

RECOMMENDATION FOR STUDENT PROGRAM IIUM Kuantan

Important Notes:

- Please ensure recommendations from the relevant offices are obtained **prior** to submitting to the DCD 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 (✓) next to the office(s) that require recommendations for your program:

1. FACILITIES & SERVICES DEPARTMENT (FSD)

- ☐ Venue booking under FSD
- ☐ 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 FSD 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
- ☐ Approval to conduct sport programme within campus
- ☐ Approval to conduct sport programme outside campus

Head
Date: _____

4. CENTRE FOR ARTS AND CULTURAL SUSTAINABLE DEVELOPMENT (CiTRA)

- ☐ Involvement of arts/cultural performances in the programme
- ☐ The programme follow the IIUM guidelines (Guidelines & Procedures on Student Program, effective date 10th Nov 2023, item 11.2.)

Head
Date: _____

APPROVED BY

DEPUTY CAMPUS DIRECTOR
IIUM Centre for Natural & Health Sciences
Kuantan Campus
Date: _____