Flow Chart for Paper Works Approval on Graduate Student Activity/Program

Responsibility **WORK PROCESS** Start Prepare the paperwork and Student complete student activity form Administrative Receive the form and assistant paperwork review the form and paperwork HOD (HEP) Deputy dean (PPP) Support the program HOD (HEP) If budget more than RM1000 No Approval by Dean Yes Dean Bursary office Review the budget **Deputy Vice Chancellor** Approval by Deputy Vice Chancellor HOD (HEP) If budget less than 100o Approval by Dean Dean Approval letter and appointment letter(if needed) Administrative assistant will issue to applicant and Deputy Dean (PPP) End