



Standard Operating Procedure (SOP) for Student Participation in Extra-Curricular Activities

1. Eligibility Criteria

1.1 Academic Performance

- Students must have a minimum CGPA of 2.5.
- Students with issues related to academic integrity, poor lecture/lab attendance, or disciplinary actions are ineligible.

1.2 Participation Limit

- **Standard Applications:** Students may participate in a maximum of THREE (3) activities per academic year, with priority given to those without prior participation.
- **Ad Hoc Requests:** Only national-level activities are permitted.

1.3 Funding Requirement

- **Standard Applications:** Budget allocation is contingent upon the school's financial ability and the Dean's final approval. Students are strongly advised to secure external sponsorships, as school funding will only be considered in exceptional or unique cases.
- **Ad Hoc Requests:** Students must secure their own funding or rely on organizer support.

1.4 Responsibility for Coursework Assessment, Tests and Academic Requirements

- **Student Responsibility:** Students who will be absent from any coursework assessment, test, quiz, presentation, laboratory session or other academic requirement due to an approved activity are responsible for contacting the respective course lecturer as early as possible, preferably before the proposal is submitted and no later than the approval stage.
- **Assessment Arrangement:** Any request for exemption, replacement assessment, early test, or alternative assessment arrangement is subject to the approval and discretion of the respective course lecturer. Where applicable, the assessment or test should be arranged and completed before the student departs for the activity.
- **Failure to Arrange:** Approval to participate in an extra-curricular activity does not automatically grant exemption from coursework assessments or tests. If the student fails to make the necessary arrangement with the respective lecturer in advance, the student may not be permitted to participate in the activity, subject to the decision of the lecturer and the School.
- **Documentation:** Students are advised to keep written confirmation of any approved academic arrangement and submit a copy to the Quality and Student Development Coordinator when required.

2. Application Process

Standard Application Process

Step 1: Submission of Proposal

- Submit detailed proposals (template will be provided) at least 2 months before the event for national level activity and 6 months for international level activity.
- Include the activity name, objectives, team members, expected outcomes, and a budget breakdown.

Step 2: Preliminary Review by Quality and Student Development Committee

- Proposals are reviewed for alignment with institutional vision, feasibility, and relevance within 2 days.

Ad Hoc Requests (Less Than Two Weeks' Notice)

Step 1: Submission of Proposal

- Submit at least 7 working days before the event using the provided template.
- Include funding confirmation.

Step 2: Review by Quality and Student Development Committee

- Review is completed within 2 working days.

Step 3: Submission to Dean

- The Dean provides final approval within 3 working days.

3. Approval Process

Standard Applications

Step 4: Academic Performance and Discipline Related Issue Check

- Completed within 2 days by Quality and Student Development Committee.
- The committee makes a decision within 2 days of receiving the proposal.

Ad Hoc Requests

- The Dean makes the final decision based on proposal merit.

4. Budget and Donations

Internal Budget (Standard Applications)

- Students are encouraged to seek external funding.

External Sponsorships

- All sponsorships must adhere to university guidelines to ensure transparency and accountability.
- The Advisor and Quality and Student Development Coordinator must be actively involved throughout the sponsorship process, from the application stage to the final account reconciliation.

***Note:** Any sponsorship or donation received for the programme must NOT be channelled into any personal bank account. All funds must be deposited only into an official USM account, either through the club account under BHEPA or the Kumpulan Wang Pembangunan Pelajar under the School, subject to the appropriate university financial procedures and approval.*

5. Post-Activity Reporting

Step 5: Report Submission

- **Standard Applications:** Submit a report within 2 weeks post-competition.
- **Ad Hoc Requests:** Submit a report within 7 working days post-competition.
- The report must be endorsed by the project/competition advisor.

Additional Notes

- Ad hoc requests are exceptions and should not replace standard processes.
- Approvals are contingent upon proposal alignment with institutional goals and the Dean's final decision.

PROCESS FLOWCHART

