



UNIVERSITI MALAYSIA SABAH
PERMOHONAN MENGADAKAN PERSIDANGAN



CR7
(APPLICATION TO ORGANISE A CONFERENCE)

JENIS PERMOHONAN <i>(TYPES OF APPLICATION)</i> <i>[tandakan x pada ruangan yang disediakan]</i> <i>[mark x on the space provided]</i>	PANDUAN KEPADA PEMOHON <i>(INSTRUCTIONS FOR APPLICANT)</i>
<input type="checkbox"/> <p style="text-align: center;">Peringkat Persidangan <i>Conference Level</i></p> <p>A. Sekolah/School B. Universiti/University C. Negeri/State D. Kebangsaan/National</p>	<ol style="list-style-type: none"> 1. Selepas disempurnakan, borang ini hendaklah disampaikan terus kepada Pusat Penyelidikan dan Inovasi melalui Pengarah/Dekan/Ketua sekolah/Pusat/Institut masing-masing sekurang-kurangnya 3 bulan sebelum persidangan dijalankan. <i>(After completion, this form must be sent directly to the Center for Research and Innovation through the respective Director/Dean/Head of School / Centre / Institute/Unit at least 3 months before the conference).</i> 2. Permohonan dari Pengarah/Dekan/Ketua hendaklah diserahkan terus kepada Pusat Penyelidikan dan Inovasi. <i>Application from Director/Dean/Head must be sent directly to the Center for Research and Innovation.</i> 3. Permohonan hendaklah disertakan dengan kertas kerja penuh dan dokumen sokongan lain jika ada. <i>(The application must be submitted with the full working paper and other supporting document if any).</i>
<input type="checkbox"/> <p style="text-align: center;">Peringkat Persidangan <i>Conference Level</i></p> <p>A. Antarabangsa/International</p>	<ol style="list-style-type: none"> 1. Selepas disempurnakan, borang ini hendaklah disampaikan terus kepada Pusat Penyelidikan dan Inovasi melalui Pengarah/Dekan/Ketua sekolah/Pusat/Institut masing-masing sekurang-kurangnya 6 bulan sebelum persidangan dijalankan. <i>(After completion, this form must be sent directly to the Center for Research and Innovation through the respective Director/Dean/Head of School/Centre/Institute/Unit at least 6 months before the conference).</i> 2. Permohonan dari Pengarah/Dekan/Ketua hendaklah diserahkan terus kepada Pusat Penyelidikan dan Inovasi. <i>(Application from the Director/Dean/Head must be sent directly to the Center for Research and Innovation).</i> 3. Permohonan hendaklah disertakan dengan kertas kerja penuh dan dokumen sokongan lain jika ada. <i>(The Application must be attached with the full working paper and other supporting documents, if any).</i> 4. Untuk mendapatkan kelulusan Naib Canselor UMS, ketua projek perlu menyediakan kertas cadangan mengadakan persidangan peringkat antarabangsa untuk kelulusan. Kertas cadangan mestilah sampai di ke PPI sekurang-kurangnya enam (6) bulan sebelum persidangan dijalankan. Garis panduan penyediaan kertas cadangan tersebut boleh dirujuk dalam lampiran A. <i>(To Seek UMS Vice Chancellor approval, the project leader must prepare a working paper to organize the international level conference. The working paper must reach the PPI at least six (6) months before the conference is held. Please refer to attachment A for the guideline of the working paper).</i>

A. MAKLUMAT PENCADANG

Proposer's Information

1. Nama Pencadang : _____
Name of Proposer
2. Jawatan Hakiki : _____
Position
3. No. Pekerja : _____
Staff No.
4. Sekolah/Pusat/Institut/Unit Hakiki : _____
School/Centre/Insitute/Unit
5. Gaji Pokok : _____
Basic Salary
6. No. Telefon : _____ (Pej) _____ (HP)
Telephone No (Office) (HP)
7. Email : _____
Email

