

GUIDELINES FOR APPLICATION OF TRUST FUND FOR POSTGRADUATE STUDENTS' ACADEMIC RELATED ACTIVITIES

1.0 PURPOSE

The purpose of this circular is to inform all UPM's officers and graduate students about the Trust Fund set by UPM, to sponsor graduate students' academic related activities.

2.0 BACKGROUND

On 31 March 2004, the University Management has agreed to set-up the Trust Fund. The purpose of this fund is to encourage graduate students to participate actively in academic related activities, organized by various graduate student societies, which will foster warm, friendly and cordial relationship among the students.

3.0 ELIGIBILITY AND APPLICATION REQUIREMENTS

- 3.1 The activities must be organized and made through the graduate student clubs or associations which must registered with the Students' Affairs Division;
- 3.2 The Trust Fund can only be used for the following academic related activities :
 - i. Organizing courses, seminar, workshop, conference and public lectures;
 - ii. Organizing competitions such as debates, orations, essay writing and invention;
 - iii. Organizing research or academic-related exhibitions
 - iv. Other academic related activities

4.0 APPLICATION PROCEDURE

- 4.1 Application for organizing an activity must be submitted to Deputy Vice Chancellor (Students' Affairs) through School of Graduate Studies (SGS), one (1) month before the date of the activity.
- 4.2 Each application must be accompanied by 2 copies of a working paper and a proposed budget and name of **an** Advisor (among academic staff) at the faculty/institute;

- 4.3 Each application must be made using **an** official application form (UPM/HEM/AKP02) issued by the Students' Affairs Division. Only completed application form will be processed.

5.0 PROCEDURE FOR REIMBURSEMENT

- 5.1 All applications for reimbursement must be submitted to SGS within one (1) month after the activity is completed. Late application will not be processed.
- 5.2 Each application must be accompanied with the following documents:
- i. Report of Activity endorsed by Advisor;
 - ii. Financial Report certified by the Chairman of Organizing Committee and Advisor;
 - iii. Statement of Expenses / Reimbursement (BEN/BYR/B015);
 - iv. Original approval letter for organizing an activity issued by the Students' Affairs Division;
 - v. Only original receipt will be processed. Any invoice is not accepted;
 - vi. All receipts must be attached to an A4 sized paper;
 - vii. If the receipt is missing, applicants must get verification letter from the Advisor on the expenditure that has been made;
 - viii. Original receipts / bills must be verified by the Advisor;
 - ix. Ensure that the amount stated in the receipt is correct without overlap, correction or additional writing on the receipt;
 - x. Incomplete receipt or receipts that have been altered or have additional writing will not be accepted;
 - xi. The applicant's name must be on the receipt;
 - xii. The receipts must have the company's official stamp.
- 5.3 Reimbursement exceeding the amount approved by the SGS and endorsed by Students' Affairs Division will not be reimbursed.
- 5.4 Incomplete claim form or documents will not be processed.

5.0 EFFECTIVE DATE

This circular is effective on 1 May 2005.

Thank you.

“WITH KNOWLEDGE, WE SERVE”

Yours sincerely,

Prof. Dr. Aini Ideris
Dean
School of Graduate Studies, UPM.