



INTERNATIONAL ISLAMIC  
UNIVERSITY MALAYSIA

VERSION NO : 03

REVISION NO : 05

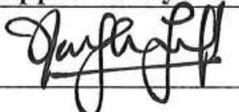
DOCUMENT TITLE : APPROVAL OF  
PROPOSAL (STUDENT ACTIVITIES)

EFFECTIVE DATE : 15<sup>th</sup> Feb 2021

DOCUMENT NO. : IUM/STADD/04

PAGE : 01/7

## APPROVAL OF PROPOSAL (STUDENT ACTIVITIES)

Prepared By :-	Approved By :-
Signature : 	Signature : 
Name : Subki B. Ahmad	Name : Hafsa Mohd Yusoff
Position : Senior Assistant Director Student Affairs and Development Division	Position : Director Student Affairs and Development Division
Date : 9/02/2021	Date : 9/02/2021

CONTROLLED COPY NO. :

 <b>INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA</b>	<b>VERSION NO : 03</b>
	<b>REVISION NO : 05</b>
<b>DOCUMENT TITLE : APPROVAL OF PROPOSAL (STUDENT ACTIVITIES)</b>	<b>EFFECTIVE DATE : 15th Feb 2021</b>
<b>DOCUMENT NO. : IIUM/STADD/04</b>	<b>PAGE : 2/7</b>

## 1. OBJECTIVES

- 1.1 To ensure that student activities proposals are handled accordingly with a specified standard.
- 1.2 To ensure that programmes are organized in line with the rules and regulation stipulated by IIUM.
- 1.3 To assist students in organizing their programmes effectively and achieve their targets.

## 2. SCOPE

This procedure is used for approval of all proposal papers submitted by students to organize programmes under the supervision of STADD.

## 3. DEFINITION / ABBREVIATION

### Definitions/ Abbreviations:

- 3.1 IIUM : International Islamic University Malaysia
- 3.2 STADD : Student Affairs and Development Division
- 3.3 PDU : Programme Development Unit
- 3.4 SPAC : Student Programme Approval Committees
- 3.5 Clubs : Students' Bodies under the supervision of STADD
- 3.6 KPT : Kementerian Pendidikan Tinggi
- 3.7 Rector : Rector of International Islamic University Malaysia
- 3.8 ED Fin : Executive Director, Finance Division



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3.9	DRSDCE	: Deputy Rector (Student Development & Community Engagement)
3.10	HOD	: Head of Department
3.11	Principal	: Principal of Mahallah
3.12	Advisor	: Advisor of Student Bodies
3.13	OIC	: Officer-in-charge
3.14	SAD	: Senior Assistant Director
3.15	AO	: Accompanying Officer
3.16	SAA	: Senior Administrative Assistant
3.17	AA	: Administrative Assistant
3.18	PM	: Programme Manager
3.19	PPF	: Programme Proposal Form
3.20	JPF	: Joint Programme Form
3.21	CPF	: Change of Programme Form
3.23	STARS	: Student Activity Record System



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#### **4. REFERENCE**

- 4.1 E-Book Guidelines and Procedures on Student Activities
- 4.2 IIUM Financial Policies and Procedures

#### **5. RESPONSIBILITY AND DETAILED PROCEDURE**

- SAA/ 5.1 Receive and check the proposal as required in Appendix I
- AA/ 5.2 Discuss on the overall contents of the proposal paper in SPAC
- OIC Meeting and determine the next process as required in Appendix II
- 5.3 Issuance of approval letter and record in STARS
- 5.4 Filing of proposal paper/approval letter
- 5.5 If sponsorship programme, please refer flow chart 7.2

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## 6. QUALITY RECORDS

<b>NO.</b>	<b>QUALITY RECORDS</b>	<b>RETENTION PERIOD</b>	<b>LOCATION</b>	<b>RESPONSIBILITY</b>
1.	Copies of Working papers, reports and relevant documents	2 years	Filing rack at General Office, Non Credited Co Curriculum Department (NCCD) <ul style="list-style-type: none"> <li>i. Programme Development Unit (PDU)</li> <li>ii. Programme Management Unit (PMU)</li> </ul>	AA/SAA/OIC



