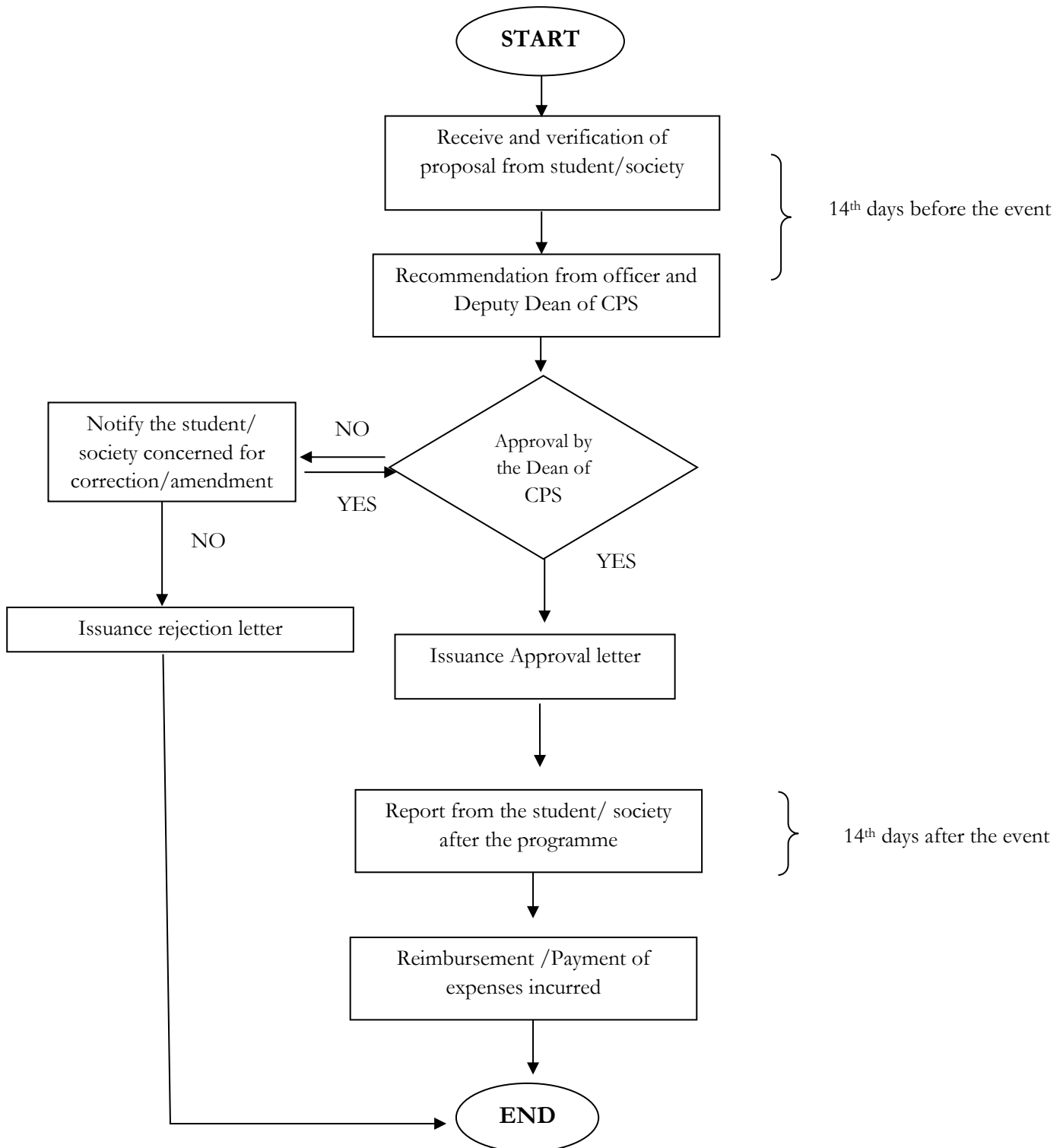


**CENTRE FOR POSTGRADUATE STUDIES  
(STUDENT AFFAIRS AND SCHOLARSHIP UNIT)**

**APPROVAL OF STUDENT ACTIVITIES**



## Guidelines

- 1) Activities, Programmes, Seminars, Workshops and etc
  - i. The content of the programme shall be appropriate, not involving any political campaign, offensive topic and any others issues that breaking the IIUM laws
  - ii. The said programme shall include postgraduate students
  - iii. The said programme shall focus and benefit on postgraduate students
  - iv. The programme committee shall include postgraduate students society at respective Centre of Studies
  - v. The programme shall receive an approval from Deputy Dean (Postgraduate) at respective Centre of Studies before submitting the proposal to Centre for Postgraduate Studies (CPS)
  - vi. The request student/ society shall booked the venue and ordered the refreshments by their appointed committee (if necessary)
  - vii. The request student/ society shall invite the speaker(s) by their appointed committee (by using the formal template letter provided by CPS)
  - viii. The programme advertisement shall be publicise throughout all the platforms (whatApp, Telegram, Facebook, i'Ma'luum and etc)
  
- 2) Report and reimbursement process
  - i. The reports shall be submitted to the Dean Office, Centre for Postgraduate Studies (CPS). The report must consist of:
    - a. Financial report
    - b. payment approval form
    - c. programme report and poster
    - d. details of expenses (original receipt, speaker(s) invitation letter and etc)
    - e. details of bank account number of reimbursement recipient/ speaker(s)
  
  - ii. The report must be submitted to CPS within 14 days after the programme for payment purposes