



SULTAN ABDUL HALIM MU'ADZAM SHAH
INTERNATIONAL ISLAMIC UNIVERSITY
(UniSHAMS)

RMU01

RESEARCH MANAGEMENT UNIT

**PERMOHONAN MENGHADIRI SEMINAR / KURSUS / BENGKEL DAN LATIHAN
PEMBANGUNAN STAF AKADEMIK**
APPLICATION FOR ATTENDING SEMINAR / COURSE / WORKSHOP AND TRAINING
FOR ACADEMIC STAFF

- Peruntukan perbelanjaan menghadiri seminar / kursus / bengkel dan latihan.
Provision of expenses for attending seminar / course / workshop and training
- Peserta / Participant Pembentang / Presenter Tugas rasmi / Arahan Universiti
Official duty / University instruction
- Peruntukan perbelanjaan geran penyelidikan jangka pendek. Kod: _____
Short-term research grant funding provision. Code: _____

BAHAGIAN A / SECTION A: BUTIRAN PEMOHON / APPLICANT DETAILS			
Nama / Name			
No. K.P / i.c Passport / Pasport No.		No.Tel / Telephone No.	
Jawatan / Position		Gred / Grade	
Kulliyah / Faculty			
BAHAGIAN B / SECTION B: BUTIRAN SEMINAR / KURSUS / BENGKEL DAN LATIHAN / DETAILS OF SEMINAR / COURSE / WORKSHOP AND TRAINING			
Nama Tajuk / Title			
Anjuran / Organizer			
Tajuk Kertas Kerja / Title of Project Paper			
Tempat / Venue			
Tarikh Mula / Start Date		Tarikh Tamat / End Date	
Tarikh Bertolak / Departure Date		Tarikh Kembali / Arrival Date	
Seminar yang telah dihadiri / Attended Seminars			
Tugas di Kulliyah / Task in Kulliyah	<input type="checkbox"/> Diambil alih oleh: / Replaced by: <input type="checkbox"/> Ditanggung dan akan digantikan bila kembali bertugas / replaced when back on duty		
Cara Perjalanan / Transportation	<input type="checkbox"/> Kenderaan UniSHAMS / UniSHAMS Transport <input type="checkbox"/> Kenderaan Awam / Public Transport <input type="checkbox"/> Kapal Terbang / Flight	<input type="checkbox"/> Kenderaan Sendiri (sila isi borang kelulusan menggunakan kenderaan sendiri) / Own Transport (please fill in the permission to-used-own vehicle form) <input type="checkbox"/> Menumpang kenderaan pegawai lain / Use another employee's vehicle	

BAHAGIAN C / SECTION C: ANGGARAN TUNTUTAN PERBELANJAAN / ESTIMATED EXPENDITURE CLAIMS

Yuran / Fees	RM		Tambang Kenderaan Awam <i>Public transport fares</i>	RM	
Elaun Makan / <i>Meal allowance</i>	RM		Tuntutan Perbatuan <i>Mileage claims</i>	RM	
Elaun Harian <i>Daily allowance</i>	RM		Tol Lebuhraya / <i>highway toll</i>	RM	
Elaun Sewa Hotel <i>Hotel rent allowance</i>	RM		Tol Jambatan / <i>Bridge toll</i>	RM	
Elaun Lojing <i>Lodging allowance</i>	RM		Lain-lain / <i>Others</i>	RM	

Catatan (jika ada) / *Note (if applicable)*

Ulasan Unit Pengurusan Penyelidikan (RMU)
Review from Research Management Unit (RMU)

Anggaran Tuntutan Keseluruhan / Total estimated claims **RM**

Tarikh:.....
Date

Tandatangan Pemohon:
Signature of applicant:

BAHAGIAN D / SECTION D : KELULUSAN / APPROVAL**i. PENGESAHAN KETUA JABATAN/ DEKAN / HEAD DEPARTMENT / DEAN VERIFICATION**

Disokong / Tidak Disokong. <i>Supported / Unsupported</i>	Tandatangan & Cop: <i>Signature & Stamp:</i>
Ulasan / <i>Review:</i>	Tarikh: <i>Date:</i>

ii. DISAHKAN OLEH KETUA PUSTAKAWAN / VERIFICATION BY HEAD OF LIBRARIAN

Disokong / Tidak Disokong. <i>Supported / Unsupported</i>	Tandatangan & Cop: <i>Signature & Stamp:</i>
Ulasan / <i>Review:</i>	Tarikh: <i>Date:</i>

**iii. SEMAKAN / SOKONGAN PENGARAH / TIMBALAN PENGARAH PENYELIDIKAN (RMU)
REVIEW / RECOMMENDATION DIRECTOR/ DEPUTY DIRECTOR OF RESEARCH (RMU)**

Disokong / Tidak Disokong. <i>Supported / Unsupported</i>	Tandatangan & Cop: <i>Signature & Stamp:</i>
Ulasan / <i>Review:</i>	Tarikh: <i>Date:</i>

iv. SOKONGAN TIMBALAN NAIB CANCELOR HAL EHWAL AKADEMIK & ANTARABANGSA / RECOMENDATION BT DEPUTY VICE-CHANCELLOR OF ACADEMIC & INTERNATIONAL AFFAIRS	
Disokong / Tidak Disokong. <i>Supported / Unsupported</i>	Tandatangan & Cop: <i>Signature & Stamp:</i>
Ulasan / Review:	Tarikh: <i>Date:</i>
v. PENGESAHAN BAHAGIAN KEWANGAN / VERIFICATION BY FINANCIAL DEPARTMENT	
(jika mempunyai implikasi kewangan) <i>(If has a monetary implication)</i>	Tandatangan & Cop: <i>Signature & Stamp:</i>
Ulasan / Review	Tarikh: <i>Date:</i>
vi. KELULUSAN NAIB CANCELOR / APPROVAL BY VICE CHANCELLOR	
Diluluskan / Tidak Diluluskan. <i>Approved / Not Approved</i>	Tandatangan & Cop: <i>Signature & Stamp:</i>
	Tarikh: <i>Date :</i>

Nota / Note:

Sila lampirkan bersama surat tawaran / iklan untuk rujukan.
Please attached the offer letter / advertising letter for reference

Permohonan yang lengkap diisi hendaklah dihantar ke Unit Pengurusan Penyelidikan (RMU) **sekurang-kurangnya tiga puluh (30)** hari sebelum tarikh seminar / bengkel diadakan.
The completed application must be submitted to the Research Management Unit (RMU) at least thirty (30) days before the date of the seminar / workshop.

Permohonan yang tidak lengkap atau lewat tidak akan diproses.
Incomplete or late application will not be processed.

***Pegawai Yang Meluluskan / Approval Officers:**

i). **Timbalan Naib Canselor Hal Ehwal Akademik & Antarabangsa:** Kakitangan Akademik yang menghadiri seminar / bengkel sebagai **peserta** sahaja
*Deputy Vice-Chancellor of Academic & International Affairs: For Academic staff attending seminars / workshop as a **participant** only.*

ii). Naib Canselor:

Kakitangan Akademik yang menghadiri seminar / persidangan sebagai **pembentang** (peruntukan RM1,000.00 dan ke atas)
Vice Chancellor: For Academic Staff attending seminars / conference as a presenter (allocation RM1,000.00 above)