



IMU UNIVERSITY

EVENT APPROVAL FORM (School Based Activities)

PLEASE TAKE NOTE.

- Incomplete form will not be processed.
- Attach supporting documents such as programme itinerary, poster, layout plan, budget details (if applicable).

PROCESS AT SCHOOL

- Approval from Dean or Associate Dean is a **MUST** for event to be approved by SSH.
- Timeline:
 - This form has to be submitted to School: **FOUR (4) weeks** before the event date.
 - Approval from school: **TWO (2) FULL** working days from the submission date.
- Submission is through email to School Administrator.
- Event/Project advisor to brief Dean/Associate Dean on the important points.
- Approval of sponsorship/loan is subject to the availability of school funding.

PROCESS AT SSH

- The approved form **MUST** be submitted **TWO (2) weeks** before the event date.
- A complete report with expenditure **MUST** be submitted not later than **TWO (2) weeks** from the event end date to Student Services Hub.
- **ORIGINAL RECEIPTS** must be submitted together with the report.

*Clarify with SSH if you need any additional information.

REQUESTOR DETAILS

Club Name	
Event Title	
Date	

SUPPORT NEEDED FROM SCHOOL

1	
2	
3	

Example: Additional fund, staff participation (moderator/coordinator), class exemption, or others please specify.

EXPECTED OUTCOME OF THE EVENT (THE PURPOSE OF THE EVENT/ACTIVITY)

1	
2	
3	



VIABILITY STUDY

Rationale for Organizing	E.g. Is there need evidence?
Was there any similar/ identical event being conducted locally/ regionally/ internationally in the past?	6 months = (brief description) 12 months = > 12 months =
If yes, what was the outcome?	Feedback from participants

OFFICE USE

STATUS	Approved	Rejected	For future discussion
DEAN / ASSOCIATE DEAN <i>Name & Signature:</i> <i>School:</i> <i>Date:</i>			REMARKS