
From: Deputy Vice-Chancellor Academic & International <tnc_aka@um.edu.my>
Sent: Thursday, November 19, 2015 6:08 PM
To: uminfo; student_info-list@siswa.um.edu.my; student_ips-list@siswa.um.edu.my
Subject: [uminfo] REVISED APPLICATION FORM: PERMISSION TO TRAVEL (LOCAL/OVERSEAS) FOR UM STUDENTS
Attachments: Revised Permission to Travel Form@13112015.pdf

19 November 2015

Dear UM Staff/Students,

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

- 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.
- The student's personal details may be shared with their academic department (if required).
- 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.

Warm regards.

Prof Awang Bulgiba Awang Mahmud
MBBS MPH MAppStat PhD FFPH FPHMM FAMM FASc
Deputy Vice-Chancellor (Academic & International) / Provost
Level 9, Chancellory Building
University of Malaya
50603 Kuala Lumpur
MALAYSIA.
[+60 3 7967 3203](tel:+60379673203) (tel)

PERMISSION TO TRAVEL (LOCAL/OVERSEAS) FORM

To be completed by the UM Student.

Form must be typed and to be submitted to the Office of the Deputy Vice-Chancellor (Academic & International) NOT LESS THAN 21 DAYS before the travel date.



To:

Associate Vice-Chancellor (International)

Office of the Deputy Vice-Chancellor

(Academic & International)

Level 9, Chancellery

University of Malaya 50603 Kuala Lumpur MALAYSIA

Tel: 03-79677928/7929/7930 Fax: 03-79572314

Email: pnca@um.edu.my

Name of Applicant

Dr/ Mr/ Mrs/ Ms

Matric No.

☐ Undergraduate

☐ Master

☐ PhD

Department

Faculty/Academy/
Institute/Centre

Contact Details

Office

HP

Email

*Title of Activity/
Event

*Venue:

*Country

*Justification for
attending the visit

*Please attach supporting document (Letter of invitation, etc)

Travelling Period

Start Date

End Date

Source of financial
assistance for the
visit

☐

University

☐

Faculty

☐

Research
Grant

☐

Sponsorship

☐

Others

Please
specify

Account No:
(if from University/Faculty/Grant)

Name of Sponsor:
Others (if any):

Signature

Name

Date

Comment by Student's Supervisor:

Signature

Name

Official Stamp

Date

Comment by Deputy Dean (UG/PG):

Signature

Name

Official Stamp

Date

RECOMMENDATION BY THE DEAN/DIRECTOR (FACULTY/ACADEMY/INSTITUTE/CENTRE)

Signature

Name

Official Stamp

Date

FOR OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL)'S USE

Approval by:

☐

Approved

☐

Not approved

Reason:

Associate Vice-Chancellor (International)

Name

Official stamp

Date