1. **Preamble**

This serves as the guidelines for application and consideration of funding for UTAR postgraduate students for the purpose of participating in academic conferences using research centres’ surplus of income generated from their activities.

2. **Objective**

To provide partial/full financial support to postgraduate students to attend and participate in local/international academic conferences. This support may cover the cost of registration, accommodation, meal allowance, local transport, airfare and other incidentals.

3. **Source of Funding**

The source of funds will be from surplus of income generated from research centres’ activities such as the organization of conferences, seminars, workshops etc. and which the research centre had specifically set aside for this purpose.

4. **Eligibility**

Both full-time and part-time postgraduate students are eligible to apply for funding. This funding is not opened to undergraduate students.

5. **Application Procedure**

   (a) Application is by completion of the designated form “Postgraduate Students' Participation In Conferences: Application For Financial Support” and submission to the Chairperson of the Research Centre from which the student is seeking funding.

   (b) Submission of application should be not less than four (4) weeks before the date of the local conferences or not less than eight (8) weeks before the date of the international conferences.

6. **Evaluation Criteria**

The following criteria shall be used for the consideration and approval of funding:

   (a) The student’s research work represents part of the research centre R&D activities.
(b) The theme and topics of the conference is relevant to the student’s thesis/dissertation/project.

(c) The role of the student at the conference e.g. paper presenter.

(d) The quality of the conference e.g. event organised by professional body/society, university etc.

(e) If joint paper, student’s contribution to the paper

(f) Previous publications in journals/conference proceedings

(g) Contributions of student to the research centre’s activities

7. **Approving Process**

The approving process shall be as follows:

(a) The Research Centre Chairperson shall evaluate the application based on the criteria set, make his recommendations and submit the application to the Dean of the Institute/Faculty under which the research centre is parked.

(b) Next, the Dean of the Institute/Faculty shall evaluate the application, make his recommendations and submit the application to the Director, Institute of Postgraduate Studies and Research (IPSR).

(c) The Director, IPSR shall make his decision on the application based on the recommendations of the Dean and Research Centre Chairperson as well as the availability of research centre funds. His decision shall be final and no appeal shall be entertained.

(d) IPSR shall inform the student of the result of his application for funding. If approved, details of funding shall be provided.

8. **Payment**

(a) IPSR shall advise the student on the procedures for advance application and for making claims.

(b) The student shall submit his claims with original receipts within two weeks upon his return from the conference
9. **Conference Report**

   (a) Within two (2) weeks upon his return from the conference participated, the student is required to submit the conference report using the designated form “Postgraduate Students’ Participation In Conferences: Conference Report” to the Director IPSR.

   (b) The Director IPSR shall comment on the report and extend a copy of the report and the set of conference papers submitted by the student to the Chairperson of the Research Centre who funded the student for records.

10. **Amendment to the Guidelines**

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