



### **Procedure of Organization of Student Activities**

1. Students draft activity proposal and discuss with academic staff.
2. Students submit soft copy of activity proposal through UMRC app.
3. College staff prepare e-proposal and reserve budget (if applicable) for the activity.
4. The College Master or his/her delegate approves the proposal.
5. College staff announces to the students of the approval result, such as by clicking “approved” through UMRC app or via email.
6. Students may proceed to organize the activity and to purchase according to the approved budget (if applicable).
7. Students submit activity report and receipts/supporting documents for reimbursement within a designated timeline given by the Residential College after the activity is completed.