STUDENT ACTIVITY APPLICATION FORM
CENTRE FOR GRADUATE STUDIES

1. Application form must be submitted within 30 days prior to the tentative date of the activity

2. The maximum cost of each activity must be less than RM1000. The application approval is highly dependent upon the allocated funding to each faculty and type of program/activity proposed.

3. Each program/activity must meet the aim towards developing postgraduate skills.

4. Applicant should submit a complete paperwork with clear justification on objective(s) of the program, tentative date, location of activity, list of participant (with matric number), invited speaker(s), tentative, list of committee and cost of program. Kindly state Vot E15113 Tabung Aktiviti Pelajar Pascasiswazah on the student allocations section.

ACTIVITY DETAILS

NAME OF ACTIVITY :

DATE :

VENUE :

TIME :

TOTAL BUDGET :

:

APPLICANT DETAILS

NAME :

MATRIC NO. :

POSITION :

FACULTY/CENTRE :

TELEPHONE NO. (H/P) : (O) :
-

APPLICANT DECLARATION

I hereby agree and understand that the student activities to be organized are subject to the
conditions and regulations that are in force as follows:
1) Act 30 (Ammendment) 2009;
2) Universiti Tun Hussein Onn Malaysia Management, Finance and Treasury Circulars ;
3) Guidelines and regulations for organizing postgraduate student activities;
4) Instructions and rules given from time to time by the University

Signature : Date :

Program Details

PROGRAM NAME	
PROGRAM OBJECTIVES	
BENEFIT TO POSTGRADUATE STUDENTS	
DATE OF PROGRAM	
VENUE/ MEDIUM ONLINE	
BUDGET	
DETAILS OF EXPECTED GUESS (*tick as many choices necessary*)	☐ VIP (Please attach the list) ☐ Speaker (please attach CV) ☐ Campus community ☐ General Public ☐ Other invited guess (Please attach the list) Expected number of participant: _____ *upload pdf file only*
SUPPORTING DOCUMENT	*if relevant*

CLUSTER PROGRAM

CLUSTER	TICK BOX	DESCRIPTION
Explain in detail how your program will relate with following cluster. You may tick more than 1 box.		
ENTREPENEURSHIP		
STUDENT DEVELOPMENT		
SKILLS DEVELOPMENT		
COMMUNITY SOCIAL RESPONSIBILITY		
INTERNATIONAL ENGAGEMENT		
UNITY AND RACES INTEGRATION		
INDUSTRIAL ENGAGEMENT		
ALUMNI ENGAGEMENT		
SUSTAINABLE CAMPUS		

*Please attach supporting document to support your description

TENTATIVE PROGRAM

Date	Time	Activity

Attach file if column not sufficient

BUDGET

COST ESTIMATION

NO	DESCRIPTION	UNIT COST (RM)	QUANTITY	TOTAL (RM)	NOTES
GRAND TOTAL (RM)					

SOURCE OF INCOME

NO	SOURCE	TOTAL (RM)	NOTES
.			6
GRAND TOTAL (RM)			

COMMITTEE MEMBER

No	Name	Matric No.	Position