



Procedure Number : POL-T&L-01
Title : Document Submission Procedures - Office of Teaching and Learning
Effective Date : 1 Mar 2013
Category (2nd level of CCV) : Teaching and Learning
Organisational Unit : Teaching and Learning

1. LEGISLATION/POLICY SUPPORTED (required)

The fundamental purpose of implementing a system of Document Submission Procedures at Curtin University Sarawak (CUS) is for operational efficiency.

2. APPLICATION (required)

The procedure applies to all the administrative assistants (AAs) / administration officers (AOs) of the campus

3. EXCEPTIONS

Nil

4. DEFINITIONS

Nil

5. PROCEDURES

This document outlines the procedures for document submissions to the Office of Teaching and Learning at Curtin University Sarawak (CUS) for operational efficiency.

All administrative assistants (AAs) / administration officers (AOs) from other departments will submit any documents requiring the approval of the Dean - Teaching and Learning directly to the Office of Teaching and Learning (OTL) such as the approval for utilizing the Teaching Performance Index (TPI) claims, as well as other documents requiring the approval of the Dean - Teaching and Learning.

1. The procedures are outlined below:

i. Purchase Requisition Form (PRF) for TPI

The requester will get the form from the OTL and will check their TPI available balance from the Finance Department. The completed and signed form will be submitted to the OTL office for the Dean's approval, and the AA of OTL will submit it to the Finance Department.

ii. The Expenses Claim Form (ECF) for TPI

The requester will fill in the ECF and submit directly to OTL for approval. The ECF will be approved directly if the amount is below RM50.00 and if the amount is above the RM50.00 a PRF will be raised by AA of OTL before submission to the Finance Department.

iii. Memo for the cost transfer for TPI claim

The AA from the requester’s department will get the memo from Curtin Bookshop Services (CBS) and submit it directly to OTL. Once approved, the respective AA will collect the approved form and return it directly to CBS.

iv. Travel Request Form (TRF) for TPI

The requester will fill in the TRF and will check the TPI available balance from the Finance Department and pass it to their dept AA. The AA from the requester’s department will get the approval directly from the Dean of OTL after the form is checked by the Finance Department.

No.	Activity	Description of what is to be done	When	Form/ Document	Responsible
1	The get the Purchase Requisition Form (PRF) from OTL	The completed and signed form will be submitted to the OTL office for the Dean’s approval after check the TPI available balance from Finance Department	Daily monitoring	Purchase Requisition Form (PRF)	The requester/Admin Asst
2	Issued the Expenses Claim Form (ECF)	To fill in the ECF and submit directly to OTL for approval. A PRF will be raised by AA of OTL before submission to the Finance Department if the amount claimed is above RM50.00	Daily monitoring	Expenses Claim Form (ECF)	The requester/Admin Asst
3	Memo of cost transfer	The AA from the requester’s department will get the memo from Curtin Bookshop Services (CBS) and submit it directly to OTL. Once approved, the respective AA will collect the approved form and return it directly to CBS.	Daily monitoring	Formal Memo	Admin Asst
4	Issued the Travel Request Form (TRF)	The AA from the requester’s department will get the approval directly from the Dean of OTL after the form is checked by the Finance Department.	Daily monitoring	Travel Request Form (TRF)	Admin Asst

6. PERFORMANCE INDICATORS (required - performance criteria for monitoring efficiency and effectiveness. Shaded are examples only).

Indicators	Standard	Measures	Target	Method	Frequency	Responsible Owner	Undertaken by
Document was aligned to the submission procedures	Immediately	Depending to the TPI requester	100% forms processed immediately	Monitor & Review	Upon request	AA, OTL	Requester’s AA

7. RESPONSIBILITIES (optional if responsibilities are already specified in the performance indicators)

Role (Position, Committee)	Accountable for
AA, OTL	- monitor and check all the document submission to the OTL
Requester's AA	- make sure all document submitted to OTL was follow the guidelines or procedures

8. APPENDICES (FORMS, WORK INSTRUCTION, SCHEDULES, PROCEDURES)

<http://portal.curtin.edu.my/file.php/7//Employee%20Travel%20v7.xls>

9. OTHER RELEVANT DOCUMENTS/LINKS (optional)

RESPONSIBILITIES				
Policy Manager		Deputy Pro Vice-Chancellor		
Contact Officer		Dean-Teaching and Learning		
Telephone		+6085-443847		
E-mail		beena@curtin.edu.my		
Approval Authority		Academic Board		
Date of Approval				
Assigned Review Period		3 years		
Date of Next Review		Three years from date policy approved/renewed (2015)		
REVISION HISTORY				
<i>Version Number</i>	<i>Approved/Rescinded</i>	<i>Date Approved/Rescinded</i>	<i>Resolution Number/Minutes Reference</i>	<i>Reason for & Details of Amendment</i>