

**INSTITUTE FOR ADVANCED STUDIES (IAS)  
UNIVERSITI MALAYA**

**IAS RESEARCH ATTACHMENT SPONSORSHIP  
FUND RULES & GUIDELINES**

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**1. OBJECTIVE**

To provide postgraduate candidates with the opportunity to gain academic exposure, research collaboration, and knowledge exchange through short-term attachment at a recognised university or research institution.

**2. APPLICANT ELIGIBILITY**

- 2.1. The applicant must be an Institute for Advanced Studies (IAS) postgraduate student and be in an Active status when the application is made.
- 2.2. The attachment must be undertaken at a recognised university, research institute, or relevant academic organisation.
- 2.3. The minimum duration of the attachment is two (2) weeks.
- 2.4. The candidate must obtain an official invitation letter from the host university or institution, and host PIC or co-supervisor. The invitation letter must clearly state the duration of the attachment and the host institution details.
- 2.5. The applicant must obtain proof approval from the supervisor.
- 2.6. The candidate must not be a recipient of, or currently holding, any scholarship.
- 2.7. All eligible postgraduate students are entitled to **ONE** sponsorship only during their candidature.

### 3. ABOUT THE SPONSORSHIP

3.1. The maximum sponsorship amount is RM3,000.00 per candidature for international attachment only.

3.2. The sponsorship is provided on a first-come, first-served basis, subject to the availability of funds.

3.3 The sponsorship is provided on a reimbursement basis. Students must first submit the application and obtain approval before the attachment.

3.4 After completing the attachment, students must submit the required claim documents and receipts for reimbursement.

### 4. APPLICATION PROCESS

4.1. Before travelling, the candidate must submit the following documents to IAS at least two (2) weeks before the attachment date.

- (a) The Application Form
- (b) The official invitation letter from the host university or institution
- (c) The proof approval from the supervisor (e.g., communication email or WhatsApp).
- (d) The Proof of Acceptance (e.g., acceptance letter or email).
- (e) The Approval/permission letter to travel from Global Engagement (UMGLOBE) ([umglobe.um.edu.my](http://umglobe.um.edu.my)).

4.2. After returning from the attachment, the candidate must submit

- (a) The Claiming Personal Travel to Overseas Form
  - The original payment receipt must be attached.
  - The name of the applicant must be the same as the payer.
- (b) Appendix A (e-Payment Form) for reimbursement.

**All forms can be downloaded from: <https://ias.um.edu.my/form>**

4.3. Please email the completed application form and all required supporting documents to the TDIT Office at: [tdekan\\_ias@um.edu.my](mailto:tdekan_ias@um.edu.my)

4.4. The processing of the application may take up to four (4) weeks.

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