**Document submission procedure for project comparison**

**Responsibility**

Curriculum

- submit the approval of project to Student Affairs Section, Faculty of Graduate Studies, Mahidol University, three days prior to the first day of the project

Faculty of Graduate Studies

- Student Affairs Section staff collect and present to Deputy Dean for Student Development, Faculty of Graduate Studies, for approval

Faculty of Graduate Studies

- After the approval from Student Affairs Section, Faculty of Graduate Studies, assign project code and upload to Soft Skills webpage of Faculty of Graduate Studies, Mahidol University.

Faculty of Graduate Studies

- Launch registration system for faculties/institutes/colleges to attend the project/activity

Faculty of Graduate Studies

- After the due date of the registration, Student Affairs Section, Faculty of Graduate Studies, submit list of registered students to Planning and Curriculum Development Section.

Curriculum

- After the project, Planning and Curriculum Development Section submit graduate students’ proof of attendance to Student Affairs Section, Faculty of Graduate Studies. Student Affairs Section record the Soft Skills attendance to students’ profile.

**Document**

- Letter of project approval for the activity
- Approval of affiliation
- Project information including number of attendees (students from other curricula), names of lecturers, venue, English name of the project, and date and time of the project/activity
- Sign-in sheet
- Photo of attendance
- Video