Student Organisation Handbook
(Procedures & Guidelines)
2020

**VISION AND MISSION STATEMENT
OF UCSI UNIVERSITY**

VISION STATEMENT

To be an intellectually resilient praxis university renowned for its leadership in academic pursuits and engagement with the industry and community.

MISSION STATEMENT

- To promote transformative education that empowers students from all walks of life to be successful individuals with integrity, professionalism and a desire to contribute to society.

- To optimise relationships between industry and academia through the provision of quality education and unparalleled workplace exposure via Praxis Centres.

- To spearhead innovation in teaching and learning excellence through unique delivery systems.

- To foster a sustainable culture of research, value innovation and practice, in partnership with industries and society.

- To operate ethically at the highest standards of efficiency, while instilling values of inclusiveness, to sustain the vision for future generations.

PREFACE

The Student Organisation Handbook (Procedures & Guidelines) is designed to assist the student organisations of UCSI University to be familiar with the practices of the University on a wide range of matters; from forming an organisation to organising events. However, for further clarification on all procedures or guidelines, students will need to refer to the Student Activities & Recreation (SAR) Department under the Student Affairs & Alumni (SAA) Division. It is the responsibility of every student to comply with and abide by all the procedures and guidelines as stipulated in this handbook.

The responsibilities of the SAR are as set out below:

- To provide guidance and support to the Student Council (SC);
- To approve and monitor Student Organisations and events;
- To approve and monitor the Extracurricular Learning Experience (ELE) pointing system;
- To encourage students to participate in some form of physical recreation. Students can participate in a wide array of individual and team sports - in the inter-varsity games and intramural games, among others;

The obligations and undertakings of a student are as follow:

- To understand and comply with all the rules, regulations, procedures and guidelines stated in the **Student Organisation Handbook (Procedures & Guidelines);**
- To behave and act in a responsible and orderly manner at all times and avoid engagements in actions that will disrupt the academic environment;
- To maintain regular contact with the SC or SAR, and duly notify them of any difficulties encountered to obtain the necessary advice;
- To adhere to all deadlines set by the SC or SAR; and
- To respond to reasonable requests from staff without any undue delay.

The University has the right to amend or remove any part of this Handbook or its content, in line with the University's policy and to comply with the government's regulations and requirements, from time to time.

ABBREVIATIONS

AGM	Annual General Meeting
CD	Compact Disc
DVC	Deputy Vice-Chancellor
E.G.	Example
ELE	Extracurricular Learning Experience
ETC.	Et cetera
GCA	Group Corporate Affairs
GLMO	Group Logistics Management Office
ID	Identity
I.E.	That is
OC	Organising Chairperson
OVC	Organising Vice Chairperson
SAA	Student Affairs & Alumni Division
SAR	Student Activities & Recreation Department
SC	Student Council
SO	Student Organisation
SWA	Scholarship Work Assignment
VC	Vice-Chancellor
VP	Vice-President

WORKING DEFINITIONS

Business Unit	Academy/Centre/Faculty/Institute/School/Department/Unit/Programme

STUDENT GOVERNMENT

Definition

A Student Government is an organisation of students, by students, and for students. Among the various roles and functions of the Student Government, the following four (4) represent the main aims:

1. To provide services and organise activities for the student body;
2. To develop programmes that offer opportunities for students to enhance their life skills such as leadership, communication, entrepreneurial, and event management skills, to name a few;
3. To serve as the official "voice" of the students and to advocate on their behalf to the Management Board of the University; and
4. To assist decision makers who have the power to affect the student body by gathering and providing data and information that is relevant to the positive learning experience of the student body.

The Student Government body can be divided into two (2) primary groups: The SC and the Student Board.

The SC is a full student government that oversees and balances all the programmatic and advocacy efforts relevant to all the students of UCSI University, both in the main campus as well as those of the branch campuses. It will be based in the main campus i.e. in Kuala Lumpur.

A Student Board will be formed in each branch campus of UCSI University, under the purview of the SC. The Student Board will act and operate as an extension of the student government of the University. While serving the primary needs of the students at the branch campuses, it will also play a key role in being the voice – primarily of the students in their respective campuses – as well as representing the overall good of the entire student body (both for the main campus as well as the branch campuses).

STUDENT ORGANISATION

Definition

Student Organisations that are registered under and are approved by the SC and the SAA will be recognised as the official student organisations of the University. Each student organisation shall have its own function and caters to a wide range of interests and groups.

Organisation Categories and Classification

Organisation Categories

The Student Organisations shall be classified as either an Independent or a University Organisation.

Independent Organisations

Independent Organisations are formed out of the interest of students. They are not necessarily affiliated to any UCSI University business unit.

Advisors are staff members of the University and serve on a voluntary basis. The advisors choose to work with the organisations on their own time but are subject to the approval of their immediate work supervisors.

University Organisations

University Organisations are affiliated with a business unit of the University. The sponsoring faculty, school, department, unit or programme acknowledges the organisation as part of its activities. The dean of the faculty, head of department, unit or programme will assign a staff member to provide advice on and oversee the organisation's activities.

These organisations will sponsor activities that fully relate to the goals or objectives of the faculty, school, department, unit or programme, to which they are affiliated.

The faculty, school, department, unit or programme may, but is not required to, provide office space, University email account(s), financial allocation and/or other administrative support to the organisation.

The membership of the University Organisations may only encompass the current registered UCSI students as defined by their respective constitutions.

Organisation Classifications

Course-related

Course-related Organisations are, more often than not, under the category of a University Organisation. These organisations are formed for a specific purpose and target audience; their course/faculty students. The advisors for the Course-related Organisations are also faculty or staff members of the respective course/faculty.

