



## GRADUATE ASSISTANTSHIP

<b>Doc. No:</b>	<b>UTS/SPS/P17</b>
<b>Revision No:</b>	<b>00</b>
<b>Date:</b>	<b>01/01/25</b>
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Position : Senior Executive, School of Postgraduate  
Studies

James Jones

Position : Dean, School of Postgraduate Studies

No.	Date	Remarks	Revision No.	Approved by
1	01/01/25	Establishment	00	Dean, SPS

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## 1.0 OBJECTIVE

- 1.1 To outline the process of Graduate Assistantship.

## 2.0 SCOPE

- 2.1 This SOP covers all UTS Postgraduate Programmes by Research.

## 3.0 REFERENCES

- 3.1 Graduate Assistantship Guideline

## 4.0 DEFINITIONS / ABBREVIATIONS


SOP	:	Standard Operating Procedure
UTS	:	University of Technology Sarawak
SPS	:	School of Postgraduate Studies
PC	:	Programme Coordinator
GA	:	Graduate Assistantship
MS	:	Main Supervisor
SA	:	School Admin

## 5.0 RESPONSIBILITY

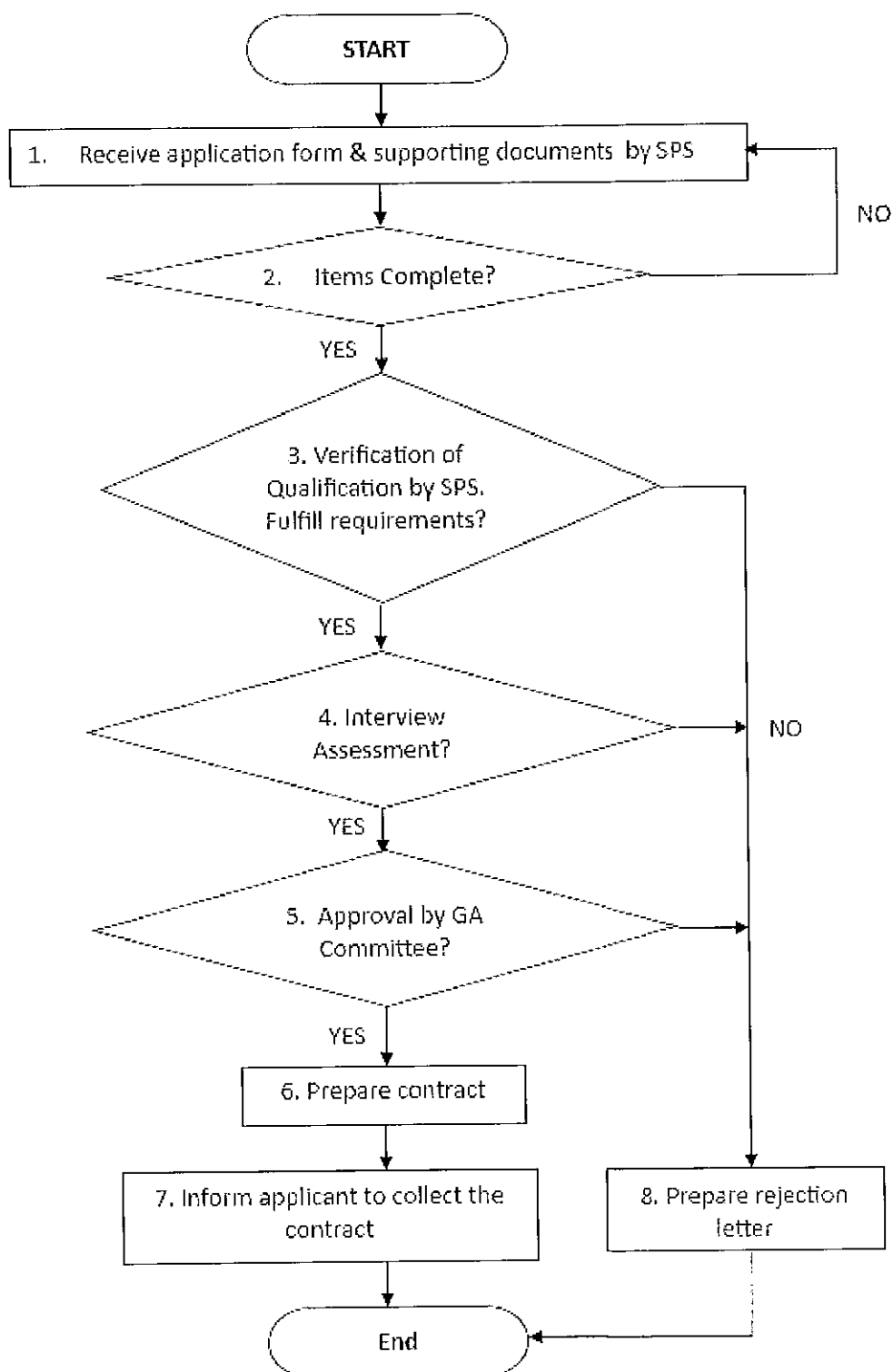
- 5.1 The Dean of SPS has the authority to approve the establishment and amendment SOP.
- 5.2 Deans, PCs and MS are responsible to follow and adhere to this SOP.
- 5.3 The Dean of SPS is responsible to ensure that this SOP is adhered to.


## 6.0 PROCEDURE

Refer to process flow chart.

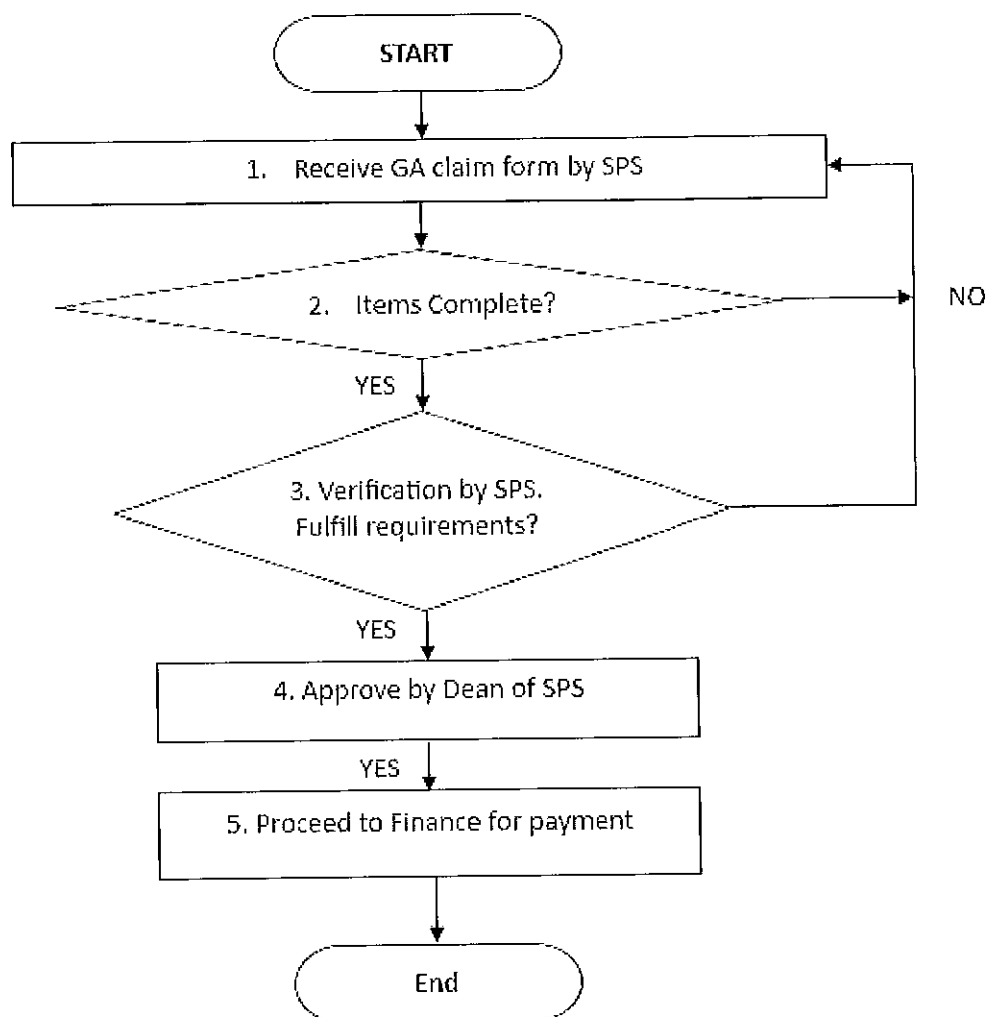
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## 6.1 GRADUATE ASSISTANTSHIP APPLICATION



