

# 4. MANAGEMENT OF PROGRAMMES

- 4.1 Categories of Programmes
- 4.2. Level of Programme

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## 1. Niche of Programme

1. Uphold the mission and vision of the University in all possible dimensions
2. Inculcate the spiritual enhancement dimensions towards a better Muslim
3. Enhance individual awareness on the role of khalifah through events/programmes organised.

## 2. Student-Driven Programmes

1. 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.

## 3. Department-Driven Programmes

1. 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. Invitational Programmes

1. 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.
2. 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.

## 5. Joint Programmes

1. 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 programme	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 only	Refers to programmes whose participants are from IIUM only.
4.	Student organisation Level	Refers to programmes whose participants are one of the student organisation only.

