

Application to Attend Conference & Journal Publication (Student)

RESEARCH & POSTGRADUATE STUDY UNIT
CENTRE FOR MATHEMATICAL SCIENCES



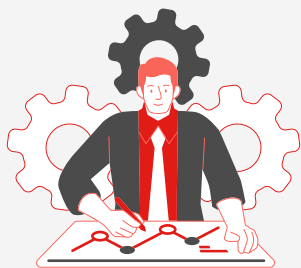
1. STUDENT

- Download the application form (CONFERENCE APPLICATION FORM/JOURNAL FORM) and fill in all the necessary information. Form can be downloaded at <https://psm.ump.edu.my/application-attending-conference> or <https://research.ump.edu.my/index.php/download>
- Submit the form and the required documents to Project Leader (Grant) for verification (Refer Checklist).



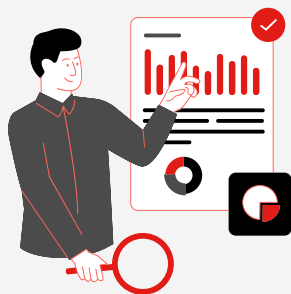
2. PROJECT LEADER

- Verification by the Project Leader.
- Return the form to student.



3. STUDENT

- Submit the application form and the complete documents to Postgraduate Unit PSM.



4. FACULTY

- Verification by the Faculty's Dean.
- E-mail the form to Research & Innovation office for the approval of Deputy Vice Chancellor.



5. RESEARCH & INNOVATION

- Document review.
- Notification for the approval/ rejection via email.

**Student may receive the approval letter from Research & Innovation Office once the application is approved.*

**Best practice for document submission to Research & Innovation Office is three (3) months before the conference date (for attending conference) or once the paper is accepted for publication (Journal publication).*