



**Arahan kepada pelajar:**

1. Permohonan adalah berdasarkan kepada keperluan keseluruhan program dan bukannya untuk pelajar secara individu.
2. Jumlah permohonan tidak boleh melebihi maksimum RM2,000.00 (MSc/MPH/MEL), RM3,000.00 (PhD/MCTS), RM10,000.00 (MMed/ DrPH/DCTS) sepanjang tempoh pengajian.
3. Permohonan bagi barangan bekalan yang melebihi RM1,000 dan perkhidmatan yang melebihi RM 5,000 perlu mendapatkan sekurang-kurangnya dua (2) Sebut Harga daripada Pembekal yang berlainan. Pelajar adalah dilarang membuat pembelian sebelum Pesanan Tempatan dikeluarkan oleh Bendahari kepada pihak pembekal yang berkaitan.
4. Permohonan hendaklah disertakan bersama surat kelulusan Jawatankuasa Etika Universiti dan Kertas Cadangan Penyelidikan.
5. Majukan permohonan yang lengkap ke Pejabat Pascasiswazah selepas disemak oleh Penyelia.
6. Kelulusan permohonan bergantung kepada jumlah peruntukan yang ada.

*Instruction to candidates:*

1. Applications are based on the needs of the entire program and not for individual students.
2. The application amount must not exceed a maximum of RM2,000.00 (MSc/MPH/MEL), RM3,000.00 (PhD/MCTS), RM10,000.00 (MMed/ DrPH/DCTS) throughout the study period.
3. Requests for supplies exceeding RM1,000 and services exceeding RM5,000 must obtain at least two (2) Quotations from different Suppliers. Students are prohibited from making purchases before the Local Order is issued by the Treasurer to the relevant supplier.
4. The application must be accompanied by a letter of approval from the University Ethics Committee and a Research Proposal Paper.
5. Submit completed application form to the Postgraduate Office after being reviewed by the Supervisor.
6. The approval of the application depends on the amount of allocation available.

**BAHAGIAN I (Diisi oleh Pelajar)**

*SECTION I (To be filled by student)*

**Nama** : \_\_\_\_\_  
*Name*

**No. Pelajar** : \_\_\_\_\_ **Program** : \_\_\_\_\_  
*Student ID No* *Programme*

**Penyelia Utama** : \_\_\_\_\_  
*Main Supervisor*

**Tajuk Tesis** : \_\_\_\_\_  
*Thesis Title*

<b>Pembahagian</b>	<b>Keterangan</b>	<b>Jumlah</b>
	<i>Description</i>	<i>Total</i>
Dana Penyelidikan: <i>Research Fund</i>		
Persidangan <i>Conference</i> - Yuran Pendaftaran bagi Pembentangan Poster/Oral <i>Registration fee for poster/ oral presentation</i>		
Latihan/ Projek di luar stesen/ Luar negeri <i>Training/Project outside the station</i>		
Keperluan akademik <i>Academic requirement</i>		
<b>JUMLAH KESELURUHAN</b>		
<i>Total Amount</i>		

**BAHAGIAN II (Pengesahan daripada jabatan berkenaan)**

SECTION II (Endorsement from the following departments)

<p><b>A. JABATAN</b> <i>Department</i></p> <p><b>Pengesahan Ketua Jabatan/ Koordinator</b> <i>Endorsement by Head of Department/ Coordinator</i></p> <p><input type="checkbox"/> <b>Disokong</b> <i>Supported</i></p> <p><input type="checkbox"/> <b>Tidak disokong</b> <i>Not supported</i></p> <p>..... <b>Tandatangan</b> <i>Signature</i></p> <p>..... <b>Nama dan Cop Rasmi</b> <i>Name and Official Stamp</i></p> <p>..... <b>Tarikh</b> <i>Date</i></p>	<p><b>B. PEJABAT PASCASISWAZAH</b> <i>Postgraduate Office</i></p> <p><b>Pengesahan Ketua Pusat Pengajian Siswazah (KPPS)</b> <i>Approval by KPPS</i></p> <p><input type="checkbox"/> <b>Lulus</b> <i>Approved</i></p> <p><input type="checkbox"/> <b>Tidak Lulus</b> <i>Not Approved</i></p> <p>..... <b>Tandatangan</b> <i>Signature</i></p> <p>..... <b>Nama dan Cop Rasmi</b> <i>Name and Official Stamp</i></p> <p>..... <b>Tarikh</b> <i>Date</i></p>	<p><b>C. CATATAN</b> <i>Remarks</i></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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