



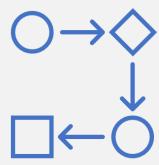
A photograph of a modern concrete staircase with a metal handrail. The stairs are illuminated from below by green lights, creating a glowing zigzag pattern that follows the steps up the staircase.

# **XMUM Clubs and Societies Leaders' Meeting 2024/2025**

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by Extra-Curricular Activities Unit

# MEETING AGENDA



Club and Societies  
routine & application  
procedure



Other business

# ECA TEAM



**Mr Potter**

Manager of Extra-Curricular Activities



**Mr Ku**

Staff Advisor



**Ms. Ming Luan**

Staff Advisor



**Ms. Laila**

Staff Advisor



**Ms. Eunice**

International Students Ambassador  
Advisor

# UPDATED LIST CLUBS & SOCIETIES

No	Categories/File Code	Sub No	Name
1	Performing Arts (PA)	1	Philharmonic Orchestra Society
2		2	Music Club
3		3	Ukelele Society
4		4	Yanan Chinese Orchestra Society
5		5	Dance Club
6		6	Drama Society
7		7	24 Festive Drums Club
8		8	Diabolo Club
9	Culture & Art (CA)	1	Visual Art Club
10		2	Nanqiang Calligraphy Society
11		3	Chinese Society
12		4	Christian Fellowship Club
13		5	Traditional Chinese Medicine Society
14		6	Buddhist Society
15		7	Korean Cultures & Arts Society
16		8	ACG Research Society
17		9	Tea Club
18		10	Coffee Club - The Brewix
19		11	Muslim Society
20		12	Handcraft Society
21	General (GE)	1	Board Games Society
22		2	Xiamen Business Association
23		3	Chinese Debate Society
24		4	English Language Society
25		5	Law Society
26		6	Magic Society
27		7	Math Society
28		8	Photography Society
29		9	Wordsmith Society
30		10	Current Issues Society
31		11	Environmental Club
32		12	Astronomy Club
33		13	Tech Club
34		14	Robotic Club
35		15	Rubik's Club
36		16	Coding Club
37		17	AI Club

38	Service & Volunteerism (SV)	1	First Aid Society
39		2	AIESEC
40		3	Omega Leo Club
41		4	Rotaract Club
42		5	Youth Leader Association
43	Sports (SP)	1	Badminton Club
44		2	Swimming Club
45		3	Cheerleading Club
46		4	Football Club
47		5	Martial Art Club
48		6	Basketball Club
49		7	Table Tennis Club
50		8	Tennis Club
51		9	Volleyball Club
52		10	Track & Field Club
53		11	Fitness Club
54		12	Outdoor Adventure Club
55		13	Ultimate Frisbee Club
56		14	E-Sport Club
57		15	Scuba Diving Club
58		16	Dodgeball Club
59		17	Kendo Club
60		18	Chess Club
61		19	Yoga Club

**TOTAL = 61 CLUBS & SOCIETIES**



# Staff Advisor

## Ms. Ming Luan



Performing Arts (PA)	1	Philharmonic Orchestra Society
	2	Music Club
	3	Ukelele Society
	4	Yanan Chinese Orchestra Society
	5	Dance Club
	6	Drama Society
	7	24 Festive Drums Club
	8	Diabolo Club
	1	Visual Art Club
	2	Nanqiang Calligraphy Society
	3	Chinese Society
	4	Christian Fellowship Club
Culture & Art (CA)	5	Traditional Chinese Medicine Society
	6	Buddhist Society
	7	Korean Cultures & Arts Society
	8	ACG Research Society
	9	Tea Club
	10	Coffee Club - The Brewix
	11	Muslim Society
	12	Handcraft Society

# Staff Advisor

## Ms. Laila



General (GE)

1	Board Games Society
2	Xiamen Business Association
3	Chinese Debate Society
4	English Language Society
5	Law Society
6	Magic Society
7	Math Society
8	Photography Society
9	Wordsmith Society
10	Current Issues Society
11	Environmental Club
12	Astronomy Club
13	Tech Club
14	Robotic Club
15	Rubik's Club
16	Coding Club
17	AI Club

# Staff Advisor Mr. Potter

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Service & Volunteerism  
(SV)

1	First Aid Society
2	AIESEC
3	Omega Leo Club
4	Rotaract Club
5	Youth Leader Association

# Staff Advisor

## Mr. Ku

---



Sports (SP)

1	Badminton Club
2	Swimming Club
3	Cheerleading Club
4	Football Club
5	Martial Art Club
6	Basketball Club
7	Table Tennis Club
8	Tennis Club
9	Volleyball Club
10	Track & Field Club
11	Fitness Club
12	Outdoor Adventure Club
13	Ultimate Frisbee Club
14	E-Sport Club
15	Scuba Diving Club
16	Dodgeball Club
17	Kendo Club
18	Chess Club
19	Yoga Club

# Staff Advisor

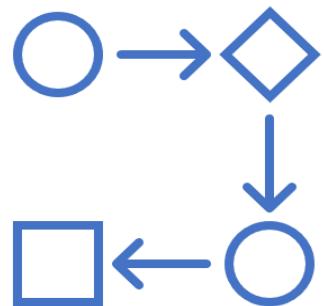
## Ms. Eunice



No	Country
1	America
2	Argentina
3	Bangladesh
4	Myanmar
5	Burundi
6	Canada
7	China
8	Ecuador
9	Egypt
10	Indonesia
11	India
12	Iran
13	Iraq
14	Irish
15	Japan
16	Jordan
17	Kazakhstan
18	Kenya
19	Kyrgyzstan
20	Lebanon
21	Libya
22	Malawi

23	Mongolia
24	Morocco
25	Philippines
26	Pakistan
27	Palestine
28	Russia
29	Rwanda
30	Singapore
31	Somali
32	South Korea
33	Sudan
34	Syria
35	Tajikistan
36	Tanzania
37	Thailand
38	Tunisia
39	Turkish
40	Turkmenistan
41	Uzbekistan
42	Vietnam
43	Yemen
44	Zambia
45	Zimbabwe

# AGENDA NO.1



**CLUB AND SOCIETIES ROUTINE &  
APPLICATION PROCEDURE**



# 2025 CLUBS & SOCIETIES TIMELINE

MONTH	DATE	EVENT/ACTIVITIES	NOTES
February	12 February 2025	XMUM Chinese New Year Celebration	
April	8 April 2025	XMUM Hari Raya Celebration	
	9 April 2025	April Recruitment Drive	
	7 - 11 April 2025	<b>SUBMISSION</b> 1. 1st Semester Report (OCT - MAR ) 2. Financial Report 3. Member list Updates	
May	2 - 30 May 2025	XMUM Sports Carnival	Action by <b>24/25</b> Committee
September	22 - 26 September 2025	<b>SUBMISSION</b> 1. 2nd Semester Report (APR-SEPT) 2. Financial Report 3. Request for Recognition Recommendation (RRR) Certificate	
		ECA X-Award - Briefing	
		30 September - 19 October 2025	
		ECA X-Award - Nomination	
October	1 October 2025	September Recruitment Drive	Action by <b>25/26</b> Committee
	2 - 24 October 2025	Annual General Meeting	
	1 week after AGM/ Before 31 October 2025	<b>SUBMISSION</b> 1. Minute of AGM 2. Organization Chart 3. New Committee List 4. New Member List 5. Advisor Letter 2025/2026 (Signed)	
		22 October 2025	
		XMUM Deepavali Celebration	
	5 November 2025	Club Leaders Briefing	
	6 - 8 November 2025	ECA X-Award - Finalist Interview	
December	5 December 2025	ECA X-Awards 2023	
	17 December 2025	XMUM Christmas Celebration	

# 1<sup>st</sup> Semester Report

1



XIAMEN UNIVERSITY MALAYSIA  
廈門大學 馬來西亞分校

EXTRA-CURRICULAR ACTIVITIES OFFICE,  
OF STUDENT AFFAIRS OFFICE  
XMUM.ECA – REPORT.05



- Club Name :  
 Club Category :  Performing Arts (PA)  
 Culture & Arts (CA)  
 Sports (SP)  
 General (GE)  
 Service & Volunteerism (SV)

## SEMESTER REPORT FOR [INSERT MONTH YEAR] TO [INSERT MONTH YEAR]

### Summary of Events/Activities

No.	Date	Event/Activity name	Description of event/activity
1	DD/MM/YYYY	"Event Name"  Time: Venue: Fees: Number of attendees:	<i>Briefly include:</i> - Objective - Highlights - Outcome
2	Example:  23 <sup>rd</sup> October 2021	It's Party Time  Time: 4:00pm-6:00pm Venue: Microsoft Teams Fees: Free Attendees: 12	It's Party Time is a welcoming party for new members. There are many creative games and lucky draw for all participants, and the entry is also free. The purpose of this event is for bonding and having fun.
3	25 <sup>th</sup> November 2021 – 2 <sup>nd</sup> December 2021	International Leo Day Childhood Cancer Awareness	The purpose of this event is to send a support to childhood cancer patients in the forms of audio, video, and donation. The audio and video is to encourage and to cheer up the young cancer patients. The videos will be edited and then sent over to selected childhood cancer agencies.

