



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يونسيفيتي إسلام، ابتكاراً، إخسباً، مليسنا

## MANAGEMENT SERVICES DIVISION

### NOMINATION FORM FOR EXTERNAL TRAINING FOR ADMINISTRATIVE AND TECHNICAL STAFF

**Part A : PARTICULARS OF TRAINING PROGRAMME**

TITLE : \_\_\_\_\_  
 ORGANISER : \_\_\_\_\_  
 VENUE : \_\_\_\_\_  
 COURSE DATE : \_\_\_\_\_ FEE: RM \_\_\_\_\_ (USING K/C/D BUDGET)

**Part B : STAFF PERSONAL DETAILS**

NAME : \_\_\_\_\_  
 POST : \_\_\_\_\_ STAFF NO: \_\_\_\_\_  
 KULL./DEPT. : \_\_\_\_\_ YEAR OF SERVICE: \_\_\_\_\_  
 EMAIL : \_\_\_\_\_ TEL. NO: \_\_\_\_\_  
 NO. OF TRAINING PROGRAMME ATTENDED THIS YEAR: \_\_\_\_\_

**Part C : RECOMMENDATION BY DEAN/ DIRECTOR OF K/C/D/I/O**

I recommend for the above staff member to attend the training programme because: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

NAME : \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR MSD OFFICIAL USE**

**Part D : RECOMMENDATION BY THE SECRETARIAT**

YES  NO COMMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

**Part E : APPROVAL**

I APPROVE / DO NOT APPROVE THE NOMINATION: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**OFFICIAL STAMP**

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