved** |
| **Duration of Appointment:**  **month(s)** | **Appointment Start Date:** | **Appointment End Date:** |
| **Recommended Allowance: RM \_\_\_\_\_\_\_\_\_\_\_\_\_ per month** | | |
| **Remarks: *(if any)*** | | |