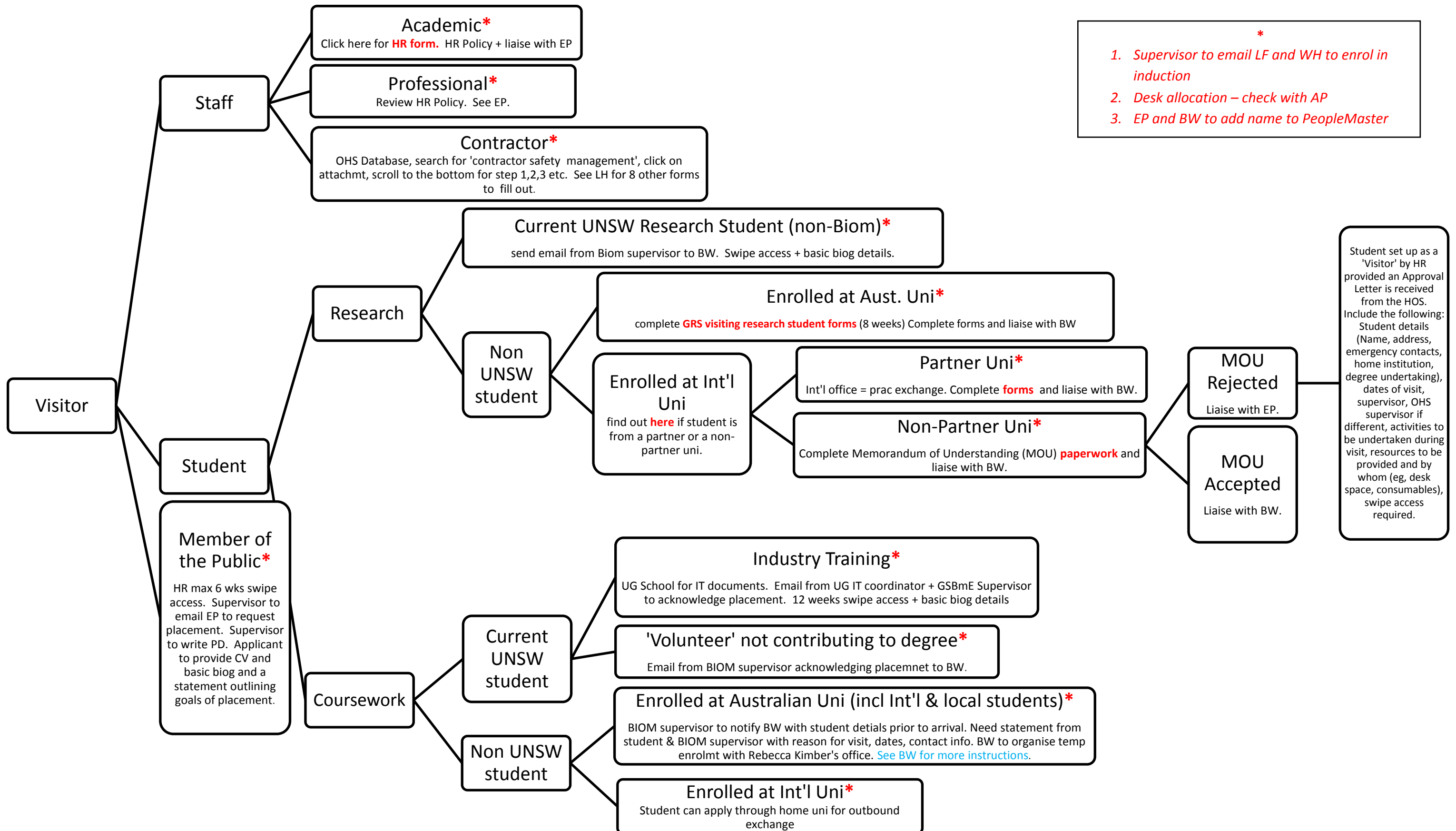


Visitor Flow Chart- Graduate School of Biomedical Engineering

Please note this is an internal document that remains a work in progress. We endeavour to keep all information up to date, however please contact the Admin team for confirmation.



- *
1. Supervisor to email LF and WH to enrol in induction
 2. Desk allocation – check with AP
 3. EP and BW to add name to PeopleMaster

Student set up as a 'Visitor' by HR provided an Approval Letter is received from the HOS. Include the following: Student details (Name, address, emergency contacts, home institution, degree undertaking), dates of visit, supervisor, OHS supervisor if different, activities to be undertaken during visit, resources to be provided and by whom (eg, desk space, consumables), swipe access required.