





INTERNATIONAL MULTI-AWARD WINNING INSTITUTION FOR SUSTAINABILITY

TIMELINE FOR APPLICATION OF ADVANCEMENT FOR STUDENT ACTIVITIES



Estimated 10 working days

Programme
organiser
receive
complete
set of
approved
documents
from
Approving
Authority

Prog. Advisor / Club Advisor to apply advancement through IFIS

Get recommen dation from immediate superior in IFIS Prog. Advisor
/ Club Advisor
to submit
hardcopy to
Student
Finance, OSC

Get approval from Head KCDIOM (Deputy Campus Director SDSS / Dean)

Submit to Finance Dept, OCD for payment process

- Set of approved documents are Programme Approval Letter, approved PPF and approved proposal
- Approving authority team :
 i. Central Clubs
 - by SPAC ii. 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