

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 01
	REVISION NO : 00
CONDUCT OF STUDENT ACTIVITIES	EFFECTIVE DATE : 01/06/2021
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CONDUCT OF STUDENT ACTIVITIES

Prepared By :- 	Approved By :- 
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Position : Assistant Director, Office of the Deputy Dean Student Development & Community Engagement	Position : Dean Centre for Foundation Studies, IIUM
Date : 01/06/2021	Date : 01/06/2021

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1. OBJECTIVE


- 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 target

2. SCOPE

This procedure is used for approval of all proposal papers submitted by students to organize programmes under the supervision of SDCE and reporting processes after the programme completed

3. DEFINITION/ABBREVIATION

- | | | |
|-----|--------|--|
| 3.1 | IIUM | International Islamic University Malaysia |
| 3.2 | STADD | Student Affairs and Development Division |
| 3.3 | SPAC | Student Programme Approval Committees |
| 3.4 | ODSDCE | Office of the Deputy Dean Student Development & Community Engagement |
| 3.5 | Rector | Rector of International Islamic University Malaysia |
| 3.6 | ED Fin | Executive Director, Finance Division |
| 3.7 | DRSDCE | Deputy Rector, Student Development & Community Engagement |

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3.8	Dean	Dean of the Centre for Foundation Studies
3.9	DDSDCE	Deputy Dean Student Development & Community Engagement
3.10	HOD	Head of Department
3.11	Principal	Principal of Mahallah
3.12	Advisor	Advisor of Clubs / Societies / Groups
3.13	OIC	Officer In Charge
3.14	SAO	Senior Administrative Officer
3.15	AO	Administrative Officer
3.16	SAAO	Senior Assistant Administrative Officer
3.17	AAO	Assistant Administrative Officer
3.18	SAA	Senior Administrative Assistant
3.19	AA	Administrative Assistant
3.20	PM	Programme Manager
3.21	PPF	Programme Proposal Form
3.22	JPF	Joint Programme Form
3.23	FRF	Financial Report form
3.24	PRF	Programme Report Form
3.25	CPF	Change of Approved Programme form
3.26	STARS	Student Activities Record System
3.28	LTU	Leadership and Training Unit
3.29	SACCT	Senior Accountant
3.30	ACCT	Accountant



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4. REFERENCE

- 4.1 IIUM Memorandum of Articles of Association
- 4.2 Guidelines and Procedures of Student Activities (effective date: 1st March 2021)
- 4.3 IIUM Financial Policies and Procedures
- 4.4 Student Bodies Constitution

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES
	5.1 Approval of Proposal
AA/SAA/AAO/SAAO	5.1.1 Receive completed proposal form and ensure the proposal programme is in line with guidelines as in Appendix I.
SAO/AO/OIC	5.1.2 Recommend the completed proposal form to be table in SPAC Meeting
AA (Secretary of SPAC Meeting)	5.1.3 Receive the recommended proposal and table to SPAC meeting.
SPAC Meeting	5.1.4 Discuss the overall contents of the proposal paper in the meeting and determine the next process as required in the Appendix II
AA(Secretary of SPAC Meeting)	5.1.5 Prepare the approval/notification letter
Clubs / Society	5.1.6 Collection of approval/rejection letter
Clubs / Society	5.1.7 Commencement of programme

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES
	5.2 Reporting Process
Clubs / Society	5.2.1 Submit the programme report by filling the Programme Report Form and Financial Report Form (if applicable)
AAO/SAAO	5.2.2 Receive completed Programme Report Form and Financial Report Form (if applicable) attached with proposal and approval letter
SAO/AO/OIC	5.2.3 Recommend and verified the completed Program Report Form and Financial Report Form (if applicable)
AAO/SAAO	5.2.4 Send the verified and recommended financial report (if applicable) to Finance Department
AA/SAA/AAO/SAAO	5.2.5 Create a record in STARS and Key in point
AA/SAA/AAO/SAAO	5.2.6 Filing of Proposal Paper, Approval Letter and Programme Report Form and copy of Financial Report Form

