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الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
Garden of Knowledge and Virtue

GREATER GOMBAK

REGIONAL CENTRE OF EXPERTISE ON EDUCATION FOR SUSTAINABLE DEVELOPMENT

ACKNOWLEDGED BY

UNITED NATIONS UNIVERSITY

GUIDELINES AND PROCEDURES ON STUDENT ACTIVITIES

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Abbreviations used in this book

- IIUM / University : International Islamic University Malaysia
- Dep. Rector (SA) : Deputy Rector in-charge of student affairs
- STADD : Student Affairs and Development Division
- IO : Office of International Affairs
- MSD : Management Services Division
- ITD : Information Technology Division
- OIC : Officer-in-charge
- AGM : Annual General Meeting
- EGM : Extraordinary General Meeting
- CACP : Co-curricular Activity Cumulative Point
- SAC : Student Affairs Committee
- SPAC : Student Programme Approval Committee
- SRC : Students' Representative Council

1. INTRODUCTION

Office of the Dep. Rector (SA) is mandated to help the University to produce graduates with wholesome and *ummatic* personalities. STADD is given the task to develop voluntary and non-voluntary activities through programmes by providing students with guidelines, training and relevant facilities with the aim that students are able to maximise their potential and talents holistically in various fields.

This guideline serves as a source of reference for all student activities in IIUM. The guideline also provides information about the various student organisation on campus and the nature of their activities. It is also useful for students who wish to conduct programmes, as this handbook highlights on how to organise a programme smoothly.

1.1. Definition of Non-credit Co-Curricular Activities

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

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

i. The non-credit co-curricular activities are **voluntary** activities participated by any student throughout their studies as undergraduates while credited co-curricular activities are structured **compulsory** programmes to be taken by all students as part of the academic study plan.

ii. The non-credit co-curricular activities have no academic credit but the credited co-curricular activities are given between 0.5 to 1.0 credit per semester.

iii. The non-credit co-curricular activities are additional activities for those who wish 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, the followings are common activities approved by the University:

- Uniform-based activities.
- Community service.
- Cultural and arts.
- Entrepreneurship (Refer Appendix H: Guidelines on Bazaar Activities)
- Spiritual.
- Leadership and intellectual.
- Debating and public speaking.
- Sports and recreation.
- Peer counseling.
- Educational trips.
- Social gatherings.
- Writing and publication.

Important References on University Policies that Govern Student Activities

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

a. IIUM Constitution;
b. Constitutions of respective student organisation;
c. Student Disciplinary Rules.

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

2. STUDENT ORGANISATION

2.1. Definition

Student organisation is defined as a group of students established for the promotion of a specific object or interest within the University as approved by the Senate and registered with the Office of the Dep. Rector (SA).

The above definition does not include certain student groups formed by the University including group, team, and secretariat for specific purposes.

2.2. Nomenclature

2.2.1. In order to differentiate types of student organisation, the following nomenclature are practiced:

No.	Nomenclature	Description
1.	**Council**	used only by the main student organisation i.e., Students' Representative Council.
2.	**Society**	Kulliyyah-based student organisation.
3.	**Association**	Department-based student organisation at the Kulliyyah.
4.	**Club**	Student organisation initiated by a group of students with special interests.
5.	**Group**	Culture and arts group.
6.	**Team**	a group of students formed by the department to run certain projects such as community service work.
7.	**Secretariat**	a student organisation which is formed and linked to certain government or non-government organisations.
8.	**Mahallah Representative Committee**	Student organisation established at each *Mahallah.*

2.3. However, the term **'student organisation'** is used throughout this guideline to also refer to any club.

2.4. List of Student organisation

As for list of student organisation, refer to *Appendix A.*

2.5. Membership

2.5.1. All IIUM undergraduates automatically become ordinary members of the Students' Representative Council, respective Mahallah Representative Committee, and Kulliyyah-based Society.

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

2.5.3. Student can get information and advice from the respective office in charge of student organisation. A student can apply to be a member of any student organisation by filling in forms available at the respective office in charge of student organisation or by downloading them from respective IIUM website. Some student organisation conduct interviews for the applicants. The interviews are conducted by the senior members of the student organisation.

2.6. Training

2.6.1. Training for Student Leaders

i. The newly elected presidents and secretaries **or** representatives of student organisation are given leadership and management training organised by the STADD. The students will be exposed to skills in managing the student organisation, teambuilding, University policies and procedures, protocols, event management, etc. The training is known as Induction Course for Student Leaders (I-LEAD).

2.6.2 Training for other members.

i. All student organisation should organise their own induction courses for all the committee members to familiarise them with the procedures and management of the

respective student organisation. The contents of the training are similar to I-LEAD but customised according to the nature of the student organisation.

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

2.7. Benefits

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

2.7.1. Soft Skills

Active student can develop at least seven types of skills through the activities:

- Communication skills;
- Critical thinking and problem solving skills;
- Team building skills;
- Long-life learning;
- Entrepreneurship skills;
- Professional and moral ethics skills; and/or
- Leadership skills.

2.7.2. Co-Curricular Activity Cumulative Point (CACP)

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

Type of activity: -

a. Level of programme – international, national, university or student organisation level;
b. Level of participation – main committee, committee or participant;
c. Achievement in competition; and
d. Level of membership in student organisation – main committee, committee,
e. ordinary member.

The total points gained by the student will be converted to CACP. The maximum CACP a student can get is 4.0. The system will record details of student activities throughout their study in IIUM. Upon graduation, they may request for their co-curricular activity transcript from STADD.

2.7.3. Convocation Award

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

2.7.4. Certificates

Certificates of recognition are normally awarded to the office bearers of the student organisation at the end of their tenure. The committee may request to print certificate of appreciation for sub-committee members or certificate of participation/ attendance for participants after the completion of a programme.

The types of programme 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 Programmes	Deputy Rector (SA)	Same level or higher
National Level Programmes	Deputy Rector (SA)	Same level or higher
University Level Programmes	Deputy Rector (SA)/Dean/Director	Same level or higher
Other programmes	Dean/Deputy Dean/ Deputy Director/Principal/ Advisor	Same level or higher

Note: The Rector will sign academic scrolls only.

Certificates **SHOULD NOT** be given for the following programmes:

a. Programmes without approval from the University authority;
b. Leisure programmes;
c. Social gathering/dinner;
d. Briefing;
e. Attending AGM; or
f. Compulsory programmes.

2.8 Supervising Authorities

To ensure proper guidance is given to the student activities, the Deputy Rector (SA) may delegate his authority in managing and supervising student organisation to the officer in-charge of student activities. A programme can only be organized after obtaining approval from the Student Programme Approval Committee (SPAC), IIUM Gombak Campus. For the Kulliyyah Based Society, the supervising/approving authority is the Deputy Dean in charge of student affairs.

For Pagoh campus: all student activities' proposal must go through SPAC meeting.

2.9 COLLECTION OF FUNDS

Student organisation **SHALL NOT** maintain any fund or make any collection of money or property from any source whatsoever unless prior approval is obtained from the Rector. Any funds collected shall be deposited into the university account.

3. ESTABLISHMENT OF STUDENT ORGANISATION

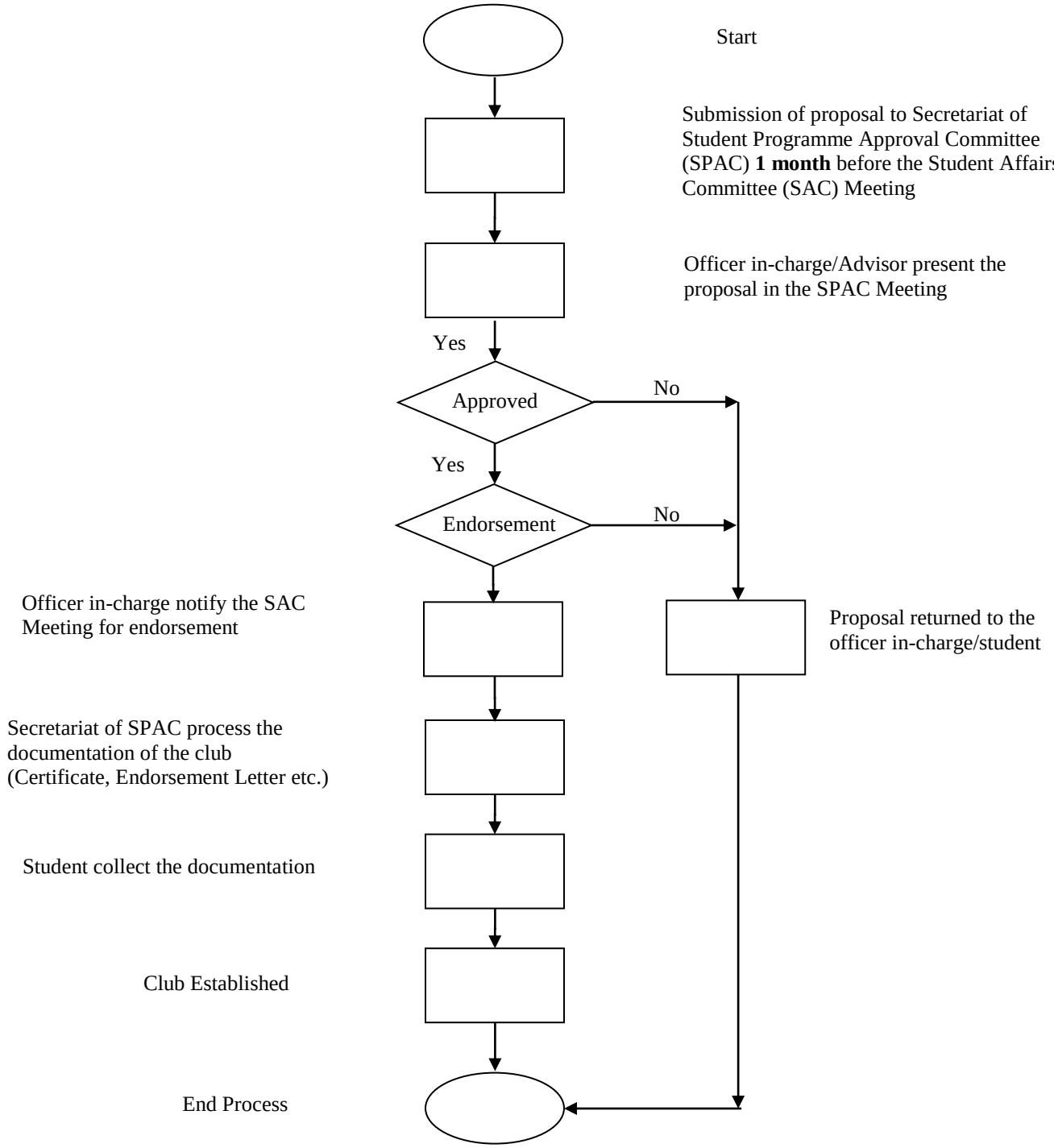
3.1. Introduction

Students **MAY** set up student organisation that can help them to achieve the following objectives:

