



**Conference Leave Application Form  
For Full-time Research Postgraduate students**

- with financial assistance  
 without financial assistance

Please submit form through Main Supervisor and Head of Department to the Faculty Conference Committee

<b>PART I – TO BE COMPLETED BY APPLICANT</b>				
<b>A. Student's Particulars</b>				
Name		Matric No.	Department	
Supervisor(s)	Type of Candidature MSc / PhD	Date of registration From	End date of candidature to	
<b>B. Conference Details</b> <i>(Please attach brochure/official handout on conference)</i>				
Title of Conference				
Dates From		to	Venue	
Nature of Participation <i>(Please attach copies of relevant correspondence)</i> <input type="checkbox"/> read a paper <input type="checkbox"/> a panel discussant <input type="checkbox"/> present a poster <input type="checkbox"/> others:				
Title of Paper to be presented at conference				
Details of Co-authors: Names/Department				
1.	2.	3.		
Paper accepted for presentation at conference <input type="checkbox"/> Yes (To attach copies of relevant correspondence) <input type="checkbox"/> No				
Paper is result of multi-disciplinary research <input type="checkbox"/> Yes <input type="checkbox"/> No				
Paper has been substantially presented previously <input type="checkbox"/> Yes (Please give details below) <input type="checkbox"/> No				
<b>Details of Conferences attended with Financial Assistance from Faculty of Dentistry (only if financial assistance from the Faculty is required)</b>				
Venue	Conference Title	Date		Amt of Financial Assistance From FOD
		From	To	

**C. Leave Application**

Proposed Period of Leave: from \_\_\_\_\_ to \_\_\_\_\_  
**Are you applying for leave immediately before or after the proposed conference leave:**  
 Yes; details given below \_\_\_\_\_  No

**D. Financial Assistance**

**Have you received any Financial Assistance from Research Grants or outside the University?**  
 Yes; details given below and copies of relevant correspondence attached  No  
Source: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Research grant title: \_\_\_\_\_  
WBS No. (if applicable): \_\_\_\_\_

<b>Financial Assistance from Faculty requested (Please ✓ the relevant box (es))</b>  <input type="checkbox"/> 100% of Airfare by the most economical means & direct route. <input type="checkbox"/> 70% Per Diem (only during conference period) <input type="checkbox"/> Full Registration Fees. <input type="checkbox"/> Local Transport./ Airport Transfer  <b>Total</b>	_____ _____
	<b>Note:</b> The maximum financial allowance for: a) overseas conference is \$1,200 b) local conference is full registration fee Faculty Conference Committee reserves the right to decide otherwise should circumstances call for.

I acknowledge that only <b>one</b> author per paper can submit an application for financial support from the University for the conference.  I confirmed that there is no provision in my supervisor’s research grant for this proposed financial assistance application.  <b>Signature of applicant:</b> _____ <b>Date:</b> _____	
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**PART II – TO BE COMPLETED BY MAIN SUPERVISOR**

**Application is supported**  
 Yes  No

I **do not/do** \* concur that there is indeed no provision in my research grant for this proposed financial assistance application.  
 Other Reasons/Comments:

**Name of Main Supervisor :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Main Supervisor :** \_\_\_\_\_

**PART III – TO BE COMPLETED BY HEAD OF DEPARTMENT**

**Application is supported**

Yes

No

Reasons/Comments:

**Ranking in order of priority of students in same department proposing to attend the same conference**

1.

2.

3.

Signature of Head:

Date:

**PART IV - TO BE COMPLETED BY DEAN (if financial assistance is required)  
TO BE COMPLETED BY VICE DEAN RESEARCH (if no financial assistance is required)**

**Application is approved by the Faculty's Conference Committee:**

Yes; for

Conference leave and financial assistance of S\$ \_\_\_\_\_.(cap at \$1,200)

No

Conference leave only.

Reasons/Comments:

Signature of Dean/Vice Dean (Research):

Date:

**Notes on Conference Leave**

- i) A research scholar is granted a maximum of 14 days leave in an academic year to attend conference(s) which must be related to his/her research area.
- ii) A maximum of 1 day before & 1 day after the conference may be granted for travelling to international destinations.
- iii) A copy of the invitation letter from the organiser must be attached with the leave application.
- iv) Students are required to apply for conference leave regardless if financial assistance is required.