Cultural & Religious

Cultural and Religious Organisations are made up of a group of people who are focused on the same cultural/social background and learning.

External Affiliates

External Affiliate Organisations are those of which are affiliated to other associations/clubs/societies legally registered outside of UCSI University. These External Affiliate Organisations within UCSI University are usually branch associations/clubs/societies or a student chapter of the external party.

International Students

As UCSI University has a wide range of students from all over the world, the International Student Organisations are specifically formed by the international students for the international students from their own respective countries.

Recreational

To cater to the students with diverse interests, the Recreational Organisations are formed for them to get together for a common interest that is usually not related to academics.

Sports

Sports Organisations are sports-related and cater to students who are interested in physical and athletic activities. These clubs include both indoor and outdoor sports.

Student Organisation Formation

General

Any current full-time student who is interested in forming an organisation can do so by submitting a Student Organisation Formation Proposal via the ELE Portal together with the Student Organisation Registration Form and the documents below:

i) Organisations Constitution
ii) Advisor Verification Form

To initiate the formation of an organisation, applicants must first obtain 15 students who are also interested to form that organisation. This list of students will also form the Executive Committee. The applicants must also secure an advisor who is currently employed as a full-time staff in UCSI Group. This staff must then complete and sign the Advisor Verification Form. The advisor shall read and understand the Student Organisation Advisor Guideline (refer to Appendix 2).

An email will be sent to the applicant upon approval by the SC and the SAA. With this, the application process is completed.

Please refer to the ELE Portal Briefing for Student Organisations for the online process.

Probation Period

Once a new student organisation has been formed, the student organisation will be under a probationary period of SIX (6) MONTHS.

Renewal of Registration

In order to renew the registration of the student organisation, an Annual General Meeting (AGM) must be conducted.

Through the AGM, the student organisation shall meet, discuss, and then provide the SC and the SAA with the Student Organisation Renewal Form.

Besides the renewal documents, the outgoing officers of the student organisation will have to submit an annual report after the AGM, which includes financial status and AGM meeting minutes.

The SC President will determine if a student organisation is to be renewed based on the performance of the student organisation and its contribution to its members and to the University. The SAA may endorse the renewal of a student organisation upon the recommendation of the SC President.

It is expected of the student organisation to abide by all the rules and regulations provided to them. The student organisation may not be renewed should there be any breach of the student organisation's constitution, the SC's Constitution, the Student Organisation Handbook (Procedures and Guidelines) or rules and regulations of the University.

Annual General Meeting

This section will explain the process of conducting an AGM whereby each student organisation shall perform the AGM based on the given guidelines.

Before the AGM of each student organisation, the outgoing officers are to refer to their respective student organisation's constitutions for the terms and conditions of their election process.

Described in the table below is the process of an actual AGM:

Activity	Detail
Introduction of student organisation	AGM chairperson to provide the members of the meeting with a brief introduction and explanation of the student organisation.
Opening remarks from student organisation President (current board)	This section would be for the President to address the meeting as an outgoing President.
Remarks from student organisation advisor	The advisor of the student organisation shall address the meeting. The advisor must also confirm with the student organisation whether he/she is to continue his/her term as the advisor.
Report on status of student organisations	The chairperson shall give a report on the details below: i. Past events ii. Financial status iii. Membership development
Amendment of constitution (if applicable)	As any amendments of the student organisation constitution require a certain quorum to pass, it would be best for decisions to amend the constitution be made at the AGM. For this, the chairperson shall read out the amendment of the constitution to the meeting and request for a vote.
Nomination and Election	The AGM shall determine the top four (4) positions of the student organisation namely; President, Vice-President, Secretary and Treasurer. The procedure is as below: i. Open for nomination ii. Closure of nomination iii. Request for votes iv. Announcement of results
Closing remarks from student organisation President (new board)	This section would be for the new President to address the meeting as an incoming President.

MEMBERSHIP RECRUITMENT

General

A student organisation can, at any time, organise a membership recruitment drive. It is up to the creativity of the student organisation to recruit their members. As with any event, the student organisation is required to submit an event proposal to the SC to organise the membership recruitment drive.

Orientation

Each Orientation for general intakes – in January, May, and September – can provide a platform for all student organisations to be seen and heard by all the new students who have joined the University.

Clubs Day

Organised by the SC, Clubs Day is another platform that is specifically organised to promote all student organisations among the UCSI student community for the purpose of membership recruitment.

Each student organisation is responsible to open a booth on Clubs Day, which is generally held at the beginning of every new semester intake. Clubs Day is the event where all the student organisations come together to promote their organisations, events, and also carry out fundraisers while recruiting new members.

SUSPENSION/REMOVAL OF STUDENT ORGANISATION

Suspension

A formal letter of suspension will be issued by the Head of Student Activities & Recreation to inform the student organisation of the suspension with the justifications included. The suspension duration of a student organisation is maximum six (6) months with immediate effect from issuance of the letter.

The suspension of a student organisation will lead to the following:

1. Organising/co-organising events will be prohibited
2. No invitation or permission to attend Council Meetings
3. Loss of voting rights
4. No funding supports

A student organisation that has been suspended three (3) times will lead to a removal after the fourth suspension.

The reinstatement of a student organisation after a suspension order will only be approved when the following actions have been taken:

1. Student organisation to have a meeting with the SC President or Deputy President and staff member of SAA
2. Resolve of issue(s) that led to suspension
3. Completion of relevant documents (if applicable)
4. A reinstatement fee of RM 100

Removal

A formal letter of removal will be issued by the Head of Student Activities & Recreation to inform the student organisation of the removal with the justifications included. Once a student organisation is removed, it will be completely deregistered and will no longer be an official organisation under the SC.

