



## INTRODUCTION

The Malaysia Convention & Exhibition Bureau (MyCEB) was established in 2009 by Ministry of Tourism & Culture, Malaysia to further strengthen Malaysia's business tourism brand and position for the international business events market. A non-profit organisation, MyCEB serves as a central hub to assist meeting and event planners to bid for and stage international business events in Malaysia and act as a conduit for national product development. To support the development of business events industry, MyCEB offers financial assistance and non-financial through the Education Research Grant.

## OBJECTIVES

The objective of the grant is to stimulate and encourage high calibre Masters students, PhD candidates, PhD graduates and academicians to publish dissertations, thesis and academic journals to present new research findings particularly on Malaysia's business events industry. It is meant to provide educational support to regenerate interest and awareness of the business events industry. It also can simultaneously build and maintain human capital and develop business leaders within the industry by helping to raise the professional standards in the international meetings industry.

The Education Research Grant is open to all Masters and PhD candidates, PhD graduate as well as academicians in public and private universities in Malaysia. Research topics should be based on the following subjects;

- Convention and Event Tourism
- Tourism & Events
- Exhibition Management
- Event Management
- Venue Management
- International Conference, Convention
- Corporate Meeting and Incentive Travels
- Trade Exhibition
- International Festivals, Musicals and Concerts
- International Sports event
- Association Development
- Other related topics pertaining to business tourism and major events

## TERMS AND CONDITIONS

- i. The applicant shall ensure research plan (proposal) has been agreed and approved by the supervisor / advisory.
- ii. Applicants shall submit two (2) pages proposal that clearly states proposed area of study, the research institution attached with, research objectives and aims at the end of the research period.
- iii. A curriculum vitae including a summary of the educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details like interest, led / participated in special projects as well as any unusual activities or achievements.
- iv. Applicants shall provide hard copies and soft copy of the final report to MyCEB.
- v. Applicant can apply one level at a time. Each level requires a new application.
- vi. Applicants shall submit detail costing and breakdown on any cost incurred in conducting the survey from beginning until the final report or related cost. This is to be defined as fixed and variable costs. A proposed budget for the research time frame (detailing fees, travel, accommodation, books, insurance and other research-related costs), with exchange rate and inflation taken into consideration.
- vii. Applicants are responsible for providing a copy of the offer letter to the Treasurer of the program and the Graduate School and ensure invoices are sent to research division, MyCEB.
- viii. The decision will be notified to the applicant via email within fourteen (14) days after the decision of the panel. Selection of candidates will be based on an assessment by a committee appointed by MyCEB (internal and external panel).
- ix. Applicants are subject to other terms and conditions as may be decided by MyCEB.
- x. Terms and conditions of the Education Research Grant Program under MyCEB may be modified and amended from time to time as deemed appropriate by MyCEB.

## REIMBURSEMENT PROCESS

- i. Request for payment / reimbursement MUST be submitted to MyCEB within two weeks after the completion of the project / conference / publication.
- ii. MyCEB will notify applicant on the amount support through a Letter of Agreement (LOA).
- iii. The authorised signatory who signs on the LOA should verify the request for each payment or reimbursement prior to submission to MyCEB.
- iv. For payment/reimbursement request, the applicant shall submit an official Cover Letter and Invoice addressed to MyCEB and signed by the Treasurer of the IPTS/IPTA.
- v. The Cover Letter should indicate the payment / reimbursement for the list of item to be claimed, the total amount claimed (if more than one (1) receipts) and the full details of recipient account.
- vi. All submission for payment / reimbursement should be attached with the original invoice. The invoice should reflect the amount to be paid / reimbursed. In the absence of original receipts, each copy will have to be 'Certified True Copy' by the authorised signatory / treasury.
- vii. For reimbursement of flight tickets, please submit the ticket receipts, copy of e-ticket AND the passenger's boarding pass (if applicable).
- viii. Payment of tuition fees will be paid directly to the IPTS / IPTA Treasurer based on invoices received.

## MAIN CRITERIA

1. Applicants must be Malaysian citizens.
2. Continuing staff member with at least one year of service in Public and Private Higher Education Institutions (IPTS/IPTA). Applicants who work abroad are not eligible to apply.
3. Applications shall be bound by the details of level, criteria and allocation as per following.

