|  |  |  |
| --- | --- | --- |
| **JENIS PERMOHONAN**  *(TYPES OF APPLICATION)*  [tandakan x pada ruangan yang disediakan]  *[mark x on the space provided]* | | **PANDUAN KEPADA PEMOHON**  *(INSTRUCTIONS FOR APPLICANT)* |
|  | **Peringkat Persidangan**  *Conference Level*  Universiti/*University*  Negeri/*State*  Kebangsaan/*National* | 1. Selepas disempurnakan, borang ini hendaklah disampaikan terus kepada Penerbit UMS melalui Pengarah/Dekan/Ketua Jabatan/Akademi/Fakulti/Pusat/Institut/Bahagian (JAFPIB) masing-masing sekurang-kurangnya **3 bulan sebelum persidangan dijalankan.** *(After completion, this form must be sent directly to the UMS Press through the respective Director/Dean/Head of Department/Academy/Faculty/Center/Institute/Division (DAFCIDi) at least* ***3 months before the conference)****.* 2. Permohonan dari Pengarah/Dekan/Ketua hendaklah diserahkan terus kepada Penerbit UMS.   *Application from the Director/Dean/Head must be sent directly to the UMS Press.*   1. Permohonan hendaklah disertakan dengan kertas kerja penuh yang lengkap dan dokumen sokongan lain jika ada.   *(The application must be submitted with the complete full working paper and other supporting documents if any).* |
|  | **Peringkat Persidangan**  *Conference Level*   1. Antarabangsa/ *International* | 1. Selepas disempurnakan, borang ini hendaklah disampaikan terus kepada Penerbit UMS melalui Pengarah/Dekan/Ketua Jabatan/Akademi/Fakulti/Pusat/Institut/Bahagian (JAFPIB) masing-masing sekurang-kurangnya **6 bulan sebelum persidangan dijalankan**. (*After completion, this form must be sent directly to the UMS Press through the respective Director/Dean/Head of Department/Academy/Faculty/Center/Institute/Division (DAFCIDi) at least* ***6 months before the conference****).* 2. Permohonan dari Pengarah/Dekan/Ketua hendaklah diserahkan terus kepada Penerbit UMS.   (*Application from the Director/Dean/Head must be sent directly to the UMS Press).*   1. Permohonan hendaklah disertakan dengan kertas kerja penuh yang lengkap dan dokumen sokongan lain jika ada.   *(The Application must be attached with the complete full working paper and other supporting documents, if any).*   1. Untuk mendapatkan kelulusan Timbalan Naib Canselor (Penyelidikan dan Inovasi) UMS, ketua projek perlu menyediakan kertas cadangan mengadakan persidangan peringkat antarabangsa untuk kelulusan. Kertas cadangan mestilah sampai di ke Penerbit UMS sekurang-kurangnya enam (6) bulan sebelum persidangan dijalankan.   [*To Seek UMS Deputy Vice-Chancellor (Research and Innovation) approval, the project leader must prepare a working paper to organize the international-level conference. The working paper must reach the UMS Press at least six (6) months before the conference is held].* |

**A. MAKLUMAT PEMOHON**

Applicant’s Information

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Nama Pemohon  Name of Applicant | : |  |
|  |  |  |  |
| 2. | Jawatan Hakiki  Position | : |  |
|  |  |  |  |
| 3. | No. Pekerja  Staff No. | : |  |
| 4. | JAFPIB Asal  DAFCIDi | : |  |
|  |  |  |  |
| 5. | No. Telefon  Telephone No. | : |  |
|  |  |  |  |
| 6. | Alamat E-mel  Email Address | : |  |

