

APPLICATION FORM FOR RENEWAL SERVICE CONTRACT

(To be completed three (3) months before the expiry of the contract)

Registrar
Universiti Sultan Zainal Abidin
Gong Badak Campus
21300 Kuala Terengganu
TERENGGANU

(u/p: Human Resource Department)

Through and copy:

Sir,

I hereby respectfully request to renew my services contract in UniSZA. Statements regarding myself are as follows :

01. Name :
02. NRIC/Passport :
03. Current Position :
04. Date of First Service in UniSZA :
05. Date of Commencement of Current Contract :
06. Date of Current Contract Expires :

Signature

.....
(Name:)

Date :



REVIEW OF DEAN/ KPTj:

* Recommend/Not Recommend and other reviews:

.....
.....
.....
.....

Signature

..... Date :

(Name :)

Position:

REMARKS BY THE DEPUTY VICE CHANCELLOR (A&A) / REGISTRAR:

* Recommend/Not Recommend and other reviews:

.....
.....
.....
.....

Signature

..... Date :

(Name :)

Position:

REMARKS BY HUMAN RESOURCE DEPARTMENT:

.....
.....
.....
.....

Signature

..... Date :

(Name :)

Position:



APPENDIX

BELOW INFORMATION TO BE COMPLETED BY ACADEMIC STAFF ONLY

1. LIST OF TEACHING AND LEARNING

NUM.	SEMESTER	COURSE CODE	NUMBER OF STUDENT'S

2. PRE & POST GRADUATE STUDENT'S SUPERVISION

NUM.	SEMESTER	LEVEL OF STUDY	NUMBER OF STUDENT'S

3. RESEARCH

NUM.	RESEARCH'S TOPIC

4. PUBLICATION

NUM.	PUBLICATION'S TOPIC



5. CONTRIBUTION TO THE UNIVERSITY/ COMMUNITY

(i) Contribution to University or PTj

NUM.	CONTRIBUTION TO UNIVERSITY/PTj	TYPE OF PARTICIPATION (STATE LEVEL OF THE UNIVERSITY/ CENTRE/ DEPARTMENT/UNIT)	INVOLVEMENT YEAR

(ii) Contribution to the Community through the administration of non-rural areas of the tasks associate with the position held.

NUM.	CONTRIBUTION TO COMMUNITY	TYPE OF PARTICIPATION (STATE LEVEL OF THE DISTRICT/STATE/COUNTRY)	INVOLVEMENT YEAR