For process flow, refer Appendix 1 & 2

**OBJECTIVE**: To outline the procedure for Student Assistantship

**SCOPE**: Research Grant

**DEFINITION**:
- SA - Student Assistant
- PI - Principal Investigator
- IPSR - Institute of Postgraduate Studies & Research
- DFN - Division of Finance
- HOD - Head of Department

**REFERENCE**: Guidelines on the Student Assistantship

<table>
<thead>
<tr>
<th>PROCESS No.</th>
<th>DETAILS</th>
<th>INTERFACE</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Application</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Submit the complete application from to PI</td>
<td>Hardcopy</td>
<td>SA</td>
</tr>
<tr>
<td>1.2</td>
<td>Submit the recommended application form to Faculty</td>
<td>Hardcopy</td>
<td>PI</td>
</tr>
<tr>
<td>1.3</td>
<td>Submit the recommended application form to IPSR.</td>
<td>Hardcopy</td>
<td>Faculty</td>
</tr>
</tbody>
</table>
| 1.4         | Verify the application.  
(a) Complete – proceed to 1.6  
(b) Incomplete – notify PI to provide the requested information, go to 1.5 | Hardcopy | IPSR Officer |
| 1.5         | Provide the requested information (go to 1.4) | Hardcopy / Softcopy | PI / SA |
| 1.6         | Issue offer letter. | Hardcopy | IPSR Officer |
| 1.7         | Approve and sign the offer letter.  
(a) Approved – proceed to 1.8  
(b) Not approved – notify PI | Hardcopy | IPSR Director |
| 1.8         | Notify applicant.  
(a) Accept – proceed to 2.1  
(b) Reject – notify PI | Email | IPSR Officer |
| 2.0         | Payment |           |                |
| 2.1         | (a) For monthly payment - Issue memo to DFN to issue monthly payment.  
(b) For non monthly payment – proceed to 2.2 | Hardcopy | IPSR Officer |
| 2.2         | Submit the complete and recommended claim form to IPSR. | Hardcopy | SA/PI |
| 2.3         | Verify the claim.  
(a) Complete – proceed to 2.5  
(b) Incomplete – notify PI to provide the requested information, go to 2.4 | Hardcopy | IPSR Officer |
| 2.4         | Provide the requested information (go to 2.3) | Hardcopy / Softcopy | PI / SA |
| 2.5         | Approve the claim.  
(a) approved – proceed to 2.5  
(b) not approved – notify PI to provide the requested information, go to 2.4 | Hardcopy | IPSR Director |
| 2.6         | Submit to DFN for payment. | Hardcopy | IPSR Officer |
| 2.7         | Issue cheque. | Hardcopy | DFN |
| 2.8         | SA receives cheque from DFN | Cheque | DFN |
UNIVERSITI TUNKU ABDUL RAHMAN
Procedure Title: STUDENT ASSISTANTSHIP APPLICATION & PAYMENT
Procedure Number: QP-IPSR-R&D-022
Rev No: 0
Effective Date: 24/2/2011
Page No: 2 of 3

Appendix 1