# *GUIDELINES & PROCEDURES OF STUDENT ACTIVITIES*

# IIUM KUANTAN CAMPUS

**OFFICE OF THE DEPUTY CAMPUS DIRECTOR**
**(STUDENT DEVELOPMENT AND SUPPORT SERVICES)**
**IIUM KUANTAN CAMPUS**

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**Abbreviations used in this book**

- IIUM : International Islamic University Malaysia
- ODRSDCE : Office of the Deputy Rector (Student Development and Community Engagement)
- DCD (SDSS) : Deputy Campus Director (Student Development and Support Services)
- DD (SDCE) : Deputy Dean (Student Development and Community Engagement)
- SAC : Student Affairs Committee
- OCD : Office of the Campus Director
- OSC : One Stop Student Centre
- SU : Students Union
- KBS : Kulliyyah-based Societies
- MRC : Mahallah Representative Committee
- OIC : Officer-in-charge
- MAA : Memorandum of Article of Association
- ITD : Information Technology Department
- SDEV : Student Development Department
- CCD : Corporate Communication Department
- SDD : Sports Development Department
- CCSD : Counselling and Career Services Department
- EDC : Entrepreneurship Development Centre
- IWON : IIUM World Debate and Oratory Centre
- CiTRA : Centre for Arts and Culture Sustainable Development
- AGM : Annual General Meeting
- CACP : Co-curricular Activity Cumulative Point
- STARS : Student Activity Record Systems
- BMMB : Bank Muamalat Malaysia Berhad
- PPF : Programme Proposal Form
- IPF : Invitational Programme Form
- CPF : Change of Programme Form
- JPF : Joint Programme Form
- PRF : Programme Report Form
- FRF : Financial Report Form
- AF : Advancement Form

# 1. INTRODUCTION

Office of the Deputy Campus Director (Student Development and Support Services) is mandated to help the University to produce graduates with wholesome and *ummatic* personalities. Student Development Department (SDEV) of IIUM Kuantan Campus under the purview of DCD (SDSS) is given the task to provide the guidelines, training and other relevant facilities with the aim that students are able to maximize their potential and talents holistically in various fields. In addition, it is the responsibility of the DCD (SDSS) to ensure that all student activities are in line with the vision and mission of the university.

This guideline serves as a source of reference for all student activities in IIUM Kuantan Campus. The guideline also provides information about the various student bodies on campus and the nature of their activities, which are beneficial for students. It is also useful for students who wish to conduct programmes, as this handbook highlights the details of organising programmes to ensure the smooth running of these programmes.

## 1.1 Definition of Non-credited Co-curricular Activities

1.1.1   A non-credited co-curricular activity is referred to as any extra-curricular activity participated or organised by students through student organisations or those organised by departments for students. These organisations provide a platform for the development of interpersonal, organisational and leadership skills for the members.

1.1.2   The non-credited co-curricular activities are different from the credited co-curricular activities in the following ways:

| NON-CREDITED CO-CURRICULAR ACTIVITIES | CREDITED CO-CURRICULAR ACTIVITIES |
|---|---|
| The non-credited co-curricular activities are **voluntary** activities participated by any student throughout his/her studies as an undergraduate | Credited co-curricular activities are structured, **compulsory** programmes to be taken by all students as part of their academic study plan. |
| e.g., Beach Cleaning, Visit Orphanage | e.g., Badminton, Swimming Classes |

(i)   The non-credited co-curricular activities have no academic credit, but the credited co-curricular activities are given 0.5 to 1.0 credit per semester.

(ii)   The non-credited co-curricular activities are additional activities for undergraduate students to improve and practice the skills that they have learned in the leadership modules of the credited co-curricular activities.

**1.2 Types of Student Activities**

Based on the different interests of IIUM students, there are at least 12 categories of popular activities supported by the University.
There are:
(i)      Uniform-based activities
(ii)     Community service
(iii)    Cultural and arts
(iv)    Entrepreneurship
(v)     Spiritual
(vi)    Leadership and intellectual
(vii)   Debating and public speaking
(viii)  Sports and recreation
(ix)    Peer counseling
(x)     Educational trips
(xi)    Social gatherings
(xii)   Writing and publication

**IMPORTANT REFERENCES ON UNIVERSITY POLICIES THAT GOVERN STUDENT ACTIVITIES**

Student bodies must comply with University regulations. The office bearers should always use the following references for guidelines.

(i)      IIUM Constitution
(ii)     Constitutions of respective student bodies
(iii)    Student Disciplinary Rules

The University authorities reserve the right to suspend the activities of any student body whose actions are not in line with the IIUM policies.

## 2. STUDENT BODIES

**2.1 Definition**

Student bodies is defined as a group of students established for the promotion of a specific objective or interest within the University as approved by the Senate and registered with the Office of the Deputy Rector (Student Development and Community Engagement). The above definition does not include certain student groups formed by the University including groups, teams, and secretariats for specific purposes.

**2.2    Nomenclature**

**2.2.1**    In order to differentiate types of student bodies, the following nomenclature is practiced:

| No. | Nomenclature | Descriptions |
|---|---|---|
| 1. | Union | Used only by the main student body i.e., Student Union |
| 2. | Society | Kulliyyah-based student bodies. |
| 3. | Association | Department based student's bodies at the Kulliyyah. |
| 4. | Club | Student organisation initiated by a group of students with special interests. |
| 5. | Group | Culture and arts group setup by CiTRA and CCSD |
| 6. | Team | A group of students formed by the department to run certain projects e.g community service, sports team |
| 7. | Secretariat | A student bodies which is formed and linked to certain government or non-government organisation. |
| 8. | Mahallah Representative Committee | Student body established at each Mahallah to assist the welfare of students at the residential colleges |

However, the term **'student organization'** is used throughout this guideline to also refer to any student body.

**2.3     List of Student Bodies in Kuantan Campus** *(as of July 2021)*

**A)   CENTRAL CLUBS**

| NO | ORGANISATION | SUPERVISORY BODY | MEMBERSHIP |
|---|---|---|---|
| 1. | **Main Body**<br>Student Union (IIUMSU) | Student Development Department | Automatic |
| 2. | **Uniform Bodies**<br>　1.　Kumpulan Latihan Kelanasiswa Malaysia (KLKM) | Student Development Department | By application |
| 3. | **Outreach Based / Community Engagement**<br>　1.　Facilitator Team<br>　2.　Volunteer Team<br>　3.　Ibnu Ummi Maktum (IMAC)<br>　4.　PERKIM Secretariat | Student Development Department | By application |
| 4. | **Training Based Clubs**<br>　1.　Wawasan<br>　2.　Belia Harmoni | Student Development Department | By application |
| 5. | **Interest Based Clubs**<br>　1.　Phytotech Club<br>　2.　American Chemical Society<br>　3.　IIUM Eco Club<br>　4.　Abu Hurairah Club | Student Development Department | By application |
| 6. | **Da'wah and Spiritual**<br>　1.　Professional Huffaz Club (Profaz)<br>　2.　World Assembly Muslim Youth (Wamy)<br>　3.　PEMBINA IIUM Kuantan | Student Development Department | By application |
|  | 　4. I - Masjid | Masjid Sultan Haji Ahmad Shah | By application |
| 7. | **Culture & Arts Based Club**<br><br>　1.　Fusion of Science and Arts (FUSCIA) | Centre for Arts & Cultural Sustainable Development Centre (CiTRA) | By application |

| 8. | **Debating Clubs**<br>    1.  English Debating Club<br>    2.  Kelab Debat Bahasa Melayu | IIUM World Debate and Oratory Centre (IWON) | By application |
|---|---|---|---|
| 9. | **Entrepreneurship**<br><br>1. Entrepreneurship Club | Entrepreneurship Development Centre | By application |
| 10. | **Counseling Based Clubs**<br><br>    1.  PEERS GROUP<br>    2.  IIUM Kuantan Career Team<br>    3.  Residential & Psychosocial Support Group | Counseling & Career Services Department | By application |
| 11. | **Recreation Clubs**<br><br>    1.  Adventure & Recreation Club<br>    2.  Marine Recreational Club | Sports Development Department | By application |
| 12. | **Martial Arts Clubs**<br><br>    1.  Seni Silat Cekak Ustaz Hanafi Club<br>    2.  Seni Silat Cekak Malaysia<br>    3.  Aikido<br>    4.  Taekwando Club<br>    5.  Shito-ryu Karate-do Club | Sports Development Department | By application |

## B) MAHALLAH AND KULLIYYAH BASED ASSOCIATIONS

| NO | ORGANISATION | SUPERVISORY BODY | MEMBERSHIP |
|---|---|---|---|
| 1. | **Kulliyyah-Based Societies**<br>1.  Medicine Students' Society<br>2.  Pharmacy Students' Society<br>3.  Science Students' Society<br>4.  Nursing Students' Society<br>5.  Dentistry Students' Society<br>6.  Allied Health Sciences Students' Society | Office of the Deputy Dean (Student Development and Community Engagement) | Automatic |
| 2. | **Mahallah Representative Committees (MRC)**<br>1.  Ummu Kalthum<br>2.  Fatimah Az-Zahra<br>3.  Khalid Al-Walid | Mahallah Office | Automatic |

**2.4      Membership of club & societies**

**2.4.1**      All IIUM undergraduate students automatically become ordinary members of the IIUM Student Union, respective Mahallah Representative Committee, and Kulliyyah-based society.

**2.4.2**      Application for membership for other student bodies should be done through the respective student bodies. Promotional activities of these student bodies are normally done during *Ta'aruf* Programme and at the beginning of a regular semester. All student bodies are encouraged to carry out their own promotional activities to attract new members from time to time.

**2.4.3**      Students could seek information and advice from the respective office in charge of student bodies. A student can apply to be a member of any student body by filling in forms available at the respective office in charge of student bodies or by downloading them from the respective (IIUM) website. Some student bodies conduct interviews for the applicants. The interviews are conducted by the senior members of the student bodies.

**2.5      Training for Student Leaders**

The newly elected presidents and secretaries of student organisations are given leadership and management training organised by the SDEV. The students are exposed to skills in managing the student bodies, team building, in line with university vision and mission.

**2.6      Training for other members**

(i)      All student bodies are highly recommended to organise their own induction course for all the committee members to familiarize them with the procedures and management of the respective student bodies.

(ii)      Special training courses are also organised for special interest student bodies such as uniform-based, entrepreneurship, culture and community service by the respective unit or department throughout the year.

**2.7      BENEFITS FOR STUDENTS FROM PARTICIPATING THE ACTIVITIES**

Participation in student bodies activities provides students with experiences that lead to significant personal and intellectual development and helps them towards increasing social competence. Students who participate in these activities will get the following benefits:

### 2.7.1 Soft Skills

Active students can develop the following skills which are in line with Sejahtera Academic Framework (SAF) through the activities:

- Functional work skills with focus on:
    a) Practical skills
    b) Interpersonal skills
    c) Communication skills
    d) Digital skills
    e) Numeracy skills
    f) Leadership, autonomy and responsibility
    g) Time management
- Entrepreneurial skills
- Ethics and Professionalism
- Islamization


### 2.7.2 Co-Curricular Activity Cumulative Point (CACP)

IIUM has developed a merit point system to reward the students who participate in student body activities. This system is called the Student Activity Record System (STARS). Students will obtain Co-curricular Activity Points (CACP) for each activity they participate. The points will depend on the following criteria:

Type of activity:

(i) Level of programme – international, national, university or student bodies level;
(ii) Level of participation – main committee, committee or participant;
(iii) Achievement in competition ; and
(iv) Level of membership in student bodies – main committee, committee, ordinary member.

The total points gained by the students will be converted to Co-curricular Activity Cumulative Point (CACP). The maximum of CACP is 4.0. The system will record details of student activities throughout their study in IIUM. Upon graduation they may request a copy of their co-curricular activity transcript from the SDEV, under the DCD (SDSS).

### 2.7.3 Convocation Award

There are a number of awards given to excellent students during the annual convocation. The CACP is part of the criteria for the selection of award recipients for all the awards besides the candidates' academic achievements.

### 2.7.4 Certificates

Certificates of recognition are normally awarded to the office bearers of the student bodies at the end of their tenure. The committee members of any programmes approved by approving authorities may request to print the certificate of appreciation for sub-committee members or certificate of participation for participants after the completion of a programme.

The types of programmes whose participants should be awarded certificates are as follows:

**CATEGORIES OF PROGRAMMES TO BE AWARDED CERTIFICATES**

| Categories | Signed By | |
|---|---|---|
| | **IIUM OFFICIAL** | **CO-ORGANISER (if any)** |
| International Level | Deputy Rector/Campus Director | Same level or higher |
| National Level | Deputy Rector/Campus Director | Same level or higher |
| State Level | Campus Director/ DCD(SDSS)/Dean | Same level or higher |
| University Level | Dean/Director/DCD (SDSS) | Same level or higher |
| Other | Deputy Dean / Deputy Director/Principal/Assistant Director/ Advisor /Head | Same level or higher |

*Note: The Rector will only sign academic scrolls.*

Certificates **SHOULD NOT** be given for the following programmes:
i.    Programmes without approval from the University.
ii.   Briefings.
iii.  Attending Annual General Meeting (AGM); or
iv.   Compulsory programme.
v.    Others subjected to approving authorities

*\*The students are advised to seek approval for the draft certificate from the relevant office in-charge of SDSS.*

### 2.8    Supervising/Approving Authorities

To ensure proper guidance is given to student activities, the DCD (SDSS) may delegate his authority in managing and supervising student bodies to the officer in-charge of student activities. A programme can only be organized after obtaining approval from the Chairman of Committee for Approval and Monitoring of

Programmes (CAMP), IIUM Kuantan Campus. For the KBS, the supervising/approving authority is the Deputy Dean (SDCE).

## 2.9    COLLECTION OF FUNDS

A student body **SHALL NOT** maintain any fund or make any collection of any money from any source whatsoever, unless prior approval is obtained from the Rector or Campus Director, whereby any funds so collected shall be deposited with the university and account maintained by the University.

## 3.    MANAGEMENT OF A STUDENT BODIES

### 3.1    Advisor for Student Bodies

Each student body should have an advisor to advise, monitor and supervise the student body activities. All advisors are appointed by the DCD (SDSS), except specified below. The following guidelines apply in the appointment of advisors:

(i)     The Deputy Dean (SDCE) is the advisor for the respective Kulliyyah/Department Based Societies, or any other personnel as appointed by the Dean of the Kulliyyah
(ii)    The Mahallah Principals are the advisors for the respective MRC
(iii)   The officer in charge of SDEV and Administrator Officer (appointed) is the advisor for the Student Union.
(iv)   For central student bodies, the advisors can be appointed among IIUM academic or administrative staff. The advisor's consent must be sought prior to the appointment.
(v)    The advisor is required to monitor and advise the students on the programmes as well as the running of the student bodies.
(vi)   His/her signature and recommendation are needed before the **PROPOSAL PAPER** is submitted to the relevant authority.
(vii)  Advisors should be kept up-to-date and constantly informed on the progress of the student bodies.
(viii) Advisors should understand and adhere to all the Islamic rulings including aqidah, ibadah (solat) and akhlaq (i.e., ikhtilat)

### 3.2    Roles of the Advisor

Every student body must have an advisor appointed by the DCD (SDSS). The advisor must have the following criteria:

(i)     Guiding the students to always instill the element of Islamization in line with University mission and vision.
(ii)    Ready to guide the students on the University's policies and procedures that govern student activities (IIUM Constitution, Standing Order, Student Disciplinary Rules)
(iii)   Assist the students to adhere to regulations.
(iv)   Willing to assist in the planning of activities.
(v)    Able to coach the members to achieve the student bodies' objectives.

