



CENTRE FOR POSTGRADUATE STUDIES
CHECKLIST FOR APPLICATION FOR CPS BUDIMAN TRAVEL GRANT:
ATTENDING OVERSEAS
CONFERENCE/SYMPOSIUM/SEMINAR/WORKSHOP/COLLOQUIUM

Important Note:

1. Funding Information and Approval: Students are advised to contact the Student Affairs & Scholarship Unit at CPS prior to submitting their paper to the conference to obtain information on funding availability. Please note that while CPS may indicate that funding is available at the time of inquiry, final approval is subject to the availability of funds at the time of official form submission and requires approval from the relevant university authorities.
2. For funding approval prior to your travel, kindly submit the completed form, including a brochure of the conference, the acceptance of the paper, and other required documents, at least 2 months before the date of the conference, symposium, seminar, workshop, or colloquium.
3. Post-Event Reporting: Submission of the outputs must be done within one month after the event to the Student Affairs & Scholarship Unit, Centre for Postgraduate Studies (CPS), IIUM. If the student does not provide the output with the report, the student will be required to reimburse the university for the funds released earlier, failing which the university reserves the right to take appropriate actions, including disciplinary and legal actions.
4. Funding Claims: For funding claims after the conference presentation, the student shall submit the claim within one month of the presentation date. Approval of the claim is subject to the availability of the grant for the year and the approval of the relevant university authority.
5. Please ensure the following documents are attached with the completed form:

No	Items	Check List (Please tick)
1	Application Form	<input type="checkbox"/>
2	Full Accepted Paper	<input type="checkbox"/>
3	Acceptance Letter	<input type="checkbox"/>
4	Brochure / Pamphlet of Conference	<input type="checkbox"/>
5	Related Documents (e.g., Booking Confirmation, Quotation/Receipt, Price Comparison) on Travel, Food, Visa, and Accommodation Details (at least three price comparisons required)	<input type="checkbox"/>
5	Details of Travel Insurance/Takaful Obtained	<input type="checkbox"/>
6	Active Visa	<input type="checkbox"/>
7	Obtained Visa	<input type="checkbox"/>

The above items are available. Thank you.

Signature & Stamp of the CPS Student Affairs & Scholarship Unit

Date : _____



**APPLICATION FOR CPS BUDIMAN TRAVEL GRANT: ATTENDING OVERSEAS
CONFERENCE/SYMPOSIUM/SEMINAR/ WORKSHOP/COLLOQUIUM FOR IIUM
POSTGRADUATE STUDENTS**

PART ONE: ABOUT APPLICATION

About Applicant

1. Date of Application _____
2. Name of Applicant _____
3. Matric No. _____
4. Programme _____
5. Thesis/Dissertation Title _____
6. I.C. / Passport Number _____
7. Phone No. _____
8. E-mail _____
9. Obtained Visa Period for Travel to the Said Country (Please provide the dates of the visa that you have obtained specifically for this trip)
Start Date: _____ End Date: _____
10. Active Visa Period for the Entire Travel Duration (This is specific for international students. Please provide the start and end dates of your visa that cover the entire period of travel)
Start Date: _____ End Date: _____

About Event

1. Event Title: _____
2. Date: _____ Country/City: _____
3. Travel Date
i) Date of departure from Malaysia: _____
ii) Date of Arrival in Malaysia: _____
4. Name of Organiser: _____
5. Nature of participation in the event:
 Paper Presenter Poster Presenter

6. International Standing of the Conference:

- | | |
|--|---|
| <input type="checkbox"/> Flagship Level (e.g., considered as one of the leading events in the field or recognized as one of premier events by a leading society) | <input type="checkbox"/> Regional Level (e.g., recognized within specific regions, endorsed by regional academic or professional societies) |
|--|---|

7. Provide a brief explanation of why attending this conference is important for your research and academic development:

8. Describe the significance of the conference, including its relevance to your field and its impact on current research trends:

9. Briefly outline the benefits of your attendance for both yourself and the university:



10. Kindly mention the names of the overseas events you have attended during your current postgraduate studies.

Name of Event	Place	Date/Duration		Sponsorship	
		From	To	Agency	Amount (RM)

Details of Paper

1. Title of your paper:

2. Has your paper been accepted for presentation?

Yes No

(Please provide a copy of the official letter of acceptance from the organiser)

3. Are you the First and/or Corresponding Author, and the Paper Presenter?

- First Author
 Corresponding Author
 Paper Presenter
 None of the Above

Financial Implication

Registration fee	RM	Air Fare	RM
Travelling	RM	Travelling Insurance Coverage	RM
Food	RM	Visa	RM
Hotel	RM	Others (please specify)	RM
		TOTAL	RM

Note:

- *If you are submitting a claim after presenting, please attach all relevant receipts and proof of payment.*
- *If you are applying for funding prior to the trip, please attach any quotes or booking confirmations as proof.*



TERMS AND CONDITIONS FOR APPROVAL OF CPS BUDIMAN TRAVEL GRANT

1) Details of the Conference

- "Conference" refers to conferences, symposiums, seminars, workshops, and colloquiums specifically for postgraduate students at the international level and must take place **outside Malaysia**.
- The conference where the applicant presents their paper should be a recognized international conference and ranked among the top conferences in their field to ensure the paper's significant contribution.