B. MAKLUMAT PERSIDANGAN

Conference Information

1. Tajuk Persidangan : _____
Conference Title
2. Tarikh Persidangan : _____
Conference Date
3. Tempat Persidangan : _____
Conference Venue
4. Penganjur Persidangan : _____
Conference Organizer
5. Peringkat Persidangan : _____
Conference Level
6. Jumlah Bantuan Kewangan Yang Dipohon : _____
Amount of Financial Support Requested
7. Sumber Kewangan lain (Nama Badan Luar dan Jumlah Sumbangannya)
Other Source of Funding (Name of External Organization and Amount of Contribution)

C. KERTAS KERJA PENUH

Full Conference Working Paper

Sila lampirkan kertas kerja persidangan yang lengkap mengenai perkara-perkara yang disebutkan di bawah ini:

Please enclose a complete copy of the conference working paper on matters stated below:

1. Latar belakang persidangan dan faedahnya.
Conference background and its benefits
2. Tujuan
Purpose(s)
3. Anggaran Pendapatan dan Perbelanjaan
Estimated income and expenditure
 - a. Jenis gunatenaga manusia, jumlah hari kerja
Type of manpower used, amount of working days
 - b. Jenis bahan pakai habis, jumlah dan anggaran perbelanjaan
Type of consumables, amount and estimated expenditure
4. Butir-butir kertas kerja :
Working paper details
 - a. Senarai tajuk kertas kerja
List of working paper title
 - b. Nama-nama pembentang
Name of Presenter(s)
5. Perjalanan dan Pengangkutan
Travel and Transportation
6. Tempat kediaman peserta-peserta.
Participants' lodging
7. Senarai alat-alat kemudahan di UMS yang sedia ada dan boleh digunakan untuk persidangan ini. Kereta, OHP, LCD, Note Book, Flip Chart, PA System, Dewan Kuliah.
List of available UMS facilities that can be used for the conference. Such as car, OHP, LCD, Note Book, Flip Chart, PA System, Lecture Hall

* Bagi Persidangan Antarabangsa, sila rujuk format penulisan kertas kerja seperti dalam lampiran A

* *For international conference, please refer to Attachment A for the working paper format.*

D. PERAKUAN PENGARAH/DEKAN/KETUA SPIU

Certification by Director/Dean/Head SCIU

Permohonan ini disokong/tidak disokong atas sebab-sebab berikut (Sila berikan ulasan):

This application is supported/not supported because of the following reason(s) (please give remark):

Tarikh
Date

.....

Tandatangan dan Cop
Signature and Stamp

.....

Pengarah/Dekan/Ketua
Sekolah/Pusat/Institut/Unit
Director/Dean/Head
School/Centre/Institute/Unit

**E. KELULUSAN TIMBALAN NAIB CANSOLOR (PENYELIDIKAN DAN INOVASI)
[BAGI PERSIDANGAN PERINGKAT SEKOLAH/UNIVERSITI/NEGERI/KEBANGSAAN]**

*Approval by Deputy Vice Chancellor (Research and Innovation)
[For School/University/State/National level Conference]*

Permohonan disokong/tidak disokong dengan jumlah kewangan sebanyak RM _____ sebagai

This application is supported/not supported with a total of MYR _____ as

Bantuan Kewangan
Financial assistance

Peruntukan Pendahuluan
Advanced allocation

Lulus tanpa bantuan
Approved without funding

Ulasan mengenai permohonan ini (Sekiranya ada)

Comment about this application (if any)

Tarikh
Date

.....

Tandatangan dan Cop
Signature and Stamp

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F. KELULUSAN NAIB CANSELOR
[BAGI PERSIDANGAN PERINGKAT ANTARABANGSA]

*Approval by Vice Chancellor approval
(For Regional/International Conference Level)*

Permohonan disokong/tidak disokong dengan jumlah kewangan sebanyak RM _____ sebagai
This application is supported /not supported with a total of MYR _____ as

Bantuan Kewangan
Financial assistance

Peruntukan Pendahuluan
Advanced allocation

Lulus tanpa bantuan
Approved without funding

Ulasan mengenai permohonan ini (Sekiranya ada)
Comment about this application (if any)

Tarikh
Date

Tandatangan dan Cop
Signature and Stamp

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