

PAPERWORK ON INTERNATIONAL ACADEMIC VISIT/INDUSTRIAL TRAINING AND CHECKLIST

Type of programme*	<input type="checkbox"/> International Academic Visit <input type="checkbox"/> Mobility <input type="checkbox"/> Others : Please State _____		
Title*			
Date*			
Venue*			
Background*	<i>It should also indicate whether USIM have been to the proposed place</i>		
Justification*	<i>Justify the selection of the location/institution for this program</i>		
Liaison Officer			
Participants*	Participants who has not Undergone Internationalisation Programmes		
	No.	Name	Matric No.
	Participants who has Undergone Internationalisation Programmes		
	No.	Name	Matric No.
Full Itinerary*			

Academic Slot	No	Date & Duration	Venue	Type of program (Forum, Workshop, Debate, Seminar)	Title of program
		(hour)			
<i>Academic program must be run for at least 2 days</i>					
Community Service	No	Date & Duration (hour)	Venue	Type of program	Title of program
Program Outcome*	<i>Please list the program outcome</i>				
Budget*	Earning				
	No	Subject	No. of Pax	Sub-Total	Total
	Expenditure				
	No	Subject	No. of Pax	Sub-Total	Total
Officer in-charge endorsement	Signature: Name & Stamp: Date:				
Dean/Head of PTJ/Director endorsement*	Signature: Name & Stamp: Date:				

DOCUMENTS CHECKLIST FOR APPLICATION PROGRAM

No.	Subject	Note
1.	Paperwork application*	<input type="checkbox"/>
2.	A complete list of participants* and liaison officer	<input type="checkbox"/>
3.	Confirmation of receiving visits or communication copy with the Institutions to be visited *	<input type="checkbox"/>
4.	Copy Verification of recipient eligibility Internationalization Student Fee Fund (RM450) and the International Programme Matching Scheme by providing a list of students who are eligible to receive only (copy obtained and confirmed by the Treasury Department) *	<input type="checkbox"/>
5.	Any related documents *	<input type="checkbox"/>
6.	Efficacy Results Visits * (Example shown in Appendix 1)	<input type="checkbox"/>

Note:

Students who wish to apply for industrial training abroad simply need to fill in the blank space and meet a checklist that has an asterisk (*) only.

USIM 'Alamiyyah will not accept any incomplete application paperwork for international program in which the application must meet the requirements as a checklist which is included in Format Paperworks International Student Program Application.

Appendix 1

EFFECTIVENESS OF THE JOB

NO.	DESTINATION	ACTIVITY	RESULT OF THE VISIT
1.	<p>example:</p> <p>EXPLORATION INDUSTRY : <i>Pannys Chocolate Factory</i></p>	<ul style="list-style-type: none"> i. Students will discuss the scope of management accounting in production ii. Students will discuss and analyze the state of the accounting system applied by industrial companies iii. Question and answer session will be held to examine the difference of the accounting system applied and the system of choice for companies iv. Students will also examine whether new action in the conduct of financial companies with efficient 	<p>REPORTS AND FINDINGS:</p> <p><i>“Managerial Accounting on Manufacturing Perspective”</i></p> <p><i>“Observation on Consumer Behaviour”</i></p>