The removal of a student organisation will lead to the following:

1. All entitlement to privileges as a student organisation will be revoked.
2. Any approved events will be revoked.
3. Remaining funds of the student organisation will be directed to a charity organisation of the student organisation's choice. Should the student organisation be unable to provide a charity organisation of their choice, the funds will be directed into the UCSI University SC account.

Any infringement – of the student organisation's constitution, the SC's Constitution, the Student Organisation Handbook (Procedures & Guidelines) or rules and regulations of the University – will lead to the suspension or a

removal of the student organisation. Any infringement during the probationary period may lead to the dissolution of the student organisation.

Student organisations may appeal against the action of suspension or removal with the Deputy Vice-Chancellor of Student Affairs & Alumni within 3 days from the issuance of the letter of suspension or removal.

EVENT ORGANISING

Event organising is comprised of a few steps, namely, planning, pre-event preparation, actual event and evaluation. In this section of the handbook, the processes of each step will be explained to guide the student organisation. Depending on the nature of the event, organising can also be more of a cycle whereby a post-event mortem can also help with the planning of the next event.

Event Organising Process

Student organisations that are interested to organise an event must first plan ahead on the idea of their activity/event. Once they have the general idea, the organising committee is to create an event proposal on the ELE portal (http://www.ucsiuniversity.edu.my/ecas).

Step	Description/Guideline	Timeframe
Stage 1:	Student submit proposal of event in ELE Portal. (Refer to the manual for instructions) ***You are not allowed to publicise the event or collect any payment for the event before the proposal is being approved.***	a) Normal events – 1 month in advance
Stage 2	Speaker Approval: After you submit the proposal in ELE Portal, if an external party is invited to give a talk to the student population in your event, submit the speaker approval form to SAA immediately. Proposal will not be process and will be rejected if the speaker approval form is not received by SAA. Process: Obtain the Speaker Approval Requisition Form, fill in the form accordingly, get advisor signature, attached together with the speaker profile and a brief content of the talk, then submit to SAA.	b) Intervarsity events – 2 months in advance c) Event involving ambassadors or government bodies – 3 months in advance of the publicity period
Stage 3	Student Organisation President approve the event in the ELE Portal	
Stage 4	Student Organisation Advisor approve the event in the ELE Portal	
Stage 5	Conditional Approval by Student Affairs & Alumni At this stage, the organising chairperson of the event will receive a conditional approval email from Student Affairs & Alumni. Upon recipient of this email, you can start the preparation of your event, but you should not publicise the event at this stage, publicity of event can only start after the event had obtained full approval (Stage 8)	Around 7 working days

| Stage 6 | **Booking of venue (only for event using internal UCSI venue)**

Step 1: Forward the conditional approval email from SAA to Ms. Mariamma of logistic office (mariamma@ucsigroup.com.my) together with the details of your venue booking (date, time, venue, layout plan)

Step 2: Ms. Mariamma will reply to your email, confirming the availability

Step 3: If the venue is available, obtain the venue booking form online or at Student Affairs & Alumni counter, get the signature of your club advisor on the form and submit to SAA.

Step 4: Ms. Mariamma will confirm your venue booking after she received the form.

Booking of Vehicle (If any) (No UCSI Bus available during weekdays)

Step 1: Forward the conditional approval email from SAA to Mr. Krishnan of logistic office (krishnamurthy@ucsigroup.com.my) together with the details of your vehicle booking (date, time, destination, type of vehicle needed, Google Map from UCSI To the destination)

Step 2: Mr. Krishna will reply to your email, confirming the availability

Step 3: If the vehicle is available, obtain the vehicle booking form online or at Student Affairs & Alumni counter, get the signature of your club advisor on the form and submit to GLMO.

Step 4: Mr. Krishna will confirm your vehicle booking after he received the form, with the driver details.

Confirmation of Publicity Material (if any)

All publicity material that you plan to use during your event (event t-shirt, poster, flyer) must be approved by the Student Affairs & Alumni and Group Corporate Affairs (GCA), send in the draft in editable format (not JPG/PDF) by replying the conditional approval email.

You are not allowed to use UCSI University logo without the approval from SAA, if found, disciplinary action will be taken against you and your organisation.

Application of SWA (If required)

If you need SWA point, please email your programme flow to SWA Admin (swa@ucsiuniversitytrust.com), the admin will review your request and reply you by email. | |
|---|---|---|
| Stage 7 | Once all of the process done in Stage 6, fulfil all the conditions stated in the "Conditional Approval Email". | |

Stage 8	**Full Proposal Approval by Student Affairs & Alumni** Once SAA officer confirmed all the conditions stated in the "Conditional Approval Email" is fulfilled, SAA Officer will review and complete the final approval, you will receive an "Full Approval Email" together with ELE Stamp of your event (if any) via your official student email. After you receive the full approval email, you may starts your publicity. SAA reserve the rights to cancel your event even after the full approval, at any given time, if there is any violation of policies/rules/regulations found.	1 to 3 working days
Stage 9	Publicity Period: General Guideline for registration of participants: When an event is based on specific target participants, the organising committee must ensure to have a registration list prepared. This is to ensure that the organising committee has proof and statistics in relation to the event. Tickets or receipts are also of importance if there is any form of payment for the event. For events such as camps, site visits or any external and/or dangerous activities, **<u>a disclaimer form</u>** must be issued by the organising committee to the registering participants, get all participants to sign on the disclaimer form before the trip departure. Details such as emergency contact numbers should also be taken into consideration. The organisation must protect the personal data of all the participants that is collected from the organisation's event or activity, student organisations are NOT ALLOWED to send any personal information of the participants to any party, including but not limited to any external collaboration partner, individual or company that the student organisation is working with to organise the event, this is a violation of Personal Data Protection Act, any violation of this rule will be subject to disciplinary action against the president of student organisation and organising chairperson of the event. **Ensure that participants who require ELE points are registered into the ELE portal. Refer to ELE Portal Manual for Student Organisations for more details.**	Publicity can start maximum 30 days before the event date
Stage 10	Event Rehearsal/Setup 7 days before the Rehearsal Date, please double confirm your setup (Venue setup, multimedia setup), timing, etc. with logistic office person in charge.	One working day before the event date
Stage 11	Event Day General Guideline: On the actual event, it is most important that the pre-planned steps be followed	

accordingly. Final checks can be done such as ensuring all audio and visual items are functioning well, necessary manpower have arrived and in designated positions and materials such as speech or emcee script are available, to name a few.

