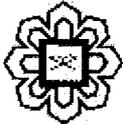
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 01
	REVISION NO : 00
APPLICATION FOR STAFF PRESENTING IN LOCAL CONFERENCE/ SYMPOSIUM/COMPETITION/OTHERS	EFFECTIVE DATE : 07/12/2023
DOCUMENT NO. : IIUM/CFS/SP/14	PAGE : 1/6

**APPLICATION FOR STAFF PRESENTING
IN LOCAL CONFERENCE/SYMPOSIUM/
COMPETITION/OTHERS**

Prepared By :- 	Approved By :- 
Name : Ts. ChM. Dr. Noor Saadiah Mohd Ali	Name : Tuan Hj. Hasanul Basri Abdullah
Position : Research Coordinator Centre for Foundation Studies, IIUM	Position: Dean Centre for Foundation Studies, IIUM
Date : 07/12/2023	Date : 07/12/2023

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 01
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APPLICATION FOR STAFF PRESENTING IN LOCAL CONFERENCE/ SYMPOSIUM/COMPETITION/OTHERS	EFFECTIVE DATE: 07/12/2023
DOCUMENT NO. : IIUM/CFS/SP/14	PAGE: 2/6

1. OBJECTIVE

Managing and handling the research activities at CFS IIUM in accordance with the standard stipulated by the IIUM.

2. SCOPE

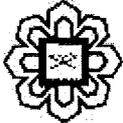
This procedure is prepared to ensure all research participations from academic and administrative staff to be approved by the CFS IIUM.

3. DEFINITION/ABBREVIATION

- | | | |
|------|-------|-----------------------------------|
| 3.1 | RC | Research Coordinator |
| 3.2 | RIU | Research and Innovation Unit |
| 3.3 | RCM | Research Coordination Meeting |
| 3.4 | AC | Academic Staff |
| 3.5 | AD | Administrative Staff |
| 3.6 | HOD | Head of Department |
| 3.7 | HOU | Head of Unit |
| 3.8 | FD | Finance Department |
| 3.9 | HRD | Human Resources Department |
| 3.10 | HURIS | Human Resource Information System |
| 3.11 | CTD | Continuous Talent Development |
| 3.12 | IREP | IIUM Repository |

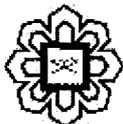
4. REFERENCES

- 4.1 Training for academic staff (local seminar/conference/short courses)
- 4.2 IIUM research fund application form

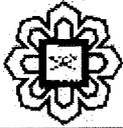
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 01
	REVISION NO : 00
APPLICATION FOR STAFF PRESENTING IN LOCAL CONFERENCE/ SYMPOSIUM/COMPETITION/OTHERS	EFFECTIVE DATE : 07/12/2023
DOCUMENT NO. : IIUM/CFS/SP/14	PAGE : 3/6

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
AC / AD	5.1 Fill in the registration of Application for Staff in Presenting Local Conference/Symposium/ Competition/ Others form together with the program poster and abstract. 5.2 Submit to HOD / HOU, RC, FD for recommendation.
HOD/HOU	5.3 Recommend and forward the application(s) to RIU.
RIU	5.4 Conduct RCM among the RIU members for further recommendation.
RC	5.5 Recommend and forward the application(s) to FD. 5.6 Prepare proposal for budget allocation that is related to the research activities.
FD	5.7 Recommend and forward the application(s) to the Dean/ Director
DEAN / DIRECTOR	5.8 Approval from Dean / Director

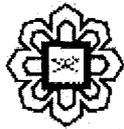
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 01
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APPLICATION FOR STAFF PRESENTING IN LOCAL CONFERENCE/ SYMPOSIUM/COMPETITION/OTHERS	EFFECTIVE DATE : 07/09/2023
DOCUMENT NO. : IIUM/CFS/SP/14	PAGE : 4/6

RESPONSIBILITY	DETAILED PROCEDURES
AC / AD	5.9 Submit the completed form to HRD
HRD	5.10 Receive approved application forms from AC/AD 5.11 Notification on the approval of research conduct form to applicant and carbon copy (cc) to RIU, HOD and FD.
AC / AD	5.12 AC / AD needs to update the research output (e.g. award of the research competition, etc.) to the HRD and HURIS. 5.13 AC / AD needs to update the research output (e.g. poster as conference item, published article as publication, etc.) to the IREP System.
HRD	5.14 Update the CTD point or research output after AC/ AD have updated all the documentations.

