



# UTHM

Universiti Tun Hussein Onn Malaysia

## Student activity application guide

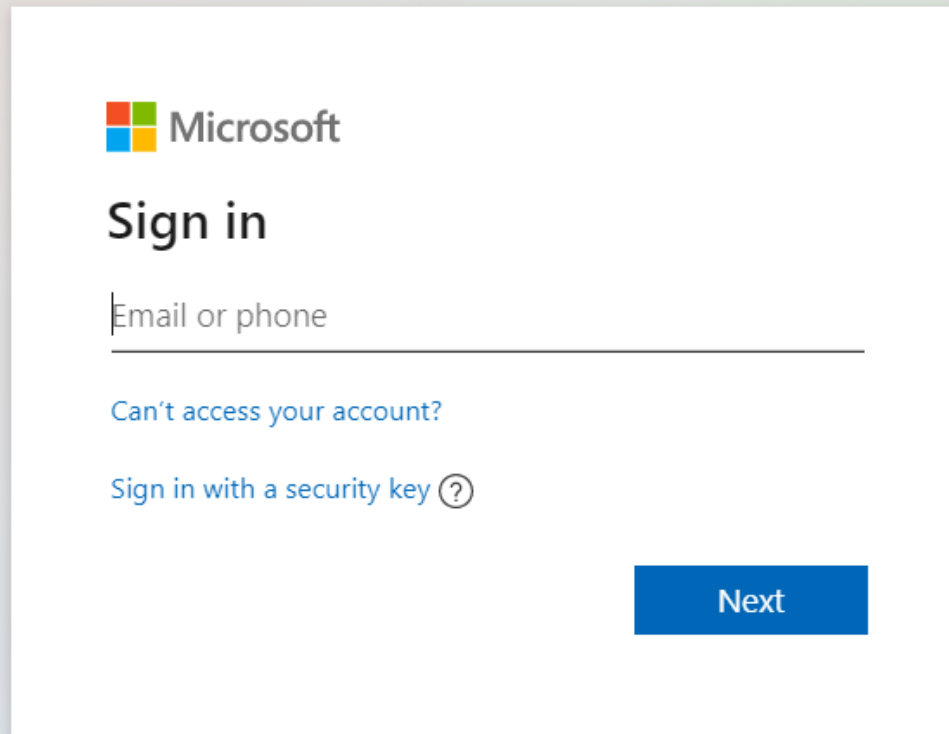
# CGS

Centre for  
graduate  
Studies

Apply via: <https://cgs.uthm.edu.my/student-affairs/student-activities>

The screenshot displays the official website for the Centre for Graduate Studies (CGS) at Universiti Tun Hussein Onn Malaysia (UTHM). The header includes the CGS logo, the text 'Official Website', a Facebook icon, the website URL 'www.cgs.uthm.edu.my', and the UTHM logo with the motto 'With Wisdom We Explore'. The navigation menu includes links for HOME, ABOUT US, ADMISSION, ACADEMIC, STUDENT AFFAIRS (highlighted), DOWNLOAD, STAFF, FAQ, BULLETIN, RESEARCH METHODOLOGY, and SURVEY. The main content area is titled 'Activities' and features a sidebar with the following links: SCHOLARSHIP, FACILITIES, GRADUATE STUDENTS ASSOCIATION, GSA, STUDENT ACTIVITIES (highlighted), STUDENT SATISFACTORY SURVEY, SCHEDULE OF GSA ACTIVITY, DISCOUNT ALUMNI, and COUNSELING. A list of three items is shown on the left, with the first item, '1. Student Activities Application Form', circled in white. The page also shows 'Hits: 3029' at the bottom left.

# Sign in using your Microsoft account



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email or phone". Below the input field are two links: "Can't access your account?" and "Sign in with a security key ?". At the bottom right of the sign-in area is a blue button labeled "Next".

 Sign-in options

Please refer here to get UTHM  
Microsoft account

<http://itinfo.uthm.edu.my/pelajar-office-365/>

# Fill in the form& proposal

-Need to fill in every details in this form

## Student activity application form

Hi Muhamad Zaini Bin Yunos, when you submit this form, the owner will be able to see your name and email address.