Although said to follow plans accordingly, there are various other factors that may cause disruption to the flow. In these cases, the backup plan will come in handy or the organising committee will have to be flexible to attend to the matter in a way to minimise problems.

The advisor of the student organisation must also be present at the event as a show of support and also to be on standby in case of any emergencies during the event. Should the advisor be unable to attend the event, he/she must appoint another staff representative to be at the event.

The event committee must also take the attendance of participants and committee in the ELE portal to ensure that the participants can submit their reports after the event. Refer to ELE Portal Manual for Student Organisations for more details.

| Stage 12 | After Event Review

All event committee listed in the proposal will have the access to submit Event Review Report in ELE Portal. Please submit the event review report in ELE Portal, and submit all receipts (Including sponsorship, participation fee collected and all payment made) to the President and Advisor of your Student Organisation for verification, after your submission of report in ELE Portal. Please ensure that the President and Advisor review and approve the Event Review Report in a timely manner after you submit the report. | Within 30 days after the event date |

Early submission will allow time for amendment and better planning. Any submission that is less than the given timeline will also lead to the rejection of the proposal by SAA.

The UCSI University management also reserves the right to postpone or cancel an activity/event at any given time.

How to fill in the event proposal:

The following guideline will assist in the details of which to enter in the proposal. For information on how to access the system and technical matters, refer to the manual available on https://www.ucsiuniversity.edu.my/students-activities-and-recreation .

Title	Description
Organised By	The option to select the student organisation will be directly linked to approved student organisation membership.
Event Date	State the exact date(s) of the event. Attendance marking on the system will be affected by the stated date(s).
Publicity Period	State the dates where you will start accepting registration of participants. Registration of participants on the system will be affected by the stated dates.
Venue	Proposed venue of the event. Take note that this does not confirm the availability or booking of the venue.
Total Hours	The total hours should only include activity time. Programmes such as registration, travelling, meals and rest is not included.
Event/Competition Level	The level of the event/competition is subjected to the participants.

Title	Description
Objective(s)	Details on what the organising committee plans to achieve from the event. E.g. Creating awareness, fund-raising, to educate on a certain topic.
Organising Committee	Names and contact details of the top organising committee must be provided for communication purposes.
Internal/External Guest(s) List	List the names of the guests to ensure that the proper protocol is carried out accordingly.

In the event where there is an external guest – and if his/her stature is that of a minister or higher, the VC must be invited to the event. When the VC is invited to attend a function, it would be customary that:

i) All his/her deputies (i.e., DVC) are invited (may include entire Top Management Team), **OR**

ii) The relevant DVC(s) is (are) invited. (e.g., where it is academically focused as in the "Ring Ceremony" for the engineers – DVC of Academic Affairs and Support may be appropriate).

Any invitation sent out to the VC /DVC(s) should follow the below criteria:
   i) Obtain approval from the Head of Student Activities & Recreation before sending any invitation
   ii) Invitation to be sent one (1) month in advance of event.
   iii) Inform them of their role (e.g. guest/witness/welcome speech/opening ceremony).
   iv) Should the VC be invited to give a speech, the draft speech must be done by GCA.
   v) Finalised itinerary must be provided to the VC/DVC one (1) week in advance of event.

Title	Description
Programme	The programme outline can also be more known as the itinerary of the event day itself. The details should be of the basic activity titles and the time frame. Insert the time frame of each programme such as: 8am – 9am : Registration 9am – 12pm : Seminar Part 1 12pm – 1pm : Lunch 1pm – 3pm : Seminar Part 2 3pm – 3:30pm : Photography and Closing
Proposed Budget (Revenue)	Key in every form of revenue/income. This may include sponsorship in terms of goods and products as well.
Proposed Budget (Expenses)	Key in every form of expenses. Sponsored items to be given out should also be placed in the expenses.

The description section of the event proposal is for the organising committee to provide more in-depth details of the event. Each sub-section of the description should be carefully written in detail so that the proposal is easily understood without having the organising committee to explain in person.

Title	Description
Introduction of Event	Give a short brief of the whole event.
Mode of Registration	Explain how registration of partipants will be done. E.g. Online, booth, payment methods.
Publicity Execution	Explain how publicity will be carried out.
Sponsorship	List the items/companies in which you plan to approach.
Security	In event of major events, explain how the security and safety of participants is ensured. E.g. First aider, traffic controller,
The Overall Process of Event Day	Describe the flow of the whole eent.
Details of Activities	Describe and give more details of each activity stated in the programme flow.
Work Scope of Event Organizing Committee	Explain what each of the committee roles should do. This will assist in the progress of your planning so that each committee knows what should be done and that each task that should be done is held responsible by a specific person.

