



AMU POLICY – AMU 039
POLICY AND STANDARD OPERATING PROCEDURE (SOP) FOR
THE AWARD OF AMU SCHOLARSHIPS

1.0 Purpose

The purpose of this policy and SOP is to furnish a set of comprehensive guidelines in awarding of AMU Scholarships. To achieve this end, the various parameters, specifications, stakeholders, criteria, decision points, flowcharts, forms and steps are clearly developed and identified for ease of implementation.

2.0 The Role of the University Admissions Board

Based on the Council of Trustees meeting on 17 April 2013, the University Admissions Board (UAB), as a subcommittee of the Senate, has been designated as the key decision making body for the award of AMU Scholarships. All decisions pertaining to any internal award of scholarships to deserving AMU students must be brought to the UAB for approval. The scope of UAB's responsibility comprises the following:

- Setting the eligibility criteria for a scholarship scheme;
- Evaluating the eligibility of candidates based on the set criteria and/or other criteria as deemed appropriate based on the scholarship scheme;
- Determining the number of eligible candidates and the quantum of scholarship to be awarded to each; and
- Providing recommendations on the changes to be made on the policies and guidelines in awarding of AMU Scholarships.

The UAB shall comprise the following members:

1. Chairman of the AMU Council of Trustees (in the Chair)
2. One appointed representative from the MegB Board
3. One appointed representative from the Council of Trustees
4. CEO of the operating company
5. Deputy Chief Executive Officer of MegB
6. Vice Chancellor
7. Deputy Vice Chancellors
8. Legal Officer
9. Registrar (as Secretary of the meeting)

The UAB meeting shall be convened at least once in a semester for a maximum of thrice in a year. Notice of the meeting shall be issued by the Secretary at least seven working days prior to the meeting. Minutes of the meeting shall be distributed to members approximately two weeks after the meeting date. All documents for discussion must be circulated to all members at least three working days prior to the meeting.

3.0 Getting and Evaluating the Applications

The following process and procedure is proposed for the AMU Scholarship award and monitoring:

Step 1: Candidate applies for a specific scholarship under the AMU Scholarship Scheme by filling up the AMU Scholarship Application Form (AMU/S001) available in hardcopy or online at www.amu.edu.my. Submission of all Scholarship Application Forms must be done to the Marketing Dept/Unit with an acknowledgment of receipt being furnished to the candidate.

Step 2: The student recruitment personnel from the Marketing Department shall scrutinize the Scholarship Application Form for completeness and in the case of an incomplete application, advise the candidate on a one-to-one basis the outstanding documents and matters to be furnished and completed. The Scholarship Application Form must come together with a complete application and approval to enroll in an academic programme at AMU. All of these documents can be compiled together into a folder for each candidate. In screening through the documents, the original must be sighted to ascertain authenticity of the documents.

Step3: The student recruitment personnel of the Marketing Department shall conduct a short-listing exercise on the eligibility of each candidate's application based on the set criteria. Only candidates who meet the minimum set criteria should be considered. When in doubt, the candidate should be given the benefit of the doubt by considering the candidate for the next step.

Step 4: The names of the short-listed candidates with their folders should be passed to the Student Affairs and Development Department (SADD) for the implementation of the next stage of the screening process. Upon receiving the candidates' folders, the SADD personnel shall perform a verification process on each candidate's record on discipline. Only candidates with a clean track record on discipline will be further short-listed for an interview. This interview should be conducted by a panel led by a DVC with the relevant Dean, Programme Manager and/or Assistant Programme Manager in attendance. SADD shall act as the secretariat for this exercise. The interview shall be a guided exercise (please refer to Attachment A) to gauge the following characteristics of the candidate:

1. Level of confidence and leadership qualities
2. Ability to communicate in English as well as the ability to explain and defend an idea or position
3. Level of knowledge in his or her study focus
4. Level of interest and passion to pursue his/her study
5. Reaction and response when provoked
6. Aspiration, motivation, commitment and self-discipline
7. Grooming and dressing
8. Any other observation on the candidate

At the end of the interview session, members of the interview panel shall complete the interview form with his or her recommendation on the candidate's eligibility. The completed interview form by each member present during the interview shall be included in the candidate's folder. No further short-listing is allowed at this juncture.

Step 5: SADD shall forward all eligible candidate folders including a table of summary on all applications organized by the Scholarship Scheme to the Secretary of the UAB. The Secretary shall then call and convene a meeting to evaluate each candidate's eligibility for the scholarship being applied for.