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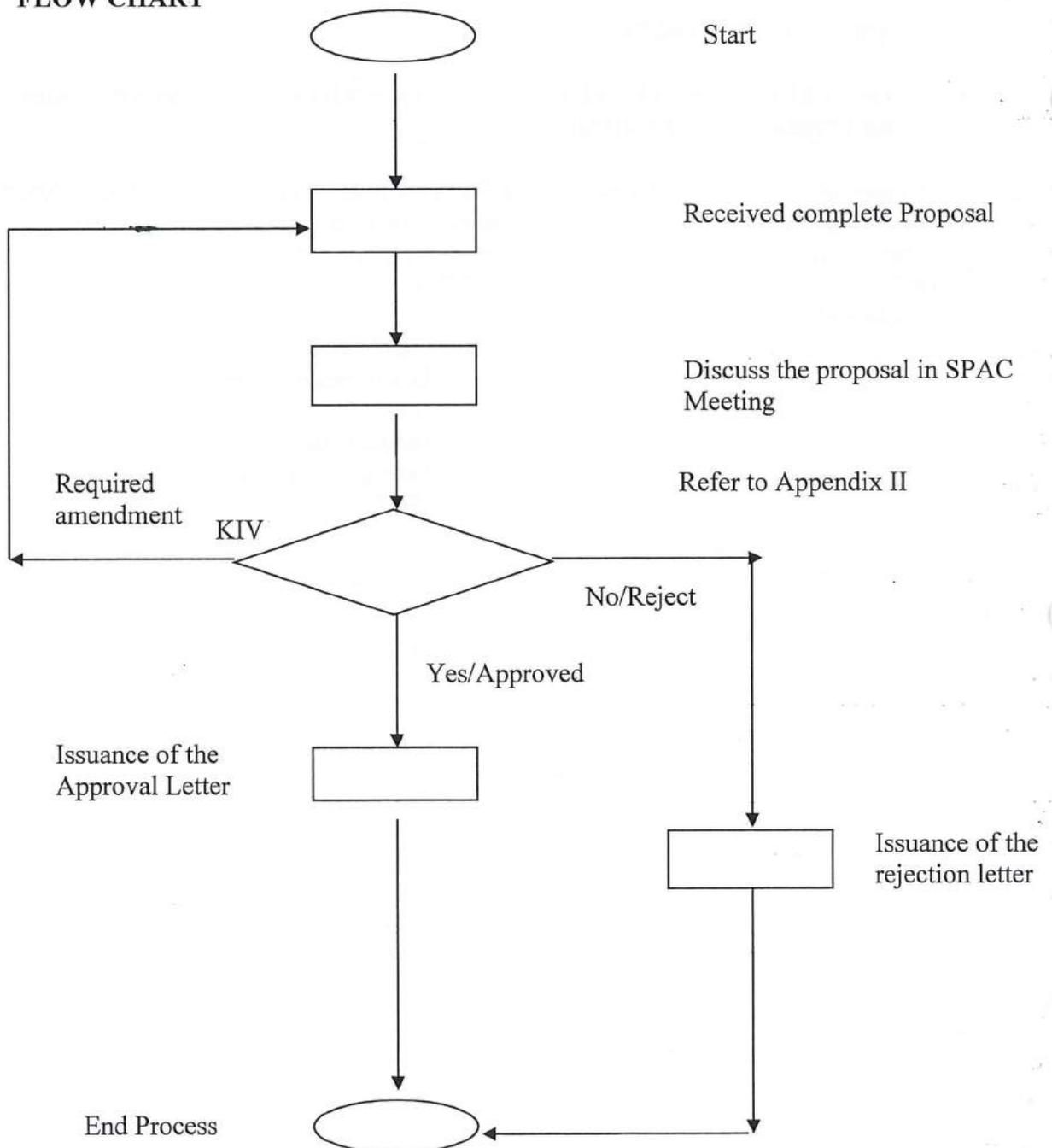
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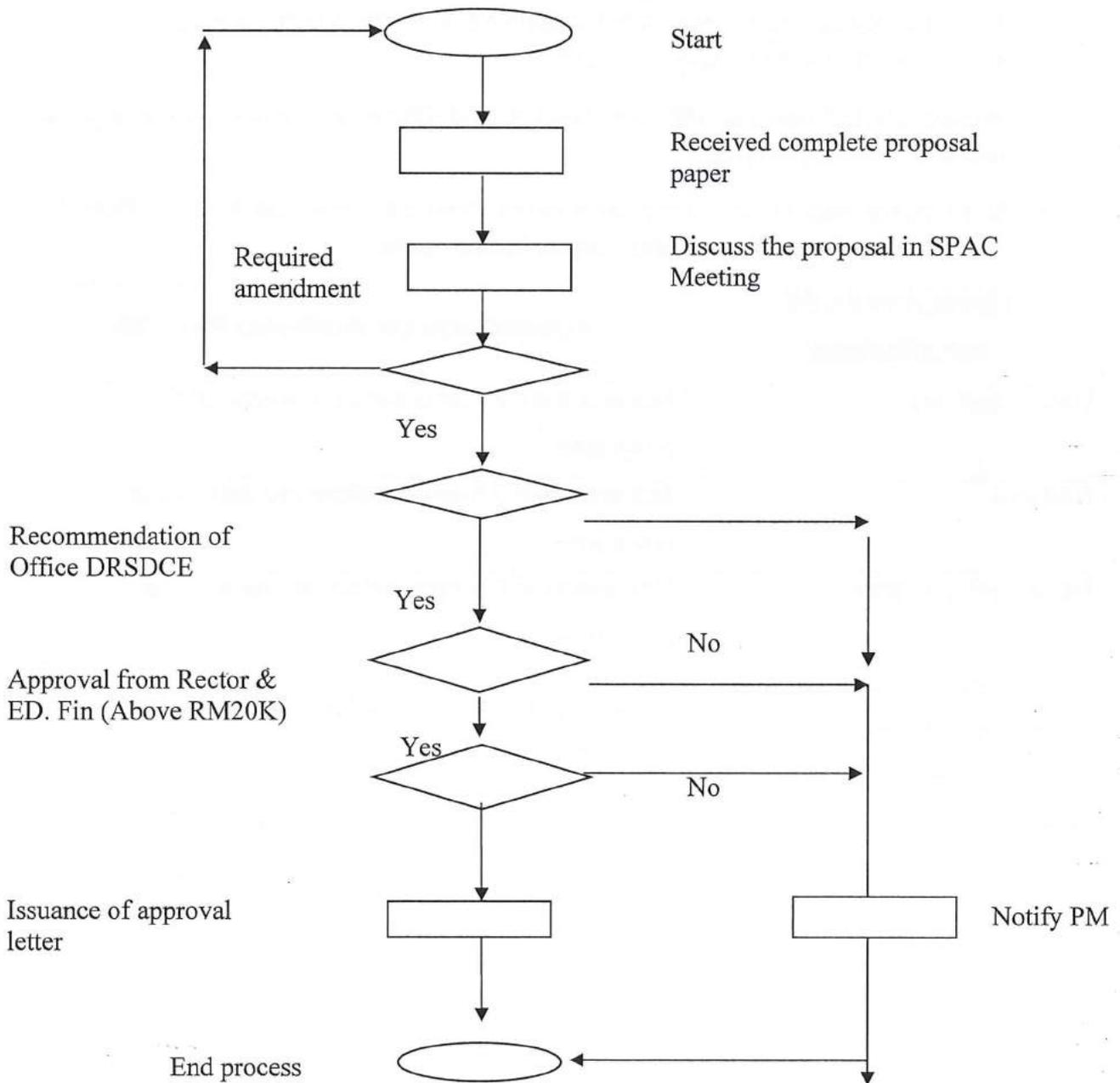
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## 7. FLOW CHART