EXPECTED LEARNING OUTCOMES

Fill-in your Expected Learning Outcome

Event Committee (Overall)

No	Outcomes		Approved
1	Effective Communication Skills		☐
2	Creative & Critical Thinking Abilities		☐
3	Ethical & Civic Responsibility		☐

Give an explanation on what the committee and participants will learn based on your event. The expected learning outcome must be directly benefited from the activities of the event. Explanations such as "the participants can talk to the person next to them" under "Effective Communication Skills" is not accepted.

Take note that the ELE points will be directly affected by the explanations and the approval of those explanations. The approved points for committee and participants will differ based on their individual learning outcomes. For more information on the ELE system and pointing system, please refer to the Extra-curricular Learning Experience Handbook (ELE).

ECA POINT REWARD / SWA HOURS REQUSITION

SWA Hours	Yes ▼
If YES (Please tick the relevant category	☐ Camp
	☐ Seminar / Workshop / Talk
	☐ Facilitate in Campus Event
	☐ Performing Arts for Event
	☐ Represent School / Faculty for Event i.e. Competition
	☐ Community Service / Project
	☐ Others

ECA Points	Committee	
	Participant	0

An event committee may request for the allocation of the SWA hours although the hours that an event committee can offer is only for the category of the Student Development Programme and Activity. Participants and committee members can collect both ELE points and SWA hours for a single event.

The request for SWA hours must be submitted by the organising committee to the UCSI University Trust office for allocation and approval.

Proposal Approval

Once the proposal has been submitted through the system, the President and Advisor of the SO must first approve the proposal. The processing timeline of approving the proposals will take a minimum of 7 working days after the approval from the Advisor of the SO. After approval from the Advisor, the final approval will be from SAA.

Take note to always check the status of the proposal. Proposals that are rejected by either party will be made available for the submitter to edit the proposal and resubmit. Note however that the process of approval will be extended if there are constant amendments.

Once approved, an email notification will be sent to the student email (100xxxxxxx@ucsiuniversity.edu.my) of the OC with confirmation of the event details and the ELE e-stamp, if applicable. The organising committee may then begin executing the event.

SO are not allowed to conduct any activity without the approval from the Student Affairs & Alumni.

Pre-Event Preparation

1. Publicity Items

The organising committee must send all the materials in soft copy to the SO advisor for approval before printing or promoting. Any materials that will be promoted to the general public must be proofread and approved by GCA.

Tips on designs:

1. The format of date should be in full. E.g. 26th June, 2013 (Wednesday).
2. The format of venue should be in full starting from the specific location. E.g. Multipurpose Hall, 4th Floor, Block A, Kuala Lumpur Campus (South Wing), UCSI University.
3. The ELE/SWA e-stamp should be inserted if such points/hours are allocated.
4. The latest SAA and UCSI University logos must also be included. The format of the placement of all logo should be from left to right starting with the smallest organisation. E.g. SC, SAA, UCSI University.
5. Details on the design should not have any plagiarised materials, especially in writing.

Once approved, the organising committee is to submit the hardcopy of the posters to SAR for verification, stamp of approval and removal date (for posters on SAA notice board). Refer to Appendix 5 for the rules and regulations for the posting of posters/notices.

Something extra – Think out of the box. Publicity does not only mean printed materials like posters, banners and flyers. You can always do life-sized advertisements or interactive means of getting attention. Be creative!

Logistics

For events that require facility and/or audio and visual set up, the organising committee are to submit the following documents to the Logistics Management Office (LMO) of UCSI University:

a) Facility Booking Confirmation Form (for booking venue and facilities from LMO)
b) Vehicle Booking Form (for booking of vehicles from LMO)
c) Floor plan layout (for arrangement of facilities in UCSI University)

Usage of hospitality items are chargeable by the LMO. The organising committee must make payment with the Finance Office before the items are used. Hence, ensure that your bookings and payment are always done in advance of your event. Last minute requests will not be entertained.

When nearing the event date, it is the responsibility of the organising committee that all the facilities are confirmed. The committee should also discuss with LMO on the arrangement of the venue together with their proposed layout. Should there be any changes in the layout, the organising committee must also update LMO.

> **Something extra** – Create a check list. The check list can be categorised into the various activities you have so that you have a clearer picture. This way, you can always refer to it when doing the necessary bookings and ensure that you have what you need.

Registration and Disclaimer

When an event is based on specific target participants, the organising committee must ensure to have a registration list prepared. This is to ensure that the organising committee has proof and statistics in relation to the event. Tickets or receipts are also of importance if there is any form of payment for the event, participants must be issued an receipt when they make payment, SO is required to keep carbon copy of the receipt for Advisor's verification at the end of the event.

For events such as camps, site visits or any external and/or dangerous activities, a disclaimer form must be issued by the organising committee to the registering participants. Details such as emergency contact numbers should also be taken into consideration.

Ensure that participants who require ELE points are registered into the ELE portal. Refer to ELE Portal Manual for Student Organisations (page 39) for more details.

Liaising with Various Parties.

In certain events, the OC can also liaise with other parties besides the student organisation, the SC or SAA. In doing so, invitations or other correspondence between parties is a must. Before liaising with any other party, the committee should always seek advice and guidance from the advisor.

Any formal correspondence, agreements, documents or speeches must be approved and proofread by the SO advisor and GCA. A black and white document is a must have upon coming to an agreement with the external parties such as sponsorship, attendance, or any other services. This is to ensure that the organising committee has proof of such agreements. Constant follow-up is also advisable to ensure response.

Feedback

Organising events should not be a one way communication. The organising committee may also create feedback forms to obtain the opinion of the participants. With the feedback forms, the organising committee can gain comments on how the event could be improved from various perspectives. This will be of assistance should events of a similar nature be organised in the future.