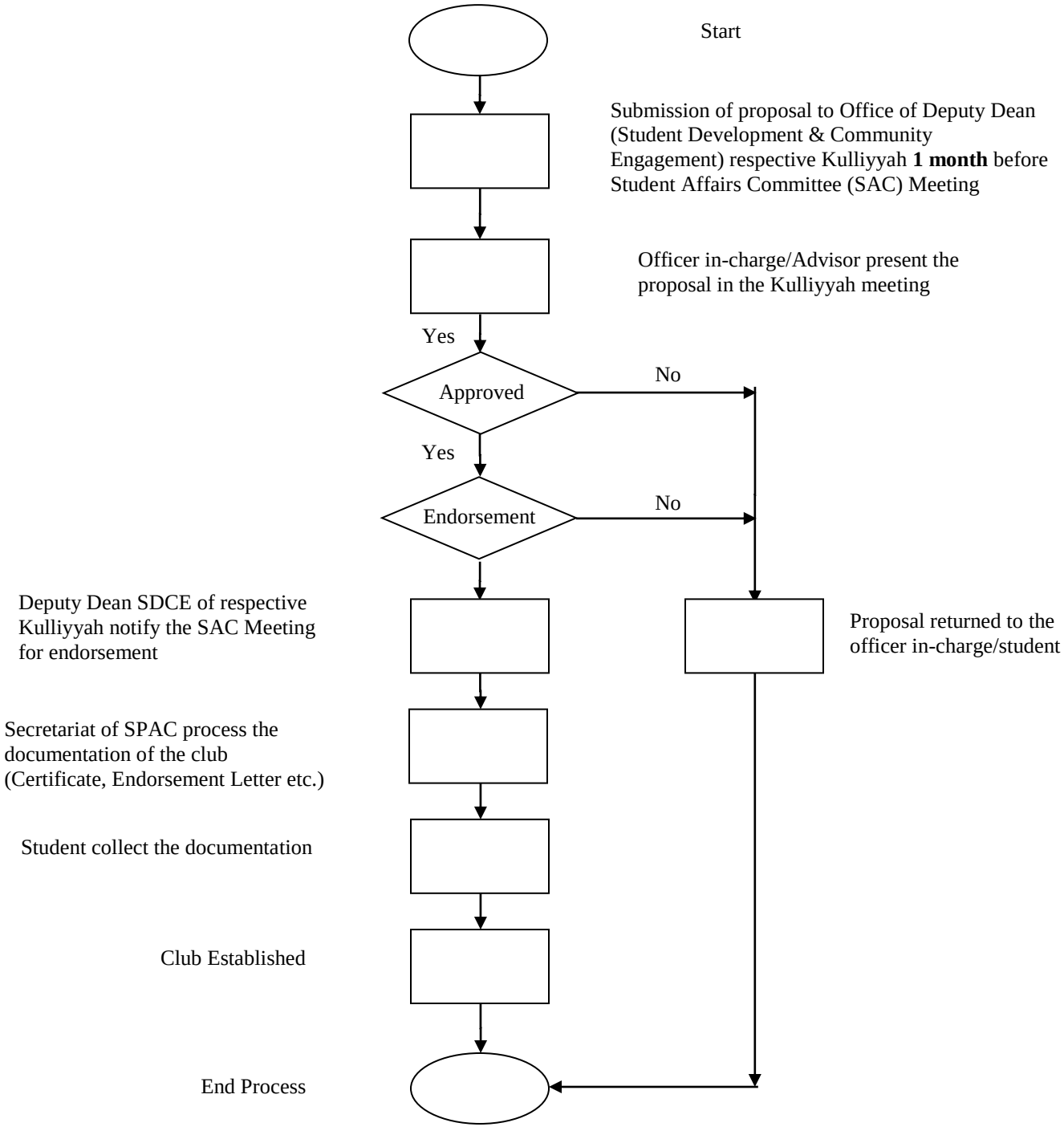
a. To develop soft skills;
b. To develop talent in specific areas;
c. To inculcate the spirit of volunteerism;
d. To practice leadership skills;
e. To help in the welfare and needs of students;
f. To organise activities that reflect the ability and strength of the club, and vision and identity of the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

3.2. Flow Chart - Establishment of student organisation

3.2.1. Approval from Central level



3.2.2. Approval from Kulliyyah level



3.4. Organisational Structure

3.4.1. Every student organisation must has at least the following office bearers:

a. President;
b. Vice President;
c. Secretary; and
d. Treasurer.

3.4.2. The president and secretary shall attend the management course for student leaders organised by STADD or other relevant authority.

3.5. Annual General Meeting (AGM)

3.5.1. Each student organisation shall conduct its AGM before the end of the 1st Semester of an academic year or as announced by the STADD. The AGM may be deferred to a later date with prior written approval from relevant authority.

3.5.2. However, for Kulliyyah and Department-based societies/ associations, the quorum is double the number of office bearer or one fifth (1/5) of the members of the societies/ associations, whichever is lesser.

3.5.3. Only students with CGPA 2.5 or above are qualified to be elected and appointed as the office bearers of a student organisation.

3.6. Extraordinary General Meeting (EGM)

It is a meeting of members of the office bearers. EGMs are called where an issue arises which requires the input of the entire membership as recommended by STADD.

3.7. Codes of Ethics

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

3.8. Media Statement

3.8.1. 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.

3.9. Suspension and Dissolution of a Student organisation

Club or societies which are inactive for ***one (1) year*** **OR** fail to submit AGM report to the relevant approving authority will be automatically dissolved.

3.10. Advisor for Student organisation

3.10.1. Each student organisation should have an advisor to advise, monitor and supervise the student bodies activities. All advisors are appointed by the Deputy Rector (SA). The following guidelines apply in the appointment of advisors:

a. The Deputy Deans (Student Affairs) are the advisors for the respective Kulliyyah/Department Based Societies, or any other personnel as appointed by the Dean of the kulliyyah.
b. The Mahallah Principals are the advisors for the respective mahallat.
c. For central student organisation, the advisors can be appointed among IIUM academic or administrative officer.
d. Advisors are required to monitor and advise based on the IIUM code of ethics and STADD guideline the students on the programme as well as the running of the student organisation.
e. His/her signature and recommendation is needed before it is submitted to the relevant authority.
f. Advisors should be kept up-to-date and constantly informed on the progress of the student organisation.
g. Advisors should understand and adhere to all the Islamic rulings including aqidah, ibadah (solat)and akhlaq (i.e ikhtilat)

3.11. Roles of the Advisor

3.11.1. Every student organisation must have an advisor appointed by the Deputy Rector (SA). The advisor must have the following criteria:

a. Guiding the students to always instill the element of Islamization in line with University mission and vision
b. Ready to guide the students on the University's policies and procedures that govern student activities (IIUM Constitution, Standing Order, Student Disciplinary Rules);
c. Help the students to adhere to regulations;
d. Willing to help in the planning of activities; and
e. Able to coach the students to achieve the student organisation' objectives.
f. To guide and ensure content of the progamme is Shariah compliant
g. To ensure students adhere to all Islamic rulings from the preparation of the event to the actual programme.

3.12. Appointment Letter of Advisor

a. Appointment letter of the club advisors would be issued and signed by the Deputy Rector (Student Affairs).
b. The term of appointment is for duration of 2 years.

3.13. Filing System

3.13.1. Each student organisation should create one official file and file all documents properly.

3.13.2. The file should be kept at the office of the relevant OIC. The committee **SHOULD** keep separate files containing photocopies of documents. Among the contents of the file are:

a. Constitution of the student organisation;
b. List of office bearers and members;
c. Calendar;
d. Annual Reports; and
e. Copies of outgoing and incoming letters.

3.13.3. The file must have the following information:

a. Name;
b. Reference number;
c. Date it was created;
d. File minutes: to have columns for Number, Particulars, Sender and Date; and
e. Official documents.

3.14. Financial Record System

3.14.1. The treasurer of a student organisation should keep and update the financial record of the student body. The file should be checked by the OIC to ensure the good management of cash by the student organisation.

3.15. Planning for Activities & Almanac

3.15.1. All student organisation should plan their activities and programmes annually. The planning of activities should be carried out after the AGM with the help of the advisor. The contents of the programme should consider the following elements:

a. Nature of the student organisation;
b. Functions of the student organisation;
c. Objectives of the student organisation;
d. Capability of the members;
e. Availability of budget;
f. Availability of Facilities; and
g. Avoid impermissible/moratorium dates of the University.

3.15.2. The activities must aim to develop the following soft skills among the members of the student organisation:

a. Communication skills;
b. Critical thinking and problem solving skills;
c. Team building skills;
d. Long-life learning;
e. Entrepreneurship skills;
f. Professional and moral ethics skills; and/or
g. Leadership skills Professional and moral ethics.

3.15.3. The activities should follow the constitution of student organisation as well as the University's Academic Calendar.

3.15.4. **Almanac Calendar**

a. An almanac must consist of names of the programmes, proposed dates and estimated budget for one academic year.

b. 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 the relevant authorities before the second week of Semester 2. **NO** programme should be conducted before the almanac is submitted to the authorities.