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## 6.2 GRADUATE ASSISTANT CLAIM




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## 7.0 DESCRIPTION

### 7.1 GRADUATE ASSISTANTSHIP APPLICATION


No	Description	Person in Charge	Document
1	SPS receives application form & supporting documents by SPS  1.1. The form must get recommendation from MS	SPS SA	Graduate Assistant Application Form (UTS-SPS-P17-GAA)
2	Items Complete?  2.1. SPS check the application form and any other relevant supporting documents.  (i) If any information is missing/not validated, student supplies missing information / supporting document(s) for validation  (ii) If complete, go to 3.	SPS SA	Graduate Assistant Application Form (UTS-SPS-P17-GAA)
3	Verification of Qualification by SPS. Fulfill requirements?  (i) If yes, go to 4;  (ii) If no, go to 8.	SPS SA	Graduate Assistant Application Form (UTS-SPS-P17-GAA)
4	Interview Assessment?  (i) If marks $\geq 80$ , passed interview, go to 5;  (ii) If marks $\leq 79$ , failed interview, go to 8.	GA Committee SPS	Graduate Assistant Interview Evaluation Form (UTS-SPS-P17-GAIE)
5	Approval by GA Committee?  5.1. GA Committee make the approval based on the result of Interview Assessment:  (i) If approved, go to 6;  (ii) If not approved, go to 8.	GA Committee SPS	Graduate Assistant Selection Decision (UTS-SPS-P17-GASD)
6	Prepare Contract.  6.1. SPS SA prepares the GA contract based on the decision 5.1. (i).	SPS SA	GA Contract (2 sets)

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7	<p>Inform Applicant to Collect the Contract.</p> <p>7.1. SPS SA to inform applicant to collect the contract.</p> <p>7.2. The applicant needs to sign and send the contract for stamp duty.</p> <p>7.3. The applicant sends back the signed and stamp duty contract to SPS.</p> <p>7.4. Two sets of GA contract will be kept by SPS and applicant respectively.</p>	SPS SA Applicant	GA Contract (2 sets)
8	<p>Prepare Rejection Letter.</p> <p>8.1. SPS SA issues rejection letter to inform student on the rejection of the application.</p>	SPS SA	Rejection Letter

## 7.2 GRADUATE ASSISTANT CLAIM

No	Description	Person in Charge	Document
1	<p>Receive GA claim form by SPS.</p> <p>1.1. The form must get verification from MS.</p>	SPS SA	Graduate Assistant Claim Form (UTS-SPS-P17-GAC)
2	<p>Items Complete?</p> <p>2.2. SPS check the claim form.</p> <p>(i) If any information is missing/not validated, student supplies missing information / supporting document(s) for validation, then go to 3.</p> <p>(ii) If complete, go to 3.</p>	SPS SA	Graduate Assistant Claim Form (UTS-SPS-P17-GAC)
3	<p>Verification by SPS. Fulfill requirements?</p> <p>(i) If yes, go to 4;</p> <p>(ii) If no, go to 1.</p>	SPS SA	Graduate Assistant Claim Form (UTS-SPS-P17-GAC)
4	Approve by Dean of SPS.	Dean, SPS	Graduate Assistant Claim Form (UTS-SPS-P17-GAC)

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5	Proceed to Finance for payment.	Finance Dept.	Graduate Assistant Claim Form (UTS-SPS-P17-GAC)
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## 8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1.	Graduate Assistant Application Form (UTS-SPS-P17-GAA)	Graduate Assistant File Postgraduate Filing Room	Min 8 years (Master's Degree) Min 10 years (PhD)
2.	Graduate Assistant Interview Evaluation Form (UTS-SPS-P17-GAIE)	Graduate Assistant File Postgraduate Filing Room	Min 8 years (Master's Degree) Min 10 years (PhD)
3.	Graduate Assistant Selection Decision (UTS-SPS-P17-GASD)	Graduate Assistant File Postgraduate Filing Room	Min 8 years (Master's Degree) Min 10 years (PhD)
4.	GA Contract	Student File Postgraduate Filing Room	Min 8 years (Master's Degree) Min 10 years (PhD)
5	Graduate Assistant Claim Form (UTS-SPS-P17-GAC)	Graduate Assistant File Postgraduate Filing Room	Min 8 years (Master's Degree) Min 10 years (PhD)