2



XIAMEN UNIVERSITY MALAYSIA  
廈門大學 馬來西亞分校

EXTRA-CURRICULAR ACTIVITIES OFFICE,  
OF STUDENT AFFAIRS OFFICE  
XMUM.ECA – REPORT.05

### Financial Report

#### Example:

#### October 2021

Date	Item	Debit (RM)	Credit (RM)	Balance (RM)
1 Oct	Balance from September 2021			
9 Oct	Membership Fees x1	15.00		
9 Oct	Club T x1	25.00		
18 Oct	Membership fees x1	15.00		
22 Oct	Membership fees x1	15.00		
25 Oct	Refund for Club T fees for Laila Tan			25.00
				<b>Balance</b>

#### November 2021

Date	Item	Debit (RM)	Credit (RM)	Balance (RM)
1 Nov	Balance from October 2021			xxxx
				<b>Balance</b> xxxx



Prepared by

[Name]  
Treasurer  
[Club name]

Verified by

[Name]  
Club President  
[Club name]

Approved by

[Name]  
Club Advisor  
[Club name]

3



XIAMEN UNIVERSITY MALAYSIA  
廈門大學 馬來西亞分校

**EXTRA-CURRICULAR ACTIVITIES OFFICE,  
OF STUDENT AFFAIRS OFFICE  
XMUM.ECA – REPORT.01**

## **CLUBS AND SOCIETIES MEMBERS LIST**

**Name of Club / Society:** \_\_\_\_\_

Members list updated on [insert date DD / MM / YYYY]

**Note:**

*\*Only lists with all required signatures will be considered valid.*

**\*\*The member's list should be updated and submitted to the ECA office within two weeks after the recruitment drive.**

# 2nd Semester Report

1



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EXTRA-CURRICULAR ACTIVITIES OFFICE,  
OF STUDENT AFFAIRS OFFICE  
XMUM.ECA – REPORT.05



Club Name :  
 Club Category :  Performing Arts (PA)  
 Culture & Arts (CA)  
 Sports (SP)  
 General (GE)  
 Service & Volunteerism (SV)

## SEMESTER REPORT FOR [INSERT MONTH YEAR] TO [INSERT MONTH YEAR]

### Summary of Events/Activities

No.	Date	Event/Activity name	Description of event/activity
1	DD/MM/YYYY	"Event Name"  Time: Venue: Fees: Number of attendees:	<i>Briefly include:</i> - Objective - Highlights - Outcome
2	Example:  23 <sup>rd</sup> October 2021	It's Party Time  Time: 4:00pm-6:00pm Venue: Microsoft Teams Fees: Free Attendees: 12	It's Party Time is a welcoming party for new members. There are many creative games and lucky draw for all participants, and the entry is also free. The purpose of this event is for bonding and having fun.
3	25 <sup>th</sup> November 2021 – 2 <sup>nd</sup> December 2021	International Leo Day Childhood Cancer Awareness	The purpose of this event is to send a support to childhood cancer patients in the forms of audio, video, and donation. The audio and video is to encourage and to cheer up the young cancer patients. The videos will be edited and then sent over to selected childhood cancer agencies.

2



XIAMEN UNIVERSITY MALAYSIA  
廈門大學 馬來西亞分校

EXTRA-CURRICULAR ACTIVITIES OFFICE,  
OF STUDENT AFFAIRS OFFICE  
XMUM.ECA – REPORT.05

### Financial Report

#### Example:

October 2021

Date	Item	Debit (RM)	Credit (RM)	Balance (RM)
1 Oct	Balance from September 2021			
9 Oct	Membership Fees x1	15.00		
9 Oct	Club T x1	25.00		
18 Oct	Membership fees x1	15.00		
22 Oct	Membership fees x1	15.00		
25 Oct	Refund for Club T fees for Laila Tan			25.00
				<b>Balance</b>

November 2021

Date	Item	Debit (RM)	Credit (RM)	Balance (RM)
1 Nov	Balance from October 2021			xxxx
				<b>Balance</b> xxxx



Prepared by

[Name]  
Treasurer  
[Club name]

Verified by

[Name]  
Club President  
[Club name]

Approved by

[Name]  
Club Advisor  
[Club name]

# RRR Certificate

## CONDITIONS to APPLY

- MUST BE ACTIVE
- Apply using

## Recommendation for Recognition Form



XIAMEN UNIVERSITY MALAYSIA  
廈門大學 馬來西亞分校

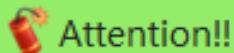
### "RECOMMENDATION FOR RECOGNITION' REQUEST FORM

(To be completed by Advisor and Club President of Xiamen University Malaysia only)

Name of Club/Society: Xiamen University Malaysia Business Association

Year: October 2021 – September 2022

POSITION	FULL NAME	STUDENT ID	JUSTIFICATION	ADVISOR'S USE ONLY YES / NO
President	Ken Chan Jun Yan	FIN2009927	-Keep updating information from committee -Organize meeting with committee in association every week. -Made decisions and solved problems. -Distribute task evenly to every department. -Represented the Association in every external affair. -Organized XMBA BCSC Event.	✓
Vice President	Jessy Angelica	FIN2009796	-Assisted the President in managing any affairs arose in the Association. -Conducted activities and events along with the president. -Assisted president in decisions making. -Organized XMBA BCSC Event.	✓
Assistant Vice President	Dai Xuewen	FIN2109379	-Assisted the President in managing any affairs arose in the Association. -Conducted activities and events along with the president team. -Assisted president in decisions making. -Assisted the president team in organizing XMBA BCSC Event.	✓



- A. Kindly email soft copy (Microsoft Word document) to [ECA@xmu.edu.my](mailto:ECA@xmu.edu.my) before 22nd September 2023 (Friday) together with advisor approval / Screen shot of conversation.
- B. Hardcopy report and RRR Form to ECA office with original signature

To: Extra-Curricular Activities

The screenshot shows a WeChat message from '薛少龙' to 'lim'. The message contains a green text box with Chinese text: '麻烦按时~应ECA的要求。我们需要在22号之前提交两份文件。一份是关于你自己的任职证明。另一份是在批准一起成员的任命。两份文件想让您过目一下。如果有任何问题的话需要您在文档中填写并且签字~' (Please按时~ according to ECA's requirements. We need to submit two documents by September 22nd. One is about your own appointment proof. The other is about the appointment of one member. Please review both documents. If there are any issues, please fill them in and sign~). Below the message are three attachments:

- ae517006a09d9... (37 KB)
- RRR Certificate 22.23 (Chine... (225 KB)
- Semester Report Template 2... (105 KB)

Below the attachments, it says '3 attachments (707 KB)' and 'Save all to OneDrive - 厦门大学马来西亚分校'.

Dear sir or madam,

Good afternoon, because our advisor is absent from school now, we can only get his e-signature(both soft copy and hard copy), appreciate a lot.  
I attached with the conversation screen shot.  
Hope you all the best.

Games Coordinator	Leong Keen Lionel	MBT1909610	- Facilitate all the games/icebreaker sessions - Organize monthly Captain Ball sessions	Yes
Head of Hospitality & Logistics	Chan Jay-Sern	SWE2302122	- In charge of usher team - Make members and new comers feel welcome during CF sessions - Organizing the movement and equipment of all CF activities	Yes
For Office Use Only				
PROPOSED BY CLUB ADVISOR <b>LIM WAI FOONG</b> Senior Laboratory Technical Executive School of Foundation Studies Xiamen University Malaysia Signature and Stamp: Date: 20/9/2023			RECEIVED BY EXTRA-CURRICULAR OFFICE Signature and Stamp: Date:	

Reference Note:

Mr Zeng Mu (ENG 20091249) had resigned on 18/3/2023 and his Exit Interview Form was accepted on 18/9/2023 (refer attached Exit Interview Form of Mr Zeng Mu).

