



PEJABAT TIMBALAN NAIB CANSOLOR  
(PENYELIDIKAN & INOVASI) / OFFICE OF DEPUTY  
VICE CHANCELLOR (RESEARCH & INNOVATION)

BORANG A / FORM A

UTM/TNCPI/Borang A/2010/Pindaan : 1

**BORANG PERMOHONAN MENGHADIRI SEMINAR/PERSIDANGAN/LATIHAN/BENGGEL/MESYUARAT/LAWATAN RASMI KE LUAR  
NEGARA/ APPLICATION FORM FOR ATTENDING SEMINAR / CONFERENCE / TRAINING / WORKSHOP/MEETING/ OFFICIAL TRIP ABROAD**

Nota/Note : Borang ini perlu diserahkan ke Pejabat TNCPI 21 hari sebelum tarikh berlepas/This form must be submitted to Office of DVCR at least 21 days from the date of departure. Sila isi dalam satu (1) salinan sahaja/Please fill in one (1) copy only.

**1. MAKLUMAT PERIBADI PEMOHON/APPLICANT'S PERSONAL PARTICULAR**

Nama Penuh/Full Name	MUHAMMAD RAMLEE KAMARUDIN		
No. KP/NRIC / Passport No.	800105086521	No. Staf UTM/ UTM Staff ID	9209
No Telefon Pejabat/ Office Telephone No.	075535350	No. Fax Pejabat/ Office Fax No.	075535252
No Tel. Bimbit/ Hand phone No.	0197007001	Alamat E-mel/ E-mail Address	ramlee@fke.utm.my
Jawatan/Designation	PENSYARAH	Warganegara/ Nationality	MALAYSIA
Fakulti/Faculty	FKE	Jabatan/Department	WCC
Penyelidikan Bersekutu/ Research Alliance	INFOCOMM	Kumpulan Penyelidik/ Research Group	WCC
Bidang Kepakaran/ Field of Expertise	ANTENNA DESIGN		

**2. MAKLUMAT PROGRAM/TYPE OF PROGRAMMES. [Sila tandakan (j) / Please tick (j) where applicable]**

Jenis Program/ Type of programme	Seminar/ Seminar	Persidangan/ Conference	Latihan/ Training	Bengkel/ Workshop	Mesyuarat/ Meeting	Lawatan Rasmi/Lain-lain/ Official Trip/Others
Nama Program/ Name of programme	ASIA PACIFIC MICROWAVE CONFERENCE 2011 (APMC2011)					
Tarikh Program/Date of programme	5 DIS – 8 DIS			Tempat/Venue	MELBOURNE, AUSTRALIA	
Tempoh Lawatan/ Length of Visit	Hari/ Days	6	Daripada/From	4/12/11	Hingga/To	9/12/11
Tujuan/Purpose	MEMBENTANGKAN KERTAS KERJA					
Bilangan Peserta/No. of Participant	1	Nama Ketua, jika bilangan lebih dari seorang/ Name of the Leader, if more than one participant				
Keterangan Peserta Lain/ Details of other participant (terhad kepada 2 peserta/limited to 2 participant)	Nama/Name			Jawatan/Gred [Position/Grade]		
	1.				1.	
	2.				2.	
Alasan, jika lebih seorang peserta/ Justification, if more than one participant						
Sebutkan samada pegawai Kedutaan Malaysia di negeri tempat seminar/persidangan/lawatan rasmi diadakan akan menyertai persidangan itu. Jika sertai, nyatakan mengapa kehadiran pegawai tersebut diperlukan/Please state whether Officers of Malaysian Embassy at country where the seminar/conference/ official trip is held will be present; and state reason why attendance of the Officer is required						
Faedah Kepada Negara/ Benefit to the country	1. MENONJOLKAN MALAYSIA KE MATA DUNIA TENTANG KEHEBATAN PENYELIDIKAN YANG SEDANG DUALANKAN DI MALAYSIA					
	2. MELUASKAN AKTIVITI PENYELIDIKAN KE PERINGKAT YANG LEBIH TINGGI DAN IMPAK BESAR TERHADAP PERKEMBANGAN MODAL INSAN YANG LEBIH BERDAYA SAING, KREATIF DAN INNOVATIF					
	3.					
Kelulusan Kementerian Dalam Negeri dan Kementerian Luar (Jika Persidangan, Seminar dan Lawatan rasmi diadakan di negara Israel) / Approval from Ministry of Home Affairs (If Conference, Seminar and Official trip held in Israeli)						

3. IMPLIKASI KEWANGAN/FINANCIAL IMPLICATION [Sila tandakan (/) / Please tick (/) where applicable]					
Fakulti/Jabatan Faculty/Department	Sendiri/ Personal	Di Taja Penganjur/ Sponsor by Organizer	Geran Penyelidikan/Research Grant	<input checked="" type="checkbox"/> Lain-lain/sila nyatakan: Others/Please state :	
Jenis Geran/Type of Grant : Science Fund / FRGS/ IRGS / Post Doctoral / Contract Research / Others (sila pilih/please specify)		G U P	Vot No. : 01H00	Peruntukan 2011/Allocation 2011	RM
			Tanggungan Semasa/Current Spending	RM	
			Baki/Balance	RM	
Implikasi Kewangan/Financial Implication		RM		Tindakan Pejabat TNCPI/Office of DVCR purpose only	
Yuran Pendaftaran/Registration Fee		RM			
Penginapan/Accommodation		RM 1200			
Makan/Meal Reimbursement		RM 1500			
Tambang Penerbangan/Airfares		RM 3000			
Kos Pengangkutan/Transportation cost		RM 1000			
Elaun Buku/Book Allowance		RM			
Elaun Pakaian Panas/Warm Clothes Allowance		RM			
Insurans Kesihatan/Health Insurance		RM			
Lain-lain kos/Others :		RM			
TOTAL		RM 6700			

