
POSTGRADUATE STUDENT CONFERENCE FUNDING GUIDELINE

1.1 Purpose

This guideline serves as a guide to determine the requirements of postgraduate student applications for funding of research-related conferences and the standard operating procedures that facilitate it. Specifically, it aims to provide a working framework that addresses the general needs of a postgraduate student, as well as a transparent process to accommodate other individual needs.

1.2 Eligibility and Criteria

Full time postgraduate student with on-going and/or completed research projects and papers in association with any Faculty at UCSI University, whose works have been accepted for conference presentations (oral and poster), may apply for the funding.

Please note that each conference paper presentation is only allowable for one applicant to present the paper related with the student research studies. Student and supervisor cannot go to the same conference using the same abstract if the supervisor conference funded by CERVIE.

1.3 Funding Allocation

The recommended funding is based on the estimated expenses for an individual postgraduate student, capped at RM2000.00. Covers costs related to attending the conference, specifically i) Conference registration fees, ii) Travel, iii) Accommodation and iv) Poster printing.

1.4 Conference Allocation

All postgraduate students may apply for ONE conference per his/ her enrolment.

1.5 Submission

All applications have to be submitted in advance to Office of Postgraduate Studies (OPS) together with recommendations from the respective Dean of Faculty. The approval of the Conference Funding is subject to confirmation of the acceptance letter from the conference organiser and has to be submitted to OPS two months before the conference date. The completed applications are to be vetted and endorsed by OPS. OPS may seek suitable advice from Centre of Excellence for Research, Value Innovation and Entrepreneurship (CERVIE).

- Conference Apply two (2) months in advanced from the conference date
- Allocation RM 2000.00 (maximum)

1.6 Conference Funding Application

The application for conference funding may be approved on the condition that acceptance from a legitimate Conference Organiser is obtained and with the Dean's and Faculty Head of Research & Postgraduate Studies recommendation to the Director of Office of Postgraduate Studies.

1.7 Notification of Approval

An official email will be sent to notify the postgraduate student, with due copies sent to the Dean, Faculty Head of Research & Postgraduate Studies, Supervisor and Group Finance Office (GFO) to formalise and substantiate the outcome of the funding applications. A Conference Code will be provided to be used as a reference point for claim upon returning from the conference.

1.8 Conference Claim

Applicant to raise the travelling and expenses claim form together with the original receipt, a copy of the conference proceedings and certificate of participation/attendance (or equivalent) within 2 weeks after attending the conference to OPS.

1.9 Publication Requirement

Postgraduate student awarded for Conference Funding application (maximum RM2000.00) must obtain publication acceptance by an internationally peer-reviewed journal prior to the completion of candidature. Failure to meet said requirement will result reimbursements being withheld.