\* This only applies for executive member list club completed 1 year serving from October'22 – September'23.  
\* Kindly email soft copy (Microsoft Word document) to [ECA@xmu.edu.my](mailto:ECA@xmu.edu.my) before 22<sup>nd</sup> September 2023.  
submit hardcopy with Advisor Signature to ECA office B02-1 when university reopen  
Late submissions will not be accepted.

**Extra - Curricular Activities**

STUDENT AFFAIRS OFFICE



# Certificates/ Verification Letter

- Completed - Whole Term (1 Year) – Certificate
- \*\*\*MUST SUBMIT RRR FORM ON TIME\*\*\*



# Certificates /

## Verification Letter

- Incomplete term  
(less than a year)
- Eg: Jan 2024 – June 2024 – Verification letter



XIAMEN UNIVERSITY MALAYSIA  
廈門大學 馬來西亞分校

20 MEI 2021

Name : Phua Chu Kang  
Student ID : MBT 1809700  
Course : Bachelor of Science in Marine Biotechnology  
Club : XMUM Cooking Club  
Committee Position : Treasurer

Dear Sir/Madam,

### LETTER OF VERIFICATION

This letter serves as a proof to authenticate to our student Phua Chu Kang's position as Club Treasurer of XMUM Cooking Club from September 2020 till April 2021.

For further information, kindly contact the staff advisor Ms Lailatul Maghfiroh Ansah of Extra Curricular Activities, Students Affairs of Xiamen University Malaysia at 016-9524778 or [eca@xmu.edu.my](mailto:eca@xmu.edu.my).

Your sincerely,

  
\_\_\_\_\_  
POTTER LA KAI FONG  
Manager  
Extra-Curricular Activities  
Students Affairs Office  
Xiamen University Malaysia



XMU JIAGENG EDUCATION DEVELOPMENT SDN BHD (Company No: 1022606-P)  
Xiamen University Malaysia DULN009(B)

A-Jalan Sunsuria, Bandar Sunsuria 43900 Sepang, Selangor Darul Ehsan, Malaysia. 18  
Tel: +603 8800 6800 (Malaysia) +86 592 2183989 (China) W: [www.xmu.edu.my](http://www.xmu.edu.my) E: [enquiry@xmu.edu.my](mailto:enquiry@xmu.edu.my)

## Action by **25/26** Committee

October	1 week after AGM/ Before 31 October 2025	SUBMISSION
		1. Minute of AGM
		2. Organization Chart
		3. New Committee List
		4. New Member List
		5. Advisor Letter 2025/2026 (Signed)



# AGM Template



XIAMEN UNIVERSITY MALAYSIA  
廈門大學 馬來西亞分校

EXTRA-CURRICULAR ACTIVITIES OFFICE,  
OF STUDENT AFFAIRS OFFICE  
XMUM ECA - REPORT.04



- Club Name :  
Club Category :  
 Performing Arts (PA)  
 Culture & Arts (CA)  
 Sports (SP)  
 General (GE)  
 Service & Volunteering (SV)

## /Insert club name/ ANNUAL GENERAL MEETING 202\_202\_

Date :  
Time :  
Venue :  
Attendance : \_\_\_\_\_ people

No.	Matters	Action by
1.0	<b>SPEECH BY ADVISOR</b> <b>SPEECH BY FORMER PRESIDENT</b>  1.1 ... Add/Elaborate details if any 1.2 ...	
2.0	<b>NEW COMMITTEES (202_202_) INTRODUCTION</b>  2.1 List of new committees  2.2 Self-introduction by the new batch of committees  2.3 ... Add/Elaborate details if any	
3.0	<b>FINANCIAL REPORT</b>  3.1 The club/society's account balance is RM _____ on <u>/date/</u>	

XMUM.ECA – REPORT.04



XIAMEN UNIVERSITY MALAYSIA  
廈門大學 馬來西亞分校

EXTRA-CURRICULAR ACTIVITIES OFFICE,  
OF STUDENT AFFAIRS OFFICE  
XMUM ECA - REPORT.04

## 4.0 STATISTIC REPORT

### 4.1 Member numbers

Number of previous batch committees	
Number of new batch committees	
Number of new members (recruited during _____)	
Total members	

4.2 ... Add/Elaborate details if any

## 5.0 OVERVIEW OF ACTIVITIES HELD BY THE COMMITTEES OF 202\_202\_ BATCH

List the activities/events with dates organized by the previous batch

## 6.0 PAST ACHIEVEMENT

List the competition won or participated in outside

## 7.0 CLUB/SOCIETY'S SOCIAL MEDIA ACCOUNT

7.1 ... Add/Elaborate details if any

## 8.0 EXPLANATION OF MEMBERSHIP PERIOD/FEE ETC

8.1 ... Add/Elaborate details if any  
8.2 ... Add/Elaborate details if any

## 9.0 CLOSING SPEECH

9.1 Appreciation to all members who attended the Annual General Meeting 202\_202\_  
9.2 ... Add/Elaborate details if any

The next meeting will be confirmed.

Prepared by

Verified by

Approved by

[Name]  
Secretary  
[Club name]

[Name]  
President  
[Club name]

[Name]  
Advisor  
[Club name]

XMUM.ECA – REPORT.04

# Advisor Letter (Renewable Advisor Contract)



XIAMEN UNIVERSITY MALAYSIA  
廈門大學 馬來西亞分校

Letter of Acceptance for:  
**CLUB ADVISOR**

Club Name: \_\_\_\_\_  
Academic Year: \_\_\_\_\_ **2024/2025**  
Advisor's Name: \_\_\_\_\_

Congratulations on agreeing to serve as a club advisor for an ECA Club/Student Organization. You are undertaking a valuable responsibility in promoting the role student clubs can play in developing student skills and confidence. Serving as an advisor to a student club provides opportunities to:

- motivate and challenge students;
- better know and understand students outside the classroom;
- see students successfully apply skills learned in the classroom;
- meet and work with leaders from the community and our campus in planning student club programs;
- meet professionally and socially with other instructors involved in similar activities;
- and work with students from diverse backgrounds.

**Your Club**

A chartered student club is any student club which has been officially recognized by the ECA. Student clubs may exist on campus without official recognition but will not be eligible for subsidy by the ECA or be granted the benefits given to a chartered student club. Chartered student clubs must be open and available to any Xiamen University Malaysia student regardless of race, creed, religion, colour, national origin, sex, age, sexual orientation, marital status, disability, or status as a disabled.

The club you are advising is considered an extension of the ECA and you will be expected to advise your club programs and/or activities accordingly. Bylaws, the Club Handbook, the Student Code of Conduct and the Xiamen University Malaysia Policies and Procedures manual are a few of the documents which define appropriate club conduct.

**Your Role**

The role of a student club advisor is a complex one. Advisors must work with students who possess unique personalities from a variety of cultural backgrounds and must help those students come together to form a cohesive group. An advisor needs to be a counsellor, teacher, coordinator, supervisor, evaluator, resource person, and public relations agent.

**Extra - Curricular Activities**  
STUDENT AFFAIRS OFFICE

\*\* Brief more what is advisor roles,  
get advisor consultation, inform all  
committee who is your club advisor



XIAMEN UNIVERSITY MALAYSIA  
廈門大學 馬來西亞分校

6. Comply with University rules and regulations;  
7. Use ECA/Student Affairs Office/University property for official business only.

Congratulations, once again, on accepting a role as an ECA Club Advisor and thank you for your dedication!

