



**INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA**

VERSION NO : 01

REVISION NO : 00

**DOCUMENT TITLE : APPROVAL OF
PROPOSAL (STUDENT ACTIVITIES)**


EFFECTIVE DATE : 01/05/2015

DOCUMENT NO. : IIUMK/OSC/1

PAGE : 01/7

APPROVAL OF PROPOSAL (STUDENT ACTIVITIES)

Prepared By :-	Approved By :-
Signature :	Signature :
Name : Asmawati binti Che Ismail	Name : Assoc. Prof. Dr. Nik Mazlan bin Mamat
Position : Assistant Director Student Development Department One Stop Student Centre	Position : Deputy Campus Director (Student Affairs) Office of the Campus Director
Date : 07/04/2015	Date : 15/04/2015
CONTROLLED COPY NO. :	

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 01
	REVISION NO : 00
DOCUMENT TITLE : APPROVAL OF PROPOSAL (STUDENT ACTIVITIES)	EFFECTIVE DATE : 01/05/2015
DOCUMENT NO. : IIUMK/OSC/6	PAGE : 01/7

1. OBJECTIVES

- 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. SCOPE

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

3. DEFINITION / ABBREVIATION

Definitions/ Abbreviations:

- | | | | |
|-----|--------|---|---|
| 3.1 | IIUM | : | International Islamic University Malaysia |
| 3.2 | OSC | : | One Stop Student Centre |
| 3.3 | SDD | : | Student Development Department |
| 3.4 | SPAC | : | Student Programme Approval Committees |
| 3.5 | Clubs | : | Students' Bodies under the supervision of OSC |
| 3.6 | KPM | : | Kementerian Pendidikan Malaysia |
| 3.7 | Rector | : | Rector of International Islamic University Malaysia |
| 3.8 | ED Fin | : | Executive Director, Finance Division |



**INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA**

VERSION NO : 01

REVISION NO : 00

**DOCUMENT TITLE : APPROVAL OF
PROPOSAL (STUDENT ACTIVITIES)**

EFFECTIVE DATE : 01/05/2015

DOCUMENT NO. : IIUMK/OSC/1

PAGE : 01/7

- | | | |
|------|-----------|--|
| 3.9 | DRSA | : Deputy Rector Student Affairs |
| 3.10 | DCD | : Deputy Campus Director (Student Affairs) |
| 3.11 | HOD | : Head of Department |
| 3.12 | Principal | : Principal of Mahallah |
| 3.13 | COCU | : Credited Co-Curricular Activity Unit |
| 3.14 | Advisor | : Advisor of Student Bodies |
| 3.15 | OIC | : Officer-in-charge |
| 3.16 | AD | : Assistant Director |
| 3.17 | EO | : Executive Officer |
| 3.18 | AO | : Accompanying Officer |
| 3.19 | SAA | : Senior Administrative Assistant |
| 3.20 | AA | : Administrative Assistant |
| 3.21 | LTF | : Lecturer, Trainer and Facilitator |
| 3.22 | PM | : Programme Manager |
| 3.23 | PPF | : Programme Proposal Form |
| 3.24 | JPF | : Joint Programme Form |
| 3.25 | CPF | : Change of Programme Form |
| 3.26 | SCPF | : Application for Selling/Cooking Programme Form |



**INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA**

VERSION NO : 01

REVISION NO : 00

**DOCUMENT TITLE : APPROVAL OF
PROPOSAL (STUDENT ACTIVITIES)**

EFFECTIVE DATE : 01/05/2015

DOCUMENT NO. : IIUMK/OSC/1


PAGE : 01/7

4. REFERENCE

- 4.1 IIUM Memorandum and Articles of Association
- 4.2 E-Book Guidelines and Procedures on Student Activities (effective date 2014)
- 4.3 IIUM Financial Policies and Procedures
- 4.4 Student Bodies Constitutions