3.16. Student organisation's Profile

A student organisation's profile is a document that describes the details of the student organisation. The student organisation should review and renew the profile every year. The profile is useful when the club receive visitors from other universities and during promotional drives to get new members.

Contents of a student organisation profile:

a. Introduction and background of the student organisation;
b. Mission;
c. Vision;
d. Objectives;
e. Nature;
f. Activities;
g. Modules;
h. Achievements;
i. Organizational chart;
j. Network;
k. Number of active members; and
l. Testimonials.

3.17 Student organisation's Bulletin

3.17.1. All bulletins or newsletters produced by a student organisation can only be published and distributed after being approved by the approving authority.

3.17.2. The advisor or OIC 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).

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

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

3.18 Brochures and Student organisation's website

3.18.1 Student organisation brochures are summarised information about the student organisation concerned. All central student organisation should have brochures to promote their activities. The contents of the brochure must be checked and approved by the OIC.

3.18.2 Basic contents of the brochure may include:

1. Student organisation's logo;
2. Introduction of the student organisation;
3. Mission;
4. Vision;
5. Objectives;
6. Nature;
7. Activities;
8. Organisational chart;
9. Office address & contact number; and
10. Pictures.

3.18.3 Student organisation may create official websites to promote their activities. All websites of the central student organisation must be approved by the relevant authorities. The Kulliyyah Based Societies, associations and MRC should get approval from the office of the respective Deputy Dean of student affairs or Mahallah Principal who are responsible to monitor the contents of the websites.

3.18.4 Procedures in creating websites are as follows: -

a. A form (available at the respective office) must be filled in.
b. The recommendation of the OIC of the unit concerned must be obtained.
c. The layout and contents of the website must be shown to the web administrator at the respective supervising authority for approval.

d. A web representative must be appointed in order to access the student organisation's accounts.
e. The student organisation's representative is responsible for providing information and maintaining the contents of the website.
f. All web pages must adhere to the University policies and guidelines. The OIC of the student organisation is responsible for monitoring the content of student organisation's website and has the right to remove anything in violation of the said policies and guidelines.
g. Basic contents of a website include: -
    - Introduction and background of the student organisation;
    - Mission;
    - Vision;
    - Objectives;
    - Nature;
    - Activities;
    - Achievements;
    - Organisational chart;
    - Network;
    - Number of active members;
    - Club ethics; and
    - Testimonials.

4. MANAGEMENT OF PROGRAMMES

4.1Categories of Programmes

4.1.1 Niche of Programme

4.1.1.1 Uphold the mission and vision of the University in all possible dimensions

4.1.1.2 Inculcate the spiritual enhancement dimensions towards a better Muslim

4.1.1.3 Enhance individual awareness on the role of khalifah through events/programmes organised.

4.1.2 Student-Driven Programmes

Programmes initiated by student organisation. The proposal is prepared by the students and recommended by the advisor. The student in-charge should fill in the **Programme Proposal Form (PPF)** completely before submitting to the approving authority not less than **21 days** before the programme. If the submission is less than 21 days, the approval is subject to the discretion of the members of SPAC.

4.1.3 Department-Driven Programmes

Programmes organised by the university authority such as STADD, IO, Kulliyyah and Mahallah. The proposal is prepared by the OIC and submitted to the approving authority for approval. **PPF** must be filled in by the OIC.

4.1.4 Invitational Programmes

Programmes organised by outside organisations inviting IIUM student to participate in their programmes. The students must fill in the **PPF** and attach the invitation letter from the organisations.

The form must be submitted 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 SPAC.

4.1.5 Joint Programmes

Programmes organised by students or department in collaboration with other agencies. The student must fill in the Joint Programme Form (JPF) to seek the approval from the joint authorities.

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/State Level	Refers to programmes with participants from Malaysia or representing organisations or universities within Malaysia. Example: SUKMA, Inter-Varsity Nasyid Competitions etc.
3.	University	Refers to programmes whose participants are from IIUM only.
4.	Student organisation Level	Refers to programmes whose participants are the members of the student organisation only.

5. HOW TO ORGANISE A PROGRAMME

5.1 Introduction

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

a. **Feasibility study** on what activities should be done. Determine the target group and the target/goals/objectives to be achieved. (Answer the question WHAT? WHO? WHY?)

b. **Planning**
Identify the resources available such as people, budget, date, time, and venue. Recruit the committee. (Answer the question HOW? WHEN? WHERE?)

c. Implementation
Run the programme according to the planning. Discuss arising problems and troubleshoot immediately. Preparation for the programme should be closely monitored for smooth running of the event.

d. Evaluation and reporting
Prepare evaluation form and request participants to fill in the form to evaluate the programme. Submit financial and programme reports to OIC.

5.2. Writing A Proposal/Working Paper

5.2.1. 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. Write correct and concise information in the proposal. The proposal/working paper must be written in English. However, the Malay version of the paper may be prepared if needed.

5.2.2. A proposal shall consist of:

- details of the programme; and
- budget

5.2.3 You **SHOULD USE** the following guideline to prepare programme proposal:

a. Introduction of programme;
b. Objective of programme;
c. Details of programme (Date, day, time, venue, target participant, speakers profile);
d. Organising Committee (job scope, if necessary);
e. Programme Schedule;
f. Budget;
g. Conclusion;
h. Approving authority;

i. Prepared by: secretary of programme;
j. Checked by: president **or** secretary of student organisation;
k. Recommended by: advisor/fellow/OIC; and
l. Approved by: relevant authority.

5.2.4. **Please take note of the following:**

a) Programme Agenda

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

ii. The profile of the proposed speakers must be attached.

iii. The reserve list of speakers for all topics should also be included. All proposed speakers and topic must be relevant to the programme.

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

b) Organising Committee

Organizing committee may comprise of Patron, Steering Committee and Working Committee.

i) **Patron -** Student **MAY** propose a patron for international, national, or university depending on the level of the programme.

- 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 by a letter through the office of the approving authority of the programme. *(Please refer to the guideline on letter writing in this e-book.)*

- The approval of the programme does not mean that the patron is automatically appointed.

- Please name only one patron for the whole programme; hence sub-programmes are not allowed to have separate patron.

ii) **Steering committee -** The steering committee consists of the advisor/s, OIC 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 organisations.

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

iii) **Working Committee –** The working committee normally consists of the following posts:

- Ex-officio (One of the office bearers of the organisation);
- Programme manager;
- Secretary;
- Treasurer/Finance controller;
- Programme Coordinator; and
- Other relevant committee members .

❖ List down the full names of the committee, with matriculation number (compulsory) and contact numbers for easy reference.

❖ For simple or small scale programmes, you can create just the working committee without a steering committee.

c) Budget

i) **Estimated Expenditure:**

No.	Item	Details
1.	Administration/Secretariat	• Stationery • Telephone/stamp/fax • Printing: working paper, invitation, souvenir / programme book • 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. • For honorarium to speaker, panelist, trainer, facilitator and moderator, please refer to MSD guideline.
3.	Publicity	• Publicity would be in the form of printed materials i.e.: banners, posters, backdrops, pamphlets or broadcast and social media

4.	Transportation	• The programme committee may apply for university transportation subject to approval and availability of the transport. • Any travelling cost incurred for the programme should be included in the proposal (ie: fuel, toll, parking fare, 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. 5/2010) • Food operator must be registered with IIUM. (except for programme organised outside the campus).
6.	Lodging/Accommodation	• Please state the location and the rate of accommodation.
7.	Rented Facilities	• The committee may request for venues, AV equipment, etc. • Any rented facilities from outside. (Please refer to Appendix C – 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.

ii). Expected Income:

No.	Item	Details
1.	Sponsors	Please attach the list of prospective sponsors.
2.	Registration fees/Ticket	Please indicate the amount charged to the participants.
3.	Kulliyyah/Centre/Division/ Institute/Office/Mahallah	Please attach the approval from the relevant authority.
4.	Other related matters	Income raised by the societies e.g. advertising in the souvenir book.
5.	Total expected income	Overall expected budget.

d) Conclusion

Provide a summary on why the programme should be considered for approval in the conclusion.

5.3. Guideline on Budgeting

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

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

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

DESCRIPTION	Breakfast	Lunch	Tea	REFERENCE
1) Refreshment: - *Seminar/Workshop* *-Team Building /Induction course* 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 B: Finance Division Circular No.2 Year 2019 2.2(3)
Opening Ceremony (Non-VIP)	7.00	10.00	5.00	2.2 (2)
Opening Ceremony (VVIP)	Max up to RM50			
2) Appreciation Programmes 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. **For programme without accommodation**	Maximum RM 25 per day/ per head			
4) Programme outside IIUM **i. Student organization** **ii. Department Driven**	Max: RM 50.00 per day/ per head Max: RM70.00 *(package including meals & accommodation)*			
5) **Allowance for selected student representing the University (Oversea programmes)**	Overseas: RM 50 per day			Refer Appendix D: (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 Maximum RM 150			
7) AGM	RM 300.00			
8) Promotion Booth (per semester)	RM 200 maximum per programme			

* Subject to availability of the budget

5.4. Honorarium for Speakers

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 officer
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 Circular No. 8/2006 (Refer to Appendix E)

