2. STUDENT ORGANISATION

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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

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 Kulliyya
4.	**Club**	Student organisation initiat a group of students with sp interests.
5.	**Group**	Culture and arts group.
6.	**Team**	a group of students formed the department to run cert projects such as communit service work.

7.		**Secretariat**	a student organisation w is formed and linked to certain government or non government organisations.
8.		**Mahallah Representative Council**	Student organisation estab at each *Mahallah.*

2.3 The term student organisation

The term **'student organisation'** is used throughout this guideline to also refer to any club.

2.4 List of Student Organisation

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

1. 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.

1. 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

2. 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: -

1. Level of programme – international, national, university or student organisation level;

2. Level of participation – main committee, committee or participant;
3. Achievement in competition; and
4. Level of membership in student organisation – main committee, committee,
5. 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.
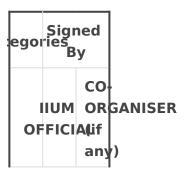
2.7.3. Convocation Award

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.
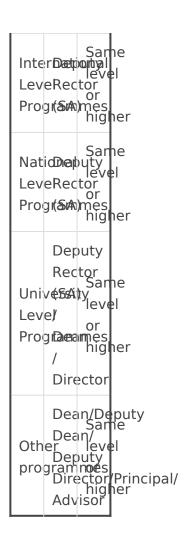
2.7.4. Certificates

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) / Deans / Director	Same level or higher
Other programmes	Dean/Deputy Dean/ Deputy Director/ Advisor	Same level Principal/ higher

Note: The Rector will sign academic scrolls only.

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

1. Programmes without approval from the University authority;
2. Leisure programmes;
3. Social gathering/dinner;
4. Briefing;
5. Attending AGM; or
6. 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.