# UNIVERSITI SAINS ISLAM MALAYSIA

## جَامِعَةِ العُلومِ الإِسْلاَمِيَةِ المَالِيزِية

### 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----

<h1 style="text-align:center">INTERNATIONAL ACADEMIC VISIT PAPERWORK</h1>
<p style="text-align:center; color:red">----state the program name here----</p>

**1. PURPOSE**

This paperwork is submitted and proposed to USIM 'Alamiyyah for the approval to organise
<span style="color:red">----state the program name here----</span>.

**2. BACKGROUND**

<span style="color:red">----state the program background here----</span>

**3. ADMINISTRATIVE REVIEW**

**3.1 Objective**

3.1.1 <span style="color:red">----state the program objectives here----</span>

3.1.2 <span style="color:red">----state the program objectives here----</span>

3.1.3 <span style="color:red">----state the program objectives here----</span> **(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:

---Dean/ Head of Department signature here---

**(---state the Dean's/ Head of Department's full name here in CAPITAL LETTER---)**
Dean/ Head of Department
---state the Faculty/ Department name here---
Date: ---state the date the Dean/ Head of Department signed this paperwork---

## 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----

# 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)**

**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.)<br>**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.)<br>**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----<br><br>Note:<br>i) Total LA hours must be 18 hours cumulatively.<br>ii) It CAN BE MORE than 18 hours but CANNOT BE LESS than 18 hours) |

**FINANCIAL IMPLICATION**

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

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