

**BAHAGIAN SUMBER MANUSIA**

**JABATAN PENDAFTAR**

# PERMOHONAN CUTI SABATIKAL

**TAHUN 2018**

|  |  |  |  |  |  |  |  |  |  |  |
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| No. Staf : | USM |  |  |  |  |  |  |  |  |  |

1. **MAKLUMAT PERIBADI**

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| 1. | Nama : |  | | | | | | | | | | | | | |
| 2. | No. K/P : | |  | | | | 3. | | Jawatan : | |  | | | | | |
| 4. | Pusat Pengajian/Jabatan : | | | | |  | | | | | | | | | |
| 5. | No. Tel(samb/hp) : | | | |  | | | 6. | | E-mail : | |  | | | |
| 7. | Bidang Kepakaran : | | |  | | | | | | | | | | | |
|  |  | | | | | | | | | | | |  | |
| 8. | Tarikh Kembali dari Cuti Belajar di bawah  Rancangan Pendidikan Tinggi Kakitangan Akademik (RPTKA) : | | | | | | | | | | | | |  | |

1. **MAKLUMAT LATIHAN SUB-BIDANG YANG LALU** *(Jika Berkaitan)*

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| 1. | Tarikh Latihan Sub-Bidang yang terakhir : | | | | | | | | | | | |
|  | mulai |  | | | hingga | |  | | (tempoh | |  | tahun) | | |
| 2. | Tempat : | |  | | | | | | | | | | |
| 3. | Bidang : |  | | | | | | | | | | | |
| 4. | Tempoh Ikatan Perjanjian : | | |  | | bulan | | Tarikh Kuatkuasa : | |  | | | |

1. **MAKLUMAT CUTI SABATIKAL YANG LALU**

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| 1. | Tarikh Cuti Sabatikal yang terakhir : | | | | | | | | | | | | | | | | | |
|  | mulai | | |  | hingga | | | |  | | | | | (tempoh |  | | bulan) | |
|  | Sila tandakan √ bagi pembiayaan yang diterima semasa Cuti Sabatikal tersebut : | | | | | | | | | | | | | | | | |
| □ | Tambang Kapalterbang | | | |  | | | □ | | Elaun Sara Hidup Kadar Tempatan | | | | | |
| □ | Elaun Sara Hidup Luar Negara | | | |  | | | □ | | Elaun Pakaian Panas | | | | | |
| □ | Insuran Kesihatan | | | |  | | | □ | | Lain-lain, sila nyatakan : | | | |  | | | |
| 2. | | Laporan Cuti Sabatikal bagi tarikh yang tersebut di atas: | | | | | | | | | | | | | | | |
| □ | Laporan Cuti Sabatikal telah diserahkan pada | | |  | |  | | | □ | | Laporan Cuti Sabatikal **TIDAK** diserahkan  *(nota: tidak akan dipertimbangkan untuk Cuti Sabatikal pada masa akan datang)* | | | | | |

1. **MAKLUMAT CUTI SABATIKAL YANG DIPOHON**

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| 1. | Kelayakan Cuti Sabatikal Kali Ke | | | |  |
| 2. | Tarikh Layak Cuti Sabatikal: | | |  | | | | | | | 3. | Tempoh Kelayakan : | | | | | 5 bulan | | | |
|  | *(Sila tandakan ’√’ )* | | | | | | | | | | | | | | | | 9 bulan | | | |
| 4. | Tarikh Mula : | |  | hingga | | | |  | | | | | (tempoh: | |  | | | bulan) | | |
|  | *(nota: tarikh dan tempoh Cuti Sabatikal hendaklah sesuai agar tidak meninggalkan pengajaran lebih daripada satu semester)* | | | | | | | | | | | | | | | | | | | |
| 5. | Tempat Cuti Sabatikal : | | | | | | | | |
| **Universiti/Institusi** | | | | | | **Negara** | | | | | | | **Tempoh** | | | | | | |
| i (a) |  | | | | | (b) | |  | | | | | (c) | |  | | | bulan | | |
| ii (a) |  | | | | | (b) | |  | | | | | (c) | |  | | | bulan | | |
| *(nota: dinasihatkan agar tempat Cuti Sabatikal tidak melebihi dari 2 tempat; jika cuti sabatikal di luar negara tempoh minimum adalah selama 3 bulan bagi mendapat pembiayaan penuh dari Universiti)* | | | | | | | | | | | | | | | | | | |

1. **PROGRAM CUTI SABATIKAL**

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| --- | --- | --- | --- | --- |
| 1. | Tajuk Program/Penyelidikan: | |  | |
|  |  | | | |
|  |  | | | |
| 2. | Ringkasan Aktiviti : *(sila lampirkan sekiranya ada tambahan aktiviti)* | | | |
|  | Aktiviti & Tempat Cuti Sabatikal | | | Milestone (Tempoh/Jangkamasa) |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
| 3. | Faedah Program Kepada Tugas Pengajaran/Penyelidikan tuan/puan | | | |
|  | (i) |  | | |
|  | (ii) |  | | |
|  | (iii) |  | | |
| 4. | Faedah Program Kepada Pusat Pengajian/Universiti | | | |
|  | (i) |  | | |
|  | (ii) |  | | |
|  | (iii) |  | | |

1. **PEMBIAYAAN**

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|  |  |  | |
|  |  | Akan mendapatkan Bantuan Luar | |
|  |  | Nama Agensi: |  | |

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| Tarikh: |  |  |  |
| Tandatangan Pemohon |

1. **PERAKUAN KETUA JABATAN**

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| --- | --- | --- | --- | --- |
|  | Disokong | | | |
|  | 1. Tempoh Cuti Sabatikal : | | | |
|  | |  | Sesuai | |
|  | |  |  | |
|  | |  | Tidak sesuai dan ditangguh atas kepentingan perkhidmatan ke tarikh: | |
|  |  | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (tempoh bulan) | |
|  | 2. Program berfaedah | | |  |
|  | 3. Tugas-tugas beliau boleh diganti | | |  |

|  |  |
| --- | --- |
|  | Tidak disokong |
|  | 1. Tugas-tugas beliau tidak boleh diganti. 2. Atas sebab-sebab lain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Lain-Lain Komen: | |  | |
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| Tarikh:  NR/eeba/borang CS – upadate 2018) |  |  | …………………………….. |
| Tandatangan Ketua Jabatan & Cop |