

## SOP for Affairs Related to Encouraging Faculty Members to Advise Students in Competitions

Procedure	Research and Development Division	Review and Evaluation Committee	Controller's Division, Bursar Section	President	Forms Used
Start	●				
Implementation	<div style="text-align: center;"> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">2.1 Application Announcement</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">2.2 Receive applications</div> <p style="text-align: center;">↓</p> <div style="text-align: center;">( Check point 3.1 )</div> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">2.3 Preliminary review, prepare statistical charts</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">2.4 Call meeting</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">2.5 Review results approval</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">2.6 Announce review results</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">2.7 Award amount approval</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">2.7.1 Issue awards</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">2.7.2 Issue award certificates</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">2.8 Archive data</div> </div>				<p>【Application Form for Faculty Members to Advise Students in Competitions】</p>
End	●				