



**BORANG PERMOHONAN KEBENARAN PERJALANAN (DALAM/LUAR NEGERI) PENOLONG
PENYELIDIK (BUKAN PELAJAR)**

**PERMISSION TO TRAVEL (LOCAL/OVERSEAS) FORM FOR RESEARCH ASSISTANT
(NON STUDENT)**

Borang ini hendaklah dilengkapkan oleh Penolong Penyelidik (bukan pelajar) dan dikemukakan ke Pejabat Pengarah Eksekutif, Institut Pengurusan & Perkhidmatan Penyelidikan (IPPP) tidak kurang daripada 21 hari bekerja sebelum masa perjalanan.

To be completed by the Research Assistant (non student) and submitted to the Executive Director Office, Institute of Research Management & Services not less than 21 days before the travel date.

Kepada / To :

Pengarah Eksekutif / Executive Director

Institut Pengurusan & Perkhidmatan Penyelidikan / Institute of Research Management & Services

Aras 7, Institut Pengurusan & Perkhidmatan Penyelidikan / Level 7, Institute of Research Management & Services

Universiti Malaya 50603 Kuala Lumpur MALAYSIA

Tel: 03-79674525 /4697/4698

Email : pen_ippp@um.edu.my

BAHAGIAN I : MAKLUMAT PEMOHON / PART I: APPLICANT INFORMATION

Nama Pemohon:

Name of Applicant:

Jabatan:

Department:

Akademi / Fakulti / Institut/ Pusat:

Academy / Faculty / Institute / Centre:

Maklumat untuk dihubungi:

Contact Details:

Telefon Bimbit:

Mobile Phone:

Emel:

Email:

***Tajuk Aktiviti / Acara:**

Title of Activity / Event:

***Tempat:**

Venue:

***Bandar:**

City:

***Negara:**

Country:

***Justifikasi Perjalanan:**

Justification to Travel:

***Sila lampirkan dokumen sokongan (Surat Kelulusan / Jemputan, dan lain-lain)**

Please attach supporting document (Letter of approval / invitation, etc)



Tempoh Perjalanan:

Duration of travel:

Tarikh Mula:
Start Date:

Tarikh Tamat:
End Date:

(_____ hari/days)

Sumber Kewangan:

Source of financial assistance for the visit:

Universiti
Universiti

Fakulti
Faculty

**Geran
Penyelidikan**
Research Grant

Tajaan
Sponsorship

Lain-lain
Others

Sila nyatakan:

Please Specify: _____

***Sila lampirkan surat / borang kelulusan sumber kewangan**
Please attach the financial approval letter / form.

Komen Penyelia / Penyelidik Utama:

Comments by Supervisor / Principal Investigator:

Tandatangan Penyelia / Penyelidik Utama:

Signature by Supervisor / Principal Investigator:

Nama / Name:

Cop Rasmi / Official Stamp:

Tarikh / Date:



BAHAGIAN II : ULASAN OLEH DEKAN / PENGARAH (AKADEMIK / FAKULTI / INSTITUT / PUSAT)
PART II: COMMENTS BY DEAN / DIRECTOR (ACADEMY / FACULTY / INSTITUTE / CENTRE)

Ulasan / Comments:

Tandatangan Dekan / Pengarah (Akademik / Fakulti / Institut / Pusat):
Signature by Dean / Director (Academy / Faculty / Institute / Centre):

Nama / Name:

Cop Rasmi / Official Stamp:

Tarikh / Date:

BAHAGIAN III : PENGESYORAN OLEH PENGARAH EKSEKUTIF IPPP
PART III: RECOMMENDATION BY EXECUTIVE DIRECTOR OFFICE OF IPPP'S USE

Pengesyoran Oleh:
Recommendation by:

Disyorkan
Recommended

Tidak Disyorkan
Not Recommended

Ulasan / Comment:

Tandatangan Pengarah Eksekutif IPPP:
Signature by Executive Director of IPPP

Nama / Name:

Cop Rasmi / Official Stamp:

Tarikh / Date:

BAHAGIAN IV : PERAKUAN TIMBALAN NAIB CANSOLOR (PENYELIDIKAN & INOVASI)
PART IV: FOR APPROVAL BY DEPUTY VICE CHANCELLOR (RESEARCH & INNOVATION)

Kelulusan Oleh:

Approval by:

Diluluskan
Approved

Tidak Diluluskan
Not Approved

Ulasan / Comment:

Tandatangan Timbalan Naib Canselor (Penyelidikan & Inovasi):

Signature by Deputy Vice Chancellor (Research & Innovation)

Nama / Name:

Cop Rasmi / Official Stamp:

Tarikh / Date: