

: PROCESSING APPLICATION FOR OVERSEAS

Ref. No.

**TRAVELLING** : RMC/GMU/17

Version No: Revision No : 03 :00

Effective Date : 25/07/2023

# **PROCESSING APPLICATION FOR OVERSEAS TRAVELLING** - ATTENDING CONFERENCE/SEMINAR/ WORKSHOP/DATA COLLECTION

Prepared By:-	Approved By:-	
(Signature)	(Signature)	
Name: 1) Sr. Nurain binti Mohd Zuber 2) Sr. Siti Sarah binti Marzuki 3) Sr. Nor Ilyana binti Mohamad Yusoff	Name: Prof. Dr. Amir Akramin bin Shafie	
Position: 1) Assistant Director 2) Senior Administrative Assistant 3) Administrative Assistant	Position: Director Research Management Centre	
Date: 25/07/2023	Date: 25/07/2023	



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# 1.0 OBJECTIVE

This procedure is established to ensure that the monitoring process for application for overseas travelling are effectively and efficiently managed.

# 2.0 SCOPE

This procedure is used by the Research Management Centre to process application for overseas travelling funded by the University and external funding agencies.

# 3.0 PROCESSING DAYS

The process takes minimum five (5) working days to complete.

# 4.0 ABBREVIATION (If any)

AA	Administrative Assistant
DD GMU	Deputy Director (Grant Management Unit)
ODRRRI	Office of the Deputy Rector (Responsible Research and Innovation)
SAA	Senior Administrative Assistant

# 5.0 REFERENCE

- 5.1 Dokumen Tadbir Urus DP KPT Edisi Kelima.
- 5.2 Policy and Guidelines for all research fund.
- 5.3 Policies and Guidelines on internal research fund.



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#### 5.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE		
SAA / AA	5.1 Receive application form from researcher with the recommendation from Head of Department and Dean of K/C/D/I/O.		
SAA / AA	5.2 Check the details of the application and eligibility.		
DD GMU	5.3 Recommend the application.		
SAA / AA	5.4 To forward the application to ODRRRI for processing.		
SAA ODRRRI	5.5 Submit the application to Executive Director, Finance Division for approval and ODRRRI for recommendation.		
RECTOR	5.6 Approving authority for Non-government resources.		
Secretary General, Ministry of Higher Education	5.7 Approving authority for government resources.		
SAA ODRRRI	5.8 Notify and returned the approved application form to RMC.		
SAA / AA	5.9 Scanned approved application form and email to researcher.		
SAA / AA	5.10 Upload the approved application form in RMSV2.		
SAA / AA	5.11 Filing the approved application form.		

#### RECORD RETENTION PERIOD 6.0

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Application form for	7 years	RMSV2	ALL
	Overseas Travelling -			
	Attending Conference /			
	Seminar / Workshop /			
	Data Collection			
2.	Application form for	7 years	Filing room	SAA
	Overseas Travelling -		RMC	8
	Attending Conference /			
	Seminar / Workshop /			
	Data Collection			



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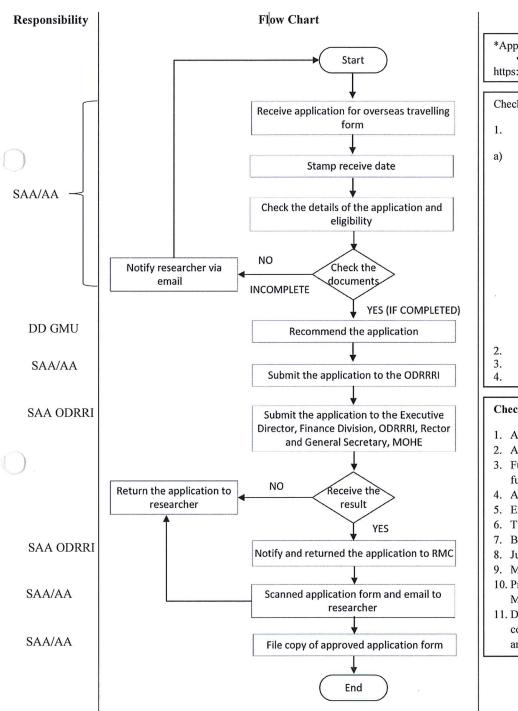
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## 7.0 PROCESS FLOW



### Remarks

\*Application form:

Download from

https://www.iium.edu.my/office/odrail/resources

## Check the eligibility:

- Type of research grants
- a) Ministry Grants
  - i. allowed for presentation of full paper (with physical presence) whereby such presentation shall lead toward the publication of the paper in indexed journals such as Scopus or WoS only.
  - ii. LRGS/NRGS/TRGS Request the approval for budget from Ministry.
  - iii. Qualification criteria to attend overseas conference.
  - iv. General terms to attend overseas conference.
- Project duration
  - Approved allocation
- Total Allocation

# Check the document required:

- 1. Application form
- 2. Abstract of paper
- 3. Full paper with acknowledgement to the funder
- Acceptance Letter
- 5. English (e.g. Grammar / Paper Raters)
- 6. Turnitin
- 7. Brochure
- 8. Justification letter
- 9. MOHE form Attachment A and A1
- Programme Schedule (Visiting Scholar / Mobility etc)
- 11. Data collection tentative itinerary and correspondence with relevant authorities (if any).