Step 6: During the meeting, each member of the UAB is to carry out the following duties and responsibilities:

1. To conduct a thorough due diligence check on each candidate's application. In other words, each committee member shall have to be satisfied with the accuracy and completeness of the information furnished by each candidate. Where there is doubt, the candidate's application shall be put on hold until further notification.
2. For each candidate, determine (a) his/her eligibility for the scholarship applied for, (b) if eligible, whether he/she is eligible for full or part scholarship, (c) if part scholarship, then the recommended percentage for the candidate, and (d) if the candidate is not eligible for the scholarship applied for, to recommend another scholarship, if any. The above recommendations must be made based on each candidate's academic qualification and the results of the interview.
3. The secretary of the committee is to capture the proceedings and the recommendations of the meeting in the minutes. All documents distributed in the meeting should also be compiled together with the minutes of the meeting. All decisions of the UAB are final.

Step 7: Based on the minutes of the meeting, the secretary, under the advice of the Chairman, shall prepare a Memorandum to the Legal Office for the preparation of the letter of award as well as the agreement with each successful candidate. Each letter of award is to be signed by the Vice Chancellor and the Chancellor. A carbon copy of the letter of award should be furnished to the Admissions and Records Office as well as the Dean of the relevant faculty for their safekeeping.

4.0 Flowchart of the Process and Procedure

The flowchart of the process and procedure involved in the award of scholarships is as shown in Exhibit 1.

Exhibit 1. Flowchart of the Process and Procedure in Awarding AMU Scholarships

Timeline	Step/Activity	Person Responsible
Countdown has not started		<p>Candidate</p> <p>Student Recruitment Personnel</p> <p>Student Recruitment Personnel</p> <p>Student Recruitment Personnel</p> <p>Student Recruitment Personnel</p>
Day 1 to Day 2		<p>Student Recruitment Personnel</p> <p>Registrar</p>

Exhibit 1 (contd.) Flowchart of the Process and Procedure in Awarding AMU Scholarships

Timeline	Step/Activity	Person Responsible
Day 3 to Day 7	<pre> graph TD A((A)) --> B[Table of summary of eligible candidates by scholarship scheme and folders sent to SADD] B --> C[Screen each candidate on the track record for discipline (AMU and before)] C --> D{Any disciplinary issues?} D -- Yes --> E[Prepare a brief report with supporting evidences and include in the candidate's folder] D -- No --> F[Clear the candidate's application for the next step] E --> G[Panel reviews folder of each candidate with disciplinary issues] F --> H((C)) H --> I[Panel conducts interview of short-listed candidates as per Attachment A] I --> J{Is candidate successful?} J -- No --> K[Issue a rejection letter] J -- Yes --> L((B)) G --> M{Candidate to be called for an interview?} M -- No --> N[Issue a rejection letter] M -- Yes --> O((C)) O --> P{Candidate to be called for an interview?} P -- No --> Q[Issue a rejection letter] P -- Yes --> R{Is candidate successful?} R -- No --> S[Issue a rejection letter] R -- Yes --> T((C)) </pre>	<p>Student Recruitment Personnel</p> <p>SADD Personnel</p> <p>SADD Personnel</p> <p>SADD Personnel</p> <p>SADD Personnel</p> <p>SADD Personnel DVC Deans PMs & APMs</p> <p>SADD Personnel</p> <p>Registrar</p>

Exhibit 1 (contd.) Flowchart of the Process and Procedure in Awarding AMU Scholarships

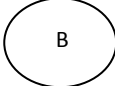
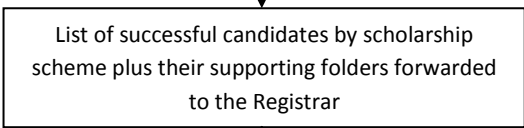
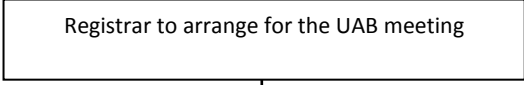
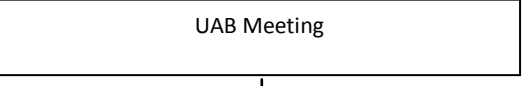
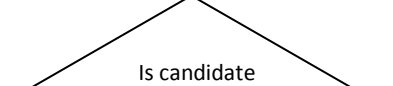
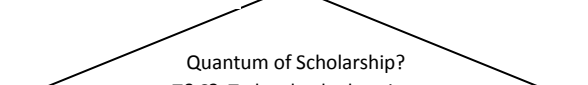
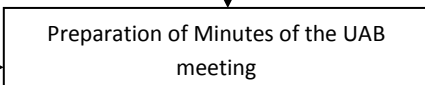
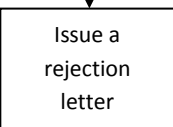
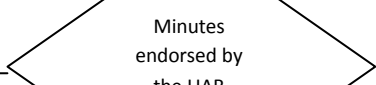
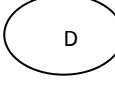
Timeline	Step/Activity	Person Responsible
Day 8 to Day 14		
		SADD Personnel
		Registrar
		Registrar UAB Members
		UAB Members
		UAB Members
		Registrar
		Registrar
		Chairman
		

