



International Islamic University Malaysia  
Kulliyah of Information Communication Technology  
DEPARTMENT OF INFORMATION SYSTEMS

Version : 02  
Revision: 02  
Effective Date:  
01/08/2018

## APPLICATION FOR THE POST OF TUTOR/GRADER

### INSTRUCTIONS:

1. Please ensure the following supporting documents are attached with the completed form.
2. Applicants are required to get recommendation from course coordinator prior to submission of the form to the department.

### CHECKLISTS:

No.	Items	Please tick (√)
1	Completed form with signature of applicant	
2	A copy of Resume/Curriculum Vitae (CV)	
3	A copy of Identity Card/Passport	
4	A copy of Bank Statement (Applicant <u>full name</u> and bank <u>account no.</u> should appear in the bank statement)	
5	Certified true copy of all academic certificate	
6	Recommendation from Course Coordinator	

### FOR OFFICE USE

Document(s) Complete/Incomplete

Date: .....

Checked by:

Name : .....

.....  
(Signature and Official Stamp)



**(A) APPLICANT PERSONAL INFORMATION**

**Name**

**Current Address**

PHOTO

**Present Occupation**

**Gender**

**Nationality**

**Email**

**Mobile No**

**Home No**

**Date of Birth**

**Place of Birth**

**Identification Number / Passport No**

**Expiry Date of Passport**

*(Please provide a copy of IC/Passport)*

**RESIDENTIAL / VISA STATUS OF APPLICANT**

Permanent Resident

Working Permit

Study Pass

Dependent Pass

Visitor Pass

Postgraduate Student

Others: \_\_\_\_\_

**STUDENT STATUS**

Undergraduate Student (*Grader*)

Postgraduate Student (*Tutor*)

**Matric No.**

**Year**

**Programme of Study**

**BANK ACCOUNT INFORMATION**

**Name of Bank**

**Account No.**

*(Please provide a copy of Bank Statement)*

**(B) ACADEMIC QUALIFICATION**

<b>Degree</b>	<b>Name of University</b>	<b>Field/ Specialization</b>	<b>CGPA</b>	<b>Year Awarded</b>

*(Please provide certified true copy of all academic certificate)*

**(C) WORKING EXPERIENCE**

Permanent Lecturer

Researcher

Part-time Lecturer

Industry

Tutor

Other: \_\_\_\_\_

**Have you ever been a tutor/grader in any course from Department of Information Systems before?**

Yes

No

**Courses/lab session as tutor/grader in previous semester**

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**Courses/lab session interested to conduct**

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**Skills and knowledge related to the tutorial course applied**

1		3	
2		4	

<b>Applicant Signature</b>	<b>Date</b>

**(D) ASSESSMENT BY COURSE COORDINATOR**

**Academic Qualification**

Satisfactory

Non-satisfactory

**Potential Course for Tutorial**

1	
2	

**Duties Required Upon Appointment**

Lecture / Practical / Lab session

Preparing teaching/Tutoring materials

**Period of appointment**

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**Number of session allocated per week**

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**DECISION**

Recommended

Not recommended

Remarks: \_\_\_\_\_

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<b>COURSE COORDINATOR/LECTURER</b> <i>(Signature &amp; Official Stamp)</i>	<b>Date</b>

**(E) DEPARTMENT** *(For Office Use Only)*

**Course Code**

**Course Title**

**Name of Lecturer (s) responsible to monitor the applicant**

**RECOMMENDED BY :**

<b>ACADEMIC ADVISOR</b> <i>(Signature &amp; Official Stamp)</i>	<b>Date</b>

**APPROVED BY :**

<b>HEAD OF DEPARTMENT</b> <i>(Signature &amp; Official Stamp)</i>	<b>Date</b>

**(F) DEAN'S OFFICE** *(For Office Use Only)*

**I hereby approve / do not approve the above application.**

<b>DEAN OF KULLIYAH</b> <i>(Signature &amp; Official Stamp)</i>	<b>Date</b>