**B. MAKLUMAT PERSIDANGAN**

Conference Information

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Tajuk Persidangan  *Conference Title* | : |  | | | | | | | | |
|  |  |  |  | | | | | | | | |
| 2. | Tarikh  *Date* | : |  | | | | | | | | |
|  |  |  |  | | | | | | | | |
| 3. | Tempat  *Venue* | : |  | | | | | | | | |
|  |  |  |  | | | | | | | | |
| 4. | Penganjur  *Organizer* | : |  | | | | | | | | |
|  |  |  |  | | | | | | | | |
| 5. | Penganjur bersama (jika ada)  *Co-organizer (if any)* | : |  | | | | | | | | |
|  | Peranan Penganjur bersama  *Co-organizer role* | : |  | | | | | | | | |
|  |  |  |  | | | | | | | | |
| 6. | Peringkat Persidangan  *Conference level* | : |  | | Universiti/ *University* |  | Negeri/ *State* |  | Kebangsaan/ *National* |  | Antarabangsa/ *International* |
|  |  |  |  | | | | | | | | |
| 7. | Nama Pengerusi  *Name of the Chairperson* | : |  | | | | | | | | |
|  |  |  |  | | | | | | | | |
| 8. | Jenis Bantuan Kewangan Yang Dipohon  *Amount of Financial Support Requested* | : |  | Peruntukan Pendahuluan sebanyak RM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
|  | *Advance Allocation of RM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | | | |
|  | Belanja Mengurus JAFPIB/*Expenses Managing DAFCIDi* | | | | | | | |
|  |  | | | | | | | |
|  | Geran Penyelidikan dan Inovasi/*Research and Innovation Grants* | | | | | | | |
|  |  | | | | | | | |
|  | Tanpa bantuan kewangan/ *No financial support* | | | | | | | |
|  |  |  |  | | | | | | | | |
| 9. | Sumber Kewangan lain (Nama Badan Luar dan Jumlah Sumbangannya)  *Other Source of Funding (Name of External Organization and Amount of Contribution)* | : |  | | | | | | | | |

**C. KERTAS KERJA PENUH**

Full Conference Working Paper

**PERINCIAN PERSIDANGAN**

***CONFERENCE DETAILS***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Latar belakang  (1000 perkataan)  *Background*  *(Up to 1000 words)* | : |  | | | | | | |
| 2. | Faedah  *Benefit(s)* | : |  | | | | | | |
| 3. | Tujuan  *Purpose(s)* | : |  | | | | | | |
| 4. | Objektif  *Objective(s)* | : |  | | | | | | |
| 5. | Tema  *Theme* | : |  | | | | | | |
| 6. | Sub-Tema  *Subtheme(s)* | : |  | | | | | | |
| 7. | Jangkaan Peserta  *Expected participants* | : | **Peringkat/*Level*** | | | | | **Jangkaan Jumlah Peserta**  ***Expected number of participants*** | |
| **Kebangsaan/*National*** | | | | |  | |
| **Antarabangsa/ *International*** | | | | |  | |
| **Jumlah/*Total*** | | | | |  | |
|  | | | | | | |
| **Kumpulan sasaran/Peserta:** | | | |  | | |
| 8. | Penginapan  *Accommodation* | : |  | | | | | | |
| 9. | Jenis Pengangkutan  *Mode of transportation* | : |  | | | | | | |
| 10. | Jadual tentatif (beri lampiran sekiranya perlu)  *Tentative Schedule (give attachments if necessary)* | : | **Tarikh/*Date*** | | **Masa/*Time*** | **Perkara/*Item*** | | | |
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| 11. | Ahli Jawatankuasa Persidangan (beri lampiran sekiranya perlu)  *Conference Committees (give attachments if necessary)* | : | **No.** | **Nama/*Name*** | | | | | **Jawatan/*Role*** |
| 1 |  | | | | |  |
| 2 |  | | | | |  |
| 3 |  | | | | |  |
| 4 |  | | | | |  |
| 5 |  | | | | |  |
| 6 |  | | | | |  |
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| 9 |  | | | | |  |
| 10 |  | | | | |  |
| 11 |  | | | | |  |
| 12 |  | | | | |  |
| 12. | Jangkaan hasil  (Sila perincikan. Contoh: prosiding, penerbitan, jurnal, buku dll.)  *Expected Output*  *(Please give details. e.g.: proceeding, publications, journals, books etc.)* | : |  | | | | | | |

**PERINCIAN BAJET**

***BUDGET DETAILS***

1. Sumber Pendapatan

*Source of income*

* 1. Yuran Pendaftaran

*Registration Fee*

|  |  |  |  |
| --- | --- | --- | --- |
| **Kategori Peserta**  ***Participant Category*** | **Jumlah peserta**  ***Number of participants*** | **Yuran (RM)/peserta**  ***Fee (RM)/participant*** | **Jumlah keseluruhan (RM)**  ***Total Amount (RM)*** |
|  |  |  |  |
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|  |  |  |  |
| **JUMLAH**  ***TOTAL*** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ii. | Sumbangan Luar  *External donation* | : | RM |
| iii. | Lain-lain  *Others* | : | RM |

