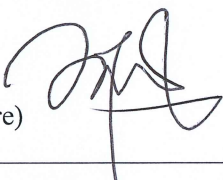



APPROVAL SPONSORSHIP FOR STUDENT PRESENTING PAPER IN LOCAL CONFERENCE

Prepared By:-	Approved By:-
 (Signature)	 (Signature)
Name: MOHD AMIR ARIFF BIN MOHD ASRI	Name: PROF. DR. SHAHRUL NA'IM BIN SIDEK
Position: ASSISTANT DIRECTOR	Position: DEAN
Date: 21 st May 2024	Date: 16/17/24

1.0 OBJECTIVE

To outline the flow process of approving Sponsorship for Student Presenting in Local Conference.

2.0 SCOPE

The procedure covers eligible postgraduate students in the process of approving sponsorship for Student Presenting in Local Conference. CPS prepare this SOP as a guideline for the relevant postgraduate students.

3.0 ACCOUNTABILITY

3.1 Postgraduate Office, Centre of Studies

3.2 Centre for Postgraduate Studies

4.0 ABBREVIATION (If any)

4.1 CoS: Centre of Studies

4.2 CPS: Centre for Postgraduate Studies

4.3 DDPG: Deputy Dean Postgraduate

4.4 PG Office: Postgraduate Office

4.5 HOD: Head of Department

4.6 DD: Deputy Director

4.7 AD: Assistant Director

4.8 AA: Administrative Assistant

4.9 IEF: IIUM Endowment Fund

4.10 PG SAS: Postgraduate Student Affairs and Scholarship Unit

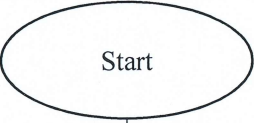
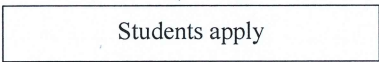
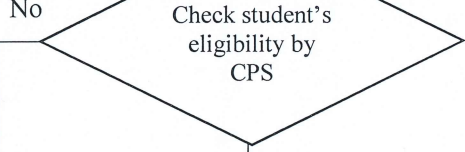
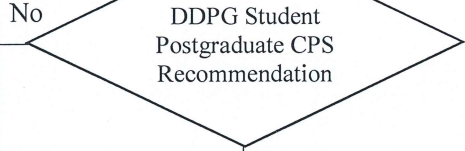
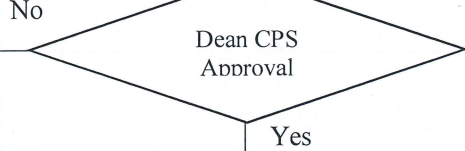
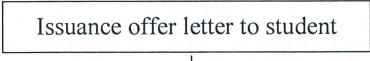
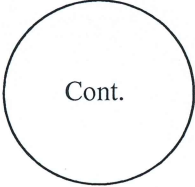
5.0 REFERENCE

