



CENTRE FOR POSTGRADUATE STUDIES

CHECKLIST FOR APPLICATION FOR UNIVERSITY BUDGET TO PRESENT PAPER IN CONFERENCE IN MALAYSIA

REMINDER: Please ensure you get the latest version of this form from the CPS website only

Please tick in the appropriate boxes to indicate items that have been attached:

- 1 Brochure of conference indicating paper is indexed in Scopus/Wos/ERA **and** registration fees
- 2 Updated financial statement from IIUM
- 3 Copy of front page Bank Muamalat /Bank Islam saving account
- 4 Confirmation slip
- 5 Partial transcript/research progress report
- 6 Acceptance letter from organizer as a presenter
- 7 Copy of full paper

Applicant's Signature:

Date:

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IMPORTANT REMINDER

**The Centre for Postgraduate Studies (CPS) will not process your form if,
the form is not completed and not recommended by respective authorities**

FOR CPS USE ONLY

Date received:

CENTRE FOR POSTGRADUATE STUDIES

APPLICATION FOR CPS BUDGET TO PRESENT PAPER IN CONFERENCE IN MALAYSIA

Semester /Session

INSTRUCTIONS:

The followings are the criteria for consideration:-

1. All full-time or part-time postgraduate students of IIUM who **currently don't have any outstanding balance of their fees.**
2. A minimum **cumulative grade point average of 3.00** or excellent progress report (students who finished at least the 2nd semester of their studies only would be considered).
3. A student who is on **"leave of absence" is not entitled** to apply.
4. An applicant **must be a "registered student"** during application and while presenting a paper in the conference.
5. The application must get both the recommendations from student's **supervisor and the Deputy Dean (Postgraduate and Research)** of Kulliyah / Centre / Institute.
6. A student is entitled to present a paper with approved University budget in conference **only once** in his level (Master/ Ph. D programme) of studies.
7. Application must be submitted to CPS at **least two (2) weeks before** the date of conference.
8. The applicant **MUST present a paper in the Scopus/Wos/ERA indexed conference.**
9. The applicant must submit the official receipt of the fee(s) charged to CPS for reimbursement within 2 (two) weeks after the event. In the case of failure of submitting the report and receipts within the period mentioned, the Centre will not bear any payment to the applicant and the sponsorship approval letter will be considered as null and void.
10. The decision made by the CPS pertaining to the sponsorship is final.

ALLOCATION APPROVED	Maximum of RM500.00
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SECTION A : TO BE COMPLETED BY THE APPLICANT

1. Name : <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>	2. Matric No : <input style="width: 95%;" type="text"/>
3. E-mail : <input style="width: 95%;" type="text"/>	4. I.C. No./Passport No.: <input style="width: 95%;" type="text"/>
7. Telephone (H/P) : <input style="width: 80%;" type="text"/>	8. Nationality : <input style="width: 80%;" type="text"/>
9. Kulliyah and Programme: <input style="width: 95%;" type="text"/>	10. Is this your first application? (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>

**SECTION B : TO BE COMPLETED BY THE DEPUTY DEAN (POSTGRADUATE AND RESEARCH),
KULLIYAH/INSTITUTE**

Recommended Not Recommended

Comments:

Signature and official stamp :

Date :

**SECTION C : TO BE COMPLETED BY THE DEPUTY DEAN (RESEARCH, PUBLICATION & STUDENT DEVELOPMENT),
CENTRE FOR POSTGRADUATE STUDIES**

Recommended Not Recommended

Comments:

Signature and official stamp :

Date :

SECTION D : TO BE COMPLETED BY THE DEAN, CENTRE FOR POSTGRADUATE STUDIES

Approved Not Approved

Comments:

Signature and official stamp :

Date :