INSTITUTE FOR ADVANCED STUDIES (IAS)
UNIVERSITI MALAYA
IAS PG CONFERENCE SPONSORSHIP
FUND RULES & GUIDELINES

1. OBJECTIVE

To offer financial assistance to Ph.D. students who have passed their Candidature Defense, enabling them to participate in an international conference abroad to fulfill the requirements of their thesis seminar.

2. APPLICANT ELIGIBILITY

2.1. The applicant must be an Institute for Advanced Studies (IAS) postgraduate research student and be in an Active or Examination Period status when the application is made.

2.2. The applicant must present oral papers only.

2.3. The applicant must publish in indexed journals (WoS or Scorpus) based on the accepted papers.

2.4. The applicant must complete and pass the Candidature Defense seminar.

2.5. The applicant must get approval from the supervisor.

2.6. The conference proceedings must be indexed.

2.7. All eligible PhD students are entitled to **ONE** sponsorship only during their candidature.

3. AMOUNT OF SPONSORSHIP

3.1. The maximum ceiling amount of sponsorship is **RM 3,000.00** for international conferences only.

4. APPLICATION PROCESS

4.1. The IAS PG Conference Sponsorship Application Form must be submitted to IAS at least four weeks before the conference date.

5. REQUIRED DOCUMENTS

5.1. The completed IAS PG Conference Sponsorship Application Form.
5.2. The completed Claiming Personal Travel to Overseas Form.
5.3. The Appendix A (e-Payment form)

Both form can be downloaded from the following link :-

https://ias.um.edu.my/downloadable-form

5.4. Attach the following documents together with the application form:

- Proof of Acceptance, e.g., letter or e-mail of acceptance.
- Billed invoice with the **invoice no/order no/reference no**. (the invoice attached must be an invoice BEFORE the payment is made)
- The name of the applicant must be the same as the payer.
- A copy of the manuscript's front page with the contributors' names and addresses.
- Approval / permission letter for travel from Global Engagement (umglobe.um.edu.my)

5.5. Please email the completed application forms with the documents needed to TDIT's office at tdekan_ias@um.edu.my.

5.6. The processing of the application may take up to four weeks

Upon approval of each application, the funds will be disbursed to the applicant's account via Electronic Funds Transfer (EFT) by the UM Bursar.

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