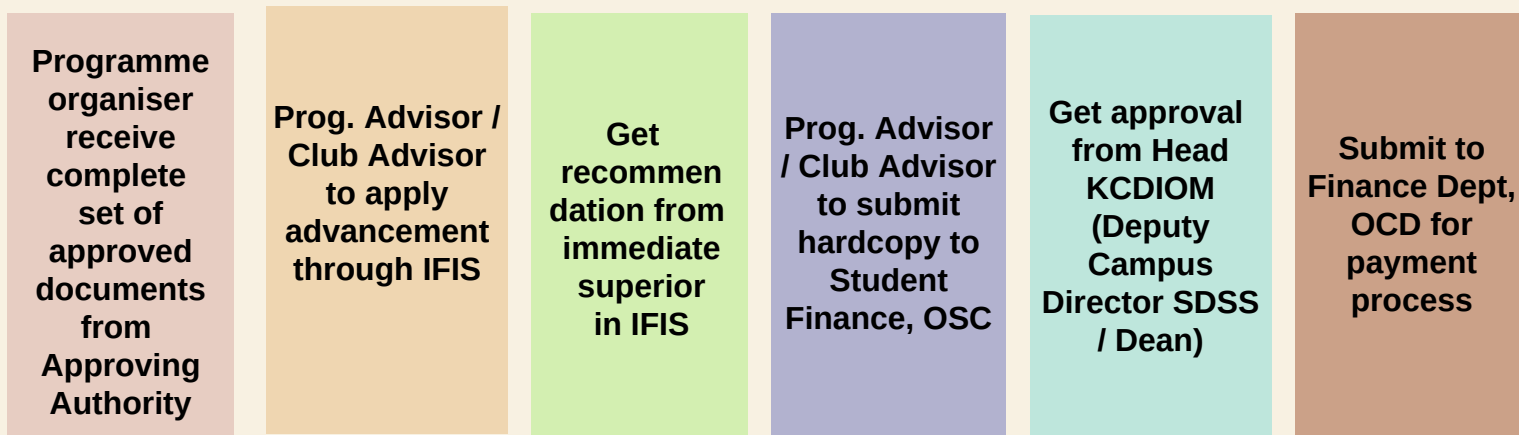
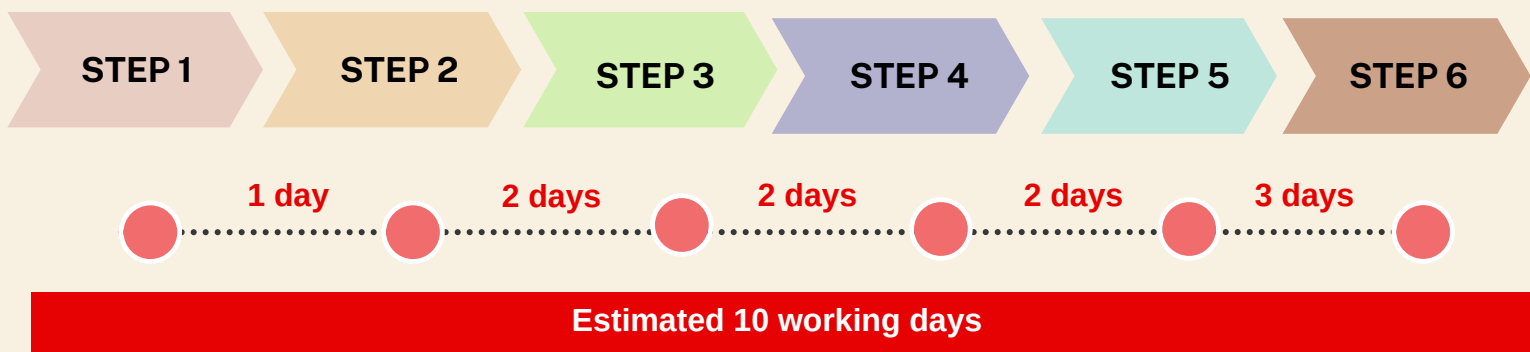


TIMELINE FOR APPLICATION OF ADVANCEMENT FOR STUDENT ACTIVITIES



- Set of approved documents are Programme Approval Letter, approved PPF and approved proposal
- Approving authority team :
 - Central Clubs - by SPAC
 - KBS - by Deputy Dean SDCE

- Prog. Advisor / Club Advisor to notify the superior

- What to submit?
- A printed IFIS form. Signed by the applicant.
 - A copy of Programme Approval Letter
 - A copy of approved PPF.
 - A copy of approved proposal.

- Approval IFIS :
- Central Clubs - by DCD SDSS
 - KBS - by Dean

For more detailed of the process, please view infographic on **'Guidelines For Club Advisor - How to apply advancement for student programme?'**

via OCD website at [Download tab](#) - Student Development