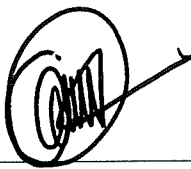



APPROVAL OF PROPOSAL (STUDENT ACTIVITIES)

Prepared By:-		Approved By:-	
(Signature)		(Signature)	
Name:	Dr. Mohd Syarqawy Hamzah	Name:	Anas Shamsudin
Position:	Head of Department Non-Credited Co-Curricular Department Student Affairs and Development Division	Position:	Director Student Affairs and Development Division
Date:	11/10/2023	Date:	27/10/2023

1.0 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 targets.

2.0 SCOPE

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

3.0 ACCOUNTABILITY

- 3.1 Programme Management Unit (PMU), Non-Credited Co-Curricular Department (NCCD), Student Affairs and Development Division (STADD)

4.0 ABBREVIATION (If any)

- 4.1 IIUM : International Islamic University Malaysia
- 4.2 STADD : Student Affairs and Development Division
- 4.3 PMU : Programme Management Unit
- 4.4 SPAC : Student Programme Approval Committees
- 4.5 Clubs : Students' Bodies under the supervision of STADD
- 4.6 KPT : Kementerian Pendidikan Tinggi
- 4.7 Rector : Rector of International Islamic University Malaysia
- 4.8 ED Fin. : Executive Director, Finance Division
- 4.9 DRSDCE: Deputy Rector (Student Development & Community Engagement)
- 4.10 HOD : Head of Department
- 4.11 Principal: Principal of Mahallah
- 4.12 Advisor : Advisor of Student Bodies

4.13	OIC	:	Officer-in-charge
4.14	SAD	:	Senior Assistant Director
4.15	AO	:	Accompanying Officer
4.16	SAA	:	Senior Administrative Assistant
4.17	AA	:	Administrative Assistant
4.18	PM	:	Programme Manager
4.19	PPF	:	Programme Proposal Form
4.20	JPF	:	Joint Programme Form
4.21	CPF	:	Change of Programme Form
4.22	STARS	:	Student Activity Record System

5.0 REFERENCE

- 5.1 E-Book Guidelines and Procedures on Student Activities
 5.2 IIUM Financial Policies and Procedures

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Copies of Working papers, reports and relevant documents	2 years	Filing rack at General Office, Non-Credited Co Curriculum Department (NCCD) i. Programme Development Unit (PDU) ii. Programme Management Unit (PMU) iii. Programme Integration Unit (PIU)	AA/SAA/OIC

