

**REVISED APPLICATION FORM: PERMISSION TO TRAVEL
(LOCAL/OVERSEAS) FOR UM STUDENTS**

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Posted by: dalilia

Posted on : 2015/11/26 4:10:00

Dear UM Staff,

REVISED APPLICATION FORM: PERMISSION TO TRAVEL (LOCAL/OVERSEAS) FOR UM STUDENTS

With reference to our earlier email dated 9 September 2015, we are pleased to inform that with immediate effect, Permission to Travel (Local/Overseas) for UM students (Undergraduate/Postgraduate) who will be participating in any studies or activities will be authorised by the Associate Vice-Chancellor (International).

Students are required to submit the completed application form to the Office of the Deputy Vice-Chancellor (Academic & International) NOT LESS THAN 21 DAYS BEFORE the date of travel and NOT after the travel has taken place. Failing which, students may not be granted permission to travel and the university will NOT be legally liable for such travel.

For Research Assistants (who are not UM students), kindly obtain approval from the Deputy Vice-Chancellor (Research & Innovation).

PERSONAL DETAILS

- o The student's personal details as stated on the Permission to Travel (Local/Overseas) Form will be retained by the Office of the Deputy Vice-Chancellor (Academic & International) for the purpose of contacting the student with information relevant to their placement.
- o The student's personal details may be shared with their academic department (if required).
- o The student's personal details may be also required for data analysis and process improvement.

The revised application form will be uploaded in the Student Portal.

Thank you.

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