**POSTGRADUATE OFFICE UNIVERSITI MALAYA**

**APPLICATION FOR** **EXCEPTIONS TO PRESENT AT A SYMPOSIUM/CONFERENCE**

Please attach the following documents in your application:

1. Abstract
2. Letter of acceptance/invitation
3. Conference/symposium brochure
4. Certificate of Participation as Presenter with official stamp
5. Entry Fee Payment Receipt

**CRITERIA FOR APPLICATION:**

a) The application is open to Postgraduate students with an active in the Faculty of Creative Arts, Universiti Malaya. In addition, applicants must have **passed** their **Proposal Defence and Candidature Defence** to qualify for Seminar presentation exemption.

b) For conferences/symposiums held overseas or within the country, the application form must be accompanied by an invitation letter or a letter of acceptance of the paper from the organizer as well as an abstract of the paper. For online conferences/symposiums, the application form must be accompanied by an invitation letter or a letter of acceptance of the paper from the organizer as well as an abstract of the paper.

c) For the purpose of exemption for the Seminar presentation, students need to provide conference information to the Supervisor and obtain permission from the Supervisor. Supervisors have an important role to provide students with guidance to ensure that students attend reputable and legitimate conferences/symposiums organised by learned society / professional society / university.

e) Faculty Management's decision is final.

**PERSONAL INFORMATION**

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| --- | --- | --- | --- | --- |
| **Name :** |  | | **Student matric number:** |  |
| **Department :** |  | | | |
| **Programme:** | **PhD** | | | |
| **Title of Thesis:** | |  | | |
| **Supervisor(s):** |  | | | |

**INFORMATION ABOUT THE SYMPOSIUM/CONFERENCE**

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| --- | --- | --- | --- | --- | --- | --- |
| **Please indicate where will the symposium/conference be held:** | Within Malaysia |  | International |  | Online |  |
| **Title/Name of Conference/Symposium:** | | | | | | |
| **Title of paper / presentation:** | | | | | | |
| **Venue:** | | | | | | |
| **City, Country:** | | | | | | |
| **Dates:** | | | | | | |
| **Role: Presenter / poster presenter / other \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please sent with evidence)** | | | | | | |

**Are you receiving funding from other institutions outside of the university? (e.g. professional society, conference organisers, etc)** **YES / NO**

**If YES,** please state the name of organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Total received: RM \_\_\_\_\_\_\_\_\_\_\_

**1. Evaluation:**

Please share with us how your participation in the conference can benefit you, the Department, the Faculty, the University or the country more broadly. You may also discuss the significance of your research to your field of study.

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**2. Post-conference activity undertaken by student:**

a) Present sharing at a department-level seminar: YES / NO / In-progress

b) Submit conference paper for publication: YES / NO / In-progress

c) Comments:

|  |
| --- |
|  |

Name:

Signature:

Date:

**FOR OFFICE USE**

1**. Supervisor’s Comments:**

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Comments by Deputy Dean of Postgraduate Studies:**

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**Application is** supported / not supported \*   
 \*cross out whichever that does not apply

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Dean Approval:**

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|  |

**Application is** supported / not supported \*   
 \*cross out whichever that does not apply

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_