(vi)     To guide and ensure content of the programme is Shariah compliant

(vii)    To ensure students adhere to all Islamic ruling from the preparation of the event to the actual programme.

### 3.3     Appointment letter for Club Advisor

(i)      Appointment letter of the club advisors shall be issued and signed by the DCD (SDSS) except as mentioned in 3.1. (i) above.

(ii)     The term of an appointment is for a duration of 2 years.

### 3.4     Filling System

(i)      Each student body should create at least one official folder and file all documents properly.

(ii)     The folder should be kept at the office of the relevant officer in charge. The committee may have or keep separate files containing photocopies of documents. Among the contents of the file are:
   a)  Constitution of the student body
   b)  Current list of office bearers and members
   c)  Almanac
   d)  Annual Reports
   e)  Copies of outgoing and incoming letters

(iii)    The folder must have the following information:
   a)   File Name
   b)   Reference number
   c)   Date it was created
   d)   File Minutes: to have columns for Number, Particulars, Sender and Date
   e)   Official documents

### 3.5     Financial Record System

The treasurer of a student body should keep and update the financial record *file and Google Drive* of the student body. The file should be checked by the supervisory body to ensure the good management of financial records by the student body.

### 3.6     Planning for Activities and Almanac

All student bodies should plan their activities and programmes annually. The planning of activities should be carried out immediately after the AGM with the help of the advisor. Each student body must consider the following elements when planning their activities:

   (i)     Nature of the student body
   (ii)    Functions of the student body
   (iii)   Objectives of the student bodies
   (iv)    Expected outcome of the activities

(v)     Relevance with the University Vision and Mission, SDG Framework
(vi)    Capability of the members
(vii)   Availability of budget
(viii)  Availability of Facilities
(ix)    Avoid impermissible/moratorium dates of the University

The activities must be able to develop the following soft skills among the members of the student body referring to 2.7(i).

The activities should follow the constitution of student bodies as well as the University Academic Calendar. A student body almanac consists of names of the programmes, proposed dates and estimated budget for one whole year.

It is recommended for a table to be drawn so that it is easy for the relevant authorities to refer to and plan for the overall activities of the students. The almanac **MUST** be submitted to supervisory bodies before the second week of Semester 2. **NO** programme should be conducted before the almanac is submitted to the supervisory bodies.

## 3.7    Student Bodies's Profile

A student bodies's profile is a document that describes the details of the student body. The student body should review and update the profile every year. The profile is useful when the club receives visitors from other universities and during promotional drives to recruit new members. The contents of a student body's profile as detail below:

a)    Introduction and background of the student body
b)    Mission
c)    Vision
d)    Objectives
e)    Nature
f)    Activities
g)    Modules (if any)
h)    Achievements (if any)
i)    Organizational chart
j)    Networking
k)    Number of active members
l)    Annual report

## 3.8    Student Bodies's Bulletin

All bulletins, e-bulletins and magazines produced by a student body can only be published and distributed after being approved by the approving authority.

The advisor or supervisory body should be consulted for advice on the contents of the bulletin. Students are advised to check the grammar with the Centre for Language and Pre-University Academic Development (CELPAD).

To publish the bulletin/newsletter, prepare a proposal and fill the Program Proposal Form and submit to the approving authority. The contents of a bulletin must:

(i)   Reflect the good image of the University and students
(ii)  Follow the IIUM Students' Code of Ethics

### 3.9   Brochures and Student Bodies's Website

Student bodies brochures are summarized information about the student bodies concerned. All central student bodies are encouraged to have brochures to promote their activities. The contents of the brochure need to be checked and approved by the officer in charge.

Basic contents of the brochure may include:
(i)    Student body's Logo
(ii)   Introduction of the student body
(iii)  Mission
(iv)   Vision
(v)    Objectives
(vi)   Nature
(vii)  Activities
(viii) Organizational chart
(ix)   Office Address & Contact Number
(x)    Pictures

The brochure must be submitted to the officer in charge for endorsement before it can be published.

Student bodies may create official websites to promote their activities.  All websites of the central student bodies must be approved by the relevant authorities. The kulliyyah-based societies, associations and MRC should get approval from the office of the respective DD (SDCE) or Mahallah Principal who are responsible to monitor the contents of the websites.

Procedures in creating websites are as follows:

i)    A form (available at the respective office or SDEV website http://www.iium.edu.my/ocd/) must be filled in.
ii)   The recommendation of the officer in charge of the unit concerned must be obtained.
iii)  The layout and contents of the website must be shown to the web administrator at the respective supervising authority for approval.
iv)   A web representative must be appointed in order to access the student body's accounts. The access can be obtained by sending the student body's name and username to sdev.iiumkuantan@iium.edu.my.
v)    The student body's representative is responsible for providing information and maintaining the contents of the website.
vi)   All web pages must adhere to University policies and guidelines. The officer in charge of the student body is responsible for monitoring the content of

student body's website and has the right to remove anything in violation of the said policies and guidelines.

    vii)    Basic contents of a website include:
- Introduction and background of the student body
- Mission
- Vision
- Objectives
- Nature
- Activities
- Achievements (if any)
- Organisational chart
- Network
- Number of active members
- Club ethics
- Testimonials

## 3.10 Student Bodies Social Media

- The content has to reflect the images of IIUM
- Monitored by supervisory body

## 3.11 Establishment of Student Bodies

Students **MAY** set up student bodies that can assist them to achieve the following objectives:

a. To develop soft skills
b. To develop talent in specific areas
c. To inculcate the spirit of volunteerism
d. To practice leadership skills
e. To help in the welfare and needs of students
f. To organize activities that reflect the ability and strength of the club, and vision and identity of the University and its students
g. To cultivate the tradition of knowledge and inculcate the preservation of good values

### 3.11.1 Flow Chart Approval of student clubs/society from Central Level

Start

Submission of proposal to Secretariat of Committee of Approval and Monitoring Programme (CAMP) **1 month** before the Student Affairs Committee (SAC) Meeting

Officer in-charge/Advisor present the proposal in the CAMP Meeting.

Yes          Approved          No

Officer in-charge notify the SAC secretariat Meeting and DCD SDSS to present in SAC

Notify

The proposal presented in the SAC meeting for endorsement

Endorsement

Proposal returned to the officer in-charge/advisor/student

Secretariat of SPAC process the documentation of the club (Certificate, Endorsement Letter etc.)

SPAC

Students collect the documentation at SDEV Office

SDEV

Club Established

End Process

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## 3.11.2 Flow Chart Approval from Kulliyyah Level

Start

Submission of proposal to Office of Deputy Dean (Student Development & Community Engagement) respective Kulliyyah **1 month** before Student Affairs Committee (SAC) Meeting

Officer in charge/Advisor present theproposal in the Kulliyyah meeting

**Yes**                    **No**

Approved

Deputy Dean SDCE of respective Kulliyyah notify the SAC secretariat Meeting to present in SAC

Notify

The proposal presented in the SAC meeting for endorsement

Endorsement

Proposal returned to the officer in charge/student

Secretariat of SPAC process the documentation of the club (Certificate, Endorsement Letter etc.)

SPAC

Students collect the documentation at SDEV Office

SDEV

Club Established

End Process

**3.12    Student Bodies Constitution**

a. Every student bodies must have a constitution except for secretariat, team or any other project-based group as determined by SAC.

b. Student must prepare their constitution in accordance with the standard template provided by the SDEV. The office will review the constitution before submitting to the SAC.

**3.13    Organizational Structure**

Every student body must have at least the following office bearers:
   a) President
   b) Vice President
   c) Secretary
   d) Treasurer

The mainboard of student bodies shall attend the leadership training for student leaders organized by the SDEV or other relevant authority.

**3.14    Annual General Meeting (AGM)**

a) Each student bodies shall conduct its AGM before the end of the 1st Semester of an academic year. The AGM may be deferred to a later date with prior written approval from relevant authority.
b) The minimum quorum for conducting AGM for student body is double the number of office bearer **OR** one fifth (1/5) of the registered members of the societies / associations, whichever is lesser.
c) Only students with CGPA 3.0 or above are qualified to be elected and appointed as the office bearers of a student body.

**3.15   Extraordinary General Meeting (EGM)**

It is a meeting of members of the office bearers. EGMs are called where an issue arises such as the re-election process of the mainboard, which requires the input of the entire membership as recommended by the supervisory body.

**3.16   Codes of Ethics**

IIUM Students are expected to be well-mannered following the rules and regulations of IIUM.

### 3.17 Suspension and Dissolution of a Student Body

By principle, Clubs or societies which are inactive for *one (1)* year **OR** fail to submit AGM report to the relevant authority will be automatically dissolved. However, the relevant authorities reserved the right to consider otherwise on a case by case basis.

### 3.18 Media Statement

Students are **NOT ALLOWED** to make any media and press statements without prior approval from the Deputy Rector (SA). OIC shall advice the student organisation for any statements to be made in the media.

## 4 MANAGEMENT OF PROGRAMMES

### 4.1 Categories of Programmes

**Niche of programme:**

a) Uphold the mission and vision of the University in all possible dimensions.
b) Inculcate the spiritual enhancement towards a better muslim.
c) Enhance individual awareness on the role of Khalifah through events/ programmes organized.

#### 4.1.1 Student-Driven Programme

Refers to programmes initiated by student bodies. The proposal is prepared by the students and recommended by the advisor. The student in-charge should complete the PPF before submitting to the approving authority not less than 21 working days before the programme. If the submission is less than 21 days, the approval is subjected to the discretion of CAMP members.

#### 4.1.2 Department-Driven Programme

Refers to programmes for students organised by the university authority such as Student Development Department, Sports Development Department, Counseling & Career Services Department, Kulliyyah, and Mahallah. The proposal is prepared by the officer-in-charge and submitted to the approving authority for approval recommendation. PPF must be filled by the officer-in-charge.

#### 4.1.3 Invitational Programme

Refers to programmes organised by external organisations inviting students to participate in their programmes. Invitational Programme Form (IPF) must be filled and attached with the invitation letter from the external organisation. The form must be submitted directly to the approving authority not less than **9 DAYS** before the

programme starts. If the submission is less than **9 DAYS**, the approval is subject to the discretion of CAMP.

### 4.1.4 Joint Programme

Refers to programmes organised by students or departments in collaboration with internal (within IIUM) and external (outside IIUM) agencies. The students must fill the JPF signed by all collaborators.

## 4.2 Level of Programme

It is important to classify the level of the activity in the PPF as below:

| No. | Level of programme | Definition |
|-----|--------------------|------------|
| 1. | International | Refers to programmes with participants from outside Malaysia or the venue of the programme is outside Malaysia. Example: International Conferences, Overseas Educational Trips, International Debating Championship, etc. |
| 2. | National | Refers to programmes with participants from Malaysia or representing organisations or universities within Malaysia. Example: SUKMA, Inter-Varsity Nasyid Competitions etc. |
| 3. | State | Refers to programmes with participants from certain states. Example: Persidangan Belia Dewan Negeri Pahang. |
| 4. | University | Refers to programmes whose participants are from IIUM only. |
| 5. | Society/Department | Refers to programmes whose participants are the members of the society/department only. |

## 5 GUIDELINE ON SUBMISSION OF PROPOSAL

### 5.1 Requirement

A proposal proposal should be short and brief describing the programme. However, for big scale programme may need to have an in-depth proposal paper.

### 5.2 Type of Forms

Students are required to attach proposal with the relevant forms:
i)      For students driven programme – PPF
ii)     For invitational programme - IPF
iii)     For joint programmes - JPF
iv)     For change of programme – CPF (attach justification letter)

v)     For Selling /Cooking Programme - SCPF

vi)    For recreational and outdoor activities – OSHBE

### 5.2.1   Process

Students should discuss with the advisor **OR** officer-in-charge concerning the details of the programme.

Students are encouraged to prepare and submit proposals to the respective authorities early to ensure the smooth process of approval.

All proposals and completed forms must be submitted to the officer-in-charge according to the duration stipulated as below:

### 5.2.2   Duration of Submission

| LEVEL/TYPES OF PROGRAMMES | SUBMISSION OF PROPOSALS |
|---|---|
| University/Club | Not less than 21 days before the date of the programme. |
| State / National | Not less than 3 months before the date of the programme. |
| International | Not less than 6 months before the date of the programme. |
| Programme that requires sponsorship regardless of level | Not less than 3 months before the date of the programme. |
| Invitational | Not less than 9 days before the date of the programme |

**\*The approval authority however reserves the right to approve applications which are lesser than the stipulated periods.**

### 5.3 APPROVING AUTHORITY

| No. | TOTAL BUDGET (INCLUDING THE COST OF TRANSPORTATION) | APPROVING AUTHORITY | LEVEL OF PROGRAMME/ NATURE OF PROGRAMME |
|---|---|---|---|
| 1. | Activities up to RM 5,000 | Mahallah Principal/ Deputy Director | Student Bodies, University and National |
| 2. | Activities up to RM 5,001 - RM 10,000 | Deputy Campus Director (Student Development and Support Services) Deputy Dean (Student Development & Community Engagement) | Club, University and National |
| 3. | Activities up to RM 10,001 - RM 20,000 | Deputy Rector (SA) Dean/Director | Club, University and National |
| 4. | Activities above RM 20,001 and below RM 200,000 | Executive Director of Finance and Rector | Any level of programme if the budget is RM 20,001 and below RM 200,000 |
| 5. | Activities below RM 200,000 | Rector | Any level of programme if involve sponsorship |
| 6. | Activities above RM 200,000 | Rector and the Chairman of Standing Finance Committee | All level of programme |

### 5.4 FLOW OF APPROVAL

| No. | Details | Signatories |
|---|---|---|
| 1. | Proposal prepared by | Secretary of Programme |
| 2. | Proposal checked/recommended by | Programme Manager |
| 3. | Proposal recommended by | 1) Central clubs<br>   - Advisor of club<br>2) Sport based clubs<br>   - Advisor of club<br>3) Mahallah Representative Committee (MRC)<br>   - Programme advisor/Fellow<br>4) Kulliyyah Based Societies (KBS)<br>   - Programme advisor |

| 4. | Proposal recommended by | 1) Central clubs<br>  - Assistant Director, Student Development Department, One Stop Student Centre, Office of the Campus Director, IIUM Kuantan Campus.<br>2) Sport based clubs<br>  - Senior Sports Officer, Sports Development Department, Office of the Campus Director, IIUM Kuantan Campus.<br>3) Mahallah Representative Committee (MRC)<br>  - Principal<br>4) Kulliyyah Based Societies (KBS)<br>  - Deputy Dean Student Development and Community Engagement |
|---|---|---|
| 5. | Proposal approved by (budget below than RM5,000.00) | 1) Central clubs<br>  - Deputy Director<br>2) Sport based clubs<br>  - DCDSDSS<br>3) Mahallah Representative Committee (MRC)<br>  - Mahallah Principal<br>4) Kulliyyah Based Societies (KBS)<br>  - Deputy Dean (Student Development & Community Engagement) |
| 6. | Proposal approved by (budget up to RM10,000.00) | 1) Central clubs / Sport based clubs/ Mahallah Representative Committee (MRC)<br>  - DCDSDSS<br><br>2) Kulliyyah Based Societies (KBS)<br>  - Deputy Dean (Student Development & Community Engagement) |
| 7. | Proposal approved by (budget below RM20,000.00) | 1) Central / Sport based clubs / MRC<br>  - Campus Director<br><br>2) Kulliyyah Based Societies (KBS)<br>  - Dean of Kulliyyah |

# 6    HOW TO ORGANISE A PROGRAMME

All programmes should be planned early and recorded in the almanac/calendar. There are four phases in organising a programme,which are:

**(i)        Feasibility study**
Study the feasibility of activities. Determine the target group and the objectives to be achieved based on SMART rule (S - Specific, M - Measurable, A - Attainable, R - Relevant, T - Time based)

**(ii)       Planning**
Identify the resources available such as people, budget, date, time, and venue. Recruit the committee members.

