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|  | <b>UNIVERSITI TEKNIKAL MALAYSIA MELAKA</b><br><b>PUSAT PENGURUSAN PENYELIDIKAN DAN INOVASI</b> |
|                                                                                   | <b>PERMOHONAN PEMBANTU PENYELIDIK</b><br><b>(APPLICATION FOR RESEARCH ASSISTANT)</b>           |

Sila tandakan (/) pada ruang berkenaan.

(Please tick (/) in the appropriate box)

|                                                                                     |  |                                                                                           |  |
|-------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------|--|
| <b>Pembantu Penyelidik Siswazah</b><br><i>Graduate Research Assistant (GRA)</i>     |  | <b>Pembantu Penyelidik Pelajar</b><br><i>Student Research Assistant (SRA)</i>             |  |
| <b>Pembantu Penyelidik Projek</b><br><i>Project Research Assistant (RA project)</i> |  | <b>Pembantu Penyelidik Sambilan</b><br><i>Temporary Research Assistant (RA Temporary)</i> |  |

|                                  |                                                                                                        |
|----------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>BAHAGIAN A</b><br>(SECTION A) | <b>MAKLUMAT PEMOHON (DIISI OLEH PEMOHON)</b><br>(APPLICANT INFORMATION) (TO BE COMPLETED BY APPLICANT) |
|----------------------------------|--------------------------------------------------------------------------------------------------------|

Nama : \_\_\_\_\_  
(Name) (Seperti Dalam Kad Pengenalan/As in Identity Card)

Tempat Lahir: \_\_\_\_\_ Tarikh Lahir: \_\_\_\_\_  
(Place of Birth) (Date of Birth)

Kewarganegaraan (Nationality): \_\_\_\_\_ Umur (Age): \_\_\_\_\_

No. Kad Pengenalan: \_\_\_\_\_ No. Tel.: \_\_\_\_\_  
(Identity Card. Number) (Tel. No.)

Jantina (Gender) : ☐ Lelaki (Male) ☐ Perempuan (Female)

Email \_\_\_\_\_

Status perkahwinan: ☐ Berkahwin (Married) ☐ Bujang (Single)  
(Marital Status)

Alamat Surat Menyurat: \_\_\_\_\_  
(Postal Address)

Lekatkan  
Gambar  
anda di sini  
(affix photo  
here)

|                                  |                                                                                           |
|----------------------------------|-------------------------------------------------------------------------------------------|
| <b>BAHAGIAN B</b><br>(SECTION B) | <b>PENCAPAIAN AKADEMIK, LATIHAN DAN PENGALAMAN</b><br>(ACADEMIC ACHIEVEMENT AND TRAINING) |
|----------------------------------|-------------------------------------------------------------------------------------------|

KOLEJ / UNIVERSITI YANG DIHADIRI SELEPAS SIJIL SPM DIPEROLEHI  
COLLEGE/UNIVERSITY ATTENDED AFTER SPM CERTIFICATE.

| Nama Kolej/Universiti<br>(Name of College, University) | Tahun (Year)    |                | Sijil/Diploma/Ijazah diperolehi<br>(Certificate/Diploma/Degree received) | Tahun Diperolehi<br>(Year Awarded) |                 |
|--------------------------------------------------------|-----------------|----------------|--------------------------------------------------------------------------|------------------------------------|-----------------|
|                                                        | Mulai<br>(From) | Hingga<br>(To) |                                                                          | Bulan<br>(Month)                   | Tahun<br>(Year) |
|                                                        |                 |                |                                                                          |                                    |                 |

Rekod Penerbitan Ilmiah Pemohon (jika ada) dan lampirkan dokumen  
*Applicant's publication record (if any) – please attach the document*

| Tajuk Artikel<br>(Article Title) | Tahun<br>Penerbitan<br>(Publication<br>Year) | Nama Jurnal / Prosiding dan<br>Penerbit<br>(Journal/Proceeding and<br>Publisher) |
|----------------------------------|----------------------------------------------|----------------------------------------------------------------------------------|
|                                  |                                              |                                                                                  |
|                                  |                                              |                                                                                  |

Kelayakan dan Pengalaman (termasuk kursus profesional dengan sijil) *Qualification & Experience*  
(eg. professional training with certificate)

| Jawatan<br>(Position) | Nama Majikan & Alamat<br>(Employer's Name &<br>Address) | Tahun<br>(Year) | Kursus Profesional yang dihadiri<br>(Professional Training Attended) |
|-----------------------|---------------------------------------------------------|-----------------|----------------------------------------------------------------------|
|                       |                                                         |                 |                                                                      |

**BAHAGIAN C** **MAKLUMAT AKADEMIK SEMASA BAGI PERLANTIKAN GRA / RA SAMBILAN**  
(SECTION C) (CURRENT EDUCATIONAL DETAILS FOR APPOINTED GRA / RA TEMPORARY ONLY)

Jenis Pengajian : M.SC ☐ Ph.D ☐ No. Matrik : \_\_\_\_\_  
(Programme Enrolled) (Matric No.)

Status Permohonan Pengajian : (a) Telah mendapat Surat Tawaran ☐ (b) Permohonan sedang ☐  
(Offer Letter Received) Diproses (Application Sent & in Process)

Pendaftaran Pertama: Semester / Sesi \_\_\_\_\_ Tarikh Pendaftaran: \_\_\_\_\_  
(Semester of first registration) (Registration Date)

Fakulti / Pusat (Faculty/Centre) : \_\_\_\_\_

Bidang Pengajian (Field of study): \_\_\_\_\_

Nama Penyelia Utama (Name of Main Supervisor) : \_\_\_\_\_

Penerima Tajaan / Biasiswa (Sponsorship / Scholarship) : ☐ TIDAK (No) ☐ YA (Yes), Sila  
nyatakan : \_\_\_\_\_  
(Please state)

Perhatian :

- Sila sertakan salinan kad matrik dan salinan surat tawaran pengajian siswazah yang telah disahkan. GRA yang menerima mana-mana tajaan/biasiswa beserta elaun sara hidup perlu SEGERA memaklumkan kepada pihak CRIM.
- Sila rujuk Garis Panduan Pembantu Penyelidik Terkini untuk mengetahui tugas, tanggungjawab dan perkara berkaitan pelantikan ini
- Borang permohonan yang lengkap hendaklah dikemukakan ke CRIM sekurang-kurangnya **3 minggu sebelum tarikh lantikan**.

Attention:

- Please include a copy of the matric card and a certified copy of the graduate study offer letter. GRA who receives any sponsorship/scholarship along with living allowance must IMMEDIATELY inform CRIM.
- Please refer to the Latest Research Assistant Guidelines to know the duties, responsibilities and matters related to this appointment
- The completed application form must be submitted to CRIM at least 3 weeks before the appointment date.

|                                         |                                                                                                                            |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>BAHAGIAN D</b><br><b>(SECTION D)</b> | <b>MAKLUMAT AKADEMIK SEMASA BAGI PERLANTIKAN SRA SAHAJA</b><br><b>(CURRENT EDUCATIONAL DETAILS FOR APPOINTED SRA ONLY)</b> |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------|

Aras Pengajian Semasa : Diploma ☐ Sarjana Muda ☐ Sarjana ☐  
(Current education level)      Diploma      Bachelor Degree      Master Degree

No. Matrik : \_\_\_\_\_ Fakulti / Pusat : \_\_\_\_\_  
(Matric No.)      (Faculty/Centre)

Bidang Pengajian/Tahun Pengajian : \_\_\_\_\_  
(Field of Study/Year)

Perhatian : Sila sertakan **salinan kad matrik dan sijil kelayakan terkini**  
(Att: Please attach a copy of matric card and highest qualification certificate)

|                                         |                                                         |
|-----------------------------------------|---------------------------------------------------------|
| <b>BAHAGIAN E</b><br><b>(SECTION E)</b> | <b>PERAKUAN PEMOHON</b><br><b>(APPLICANT ADMISSION)</b> |
|-----------------------------------------|---------------------------------------------------------|

Saya mengaku bahawa segala maklumat yang diberikan dalam permohonan ini adalah benar. Saya akan bertanggungjawab melaksanakan tugas projek penyelidikan ini dan mematuhi segala peraturan seperti yang dinyatakan dalam Polisi Penyelidikan dan Inovasi dan Garis Panduan Penyelidikan Universiti.  
(I hereby declared that all the information given in this application is true. I will fully responsible in completing the task and comply with all the rules stated in Policy of Research and Innovation and University Research Guideline)

\_\_\_\_\_  
TANDATANGAN (Signature)

\_\_\_\_\_  
TARIKH (Date)

|                                                            |                                                                                                                                    |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>BAHAGIAN F</b><br><b>(SECTION F)</b><br><b>LEADER )</b> | <b>MAKLUMAT PROJEK PENYELIDIKAN (DIISI OLEH KETUA PROJEK)</b><br><b>(PROJECT RESEARCH INFORMATION) (TO BE COMPLETED BY PROJECT</b> |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|

Nama Ketua Project : \_\_\_\_\_  
(Project Leader)

Tajuk Projek (Project Title) : \_\_\_\_\_

No. Rujukan Projek (Project Reference No.): \_\_\_\_\_

Tempoh Projek Penyelidikan: Dari (From): \_\_\_\_\_ Hingga (To): \_\_\_\_\_  
(Research Project Duration)

Tempoh Perlantikan dipohon: Dari (From): \_\_\_\_\_ Hingga (To): \_\_\_\_\_  
(Employment Duration)

Pembantu Penyelidik/Enumerator Sediaada:      Ada ☐      Tiada ☐  
(Existing Research Personnel/Enumerator)      (Yes)      (None)

Kadar bayaran sebulan dipersetujui untuk diberi kepada **GRA / RA** yang dilantik adalah RM \_\_\_\_\_  
sahaja (Payment rate per month to be paid to the appointed GRA/RA is RM \_\_\_\_\_ only)

*Kadar Bayaran SRA (SRA Allowance rates):*

| Kelayakan<br>(Qualification) | Kadar jam (RM) Maksimum 8 jam sehari<br>(Hourly rate, Maximum 8 hours per day) | Sila pilih:<br>(Please tick) |
|------------------------------|--------------------------------------------------------------------------------|------------------------------|
| Sarjana                      | 6.00                                                                           |                              |
| Sarjana Muda                 | 5.00                                                                           |                              |
| Diploma                      | 4.50                                                                           |                              |
| SPM/STPM/Matriculation       | 4.00                                                                           |                              |
| SPM                          | 3.00                                                                           |                              |

**BAHAGIAN G**                      **PENGAKUAN KETUA PROJEK**  
**(SECTION G)**                      **(ADMISSION FROM PROJECT LEADER)**

Saya BERSETUJU / TIDAK BERSETUJU\*\* melantik pemohon ini sebagai PEMBANTU PENYELIDIK di bawah projek penyelidikan saya. Segala tanggungjawab yang melibatkan Pembantu Penyelidik ini untuk menjayakan projek penyelidikan ini juga adalah di bawah tanggungjawab saya sepenuhnya.

*(I hereby AGREE / DO NOT AGREE) to appoint this applicant as Research Assistant under my research project. I am fully responsible to all activities that involved the appointed Research Assistant to accomplish this research project.*

\_\_\_\_\_  
Tandatangan Ketua Penyelidik & Cop Rasmi  
(Signature and Official Stamp)

\_\_\_\_\_  
Tarikh  
(Date)

**KELULUSAN PENGARAH/TIMBALAN PENGARAH, CRIM**  
**(ENDORSEMENT BY DIRECTOR/DEPUTY DIRECTOR, CRIM)**

☐

Lulus (Approved)

☐

Tidak Lulus (Rejected)

Ulasan:

(Comments)

\_\_\_\_\_  
Tandatangan dan Cop Rasmi  
(Signature and Official Stamp)

\_\_\_\_\_  
Tarikh  
(Date)

**PERINGATAN:**

- Tempoh maksimum pelantikan RA Sambilan adalah 3 bulan (sebelum pendaftaran di PPS).
  - Lantikan SRA dibuka untuk pelajar UTeM sahaja (dalam pengajian Diploma/Sarjana Muda/Sarjana).
  - Bukti kelulusan Kolej/Universiti hendaklah disokong dengan sijil yang telah disahkan.
  - Borang yang **TIDAK LENGKAP** tidak akan diterima.
  - Sila rujuk Garis Panduan Pembantu Penyelidik UTeM terkini untuk syarat dan peraturan.
- Maximum period for part time research assistant appointment is 3 months (before registration at PPS)
  - Application for SRA is opened for UTeM's student only (Diploma/Bachelor Degree/Master Degree)
  - Application must be submitted with a certified copy of highest education certificate.
  - INCOMPLETE application form will not be accepted.
  - Please refer the Research Assistant Guideline for rules and regulations.