**MANAGEMENT SERVICES DIVISION**

POST-PROGRAMME REPORT FOR STAFF MOBILITY

*Staff is required to submit the report to MSD through the Kulliyyah.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PROGRAMME INFORMATION | | | | |
| Name |  | Staff Number |  | |
| KCDIO |  | | | |
| Programme Name |  | | | |
| Place |  | Country | |  |
| Date / Duration |  | Budget spent(RM) | |  |

1. For MyRA purposes on research activities abroad, staff must acknowledge IIUM on the research activities conducted. Please provide and attach more detailed and specific information together with evidence on each activity related to research and innovation work such as:
   * Programme Schedule
   * Name of lab visits
   * Address of lab visits
   * Research discussion notes, minutes, etc
   * Name of research collaborator or members involved.
   * At least three (3) pieces of pictures with description of activities
   * Programme book, magazine, bulletin, articles (if any)
2. Describe Outcome / Impact from the activities e.g: MoA or MoU / Research Collaboration / New Grant / Talks or Lectures/ Joint Seminar:
3. Conclusion or areas for improvement (if any)

|  |  |  |
| --- | --- | --- |
| Prepared By: | Verified By: | (FOR OFFICE USE) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Staff Name:  Kulliyyah  Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dean  Kulliyyah  Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Director/Deputy Director Management Services Division  Date: |