I have read the letter of acceptance and understand my role as advisor,

(Principal Advisor/Co-Advisor Signature)  
Name:  
Date: Contact  
No: Email  
address:



## New Committee List



XIAMEN UNIVERSITY MALAYSIA  
廈門大學 馬來西亞分校

**EXTRA-CURRICULAR ACTIVITIES OFFICE,  
OF STUDENT AFFAIRS OFFICE  
XMUM.ECA – REPORT.02**

# CLUBS AND SOCIETIES COMMITTEE INFO FORM

**Name of Club / Society:** \_\_\_\_\_

Committees batch of 202\_\_ / 202\_\_

#### **Updated Executive Committee (EXCO)/ Central Committee List:**

No.	Advisor	School / Department	Email

*\*The protection of personal data is an important concern to Xiamen University Malaysia and any personal data collected on this form will be treated under Personal Data Protection Notice of the institution.*

# ACTIVE STATUS

## **ACTIVE STATUS**

Non – Sports	Sports
1. At least 2 events in a year / Regular activity	1. Regular Practices / Minimum 1 minor Event
<b>MUST Involve EVERY Recruitment Drive</b>	
<b>Semester Report - Submit on time!</b>	
<p><b>ALL DOCUMENTS submissions must be complete</b></p> <p style="text-align: center;"><b>Or else:</b></p> <ul style="list-style-type: none"><li>- failure in approval of future events/bookings<ul style="list-style-type: none"><li>- Deactivation of club/societies</li><li>- No Recognition certificate</li></ul></li></ul>	

- 
1. Member List
  2. Proposal
  3. Event Review
  4. Financial Report
  5. Meeting Minutes
  6. Letter Release
  7. Attendance
  - \*\* Sports club
  8. Advisor Letter
  9. AGM report
  10. Constitution

## Update your Routine Related 103– ECA Office



# DOCUMENTS SAMPLE

ROUTINE RELATED	EVENT RELATED
<ul style="list-style-type: none"><li>1. Meeting Minutes</li><li>2. Attendance Sheet</li><li>3. Inventory Record</li></ul> <p>(Secretary Please update in your files)</p>	<ul style="list-style-type: none"><li>1. Event Proposal</li><li>2. Proposal Checklist</li><li><b>3. Event Application Form</b></li><li>4. Letter Release (18 above and below)</li><li>5. Transportation request</li><li>6. Event Review Report</li><li>7. After Event Financial Report</li></ul>



# Documents

## 4. Event Proposal (Refer to attached sample)

ECA Events	Proposal ✓	No Proposal ✗
Internal event (club members exclusive event)	<ul style="list-style-type: none"> <li>Trip to outside</li> <li>Competition</li> <li>Collaboration with third party (another club / company outside)</li> </ul>	<ul style="list-style-type: none"> <li>Orientation → submit tentative program</li> <li>Bonding in classroom</li> <li>Regular training/activities</li> </ul>
External event (non members-exclusive event)	<ul style="list-style-type: none"> <li>Competition</li> <li>Seminar/conference</li> <li>Trip to outside</li> <li>Any event open for whole campus community</li> </ul>	<ul style="list-style-type: none"> <li>On-campus friendly match</li> <li>Off-campus friendly match → fill up waiver letter</li> <li>Open competition or competition invitation → formal letter, waiver letter</li> </ul>
Online event	<ul style="list-style-type: none"> <li>All the above</li> </ul>	

XIAMEN UNIVERSITY MALAYSIA

Please note that we are willing to modify the proposal to accommodate company's advertising and marketing needs.

XIAMEN UNIVERSITY MALAYSIA

**Table of Contents**

XIAMEN UNIVERSITY MALAYSIA

 XIAMEN UNIVERSITY MALAYSIA 厘門大學 馬來西亞分校



**Proposal of  
The 2nd “Nan Ying Cup”  
Chinese Debate Competition  
at Xiamen University Malaysia**

**Date: 2 December 2017 to 13 December 2017**

**By XMUM Chinese Debate Society**

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# Documents

# Proposal Checklist



FOR approval and confirmation,  
Submit **2 sets** of proposal to ECA  
(Print double-sided)

**Submit at least 3 weeks** in advance  
(Depending on event size)



XIAMEN UNIVERSITY MALAYSIA  
廈門大學馬來西亞分校

# CLUBS AND SOCIETIES PROPOSAL CHECKLIST

**PART A: COVER**

1. University logo and Club logo
  2. Name of the event
  3. Date, Day, Time and Venue
  4. Organizer
  5. Co-organizer

Please tick  
(\* required)


## PART B: CONTENT

1. Name of the event / activity
  2. Theme
  3. Introduction (for talk, including speaker's background)
  4. Purpose of Event
  5. Date, Day, Time and Venue of Event
  6. Target Group / Participant and Number of Attendees
  7. Itinerary of Event
  8. Layout of Event
  9. VVIP / VIP list
  10. Organizing Committee
  11. Financial Estimation
  12. Marketing and Publicity Method
  13. Project Timeline
  14. Signature of Club/Society President (Prepared/Checked by)
  15. Signature of Principal Advisor (Acknowledged by)

# Documents

## 8A. Letter Release (18 y/o & above) online

For trips  
outside of  
campus

MUST BE RETURNED  
AND FILED at least  
one working day  
before the trip!



XIAMEN UNIVERSITY MALAYSIA  
廈門大學 馬來西亞分校

EXTRA-CURRICULAR ACTIVITIES OFFICE,  
OF STUDENT AFFAIRS OFFICE  
XMUM.ECA - FORM.01

### RELEASE & WAIVER OF LIABILITY FORM (18 Years and Above)

To : Extra-Curricular Activities Office (ECA)  
Xiamen University Malaysia  
Jalan Sunsuria, Bandar Sunsuria,  
43900 Sepang,  
Selangor Darul Ehsan, Malaysia

#### RELEASE & WAIVER OF LIABILITY FORM (For Students 18 years and Above)

I, \_\_\_\_\_, NRIC/ Passport No. \_\_\_\_\_  
Student ID \_\_\_\_\_, plan to participate the following event/activity:

Name of Event/ Activity		
Date	From DD / MM / YYYY	to DD / MM / YYYY
Organiser		

I have been advised of the nature of this event including any special risk, and I declare that I am attending this event/activity on my own accord.

I agree to assume ALL of the risks of participating in this event/activity.

I hereby RELEASE, WAIVE and RELINQUISH XMUM, its employees and the event/activity's organiser(s) from any and all liability, including but not limited to injury, death, loss and/or damage suffered in the course of my participation in this event/activity.

I further agree to fully INDEMNIFY and keep indemnified and hold harmless XMUM, its employees and the event/activity's organiser(s) against all liabilities or claims arising from my participation in this event/activity.

Yours sincerely,

Name : \_\_\_\_\_  
Date : \_\_\_\_\_

Person to contact in case of emergency:

Name : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Relationship : \_\_\_\_\_

# Documents

## 8B. Letter release (below 18 y/o) online

For trips  
outside of  
campus

MUST BE UPLOAD  
at least one working  
day before the trip!



XIAMEN UNIVERSITY MALAYSIA  
廈門大學馬來西亞分校

EXTRA-CURRICULAR ACTIVITIES  
OFFICE, OF STUDENT AFFAIRS OFFICE  
XMUM.ECA – FORM.01

### RELEASE & WAIVER OF LIABILITY FORM (Under the Age of 18)

To : Extra-Curricular Activities Office (ECA)  
Xiamen University Malaysia  
Jalan Sunsuria, Bandar Sunsuria,  
43900 Sepang,  
Selangor Darul Ehsan, Malaysia

#### RELEASE & WAIVER OF LIABILITY FORM (For Students 18 years and Above)

I, \_\_\_\_\_, NRIC/ Passport No. \_\_\_\_\_,  
the parent/guardian of \_\_\_\_\_ NRIC/Passport No. \_\_\_\_\_,  
Student ID \_\_\_\_\_, hereby give my consent to my child/ward to participate in the following  
event/activity:

Name of Event/ Activity		
Date	From DD / MM / YYYY	to DD / MM / YYYY
Organiser		

I understand that this event/activity involves inherent and other risks and I agree to assume ALL of the risks.

I hereby RELEASE, WAIVE and RELINQUISH XMUM, its employees and the event/activity's organiser(s) from any and all liability, including but not limited to injury, death, loss and/or damage suffered by my child/ward in the course of his/her participation in this event/activity.

I further agree to fully INDEMNIFY and keep indemnified and hold harmless XMUM, its employees and the event/activity's organiser(s) against all liabilities or claims arising from the participation of my child/ward in this event/activity.

Yours sincerely,

Witnessed by,

Name : \_\_\_\_\_  
Date : \_\_\_\_\_

Name : \_\_\_\_\_  
NRIC/Passport No. : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Date : \_\_\_\_\_

# VISITOR PASS

**\*\*Please Submit to security  
guard a day before your  
event and share the soft  
copy to the visitor too**



XIAMEN UNIVERSITY MALAYSIA

廈門大學 馬來西亞分校

## TEMPORARY PASS REGISTRATION FORM

Processing time for Approval is 3 working days.

