






**Universiti Islam Sultan Sharif Ali
(UNISSA)**

PROCEDURES MANUAL

Subject	COLLOQUIUMS, CONFERENCES AND SEMINARS
Section:	CENTRE FOR GRADUATE STUDIES

	NAME	POSITION	SIGNATURE
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Colloquiums, conferences and seminars are interactive activities that engage graduate students in an open and easy-to-understand manner to provide them with knowledge and skills.

1.1 Purpose

- Enhance student's knowledge;
- Provide students with presentation skills;
- Create a platform for students to share their research with others and benefit from views of assessors.


1.2 Scope

This procedure covers preparation, approval and management of colloquiums, conferences and seminars organized by the Centre for Graduate Studies.

1.3 Responsibilities

Responsibility	Description
Director	<ol style="list-style-type: none"> 1. Propose the list of activities; 2. Prepare working paper; 3. Monitor the process of preparation and management of the activities.
Graduate Centre Staff	<ol style="list-style-type: none"> 1. Handle all matters related to GSAC meeting; 2. Prepare letters and tentative programme; 3. Arrange for all facilities and equipment required for the activity; 4. Prepare certificates for participants.
GSAC	Discuss and approve the activities and relevant programmes.

2 Definitions and Abbreviations


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2.1 Definitions


2.2 Abbreviations

CGS	CENTRE FOR GRADUATE STUDIES
PTM	Pusat Teknologi dan Multimedia (Technology and Multimedia Centre)
GSAC	Graduate Students Affairs Committee
AR	Assistant Registrar
GSCM	Graduate Studies Committee Meeting
GoH	Guest of Honour
RTB	Radio Television Brunei
PusPAA	Pusat Perhubungan Awam dan Antarabangsa


3 Procedure Details

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Activity	Details	Responsible Person	Documented Information	Duration
<p>START</p> <p>↓</p> <p>Preparation of working paper</p> <p>↓</p> <p>Budget application</p> <p>↓</p> <p>Preparation of brochures / posters</p> <p>↓</p> <p>Preparation of appointment letters of committee members</p> <p>↓</p> <p>Making announcements</p> <p>↓</p> <p>A</p> <p>↓</p> <p>First meeting</p> <p>↓</p> <p>Preparation of appointment / acceptance letters</p>	1.0 Preparation of working paper			
	1.1 Providing a complete working paper	Director & AR		10 months before the proposed date for holding the academic activity
	1.2 Distribute working paper to GSAC for discussion and approval			
	1.3 Send approved working paper to GSCM for approval			
	1.4 Send approved working paper to the secretary of UNISSA Executive Officers for consideration and review			
	1.5 Do corrections (if any) and re-submit the working paper as suggested by the UNISSA Executive Officers			1 month
	2.0 Budget application			
	2.1 Send the budget application letter to the bursar	Director / Clerk		1 week after handing over correction version of working paper
	3.0 Preparation of brochures / posters			
	3.1 Drafting brochures / posters	AR / Clerk		7 days (from the date of submitting budget application)
	3.2 Review and approve draft brochures / posters	Director		1 day
	3.3 Send approved draft brochures / posters to PTM for design	Clerk / PTM		2 days
	4.0 Preparation of appointment letters of committee members			
	4.1 Draft appointment letters of internal committee members to be signed by the Director of CGS and external committee members (if any collaboration) to be signed by the Registrar / Assistant Rector (Academics)	Clerk		3 days
	4.2 Review and sign the appointment letters of internal / external committee members	Registrar / Assistant Rector (Academics) / Director		3 days
	4.3 Distribute the appointment letter	Clerk		7 days before committee members first meeting
	5.0 Making announcements			
	5.1 Announce the conference / seminar / colloquium: <ul style="list-style-type: none"> Title of conference / seminar / colloquium; Date of conference / seminar / colloquium; Venue of conference / seminar / colloquium; Details of conference / seminar / colloquium; 	AR / Clerk		7 months before holding the conference

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<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;">Requesting facilities / equipment</div> <div style="text-align: center;">↓</div> <div style="text-align: center; margin-top: 100px;">A</div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; width: fit-content;">Invitation to UNISSA members</div>	6.0 First meeting			
	6.1 First meeting with Committee members	AR / Clerk		4 months before holding the conference
	7.0 Preparation of appointment / acceptance letters			
	7.1 Provide a list of accepted papers / presenters	Clerk		2 weeks after the dateline for submission of papers
	7.2 Draft acceptance letters to presenters	Clerk		3 days
	7.3 Draft appointment letters to invited speakers and GoH	Clerk		3 days
	7.4 Review acceptance / appointment letters	Director		1 day
	7.5 Forward appointment letters to the Registrar / Assistant Rector (Academics)	Clerk / Registrar / Assistant Rector (Academics)		2 days
	7.6 Distribute invitation letters to invited speakers / GoH	Clerk		1 month before holding the conference
	8.0 Second meeting			
	8.1 Second meeting with Committee members	AR / Clerk		30 days before holding the conference
	9.0 Requesting facilities / equipment			
	9.1 Send letters to Estate, PTM, Store, PusPAA for requesting facilities / equipment	AR / Clerk		3 days after the first meeting of committee members
	10.0 Installation of poster			
	10.1 Attach a posters on relevant boards	Committee Members		3 days before holding the conference
	11.0 Preparation of invitation letters to UNISSA Principal Officers			
	11.1 Draft invitation letters to UNISSA Principal Officers to be signed by Director of CGS	AR / Clerk		3 days
	11.3 Review and sign invitation letters	Director		1 day
	11.4 Distribute letters with tentative programme	Clerk		7 days before holding the conference
	12.0 Third meeting			
12.1 Third meeting with Committee members	AR / Clerk		14 days before holding the conference	
13.0 Invitation to UNISSA members				

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↓	13.1 Send general invitation to UNISSA members using: • Email • Social media	AR / Clerk		5 days before holding the conference
	14.0 Holding press conference (if relevant)			
Holding press conference	14.1 Holding a press conference with <i>RTB / Brunei Times / Media Permata / Borneo Bulletin</i>	CGS		3 days before holding the conference
↓ ○ END	14.2 Conduct interviews with <i>Rampai Pagi / National FM Radio, Nur Islam</i>	Director / Secretariat		3 days before holding the conference
	15.0 Before, During and After event			
	15.1 Make final arrangements	Committee Members		3 days before holding the conference
	15.2 Dry Run			1 day before holding the conference
	15.3 Remove posters			3 days after holding the conference
Total Duration				10 Months

4 References