**POSTGRADUATE OFFICE UNIVERSITI MALAYA**

**APPLICATION FOR** **FINANCIAL ASSISTANCE TO PRESENT AT A SYMPOSIUM/CONFERENCE**

Please attach the following documents in your application:

1. Abstract
2. Letter of acceptance/invitation
3. Conference/symposium brochure
4. Certificate of Participation as Presenter with official stamp
5. Receipts of expenditure/Entry Fees/Other

**CRITERIA FOR APPLICATION:**

a) The application is open to Postgraduate students with an active in the Faculty of Creative Arts, Universiti Malaya. In addition, applicants must have passed their Proposal Defence to qualify for the Financial Assistance.

b) For conferences/symposiums held overseas or within the country, the application form must be accompanied by an invitation letter or a letter of acceptance of the paper from the organizer as well as an abstract of the paper. For online conferences/symposiums, the application form must be accompanied by an invitation letter or a letter of acceptance of the paper from the organizer as well as an abstract of the paper.

c) Students are responsible for applying for permission to go abroad by filling up the Permission to Travel Form issued by the office of the Deputy Vice-Chancellor (Academic and International) 21 days before the conference date. The form requires students to obtain the support of their Supervisor(s) and Programme Coordinator. Other information required includes: student matrix no., identity card/passport no., phone no. and student's permanent address. Students are also reminded that applying for permission to travel abroad is their own responsibility, not the Faculty’s.

d) Students should notify and obtain their Supervisors’ agreement prior to participating in any conference/symposium they wish to make a claim for financial assistance. Supervisors have an important role to provide students with guidance to ensure that students attend reputable and legitimate conferences/symposiums organised by learned society / professional society / university.

e) Faculty Management's decision is final.

**TYPES OF FINANCIAL ASSISTANCE OFFERED BY THE FACULTY OF CREATIVE ARTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **NO.** | **ITEM/ACTIVITY** | **MAXIMUM AMOUNT (RM)** | **FREQUENCY** |
| **1.** | **Master Candidate** | **1000** | Once per candidate |
| **2.** | **Phd Candidate** | **2000** | Once per candidate |

***Limited to 20 applicants. Deadline for application is 31 October 2024.***

**PERSONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name :**  |  | **Student matric number:** |  |
| **Department :** |  |
| **Programme:**  | **\*MA Coursework/ MA Mixed-mode/ MA by Research/ PhD**\*strike out whichever is not applicable  |
| **Title of Dissertation or Thesis:** |  |
| **Supervisor(s):** |  |

**INFORMATION ABOUT THE SYMPOSIUM/CONFERENCE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Please indicate where will the symposium/conference be held:** | Within Malaysia |  | International |  | Online |  |
| **Title/Name of Conference/Symposium:** |
| **Title of paper / presentation:**  |
| **Venue:**  |
| **City, Country:** |
| **Dates:** |
| **Role: Presenter / poster presenter / other \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please sent with evidence)** |

**Are you receiving funding from other institutions outside of the university? (e.g. professional society, conference organisers, etc)** **YES / NO**

**If YES,** please state the name of organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Total received: RM \_\_\_\_\_\_\_\_\_\_\_

**DETAILS OF FINANCIAL ASSISTANCE REQUESTED (PLEASE ATTACH RECEIPTS)**

|  |  |  |
| --- | --- | --- |
| **Details of expenditure** | **AMOUNT (RM)** | **AMOUNT (RM)** |
| (a) | (i)  Airfare / Travel cost |  |
| (ii)  Other travel costs (Please attach more information)  |  |
| (b)  | Hotel  / Lodging Allowance |  |
| (c)  | Registration Fee |  |
|  | TOTAL EXPENDITURE  (a+b+c) |  |
| Minus other financial assistance received (if applicable) |  |
| **FINANCIAL ASSISTANCE REQUESTED** |  |

**1. Evaluation:**

 Please share with us how your participation in the conference can benefit you, the Department, the Faculty, the University or the country more broadly. You may also discuss the significance of your research to your field of study.

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|  |

**2. Post-conference activity undertaken by student:**

a) Present sharing at a department-level seminar: YES / NO / In-progress

b) Submit conference paper for publication: YES / NO / In-progress

c) Comments:

|  |
| --- |
|  |

Name:

Signature:

Date

**FOR OFFICE USE**

1**. Supervisor’s Comments:**

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|  |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Comments by Deputy Dean of Postgraduate Studies:**

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|  |

**Application is** supported / not supported \*
 \*cross out whichever that does not apply

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. **Dean Approval:**

|  |
| --- |
|  |

**Application is** supported / not supported \*
 \*cross out whichever that does not apply

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_