1. Name of Club/Society : Cooking Club
2. Name of Person In charge : Choo Lai Kan
3. Mobile Number : 0169253321
4. Email Address : CME202212@xmu.edu.my
5. Date : 5/11/2022
6. Time : 7.30pm - 9.30pm
7. Venue : B1- Level 1 Hallway
8. Purpose : XMUM Cooking Show (Judges)
9. Club/Event Advisor Name : Prof Khoo Kian Lee
10. Mobile Number : 017-7468222
11. Details of Visitor

No	Name and IC Number	Details of Transportation
1	Gordon Ramsay	Type of transportation: Vellfire Plate Number: AXN 88 Colour : White
2	Chef Wan	Type of transportation: Mercedes Plate Number: WWE 2854 Colour : Grey
3	Uncle Roger	Type of transportation: Alphad Plate Number: WUV 8899 Colour : Black

Submitted by:

Choo Lai Kan

Name: Choo Lai Kan  
Date: 31/10/2022

Verified by:

Name:  
Date:

Approved by:

Name:  
Date:

# Documents

## Event Review Report



XIAMEN UNIVERSITY MALAYSIA  
廈門大學馬來西亞分校

EXTRA-CURRICULAR ACTIVITIES OFFICE  
OF STUDENT AFFAIRS OFFICE  
XMUM.ECA – REPORT.03



### EVENT REVIEW REPORT

EVENT NAME	
NAME OF CLUB/SOCIETY	
EVENT DATE	
EVENT TIME	
EVENT VENUE	

#### IMPORTANT

The Event Review and Financial Report must be submitted to the Extra-Curricular Activities Office within 14 days after the event date.

4 photos  
minimum

Within 1 week after event



XIAMEN UNIVERSITY MALAYSIA  
廈門大學馬來西亞分校

EXTRA-CURRICULAR ACTIVITIES OFFICE  
OF STUDENT AFFAIRS OFFICE  
XMUM.ECA – REPORT.03

#### EVENT DETAILS

- 1 Please briefly describe and summarize the event's activities:  
*Please include*
  - Key moments or activities during the event
  - Names and titles of any speakers or presenters involved
  - Learning outcomes if any
- 2 What was the objective of the event?
- 3 Total event participants: \_\_\_\_\_ people. Please circle: MORE / LESS than targeted.  
Number of XMUM students: \_\_\_\_\_ people  
  
Was this event open to the general public? \_\_\_\_\_ [Insert YES or NO]  
If yes, the number of non-XMUM students: \_\_\_\_\_ people
- 4 What are the challenges faced while organizing the event?  
*Please write down any obstacles encountered and how they were addressed*
- 5 What is the feedback collected from participants? (if any)
- 6 Did the event follow the approved budget? Could you have used more resources or less? Why?
- 7 Please circle yes or no below:
  - a. Was this event free of charge to all XMUM students? **YES / NO**
  - b. Was there revenue generated in the event? **YES / NO**
    - \*If yes, how much? **RM \_\_\_\_\_**
  - c. Was there any sponsorship for the event? **YES / NO**
    - \*If yes, how much? List down if there are more  
Company name: \_\_\_\_\_ RM \_\_\_\_\_
- 8 Please give suggestions to improve the event for future reference.  
*Suggestions for future events based on the experience*  
*Any additional observations or recommendations*

# Documents

## After Event Financial Report

- Together with original receipts

**SUBMIT within 1 week after event date (together with Event Review Report)**

INCOME				
Date	Particulars	Receipt No/ Note	Amount (RM)	Remark
July 01	Balance b/d		150.00	Balance from previous event/petty cash
01	Sponsorship		500.00	XXX Sdn bhd
03	Subsidy		250.00	Student Affairs Office
		TOTAL	900.00	

EXPENDITURE				
Date	Particulars	Receipt No/ Note	Amount (RM)	Remark
July 04	Gift	12346	500.00	Competition Gift
07	Stationery	235618	50.00	Game Station Stationery
08	Food and Beverages – Lunch	A6662	300.00	Organizing Committee and member lunch
		TOTAL	850.00	
July 31	Balance c/d		50.00	

Prepared by:

Verified by:

Approved by:

(XXXXXXXXXXXXXX)

Treasurer  
Name of Club / Society

(XXXXXXXXXXXXXX)

President  
Name of Club / Society

(XXXXXXXXXXXXXX)

Club Principal Advisor  
Name of Club / Society

# Guideline For Event Venue/Item Booking

	<b>XIAMEN UNIVERSITY MALAYSIA</b> <b>廈門大學 馬來西亞分校</b>																																																																																																						
<b>EVENT APPLICATION FORM</b>																																																																																																							
<p><b>STEP 1</b></p> <p>Get Your Proposal Approved by:-  <b>Processing time for approval is 7 working days.</b></p> <p>Fill in the details below</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Name of The Event</td> <td>:</td> <td></td> </tr> <tr> <td>Event Date (Day)</td> <td>:</td> <td></td> </tr> <tr> <td>Event Time</td> <td>:</td> <td></td> </tr> <tr> <td colspan="2">Event Description</td> <td>:</td> </tr> <tr> <td colspan="3">Number of Participants</td> </tr> <tr> <td>Name of Person-in-Charge</td> <td>:</td> <td></td> </tr> <tr> <td>Student or Staff ID</td> <td>:</td> <td></td> </tr> <tr> <td>Contact Number</td> <td>:</td> <td></td> </tr> <tr> <td>Email Address</td> <td>:</td> <td></td> </tr> <tr> <td>Name of Faculty/Staff Advisor</td> <td>:</td> <td></td> </tr> <tr> <td colspan="2">Contact Number</td> <td>:</td> </tr> </table> <p><b>STEP 2</b></p> <p>Confirm Your Event Venue Booking  <b>Processing time for approval is 7 working days.</b></p> <p>1. Classroom / Lecture Hall  Academic Affairs Office (A3-702) / School of Foundation Studies (B1-108A)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Venue</th> <th>Date (Day)</th> <th>Time</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table> <p>2. Common area  Procurement &amp; Asset Management Office (A3-707)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Venue</th> <th>Date (Day)</th> <th>Time</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table> <p>3. Sports facilities / Others  Student Extra-Curricular Activities Office (B1-B02-1)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Venue</th> <th>Date (Day)</th> <th>Time</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>	Name of The Event	:		Event Date (Day)	:		Event Time	:		Event Description		:	Number of Participants			Name of Person-in-Charge	:		Student or Staff ID	:		Contact Number	:		Email Address	:		Name of Faculty/Staff Advisor	:		Contact Number		:	Venue	Date (Day)	Time													Venue	Date (Day)	Time													Venue	Date (Day)	Time													<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Approved by,</td> <td style="width: 50%;"></td> </tr> <tr> <td>Name:</td> <td></td> </tr> <tr> <td>Department:</td> <td></td> </tr> <tr> <td>Date:</td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Approved by,</td> <td style="width: 50%;"></td> </tr> <tr> <td>Name:</td> <td></td> </tr> <tr> <td>Department:</td> <td></td> </tr> <tr> <td>Date:</td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Approved by,</td> <td style="width: 50%;"></td> </tr> <tr> <td>Name:</td> <td></td> </tr> <tr> <td>Department:</td> <td></td> </tr> <tr> <td>Date:</td> <td></td> </tr> </table>	Approved by,		Name:		Department:		Date:		Approved by,		Name:		Department:		Date:		Approved by,		Name:		Department:		Date:	
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- Submit at least 7 days before
  - Fill in the details following the **Steps**, with the approval signed.
  - Application form available in ECA office or download from Ribosome

Venue booking	Department in Charge
All Classrooms	A blocks: Academic Affairs (A3-702) B1 block: Foundation Studies (B1-108A)
All Common Area (corridor, lobbies, open area, canteen) THC Auditorium	Asset Management (A3-707)
Lobby in front of 107, Yoga Room (refer to schedule), All sports facilities	ECA (B1-B02-1)

# Guideline For Event Venue/Item Booking

Same Event Application Form, follow the steps

For any big size items  
(Submit an attachment if more than 3 items)

For multimedia equipment in classrooms

Must return to ECA

## STEP 3

Make your item or land \*\*banner hanging request

\*Processing time for approval is 7 working days.