Additional note:-

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

5.5. GUIDELINES FOR CASH PRIZE FOR STUDENT ACTIVITY

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

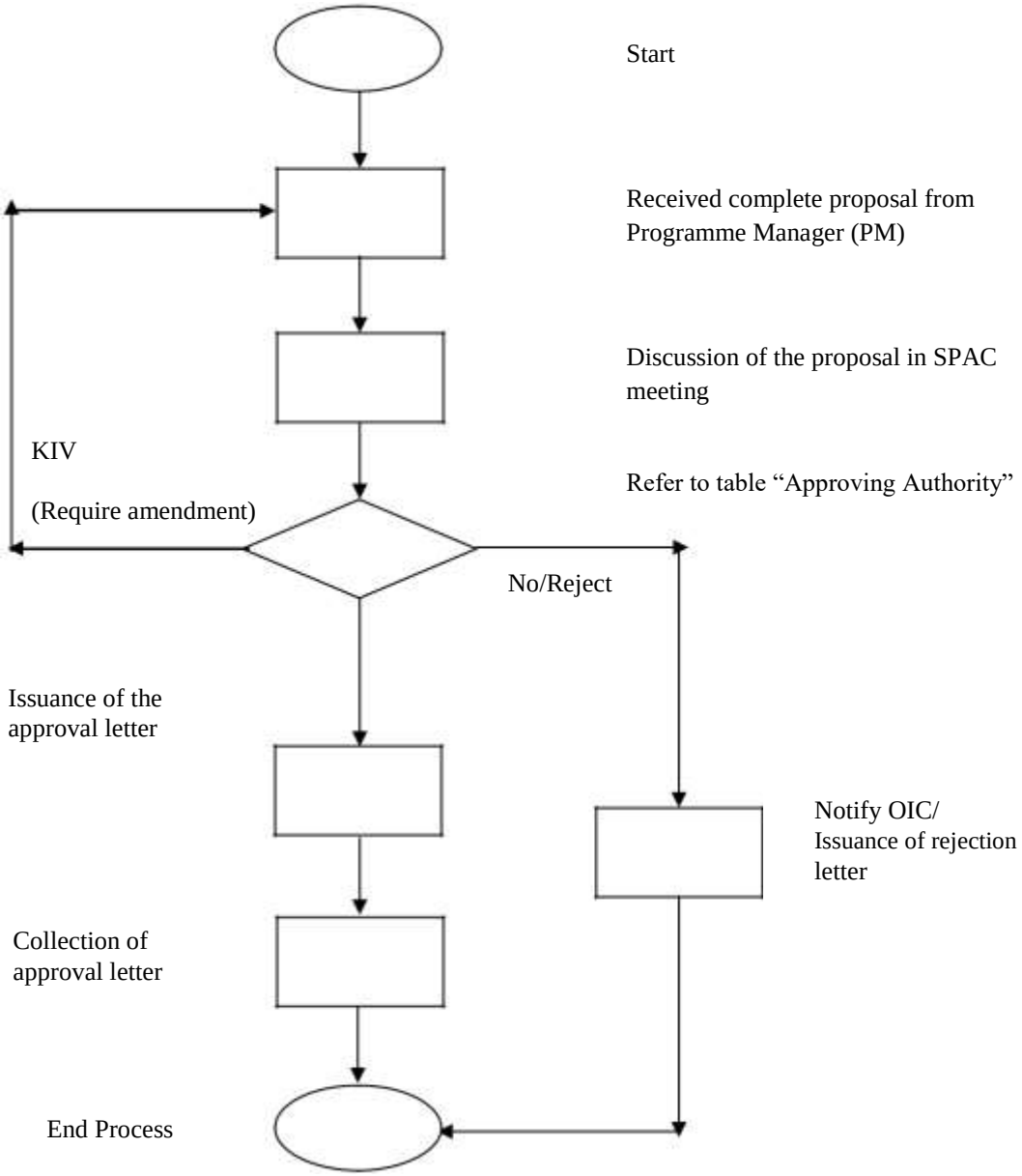
LEVEL/THIRD PRIZE	INDIVIDUAL	GROUP
International	Max RM200	Max RM400
National	Max RM100	Max RM200
University	Max RM80	Max RM160
Clubs/Mahallah/Societies	Max RM60	Max RM120

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

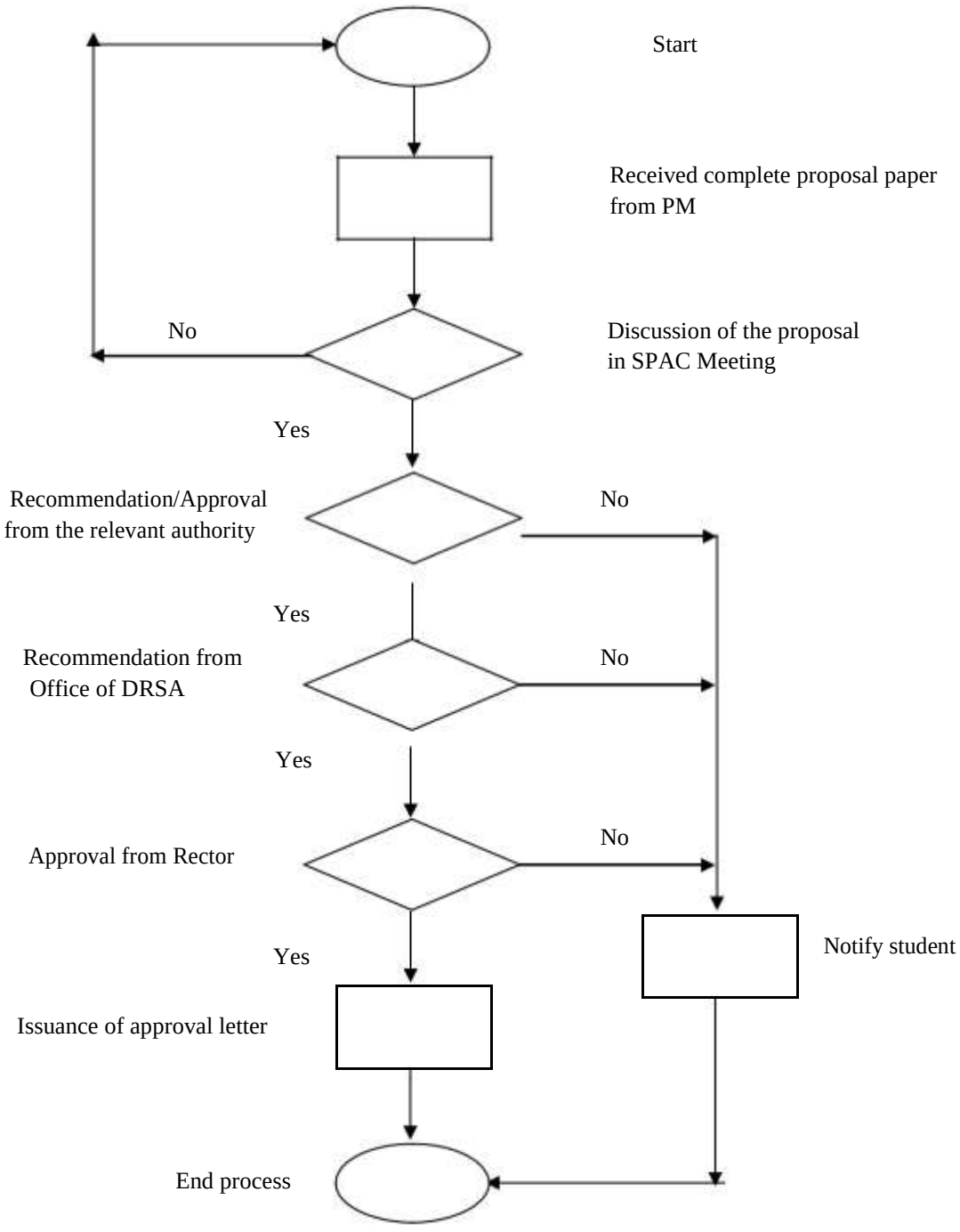
Note:

* **Prize rates are according to student activity budget approved by University authority.**
* **This stipulated rate is not applicable for sponsored program.**

5.6 Flow Chart – Submission of Proposal



5.7. Flow Chart – Approval for Sponsorship, Overseas and Community Service Programme



5.8 Guideline on Submission of Working Papers

5.7.1 Students are required to fill:

i. For students driven programme; Programme Proposal Form (PPF)
ii. For joint programmes: Joint Programme Form (JPF) for approval from each organization
iii. For change of programme; Change Programme Form (CPF)
iv. For Selling /Cooking Programme; Student Bazaar Form (SBF)

5.7.2 Student should discuss with the Advisor **OR** OIC concerning the details of the programme.

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

5.7.4 All proposal papers and completed forms must be submitted to the OIC according to the duration stipulated as below:

LEVEL OF PROGRAMME	SUBMISSION OF WORKING PAPER
University/club level	Not less than 21 days before the date of programme
National level	Not less than 3 months before the date of programme
Regional/International level	Not less than 6 months before the date of programme.
Programmes that require sponsorship regardless of level	Not less than 3 months before the date of programme
Invitational	Not less than 9 days before the date of the programme

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

5.9 Approving Authority

APPROVING AUTHORITY	AMOUNT OF BUDGET	LEVEL OF PROGRAMME/NATURE OF PROGRAMME
HOD / Deputy Director / Mahallah Principal	RM5,000 or below	Student organisation, University and National
Deputy Dean	Below RM 10, 000	Club, University and National
Dean / Director	below RM20,000	Club, University and National
Deputy Campus Director (Student Affairs)	Below RM 20,000	Club, University and National
Executive Director of Finance and Rector	RM20,000 and below RM 200,000	Any level of programme if the budget is RM20,000 and below RM 200,000 *Subject to recommendation by Deputy Rector (SA)
Rector	below RM 200,000	All levels of programme if involve sponsorship
Rector and the Chairman of Standing Finance Committee	Above RM 200,000	All level of programme

5.10. Master Plan for Programme

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

5.10.2. The Master Plan must include details such as action plan, names of persons-in-charge, timing and deadline as well as Gantt Chart.

5.10.3. **Sample of a Master Plan**

Date	Time	Event/Task	Person In-Charge	Remarks

5.11. Promotion of Programme

Students are allowed to use various means for promotion of programmes such as buntings and banners.

5.11.1. Banners/Buntings/Posters/Flyers

No banners/bunting/posters/notices can be displayed without approval from the office of the approving authority.

a. Attach the draft of contents as well as the approval letter.
b. Use English or Arabic only.
c. Put up posters / advertisements / flyers / banners at appropriate places (notice boards, banner poles and other places approved by the university authority).
d. Get the approval from the relevant Local Authority (e.g.: Majlis Perbandaran Selayang) for putting up banners/buntings outside the University.
e. Take down posters / advertisements / flyers / banners not later than five days after the permit's expiry date.
f. Any posters /advertisements / flyers that fail to comply with the University rules & regulations will be taken down without prior notice.
g. Do not use any materials that might damage the notice boards, walls, poles, glass walls when you paste the posters /advertisements / flyers.