7.0 PROCESS FLOW

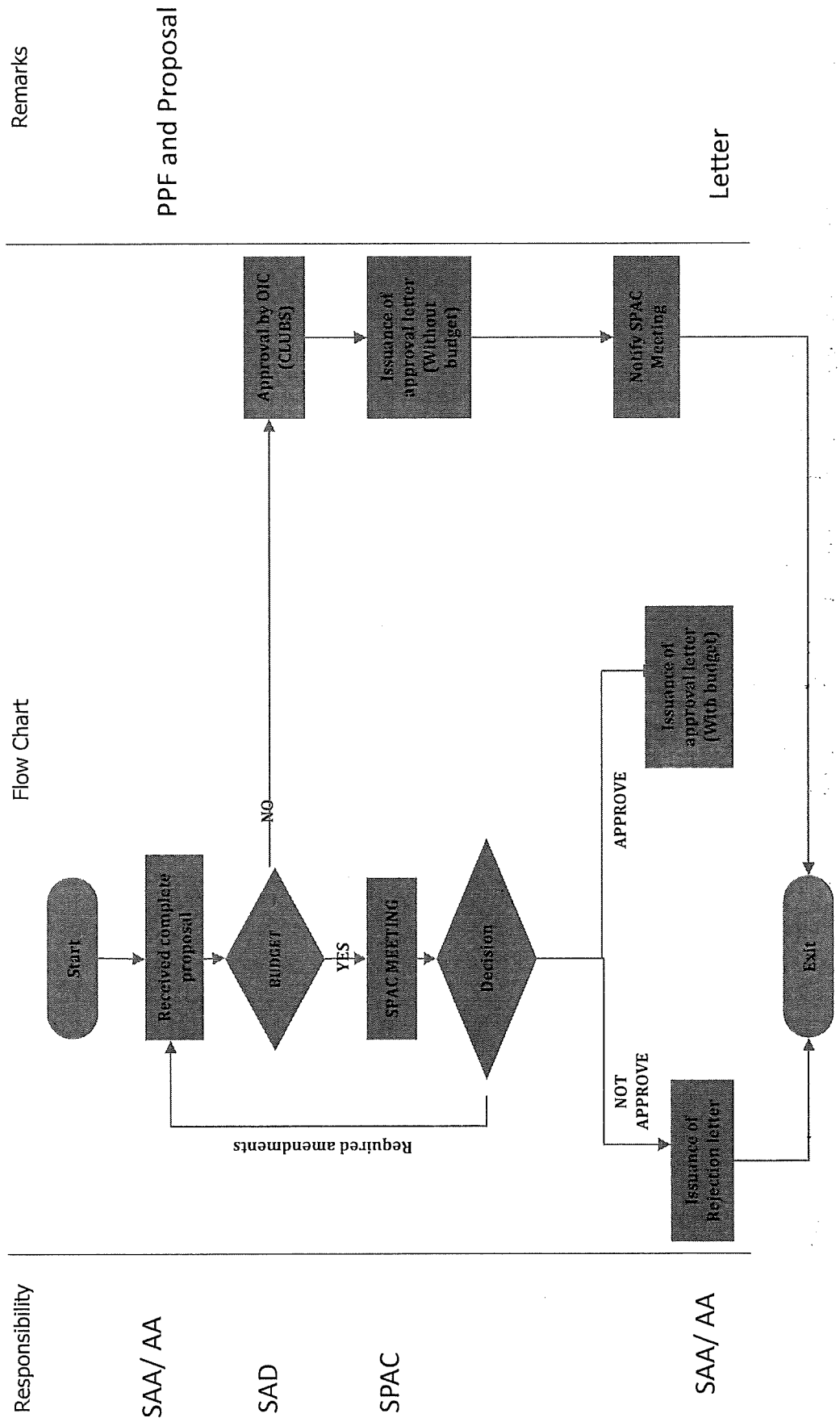
7.1 RESPONSIBILITY AND DETAILED PROCEDURE

- | | | |
|------|-------|---|
| | 7.1.1 | Receive and check the proposal as required in Appendix I |
| SAA/ | 7.1.2 | Discuss on the overall contents of the proposal paper in SPAC Meeting and |
| AA/ | | determine the next process as required in Appendix II |
| OIC | 7.1.3 | Issuance of approval letter and record in STARS |
| | 7.1.4 | Filing of proposal paper/approval letter |
| | 7.1.5 | If sponsorship programme, please refer flow chart 7.2 |

-Responsibility
 - Flow Chart

Title : Approval of Proposal
 (Student Activities)
 Reference No. : IIUM/STADD/04
 Version No. : 04
 Revision No. : 00
 Effective Date : 1st November 2023

