

GRADUATE STUDENTS

BELOW ARE A LIST OF USEFUL REFERENCES FOR YOUR PERUSAL:

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(DECEMBER 2017 ALERT) - ALL GRADUATE STUDIES FORMS NEED TO BE SUBMITTED AT LEAST 2 MONTHS IN ADVANCE

Dear Graduate Students,

We would like to remind you that all graduate studies forms are available from **myUBD Student portal > myStudies > Graduate Studies** under the link: <http://myubd.ubd.edu.bn/group/student-portal/graduate-studies>

Kindly take note that all forms need to be **submitted at least 2 months in advance**, as all forms need to be tabled for discussion first at the Faculty Graduate Studies Committee (FGSC) meetings and then approved at the University Graduate Studies Committee (UGSC) meetings.

Additional reminders:

1. Students need to ensure all forms are completed in full and signed before submitting to their supervisors. Only documents completed in full will be tabled at FGSC meetings.
2. Always keep a copy of forms signed by your supervisors for your own records.
3. Students have to meet their supervisor/s regularly and to remind them to submit forms on time
4. Please check your UBD email regularly and ensure that your email has sufficient space to receive updates/alerts
5. Update your details in the GIS system regularly, especially for the following:
 - i. contact landline/ Mobile HP/ alternative email
 - ii. next of kin contact number/ alternative email
 - iii. corresponding address (home address/local correspondence address)
 - iv. to register every semester to maintain active status
6. Submit progress reports every 6 months. **For the January-June reporting period, please submit your report to your supervisor/s by the end of May and for the July-December reporting period, please submit by the end of November. Please complete your personal details and your personal report (as stated in the form) before submitting to your supervisor.**
6. Regularly check **myUBD Student portal > myServices > Scholarship** for scholarship opportunities/announcements

GRADUATE STUDIES FORM AVAILABLE ONLINE : MYUBD STUDENT PORTAL

We would like to remind that all graduate studies forms are available on myUBD > Student portal > myStudies > Graduate Studies under the link: <http://myubd.ubd.edu.bn/group/student-portal/graduate-studies>

GRADUATE STUDIES

Forms available for graduate students.

GS-02 Declaration of Originality

Candidates are required to complete and submit this form together with any thesis / research exercise submission.

GS-03 Progress Report

Note: Effective from **18 June 2016** (minor revisions added 27 July 2016). Candidates are required to complete and submit this form every 6 months. Candidates are advised to complete the form on a computer or to type in your responses/comments in the form (not handwritten).

GS-04 Submission of Thesis Title

Candidates are required to declare their thesis title at the start of their studies.

GS-05 Change of Thesis Title

Candidates may apply to change their declared and approved thesis title. This must be done in consultation with the supervisor.

Possible reasons for change: -

- Change in supervisor
- Change in direction of research
- Inclusion of other disciplines (multi-disciplinary research)

GS-06 Submission of Thesis

A candidate is required to complete this form when submitting: -

- Final thesis
- Revised thesis after amendments/revision as recommended
- Revised thesis for re-examination after amendments/revision as recommended

GS-08 Extension of Candidature

A candidate may apply for an extension of candidature to continue his/her studies after the duration of the programme as stated in the offer letter. The University may grant the extension of a **six (6) month period** for each extension, of the candidate's candidature with the recommendation of the Faculty Graduate Studies Committee up to a maximum period of 60 months in the case of a full-time candidate, or 84 months in the case of a part-time candidate for PhD candidates and up to a maximum period of 12 months for Masters candidates.

The application must be accompanied by the applicant's latest **one (1) Progress Reports**.

GS-10 Conversion from Master by Research to PhD

A Master by Research candidate may apply for conversion to a PhD candidate. The University would consider the application upon the recommendation of the Faculty Graduate Studies Committee and depending on the merits of each case.

Eligibility: -

1. Candidate is registered as a candidate for a Master's degree in the same discipline
2. The field or topic of research for the Master's degree is related or relevant to that proposed for the degree of PhD
3. Candidate has completed at least 12 and no more than 18 months as a Master's candidate

If approved, the candidate may have whole or part of the period spent as a Master's degree by research candidate counted as part of the minimum period of the PhD candidature provided, that the period counted does not exceed 12 months for conversion to a full-time PhD candidate, or 24 months for conversion to a part-time PhD candidate. Each period of one month completed as a full-time Master's candidate shall count as one completed month of full-time study or two completed months of part-time study for the PhD and each period of two months completed as a part-time Master's candidate shall count as one completed month of full-time study or two completed months of part-time study for the PhD.

GS-11 Fieldwork Outside Brunei Darussalam

A candidate who is interested in conducting fieldwork outside of Brunei Darussalam as part of his/her research is required to complete and submit this form for approval before proceeding.

