



APPLICATION REQUIREMENTS / INSTRUCTIONS

1. Please fill in the details as required in the form before submitting it to the Institute of Postgraduate Studies (IPSis) office.
2. Conference / Journal Support Fund is granted on a reimbursement basis upon receipt of the documents specified below:
 - i. Original copy of relevant receipts.
 - ii. A copy of Approval Letter from IPSis.
 - iii. A copy of Attendance Certificate (*for conference only*).
 - iv. A hardcopy of slides using IPSis PowerPoint template (*for conference only*).
3. A complete form should be submitted within **14** days of the conference conclusion / of publication to address below or email to:
**Department of Academic Development, Resources & Students,
 Institute of Postgraduate Studies,
 Level 4, Bangunan Sarjana, Universiti Teknologi MARA,
 40450 Shah Alam, Selangor, MALAYSIA.**
 Email: pasp@uitm.edu.my Phone: 03-5544 4705 / 03-5544 4730

A. APPLICANT'S PARTICULARS

Name:																					
Student ID:									Contact Number:												
Bank Account Number:													Programme Code:								
Bank:																					
E-mail:																					
Reference of IPSis Approval Letter:																					

B. DETAILS OF CONFERENCE

Name of Conference:

Date: _____ / _____ / **20** _____

Conference Venue:

Organiser:

Title of Paper presented at the conference:

C. DETAILS OF JOURNAL

Article's Title:

Journal Name:

Volume No.:		Issue No.:	
ISSN No.:		Page No.:	

D. AMOUNT APPROVED BY TABUNG AMANAH IPSIS *(As stated in IPSiS Approval Letter)*

Grant Amount :

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E. BENEFITS GAINED OF ATTENING THE CONFERENCE *(for Conference Support Fund Recipients only)*

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F. FAILURE OF ATTENDING CONFERENCE *(for Conference Support Fund Recipients only)*

Reason of not attending:
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G. VERIFICATION FOR CONFERENCE / JOURNAL REPORT

Please sign and get the verification from Head of Postgraduate Studies Faculty before submitting it to the Institute of Graduate Studies office.

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Student Signature

Date:

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Signature & Official Stamp
Head of Postgraduate Studies Faculty