**(iii)      Implementation**
Run the programme according to the planning. Discuss arising problems and troubleshoot immediately. Monitor the programme closely for the smooth running of the event.

**(iv)      Evaluation and reporting (Student Feedback Form)**
Prepare an evaluation form to receive feedback from the participants. Submit financial and programme reports.

## 6.1  Writing a Proposal

A proposal/working paper is considered as the foundation of a programme because the facts and figures mentioned would form the basis of how solid the project would be. The proposal/working paper must be written in English.

The proposal should include the following details:

### 6.1.1    Master Plan for Programme

The Master Plan for each programme should be prepared by the programme manager as a guideline to ensure all necessary actions will be taken accordingly.

The Master Plan must include details such as action plan, names of person-in-charge, timeline and deadline as well as Gantt chart.

*Table 1: Sample of a Master Plan*

| DATE | TIME | EVENT/TASK | PERSON IN - CHARGE | REMARKS |
|---|---|---|---|---|
| 1.7.2020 | 8.30 a.m | Ice Breaking | Programme Coordinator | Lecture Hall |
| 1.7.2020 | 9.00 a.m | Group Discussion | Head Bureau | Exam Hall OSC |
| 1.7.2020 | 10.00 a.m | Presentation on INSAN SEJAHTERA | Programme Manager | Exam Hall OSC |
| 1.7.2020 | 12.30 p.m. | Lunch / Zuhr Prayer | Catering & Dakwah and Ibadah Committee | Exam Hall OSC |
| 1.7.2020 | 2.30 p.m. | Finalising module framework | Secretary | Exam Hall OSC |
| 1.7.2020 | 4.30 p.m. | Concluding remarks by Deputy Campus Director (SD SS) | All committee | Exam Hall OSC |
| 1.7.2020 | 5.30 p.m. | Adjourn | | |

**6.1.2    Programme Agenda**

(i)    A complete programme schedule inclusive of time, date, venue, slot(s), proposed topics, and proposed speakers should be included.

(iv)   Use "programme schedule" instead of "tentative programme" for the finalised programme.

**6.1.3    Proposed Speaker (If Applicable)**

(i)    The CV of the proposed speakers must be attached.
(ii)   The reserve list of speakers for all topics (at least two speakers for each topic) should also be included.
(iii)  All proposed speakers and topics must be relevant to the programme.

**6.1.4    Organizing Committee**

    (i)    For campus programme (e.g. IIUM Kuantan Open Day and Taaruf Programme), students **SHOULD** invite a patron and divide the committee into steering committee and working committee.

**6.1.5**    **Patron -** Students **MAY** propose a patron depending on the level of the programme.

    The following should be observed:

- Name of the proposed patron, taking into account the relevance and level of the programme i.e. international, national, or university.

- The consent from the proposed patron should be sought once the programme has been approved. Write an invitation letter to the patron through the office of the approving authority of the programme. *(Please refer to 5.14)*

- Only one patron is required for the one programme; hence sub-programmes are not allowed to have separate patrons.

**6.1.6**    **Steering committee -** The steering committee consists of the advisor(s)/ officer in-charge and programme manager.

- List not more than three (3) advisors, together with their respective posts. You may have only one advisor if the programme does not involve collaboration with other organizations.

- These advisors are responsible for overseeing the organizations of the particular programme.

**6.1.7**    **Working Committee -** The working committee consists of the following posts:

- Ex-officio (One of the office bearers of the organisation)
- Programme manager
- Secretary
- Treasurer
- Programme Coordinator
- Other committee members relevant to the programme

Full names, matric numbers and contact numbers of the committee members should be provided. Small scales programmes may not require the steering committee up to approving discretion of approving authority.

## 6.2  Budget

### 6.2.1    Estimated Expenditure:

| No. | Item | Details |
|---|---|---|
| 1. | Administration/ Secretariat | (i)   Stationery<br><br>(ii)   Telephone/stamp/fax<br><br>(iii)   Printing: working paper, invitation, souvenir/ programme book<br><br>(iv)   Other related matters |
| 2. | Honorarium/Souvenir for Speakers and VIPs | The honorarium depends on the nature of the task such as officiator, speaker, panelist, trainer, or facilitator.<br><br>For honorarium speaker, panelist, trainer, facilitators, and moderator, please refer to MSD guidelines. (MSD Circular No.8/2006) |
| 3. | Publicity | Publicity would be in the form of printed (banners, posters, backdrops, pamphlets, broadcast, and social media). |
| 4. | Transportation | The programmes committee may apply for University transportation subject to approval and availability of the transport (please liaise with the Transport Unit for the rates).<br><br>Any travelling cost incurred for the programmes should be included in the proposal (i.e.: fuel, toll, parking fares, bus ticket, etc.). |
| 5. | Refreshment | The committee may provide refreshment for speakers, guests and participants. Please state in detail the rate and the number of meals provided. (Refer to appendix B-Finance Division Circular No.2/2019)<br><br>Food provider must be registered with IIUM (except for programme organized outside the campus). |

| 6. | Lodging / Accommodation | Please state the location and the rate of accommodation. |
|---|---|---|
| 7. | Rental facilities | The committees may request for venues, Audio Visual equipments and etc. via online booking system. The booking approval is subject to the relevant office as follows:<br><br>● OCD building- liaise with Corporate and Communication Department (CCD)<br>● Kulliyyah building - Respective Kulliyyah Administration office<br>● Sports Centre - Sports Development Department (SDD)<br>● OSC building - Deputy Campus Director (Student Development and Support Services)<br><br>Should any facilities require outside rental, please liaise with OCD, i.e., canopy, round table etc. (Please refer to appendix B-Policy No.4, Collection Management Section of Manual of Financial Policies and Procedures). |
| 8. | Miscellaneous/ Contingency | Not more than 5% of overall budget |
| 9. | Total expenditure | Overall budget |

### 6.2.2    Expected Income:

| No. | Item | Details |
|---|---|---|
| 1. | Sponsors | Please attach the list of prospective sponsors |
| 2. | Registration fees | Please indicate the amount charged to the participants |
| 3. | S-DEV/CCSD/SDD/ Kulliyyah/Centre/ Mahallah/Institute | Please attach the approval from the relevant authority |

| 4. | Other related matters | All monies raised/obtained by donations, fundraisings, sponsorships **MUST** be deposited to IIUM Kuantan Bank Account. |
|---|---|---|
| 5. | Total expected income | Overall expected budget |

### 6.2.3 Conclusion

Provide a summary and justification on why the programme should be considered for approval by the relevant authority in the conclusion.

## GUIDELINE ON BUDGETING

### 6.2.4 Operating Budget

(i) Financial assistance from the University should be construed as an initial operating budget to conduct the programme. Student bodies should plan their activities according to the availability of the budget.

### 6.2.5 Allocation of Budget

(ii) As a guideline, the following list provides the maximum allocation of budget for student programmes:

*Subject to availability of the budget*

**DETAILS GUIDELINE OF BUDGET FOR STUDENT PROGRAMME INCLUDING DEPARTMENT DRIVEN PROGRAMME**

| DESCRIPTION | Breakfast | Lunch | Tea | REFERENCE |
|---|---|---|---|---|
| **1) Refreshment:**<br>- *Seminar/Workshop*<br>- *Team Building /Induction course*<br><br>It is recommended that the programme is being held internally, except with the approval by the higher authority. | 5.00 | 10.00 | 5.00 | Refer Appendix A:<br>Finance Division Circular No.2 Year2019<br>2.2 |
| Opening Ceremony (Non-VIP) | 7.00 | 10.00 | 5.00 | 2.2 (2) |
| Opening Ceremony (VVIP) | Max up to RM50 | | | |
| **2) Appreciation Programmes**<br>Appreciation programmes for office bearers of student organisation should be organised by the respective offices. (eg. Ta'aruf Committee appreciation, ISC Appreciation, MRC appreciation, etc.) | RM 15 per head | | | 2.2 (5) |
| **3) Daily meals allowance** outside IIUM (including tournament) if meals are **NOT** provided by organizer.<br>**For programme without accommodation** | Maximum RM 25 per day/ per head | | | |
| **4) Programme outside IIUM**<br>  i.   **Student organization**<br>  ii.  **Department Driven** | Max: RM 50.00 per day/ per head<br>Max: RM70.00<br>*(Package including meals & accommodation)* | | | |
| **5) Allowance for selected student representing the University (Oversea programmes)** | Overseas: RM 50 per day | | | Refer Appendix B: (policy no.5 in student related matters section of manual of Financial Policies and Procedures) |
| **6) Allowance for appointed Student Facilitators /Secretariat (Department-driven programmes only)** | RM10 per day/ per head<br>Maximum RM 150 | | | |
| **7) AGM** | RM 300.00 | | | |
| **8) Promotion Booth (per semester)** | RM 200 maximum per programme | | | |

*Subject to availability of the budget

### 6.2.6 HONORARIUM FOR SPEAKERS (to refer latest circular)

| SERVICE GROUP | PART-TIME LECTURERS/ SPEAKERS | PART-TIME FACILITATORS | MAXIMUM PER MONTH |
|---|---|---|---|
| Professional & Management Group (Special Grade) | RM 300.00 per hour | RM 100.00 per hour | Not more than half of monthly basic salary of the officers |
| Professional & Management Group (Grade 53 & 54) | RM 200.00 per hour | RM 100.00 per hour | |
| Professional & Management Group (Grade 45 - 52) | RM 150.00 per hour | RM 90.00 per hour | |
| Professional & Management Group (Grade 41 – 44) | RM 120.00 per hour | RM 80.00 per hour | |
| Support Group | RM 80.00 per hour | RM 60.00 per hour | |

*Government Circular No. 2/2005
*MSD Service Circular No. 8/2006) (Refer to Appendix C)

**Additional note:-**

The rate of honorarium for celebrity/external speakers/consultant is as approved in the proposal.

### 6.2.7   GUIDELINES FOR CASH PRIZE FOR STUDENT ACTIVITIES

| LEVEL/FIRST PRIZE | INDIVIDUAL | GROUP |
|---|---|---|
| International | Max RM500 | Max RM1000 |
| National | Max RM300 | Max RM600 |
| University | Max RM200 | Max RM500 |
| Clubs/Mahallah/Societies | Max RM120 | Max RM250 |

| LEVEL/SECOND PRIZE | INDIVIDUAL | GROUP |
|---|---|---|
| International | Max RM300 | Max RM600 |
| National | Max RM200 | Max RM400 |
| University | Max RM100 | Max RM200 |
| Clubs/Mahallah/Societies | Max RM80 | Max RM160 |

| LEVEL/THIRD PRIZE | INDIVIDUAL | GROUP |
|---|---|---|
| International | Max RM200 | Max RM400 |
| National | Max RM100 | Max RM200 |
| University | Max RM80 | Max RM160 |
| Clubs/Mahallah/Societies | Max RM60 | Max RM120 |

| LEVEL/CONSOLATION | INDIVIDUAL | GROUP |
|---|---|---|
| International | Max RM100 | Max RM200 |
| National | Max RM80 | Max RM160 |
| University | Max RM60 | Max RM120 |
| Clubs/Mahallah/Societies | Max RM50 | Max RM100 |

**Note:**

Prize rates are according to student activity budget approved by University authority.

**This stipulated rate is not applicable for sponsored program.**

## 6.3    Procedure of Approval for student proposal



Received complete proposal from Programme Manager

Discussion of proposal in CAMP Meeting

KIV (REQUIRE AMENDMENT)

Refer to table "Approving Authority"

No/Reject

Issuance of theapproval letter

Notify OIC/ Issuance of rejection letter

Collection of approval letter

End Process

## 6.3.1 FLOW CHART - APPROVAL FOR SPONSORSHIP, OVERSEAS AND COMMUNITY SERVICE

Start

Received complete proposal
from programme manager

KIV (REQUIRE
AMENDMENT)

Discussion of proposal in CAMP Meeting

Yes

No

Recommendation/Approval from the
relevant authority

No

Recommendation/Approval from the
ODRSDCE

No

Recommendation/Approval from the
Rector

Issuance of Approval letter from
Rector

Notify student

End Process

## 6.4 Promotion of Programme

Students are allowed to use various of promotion for programmes such as buntings and banners but must avoid wastage and focus more on the quality of the programme and its content.

### 6.4.1 Banners/Buntings/Posters/Flyers

No banners/buntings/posters/notices can be displayed or disseminated (including in social media) without the approval from the office of the approving authority. Students **SHOULD** request for approval by filling up the form available at the respective office.

(i)     Attach the draft of contents as well as the approval letter when submitting the form.
(ii)    Use only English or Arabic unless approved by the Deputy Campus Director (Student Development and Support Services)
(iii)   The size of the poster/banner is either A3 or A4 and the banner is 4' x 12' or 16' x 8'.
(iv)    Posters / advertisements / flyers / banners must be put up at appropriate places (notice boards, banner poles) and other places approved by the authority.
(v)     Seek the approval from the relevant local authority (e.g.: Majlis Perbandaran Kuantan) for setting up banners/buntings outside the University.
(vi)    Posters / advertisements / flyers / banners must be taken down not later than **five days** after the permit's expiry date.  Failing to do so, the deposit will be forfeited.
(vii)   Any posters /advertisements / flyers that fail to comply with the University rules and regulations will be taken down without prior notice.
(viii)  Any materials that might damage the notice boards, walls, poles, glass walls must not be used to put up the posters /advertisements / flyers.
(ix)    Banner/bunting can only be displayed at the designated banner/bunting display area.

### 6.4.2 Media statement/release

Students may promote their programmes through various forms of media, subject to the following:

i)     Advice from the Corporate Communication Department should be sought in order to make a media statement.

ii)    All media statements can only be made with the  approval from Corporate Communication Department.

iii)   Invitation of the press or media to provide coverage of any programme must be made through the CCD upon approval by the approving authority.

### 6.4.3 IIUM Website

Students may request to place an advertisement to promote their programme at the IIUM official website through the respective office.