5.11.2. Media

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

a. All media statements must be verified by OIC and approved by the Deputy Rector (SA).

b. Get advice from the respective office for any media statement.

5.11.3. IIUM Website

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

5.12. Engaging Other Departments in Student Events

If students need services from other departments, students should fill up the forms provided and subject to the approval from the respective offices.

5.13. Opening and Closing Ceremonies

The opening and closing ceremony of any programme are optional. Students may plan to have either an opening or closing ceremony. Provide a specific itinerary for the event.

Guideline for opening and closing ceremony

a. Confirm the availability of the VIP at least three days before the event. Reconfirmation of attendance should be done a day before the event.
b. Confirm the presence of other invited guests.
c. The programme details or any information to be distributed is checked by the advisor (s) or the OIC.
d. The programme details or itinerary should be distributed to all guests.
e. Conduct a rehearsal to ensure the smooth running of the ceremony.
f. All events must be conducted in English or Arabic. However, when there is a need to use Bahasa Melayu or other languages, student may request for approval from the relevant authority to do so.

5.14. 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.

5.15. 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 services, entrepreneurship, and cultural activities

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

b) Sports, recreational and high-risk activities

Any sports and recreational activities should be referred to the Sports Development Centre (SDC) and guidelines from the relevant ministry.

c) Publications

All publications such as newsletters should be checked and recommended by the advisor of the student organisation before submission for approval from the relevant authority. Students are advised to have their publications proofread by CELPAD. The cost shall be borne by the student organisation.

d) Film Shows

Students are **NOT** allowed to organise/screen/downloading film shows without the approval from the respective film distributors. Infringement of copyright is punishable by law.

Screening of movies on VCDs or DVDs other than home viewing is considered public viewing. This is against the Copyright Act 1987.

5.16. Organisers and co-organisers

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

a. Co-organisers - If the programme involves other organisations, one or more bodies having major roles in the programme.

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

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

d. All organizers are required to fill up the **JPF.**

5.17. Moratorium Dates for Student Programmes

No activities shall be conducted during the following major events:

a. SRC Elections;
b. 2 weeks before the revision period; and
c. 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 AGMs. All programmes directed by the Ministry or the University authorities or any other programmes under the discretion of the authority are exempted).

5.18. Postponement/Cancellation of a Programme/Change of venue/date/speaker

Students are not allowed to postpone/cancel/change a programme unless with approval from the relevant authority.

5.19. Accompanying Officer

a) The university authority may appoint relevant accompanying officer according to the nature of programme such as:

i) Overseas trip (lead by officers from Grade 41 and above);
ii) level of risks;
iii) sensitivity of activities; and
iv) the presence of VIPs or VVIPs.

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

5.20. Letter Writing

a) Guidelines on Letter Writing

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

ii. Letterhead

- Student organisation letterhead is to be used for internal correspondence and external correspondence with the provision "through relevant authority" as stated in the Table below.
- The letterhead is used for the first page of the letter only.

iii. Authorised Signatories

DIGNITORIES	SIGNATORIES	THROUGH
i. Royalties ii. Prime Minister iii. Head of States iv. Deputy Prime Minister	Rector	

v. Chief Ministers vi. Minister vii. Ambassadors viii. President of IIUM		
i. Deputy Minister ii. Deputy Chief Minister iii. Deputy Vice Chancellor of a university iv. State or General Secretary of the Ministry	Director/Dean of Kulliyyah	Deputy Rector (SA)
i. Deputy General Secretary of the Ministry ii. Rector iii. Director General or the Deputy Director General of a government department iv. Dean of Kulliyyah	Director/Dean of Kulliyyah	
i. Middle-rank Government officials	Deputy Director/Deputy Dean/ Principal	
i. Press	Director in charge public relations office	
i. Director ii. Principal iii. Deputy Director iv. Deputy Dean	OIC or advisor	

* Check the contents of the letter with the OIC before approval.
* 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. Salutation / Greetings;
iv. Greet with *salam* whenever appropriate; and
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 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.
- End the letter with a brief of concluding remark, which is normally to appreciate the cooperation or attention given by the receiver.

vii. Signature, name and designation of the sender

- Write the name of the sender who signs the letter in **bold** using CAPITAL LETTERS.
- Write down the designation of the sender. If the committee who is supposed to sign the letter is not available, another committee can sign it and write his or her own name on behalf of the actual committee.

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 advisor or the OIC before sending it to the receiver.

e) Sample of letter

- Please refer Appendix F

5.21. 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.

5.22. 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;
ii. Postmortem on any shortcomings;
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. Evaluation of the programme;
viii. Attach pictures of the programme (4R);
ix. Complete list of working committee and participants with their respective matriculation numbers;
x. Conclusion; and/or
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. State the income (fees/sponsors/tickets) and expenditure of the programme (Please attach the relevant receipts/document)
ii. All original receipts must be pasted neatly on A4 size paper with a heading on expenses on each page and certified by the advisor/Principal/Fellow/OIC;
iii. Plain receipts must be stamped by the company/shop;
iv. Expenditure without receipts must be written on a piece of A4 paper with details of purchase and certified by the advisor/Principal/Fellow;
v. If double receipts are obtained, please paste either one;
vi. The treasurer of the programme must submit a copy of the financial report to the approving authority even though the programme is self- sponsored;
vii. Items of expenditure must be tally with the items approved on the working paper/proposal; and
viii. The report must be signed by the programme treasurer.

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

6. EVENT MANAGEMENT

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

6.1 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.

6.2 Running Order of Event

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

6.3 Job scope of committees/ Functions of Various Event Committee

Each working committee must have a clear job scope to avoid redundancy, miscommunication as well as minimising errors in organising event.

6.4 Programme Agenda

Sample of Programme Agenda: *Refer Appendix*

6.5 Souvenirs/Honorarium for Speakers & VIPs

Souvenirs **OR** honorariums depend on the nature of the job of the invited speaker: as officiator, speaker, panelist, trainer, facilitator, etc. Kindly refer to OIC for the details.

6.6 Booking of Venues and Facilities

6.6.1. Students can book venues and facilities available on campus from the relevant authorities.

6.6.2. In case of the cancellation of the programme, please inform the authority accordingly.

6.7 Protocols

In any programme, the following procedures must be followed:

i. Organising formal functions

   a. The choice of VVIP must suit the occasion.

   b. The arrangement of seating must suit the guest of honour by rank or title that he/she carries.

   c. Backdrop and spelling of the important information such as date, time, guest name and title must be correct.

   d. Please consult the respective office for advice.

ii. The management of invitation of guests of honour is as follows:

   a. Confirmation of attendance (alone, with spouse or with friends) should be confirmed with the guest.

   b. Preparing the guest list and confirming the seating arrangement.

iii. Order of precedence

   a. Time of arrival;

   b. Arrangement of parking;

   c. Seating arrangement;

   d. Order of delivery of speeches; and

   e. Salutation.

iv. Determination of the order of precedence

   a. Relations to the sovereign;

   b. Senior political positions;

   c. Order of awards & decorations;

   d. High judicial, religious, administrative, professional positions; and

   e. Ambassador, High Commissioners, Envoys.

v. Seating arrangements

a. Guest of honour will sit in the middle.

b. If there is an odd number of guests- the seniority of the officials should be from the right of the most senior guest.

c. If there is an even number of guests, seniority begins from the left of the most senior guest.

d. All seats must be tagged in the hall and during refreshments.

vi. 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 wear according to what is indicated in the invitation card, or anything that is appropriate for the occasion.

vii. 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 *kompang, bunga manggar* or *selawat nabi.*

- Line reception is encouraged depending on suitability of occasion.

- Avoid something dangerous/risky for reception.

- When a royalty or minister is present, the PR Office should be consulted.

- Holding room is required for programme involving VVIPs.

viii. Checklist of programme

a. Duration of event involving VVIPs or VIPs.
- It should not be more than two hours.
- Evening functions should begin after adhzan Isya' except for *iftar.*

b. Time of arrival

- Student must be ready to receive guest/VIPs at least 15 minutes before the arrival of guest/VIPs.
- The arrival of others guest should not be more than 30 minutes before the arrival of the main guest.

c. *Du'a* / Quran Recitation

- The *du'a* should not be more than 5 minutes and the meaning should be related to the programme.
- The script of the *du'a* should be checked beforehand.
- Quran recitation is optional depending on the occasion.

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 with public relations office

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 VVIP's/VIP's.
- Consider guest needs/allergies/sensitivities.

h. Departure of the guests

- Usher guest to the car.
- Line reception as in arrival.
- Other guests depart according to seniority.

i. Master of ceremony (MC)

- Must be presentable & preferably experienced.
- Clarity in speech and proficiency in languages.
- Good health.
- Announcement should adhere to the text and running order.
- Text must be prepared by host.
- MC script should be edited by OIC.
- MC position is preferably not on stage but able to witness what is happening.
- Good knowledge of the function.
- Rehearsal of the MC script and flow of the programme.

j. Functionaries and ushers

- Have self-confidence and able to work independently.
- Physically present.
- Ability to work as a team.
- Do some homework on the guests and functions.

ix. Hierarchy of VIPs: 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 Ma'al Hijrah, Sasterawan Negara, etc.

