FLOWCHART
GUIDELINES ON THE ORGANISATION OF STUDENT CONFERENCE, SEMINAR, FORUM, CONTEST, DESIGN AND OTHER RELATED EVENTS RELATED TO R&D

**EVENT ORGANISATION APPROVAL**

<table>
<thead>
<tr>
<th>Event (Type B)</th>
<th>Event (Type A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal preparation</td>
<td>Proposal preparation</td>
</tr>
<tr>
<td>Submit to Dean for recommendation</td>
<td>Submit to FRDPC for recommendation</td>
</tr>
<tr>
<td>Club/Society/R.Centre</td>
<td>Club/Society/R.Centre</td>
</tr>
<tr>
<td>Recommendation from Dean</td>
<td>Recommendation from FRDPC</td>
</tr>
<tr>
<td>DEAN</td>
<td>Submit to FBO for recommendation</td>
</tr>
<tr>
<td>VP (RDC) approval</td>
<td>FBO</td>
</tr>
<tr>
<td>No</td>
<td>Recommendation from RDCC</td>
</tr>
<tr>
<td>Appeal to President</td>
<td>Submit to SMC for approval</td>
</tr>
<tr>
<td>RDCC</td>
<td>SMC approval</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Report back to RDCC &amp; SMC</td>
<td>IPSR</td>
</tr>
</tbody>
</table>

**EVENT PLANNING, PREPARATION & IMPLEMENTATION (TYPE A & B)**

<table>
<thead>
<tr>
<th>Event organization approval</th>
<th>Event conclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event (Type B)</td>
<td>Event (Type A)</td>
</tr>
<tr>
<td>Finalisation of account (Type A)</td>
<td>Reporting / Surplus approval (Type A)</td>
</tr>
</tbody>
</table>

**REPORTING (TYPE A & B)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Event organization approval</th>
<th>Event conclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time line (working days)</td>
<td>Event (Type B)</td>
<td>Event (Type A)</td>
</tr>
<tr>
<td>Responsibility</td>
<td>Dean</td>
<td>VP (RDC)</td>
</tr>
<tr>
<td>3</td>
<td>7</td>
<td>7</td>
</tr>
</tbody>
</table>

- Proposal preparation
- Submit to FRDPC for recommendation
- Recommendation from FRDPC
- Submit to FBO for recommendation
- Recommendation from FBO
- Submit to RDCC for recommendation
- Recommendation from RDCC
- Submit to SMC for approval
- Recommendation from SMC
- Report back to RDCC & SMC

- The progress on the preparation made for this event should be according to schedule.
- The team/committee should make attempt to get sponsorship from external parties.
- All official correspondence with external parties must be approved by and through the President of UTAR.
- All purchases and payment to be made shall follow the University’s guidelines (only for Type A).
- All incoming payments must be made payable to UTAR following the University’s guidelines (only for Type A).
- The team/committee and advisor are responsible to ensure that spending is carried out according to the proposed budget. If there is a need to change the budget details during the organizing period, the proposed changes must be submitted to the university through IPSR for consideration and approval.

**EVENT CONCLUSION**

- After Event completion, UTAR vote account to be concluded within ONE month.
- After the finalisation of the UTAR vote account, seed fund initially sourced from UTAR should be returned back to university.

- The allocation of surplus after deduction of seed fund should follow the apportionment percentages as indicated in Table 1 of the Guidelines.
- Proposal on the utilization of surplus for future event and specific R&D related activities with full justification
- Submit to Research Centre for recommendation

**SURPLUS (TYPE A)**

- Justification report on the non-recovery of the seed fund
- Submit to Research Centre for recommendation

**REPORTING (TYPE A & B)**

- Reporting on the outcome of the event
- Forward a copy to IPSR

**Event Chairperson / Organising Committee**

- Recommendation from FBO
- Submit to RDCC for recommendation

**Research Centre**

- Recommendation from FRDPC
- Submit to SMC for approval

**Event Chairperson / Organising Committee**

- Recommendation from FBO
- Submit to RDCC for recommendation

**DEAN**

- Proposal preparation
- Submit to Dean for recommendation

**Club/Society/R.Centre**

- Recommendation from Dean
- Submit to Dean for recommendation

**FBO**

- Recommendation from RDCC
- Submit to SMC for approval

**RDCC**

- Recommendation from RDCC
- Submit to SMC for approval

**SMC**

- Recommendation from FBO
- Submit to RDCC for recommendation