



**PAPERWORK ON INTERNATIONAL ACADEMIC VISIT/INDUSTRIAL TRAINING AND CHECKLIST**

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

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



### DOCUMENTS CHECKLIST FOR APPLICATION PROGRAM

No.	Subject	Note
1.	Paperwork *	<input type="checkbox"/>
2.	A complete list of participants* and liaison officer	<input type="checkbox"/>
3.	Confirmation of receiving visits and 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 Bendahari Department)*	<input type="checkbox"/>
5.	Any related documents *	<input type="checkbox"/>
6.	Outcomes of the visits * (Example shown in <b>Appendix 1</b> )	<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><b>example:</b></p> <p><b>EXPLORATION</b> <b>INDUSTRY :</b> <i>Pannys Chocolate</i> <i>Factory</i></p>	<ul style="list-style-type: none"> <li>i. Students will discuss the scope of management accounting in production</li> <li>ii. Students will discuss and analyze the state of the accounting system applied by industrial companies</li> <li>iii. Question and answer session will be held to examine the difference of the accounting system applied and the system of choice for companies</li> <li>iv. Students will also examine whether new action in the conduct of financial companies with efficient</li> </ul>	<p><b>REPORTS AND FINDINGS:</b></p> <p><i>“Managerial Accounting on Manufacturing Perspective”</i></p> <p><i>“Observation on Consumer Behaviour”</i></p>