**MJIIT ASEAN Student Incentive Award Application Guideline**

**Guideline**

　(Application for MJIIT ASEAN Student Incentive Award)

1. Applicant should submit the following documents to MJIIT.
	1. Attached application form for MJIIT Student Incentive Award (which can also be downloaded at http://mjiit.utm.my/postgraduate-fees/)
	2. Scanned copy of an official test score of TOEFL or IELTS
	3. Scanned copy of transcript from his/her Bachelor Degree
2. Application will be screened and award of scholarship will be decided on first-come-first-served basis.
3. Incomplete application will not be processed. Therefore, applicants need to check the completeness of their application carefully.
4. The offer will be cancelled if the successful applicants fail to return the student incentive agreement within the stipulated period stated in the offer letter.
5. The student incentive schemes and the sponsorship contents are as follows:
	1. Monthly allowance: Ringgit Malaysia 1,500 per month for two years
	2. Tuition fee: to be waived for two years
	3. One round trip flight ticket between home country and Malaysia
	4. Processing fee of application: to be waived
	5. Insurance in Malaysia: up to RM 3,200 for two years
	6. Travel expenses and allowance for short-term attachment to a Japanese partner university for the period of 3-6 months during the two-year study period
	7. Travel expenses and allowance to attend an international conference in Japan
6. The result of application is subject to MJIIT’s decision.
7. This guideline can be revised by MJIIT when necessary.
8. All applications with complete attachments must be e-mailed to Dr. Naoki Umemiya (umemiya@mjiit.jp), JICA Expert at MJIIT.

(Application for Admission)

1. The scholarship will be awarded based on a condition that, after an applicant is successfully awarded the scholarship, the applicant will complete the official on-line application process for admission to UTM　MJIIT at its homepage (<http://www.sps.utm.my/sps/admission.html>) and is successfully admitted to UTM　MJIIT meeting all the requirements, for enrolment in September 2015, November 2015, or in February 2016 at the latest.
2. The offer of the scholarship will be cancelled if the successful applicant fails to enroll as MJIIT students within the stipulated period stated in the offer letter.
3. Application deadline for admission and its corresponding sponsorship commencement month are shown in Table 1. The actual sponsorship commencement date is subject to the actual starting date of the semester.

 Table 1: Application Deadline for Admission and Sponsorship Commencement Month

|  |  |
| --- | --- |
| Intake Month | Deadline of Application |
| February | 15 November |
| April | 15 January |
| September | 15 June |
| November | 15 August |

**Eligibility**

The following describes the eligibility of candidates according to the student incentive schemes.

1. Applicant is from an ASEAN member country.
2. Applicant should possess Bachelor’s degree or equivalent.
3. Applicant should have obtained CGPA 3.0 and above in his/her Bachelor’s degree .
4. Applicant should have attained the minimum English requirement , i.e., TOEFL score of 550 (or 79 IBT) or IELTS 6.0
* Only original and valid TOEFL or ILETS (Academic) certificates of not more than two years old upon the day of registration are accepted.
* Institutional-based / prediction score TOEFL/ILETS including TOEFL Institutional Testing Program (ITP) are not acceptable).
* **EXEMPTION**:
1. Applicants who have not attained the minimum English requirement, i.e., TOEFL score of 550 (or 79 IBT) or IELTS 6.0 may be eligible for admission **IF** they have attained a TOEFL score of 500 or IELTS score of 5.5 and shall be required to take an intensive English course after enrolment (financially supported by the scholarship) and achieve the required TOEFL score of 550 or IELTS score of 6.0 within one (1) year upon enrolment.
2. Applicants shall be exempted from having attained the above mentioned English requirement in case you are from or you are a graduate from a university in some English speaking countries listed at <http://www.sps.utm.my/sps/prospective-student/78-english-requirement.html>

