

APPLICATION FORM POSTGRADUATE ACADEMIC ACTIVITIES FUND (PAAF)

APPLICATION REQUIREMENTS/INSTRUCTIONS	- FOR OFFICE USE ONLY - H. ENDORSEMENT BY DIRECTOR OF CGS
<p>1. All active PhD and MSc student in UniMAP is eligible to apply for maximum of RM500.00 annually for their academic activities.</p> <p>2. A PhD student will be funded for maximum 3 years and a MSc student will be funded for maximum 2 years.</p> <p>3. Funds will be allocated using these criteria:</p> <ol style="list-style-type: none"> i. only FULL-TIME students can apply for this fund; ii. students with outstanding fees are NOT allowed to apply; iii. sponsored students also are NOT eligible for this fund if have outstanding fees. <p>4. Funds are not available in terms of cash but can be obtained as financial aid.</p> <p>5. Financial aid can be requested to:</p> <ol style="list-style-type: none"> i. <i>*subsidize local and international conference registration fees, OR;</i> ii. <i>*subsidize transportation costs (bus or equivalent) to attend conferences (Refer to Appendix A for claims of accommodation and transport), OR;</i> iii. <i>* subsidize costs to publish journal papers, OR;</i> <i>*Limited to Scopus-Indexed proceeding</i> iv. subsidize other approved academic activities organized by the school like seminars, short courses, purchase of consumables for research project, etc. <p>6. Remaining or unused funds cannot be brought forward from one year to another.</p> <p>7. Application must be approved by the Supervisor, Dean of the Faculties/Institute and Director, Centre for Graduate Studies.</p> <p>8. All applicants are required to submit their application <u>one month after the date of the event with the relevant documents.</u></p> <p>9. Completed application form with relevant documents should be submitted to:</p> <p style="text-align: center; margin-top: 20px;">Director, Centre for Graduate Studies, Universiti Malaysia Perlis, Administration Block, 1st Floor Engineering Training Center, Pauh Putra Campus, 02600 Arau Perlis.</p>	<p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not Approved</p> <p><input type="checkbox"/> KIV</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;"> <p style="text-align: center; margin: 0;">Approved amount:</p> <p style="text-align: center; margin: 0;">RM _____</p> </div> <p>Comment: _____</p> <p>_____</p> <p>Signature : _____</p> <p>Official Stamp : _____</p> <p>Date : _____</p>

A. APPLICANT'S PARTICULARS	
1. Name:	
2. I/C / Passport No.:	3. Telephone No. (Hand phone):
4. E-mail :	5. Matric No :
6. Mailing Address:	
<p>7. Programme:</p> <p><input type="checkbox"/> MSc/PhD <input type="checkbox"/> PhD <input type="checkbox"/> MSc</p> <p>Please state: _____</p>	8. School/Centre/Institute:
<p>9. Study Mode:</p> <p style="margin-left: 20px;">Research <input type="checkbox"/></p> <p style="margin-left: 20px;">Mixed Mode <input type="checkbox"/></p>	<p>10. Date of initial registration: Date / Month / Year</p> <p style="margin-left: 20px;"> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </p>

11. Main Supervisor :
12. Co-Supervisor: (if applicable)
13. Research Title (for Research Mode only) :

B. CURRENT SCHOLARSHIPS/FINANCIAL ASSISTANCE/RESEARCH UNIVERSITY GRANT (if any)	
1. Sponsor	
2. Type	Scholarship / Loan / Scheme / Research University Grant (e.g. GRA, GA, RA, RO, GA MyBrain15) Please state: _____
3. Amount	
4. Duration	From: Date / Month / Year To: Date / Month / Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

C. APPLICATION PURPOSE	
<i>(Please tick (v) where applicable)</i>	
i. Subsidize local and international conference registration fees; (Limited to Scopus-Indexed proceeding)	
ii. Subsidize transportation costs to attend conferences; (Limited to Scopus-Indexed proceeding)	
iii. Subsidize costs to publish journal papers; (Limited to Scopus-Indexed proceeding)	
iv. Subsidize other approved academic activities organized by the school like seminars, short courses, purchase of consumables for research project, etc. Please state. _____ _____	

D. DETAILS OF THE ACTIVITIES	
<i>(Please provide a information of the activities; e.g. brochure, invitation letter, acceptance letter)</i>	
1. Programme: Paper Presentation / Conference / Research Attachment / Others: [please specify]	
2. Date of the event:	
3. Place of the event:	
4. Subsidize for (refer item C):	
5. Applied subsidized amount: RM _____	6. Total actual amount: RM _____

E. DECLARATION	
I hereby certify that all information given in this application is complete and correct to the best of my knowledge	
Signature :	Date :

F. ENDORSEMENT BY MAIN SUPERVISOR	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Not Approved	
Comment: _____ _____	
Signature :	Official Stamp :
Date :	

G. ENDORSEMENT BY DEAN OF SCHOOL/CENTRE/INSTITUTE / CLUSTER HEAD	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Not Approved	
Comment: _____ _____	
Signature :	Official Stamp :
Date :	

DETAILS REPORT OF POSTGRADUATE ACADEMIC ACTIVITIES FUND (PAAF)

To be submitted within 2 weeks after attending the event to:

**Director,
Centre for Graduate Studies, Universiti Malaysia Perlis,
Administration Block, 1st Floor Engineering Training Center, Pauh Putra Campus, 02600 Arau
Perlis.
(Attention: Madam Shasha Fazana Zainol Abidin)**

Please attach the relevant documents or the report will be considered incomplete and shall not be processed.

A. PERSONAL DETAILS			
Name			
Matric Number		I/C / Passport Number	
Programme			
Study Mode			
Contact Number		E-mail	
School/Centre/Institute			
B. ATTENDED EVENT DETAILS			
Name of programme			
Date			
Location			
C. APPROVED FUNDING BY CGS			
	Item		RM
	C1. Registration Fees		
	C2. Transportation (bus/train or equivalent)		
	C3. Others (please state) _____ _____		
	Total		
D. BUDGET REPORT (attach original receipt)			
	Item		RM
	D1.		
	D2.		
	Total		

Signature

Date

GUIDELINE CLAIMS OF ACCOMMODATION AND TRANSPORT FOR ATTENDING THE LOCAL CONFERENCE

Hotel Rental	Public Transport	Mileage (If cannot use the bus / train)
RM135.00 (Maximum)	Bus / train or equivalent	<ul style="list-style-type: none">- RM0.45 for maximum of 400km (2 ways);- Toll for 400km;- Or equivalent of bus / train