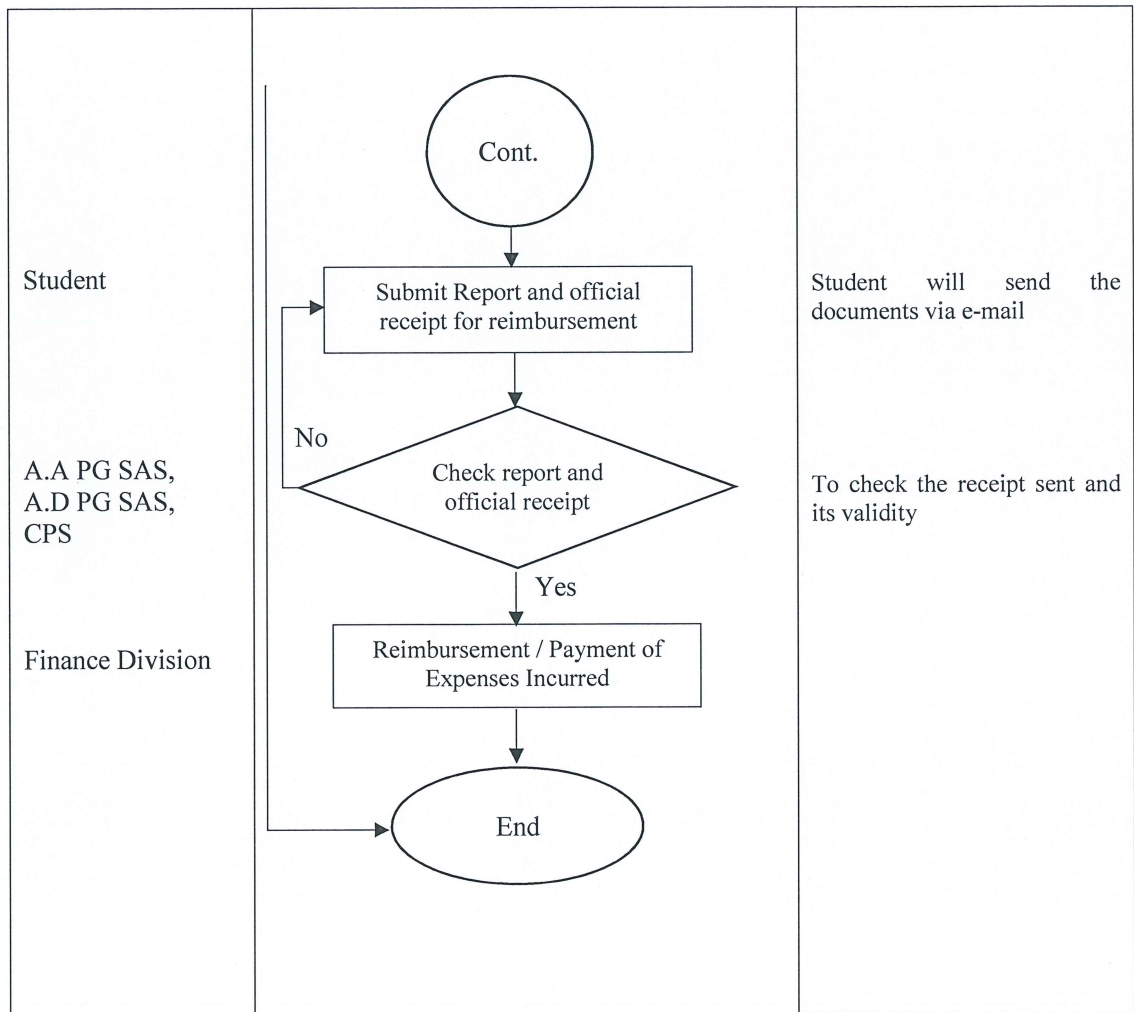
Postgraduate Regulations (Revised 2022)

6.0 RECORD RETENTION PERIOD

5 – 7 years

7.0 PROCESS FLOW

Responsibility	Flow Process	Remarks
Student		
A.A, PG SAS, CPS		<p>Apply online using “Application for Presenting Paper in Conference in Malaysia” form that available at www.centre.iium.edu.my/cps/scholarships/. The application is open throughout the year.</p>
A.A, PG SAS, CPS		<p>To check that the student had never applied.</p>
DDPG CPS		<p>Requirement for approval: 1) Active PG students who don't have any outstanding balance of their fees 2) Minimum 3.00 CGPA 3) Supervisor recommendation 4) Have never receive the same assistantship (RM500 capped) 5) Application should be 2 weeks before minimum 6) Must be indexed conference [Scopus/WoS/Era/MyCite/etc.]</p>
Dean CPS		<p>ABMS NOTES: (Section 23)</p>
A.A PG SAS, CPS		<p>Students will be informed via e-mail</p>
		



ANNEX

a) GUIDELINES

Criteria for application for sponsorship presenting paper in local conference or publish in index journal:

1. All full-time or part-time postgraduate students of IIUM.
2. A minimum cumulative grade point average of 3.00 or excellent progress report (students who finished at least the 2nd semester of their studies only would be considered).
3. A student who is on “leave of absence” is not entitled to apply.
4. An applicant must be a “registered student” during application and while presenting a paper in the conference.
5. The application must get recommendations from student’s supervisor.
6. A student is entitled to present a paper with approved University budget in conference only ONCE (RM500.00 capped) in his level (Master/ PhD programme) of studies.
7. Application must be submitted to CPS at least two (2) weeks before the date of conference.
8. The applicant MUST present a paper in the Scopus/Web of Science (WoS)/ERA/MYCITE/etc. indexed conferences.

b) COMMUNICATION TOOLS

- i.) Email CPS Student Affairs and Scholarship Unit:
studentaffairs_cps@iium.edu.my
- ii.) Whatsapp Group:
 - a) DDPG Group
 - b) MDPS Group
 - c) Kulliyah Reps Group
 - d) Official IIUM PG Information – PGSS Comms
- iii) University Website and Portal
- iv) CPS Website
- v) i-Maalum

c) Social Media Platform

- i) Facebook CPS
- ii) Facebook PGSS
- i) Instagram PGSS
- ii) Twitter PGSS
- iii) Instagram IIUM Official
- iv) Tiktok IIUM Official

d) ABMS Clause

Referring to the MACC ACT 2009 (Act 694)

- a. (Section 23, MACC Act 2009): The abuse of power takes place when a person who is a member of a public or government body uses his position or the office in making a decision or taking action for the benefit of himself, his relative or associate.