



**BORANG PERMOHONAN TUNTUTAN SEMINAR/PERSIDANGAN DAN PENERBITAN ARTIKEL
PELAJAR PROGRAM PENGAJIAN SISWAZAH
(APPLICATION FORM TO ATTEND SEMINARS / CONFERENCES AND PUBLICATION
FOR POST-GRADUATE STUDENTS)**

**MAKLUMAT PENTING
(IMPORTANT INFORMATION)**

1. Kelayakan permohonan adalah seperti berikut:
(Eligibility Applications are as follows):
 - (i) Pelajar telah menjelaskan yuran pengajian semester semasa.
(Students who have paid the fees for current semester)
 - (ii) Pelajar yang belum pernah mengikuti mana-mana seminar/persidangan sebagai pembentang/pengekspe/pemamer atau performer sepanjang tempoh pengajian.
(Students who have never attended any seminar / conferences in the course of study)
 - (iii) Kelulusan permohonan adalah mengikut baki peruntukan semasa yang dibenarkan sahaja.
(Approval of the application is subject to the current budget only)
2. Permohonan **PERLU** dikemukakan selewat-lewatnya **1 BULAN SEBELUM** tarikh menghadiri seminar/persidangan
(Applications must be submitted at least 1 month before attending seminar / conference.)
3. Permohonan yang dikemukakan tanpa maklumat/lampiran yang lengkap tidak akan dipertimbangkan
(Applications submitted without complete information / attachments will not be considered)
4. Kelulusan permohonan hanya tertakluk pada **yuran penyertaan sahaja**.
(Approval of the application is subject to the **participation fee only**)
5. Kelulusan permohonan tuntutan bayaran penerbitan artikel jurnal berindeks SCOPUS / ISI sahaja
(Approval of the application fee for publication of SCOPUS /ISI indexed journal articles only)
6. Sila tandakan (✓) pada kotak-kotak yang berkaitan.
Please put a tick (✓) in the relevant boxes.
7. Senarai Semak Pelajar:
 - (i) Borang Permohonan Menghadiri Seminar/Persidangan/Penerbitan Pelajar..... ☐
Program Pengajian Siswazah (UPSI/IPS-5/BO05 Pind:00 M/S : 01/04)
(Application form to Attend Training/Seminars/Conferences for Post-Graduate Students)
 - (ii) Brosur Seminar/Persidangan dan No. Akaun penganjur..... ☐
(Training/Seminars/Conferences Brochures and Organizer Account No.)
 - (iii) Resit Bayaran Penyertaan Seminar/Persidangan/Penerbitan ☐
(Seminars/Conferences/Publication Participation Receipts)
 - (iv) Bukti pengesahan penerbitan artikel jurnal berindeks SCOPUS/ISI ☐
(Confirmation of publication of SCOPUS/ISI indexed journal articles)

**A. MAKLUMAT PELAJAR
(STUDENT'S INFORMATION)**

Nama Pelajar :
(Student's Name)

No Matriks : Fakulti :
(Matric No) (Faculty)

Program :
(Programme)

Pengajian : ☐ Sepenuh Masa ☐ Separuh Masa Semester Pengajian : ☐
(Studies) (Full-time) (Part-time) (Semester)

Jabatan : Yuran pengajian telah dibayar : Ya ☐
(Department) (Tuition fees have been paid) (Yes)

Permohonan kali :

1	2	3
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 Tidak ☐
(No)

Lain-lain :
(* Jika ada tajaan/biasiswa)
(Others, If there are sponsorships/scholarships)

No Telefon : Email :
(Tel.No) (e-mail)

**B. MAKLUMAT SEMINAR/PERSIDANGAN/PENERBITAN
(SEMINAR/CONFERENCE/PUBLICATION INFORMATION)**

Tajuk Seminar/Persidangan/ :
Penerbitan
(Topic of the seminar/conference/
publication)

Tempoh Seminar/Persidangan : Dari hingga
Penerbitan
(Duration of the Seminar/ (From) (Tarikh mula) (to) (Tarikh tamat)
Conference/Publication) (Start Date) (Due Date))

Penganjur :
(Organizer)

Tempat Seminar/Persidangan :
(Venue of the Seminar /Conference)

Peranan : ☐ Peserta ☐ Pembentang ☐ Lain-lain, nyatakan:.....
(Role) (Participants) (Presenters) (Others, specify)

(*Nota: Sila lampirkan bersama brosur, kertas kerja penuh, surat pengesahan penerimaan kertas kerja dari penganjur dan surat-surat berkaitan)
(* Note: Please enclose brochures, full paperwork, confirmation letter of receipt of papers from the organizers and relevant letters)

**C. PERMOHONAN BANTUAN KEWANGAN
(APPLICATION FOR FINANCIAL ASSISTANCE)**

Adakah menerima bantuan kewangan dari luar Universiti?
(Have received financial assistance from foreign universities)

Ya
(Yes)

Tidak
(No)

Bantuan kewangan yang dipohon:
(*Financial assistance sought*)

Bil (No.)	Butir-butir perbelanjaan (Details of Expenses)	Jumlah (RM) Total (RM)	Jumlah (Matawang Asing) Total (Foreign Currency)	Catatan (Record)
Jumlah Bantuan Yang Dipohon (RM) The amount of aid requested (RM)				

D. PERAKUAN DAN ULASAN PENYELIA / KETUA JABATAN
(CERTIFICATION AND REVIEW OF SUPERVISOR / HEAD OF DEPARTMENT)

1. Kaitan permohonan dengan bidang pengkhususan / bidang pelajar:
The relevance of the application to the field of specialization / field of students:

2. Ulasan kemandapan dan kesesuaian isi kandungan kertas kerja untuk pembentangan:
Review of the adequacy and appropriateness of the content of papers for presentation:

3. Adakah kertas kerja / penerbitan berdasarkan penyelidikan yang dibuat pelajar:
Are the paperwork based on the research done by the students:

Tajuk Penyelidikan :
(*Research Topic*)

.....

.....

4. Permohonan disokong / tidak disokong. **Sila nyatakan ulasan.**
(Applications supported / unsupported. **Please state review.**)

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Tarikh :
(Date)

.....
Tandatangan Penyelia/Ketua Jabatan
(Signature of the Supervisor/ Head of Department)

E. KEPUTUSAN DAN ULASAN DEKAN
(RESULTS AND REVIEW OF DEAN)

1. Permohonan **diluluskan / tidak diluluskan**
(Application **approved/ disapproved.**)
2. Bantuan kewangan yang **diluluskan** : RM
(Financial assistance **approved**)
3. Peruntukan yang digunakan :
4. Ulasan :
(Review)
.....
.....
.....

Tarikh :
(Date) :

.....
Tandatangan & Cop Dekan
(Dean's Signature and Stamp)