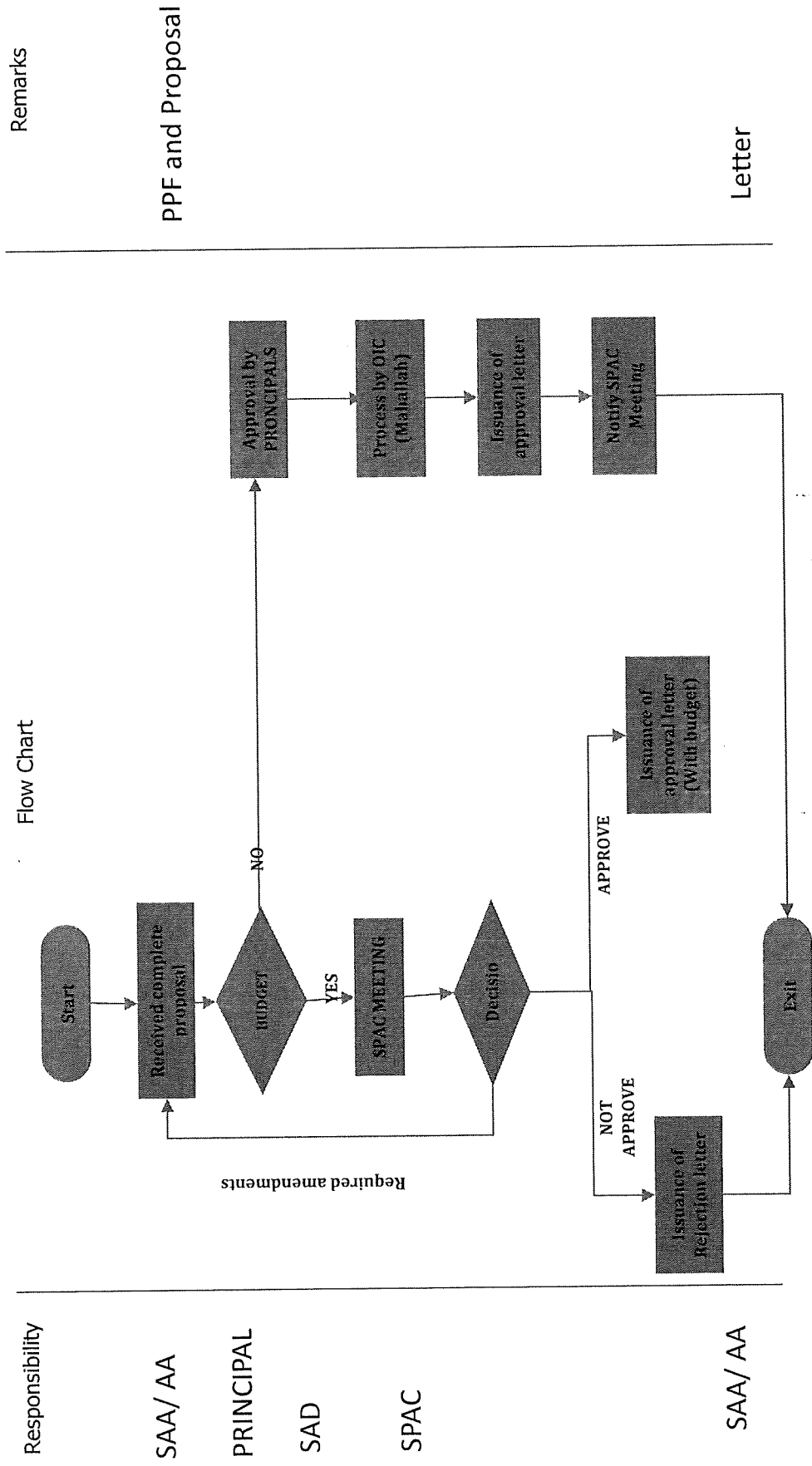
- Remarks
- must include timeline
 - May include document



Title : Approval of Proposal
 (Student Activities)
 Reference No. : IUM/STADD/04
 Version No. : 04
 Revision No. : 00
 Effective Date : 1st November 2023

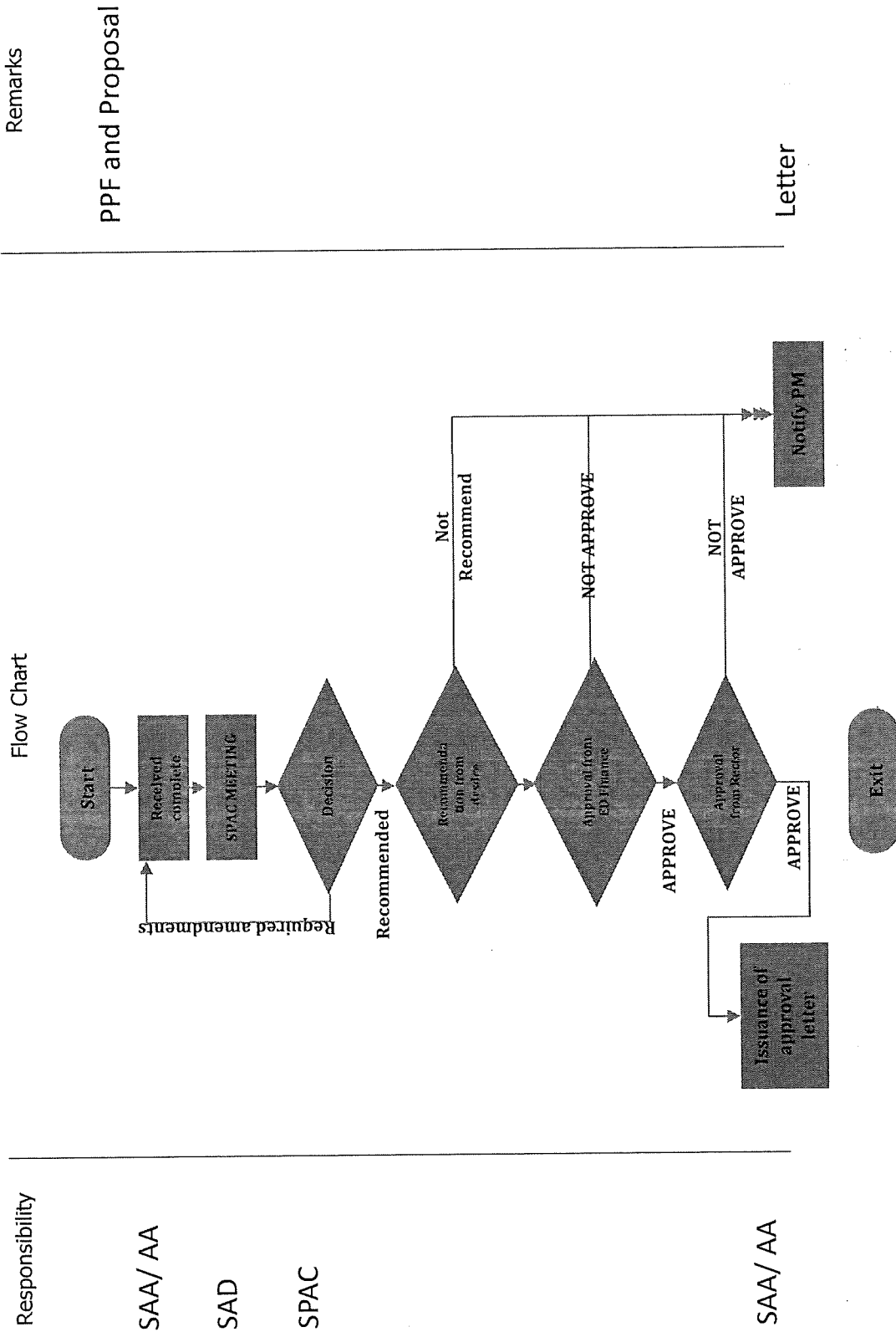
- Remarks

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- Remarks
- must include timeline
 - May include document



APPENDIX I

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:

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

APPENDIX II

TABLE: DECISION BY APPROVING AUTHORITY FOR STUDENT PROGRAMME

No.	Total Budget (Including the cost of Transportation)	Approving Authority	Action to be taken
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"> i) OK - Approve - Proceed to 7.1.3 ii) KIV - Advise for correction/modification by PM iii) Reject - Notify OIC and student - End <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"> i) OK – Approve – Send to the Rector ii) KIV – Return to OIC for rectification and resubmission iii) Reject - Notify OIC and student - End <p>The Rector of IIUM will make decision:</p> <ul style="list-style-type: none"> i) OK – Approve – Proceed to 7.1.3 ii) KIV – Return to OIC for rectification and resubmission iii) Reject - Notify OIC and student End



Version No. : 03
 Revision No. : 01
 Effective Date : 3rd June 2019
 Workstation: STADD

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

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
Revision No.: 01
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**OFFICE OF DEPUTY RECTOR
(STUDENT DEVELOPMENT & COMMUNITY ENGAGEMENT)
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.
	Cancellation of programme		
	Others		

Reason (s) : _____

Prepared by:

Checked by:

Approved by:

Name :

(Officer in-Charge/

(Chairman, SPAC)

Date :

Principal)

Stamp/Date:

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.