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 01
	REVISION NO : 00
APPLICATION FOR STAFF PRESENTING IN LOCAL CONFERENCE/ SYMPOSIUM/COMPETITION/OTHERS	EFFECTIVE DATE : 07/12/2023
DOCUMENT NO. : IIUM/CFS/SP/14	PAGE : 5/6

6. QUALITY RECORDS

NO.	RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Application forms of the AC / AD staff	3 years	HRD	RIU (Soft Copy)
2.	Research output record	3 years		HRD (Original)



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 01

REVISION NO : 00

APPLICATION FOR STAFF PRESENTING
IN LOCAL CONFERENCE/
SYMPOSIUM/COMPETITION/OTHERS

EFFECTIVE DATE : 07/12/2023

DOCUMENT NO. : IIUM/CFS/SP/14

PAGE : 6/6

7. FLOW CHART

Duration	P.I.C	Flowchart	Action
1 day	AC/AD	<pre> graph TD Start([Start]) --> Step1[AC/ AD fill up application form] Step1 --> Dec1{Recommendation from HOD/ HOU} Dec1 -- NO --> Step1 Dec1 -- YES --> Dec2{Recommendation from RC in RCM} Dec2 -- NO --> Step1 Dec2 -- YES --> Dec3{Recommendation from FD} Dec3 -- NO --> End1([End]) Dec3 -- YES --> Dec4{Approval from Dean/ Director} Dec4 -- NO --> End1 Dec4 -- YES --> Step2[Notification of approval] Step2 --> Step3[Attending research local conference/ symposium/ competition/ others] Step3 --> Step4[Update research output in HUNIS / IREP system] Step4 --> Step5[Update CTD point] Step5 --> End2([End]) </pre>	AC/ AD to complete IIUM/CFS/SP/14 form to participate in local conference/ symposium/competition/ others assisted by RIU members.
2 days	HOD/HOU		RC Conduct RCM among the RIU members to assist recommendation.
2 days* Subject to nature of the application	RIU		
2 days	FD		
3 days	DEAN/ DIRECTOR		
2 days	HRD		HRD notify AC/ AD and carbon copy (cc) to RC, HOD and FD.
2 weeks	AC/AD		
2 weeks	HRD		



LEADING THE WAY
KHALIFAH - AMĀNAH - IQRA' - RAHMATAN LIL-ĀLAMĪN
LEADING THE WORLD



INTERNATIONAL MULTI-AWARD WINNING INSTITUTION FOR SUSTAINABILITY

RESEARCH AND INNOVATION UNIT (RIU)

APPLICATION FOR STAFF PRESENTING IN LOCAL CONFERENCE/ SYMPOSIUM/COMPETITION/OTHERS

(Staff are required to complete this form prior to registration of any events)

Research Title : _____

Event's Name : _____

Date/ Venue : _____

Organizer : _____

Budget Requested : _____

Types of events:

Conference Exhibition Symposium Competition Others: _____

Level of events

International National Kuliyyah/Centre

Research Project Identification	
Objectives of the Research:	
a) Name of the Principal Researcher: Staff No: Mobile Phone No: Email Address: Department:	
b) Name of Co-researcher(s) Staff No: Mobile Phone No: Email Address: Department:	
*Add attachment for additional researchers.	

Output of the Research:

Awards Extended Abstract Conference Proceeding Journal Others(please state)

Has this research been submitted to other competitions/ conference/ seminar/ symposium?

Yes No

If "yes" please state in which event:

Summary of Proposed Research Activities

Provide a summary of the proposed research activities in not more than 250 words. Please include objective(s), methodology, significance for the discipline and the community and expected results.

Signature of the

Principal Researcher: _____

Date: _____

Head of Department / Head of Unit

Recommended / Not Recommended

Comments (if any)

.....
Signature & Stamp

Date:

Research and Innovation Unit (RIU)

Recommended / Not Recommended

Comments (if any)

.....
Signature & Stamp

Date:

Finance Department

Recommended / Not Recommended

Comments (if any)

.....
Signature & Stamp

Date:

Dean / Director

Approved/Not Approved

Comments (if any)

.....
Signature & Stamp

Date:

CTD Points, Awards & Recognition

Human Resource Department (HRD)

Recommended / Not Recommended
Comments (if any)

.....
Signature & Stamp

Date:

CTD points awarded

Awards & Recognition

Note: Please attach the following document to RIU

No	Document	Please (/)
1.	Poster of the programme attended	
2.	Abstract	