INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

CHECKLIST FOR APPLICATION ATTENDING OVERSEAS CONFERENCE/ SEMINAR/ TRAINING/ WORKSHOP/ VISIT/ DATA COLLECTION

Important Note:

1. The completed form must be submitted at least 1 month before the event/ travelling date.
2. Submission of the outputs must be done within 1 month after the event to the Kulliyyah.
3. Please ensure the following documents are attached with the completed form.

No	Items	Check List (Please tick)
1	Application Form*	☐
2	Abstract of Paper	☐
3	Full Paper / PowerPoint Presentation	☐
4	Acceptance Letter	☐
5	English (eg. Grammar / Paper Raters)	☐
6	Turnitin	☐
7	Brochure / Pamphlet of Conference	☐
8	Takaful*	☐
9	Justification to attend, significance of the conference and benefit to staff and department*	☐
10	MOE Form Lampiran A and Lampiran A1*	☐
11	Programme Schedule (Visiting Scholar/Mobility/etc.)	☐

*Application for data collection is required to provide No. 1, 8, 9 and 10 only

The above items are available. Thank you.

_____
Signature of the Dean of K/C/D/I

Official stamp   :   _____
Date   :

Revision: No. 6
Effective: 07.03.2019

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

APPLICATION FOR FINANCIAL ASSISTANCE AND APPROVAL FOR ATTENDING OVERSEAS CONFERENCES/ SEMINARS/WORKSHOPS/VISITS/DATA COLLECTION FOR IIUM ACADEMIC STAFF

PART ONE: ABOUT APPLICANT AND EVENT
About Applicant

1. Date of Application

2. Name of Applicant

3. Kulliyyah/Department

4. Staff No./ Grade

5. I.C. / Passport Number

6. Academic Title/Position at IIUM

7. E-mail/ Phone No

8. Duration of service in IIUM

About Event

1. Title / Name:

2. Date of the event: Country/City:

3. Travel Date   i) Date of departure from Malaysia:

   ii) Date of Arrival in Malaysia:

4. Name of Organiser/ Sponsor/ Convener:

5. Nature of participation in the event:

   ☐ Part of MoU outbound activities   ☐ Chairperson
   ☐ Paper presenter   ☐ Invited speaker
   ☐ Participation without any paper   ☐ Others (eg: Discussant/ Facilitator/ Advisor)

6. Date of MoU/MOA signing with IIUM :

7. Detailed outcomes of the MoU outbound activities:

(Please use extra sheet, *if space provided* is *not sufficient)*

8. Kindly mention the names of the overseas events you have attended **IN THE LAST TWO YEARS**.

Name of Event	Place	Date/Duration		Sponsorship	
		From	**To**	**Agency**	**Amount (RM)**

Details of Paper

1. **Title of your paper   :**
   (*Please provide a copy of the paper or summary / synopsis through the (Head of Department and the Dean of the Kulliyyah)*

   _____

   _____

2. Has your paper been accepted for presentation in the Conference/Seminar?
   Yes   ☐   No   ☐
   (Please provide a copy of the official letter of acceptance from the organiser)

Financial Implication

Registration fee	RM	Air Fare	RM
Travelling Allowance	RM	Others (please specify)	RM
Food Allowance	RM	Visa	RM
Hotel (with receipts)	RM	Clothing Allowance	RM
Travelling Insurance Coverage	RM	Miscellaneous	RM
		TOTAL	RM

1. Which of the following categories of IIUM Financial support are you requesting?

   ☐   full support, including round-trip air ticket, food and lodging expenses, fees and travelling insurance etc.
   ☐   round-trip air ticket only
   ☐   Registration fee only
   ☐   food and lodging expenses during the Conference/Seminar only
   ☐   requesting permission to attend only
   ☐   no financial support

2. Source of Financial support:

   a. ☐ Kulliyyah/Centre/Division/Institute

   b. ☐ Research Management Centre

   Details of the Research Grant

   Project ID: _____ Project Title: _____

   c. ☐ Combination of Grants from K/C/D/I & Research Management Centre

   Details of the Research Grant

   Project ID: _____ Project Title: _____

   Amount Requested: *K/C/D/I (RM)*: _____ *RMC (RM)*: _____

   d. ☐ Sponsored

   Details of Sponsorship

   Name of Sponsor: _____

   _____
   (Please attach confirmation letter from the sponsor)

   Type of sponsorship: ☐ Fully sponsored   ☐ Partly sponsored
   (Please specify)

   _____

Declaration by Applicant

I hereby affirm that I have read the policies regarding the overseas travel and have complied with all the criteria. I also hereby declare that all information stated above are correct. The University's approval shall be void if information provided is false.

