

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>*<u>Limited to Scopus-Indexed proceeding</u></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 School/Centre/Institute / Cluster Head 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;">Director, Centre for Graduate Studies, Universiti Malaysia Perlis, Block A, Taman Pertiwi Indah, Jalan Kangar – Alor Setar, Seriab, 01000 Kangar, Perlis, Malaysia</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-left: 20px;"> <p style="text-align: center;">Approved amount:</p> <p style="text-align: center;">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="text-align: right;">Research <input type="checkbox"/></p> <p style="text-align: right;">Mixed Mode <input type="checkbox"/></p> | <p>10. Date of initial registration: Date / Month / Year</p> <p style="text-align: right;"> <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: <i>(if applicable)</i> |
| 13. Research Title <i>(for Research Mode only)</i> : |

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 <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> </div> <div style="text-align: center;"> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> </div> </div> |

C. APPLICATION PURPOSE
(Please tick (v) where applicable)

| | |
|---|--|
| 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
(Please provide a information of the activities; e.g. brochure, invitation letter, acceptance letter)

| | |
|---|---|
| 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,
Block A, Taman Pertiwi Indah, Jalan Kangar – Alor Setar, Seriab, 01000 Kangar, 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 |