End

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|  |  |  |
| --- | --- | --- |
| Reference No. |  | **UTM(PS)-02/93 (Pind. 1/2011)** |
|  | SCHOOL OF GRADUATE STUDIESUNIVERSITI TEKNOLOGI MALAYSIA**81310 utm skudai, johor**MALAYSIA **TELEPHonE: (+6) 07-5537900/378984/37891 fax: (+6) 07-5537592****APPLICATION FOR ADMISSION TO POSTGRADUATE STUDY****SESSION\* \_\_\_\_\_\_\_\_\_\_\_SEMESTER\* I (SEPTEMBER) / II (FEBRUARY)** | AFFIXRECENTPASSPORTSIZEDPHOTOGRAPH |

**NOTES:** 1. Please provide all information requested and ensure that testimonials, transcripts and other supporting documents are submitted together with this form.

1. The application form and all documents must be submitted in **TWO (2) sets**.

 3. Please read the **Important Notes to Applicants** at the end of this form.

**A. personal data**

|  |
| --- |
| Full Name As In Passport/Identity Card **(In Block Letters):** |
| Correspondence Address: |
| Telephone: | Mobile Phone: | Email : |
| Country of Birth: | Date of Birth: (Day/Month/Year) | IC (Malaysian) / Passport No (International): |
| Nationality: | Sex | M |  |  | F |  | Religion: |
| Do you suffer from any form of disease/physical or other disability: If **YES**, please specify: |

**B. STUDY information**

|  |
| --- |
|  |
| Level of Study: | Master |  |  Ph.D |  |  Eng. Doc |  |  |
|  |
| Name of Programme: |  | Faculty: |
|  |
|  |
| Type of Study: | Mainstream (*Perdana*) |  |  Special (*Khas*) |  |  Off Campus (*Luar Kampus*) |  |  Others (Please specify): …………………….. |
|  |
|  |
|  |
| Mode of Study: | Taught Course |  | Taught Course & Research |  | Research |  |  |
|  |
|  |
| Campus : | Johor Bahru |  | Kuala Lumpur |  |   | Others Please specify:………………………. |
|  |
|  |
|  |
| Form of Registration: | Full Time |  | Part Time |  |  |
|  |
| Title of Research (by research programme):  Proposed Supervisor :  |

**c. academic achievement**

(Please attach certified copy of your certificate/diplomas/degrees and transcripts)

|  |
| --- |
| **higher degree qualification** |
| name of institution of higher learning / university | YEAR OF STUDY | name of degree/diploma | Date of Award/ Completion | class of honours / CGPA |
| from | to |
|  |  |  |  |  |  |
|  |
| **english language proficiency** |
|  |
| English Certificate:  |  Score Points  |  |  |  |
|  IELTS (IBT/ PBT/ CBT)\* |  |  |  |  |  |
|  TOEFL |  |  |  |  |  |  |
|  MUET |  |  |  |  |  |  |
|  |
| *\*Circle related certificate only* |
|  |

**d. work experience (including present job)**

|  |  |  |  |
| --- | --- | --- | --- |
| position | period of employment | name & address of employer | responsibility |
| from | to |
|  |  |  |  |  |

**E. financial support**

|  |
| --- |
| Please indicate means of Financial Support : |
|  |  |  |
| a) Self - Sponsored |  |  |
|  |  |  |
| \*b) Employer - Sponsored |  | ………………………………………..……………………………………….. |
|  |  |  |
| \*c) Others *(Please state)* |  | ………………………………………..……………………………………….. |
| \* Please provide Letter of Sponsorship. |

**F. referees**

|  |
| --- |
| Give names and addresses of two senior persons acquainted with your academic work that you have asked to write on your behalf indicating your academic fitness and general suitability to undertake the course for which you are applying. |
|  | (i) | (ii) |
| name: |  |  |
| Office address: |  |  |
| occupation/position: |  |  |
| telephone/fax no.: |  |  |
| E-MAIL: |  |  |

