

**PERMOHONAN BAYARAN BALIK BANTUAN KEWANGAN BAGI PERSIDANGAN CALON IJAZAH TINGGI
(REIMBURSEMENT APPLICATION FORM FOR POSTGRADUATE CANDIDATES' CONFERENCE ATTENDANCE)**

NO.	SENARAI SEMAK PERMOHONAN/ APPLICATION CHECKLIST	TANDA (✓) / TICK (✓)
1.	Borang Permohonan Bayaran Balik Bantuan Kewangan bagi Persidangan Calon Ijazah Tinggi <i>Reimbursement Application Form for Postgraduate Candidates' Conference Attendance</i>	
2.	Surat Tawaran Kemasukan Sebagai Calon Ijazah Tinggi Universiti Malaya <i>Universiti Malaya Postgraduate Admission Official Offer Letter</i>	
3.	Abstrak Pembentangan <i>Presentation Abstract</i>	
4.	Invois / Keputusan Editor Menyatakan Jumlah Perlu Dibayar <i>Invoice / Editor's Decision Stating the Required Payment Amount</i>	
5.	Resit Bayaran Rasmi <i>Official Payment Receipt</i>	
6.	Penyata Akaun Bank Menyatakan Kadar Pertukaran Mata Wang (jika bayaran dibuat dalam mata wang asing) <i>Bank Statement Stating the Currency Exchange Rate (if payment was made in foreign currency)</i>	
7.	Kelulusan Keluar Negara (UMGlobe) <i>Approval for Overseas Travel (UMGlobe)</i>	
8.	Sijil Penyertaan sebagai Pembentang <i>Certificate of Participation as a Presenter</i>	
9.	Borang Laporan Persidangan – Lampiran A <i>Conference Report Form – Attachment A</i>	
10.	Borang Tuntutan Elaun Perjalanan dalam Negara/ Luar Negara – Lampiran B <i>Domestic/International Travel Allowance Claim Form – Attachment B</i>	
11.	Bukti Artikel dan Prosiding Telah Diterbitkan Dan Diinderks Dalam WoS/Scopus <i>Proof of Publication of Articles and Proceedings indexed in Scopus</i>	

Terms and Conditions for Reimbursement:

1. Eligibility:

Applications are only open to active postgraduate students (Master's/PhD) registered under the Faculty of Education, Universiti Malaya.

2. Maximum Reimbursement Limit:

Each postgraduate candidate is eligible to claim up to a maximum of RM2,500.00 for expenses concerning publication in WoS/Scopus journals and/or participation in conferences with WoS/Scopus-indexed proceedings, applicable throughout their studies.

3. Indexing Requirement:

- The article must have already been published and indexed in WoS/Scopus journals and/or indexed proceedings at the time of application.
- Articles not yet published or not yet indexed are not eligible for reimbursement.

Kategori Permohonan: (tandaan yang berkenaan) / Application Category: (tick where applicable)

BUTIR-BUTIR PERMOHONAN / DETAILS OF APPLICANT				
1.	1.1	Nama Pelajar (Name of Candidate)		
	1.2	No. Pendaftaran (Matriculation Number)	Sesi Kemasukan/ (Entry Session)	
	1.3	No. Kad Pengenalan/ No. Pasport (IC/Passport No.)		
	1.4	No. Telefon (Pejabat) Telephone No. (Office)	No. Telefon Bimbit H/P Number	
	1.5	Alamat Surat Menyurat (Correspondence Address)		
	1.6	Nama Program Pengajian (Name of Study Program)		
	1.7	Bidang Pengajian/ Penyelidikan (Field of Study/Research)		
1.8	Tajuk Penyelidikan (Research Title)			
1.9	Nama Penyelia (Name of Supervisor)	E-mail:		
BUTIR-BUTIR PERSIDANGAN/ DETAILS OF CONFERENCE				
2.	2.1	Nama/Tajuk Seminar & Persidangan (sila sertakan brosur dan surat jemputan) (Name/Title of Seminar & Conference (please append conference brochure/invitation)		
	2.2	Tempat (lokasi/ bandar/ negara) / Venue (location/city/ country)		
2.3	Tempoh (tarikh) Duration (date)	Dari/From:	Hingga/To:	
2.4	Peranan/ Role	Pembentang kertas kerja/peserta/ peranan lain (sila nyatakan) Paper presenter/delegate/ other role (please specify)		
3.	Butir-butir perbelanjaan/Details of Financing		RM	Matawang asing Foreign Currency: _____
	(a)	Tambang Perjalanan/Travel Fare		
	(b)	Sewa Hotel/ Akomodasi/ Lojing Hotel/ Accommodation/ Lodging Fees		
	(c)	Pendaftaran/ Registration Fees		
	(d)	Jumlah perbelanjaan (a,b,c) Total expenditure (a,b,c)		

4.	Persidangan yang pernah di hadiri (2 tahun sebelum). Sekiranya ruang tidak mencukupi sila kemukakan lampiran Seminar/Conference attended within the two years before application (If more space is required, please append the details in a separate page). (Sila kemukakan bukti/surat pengesahan bahawa prosiding / kertas kerja tersebut telah/ akan diterbitkan di dalam jurnal) (Please append evidence/letter of confirmation that the working paper has been/will be published in a journal/conference proceedings)			
	Nama Persidangan / Tempat <i>Name of Seminar/Venue</i>	Tarikh/Date	Penerbitan/Publication	Jenis Bantuan/Type of Aid Applied
5.	PERAKUAN PEMOHON/ APPLICANT'S DECLARATION			
5.1	Adakah anda menerima bantuan kewangan dari mana-mana pihak? ☐ Ya (Yes) ☐ Tidak (No) (sila kemukakan surat bantuan kewangan daripada penaja) Are you receiving any aid from any source at present? (Please append letter of sponsorship from sponsor)			
	Nama Organisasi <i>Name of Organization</i>		Jumlah (RM) Total (RM)	
Saya mengaku bahawa semua butiran di atas adalah benar i dan tidak pernah diterbitkan dalam sebarang bentuk penerbitan sebelum ini. I confirm that all the above details are true and my original work has not been published earlier in any form.				
_____ _____ _____ Tarikh (Date) Tandatangan Pemohon Tandatangan Penyelia				
KEGUNAAN PEJABAT SAHAJA / OFFICE USE ONLY				
6.	Ulasan dan Perakuan Timbalan Dekan (Penyelidikan)/Comments and Approval by Deputy Dean (Research)			
6.1 Ulasan/Comments:				
_____ 6.2 Permohonan Disokong/Tidak Disokong* (Application Supported/ Not Supported) *potong mana yang tidak berkenaan/please cross whichever irrelevant				
Tarikh/Date Nama/Tandatangan (Name/Signature)				
7. Ulasan dan Perakuan Dekan/Comments and Approval of the Dean				
Ulasan/Comments:				
_____ Bantuan Kewangan yang diperakukan: *RM _____ Financial Aid Approved				
Tarikh (Date) Tandatangan Dekan Fakulti				