



**BORANG PERMOHONAN MENGHADIRI SEMINAR/PERSIDANGAN
PELAJAR PROGRAM PENGAJIAN SISWAZAH
(APPLICATION FORM TO ATTEND SEMINARS / CONFERENCES
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/pengekspo/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. Sila tandakan (✓) pada kotak-kotak yang berkaitan.
(*Please put a tick (✓) in the relevant boxes.*)
6. Senarai Semak Pelajar:
 - (i) Borang Permohonan Menghadiri Seminar/Persidangan 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.....
(*Seminars / Conferences Participation Receipts*)

**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 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
(SEMINAR/CONFERENCE INFORMATION)**

Tajuk Seminar/Persidangan :
(Topic of the Seminar/Conference)

Tempoh Seminar/Persidangan : Dari hingga
(Duration of the Seminar/Conference) (From) (Tarikh mula) (to) (Tarikh tamat)
(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)**

C. PERMOHONAN BANTUAN KEWANGAN

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

.....
.....

2. Ulasan kemantapan 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 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.**)

.....
.....

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)