



SULTAN ABDUL HALIM MU'ADZAM SHAH
INTERNATIONAL ISLAMIC UNIVERSITY
(UniSHAMS)

RMC02

RESEARCH MANAGEMENT CENTRE (RMC)

BORANG TUNTUTAN DAN LAPORAN HARIAN
PEMBANTU PENYELIDIK SISWAZAH (GRA) / PEMBANTU PENYELIDIK (RA)
CLAIM AND DAILY REPORT
GRADUATE RESEARCH ASSISTANT (GRA) / RESEARCH ASSISTANT (RA) FORMS

BAGI BULAN/ FOR MONTH _____ TAHUN/ YEAR _____

1. BORANG TUNTUTAN/ CLAIM FORMS										
1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31		

Jumlah Hari Bekerja: _____ hari

Total Working Day: _____ day(s)

Sila tanda hari-hari bekerja di dalam petak tarikh yang disediakan

Please mark the working days in the coloum provided above

Saya mengaku bahawa tuntutan hari bekerja bagi bulan ini adalah benar.

I acknowledge that the working day claim for this month is true.

Nama/ Name : _____

Jawatan/ Post : **PEMBANTU PENYELIDIK SISWAZAH (GRA) / PEMBANTU PENYELIDIK (RA)**

Jabatan/ Department : _____

Tandatangan Yang Menuntut : _____

Signature of Applicant

Nama Ketua Penyelidik : _____

Name of Leader Supervisor

Jenis Geran : GPU/GPI/KPT/Lain-lain : _____

Type of Grant

2. LAPORAN HARIAN/ DAILY REPORT FORM

TARIKH <i>Date</i>	WAKTU MASUK <i>Time Date</i>	TANDATANGAN <i>Signature</i>	WAKTU KELUAR <i>Time Out</i>	TANDATANGAN <i>Signature</i>	LAPORAN KERJA <i>Work reports</i>

JUMLAH JAM/ *Total Hour* : _____

JUMLAH PERMOHONAN (RM)
Total (RM) : _____

3. KELULUSAN/ APPROVAL	
i. PENGESAHAN KETUA PENYELIDIK/ VERIFICATION OF RESEARCH LEADER	
Ulasan/ Reviews Tarikh/ Date	Tandatangan & Cop/ signature & Stamp:
ii. PENGESAHAN KETUA JABATAN/ DEKAN/ DECLARATION OF DIRECTOR/ DEAN	
Ulasan/ Reviews Tarikh/ Date:	Tandatangan & Cop/ signature & Stamp:
iii. SEMAKAN/ SOKONGAN PENGARAH/ TIMBALAN PENGARAH PENYELIDIKAN (RMC) REVIEW/ RECOMMENDATION BY DIRECTOR/ DEPUTY DIRECTOR RESEARCH (RMC)	
Ulasan/ Reviews: Tarikh/ Date:	Tandatangan & Cop/ signature & Stamp:
iv. SOKONGAN TIMBALAN NAIB CANSOLOR HAL EHWAL AKADEMIK & ANTARABANGSA RECOMMENDATION BY DEPUTY VICE CHANCELLOR ACADEMIC & INTERNATIONAL AFFAIRS	
Ulasan/ Reviews: Tarikh/ Date:	Tandatangan & Cop/ signature & Stamp:
v. KELULUSAN BENDAHARI / APPROVAL BY BUSARY	
Diluluskan/ Tidak Diluluskan Approved/ Not Approved Ulasan / Review	Tandatangan & Cop/ signature & Stamp:

Nota / note:

- a. Tuntutan bayaran perlulah dibuat setiap bulan/ *Payment claims need to be made monthly.*
- b. Sila lampirkan bersama surat lantikan untuk rujukan/ *Please attach a letter of appointment for reference.*