1. Jangkaan Perbelanjaan (sila perincikan)

*Expected Expenditure (please write in details)*

| **No.** | **Perincian Perbelanjaan**  ***Expenditure details*** | **Kuantiti/Kekerapan x Harga seunit (RM)**  ***Quantity/Frequency*** | **Jumlah (RM)**  ***Total (RM)*** |
| --- | --- | --- | --- |
| 1 | Makanan dan Minuman  *Food and beverages* |  |  |
| 2 | Perjalanan dan Pengangkutan  *Travelling and Transportation* |  |  |
| 3 | Sewaan  *Rental* |  |  |
| 4 | Penginapan  *Accommodation* |  |  |
| 5 | Perkhidmatan Profesional  *Professional Services* |  |  |
| 6 | Bahan dan Bekalan (sila perincikan)  *Material and Supplies (give details)* |  |  |
| 7 | Honorarium/Emolumen  *Honorarium/Emolument* |  |  |
| 8 | Lain-lain  *Others* |  |  |
| **JUMLAH KESELURUHAN (RM)**  ***TOTAL AMOUNT (RM)*** | | |  |

1. Jangkaan Hasil Keuntungan

*Expected profit*

|  |  |  |
| --- | --- | --- |
| **No.** | **Perkara**  ***Item*** | **Jumlah Keseluruhan (RM)**  ***Total Amount (RM)*** |
| 1 | Jangkaan Pendapatan (A)  *Expected Income (A)* |  |
| 2 | Jangkaan Perbelanjaan (B)  *Expected Expenses (B)* |  |
| 3 | Jangkaan Keuntungan Bersih (A-B)  *Expected Net Profit (A-B)* |  |

**D. PERAKUAN PENGARAH/DEKAN/KETUA JAFPIB**

Certification by Director/Dean/Head DAFCIDi

Permohonan ini disokong/tidak disokong atas sebab-sebab berikut (Sila berikan ulasan):

*This application is supported/not supported because of the following reason(s) (please give remark):*

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|  |

|  |  |
| --- | --- |
| Tarikh:  Date | Tandatangan dan Cop:  Signature and Stamp |

**E. UNTUK KEGUNAAN SEKTOR PERSIDANGAN, PENERBIT UMS**

***FOR UMS PRESS CONFERENCE SECTOR USE ONLY***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MAKLUMAT PENCADANG** No. Ruj.: | | | | |
| Nama Pencadang |  | | Jawatan: | |
| JAFPIB |  | | | |
| Nama Pengerusi |  | | | |
| **MAKLUMAT PENGANJURAN PERSIDANGAN** | | | | |
| Baki Tabung Amanah (Penganjuran Persidangan dan Seminar) PR00164-R003 : | | | | |
| Tajuk Persidangan |  | | | |
| Peringkat Persidangan |  | | | |
| Penganjur |  | | | |
| Tarikh |  | | | |
| Tempat |  | | | |
| Peruntukan Dipohon |  | Jumlah pendahuluan dicadangkan | |  |
| Anggaran Pendapatan |  | | | |
| Anggaran Perbelanjaan |  | | | |
| Pendapatan-Perbelanjaan (anggaran untung bersih) |  | | | |
| Kumpulan sasaran/Peserta |  | | | |
| Kertas Kerja  \*potong mana yang tidak berkenaan | \*Disediakan / Tidak disediakan | | | |
| Perakuan Pengarah/Dekan/Ketua JAFPIB | Ulasan:  Tarikh: | | | |

Tandatangan dan cop:

**F. KELULUSAN PENGARAH PENERBIT UMS**

Approval by UMS Press Director

Permohonan penganjuran persidangan ini disokong dengan:

Peruntukan Pendahuluan sebanyak RM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permohonan disokong tanpa peruntukan pendahuluan

Permohonan tersebut tidak disokong

|  |  |
| --- | --- |
| Tarikh: | Tandatangan dan Cop: |

**G. KELULUSAN TIMBALAN NAIB CANSELOR (PENYELIDIKAN DAN INOVASI)**

**[BAGI PERSIDANGAN PERINGKAT ANTARABANGSA]**

Approval by Deputy Vice Chancellor (Research and Innovation) (For International Conference Level)

Permohonan penganjuran persidangan ini disokong dengan:

Peruntukan Pendahuluan sebanyak RM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tanpa peruntukan pendahuluan

Permohonan penganjuran tersebut tidak disokong

|  |  |
| --- | --- |
| Tarikh: | Tandatangan dan Cop: |