\*\*Only for the approved event with a proposal, attach your design

1. Property and Asset Management Office (A3-707) / Student Extra-Curricular Activities Office (B1-B02-1)

No	Item	Quantity	Start Date	End Date
1				
2				
3				
Banner hanging				

2. Multimedia equipment (A3 Library) / School of Foundation Studies (B1-108A)

No	Item	Quantity	Collect Date	Collector's Name
1				
2				
3				

## STEP 4

Event's safety and electricity-related matters supply

\*Only for the approved event with a proposal, attach the floor layout

1. Operation and Maintenance Office (B1-G15 & G13)

Tick (✓)	Item
	Power extension / lighting / AC
	Safety - road block / construction work
	Cleaning
	Remark (to be filled by staff only):

## STEP 5

Completed? Return One Copy to "STEP 1" Respective Department: -

1. Clubs and Societies – Student Extra-Curricular Activities Office (ECA, B1-B02-1)
2. Academic Related – Academic Affairs Office (A3-702)  
School of Foundation Studies (B1-108A)

Acknowledged by,

Name:

Department:

Date:

(2) Acknowledged by,

Name:

Department:

Date:

(1) Acknowledged by,

Name:

Department:

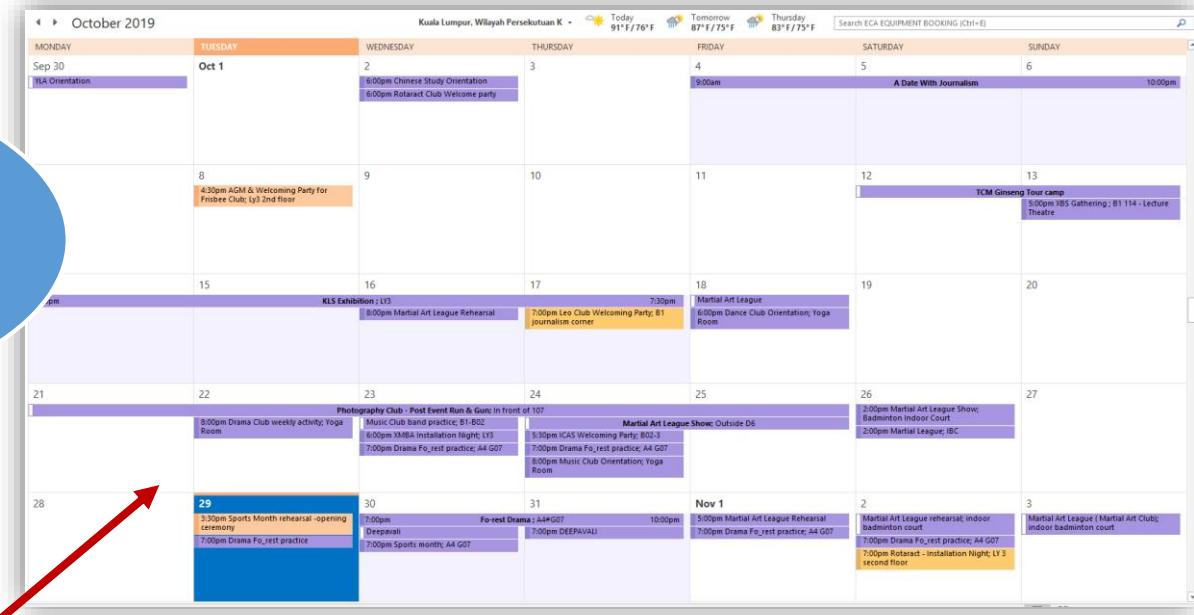
Date:

## IMPORTANT NOTICE

1. Equipment and venue are subject to availability.
2. No food and drink are allowed inside the lecture hall.
3. A penalty of RM50.00 will be imposed for any failure to return items and dismantle the banner on time.
4. The university assumes no responsibility or liability for any loss, injury, or damage of any equipment/furniture, or asset provided. Individual/ Club or society is expected to take full responsibility for their action and safety.
5. Students should report to ECA or the relevant office responsible for that particular asset if the assets borrowed are damaged or found in an impaired condition. The university has the right to impose the corresponding compensation on the user.
6. The University reserves the right to make changes to this form at any time for any reason, with or without notice.

Updated by ECA (10 October 2023)

# ECA Equipment booking Log Book



**1<sup>st</sup> come 1<sup>st</sup> serve basis**

Step 1 - Booking in calendar, check with ECA officers

Step 2 - Fill in log when collecting & returning item

Equipment available in ECA:  
PA system,  
sports equipment etc

OUTGOING RECORD OF EQUIPMENT STUDENT AFFAIR : EXTRA-CURRICULAR ACTIVITIES											
BORROW					RETURNED						
DATE	ITEM	QUANTITY	NAME	HP NO.	SIGN	DATE	NAME	HP NO.	REMARK	SIGN	REMARK BY ECA
18/10/2019	Projector	1	Foo Wee Hion	017-12741810	✓	21/10/2019	Foo Wee Hion	017-12741810		✓	
18/10/2019	Mic	2	Foong Hin Kong	017-3321932	✓	21/10/2019	Foong Hin Kong	017-3321932		✓	
18/10/2019	Speaker	1	"	"	✓	21/10/2019	Foong Hin Kong	"	"	✓	
18/10/2019	Hailer	1	"	"	✓	21/10/2019	"	"	"	✓	
"	MIC	1	MADDA NAIMI	0172609710	✓	22/10/2019	Ng Shu Ze	016-29127698		✓	
"	SPKBL DR (PORTABLE)	1	"	"	✓	22/10/2019	Ng Shu Ze	"	"	✓	
"	AUDIO JACK	1	"	"	✓					✓	
21/10/2019	Bunting stand	1	Chen Tef Yang	0113260328	✓	25/10/19	Chen Tef Yang	"	"	✓	
21/10/2019	Speaker	1	"	"	✓					✓	
22/10/2019	Portable speaker	1	Ng Shu Ze	016-29127698	✓					✓	
22/10/2019	Wire mic	1	"	"	✓					✓	
22/10/19	Score board	1	Yee Zi Yun	016-3211755	✓	22/10/19	Yee Zi Yun	016-3211755	✓	✓	
"	Inbox	1	"	"	✓					✓	

# Guideline For Event Publicity Request



Contact ECA staff to promote your events in these platforms anytime.

- Poster (picture format only)
- Caption



# Publicity Request via ECA E-mail

## ECA@xmu.edu.my

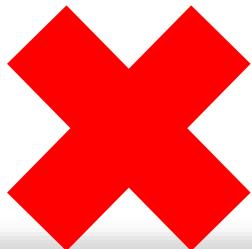
1. ECA email publicity – **every Tuesday**
2. Send your email to ECA before Tuesday

In your email request,

- a) Email subject: Promotion for Cooking Event by Cooking Club
- b) Write your request to ECA only **in English**. Practice good communication in e-mail while requesting.
- c) **Attach** ONE relevant image/poster (PNG/JPEG/JPG)
- d) **Minimal** content write-up
  - Include catchphrase with minimal description, important details and other necessary QR code/link only

