



**BORANG PERMOHONAN TUNTUTAN MENGHADIRI PERSIDANGAN/SEMINAR**  
**APPLICATION FORM TO FUND FOR ATTENDING CONFERENCE/SEMINAR**

**Syarat / Condition ;**

1. Bagi permohonan kali pertama, sila lampirkan satu (1) salinan Kertas Cadangan Kajian yang telah dibentang di peringkat Fakulti/Pusat/Institut.  
*For the first time application, Please attach a copy of Research Proposal which has been presented at Faculty/Centre/Institute.*
2. Bagi permohonan kedua, keputusan dapatan kajian telah dibentang di peringkat Fakulti/Pusat/Institut.  
*For the second time application, research finding has been presented at the Faculty/Centre/Institute.*
3. Tiada baki yuran pengajian semasa memohon.  
*No outstanding fees on application.*
4. Permohonan hanya boleh dibuat sekali dalam satu semester dan jumlah bantuan adalah maksima RM500 sahaja.  
*Application can be made once in a semester and amount assisted is maximum only RM500*
5. Untuk pelajar Program Sarjana/Sarjana Falsafah Sepenuh Masa Secara Penyelidikan, bantuan maksima diberikan adalah RM1,000 sepanjang 2 tahun pengajian.  
*For Full Time Master/Master of Philosophy By Research Programme student, maximum amount assisted is RM1,000 for the 2 years period of study.*
6. Untuk pelajar Program Doktor Falsafah Sepenuh Masa Secara Penyelidikan, bantuan maksima diberikan adalah RM1,500 sepanjang 3 tahun pengajian.  
*For Full Time Doctor of Philosophy by Research Programme student, maximum amount assisted is RM1,500 for the 3 years period of study.*
7. Melampirkan surat pengesahan / jemputan persidangan / seminar dan mengemukakan laporan selepas menghadiri persidangan  
*To attach the confirmation of acceptance / invitation for the conference / seminar and submit the report on presentation after the conference/seminar*
8. Hanya yuran pendaftaran persidangan sahaja yang boleh dituntut.  
*Only conference /workshop registration fee can be claimed.*
9. Hanya borang yang lengkap sahaja akan diproses.  
*Only completed form will be processed.*

<b>BAHAGIAN A (DIISI OLEH PELAJAR/ PART A (TO BE COMPLETED BY STUDENT)</b>	
1. Nama/Name;	6. Peringkat Pengajian/ Level Of Study; <input type="checkbox"/> Sarjana Master (Ms) <input type="checkbox"/> Sarjana Falsafah Master Of Philosophy <input type="checkbox"/> Doktor Falsafah / Doctor of Philosophy
2. No. Pelajar/Student No;	
3. No.Kad Pengenalan/Pasport; <i>Identification/Passport No;</i>	
4. No. Telefon/ Telephone No;	7. Semester/Sesi berdaftar terkini; <i>Current Registered Semester/Session</i>
5. Nombor Akaun & Nama Bank /Account Number & Bank Name; :	8. Alamat E-mel / E-mail Address;
9. Pembiayaan dipohon / <i>Financial assistant applied;</i>	
<input type="checkbox"/> Yuran Pendaftaran menghadiri persidangan / seminar <i>Registration fee for attending conference/seminar</i>	
<b>JUMLAH /TOTAL RM -----</b>	
10. Permohonan kali / Application for the;	
Pertama /First RM;----- Kedua / Second RM; ----- Ketiga / Third RM;-----	
11. Saya mengesahkan bahawa maklumat yang diberi adalah benar / <i>I declare that all information given is true.</i>	
Tandatangan Pelajar ; <i>Student's Signature;</i>	Tarikh; <i>Date;</i>

<b>BAHAGIAN B (DIISI OLEH PENYELIA/PENYELARAS PASCASISWAZAH FAKULTI/PUSAT/INSTITUT)</b>
<b>PART B (TO BE COMPLETED BY SUPERVISORS / POSTGRADUATE CO-ORDINATOR FACULTY/CENTRE/INSTITUTE)</b>
12. <input type="checkbox"/> Pelajar telah membentang Kertas Cadangan Kajian di peringkat Fakulti/Pusat/Institut/ <i>Student has presented Research Proposal at the Faculty /Centre/ Institut.</i>
<input type="checkbox"/> Pelajar telah membentang keputusan kajian di peringkat Fakulti/Pusat/Institut/ <i>Student has presented research proposal at the faculty/centre/institute.</i>

Tandatangan & Cop Penyelia/ Penyelaras Pascasiswazah;  
Supervisors/Postgraduate Co-Ordinator's signature & Stamp;

Tarikh;  
Date;

**BAHAGIAN C (DIISI OLEH DEKAN/PENGARAH FAKULTI/PUSAT/INSTITUT)**  
**PART C ( TO BE COMPLETED BY DEAN/DIRECTOR OF FACULTY/ CENTRE/INSTITUTE)**

13. Perakuan Dekan/Pengarah/ *Dean's/Director's Verification*

Diperakukan / *Verified*       Tidak Diperakukan (Ulasan)/ *Not Verified (Comment)*.....

Tandatangan & Cop Dekan/Pengarah;  
*Dean's/ Director's Signature & Stamp ;*

Tarikh;  
*Date;*

**BAHAGIAN D(DIISI OLEH DEKAN PUSAT PENGAJIAN PASCASISWAZAH)**  
**PART D (TO BE COMPLETED BY DEAN OF CENTRE FOR POSTGRADUATE STUDIES)**

14. Kelulusan Dekan / *Dean's Approval;*

Diluluskan / *Approved*       Tidak Diluluskan (Ulasan)/ *Not Approved (Comment)*.....

Tandatangan & Cop Dekan ;  
*Dean's Signature & Stamp ;*

Tarikh;  
*Date;*

**BAHAGIAN E (DIISI OLEH SEKSYEN OPERASI KEWANGAN PASCASISWAZAH)**  
**PART E (TO BE COMPLETED BY POSTGRADUATE FINANCIAL OPERATIONS SECTION)**

15. Pengesahan Penolong Bendahari / *Assistant Bursar confirmation;*

Jumlah Yuran Tertunggak / *Total outstanding fees ; RM* .....

Tiada Yuran tertunggak/ *No outstanding fees*

Tandatangan Pegawai Kewangan ;  
*Bursar's Officer Signature ;*

Tarikh;  
*Date;*

SENARAI SEMAK PERMOHONAN PERUNTUKAN  
UNTUK MENGHADIRI PERSIDANGAN / BENGKEL / SEMINAR  
APPLICATION FUND FOR ATTENDING CONFERENCE / WORKSHOP / SEMINAR CHECKLIST

Permohonan TUNTUTAN untuk Persidangan / Bengkel / Seminar.  
CLAIM application for Conference / Workshop / Seminar.

- Borang permohonan yang lengkap  
*The completed application form*
- Sijil penyertaan.  
*Certificate of attendance.*
- Surat penerimaan  
*Letter of acceptance*
- Laporan setelah menghadiri persidangan.  
*Report after attending a conference*
- Salinan abstrak pembentangan.  
*Copy of presentation abstract.*
- Resit bayaran (asal)  
*Payment of receipt (original)*
- Tiada yuran tertunggak  
*No outstanding fees*

Nota : Hanya permohonan yang LENGKAP dan TIADA YURAN TERTUNGGAK sahaja akan diproses.

Note : Only COMPLETE applications and NO OUTSTANDING FEES will be processed.