

GUIDELINES FOR SUBMISSION OF STUDENT PROGRAMME PROPOSALS **STUDENT DEVELOPMENT DEPARTMENT (SDEV)** **IIUM CENTRE FOR NATURAL & HEALTH SCIENCES, Kuantan Campus**

All clubs, societies, and programme organisers are required to comply with the following guidelines when submitting programme proposals for consideration and approval by the Student Programme Approval Committee (SPAC).

1. Submission Deadline

- All clubs, societies, and programme organisers are strongly advised to submit their programme proposals at least **twenty-one (21) days before the proposed programme date** to allow sufficient time for review, amendments, SPAC consideration, and the approval process.
- Programme proposals must be submitted at least **one (1) week before** the scheduled SPAC meeting.
- Proposals submitted less than one (1) week before the meeting will be presented at the **next SPAC meeting**, subject to the committee's schedule.

2. Online Submission of Proposal

- All proposals must be submitted in **softcopy format via email**.
- Please email the proposal to: spac.sdeviiumkuantan@iium.edu.my. Format as follows:



- The sender must include their **full name and contact number** in the email for communication purposes.

3. Amendments to Proposals

- If any amendments or additional information are required, SDEV will notify the sender via email or phone call.
- The sender is responsible for making the necessary amendments and resubmitting the revised proposal as instructed.

4. Submission of Hardcopy After SPAC Approval

- SDEV will notify the sender once the proposal has been approved during the SPAC meeting. The sender must print the approved proposal and obtain all required physical signatures as specified in the proposal template.
- The completed hardcopy must be submitted to the SDEV office **within 3 days after the SPAC Meeting** to facilitate the official approval process.

5. Issuance of Approval Letter

- SDEV will issue the official programme approval letter **within one (1) week after the SPAC meeting**, subject to the completion of the required documentation and approval process.

6. Programme Implementation

- Programme organisers must ensure that they have received the **official programme approval letter before conducting the programme**.
- No programme should be implemented before the official approval letter has been issued.

Important Reminder

All programme organisers are responsible for ensuring that proposals are complete, submitted within the stipulated timeframe, and accompanied by the necessary supporting documents or approval from the relevant bodies e.g CiTRA IIUM Kuantan, OSHBE, OSEM, Sport Development Centre.

For further enquiries, please contact the Student Development Department (SDEV), IIUM Centre for Natural & Health Sciences, Kuantan Campus.

Thank you.

Student Development Department (SDEV)
IIUM Centre for Natural & Health Sciences, Kuantan Campus
14 October 2026