1. Background

In realizing our vision to provide a holistic development of our students towards nation building, the University has provided support for students' involvement in external sports events and extra curriculum activities (ECA)

It is a good platform for competitive exposure and our students gain vast experience through these participations.

Besides encouraging a healthy lifestyle these external sports events and ECA also provide the opportunity for interaction among students from other IPTS and institutes of higher learning in Malaysia.

Sports events and ECA have provided our students with exponential learning and first hand experience in regard to teamwork, leadership and sporting spirit to name a few.

2. Preamble

This serves as the guidelines for application and consideration of funding for UTAR students for the purpose of participating in external sports events and extra curriculum activities (ECA).

3. Objective

To provide partial/full financial support to students to attend and participate in local/international sports and ECA. This support may cover the cost of registration, accommodation, meal allowance, local transport, airfare and other incidentals.

4. Source of Funding

The source of funds may derive from Department of Student Affairs (DSA) annual budget, Club & Society (C&S) account, fund raising activities and sponsors.

5. Eligibility

Both full-time and part-time UTAR students are eligible to apply for funding.

5. Application Procedure

a) Application is by completion of the designated form FM-DSA-CSU-013 (Local-Within Malaysia) or FM-DSA-CSU-014 (Overseas) and a proposal with detail budget is to be submitted to DSA.
The proposal should be prepared consisting of at least the following:

- Title of the Event
- Objectives
- Nature of the Event (e.g. sports or ECA.)
- Justifications for taking part in the event
- Other parties (internal and external) involved
- Detailed budget and potential sponsorships and sources. A financially feasible budget is to be provided
- Financial commitment of all parties involved and overall budget details.
- Include any other relevant information / document in support of the proposal.

b) Submission of application should not be less than two (2) weeks before the date of the local event or not less than eight (8) weeks before the date of the international event.

6. Evaluation Criteria

The following criteria shall be used for the consideration and approval of funding:

a) The invitations are from reputable organization such as:

For Sports Events

i. MASISWA (IPTS Sports Council);
ii. MOHE (Sports Unit);
iii. OCM (Olympic Council Malaysia);
iv. NSA (National Sports Association);
v. States' Sports Association;
vi. Invitations from IPTS, IPTA and Polytechnics/Community Colleges;
vii. International Events.

For Extra Curriculum Activities

i. MOHE;
ii. Establish and reputable NGO;
iii. Professional Bodies and Institutions;
iv. Invitations from IPTS, IPTA and Polytechnics/Community Colleges;
v. International Events.

b) The invitations received had provided ample time for preparation. Time for submission of proposal and (in certain sports) time is required for training (preparation for competitive sports).

c) The availability of our talent pool (students who can compete in the events) and the availability of the players/competitors.

7. Approving Process

The approving process shall be as follows:

a) For the external invitation that has met the above criteria and student(s) is able & willing to take part in the event, the required form is duly filled and submitted to DSA with the detail proposal.

b) If the budget is within sponsorship guideline (as stated in FM-DSA-CSU-013 0r -014), the Head of DSA could approve the budget (and proposal) and will then be presented in the General Management Meeting (GMM) for noting.

c) If the budget exceeds sponsorship guideline then it will be presented in the GMM for approval and to SMC for noting, provided that it is within the annual budget of DSA. DSA/students will also try to source for external funding where possible.

8. Payment

a) DSA shall advise the student on the procedures for advance application and for making claims.

b) The student shall submit his claims with original receipts within two weeks upon his return from the event.

9. Event Report

a) Within two (2) weeks upon his return from the event participated, the student is required to submit an event report.

b) The Head of DSA shall comment on the report and extend a copy of the report to GMM for noting.

10. Amendment to the Guidelines

The University reserves the right to amend these guidelines from time to time at its sole discretion.