الجامعة الاسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يونيۏرسيتي اسلام انتاراڠسا مليسيا
Garden of Knowledge and Virtue

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

Prepared By:-	Approved By:-
(Signature)	(Signature)
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Position: 1) Assistant Director 2) Senior Administrative Assistant 3) Administrative Assistant	Position: Director Research Management Centre
Date: 25/07/2023	Date: 25/07/2023

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.

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.

6.0 RECORD RETENTION PERIOD

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

Title	: PROCESSING APPLICATION FOR OVERSEAS TRAVELLING
Ref. No.	: RMC/GMU/17
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7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
		*Application form: • Download from https://www.iium.edu.my/office/odrail/resources
SAA/AA	**Start** → Receive application for overseas travelling form → Stamp receive date → Check the details of the application and eligibility → **Check the documents** — NO/INCOMPLETE → Notify researcher via email	Check the eligibility: 1. 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. 2. Project duration 3. Approved allocation 4. Total Allocation
DD GMU	YES (IF COMPLETED) → Recommend the application	
SAA/AA	Submit the application to the ODRRRI	
SAA ODRRI	Submit the application to the Executive Director, Finance Division, ODRRRI, Rector and General Secretary, MOHE → **Receive the result** — NO → Return the application to researcher	Check the document required: 1. Application form 2. Abstract of paper 3. Full paper with acknowledgement to the funder 4. Acceptance Letter 5. English (e.g. Grammar / Paper Raters) 6. Turnitin 7. Brochure 8. Justification letter 9. MOHE form Attachment A and A1 10. Programme Schedule (Visiting Scholar / Mobility etc) 11. Data collection – tentative itinerary and correspondence with relevant authorities (if any).
SAA ODRRI	YES → Notify and returned the application to RMC	
SAA/AA	Scanned application form and email to researcher	
SAA/AA	File copy of approved application form → **End**	