

 XIAMEN UNIVERSITY MALAYSIA 廈門大學 馬來西亞分校	Revision	1	
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RESEARCH-RELATED EVENT ORGANIZATION PROCEDURE

1.0 INTRODUCTION

Xiamen University Malaysia (XMUM) encourages its staff to organize research-related events such as conferences, seminars, workshops and knowledge-sharing programmes in their respective field of expertise for the following purposes:

- (a) For the sharing and dissemination of scientific knowledge and expertise
- (b) To encourage new local and/or international research collaborations
- (c) To strengthen existing local and/or international research collaborations
- (d) To promote industrial networking
- (e) To promote XMUM research

Xiamen University Malaysia Research Fund (XMUMRF) can be used to fund the organization of research-related events and this expenditure is under Vote 29000.

2.0 PROCEDURE

- 2.1 The XMUM staff shall download the “Research-related event organization proposal template” from the university research website (<http://www.xmu.edu.my/18054/list.htm>).
- 2.2 The XMUM staff shall fill in the proposal and submit the complete proposal along with the relevant supporting documents to the RMC for review and approval **at least one (1) month** before the event date.
- 2.3 If the XMUM staff wishes to use the XMUMRF for the organization of the research-related event, the XMUM staff shall ensure that there is sufficient budget under Vote 29000 based on the latest grant expense report. Otherwise, the XMUM staff shall submit a budget reallocation request form to the RMC for review and approval.
- 2.4 The RMC shall submit the proposal to the top management for approval.

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2.5 Once the proposal has been approved, the RMC shall notify and send the approved proposal to the XMUM staff as a record. The staff shall submit the approved proposal and the relevant documents for conference-related claims.

3.0 DOCUMENT CHECKLIST

No.	Document	(√ / X)
1.	Research-related event organization proposal	
2.	Latest grant expense report/award letter (if applicable)	
3.	Flyer of the research-related event (can be submitted to the RMC when it is ready)	
4.	Other relevant supporting documents (if applicable)	