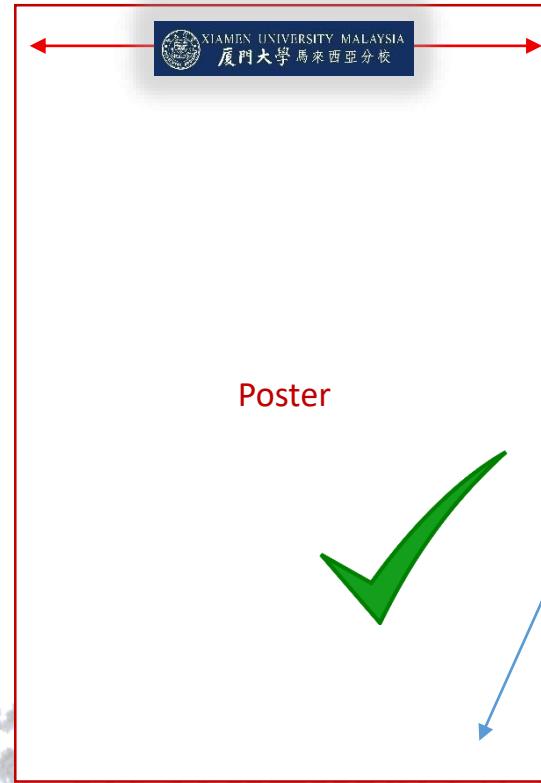
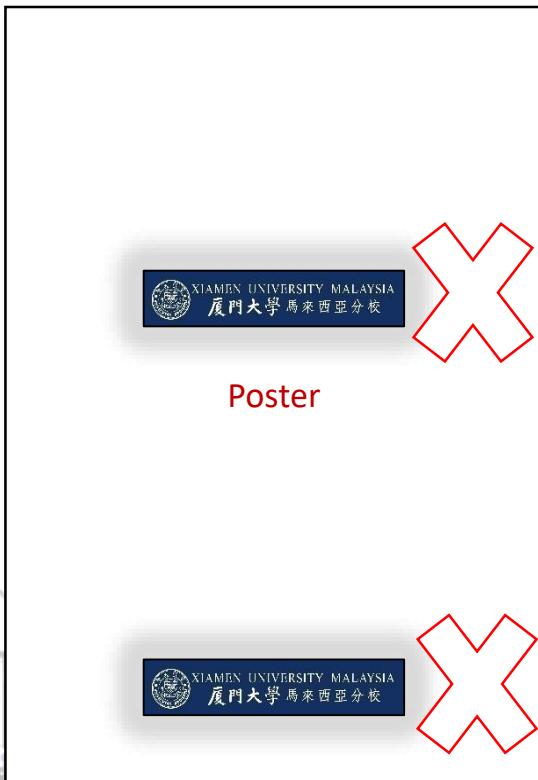
# Poster rules:

Use the correct school logo



# Poster Rules:

- university logo must be placed at the top of the poster
- all posters must be approved by ECA before posting



Approval by ECA  
officers (Stamp  
+ Signature) –  
White Area

# REMINDER

- No pasting on the wall. Paste only at the notice board provided.

**ALL POSTERS** Must be removed within  
1 day after event

Eg: Event on 2<sup>nd</sup> January 2023, posters  
must be removed on 3<sup>rd</sup> January

**Penalty RM50**

# After Event Write Up – Article

- All major events are encouraged to submit a write-up to post on XMUM official website
- Within 2 weeks after event
- Include maximum 6 photos
- Maximum 350 words – only in ENGLISH
- Send to [ECA@xmu.edu.my](mailto:ECA@xmu.edu.my) in Word document

The screenshot shows the XMEN UNIVERSITY MALAYSIA website. At the top, there is a dark blue header with the university's logo, name in English ('XIAMEN UNIVERSITY MALAYSIA') and Chinese ('廈門大學 馬來西亞分校'), a 'Contact Us' link, and a search bar. Below the header is a blue navigation bar with links: Home, About, Admissions, Academics, Research & Innovation, Campus Life, International Affairs, Library, and ePayment. The main content area has a background image of a university campus. On the left, there is a sidebar for 'Student Activities' featuring a section about the XMUM Postgraduate Student Council. On the right, under the 'Campus Life' heading, there is a list of links: Student Activities, Clubs and Societies, Maintenance, Tender Notice, Work-Study Opportunities, and Counseling Service.

XIAMEN UNIVERSITY MALAYSIA  
廈門大學 馬來西亞分校

Contact Us

Home About Admissions Academics Research & Innovation Campus Life International Affairs Library ePayment

homepage | Campus Life | Student Activities

| Student Activities

**XMUM Postgraduate Student Council Established**  
2023-03-22

Research and Postgraduate Centre (RPC) established the XMUM Postgraduate Student Council (PGS C) in February 2023.

Campus Life

Student Activities  
Clubs and Societies  
Maintenance  
Tender Notice  
Work-Study Opportunities  
Counseling Service

# Guideline For Transportation Request

- **ONLY PROVIDED** for those who represent **UNIVERSITY** for competition (Sports / Skills / Performing arts category) ONLY for registered clubs & societies.

*Example : MASISWA, SUKIPT, Inter University Competition etc.*

- Transportation fees must be included in financial expenses in proposal

- Strictly not for **PERSONAL USE EVENT** or **NON BENEFICIARY ACTIVITIES** to the university

*Example : Attend Dinner, Party, Club Activity (camping, beach cleaning, team bonding, visitation), Invitation competition and any unrelated event*

## **APPLICATION MUST BE SUBMITTED**

- At least **10** working days in **ADVANCE**
- *Make sure proposal have been approved before request*
- *Submit together with full name, ic or passport number, student ID number & mobile number*

# Storeroom Management

**B1 Block- Clubs & Societies Storeroom**

**B2 Stadium- Sports Storeroom, Instrument Room & Band Room**

1. All club assets must be stored in proper boxes/case with labels
2. Do not leave the box or any items on the floor – **obstruct the way**
3. Do not keep foods, drinks, and chemical product in the room – **hygiene and safety purpose**
4. Remove unused item (old decos, cardboards etc) and do regular cleaning only in the slot given – **space saving**
5. Any lights/aircons/maintenance issue, report in **Aska Maintenance** and to ECA officers.
6. ECA has the right to dispose any item without labels, or on the floors, or on the empty slots that does not belong to anyone

# Storeroom Management – B1 Block

## CLUB & SOCIETIES STOREROOM FLOOR PLAN

Wordsmith Society	Math Society	2
XMBA	Leo Club	Tea Club
Christian Fellowship	Ukulele Society	Photography Club
Rotaract Club	Robotic Club	Buddhist Society
Outdoor Adventure Club	Korean Culture & Arts Society	
Rubiks Club	Chess Club	
Indonesian Culture & Arts Society	Chinese Society	
Diabolo Club	Diabolo Club	
Yoga Society	Swimming Club	
Cheerleading Club	Astronomy Club	
Chinese Debate Society	Nanqiang Calligraphy Society	
Dance Club	Youth Leader Association	
1		
Table Tennis Club	TCM Society	
Martial Art Club	Fitness Club	
Coffee Club	Martial Art Club	
	Kendo Club	

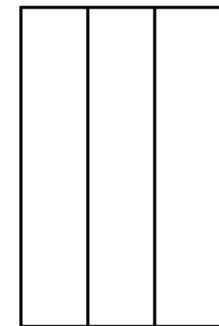
# Storeroom Management – B2 Sports Storeroom

## CLUB & SOCIETIES STOREROOM FLOOR PLAN

### Legend:

- 1. Football Club
- 4. Tennis Club
- 5. Volleyball Club
- 7. Frisbee Club
- 8. Basketball Club

Reserve for  
event (ECA)



7	4	1
8	5	2
9	6	3

# Storeroom Management



Do's



# Storeroom Management



**Don'ts**



# Opening Bank Account

- At least RM2000.00 in current account
- **COMPULSORY** to have 2 club advisors
- Documentation required
  - 1. Meeting Minutes***
  - 2. Ic / Passport photocopy***
  - 3. Necessary forms provided by Maybank***
- *Set appointment with Mr Ku at ECA office. Mr Ku will liaise with Maybank officer for application*



# AGENDA NO.3



OTHER BUSINESS



Sign in XMUM E-Services eservices.xmu.edu.my → □ Office Documents  
→ □ Student Affairs Office (Extra-Curricular Activities)

The image shows the XMUM E-Services interface. On the left, there is a sidebar with the university's logo and name "XIAMEN UNIVERSITY MALAYSIA 厦門大學 馬來西亞分校". The sidebar also lists three main categories: "Announcement", "Space Booking", and "Office Documents", with "Office Documents" being the active tab, indicated by a blue background. The main content area has a header "XMUM E-Services" and a sub-header "Office Documents Folder". Below this, a breadcrumb navigation shows the path: Home - Office Documents - Office Documents Folder. The central part of the page displays a large blue folder icon with the text "All Departments" and "66 Files" below it. At the bottom of the page, there is a decorative banner featuring a black and white photograph of a university campus.

