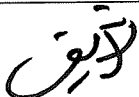
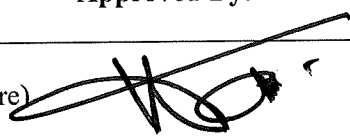


CONDUCT OF STUDENT ACTIVITIES

Prepared By:	Approved By:
(Signature) 	(Signature) 
Name: Mohd Sharif Bin Hashim	Name: Hasanul Basri Bin Abdullah
Position: Assistant Director Office of the Deputy Dean Student Development & Community Engagement	Position: Dean Centre for Foundation Studies, IIUM
Date: 15 th April 2025	Date: 15 th April 2025

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 target

2.0 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

3.0 ACCOUNTABILITY

- 3.1 Office of the Deputy Dean, Student Development and Community Engagement
- 3.2 Leadership and Training Unit

4.0 ABBREVIATION

4.1	IIUM	International Islamic University Malaysia
4.2	ODSDCE	Office of the Deputy Dean Student Development & Community Engagement
4.3	SPAC	Student Programme Approval Committees
4.4	Dean	Dean of the Centre for Foundation Studies
4.5	DDSDCE	Deputy Dean Student Development & Community Engagement
4.6	HOD	Head of Department
4.7	Principal	Principal of Mahallah
4.8	Advisor	Advisor of Clubs / Societies / Groups
4.9	OIC	Officer In Charge
4.10	AO	Administrative Officer
4.11	SAA	Senior Administrative Assistant
4.12	AA	Administrative Assistant
4.13	PM	Programme Manager
4.14	PPF	Programme Proposal Form
4.15	JPF	Joint Programme Form
4.16	FRF	Financial Report form
4.17	PRF	Programme Report Form
4.18	CPF	Change of Approved Programme form
4.19	STARS	Student Activities Record System
4.20	LTU	Leadership and Training Unit
4.21	SACC	Senior Accountant

5.0 REFERENCE

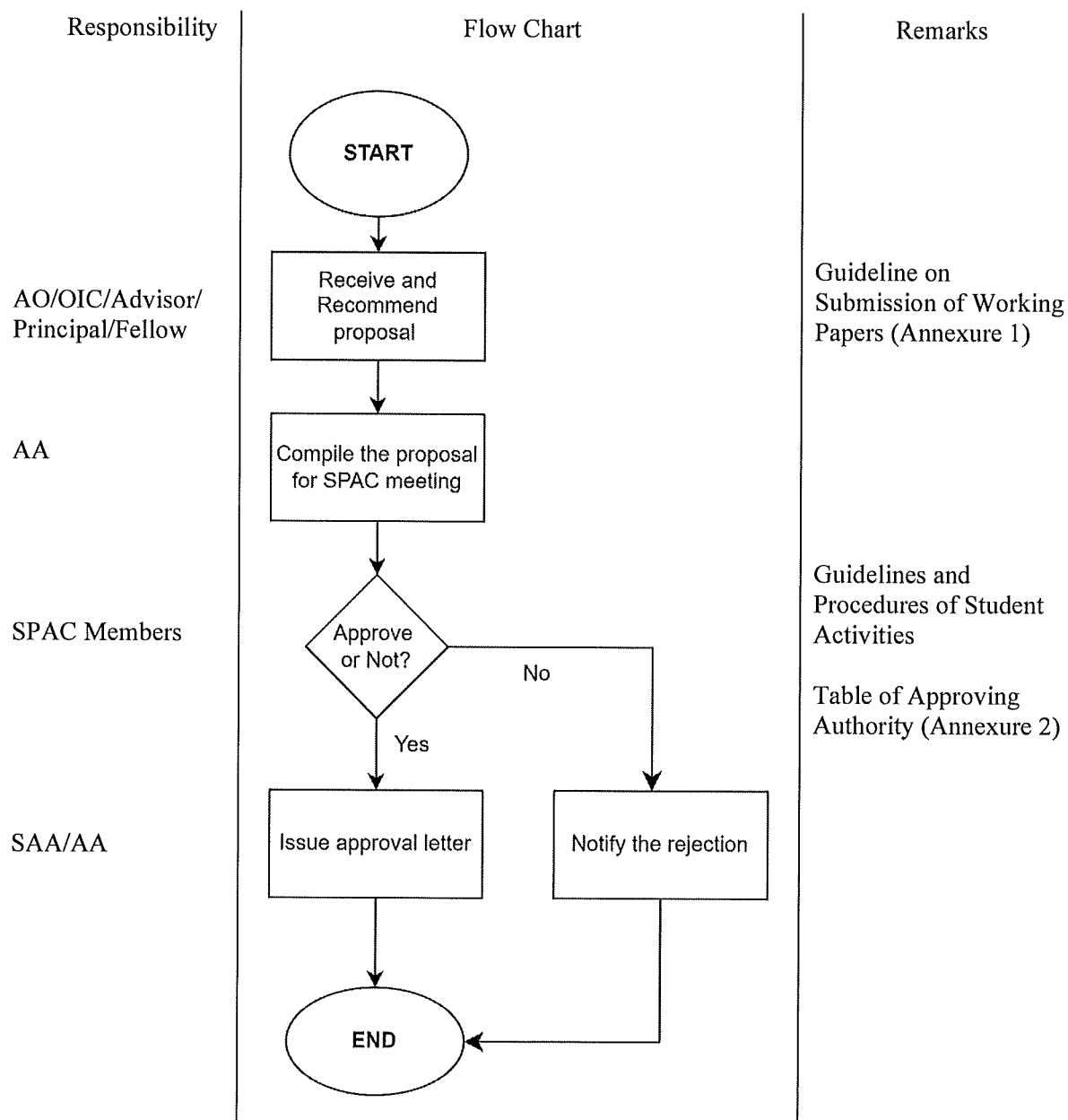
- 5.1 IIUM Memorandum of Articles of Association
- 5.2 Guidelines and Procedures of Student Activities
- 5.3 IIUM Financial Policies and Procedures

