

Faculty of Chemical and Process Engineering Technology
APPLICATION TO ATTEND CONFERENCE
& JOURNAL PUBLICATION PROCESS

STUDENTS

- Download the application form (CONFERENCE APPLICATION FORM/JOURNAL FORM) and fill in all the necessary information.
- Submit the form and the required documents to Project Leader (Grant) for verification (Refer Checklist).

1

PROJECT LEADER

Verification by the Project Leader
Return the form to student.

2

STUDENT

- Submit the application form and the complete documents to Postgraduate Unit FTKKP.

3

FACULTY

- Verification by the Faculty's Dean
- E-mail the form to Research & Innovation office for the approval of Deputy Vice Chancellor.

4

RESEARCH & INNOVATION

Document review.
Notification for the approval/
rejection via email.

5

Student may receive the approval letter from Research & Innovation Office once the application is approved.

*Best practice for document submission to Research & Innovation Office is three (3) months before the conference date (for attending conference) or once the paper is accepted for publication (Journal publication).

