

提呈会议论文及经费补助申请简则

1. 简介

新纪元学院**提呈会议论文及经费补助**是通过择优遴选的方式授予本院讲师或各科系研究团队。本项经费补助全年公开接受申请，唯需在会议前一个月呈上报名表格。

2. 课题与资格

本经费补助的申请开放予本院所有科系的全职讲师，为培养本院的研究实力，鼓励资深讲师联合年轻讲师共同开发研究计划。

3. 经费补助款额

经费补助的数额不定，胥视会议的主题、报名费及交通费。本项申请款额最高至马币2000元。

4. 遴选标准

- 遴选将以所参与研讨会的课题相关性；或发表论文的原创性、研究质量和有关课题的政策关联性为基准。有关申请是否能够有效地综合各社会科学学科的相关课题、增强研究实力以及控制成本效益也将是受考虑的因素。
- 申请的核批与资助数额，由本院院长、学术处主任与相关系主任作最后的决定。
- 申请者须附上论文/报告摘要提呈院长办公室以获取遴选委员的意见和建议。所有的研究成果将在网上发表或在本学院的学报刊载。

5. 提交申请程序：

- 申请者须在出席会议一个月前呈上 **《提呈会议论文及经费补助申请表》**（AA-Re-16）予学术处。相关申请资料须包含以下内容：
 - a) 参与活动的流程表或时间表；
 - b) 论文摘要或论文；
 - c) 受外界经费补助情况（如有）；
 - d) 活动邀请函；
 - e) 出差 / 外出申请卡；
 - f) 其他相关证明文件；
- **HRDF 申请者须另外附上以下文件(英文版本)：**
 - a) 主办单位名称、地址、联络电话及电邮；
 - b) 费用：飞机票（如有）、报名费（如有）、住宿费、交通费；
 - c) 会议 / 研讨会时间必须 **不少于 1 天及不超过 3 天；**
 - d) 行程表（每日需有 **8 小时**的会议/上课时间）

- e) 所有参与演讲者资料(Speakers' CV)
- f) 论文发表人及其发表之题目
- g) 对外国会议 / 研讨会, 人力培训基金之资助限额为获批准之总花费的 **50%**

- 该申请必须在出席相关会议前获得系/部门主任及院长批准;
- 不论有无获得批准, 原件将归还申请者; 只有成功获准的申请复印件将分三份分别交还学术处、人事处及财务处存档;
- 会议论文:
在出席该会议后的一个月內, 提呈论文申请者须呈上一份会议论文予学术处存档; 出席会议申请者则须呈上一份出席学术活动报告予学术处。
- 费用报销
 - a) 须附上收据/发票, 填妥《现金支付凭单》(Petty Cash form); 国际会议须附上兑换外币汇率收据, 若无, 国外的相关消费将以报销当时的汇率来处理;
 - b) 须连同会议论文/出席学术活动报告呈交予学术处:
- 本申请表亦适于申请资助参与艺术类别的工作坊。

申请表格需以电子附件寄至院长邮箱 principal@newera.edu.my , 并将副件寄至学术处主任邮箱 academic@newera.edu.my 以及所在系主任邮箱。

Guidelines for Approval and Financial Assistance for Presenters of Conference Papers

1. Introduction

The Financial Assistance Scheme for Presenters Conference Papers is intended to subsidize individual lecturers and departmental research teams on a competitive basis. This application is open throughout the year, but the applicant must submit the application **ONE month** before the conference/ relevant research activities.

2. Topic and Eligibility

This scheme is open to all full-time lecturers in New Era College. As part of research capacity building, joint research paper by senior and junior lecturers are encouraged.

3. Amount of Subsidy

The total amount of subsidize varies depending on the scope of the conference theme, registration fees and transportation fees. The maximum of subsidize will be RM2000.

4. Selection Criteria

The selection is based on originality, academic quality and the policy relevance of the topic. A good mix of topics covering the range of social sciences, capacity building concerns and the cost effectiveness of the proposed research will also be relevant considerations.

5. The Principal, the Academic Director, and the Head of the related department will make the final decision on approving the project and the quantum of funding.

6. The researcher will normally submit to the Principal's Office in order to elicit comments and suggestions from the Research Grant Committee. The completed paper will be published on-line or in the college journal.

7. Submission details

Applicant should fill in the Application Form for Approval and Financial Assistance to Present Conference Paper (AA-Re-16) **ONE** month before the conference. The contents of the application should contain the following:

- a) Conference brochure;
- b) Abstract & full conference paper (if any);

- c) Details of external financial assistance (if any);
- d) Invitation letter (if any);
- e) Outstation / off-campus business application form;
- f) Other supporting documents (if any);

● HRDF application should include these English version documents as follows:

- a) Organizer name, address, contact number and email address;
- b) Budget details: flight, registration, accommodation and transportation fees(if any);
- c) Duration is not less than ONE day or more than THREE days;
- d) Conference brochure(8 hours/day);
- e) All Speaker's CV;
- f) Presenter name and his/her paper title;
- g) For oversea conference, HRDF will only subsidize **50%** of the total expenses.

- The application **MUST** be approved before attending the relevant conference.
- The original application form will be returned to the applicant. Only approved application will be photocopied and filed in the Academic dept., HR dept. and Finance dept.

● **Research Outcomes:**

- a) For presenters, applicants should submit their full paper within ONE month after the conference to Academic Department.
- b) For participants, applicants should submit a report to Academic Department.

● **Claim details:**

- a) Receipts and petty cash claims; currency exchange rate receipt shall be attached for international conference, otherwise, expenses incur of oversea will be based on current rate.
- b) Full paper/ Participant's report attached to the Academic Department.

- This subsidy is available for art/ performance workshops.

Application should be sent as e-mail attachments to the Principal at principal@newera.edu.my , with copies to the Academic Director at academic@newera.edu.my and the Head of the related department.