1. **Preamble**

This serves as the guidelines for (1) organizing, sourcing and provisioning of resources and support for R&D related conference, seminar, forum organised by UTAR students (hereafter referred as Event) and (2) participation of UTAR students in R&D related development or design contest/competition (hereafter referred as Contest).

2. **Objectives**

   (1) To serve as a platform for clubs/societies to organize R&D related Events.
   (2) To encourage students to be involved in Contests related to R&D
   (3) To enhance the development of team work, leadership skills, discipline and responsibility among students.
   (4) To enhance the development and design skills of the students.

3. **Criteria and Definitions of Event and Contest**

   (1) **Event**

   **The Event must be**

   (a) related to R&D  
   (b) organised by a club, society or academic Faculty/Institute of UTAR  
   (c) organised or undertaken by students of UTAR  
   (d) supported by at least one research centre of UTAR  
   (e) involving UTAR as the main or co-organiser of the Event  
   (f) involving at least one UTAR staff as event advisor

   **Types of UTAR’s Involvement in Event Organizing**

   **Type A:** UTAR as the main or co-organiser of the Event involving financial commitment from and/or the management of event budget by UTAR

   Please take note that the final approval is subject to funding availability.

   **Type B:** UTAR as the main or co-organiser of the Event not involving financial commitment from and the management of event budget by UTAR
(2) Contest

The Contest must be:

(a) an event related to R&D
(b) supported by at least a research centre of UTAR
(c) undertaken by student(s) of UTAR
(d) involving at least one UTAR staff as advisor

Participation in Contest can be one of the following categories.

Type A: Participation in which financial support from UTAR is needed.

Type B: Participation in which no financial support from UTAR is needed.

Financial sponsorship (if needed) from UTAR shall only be limited to the following:

(i) Parts and components required for the project development and design work needed for the Contest.
(ii) Registration fees to participate in the Contest.

However, the Vice President (R&D and Commercialisation) may consider request for funding of items other than the above, if deemed appropriate. Such considerations by the Vice President (R&D and Commercialisation) shall be subject to the rates stipulated in Appendix 1-1.

Subject to the approving limit as decided by the Senior Management Committee, the Vice President (R&D and Commercialisation) may consider and approve applications for funding and such approval shall be reported to RDCC and SMC. Otherwise such applications shall be considered by RDCC and SMC

4. Procedures for Event Organizing

(a) Proposal must be jointly prepared and submitted by the corresponding club/society and research centre(s).

(b) Should the Department of Students Affair (DSA) receive proposals from students that are R&D related, DSA shall forward the proposals to IPSR.

(c) The Institute of Postgraduate Studies and Research (IPSR) will inform DSA regarding:
(i) the Senior Management Committee’s (SMC) approval of the student’s activity that is R&D related and
(ii) the subsequent conclusion of the activity

(d) The proposal consisting of at least the following must be submitted with the Application Form (Application for Student Research Activities - Event to be Organised) through the corresponding advisor and research centre(s).

- Title of Event
- Objectives
- Category of Event- Type: A or B
- Commitment of UTAR (manpower, financial e.g. seed fund or other resources)
- Justifications for UTAR’s involvement
- Other parties (internal and external) involved
- Detailed budget and potential sponsorships and sources. A financially feasible budget is to be provided
- Financial commitment of all parties involved and overall budget details (only for Type A).
- Organising Committee

(e) The HOD and Centre Chairperson shall perform the assessment on the application (refer to Appendix 1-2)

(f) Recommendation and approval committee for the proposal (Type A)

- (i) Recommendation by Faculty R&D and Postgraduate Committee (FRDPC)
- (ii) Recommendation by the Faculty Board
- (iii) Recommendation by R&D and Commercialisation Committee (RDCC)
- (iv) Approval by Senior Management Committee (SMC), in which the decision is final

(g) Recommendation and approval for the proposal (Type B)

- (i) Recommendation by the Dean of the Faculty concerned
- (ii) Approval by the Vice President (R&D and Commercialisation, whose decision is final
- (iii) Such events as approved by the Vice President (R&D and Commercialisation) shall subsequently be reported in the RDCC and SMC meetings
(h) Proposers should ensure that the events proposed are apolitical and would not potentially tarnish or result in any negative impact on the reputation of UTAR.

(i) A UTAR vote account shall be generated after approval (only for Type A).