### 6.5    Engaging other Departments in Student Events

In the event that students need services from other departments such as the following, students should fill up the forms provided by the respective offices:

i)      Office of the Campus Director
ii)     Sultan Ahmad Shah Medical Centre @ IIUM
iii)    Information Technology Department
iv)    Corporate Communication Department
v)     Audio Visual Unit, Corporate Communication Department
vi)    Food and Services Unit
vii)   Masjid Sultan Haji Ahmad Shah (IIUM Kuantan)
viii)  Sport Development Department
ix)    Office of Security Management
x)     Transportation Unit
xi)    Occupational Safety Health and Build Environment
xii)   Finance Student Unit
xiii)  Counseling and Career Services Department
xiv)  Respective Kulliyyahs
xv)   Respective Mahallahs
xvi)  Family Health Clinic (FHC)
xvii) Daya Bersih Sdn. Bhd

The facilities and services are subject to the approval from the respective offices.

### 6.6    Opening and Closing Ceremonies

The opening and closing ceremony of any programme are optional. Provide a specific itinerary for the event.

**Guidelines for opening and closing ceremony**

(i)     Confirm the attendance of the VIP at least three (3) working days before the event.  Reconfirmation of attendance should be done one (1) day before the event.
(ii)    Confirm the presence of other invited guests.
(iii)   Get the programme details or any information to be distributed checked by the officer-in-charge.
(iv)   Distribute the programme details or itinerary to all guests.
(v)    Rehearsal/s to be conducted in order to make sure the actual ceremony will run smoothly.
(vi)   Conduct all events in English or Arabic. However, when there is a need to use Bahasa Melayu or other languages, students may request for approval from the relevant authority.

### 6.7    Memorandum of Understanding (MoU) or any form of Agreement

All Memorandum of Understanding or Agreement must be advised and recommended by the Office of Legal Adviser and approved by the Rector only. Students are **NOT** allowed to sign any agreement with any organization on behalf of the University.

**6.8    Risk and safety declaration**

All programme that involve recreational and outdoor activities must get recommendation from OSHBE.

**6.9    Additional Guidelines or Regulations**

Please take note that certain programmes may have additional guidelines or regulations according to the nature of the programme such as:

**a)    Community engagement, entrepreneurship and cultural activities**

All community engagement, entrepreneurship and cultural activities should be referred to the respective authorities for consultation, monitoring and recording purposes.

**b)    Sports and recreational activities**

Any sports or recreational activities should be discussed with the Sports Development Department.

**c)    Trips**

For the security and safety of the participants and the accompanying officer, it is advisable to take security measures such as additional insurance coverage for any high risk/overseas programmes.

**d)    Publications**

All publications such as newsletters should be checked and recommended by the advisor of the student bodies and Corporate Communication Department office before submission for approval from the relevant authority.  Students are advised to have their publications proofread by any centre of languages within IIUM. The cost should be included in the budget proposal.

**e)    Film Showcase**

Screening of movies on DVDs or relevant media players other than home viewing is considered public viewing. This is against the Copyright Act 1987. Students are **NOT** allowed to organize/screen film showcases without the approval from the CCD.

*Infringement of copyright is punishable by law*

**6.10   Organisers and co-organisers**

A programme can be organised by a single organiser or in collaboration with other organizers.

(i)    Co-organisers - If the programme involves other organisations, one or more bodies having major roles in the programme, and two or more organisations are involved.

(ii)   Collaboration - One body is the main organiser while the others have minor roles in the programme (terms like 'in collaboration with' are commonly used).

(iii)  A detailed list of the individual bodies, organisations, and/or companies, which are involved in the programme must be submitted to the relevant authority.

(iv) All organizers are required to indicate their agreement in writing or by signing the *Joint Programme Form.*

(v) The main organizer is responsible for preparing the programme and financial report.

(vi) The proposal should be attached together with the approval from the collaborator(s).

## 6.11 Moratorium Dates for Student Programmes

No student activities shall be conducted during the following major events:

(i) Campus Open Day (except activities approved as part of the programme)
(ii) Student Leaders Election
(iii) 2 weeks before the Revision period.
(iv) Any dates instructed by the university authority from time to time.
(The Approving Authorities may consider approving applications for small scale activities which do not affect student in their studies. Such programmes include spiritual activities, academic/intellectual briefings, and Annual General Meetings. All programmes directed by the Ministry or the University authorities or any other programmes under the discretion of the authorities are exempted from this rule).

## 6.12 Postponement/Cancellation of a Programme/Change of venue/date/speaker

Students are not allowed to postpone a programme unless with the approval from the relevant authority. The details of the procedures are as follows:

a) Students must fill-in the Change of Programme Form (CPF) together with the revised proposal and submit it to the relevant authorities.
b) Application for the postponement must be submitted before the date of the approved programme. However, students are strongly advised not to make changes of the programme more than two times.
c) The following information should be attached with the CPF:
Latest CV of the new speakers, if any, etc
d) All respective departments/units must be informed if and when relevant.

## 6.13 Accompanying Officer

An accompanying officer is needed to supervise programmes organised by the students outside campus). The following guidelines should be adhered to:

a) The Advisor of the student body may act as the accompanying officer (If he/she is not available, the supervising authority should be informed for a replacement, or the student body may suggest another IIUM staff subject to the consent of the respective approving authority.

b) To request a letter of appointment of an accompanying officer. The presence of the accompanying officer depends on the following: -
(i) Overseas trip (to be led by officers from Grade 41 and above).
(ii) Level of risks of the activities
(iii) Sensitivity of activities

          (iv)   The presence of VIPs or VVIPs

    c)   The accompanying officer should be present throughout the programme.

    d)   Any cost incurred for **accompany officer** during the programme must be approved by approving authority and specified in the programme proposal.

## 6.14 Travelling Claim for Club Advisor

All club advisors are eligible to attend seminar/courses/conference invited by external parties which is relevant to the society requirement. He/she may request travelling claim from Office of the Campus Director (central clubs) or Approving Authority (kulliyyah based societies) **at least a week** prior to the program and subject to the approval of Director (Administration) / approving authority. Please refer manual of financial policies procedures 2019 (No.6.2 Travelling Claim).

The details of the procedures are as follows:

    a) To attach invitation letter from external parties
    b) To fill up online travelling claims form:
       https://drive.google.com/file/d/1QdeqjYV_BiD3N2hYcp-aiHY0ZnZ531vN/view
    c) To seek recommendation from Deputy Campus Director (SDSS) / Deputy Dean (SDCE)

## 6.15 Letter Writing

### a) Guidelines on Letter Writing

    (i)   Students are not allowed to send out any letter unless the programme has been approved.

    (ii)   Letterhead

        -   Student Bodies letterhead is to be used for internal and external correspondence with the provision "through relevant authority" as stated in the Table X below.

        -   The letterhead is used for the first page of the letter only.

| POSITION OF RECEIVER | SIGNATORIES | THROUGH |
|---|---|---|
| (i) Royalties<br>(ii) Prime Minister<br>(iii) Head of States<br>(iv) Deputy Prime Minister<br>(v) Chief Ministers<br>(vi) Ministers<br>(vii) Ambassadors<br>(viii) President of IIUM<br>(ix) Deputy Ministers<br>(x) Deputy Chief Ministers | Rector | NIL |
| (i) Deputy Vice Chancellors of universities<br>(ii) State or General Secretary of Ministries | Campus Director/Dean | Rector |
| (i) Deputy General Secretary of Ministries<br>(ii) Rector<br>(iii) Director General or the Deputy Director General of government departments<br>(iv) Dean of Kulliyyah | Programme Manager | Deputy Campus Director (Student Development and Community Engagement) Director /Dean of Kulliyyah |
| Middle-rank Government officials | | Deputy Director /Deputy Dean / Principal |
| Press | | Head of Corporate Communication Department |
| (i) Directors<br>(ii) Principals<br>(iii) Deputy Directors<br>(iv) Deputy Deans<br>(v) NGO/Private Companies<br>(vi) Others | | Officer in charge Or Advisor |

Table X

(i)        The contents of the letter must be discussed with the officer-in-charge before approval.

(ii)       Checklist form must be attached with the letter.

**b)    Format of Official Letters**

(i)        Reference Number/Date (Use appropriate file reference);

(ii)       Addressee / Recipient **(**Verify spellings of name, title, designation and address of the receiver).

(iii)      Salutations / Greetings**.**

(iv)     Greet with *salam* whenever appropriate.

(v)      Use the right salutation such as:

> *Dear Sir,*
>
> *Dear Ms,*
>
> *Dear Madam,*
>
> *Dear Miss,*
>
> *Y.Bhg Datuk Seri,*
>
> *Y.Bhg Dato' Sri*
>
> *Yang Amat Berhormat*
>
> *Yang Hormat*
>
> *Yang Berbahagia*
>
> *Yang Berhormat*
>
> *Your Excellency*

(vi)     Topic of the letter (Write the topic of the letter in **bold** using CAPITAL LETTERS as a brief description of the purpose of the letter).

(vii)    Content

- *The content of the letter must be brief and precise. Use simple sentences and avoid bombastic words.*

- *For letters of invitation, state the purpose of the programme.*

- *Details of the programme such as the venue, topic of the talk, time and*

- *Date must be stated.*

- *The letter is concluded with a brief concluding remark, which is normally to appreciate the cooperation or attention given by the receiver.*

(viii)    Signature, name and designation of the sender must be included

- Write the name of the sender who signs the letter in **bold** using CAPITAL LETTERS.

- State the designation of the sender. If the committee member who is supposed to sign the letter is not available, another member can sign it and write his or her own name on behalf of the actual committee member.

**c)    Font, spacing and alignment**

(i)     Leave a space of one inch on both left and right margins.
(ii)    Use 1.0 line spacing (single spacing).
(iii)   Use font size 12.
(iv)    Align your paragraph in justified form.

**d)    Check the content, format and grammar of the letter with the officer-in-charge or advisor before sending it to the receiver.**

**e)    Sample of letter (please refer appendix d)**

## 6.16   Evaluation of Programme

The evaluation form shall be distributed to participants at the end of every programme.  The analysis of the evaluation should be included in the programme report.

## 6.17   Report of Programme

The report of the programme must be submitted to the approving authority 14 days after the completion of the programme.  Use the **Programme Report Form (PRF)**.

**a)    The report should include the following but not limited to:**

(i)     Achievement of the objectives of the programme
(ii)    Post mortem on any shortcomings in the programme
(iii)   Suggestions to improve similar future programmes
(iv)    Actual number of participants
(v)     Actual programme schedule (not as given while applying for the approval of programme)
(vi)    Name of guest(s)
(vii)   Response to the programme
(viii)  Colour photographs (4R) size
(ix)    Complete list of working committee members and participants with their respective matriculation numbers
(x)     Conclusion
(xi)    Signature of the programme secretary who prepares the report

**b) Financial Report**

The financial report of the programme should be submitted within **14 DAYS** after the completion of the programme. The report must include the following:

(i) All relevant receipts must be verified by an authorized officer grade 41 and above. The recipients of the advancement are **NOT ALLOWED** to verify their own receipt (policy number 4.5 from Financial Policies and Procedures).

(ii) The approved form together with unspent money must be returned to Finance Department within 14 days via online transfer to **IIUM Kuantan Account No: Bank Muamalat Malaysia Berhad 060-1000-2738-719.**

(iii) The income (fees/sponsors/tickets) and expenditure of the programme (Attach the relevant receipts/documents).

(iv) All original receipts, which must be pasted neatly on A4 size paper with a heading on expenses on each page and certified by the Advisor/Principal/Fellow/Officer in charge.

(v) Plain receipts, stamped by the company/shop who issued them.

(vi) Expenditure without receipts must be written on a piece of A4 paper with details of purchase and certified by the Advisor/Principal/Fellow (Grade 41 and above).

(vii) Double receipts, please paste either one.

(viii) A copy of the financial report, submitted by the programme treasurer to the approving authority even if the programme is self- sponsored.

(ix) Tallied items of expenditure with the items approved on the working paper.

(x) A signed report by the programme treasurer

**NO REIMBURSEMENT** shall be entertained more than **3 months** from the last date of the programme

# 7 EVENT MANAGEMENT

There can be more than one event in one programme. It is advisable to appoint a Programme Coordinator to oversee the smooth running of the whole programme.

## 7.1 Things to Do Before An Event

(i) Have a general idea of the proposed event. What and how the event is going to be.
(ii) Recruit the committee members.
(iii) Plan the activities accordingly and present it to all the committee members for further opinions, comments and suggestions.

## 7.2 Running Order of Events

In order to ensure the smooth running of an event, the committee is encouraged to prepare a running order of events as a guideline on the flow of events.

## 7.3 Job scope of committees/ Functions of Various Event Committees

Each working committee must have clear job scopes to avoid redundancy, miscommunication as well as minimising errors in organizing an event.

## 7.4 Programme Agenda

Every programme/event has to provide the programme tentative/ agenda providing the details of the programme to ensure the smooth running of the event.

## 7.5 Souvenirs/Honorarium for Speakers & VIPs

Souvenirs and honorariums depend on the nature of the job of the invited speaker: as officiator, speaker, panelist, trainer, facilitator, etc. The following table lists the categories of guests, functions, and souvenirs/tokens.

### 7.5.1 Types of Souvenirs

| Categories of Guests | Functions | | |
|---|---|---|---|
| | **As officiator** | **As speaker/panelist** | **As trainer** |
| External VVIP | University memorabilia such as books or artwork | University memorabilia such as books/artwork or cash | Cash as per discussion with trainer /university circular |
| Internal VVIP | University memorabilia such as books or artwork | Books/cash/artwork | Cash as per discussion with trainer/university circular |
| External VIP | Books or artwork | Books/cash/artwork | Cash as per discussion with trainer/university circular |
| Internal VIP | - | Books/cash/artwork | Cash as per discussion with trainer/university circular |

| IIUM staff | - | Books/cash/artwork | Cash as per discussion with trainer/university circular |

*Definition of VVIP and VIP as determined by CCD/OCAP*

## 7.6 Booking of Venues and Facilities

### 7.6.1 Venue/s

(i)  Students can book venues and facilities available on campus from the relevant authorities such as the Food and Services Unit, Office of the Campus Director, One Stop Student Centre, Respective Kulliyyah Administration Office, Mahallah Office, Masjid Sultan Haji Ahmad Shah or the Sports Development Department.

(ii)  Venue booking should be attached together with the programme approval letter within the stipulated period.

   (a)  Facilities under Office of the Campus Director – within fourteen (14) days before the programme.

   *Form is downloadable from OCD website.*

   (b)  Facilities under One Stop Student Centre - seven (7) days before the programme.

   (c)  Facilities under Sports Development Department – fourteen (14) days before the programme.

   (d)  Facilities under Kulliyyahs/Mahallahs/Masjid Sultan Haji Ahmad Shah – fourteen (14) days before the programme.

   (e)  Relevant authorities must be informed accordingly if there's any changes on the program. **Students' Operation Room/Project Based (subject to availability)**

There are three kinds of operation rooms for student activities (One Stop Student Centre)

   (i)  Operation Room for student bodies/secretariat
   (ii)  Exam Hall for programmes
   (iii)  Meeting Rooms

   *Students to contact with person-in-charge at One, Stop Student Centre*

### 7.6.2 Booking of Transport

Booking of University vehicles should be made at the Transportation Unit, according to the following guidelines:

(i)  Bookings can only be made after the programme has been approved.