\* Required

1. Applicant Name \*

2. Applicant Email address \*

3. Telephone number \*


# Paperwork

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-In section 13, you required to upload the paperwork of your program. You need to download the form, fill in the form and upload in this section.

## 13. Paperwork (Non-anonymous question ⓘ) \*


Please download the form at [https://cgs.uthm.edu.my/images/form\\_activity\\_CGS\\_uthm\\_v4.pdf](https://cgs.uthm.edu.my/images/form_activity_CGS_uthm_v4.pdf)

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: PDF

# Paperwork: Example

## Part 1: Applicant and activity details

 <b>STUDENT ACTIVITY APPLICATION FORM</b> <b>CENTRE FOR GRADUATE STUDIES</b>	
<p>1. Application form must be submitted within 30 days prior to the tentative date of the activity</p> <p>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.</p> <p>3. Each program/activity must meet the aim towards developing postgraduate skills.</p> <p>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 Vol E15113 Tabung Aktiviti Pelajar Pascasiswazah on the student allocations section.</p>	
ACTIVITY DETAILS	
<b>NAME OF ACTIVITY</b> :	
<b>DATE</b> :	
<b>VENUE</b> :	
<b>TIME</b> :	
<b>TOTAL BUDGET</b> :	RMxxx.xx
:	
APPLICANT DETAILS	
<b>NAME</b> :	
<b>MATRIC NO.</b> :	
<b>POSITION</b> :	
<b>FACULTY/CENTRE</b> :	
<b>TELEPHONE NO. ( H/P )</b> :	( 0 ) :
-	
APPLICANT DECLARATION	
<p>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:</p> <p>1) Act 30 (Amendment) 2009;</p> <p>2) Universiti Tun Hussein Onn Malaysia Management, Finance and Treasury Circulars ;</p> <p>3) Guidelines and regulations for organizing postgraduate student activities;</p> <p>4) Instructions and rules given from time to time by the University</p>	

# Part 2: Program Details

You can write the PLO number of your program here to show the relation between your program and your study

## Program Details

<b>PROGRAM NAME</b>	VIVA-VOCE AND PROPOSAL DEFENSE PREPARATION
<b>PROGRAM OBJECTIVES</b>	<ol style="list-style-type: none"><li>1) Provide exposure to the researchers and postgraduate students on the importance of donning thorough preparation and prepare complete research findings to be presented during the viva-voce and proposal defense session.</li><li>2) Provide training to the researchers and postgraduate students to think critically and effectively so that the research findings can be presented in the best way.</li><li>3) Provide exposure to the new ideas with sharing sessions from lecturers in the field of expertise at Universiti Teknologi MARA Malaysia.</li></ol>
<b>BENEFIT TO POSTGRADUATE STUDENTS</b>	This program will assist the researchers and postgraduate students in preparing for the viva-voce and proposal defense presentation that will finalize the outcome of the research study. In addition, researchers will be more vigilant about every decision made throughout the presentation process as a result of lesson learned from the experiences of other researchers.
<b>DATE OF PROGRAM</b>	7-Sep-2021 9:30AM - 11:30AM

