



**OFFICE OF DEPUTY DEAN
(ACADEMIC AND INTERNATIONALISATION) KSTCL**

CHANGES OF PROGRAMME DETAILS FORM

Reference No. (SP/SPM) : _____

Name of Programme : _____

Organiser/K/C/D/I : _____

Detail of Changes : Please tick (/) if applicable

/	Particulars	Approved	New
	Change of Date		
	Change of Venue		
	Change(s) of Speaker(s)	i.	i.
		ii.	ii.
	Cancellation of programme		
	Others		

Reason(s) : _____

Prepared by:

Checked by:

Approved by:

Name :
Date :

(Advisor)
Stamp/Date:

(Chairman, APAC)
Stamp/Date:

Note

1. Please provide the profile of the new speaker(s) and a copy of approval letter for reference.
2. Any changes to the programme should be within 30 days from approved date of the programme ONLY.