Finalising Details

Once the preparation is done, back-tracking and reconfirming the steps that was carried out is important. Liaise again with all the relevant parties in terms of venue layout, facility bookings, sponsorship agreement and such. Rehearsals and sound check should also be carried out to check on the flow of the event day itself. Rehearsals are the best way to spot and fix any problems that may occur.

The organising committee should also have a backup plan for areas that cannot be controlled. For example, should the event be outdoors, a plan to shift the event indoors is advisable in case of bad weather.

Actual Event

On the actual event, it is most important that the pre-planned steps be followed accordingly. Final checks can be done such as ensuring all audio and visual items are functioning well, necessary manpower have arrived and in designated positions and materials such as speech or emcee script are available, to name a few.

Although said to follow plans accordingly, there are various other factors that may cause disruption to the flow. In these cases, the backup plan will come in handy or the organising committee will have to be flexible to attend to the matter in a way to minimise problems.

The advisor of the student organisation must also be present at the event as a show of support and also to be on standby in case of any emergencies during the event. Should the advisor be unable to attend the event, he/she must appoint another staff representative to be at the event.

The event committee must also take the attendance of participants in the ELE portal to ensure that the participants can submit their reports after the event. Refer to ELE Portal Manual for Student Organisations (page 47) for more details.

After Event

Upon completion of an event, the event committee will have to submit the Event Review Report via the ELE portal. The report must be submitted within one (1) month after the last day of the event. The event committee must also submit the following to the Student Affairs & Alumni & Advisor of the Student Organisation:

1. Photographs of the event (upload in the photo section under Event Review Report in ELE Portal)
2. Original receipts of the expenditure (Submit to the Advisor of Student Organisation)

The OC may also appeal for an extension of the submission prior to the deadline. Such appeals will be based on valid reasons and on the approval of the SAR.

Should there be any late or no submissions of the Event Review Report, the consequences towards the SO are as below:
1. Committee of the event will not receive ELE points for the event.
2. For SO with one (1) or more Event Review Reports not submitted, future events of the SO will be rejected until they have submitted the Event Review Report.

How to fill in Event Review Report Template:

Upon entering the Event Review Report page, the event organised will automatically be listed for the event committee to do the report.

The event details will also be automatically transferred from the proposal.
One of the main benefits of having an event review report is to act as a reference for future events. Therefore, filling in the template with accurate and structural feedback is strongly advised.

Title	Description
Advisor/Club Advisor	Name of the student organisation advisor
Programme Summary	The description of the programme flow and proceedings. Description begins from the time the event starts (as described in the programme flow of the proposal) to the end of the event. A summary of the performances/ talks/ workshop, and etc.
Officiated by	The person who officiated the event. E.g. Guest-of-honour, VIP etc. (if any)
Did the programme / activity start on time	Mention if the event began on time.
Please specify the reason for delay	Should the event begin later than the intended time, state the reason. Otherwise this may be left blank.
Total participants of the programme/activity	State the final number of attendees of the event.

7	If no other source of income was obtained, was there any cancellation in the programme / activity?	
8	What are the problems faced while organizing the programme / activity?	
9	Dis the programme / activity achieve it's objective?	
10	Give suggestions to improve the programme / activity, if it needs to be organize in the future.	

Title	Description
If no other source of income was obtained, was there any cancellation in the programme/activity?	State if other sources of income were not obtained e.g. sponsorships, donations etc. Did the lack of sponsorship or income affect the process of the event?
What are the problems faced while organising the programme / activity?	Describe the issues or problems that the event committee faced in preparation as well as during the day of the event. It is with the best intention that any feedback received in this section would be used to further improve future events.
Did the programme / activity achieve its objective?	State and elaborate briefly on the objective of the event (as per proposal) and whether the event had met these objectives. Further explain how these objectives were met through the event.
Give suggestions to improve the programme / activity, if it needs to be organised in the future.	Give suggestions and constructive criticism that can be worked on to improve and better handle future events.

ORGANIZING COMMITTEE

Fill-in your Committee Members below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.

No	Position	Full Name	Program	Student / Staff ID	Sem	Contact No	Email	
01	Chairperson ▼		Bachelor of Science ▼					⊗ ⊕
02	Vice Chairperson ▼		Bachelor of Arts (Ho ▼					⊗ ⊕
03	Secretary Team ▼		Bachelor of Arts (Ho ▼					⊗ ⊕
04	Treasury Team ▼		Bachelor of Science ▼					⊗ ⊕
05	Programme Team ▼		Bachelor of Science ▼					⊗ ⊕

Update the names of the committee members of the event.

Title	Description
Revenue	Key in the exact amount of revenue gained from the event. Including sponsorship in terms of cash and kind.
Expenses	Key in the exact amount of expenses spent on the event including any sponsored items given out.
Total Revenue/Total Expenses/Total Surplus / Deficit	This will be automatically calculated as the items of revenue and expenses is keyed in.

Note: The account needs to be properly supported with receipts and invoices. Hence, remember to always keep the receipts as soon as a transaction is made.

All documents relating to the accounts of the event e.g. purchasing invoices, receipts of registration/purchases should be handed to the Advisor of the Student Organisation. It is recommended that the receipts are kept and placed in the same order as that which was recorded in the account statement.

