|  |  |  |
| --- | --- | --- |
| **JENIS PERMOHONAN**  *(TYPES OF APPLICATION)*  [tandakan x pada ruangan yang disediakan]  *[mark x on the space provided]* | | **PANDUAN KEPADA PEMOHON**  *(INSTRUCTIONS FOR APPLICANT)* |
|  | **Peringkat Persidangan**  *Conference Level*  Universiti/*University*  Negeri/*State*  Kebangsaan/*National* | 1. Borang ini mengandungi empat bahagian yang perlu diisi oleh pelapor iaitu bahagian A-D. Untuk bahagian A dan B, isikan borang yang telah disediakan. Bahagian C hendaklah mengikut format yang telah disediakan. Bahagian D hendaklah ditandatangani oleh Pelapor dan Pengerusi Jawatankuasa Persidangan.   (*This forms contains four sections that must be filled in by the reporter, which are sections A-D. For section A and B, fill in the form that has been prepared. Part C should follow the format that has been prepared. Part D must be signed by Reporter and Chairman of the Conference*).   1. Laporan mestilah ditaip di atas kertas A4 dan dikemukakan kepada Dekan/Pengarah/Ketua di JAFPIB dalam tempoh **satu bulan** selepas mengadakan persidangan.   (*The report must be typed using A4 paper and submitted to Dean/Director/Head of DAFCIDi in* ***one month’s*** *time after the conference.)*   1. Semua kertas kerja yang diperolehi atau prosiding persidangan hendaklah dikemukakan bersama laporan.   (*All conference working papers in hand must be presented with the report*.)   1. Laporan yang telah diperakukan oleh Dekan/Pengarah/Ketua JAFPIB hendaklah dikemukakan kepada Penerbit UMS dalam tempoh **dua minggu** dari tarikh perakuan, bersama borang Bendahari (**BEN/PC/03 dan BEN/PC/04)**.   *[A certified report by the Dean/ Director/ Head of DAFCIDi must be submitted to the UMS Press within* ***two weeks'*** *time starting from the date of certification, together with Bursar's form (****BEN/PC/03 and BEN/PC/04****)]*. |
|  | **Peringkat Persidangan**  *Conference Level*   1. Antarabangsa/ *International* | 1. Borang ini mengandungi empat bahagian yang perlu diisi oleh pelapor iaitu bahagian A-D. Untuk bahagian A dan B, isikan borang yang telah disediakan. Bahagian C hendaklah mengikut format yang telah disediakan. Bahagian D hendaklah ditandatangani oleh Pelapor dan Pengerusi Jawatankuasa Persidangan.   (*This forms contains four sections that must be filled in by the reporter, which are sections A-D. For section A and B, fill in the form that has been prepared. Part C should follow the format that has been prepared. Part D must be signed by Reporter and Chairman of the Conference*).   1. Laporan mestilah ditaip di atas kertas A4 dan dikemukakan kepada Dekan/Pengarah/Ketua di JAFPIB dalam tempoh **satu bulan** selepas mengadakan persidangan.   (*The report must be typed using A4 paper and submitted to Dean/Director/Head of DAFCIDi in* ***one month’s*** *time after the conference.)*   1. Semua kertas kerja yang diperolehi atau prosiding persidangan hendaklah dikemukakan bersama laporan.   (*All conference working papers in hand must be presented with the report*.)   1. Laporan yang telah diperakukan oleh Dekan/Pengarah/Ketua JAFPIB hendaklah dikemukakan kepada Penerbit UMS dalam tempoh **dua minggu** dari tarikh perakuan, bersama borang Bendahari (**BEN/PC/03 dan BEN/PC/04)**.   *[A certified report by the Dean/ Director/ Head of DAFCIDi must be submitted to the UMS Press within* ***two weeks'*** *time starting from the date of certification, together with Bursar's form (****BEN/PC/03 and BEN/PC/04****)]*. |

**A. MAKLUMAT PELAPOR**

*Reporter Information*

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Nama Pelapor  *Name of Reporter* | : |  |
|  |  |  |  |
| 2 | JAFPIB  *DAFCIDi* | : |  |

