

Flowchart SOP II – Review Undergraduate/Special Request from 1 Year Programme of PostGraduate USM

A C T I V I T Y	Responsibility
Receive Application Letter ↓	JEPeM-USM Secretariat
Appoint Panel/Reviewer ↓	JEPeM-USM Chair
Presentation at PTJ/Department ↓	Supervisor /Reviewer
Panel/Reviewer Recommend	Reviewer
<div style="display: flex; justify-content: space-around;"> Exempted Approved Not approved Refer to Fullboard Modification </div>	
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">↓ Send acknowledgement letter to applicant</div> <div style="text-align: center;">↓ Send notification letter to applicant</div> <div style="text-align: center;">↓ Assign to Fullboard Meeting</div> <div style="text-align: center;">↓ Send back to applicant</div> </div>	JEPeM-USM Secretariat
<div style="text-align: center;">↓ Prepare modification</div>	Supervisor/ Applicant
<div style="text-align: center;">↓ Submit modification</div>	JEPeM-USM Secretariat