



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.