

**KULLIYAH OF SUSTAINABLE TOURISM AND CONTEMPORARY LANGUAGES
(PAGOH CAMPUS)**

OFFICE OF THE DEPUTY DEAN (ACADEMIC AND INTERNATIONALISATION)

PROPOSAL TO ORGANIZE: NAME OF THE PROGRAMME

ORGANIZED BY:

DEPARTMENT / COURSE NAME, COURSE CODE, SECTION NO.

The purpose of the proposal is to highlight and seek approval from the Academic Programme Approval Committee (APAC) members to organize the above programme.

1. INTRODUCTION

Introduction to the programme

2. OBJECTIVES

No.	Objective of the Programme	Course Learning Outcome that matches the Objective of the Programme	Assessment (with percentage) *if applicable

3. IMPACT OF THE PROGRAMME (based on IIUM Mission and Vision, Sustainable Development Goals (SDG), Maqasid Shariah, and National Education Philosophy)

4. DETAILS OF THE PROGRAMME:

Date/ Day	E.g., 1 st – 7 th October 2025 / Sunday-Saturday		
Venue	Building / Online Platform (For social media, please state your social media account name)		
Participants	Delete the box if not necessary		
	Target participant		No.
	Students		(insert number)
	VIP		

		Speaker		
		Trainer		
		Public		
		Total		

5. ORGANIZING COMMITTEE

ADVISOR

NAME (must be a lecturer/ staff)

POSITION

POSITION	NAME/ EMAIL	MATRIC NO	PHONE NO
PROG. MANAGER			
ASSIST. PROG. MANAGER			
SECRETARY			
TREASURER			
PROG. COORDINATOR			
PREPARATION, TECHNICAL AND LOGISTICS			
PROMOTION AND INFORMATION			
FACILITIES AND FOOD			

6. PROGRAMME SCHEDULE (fill in the details)

TIME	ACTIVITY

Note: please attach CV/ Profile of speaker (if any)

7. PROPOSED ACTIVITY

(Please provide before, during and after the programme workflow)

8. BUDGET IMPLICATION

8.1. Source of income:

No.	Source of income	Amount (RM)
1.	Student Activities Miscellaneous Trust (SMT)	
2.	Student Activities Trust (SAT)	
3.	College Activities Trust (CAT)	
4.	Operating Budget (CLAV)	
5.	Sponsorship (Attach list of potential companies/ sponsor)	
6.	Others (write details)	
TOTAL		

8.2. Proposed Expenses (Delete the box if not necessary)

No.	Detail	Amount (RM)	Source of income
1.	Transportation Bus/Minibus/Van/MPV/Car		
2.	Meal (if any) (Breakfast RM3 / Lunch RM5 / Dinner RM5) (Ex: RM3 x No. of Pax = RM)		
3.	Preparation & Technical Write in details		
4.	Printing & Stationeries Write in details		
5.	Miscellaneous Write in details		
Total			

Please note that all purchase of goods or services must be supported by 3 quotations as required by the IIUM Finance Division.

9. CONCLUSION

It is hoped that the approving authority (APAC) could approve the sum of **RMXXX (Ringgit Malaysia XXX only)** to organize the **(name of programme)** using budget from the following **budget. (Elaborate)**

10. APPROVAL

Prepared by: Name (Compulsory) Secretary / Programme Manager Date:	Checked by: Name (Compulsory) Advisor Date:
Verified by: Name (Compulsory) Head of Department Date:	Approved by: Dr. Shahrul Nizam Bin Mohd Basari Chairman, APAC Date: