Dean

Faculty of Medicine

Universiti Teknologi MARA (UiTM)

Sg. Buloh Campus

Jalan Hospital

47000 Sg. Buloh

SELANGOR DARUL EHSAN

**(Attn: Administration & Human Resource Division)**

Dear Prof.

I hereby respectfully request to renew my services contract in Faculty of Medicine, UiTM. Statements regarding myself are as follow:

Signature

………………………………………………………… Date : ………………………….......

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| **COMMENT FROM HEAD OF DEPARTMENT** |

\* Recommend/Not Recommend and other reviews:

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Signature

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(Name : )

Position:

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| **COMMENT FROM DEAN** |

\* Recommend/Not Recommend and other reviews:

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Signature

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(Name : )

Position:

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| **NAME & DETAILS of APPLICANT** |  | **PREVIOUS KPI** | **ACHIEVEMENT** |
| http://psdesain.com/wp-content/uploads/2015/02/2-Icon-orang-membuat-logo.png   |  |  |  | | --- | --- | --- | | Age | : |  | | Date of Birth | : |  | | Grade | : |  | | Discipline | : |  | | Campus | : |  | | Nationality | : |  |   Name of Applicant  **Date of Current Contract Expires :**  dd/mm/yyyy  **Date of previous contract :**  1st contract: dd/mm/yyyy - dd/mm/yyyy  2nd contract: dd/mm/yyyy - dd/mm/yyyy  3rd contract: dd/mm/yyyy - dd/mm/yyyy  **Annual Task Performance**  **(LNPT) 20xx :** X%  **Annual Task Performance (LNPT)** **20xx :** X%  **Annual Task Performance** **(LNPT) 20xx** : X% | Teaching hours | X hours per week | X hours per week  ***\*please submit your ATP calculator (softcopy) together with this form*** |
| Student supervision | **Current Supervision:**  X Undergrad  X Master/MMed  X PhD  **Graduated Student:**  X Master/MMed  X PhD | **Current Supervision:**  X Undergrad  X Master/MMed  X PhD  **Graduated Student:**  X Master/MMed  X PhD  ***\*please state number of student for each level*** |
| Clinical hours  (if applicable) | **Example:**  **Clinic:**  **1.1:** Klinik Sg Buloh  Tuesday & Thursday  8 am-12 pm  **1.2:** Klinik Selayang  Monday  8 am-12 pm  **1.3:** Visiting Specialist Hospital Sabak Bernam (every Wednesday)  9 am-2 pm  **Operation Hours**  **Example:**  Wednesday & Friday  8 am – 5 pm | **Example:**  **Clinic:**  **1.1:** Klinik Sg Buloh  Tuesday & Thursday  8 am-12 pm  **1.2:** Klinik Selayang  Monday  8 am-12 pm  **1.3:** Visiting Specialist Hospital Sabak Bernam (every Wednesday)  9 am-2 pm  **Operation Hours**  **Example:**  Wednesday & Friday  8 am – 5 pm |
| Research | X research grant per year   1. Research topic, Grant funder, amount (RM), year   **Example:**   1. Research Topic, FRGS   RM 650,000.00, 2014-2015 2. Research Topic, Dana Kecemerlangan, RM 850,000.00, 2015-2018 | X research grant per year   1. Research topic, Grant funder, amount (RM), year   **Example:**   1. Research Topic, FRGS   RM 650,000.00, 2014-2015 2. Research Topic, Dana Kecemerlangan, RM 850,000.00, 2015-2018   ***\*grant received in current contract only*** |
| Publication | X publication per year  X indexed publication per year   1. Title of the publication, Where, Year, Index (SCOPUS,ISI,ERA)   **Example:**   1. General Medicine, UiTM, 2015,SCOPUS | X publication per year  X indexed publication per year   1. Title of the publication, Where, Year, Index (SCOPUS,ISI,ERA)   **Example:**   1. General Medicine, UiTM, 2015,SCOPUS   ***\*publication in current contract only*** |
| Consultation | X consulting work within 3 years (in the period of appointment)   1. Consultation name, amount (RM), year   **Example:**   1. Private Wing   RM 650,000.00, 2014-2015 2. ABC Sdn Bhd , RM 850,000.00, 2015-2018 | X consulting work within 3 years (in the period of appointment)   1. Consultation name, amount (RM), year   **Example:**   1. Private Wing   RM 650,000.00, 2014-2015 2. ABC Sdn Bhd , RM 850,000.00, 2015-2018   ***\*consultation in current contract only*** |
| Paper work presentation | X presentation per year   1. Title of presentation, year,where   **Example:**   1. ABCD, 2015,Conference of Medicine Abu Dhabi | X presentation per year   1. Title of presentation, year,where   **Example:**   1. ABCD, 2015, Conference of Medicine Abu Dhabi   ***\*paper work presentation in current contract only*** |
| Contribution to the university / national | X Committee (1 Chairman)  **Example :**   1. Head of Discipline Anaesthesiology & Critical Care, UiTM 2. Chairman/Head of Surgical Sciences Cluster, UiTM 3. Chairman Ethics and Research Committee, Malaysia | X Committee (1 Chairman)  **Example :**   1. Head of Discipline Anaesthesiology & Critical Care, UiTM 2. Chairman/Head of Surgical Sciences Cluster, UiTM 3. Chairman Ethics and Research Committee, Malaysia   ***\*contribution to the university / national in current contract only*** |
| Contribution to the community | X Committee (1 Chairman)  **Example:**   1. Chairman, Persatuan Keselamatan Perumahan Taman Melawati: Daerah   Member, MSA: National | X Committee (1 Chairman)  **Example:**   1. Chairman, Persatuan Keselamatan Perumahan Taman Melawati: Daerah   Member, MSA: National  ***\*contribution to community in current contract only*** |

LEGEND: X = NUMBER or TOTAL

**NOTE:**

**1. Please include your latest CV together with this application form.**

**2. Please include softcopy of your application form to HR Division.**