UCSI University®

Postgraduate Student Conference Funding Application Form
(The Office of Postgraduate Studies requires all applications to be submitted at least **60 days** before conference date)

A. Details
Name of Applicant :
Student ID :
Programme & Semester :
Faculty :
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. Transportation : RM   iv.   Others (please specify) : RM

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

Summary Statements

Student knowledge development and capacity building:

………

Contribution to Discipline/ Area of Research:

…….

Publication Plans:

……..

Applicant Signature :	**Important. * Please attach ALL document below :**
Date :	☐ Abstract / Research Paper ☐ Support Letter from Supervisor
	☐ Acceptance Letter for poster / oral presentation ☐ Breakdown of all costs
	☐ Complete brochure of the conference
	☐ Student Research Project approval letter

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

B. Faculty		
Supervisor	**Head of Postgraduate Studies**	**Dean**
☐ Supported	☐ Recommended	☐ Supported
☐ Not Supported	☐ Not Recommended	☐ Not Supported
Comment:…………………………………..	Comment:………………………...…………	Comment:………………………………..…
……………………………………………….	……………………………………………….	…………………………….........................…
Name / Signature:	Name / Signature:	Name / Signature:
Date:	Date:	Date:

C. Office of Postgraduate Studies (OPS)	**D. General Office (OPS)**
☐ Approved application **WITH** the total amount **RM_____.**	☐ Received form on: ...…/……/20….
☐ Rejected	☐ Approval letter issued on: ……/……/20….
Comment:…………………………………..	
………………………………………………	Name / Signature:
Name / Signature:	Date:
Date:	Stamp:

Note:
1. Claim Form must be submitted within 2 weeks after attending the conference together with the **postgraduate student conference funding approval letter, hardcopy of the conference abstract, certificate of attendance/ participation and original receipt.**
2. To provide publication acceptance by an internationally peer-reviewed journal indexed in Web of Science (WoS) or Scopus, for at least 1 (ONE) full length research article before reimbursement will be released.