(j) Applications and proposals should be submitted at least 4 months before the Event. Any late application and proposal which is submitted less than a month before the event must be accompanied with an explanation and strong justifications. Senior Management Committee (SMC) reserves the right to reject the application.

(k) Application and proposal submitted for consideration after the event is over shall not be entertained.

5. Procedures for Participating in Contest

(a) The proposal must be prepared and submitted together with the Application Form (Application for Student Research Activities – Contest Participation) through the corresponding advisor and research centre(s).

(b) The proposal should consist of at least the following:
   - Title of the Contest
   - Objectives
   - Nature of the Contest (e.g. design, development, etc.)
   - Category of Contest: A or B
   - Commitment of UTAR (manpower, financial e.g. seed fund or other resources)
   - Justifications for UTAR’s involvement
   - Other parties (internal and external) involved
   - Detailed budget and potential sponsorships and sources. A financially feasible budget is to be provided
   - Financial commitment of all parties involved and overall budget details (only for Type A).
   - Team members

(c) The HOD and Centre Chairperson shall perform the assessment on the application (refer to Appendix 1-3).

(d) Application and proposal should be submitted at least 4 months before the Contest. Any late application and proposal which is submitted less than a month before the event must be accompanied with an explanation
and strong justifications. Senior Management Committee (SMC) reserves the right to reject the application. Application and proposal submitted for consideration after the event is over shall not be entertained.

(e) Recommendation and approval committee for the proposal (Type A)

(i) Recommendation by Faculty R&D and Postgraduate Committee (FRDPC)

(ii) Recommendation by the Faculty Board

(iii) Approval by Vice President (RDC) (if funding amount is within limit agreed by SMC)

(iv) Recommendation by R&D and Commercialisation Committee (RDCC) and approval by Senior Management Committee (SMC), in which the decision is final (if funding amount is beyond limit agreed by SMC for the VP(RDC)’s approving authority)

(f) Recommendation and approval for the proposal (Type B)

(i) Recommendation by the Dean of the Faculty concerned

(ii) Approval by the Vice President (R&D and Commercialisation, whose decision is final

(iii) Such events as approved by the Vice President (R&D and Commercialisation) shall subsequently be reported in the RDCC and SMC meetings

(g) A UTAR vote account shall be generated after approval (only for Type A).

6. Event Planning, Preparation and Implementation (Type A, B)

(a) The progress on the preparation made for this event should be according to schedule.

(b) The event Organising Committee should make attempt to get sponsorship from external parties.

(c) Official correspondence with Ministries/Organisations must be approved by and through the President of UTAR.

(d) All purchases and payments to be made shall follow the University’s guidelines.
(e) All incoming payments must be made payable to UTAR following the University's guidelines.

(f) The Organising Committee and event advisor are responsible to ensure that spending is carried out according to the proposed budget. If there is a need to change the budget details during the organizing period, the proposed changes must be submitted to IPSR for consideration and approval.

7. Event Conclusion

(a) For All Event (Type A & B)
The Organizing Committee is required to prepare a detailed report on the event outcome. The report is to include the following:

(i) Achievements / outcomes
(ii) Problems / setbacks
(iii) Others

(b) Account Closure
(i) The Organising Committee should close the UTAR vote account upon completion of the event. All outstanding incoming payments and committed expenditures should be settled within one month after the event.

(ii) In the event the sponsorship from external parties is sufficient for this event, the seed fund initially sourced from UTAR should be returned back to the University.

(iii) If there is any surplus after the deduction in (ii) above, the surplus shall be returned to the club or society which organised the event to support their activities or to be brought forward to the following year's event if the event is a yearly event.

(iv) If both options in (iii) above are not applicable then the surplus will be considered as revenue to the University.
8. Contest Conclusion

(1) For All Contest (Type A & B)
The contest participant(s) is required to prepare a detailed report on the contest outcome. The report is to include the following:

(i) Achievements / outcomes  
(ii) Problems / setbacks  
(iii) Others

(2) In the event students won cash prizes and their participation is sponsored by the University, 20% of the prize money shall be contributed to the UTAR Research Fund that supported the participation.

9. Amendment to the Guidelines

The University reserves the right to amend these guidelines from time to time at its sole discretion.
APPENDIX 1-1

ALLOWANCE RATES FOR STUDENTS

(1) Applications for funding from Research Centres, Faculties or UTAR students for student participation in contests, design competitions and other events related to R&D shall be subject to the availability of University allocation for such purposes.