5. RESPONSIBILITY AND DETAILED PROCEDURE

- SAA/
AA 5.1 Receive and check the proposal as required in Appendix I
- AD/
EO/
OIC 5.2 Check the overall contents of the proposal
- 5.3 Discuss on the overall contents of the proposal paper in SPAC Meeting and determine the next process as required in Appendix II
- SAA/
AA 5.4 Issuance of approval letter and record in STARS
- 5.5 Filing of proposal paper/approval letter

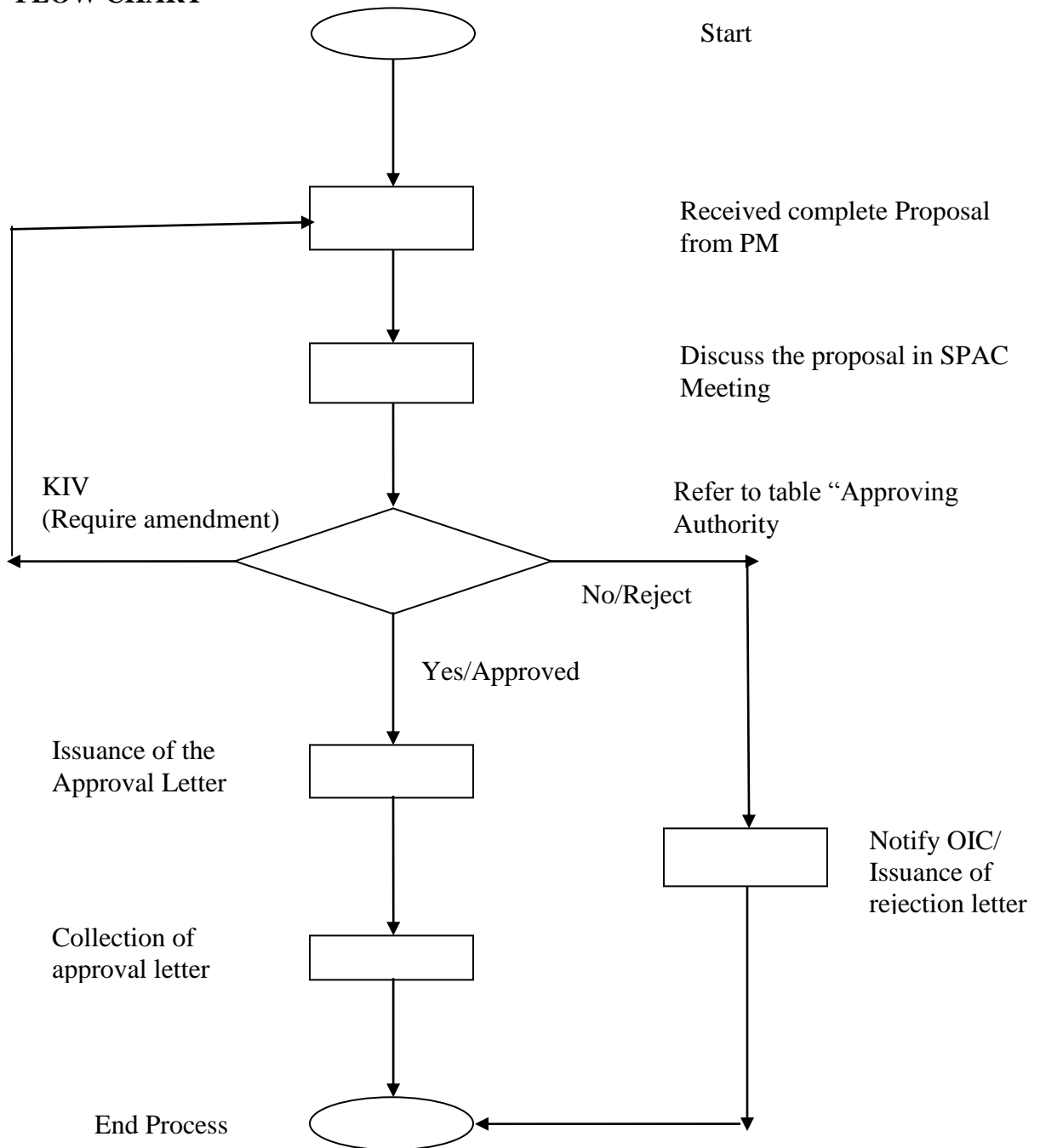
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 01
	REVISION NO : 00
DOCUMENT TITLE : APPROVAL OF PROPOSAL (STUDENT ACTIVITIES)	EFFECTIVE DATE : 01/05/2015
DOCUMENT NO. : IIUMK/OSC/1	PAGE : 01/7


