

GARIS PANDUAN LAWATAN AKADEMIK ANTARABANGSA

1. Definisi

- Pelaksanaan **program pelajar di Institusi Pendidikan Tinggi luar negara berunsur akademik** sebagai contoh seminar, forum, syarahan, pembentangan kertas kerja dan seumpamanya.

2. Pelaksanaan Program

- Program dilaksanakan mestilah berunsur akademik berbentuk seminar, forum, syarahan, pembentangan kertas kerja dan seumpamanya.
- Durasi pelaksanaan program adalah minimum 18 jam secara kumulatif.

3. Peserta Program

- Terbuka kepada semua pelajar USIM **berstatus aktif** dan **mendaftar** sahaja.
- Rekod kesihatan yang baik dan memuaskan (tidak hamil, tiada penyakit kronik dan seumpamanya).
- Pelajar yang telah **diperaku** dan **diluluskan** oleh Universiti untuk menyertai program mobiliti antarabangsa.

4. Peruntukan Kewangan

- Semua pembiayaan (tiket penerbangan, penginapan dan lain-lain berkaitan) adalah di bawah tanggungan pelajar atau sebagaimana diputuskan oleh Jawatankuasa Pengurusan Universiti (JKPU).
- Permohonan penggunaan Yuran Aktiviti (RM450.00) boleh dibuat **sekali sahaja** sepanjang pengajian.

5. Permohonan, Kelulusan dan Laporan Program

5.1. Permohonan Program

- Kertas kerja program hendaklah merujuk kepada format yang telah disediakan oleh USIM 'Alamiyyah (rujuk **Lampiran A**).
- Kertas kerja program yang telah disemak dan diperakukan oleh Dekan/ Pengarah/ Ketua PTJ hendaklah dipanjangkan kepada USIM 'Alamiyyah bagi tujuan saringan lanjut.
- Permohonan yang telah disaring akan diperakukan oleh Pengarah USIM 'Alamiyyah dan seterusnya dipanjangkan kepada Timbalan Naib Canselor (Akademik dan Antarabangsa) untuk tujuan kelulusan.

5.2. Kelulusan Program

- Kertas kerja program perlu dibentangkan kepada panel penilai mengikut tarikh ditetapkan dan kelulusan program adalah tertakluk kepada keputusan panel penilai.
- Kelulusan program juga adalah tertakluk kepada keputusan dan pertimbangan Timbalan Naib Canselor (Akademik dan Antarabangsa).
- Kertas kerja program yang telah diluluskan perlu dikemukakan semula kepada USIM 'Alamiyyah sekiranya terdapat sebarang perubahan pada lokasi program, atur cara program, senarai peserta, implikasi kewangan, dan lain-lain perkara berkaitan.

5.3. Laporan Program

- Laporan penuh program perlu dihantar kepada USIM 'Alamiyyah dalam tempoh selewat-lewatnya dua (2) minggu selepas program tamat. Laporan penuh program dan dokumen berkaitan hendaklah merujuk kepada format yang telah disediakan oleh USIM 'Alamiyyah (rujuk **Lampiran B**).
- Laporan kewangan berkaitan (pendahuluan dan lain-lain) hendaklah dikemukakan kepada Jabatan Bendahari dalam tempoh ditetapkan.

6. Prosedur Permohonan

- Kertas kerja program yang lengkap perlu dikemukakan kepada USIM 'Alamiyyah (rujuk **Lampiran A**).
- Borang lawatan akademik antarabangsa yang lengkap perlu dikemukakan kepada USIM 'Alamiyyah (rujuk **Lampiran C**).

7. Hubungi

- Sebarang pertanyaan lanjut, boleh merujuk kepada USIM 'Alamiyyah di talian 06-7978693/7978655 atau emel mobility.alamiyyah@usim.edu.my

**FORMAT KERTAS KERJA
LAWATAN AKADEMIK ANTARABANGSA**



UNIVERSITI SAINS ISLAM MALAYSIA

جامعة العلوم الإسلامية الماليزية
ISLAMIC SCIENCE UNIVERSITY OF MALAYSIA

INTERNATIONAL ACADEMIC VISIT PAPERWORK

----state the program name here----

DATE

----state the date of the program here----

VENUE

----state the venue of the program here----

ORGANISED BY

----state the name of your student body/ group here----

INTERNATIONAL ACADEMIC VISIT PAPERWORK

----state the program name here----

1. PURPOSE

This paperwork is submitted and proposed to USIM 'Alamiyyah for the approval to organise
----state the program name here----.

2. BACKGROUND

----state the program background here----

3. ADMINISTRATIVE REVIEW

3.1 Objective

3.1.1 ----state the program objectives here----

3.1.2 ----state the program objectives here----

3.1.3 ----state the program objectives here---- (you can state more than 3)

3.2 Program Details

3.2.1 Organising Details

Appendix A

3.2.2 Program Committee

Appendix B

3.2.3 Program Tentative

Appendix C

3.2.4 Activity Details

Appendix D

3.2.5 Financial Implication

Appendix E

4. ACKNOWLEDGEMENT

USIM 'Alamiyyah is respectfully requested to review and **approve** the organising of ----
state the program name here---- as stated.

