



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

RMU13

RESEARCH MANAGEMENT UNIT

**BORANG TUNTUTAN MENGGUNAKAN KHIDMAT PAKAR PROFESSIONAL BAGI GERAN
PENYELIDIKAN UNIVERSITI**

PROFESSIONAL SERVICES FOR UNIVERSITY GRANT FORM

BAHAGIAN A / SECTION A : (DIISI OLEH PAKAR PROFESSIONAL / FILLED BY PROFESSIONAL SPEAKER)

Nama / Name :

No. Kad Pengenalan / Identification Card No :

Jawatan / Position Held :

Gred Jawatan / Grade of Post :

Alamat Pejabat / Office Address :

No. Telefon / Contact No. : Pejabat : Telefon Bimbit :
Office Mobile

Alamat Emel / E-Mail Address :

No. Akaun Bank / Bank Account No. :
(Sila lampirkan salinan penyata bank / Please attach a copy of bank statement)

Nama Bank / Name of Bank :

Saya mengaku bahawa segala keterangan yang diberikan di atas adalah betul dan telah menyempurnakan tugas seperti yang ditetapkan pada... .. / I hereby declare that all the information given is true and had completed the given tasks/duty on

Tarikh / Date : Tandatangan / Signature :

**BAHAGIAN B / SECTION B : PENGESAHAN KEHADIRAN DAN JUMLAH BAYARAN DICADANGKAN
(DIISI OLEH KETUA PENYELIDIK) / CONFIRMATION OF ATTENDANCE AND TOTAL RECOMMENDED
PAYMENT (MUST BE FILLED BY HEAD OF RESEARCHER)**

Saya mengesahkan bahawa penama seperti di atas telah pun menjalankan tugas sebagai Pakar Profesional Luar berkaitan Geran Penyelidikan Jangka Pendek Universiti dan layak untuk menerima bayaran. / I hereby certify that the above mentioned nominee has performed his duties as an External Professional Expert for the Short Term Research Grant of the University and is eligible to receive payment.

Nama Bidang kepakaran / Expertise area :
(Sila lampirkan surat lantikan dan lain-lain dokumen berkaitan.)
(Please attach a letter of appointment and other relevant documents)

Masa dan Tarikh Khidmat Kepakaran
Time and Date of Expertise Services :

Jumlah bayaran yang dicadangkan
The recommended amount of payment : (RM)..... (RM)..... X jam / hour).

Tandatangan / Signature : Tarikh / Date :

BAHAGIAN C / SECTION C : KELULUSAN / APPROVAL**i. PENGESAHAN KETUA JABATAN/ DEKAN / HEAD OF DEPARTMENT/ DEAN VERIFICATION**Disokong / Tidak Disokong.
Supported / Unsupported

Ulasan / Review :

Tandatangan & Cop:
*Signature & Stamp:*Tarikh:
*Date:***ii. SEMAKAN / SOKONGAN PENGARAH /TIMBALAN PENGARAH PENYELIDIKAN (RMU)
REVIEW / RECOMMENDATION BT DIRECTOR/ DEPUTY DIRECTOR OF RESEARCH (RMU)**Disokong / Tidak Disokong.
Supported / Unsupported

Ulasan / Review :

Tandatangan & Cop:
*Signature & Stamp:*Tarikh:
*Date:***iii. SOKONGAN TIMBALAN NAIB CANSOLOR HAL EHWAL AKADEMIK & ANTARABANGSA
RECOMMENDATION BY DEPUTY VICE-CHANCELLOR OF ACADEMIC & INTERNATIONAL AFFAIRS**Disokong / Tidak Disokong.
Supported / Unsupported

Ulasan / Review :

Tandatangan & Cop:
*Signature & Stamp:*Tarikh:
*Date:***iv. PENGESAHAN OLEH BAHAGIAN KEWANGAN / VERIFICATION BY FINANCIAL DEPARTMENT**

Ulasan / Review :

Tandatangan & Cop:
*Signature & Stamp:*Tarikh:
*Date:***v. KELULUSAN NAIB CANSOLOR / APPROVAL BY VICE CHANCELLOR**Lulus / Tidak Lulus
Approved / Not Approved

Ulasan / Review :

Tandatangan & Cop:
*Signature & Stamp:*Tarikh:
Date:

Nota / Note :

- a) Sila lampirkan bersama surat lantikan dan dokumen berkaitan untuk rujukan / *please attach a letter of appointment and related documents for reference.*
- b) Pemohon hendaklah mengisi Bahagian A, B dan C (i) dengan lengkap sebelum di kembalikan borang ke **Unit Pengurusan Penyelidikan (RMU)** / *The applicant must complete Section A,B,C(i) before returning the form to Research Management Unit (RMU)*
- c) Permohonan yang lengkap diisi hendaklah dihantar ke Unit Pengurusan Penyelidikan (RMU) selewat-lewatnya empat belas (14) hari dari tarikh permohonan menggunakan khidmat pakar professional / *The completed application must be submitted to the Research Management Unit (RMU) at least 14 days from the date of application for professional expert services.*
- d) Permohonan yang tidak lengkap tidak akan diproses. *Incomplete application will not be processed*

***Pegawai Yang Meluluskan / Approval Officer:**

- i). **Timbalan Naib Canselor Hal Ehwal Akademik & Antarabangsa:** Peruntukan \leq RM1,500.00 sahaja
Deputy Vice-Chancellor of Academic & International Affairs: For allocation \leq RM1,500.00 only only.
- ii). **Naib Canselor:** Peruntukan \geq RM1,500.00 sahaja/*Vice Chancellor: For allocation \geq RM1,500.00 only)*