



Please submit this form to Professional & System Development Division, School of Graduate Studies,  
UTM Johor Bahru

Tel. No: 07-5537877/37773/37903

Email Address : [psp-sps@utm.my](mailto:psp-sps@utm.my)

**1. ACTIVITY DETAILS**

<b>Applicant's Name</b>																																
<b>Matric No.</b>																																
<b>Handphone No.</b>																																
<b>Email Address</b>																																
<b>Faculty</b>																																
<b>Title</b>																																
<b>Year</b>	<table border="1"> <tr> <td>Year 1</td> <td></td> </tr> <tr> <td>Year 2</td> <td></td> </tr> <tr> <td>Year 3</td> <td></td> </tr> </table>	Year 1		Year 2		Year 3																										
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Year 2																																
Year 3																																
<b>Date</b>																																
<b>Venue</b>																																
<b>Speaker (s)</b>	1. 2.																															
<b>Facilitator</b>																																
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	Contingency		Contingency	
	<b>TOTAL</b>		<b>TOTAL</b>	
<b>Claim Recipient's Name (UTM Staff / Student)</b>	Name			
	Staff ID / Matric No.			
	IC No.			
	Bank			
	Account No.			
	*Please attach the <b>Account Statement &amp; Copy IC</b> (COMPULSORY) if the recipient is UTM student.			
<b>Course Summary</b>				
<b>Participant's Feedback Summary</b>	<p>*Please summarize (based on average) the analysis of participant's feedback about the course with the following scale:</p> <p>1 – <i>Very Satisfied</i></p> <p>2 – <i>Somewhat Satisfied</i></p> <p>3 – <i>Satisfied</i></p> <p>4 – <i>Very Satisfied</i></p>			
	<b>Course Organization (Refer to Q1 - 2)</b>	<b>Speaker Expertise (Refer to Q3 - 4)</b>	<b>Course Effectiveness (Refer to Q5 - 8)</b>	<b>Course Benefits (Refer to Q9 - 11)</b>

## 2. CHECKLIST

\*Listed here are the documents that need to be attached with the report. Any document in softcopy form can be emailed or installed in a CD.

No.	Type of Document	Check (/)
1	Original receipts / invoice (verified by the faculty) <i>*Please ensure that the supplier's name stated in the receipt / invoice. If not, please ask them to stamp on the receipt / invoice</i>	
2	Copy of the appointment letter of speaker / facilitator (For PGSC, PGCS, PGCC)	
3	Copy of the approval letter from SPS	
4	Attendance list with signatures (original hardcopy)	
5	Attendance list in excel format (softcopy) <i>*Only for the manual registraion</i>	
6	Photos during the program (hardcopy & softcopy)	
7	Abstract book / Journal / Proceeding (hardcopy & softcopy) <i>*If any</i>	
8	Presentation slide (softcopy)	
9	<b>Short video</b> during program (3 minutes)	
10	Participant Feedback Form & Analysis	
11	Program Tentative	
12	Organization Chart	
13	Speaker's / facilitator's account statement <i>*Only needed for non UTM staf</i>	

## 3. FACULTY VERIFICATION

*\*Verified by faculty's PGSS Advisor / Deputy Dean (Academic & Student Affairs)*

<b>Nama</b> <i>Name</i>	
<b>Tandatangan &amp; Cop Rasmi</b> <i>Signature &amp; Official Stamping</i>	
<b>Tarikh</b> <i>Date</i>	

## 4. SPS VERIFICATION

*\*Verified by SPS Deputy Chair*

<b>Nama</b> <i>Name</i>	
<b>Tandatangan &amp; Cop Rasmi</b> <i>Signature &amp; Official Stamping</i>	
<b>Tarikh</b> <i>Date</i>	