# Part 2: Program Details

VENUE/ MEDIUM ONLINE	ZOOM MEETING PLATFORM															
BUDGET	RM600.00															
<b>DETAILS OF EXPECTED GUESS</b>  <i>(tick as many choices necessary)</i>	<table border="0"> <tr> <td><input type="checkbox"/></td> <td>VIP (Please attach the list)</td> <td><b>Attach file</b></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Speaker (please attach CV)</td> <td><b>Attach file</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Campus community</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>General Public</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Other invited guess (Please attach the list)</td> <td><b>Attach file</b></td> </tr> </table> <p>Expected number of participant: <u>100</u></p> <p><i>*upload pdf file only</i></p>	<input type="checkbox"/>	VIP (Please attach the list)	<b>Attach file</b>	<input checked="" type="checkbox"/>	Speaker (please attach CV)	<b>Attach file</b>	<input type="checkbox"/>	Campus community		<input type="checkbox"/>	General Public		<input type="checkbox"/>	Other invited guess (Please attach the list)	<b>Attach file</b>
<input type="checkbox"/>	VIP (Please attach the list)	<b>Attach file</b>														
<input checked="" type="checkbox"/>	Speaker (please attach CV)	<b>Attach file</b>														
<input type="checkbox"/>	Campus community															
<input type="checkbox"/>	General Public															
<input type="checkbox"/>	Other invited guess (Please attach the list)	<b>Attach file</b>														
<b>SUPPORTING DOCUMENT</b>	<p><b>Attach file</b></p> <p><i>*if relevant</i></p>															

Compulsory to attach CV if you invite speaker in your program

Please attached expected list of participant that will join in your event



## CLUSTER PROGRAM

*Explain in detail how your program will relate with following cluster. You may tick more than 1 box.*

CLUSTER	TICK BOX	DESCRIPTION
<b>ENTREPRENEURSHIP</b>  <div style="background-color: #90EE90; padding: 2px; display: inline-block;">Attach file</div>	<input type="checkbox"/>	
<b>STUDENT DEVELOPMENT</b>  <div style="background-color: #90EE90; padding: 2px; display: inline-block;">Attach file</div>	<input checked="" type="checkbox"/>	Assisting the researchers and postgraduate students in preparing for the viva-voce and proposal defense presentation that will finalize the outcome of the research study.
<b>SKILLS DEVELOPMENT</b>  <div style="background-color: #90EE90; padding: 2px; display: inline-block;">Attach file</div>	<input checked="" type="checkbox"/>	Train the researchers and postgraduate students to become more confident in presenting research works.
<b>COMMUNITY SOCIAL RESPONSIBILITY</b>  <div style="background-color: #90EE90; padding: 2px; display: inline-block;">Attach file</div>	<input type="checkbox"/>	
<b>INTERNATIONAL ENGAGEMENT</b>  <div style="background-color: #90EE90; padding: 2px; display: inline-block;">Attach file</div>	<input type="checkbox"/>	

## Part 3: Program Cluster

**TENTATIVE PROGRAM**

Date	Time	Activity
23 August 2021	9.00 am	Sesi Pengenalan Tn. Azmi Bin Zainal Ketua Pengarah Operasi The Holstein Milk Company Sdn. Bhd.
	9.30 am	Sesi perkongsian ilmu berdasarkan topik: "Sharing Knowledge in Technopreneurship Mind Towards Industrial Revolution 4.0" bersama panel Tn. Azmi bin Zainal, Ketua Peng
	11.30 am	Lucky draw session.
	12.00 noon	Closed.

# Part 4: Program Tentative

Please make sure the  
tentative relate with your  
budget

# Part 5:

## Cost Estimation

### BUDGET COST ESTIMATION

NO	DESCRIPTION	UNIT COST (RM)	QUANTITY	TOTAL (RM)	NOTES
1)	Honorarium	300.00	2 hour	600.00	Top management group

#### Tips

1. Please make sure tentative tally with budget
2. Don't provide lunch (if program from 8-2pm)
3. Please make sure the honorarium tally with the qualification of speaker
4. You can get certificate at CGS, don't include in your budget

Please refer here to plan your budget:

<https://bendahari.uthm.edu.my/images/pekeliling/pelajar/01042021142905.pdf>

# Part 6:

## Source of Income

Please make sure the source of income tally with your budget

PPS/HEP/P/PKJ-003/2021

### SOURCE OF INCOME

NO	SOURCE	TOTAL (RM)	NOTES
1	Tabung Aktiviti Pelajar Siswazah, Vot E15113	600.00	Top management group

# Part 7:

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## Committee Member

PPS/HEP/P/PKJ-003/2021

### COMMITTEE MEMBER

No	Name	Matric No.	Position
1.	Dr. Hazurina Binti Othman	-	Advisor 1
2.	Dr. Zalipah Binti Jamellodin	-	Advisor 2
3.	Akhtar Izzaty Binti Riwayat	GF190067	Chairman
4.	Muhammad Shabery Bin Sainudin	GF190068	Vice Chairman
5.	Aqilah Zakiah Binti Jahani	GF200063	Secretary 1
6.	Hazirah Binti Bujang	HF190092	Secretary 2
7.	Muhammad Amirul Qaiyum Bin Rashid	GF200056	Committee, Multimedia 1
8.	Rabiatul Adawiyah Binti Waliyo	GF200058	Committee, Multimedia 2
9.	Nur Amira Afiza Binti Saiful Bahri	GF180075	Committee, Technical
10.	Adek Ainie Binti Mat Dom	HF200016	Committee, Special task 1
11.	Adilah Binti Arbaan	HF200005	Committee, Special task 2

# Stage of submission

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You will be received an email in each stage. Therefore, you able to know and monitor the status of your submission!

Application Stage: TDPPP Review External Inbox x



**ps@uthm.edu.my**

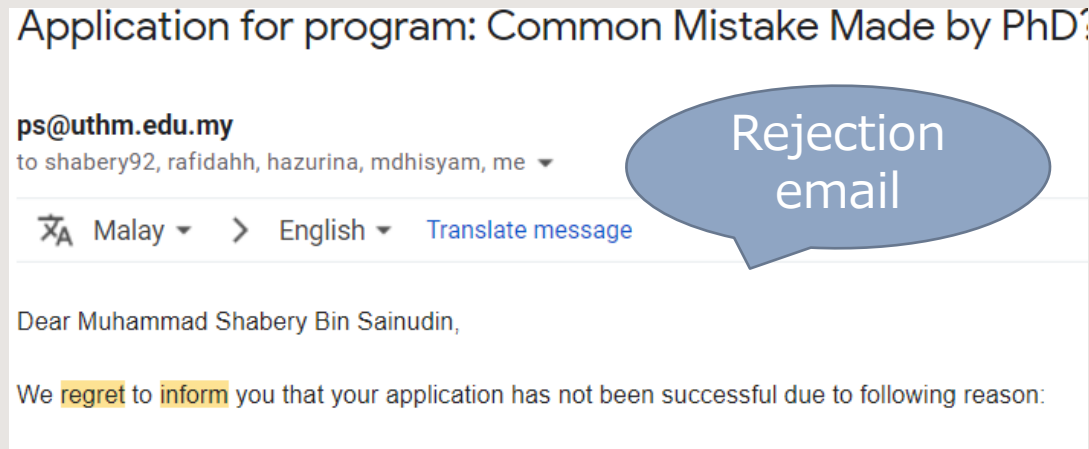
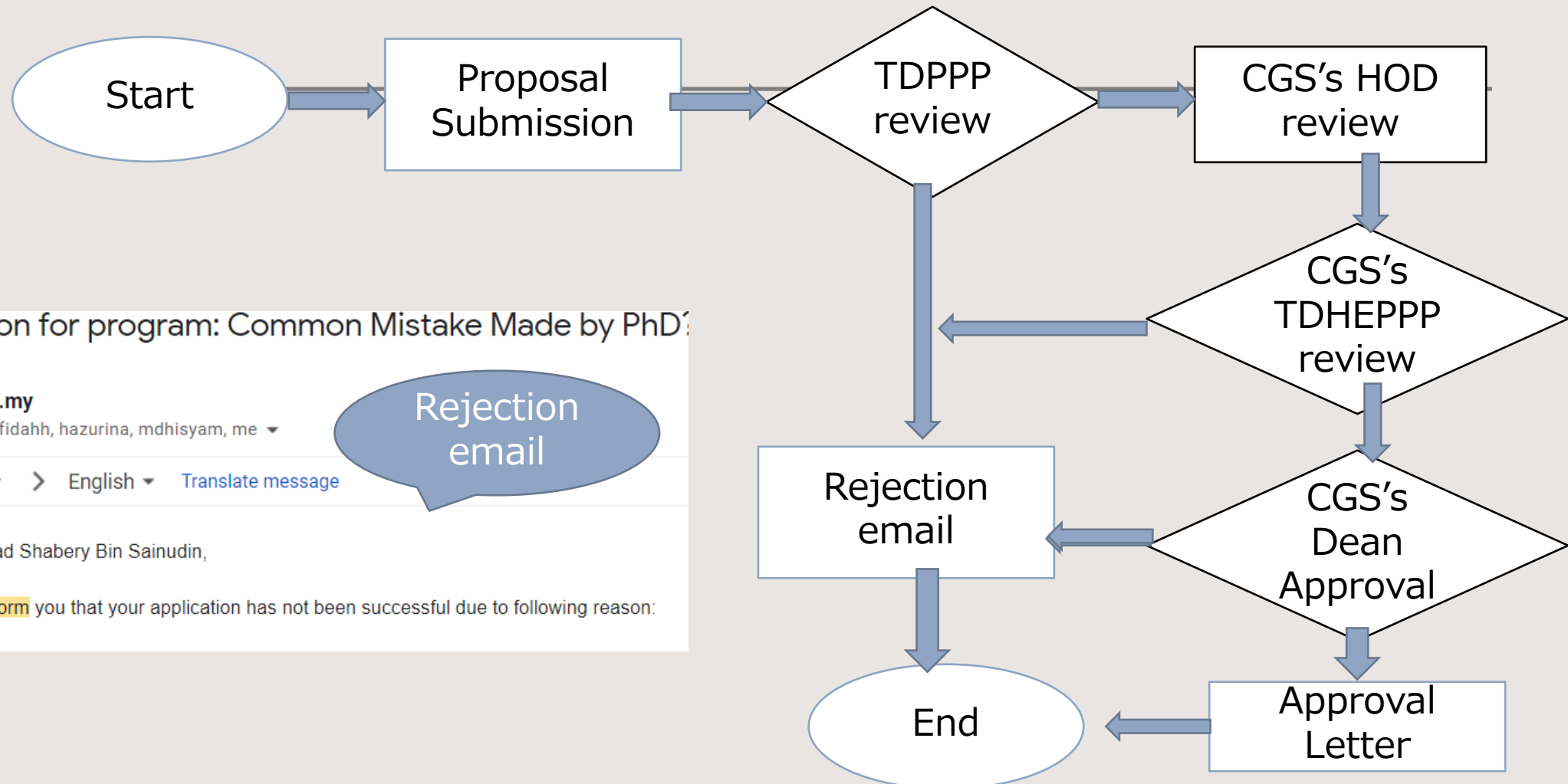
to shabery92, me ▼

Dear Muhammad Shabery Bin Sainudin,

I'd like to inform you that we received your application to conduct program: "SUKARELAWAN PASCASISWAZAH PUSAT PEMBERIAN VAK (PPV UTHM)". Dr. Muhamad Zaini bin Yunos is currently reviewing your application.

Centre for Graduate Studies UTHM

# Process submission



# Example of approval request

Mail

**Inbox** 3,121

Starred

Snoozed

Important

Sent

**Drafts** 90

Categories

**Chat** +

**Rooms** +

**NANOSURF**

← [Icons]

Salam Prof./Prof Madya/Dr./Tuan/Puan,

Mohon untuk semakan program "SUKARELAWAN PASCASISWAZAH PUSAT PEMBERIAN VAKSIN UNIVERSITI TUN HUSSEIN ONN MALAYSIA (PPV UTHM)".  
Dilampirkan kertas kerja yang telah dihantar oleh pelajar: Muhammad Shabery Bin Sainudin

Jika pihak Prof./Prof Madya/Dr./Tuan/Puan menyokong aktiviti ini mohon untuk menekan butang "approve" dan memberi ulasan diruangan dibawah

Regards  
Dr Muhamad Zaini Yunos  
Pusat Pengajian Siswazah

Date Created: Wednesday, August 4, 2021 5:31 PM GMT

**Approve** **Reject**

**Approvals**  
Approval request details

**Approved**

**Permohonan aktiviti pelajar Fakulti Kejuruteraan Awam dan Alam Bina: Common Mistake Made by PhD?MSc Students**

Salam Prof./Prof Madya/Dr./Tuan/Puan,

Mohon untuk semakan program Common Mistake Made by PhD?MSc Students .  
Dilampirkan kertas kerja yang telah dihantar oleh pelajar: Muhammad Shabery Bin Sainudin

Jika pihak Prof./Prof Madya/Dr./Tuan/Puan menyokong aktiviti ini mohon untuk menekan butang "approve" dan memberi ulasan diruangan dibawah

Regards  
Dr Muhamad Zaini Yunos  
Pusat Pengajian Siswazah

**Final status: Approved**

**RH** Approved by Rafidah Binti Hamdan Aug 2  
saya menyokong permohonan ini

**M** Requested by Muhamad Zaini Bin Yunos Jul 31



# Approval email

Approval of program: VIVA-VOCE AND PROPOSAL DEFENSE PREPARATION

External

Inbox x



ps@uthm.edu.my

Thu, Aug 26, 9:33 AM (10 days ago)



to shabery92, hazurina, rafidahh, sharudin, mdhisyam, me, amdan, haspa, haszrina, asmah, aizan

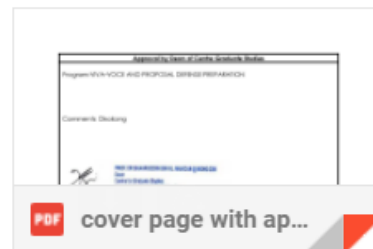
Dear Muhammad Shabery Bin Sainudin,

I, hereby, would like to inform you that CGS has approved the application of your proposal to conduct program: VIVA-VOCE AND PROPOSAL DEFENSE PREPARATION with budget RM 600. Kindly find the attachment for approval letter.

Centre for Graduate Studies UTHM

Approval letter

3 Attachments



# What to do if my proposal rejected?

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- You can apply again and please do consider the suggestion that being given in your rejection email



# What to do if my proposal approve?

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## Before program

- ❑ *Prepare invitation letter to speaker/guest*
- ❑ *Program poster*
- ❑ *Registration link*
- ❑ *Survey Question( you can refer <https://www.locs.on.ca/wp-content/uploads/2015/10/Workshop-portfolio-feedback.pdf>)*
- ❑ *Prepare 3 quotations and submit RO form- if your budget approved to buy something (2 weeks before event) (<https://bendahari.uthm.edu.my/borang-borang>)*
- ❑ *If the food & beverages budget exceed RM500 please submit the quotation to CGS (1@ 2 weeks before event)*
- ❑ *if not just fill in this form: [https://bendahari.uthm.edu.my/borang/unit\\_bayaran/B.UPY011\\_10022014.xls](https://bendahari.uthm.edu.my/borang/unit_bayaran/B.UPY011_10022014.xls)*
- ❑ *If you need to book hall@ sport utility, please refer to <https://pph.uthm.edu.my/> or <https://sukan.uthm.edu.my/>*

