



**APPLICATION FORM
EXCELLENT GRADUATE ASSISTANTSHIP (EGA) SCHEME**

a) APPLICATION REQUIREMENTS:

1. Applicants must be a registered full-time UniKL postgraduate student (by research)
2. Applicants must meet the following requirements:

Candidate	Age	Qualification
Master (by research)	Not more than 35 years old	Bachelor degree with minimum CGPA of 3.00 in the relevant field or equivalent. Applicants with CGPA of 2.75 – 2.99 may also apply subject to final selection by the committee.
Doctor of Philosophy	Not more than 40 years old	Master's degree by research in the relevant field of Master's degree with minimum CGPA of 3.00 or equivalent.

3. Must not be bonded to or in receipt of any financial aid/awards/scholarship/study loan from UniKL or any other organization/institutions at the time of application.

b) SUPPORTING DOCUMENTS (MANDATORY)

Please provide supporting documents as follow:

1. A copy of recent CV/resume
2. A copy of recent masters / PhD research proposal (approved by supervisor – signed & stamped)
3. A copy of degree scroll
4. A copy of degree transcript
5. A copy of letter of offer for UniKL postgraduate program

Attention: Please read the APPLICATION REQUIREMENTS as stated in (a) before you apply

c) INTAKE AND CLOSING DATE

EGA INTAKE	CLOSING DATE
March	20 February
June	20 May
September	20 August
December	20 November

d) VALUE OF THE SCHEME

EGA	MONTHLY STIPEND (BEFORE DEDUCTION OF TUITION FEES)
Master	RM1,800
PhD	RM2,200

e) DURATION OF APPOINTMENT

EGA	TYPE OF APPOINTMENT	DURATION (MAXIMUM)
Master	Contract (every 6 months)	24 months
PhD	Contract (every 6 months)	36 months

PART 1: TO BE COMPLETED BY THE APPLICANT

1.1 APPLICANT'S DETAILS

Name : _____ Nationality: _____

(as per NRIC/passport, please write in BLOCK LETTERS)

Highest qualification: _____

(as stated in degree scroll)

CGPA/Class/Marks : _____ Awarding institution: _____

NRIC / Passport Number: _____ Date of birth : ___/___/___

(dd/mm/yyyy)

Permanent Address: _____

Correspondence Address: _____

H/p number: _____ E-mail: _____

Programme enrolled at UniKL: _____ Date of first registration: ___/___/___

(dd/mm/yyyy)

1.2 RESEARCH DETAILS

Title of Thesis / Dissertation: _____

Research area: _____

Research Phase: _____ Expected date to submit thesis/dissertation: _____

Main supervisor's name: _____ Campus: _____

Co-supervisor's name: _____ Campus: _____

Source of Project Financing: _____ Project Number: _____

1.3 NEXT OF KIN (IN CASE OF EMERGENCY)

Name: _____ Relationship: _____

Address: _____

Tel (Home): _____ Tel (Mobile): _____ Email: _____

1.4 SCHOLARSHIP / STUDY LOAN PREVIOUSLY RECEIVED (IF ANY):

Source	Amount	Duration (Year)	
		From	To

1.5 APPLICANT'S DECLARATION

I hereby declare that all information stated in this application form is true and correct. I understand that the University has the right to reject my application should the information stated is found contrary. I also understand that by submitting this application, it is not a guarantee that I will be offered the EGA scheme and the decision by the selection committee is final.

I have read and understand the terms and conditions of the EGA Scheme and hereby submitting this form for further action.

Applicant's Signature: _____

Date: _____

1.6 APPLICANT'S CHECKLIST [PLEASE MARK (/) IN THE BOXES PROVIDED]

I understand that my application will be rejected if I failed to attach the following documents:

- A copy of recent CV/resume
- A copy of recent masters / PhD research proposal (approved by supervisor – signed & stamped)
- A copy of degree scroll (Bachelor's scroll – for master's candidate, Bachelor's & Master's scroll – for PhD's candidate)
- A copy of degree transcript (Bachelor's transcript – for master's candidate, Bachelor's & Master's transcript – for PhD's candidate)
- A copy of Letter of Offer for UniKL postgraduate program

PART 2: TO BE COMPLETED BY MAIN SUPERVISOR

2.1 CONSULTATION / MEETING / DISCUSSION

Please list down the details of consultation/meeting/discussion with the candidate since his/her first enrolment as UniKL postgraduate student:

Date	Topic	Action from student	Location of meeting	Methods (i.e. face-to-face, e-mail, etc.)

2.2 APPLICANT'S ASSESSMENT

Please mark (X) for the applicant's assessment

	Weak	Average	Good	Excellent
Candidate's Research Progress				
Candidate's Performance				

Additional comment:

2.3 WORKLOAD SCHEDULE FOR SEMESTER 1 & 2

Appointed EGA must assist the supervisor or campus in teaching for minimum 6 hours/week. Supervisor is required to complete the table below for workload schedule if the candidate is appointed as EGA:

a) Semester 1

Date	Courses	Code	Program level (Diploma/Degree/ Master)	Hours/week	Role of EGA (i.e. lab tutor, invigilate, marking etc.)
TOTAL					

b) Semester 2

Date	Courses	Code	Program level (Diploma/Degree/ Master)	Hours/week	Role of EGA (i.e. lab tutor, invigilate, marking etc.)
TOTAL					

2.4 RESEARCH ACTIVITIES

Please list down current or planned research activities for the candidate:

Date / duration	Research Title & Project Number	Source of financing	Role of EGA

2.5 RECOMMENDATION FROM SUPERVISOR

Please tick (√) in the box provided:

- I strongly recommend this applicant for EGA Scheme and will assign the duties as listed in 2.3
- I do not recommend this applicant for EGA Scheme

Signature: _____ Stamp: _____ Date : _____

PART 3: VERIFICATION AND APPROVAL

Verification by HoS (Postgraduate) / HoRI of Campus	Approval by Dean of Campus
Signature: Name: Stamp: Date:	Signature: Name: Stamp: Date:

PART 4 : SUBMISSION

Completed form and supporting documents must be submitted to: Postgraduate Academic Services Section Institute of Postgraduate Studies (IPS), Level 22, Universiti Kuala Lumpur 1016 Jalan Sultan Ismail 50250 Kuala Lumpur Tel: 03-2175 4000 ext 4108 / 5237 / 5127	Received by IPS on: _____ Name: Status of application: <input type="checkbox"/> Complete – proceed for interview <input type="checkbox"/> Incomplete <input type="checkbox"/> Others: _____
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