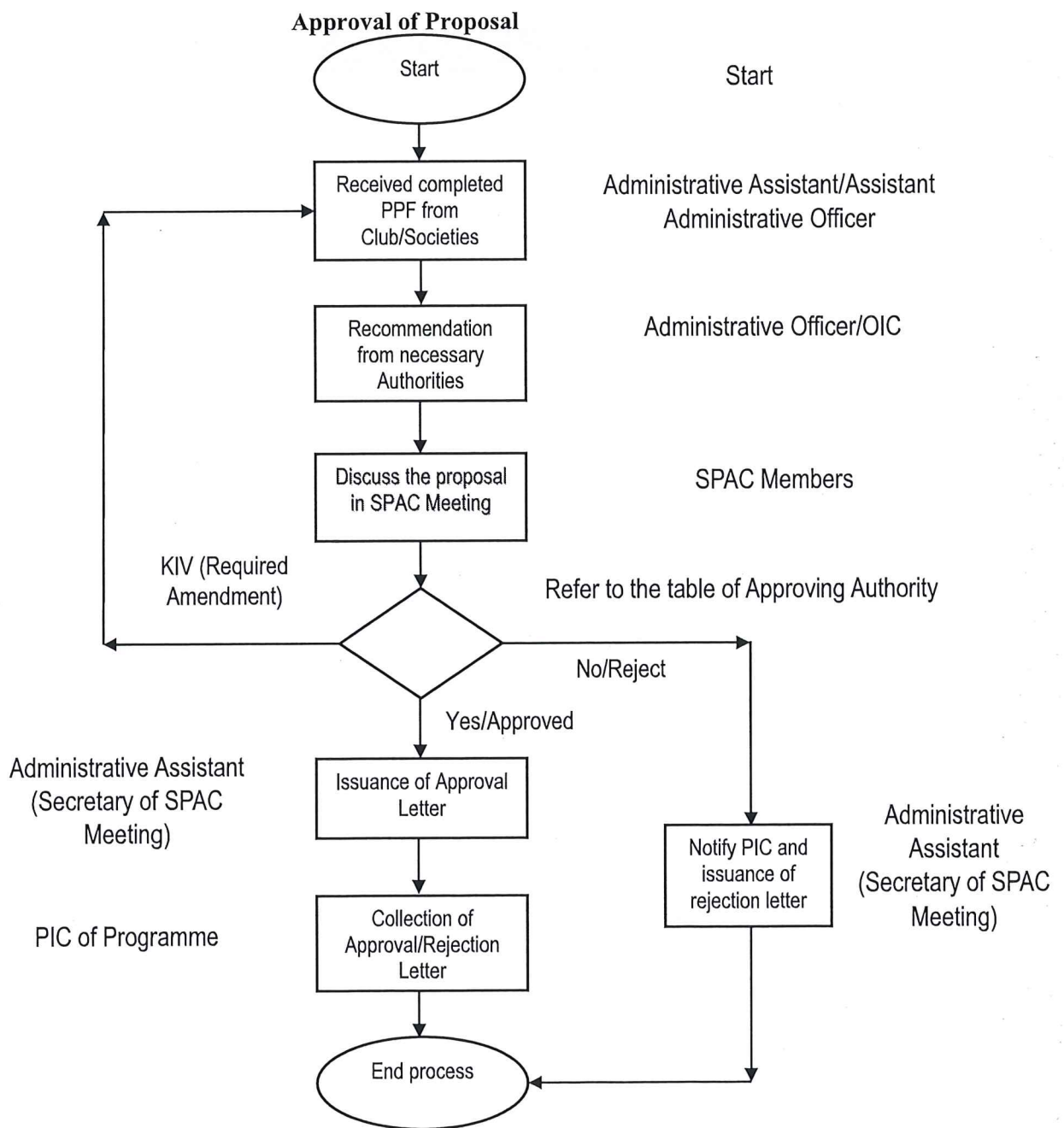
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6. QUALITY RECORDS

NO.	RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Copies of Working papers, reports and relevant documents	2 Years	Filing rack at General Office of ODDSDCE	AA/SAA/AAO/SAAO