Prepared by:

---insert signature here---

(---state the full name here in CAPITAL LETTER---)

---state the position in the committee here---

---state the program name here---

Date: ---state the date this paperwork is signed---

Reviewed by:

---Liaison Officer signature here---

(---state the Liaison Officer's full name here in CAPITAL LETTER---)

Liaison Officer

---state the program name here---

Date: ---state the date the Liaison Officer signed this paperwork---

Approved by:

(DR. FAUZIAH HASSAN)

Director

USIM 'Alamiyyah

Date:

APPENDIX A

ORGANISING DETAILS

----state the program name here----

1. SECRETARIAT

----state the student body/ group name here----

2. PROGRAM DETAILS

2.1 Date: ----state the date of the program here----

2.2 Venue: ----state the venue of the program here----

2.3 Number of Participants: ----state the number of participants here----

APPENDIX B

PROGRAM COMMITTEE

----state the program name here----

(---state the committee position here in CAPITAL LETTER---)

----state the name here---- (----insert matric no here----)

(you can add and state the position accordingly)

SAMPLE

PROGRAM TENTATIVE

---state the program name here---

Date/ Time	5.30 a.m. — 6.00 a.m.	6.00 a.m. — 7.30 a.m.	7.30 a.m. — 10.30 a.m.	10.30 a.m. — 12.30 p.m.	12.30 p.m. — 2.30 p.m.	2.30 p.m. — 4.30 p.m.	4.30 p.m. — 6.30 p.m.	6.30 p.m. — 8.30 p.m.	8.30 p.m. — 10.30 p.m.	10.30 p.m. — 11.00 p.m.
7 December 2023 (Thursday)	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7	Activity 8	Activity 9	Activity 10
	Place 1	Place 1	Place 2	Place 3	Place 3	Place 4	Place 4	Place 5	Place 5	Place 6

Note:

1. State the time in the table accordingly.
2. State the name of the activity in the table accordingly.
3. State the venue of the activity in the table accordingly.

ACTIVITY DETAILS

----state the program name here----

NO.	ACTIVITY	ACTIVITY DETAILS	LA HOURS
1.	Activity 1: ----state the name of the activity----	----state the activity details---- (Example: Promoting USIM by introducing history of USIM's establishment and background including list of faculties and programs.) Note: Activity details can be stated more than one (1)	----state the LA hours for the activity---- (Example: 2 hours)
2.	Activity 2: ----state the name of the activity----	----state the activity details---- (Example: Promoting USIM by introducing history of USIM's establishment and background including list of faculties and programs.) Note: Activity details can be stated more than one (1)	----state the LA hours for the activity---- (Example: 2 hours)
TOTAL HOURS			----state the total LA hours for the activity---- Note: i) Total LA hours must be 18 hours cumulatively. ii) It CAN BE MORE than 18 hours but CANNOT BE LESS than 18 hours)

APPENDIX E

FINANCIAL IMPLICATION

----state the program name here----

A)	SOURCE	RM
1	----state the source of the money---- (Example: USIM 'Alamiyyah)	----state the value----
2	(you can add and state the source more than 1 source)	
	TOTAL	

B)	OVERALL EXPENSES	RM	TOTAL	SOURCE
1	----state in detail of what item involved---- (Example: Food and Beverages)			--state the source of the money— (Example: USIM 'Alamiyyah)
	i) (Example: Breakfast)	--state the value per item— (Example: RM3.00 x 20 participants x 5 days)	--state the total value--	
	ii) (Example: Lunch)	--state the value per item— (Example: RM4.00 x 20 participants x 5 days)		
	iii)			
2	----state in detail of what item involved---- (Example: Flight Ticket)	--state the value per item— (Example: RM500.00 x 20 participants)	--state the total value--	--state the source of the money— (Example: Sponsorship)
	TOTAL			

FORMAT LAPORAN
LAWATAN AKADEMIK ANTARABANGSA



UNIVERSITI SAINS ISLAM MALAYSIA
جَامِعَةُ الْعُلُومِ الْإِسْلَامِيَّةِ الْمَالِيزِيَّةِ
ISLAMIC SCIENCE UNIVERSITY OF MALAYSIA

REPORT
SEMARAK BUDI LANGANDANG 2.0 PROGRAM
DATE
2 JANUARY 2017
PLACE
CHOW KIT ROAD, KUALA LUMPUR
ORGANISER
STUDENT USER MOVEMENT SECRETARIAT
NUMBER OF STUDENTS
25 STUDENTS
PROGRAM DIRECTOR
AHMAD AIDIL (1118120)

Font: Arial, Size: 20
Line Spacing: single
Alignment: center

All writing from this page onwards must be in:

