


**PERMOHONAN TUNTUTAN PERBELANJAAN
DARIPADA YURAN BENCH FEES
APPLICATION FOR CLAIMS OF EXPENSES
FROM BENCH FEES**
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

Pembahagian	Keterangan <i>Description</i>	Jumlah <i>Total</i>
Dana Penyelidikan: <i>Research Fund</i>		
Persidangan <i>Conference</i>		
Latihan <i>Training</i>		
Keperluan akademik <i>Academic requirement</i>		
JUMLAH KESELURUHAN <i>Total Amount</i>		

BAHAGIAN II (Pengesahan daripada jabatan berkenaan)

SECTION II (Endorsement from the following departments)

A. PENYELIA

Supervisor

Pengesahan Penyelia Utama

Endorsement by Main Supervisor

Disokong
Supported

Tidak disokong
Not supported

.....
Tandatangan

Signature

.....
Nama dan Cop Rasmi

Name and Official Stamp

.....
Tarikh

Date

B. JABATAN

Department

Pengesahan Ketua Jabatan (semua program) / Koordinator (MSc & PhD)

*Endorsement by Head of Department (all programmes)/
Coordinator (MSc&PhD)*

Disokong
Supported

Tidak Disokong
Not Supported

.....
Tandatangan

Signature

.....
Nama dan Cop Rasmi

Name and Official Stamp

.....
Tarikh

Date

C. PEJABAT PASCASISWAZAH

Postgraduate Office

Keputusan JKAPS

JKAPS Result

Lulus
Approved

Tidak Lulus
Not Approved

.....
Tandatangan Pengerusi JKAPS

Signature

.....
Nama dan Cop Rasmi

Name and Official Stamp

.....
Tarikh

Date