6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Copies of Working papers, reports and relevant documents	2 years	Filing rack at General Office, Student Development Department (SDD) <ul style="list-style-type: none"> i. Student Development Department (SDD) ii. Credited Co-curricular Activity Unit (COCU) iii. Counselling Services Department (CSD) iv. Mahallah Offices 	AA/SAA/OIC

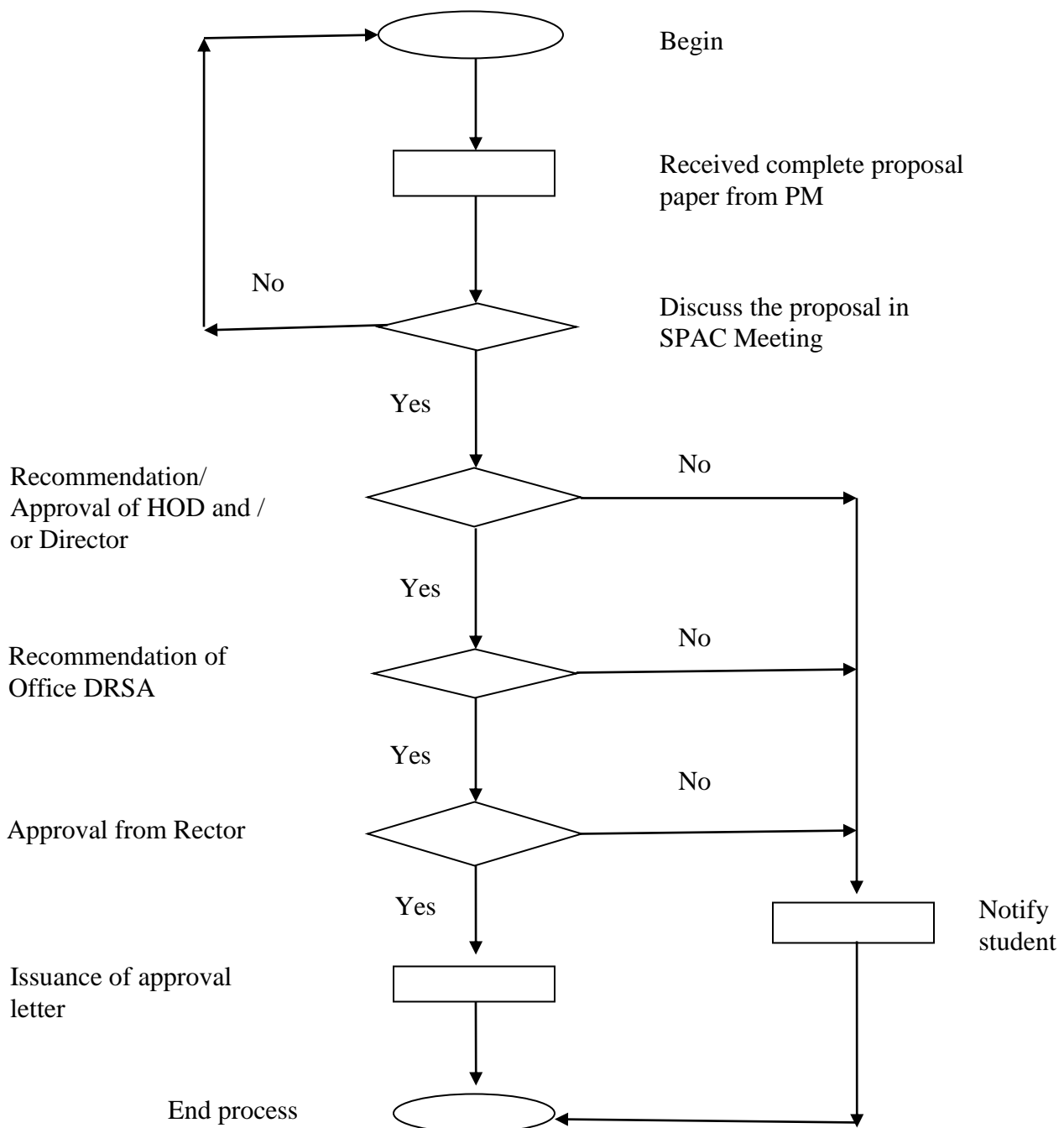
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 01
	REVISION NO : 00
DOCUMENT TITLE : APPROVAL OF PROPOSAL (STUDENT ACTIVITIES)	EFFECTIVE DATE : 01/05/2015
DOCUMENT NO. : IIUMK/OSC/1	PAGE : 01/7