It is advisable to consult respective office. VIP's listed from (a) to (e) can be invited for national and international level programmes only.

x. Hierarchy of VIPs: On Campus

a) Rector;

b) Deputy Rector(s) in charge of Academic Affairs, in charge of Research and Innovation, in charge of Internationalization and in charge of Student Affairs;

c) Executive Directors;

d) Campus Director;

e) Deans/Directors (Kulliyyahs/Divisions/Centres)/ Legal Adviser /Chief Librarian;

f) Deputy Campus Director;

g) Deputy Deans/Principals/Deputy Directors (Kulliyyahs/Divisions/Centres);

h) Heads (Kulliyyahs and Departments);

i) Administrative Officer (Kulliyyahs and Departments)/Fellows of Mahallah.

xi. Forms of Salutation

In the 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. In protocols 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 Minister

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:

	Yang Amat Arif	• The Chief Justice • The President of the Court of Appeal • The two Chief Judges
	Yang Arif	• Other judges of the High Court, Court of Appeal, and the Federal Court and the Shariah Court. • Judicial Commissioners
	Tuan Hakim or *Puan Hakim*	• Judges of the Session Courts
	Tuan Majistret or Puan Majistret	• Majistret Courts

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

	Titles	**Wife**	**Forms of Address**
	Tun	*Toh Puan Sri*	*Yang Amat Berbahagia*
	Tan Sri	*Puan Sri*	*Yang Berbahagia*
	Datuk	*Datin*	*Yang Berbahagia*

(Some State Awards carry the titles)

	Titles	**Wife**	**Form of Address**
	Dato'/Dato' Seri	*Datin/Datin Seri*	*Yang Berbahagia*

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

10. **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 either from the government, academic or professional sector.
Yang Terutama	Used for Head of state without "raja"/king, such as governor and also representatives of various foreign countries such as ambassadors, high commissioners and diplomats.
Yang Arif	Used for judges in civil and shariah court
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.B.	Minister/ Deputy Minister/ Parliament Secretary	Wife of Minister/ Deputy Minister/ Parliament 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*	Wife of Member *Dewan Negara,*	*Yang*

	Rakyat and Member *Dewan Undangan Negeri*	*Dewan Rakyat* and Member *Dewan Undangan Negeri*	*Berbahagia*
Y.A.A.	National Chief Judge	Wife of National Chief Judge	*Yang Berbahagia*
Y.A.	High Judge/Supreme Court Judge/High Court Judge	Wife of High Judge/Supreme Court Judge/High Court Judge	*Yang Berbahagia*
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	-	-
Sahibus 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
Normal Citizens	Sir/Brother/Gentlemen	Madam/Sister/Ladies

For further information and confirmation, students should seek advice from the respective office.

7. SOLICITING SPONSORSHIP

7.1 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); and
   vi. Charity Dinner.

b. The application should be forwarded to the OIC **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/donations must be carried out under the supervision of the **approving authorities.**
e. The name of the Y.B. Minister of Education, the Office of the Minister of 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 donations or 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.

7.2. 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.

7.3. Steps for Seeking Sponsorship

a) 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. However, special exceptions may be given on a case-by-case basis.
iv. All cheques from sponsors must be made payable to the "IIUM OPERATING ACCOUNT". (BMMB Account No.: 1407-000000-4716)
v. All cash received must be submitted to the **approving authority** to enable the issuance of receipt to the sponsors for the purpose of tax deductions.
vi. All claims of cash/cheques from sponsors must be made by the treasurer of the programme through the **OIC**. Upon receiving the cheque/cash from the sponsors, original IIUM receipt will be issued by the Finance Division to the respective sponsors.

7.4 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 area.
    ii. The brand name and company logo recognition on all the printing material.
    iii. The company's rights and benefits during the event.

7.5 How to Get Sponsor

i. Produce a creative and eye-catching **"sponsorship proposal document/package".**
ii. Identify potential sponsors, at least 10 companies. The ratio to get the sponsors is 1:10.
iii. Set appointments.
iv. Proposal presentation.
v. Follow up. (Give at least two weeks for them to respond)

7.6 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; and
x. All documents/correspondence letters must be checked by the relevant authorities.

7.7 Reimbursement of Sponsorship Cheques/Cash from Finance Division

a) Fill up the "Payment Request Form/Request for Advancement Form" and attached with the supporting document (Approval Letter and/or Financial Report).
b) The money will be given to the students through the OIC.
c) If the programme has not been organised, the application must be accompanied with the list of expected expenditure as stated in the original proposal. (Please follow the advancement procedure)
d) If the programme has been organised, an application must be accompanied with the receipts and bills. Reimbursement will be made according to the amount of expenditure. (Please follow the reimbursement procedure.)

8. STUDENT ACTIVITY RECORD SYSTEM (STARS)

8.1. Function of STARS

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

8.2. Management of STARS

8.2.1. All programmes are to be recorded in the **STARS** by the staff in-charge. Depending on who organises the programme, the record entry is made at:

i. STADD for student organisation supervised by STADD.
ii. Sports Development Centre (SDC) for sports and recreational based programmes.
iii. Respective Office of the Deputy Dean in-charge of student affairs for kulliyyah-based societies.
iv. Respective Office of the Mahallah for Mahallah-based activities.
v. Office of International Affairs (OIA) for student organisation supervised by OIA.
vi. Centre for Community Engagement and Services (CENSERVE) for community services activities.
vii. Entrepreneurship Development Centre (EDC) for entrepreneurship activities.
viii. IIUM World Debate and Oratory Centre (IWON) for debating activities.
ix. Centre for Arts & Cultural Sustainable Development (CiTRA) for cultural activities

9. 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 has to be avoided** in entertainment programmes with Islamic perspectives.

9.1 Artiste

9.1.1 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)

9.1.2 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 to discretion of the ICPG if necessary. Absolutely no cross-dressing outside of performance

9.2 Performance

9.2.1 Performing arts

a) Utterances, movements et cetera should shall not contain symbols that could be interpreted implicitly or explicitly as in contradiction with Islamic beliefs, laws and values.
b) The sensitivity of other religions, culture, race and ethnicity must always be taken into consideration.
c) Situations have to be appropriate to avoid from feelings of uneasiness from the audience listening or watching.
d) Plot narration not based on reality but fantasy is permitted, if used to impart a worthy message.

e) Humorous jokes must not be too extreme and go beyond the limit leading to fits of laughter or hysterics. Any comedy must be based on promotion of good virtues and values.
f) Humorous jokes must not be on serious matters, matters that are mourned upon and matters that degrade others.
g) Does not contain elements that are misleading or lies pertaining to certain facts, the use of harsh or obscene 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 the ICPG.

9.2.2 Singing

a) Movements, singing, utterances et cetera must not contain symbols or anything that could be interpreted 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 of harmful/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 the discretion of the ICPG.

9.2.3 Dance

a) Dance movements must not symbolize or portray implicit or explicit meanings that go against Islamic 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 a legitimate 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 for female dancers.

9.3 Song

9.3.1 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 Islamic law.
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 as it 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 ahadith 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 are forbidden.
p) Does not contain any form of insult, disrepute, abuse, slander and the belittling of others. All of this will be under the discretion of the ICPG.

9.3.2 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 area surrounding it.

9.3.3 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 the remembrance 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.

9.4 Organisation of Entertainment Programmes

a) Entertainment programmes organised **have to take into account the following aspects:**
b) Benefit and welfare of the community.
c) Suitable venue.
d) Suitable day and time that 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.
e) Getting approval from the relevant authorities before the programme is organised and also preparations for the performance.

9.4.1 Programmes organised **do not contain the following factors:**

a) Elements of ritual, sign or symbol that are against the teaching of Islam whether directly or indirectly.
b) Actions that are forbidden in Islam or any form of vice and circumstances that may lead to certain 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.

9.5 Video Clips

9.5.1 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 instil good behaviour.
d) Visual displays are respectful, well arranged and accepted.
e) Vetting and approval of ICPG for release.

9.5.2 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 questionable group

Appendix A

10. APENDIXS

➢ List of Student Organisation (As of January 2021)

❖ Gombak Campus

NO.	ORGANISATION	SUPERVISORY BODY
1.	**Main Body** IIUM Students' Union	**Office of Deputy Rector (Student Development and Community Engagement) ODRSDCE**
2.	**Uniform-based Clubs** 1. Nadi@Watan 2. Air Force Rotu IIUM (AFRI) 3. Voluntary IIUM Police Club (VIPC) 4. Civil Defense Club 5. Perwira Young Officer Army Reserved Training Club (PERWIRA)	**Uniform Body Unit, Office of Deputy Rector (Student Engagement and Community Engagement) ODRSDCE**
3.	**Special Interest Clubs** 1. Angkatan Mahasiswa Anti Rasuah (AMAR-IIUM) 2. Gerakan Pengguna Siswa (GPS) 3. IIUM Rakan Muda Secretariat 4. Intellectual Youth Club (IYC) 5. Women Affairs Association Club (WAFA) 6. Astronomy Club 7. Bursa Young Investor Club (BYIC) 8. Perintis Youth Club IIUM Chapter (PERINTIS) 9. Kelab Sahabat Anak Malaysia 10. Sekretariat Permufakatan Siswa Siswi FELDA (IIUM PERSADA) 11. Sahabat YADIM 12. Sekretariat Rukun Negara 13. IIUM Eco Club 14. Ma'aruf Club 15. Gabungan Pelajar Melayu Semenanjung Malaysia (GPMS) 16. Wawasan Club 17. Persatuan Kebangsaan Pelajar Islam Malaysia (PKPIM IIUM Chapter)	**Student Affairs and Development Division (STADD)**

	18. Persatuan Seni Silat Cekak Malaysia (PSSCM) 19. Harmoni IIUM Club (HARMONI) 20. Malaysian Red Crescent IIUM (MRCI) 21. Rover Scout 22. Interactive Ranger Club (IRC) 23. Student Facilitating Front (STUFF) 24. IIUM Pembina Chapter 25. Journalism Club 26. IIUM Wamy Chapter 27. Life Maker Society 28. Muslim Heroes Society (HOPE) 29. I Can Club	
5.	**Entrepreneurship Development Club** 1. Entrepreneurship Club (EC) 2. Social Entrepreneurship Club 3. Kosiswa UIAM 4. MyAgrosis 5. Youth Business League Society (YBL)	**Entrepreneurship Development Centre (EDC)**
6.	**Culture & Arts Based Clubs** 1. IIUM Film & Creative Production Club 2. IIUM Nasyid Club 3. Sutera Pawana Dikir Club 4. IIUM Percussion Club 5. Angklung Club 6. IIUM Andeka Cak Lempong 7. IIUM Gema Gangsa Gamelan 8. IIUM Acoustic Band 9. IIUM Poetry Club 10. Nafastari Dance Group 11. IIUM Theatre Club 12. IIUM Art Club 13. Ummul Qura 14. Al-Aqsa Friends Society 15. As-Salam Club 16. Malay Language and Literature Club	**Centre for Arts & Cultural Sustainable Development Centre (CiTRA),**
7.	**Community Services Club** 1. Anak-Anak Berakhlak Islam (Akhi Club) 2. Gemilang Club 3. Sendi Club 4. Titian Wahyu Club (TWC) 5. Caring Club 6. Perkim Club IIUM 7. Misi Club 8. Jasa Club 9. Comrade Club 10. Titian Asli Club 11. Jamiyyatu Khadamatil Quran (JKQ Club) 12. Qur'anic Youth Club (QYC) 13. Inspire Club	**Centre for Community Engagement And Services (CENSERVE)**