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**7.2 APPROVAL FOR SPONSORSHIP PROGRAMME**



**GUIDELINE ON SUBMISSION OF WORKING PAPERS**

1. A working paper should be short and brief describing the programmes. It should not lengthy. However, for big scale programme may need to have an in-depth working paper.
2. Students are required to fill:
  - i) For students driven programme; PPF
  - ii) For joint programmes: JPF for approval from each organization
  - iii) For change of programme; CPF
3. Student should discuss with the Advisor and Officer-in-charge concerning the details of the programme.
4. All proposal papers and completed forms must be submitted to the Officer In-Charge according to the duration stipulated as below:

<b>LEVEL/TYPES OF PROGRAMME</b>	<b>SUBMISSION OF WORKING PAPERS</b>
University/Club	Not less than 21 days before the date of the programme.
National	Not less than 3 months before the date of the programme.
Regional/International	Not less than 6 month before the date of the programme.
Community Service/ Soliciting Sponsorship/Programme Involving School	Not less than 3 months before the date of the programme.
Invitational	Not less than 9 days before the date of the programme

**APPENDIX II****TABLE: DECISION BY APPROVING AUTHORITY FOR STUDENT PROGRAMME**

<b>No.</b>	<b>Total Budget (Including the cost of Transportation)</b>	<b>Approving Authority</b>	<b>Action to be taken</b>
1	RM20,000.00 and below	Director	<p>After recommended by OIC and/or Principal of Mahallah/HOD:</p> <ul style="list-style-type: none"><li>i) OK - Approve - Proceed to 5.3</li><li>ii) KIV - Advise for correction/modification by PM</li><li>iii) Reject - Notify OIC and student - End</li></ul> <p>(in the absence of the Director for more than a week, the Director will appoint the Officer to cover his/her duty)</p>
2	RM20,000.00 and above	Executive Director of Finance and the Rector	<p>After recommended by OIC, Principal of Mahallah/HOD/ Director:</p> <p>The Executive Director of Finance will make decision:</p> <ul style="list-style-type: none"><li>i) OK – Approve – Send to the Rector</li><li>ii) KIV – Return to OIC for rectification and resubmission</li><li>iii) Reject - Notify OIC and student - End</li></ul> <p>The Rector of IIUM will make decision:</p> <ul style="list-style-type: none"><li>i) OK – Approve – Proceed to 5.3</li><li>ii) KIV – Return to OIC for rectification and resubmission</li><li>iii) Reject - Notify OIC and student - End</li></ul>



**OFFICE OF DEPUTY RECTOR (STUDENT AFFAIRS)  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

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Revision No. : 01  
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Workstation: STADD

**JOINT PROGRAMME FORM (JPF)**

*(Please use additional attachment if necessary)*

**NAME OF PROGRAMME:** .....

**DATE OF PROGRAMME:** .....

**CLUBS / SOCIETIES / ORGANISATIONS INVOLVED**

1. ....
2. ....
3. ....

**RECOMMENDATION FROM AUTHORITY 1**

1. Dean/Principal/Deputy Dean/Advisor

Remarks: .....

2. Budget allocated : RM .....

3. Signature/stamp :..... Date :.....

**RECOMMENDATION FROM AUTHORITY 2**

1. Dean/Principal/Deputy Dean/Advisor

Remarks: .....

2. Budget allocated : RM .....

3. Signature/stamp :..... Date :.....

**RECOMMENDATION FROM AUTHORITY 3**

1. Dean/Principal/Deputy Dean/Advisor

Remarks: .....

2. Budget allocated : RM .....

3. Signature/stamp :..... Date :.....



Version No.: 03  
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**OFFICE OF DEPUTY RECTOR (STUDENT AFFAIRS)  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**CHANGES OF PROGRAMME 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.
		iii.	iii.
	Cancellation of programme		
	Others		

Reason(s) : \_\_\_\_\_

**Prepared by:**

**Checked by:**

**Approved by:**

\_\_\_\_\_  
Name :

Date :

\_\_\_\_\_  
(Officer in-Charge/  
Principal)

Stamp/Date:

\_\_\_\_\_  
(Chairman, SPAC)

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.



≤ RM 1,000/-

Version No.: 03  
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Ref No.: \_\_\_\_\_

OFFICE OF DEPUTY RECTOR (STUDENT DEVELOPMENT & COMMUNITY ENGAGEMENT)  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

**PROGRAMME PROPOSAL FORM (PPF)**

REMINDER: PLEASE FILL UP THE FORMS COMPLETELY.

**For Office Use:**  
Please tick (/) if applicable

**1. PROGRAMME**

- i. Name of Programme : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ii. Organiser/s : \_\_\_\_\_
- iii. Venue : \_\_\_\_\_
- iv. Start Date : \_\_\_\_\_ End Date : \_\_\_\_\_
- v. Expected No. of Participant (s) : International : \_\_\_\_\_  
Local : \_\_\_\_\_
- vi. Collaborations : \_\_\_\_\_

- Community Service  
 International  
 Fund Raising  
 Acquiring Sponsorship  
 Other : \_\_\_\_\_  
(Please Specify)

**2. TYPES OF PROGRAMME (Please tick (/) which relevant)**

- Student Driven  Department Driven  Invitational Programme  Joint Programme  Credited Programme   
(not entitled for STAR's Point)
- Others (Please Specify)  \_\_\_\_\_

**3. KULL./DEPT./UNIT IN-CHARGE:**

**4. SOCIETY/CLUB/ASSOCIATION:**

**5. TYPE OF ACTIVITY :** Participation  Competition

**6. LEVEL OF ACTIVITY (Please tick (/) which relevant)**

- University  National  International  Society/Department  Compulsory Programme   
(not entitled for STAR's Point)

**7. VARIATION OF ACTIVITY (Please tick (/) which relevant)**

Attending Ceremony	<input type="checkbox"/>	Cultural	<input type="checkbox"/>	Intellectual	<input type="checkbox"/>	Spiritual	<input type="checkbox"/>
Bulletin/ Newsletter	<input type="checkbox"/>	Debate	<input type="checkbox"/>	Leadership	<input type="checkbox"/>	Sport	<input type="checkbox"/>
Community Service	<input type="checkbox"/>	Educational Trip	<input type="checkbox"/>	Recreational	<input type="checkbox"/>	Training	<input type="checkbox"/>
Counseling	<input type="checkbox"/>	Entrepreneurship	<input type="checkbox"/>	Social Gathering	<input type="checkbox"/>	Uniform Bodies	<input type="checkbox"/>
Annual General Meeting	<input type="checkbox"/>	Promotion/booth	<input type="checkbox"/>	Seminar/Conference	<input type="checkbox"/>		

**8. SDG GOALS (Please tick (/) which relevant)**

Goal 1: No Poverty	<input type="checkbox"/>	Goal 2: Zero Hunger	<input type="checkbox"/>	Goal 3: Good Health & Well-being	<input type="checkbox"/>
Goal 4: Quality Education	<input type="checkbox"/>	Goal 5: Gender Equality	<input type="checkbox"/>	Goal 6: Clean Water & Sanitation	<input type="checkbox"/>
Goal 7: Affordable & Clean Energy	<input type="checkbox"/>	Goal 8: Decent Work & Economic Growth	<input type="checkbox"/>	Goal 9: Industry, Innovation & Infrastructure	<input type="checkbox"/>
Goal 10: Reduce Inequalities	<input type="checkbox"/>	Goal 11: Sustainable Cities & Communities	<input type="checkbox"/>	Goal 12: Responsible Consumption & Production	<input type="checkbox"/>
Goal 13: Climate Action	<input type="checkbox"/>	Goal 14: Life Below Water	<input type="checkbox"/>	Goal 15: Life on Land	<input type="checkbox"/>
Goal 16: Peace, Justice & Strong Institutions	<input type="checkbox"/>	Goal 17: Partnership for the goals	<input type="checkbox"/>		

**9. MAQASID SHARIAH (Please tick (/) which relevant)**

Faith	<input type="checkbox"/>
Life	<input type="checkbox"/>
Intellect	<input type="checkbox"/>
Lineage	<input type="checkbox"/>
Wealth	<input type="checkbox"/>

**10. MISSION OF IIUM (Please tick (/) which relevant)**

Islamisation	<input type="checkbox"/>
Internationalization	<input type="checkbox"/>
Integration	<input type="checkbox"/>

**11. STUDENT IN-CHARGE**

POSITION	NAME	MATRIC NUMBER	MOBILE NUMBER	SIGNATURE
Programme Manager				
Secretary of Club				
Treasurer of Club				
President of Society/ Association /Club				

*\* PLEASE REFER DISCLAIMER*

**12. UNDERTAKING**

I hereby certify that the above information given are true and correct as to the best of my knowledge.

\_\_\_\_\_  
 Name :  
 Date :

**13. FINANCIAL REQUIREMENT: Balance of budget available: \_\_\_\_\_**

9.1	Budget requested from :-	
	i. STADD/CCSC/EDC/SDC: RM _____ CENSERVE/IWON/CITRA/ _____	ii. Mahallah : RM _____
	iii. Kulliyah : RM _____	iv. Sponsors : RM _____ (please attached list of potential sponsors – if any)
9.2	Total Budget :RM _____	Transportation : <i>Quantity</i> : _____ <i>Type</i> :BUS /MINIBUS / VAN/ LORRY /4WD / MPV
9.3	Other sources of income (please attach):-	
	1.	RM _____
	2.	RM _____

**14. RECOMMENDATION**

**i. ADVISOR/COORDINATOR**

Remarks : \_\_\_\_\_  
 Signature and stamp : \_\_\_\_\_  
 Date : \_\_\_\_\_

**ii. OFFICER-IN-CHARGE (K/C/D)/ASSISTANT DIRECTOR/  
 FELLOW (MAHALLAH)**  
 (for joint/collaboration programme, signature of the main  
 organiser is required in the Joint Programme Form)

