

## INTERNATIONALIZATION PROGRAMME REPORTING FORMAT

- 1) DETAILS PROGRAMME
  - a) Title
  - b) Date
  - c) Organizer
  - d) Full synopsis of programme (will be included in database)
- 2) PARTICIPANT AND DELEGATION (HEAD OF DELEGATION AND LIST OF PARTICIPANT)
  - a) Name of Head Delegation/Liaision Officer
  - b) Position
  - c) Department
  - d) List of Participant (Student)

No.	Matric No.	Name	Programme	Faculty	College

- 3) PROGRAM SCHEDULE AND FULL REPORT
- 4) EXPERIENCE DURING THE PROGRAMME AND FULL REPORT
- 5) PROGRAMME OUTCOME
- 6) RELEVANCE ISSUE
- 7) EXPENDITURE
- 8) SUGGESTION FOR IMPROVEMENT
- 9) CONCLUSION
- 10) ENDORSMENT REPORT BY HEAD OF DELEGATION
- 11) ATTACHMENT
  - a) Include a color pictures of the programme (maximum 2 pictures on one page with the description of the picture).
  - b) List of Institution / organization and detail contact person.

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