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7. FLOW CHART





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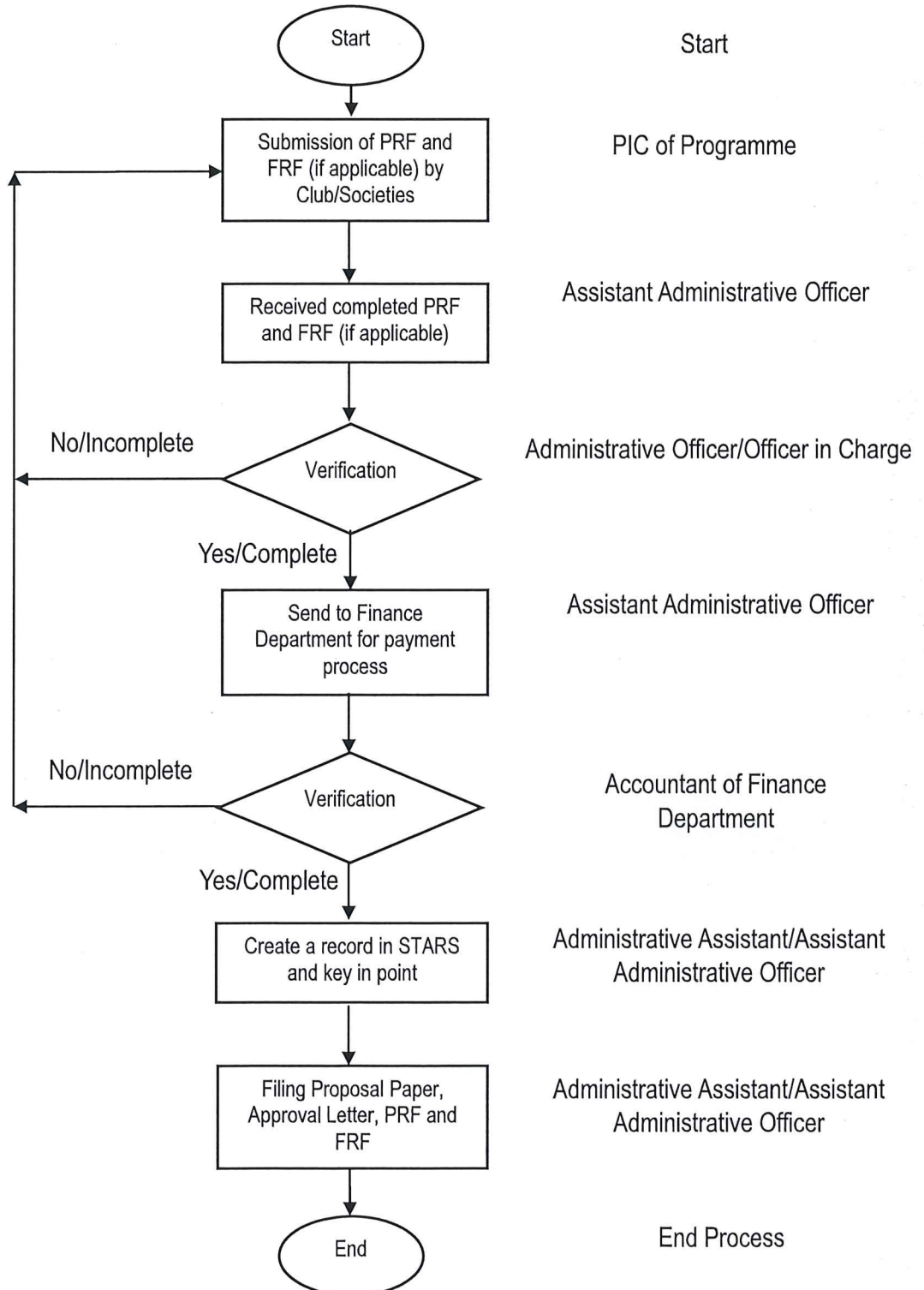
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Reporting Process



Appendix I

GUIDELINE ON SUBMISSION OF WORKING PAPERS 2021

1. A working paper should be short and brief describing the programmes. However, for big scale programme, it may need to have an in depth working paper
2. Students are required to fill:
 - i. For students driven programme; Programme Proposal Form (PPF)
 - ii. For joint programmes: Joint Programme Form (JPF) for approval from each organization
 - iii. For change of programme; Change Programme Form (CPF)
3. Students should discuss with the **Advisor** or **OIC** concerning details of the programme
4. Students are encouraged to prepare and submit proposals to the respective authorities early to ensure the smooth process of approval.
5. All proposal papers and completed forms must be submitted to the OIC according to the duration stipulated as below:

LEVEL OF PROGRAMME	SUBMISSION OF WORKING PAPER
University/Club level	Not less than 21 days before the date of programme
National Level	Not less than 3 months before the date of programme
Regional/International level	Not less than 6 months before the date of programme.
Programme that requires sponsorship regardless of level	Not less than 3 months before the date of programme
Invitational	Not less than 9 days before the date of the programme

* **The approval authority reserves the right to approve applications which are lesser than the stipulated periods**

Appendix II

TABLE: APPROVING AUTHORITY

APPROVING AUTHORITY	AMOUNT OF BUDGET	LEVEL OF PROGRAMME/NATURE OF PROGRAMME
HOD / Deputy Director / Mahallah Principal	RM 5,000 or Below	Student Organization, Club, University and National
Deputy Dean	Below RM 10,000	Club, University and National
Dean / Director	Below RM 20,000	Club, University and National
Deputy Campus Director (Student Affairs)	Below RM 20,000	Club, University and National
Executive Director of Finance and Rector	RM 20,000 and below RM 200,000	Any level of programme if the budget is RM20,000 and below RM 200,000 *Subject to recommendation by Deputy Rector (SA)
Rector	Below RM 200,000	All levels of programme if involve sponsorship
Rector & The Chairman of Standing Finance Committee	Above RM 200,000	All level of programme