UNIVERSITI MALAYA

APPLICATION TO ATTEND A CONFERENCE/SEMINAR

(The General Office (Postgraduate) of FCSIT requires all applications to be submitted within **30 days** before conference/seminar date)

A. Details

Name of Applicant :	
Registration No. :	
Department :	Faculty of Computer Science & Information Technology

Mobile No :	E-mail :	

Name of Conference :

Name of presenter :

Type of presentation * :		Poster		Oral	* *Please* √

Venue :	City :	Country :
Date :	Until :	(_____days)

Conference Costs :

i. Registration fees : RM	ii. Accommodation : RM
iii. Air / Land Transportation : RM	iv. Others (please specify) : RM

Total costs of conference : RM _____ **(Claims should not exceeded RM 2,000.00)**

FIRST Conference Details	**SECOND Conference Details**
# Attached approval letter. Name of Conference : Date of Conference :	# Attached approval letter. Name of Conference : Date of Conference :

THIRD Conference Details	**Applicant Signature :**	**Important. * Please attach ALL document below :**
# Attached approval letter. Name of Conference : Date of Conference :	**Date :**	☐ Abstract / Research Paper ☐ Acceptance Letter for poster / oral presentation ☐ Complete brochure of the conference

Reminder: Applicant is responsible for the information provided. For false information, the applicant is obliged to return the money and face legal action.

B. Supervisor's Comments and Endorsement

☐ Recommended ☐ Not Recommended due to :	Signature: Stamp: Date:
…………………………………………...………………………………………… …………………………………………………………………………………	

C. Head of Department Comments and Endorsement

☐ Recommended ☐ Not Recommended due to :	Signature: Stamp: Date**:**
…………………………………………...………………………………………….. ……………………………………………………………………………………	

D. OFFICIAL USE

Deputy Dean (Postgraduate), FCSIT	**Dean, FCSIT**
☐ Recommended ☐ Not Recommended due to:	☐ Approved application **WITH** the total amount **RM** _____ ☐ Rejected due to:
………………………………………………………………… ………………………………………………………………… … Signature: Stamp: Date:	……………………………………………………………………………………… ……………………………………………………………………………………… Signature: Stamp: Date:

E. Financial Record (Financial Officer)	**F. General Office (Postgraduate)**
Total amount approved **RM**_____using Postgraduate's Fund : J-UM.0000012/KWJ.PP.PG.18 Signature Stamp: Date:	☐ Received form on : ……/……/20…. ☐ Approval letter issued on : ……/……/20…. Signature Stamp: Date:

UNIVERSITI MALAYA

GUIDELINE FOR APPLICATION TO ATTEND A CONFERENCE/SEMINAR FOR FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY (FCSIT) POSTGRADUATE STUDENT

1. **REQUIREMENT**

   The requirements for Application to Attend a Conference/Seminar are as follows:(1.0)

   Applicable for **active student (Research Mode & Mixed-Mode) ONLY.**

   (1.1)   Only for the Faculty of Computer Science and Information Technology's Postgraduate Student, and restricted to **ONE** application per year **ONLY**.

   (1.2)   This application is eligible for participation as **PRESENTER ONLY.** The conference attended must be listed as top conference identified by Head of Department. Proof of presentation MUST be submitted along with the claim made after the conference.

   (1.3)   The maximum amount is **RM2,000.00** and it consists of Registration Fees, Accommodation and Travelling cost (where applicable).

   (1.4)   The completed form must be sent to the Postgraduate Office of FCSIT within **30 days** before the commencement of the conference/seminar.

   (1.5)   For **SUBSEQUENT APPLICATION** to be processed, the candidate must provide evidence that a paper **HAS BEEN ACCEPTED / PUBLISHED** in an ISI Journal after a conference is attended.

2. **APPLICATION PROCEDURE**

   The completed form/document **MUST** consists of:-

   (2.1)   The *Form of Application to Attend A Conference/Seminar, and the following documents:
   - (a)   A copy of the complete conference/seminar brochure.
   - (b)   Paper Presentation acceptance letter.
   - (c)   A copy of research paper to be presented.
   - (d)   Approval email/documents from UMGlobe. (https://global.um.edu.my) (applicable for International Conference only)

   (2.2)   Apply permission for international travel via https://global.um.edu.my
   - with this procedure, students are no longer required to submit an official letter to Deputy Vice-Chancellor (A&A) for approval.
   - applicable for International Conference only

   (2.3)   Submit the completed form/document to Postgraduate Office of FCSIT within **30 days** before the commencement of the conference/seminar.

   For further information, please contact **Postgraduate Office at tdit_fsktm@um.edu.my/ Mrs. Rohani: ani_e@um.edu.my/03-7967 6408**

* Application form can be download from the FCSIT website : https://fsktm.um.edu.my/ (Students > Postgraduate > Forms & Templates)

* Claim Form must be submitted within 2 weeks after attending the conference/seminar together with the ORIGINAL RECEIPT.