**PROGRAMME REPORT FORM STAFF MOBILITY**

*(Please use additional attachment for detailed report)*

1. Name of Programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Organiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Date / Duration (in days): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. No. of Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Budget spent: RM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Outside Sponsorship: RM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. VIP’ Attended: i. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please mention the session) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Programme / Activities engaged with the Host University:

*(Must introduce IIUM and must have at least one activity on research)*

List Programme Schedule

At least 3 pieces of pictures.

Please attach Programme book, magazine, bulletin (if any)

9. Please provide minimum of five (5) International Contacts that you have established:

|  |  |  |  |
| --- | --- | --- | --- |
| No | Names | Contact Address | Email |
|  |  |  |  |
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10. Outcome / Impact from the above activities:

(MoA or MoU / Research Collaboration / New Grant / Talks or Lectures/ Joint Seminar):

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11. Shortcomings

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12. Conclusion (Future Programme: Recommendation?)

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13. Suggestions

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**PREPARED BY**:

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Kulliyyah

Date:

**ENDORSED BY:**

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Dean

Kulliyyah

Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(FOR OFFICE USE)**

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Deputy Director

Management Services Division

Date: …………………………