Remarks : \_\_\_\_\_  
 Budget recommended : RM \_\_\_\_\_  
 Transport : \_\_\_\_\_  
 Signature and stamp : \_\_\_\_\_  
 Date : \_\_\_\_\_

**iii. HEAD OF DEPARTMENT/DEPUTY DIRECTOR/  
 DEPUTY DEAN/ PRINCIPAL**

Remarks : \_\_\_\_\_  
 Budget recommended/Approved :RM \_\_\_\_\_  
 Transport: \_\_\_\_\_  
 Signature and stamp : \_\_\_\_\_  
 Date: \_\_\_\_\_

**iv. DEAN/DIRECTOR/HEAD OF STADD**

Remarks : \_\_\_\_\_  
 Budget recommended/Approved :RM \_\_\_\_\_  
 Transport: \_\_\_\_\_  
 Signature and stamp : \_\_\_\_\_  
 Date: \_\_\_\_\_

v. DEPUTY RECTOR (STUDENT DEVELOPMENT & COMMUNITY ENGAGEMENT) (if applicable)

Remarks : \_\_\_\_\_

Signature and stamp : \_\_\_\_\_

Date: \_\_\_\_\_

15. APPROVAL FROM THE EXECUTIVE DIRECTOR OF FINANCE DIVISION AND RECTOR OF IIUM (if applicable)

i. EXECUTIVE DIRECTOR, FINANCE DIVISION

ii. RECTOR

Remarks : \_\_\_\_\_

Remarks : \_\_\_\_\_

Signature and stamp : \_\_\_\_\_

Signature and stamp : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

**GUIDELINES:**

1. Please submit **1 original PPF** and **1 proposal paper** (please refer to the guideline/checklist below for submission of the proposal) with the completed form to the staff in-charge.
2. Duration for Submission of Proposal are as follows:-

Level of Programme	Submission of working papers to the officer in-charge
University/Club level	Not less than 21 days before the date of programme
National level & Programmes that require sponsorship from outside, regardless of level	Not less than 3 months before the date of programme
Regional/International level	Not less than 6 months before the date of programme
Invitational	Not less than 9 days before the date of programme

3. All banners, buntings, media statements and official letters must be approved by the relevant offices.
4. **The Programme Report** and **Financial Report** forms must be submitted to the staff in-charge not more than **14 days** after the programme.
5. Please refer to the relevant **Kulliyah/Centre/Division/Mahallah officers, Advisors and E-book Guidelines and Procedures on Student Activities** for detailed guidelines.
6. **All selling/cooking activities must get recommendation from Facilities, Food & Services Department (FFSD) before submitting programme proposal for approval.**
7. **\* DISCLAIMER:** The University's Authority shall not be held responsible for any insufficient of sponsorship fund or overspend of approved budget. The programme organizer/s shall be fully accountable to the third parties or any other expenses declared under sponsorship allocation and any additional expenditure of approved budget.

≤ RM 3,000/-

Version No.: 03  
Revision No.: 02  
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Workstation: STADD



Ref No.: \_\_\_\_\_

OFFICE OF DEPUTY RECTOR (STUDENT DEVELOPMENT & COMMUNITY ENGAGEMENT)  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

**PROGRAMME PROPOSAL FORM (PPF)**

**REMINDER: PLEASE FILL UP THE FORMS COMPLETELY.**

**1. PROGRAMME**

- i. Name of Programme : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ii. Organiser/s : \_\_\_\_\_
- iii. Venue : \_\_\_\_\_
- iv. Start Date : \_\_\_\_\_ End Date : \_\_\_\_\_
- v. Expected No. of Participant (s) : International : \_\_\_\_\_  
Local : \_\_\_\_\_
- vi. Collaborations : \_\_\_\_\_

**For Office Use:**  
Please tick (/) if applicable

- Community Service  
 International  
 Fund Raising  
 Acquiring Sponsorship  
 Other : \_\_\_\_\_  
(Please Specify)

**2. TYPES OF PROGRAMME (Please tick (/) which relevant)**

- Student Driven  Department Driven  Invitational Programme  Joint Programme  Credited Programme   
(not entitled for STAR's Point)
- Others (Please Specify)  \_\_\_\_\_

**3. KULL./DEPT./UNIT IN-CHARGE:** \_\_\_\_\_

**4. SOCIETY/CLUB/ASSOCIATION:** \_\_\_\_\_

**5. TYPE OF ACTIVITY:** Participation  Competition

**6. LEVEL OF ACTIVITY (Please tick (/) which relevant)**

- University  National  International  Society/Department  Compulsory Programme   
(not entitled for STAR's Point)

**7. VARIATION OF ACTIVITY (Please tick (/) which relevant)**

Attending Ceremony	<input type="checkbox"/>	Cultural	<input type="checkbox"/>	Intellectual	<input type="checkbox"/>	Spiritual	<input type="checkbox"/>
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Annual General Meeting	<input type="checkbox"/>	Promotion/booth	<input type="checkbox"/>	Seminar/Conference	<input type="checkbox"/>		

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Goal 4: Quality Education	<input type="checkbox"/>	Goal 5: Gender Equality	<input type="checkbox"/>	Goal 6: Clean Water & Sanitation	<input type="checkbox"/>
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Goal 13: Climate Action	<input type="checkbox"/>	Goal 14: Life Below Water	<input type="checkbox"/>	Goal 15: Life on Land	<input type="checkbox"/>
Goal 16: Peace, Justice & Strong Institutions	<input type="checkbox"/>	Goal 17: Partnership for the goals	<input type="checkbox"/>		