OPTION LEVEL	MAIN CRITERIA	AMOUNT NOT EXCEEDING
<p><b>Level 1 Research</b></p>	<ul style="list-style-type: none"> <li>i. Eligible for Masters students (full-time and part-time)</li> <li>ii. Completion of research project should be within 6 – 12 months</li> <li>iii. Applicant must submit progress reports every semester of study and notify MyCEB within fifteen (15) days of completion of the study</li> <li>vi. To report in detail the finding of the study and ensure the finding meets the set objectives</li> <li>v. Must not be a recipient of any other scholarship, award by any other organization</li> <li>iv. Applicants to submit application form, research and budget proposal approved by supervisor</li> </ul>	<p><b>RM3,000.00</b></p> <ul style="list-style-type: none"> <li>i. Travelling and Lodging expenses</li> <li>ii. Data collection, entry and processing expenses</li> <li>iii. Printing costs</li> </ul>
<p><b>Level 2 Research</b></p>	<ul style="list-style-type: none"> <li>i. Eligible for PhD candidates (full time and part time)</li> <li>ii. Completion of research project should be within 6 – 12 months</li> <li>iii. Applicant must submit progress reports every semester of study and notify MyCEB within fifteen (15) days of completion of the study</li> <li>vi. To report in detail the finding of the study and ensure the finding meets the set objectives</li> <li>v. Must not be a recipient of any other scholarship, award by any other organization</li> <li>iv. Applicants to submit application form, research and budget proposal approved by supervisor</li> </ul>	<p><b>RM5,000.00</b></p> <ul style="list-style-type: none"> <li>i. Travelling and Lodging expenses</li> <li>ii. Data collection, data entry and processing expenses</li> <li>iii. Printing costs</li> </ul>
<p><b>Level 3 Research Proceedings</b></p>	<ul style="list-style-type: none"> <li>i. Eligible for PhD candidates, full time academia, lecturers, practitioners or private sector employees (Contract employees are not eligible)</li> <li>ii. An education loan from other sponsors or additional funding from their employers are permissible, provided it is not convertible loans or full sponsorship</li> <li>iii. Applicants to submit application form, conference details, acceptance letter and registration fees</li> </ul>	<p><b>RM5,000.00</b></p> <ul style="list-style-type: none"> <li>i. Registration fees</li> <li>ii. Travelling and Lodging expenses</li> </ul>
<p><b>Level 4 Journal Publications</b></p>	<ul style="list-style-type: none"> <li>i. Eligible for PhD candidates, full time academia, lecturers, practitioners or private sector employees (Contract employees are not eligible)</li> <li>ii. An education loan from other sponsors or additional funding from their employers are permissible, provided it is not convertible loans or full sponsorship</li> <li>iii. Applicants to submit application form, journal details, abstract and journal fees</li> </ul>	<p><b>RM5,000.00</b></p> <ul style="list-style-type: none"> <li>i. Article processing costs</li> <li>ii. Publishing costs</li> </ul>

- ix. Where applicable, the applicant shall pay for all the agreed supported items outlined in the contract in advance and to submit to MyCEB for reimbursements.
- x. For payment made to third party, applicants shall provide authorization letter on the official letterhead.
- xi. Submission with complete documentation listed above will be processed and completed within five (5) weeks.
- xii. In the event that the above supporting documents are not attached with the reimbursement request, MyCEB reserves the right not to process payment to any party.

## **BREACH AND TERMINATION OF AGREEMENT**

The agreement may be terminated and claim for damages may be imposed against an applicant if:

- i. Withdraw or postpone their research without permission without prior notice of minimum 3 months or cancelled for whatever reason the support extended will be considered null and void;
- ii. Dismissed by the University because of disciplinary problems, weakness academic or other reasons that have been designated under IPTS/IPTA rules applicable;
- iii. Fail in their studies ;
- iv. Found guilty of conduct in any way that in the opinion of MyCEB may drop the applicant's reputation or Malaysia's good name and / or take part in any activities MyCEB thinks inconsistent with Malaysia's interests;
- or
- v. The information provided is incorrect, false, misleading statement or incomplete information and that should the information be found false at any stage that consider as fraud.

to which the applicant is to:

- i. Reimburse and return all funds that have been provided by MyCEB for or towards the research within ten (10) working days of such cancellation
- ii. Reimburse all costs and expenses including but not limited to legal costs on a solicitor-client basis, to prosecute, sue or recover the amount of financing paid to the applicant

## **GENERAL CONDITIONS**

Personal Data Protection Act, 2010

- i. MyCEB shall keep absolutely confidential all information during the term of this Agreement or thereafter disclose to any person or use for any purpose any Confidential Information obtained by MyCEB from The Party in connection with this LOA but MyCEB may use Confidential Information in the proper exercise of its rights and the performance of its obligations under this Agreement.
- ii. MyCEB shall comply at all times with Personal Data Protection Act, 2010 (PDPA) and procure its employees to comply with the provision of the PDPA as a data user or where relevant as a data processor (as defined in the PDPA).

Intellectual Property

- iii. The Intellectual Property Rights in all concepts, analyses, know-how, tools, frameworks, methodologies, models and industry information and perspectives (used by the Party in connection with the research and its business shall remain vested with the Party. (The applicant)
- iv. The Party hereby grants to MyCEB a non-exclusive, non-transferable, non-sub licenseable, worldwide, royalty-free, perpetual license to use or copy the Party reports solely for MyCEB own internal and report purpose solely as part of MyCEB materials.

#### Applicable Law and Jurisdiction

- v. This Agreement shall be construed in accordance with the laws of Malaysia and each of the parties hereto hereby submits to the jurisdiction of the courts of Malaysia.

#### Cost

- vi. All costs and expenses arising out of the preparation and execution of this Agreement shall be borne by the Party.

#### Amendment

- vii. The party shall be subjected to other terms and conditions as may be decided by MyCEB.
- viii. Terms and conditions of the Education Research Grant Programme under MyCEB may be modified and amended from time to time as deemed appropriate by MyCEB.

### **HOW TO APPLY**

- i. Call for application : 15<sup>th</sup> January, 15<sup>th</sup> March, 15<sup>th</sup> May, 15<sup>th</sup> July, 15<sup>th</sup> September, 15<sup>th</sup> November 2018
- ii. A complete application includes :
  - a. Application form with relevant documents required
  - b. Send it to :

Tan Mei Phing / Adelin Haris  
bmeac@myceb.com.my

**Malaysia Convention & Exhibition Bureau (MyCEB)**

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