1.10 Knowledge Sharing

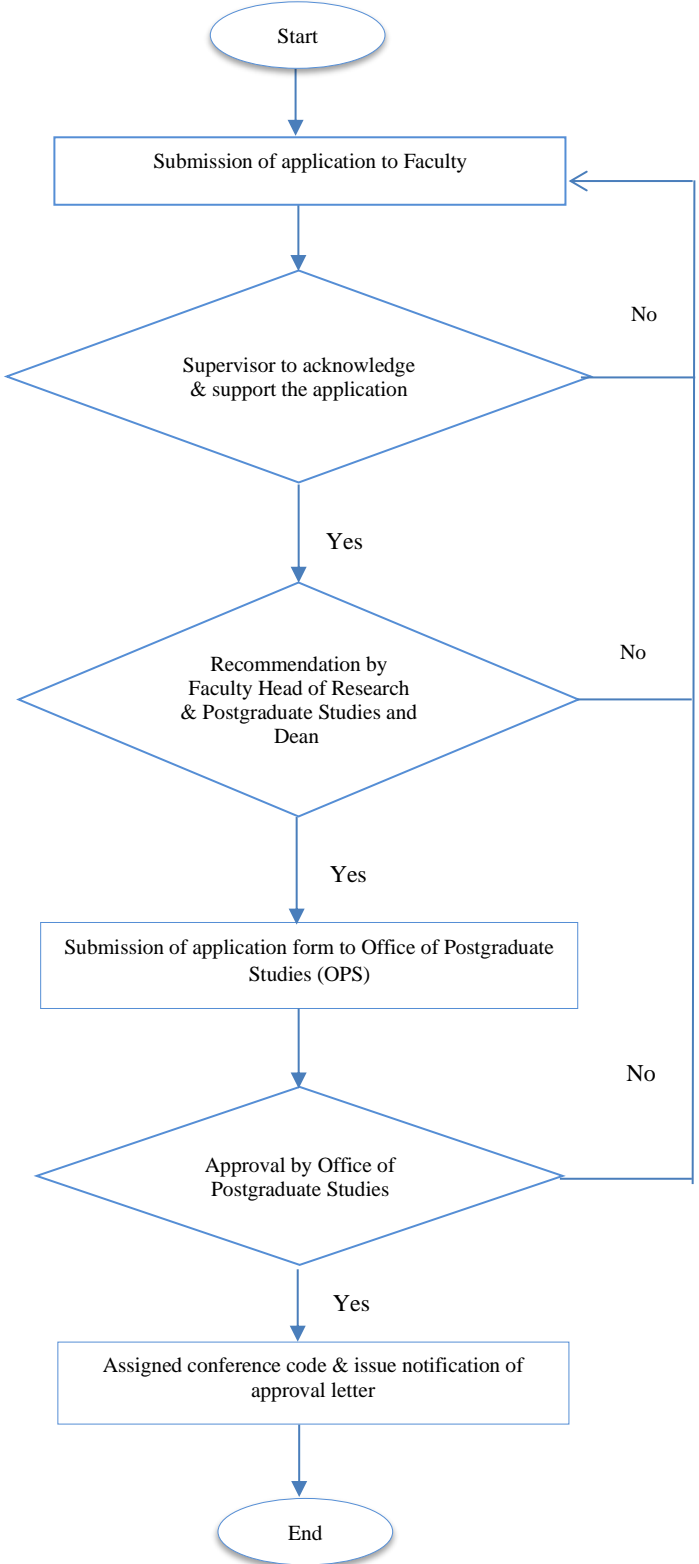
Postgraduate student who have presented nationally/internationally are required to share the knowledge with their respective programme student and submit a hardcopy and softcopy of the conference proceedings to Office of Postgraduate Studies.

Supporting Documents (can be downloaded from the Office of Postgraduate Studies Public Folder)

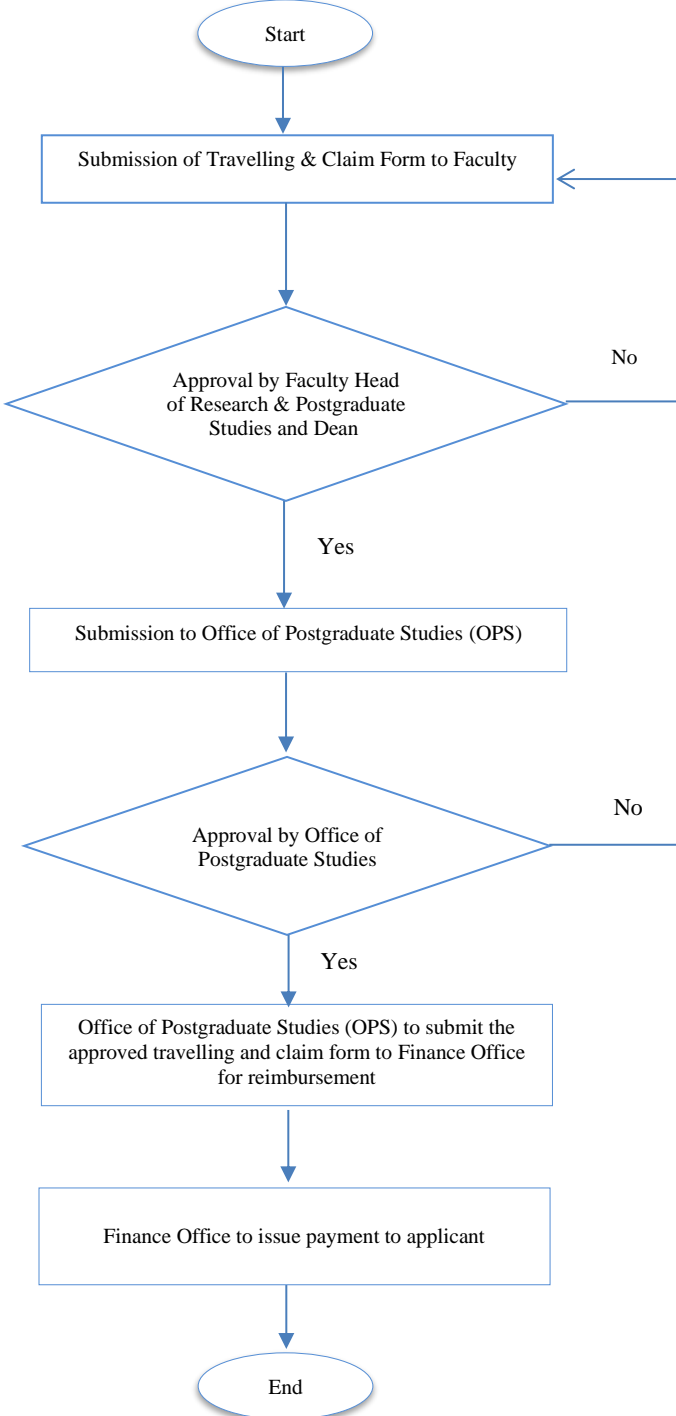
Appendix A: Postgraduate Student Conference Funding Application Flowchart

