

## APPLICATION FORM POSTGRADUATE ACADEMIC ACTIVITIES FUND (PAAF)

APPLICATION REQUIREMENTS/INSTRUCTIONS	- FOR OFFICE USE ONLY - H. ENDORSEMENT BY DIRECTOR OF CGS
<ol style="list-style-type: none"> <li>All active PhD and MSc student in UniMAP is eligible to apply for maximum of RM500.00 annually for their academic activities.</li> <li>A PhD student will be funded for maximum 3 years and a MSc student will be funded for maximum 2 years.</li> <li>Funds will be allocated using these criteria: <ol style="list-style-type: none"> <li>only <b>FULL-TIME</b> students can apply for this fund;</li> <li>students with outstanding fees are <b>NOT</b> allowed to apply;</li> <li>sponsored students also are <b>NOT</b> eligible for this fund if have outstanding fees.</li> </ol> </li> <li>Funds are not available in terms of cash but can be obtained as financial aid.</li> <li>Financial aid can be requested to: <ol style="list-style-type: none"> <li><i>*subsidize local and international conference registration fees, OR;</i></li> <li><i>*subsidize transportation costs (bus or equivalent) to attend conferences (Refer to Appendix A for claims of accommodation and transport), OR;</i></li> <li><i>* subsidize costs to publish journal papers, OR;</i> <i>*Limited to Scopus-Indexed proceeding &amp; Mycite</i></li> <li>subsidize other approved academic activities like seminars, short courses, purchase of consumables for research project (chemicals and sample testing materials).</li> </ol> </li> <li>Remaining or unused funds cannot be brought forward from one year to another.</li> <li>Application must be approved by the Supervisor, Dean of the School/Centre/Institute / Cluster Head and Director, Centre for Graduate Studies.</li> <li>All applicants are required to submit their application <b>after the date of the event with the relevant documents.</b></li> <li>Completed application form with relevant documents should be submitted to: <p style="text-align: center;"><b>Director, Centre for Graduate Studies, Universiti Malaysia Perlis, Administration Block, 1<sup>st</sup> Floor Engineering Training Center, Pauh Putra Campus, 02600 Arau Perlis.</b></p> </li> </ol>	<div> <input type="checkbox"/> Approved  <input type="checkbox"/> Not Approved  <input type="checkbox"/> KIV </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>Approved amount:</b>   <b>RM</b> _____ </div> <p>Comment: _____</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:			
7. Programme: <input type="checkbox"/> MSc/PhD <input type="checkbox"/> PhD <input type="checkbox"/> MSc Please state: _____		8. School/Centre/Institute:	
9. Study Mode:      Research <input type="checkbox"/> Mixed Mode <input type="checkbox"/>		10. Date of initial registration:      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"/>	

<b>11. Main Supervisor :</b>
<b>12. Co-Supervisor:</b> <i>(if applicable)</i>
<b>13. Research Title</b> <i>(for Research Mode only) :</i>

B. CURRENT SCHOLARSHIPS/FINANCIAL ASSISTANCE/RESEARCH UNIVERSITY GRANT <i>(if any)</i>	
<b>1. Sponsor</b>	
<b>2. Type</b>	Scholarship / Loan / Scheme / Research University Grant (e.g. GRA, GA, RA, RO, GA MyBrain15)  Please state: _____
<b>3. Amount</b>	
<b>4. Duration</b>	<div style="display: flex; justify-content: space-between;"> <div> <b>From:</b>      Date    /    Month    /    Year  <div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> </div> <div> <b>To:</b>      Date    /    Month    /    Year  <div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> </div> </div>

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

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

☐ Approved

☐ Not Approved

Comment: \_\_\_\_\_  
\_\_\_\_\_

Signature :

Official Stamp :

Date :

**G. ENDORSEMENT BY DEAN OF SCHOOL/CENTRE/INSTITUTE / CLUSTER HEAD**

☐ Approved

☐ Not Approved

Comment: \_\_\_\_\_  
\_\_\_\_\_

Signature :

Official Stamp :

Date :

## DETAILS REPORT OF POSTGRADUATE ACADEMIC ACTIVITIES FUND (PAAF)

To be submitted after attending the event to:

**Director,  
Centre for Graduate Studies, Universiti Malaysia Perlis,  
Administration Block, 1<sup>st</sup> Floor Engineering Training Center, Pauh Putra Campus,  
02600 Arau Perlis.  
(Attention: Madam Noordini Idrus)**

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) _____			
_____			
<b>Total</b>			
D. BUDGET REPORT (attach original receipt)			
Item			RM
D1.			
D2.			
<b>Total</b>			

Signature

Date

**GUIDELINE CLAIMS OF ACCOMMODATION AND TRANSPORT FOR ATTENDING THE  
LOCAL CONFERENCE**

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