



**BORANG PERMOHONAN TENAGA PENGAJAR SAMBILAN
(PENSYARAH / TUTOR / DEMONSTRATOR SAMBILAN)
FAKULTI EKONOMI DAN PENGURUSAN**

PART-TIME TEACHING PERSONNEL (PART-TIME LECTURER / TUTOR / DEMONSTRATOR)
APPLICATION FORM FACULTY OF SCIENCE AND TECHNOLOGY

MAKLUMAN KEPADA PEMOHON [NOTE TO APPLICANT]:

1. Sila lengkapkan Bahagian I hingga III borang ini dan kembalikan ke Pusat Pengajian yang berkaitan.
Please complete Section I to III of this form and return it back to the relevant School.

2. Semua permohonan baru hendaklah disertakan dokumen berikut:
All new application shall be supplemented with the following documents:

DOKUMEN DOCUMENT	PEMOHON, TANDAKAN (✓) JIKA LENGKAP APPLICANT, PLEASE TICK (✓) IF COMPLETED	UNTUK KEGUNAAN PEJABAT DEKAN FEP (TANDAKAN (✓) JIKA LENGKAP) FOR DEAN'S OFFICE USE (PLEASE (✓) IF COMPLETED)				
		I	II	III	IV	V
A. BORANG PERMOHONAN TENAGA PENGAJAR SAMBILAN (PENSYARAH / TUTOR / DEMONSTRATOR SAMBILAN) PART-TIME TEACHING PERSONNEL (PART-TIME LECTURER)						
B. SALINAN KAD PENGENALAN / PASPORT PEMOHON A COPY OF APPLICANT'S IDENTIFICATION CARD/ PASSPORT						
C. SALINAN SIJIL / TRANSKRIP KELAYAKAN AKADEMIK PEMOHON YANG TELAH DISAHKAN COPIES OF CERTIFIED CERTIFICATES / TRANSCRIPTS AS PER APPLICANT'S ACADEMIC QUALIFICATIONS						
D. GAMBAR PEMOHON (SAIZ PASPORT) APPLICANT'S PHOTOGRAPH (PASSPORT SIZE)						
E. BORANG ARAHAN BAYARAN SYARAHAN, TUTORIAL DAN DEMONSTRATOR SAMBILAN KE AKAUN BANK						
F. SALINAN BUKU BANK / PENYATA AKAUN PEMOHON YANG TERCETAK NO. AKAUN A COPY OF APPLICANT'S BANK ACCOUNT BOOK / STATEMENT WITH PRINTED ACCOUNT NUMBER						
						Tarikh Terima : Date Received

3. Bagi permohonan lanjutan / lantikan semula, dokumen B hingga F tidak perlu dilampirkan.
For subsequent application / reappointment, documents B to F are not required.

MAKLUMAN KEPADA PUSAT PENGAJIAN [NOTE TO SCHOOL]:

Borang yang telah lengkap dan telah disahkan oleh Ketua Program dan disokong oleh Timbalan Dekan hendaklah dihantar ke:
The duly completed form which has been approved by the Program Head as well as the Deputy Dean shall be submitted to:

PEJABAT DEKAN
 FAKULTI EKONOMI DAN PENGURUSAN
 UNIVERSITI KEBANGSAAN MALAYSIA
 43600 UKM BANGI
 SELANGOR
 (U.P.: Ketua Penolong Pendaftar Kanan)

Bahagian I: Maklumat Permohonan*Section I: Details of Application*

Jenis permohonan: <Sila √ >

Type of application: <Please √ >
 Baru
New
 Lanjutan / Lantikan Semula
Subsequent / Reappointment

Jawatan yang dipohon: <Sila √ >

Position applied: <Please √ >
 Pensyarah Sambilan (RM100.00 / Jam)
Part-time Lecturer (RM100.00 / Hour)
 Tutor Sambilan (RM50.00 / Jam)
Part-time Tutor (RM50.00 / Hour)
 Demonstrator Sambilan (RM25.00 / Jam)
Part-time Demonstrator (RM25.00 / Hour)

Permohonan adalah bagi:

Application is for:

Semester <i>Semester</i>	Sesi Akademik <i>Academic Session</i>

<Sila lekatkan
 gambar berukuran
 pasport di sini>
*<Please affix passport
 size photograph here>*

Bahagian II: Maklumat Diri Pemohon*Section II: Details of Applicant*

Nama [Name] : _____

 Alamat Surat Menyurat : _____
Mailing Address

: _____

: _____

 Alamat E-mel : _____
E-mail Address

 No. Telefon : _____ Warganegara : _____
Telephone No. Nationality

 No. KWSP : _____ No. Kad Pengenalan/Passport : _____
EPF No. Identification Card / Passport No.

