

Sarkina Bt Mat Saad @ Shaari

From: Unit Undang-Undang Jabatan Canselori
Sent: Khamis, 11 Mei 2017 8:10 pg
To: UUM - All Staff
Cc: Staf - Setiausaha; Pejabat TNC (A&A); Prof. Madya Dr. Harlida Bt Abdul Wahab; Nur Syazwani Binti Muhammad; Noor Azizah Bt Ismail
Subject: MAKLUMAN MESYUARAT JAWATANKUASA MoU/MoA UNIVERSITI BIL. 3/2017
Attachments: LAMPIRAN JKMU 2017.rar



Yang Berbahagia Datuk/Dato'/Prof./Prof. Madya/Dr./Tuan/Puan,

Sukacita dimaklumkan bahawa mesyuarat **Jawatankuasa MoU/MoA Universiti (JKMU) Bil. 3/2017** akan diadakan seperti berikut:

Tarikh : 31 Mei 2017 (Rabu)
Masa : 9.30 pagi
Tempat : Bilik Mesyuarat Senat
Pengerusi : YBrs. Prof. Dr. Hassan Bin Ali

Sehubungan itu, Yang Berbahagia Datuk/Dato'/Prof./Prof. Madya/Dr./Tuan/Puan yang bercadang mengadakan MoU/MoA hendaklah mengemukakan kertas cadangan format di Lampiran A serta Borang di Lampiran B untuk penelitian JKMU dalam bentuk 'soft copy' kepada urusetia melalui emel nsyazwani@uum.edu.my dan izah@uum.edu.my **selewat-lewatnya** sebelum atau pada **11 Mei 2017 (Khamis)**.

Untuk makluman Yang Berbahagia Datuk/Dato'/Prof./Prof. Madya/Dr./Tuan/Puan, contoh format MoU/MoA Universiti adalah seperti di Lampiran D (Annexure D), Lampiran E (Annexure E) dan Lampiran F (Annexure F).

SILA AMBIL PERHATIAN, urusetia hanya akan memproses kertas cadangan yang disertakan dengan Borang di Lampiran B yang diisi dengan sempurna dan dokumen-dokumen yang dinyatakan Lampiran C. Kertas cadangan yang diterima **SELEPAS 11 Mei 2017 (Khamis)** akan dibawa kepada mesyuarat JKMU seterusnya.

Sekian, terima kasih.

Kindly be informed that MoU/MoA Committee Meeting will be held as follows:

Date : 31st May 2017 (Wednesday)
Time : 9.30 a.m.

Venue : Senate Meeting Room
Chairman : YBrs. Prof. Dr. Hassan Bin Ali

In this same parallel, who intends to procure the MoU/MoA; as the case may be; could submit same to the secretariate at nsyazwani@uum.edu.my and izah@uum.edu.my on or **before 11th May 2017 (Thursday)** accompanying therewith your formal proposal paper in soft copy in Annexutres 'A' and 'B' repectively for the deliberation of the JKMU.

Please be accordingly advised that the secretariat will only process your proposal paper if same is accompanied therewith the form as per the Annexure 'B' which shall be filled together with the submission of the requisite document(s) as therein stated in Annexure 'C'.

The standard format of MoU/MoA of the university are as per attached in Annexure D, E, and F.

Any proposal paper(s) received **AFTER 11th May 2017 (Thursday)** shall be brought and deliberated in the next and subsequent JKMU meeting.

Thank you.

Unit Undang-Undang (Legal Unit) Jabatan Canselori (Chancellery) |
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