

**出席学术会议经费补助申请表**  
**APPLICATION FORM FOR FINANCIAL ASSISTANCE**  
**TO ATTEND CONFERENCE**

一、申请者 APPLICANT					
姓名 Name		职员证号码 Staff No.			
二、学术会议 CONFERENCE (Please attach programme brochures)					
主题 Theme					
主办单位 Organiser					
论文题目 (提呈者) Title of paper (if applicable)					
日期 Date		天数 No. of days		时间 Time	
地点 Venue				费用 Fee	
会议举办次数 Frequency of Conference	定期    年度    两年一次    无规律性 <input type="checkbox"/> Regular <input type="checkbox"/> Annual <input type="checkbox"/> Biennial <input type="checkbox"/> Irregular				
学术会议性质 Nature of Conference	会议    研讨会    研习班    专题研讨会 <input type="checkbox"/> Conference <input type="checkbox"/> Seminar <input type="checkbox"/> Workshop <input type="checkbox"/> Symposium <input type="checkbox"/> 作品发表 Exhibition/Screening/Performance <input type="checkbox"/> 其他 Others _____				
与会性质 Nature of Participation	公开的 <input type="checkbox"/> Open to public 受邀的, 须附上活动邀请函 <input type="checkbox"/> By invitation (Please attach invitation letter) 其他 <input type="checkbox"/> Others _____				
三、提呈论文 PAPER PRESENTATION (please tick the appropriate answer & attach supporting documents)					
与会者身份 I have been invited to the Conference as	<input type="checkbox"/> 提呈论文 Presenter <input type="checkbox"/> 主持/评论 Moderator <input type="checkbox"/> 参与者 Participant				
论文被接受的理由 I have submitted a paper that has been accepted: (a) 基于论文的摘要 Acceptance is based on the abstract (b) 基于论文已经评阅 Acceptance is based on the full paper(s) that has been referred or reviewed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No				
所提呈的论文将公布于期刊或会议记录 The paper to be presented will be published in a journal or minute as conference proceedings.	<input type="checkbox"/> Yes <input type="checkbox"/> No				
论文在提呈以前曾发表过 Paper has been presented before	<input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please provide the following details:					

上次会议主题 Topic of discussion of previous presentation		主办单位 Organizer	日期 Date
论文题目 Title of paper(s)			
论文合著者 Co-authors of paper(s) and their affiliations			
<b>四、对学校与申请者的益处</b> <b>BENEFITS TO THE UNIVERSITY COLLEGE AND THE APPLICANT</b> (Please provide outline of objectives & anticipated outcomes)			
<b>五、经费补助</b> <b>FINANCIAL ASSISTANCE</b> (Please refer to Conference Guidelines)			
会议开销费用 Conference Expenses	获得机构资助 <input type="checkbox"/> Sponsored by organizer/external body  自费 <input type="checkbox"/> Self- financed  需要学校提供经费补助 <input type="checkbox"/> Financial assistance needed from the University college		
差旅费 Travelling Expenses			总额 Total amount of financial assistance applied for
交通 Transportation: 机票 Airfare from _____ to _____  英里数 Mileage ____ km X RM ____ /km = RM  其他 Others 住宿 Accommodation: ____ nights X RM ____ /night = RM			RM _____
<b>六、申请人声明</b> <b>DECLARATION BY APPLICANT</b>			

1. 在与会期间，本人会作出妥善的工作安排，避免影响工作或教学进度  
I agree to make arrangements to cover my duties/assignments during my conference leave.
2. 论文题目不得擅自改动  
The paper/conference topic shall be presented at an in-house seminar as and when required by the university college.
3. 会议结束后，参加者须于两周内向各系主任呈上评估报告，以便相关部门主管或校长查阅  
On my return, a conference evaluation report will be submitted to my head of department within two weeks of return from the conference.
4. 本人如在获得经费补助出席研讨会后之一年内离职，须将所获经费补助之全额偿还本校。  
Should I leave the university college within one year after receiving the financial assistance from the university college to present paper, the total of financial assistance received will be returned to the university college.

本人声明申请表中所填写的内容和提供的材料真实无误，并遵守学校的政策。本校保留一切追究之权利。

I declare that the information furnished above is correct and complete. I understand that non-compliance with the terms of the policy may affect my application for approval and financial assistance. The University college reserves the right to recover any costs and /or damages to the extent the university college have been affected.

申请者签名 Signature of Applicant \_\_\_\_\_ 日期 Date \_\_\_\_\_

### 七、推荐意见

#### RECOMMENDATION BY HEAD OF DEPARTMENT

批准申请 Application is approved     否决申请 Application is NOT approved

由各部门主管鉴定出席此会议与申请者的职务相关，有助于提升个人之学术研究与学校之学术声望。

Head of department is requested to comment on the relevance of the conference and establishment concerned, if any, to the current interests, academic achievement and/or professional development of the applicant and also to the University college.

Note: If application is supported, head of department is reminded to ensure that appropriate measures will be taken to ensure that duties/teaching/examining responsibilities and research supervision will not be affected during the applicant's absence.

推荐者 Recommended by

\_\_\_\_\_  
部门主管签名 Signature of Head of Department

姓名 Name:

日期 Date:

**八、本年度申请记录**  
**CURRENT YEAR APPLICATION RECORD**

会议名称 Name of conference	日期 Date / 天数 No. of days	提供的财政援助（如有） Financial assistance provided (if any)
	日期 Date: 天数 No. of days:	大学/ 外界团体 by the university / by external body: RM _____
	日期 Date: 天数 No. of days:	大学/ 外界团体 by the university / by external body: RM _____

检查 Checked by

负责人签名 Signature of Officer-in-charge

姓名 Name:

日期 Date:

**九、核准批示**  
**APPROVAL BY DEAN / DEPUTY VICE-CHANCELLOR (ACADEMIC& RESEARCH)**

批准申请 Application is approved       否决申请 Application is NOT approved

\_\_\_\_\_  
院长签名 Signature of Dean

(签名 Date: \_\_\_\_\_ )

\_\_\_\_\_  
副校长签名 Signature of Deputy Vice-Chancellor

(签名 Date: \_\_\_\_\_ )

**文件申请清单**

**Checklist for application for approval and financial assistance to present conference paper**

- Application form 申请表格
- Conference brochure 参与活动的流程表或时间表
- Abstract & full conference paper (if any) 论文摘要或论文（如有）
- Details of external financial assistance (if any) 受外界经费补助情况（如有）
- Invitation letter (if any) 活动邀请函（如有）
- Outstation / off-campus business application 出差 / 外出申请
- Other supporting documents (if any) 其他相关证明文件（如有）