Exhibit 1 (contd.) Flowchart of the Process and Procedure in Awarding AMU Scholarships

Timeline	Step/Activity	Person Responsible
Day 15 to Day 20	<pre> graph TD D((D)) --> A[Based on the endorsed minutes of the meeting, a Memo is issued to the Legal Officer for the preparation of the letter of award and legal agreement for each successful candidate] A --> B[Preparation of Letter of Award and Legal Agreement. Letter of award to be signed by the VC and the Chancellor] B --> C[Acceptance of award and signing of letter of agreement by each candidate] C --> D2[Distribution of carbon copies of the letter of award to the A&R Office and to the respective] D2 --> E((End)) </pre>	<p>Registrar</p> <p>Legal Officer</p> <p>Registrar</p> <p>Registrar</p>

Attachment A
Interviewer Guide for Step 4

1. SADD serves as the secretariat for this interview. Hence, the personnel involved shall have to arrange for the following:
 - Scheduling of the candidates' interview
 - Communicating with the candidate and the interviewers (DVC, Dean, Programme Manager/Assistant Programme Manager)
 - Booking and arrangement of the interview venue
 - Preparation of the supporting materials and documents
 - Documenting of interview proceedings and ensuring that interviewers complete the interview form as shown below
 - Inserting the completed interview forms into the candidate's folder in preparation for the UAB meeting.
 - Tabulating the summary of results from the interview by Scholarship Scheme

2. With the notification of the date, time and venue of the meeting, the interviewer must be furnished with a summary of the candidates' profile including detailed transcripts of their qualification. Each interviewer is expected to review the candidates' profile prior to the interview.

3. During the interview, each interviewer is expected to observe the following:
 - Be polite and courteous at all times.
 - Ask questions that are relevant to the purpose on hand
 - Avoid asking sensitive questions and making derogatory remarks
 - Observe the candidate's conduct, mannerism and body language
 - Test the candidate's ability to explain and justify his/her opinion in English
 - Probe the candidate's level of knowledge, interest and passion in the programme being applied for
 - Complete the interview form and provide a recommendation on the candidate's eligibility.

4. The focus of the interview is to establish specific characteristics of the candidate that can only be captured through face-to-face interaction. Each interviewer is expected to form an opinion of the candidate on the following characteristics:
 1. Level of confidence and leadership qualities
 2. Ability to communicate in English as well as the ability to explain and defend an idea or position
 3. Level of knowledge in his or her study focus
 4. Level of interest and passion to pursue his/her study
 5. Reaction and response when provoked
 6. Aspiration, motivation, commitment and self-discipline
 7. Grooming and dressing
 8. Any other observation on the candidate

5. Utilize the following form to capture each interviewer’s evaluation of the candidate:



INTERVIEW FORM FOR AMU SCHOLARSHIP CANDIDATES

(To be filled by each interviewer separately)

Candidate’s Name: _____
 Candidate’s IC/Passport No.: _____
 Academic Programme: _____
 Name of Scholarship: _____

Based on the interview being conducted, my observation and opinion of the candidate are as follows:

(Please tick (v) an appropriate column for each item)

No	Item	Good	Average	Poor
1.	Grooming and dressing (how he/she presents himself/herself physically)			
2.	Overall mannerism upon entering and during the interview (greeting, smiling, waiting to be seated, how he/she is seated)			
3.	Ability to communicate in English			
4.	Ability to explain and justify his/her opinion in English			
5.	Knowledge in the academic programme and discipline to be pursued			
6.	Level of self-confidence			
7.	Level of interest and passion in the chosen field of study			
8.	Ability to handle the situation when being provoked			
9.	Personal aspiration to succeed (requires probing)			
10.	Self-motivation (requires probing)			
11.	Self-discipline (requires probing)			
12.	Leadership qualities (requires probing or giving of hypothetical scenarios)			
13.	Preparedness for the interview			
14.	Overall etiquette during the interview			

Other comments/observations:

Recommendation: Candidate is Successful Not successful KIV

Signature of Interviewer: _____

Name: _____

Date: _____



ASIA METROPOLITAN UNIVERSITY Scholarship Application Form

Type of Scholarship Applied:

- Code: AMU/5001 (New Applicants)
 Code: AMU/5002 (AMU/MGC Students)

Programme Applied:

Preferred Intake:

