



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِي سِيْتِي سَلَامُهُمْ أَتَبَارَكُ بِمَلِيْسِيَا

MANAGEMENT SERVICES DIVISION

STAFF MOBILITY PROGRAMME (OUTBOUND) APPLICATION FORM

1. Application for Staff Mobility must be submitted **at least three (3) months** before the date of commencement of mobility programme.
2. Duration: Minimum of seven (7) days and Maximum of three (3) months.
3. Please attach additional form “*Menghadiri Persidangan, Seminar Dan Lawatan Rasmi Ke Luar Negeri*” from Ministry of Education.

STAFF INFORMATION	
Name & Staff No	
Age	
Job Title (Professor/ Assoc. Prof./ Asst. Prof./ Others)	
Current Academic Post (if any)	
Department	
Kulliyah	
Email Address	
Date of Appointment	
Job Status Permanent/Contract	
Contact No Mobile Phone	
Years with IIUM	
Active Research Grant (RM) Ongoing Research registered with RMC	
Last Mobility Programme Please state host university/organization, date & duration	
Last Academic Leave Research Leave/Sabbatical Leave/Post-Doctoral Leave; Please state date & duration	

DETAILS OF MOBILITY PROGRAMME

(Exchange Visit)

DETAILS OF MOBILITY PROGRAMME (Exchange Visit)	
Name of Host University/Organization Please attach a copy of the invitation letter (Compulsory)	
State/Country	
Department/Faculty Visited	
Date & Duration of the Visit Minimum Seven (7) Days including Departure and Arrival	Date: From _____ to _____ Duration: _____ month(s) _____ day(s)
Purpose of Mobility Programme	Visiting Scholar/Professor/Lecturer <input type="checkbox"/> Teaching Assignment/Lecturer Series <input type="checkbox"/> Research Project/Discussion <input type="checkbox"/> Case Study <input type="checkbox"/> Use of Facilities Teaching/Research <input type="checkbox"/> Others, please specify
Programme / Activities engaged with the University (Must have at least one activity on research)	Programme Schedule: Day 1. Day 2. Day 3. (May attached separately)

<p>Expected Outcome / Impact Based on the above Purpose of Mobility Programme & Activities Engaged.</p>													
<p>Total Budget Implication (RM) Please itemize</p>	<table border="1"> <thead> <tr> <th>No</th> <th>Item</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td>TOTAL</td> <td> </td> </tr> </tbody> </table>	No	Item	Amount								TOTAL	
No	Item	Amount											
	TOTAL												
<p>Source of Sponsorship (RM)</p>	<p>Host University <input type="checkbox"/> Amount: _____</p> <p>Research Grant <input type="checkbox"/> Amount: _____</p> <p>Kulliyyah Budget <input type="checkbox"/> Amount: _____</p> <p>Others; <i>Please specify organization & amount:</i> _____</p>												
<p>Staff Declaration</p>	<p>I hereby confirmed that the above information is complete and accurate to the best of my knowledge. I understand that withholding or giving false information will make me ineligible for this programme and future exchange activity with this university.</p> <p>Applicant's Signature: _____</p> <p>Date: _____</p>												

RECOMMENDATION OF THE HEAD OF DEPARTMENT

Will the participation of staff in the mobility programme adversely affect regular duties in the Department, such as lecturers or examination?

Yes No

Comments (This should include your evaluation of the significance output produced or the impact of the participation to the Department in particular)

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Head of Department

Date

RECOMMENDATION OF THE DEAN OF KULLIYYAH

Will there be any expenses covered by the budget of Department/Kulliyyah?

Yes Please specify the source & amount:

No

Recommendation of the Kulliyyah:

.....
.....

Dean

Date

EVALUATION AND RECOMMENDATION OF MANAGEMENT SERVICES DIVISION

- 1. Previous academic leave already reaching 3 years? Yes No
- 2. Age of participant below sixty (60) years old, served university at least 5 years? Yes No
- 3. Applied placement other than home country? Yes No
- 4. Principal Investigator of active research project? Yes No
- 5. Achieved at least 85% in APAR for last 3 years? Yes No
- 6. Received sponsorship by other source? Yes No

Others, please specify:

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Deputy Director
Human Resource Development
Management Services Division

Date:

Recommended Not Recommended

Executive Director
Management Services Division

Date:

APPROVAL OF DEPUTY RECTOR (ACADEMIC & INTERNATIONALISATION)

Approved Not Approved

Deputy Rector (Academic & Internationalisation)

Date

APPROVAL OF EXECUTIVE DIRECTOR (FINANCE DIVISION)

Approved Not Approved

Executive Director (Finance Division)

Date

APPROVAL OF RECTOR

Approved Not Approved

Rector

Date