2) Conditions:

- The applicant must be an active student with a valid Visa pass during the whole travel period.
- This travel grant can be applied for only once during the entire study period, whether pursuing a Master's or a PhD degree.
- Open throughout the year to all Full-Time Registered Postgraduate Candidates. Eligibility is only for those students who are required to fulfil publication requirements (Publication Equivalence, P.E.) as part of their academic program.
- CPS will only fund participation as an Oral Presenter (Paper Presenter or Poster Presenter).
- The applicant must be the First Author and/or Corresponding Author of the presented paper.
- The paper's title to be presented must be related to the thesis or dissertation of the respective postgraduate student.
- A maximum travel grant of RM5000 is provided per applicant, with any remaining balance to be borne by the student, and if the total travel costs are less than RM5000, only the lesser amount will be funded.
- The application form must include information about the intended conference, such as a conference flyer outlining its purpose, content, registration fees, and accommodation costs. Additionally, applicants should provide details of estimated travel expenses, including an online airfare quote and local travel cost estimates. Although actual travel costs may slightly differ from the initial estimates, applicants are encouraged to provide the most accurate cost estimate possible at this stage. Students must use the most economical flight and cheapest option for local travel and accommodation in the overseas destination. Documentation supporting these choices should be provided with the application.
- Applications can only be submitted once the proposed paper has received acceptance from the conference organizer. A copy of the official acceptance letter from the organizer must be attached to the application.
- Please note that approval for this application is subject to the availability of funds, with final approval confirmed based on the remaining financial resources allocated for the CPS Budiman Travel Grant for the year, and subject to the approval of the relevant university authority. The decision is final.
- The student is required to submit a video presentation of at least a few minutes, showcasing the presentation, presented work, travel, etc., within one month after returning from the conference. This video will be under the rights and authority of CPS and may be utilized for promotional purposes.
- The student is also required to submit evidence of networking at the conference with at least five researchers. Acceptable forms of evidence include contact cards, photos, a brief description of interactions, etc. These materials may be used by CPS for promotional activities.
- Any noncompliance with the terms and conditions of the CPS Budiman Travel Grant will result in appropriate actions by the university, including disciplinary and legal actions. If the grant has already been disbursed, the student shall be required to repay the amount to the university.

3) Acknowledgement

The CPS Budiman Travel Grant from the International Islamic University Malaysia shall be acknowledged in the conference proceedings. If there are multiple acknowledgments, this travel grant shall be mentioned first.

Declaration by Applicant

I hereby affirm that I have read the terms and conditions of this CPS Budiman Travel Grant and have complied with all the criteria. I also hereby declare that all information stated above are correct. The University's approval shall be void if information provided is false.

Applicant's Signature: _____

Date: _____



PART TWO: RECOMMENDATION BY MAIN SUPERVISOR AND KULLIYAH
Evaluation and Recommendation of the Main Supervisor

1. Recommendation:

- Recommended Not Recommended

2. Remarks:

(This should include your evaluation of the quality of the applicant's paper and the significance of the event to the applicant)

Signature & Official Stamp : _____

Date : _____

Evaluation and Recommendation of the Deputy Dean Postgraduate of Centre of Studies

1. Recommendation:

- Recommended Not Recommended

2. Remarks:

(This should include your evaluation of the quality of the applicant's paper and the significance of the event to the university)

Signature & Official Stamp : _____

Date : _____



PART THREE: RECOMMENDATION BY CENTRE FOR POSTGRADUATE STUDIES

1. Verification of the CPS Student Affairs & Scholarship Unit:

Availability of fund:

Yes No

Amount of fund requested: RM _____

Amount of fund approved: RM _____

Comments:

Signature & Official Stamp : _____

Name : _____

Date : _____

2. Recommendation of the CPS Deputy Dean:

Remarks : _____

Signature & Official Stamp : _____

Name : _____

Date : _____

3. Recommendation of the CPS Dean:

Remarks : _____

Signature & Official Stamp : _____

Name : _____

Date : _____

PART FOUR: APPROVAL BY DEPUTY RECTOR (ACADEMIC AND INTERNATIONALISATION)

Approved

Not Approved

Remarks:

Signature & Official Stamp : _____

Date : _____