

**BORANG PERMOHONAN MENGHADIRI PERSIDANGAN**

*APPLICATION FOR ATTENDING CONFERENCE*

**PANDUAN KEPADA PEMOHON**

*GUIDELINES FOR APPLICANT*

1. Borang permohonan perlu dihantar kepada Sekretariat Penyelidikan dan Inovasi, Fakulti Sains dan Teknologi (FST) sekurang-kurangnya seminggu sebelum tarikh persidangan melalui pautan [**https://shorturl.at/rvCF8**](https://shorturl.at/rvCF8) *(The completed form should be submitted to the Secretariat of Research and Innovation Faculty of Science and Technology (FST) at least one week before the date of the conference through a link* [**https://shorturl.at/rvCF8**](https://shorturl.at/rvCF8)
2. Pemohon hendaklah menyertakan surat yang berkenaan seperti surat undangan, program persidangan dan sebagainya. *(Application must be submitted together with the letter of acceptance from the organizer, programme of the conference and other relevant materials)*
3. Hanya permohonan **LENGKAP** sahaja yang akan diproses *(Only* ***COMPLETE*** *application will be process)*

**SENARAI SEMAK**

***(CHECKLIST)***

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Perkara / Dokumen**  ***(ITEM/DOCUMENT)*** | **Sila Tanda *√***  **(Please Mark)** | |
| **Pemohon**  ***(Applicant)*** | **Sekretariat P&I**  ***(Secretariat of Research & Innovation)*** |
| 1 | Borang permohonan lengkap dan ditandatangani oleh pemohon, ketua projek dan Pengerusi Jabatan *(The complete form* *should be signed by the applicant, head of the project and Chair of the department)* |  |  |
| 2 | Surat jemputan/persidangan/seminar/bengkel *(Letter of acceptance/conference/workshop)* |  |  |
| 3 | Brosur/Risalah yang mempunyai kenyataan tentang yuran serta program persidangan/seminar/bengkel *(Brochures with statements on fees as well as conference/seminar/workshop programs)* |  |  |
| 4 | Abstrak/Kertas Kerja bagi pemohon yang membentang kertas kerja penuh *(Abstract/Paper work for applicants who present a full working paper)* |  |  |
| 5 | Pengesahan bantuan kewangan yang diterima daripada Penganjur/Pihak Luar sekiranya berkenaan (*Confirmation of financial assistance received from Organizer / External Party if applicable)* |  |  |

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| 1. **BUTIRAN PEMOHON**   ***(Applicant Details)*** | | | | | | | | | | |
| Nama *(Name)* | Click or tap here to enter text. | | | | No. Pelajar *(Matriks no)* | | Click or tap here to enter text. | | | |
| Jabatan *(Department* | Sila pilih / Choose an item | | | | *No. Tel. Bimbit (Phone no)* | | Click or tap here to enter text. | | | |
| *Emel (email)* | Click or tap here to enter text. | | | | | | | | | |
| 1. **MAKLUMAT PERSIDANGAN**   ***(Particulars about the conference)*** | | | | | | | | | | |
| Kategori permohonan *(Application Category)* | Sila pilih /Choose an item | | | | | | | | | |
| Penganjur *(Organizer)* | Click or tap here to enter text. | | | | | | | | | |
| Tarikh *(Date)* | Click or tap to enter a date. Hingga (to) Click or tap to enter a date. | | | | | | | | | |
| Kaedah | Sila pilih / Choose an item | | | | | | | | | |
| Tempat *(Venue)* | Click or tap here to enter text. | | | | | | | | | |
| Secara Maya *(Virtual)* | Sila pilih / Choose an item | | | | | | | | | |
| Tajuk persidangan *(Title of the Conference)* | Click or tap here to enter text. | | | | | | | | | |
| Kedudukan pemohon *(Status of the applicant: representing)* | Sila pilih / Choose an item | | | | | | | | | |
| Peranan pemohon *(Role of Applicant)* | Sila pilih / Choose an item | | | | | | | | | |
| 1. **MAKLUMAT PERBELANJAAN**   ***(Financial Support)*** | | | | | | | | | | |
| Sila tanda di ruang berkenaan *(Please mark in the space provided)* | Sila pilih /Choose an item | | | | | | | | | |
| Kod projek *(research code)*  */*Dana luar *(Organizer funds)* | Click or tap here to enter text. | | | | | | | | | |
| Nama Ketua Projek *(Head of the Project)* | Click or tap here to enter text. | | | | | | | | | |
| Jumlah perbelanjaan *(Financial support needed)* | Yuran pendaftaran *(Registration fees)* | RM Click or tap here to enter text. | | | | Elaun penginapan *(Food allowance)* | | | RM | |
| Pengangkutan *(Transport)* | RM | | | | Lain-lain (others) | | | | |
| Elaun makan *(Food allowance)* | RM | | | |  | | | RM  RM  RM  RM | |
|  | | | | |
| **JUMLAH AMAUN YANG DIPOHON *(TOTAL AMOUNT)*** | | | | | | | | **RM** | | |
| Jumlah pembiayaaan dari penganjur/badan luar  *(Total financial support from organizer or other funding agencies)* | | | | **RM** | | | | | | |
| 1. **PERAKUAN PEMOHON**   ***(Applicant approval)*** | | | | | | | | | | |
| Tandatangan :  *(Signature of applicant)*  Nama :  *(Name)*  Tarikh :  *(Date)* | | |  | | | | | | |
| 1. **ULASAN DAN PERAKUAN KETUA PROJEK**   ***(Head of the Project approval)*** | | | | | | | | | | |
| Saya menyokong perbelanjaan sebanyak RM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_dengan menggunakan peruntukan  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ untuk menghadiri persidangan. *( I recommend that financial support of*  *RM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ be given to the through my Research Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to*  *attend the conference)* | | | | | | | | | | |
| Tandatangan Ketua Projek :  *(Signature of the Head of the project)*  Nama dan Cop:  *(Name and Chop)*  Tarikh :  *(Date)* | | |  | | | | | | |
| 1. **ULASAN DAN PENGERUSI JABATAN**   ***(Approval of the Chair of the Department)*** | | | | | | | | | | |
| Saya menyokong permohonan ini  *( I recommend that the application be approved)*  Saya tidak menyokong permohonan ini  *( I do not approved the application)*    Ulasan (comment) : | | | | | | | | | | |
| Tandatangan Ketua Jabatan :  *(Signature of the Chair of the Department)*  Nama dan Cop:  *(Name and Chop)*  Tarikh :  *(Date)* | | | |  | | | | | | |
| 1. **KELULUSAN DEKAN /** **TIMBALAN DEKAN**   ***(Approval of the Dean/Deputy Dean)*** | | | | | | | | | | |
| Permohonan ini diluluskan  *(The applications is approved)*    Permohonan ini tidak diluluskan  *(The applications is not approved)*  *Ulasan (comment) :* | | | | | | | | | | |
| Tandatangan Dekan/Timbalan Dekan :  *(Signature of the Dean/ Deputy Dean)*  Nama dan Cop:  *(Name and Chop)*  Tarikh :  *(Date)* | | | |  | | | | | | |