GUIDELINE FOR APPLICATION TO ATTEND A CONFERENCE/SEMINAR FOR
FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY (FCSIT)
POSTGRADUATE STUDENT

1. REQUIREMENT

The requirement for Application to Attend a Conference/Seminar are as follows:-

1.1 Faculty of Computer Science and Information Technology’s Postgraduate Student and restricted to ONE application per year ONLY.

1.2 This application eligible for participation as PRESENTER ONLY.

1.3 The maximum amount are **RM2,000.00** consists of Registration Fees, Accommodation and Travelling cost.

1.4 The completed form must be sent to the General Office (Postgraduate), FCSIT within **30 days** before the commencement of the conference/seminar.

1.5 For SUBSEQUENT APPLICATION to be processed, the candidate needs to provide evidence that a paper HAS BEEN ACCEPTED / PUBLISHED in an ISI Journal every after a conference is attended.

1.6 For attending Conference/Seminar ABROAD, student MUST write in to the Deputy Vice-Chancellor (Academic & International) for APPROVAL at the address mentioned below :-

**Deputy Vice-Chancellor (Academic & International)**
Chancellery
University of Malaya
50603 Kuala Lumpur

Tel: +603-7967 3203 | Fax: +603-7957 2314 | Email: tnc_aka@um.edu.my

**IMPORTANT** : The Faculty will NOT process any **claim** if student FAILED to append the Deputy Vice-Chancellor (Academic & International) approval letter (Conference/Seminar abroad) and the Dean's approval.

2. APPLICATION PROCEDURE

The completed form/document MUST consists of:-

2.1 The *Form of Application To Attend A Conference/Seminar with below document:

   a) A copy of the complete conference/seminar brochure.
   b) Paper Presentation acceptance letter.
   c) A copy of research paper to be presented.
   d) A copy of Approval Letter from Deputy Vice Chancellor (Academic & International).
      (Conference/Seminar abroad only).

2.2 Submit the completed form/document to General Office (Postgraduate), FCSIT within **30 days** before the commencement of the conference/seminar.

For further information, please contact Mr. Mazruilhisham at 03-7967 6380 or pas_2@um.edu.my.

* Download from FCSIT website : [http://www.fsktm.um.edu.my](http://www.fsktm.um.edu.my) (Postgraduate → Current Student → Downloadable Forms)
** Claim Form must be submitted within 2 weeks after attending the conference/seminar together with the ORIGINAL RECEIPT.