

	PERKHIDMATAN UTAMA SISWAZAH PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: PU/S/BR05/GS-42
	PERMOHONAN UNTUK SANGKUTAN PENYELIDIKAN DI LUAR NEGARA APPLICATION FOR RESEARCH ATTACHMENT OVERSEAS

**A. MAKLUMAT PELAJAR
STUDENT INFORMATION**

Nama: _____ No. Matrik: _____
Name: _____ Matric No.: _____

No. K.P: _____ Bilangan Semester Semasa: _____
I.C. No.: _____ No. of Current Semester: _____

Program: PhD Master
Programme:

Fakulti/Institut: _____
Faculty/Institute:

No. Tel.: _____ Emel: _____
Tel. No.: _____ Email: _____

**B. MAKLUMAT SANGKUTAN PENYELIDIKAN
RESEARCH ATTACHMENT**

1. Nama dan Jawatan Penganjur: _____
Name and Position of Host:

2. Alamat Penganjur: _____
Host Address:

3. Tarikh Dari: _____ Hingga: _____
Date From: Until:

4. Tajuk Penyelidikan: _____
Title of Research:

5. **Maklumat penyelidikan (sila lampirkan maklumat, jika perlu):**
Research information (please attach information, if necessary):

a) Objektif Projek:
Objective of Project:

b) Cadangan kajian yang akan dijalankan:

Research Proposal:

c) Justifikasi pemilihan universiti/institut luar negara:

Justify choice of university/institute overseas:

d) Nyatakan impak/kaedah teknologi yang berfaedah kepada penyelidikan dan negara selepas tamat sangkutan:

State the impact/significance of technology which will be beneficial to the research and country after the research attachment:

6. Nyatakan perbelanjaan (Bantuan kewangan adalah maximum RM 4,000.00)

Specify expenditure (The award is up to a maximum of RM 4,000.00)

Perincian Detail	Kos (RM) Cost (RM)
Tambang kapal terbang: <i>Airfare:</i>	
Penginapan: <i>Accommodation:</i>	
Lain-lain: <i>Others:</i>	
JUMLAH: TOTAL:	

Saya mengesahkan maklumat yang dinyatakan di atas adalah benar.

I certify that the information stated above is true.

.....

(Tandatangan pemohon)

(Applicant's signature)

.....

(Tarikh)

(Date)

C. SOKONGAN DARI Pengerusi Jawatankuasa Penyeliaan
SUPPORT FROM THE CHAIRMAN OF SUPERVISORY COMMITTEE

Saya **sokong/tidak sokong** permohonan pelajar
I hereby **support/do not support** his/her application

.....
(Tandatangan Pengerusi Jawatankuasa Penyeliaan)
(Signature of Chairman of Supervisory Committee)

Cap
Stamp

.....
(Tarikh)
(Date)

D. KEBENARAN DARI DEKAN/TIMBALAN DEKAN (SISWAZAH) FAKULTI/PENGARAH/TIMBALAN PENGARAH INSTITUT
ENDORSEMENT BY THE DEAN/DEPUTY DEAN (POSTGRADUATE) OF FACULTY/DIRECTOR/DEPUTY OF DIRECTOR INSTITUTE

Saya **membenarkan/tidak membenarkan** permohonan pelajar.
I **endorse/do not endorse** this application.

.....
(Tandatangan Dekan/Timbalan Dekan (Siswazah)/
Pengarah/Timbalan Pengarah)
(Signature Dean/Deputy Dean (Postgraduate)/
Director/Deputy Director)

Cap
Stamp

.....
(Tarikh)
(Date)

E. UNTUK KEGUNAAN PEJABAT SEKOLAH PENGAJIAN SISWAZAH
FOR SCHOOL OF GRADUATE STUDIES OFFICE

Pengesahan daripada Jawatankuasa Pemilih Menghadiri Seminar/Persidangan dan Mobiliti Antarabangsa Bagi Pelajar Siswazah
Endorsement by Seminar/Conference and International Mobility for Graduate Students Selection Committee

Diluluskan
Approved

Tidak Diluluskan
Not Approved

Bil. No. Mesyuarat:
Meeting No.:

Tarikh:
Date:

BANTUAN KEWANGAN UNTUK SANGKUTAN PENYELIDIKAN PELAJAR SISWAZAH TEMPATAN DI LUAR NEGARA
FINANCIAL AID FOR LOCAL GRADUATE STUDENTS TO UNDERTAKE OVERSEAS RESEARCH ATTACHMENT

Pelajar siswazah tempatan UPM dijemput menghantar permohonan bantuan kewangan untuk aktiviti sangkutan penyelidikan di universiti/institut luar negara. Pemohon yang diluluskan akan mendapat bantuan kewangan sebanyak RM 4, 000.00.