**B. MAKLUMAT PERSIDANGAN**

*Conference Information*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Kod akaun persidangan (SG18)  *Conference account code (SG18)* | | : |  | | | | | | | | | | |
|  |  | |  |  | | | | | | | | | | |
| 2 | Penganjur  Organizer | | : |  | | | | | | | | | | |
|  |  | |  |  | | | | | | | | | | |
| 3 | Tajuk Persidangan  *Conference Title* | | : |  | | | | | | | | | | |
|  |  | |  |  | | | | | | | | | | |
| 4 | Tarikh Persidangan  *Conference Date* | | : |  | | | | | | | | | | |
|  |  | |  |  | | | | | | | | | | |
| 5 | Tempat diadakan  *Venue* | | : |  | | | | | | | | | | |
|  |  | |  |  | | | | | | | | | | |
| 6 | Peringkat Persidangan  *Conference level* | | : |  | Universiti/ *University* |  | Negeri/ *State* | |  | Kebangsaan/ *National* | | |  | Antarabangsa/ *International* |
|  |  | |  |  | | | | | | | | | | |
| 7 | Jumlah Pendapatan Sebenar (a+b+c)  *Total Actual Conference Income (a+b+a)* | | : |  | | | | | | | | | | |
|  | 1. Peruntukan Universiti   *Fund from University* | | : |  | | | | | | | | | | |
|  | 1. Sumbangan luar   *Other sponsors* | | : |  | | | | | | | | | | |
|  | 1. Yuran Penyertaan   *Participation fees* | | : |  | | | | | | | | | | |
|  |  | |  |  | | | | | | | | | | |
| 8 | Jumlah Perbelanjaan sebenar  *Actual Total Expenses* | | : |  | | | | | | | | | | |
|  |  | |  |  | | | | | | | | | | |
| 9 | Keuntungan bersih  *Net Profit* | | : |  | | | | | | | | | | |
|  |  | |  |  | | | | | | | | | | |
| 10 | Bilangan Peserta:  *No. of Participant* | Peserta UMS  *UMS Participant* | : |  | | | | Peserta Luar  *Outside Participant* | | | : |  | | |
|  |  |  |  |  | | | |  | | |  |  | | |
| 11 | Nama Perasmi Pembukaan  *Officiated by* | | : |  | | | | | | | | | | |
|  |  | |  |  | | | | | | | | | | |
| 12 | Nama Perasmi Penutupan  *Closing by* | | : |  | | | | | | | | | | |
|  |  | |  |  | | | | | | | | | | |
| 13 | Keterangan Lain (jika ada)  *Other Statement (if any)* | | : |  | | | | | | | | | | |
|  |  | |  |  | | | | | | | | | | |
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1. Hasil persidangan (Adakah tujuan persidangan tercapai? Apakah pembelajaran dari persidangan?)

**C. HURAIAN MENGENAI PERSIDANGAN YANG TELAH DIADAKAN**

*Details of the Organised Conference*

*The outcome of the conference (Were the objectives of the conference achieved? What are the lessons learned from the conference?)*

1. Laporan kewangan (dengan perincian dan selaras dengan penyata daripada Bendahari)

*Financial report (with details and in accordance with the statement from the Bursar)*

1. Lampiran yang mengandungi aturcara sebenar persidangan, senarai ahli jawantankuasa persidangan, tujuan persidangan, penyertaan dan abstrak dan/atau kertas penuh yang dibentangkan di persidangan tersebut.

*Attachment of conference programme, list of conference committee members, purpose of the conference, participation and abstract and/or full paper presented at the conference.*

**D. PERAKUAN PELAPOR / PENGERUSI JAWATANKUASA PERSIDANGAN**

*Certification by Reporter / Conference Chairman*

Saya dengan ini mengakui bahawa semua maklumat dan kenyataan yang diberikan di dalam borang ini adalah benar dan sah.

*I hereby confirm that all the information and statements provided in this form are true and valid.*

|  |  |
| --- | --- |
| Tarikh :  *Date* | Tandatangan Pelapor dan Cop :  *Reporter Signature and Stamp* |

Saya mengesahkan bahawa semua maklumat yang dilaporkan adalah benar dan sah.

*I hereby verify that all the information provided is true and valid.*

|  |  |
| --- | --- |
| Tarikh :  *Date* | Tandatangan Pengerusi dan Cop :  *Chairman Signature and Stamp* |

**E. PENGESAHAN DEKAN/PENGARAH/KETUA JAFPIB**

*Endorsement by Dean/Director/Head of DAFCIDi*

Setelah meneliti kandungan laporan ini, saya :

*After reviewing the content of this report, I:*

# Berpuashati dengan laporan ini

*Satisfied with this report*

# Mengesyorkan supaya laporan ini disiarkan/tidak disiarkan dalam berita penyelidikan UMS.

*Recommend this report to be published/not published in UMS research news.*

# Tidak berpuashati dengan laporan ini (tidak lengkap)

*Not satisfied with this report (incompleted)*

|  |  |
| --- | --- |
| Tarikh :  *Date* | Tandatangan dan cop: *Signature and Stamp* |

**F. UNTUK KEGUNAAN PENERBIT UMS**

***FOR UMS PRESS USE ONLY***

|  |  |  |
| --- | --- | --- |
| Tarikh Terima | : |  |
| Nama | : |  |
| Ulasan | : |  |

|  |  |
| --- | --- |
| Tandatangan dan Cop | : |

**G. KELULUSAN PENGARAH/KETUA BAHAGIAN, PENERBIT UMS**

*Approval by UMS Press Director/Head of Division*

Laporan ini:

Diterima dan akaun penganjuran persidangan boleh ditutup.

Ditolak dengan ulasan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Tarikh: | Tandatangan dan Cop: |