**G. declaration**

|  |
| --- |
| I certify that all information given in this application form is correct. I agree to the condition that the University has the right to reject this application, to withdraw the offer of admission or to terminate my study if any information given is found to be incorrect. I also undertake to observe and ensure payment of all fees and other liabilities. |
| ....................................................Date | ....................................................Signature |

**important notes to applicants**

1. Please complete this Application Form, enclose all the required documents in **TWO SETS** and send them to:

**deputy Dean (Research and development)**

**MALAYSIA-JAPAN INTERNATIONAL INSTITUTE OF TECHNOLOGY**

**Universiti Teknologi Malaysia INTERNATIONAL CAMPUS**

**JALAN SEMARAK, 54100 KUALA LUMPUR**

**MALAYSIA**

2. Please attach a copy of the offer letter for sponsored student.

3. If the application is intended for a Master’s or PhD degree by research, you are required to prepare a brief research proposal (about 3-5 pages) and submit it together with the application form. The proposal should contain the following items:

**Title**

**Chapter 1 Introduction**

* Background of the problem
* Statement of the problem & Objectives of the study
* Significance & Scope of the study

### Chapter 2 Literature Review

* Review relevant research to provide rationale for your work
* Present unanswered questions, untried method
* Findings of others you are challenging or extending

**Chapter 3 Research Methodology**

* Research Design & Procedure
* Operational Framework
* Subjects or data sources
* Research Plan & Schedule

**Chapter 4 Expected Findings and Summary**

**List of References**

4. Incomplete application form or if the application is not attached by certified true copies of the candidate’s Degree/Diplomas/Certificates and transcripts shall be considered null and void.

5. If you are on employment, please obtain a release letter from the current job or a permission to register as postgraduate student at UTM.

6. Please attach a processing fee of **RM20.00** for Malaysian applicants (Payment by cash at School of Graduate Studies Offices/ Internet Banking/ Cash Deposit) and **USD30.00** for international applicants (Payment by cash at School of Graduate Studies Offices/ Electronic Funds Transfer) payable to **“BENDAHARI, UNIVERSITI TEKNOLOGI MALAYSIA” / Account Number: 0118-0000001-05-1 / bank: CIMB Bank.**

7. Decision by the Selection Committee is final

# (Attachment)



*Please affix a passport sized photo here*

MJIIT STUDENT INCENTIVE APPLICATION FORM

MALAYSIA-JAPAN INTERNATIONAL INSTITUTE OF TECHNOLOGY

Tel: +6 03-2203 1200 Fax: +6 03-2203 1266 e-mail: mjiit@ic.utm.my

http://www.mjiit.utm.my

Please note that

1. Only **full-time** MJIIT postgraduate students by research are eligible to apply.
2. All new MJIIT student incentive applicants are required to complete this application form.
3. Copies of all the required information, for example, papers in journals must be attached, or else the application will be considered incomplete or rejected.

|  |
| --- |
| 1. DECLARATION
 |
| Have you ever received the MJIIT student incentive before? |

|  |
| --- |
| 1. TYPE OF APPLICATION (Please tick (√))
 |
| MONTHLY STIPEND | FULL TUITION FEE WAIVER | MONTHLY STIPEND & TUITION FEE WAIVER  |

|  |
| --- |
| 1. PERSONAL PARTICULARS
 |
| NAME: |
| PERMANENT ADDRESS: | CONTACT TELEPONE NO: |
| CORRESPONDENCE ADDRESS: | E-MAIL:  |
| DATE AND PLACE OF BIRTH: | PRESENT AGE: | NATIONALITY |
| PASSPORT OR IC NO.:  | MARITAL STATUS: |

|  |
| --- |
| 1. INFORMATION ABOUT THE GRADUATE STUDY PROGRAMME
 |
| NAME OF PROGRAMME: | *i*KOHZA:**(if applicable)** | DATE OF FIRST REGISTRATION:**(if applicable)** |
| FIELD OF STUDY: | MATRIC NO.: |
| NAME OF SUPERVISOR(S): | *Please attach a copy of the 3 to 5 pages research proposal.* |