(ii) Booking forms must be submitted within seven (7) working days before the date requested (within Kuantan) and fourteen (14) days (outside Pahang).

(iii) Cancellations must be made at least three (3) days before the date requested.

(iv) The cost of transportation shall be borne by the student body unless otherwise stated in the approval paper.

(v) All transportation bookings must be recommended by:

| No. | Details | Signatory |
|-----|---------|-----------|
| 1. | Central Clubs | Assistant Director (SDEV) |
| 2. | Sport Based Clubs | Sport Officer (Sports Dev. Dept) |
| 3. | PEERS | Psychology Officer (CCSD) |
| 4. | Mahallah Representative Committee | Fellow/ Principal |
| 5. | Kulliyyah Based Societies | Deputy Dean (SDCE) |

## 7.7 Protocols

(i) Organising formal functions:

    a) Consultation from the Corporate Communication Department must be obtained prior to the event.
    b) Selection of VVIP must be suitable for the occasion.
    c) Arrangement of seating must be suitable for the guest of honour by rank or title that he/she carries.
    d) Spelling of important information such as date, time, guest name and title must be accurate for display purposes i.e., pamphlet, banner, bunting, poster, backdrop etc.

(ii) The management of invitation of guests of honour is as follows:

    a) Attendance and accompanying person(s) Should be confirmed with the guest prior to the event.
    b) Change of date, time and venue (if any) must be communicated clearly to the guest
    c) The guest list must be prepared according to the confirmed attendance

(iii) Determination of the order of precedence

    a) Relations to the sovereign
    b) Senior political positions
    c) Order of awards and decorations
    d) High judicial, religious, administrative, professional positions
    e) Ambassador, High Commissioners, Envoys

(iv)    Order of the precedence

        a)  Position in hierarchical order
        b)  Seating arrangement
        c)  Salutation Order
        d)  Time of arrival
        e)  Arrangement of parking

(v)     Seating arrangements

        a)  Guest of honour sits in the middle
        b)  If there is an odd number of guests- the seniority of the officials should
        c)  be from the right of the most senior guest
        d)  If there is an even number of guests, seniority begins from the left of the most senior guest
        e)  All seats must be tagged in the hall and during refreshments

(v)     Dress Code

        a)  The dress code is to be specified in the invitation cards/letters (you may remind the guest of honour)
        b)  All guests should dress  according to the invitation, or any appropriate attire for the occasion.

(vi)    Reception of VIPs

        a)  Leading the guest
            -  Preferably by the left side of the guest
            -  Lead the guest all the way

        b)  Ceremonies' reception
            -  A suitable reception to the occasion such as having selawat nabi, *kompang, bunga manggar*
            -  Line reception is encouraged depending on suitability of occasion
            -  Something dangerous/risky should be avoided
            -  CCD should be consulted when a royalty or minister is present
            -  Holding room is required for programme involving VVIPs.

(vii)   Checklist of programme

        (a)  Duration of event involving VVIPs or VIPs
            -  It should not be more than two hours.
            -  Evening functions, apart from iftar, should begin after adhzan Isya'.

        (b)  Time of arrival
            -  Students must be ready to receive guest/VIPs at least 15 minutes before the arrival of guests/VIPs.

- The arrival of other guests should not be more than 30 minutes before the arrival of the main guest.

(c) Quran and/or Du'a Recitation
- The Quran and/or Du'a should not exceed 7 minutes and the meaning must be related to the programme.

(d) Speeches in the programme
- There should not be more than three speeches in one programme
- The most senior in rank/post should be the last to give the speech
- Opening Speech by the Programme Manager/Host is approximately 5 to 7 minutes
- Invited guest (8 – 10 mins)
- Officiator (10 – 15 mins)

(e) Salutations
- Starting with the most senior in rank/position
- Not more than three persons mentioned
- Other guests should be addressed in general
- Prepare the list of people to be given salutation according to the rank/position.
- The list should be given to each of the people who are giving a speech. It is advisable to consult CCD, Office of the Campus Director.

(f) Gifts and souvenirs for the guests
- To be presented after all the speeches have ended but before the MC ends the occasion.

(g) Refreshments for guests
- Light refreshments may be provided to the guest of honour after the end of the function.
- It is advisable to check the suitable menu for the VVIPs/VIPs
- Consider guest needs/allergies/sensitivities

(h) Departure of the guests
- Usher guest to the car
- Line reception as on arrival (if necessary)
- Other guests depart according to seniority

(i) Master of Ceremony (MC)
- Must be presentable and preferably experienced
- Should possess clarity in speech and proficiency in language(s)
- Must be in good health
- Should possess good knowledge of the function
- Should adhere to the text and running order
- Should rehearse the script together with the flow of the programme
- Script must be prepared by host and reviewed by officer-in-charge
- Not necessarily positioned on stage but have a good view of the floor

(j) Functionaries and ushers must
- Have self confidence
- Be physically fit and present
- Work as a team or be able to work independently if necessary
- Be well-briefed on the guests and functions

(viii) Hierarchy of VIP's: *Outside IIUM*

a) Royalty

b) Prime Minister

c) Deputy Prime Minister

d) Ministers

e) Ambassador

f) Chief Ministers

g) Deputy Ministers

h) Parliamentary Secretary

i) Chief Secretary of Government

j) Secretary General of Ministries

k) Director General of Government Departments

l) Chief Executive Officers/Managing Directors of Public-Listed Companies

m) Other personalities particularly those carrying honorary titles such as Tun, Tan Sri, Dato', or conferred awards such as Tokoh Ma'al Hijrah, Sasterawan Negara, etc.

Regarding protocol matters, it is advisable to consult CCD..

(ix) Hierarchy of VIPs on Campus

a) *President*
b) Rector
c) Deputy Rector(s)Executive Directors
d) Campus Director
e) Deputy Campus Director
f) Deans/Directors (K/C/D/I/O/M) / Chief Librarian
g) Deputy Deans/ Principals/ Deputy Directors (K/C/D/I/O/M) Heads (Kulliyyahs and Departments)/
h) Assistant Directors (Kulliyyahs/Departments)/ Fellows of Mahallahs.

(x)     Forms of Salutation

In Malaysian society, there is a need to know the correct forms of salutations. There is always an element of sensitivity if guests are not properly addressed. From a protocol perspective, it is necessary to address guests or any other persons properly.

The list of forms of salutation in Malaysian society is chronologically listed as below:

**a)     Royalty**

Seri Paduka Baginda(SPB) *Yang di-Pertuan Agong* and SPB *Raja Permaisuri Agong* should be addressed as His Majesty or Her Majesty respectively or Your Majesty (second person).

There are nine kings, one each in the states of Perlis, Kedah, Selangor, Pahang, Kelantan, Terengganu, Johor, Perak and Negeri Sembilan.

The Ruler of each state should be addressed as His Royal Highness and Her Royal Highness for the consorts.

Princes or princesses are to be addressed as His Highness or Her Highness.

**b)     Yang Di Pertua Negeri**

There are four *Yang Di Pertua Negeri*. They are from the states of Penang, Malacca, Sabah and Sarawak. They should be addressed as *Tuan Yang Terutama* or His Excellency. In conversation, we may address them as *Tun* (*Toh Puan* for the wife) as all of them have been conferred the award that carries the title *Tun*.

**c)     Prime Minister, Deputy Prime Minister, *Menteri Besar* and Chief Ministers**

They should be addressed as *Yang Amat Berhormat* (The Most Honourable) and their wives as *Yang Amat Berbahagia*.

**d)     Members of Parliament and Elected Representatives**

All members of Parliament (Dewan Negara and Dewan Rakyat) and elected representatives of the people are to be addressed as *Yang Berhormat* (The Honourable) and their wives as *Yang Berbahagia*.

**e)     Judicial and Legal Services**

The correct forms of address are as follows:

| 1. | *Yang Amat Arif* | <ul><li>The Chief Justice</li><li>The President of the Court of Appeal</li><li>The two Chief Judges</li></ul> |
|---|---|---|
| 2. | *Yang Arif* | <ul><li>Other judges of the High Court, Court of Appeal, the Federal Court and the Shariah Court.</li><li>Judicial Commissioners</li></ul> |
| 3. | *Tuan Hakim* or *Puan Hakim* | <ul><li>Judges of the Session Courts</li></ul> |
| 4. | Tuan Majistret or Puan Majistret | <ul><li>Magistrate Courts</li></ul> |

**f)** **Federal/State Order and Decorations (some Federal awards carry titles as follows);**

| | Title | Wife | Forms of Address |
|---|---|---|---|
| 1. | *Tun* | *Toh Puan Sri* | *Yang Amat Berbahagia* |
| 2. | *Tan Sri* | *Puan Sri* | *Yang Berbahagia* |
| 3. | *Datuk* | *Datin* | *Yang Berbahagia* |

(Some State Awards carry the titles)

| | Title | Wife | Form of Address |
|---|---|---|---|
| 1. | *Dato'/Dato' Seri* | *Datin/Datin Seri* | *Yang Berbahagia/ Yang Hormat (Pahang)* |

If the same person is an elected representative of the people, the form of address *Yang Berhormat* is preferred.

(xi) **Use of Titles**

a) **Malay Language**

**Table 1 - There are seven types of references to respected guests comprising basic words used in Malay:**

| | |
|---|---|
| *Yang Mulia* | For people with hereditary titles only. |
| *Yang Berhormat* | Used for selected executives who administer the country, state and state / country. |
| *Yang Berbahagia* | Used for people with special titles conferred from the government, academic or professional sector. |
| *Yang Terutama* | Used for Head of state without "raja"/king, such as governors and also representatives of various foreign countries such as ambassadors, high commissioners and diplomats. |
| *Yang Arif* | Used for judges in civil and shariah courts |
| *Yang Berusaha* | Used for Heads of Departments at federal or state levels and those without titles or conferred with specific titles. |

**Table 2: Titles amongst royalty**

| Honorary Forms of Address | Male | Female | Honorary Forms of Address |
|---|---|---|---|
| D.Y.M.M | *Seri Paduka Baginda Yang Di Pertuan Agong* | *Seri Paduka Baginda Raja Permaisuri Agong* | D.Y.M.M |
| D.Y.M.M | Raja Perlis | Raja Perempuan | D.Y.M.M |
| D.Y.M.M | Sultan Kedah | Sultanah | D.Y.M.M |
| D.Y.M.M | Sultan Selangor | Tengku Ampuan | D.Y.M.M |
| D.Y.M.M | Yang Di-Pertuan Besar Negeri Sembilan | Tunku Ampuan | D.Y.M.M |
| K.D.Y.M.M | Sultan Pahang | Tengku Ampuan | D.Y.M.M |

| | | | |
|---|---|---|---|
| K.D.Y.M.M | Al-Sultan Kelantan | Raja Perempuan | D.Y.M.M |
| D.Y.M.M | Sultan Terengganu | Tengku Ampuan Besar | D.Y.M.M |
| D.Y.M.M | Sultan Johor | Sultanah | D.Y.M.M |
| K.D.Y.M.M | Sultan Perak | Permaisuri | D.Y.M.M |

**Table 3: Honorary Titles**

| Honorary Forms of Address | Male | Female | Honorary Forms of Address |
|---|---|---|---|
| T.Y.T. (Tuan Yang Terutama) | *Yang Di-Pertua Negeri* | Wife of *Yang Di-Pertua Negeri* | *Yang Amat Berbahagia* |
| Y.A.B. | Prime Minister | Wife of Prime Minister | *Yang Amat Berbahagia* |
| Y.A.B. | Deputy Prime Minister | Wife of Deputy Prime Minister | *Yang Amat Berbahagia* |
| Y.A.B. | Chief Minister/ Menteri Besar | Wife of Chief Minister/ Menteri Besar | *Yang Amat Berbahagia* |
| Y.B. | Minister/ Deputy Minister/ Parliament Secretary | Wife of Minister/ Deputy Minister/ Parliamentary Secretary | *Yang Berbahagia* |
| Y.B. | *Yang Di-Pertua Dewan Negara / Rakyat* and Deputy | Wife of *Yang Di-Pertua Dewan Negara/Rakyat* and Deputy | *Yang Berbahagia* |
| Y.B. | Member *Dewan Negara, Dewan Rakyat* and Member *Dewan Undangan Negeri* | Wife of Member *Dewan Negara, Dewan Rakyat* and Member *Dewan Undangan Negeri* | *Yang Berbahagia* |
| Y.A.A. | National Chief Judge | Wife of National Chief Judge | *Yang Berbahagia* |
| Y.A. | High Judge/Federal | Wife of High Judge/Federal Court | *Yang Berbahagia* |

| | Court Judge/High Court Judge | Judge/High Court Judge | |
|---|---|---|---|
| Y.Bhg | National Chief Secretary | Wife of National Chief Secretary | *Yang Berbahagia* |
| Y.Bhg | National lawyer | Wife of National lawyer | *Yang Berbahagia* |
| Y.Bhg | Army General | Wife of Army General | *Yang Berbahagia* |
| Y.Bhg | National Chief Police | Wife of National Chief Police | *Yang Berbahagia* |
| Y.Bhg | Chief Director of the Civil Services | Wife of Chief Director of the Civil Services | *Yang Berbahagia* |

**Table 4: Religious Honorary Titles**

| Honorary Forms of Address | Male | Female | Honorary Forms of Address |
|---|---|---|---|
| *Sahibus Samahah (Tuan Yang Berbahagia)* | Mufti | - | - |
| *Sahibul Fadillah (Tuan Yang Terhormat)* | Kadi / Kadi Besar | - | - |

**b)      English Language**

| Address to Government Officials | Addressed as (male) Refer to use of titles in Malay | Addressed as (female) Refer to use of titles in Malay |
|---|---|---|
| Ambassadors / Diplomats | His Excellency | Her Excellency |
| Rector / Deputy Rector | The Honorable | The Honorable |
| Other Government Official | Sir/Brother/ Gentlemen | Madam/Sister/Ladies |

*For further information and confirmation, students should seek advice from the Corporate Communication Department.*

**7.8 GUIDELINES FOR PROGRAM VIA ONLINE PLATFORM**

a) The programme manager should adhere to all Guidelines and Procedures when conducting online program to uphold the good image of the University:

b) The proposal paper should be approved by the Committee of Approval and Monitoring Programme or the respective Kulliyyah Management before the programme is conducted.

c) The programme manager should seek advice from the Advisor or Officer-In-Charge (OIC) concerning the details and structure of the programme before going online.

d) Content of the online program should be consistent with the approved working papers.

**7.8.1 GUIDELINES FOR THE BACKDROP/ONLINE MATERIALS**

a) Provide proper guidelines to participants pertaining to uploading online materials e.g., the video contents for competitions must be in line with IIUM Values Islamic in nature.

b) Include IIUM logo, the logo of the club/society and title of the programme in the background.

c) Prepare a few slides/short videos to introduce IIUM, or the club/society to the audience before the programme starts on-air, or during break.

d) Ensure that all names, salutations and affiliations of the VIP and invited speakers/facilitators/ panellists are correctly written on all slides/videos.

e) Ensure that all names of sponsors and logos are correctly written and given due acknowledgment.

f) Ensure that materials uploaded online must not contain sensitive issues or topics; strict warning/penalty will be imposed to any club/society that fails to adhere.