 No. Cukai Pendapatan : _____ No. Pas Penggajian : _____
Income Tax No. Employment Pass No.

Kelayakan Akademik [Academic Qualifications]:

Kelulusan <i>Qualification</i>	Bidang <i>Area</i>	Sekolah / Institusi <i>School / Institution</i>	Tahun dikurnia <i>Year Obtained</i>
SPM			
Ijazah <i>Degree</i>			
Sarjana <i>Masters</i>			
PhD			

Jawatan Semasa : _____ Bidang : _____
Current Position Area

Majikan Semasa : _____
Current Employer

Saya mengaku bahawa segala maklumat yang diberikan bagi tujuan permohonan di atas adalah benar.
I hereby certify that all the information provided for the above mentioned application is true.

 Tandatangani Pemohon
Signature of Applicant

 Tarikh
Date

Bahagian III: Pengesahan Majikan Semasa

Section III: Approval of Current Employer

**Potong yang tidak berkenaan
 Please cross-out whichever not applicable

Saya bersetuju / tidak bersetuju * untuk pemohon menjalankan tugas sambilan di FEP, UKM.
*I hereby approve / disapprove * the applicant to undertake the part-time job as mentioned above at FEP, UKM.*

 Tandatangani, Nama & Cop Majikan Semasa
Signature, Name & Stamp of Current Employer

 Tarikh
Date

Bahagian IV: Pengesahan Ketua Program

Section IV: Approval of Program Head

Kod Kursus : _____ Tajuk Kursus : _____
Course Code Course Title

Pusat Pengajian : _____ Bil. Pelajar : _____
School No. of Students

Tenaga Pengajar Diperlukan <i>Teaching Personnel Needed</i>		Aktiviti yang akan Dijalankan oleh Pemohon <i>Activities to be Carried Out by Applicant</i>	
Jawatan <i>Position</i>	Bilangan <i>No.</i>	Tugas <i>Task</i>	Jam Seminggu <i>Hours per Week</i>
Pensyarah Sambilan [Part-time Lecturer]		Syarahan [Lecture]	
Tutor Sambilan [Part-time Tutor]		Tutorial [Tutorial]	
Demonstrator Sambilan [Part-time Demonstrator]		Amali [Practical]	

<Sila lampirkan jadual waktu aktiviti pengajaran yang akan dilaksanakan oleh Pemohon.>

<Please attach a schedule of teaching activities to be undertaken by the Applicant.>

Pensyarah terlibat dalam kursus yang dikendalikan pemohon: <Sila buat lampiran jika ruangan tidak cukup>

Lecturer(s) involved in the course to be conducted by the Applicant: <Please attach separate sheet if not enough space>

Bil. No.	Nama Pensyarah Name of Lecturer(s)	Beban (Unit / Pelajar / Semester) Load (Unit / Student / Semester)		
		Jumlah Unit Total Unit	Jumlah Pelajar Total No. of Students	Semester Semester

Perlantikan ini amat diperlukan kerana [This appointment is needed because]:

Tandatangan, Nama dan Cop
Ketua Program / Penyelaras Program*
Signature, Name and Stamp of Program Head / Coordinator *

Tarikh
Date

Bahagian V: Perakuan Timbalan Dekan

Section V: Approval of the Deputy Dean

Permohonan ini disokong / tidak disokong * [This application is approved / not approved *].

Tandatangan, Nama dan Cop
Timbalan Dekan
Signature, Name and Stamp of the Deputy Dean

Tarikh
Date

Bahagian VI: Ulasan Pentadbiran

Section VI: Administrative Review

Peruntukan diluluskan (Tahun _____) : RM _____
Provisions approved (Year _____)

Baki peruntukan (sehingga _____) : RM _____
Remaining allocation (until _____)

Bahagian VII: Kelulusan Dekan

Section VII: Approval of the Dean

Permohonan ini diluluskan / tidak diluluskan * [This application is approved / not approved *].

Tandatangan, Nama dan Cop Dekan
Signature, Name and Stamp of the Dean

Tarikh
Date