

# GUIDELINES ON CONFERENCE SUPPORT FOR PGR STUDENTS

Effective on: 08/06/2012

Amended: 19/08/2016

## 1. Introduction

This guideline applies to PGR students who are seeking Sunway University's support to present a paper at conferences. The purpose is to allow the students to publish under Sunway's affiliation and hence, increase the university's publication output.

## 2. Eligibility

- 2.1. All full-time PGR students, including the international students are eligible to apply.
- 2.2. Confirmed, full-time Sunway staff that are pursuing postgraduate studies are expected to apply under the staff Conference Participation, thus are not eligible to apply.

## 3. Terms and Conditions

- 3.1. The conference paper must be joint-written by at least one academic staff member from Sunway University.
- 3.2. The paper/abstract must also be accepted by the conference prior to application.
- 3.3. The support shall cover the registration fees, transportation, accommodation and meal subsistence up to RM 3000 per student per year.
- 3.4. A final permitted version of the paper shall be deposited in the Institutional Repository according to Sunway Institutional Repository Policy.

## 4. Approved Items of Expenditure

The financial assistance provided is normally for the items of expenditure identified below. The estimated amount requested for each item of expenditure will be proposed in the Travel Request Form by students in consultation with the supervisor. Other items of expenditure are not reimbursable unless there is a demonstrated benefit to the University and have received prior approval from the HOD or representative.

### 4.1. Travel

The University will provide a return economy class airfare to the conference venue via the most direct route. Mileage claims may be provided for national conferences at prevailing rates (refer Appendix 1).

### 4.2. Airport Transfers

Airport transfers may be fully paid for by the University, based on official receipts as part of the financial allocation. Students are reminded to keep all receipts for reconciliation of accounts.

### 4.3. Conference Registration

Conference registration fees are fully paid for by the University based on the official announcements by the conference organizers. The student is required to submit a copy of the official brochure indicating the registration fee. If the registration fee is a package payment including accommodation and meals, then the University will not provide financial assistance for those items for the period of the conference. The student is to file the official registration fee receipt upon return.

4.4. Accommodation

Students are expected to stay in hotels/ motels/ housing recommended by the conference organizers. Students will select lower range accommodation arranged for the conference. Students are required to submit a copy of the Conference\_Brochure with information on accommodation rates. Extra costs associated with upgrading of a hotel room will be borne by students themselves. The University will pay/ subsidize the accommodation of the student up to the ceiling rates as stated on Appendix 1 and will not pay for additional expenses incurred by accompanying family members or others. If the students opt to stay with relatives or friends while attending conferences, the University will not reimburse any cost for accommodation. Cost of internal traveling associated with staying outside of the conference venue may be reimbursed subject to availability of approved funds and the cost of travel being no more than the cost of the lowest hotel rate offered by the conference organizers.

4.5. Subsistence Allowance

Subsistence allowance is always provided in Malaysian ringgit. Details can be obtained from Appendix 1. If the registration fee is a package payment which includes meals/some meals, then the University will not provide subsistence allowance for those meals already paid for. Meal allowances are normally not provided before and during flights but will commence on arrival at the conference locations. Wherever possible, students are requested to submit, together with their applications, official conference programmes to facilitate calculation of subsistence allowances before departure. Normally, it is not required for students to present receipts for subsistence allowances on return.

**5. Application and Approval Process**

5.1. Students shall complete the application form (available for download on <http://sunway.edu.my/university/research/policies>) and submit it to their respective faculty administrators. Application must be accompanied by:

- Official Letter of Acceptance from Conference;
- A copy of the conference paper or abstract, if acceptance is by abstract; and
- A copy of the conference brochure.

5.2. The student's supervisor shall recommend the support to HOD and Dean if the application meets all the criteria and conditions.

5.3. The Provost shall finalize the decision. Students may then proceed with registration upon receiving the final approval.

## DOCUMENT CHANGE LOG

<u>Revision Date</u>	<u>Description of Change</u>	<u>Page(s)</u>
	Include clause 3 – to support participation in conferences held overseas for postgraduate student of research mode only.	1
	To revise the support to include claims for travel and accommodation.	1
	Rewrite Item 4 – Approved Items of Expenditure Item 4 was moved down to Item 5.	1-2 2-3
	Added Appendix 1	
<u>19/8/16</u>	Amended guideline title – exchange Sunway student to PGR Student Clause 2.2 added 'PGR' Removed overseas and amended support amount RM 3000.	1

Appendix 1  
Guidelines on Conference Support for PGR Students

**Travelling on Company Business for Students**

1. Meal Allowance

<b>Breakfast/Day</b>	<b>Lunch/Day</b>	<b>Dinner/Day</b>
RM 10	RM 15	RM 20

2. Travelling

Air ticket bookings and purchase of travel insurance shall be made through Sunway Travel.

For ground travel, If travelling with own vehicle, mileage will be reimbursed on the following rate.

<b>Vehicle</b>	<b>Car</b>	<b>Motorcycle</b>
<i>Rate (RM)</i>	0.60/km for first 500 km 0.40/km subsequently	0.30/km

Toll/parking/public transport fees are claimable with official receipts.

3. Accommodation

<i>Domestic</i>	Standard room up to a max of RM 200 nett per day on a twin-sharing basis.
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**Procedure**

Travel Request Form with details on **Flight Itinerary, Hotel Reservation, Car Rental, Insurance**, is to be filled by a student. Application must be recommended and approved by the Dean.