**9. MAQASID SHARIAH (Please tick (/) which relevant)**

Faith	<input type="checkbox"/>
Life	<input type="checkbox"/>
Intellect	<input type="checkbox"/>
Lineage	<input type="checkbox"/>
Wealth	<input type="checkbox"/>

**10. MISSION OF IIUM (Please tick (/) which relevant)**

Islamisation	<input type="checkbox"/>
Internationalization	<input type="checkbox"/>
Integration	<input type="checkbox"/>

**11. STUDENT IN-CHARGE**

POSITION	NAME	MATRIC NUMBER	MOBILE NUMBER	SIGNATURE
Programme Manager				
Secretary of Club				
Treasurer of Club				
President of Society/ Association /Club				

**\* PLEASE REFER DISCLAIMER**

**12. UNDERTAKING**

I hereby certify that the above information given are true and correct as to the best of my knowledge.

\_\_\_\_\_  
 Name :  
 Date :

**13. FINANCIAL REQUIREMENT: Balance of budget available: \_\_\_\_\_**

9.1	Budget requested from :-	
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	iii. Kulliyah : RM _____	iv. Sponsors : RM _____ (please attached list of potential sponsors – if any)
9.2	Total Budget :RM _____	Transportation : <i>Quantity</i> : _____ <i>Type</i> :BUS /MINIBUS / VAN/ LORRY /4WD / MPV
9.3	Other sources of income (please attach):-	
	1.	RM
	2.	RM

**14. RECOMMENDATION**

**i. ADVISOR/COORDINATOR**

Remarks : \_\_\_\_\_  
 Signature and stamp : \_\_\_\_\_  
 Date : \_\_\_\_\_

**ii. OFFICER-IN-CHARGE (K/C/D)/ASSISTANT DIRECTOR/  
 FELLOW (MAHALLAH)  
 (for joint/collaboration programme, signature of the main  
 organiser is required in the Joint Programme Form)**

Remarks : \_\_\_\_\_  
 Budget recommended : RM \_\_\_\_\_  
 Transport : \_\_\_\_\_  
 Signature and stamp : \_\_\_\_\_  
 Date : \_\_\_\_\_

**iii. HEAD OF DEPARTMENT/DEPUTY DIRECTOR/  
 DEPUTY DEAN/ PRINCIPAL**

Remarks : \_\_\_\_\_  
 Budget recommended/Approved :RM \_\_\_\_\_  
 Transport: \_\_\_\_\_  
 Signature and stamp : \_\_\_\_\_  
 Date: \_\_\_\_\_

**iv. DEAN/DIRECTOR/HEAD OF STADD**

Remarks : \_\_\_\_\_  
 Budget recommended/Approved :RM \_\_\_\_\_  
 Transport: \_\_\_\_\_  
 Signature and stamp : \_\_\_\_\_  
 Date: \_\_\_\_\_

**v. DEPUTY RECTOR (STUDENT DEVELOPMENT & COMMUNITY ENGAGEMENT) (if applicable)**

Remarks : \_\_\_\_\_

Signature and stamp : \_\_\_\_\_

Date: \_\_\_\_\_

**15. APPROVAL FROM THE EXECUTIVE DIRECTOR OF FINANCE DIVISION AND RECTOR OF IIUM (if applicable)**

**i. EXECUTIVE DIRECTOR, FINANCE DIVISION**

**ii. RECTOR**

Remarks : \_\_\_\_\_

Remarks : \_\_\_\_\_

Signature and stamp : \_\_\_\_\_

Signature and stamp : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

**GUIDELINES:**

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Version No.: 03  
Revision No.: 02  
Effective Date: 3<sup>rd</sup> June 2019  
Workstation: STADD



Ref No.: \_\_\_\_\_

OFFICE OF DEPUTY RECTOR (STUDENT DEVELOPMENT & COMMUNITY ENGAGEMENT)  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

**PROGRAMME PROPOSAL FORM (PPF)**

REMINDER: PLEASE FILL UP THE FORMS COMPLETELY.

**1. PROGRAMME**

- i. Name of Programme : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ii. Organiser/s : \_\_\_\_\_
- iii. Venue : \_\_\_\_\_
- iv. Start Date : \_\_\_\_\_ End Date : \_\_\_\_\_
- v. Expected No. of Participant (s) : International : \_\_\_\_\_  
Local : \_\_\_\_\_
- vi. Collaborations : \_\_\_\_\_

**For Office Use:**  
Please tick (/) if applicable

- Community Service  
 International  
 Fund Raising  
 Acquiring Sponsorship  
 Other : \_\_\_\_\_  
(Please Specify)

**2. TYPES OF PROGRAMME (Please tick (/) which relevant)**

- Student Driven  Department Driven  Invitational Programme  Joint Programme  Credited Programme   
(not entitled for STAR's Point)
- Others (Please Specify)  \_\_\_\_\_

**3. KULL./DEPT./UNIT IN-CHARGE:**

\_\_\_\_\_

**4. SOCIETY/CLUB/ASSOCIATION:**

\_\_\_\_\_

**5. TYPE OF ACTIVITY:** Participation  Competition

**6. LEVEL OF ACTIVITY (Please tick (/) which relevant)**

- University  National  International  Society/Department  Compulsory Programme   
(not entitled for STAR's Point)