Appendix B: Postgraduate Student Conference Funding Reimbursement Flowchart

Appendix A: Postgraduate Student’s Conference Funding Application Flowchart

Process Flow	Forms / Records	Description
<p>A. Application Process</p>  <pre> graph TD Start([Start]) --> Step1[Submission of application to Faculty] Step1 --> Dec1{Supervisor to acknowledge & support the application} Dec1 -- No --> Step1 Dec1 -- Yes --> Dec2{Recommendation by Faculty Head of Research & Postgraduate Studies and Dean} Dec2 -- No --> Step1 Dec2 -- Yes --> Step2[Submission of application form to Office of Postgraduate Studies (OPS)] Step2 --> Dec3{Approval by Office of Postgraduate Studies} Dec3 -- No --> Step1 Dec3 -- Yes --> Step3[Assigned conference code & issue notification of approval letter] Step3 --> End([End]) </pre>	<p>Postgraduate Student Conference Funding Application Form</p> <p>Abstract/ Full Completed paper</p> <p>Proposed Budget (capped at RM2000)</p> <p>Conference Acceptance Letter</p> <p>Conference Brochure</p> <p>Support Letter by Supervisor</p> <p>Student Research Project Approval Letter</p>	<p>The applicant submits the application (2 months before the conference date) to Faculty with the following documents:</p> <ol style="list-style-type: none"> 1.0 Postgraduate Student Conference Funding Application Form 2.0 Abstract / Full completed paper 3.0 Proposed Budget (capped at RM1200) 4.0 Conference Acceptance Letter 5.0 Conference Brochure 6.0 Support Letter by Supervisor 7.0 Student Research Project Approval Letter <p>Supervisor to acknowledge and support the conference funding application.</p> <p>Faculty Head of Research & Postgraduate Studies and Dean will make a recommendations and remarks based on the approval obtained from a legitimate Conference Organiser.</p> <p>All relevant documents are submitted together with the application form to OPS for approval.</p> <p>OPS will issue the notification of approval letter & assigned a conference code to student, copies to Dean, Faculty Head of Research & Postgraduate Studies, Supervisor and GFO.</p>

Appendix B: Postgraduate Student's Conference Funding Reimbursement Flowchart

Process Flow	Forms / Records	Description
<p>B. Reimbursement Process</p>  <pre> graph TD Start([Start]) --> Step1[Submission of Travelling & Claim Form to Faculty] Step1 --> Dec1{Approval by Faculty Head of Research & Postgraduate Studies and Dean} Dec1 -- No --> Step1 Dec1 -- Yes --> Step2[Submission to Office of Postgraduate Studies OPS] Step2 --> Dec2{Approval by Office of Postgraduate Studies} Dec2 -- No --> Step1 Dec2 -- Yes --> Step3[Office of Postgraduate Studies OPS to submit the approved travelling and claim form to Finance Office for reimbursement] Step3 --> Step4[Finance Office to issue payment to applicant] Step4 --> End([End]) </pre>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 20px;"> Travelling & Claim Form Original Receipt Postgraduate Student Conference Funding Approval Letter Hardcopy / softcopy of the conference proceedings Certificate of participation/attendance (or equivalent) </div> <div style="border: 1px solid black; padding: 5px;"> Acceptance letter from international peer reviewed journal </div>	<p>Applicant to raise the travelling and expenses claim form together with the original receipt, postgraduate student conference funding approval letter, a copy of conference proceedings, certificate of participation/attendance (or equivalent) within 2 weeks after attending the conference to OPS.</p> <p>Applicant must produce the acceptance letter by international peer-reviewed journal prior to the completion of candidature.</p> <p>Finance Office (FO) to issue payment to applicant.</p>