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|  UTM UNIVERSITI TEKNOLOGI MALAYSIA School of Graduate Studies | BORANG PERMOHONAN AKTIVITI PGSS PGSS ACTIVITY APPLICATION FORM | UTM/SPS/1/2019 |
| Please submit this form to System & Professional Development Division, School of Graduate Studies, UTM Johor Bahru Tel. No: 07-5537877/37773/37903 Email Address : psp-sps@utm.my | | |

**BAHAGIAN A: MAKLUMAT PEMOHON DAN AKTIVITI
 PART A: APPLICANT'S AND ACTIVITY PARTICULARS**

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|--|---|
| 1. MAKLUMAT PEMOHON APPLICANT'S PARTICULARS | |
| Nama Pemohon Name of Applicant | |
| No. Matrik Matric No. | |
| Peringkat Pengajian Level of Study | PHD / MASTER |
| Bidang Pengajian Field of Study | |
| Fakulti Faculty | |
| No. Tel. Bimbit Handphone No. | |
| Alamat Emel Email Address | |
| 2. MAKLUMAT PROGRAM PROGRAM PARTICULARS | |
| Jenis Program Types of Program *Please tick (/) the one related | <input type="checkbox"/> Kursus Berstruktur PGSS PGSS Structured Courses |
| | <input type="checkbox"/> PG Coffee Session |
| | <input type="checkbox"/> Templat Tesis UTM (Kursus Wajib) UTM Thesis Template (Compulsory Course) |
| | <input type="checkbox"/> Mesyuarat Agung Tahunan Annual General Meeting |
| | <input type="checkbox"/> Lain-lain, sila nyatakan: Others, please specify: |
| Nama Program Program's Name | |
| Kumpulan Sasaran Target Group *Please tick (/) the one related | <input type="checkbox"/> Tahun Pertama Year 1 |
| | <input type="checkbox"/> Tahun Kedua Year 2 |
| | <input type="checkbox"/> Tahun Ketiga Year 3 |
| Bilangan Peserta No. of Participants | |

| | | | | | |
|---|--|--------------------------|-------------------------------|--------------------------|--|
| Tarikh Mula <i>Start Date</i> | | | | | |
| Tarikh Tamat <i>End Date</i> | | | | | |
| Tempat Aktiviti <i>Activity's Venue</i> | | | | | |
| Objektif Aktiviti <i>Activity's Objectives</i> | | | | | |
| Hasilan Program <i>Program Outcome</i> | | | | | |
| Nama Penceramah <i>Speaker's Name</i> | | | | | |
| No. Pekerja <i>Staff No.</i> | | | | | |
| Nama Fasilitator <i>Facilitator's Name</i> <i>*if any</i> | | | | | |
| No. Pekerja Staf / No. Matrik Pelajar <i>Staff No. / Student Matric No.</i> | | | | | |
| Aturcara Program <i>Program Tentative</i> | *Sila lampirkan *Please attach | | | | |
| Carta Jawatankuasa Penganjur <i>Committee Organisation Chart</i> | *Sila lampirkan senarai jawatankuasa (nama penuh & no. matrik) *Please attach the committee list (full name & matric no.) | | | | |
| 3. SOKONGAN PRESIDEN PGSS PGSS PRESIDENT'S RECOMMENDATION | | | | | |
| Nama Presiden <i>Name of President</i> | | | | | |
| No. Matrik <i>Matric No.</i> | | | | | |
| Alamat Emel <i>Email Address</i> | | | | | |
| No. Telefon Bimbit <i>Handphone No.</i> | | | | | |
| Status Sokongan <i>Recommendation Status</i> *Sila tanda (/) mana yang berkaitan *Please tick (/) the one related | <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Disokong / Recommended</td> </tr> <tr> <td><input type="checkbox"/></td> <td>TidakDisokong / Not Recommended</td> </tr> </table> | <input type="checkbox"/> | Disokong / Recommended | <input type="checkbox"/> | TidakDisokong / Not Recommended |
| <input type="checkbox"/> | Disokong / Recommended | | | | |
| <input type="checkbox"/> | TidakDisokong / Not Recommended | | | | |
| Tandatangan <i>Signature</i> | | | | | |
| Tarikh <i>Date</i> | | | | | |

BAHAGIAN B: MAKLUMAT PERBELANJAAN
PART B: EXPENDITURE PARTICULAR

| ANGGARAN PERBELANJAAN <i>BUDGET ESTIMATION</i> | JUMLAH ANGGARAN <i>TOTAL ESTIMATION</i> | JUMLAH SOKONGAN OLEH SPS <i>TOTAL RECOMMENDED</i> |
|---|--|---|
| <p>a. <u>Elaun Makan / Meals Allowance:</u></p> <p>i. RM4.00 / student</p> | <p>RM _____</p> | |
| <p>b. <u>BayaranPenceramah / Speaker Fee:</u> *Jika berkaitan / <i>if related</i></p> | <p><input type="checkbox"/> RM 150 (Half day)</p> <p><input type="checkbox"/> RM 300 (1 day)</p> <p><input type="checkbox"/> RM 600 (2 days)</p> <p>RM _____</p> | |
| <p>c. Bayaran Fasilitator / <i>Facilitator Fee:</i></p> <p>*Mengikut keperluan seperti program berbentuk Data Analisa / <i>Depends on requirement such as Analysis Data program</i></p> | <p><input type="checkbox"/> RM 50 (Half day)</p> <p><input type="checkbox"/> RM100 (1 day)</p> <p><input type="checkbox"/> RM200 (2 days)</p> <p>RM _____</p> | |
| <p>d. Alat Tulis / <i>Stationeries:</i></p> <p>Maksimum RM 4.00 / Pelajar <i>Maximum RM 4.00 / Students</i></p> | <p>RM ____ x ____ person = RM _____</p> | |

| ANGGARAN PERBELANJAAN <i>BUDGET</i> <i>ESTIMATION</i> | JUMLAH ANGGARAN <i>TOTAL ESTIMATION</i> | JUMLAH SOKONGAN OLEH SPS <i>TOTAL</i> <i>RECOMMENDED</i> |
|--|---|---|
| e. Percetakan / <i>Printing</i> Maksimum RM 2.00 / Pelajar <i>Maximum RM 2.00 / Students</i> | RM _____ x _____ person = RM _____ | |
| f. Cenderamata penasihat & jawatankuasa <i>Souvenir for advisor & committee</i> *For Annual General Meeting ONLY *Advisor & committee appointment letter must be attached | RM15.00 x _____ person = RM _____ | |
| f. Kontingensi / <i>Contingencies</i> *Do not increase the rate of other expenditures by using the contingency money | <input type="checkbox"/> RM100 <i>(Half day)</i> <input type="checkbox"/> RM150 <i>(1 day)</i> <input type="checkbox"/> RM200 <i>(2 days)</i> | |
| JUMLAH / TOTAL (RM) | | |

BAHAGIAN C: KEGUNAAN PEJABAT SAHAJA
PART C: OFFICE USE ONLY

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|---|--|
| Tarikh Diterima <i>Date Received</i> | |
| 1. SOKONGAN PENOLONG PENDAFTAR (BPSP) <i>ASSISTANT REGISTRAR'S (BPSP) RECOMMENDATION</i> | |
| Nama <i>Name</i> | |
| Cop Rasmi Jawatan <i>Official Stamping</i> | |
| Status Sokongan <i>Recommendation Status</i> *Sila tanda (/) yang mana berkaitan *Please tick (/) the one related | <input type="checkbox"/> Disokong / Recommended |
| | <input type="checkbox"/> Tidak Disokong / Not Recommended |
| Jumlah yang disokong <i>Total Approved</i> | RM |
| Tandatangan <i>Signature</i> | |
| Tarikh <i>Date</i> | |
| 2. KELULUSAN TIMBALAN PENERUSI (BPSP) <i>ASSOCIATE CHAIR APPROVAL (BPSP)</i> | |
| Nama <i>Name</i> | |
| Cop Rasmi Jawatan <i>Official Stamping</i> | |
| Status Sokongan <i>Recommendation Status</i> *Sila tanda (/) mana yang berkaitan *Please tick (/) the one related | <input type="checkbox"/> Diluluskan / Approved |
| | <input type="checkbox"/> Tidak Diluluskan / Not Approved |
| Jumlah yang disokong <i>Total Approved</i> | RM |
| Tandatangan <i>Signature</i> | |
| Tarikh <i>Date</i> | |