

**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)* |[ ] [ ]

|  |
| --- |
| 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)* |  |