

	UNIVERSITI KUALA LUMPUR STANDARD OPERATING PROCEDURE (SOP) APPLICATION PROCESS 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 SOP is to guide the application process of Conference Application.
- 1.2 To serve as a procedure for continuous improvement to the Conference Application process.
- 1.3 To ensure the process of Conference is carried out in a consistent manner.

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
PEM	:	President Exco Meeting

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

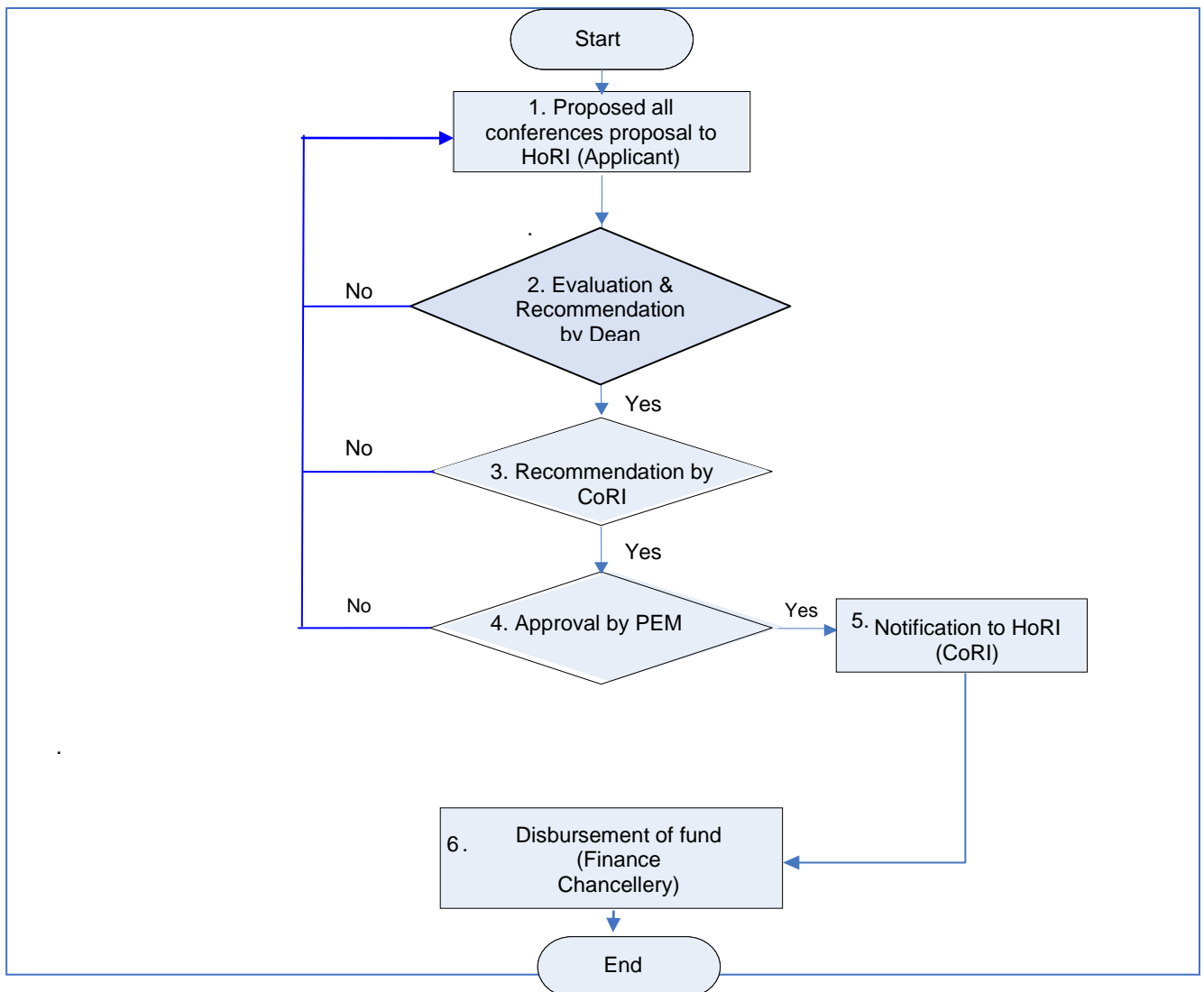


UNIVERSITI KUALA LUMPUR

**STANDARD OPERATING
PROCEDURE (SOP)
APPLICATION PROCESS FOR
ORGANIZING CONFERENCE**

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6.0 PROCEDURE (Refer to the process flow chart)



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7.0 DESCRIPTION

No	Description	Duration	Person in Charge	Document
1	Submission of proposal	-	Applicant	<ul style="list-style-type: none"> Proposal
2	Evaluation and recommendation of proposal	Within one (1) week	HoRI/Dean	<ul style="list-style-type: none"> Proposal
3	Recommendation of proposal	Within one (1) week	CoRI	<ul style="list-style-type: none"> Proposal
4	Approval of proposal in PEM	Within one (1) month	HoRI/Dean	<ul style="list-style-type: none"> Proposal
5	Notification of approval	Within one (1) week	CoRI	<ul style="list-style-type: none"> Proposal Offer letter
6	Disbursement of fund	Within two (2) weeks	Finance/CoRI	<ul style="list-style-type: none"> Memo of Disbursement

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Conference Application Form: UNIKL/OD/CG-04/2012	PMTC	3 years
2	Offer letter	HORI	3 years