

**GUIDELINES FOR APPLICATION OF LEAVE
UNIVERSITY OF MALAYA BRIGHT SPARKS SCHEME (SBSUM)**

GENERAL RULES

1. The Guidelines for Leave under SBSUM is applicable to all Bright Sparks candidate.
2. A SBSUM candidate is not entitled for any leave throughout the candidature. However, under certain circumstances and due to the achievement of SBSUM KPI, a candidate may be considered for a leave under the following category:
 - (a) Research Field Work
 - (b) Conference
 - (c) Maternity Leave
 - (d) Holiday (Outside Malaysia) – maximum 14 days only including weekends and public holidays.
3. The duration of leave is included in the SBSUM candidature.
4. The candidate is required to submit the progress report in the stipulated time every cycle of candidature.
5. Any leave taken without prior written approval by Bright Sparks Unit (BSU) may affect your SBSUM allowances and incentives.

APPLICATION PROCEDURE

1. Application must be made 30 days prior to the day of leave.
2. Complete the SBSUM Leave Application Form with the relevant supporting documents and submit it to BSU.
3. Incomplete application and failure to follow the guidelines above will not be processed and the leave application will automatically be rejected.

**APPLICATION FOR LEAVE
 UNIVERSITY OF MALAYA BRIGHT SPARKS SCHEME (SBSUM)**

(Note : Application must be made 30 days prior to the date of leave)

PART A : CANDIDATE'S INFORMATION	
NAME :	MATRIC NO :
DEPARTMENT :	FACULTY/ACADEMY/INSTITUTE/CENTRE :
SEMESTER / YEAR :	CANDIDATURE PERIOD OF SBSUM:
INITIAL ACTIVATION DATE OF SBSUM:	CURRENT CYCLE :
PROGRESS OF CURRENT PUBLICATION OF ISI (WoS) :	
SUBMISSION : TIER :	ACCEPTANCE : TIER :

I HEREBY REQUEST TO APPLY FOR LEAVE FROM DUE TO THE FOLLOWING REASON :
(Please tick whichever applicable)

- | | |
|--|--|
| <input type="checkbox"/> RESEARCH FIELD WORK | <input type="checkbox"/> HOLIDAY (OUTSIDE MALAYSIA) |
| <input type="checkbox"/> CONFERENCE | <input type="checkbox"/> OTHERS - Please specify : _____ |
| <input type="checkbox"/> MATERNITY LEAVE | |

Please attach the relevant documents as follows :

- | | |
|---------------------|--|
| RESEARCH FIELD WORK | - Report from the Supervisor |
| CONFERENCE | - Acceptance Letter for Oral / Poster presentation |
| MATERNITY LEAVE | - Maternity report from the Medical Doctor |
| HOLIDAY | - Copy of return flight ticket |

Note : All application of leave must attach the followings :

- 1) Supporting letter from the Supervisor(s);
- 2) Copy of return flight ticket for application of leave outside Malaysia

PART B : JUSTIFICATION (to complete by candidate)
DURATION OF LEAVE (Please state the DATE of leave) :

