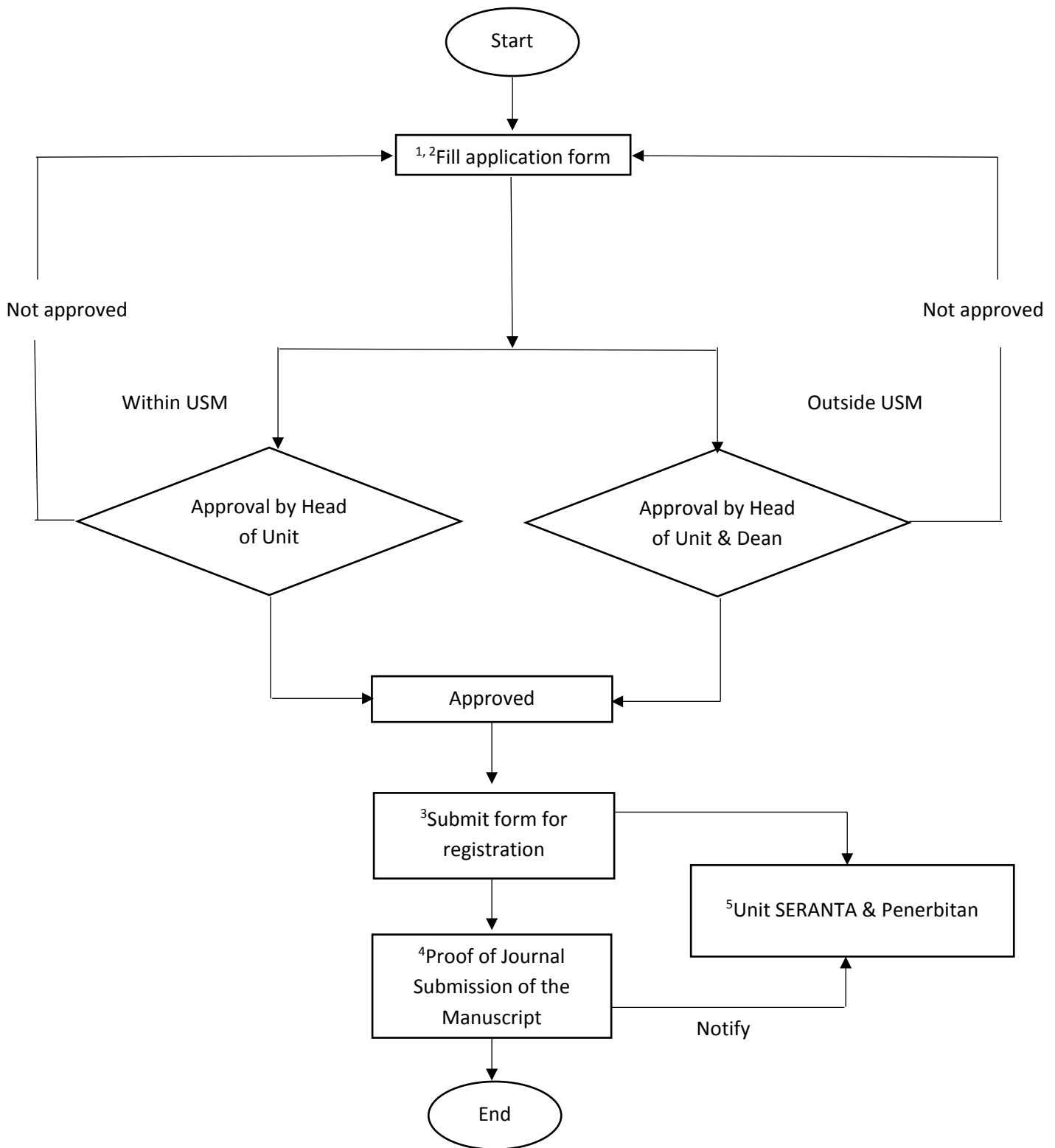


STANDARD OPERATING PROCEDURE OF APPLICATION FOR SCIENTIFIC ARTICLE WRITING PROGRAMME



1. Application form can be obtained from the website (<http://www.dental.usm.my/index.php/kpi-initiatives>).
2. Maximum 5 days per manuscript within 6 weeks allowed with the condition that it will not interfere with teaching or other official responsibilities. The approved date(s) may be cancelled by the Head of Unit/ Dean should an urgent matter arise.
3. Applicant sends the approved application form manuscript to Unit SERANTA & Penerbitan (submission via Research Office).
4. Notifies proof of submission of the completed manuscript to Unit SERANTA & Penerbitan.
5. Monitoring of scientific article preparation progress will be conducted from time to time based