4. SENARAI SEMAKAN DAN PERAKUAN/CHECKLIST AND DECLARATION	
Saya telah lengkapkan borang ini dan sertakan dokumen sokongan berikut/I have duly completed this form and attached the following supporting documents	
No	Item (Sila tandakan yang berkaitan/please tick where appropriate)
(i)	Brosur Persidangan/Latihan/Seminar/Bengkel (maklumat tarikh, tempat, program persidangan / kandungan kursus, yuran pendaftaran/ Conference/ Training / Seminar / Workshop Brochure (info on date, venue, conference programme / course contents, registration fees)
(ii)	Surat Penerimaan dari Penganjur Persidangan/Letter of Acceptance from Conference Organizer
(iii)	Kertas Kerja untuk Pembentangan/Full Paper to be presented (acknowledgement to Funder & UTM)
(iv)	Surat Sokongan dari Ketua Jabatan / Dekan / Pengarah /Letter of Recommendation by Head of Department / Dean / Director
(v)	Senarai penerbitan jurnal 3 tahun lepas dan tahun ini – tajuk kertaskerja, nama jurnal, volum dan mukasurat/ List of publication in journal for the past 3 years including current year – title of papers, name of journals, page and volume
(vi)	Aturcara Program (jika lebih 3 hari)/Itinerary of Programme (if 3 days and more)
(vii)	Kertas kerja, surat jemputan menghadiri Seminar / Latihan / Bengkel / Kerja Amali / Lawatan Rasmi / Perbincangan / Mesyuarat /Paper work, letter of invitation for Seminar / Training / Workshop / Field work / Visiting / Discussion / Meeting
Saya akui butiran di dalam permohonan ini adalah benar dalam pengetahuan dan kepercayaan saya/I hereby declare that the particulars in this application are true to the best of my knowledge and belief	
Tandatangan Pemohon/ Signature of Applicant	Tarikh/Date : 22/9/11

5. SOKONGAN DAN KELULUSAN/RECOMMENDATION AND APPROVAL			
SOKONGAN DARI KETUA JABATAN / DEKAN FAKULTI / PENGARAH /RECOMMENDATION BY HEAD OF DEPARTMENT/DEAN OF THE FACULTY/ DIRECTOR			
Nama / Name	Prof. Dr. Tharek b. Abdul Rahman Pengarah	Di Sokong / Recommended <input checked="" type="checkbox"/>	Tandatangan / Signature :
Jawatan / Designation	Pusat Komunikasi Wayarles Fakulti Kejuruteraan Elektrik	Tidak Di Sokong / Not Recommended	Tarikh / Date : 23/9/11
Ulasan / Remarks	81310 UTM Skudai Johor Darul Ta' zim		

**KELULUSAN DARI TIMBALAN NAIB CANSOLOR (PENYELIDIKAN DAN INOVASI)****APPROVAL BY DEPUTY VICE CHANCELLOR (RESEARCH & INNOVATION)**

Nama / Name		Di Sokong / Recommended	Tandatangan / Signature :
Jawatan / Designation		Tidak Di Sokong / Not Recommended	Tarikh / Date :
Ulasan / Remarks			

**KELULUSAN DARI PEGAWAI PENGAWAL/ NAIB CANSOLOR****APPROVAL BY CONTROL OFFICER / VICE CHANCELLOR**

Nama / Name		Di Sokong / Recommended	Tandatangan / Signature :
Jawatan / Designation		Tidak Di Sokong / Not Recommended	Tarikh / Date :
Ulasan / Remarks			

**6. REKOD DAN LAPORAN STAF KE LUAR NEGARA/STAFF TRAVELLING ABROAD RECORD AND REPORT**

Rekod Pegawai (seperti item no. 4)/ Menghadiri Persidangan/Seminar/Mesyuarat/Lawatan Rasmi Ke Luar Negara  
 Record of Applicant (as in item no. 4) Travel Abroad to Attend Conference/Seminar/Meeting/Visit/Official Trip

Tahun 2010 Berapa Kali / Year 2010 How Many Times :		Laporan ke TNCPI (no. rujukan) / Report to DVCR (reference no.)
1. Tujuan / Purpose	Bentang Kertar Kerja	
Tempat / Venue	Barcelona	
Tempoh / Duration	12 - 16 April 2010	
2. Tujuan / Purpose		
Tempat / Venue		
Tempoh / Duration		
3. Tujuan / Purpose		
Tempat / Venue		
Tempoh / Duration		
Tahun 2009 Berapa Kali / Year 2009 How Many Times :		
1. Tujuan / Purpose		
Tempat / Venue		
Tempoh / Duration		
2. Tujuan / Purpose		
Tempat / Venue		
Tempoh / Duration		
3. Tujuan / Purpose		
Tempat / Venue		
Tempoh / Duration		

Nota/Note : Gunakan Lampiran baru jika ruang tidak mencukupi/Add a new Attachment if the required row is not enough

