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**Guidelines on Research Graduate Students Support**

1. **Introduction**

To better support research efforts and study activities of research graduate students, the university allocates a part of funding from its central account to cover some expenses incurred by research graduate students.

1. **Categories of Research Graduate Students Support**
2. The cost for graduate students to present papers in ***international conference*** including registration fees, air fare, accommodation, per diem, insurance, and visa fee up to BND 2,000 each case; ***journal paper publication*** fee up to BND 2,000 each paper. A PhD student can be supported two times in total at maximum during the whole study period; A Master by Research student can be supported one time in total at maximum during the whole study period.
3. Small items of urgent research expenses within BND 500;
4. Expenses within BND200 for organised activities of graduate student communities.
5. **Criteria for approval of Conference/Journal**
   1. Conference paper accepted must be a full paper and Scopus indexed.
   2. Journal article accepted must be a Scopus-indexed journal.
   3. The student must be the first author of the paper for publication.
   4. The date of acceptance for the paper must be within the candidature period where the student is a registered student at the university.
   5. GSRO publication approval panel, which consists of AVC-RI (Chair), Dean GSRO, and Deputy Deans of Academic, shall convene to evaluate the eligibility of the submitted application).
6. **Application and Approval**

Any expense listed in Section 2 is subject to prior application and approval. The procedure of application and approval is as follows:

1. The applicant fills up the annexed application form;
2. The application is submitted to respective Faculty/School;
3. The application has to be sent as a soft copy to [gsro.process@staff.utb.edu.bn](mailto:gsro.process@staff.utb.edu.bn) for approval.

\*per diem allowances are determined based on the country of the conference visit. The rates are as follows:

|  |  |
| --- | --- |
| **Country** | **Per diem (BND)** |
| China | 50 |
| Japan | 50 |
| Korea | 76 |
| Malaysia | 44 |
| Singapore | 46 |
| Thailand | 44 |
| Myanmar | 44 |

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**Application Form for Graduate Student Conference Funding**

**Notes:**

1. A student needs to read the guidelines stated above related to funding support before completing this form.
2. If you are unsure about any aspects of completing the form, please consult your Programme Leader or supervisor(s).
3. Kindly refer to the **Form 9A1 checklist** required for reimbursement following your attendance at the conference.
4. Please take note that the benefits / allowances to be provided will be determined by the UTB University Research Committee.
5. This **Form 9A** must be duly completed and submitted to the **GSRO Coordinator** through the respective **Faculty/School Graduate Studies and Research Committee (FGSRC/SGSRC)** at least one month before the date of the event, along with the following:

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Checklist** |
| 1 | UTB Personnel Overseas Travel Risk Assessment (UTB/RA2) Form. |  |
| 2 | Letter or email of acceptance from the organizer. |  |
| 3 | Documents related to the event, including details of the event, registration fee, and logistic arrangements. |  |
| 4 | Billed invoice with an invoice number or order number. |  |
| 5 | A copy of the proposed travel itinerary. |  |
| 6 | A copy of the applicant’s ID card or recent passport. |  |
| 7 | A copy of the first page of the article. |  |

**Part A: *(Student to complete Part A)***

**Personal Details**

|  |  |
| --- | --- |
| Name of Student |  |
| Student ID |  |
| Email |  |
| Mode of Study | |  |  | | --- | --- | | Full Time | Part Time | |
| Registration Date |  |
| Degree of Study | |  |  | | --- | --- | | PhD | Masters | |
| Faculty/School |  |
| Programme |  |
| Fee Status | |  | | --- | | Brunei Government Scholarship | | Fee Paying | | UTB Scholarship | | Others, please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Please give the title / provisional title of your thesis |  |

**Conference Details**

|  |  |
| --- | --- |
| Name of Conference |  |
| Venue |  |
| Host Country |  |
| Dates | |  |  | | --- | --- | | From: | To: | |
| Name of Organiser |  |
| Conference website link |  |
| How many papers are going to be presented at the conference? |  |
| Title of paper(s) to be presented (attach the abstract and documentation outlining acceptance of paper) | 1. |
| 2. |
| 3. |
| Are the conference proceedings indexed in Scopus? | |  |  | | --- | --- | | Yes | No |   "If 'Yes,' please provide a link showing evidence of Scopus indexing below (also attach supporting documents).  Link: |
| Please list any previous funds received from UTB for attending conferences during this degree of study |  |

**Part B *(Supervisor and student jointly complete Part B)***

**Applied Amount of Funding**

|  |  |  |
| --- | --- | --- |
| Registration Fee(s) | |  |
| 1. Subsistence Allowance   (Includes Accommodation, Airport Transfer, Daily Transport) | |  |
| 1. Airfare(s) (Apex or Cheapest Airfare) | | |  |  | | --- | --- | | From: | To: | |
| 1. Total Funding Applied: | |  |
| **Justifications from main supervisor including the indication on the relationship of the proposed trip to the student’s research and thesis** | | |
|  | | |
| Supervisor’s endorsement | Name: | |
| Signature: | |
| Date: | |

**Part C: Student Gets Approval from *Respective FGSRC/SGSRC and GSRO***

**Approval by Faculty/School and GSRO**

|  |  |  |  |
| --- | --- | --- | --- |
| Comments from Faculty/School | |  |  | | --- | --- | | Recommended | Not Recommended |   Reason(s): |
| Deputy Dean’s Name: |
| Signature: |
| Date: |
| Endorsement by GSRO Dean | |  |  | | --- | --- | | Recommended | Not Recommended |   Reason(s): |
| Dean’s Name: |
| Signature: |
| Date: |

**Part D: Office use only**

**Approval by the GSRO publication approval panel**

|  |  |  |  |
| --- | --- | --- | --- |
| Comment from the chair | |  |  | | --- | --- | | Approved  Comment: | Not Approved | |
| Signature by the chair: |
| Date: |