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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. A panel consists of AVC-R, Dean GSRO (Chair), and Deputy Deans of Academic shall convene to evaluate the eligibility of applications before proceeding to 4.c).
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.

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**Application Form for Graduate Student**

**Journal Publication 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 9B1** checklist for reimbursement requirements after making your journal payment.
4. This Form 9B 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 | A copy of the letter or e-mail of acceptance from journal publisher. |  |
| 2 | Evidence of Journal ranking from SCImago. |  |
| 3 | A copy of the billed invoice with invoice number/order number. |  |
| 4 | A copy of the applicant’s ID card or recent passport. |  |
| 5 | A copy of the first page of the journal article. |  |

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

**Personal Details**

|  |  |
| --- | --- |
| Name of Student |  |
| Student ID |  |
| 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 |  |

**Journal Details**

|  |  |
| --- | --- |
| Name of Journal |  |
| Publisher |  |
| Author(s) |  |
| Journal article accepted must be at least Q2 level in the SCImago journal rank indicator or equivalent. | |  |  | | --- | --- | | Yes | No |   SCImago link:  ISSN number: |
| Title of paper(s) accepted (attach the full accepted paper and documentation outlining acceptance of paper) | 1. |
| 2. |
| Is the Journal Paper indexed in Scopus? | |  |  | | --- | --- | | Yes | No | |
| Please list any previous funds received for Journal Publication: |  |

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

**Applied Amount of Funding**

|  |  |  |
| --- | --- | --- |
| 1. Journal Paper processing charge / Fee | |  |
| **Justifications from main supervisor including the indication on the relationship of the proposed journal to the student’s research and thesis** | | | |
|  | | | |
| Supervisor’s endorsement | Name: | | |
| Signature: | | |
| Date: | | |

**Part C: Office use only *(Respective FGSRC/SGSRC, GSRO and Bursar office to complete Part C)***

**Approval by Faculty/School/Research Supervisor**

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