7. FLOW CHART



 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 01
	REVISION NO : 00
DOCUMENT TITLE : APPROVAL OF PROPOSAL (STUDENT ACTIVITIES)	EFFECTIVE DATE : 01/05/2015
DOCUMENT NO. : IIUMK/OSC/1	PAGE : 01/7

APPROVAL FOR SPONSORSHIP, OVERSEAS AND COMMUNITY SERVICE PROGRAMME



GUIDELINE ON SUBMISSION OF WORKING PAPERS 2015

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
 - iv) For Selling /Cooking Programme; SCPF
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 programme.
National	Not less than 3 months before the date of the programme.
Regional/International	Not less than 6 month before the date of the programme.
Community Service/ Soliciting Sponsorship/Programme Involving School	Not less than 3 months before the date of the programme.
Invitational	Not less than 9 days before the date of the programme

TABLE: APPROVING AUTHORITY

No.	Total Budget (Including the cost of Transportation)	Approving Authority	Action to be taken
1	RM 3,000.00 and below	Deputy Director	After recommended by OIC: i) OK - Approve - Proceed to 5.3 ii) KIV - Advise for correction/modification by PM iii) Reject - Notify OIC and student - End
2	RM 5,000.00 and below	Principal of Mahallah	After recommended by OIC: i) OK - Approve - Proceed to 5.3 ii) KIV - Advise for correction/modification by PM iii) Reject - Notify OIC and student – End (in the absence of the Head for more than a week, the head will appoint the Officer to cover his/her duty)
3	RM20,000.00 and below	Deputy Campus Director/ Director/Dean	After recommended by OIC and/or Principal of Mahallah/HOD: i) OK - Approve - Proceed to 5.3 ii) KIV - Advise for correction/modification by PM iii) Reject - Notify OIC and student - End (in the absence of the Director for more than a week, the Director will appoint the Officer to cover his/her duty)
4	RM20,000.00 and above	i) Executive Director of Finance ii) and the Rector	After recommended by OIC, Principal of Mahallah/HOD/ Director: The Executive Director of Finance will make decision: i) OK – Approve – Send to the Rector ii) KIV – Return to OIC for rectification and resubmission iii) Reject - Notify OIC and student - End The Rector of IIUM will make decision: i) OK – Approve – Proceed to 5.3 ii) KIV – Return to OIC for rectification and resubmission iii) Reject - Notify OIC and student - End