6.0 RECORD RETENTION PERIOD

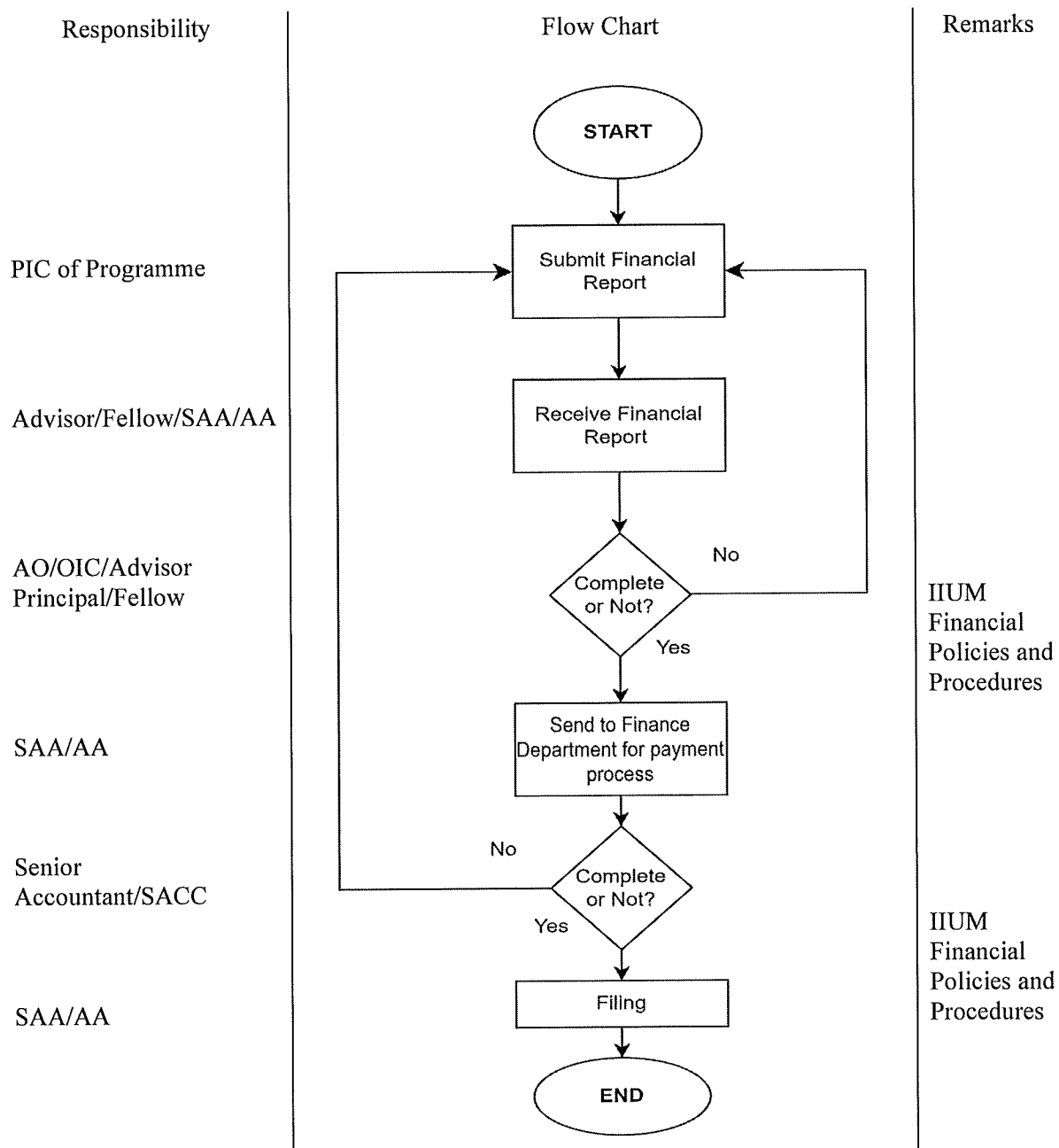
NO .	RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Copies of Working papers, reports and relevant documents	2 Years	Filing rack at General Office of ODDSDCE	SAA