Font: Arial, Size: 11

Line Spacing: Single

Alignment: Justify

1.0 Program Report

(according to news format)

CHOW KIT, 2 JAN -
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2.0 Financial Report

(please refer to the financial implications in the approved paperwork)

2.1 Income/Allocation/Resources

- i) **USIM 'Alamiyyah Allocation (RM1,234.00)**
 - please state the approval amount and attach a copy of the program approval letter.
- ii) **Sponsorship (if any)**
 - please attach a copy of the approval letter for sponsorship from the Deputy Vice Chancellor (Student and Alumni Affairs) office.
 - please state the amount of sponsorship received and the source of the sponsorship.
 - please attach a copy of the letter from the sponsor stating the amount of money received.
- iii) **Entrepreneurship (if any)**
 - Briefly state the information on the entrepreneurial activities carried out, income, expenses and the amount of money generated.

2.2 Expenses

- i) **Participant Food**
 - Breakfast (RM3.00 x 80 pax = RM240.00)
 - Lunch (RM5.00 x 80 pax = RM400.00)
- ii) **Bunting / Poster (RM400.00)**
- iii) **Speaker (RM240.00)**
- iv) **Transportation (RM1,100.00)**
- v) **Equipment (RM260.00)**

Please attach only **one (1) COPY** of the **purchase receipts** or **any supporting documents** related to the program in the Financial Report.

- 3.0 "Softcopy" of Program Photo (with caption).
- 4.0 "Softcopy" of Program Video (with caption).
- 5.0 Activity Summary (program/ activity schedule)
- 6.0 Participant Name List (name, position, matric no. and telephone no.)

SAMPLE

Prepared by,

Reviewed by,

(FULL NAME)
Program Secretary

(FULL NAME)
Program Director

Approved by,

(FULL NAME)
Student Body Advisor

FOR USIM 'ALAMIYYAH USE	
First Review : Date :	Second Review: Date :
Verified by : Date :	

**BORANG PERMOHONAN
LAWATAN AKADEMIK ANTARABANGSA**



**INTERNATIONAL ACADEMIC VISIT
APPLICATION FORM**

A. APPLICANT INFORMATION	
Name	
Tel. No	
Email	
Matric No.	
Faculty	
B. PROGRAM INFORMATION	
Name of Program	
Program Date	
Program Duration	
Name of Institution / Country	
Program Secretariat	
C. PROGRAM INFORMATION APPENDIX	
List of Participants	Please complete the list of all students and staff involved in the program. (Appendix 1)
Program Summary	Please state briefly what the program is about. (Appendix 2)
Program Approval	Please attach the Program Approval Letter
D. ACKNOWLEDGEMENT	
Applicant Verification: I confirm that the above information is true. Signature Name: Position: Date:	

Verification of Head of Department / Program Organiser:

Signature

Name:
Position:
Date:

E. APPROVAL OF DEPUTY VICE CHANCELLOR (ACADEMIC AND INTERNATIONAL)

Signature

Name:
Date

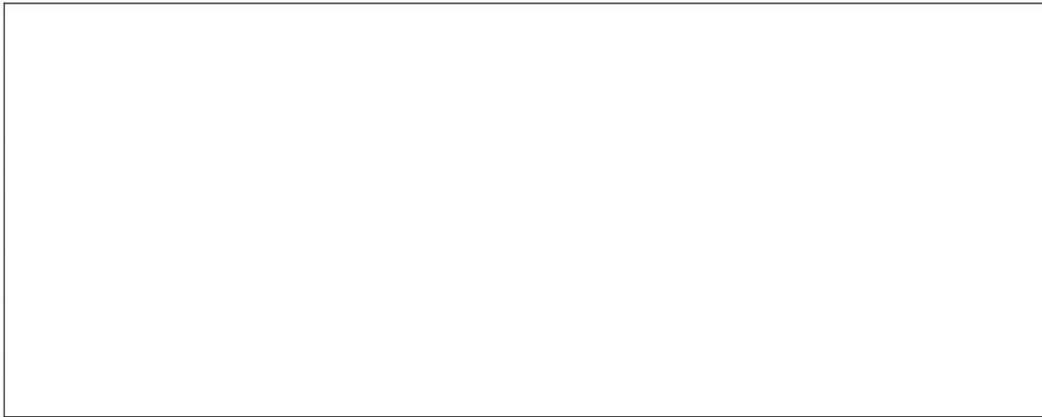
APPENDIX 1

LIST OF PARTICIPANTS

[illegible]

PROGRAM SUMMARY

APPENDIX 2



Liaison Officer (LO) is required to fill out International Academic Visit Application Form for the Vice Chancellor's approval.

Completed forms and attached documents must be sent no later than one (1) month before the program date to:

USIM 'Alamiyyah
Level 1, Commercial Centre,
Universiti Sains Islam Malaysia,
Bandar Baru Nilai, 71800, Nilai,
Negeri Sembilan, Malaysia
+606-797865