**7. VARIATION OF ACTIVITY (Please tick (/) which relevant)**

Attending Ceremony	<input type="checkbox"/>	Cultural	<input type="checkbox"/>	Intellectual	<input type="checkbox"/>	Spiritual	<input type="checkbox"/>
Bulletin/ Newsletter	<input type="checkbox"/>	Debate	<input type="checkbox"/>	Leadership	<input type="checkbox"/>	Sport	<input type="checkbox"/>
Community Service	<input type="checkbox"/>	Educational Trip	<input type="checkbox"/>	Recreational	<input type="checkbox"/>	Training	<input type="checkbox"/>
Counseling	<input type="checkbox"/>	Entrepreneurship	<input type="checkbox"/>	Social Gathering	<input type="checkbox"/>	Uniform Bodies	<input type="checkbox"/>
Annual General Meeting	<input type="checkbox"/>	Promotion/booth	<input type="checkbox"/>	Seminar/Conference	<input type="checkbox"/>		

**8. SDG GOALS (Please tick (/) which relevant)**

Goal 1: No Poverty	<input type="checkbox"/>	Goal 2: Zero Hunger	<input type="checkbox"/>	Goal 3: Good Health & Well-being	<input type="checkbox"/>
Goal 4: Quality Education	<input type="checkbox"/>	Goal 5: Gender Equality	<input type="checkbox"/>	Goal 6: Clean Water & Sanitation	<input type="checkbox"/>
Goal 7: Affordable & Clean Energy	<input type="checkbox"/>	Goal 8: Decent Work & Economic Growth	<input type="checkbox"/>	Goal 9: Industry, Innovation & Infrastructure	<input type="checkbox"/>
Goal 10: Reduce Inequalities	<input type="checkbox"/>	Goal 11: Sustainable Cities & Communities	<input type="checkbox"/>	Goal 12: Responsible Consumption & Production	<input type="checkbox"/>
Goal 13: Climate Action	<input type="checkbox"/>	Goal 14: Life Below Water	<input type="checkbox"/>	Goal 15: Life on Land	<input type="checkbox"/>
Goal 16: Peace, Justice & Strong Institutions	<input type="checkbox"/>	Goal 17: Partnership for the goals	<input type="checkbox"/>		

**9. MAQASID SHARIAH (Please tick (/) which relevant)**

Faith	<input type="checkbox"/>
Life	<input type="checkbox"/>
Intellect	<input type="checkbox"/>
Lineage	<input type="checkbox"/>
Wealth	<input type="checkbox"/>

**10. MISSION OF IIUM (Please tick (/) which relevant)**

Islamisation	<input type="checkbox"/>
Internationalization	<input type="checkbox"/>
Integration	<input type="checkbox"/>

**11. STUDENT IN-CHARGE**

POSITION	NAME	MATRIC NUMBER	MOBILE NUMBER	SIGNATURE
Programme Manager				
Secretary of Club				
Treasurer of Club				
President of Society/ Association /Club				

**\* PLEASE REFER DISCLAIMER**

**12. UNDERTAKING**

I hereby certify that the above information given are true and correct as to the best of my knowledge.

\_\_\_\_\_  
 Name :  
 Date :

**13. FINANCIAL REQUIREMENT: Balance of budget available: \_\_\_\_\_**

9.1	Budget requested from :-	
	i. STADD/CCSC/EDC/SDC: RM _____ CENSERVE/IWON/CITRA/ _____	ii. Mahallah : RM _____
	iii. Kulliyah : RM _____	iv. Sponsors : RM _____ (please attached list of potential sponsors – if any)
9.2	Total Budget :RM _____	Transportation : <i>Quantity</i> : _____ <i>Type</i> :BUS /MINIBUS / VAN/ LORRY /4WD / MPV
9.3	Other sources of income (please attach):-	
	1.	RM _____
	2.	RM _____

**14. RECOMMENDATION**

**i. ADVISOR/COORDINATOR**

Remarks : \_\_\_\_\_  
 Signature and stamp : \_\_\_\_\_  
 Date : \_\_\_\_\_

**ii. OFFICER-IN-CHARGE (K/C/D)/ASSISTANT DIRECTOR/  
 FELLOW (MAHALLAH)  
 (for joint/collaboration programme, signature of the main  
 organiser is required in the Joint Programme Form)**

Remarks : \_\_\_\_\_  
 Budget recommended : RM \_\_\_\_\_  
 Transport : \_\_\_\_\_  
 Signature and stamp : \_\_\_\_\_  
 Date : \_\_\_\_\_

**iii. HEAD OF DEPARTMENT/DEPUTY DIRECTOR/  
 DEPUTY DEAN/ PRINCIPAL**

Remarks : \_\_\_\_\_  
 Budget recommended/Approved :RM \_\_\_\_\_  
 Transport: \_\_\_\_\_  
 Signature and stamp : \_\_\_\_\_  
 Date: \_\_\_\_\_

**iv. DEAN/DIRECTOR/HEAD OF STADD**

Remarks : \_\_\_\_\_  
 Budget recommended/Approved :RM \_\_\_\_\_  
 Transport: \_\_\_\_\_  
 Signature and stamp : \_\_\_\_\_  
 Date: \_\_\_\_\_

v. DEPUTY RECTOR (STUDENT DEVELOPMENT & COMMUNITY ENGAGEMENT) (if applicable)

Remarks : \_\_\_\_\_

Signature and stamp : \_\_\_\_\_

Date: \_\_\_\_\_

15. APPROVAL FROM THE EXECUTIVE DIRECTOR OF FINANCE DIVISION AND RECTOR OF IIUM (if applicable)

i. EXECUTIVE DIRECTOR, FINANCE DIVISION

ii. RECTOR

Remarks : \_\_\_\_\_ Remarks : \_\_\_\_\_

Signature and stamp : \_\_\_\_\_ Signature and stamp : \_\_\_\_\_

Date : \_\_\_\_\_ Date : \_\_\_\_\_

**GUIDELINES:**

1. Please submit **1 original PPF** and **1 proposal paper** (please refer to the guideline/checklist below for submission of the proposal) with the completed form to the staff in-charge.
2. Duration for Submission of Proposal are as follows:-

Level of Programme	Submission of working papers to the officer in-charge
University/Club level	Not less than 21 days before the date of programme
National level & Programmes that require sponsorship from outside, regardless of level	Not less than 3 months before the date of programme
Regional/International level	Not less than 6 months before the date of programme
Invitational	Not less than 9 days before the date of programme

3. All banners, buntings, media statements and official letters must be approved by the relevant offices.
4. **The Programme Report** and **Financial Report** forms must be submitted to the staff in-charge not more than **14 days** after the programme.
5. Please refer to the relevant **Kulliyyah/Centre/Division/Mahallah officers, Advisors and E-book Guidelines and Procedures on Student Activities** for detailed guidelines.
6. **All selling/cooking activities must get recommendation from Facilities, Food & Services Department (FFSD) before submitting programme proposal for approval.**
7. \* **DISCLAIMER:** The University's Authority shall not be held responsible for any insufficient of sponsorship fund or overspend of approved budget. The programme organizer/s shall be fully accountable to the third parties or any other expenses declared under sponsorship allocation and any additional expenditure of approved budget.

≤ RM 20,000/-

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OFFICE OF DEPUTY RECTOR (STUDENT DEVELOPMENT & COMMUNITY ENGAGEMENT)  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

**PROGRAMME PROPOSAL FORM (PPF)**

REMINDER: PLEASE FILL UP THE FORMS COMPLETELY.

**1. PROGRAMME**

- i. Name of Programme : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ii. Organiser/s : \_\_\_\_\_
- iii. Venue : \_\_\_\_\_
- iv. Start Date : \_\_\_\_\_ End Date : \_\_\_\_\_
- v. Expected No. of Participant (s) : International : \_\_\_\_\_  
Local : \_\_\_\_\_
- vi. Collaborations : \_\_\_\_\_

**For Office Use:**  
Please tick (/) if applicable

- Community Service  
 International  
 Fund Raising  
 Acquiring Sponsorship  
 Other : \_\_\_\_\_  
(Please Specify)

**2. TYPES OF PROGRAMME (Please tick (/) which relevant)**

- Student Driven  Department Driven  Invitational Programme  Joint Programme  Credited Programme   
(not entitled for STAR's Point)
- Others (Please Specify)  \_\_\_\_\_

**3. KULL./DEPT./UNIT IN-CHARGE:**

**4. SOCIETY/CLUB/ASSOCIATION:**

**5. TYPE OF ACTIVITY:** Participation  Competition

**6. LEVEL OF ACTIVITY (Please tick (/) which relevant)**

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(not entitled for STAR's Point)

**7. VARIATION OF ACTIVITY (Please tick (/) which relevant)**

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Bulletin/ Newsletter	<input type="checkbox"/>	Debate	<input type="checkbox"/>	Leadership	<input type="checkbox"/>	Sport	<input type="checkbox"/>
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**8. SDG GOALS (Please tick (/) which relevant)**

Goal 1: No Poverty	<input type="checkbox"/>	Goal 2: Zero Hunger	<input type="checkbox"/>	Goal 3: Good Health & Well-being	<input type="checkbox"/>
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Goal 13: Climate Action	<input type="checkbox"/>	Goal 14: Life Below Water	<input type="checkbox"/>	Goal 15: Life on Land	<input type="checkbox"/>
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**9. MAQASID SHARIAH (Please tick (/) which relevant)**

Faith	<input type="checkbox"/>
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POSITION	NAME	MATRIC NUMBER	MOBILE NUMBER	SIGNATURE
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Remarks : \_\_\_\_\_

Signature and stamp : \_\_\_\_\_

Date : \_\_\_\_\_

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(for joint/collaboration programme, signature of the main  
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Remarks : \_\_\_\_\_

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Signature and stamp : \_\_\_\_\_

Date : \_\_\_\_\_

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DEPUTY DEAN/ PRINCIPAL**

Remarks : \_\_\_\_\_

Budget recommended/Approved :RM \_\_\_\_\_

Transport: \_\_\_\_\_

Signature and stamp : \_\_\_\_\_

Date: \_\_\_\_\_

**iv. DEAN/DIRECTOR/HEAD OF STADD**

Remarks : \_\_\_\_\_

Budget recommended/Approved :RM \_\_\_\_\_

Transport: \_\_\_\_\_

Signature and stamp : \_\_\_\_\_

Date: \_\_\_\_\_

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Remarks : \_\_\_\_\_

Signature and stamp : \_\_\_\_\_

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Remarks : \_\_\_\_\_

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Remarks : \_\_\_\_\_  
 Budget recommended/Approved :RM \_\_\_\_\_  
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Remarks : \_\_\_\_\_

Signature and stamp : \_\_\_\_\_

Date: \_\_\_\_\_

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i. EXECUTIVE DIRECTOR, FINANCE DIVISION

ii. RECTOR

Remarks : \_\_\_\_\_

Remarks : \_\_\_\_\_

Signature and stamp : \_\_\_\_\_

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