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

…………………………………………………………… Date : ……………………………………

(Name : )

Position:

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| **COMMENT FROM DEAN** |

\* Recommend/Not Recommend and other reviews:

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Signature

…………………………………………………………… Date : ……………………………………

(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/yyyy2nd contract: dd/mm/yyyy - dd/mm/yyyy3rd 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 UndergradX Master/MMedX PhD**Graduated Student:**X Master/MMedX PhD | **Current Supervision:**X UndergradX Master/MMedX PhD**Graduated Student:**X Master/MMedX PhD***\*please state number of student for each level*** |
| Clinical hours (if applicable) | **Example:** **Clinic:****1.1:** Klinik Sg BulohTuesday & Thursday 8 am-12 pm**1.2:** Klinik SelayangMonday8 am-12 pm**1.3:** Visiting Specialist Hospital Sabak Bernam (every Wednesday)9 am-2 pm**Operation Hours****Example:**Wednesday & Friday8 am – 5 pm | **Example:** **Clinic:****1.1:** Klinik Sg BulohTuesday & Thursday 8 am-12 pm**1.2:** Klinik SelayangMonday8 am-12 pm**1.3:** Visiting Specialist Hospital Sabak Bernam (every Wednesday)9 am-2 pm**Operation Hours****Example:**Wednesday & Friday8 am – 5 pm |
| Research | X research grant per year1. 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 year1. 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 yearX indexed publication per year1. Title of the publication, Where, Year, Index (SCOPUS,ISI,ERA)

**Example:**1. General Medicine, UiTM, 2015,SCOPUS
 | X publication per yearX indexed publication per year1. 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 year1. Title of presentation, year,where

**Example:**1. ABCD, 2015,Conference of Medicine Abu Dhabi
 | X presentation per year1. 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.**