(2) Financial support by the University is a form of subsidy and research centres, faculties and students should make efforts to raise funds or seek sponsorship for their participation/activities.

(3) Prudence must be practiced when budgeting for students participation in events to keep costs to a minimum.

(4) Approval of funding and its amount shall be at the discretion of the University.

(5) Allowances and its rates are as follows:

(A) Participation in Events within Malaysia

   (a) Accommodation

   This allowance may be considered only if the organizer does not provide free accommodation for event participants.

   Maximum RM40.00 per pax/per day on sharing basis.
   Justification is needed if applying for support exceeding the stipulated rate/cost.

   (b) Subsistence Allowance

   The rates shall be as follows:

   RM8.00 for a half day event (i.e. > 8 hours and < 24 hours)
   RM15.00 per day for a full-day event (i.e. exceeding 24 hours from the time of departure)

   Students are not eligible to claim subsistence allowance if meals are provided by the organiser.
(c) **Transport**

Applications for transportation costs such as airfare to East Malaysia and/or local transportation shall be considered on a case by case basis.

**(B) Participation in Events outside Malaysia**

(a) **Accommodation**

Accommodation should be standard room on a sharing basis.

The allowance is up to a maximum of RM100.00 per pax/per day. Justification is needed if applying for support exceeding the stipulated rate/cost.

(b) **Subsistence Allowance**

The rate shall be RM50.00 per day.

Students are not eligible to claim subsistence allowance if meals are provided by the organiser.

(c) **Transport**

Applications for transportation costs such as airfare, local transfers within Malaysia and in the foreign country shall be considered on a case by case basis.
### APPENDIX 1-2

**ASSESSMENT FOR STUDENT RESEARCH ACTIVITIES - EVENT ORGANISING**

*Note: To be assessed by HOD and Centre Chairperson that is relevant for this event.*

<table>
<thead>
<tr>
<th>No.</th>
<th>Items</th>
<th>Score Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>HOD</td>
</tr>
<tr>
<td>1.</td>
<td>Relevancy of the event to the programme currently being pursued by the applicant/group</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td>Relevancy of the event to R&amp;D</td>
<td>1</td>
</tr>
<tr>
<td>3.</td>
<td>Organised by a club, society or academic Faculty of UTAR</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>0</td>
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<tr>
<td>4.</td>
<td>Relevancy of event to the research centre</td>
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<td>0</td>
</tr>
<tr>
<td></td>
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<tr>
<td>5.</td>
<td>Quality of the event</td>
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</tr>
<tr>
<td></td>
<td>Excellent (International level)</td>
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</tr>
<tr>
<td></td>
<td>Good (National that leads to International level)</td>
<td>1</td>
</tr>
<tr>
<td>6.</td>
<td>Will this event enhance the development of team work, leadership skill, discipline and responsibility among students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>No</td>
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<tr>
<td>7.</td>
<td>Will this event enhance the development and design skill of the student</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td></td>
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**Total Score Points**

<table>
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<tr>
<th>Comments by HOD:</th>
<th>Comments by Centre Chairperson:</th>
</tr>
</thead>
</table>

*A total score points of 8 based on the above 1-7 criteria is required*
ASESSMENT FOR STUDENT RESEARCH ACTIVITIES – PARTICIPATION IN CONTEST

Note: To be assessed by HOD and Centre Chairperson that is relevant for this event.

PLEASE CIRCLE THE RELEVANT SCORE POINT/RESPONSE

<table>
<thead>
<tr>
<th>No.</th>
<th>Items</th>
<th>Score Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>HOD</td>
</tr>
<tr>
<td>1.</td>
<td>Relevancy of the contest to the programme currently being pursuit by the applicant/group</td>
<td>Yes 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>Relevancy of the contest to R&amp;D</td>
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<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td>Relevancy of contest to the research centre</td>
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<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>Quality of the contest</td>
<td>Excellent (International level) 3</td>
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<tr>
<td></td>
<td></td>
<td>Good (National that leads to International level) 2</td>
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<tr>
<td></td>
<td></td>
<td>Average (National / University Level ) 1</td>
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<td>5</td>
<td>Will this contest enhance the development of team work, leadership skill, discipline and responsibility among students</td>
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<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>6</td>
<td>Will this contest enhance the development and design skill of the student</td>
<td>Yes 1</td>
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</tbody>
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**Total Score Points**

Comments by HOD: 

Comments by Centre Chairperson: 

A total score points of 7 based on the above 1-6 criteria is required