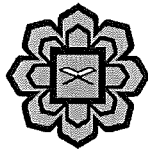
7.0 PROCESS FLOW

7.1 Approval of Proposal

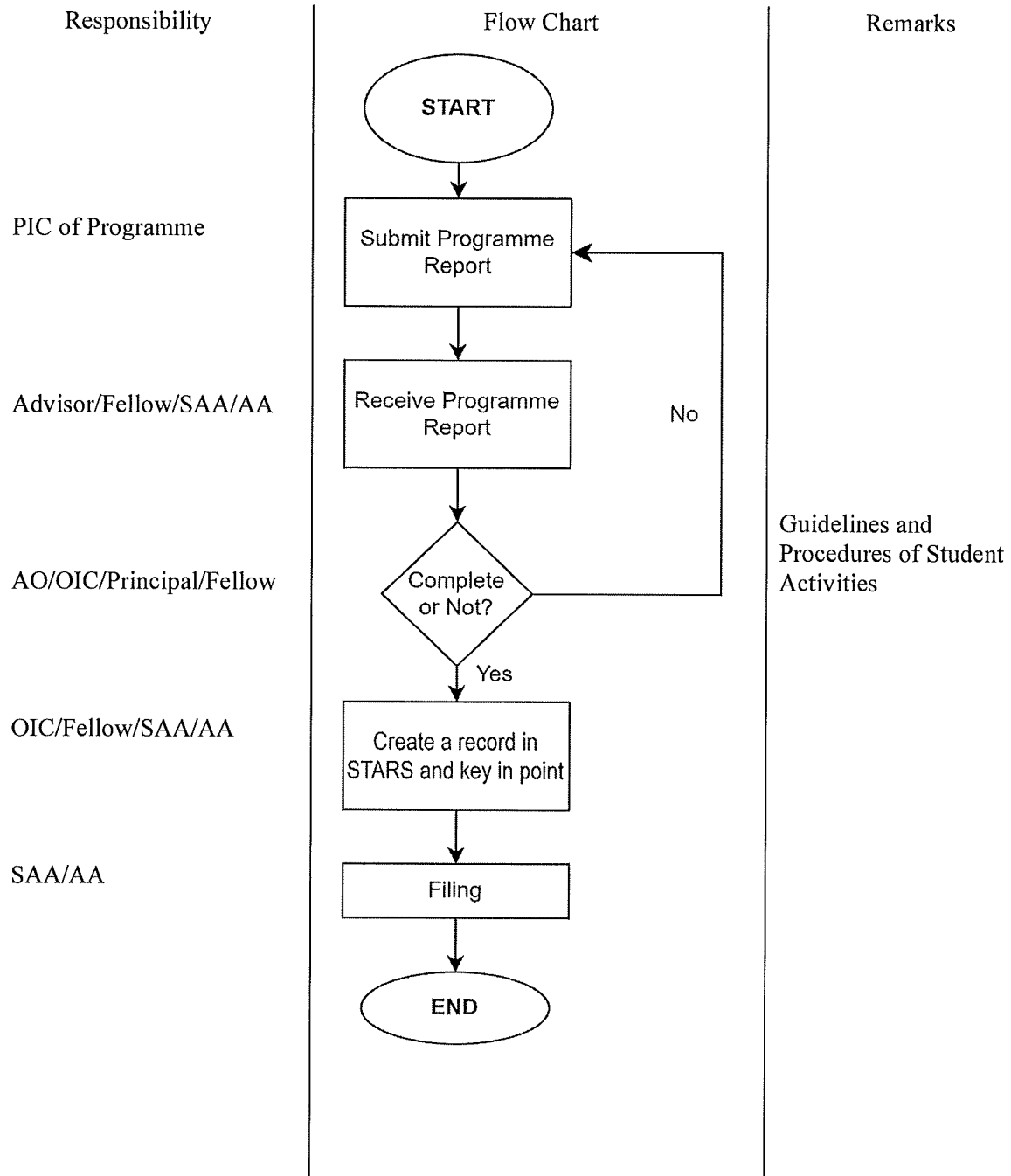


7.2 Financial Report Process





7.3 Programme Report Process



ANNEXURE 1

Guideline on Submission of Working Papers

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**

ANNEXURE 2

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