

**UNIVERSITI TUNKU ABDUL RAHMAN**

Procedure Title : **UNDERGRADUATE RESEARCH SCHEME APPLICATION & CERTIFICATION**

Procedure Number : QP-IPSR-R&D-047

Rev No: 0

Effective Date: 14 May 2013

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***For process flow, refer Appendix 1.***

**OBJECTIVE** : To outline the procedure for Undergraduate Research Scheme Application & Certification

**SCOPE** : Undergraduate Research Scheme

**DEFINITION** : UG - Undergraduate  
 PI - Principal Investigator  
 IPSR - Institute of Postgraduate Studies & Research  
 CEE – Centre of Extension Education  
 USSDC – UTAR Soft Skills Development Certificate  
 DSSC – Department of Soft Skills Competency  
 UTAR URSC – UTAR Undergraduate Research Scheme Committee

**REFERENCE** : Guidelines on Undergraduate Research Scheme

| PROCESS No. | DETAILS  | INTERFACE                | RESPON-SIBILITY                   |
|-------------|--|--------------------------|-----------------------------------|
| 1.0         | <b>Application</b>   |                          |                                   |
| 1.1         | Submit the completed application form to PI.   | Hardcopy                 | UG                                |
| 1.2         | Submit the recommended application form to Faculty.  | Hardcopy                 | PI                                |
| 1.3         | Submit the recommended application form to IPSR.   | Hardcopy                 | Faculty                           |
| 1.4         | Verify the application.<br>(a) Complete – proceed to 1.6.<br>(b) Incomplete – notify PI to provide the requested information, go to 1.5.   | Hardcopy                 | IPSR Officer                      |
| 1.5         | Provide the requested information (go to 1.4).   | Hardcopy / Softcopy      | PI / UG                           |
| 1.6         | Approve the application and affix signature on the application form.<br>(a) Approved – proceed to 1.7.<br>(b) Not approved – notify PI & Faculty via email.  | Hardcopy                 | IPSR Director<br><br>IPSR officer |
| 1.7         | Notify applicant.  | Email                    | IPSR Officer                      |
| 1.8         | Accept or reject the offer.<br>(a) Accept – proceed to 2.1 & 3.1.<br>(b) Reject – notify PI & Faculty.   | Email                    | UG                                |
| 2.0         | <b>Research Workshop</b>   |                          |                                   |
| 2.1         | Register with CEE the selected workshop date.<br>Attend the workshop and claim USSDC points.   | Email<br>DSSC web portal | UG                                |
| 2.2         | Submit workshop attendance list to DSSC and IPSR.  | Hardcopy / Softcopy      | CEE                               |
| 3.0         | <b>Research Project Attachment</b>   |                          |                                   |
| 3.1         | Document research tasks i.e. log activity daily, summarise it weekly, record progress monthly and submit monthly report to PI for signature.<br>On completion of research project attachment, prepare and submit a written final report with weekly, monthly and relevant materials attached to PI for assessment. | Hardcopy /Softcopy       | UG / PI                           |

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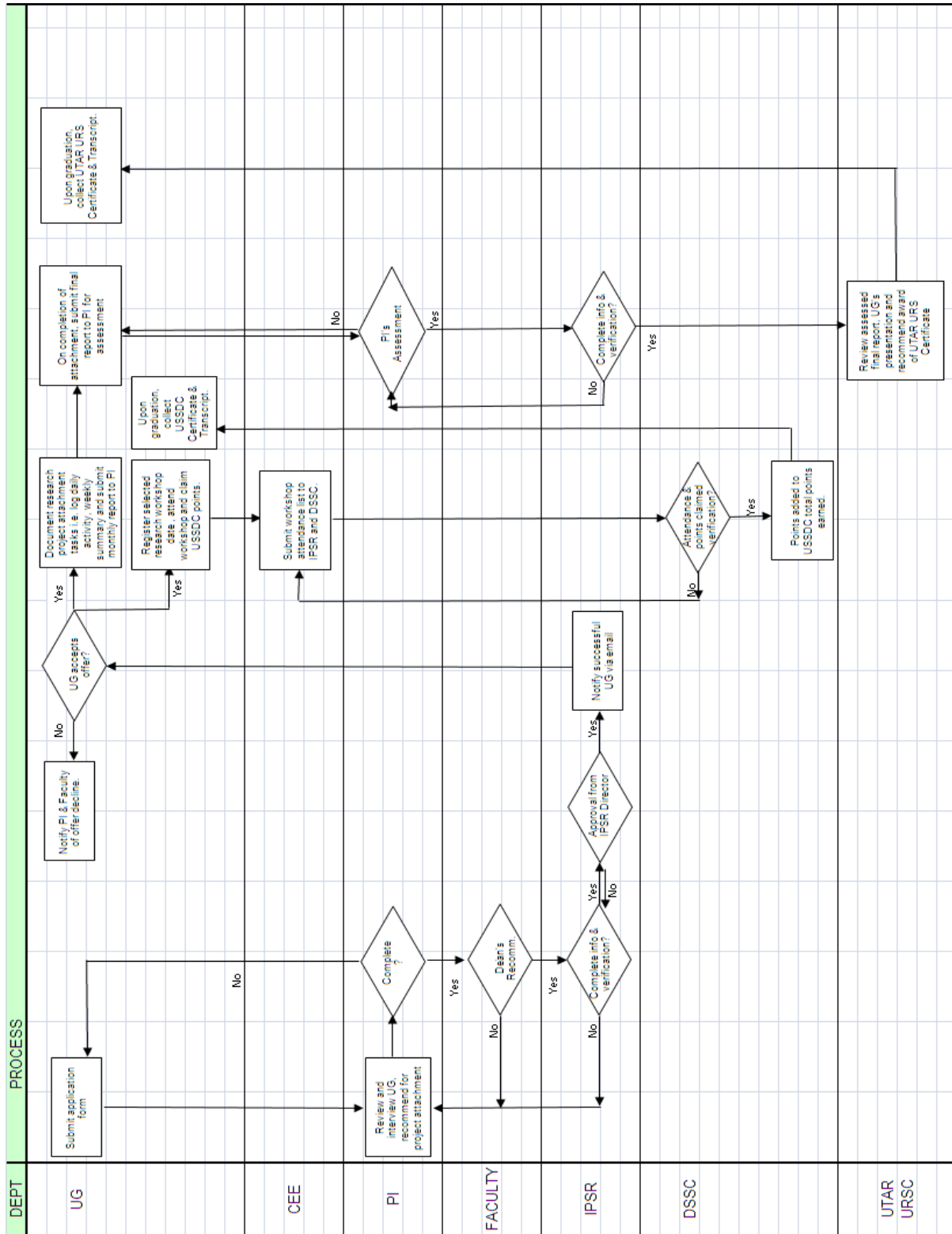
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| PROCESS No. | DETAILS   | INTERFACE | RESPON-SIBILITY |
|-------------|---|-----------|-----------------|
| 4.0         | <b>Certification</b>  |           |                 |
| 4.1         | Submit assessed final report to IPSR.   | Hardcopy  | PI              |
| 4.2         | Review assessed final report, UG presentation (if applicable) and recommend for award of UTAR URS certificate/transcript. | Hardcopy  | UTAR URSC /UG   |
|             |   |           |                 |



**Appendix 1**