

RECOMMENDATION FOR STUDENT PROGRAM IIUM Kuantan

Important Notes:

- Please ensure recommendations from the relevant offices are obtained **prior** to submitting to the DCD SDSS office.
- Approved proposals with recommendations from the relevant office must be submitted **at least 3 weeks prior** to the program.

PROGRAM DETAILS

- Name of Program: _____
- Date of Program: _____
- Venue: _____
- Organizer(s): _____

RECOMMENDATION FROM RELEVANT OFFICE(S)

Please indicate (X) next to the office(s) that require recommendations for your program:

1. RESIDENTIAL SERVICES DEPARTMENT (RSD)

- ☐ Venue booking under RSD
- ☐ Involvement of food vendors/food trucks
- ☐ Setting up tents outside KCDIOM compound/parking space that requires electricity or water supply
- (Note: Liaise with DSB prior to obtaining RSD recommendation)

Head
Date: _____

2. OFFICE OF SECURITY MANAGEMENT (OSEM)

- ☐ Involvement of external parties which may affect traffic flow on campus
- ☐ Requirement for OSEM assistance
- ☐ Security concerns (assistance required)

Head
Date: _____

3. SPORTS DEVELOPMENT CENTRE (SDC)

- ☐ Booking of outdoor/indoor sports facilities

Head
Date: _____

4. CiTRA (Centre for Arts and Cultural Sustainable Development)

- ☐ Involvement of arts/cultural performances (Guidelines & Procedures on Student Program, effective date 10th Nov 2023, item 11.2.1e)

Head
Date: _____

OFFICE USE

APPROVED BY

DEPUTY CAMPUS DIRECTOR
STUDENT DEVELOPMENT AND SUPPORT SERVICES
IIUM, Kuantan Campus

Date: _____