	14. Steadfast Club 15. U-Mission Club 16. UNESCO Club 17. Kelab Sahabat Halal UIAM (KESAH)	
8.	**Debating Clubs** 1. IIUM English Debating Club 2. Kelab Debat Bahasa Melayu (KDBM) 3. IIUM Arabic Debating and Public Speaking Club (ADC) 4. IIUM Toastmaster Club 5. IIUM Model United Nations (MUN)	**IIUM World Debate and Oratory Centre (IWON)**
9.	**Sports, Martial Arts & Recreation Club** 1. IIUM Chess Club 2. Adventure & Recreational Club (ARC) 3. E-Sports IIUM 4. Persatuan Seni Silat Gayong Malaysia Club 5. Persatuan Seni Silat Cekak Ustaz Hanafi Club 6. Aikido Club 7. Taekwando Club 8. Shito-ryo Karate-do Club	**Sports Development Centre (SDC)**
11.	**International Organisation Clubs** 1. IIUM WAMY Chapter 2. Life Maker Society 3. Muslim Heroes Society (HOPE) 4. I-Can Club	**Office of International Affairs (IO)**
12.	Ibnu Ummi Maktum (IMAC)	**Disability Services Unit (DSU)**
13.	**Kulliyyah-Based Societies** 1. Architecture Students' Society (ARCHIMIC) 2. Engineering Students' Society (ENGINIUS) 3. Law Students' Society (LAWSOC) 4. Economics & Management Students' Society (KENMSS) 5. ICT Students' Society (KICTSS) 6. IRKHS Students' Society (IRKHSSS) 7. Bachelor of Education Students' Association (BEDSA)	**Office of the Deputy Dean (Student Affairs)**
14.	**Mahallah Representative Committee** 1. Asma' 2. Hafsa 3. Sumayyah	**Mahallah Principal**

	4. Nusaibah 5. Asiah 6. Ameenah 7. Maryam 8. Halimatus Sa'adiah 9. Safiyyah 10. Ruqayyah 11. Ali 12. Faruq 13. Bilal 14. Uthman 15. Siddiq 16. Zubair 17. Salahuddin	
15.	**Interest Based Clubs** 1. IIUM Eco Club 2. Abu Hurairah Club 3. The Good Society	**Sejahtera Centre for Sustainability and Humanity**
16.	Friends of Library	**Dar Al-Hikmah Library**
17.	Tunas Alumni Club	**Alumni Relations Division**
18.	IIUM Robotic Team (IIUM ROBOTEAM)	**Kulliyyah of Engineering**

❖ **Kuantan Campus**

NO.	ORGANISATION	SUPERVISORY BODY
1.	**Main body** IIUM Students' Union	**Student Development Department**
2.	**Uniform-based clubs** Kumpulan Latihan Kelanasiswa Malaysia (KLKM)	**Student Development Department**
3.	**Debating Clubs** 1. English Debating Club 2. Kelab Debat Bahasa Melayu	**Student Development Department**
4.	**Training-Based Clubs** 1. Wawasan Club 2. Professional Huffaz Club (PROFAZ) 3. Phytotech Club 4. World Assembly Muslim Youth (WAMY) 5. PEMBINA IIUM Kuantan 6. Belia Harmoni	**Student Development Department**
5.	**Community engagement Clubs/Team** 1. Facilitator Team 2. Volunteer Team 3. PERKIM Secretariat 4. I-MAC Club	**Student Development Department**
6.	**Culture and Arts Clubs** 1. Fusion of Science and Arts (FUSCIA)	**Student Development Department**
7.	**Entrepreneurship Based Clubs** 1. Entrepreneurship Club	**Entrepreneurship Department Centre**
8.	**Sports, Martial Arts & Recreation Clubs** 1. Adventure & Recreation Club 2. Marine Recreational Club 3. Seni Silat Cekak Ustaz Hanafi Club 4. Seni Silat Cekak Malaysia 5. Aikido Club 6. Taekwando Club (ITF & WTF) 7. Shito-ryu Karate-do Club	**Sports Development Centre**
9.	**Counselling Based Clubs** 1. PEERS Group 2. IIUM Kuantan Career Team	**Counseling & Career Services Department**
10.	**Da'wah & Spiritual Based Club** 1. Imaratul Masjid (I-Masjid Club)	**Sultan Haji Ahmad Shah Mosque**
11.	**Kulliyyah-Based Societies** 1. Medical Students' Society 2. Pharmacy Students' Society 3. Science Students' Society 4. Nursing Students' Society 5. Dentistry Students' Society 6. Allied Health Sciences Students' Society	**Deputy Dean (Student Affairs)**
12.	**Mahallah Representative Committee** 1. Ummu Kalthum 2. Fatimah Az-Zahra 3. Khalid Al-Walid	**Mahallah Principal**

❖ **Pagoh Campus**

	ORGANISATION	SUPERVISORY BODY
1.	**Main body** IIUM Students' Union	**Deputy Dean (Student Affairs)**
2.	**Kulliyyah-Based Societies** Kulliyyah of Languages and Management Students' Society (KLMSS)	
3.	**Community Services Club** • Secretariat PERKIM IIUM Pagoh	**Mahallah Principal**
4.	**Sports/Recreation/Martial Arts Club** • IIUM Shitoryu Karatedo Pagoh Club	
5.	**Entrepreneurship Clubs** • KLM Entrepreneurship Club (KEC)	
6.	**Culture and Arts Clubs** • Independent Performing Arts Club (InPAC) • Language Club • Family of Artistic Matters Entertainment (FAMe)	
7.	**Mahallah Representative Committee** • Zaid Bin Harithah	

Appendix B

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

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يونيورسيتي إسلام انتارابغسا ملايسيا

(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 | Page

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

Appendix C

➢ **Manual of Financial Policies and Procedures (Venue Rental)**

Document No: IIUM/FINPOL-01		**Policy No: 4**
Effective Date 12th July 2012	**VENUE RENTAL AND DISCOUNT RATE**	**Version No: 01** **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%

Appendix D

➢ **Manual of Financial Policies and Procedures (Accommodation)**

All budgets for the activities should follow the following suggested budget norms:

1. **FOOD AND REFRESHMENT**

   1.1 Rates for refreshment are allowed for approved student activities and programs and as approved by the University Authorities from time to time.

2. **PRIZES/SOUVENIRS**

   2.1 Rates permissible for prizes/souvenirs for sports, VIP/dignitaries from outside of IIUM and other events will be in accordance with the circular on rates approved by the University Authorities from time to time.

3. **TRANSPORTATION**

   3.1 Transport facilities for approved activities are allowed internally or arranged through the STADD Office.

   3.2 Otherwise for individual and group travel, fare for cheapest means of transport will be reimbursed.

4. **STATIONERY/PRINTING**

   4.1 Stationary for approved activities may be purchase by respective cost centre via procurement or reimbursement basis.

   4.2 Printing of files and others necessary pamphlet can be arranged by respective cost centre via procurement or reimbursement basis.

5. **MEAL ALLOWANCE AND ACCOMMODATION**

   5.1 For approved outstation activities, the students' meal allowance for activities within and outside of Malaysia will be determined by the University Authorities from time to time.

   5.2 Individual rates for accommodation are allowable for outstation accommodation and will be determined by the University authorities.

Appendix E

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



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يونيبرسيتي إسلام انتارابغسا 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: (Rujukan Kami) — *Date:* (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

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

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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.

Office Address: Management Services Division, Level 3, Administration Block, International Islamic University Malaysia, Gombak, Selangor Darul Ehsan, Malaysia.
Tel: 03-6196 5556 / 6196 4000 Fax: 03-6196 6998 / 6196 6997
Correspondence Address: Management Services Division, International Islamic University Malaysia, P.O. Box 10, 50728 Kuala Lumpur, Malaysia.

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. IHILMI 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

Appendix F

➢ **Sample of Letter**



STUDENT AFFAIRS AND DEVELOPMENT DIVISION (STADD)

Reference No. : IIUM/206/12/2/1- SPM(P)08/02/2021 Date : 8/2/2021

Sr. Atiqah (60173206009)
Mahallah AMINAH
International Islamic University Malaysia

Assalamulaikum Wrt. Wbt.

Dear Sister,

APPROVAL OF STUDENT'S PROGRAMME – SPM(P)08/02/2021

May I draw your attention to the above matter.

