

**PERMOHONAN BAYARAN BALIK BANTUAN KEWANGAN BAGI PENERBITAN PENSYARAH
(REIMBURSEMENT APPLICATION FORM FOR LECTURER'S PUBLICATION)**

Senarai Semak Permohonan/ Application Checklist	Tandakan/ Tick (✓)
Borang Permohonan Bayaran Balik Bantuan Kewangan bagi Penerbitan Pensyarah <i>Reimbursement Application Form for Lecturer's Publication</i>	
Surat Tawaran Calon Ijazah Tinggi Universiti Malaya Bersama Nama Penyelia <i>Universiti Malaya Student's Enrolment Offer Letter with Supervisor's Name</i>	
Invois / Keputusan Editor Menyatakan Jumlah Perlu Dibayar <i>Invoice / Editor's Decision Stating the Amount That Needs to be Paid</i>	
Resit Bayaran <i>Payment Receipt</i>	
Penyata Akaun Bank Menyatakan Kadar Pertukaran Mata Wang (sekiranya melibatkan mata wang luar) <i>Bank Account Statement Stating the Currency Rate (if involving foreign currency)</i>	

Terms and Conditions for Reimbursement:

1. Reimbursement is only applicable to both contract and permanent academic staff of the Faculty of Education.
2. The maximum amount of funds allocated per individual academic staff is RM 6,000.00.
3. Journal article publication must be co-authored with supervised student.
4. High-impact journal publication comprises of:
 - a. Web of Sciences (WoS)
 - i. Social Sciences Citation Index (SSCI);
 - ii. Arts & Humanities Citation Index (AHCI);
 - iii. Science Citation Index Expanded (SCIE); or
 - b. Scopus; and
 - c. Not listed as Predatory Journals (Beall's List).
5. The article must be published and indexed in WoS/Scopus at the time the reimbursement application is made.

Kategori Permohonan: (tandaan yang berkenaan) / Application Category: (tick where applicable)

1.	Butir-Butir Permohonan / Details of Applicant									
	1.1	Nama Pemohon (Name of Applicant)								
	1.2	No. Staf (Staff Number)								
	1.3	No. Kad Pengenalan/ Pasport (IC/Passport No.)								
	1.4	No. Telefon (Pejabat) Telephone No. (Office)		No. Telefon Bimbit H/P Number						
	1.5	Alamat Surat Menyurat (Correspondence Address)								
1.6	Jabatan (Department)									
2.	Butir-Butir Pelajar Seliaan / Details of Supervisee									
2.1	Nama Pelajar (Name of Candidate)									
2.2	No. Pendaftaran (Matriculation Number)		Sesi Kemasukan/ (Entry Session)							
2.3	No. Telefon Bimbit H/P Number		Email:							
2.4	Nama Program (Name of Program)									
2.5	Bidang Pengajian/ Penyelidikan (Field of Study/Research)									
2.6	Tajuk Penyelidikan (Research Title)									
UNTUK PENERBITAN / FOR PUBLICATION										
3.	Butir-Butir Penerbitan/Details of Publication									
	3.1	Tajuk Penerbitan (Title of Publication)								
	3.2	Nama Jurnal (Name of Journal)								
	3.3	Penerbit / (Publisher)								
	3.4	Indeks/ Index* *Tick where applicable	Web of Sciences (WoS)		SSCI		AHCI		SCIE	
			Scopus							
	3.5	URL/DOI								
3.6	Pengarang Utama/ Corresponding Author	1.								
3.7	Pengarang Bersama / Co Author	2.		3.						
4.	Butir-butir Tuntutan Bantuan/Details of Reimbursement									
4.1	Baki semasa menuntut bantuan kewangan penerbitan pensyarah (RM): Existing balance during reimbursement (RM):									
4.2	No. Resit Tuntutan: Reimbursement Receipt No.:									
4.3	Jumlah Tuntutan (RM): Reimbursement Total (RM):									

4.4	Tarikh Resit: <i>Receipt Date:</i>	
4.5	Baki Terkini (RM): <i>Current Balance (RM):</i>	
*Sila lampirkan bukti pembayaran (asli) kepada jurnal <i>*Please attach the original proof of payment to the journal</i>		
5.	Senarai penerbitan yang dihasilkan untuk tempoh 2 tahun sebelum permohonan. Sekiranya ruang tidak mencukupi sila kemukakan lampiran. <i>List of publications produced during the period of two years before application. If more space is required, please append the list of publications.</i>	
	Tajuk Penerbitan <i>Title of Publication</i>	Tarikh/Date
	Jenis Penerbitan/Type of Publication	Diterbitkan oleh/Published by
6.	Permohonan Bantuan Kewangan/Application for Financial Assistance	
6.1	Adakah menerima bantuan kewangan dari mana-mana pihak? Ya (Yes) <input type="checkbox"/> Tidak (No) <input type="checkbox"/> (sila kemukakan surat bantuan kewangan daripada penaja) <i>Are you receiving any aid from any source at present?</i> <i>(Please append letter of sponsorship from sponsor)</i>	
	Nama Organisasi <i>Name of Organization</i>	Jumlah (RM) Total (RM)
6.2	Bantuan Kewangan Yang Dipohon: PENERBITAN <input type="checkbox"/> <i>Financial Assistance Applied: Publication</i>	

Saya mengaku bahawa semua butiran di atas adalah benar dan resit yang dilampirkan / kertas kerja yang akan dibentangkan (jika berkaitan) adalah asli dan tidak pernah diterbitkan dalam sebarang bentuk penerbitan.
I confirm that all the above details are true and attached receipt is original / the working paper to be presented (if relevant) is my original work and has not been published earlier in any form.

 Tarikh (Date)

 Tandatangan Pemohon

 Tandatangan Ketua Jabatan

KEGUNAAN PEJABAT SAHAJA / OFFICE USE ONLY	
7.	Ulasan dan Perakuan Timbalan Dekan (Penyelidikan)/Comments and Approval by Deputy Dean (Research)
	7.1 Ulasan/Comments: _____ _____ 7.2 Permohonan Disokong/Tidak Disokong* (Application Supported/ Not Supported) *potong mana yang tidak berkenaan/please cross whichever irrelevant
	_____ Tarikh (Date)
	_____ Nama/Tandatangan (Name/Signature)

 Tarikh (Date)

 Nama/Tandatangan
 (Name/Signature)

8.	Ulasan dan Perakuan Dekan/Comments and Approval of the Dean
	<p data-bbox="253 121 435 147">Ulasan/Comments:</p> <hr data-bbox="253 172 1292 176"/> <hr data-bbox="253 235 1292 239"/> <p data-bbox="253 243 841 268">Bantuan Kewangan yang diperakukan: *RM _____</p> <p data-bbox="253 273 474 298"><i>Financial Aid Approved</i></p> <p data-bbox="253 302 1380 352"><i>*bantuan kewangan tidak melebihi RM6,000.00 untuk penerbitan ke jurnal antarabangsa atau tempatan (tidak termasuk yuran proofreading)</i></p> <p data-bbox="253 357 1334 407"><i>The financial aid is not exceeding a total of RM6,000.00 for publication to international/domestic journals (excluding proofreading fee)</i></p>

Tarikh (Date)

Tandatangan Dekan Fakulti
(Dean Signature)