APPENDICES

Appendix 1: Graduate Attributes

Attributes	Indicators
Effective Communication Skills	The ability to present information in a highly coherent manner in different contexts: • To speak proficiently • To convey written information competently • To utilize various information technology skills • To present information precisely and accurately
Creative and Critical Thinking Abilities	The ability to analyse, assess, and utilize different thinking skills to determine the value of information and ideas: • To utilize analytical thinking skills in different contexts • To employ problem solving skills to resolve issues • To think creatively to generate new ideas • To use critical thinking skills to formulate alternative approaches to learning
Ethical and Civic Responsibility	The ability to function as responsible individuals with ethical values who are accountable to the local, national, and international community: • To strive for justice, equality, honesty, and integrity in all personal and professional pursuits • To acknowledge and accept the common responsibility to preserve the environment and its surroundings • To actively contribute to the development of societal concerns
Knowledge of Disciplines	The ability to demonstrate sound understanding of concepts, theories and skills with effective application in relevant areas: • To possess an in-depth knowledge of the discipline for effective decision-making • To transfer skills across different disciplines • To articulate pertinent interdisciplinary issues • To generate new knowledge in different disciplines
Interpersonal Skills	The ability to work effectively and productively as members of a group: • To interact and collaborate with others • To commit and focus on all group tasks or decisions • To uphold the integrity and passion for individual and group work • To acknowledge and appraise the contribution of others

Attributes	Indicators
Lifelong Learning	The attitude of having a high regard for and commitment to continuous learning: • To actively seek new learning opportunities • To use reflective thinking to generate new learning • To continuously engage in learning new knowledge • To learn independently
Engaged Global Citizen	The ability to function in an international context with a deep appreciation for diversity: • To develop greater appreciation for cultural and racial diversity • To communicate effectively in cross-cultural contexts • To think across national and international borders • To function in a global environment • To become more knowledgeable about international current issues
Leadership	The ability to lead in different contexts to innovate and create change: • To initiate responsible actions to create change for the common good • To adopt and adapt change to motivate others • To initiate the development of new ideas • To lead with a high regard for the ethical standards
Entrepreneurship and Management Skills	The ability to create and restructure a context and/or an organization to innovate and generate business ideas: • To evaluate the context and the viability of an organization or business • To optimize available resources in a constraint environment • To engage risk and reality in decision-making • To seek and network with different sources • To generate new ideas for a new business venture • To negotiate effectively

Appendix 2: Student Organisation Advisor Guideline

Criteria for Advisor

1. Each student organisation must have an advisor.
2. The advisor must be a full time faculty, administrative or professional staff member of the University.
3. An employee of UCSI University may not serve as an advisor to more than two (2) clubs at one time.
4. The advisor has to obtain approval from his/her immediate supervisor before becoming an advisor/co-advisor of the student organisation.
5. Deans or staff of equal or higher positions may not be advisors for any student organisation.
6. The advisor is to renew his/her term as an advisor at every Annual General Meeting (AGM) of the student organisation. Should he/she no longer wish to be the advisor, he/she must notify the student organisation and the Deputy Vice-Chancellor of the Student Affairs & Alumni (SAA) Division and/or the designee.
7. The Deputy Vice-Chancellor of SAA has the right to remove the advisor/co-advisor from any student organisation if the advisor is not performing his/her duties and responsibilities as an advisor.

Roles & Responsibilities of an Advisor

1. Provide advice to the student organisation in order to improve on the function of the organisation.
2. Review, advise and approve student organisations event proposals and event review report via the Extracurricular Learning Experience Portal.
3. The advisor is responsible for the actions of the student organisation.
4. Proofread and ensure that all documents sent out by the student organisation are proper and follow the University's policies, rules and regulations.
5. Assist the student organisation in liaising with various departments within the University such as Group Corporate Affairs, Logistic Management Office, UCSI University Trust and Group Legal Office for the event organising.
6. Help the student organisation understand the University's policies and procedures.
7. Keep the student organisation focused on its goals.
8. Teach the members of the student organisation the techniques and responsibilities of leadership, fellowship, and self-discipline.
9. Coach the committee members in the principles of group organisational and administrative practice.
10. Assist in developing procedures and plans for action.
11. Provide opportunities for the students to apply their knowledge and enhance their experience.
12. Act as a resourceful person to refer to for the students' activities/events.
13. Attend the student organisation's general meetings and executive committee meetings.
14. Make sure that the student organisation follows the University's policy, rules and regulations whenever they carry out programmes, events, or activities.
15. Provide advice for the event planning of the club every semester.
16. Attend all the programmes, events and activities that are organised by the student organisation.
17. Check and approve all the expenditure of the executive committee (e.g. Treasurer) before the student organisation can make any commitment to an external party.

18. Oversee the financial status and report, keep track of the fund of the organisation, at the end of each semester and check and ensure the financial report under the Event Review Report in ELE Portal is correct and accurate, before approving it in ELE Portal.
19. Ensure that all the official correspondences sent out by the student organisation is appropriate.
20. Mediate interpersonal conflicts that occur in the student organisation.
21. Give briefing about his/her responsibility as the advisor to the executive committee.
22. Represent the student organisation in any conflicts with other staff in UCSI University.
23. Be familiar with the University's facilities, services and procedures which will affect the programmes, events, or activities that are organised by the student organisation.
24. Take an active part in the orderly transition of responsibilities between the outgoing and ingoing officers after the yearly election for the student organisation.
25. Cancel the programmes, events, or activities that the advisor believes have not been properly planned or may not have been in the best interest of the University.

Appendix 3: Student Organisation Guideline

Privileges of Organisation

Registered organisations are entitled to: (subject to approval by the Student Affairs & Alumni Division
1. Be included in the student organisations list on the UCSI University webpage.
2. Use of University property and services upon approval from the relevant authority.
3. Obtain funding from the Student Council (SC)/ Student Affairs & Alumni (SAA) Division upon approval from the relevant authority.
4. Conduct fundraising activities on campus grounds upon approval from the relevant authority.
5. Place the University's name and logo on the uniforms, posters, etc. for the purpose of publicity upon approval from the relevant authority.