Feb Apr Jul Oct Others: _____

PART 1: PERSONAL PARTICULARS (please write in BLOCK LETTERS)

Name (as in Mykad/Passport) : _____

Mykad/Passport No. : _____ Age : _____

Nationality : _____ Gender : Male Female

Handphone No. : _____ E-mail Address : _____

Home Address : _____

PART 2: ACADEMIC QUALIFICATIONS (Please attach a certified copy of certificate)

(A) External Applicants ONLY

Course Applied : 1. _____

Current Qualification :

- i. SPM O-Level Others _____ Year of Completion: _____
- ii. STPM A-Level UEC SAM
 SAM AUSMAT HSC Foundation
 Others _____ Year of Completion: _____
- iii. Bachelor Degree Post Graduate
 Others _____ Year of Completion: _____

Name of School/ Institution: _____

SPM/ O-Level / Other Equivalent Achievement

NO	SUBJECT	GRADE	NO	SUBJECT	GRADE
1			7		
2			8		
3			9		
4			10		
5			11		
6			12		

(B) Internal Applicant ONLY

Current Course : _____

CGPA : _____ Year of Completion: _____

Recommendation by Dean of Faculty:

Recommended

Not Recommended

Justification:

Verified by

(Signature & Stamp)

Name : _____

Designation : _____

Faculty : _____

Date : _____

PART 3: CO-CURRICULUM/SPORTS/OTHER ACHIEVEMENT

Details of extra-curricular activities or sports achievements, including membership of societies/association

No.	Clubs/Society/Association	Significant Achievements/Designation	Year
1			
2			
3			
4			
5			
6			
7			

PART 4: FAMILY BACKGROUND

(Please attach a certified copy of Parents/Guardian's income tax statement and 3 consecutive months' salary slip)

Father / Guardian		Mother / Guardian	
Name	: _____	Name	: _____
Age	: _____	Age	: _____
Occupation	: _____	Occupation	: _____
Company	: _____	Company	: _____
Monthly Income	: _____	Monthly Income	: _____
Total Income per Month : RM			

PART 5: DECLARATION BY APPLICANT

I, the undersigned, declare that the particulars given by me in this form are true and correct, that I have read the terms and conditions of the scholarship and agree to abide by the terms and conditions of the scholarship. I understand that the award can be withdrawn if any information given in this form is found to be inaccurate. I have read and understood the conditions of the award as stated in the form.

Name of Applicant : _____

Mykad/Passport No : _____

Date : _____

Signature of Applicant:

PART 6: CHECKLIST FOR DOCUMENTS TO BE ENCLOSED

- Completed Application Form
- Certified true copy of applicant's Mykad/Passport
- Curriculum Vitae
- Copy of SPM/O-level or other equivalent
- Certified true copy of transcripts/certificates
- Parents'/Guardian' EA & Salary Slip

TERMS & CONDITIONS

1. This Scholarship shall be in the form of a partial or full tuition fee waiver depending on your eligibility.
2. The scholarship is awarded based on recommendation of the Faculty Dean. Hence, the Dean must endorse the Scholarship Application Form. **(For Internal Applicant Only)**
3. All applications are based on ACTUAL examination results.
4. AMU reserves the right to revoke any scholarship due to failure in examinations, withdrawal from program before completion and/or non-compliance with the Rules and Regulations of the AMU
5. Scholarship awarded is not transferable to any other programme offered at AMU and only valid for studies at AMU campuses which the students have applied for.
6. Scholarship holders must pass all examinations, maintain high academic standards and maintain at least 80% attendance in order to enjoy the scholarship in the subsequent years.
7. AMU reserves the right to review scholarships awarded on a yearly basis. In exceptional cases, scholarships may be withdrawn at any time in the event of gross misconduct or failure to meet the required academic grades.
8. Students must bear all costs for re-sitting the examinations, in the event of a deferred pass in any of the papers.
9. Students will have to meet all required entry requirements of the programme enrolled.
10. The recipients may also be requested to assist in advertising/promotional activities as and when required by the Institution Management.
11. On all matters pertaining to the scholarship, the decision(s) of the Bursary Committee of AMU shall be final and binding.
12. AMU reserves the right to decide on the number of scholarships to be awarded.
13. All applications must be received by the stipulated deadlines. Late applicants will not be considered.
14. The Bursary Committee reserves the right to reject incomplete application forms.

FOR OFFICE USE ONLY

Enrolled by: _____

Intake : _____

Status of Application:

Approved

Rejected

Amount Approved:

Full Scholarship RM _____

Partial Scholarship RM _____

Approved by Authorized Signatory

		Assessment/ Comment:
_____		_____
Name:		_____
Date :		_____