Local graduate students at UPM are invited to apply for financial assistance for a research attachment activity at a university/institute overseas. The successful applicant will receive financial assistance of up to a maximum of RM 4, 000.00.

Pemohon perlu memenuhi syarat-syarat berikut:

The selection criteria are as follows:

- a) Pelajar warganegara Malaysia yang sedang mendaftar dalam Program Masters (dengan tesis) atau PhD.
Student with Malaysian Citizenship currently registered for a Masters (with thesis) or PhD Programme at UPM.
- b) Status Pengajian--- **“Good Standing”** dan tidak pernah mendapat status **“Probation”**.
Study Status --- “Good Standing”.
- c) Tempoh sangkutan penyelidikan pelajar adalah 1 hingga 3 bulan. (Justifikasi mesti diberikan jika tempoh sangkutan melebihi 3 bulan).
Length of research attachment should be between 1-3 months. (Justification must be provided if duration is more than 3 months).
- d) Mendapat surat sokongan dari universiti/institut luar Negara. Sangkutan penyelidikan dengan universiti/institusi luar Negara yang mempunyai *Memorandum of Understanding* (MOU) dengan UPM digalakkan.
A letter of support has to be provided by the overseas host institution. Research attachment with a university/institution which has a ‘Memorandum of Understanding’ (MOU) with UPM is encouraged.
- e) Mendapat kebenaran dari Pengerusi Jawatankuasa Penyeliaan.
Endorsement must be obtained from the Chairman of Supervisory Committee.
- f) Mendapat kebenaran dari Dekan/Timbalan Dekan (Siswazah) Fakulti/Pengarah/Timbalan Pengarah Institut.
Approval has been granted by the Dean/Deputy Dean (Postgraduate) of Faculty/Director/Deputy Director of Institute.
- g) Laporan mestilah diserahkan kepada Dekan, Sekolah Pengajian Siswazah, UPM sebulan selepas sangkutan penyelidikan tamat.
A report needs to be submitted to Dean, School of Graduate Studies, UPM one month after completion of research attachment.
- h) Membentangkan hasil penyelidikan selewat-lewatnya sebulan selepas sangkutan penyelidikan tamat.
Deliver an Oral presentation at faculty/institute.

Permohonan mestilah di hantar ke Sekolah Pengajian Siswazah dengan menggunakan borang **PERMOHONAN UNTUK SANGKUTAN PENYELIDIKAN DI LUAR NEGARA (PU/S/BR05/GS-42)**.
*Application should be submitted at School of Graduate Studies using **APPLICATION FORM FOR RESEARCH ATTACHMENT OVERSEAS (PU/S/BR05/GS-42)**.*

Panduan Laporan Penyelidikan
Research Report Guideline

1. Jelaskan secara ringkas tujuan sangkutan penyelidikan.
Briefly explain the goals of the research attachment.
2. Terangkan impak/kaedah teknologi yang berfaedah kepada penyelidikan dan negara yang diperolehi hasil dari sangkutan penyelidikan.
State the impact/significance of the technology which will be beneficial to the research and country as a result of the research attachment.
3. Terangkan bagaimana sangkutan penyelidikan dapat meningkatkan pengalaman anda sebagai seorang mahasiswa siswazah.
State how the research attachment has enhanced your experience as a postgraduate student.
4. Jelaskan pada masa hadapan kolaborasi bersama pihak institusi (jika berkaitan).
Briefly indicate further collaborations with the host institution (if relevant).
5. Cadangan untuk meningkatkan “Bantuan Kewangan untuk Sangkutan Penyelidikan Pelajar Siswazah Tempatan di Luar Negara”.
Recommendations to improve the “Financial Aid to undertake Overseas Research Attachment” for local graduate students.

Further Information, please refer:

International and Learning Support Unit

School of Graduate Studies

Universiti Putra Malaysia

Tel no.: 03 8946 4216/4207

Email: saiful@upm.edu.my

Web: www.sgs.upm.edu.my