



1. INTRODUCTION

The Faculty of Languages and Linguistics (FLL) recognises the importance of postgraduate students presenting papers at conferences and attending workshops/summer schools to improve their knowledge base and obtain essential feedback on their research. As such, the FLL Postgraduate Office has created a fund to assist students in these academic activities.

The fund aims to help students to:

- a. gain constructive feedback on their research
- b. obtain further knowledge, training and expertise in their research fields
- c. disseminate information about their current and innovative research
- d. make a name for themselves as specialists in their fields
- e. network with other scholars for possible future professional collaborations and other opportunities.

2. EXPENSES COVERED

- a. Travel costs associated with conferences, workshops, summer schools and other related research training opportunities
- b. Full or partial sponsorship of the following:
 - Registration fee
 - Travel (economy mode)
 - Accommodation
 - Visa/Travel pass
 - Travel insurance
- c. Amount covered
 - Summer schools: RM5000 limit
 - Overseas conferences/workshops/trainings: RM3000 limit
 - Local conferences/workshops/trainings: RM1500 limit
- d. A student can only receive funding once per annum

3. ELIGIBILITY

a. General requirements

- The applicant is currently a postgraduate student at FLL with an active candidature
- The applicant has been accepted for a conference presentation/workshop/summer school
- The event must be held before a candidate receives the Senate Letter
- The conference/workshop/training/summer school is related to the faculty's research areas and (co-)organized by a recognised academic institution or professional organization
- The research presented is undertaken at FLL and is a part of the applicant's academic programme
- The research is original and innovative
- The applicant endeavours to publish the research after the conference
- The application is supported by the supervisor(s)
- The applicant's supervisor(s) is/are the co-author(s)/co-presenter(s) of the conference paper/presentation
- Completed application and budget are submitted at least 2 months prior to the date of the event
- The applicant presents the conference paper at the faculty prior to the conference to ensure readiness. The date of presentation will be suggested by the Postgraduate Office.

b. Programme-specific requirements:

- Programme by research mode: the applicant has completed the proposal presentation successfully
- Programme by mixed mode: the applicant has a minimum CGPA of 3.0 in the coursework component and has completed the proposal presentation successfully
- Programme by coursework mode: the applicant has a minimum CGPA of 3.0.

c. Post conference/training/workshop/summer school responsibilities:

- The recipient submits a certificate or proof of participation/completion (conference presentation)
- The recipient conducts a sharing session on the input gained from the event (workshop/training/summer school).

4. SELECTION CRITERIA

A selection panel will judge applicants using the following criteria:

- a. Quality and potential significance of research
- b. Event is recognized in linguistics, language and communication studies
- c. Likelihood of a publication:

- Journal article/conference proceeding indexed in WoS/Scopus
 - Book chapter published by recognized international/MAPIM/university press.
- d. Strength of the supporting statement provided by the supervisor(s).
- e. Justification of the budget, including consideration of whether other available funding sources have been exhausted.
- f. An applicant who has not previously received a grant from the faculty will be given preference over those who have.

5. APPLICATION PROCEDURE

- a. The completed application form and supporting documents must be submitted to the Postgraduate Office **at least two months** prior to the academic event.
- b. Documents to be submitted:
- Completed Conference and Training Fund Application form
 - Supporting statement(s) from the applicant's supervisor(s)
 - Conference: Abstract of paper and acceptance confirmation
 - Workshop/Training: Training information and acceptance confirmation
 - Budget with breakdown and justifications of costs
 - Proposed timeline of pre- or post-attendance presentation and plan for publication

6. PAYMENT PROCEDURE

- a. If the organiser/payee is a Universiti Malaya entity, fees can be paid directly by the faculty through a journal transfer.
- b. Other claims will be reimbursed upon provision of the proofs of receipts and successful completion.