Applicant's Signature: _____   Date: _____

Important Note:

- ***Kindly submit the completed form including a brochure of the conference, the acceptance of the working paper and the abstract of the project <u>at least 1 month</u> from the date of seminar/ conference / workshop/ visit/data collection.***

PART TWO: RECOMMENDATION OF THE RESEARCH MANAGEMENT CENTRE
(To be filled if using research grant or combination of grants from K/C/D/I and RMC)

1. Availability of fund:

    Yes   ☐   No   ☐

2. Amount of fund requested: RM _____

    Amount of fund approved: RM _____

    <u>Comments:</u>

    _____

    _____

3. Recommendation of the Deputy Director, Research Management Centre:

    Signature : _____

    Date   : _____

    Name   : _____

PART THREE: RECOMMENDATION BY DEPARTMENT & KULLIYYAH

Evaluation and Recommendation of the Head of Department

1. Department : _____

2. Head of Department : _____

3. Will the participation of the staff in the event adversely affect regular duties in the Department, such as lectures or examinations? Yes ☐ No ☐

4. Recommendation:

   ☐ Highly recommended ☐ Non-committal
   ☐ Recommended ☐ To attend only
   ☐ Not recommended

5. Comments:
   (*This should include your evaluation of the quality of the applicant's paper and the significance of the event to the Department in particular*).

   _____

   _____

   Signature/Stamp : _____

   Date : _____

Recommendation of the Dean / Director

1. Kulliyyah/Centre : _____

2. Dean/Director's Name : _____

3. Dean/Director's recommendation:

   ☐ Highly recommended ☐ full financial support by IIUM
   ☐ Recommended ☐ round-trip air ticket only
   ☐ Not Recommended ☐ food and lodging expenses during the conference/ seminar only
   ☐ Non-committal ☐ permission to attend only

   Please provide reasons for your decision:
   _____

   _____

3. Will the expenses be covered by the budget of the Department/Kulliyyah? Yes ☐ No ☐

4. Other sources of sponsorship: _____

   _____

   Signature/Stamp : _____

   Date : _____

PART FOUR: REQUIRED OUTPUT/ REPORT

No.	Required Output/ Report	Required	Submitted	Remarks/ Evidence
1.	Publication of full paper in indexed Journal/ Letter of acceptance/ Letter of submission to Indexed Journal (SCOPUS)	☐	☐	
2.	Five international academic contacts	☐	☐	
3.	Five international employer contacts	☐	☐	
4.	Research collaboration/ MOU/ MOA	☐	☐	
5.	Letter of sponsorship detailing out all borne expenses	☐	☐	
6.	Research Grant	☐	☐	
7.	Staff mobility report	☐	☐	
8.	Research report	☐	☐	
9.	Registration with IIUM Entrepreneurship & Consultancies Sdn. Bhd. (IEC)	☐	☐	
10.	Data collection report	☐	☐	
11.	Benchmarking report (visit)	☐	☐	
12.	Site visit report	☐	☐	
13.	Notes of meeting	☐	☐	
14.	Evidence of Awards received	☐	☐	
15.	Evidence of Invited Speaker	☐	☐	

Recommendation by Deputy Rector (Research & Innovation) (for application using research grant or combination of grants from K/C/D/I/O and RMC) **or**
Deputy Rector (Academic and Industrial Linkages) (for other types of application)

☐ Highly recommended   ☐ Full financial support by IIUM

☐ Recommended   ☐ Round-trip air ticket only

☐ Not Recommended   ☐ Food and lodging expenses during the conference only

☐ Non-Committal   ☐ Permission to attend only

Comments:

_____

_____

Signature/ Official Stamp   :   _____

Date   :   _____

Note: Submission of the outputs must be done within 1 month after the event to the Kulliyyah.

PART FIVE: RECTOR'S DECISION AND APPROVAL

☐ Full financial support by IIUM

☐ Only round-trip air ticket

☐ Only food and lodging expenses during the conference

☐ Permission to attend without sponsorship

☐ Agree

☐ Disagree

Comments:

_____

_____

Signature/Stamp   : _____

Date   : _____

c.c. Executive Director, Finance Division
        Dean/Director of Kulliyyah/Centre/Division/Institute