Rules & Regulations
1. Must be in compliance with the University's rules, regulations and policies.
2. Remain in good standing with the University.
3. Adhere to all local, state and federal laws and regulations.
4. All new organisations will be placed on probation for six (6) months. During the probation period, the organisation will not be eligible to request for monetary assistance from the SC.
5. The student organisation must be consistent with the purpose, rules and regulations as defined in its constitution.
6. Organisations must attend at least 80% of the meetings conducted by the University's SC.
7. Organisations are required to organise at least one (1) university level event per year.
8. The organisation must not be affiliated with any political parties and/or engage in any political activities inside or outside of the University.
9. The organisation name must use their official registered name in all formal and/or official documents.
10. The organisation must not represent UCSI University or make anyone believe that the organisation is representing the University on any occasions, usage of UCSI University, Student Affairs & Alumni's logo must be approved by the Student Affairs & Alumni.
11. The organisation must protect the personal data of all the participants that is collected from the organisation's event or activity, student organisations are NOT ALLOWED to send any personal information of the participants to any party, including but not limited to any external collaboration partner, individual or company that the student organisation is working with to organise the event, this is a violation of Personal Data Protection Act, any violation of this rule will be subject to disciplinary action against the president of student organisation and organising chairperson of the event.
12. The organisation shall conduct the organisation's AGM before 31st October every year, (refer to Renewal of Registration, page 9, Student Organisation Handbook).

Appendix 4: Student Organisation Annual Report Format

1. Executive Summary
   A basic summary on the current situation and the annual report of the student organisations.

2. Student Organisations Direction
   2.1 Advisor's Statement
      Statement from the student organisation's advisor.

   2.2 President's Statement
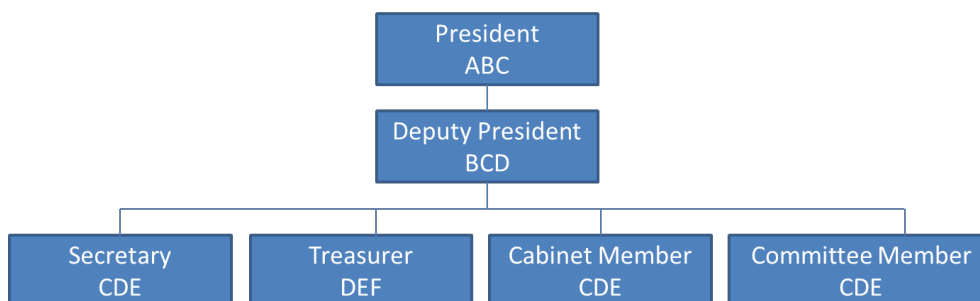   Statement from the student organisation's president.

3. Student Organisations Description
   3.1 Vision/Mission
      The vision and mission of the student organisations.

   3.2 Organisation Structure
      An organisational chart for the student organisations.

```
                    ┌─────────────────┐
                    │   President     │
                    │      ABC        │
                    └─────────────────┘
                    ┌─────────────────┐
                    │ Deputy President│
                    │      BCD        │
                    └─────────────────┘
    ┌───────────┬────────────┬──────────────┬───────────────┐
 Secretary   Treasurer   Cabinet Member  Committee Member
   CDE          DEF           CDE              CDE
```

      This chart is for reference purpose only. Committee may include any relevant position into this chart.

   3.3 Committee Member and Responsibilities
      List down the name and include the photo of the student organisation's management and state their respective responsibilities. Include any relevant position that deems fit.

4. Achievement for the year
   4.1 Events organised for the year
      All the events that were organised in the year.
   4.2 Awards received for the year
      All the awards received by the clubs or the members under the student organisation name.

5. Performance for the year

    5.1 General Performance

        A comparison for basic figure like the growth rate of the student organisation members, including anything that a member of the student organisation would like to know here.

    5.2 Financial Statements

        Financial statements must follow the SAA guideline, including the income and expenditure statement and the fund record as shown below:

INCOME			
Source	**Quantity**	**Unit Price**	**Total (RM)**
Membership Fee	30	5	150
Event/Activity 1	1	900	900
Event/Activity 2	1	150	150
		Total:	1200

EXPENSES				
No	**Items**	**Quantity**	**Unit Price**	**Total (RM)**
1	Club's T-Shirt	30	25	**750**
2	Event/Activity 3	1	100	**100**
3	Event/Activity 4	1	200	**200**
			Total:	**1050**
			Net Income/Expenses:	**150**

Clubs/Associations/Societies Fund Record	
Opening Balance	
Bank	1000
Cash	500
Net Inflow (outflow) for the year	150
	1650
Closing Balance	
Bank	1000
Cash	650
	1650

6. Planned Development

    Planned events for the future, what the student organisation would like to achieve in the long run.

Appendix 5: Poster/Notice Rules & Regulations

1. Student organisations must send all artworks in soft copy to the SAR for approval before it is printed out or used to promote the event.

2. All artworks must contain the latest SAA logo, UCSI University logo and the University's company registration number in smaller fonts (185479-U). If the event is granted with either/both ELE points and SWA hours, the ELE/SWA e-stamp must also be included.

3. All publicity material can be pasted on the designated notice board in the campus only, Student organisations are not allowed to paste their publicity material at non-designated area including but not limited to doors, windows, lifts and walls.

4. Once approved, the student organisation should submit the artwork in hardcopies to SAR for verification, stamp of approval and removal date.

5. Student organisations are to post up their materials **only** with blu-tack. be used such as double-sided tape, cellophane tape or glue.

6. Notices/posters are to be removed no later than **one** working day after the event.

7. Should the student organisation have the need to put up signages around the campus on the event day, be sure to remove them immediately after the event.

8. A fine of RM50 per notice/poster will be imposed on the student organisation should the organisations violate any of the rules above.