



For Office Use Date of Received : Receiver's Name & Signature:

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 :		Tel No. Office :	
Fax :		E-mail :	
Name of Conference :			
Name of presenter :			
Type of presentation * :		* 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)			
Previous Conference Details		Important. * Please attach ALL document below :	
Name of Conference :		<input type="checkbox"/> Abstract / Research Paper	
Date :		<input type="checkbox"/> Acceptance Letter for poster / oral presentation	
Applicant's Signature:		<input type="checkbox"/> Complete brochure of the conference	
Date:		<input type="checkbox"/> Approval Letter from Deputy Vice-Chancellor (Academic & International) (Conference/seminar abroad only)	
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			
<input type="checkbox"/> Recommended		<input type="checkbox"/> Not Recommended due to :	
.....		Signature:	
.....		Stamp:	
.....		Date:	
C. OFFICIAL USE			
Deputy Dean (Postgraduate), FCSIT		Dean, FCSIT	
<input type="checkbox"/> Recommended		<input type="checkbox"/> Approved application WITH the total amount RM _____	
<input type="checkbox"/> Not Recommended due to:		<input type="checkbox"/> Rejected due to:	
.....		
Signature:		Signature:	
Stamp:		Stamp:	
Date:		Date:	
D. Financial Record (Financial Officer)		E. General Office (Postgraduate)	
Total amount approved RM _____ using		<input type="checkbox"/> Received form on :/...../20....	
Postgraduate's Fund : J-22001-73241		<input type="checkbox"/> Approval letter issued on :/...../20....	
Signature:		Signature:	
Stamp:		Date:	
Date:			



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

1. REQUIREMENT

The requirement for Application to Attend a Conference/Seminar are as follows:-

- 1.1 Faculty of Computer Science and Information Technology's Postgraduate Student and restricted to **ONE** application per year **ONLY**.
- 1.2 The maximum amount are **RM2,000.00** consists of Registration Fees, Accommodation and Travelling cost.
- 1.3 The completed form must be sent to the General Office (Postgraduate), FCSIT within **30 days** before the commencement of the conference/seminar.
- 1.4 For attending Conference/Seminar **ABROAD**, student **MUST** write in to the Deputy Vice-Chancellor (Academic & International) for **APPROVAL** at the address mentioned below :-

Deputy Vice-Chancellor

(Academic & International)

Chancellery

University of Malaya

50603 Kuala Lumpur

MALAYSIA

Tel: +603-7967 3203

Fax: +603-7957 2314

Email: tnc_aka@um.edu.my

IMPORTANT : The Faculty will **NOT** process any **claim if student **FAILED** to append the Deputy Vice-Chancellor (Academic & International) approval letter (Conference/Seminar abroad) and the Dean's approval.

2. APPLICATION PROCEDURE

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

- 2.1 The *Form of Application To Attend A Conference/Seminar with below document:
 - a) A copy of the complete conference/seminar brochure.
 - b) Paper Presentation acceptance letter.
 - c) A copy of research paper to be presented.
 - d) A copy of Approval Letter from Deputy Vice Chancellor (Academic & International).
(Conference/Seminar abroad only).
- 2.2 Submit the completed form/document to General Office (Postgraduate), FCSIT within **30 days** before the commencement of the conference/seminar.

For further information, please contact Ms. Rohaniza at 03-7967 6316 or rniza_comey@um.edu.my or Ms. Ilyana at 03-7967 6307 or dalilia.ilyana@um.edu.my .

* Download from FCSIT website : <http://www.fsktm.um.edu.my> (Postgraduate → Current Student → Downloadable Forms)

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