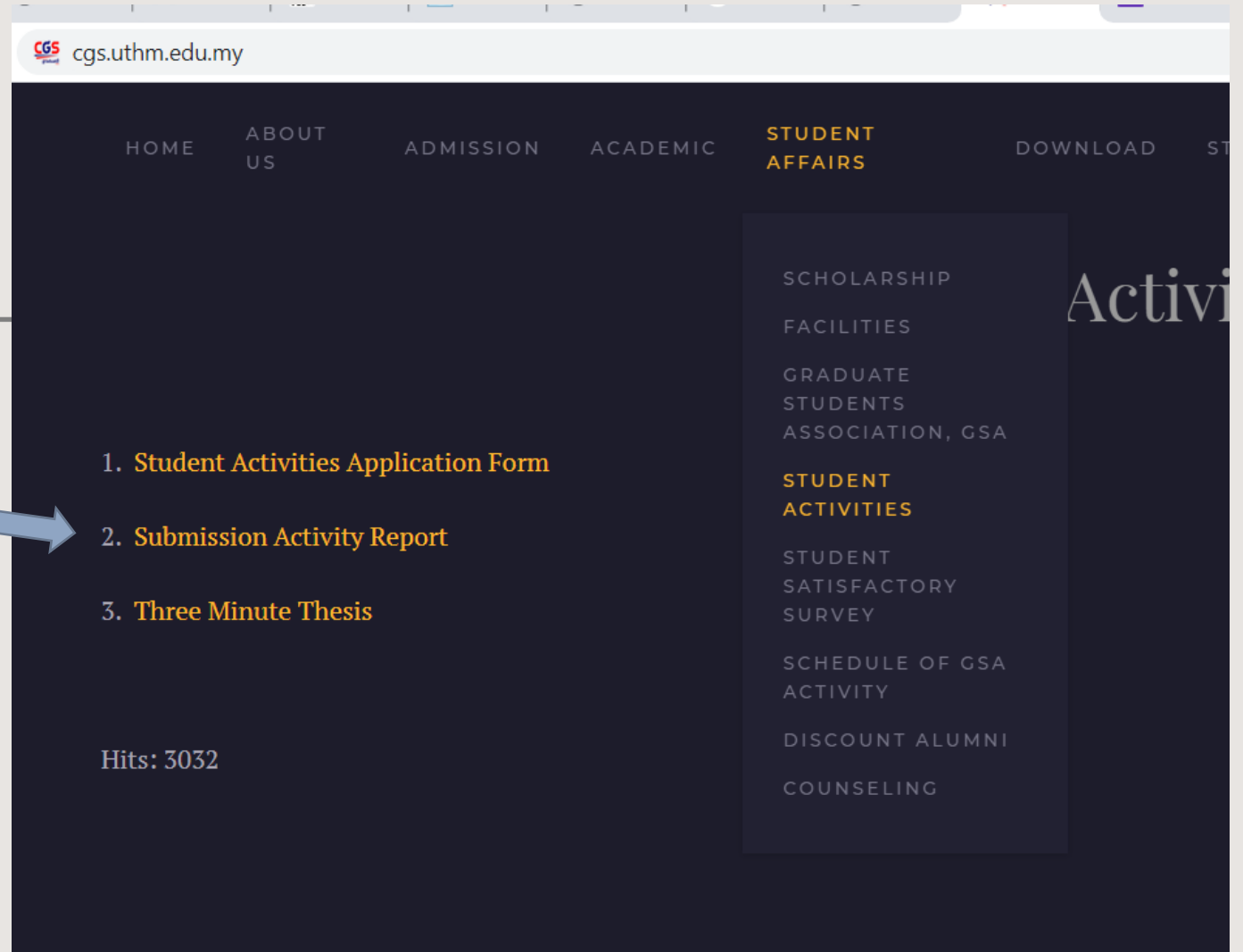
# After program

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❑ Please prepare the report and submit here

(1 week after program)

❑ Please complete any financial document and submit to CGS



The screenshot shows the CGS website at cgs.uthm.edu.my. The navigation menu includes HOME, ABOUT US, ADMISSION, ACADEMIC, STUDENT AFFAIRS, and DOWNLOAD. The main content area displays a list of activities:

1. **Student Activities Application Form**
2. **Submission Activity Report**
3. **Three Minute Thesis**

Below the list, it shows "Hits: 3032". A blue arrow points from the text "and submit here" in the slide to the "Submission Activity Report" link on the website.

On the right side of the website, there is a vertical menu with the following items: SCHOLARSHIP, FACILITIES, GRADUATE STUDENTS ASSOCIATION, GSA, **STUDENT ACTIVITIES**, STUDENT SATISFACTORY SURVEY, SCHEDULE OF GSA ACTIVITY, DISCOUNT ALUMNI, and COUNSELING. The word "Activi" is partially visible on the far right.



**Thank you and  
enjoy your  
program!**