**7.8.2 PREPARATION BEFORE THE PROGRAMME**

a) The devices and platforms used should suit the nature and objectives of the courses or programmes

b) Online platform that is used should be available and accessible to all participants or invited guests

c) Online platforms should be checked regularly to ensure materials are up to date and links are functional accordingly.

d) Conduct rehearsal prior to the actual event to familiarise the technical aspects and to ensure the flow of the programs is smooth running. If possible, plan to 'pre-record' sessions as a backup for any unforeseen shortcomings.

e) For live sessions, ensure that the programme is planned such that it is interactive and engaging, rather than a one-way presentation. (e.g., live sessions include forum, Q&A session, hands-on programme such as drawing class, reciting al-Kahfi, or tarannum class).

f)  Programme committees can also plan for interactive breaks, (e.g., asking all audiences to stand up and do stretching before the start of the program, games, pop-quiz, etc.) so that the virtual programs are more engaging and livelier.

### 7.8.3  GUIDELINES FOR MONITORING DURING ONLINE PROGRAM

a)  From the protocol perspective', 'persons' to 'individuals' and to add 'based on their respective titles' at the end of the sentence.
b)  Monitor the ethical codes, (e.g., ensure appropriate attire is being worn when starting the live session/recording/switching on video camera, use appropriate language, etc)
c)  Programme should be well-organized and easy to navigate. The participants or guests should understand the necessary technical components (e.g., *turn on/off the mic/camera* and structure of the programme.)
d)  Record the attendance and monitor any disruptors throughout the programme
e)  Make sure the online platforms are visually and functionally consistent throughout the online programme
f)  At all times, avoid any sensitive issues or topics while conducting the online programme.

## 8   SOLICITING SPONSORSHIP

### 8.1  Approval of Sponsorship from the Rector's Office

(a) The Ministry of Higher Education has outlined the procedure for collecting money.
Some of the important aspects and type of programmes are as follows:

(i)   Baktisiswa/ Community Service
(ii)  Seminar/ Workshop/ Motivation Course
(iii) Expo/ Carnival/ Exhibition
(iv)  Overseas Trip/ Educational Trip
(v)   Newsletter (to be published outside the campus)
(vi)  Charity Dinner

(b) The application should be forwarded to the officer in-charge **3 months before the date of the programme.**
(c) The application should go through the approving authority which will then process it for the approval of the Rector.
(d) The collection of sponsorship must be carried out under the supervision of the **approving authorities.**
(e) The name of the Y.B. Minister of Higher Education, the Office of the Minister of Higher Education or the name of the officer who approved the program **CANNOT** be included in the donation drive that has been hereby approved, either directly or indirectly.
(f) Students are not allowed to seek for sponsorships from any Ministers, Deputy Ministers, Parliamentary Secretary and Members of Parliament.
(g) The sponsorship committee shall be students of the University only. The University's approval must be sought for involvement of participants from outside the University.
(h) Sponsorship drives can only be done during the specific dates as mentioned in the approval letter.

(i) Students are not allowed to seek for sponsorship before receiving a letter of approval from the approving authority.

## 8.2 Nature of Business

The soliciting of funds and seeking of sponsorship must not incorporate the elements of **coercion, suspicion**, **uncertainty, unwillingness,** or **burden** to any parties so that the soliciting of sponsorship activities would not tarnish the good image of the University.

## 8.3 Steps for Seeking Sponsorship

The list below shows the steps to be followed: -

(i) Submit the details of sponsors (company name, address, and contact person) to the officer in-charge for checking and approval.
(ii) All letters to the sponsors must be sent through the **approving authorities.**
(iii) All letters must be written in English or special exceptions may be given on a case-by-case basis.
(iv) All cheques / fund transfer / bank in slips from sponsors must be made payable to the "IIUM KUANTAN". (**Bank Muamalat Malaysia Berhad Account No.: 060-1000-2738-719**)
(v) **To insert programmes reference code.**
(vi) All cash received must be submitted to the **approving authority** / deposited into IIUM Account (within 3 days) to enable the issuance of receipt to the sponsors for the purpose of tax deductions.
(vii) All claims of cash/cheques from sponsors must be made by the treasurer of the programme through the **officer in charge**. Upon receiving the cheque/cash from the sponsors, original IIUM receipt will be issued by the Finance Department, Office of the Campus Director to the respective sponsors.

## 8.4 Types of Sponsorship

a) Main Sponsorship
b) Co-sponsorship
c) Media Partner
d) Platinum Sponsor, Gold Sponsor etc.
e) Title Sponsorship package includes:
    (i) the visibility of the brand name and company logo inside the venue and surrounding areas
    (ii) The brand name and company logo recognition on all the printed material
    (iii) The company's rights and benefits during the event
*Or any other categories as advised by the OCAP.

## 8.5 How to Get Sponsors

a) Produce a creative and persuasive **'sponsorship proposal document/package"**
b) Identify potential sponsors, at least 10 companies. The ratio to get the sponsors is 1:10
c) Set appointments
d) Proposal presentation
e) Follow up (Give at least two weeks for response)

### 8.6   Sponsorship Proposal/Package

The sponsorship package is a document which consists of the following:
- (i)     Cover page
- (ii)    Executive Summary of programme
- (iii)   Details of programme: name, date, venue, organizer (s), participants, objectives, financial estimation, etc.
- (iv)    Benefits for the sponsor
- (v)     Tentative Programme
- (vi)    Highlights of the sub-programme (if any) - *Brief notes about the sub-programme*
- (vii)   Financial Section
- (viii)  Contact number of the person in charge
- (ix)    Reply Form
- (x)     All documents/correspondence letters must be checked by the relevant authorities

### 8.7   Reimbursement of Sponsorship Cheques/Cash from the Finance

- a)   Fill up the form "Utilisation of OCD Trust Fund" and attach it with the supporting documents (Approval Letter and/or Financial Report).
- b)   The money will be given to the students through the officer in charge or Advisor.
- c)   If the programme has not been organised, the application must be accompanied with the list of expected expenditure as stated in the proposal (Please follow the advancement procedure).
- d)   If the programme has been organised, an application must be accompanied with the receipts and bills.
- e)   Reimbursement will be made according to the amount of expenditure (Please follow the reimbursement procedure.)

## 9.  STUDENT ACTIVITY RECORD SYSTEM (STARS)

### 9.1  Function of STARS

STARS are a web-based programme used to manage societies and clubs such as register new societies and record the activities of societies or club and the participants were given point based on their commitment. STARS used as documentation of student activities e.g., printing the student activities transcript and also used as reference to Students' Award.

### 9.2 Management of STARS

All programmes/points are to be recorded in the **STARS** by the staff in charge. For Joint Programmes, the STARS programmes/points should be recorded by the Main Organizer.

The record entry is made

| Department In-Charged for STARS | Club/Society/Organizer |
|---|---|
| Student Development Department | Student Union and Central Club |
| Sports Development Department | Sports & recreational based programmes |
| Office of the Deputy Dean (Student Development & Community Engagement) | Kulliyyah-based-societies |
| Mahallah Office (Fellows) | Mahallah-based-programmes |
| Counseling and Career Services Department | CCSD-based-programmes |

## 10. IIUM ARTS AND CULTURAL PERFORMANCE GUIDELINES (IACPG)

The line that separates whether the form of entertainment is permissible or otherwise according to Islam is how far the entertainment achieves the aim and principle in Islam which focus on the well-being of the people and rejects any form of destruction. Elements that **promote the thinking or understanding other than the teaching of Islam have to be avoided** in entertainment programmes with Islamic perspectives.

### 10.1 Artiste

#### 10.1.1 Personality

a) Good personality and character have to be constantly maintained even when not performing on stage, in line with the image portrayed and

b) Has never been:
   i. involved or subjected to disciplinary offences/action
   ii. convicted (for invited guests)

#### 10.1.2 Appearance

a) Decent and well-mannered appearance have to be constantly maintained even when not performing on stage;
b) Dressed covering the aurat, neat, decent and not wearing clothes that are revealing so as to avoid from being exploited by the audience and not going against Islamic requirements.
c) Dressing conduct, facial and hair grooming that are moderate and do not resemble the opposite sex. Exception is for make-up that is applied to ensure a uniform appearance before the camera or on stage. As a creative art, make-up enables the actor or performer to take on the appearance of almost any type of character and be in character. It is important that make-up is applied skillfully, delicately and subtly so that facial expression will have natural freedom.

d) Ornaments and grooming have to be appropriate and modest suitable to the custom of the community.

e) Cross-dressing in character performance must be taken as a case by case and is subject todiscretion of the ICPG if necessary. Absolutely no cross-dressing outside of performance

## 10.2 Performance

### 10.2.1 Performing Arts

a) Utterances, movements et cetera should <u>shall</u> not contain symbols that could be interpretedimplicitly or explicitly <u>as</u> in contradiction with Islamic beliefs, laws and values.

b) The sensitivity of other religions, culture, race and ethnicity <u>must</u> always be taken intoconsideration.

c) Situations have to be appropriate to avoid from feelings of uneasiness from the audience listening orwatching.

d) Plot narration not based on reality but fantasy is permitted, if used to impart a worthy message

e) Humorous jokes must not <u>be too extreme</u> and go beyond the limit leading to fits of laughter orhysterics. Any comedy must be based on promotion of <u>good virtues and</u> values.

f) Humorous jokes must not be on serious matters, <u>matters that are mourned upon and matters thatdegrade others.</u>

g) Does not contain elements that are misleading or lies pertaining to certain facts, the use of harsh orobscene words, or slander.

h) Does not contain elements of insult on any individual or organisation.

i) Does not feature violence.

j) Does not cause trauma or emotional stress.

k) Does not act out roles resembling the opposite sex. However, this will be under discretion of theICPG.

### 10.2.2 Singing

a) Movements, singing, utterances et cetera must not contain symbols or anything that could beinterpreted implicitly or explicitly which go against the teaching and values of Islam.

b) Polite interaction with the audience whether through words or action.

c) Possess good physical, mental and emotional state of being as well as not under the influence ofharmful/abusive substances.

d) Well controlled performance on stage.

e) Does not show extreme behaviour or go beyond the limit.

f) Solo female singer to perform only in front of all female audience.

g) Female choir singers can be placed in the background behind male singers. This will also be under tediscretion of the ICPG

### 10.2.3 Dance

a) Dance movements must not symbolize or portray implicit or explicit meanings that go againstIslamic beliefs, laws, and values.
b) Any form of worship whether directly or indirectly to a being or person is prohibited.
c) In accordance with Islamic laws and norms of the local community.
d) Appearance should not be opened to audience exploitation and against Islamic requirements.
e) Dance movements must not bring about slander or incite lust, even though performance is with alegitimate partner or mahram.
f) No mixing between the opposite sex in a performance that may bring about fitnah or controversy.
g) Does not offend the religion or culture of a certain community.
h) Depending on the theme of the dance, e.g., Patriotism, it will be under the discretion of the ICPG forfemale dancers.

## 10.3  Song

### 10.3.1 Lyrics

a) Contain goodness and moral values.
b) To give awareness and lead to realization.
c) In keeping with being courteous.
d) The sensitivity of other religions, race and country has to be observed.
e) Permissible to use translations from al-Qur'an and Hadith ensuring that it regulates with Islamiclaw.
f) The sacred text of the Qur'an cannot be used as lyrics unless the Iqtibas method is used.
g) Nasyid in the form of invocation (doa) is permitted.
h) It is not encouraged to use original or non-translated texts (matan) from the Qur'an or Hadith asit may result in the wrongful use of pronunciation leading to difference in meaning.
i) Does not contain imperfect words of the syahadah.
j) Does not contain phrases from al-Qur'an translations and a hadith that are manipulated for wrongful purposes.
k) Does not contain phrases of holy words in Islam that are manipulated for wrongful purposes.
l) Does not contain phrases that condemn one's fate and questioning the Will of Allah.
m) Does not contain the worshipping of a being or a person.
n) Does not contain elements of obscenity, inciting lust or symbolic words portraying vulgarity.
o) Does not contain any form of vice (maksiat or fasad) or that will lead to actions that areforbidden.
p) Does not contain any form of insult, disrepute, abuse, slander, and the belittling of others. All ofthis will be under the discretion of the ICPG.

### 10.3.2  Musical Instruments

   a) Musical instruments used in performances must be in accordance with the shari'ah.
   b) Not to be used in accompaniment with the reciting of al-Quran.
   c) Not to be used in any programmes held in the prayer hall of a mosque and surau or the areasurrounding it.

### 10.3.3  Musical Elements

   a) Generate a positive environment.
   b) Evoke peacefulness.
   c) Promote the feeling of good spiritness.
   d) Do (shall?) not symbolise or represent any form of worship or sacredness to other religions.
   e) Do (shall?) not lead to disruptive or unintelligible thinking that may lead to one neglecting in theremembrance of Allah.
   f) Do (shall?) not evoke negative emotions that go against the teaching of Islam.
   g) Do (shall?) not disturb the peace of the community.
   h) Do (shall?) not lead to any form of vice.

## 10.4  Organisation of Entertainment Programmes

**10.4.1**  Entertainment programmes organised **have to take into account the following aspects:**
   a) Benefit and welfare of the community.
   b) Suitable venue.
   c) Suitable day and time those do not touch upon the sensitivity of Islamic teaching and community. For example, the observance of the five prayers during training, practice, meetings and rehearsal. To stop playing musical instruments, performance on stage etc. at the onset of the azan, and to respect and observe prayers on time.
   d) Getting approval from the relevant authorities before the programme is organised and also preparations for the performance.

**10.4.2**  Programmes organized **do not contain the following factors:**

   a) Elements of ritual, sign or symbol that are against the teaching of Islam whether directly orindirectly.
   b) Actions that are forbidden in Islam or any form of vice and circumstances that may lead tocertain undesirable, objectionable or questionable situations.
   c) Situations that may lead to disruption or disturbance to public order.
   d) Events that are provocative and lead to prejudice and animosity.
   e) Free social interaction between males and females during training or rehearsal.
   f) Free mixing of the male and female audience.
   g) Wastage in programme organisation and execution.

### 10.5  Video Clips

10.5.1 Videos and video clips recordings **should take into account the following aspects:**

   a)  Video clip recording is done with good intention.
   b)  In compliance with the guidelines on: (1) Artiste, (2) Performance, (3) Song and (4) Organisation of Entertainment Programme.
   c)  Visual displays should contain good morals and develop the mind as well as instill good behaviour.
   d)  Visual displays are respectful, well arranged and accepted.
   e)  Vetting and approval of ICPG for release.

10.5.2 Video clips **should not contain the following aspects:**

   a)  Humiliation towards an individual or the beliefs of a certain community, religion, nation,  and country.
   b)  Shot display (photos or pictures) that are obscene or indecent or shots that are against
   c)  Cause disturbance to the state of emotion, mind, and certain parts of the sensory system.
   d)  Implicit or explicit visual symbols or anything that contradict Islamic beliefs, laws and ethical values.
   e)  Negative displays whether in the form of movement or language that may lead to imitating a certain question.