|  |
| --- |
| 1. ACADEMIC QUALIFICATIONS

*(Provide information on your previous higher education. Please attach the certified copies of documents)*  |
| NAME OF HIGHER INSTITUTION | ENROLMENT DATE | DATE OF GRADUATION | ACADEMIC ACHIEVEMENT WITH CGPA (OR EQUIVALENT) | FIELD OF STUDY |
| 1.2.3. |  |  |  |  |

|  |
| --- |
| 1. FINANCIAL SCHEME RECEIVED

*(Please list the financial scheme you are currently receiving or have received)* |
| NAME OF SPONSOR | TYPE OF SCHEME (SCHOLARSHIP/ LOAN/GRANT etc) | NAME OF HIGHER LEARNING INSTITUTION  | DATE OF FIRST AWARD | DATE OF TERMINATION | AMOUNT |
| 1.2.3. |  |  |  |  |  |

|  |
| --- |
| 1. WORKING EXPERIENCE

*(Please list your current and previous working experience)* |
| NAME OF JOB | EMPLOYER’S NAME & ADDRESS | MONTHLY SALARY | DATE OF START | DATE OF TERMINATION |
| 1.2.3. |  |  |  |  |
| 1. PAPER PUBLICATION

*(Please attach a copy of each paper in the list and the proof of its indexing & impact factor. You may add the list if this page is insufficient.)* |
| 1. | Title of Paper |  |
| Author(s) |  |
| Date of Publication |  | Type of Publication (Please check one) |  | Journal |
|  | Conference |
|  | Book/Book Chapter |
| Name of Journal/Book or Proceedings |  | Volume |  |
| Pages |  |
| Impact Factor (if any) |  |
| Indexed in |  |
| Remark or other information |  |
| 2. | Title of Paper |  |
| Author(s) |  |
| Date of Publication |  | Type of Publication (Please check one) |  | Journal |
|  | Conference |
|  | Book/Book Chapter |
| Name of Journal/Book or Proceedings |  | Volume |  |
| Pages |  |
| Impact Factor (if any) |  |
| Indexed in |  |
| Remark or other information |  |
| 3. | Title of Paper |  |
| Author(s) |  |
| Date of Publication |  | Type of Publication (Please check one) |  | Journal |
|  | Conference |
|  | Book/Book Chapter |
| Name of Journal/Book or Proceedings |  | Volume |  |
| Pages |  |
| Impact Factor (if any) |  |
| Indexed in |  |
| Remark or other information |  |

|  |
| --- |
| 1. AWARDS AND RECOGNITIONS RECEIVED

*(Please attach certified copies of the documents)* |
|  | NAME OF AWARD/RECOGNITION AND THE AWARDING ORGANIZATION | DATE RECEIVED | DESCRIPTION  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**APPLICANT’S DECLARATION**

*I declare that the information submitted in this application form is true. I agree that Malaysia-Japan International Institute of Technology has the right to reject this application or withdraw the offer and the decision of MJIIT Postgraduate Committee (Research) is final. I understand that my performance will be evaluated annually for continued sponsorship in subsequent years.*

………………………………………………… ……………………………………………………

*Date Applicant’s Signature*

**SUPERVISOR’S RECOMMENDATION**

I support this application

I am not supporting this application

I, ………………………………………………………………………………………………………, hereby confirm that the above information is correct.

………………………………………………… ……………………………………………………

*Date Supervisor’s Signature and Stamp*

**MJIIT POSTGRADUATE COMMITTEE DECISION**

Recommended

 Rejected

 KIV

*Comments: ……………………………………………………………………………………………………………………………………………………………………………..*

………………………………………………… ……………………………………………………

*Date Deputy Dean (Academic)’s*

*Signature and Stamp*