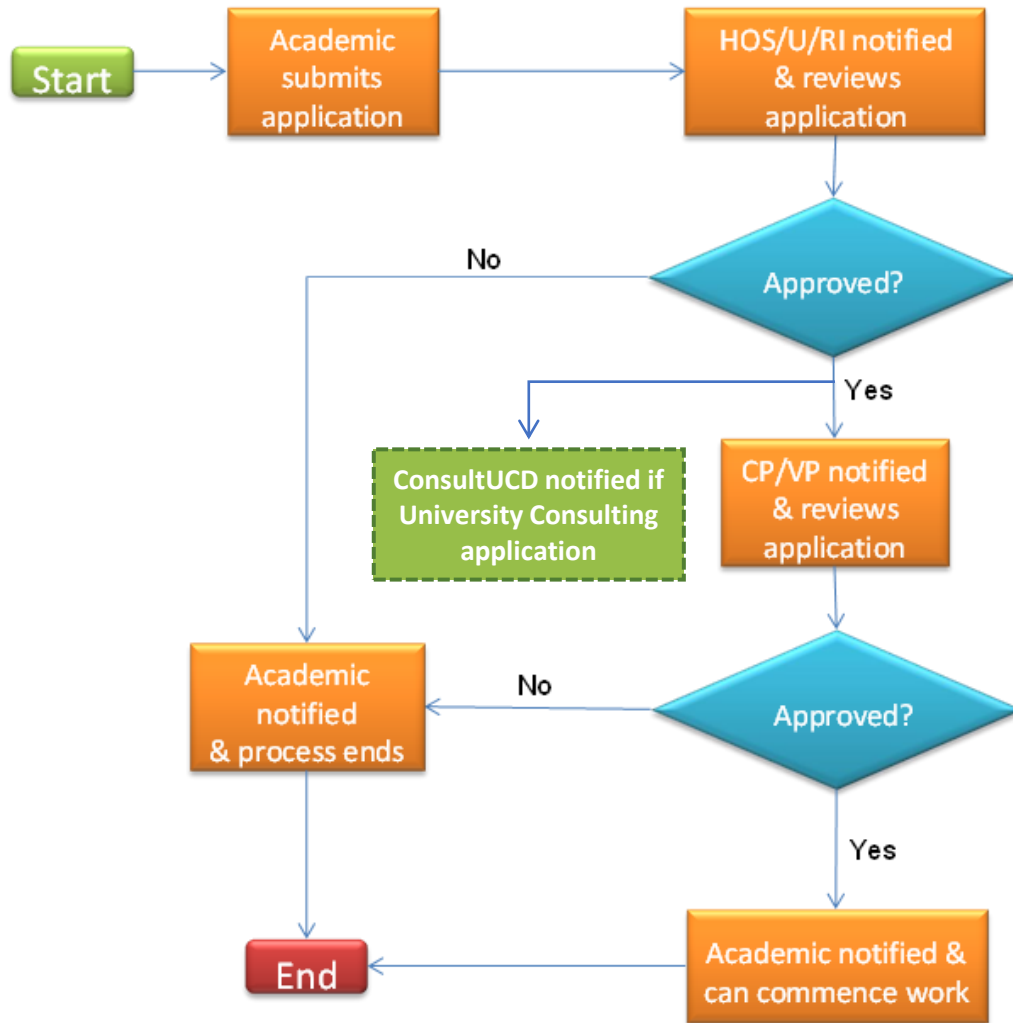


Standard Workflow for Consultancy & External Work Process



Legend
HOS – Head of School
HOSU – Head of Unit
HORI – Head of Research Institute
CP – College Principal
VP – Vice President for Research

1. All processes are completed online via InfoHub.
2. Status notifications to users are by automated emails.
3. If a HOS/U/RI submits an application, it routes straight to the relevant CP/VP for approval.
4. If a CP/VP submits an application, it routes straight to the President for approval.