

INTERNATIONAL ACADEMIC VISIT GUIDELINE

1. Definition

- The implementation of **student programs with academic elements** such as seminars, forums, lectures, presentation of papers etc **at Higher Education Institutions abroad**.

2. Program Implementation

- The program must contain academic elements in the form of seminars, forums, lectures, presentation of papers etc.
- The program duration is at least 18 hours cumulatively.

3. Program Participant

- Open to all **active** and **registered USIM students** only.
- Good and satisfactory health record (not pregnant, no chronic diseases etc).
- Students who have been **certified** and **approved** by the University to participate in the international mobility program.

4. Financial Allocation

- All funding (flight tickets, accommodation, and other related matters) is the responsibility of the student or as decided by the University Management Committee (JKPU).
- Application for the use of the Activity Fee (RM450.00) can be made **only once** throughout the course of study.

5. Application, Approval and Program Report

5.1. Program Application

- Paperwork format should refer to the format that has been set by USIM 'Alamiyyah (refer **Appendix A**).
- Paperwork that has been reviewed and certified by the Dean/Director/Head of Department should be forwarded to USIM 'Alamiyyah for further screening purposes.
- Applications that have been screened will be certified by the Director of USIM 'Alamiyyah and then forwarded to the Deputy Vice Chancellor (Academic and International) for approval.

5.2. Program Approval

- Paperwork must be presented to the evaluation panel according to the set date and the approval of the program is subject to the evaluation panel's decision.
- Program approval is also subject to the decision and consideration of the Deputy Vice Chancellor (Academic and International).
- The approved paperwork must be resubmitted to USIM 'Alamiyyah if there are any changes to the program location, program schedule, list of participants, financial implications, and other related matters.

5.3. Program Report

- Full program report must be sent to USIM 'Alamiyyah no later than two (2) weeks after the program is conducted. Full program report and related documents should refer to the format that has been set by USIM 'Alamiyyah (refer to **Appendix B**).
- Related financial reports (advances and others) must be submitted to the Bursary Department within the prescribed period.

6. Application Procedure

- Paperwork must be submitted to USIM 'Alamiyyah (refer **Appendix A**).
- A completed international academic visit form must be submitted to USIM 'Alamiyyah (refer **Appendix C**).

7. Contact

- For further questions, please refer to USIM 'Alamiyyah at 06-7978693/7978655 or email mobility.alamiyyah@usim.edu.my

**PAPERWORK FORMAT
INTERNATIONAL ACADEMIC VISIT**



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

APPENDIX C

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.

APPENDIX D

ACTIVITY DETAILS

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

NO.	ACTIVITY	ACTIVITY DETAILS	LA HOURS
1.	Activity 1: ----state the name of the activity----	<p>----state the activity details---- (Example: Promoting USIM by introducing history of USIM's establishment and background including list of faculties and programs.)</p> <p>Note: Activity details can be stated more than one (1)</p>	<p>----state the LA hours for the activity---- (Example: 2 hours)</p>
2.	Activity 2: ----state the name of the activity----	<p>----state the activity details---- (Example: Promoting USIM by introducing history of USIM's establishment and background including list of faculties and programs.)</p> <p>Note: Activity details can be stated more than one (1)</p>	<p>----state the LA hours for the activity---- (Example: 2 hours)</p>
TOTAL HOURS			<p>----state the total LA hours for the activity----</p> <p>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)</p>

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)			
	i) (Example: Breakfast)	--state the value per item-- (Example: RM3.00 x 20 participants x 5 days)	--state the total value--	--state the source of the money-- (Example: USIM 'Alamiyyah)
	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			

REPORT FORMAT
INTERNATIONAL ACADEMIC VISIT



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

→ 2x enter
REPORT
SEMARAK BUDI LANGANDANG 2.0 PROGRAM
↕ 2x enter
DATE
2 JANUARY 2017
↕ 1x enter
PLACE
CHOW KIT ROAD, KUALA LUMPUR
↕ 1x enter
ORGANISER
STUDENT USER MOVEMENT SECRETARIAT
↕ 1x enter
NUMBER OF STUDENTS
25 STUDENTS
↕ 1x enter
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 -
.....
.....
.....
.....
.....
.....

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 :	

INTERNATIONAL ACADEMIC VISIT APPLICATION FORM EXAMPLE



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	
<p>Applicant Verification:</p> <p>I confirm that the above information is true.</p> <p>Signature</p> <p>Name: Position: Date:</p>	

Verification of Head of Department / Program Organiser:

Signature

Name:
Position:
Date:

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

Signature

Name:
Date

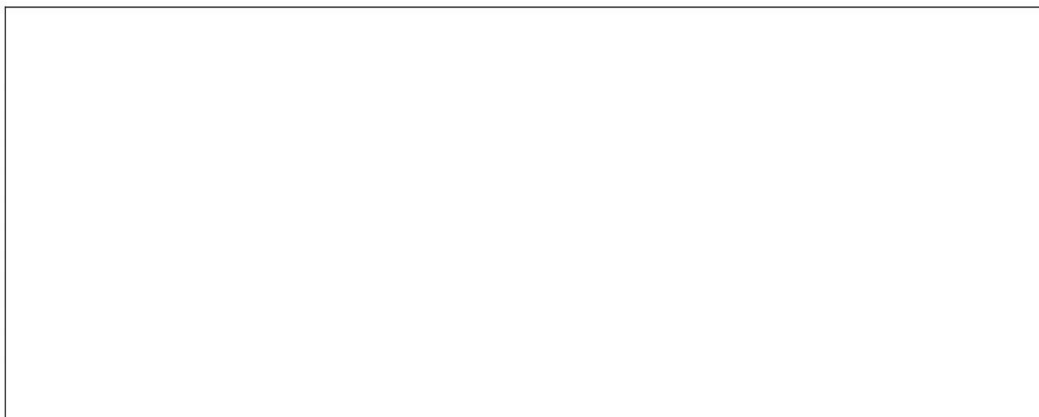
APPENDIX 1

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