Finance Division Circular No. 2/2019 (Rate for Refreshment)

(Company No. 101067-P)

IIUM/205/BDGT/G/4/1/1                                    18 November 2019

All Deans / Directors / Chief Librarian
Kulliyyahs / Centres / Divisions / Institutes / Library / Office
International Islamic University Malaysia

FINANCE DIVISION CIRCULAR NO. 2 YEAR 2019

NEW GUIDELINES ON STANDARD RATE FOR REFRESHMENT
(MEETING/WORKSHOP/OTHER FUNCTIONS)

1.0    OBJECTIVE

1.1    The objective of this Circular is to inform all Deans / Directors / Chief Librarian and all staff of the International Islamic University Malaysia on the decision made by the Budget Committee No.03/2019 dated 6th November 2019 pertaining to the revision of Guideline on Standard Rate for Refreshment.

2.0    BACKGROUND

2.1    The Finance Division had issued its circular no.5 year 2010 on "Guideline on Standard Rate for Refreshment" dated 20th October 2010 as follows:

| Description | Breakfast | Lunch | Tea |
|---|---|---|---|
| Internal Meeting (*within IIUM Community*) | 3.00 | 5.00 | 3.00 |
| External Meeting (*with outsider/guest*) | 5.00 | 10.00 | 5.00 |

1 | P a g e

| Description | Breakfast | Lunch | Tea |
|---|---|---|---|
| Seminar/Workshop/Course (*Internal*) | 5.00 | 10.00 | 5.00 |
| Seminar/Workshop/Course (*External*) | It is recommended that the programme is being held internally, except with the approval by the higher authority. | | |
| Opening Ceremony (*Non-VIP*) | 7.00 | 10.00 | 7.00 |
| Opening Ceremony (*VIP*) | RM50 (Including Breakfast & Lunch) | | |
| Exam Assistance | RM7.00 per day | | |
| Other function deems required due to occasion. eg. Retirement of staff, appreciation lunch etc. | RM15 per head | | |

2.2    Based on the analysis of current expenditure and due to rising cost from the food provider, the existing rate is no longer able to cover charges by the food operators for meetings and other occasion. Therefore, the Budget Committee no.03/2019 has decided on the new rates as follows:

| No. | Type of Function | Rate (RM) | Remarks |
|---|---|---|---|
| 1 | Meetings/Briefing/Discussion (Internal) * For duration of 2 Hours and above | 5.00 | Breakfast/Lunch/Tea Break (either one) |
| 2 | Meeting with External Parties | 7.00 10.00 5.00 | Breakfast Lunch/Dinner Tea Break |
| 3 | Workshop | 20.00 | Lunch & 2 Tea Break |
| 4 | Other Functions | Rate will be based on proposal approved by the University Authorities | |
| 5 | Staff Retirement | RM15.00 per head | |

## 3.0    IMPLEMENTATION

3.1    The effective date of the implementation of new Guideline on Standard Rate for Refreshment is on 1st January 2020.

3.2     All Deans/Directors/Chief Librarian are kindly requested to take note on the Circular and extend the information to all staff members at the respective Kulliyyahs / Centres / Divisions / Institutes / Library / Office

Your cooperation in the implementation of the Guideline on Standard Rate for Refreshment is highly appreciated.

Thank you.

**DATO' HJ. AHMAD ZAILAN BIN SHAARI**
Executive Director
Finance Division

c.c.     Prof. Emeritus Tan Sri Dato' Dzulkifli Abdul Razak
         Rector

         Prof. Dr. Isarji Haji Sarudin
         Deputy Rector (Academic & Industrial Linkages)

         Prof. Dr. Ahmad Hafiz Zulkifly
         Deputy Rector (Research and Innovation)

         Assoc. Prof. Dr. Zulkifli Hasan
         Deputy Rector (Student Affairs & Alumni)

         Prof. Dr. Nor Faridah Abdul Manaf
         Deputy Rector (Internationalisation & Global Network)

         Dato' Abdul Rahim Ahmad
         Executive Director, Management Services Division

         Dato' Haji Wan Mohd Hilmi Wan Kamal
         Executive Director, Development Division & Planning

         YM. Raja Badrol Hisham Raja Mohd. Ali
         Legal Adviser, Office of Legal Adviser

         Prof. Dr. Kamaruzzaman Yunus
         Campus Director, IIUM Kuantan

Manual of Financial Policies and Procedures (Venue Rental)

| Document No:<br>IIUM/FINPOL-01 | VENUE RENTAL<br>AND DISCOUNT<br>RATE | Policy No: 4 |
|---|---|---|
| Effective Date<br>12th July 2012 | | Version No: 01<br>Revision No: 00 |

## 1.0 OBJECTIVE

The purpose of this policy is to describe the details of venue rental and discount rate procedure in IIUM.

## 2.0 POLICY STATEMENT

The IIUM under Facility Food and Services Department (FFSD) charged rental for venues to cater for electricity, air conditioning, man power and related cost such as maintenance of audio visual and banqueting equipment and security.

The university also gave discounts to the government related companies, charity events and IIUM staff. By time to time the University will do revision on current rental charges.

The reasons of revision on rental charges and discount are as follows:

    a. The increase of electric and water tariff imposed by government

    ii. Applicants using the name of IIUM staff for renting the venues, in order to get better discount

    iii. The discount rate is quite high, ranging from 10% of Free of charge (FOC)

The following elements were considered in reviewing the rate:

- Utility consumptions
- Facilities – banquet facilities
- Equipments – Audio Visual and technician standby
- Manpower

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- Maintenance of venues
- Cleaning services

The discount rates for venue rental as follows:

| Organization | Discount Rate |
|---|---|
| **IIUM Community and Alumni, IIUM SBU's KUIAMB and IIUM Holding Subsidiary | 25% |
| Government agency | 15% |

**IIUM community includes spouse and biological family of staff and students.

Authority for discount approval as follows:

| Authority | Discount Limit |
|---|---|
| Head of Department FFSD | 1-10% |
| Chairman FFSMC | Up to 30% |

MSD Circular No. 8/2006 (Honorarium for Speakers/Trainers/Facilitator)

الجامعة الاسلامية العالمية ماليزيا
**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**
يونيۏرسيتي إسلام انتارابڠسا مليسيا

(Company No. 101067-P)

QUALITY SYSTEM
SIRIM

OFFICE OF THE EXECUTIVE DIRECTOR
MANAGEMENT SERVICES DIVISION

IIUM/202/4/1                                                    18 Oct 2006

*Our Reference:*                                               *Date:*
(Rujukan Kami)                                                 (Tarikh)

All Deans/Directors/Chief Librarian
Kulliyyahs/Divisions/Centres/Library
International Islamic University Malaysia

Dear Y. Bhg. Dato'/Prof./Dr./Sir/Madam

*Assalamualaikum wa rahmatullahi wa barakatuh*

### SERVICE CIRCULAR NO. 8/2006
### MANAGEMENT SERVICES DIVISION

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### ADOPTION OF GOVERNMENT TREASURY CIRCULAR NO. 2 YEAR 2005
### ON THE REVISION OF HONORARIUM TO PART-TIME
### LECTURERS/SPEAKERS/FACILITATORS OF GOVERNMENT OFFICIALS

---

1. **OBJECTIVE**

   The objective of this circular is to inform all Deans/Directors/Chief Librarian of the Kulliyyahs/Divisions/Centres/Library on the decision of the University pertaining to the adoption of the above Government Service Circular on the revision of honorarium to part-time Lecturers/Speakers/Facilitators of Government officials.

2. **BACKGROUND**

   2.1   The University has been conducting various in-house courses such as Induction Course, TIDE programmes, Trainings, Ibadah Camp, Official events, etc. In most of the occasions, the invited lecturers/speakers/facilitators are the IIUM staff members who are appointed as speakers for the programmes based on their expertise in the related topic.

2.2 The University, at present, is adopting the Government Treasury Circular Letter No. 1 Year 1996 as approved by the Staff Service Board No. 1/2002 on 29th January 2002 in paying the honorarium to the University officials invited to be part-time lecturers/speakers/facilitators to conduct course/workshop/official events.

2.3 The Government, through its Treasury Circular No. 2 of Year 2005 has agreed to revise the honorarium to government officials invited to be part-time lecturers/speakers/facilitators as follows:-

| Amount of Honorarium | | | |
|---|---|---|---|
| Service Group | Part-time Lecturers/Speakers | Part-time Facilitators | Maximum per month |
| Professional & Management Group (Special Grade) | RM300.00 per hour | RM100.00 per hour | Not more than half of monthly basic salary of the officer |
| Professional & Management Group (Grade 53 & 54) | RM200.00 per hour | RM100.00 per hour | |
| Professional & Management Group (Grade 45 - 52) | RM150.00 per hour | RM90.00 per hour | |
| Professional & Management Group (Grade 41 - 44) | RM120.00 per hour | RM80.00 per hour | |
| Support Group | RM80.00 per hour | RM60.00 per hour | |

2.4 The implementation of the above circular is subject to the following conditions:-

a) the appointment as lecturers/speakers/facilitators must be approved by the respective Head of Department;

b) the duty as speakers/facilitators is not part of their substantive duty;

c) officials of a training/learning unit/institute, teaching/school institution where delivering lecture/talk is part of their substantive duties, they may be paid with the honorarium if the program/workshop/official event is not conducted by and not part of their department/institute/organisation;

d) the secretariat who is delivering lecture/talk or being a facilitator in the programme organized, is not eligible for the payment of honorarium under this circular;

e) the honorarium could be given for the completed half-an hour duration if the course is more than one hour; and

f) the part-time lecturer/speaker/facilitator who is given a gift by the organiser is not eligible for the honorarium.

3.   **DECISION AND IMPLEMENTATION**

    3.1    The Majlis Meeting No. 72 held on 29th June 2006 had approved the recommendations of the Staff Service Board (SSB) Meeting No. 2/2006 held on 26th June 2006 as follows:-

        i)    To adopt the revised rate of honorarium as stated in the Government Treasury Circular No. 2 of Year 2005.

        ii)    The circular is applicable to any staff members appointed as part-time lecturer/speaker/facilitator for short training courses/programmes such as Induction Course, TIDE, CLA, IEP, etc., but not academic programmes.

        iii)    The effective date of its implementation is 1st January 2006.

Thank you. *Wassalam.*

**HJ. WAN MOHD. HILMI BIN WAN KAMAL**
Executive Director
Management Services Division

c.c.    :    Y. Bhg. Prof. Dato' Dr. Syed Arabi Idid
           Rector

        :    Prof. Dr. Mohd. Azmi bin Omar
           Deputy Rector (Academic and Research)

        :    Prof. Dr. Sano Koutoub Moustapha
           Deputy Rector (Internationalisation and Innovation)

        :    Ustaz Hamidon bin Abdul Hamid
           Deputy Rector (Student Affairs and Alumni)

        :    Tn. Hj. Ahmad Zailan bin Shaari
           Executive Director, Finance Division

Sample of Letter

**LEADING THE WAY**
KHALIFAH · AMANAH · IQRA' · RAHMATAN LIL-'ALAMIN

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
Garden of Knowledge and Virtue

**SUSTAINABILITY INSTITUTION OF THE YEAR**

*Reference No. :*   IIUM/220/12/7/1/16/CAMP5/2022          *Date* : 30th March 2022

STUDENT DRIVEN - Persatuan Belia Islam Nasional (PEMBINA)

Br. Amirul Haziq bin Anipah
Contact No.: 011 - 1892 0015
Programme Manager of "Humanity Still Exists"
PEMBINA, IIUM Kuantan

السلام عليكم ورحمة الله وبركاته ,.Dear Br

APPROVAL OF STUDENT'S PROGRAMME

Please be informed that the Committee for Approval and Monitoring of Programme in its Meeting No. 5/2022, dated 29th March 2022 has **APPROVED** your request to **organize** the programme as follows:

| | | |
|---|---|---|
| Name of Programme | : | Humanity Still Exists |
| Date | : | 14th April - 21st September 2022 |
| Venue | : | Online Platform (Youtube) |

Please be informed that this approval is subject to the following conditions:

a)  Appointment of **Asst. Prof. Dr. Norbaiyah binti Mohamed Bakrim** and/or a staff from either Mahallahs or Kulliyyahs as advisor.
b)  Approved with **No Budget.**
c)  Any changes in the programme should be submitted to S-Dev. Dept. (by filling in the Change of Programme (CPF) Form, within seven (7) days from the date of programme); except for postponement of date where you must re-submit your working paper for a 2nd approval.
d)  As for the selling/cooking activities, all applications must be submitted to Facilities, Food and Services Department (FFSD) for their approval.
e)  Any correspondence (letters) to outsiders must be through S-Dev. Dept. Office.
f)  Kindly liaise with relevant officers on the usage of University's facilities.
g)  No fund will be maintained and no collecting any money or property from any source, conducted.
h)  A report (financial & programme) must be submitted to the S-Dev. Dept. within two (2) weeks after completion of the programme / project / tournament.
i)  The officer in-charge is empowered to supervise and stop the programme in the event it deviates from the original proposal or if the programme becomes detrimental to the image of the University.

والسلام ,Thank you

ASSOC. PROF. DR. RAZMAN BIN MOHD RUS
Chairman
Committee for Approval and Monitoring Programmes, IIUM Kuantan Campus

Green Gown Awards International
WINNER
2020 SUSTAINABILITY
INSTITUTION OF THE YEAR

GREATER GOMBAK
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MQA

Guidelines On Bazaar Activities

**RESIDENTIAL AND SERVICES DEPARTMENT (RSD)**
**FINANCE DIVISION**

**GUIDELINES ON BAZAAR ACTIVITIES**

### 1. OBJECTIVE

The objective of this document is to define guidelines for all KCDIO and students' clubs / societies on conducting bazaar activities at IIUM.

### 2. TERMS AND DEFINITIONS

| | |
|---|---|
| University | International Islamic University Malaysia |
| RSD | Residential and Services Department |
| OSHBE | Occupational Safety Health & Built Environment |
| University Authority | Directors / Deans / Head of Department of the KCDIO for staff. While, Student Affairs And Development Division (STADD), Deputy Dean (Respective Kulliyyah), Entrepreneurship Development Centre (EDC), etc for student. |
| KCDIO | Kulliyyah, Centre, Division, Institute, Office |
| Dry Products | Any dry products that do not contain liquid including but not limited to IT gadgets, souvenirs, books, apparels, dry food (cakes and confectionaries, tithits, snacks, *kuih-muih*) and etc. |
| Designated Area | Convest Hill and Junction 8 (junction to Mahallah Aminah and Mahallah Hafsa). |
| Organiser | Any staff or student who organise and in charge of the bazaar activities. |
| Food Selling | Any cooking activities including food truck, and packaged food other than Dry Products. |
| Cooking Activities | Any activities involving food preparation including but not limited to frying, baking, grilling, heating, steaming and boiling. |

### 3. GUIDELINES

3.1 Any bazaar activities conducted within the campus of IIUM Gombak shall obtain recommendation from OSHBe and RSD.

3.2 For the purpose of recommendation, the Organiser shall comply with procedures as stated in the following attachments;

    i)    Attachment A : Work Flow Staff and Student's Bazaar Activities;
    ii)   Attachment B : Guidelines for Food Trucks;
    iii)  Attachment C : Guidelines for Physical Safety and Hazardous Material;
    iv)  Attachment D : Guidelines on Waste Disposal; and
    v)   Attachment E :  Guidelines for Vendor (Syarat-Syarat Perniagaan).

