

**INSTITUTE FOR POSTGRADUATE STUDIES**

**POSTGRADUATE PROGRAMME  
APPLICATION FOR RESEARCH ATTACHMENT (for Structure A)**

1. The candidate is required to submit the application for Research Attachment at least THREE months in advance to the faculty.
2. For Research Attachment of more than a year, application shall be made on a yearly basis, bound to the candidate's visa validity and subject to Senate's approval.
3. Candidate shall be responsible to identify and get agreement from the host university and adjunct co-supervisor from the host university.
4. Kindly attach the supporting documents with the application to the Faculty.
  - a) Support letter from the host university
  - b) A copy of Malaysia's valid student visa
  - c) Application form for Adjunct Position
  - d) Resume of Adjunct Co-Supervisor from host university
5. The candidate is to ensure that the form is complete before submitting the application.

**PART I: TO BE COMPLETED BY THE CANDIDATE (Please tick (✓) the relevant)**

FULL NAME:	ID NUMBER:
PROGRAMME:	FACULTY:
MODE OF STUDY:	NATIONALITY:
PERSONAL EMAIL:	MOBILE PHONE NO.:
DATE OF INITIAL REGISTRATION:	END OF CANDIDATURE:
CORRESPONDENCE ADDRESS:	
<p><b>DETAILS OF HOST UNIVERSITY:</b></p> <p>Name of University: _____</p> <p>Country: _____</p>	
<p><b>DETAILS OF ADJUNCT CO-SUPERVISOR FROM HOST UNIVERSITY:</b></p> <p>Name: _____</p> <p>Faculty: _____</p> <p>Position: _____</p> <p>Email: _____</p>	
<p><b>RESEARCH ATTACHMENT APPLIED:</b></p> <p>FROM (dd/mm/yyyy): _____</p> <p>TO (dd/mm/yyyy): _____</p> <p>DURATION: _____ months</p>	

Reason for Research Attachment:

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Description of Expected Research Activities during Research Attachment:

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Research Gantt Chart:

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PREVIOUSLY APPROVED RESEARCH ATTACHEMENT (If any):

NO.	FROM (dd/mm/yyyy)	TO (dd/mm/yyyy)	DURATION (months)

Referring to the clause of **2.1 Mode of Study** in Postgraduate Handbook (Structure A), all full-time students are required to register and present at MMU for the entire period of candidature.

- ✓ Should the attachment be outside Malaysia, it is the responsibility of the candidate to obtain all the required documents/visa which allow the candidate to enter the country of the foreign host university/institution.
- ✓ Candidate is responsible to obtain an insurance to cover his/her stay in the foreign/local host university/institution if the candidate does not have one.
- ✓ For international candidates, despite the possibility of research attachment outside MMU, it is the responsibility of the candidate to always maintain a valid and active Malaysia's student visa throughout his candidature period.

Requirements during Research Attachment once approved:

- ✓ Candidates still need to make physical visit to MMU minimum twice a year.
- ✓ Candidates still need to register for progress performance monitoring (PPM) and present in PG colloquium.

**By signing this form, candidate acknowledge that he/she is aware about the clauses above. Candidate is responsible to any possible issues including but not limited to visa renewal and attestation of Awards of Degree if failing to be in MMU physically during the candidature and without any approved research attachment.**

SIGNATURE OF CANDIDATE: \_\_\_\_\_

DATE: \_\_\_\_\_

PART II: SUPPORT BY SUPERVISOR	DATE	SIGNATURE AND OFFICIAL STAMP
Supervisor (by Research only) <b>COMMENTS (If any):</b>		
Co-Supervisor (by Research only) <b>COMMENTS (If any):</b>		
PART III: FOR FACULTY USE		
<b>FACULTY</b> Received and Verified		
PART IV: FOR INSTITUTE FOR POSTGRADUATE STUDIES USE		
<b>INSTITUTE FOR POSTGRADUATE STUDIES</b> Received and Verified		
<b>Note:</b>		
(1) The Faculty shall send the form to IPS after the Faculty R&I Committee Meeting.		
(2) The Senate shall consider the Research Attachment upon recommendation from the Faculty R&I Committee through the Board of Postgraduate Studies.		