XIAMEN UNIVERSITY MALAYSIA  
廈門大學 馬來西亞分校

XMUM E-Services

Office Documents Folder

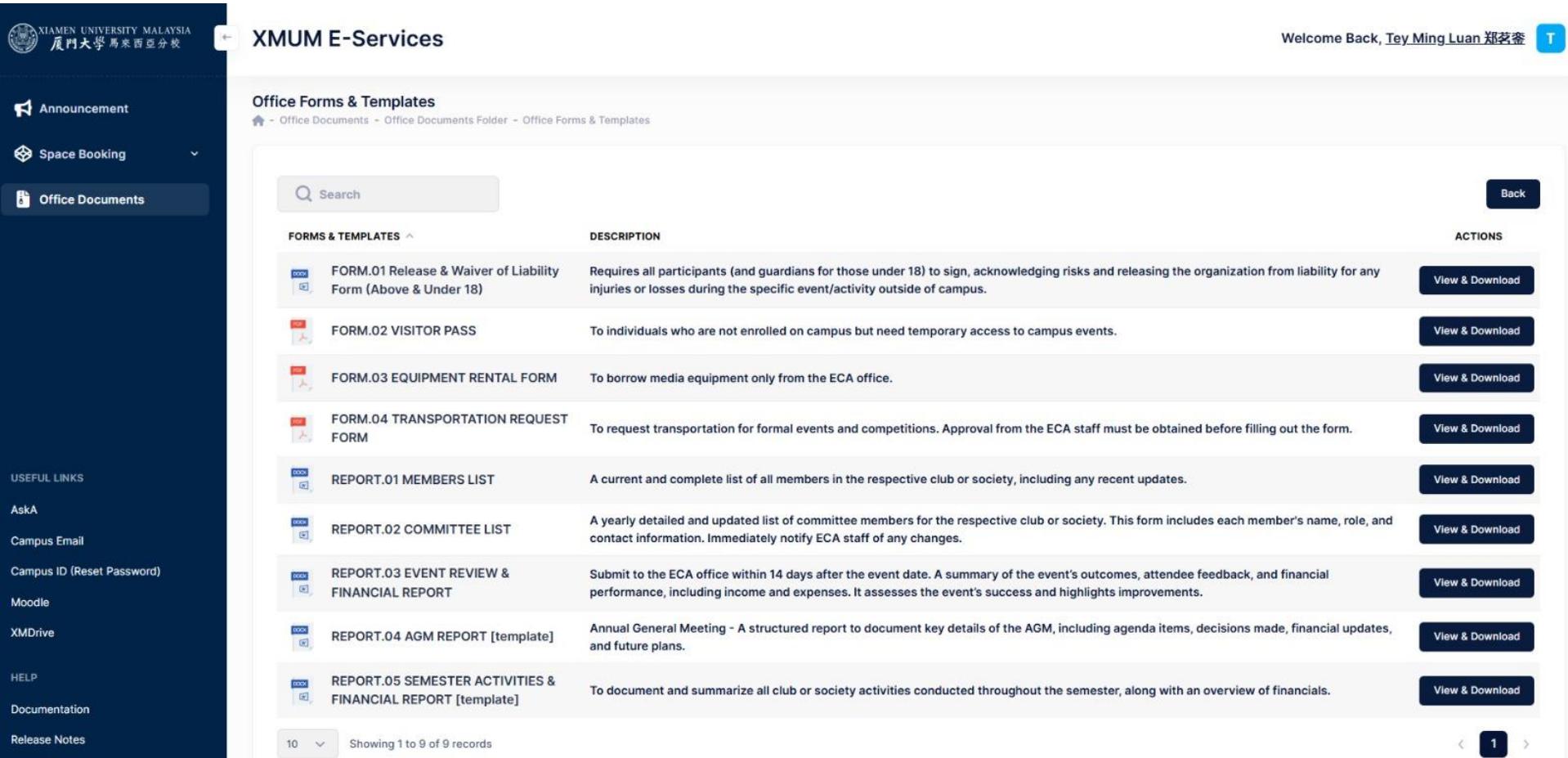
Home - Office Documents - Office Documents Folder

All Departments

66 Files

50

Link : <https://eservices.xmu.edu.my/documents/forms-templates/10>



The screenshot shows the XMUM E-Services portal. The top navigation bar includes the university logo, the text "XIAMEN UNIVERSITY MALAYSIA 厦門大學 馬來西亞分校", and a "Welcome Back, Tey Ming Luan 鄭英傑" message. On the left sidebar, there are links for "Announcement", "Space Booking", and "Office Documents" (which is currently selected). The main content area is titled "XMUM E-Services" and displays the "Office Forms & Templates" section. A breadcrumb navigation shows the path: Home -> Office Documents -> Office Documents Folder -> Office Forms & Templates. Below this is a search bar with the placeholder "Search". The main content is a table with columns: "FORMS & TEMPLATES", "DESCRIPTION", and "ACTIONS". The table lists ten items:

FORMS & TEMPLATES	DESCRIPTION	ACTIONS
FORM.01 Release & Waiver of Liability Form (Above & Under 18)	Requires all participants (and guardians for those under 18) to sign, acknowledging risks and releasing the organization from liability for any injuries or losses during the specific event/activity outside of campus.	<a href="#">View &amp; Download</a>
FORM.02 VISITOR PASS	To individuals who are not enrolled on campus but need temporary access to campus events.	<a href="#">View &amp; Download</a>
FORM.03 EQUIPMENT RENTAL FORM	To borrow media equipment only from the ECA office.	<a href="#">View &amp; Download</a>
FORM.04 TRANSPORTATION REQUEST FORM	To request transportation for formal events and competitions. Approval from the ECA staff must be obtained before filling out the form.	<a href="#">View &amp; Download</a>
REPORT.01 MEMBERS LIST	A current and complete list of all members in the respective club or society, including any recent updates.	<a href="#">View &amp; Download</a>
REPORT.02 COMMITTEE LIST	A yearly detailed and updated list of committee members for the respective club or society. This form includes each member's name, role, and contact information. Immediately notify ECA staff of any changes.	<a href="#">View &amp; Download</a>
REPORT.03 EVENT REVIEW & FINANCIAL REPORT	Submit to the ECA office within 14 days after the event date. A summary of the event's outcomes, attendee feedback, and financial performance, including income and expenses. It assesses the event's success and highlights improvements.	<a href="#">View &amp; Download</a>
REPORT.04 AGM REPORT [template]	Annual General Meeting - A structured report to document key details of the AGM, including agenda items, decisions made, financial updates, and future plans.	<a href="#">View &amp; Download</a>
REPORT.05 SEMESTER ACTIVITIES & FINANCIAL REPORT [template]	To document and summarize all club or society activities conducted throughout the semester, along with an overview of financials.	<a href="#">View &amp; Download</a>

At the bottom of the table, there are pagination controls: "10" (dropdown), "Showing 1 to 9 of 9 records", and "1" (dropdown).



# Upcoming Event Application Form in XMUM E-Services. Launching date to be announced.

The screenshot shows the XMUM E-Services interface. On the left sidebar, there is a red box highlighting the "Online Application" section under "Event Application". The main content area is titled "New Event Application" and includes a breadcrumb trail: Home - Online Application - Event Application - New Event Application. Below this, there are six sections: Section 1 (Event Type), Section 2 (Event Information), Section 3 (Venues Information), Section 4 (Items Information), Section 5 (Operation & Maintenance), and Section 6 (Disclaimer). The "Event Type" section is currently active, showing three categories: Extra-Curricular Activities Unit (ECA) with "Clubs & Societies Events" (Yearly Events) and "Clubs & Societies Activities" (Club Meetings/Discussion); Academic Affairs Office (Undergraduate) with "Academic Related Events" (Workshop/Seminar) and "Academic Related Activities" (Presentation/Talks); and School of Foundation Studies (Foundation) with "Academic Related Events" (Workshop/Seminar) and "Academic Related Activities" (Presentation/Talks). A "Continue" button is located at the bottom right of the event type section. The top right corner of the page displays "Welcome Back, Tey Ming Luan 鄭茗蘊".



# Other business

1. Partnership & Collaboration with external party.
2. Finance management – Utilise club money wisely on club events or club asset, not as savings
3. Sponsorship booth – Terms & Conditions refer to ECA staff before confirmation with potential sponsors
4. If receive any invitation for competition outside XMUM, the organizer must liaise with ECA formally
5. Invite Sponsor & Alumni



# ECA Staff



Mr. Potter  
(Service & Volunteerism)



Ms. Laila  
(General)



Ms. Eunice  
(International Students  
Community)



Mr. Ku  
(Sports)



Ms. Ming Luan  
(Performing Arts, Culture & Arts)

# THE END