3.3 The organiser shall submit the following documents to OSHBE and RSD within thirty-one (31) days prior to the commencement of the bazaar activities:

    (i)  Student Bazaar Form;
    (ii) proposal paper;
    (iii)the list of potential vendor and its documents i.e. business license, Typhoid immunisation record and Food Handling Course; and
    (iv)the floor layout of the event.

3.4 Any bazaar activities organised within the area of KCDIO shall only be restricted to Dry Products only.

3.5 Any bazaar activities of Food Selling shall only be organised at the Designated Area except for IIUM Convocation week and IIUM Global Ummatic week. However, no bazaar activities of Food Selling are allowed within the area of KCDIO.

3.6 The Organiser shall allocate at least 30% of spaces for students' participation on entrepreneurship programme.

3.7 The Organiser must comply the following duration of bazaar activities:

    i.   Maximum of 5 days for Dry Products; and
    ii.  Maximum of 3 days for Food Selling.

3.8 The Organiser shall be imposed the following fees by the University to cover the cost of utilities, facilities and maintenance:

    i.   Food truck  :   RM300.00 per 3 days.
    ii.  Canopy    :   RM500.00 per 5 days for 10 canopies.

3.9 The Organiser may impose the following minimum rate to the vendors:

    i.   Food truck  :   RM150.00 - RM200.00 per truck/day;

|       |              |     |                                    |
|-------|--------------|-----|------------------------------------|
| ii.   | Canopy       | :   | RM1,500.00 per canopy/week; and    |
| iii.  | Table/space  | :   | RM60.00 – RM100.00 per table/day.  |

3.10 Any potential vendors shall have valid business permits and licenses [issued by IIUM/Ministry of Finance (MOF)/Suruhanjaya Syarikat Malaysia (SSM)].

3.11 Any potential vendor for Food Selling to display evidence of Typhoid (TY2) immunisation vaccination.

3.12 <u>Responsibility of the Organiser.</u>

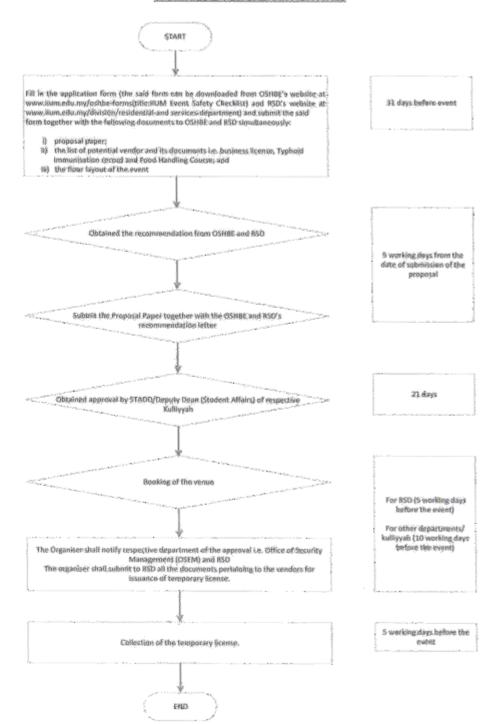The Organiser is required to observe the following:

1) To prepare and ensure that the vendors execute the agreement as per sample provided by the RSD;
2) To monitor the daily activities of vendors;
3) To ensure the vendors adhere to the regulations including displaying temporary license certified by the RSD;
4) To reserve parking area for vendors;
5) To ensure cleanliness of the bazaar area at all-time including collecting and disposing of the garbage by the vendors and penalty will be imposed by the University for failure to do so;
6) To provide adequate waste bin at the bazaar area;
7) To ensure the vendors observe IIUM dress code;
8) To display the Organiser's detail on the banner or bunting during the event;
9) To allocate loading/ unloading bay for vendors. Loading/unloading activities shall not exceed more than 15 minutes; and
10) To ensure the bazaar activities do not obstruct the traffic flow.

4. **OTHER INFORMATION**

Any details on the guidelines information, please contact office of RSD at 03 6196 4786/ 4781.

Work Flow For Bazaar Activities

ATTACHMENT A

## WORK FLOW FOR BAZAAR ACTIVITIES

START

Fill in the application form (the said form can be downloaded from OSHBE's website at www.iium.edu.my/oshbe-forms(title:IIUM Event Safety Checklist) and RSD's website at www.iium.edu.my/division/residential-and-services-department) and submit the said form together with the following documents to OSHBE and RSD simultaneously:

i) proposal paper;
ii) the list of potential vendor and its documents i.e. business license, Typhoid Immunisation record and Food Handling Course; and
iii) the floor layout of the event

*31 days before event*

Obtained the recommendation from OSHBE and RSD

*5 working days from the date of submission of the proposal*

Submit the Proposal Paper together with the OSHBE and RSD's recommendation letter

Obtained approval by STADD/Deputy Dean (Student Affairs) of respective Kulliyyah

*21 days*

Booking of the venue

For RSD (5 working days before the event)

For other departments/ kulliyyah (10 working days before the event)

The Organiser shall notify respective department of the approval i.e. Office of Security Management (OSEM) and RSD
The organiser shall submit to RSD all the documents pertaining to the vendors for issuance of temporary license.

Collection of the temporary license.

*5 working days before the event*

END

GUIDELINES FOR FOOD TRUCKS

1. Food truck load shall not be more than 1 ton only unless with the approval of the RSD.

2. Food truck shall be equipped with generator, fire extinguisher, first aid kit, water filter.

3. The vendors must comply with Food Regulation 1985.

4. The vendors must have a valid business license and it must be displayed together with the temporary license issued by the RSD.

5. The vendors are not allowed to use single-use plastic for food and drinks packaging including plastic fork and spoon.

6. The vendors are not allowed to add extension of the areas i.e. tent, seating [tables and chairs] etc.

## GUIDELINES FOR PHYSICAL SAFETY AND HAZARDOUS MATERIAL

The Organizer shall submit the following items with the proposal paper to OSHBE Department:

i.    Organisational Chart - detailing allocation of responsibilities; event organiser, program manager, health officer, fire safety officer etc.

ii.    Details of event - including schedule of activities, details of acts/entertainers, time(s), location(s) etc.

iii.    First Aid Plan- including location of first aid base, details of staff, liaison with local doctor's/health centre/hospital.

iv.    Site Map - a map or site plan of the event showing the location of the event and key facilities and arrangements for the event and described in the details of the event.

v.    Hazardous Material – requirements relating to fire, structural, electrical, gas and chemical safety may apply.

vi.    Communications Plan – showing allocation of radios, mobile phone details of key personnel.

vii.    Committee List- showing adequate numbers of staff/student.

viii.    Duties list- showing details of tasks, locations, and times.

ix.    Crowd Control/Traffic Issues- including crush barriers - numbers and locations

x.    Emergency Plan- evacuation procedures, crowd control arrangements, assembly points.

xi.    Document Management - event files, permit/licences by professional bodies, insurance, HIRARC document, event management structure.

For more information, you may refer to IIUM Event Safety Checklist that can be downloaded via this link http://www.iium.edu.my/division/oshbe/oshbe-forms or contact OSHBE Department.

GUIDELINES OF WASTE DISPOSAL

1. The Organiser shall provide sufficient bins for waste disposal including separated bins for food waste and recycle waste related to the bazaar activities. The Organiser may engage the Facilities Management Services Provider (FMSP) for the cleaning and disposal services at the Organiser's own cost.

2. The Organiser shall ensure waste bins being manage properly.

3. The waste shall be disposed daily and cannot be left overnight at the bazaar site.

4. Recycle waste to be disposed at the Campus Recycling Buy-Back Centre; and the food waste must be taken out from the campus for disposal.

\* The scope of the current cleaning services provider excludes cleaning and waste collection related to bazaar activities.

## SYARAT-SYARAT PERNIAGAAN BAZAAR DAN TRAK MAKANAN DI IIUM

Peniaga dikehendaki mematuhi peraturan berikut;

1. WAJIB berdaftar dengan Suruhanjaya Syarikat Malaysia (SSM).
2. Lesen perniagaan penjaja hendaklah sentiasa dipamerkan di gerai atau di trak masing-masing dan lesen tidak boleh diniaga atau digunakan oleh orang lain.
3. MEROKOK ADALAH DILARANG DI KAWASAN UNIVERSITI.
4. Mengumpul, mengasing dan mengikat dengan kuat serta menghantar sisa pepejal ke pusat kitar semula IIUM Recycling Buy-Bag Centre.
5. Menjaga keterampilan dan adab berpakaian mengikut Kod Etika Berpakaian IIUM. Sila rujuk lampiran.
6. Peniaga dilarang meletakkan kenderaan yang boleh menyebabkan gangguan/halangan ruang tapak perniagaan dan lalulintas.
7. Peniaga dikehendaki memantau setiap aktiviti pekerja dibawah seliaan.
8. Penambahan struktur binaan sementara seperti tambahan kanvas di tempat perniagaan adalah tidak dibenarkan.
9. Para peniaga bertanggungjawab di atas kebersihan tapak perniagaan; menjual makanan yang selamat dan memastikan tiada unsur-unsur keracunan makanan.
10. Para peniaga wajib menggunakan plastik biodegradasi dan tidak menggunakan plastik pakai buang.
11. Memastikan barangan jualan adalah dari sumber yang HALAL.
12. Bertanggungjawab sepenuhnya atas risiko barangan jualan dan memastikan barang jualan selamat untuk dimakan atau digunakan serta menjaga mutu barangan jualan.
13. Ruang tapak jualan terhad kepada tapak yang diluluskan oleh pihak Universiti sahaja. Penggunaan ruang meletak kereta tidak boleh digunakan sebagai tapak jualan kerana ia menghalang laluan.
14. Pemunggahan barang perniagaan di tempat yang disediakan hendaklah tidak melebihi 15 minit.
15. Peniaga tidak dibenarkan membawa kanak-kanak di tempat perniagaan.
16. Peniaga tidak dibenarkan membuat penyambungan pendawaian elektrik sewenang-wenangnya.
17. Peniaga dikehendaki memberhentikan operasi jualan untuk sementara pada waktu solat dan solat jumaat.

### PENGENDALI MAKANAN

18. Muatan trak makanan yang dibenarkan adalah 1 tan sahaja dan wajib mendapat kelulusan pejabat Residential and Services Department.
19. Trak makanan wajib mempunyai penjana tenaga elektrik, alat pemadam api, kit pertolongan cemas dan penapis air.
20. Peniaga dan pekerja *WAJIB* mempunyai suntikan tifoid yang diiktiraf oleh Kementerian Kesihatan Malaysia dan sentiasa memakai kad pengendalian makanan semasa waktu perniagaan.
21. Peniaga wajib mematuhi Peraturan Makanan 1985 dan Akta Makanan 1983.
22. Pengendali makanan hendaklah memakai topi, apron, sarung tangan plastik dan memakai kasut bertutup.
23. Peniaga dikehendaki memberhentikan operasi jualan untuk sementara pada waktu solat dan solat jumaat.
24. Menjaga keterampilan dan adab berpakaian mengikut Kod Etika Berpakaian IIUM. Sila rujuk lempira
25. Penyediaan makanan adalah dihadkan di dalam trak makanan sahaja.
26. Kebersihan diri hendaklah sentiasa dijaga. Kuku hendaklah sentiasa pendek dan bersih.
27. AKTIVITI MEMASAK DI KAWASAN TERBUKA ADALAH TIDAK DIBENARKAN.
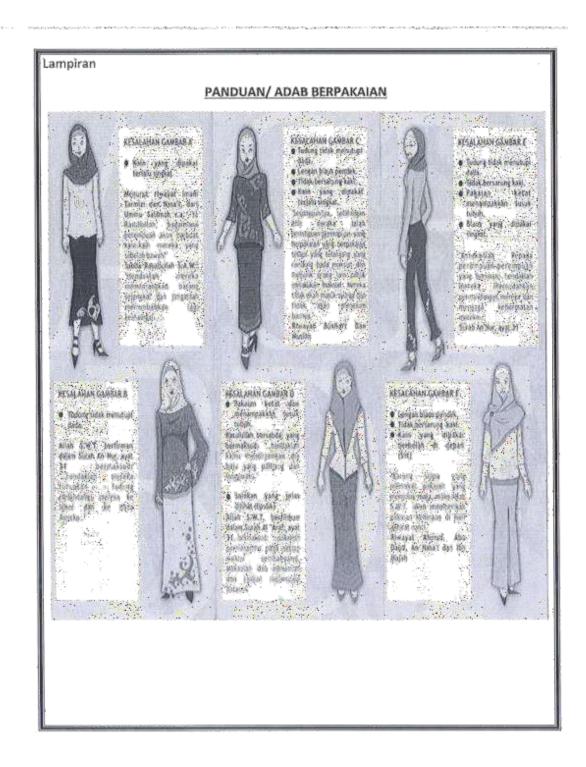28. Penggunaan bekas makanan POLISTERIN adalah TIDAK DIBENARKAN DI DALAM UNIVERSITI.

29. Peniaga wajib menggunakan bekas plastik dan plastik pembungkus makanan biodegradasi (plastik sekali guna adalah tidak dibenarkan sama sekali).
30. Peniaga tidak dibenarkan menggunakan plastik pakai buang untuk membungkus makanan dan minuman termasuk sudu dan garpu plastik.
31. Peniaga tidak dibenarkan membuat penambahan di ruang perniagaan yang telah diluluskan contoh; kanopi, kerusi dan meja dan lain-lain.
32. Peniaga dikehendaki menyediakan tong dan plastik sampah serta mengasingkan sisa makanan dan sisa pepejal. Sisa makanan hendaklah dibawa keluar dari kawasan kampus manakala sisa pepejal boleh dihantar ke pusat kitar semula HUM Recycling Buy-Bag Centre.
33. Peniaga trak makanan dikehendaki menggunakan penjana tenaga elektrik *(generator)* sendiri. Penggunaan sumber elektrik dari Universiti adalah tidak dibenarkan.
34. Peniaga minuman tidak dibenarkan menggunakan bekas minuman dan pembungkus plastik pakai buang. Pengguna dikehendaki membawa bekas minuman sendiri. Walaubagaimanapun peniaga dibenarkan menjual bekas minuman.

**KEGAGALAN MEMATUHI SYARAT-SYARAT DI ATAS PIHAK UNIVERSITI BERHAK MENUTUP OPERASI TUAN/PUAN SECARA SERTA MERTA ATAU MENGENAKAN PENALTI**

Diterima Oleh;                                             Disahkan Oleh;

_____                                  _____

Nama:                                                          Nama:
Tarikh:                                                        Tarikh:

Lampiran

# PANDUAN/ ADAB BERPAKAIAN

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## ACKNOWLEDGMENT

Thank you to all staff members who attended the 'Workshop to Review Student Activity Guidelines and Procedures held on 15th to 16th August 2020 at Hotel Seri Malaysia Temerloh and contributed towards the successful of amending the second edition of Student Activity Guideline and Procedures of IIUM Kuantan Campus

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## REVISION ON 1ST APRIL 2022

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