

	UNIVERSITI KUALA LUMPUR POLICY FOR ORGANIZING CONFERENCE	Doc. No:	UniKL/CoRI/ SOP/05
		Level:	2
		Revision No:	00
		Date:	02/10/2015
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AMENDMENT RECORDS

No.	Date	Justification	Revision No.	Approved by
1	02/10/2015	Establishment	00	Director

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1.0 OBJECTIVE

- 1.1 The objective of this policy is to guide and process the application form for organizing conference.
- 1.2 To serve as a procedure for continuous improvement to the Conference Application process.

2.0 SCOPE

- 2.1 This procedure will cover all conference application processes in UniKL.

3.0 REFERENCES

- 3.1 PMTC Policy

4.0 DEFINITIONS / ABBREVIATIONS

UniKL	:	Universiti Kuala Lumpur
Institutes	:	Branch campuses under UniKL
HoRI	:	Head of Research & Innovation Section
CoRI	:	Center for Research & Innovation, UniKL Chancellery
HOS	:	Head of Section
PMTC	:	People Management & Team Culture Division

5.0 RESPONSIBILITY

- 5.1 The President / Deputy President is responsible to ensure this procedure is adhered to by all institute of UniKL.
- 5.2 The Director of CoRI is responsible to ensure that the procedure is adhered to all conference application process.
- 5.3 Dean/Head of Campus and HoRI are responsible to ensure that the procedure is adhered to all conference application processes at campus level.
- 5.4 HOS/PMTC Department are responsible to ensure that the procedure is adhered to all conference application processes at section level.

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6.0 POLICY

- 6.1 Proposal to organize a conference must get an approval from the University Management at least 6 months before the conference date.
- 6.2 The organizers should follow the approved proposal.
- 6.3 The organizers must submit a report on the successful outcome of the conference within one month of the conference date.