This application form must be completed and submitted to your faculty **two (2) months prior to the proposed departure date**. The Graduate Studies Office requires at least 3 weeks to process your application.

The proposed departure date from Brunei is the start date and the proposed arrival date in Brunei is the end date. Supporting documents required for fieldwork application include a precised fieldwork schedule including the proposed departure and arrival dates, invitation from the university or organisation that the candidate intends to do fieldwork, quotation of return air ticket with dates no different to the proposed dates, **risk based assessment form**, and research ethics approval(research on animals or human).

A candidate is not encouraged to purchase air ticket prior to receiving approval from the Graduate Studies Office.

GS-12 Intention to Submit Thesis

A candidate is required to give at least three (3) months' notice of his/her intention to submit his/her thesis for examination by completing and submitting this form. Submission of thesis must be within the Candidate's candidature.

GS-13 Acceptance of UBD Graduate Scholarship / UBD Bursary Award

GS-14 Leave Application (For GRS, UBD GS and MPPM Scholars only)

GRS Scholars are entitled up to 21 days of leave per year with full allowance. Applications beyond this can be made. If approved, allowance will not be paid for the period of leave. This application form must be completed and submitted to your faculty **two (2) months prior** to the proposed departure date. The proposed departure date from Brunei is the start date and the proposed arrival date in Brunei is the end date. Supporting documents required for Leave application include a quotation of return air ticket with dates no different to the proposed dates declared in the form.

A candidate is not encouraged to purchase air ticket prior to receiving approval from the Graduate Studies Office.

GS-15 Reporting Back From Leave (For GRS, UBD GS and MPPM Scholars only)

Scholars are required to complete this forms upon returning from leave and fieldwork overseas

GS-16 Change of Study Mode

A candidate may apply only once to change their study mode from full-time to part-time or vice versa, within two years in the case of full-time candidate or three years in the case of part-time candidate. The application for the change of status shall be recommended by the Faculty Graduate Studies Committee and approved by the Senate. For the purpose of determining the period of candidature of such a candidate, one month of full-time candidacy shall be deemed equivalent to two months of part-time candidacy.

INTERNATIONAL STUDENTS AND VISA EXTENSION:

1. Students are reminded that it is their own responsibility :
 - a. to regularly check and ensure their **student visa/passport is valid.**
 - b. visas/passports must be renewed **at least 6 months in advance before they expire.**
 - c. for student visa/passport renewal, please contact **Cikgu Sendi, International Students Coordinator, at Students Affairs Section/Students Center. Email Dyg Sendi Anak Batu at sendi.batu@ubd.edu.bn.**

2. For extension of candidature applications, students must submit their forms **at least 3 months in advance before the candidature expires** for FGSC and UGSC approval. Please attach the latest 6 months progress report as supporting document **(i.e January – June or July – December).**

REGISTRATION AND MODULE CODE

List of module codes for MA and PhD programmes in FASS:

S/N	Module code	Name
1	AA-5000	THESIS: MA ANTHROPOLOGY BY RESEARCH
2	AA-6000	THESIS: PHD ANTHROPOLOGY
3	AB-5000	THESIS: MA MLL BY RESEARCH
4	AB-6000	THESIS: PHD MLL
5	AC-5000	THESIS: MA PROFESSIONAL COMM & MEDIA BY RESEARCH
6	AC-6000	THESIS: PHD PROF COMMUNICATION AND THE MEDIA
7	AD-5000	THESIS: MA GEOGRAPHY BY RESEARCH
8	AD-6000	THESIS: PHD GEOGRAPHY
9	AE-5000	THESIS: MA ELL BY RESEARCH
10	AE-6000	THESIS: PHD APPLIED LINGUISTICS
11	AH-5000	THESIS: MA HISTORICAL STUDIES BY RESEARCH
12	AH-6000	THESIS: PHD HISTORICAL STUDIES
13	AL-5000	THESIS: MA ENGLISH LITERATURE BY RESEARCH
14	AL-6000	THESIS: PHD ENGLISH LITERATURE
15	AR-5000	THESIS: MA ART BY RESEARCH
16	AR-6000	THESIS: PHD ART
17	AS-5000	THESIS: MA MALAY LITERATURE BY RESEARCH
18	AS-6000	THESIS: PHD MALAY LITERATURE
19	AV-5000	THESIS: MA ENVIRONMENTAL STUDIES BY RESEARCH
20	AV-6000	THESIS: PHD ENVIRONMENTAL STUDIES
21	AY-5000	THESIS: MA SOCIOLOGY BY RESEARCH
22	AY-6000	THESIS: PHD SOCIOLOGY