

TUTORIAL DISCUSSION (8)

With reference to the booklet of photocopy printout, the discussion outline will be based on the areas of:

- Sample UTAR Guidelines
- Sample UTAR Checklists
- Sample UTAR Policies
- Sample UTAR Procedure
- Sample UTAR Work Instructions
- Sample UTAR SOPs
- Sample UTAR Standards
- Sample UTAR Workflows
- Sample UTAR Flow Chart
- Sample UTAR Process Flows
- Sample UTAR Forms
- Sample Change Control Management Plan (Template)
- Sample Change Request Form

The topic of discussion not limiting to the following:

- Guidelines on Conducting Training for External Parties
- Guidelines for Displaying of banners, bunting and posters
- Policy on Credit transfer and course exemption
- Policy on Innovation Excellence Award
- Procedure on Credit Transfer Application
- Procedure on Application for leave of absence
- Procedure on Withdrawal from Study
- SOP for Event Management
- Flowchart for Training Requests
- Process flow for Innovation Excellence Award
- Process flow for Evaluation Process for IP
- Policy of Intellectual Property (IP)
- Process flow for Intellectual Property (IP)
- Form of Statutory Declaration
- Form of Intellectual Property (IP) Disclosure
- Form of Request for Patent Protection
- Form for Request for Industrial Design Protection
- Form for Copyright Protection
- Form for Disclosure for Layout-Design of Integrated Circuit Protection
- Form for Request for Plant Variety Protection
- Form for Request for Trade Mark Protection
- Process flow for Consultancy Work
- Policy of Consultancy