We are pleased to inform you that the Division has approved your proposal to organise the following programme:

Name of programme:		**AMINAH'S ISLAND OF TRADITIONAL GAME**
Date	:	**27-Feb-21 to 13-Mar-21**
Organiser	:	**MAHALLAH AMINAH**
Venue	:	**MAHALLAH AMINAH**
Reports due date	:	**27-Mar-21**

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

a) Any correspondence (s) should quote the above reference no. SPM(P)08/02/2021
b) Appointment of STADD officer and/or a staff from either Mahallahs or Kulliyyahs as advisor.
c) **RM400.00/- from MAHALLAH AMINAH (S-136-0035). Payment payable to DR. NOOR AZIZAH MOHAMADALI**
d) Any correspondence (letters) to outsiders must be through STADD office.
e) A report (financial & programme) must be submitted to the STADD office within two (2) weeks after completion of the programme. In the absence of the reports, the SPAC has decided to **hold on the approval of all activities proposed by your clubs/association** in the near future.
f) No fund will be maintained and no collecting any money or property from any source conducted.
g) All programmes must be conducted in English or Arabic only except for programmes organised by clubs that are based on Bahasa Melayu, programmes involving school children outside campus and programmes which are to be broadcasted via television or radio.
h) **The officer in-charge is empowered to supervise and stop the programme in the event it deviates from the original proposal submitted to the relevant authorities or if the programme becomes detrimental to the image of the University.**

Thank you. ***Wassalam.***

HAFSAH MOHD YUSOFF
Director
Student Affairs & Development Division

c.c : Manager in-charge ***(Please ensure that organizer to comply with all the conditions stated above and the report of the programme should be submitted within the period mentioned)***



Office Address: Student Affairs and Development Division (STADD), Level 2, Muhammad Abdul-Rauf Building, International Islamic University Malaysia, Jalan Gombak, 53100 Kuala Lumpur.
Mailing Address: Student Affairs and Development Division (STADD), P.O. Box 10, 50728, Kuala Lumpur, Malaysia
Tel: +603-6421 4087 / 5473 / 4096 | Fax: +603-6421 4859 | **Website:** http://www.iium.edu.my/stadd

Appendix H

➢ 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 confectioneries, 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 Responsibility of the Organiser.

The Organiser is required to observe the following:

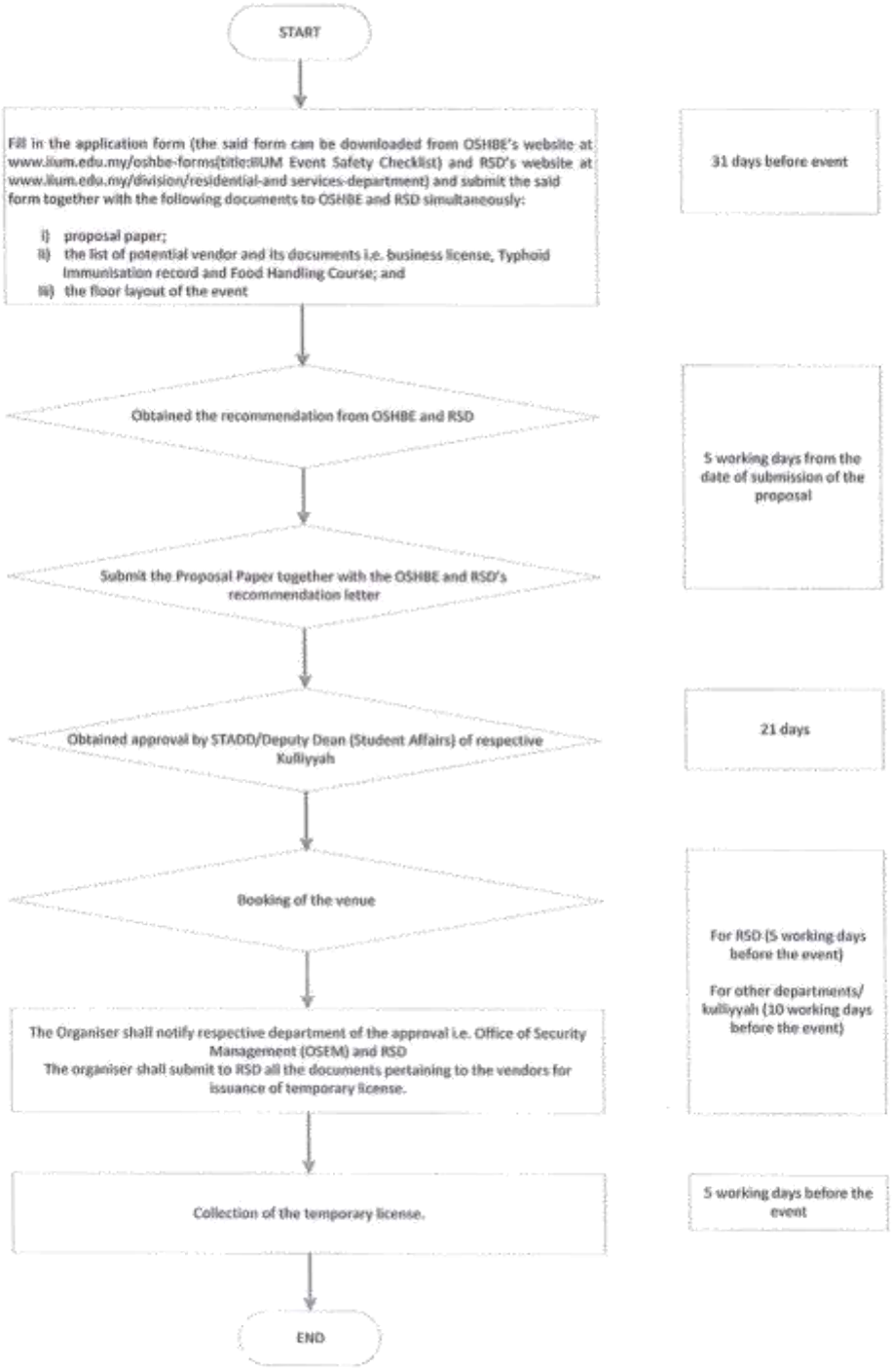
1) To prepare and ensure that the vendors execute the agreement as per sample provided by the RSD;
2) To monitor the daily activities of vendors;
3) To ensure the vendors adhere to the regulations including displaying temporary license certified by the RSD;
4) To reserve parking area for vendors;
5) 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.

ATTACHMENT A

WORK FLOW FOR BAZAAR ACTIVITIES



ATTACHMENT B

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.

ATTACHMENT C

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.

ATTACHMENT D

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.

ATTACHMENT E

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 IIUM 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;

_____

Nama:
Tarikh:

Disahkan Oleh;

_____

Nama:
Tarikh:

Lampiran

PANDUAN/ ADAB BERPAKAIAN



KESALAHAN GAMBAR A

- Kain yang dipakai terlalu singkat.

Menurut riwayat Imam Tarmizi dan Nasa'i, dari Ummu Salamah r.a. 'Ya Rasulullah, bagaimana perempuan akan berbuat kain-kain mereka yang sebelah bawah?'
Sabda Rasulullah S.A.W.: 'Hendaklah mereka memanjangkan barang sejengkal dan janganlah menambahkan lagi kerananya'.

KESALAHAN GAMBAR C

- Tudung tidak menutupi dada.
- Lengan blaus pendek.
- Tidak bersarung kaki.
- Kain yang dipakai terlalu singkat.

'Sesungguhnya, sebelangan ahli neraka ialah perempuan-perempuan yang berpakaian yang berpakaian tetapi yang telanjang yang condong pada maksiat dan menarik orang lain untuk melakukan maksiat. Mereka tidak akan masuk syurga dan tidak akan mencium baunya.'
Riwayat Bukhari Dan Muslim

KESALAHAN GAMBAR E

- Tudung tidak menutupi dada.
- Tidak bersarung kaki.
- Pakaian ketat menampakkan susuk tubuh.
- Blaus yang dipakai singkat.

'Katakanlah kepada perempuan-perempuan yang beriman, hendaklah mereka menundukkan pemandangan mereka dan menjaga kehormatan mereka...'
Surah An Nur, ayat 31

KESALAHAN GAMBAR B

- Tudung tidak menutupi dada.

Allah S.W.T. berfirman dalam Surah An Nur, ayat 31 bermaksud: "...hendaklah mereka tutupkan tudung (selendang) mereka ke leher dan ke dada mereka..."

KESALAHAN GAMBAR D

- Pakaian ketat dan menampakkan susuk tubuh.

Rasulullah bersabda; yang bermaksud: "...hendaklah kamu menurunkan dia baju yang panjang dan longgar itu."

- Selekan yang jelas dijihat (lipstik)

Allah S.W.T. berfirman dalam Surah Al 'Araf; ayat 31, bermaksud: "...pakailah perhiasanmu pada setiap waktu sembahyang. Makanlah dan minumlah dan jangan melampaui batasan."

KESALAHAN GAMBAR F

- Lengan blaus pendek.
- Tidak bersarung kaki.
- Kain yang dipakai berbelah di depan (Slit)

'Barang siapa yang memakai pakaian yang mengelok maka, maka Allah S.W.T. akan memberikan pakaian kehinaan di hari akhirat nanti.'
Riwayat Ahmad, Abu Daud, An Nasa'i dan Ibn Majah

RESIDENTIAL AND SERVICES DEPARTMENT

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

STUDENT BAZAAR FORM

(Please fill in the form)

1. **PROGRAMME**

   i. Name of Programme : .....

   ii. Name of Organiser/s : .....

   iii. Date of Programme : .....

   iv. Operation Time : .....

   v. Programme Manager :..... Matric No.: .....

   vi. Contact No. : ..... Email.....

2. **TYPE OF BUSINESS**

   i. Proposed Venue : (Please tick (✓))

   ☐ Convest Hill

   ☐ Junction 8 (parking)
   (Junction to Mahallah Aminah & Hafsa)

   ☐ Others: specify.....

ii. List of business:

Tick (✓)	Type of Business	Details product	Total Unit
	Food Truck		
	IT Gadgets		
	Apparels		
	Souvenir		
	Cakes & Confectioneries		
	Titbits/Snack		
	Drink bottled/canned		
	Others:		

**Convest Hill: 10 non food stalls and 10 food trucks ONLY*
**Junction 8: Maximum 8 food trucks ONLY*

3. RECOMMENDATION

i. ADVISOR/ COORDINATOR

Remarks: .....

Signature and stamp : .....

Date : .....

ii. DIRECTOR/ DEPUTY DIRECTOR OF RESIDENTIAL AND SERVICES DEPARTMENT

Remarks: .....

Signature and stamp : .....

Date : .....

Notes:

** Recommendation of Student Bazaar shall be obtained prior to the submission of programme proposal.

** Payment shall be made seven (7) days to IIUM Operating Account (**Bank Muammalat Malaysia Berhad 1407-0000004-714-6**) prior to the programe.