



# Universiti Brunei Darussalam Graduate Research Scholarships, 2010

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## Terms and Conditions

### 1. Introduction

This document outlines the terms and conditions for Graduate Research Scholarships (GRS). The Graduate Research Scholarship Program is introduced in August 2010 to facilitate research degrees in order to develop Universiti Brunei Darussalam into a research-intensive university, and also to expand and enhance the quality of graduate programmes and graduate students.

### 2. Accepting a Graduate Research Scholarship

All candidates are expected to read these Terms and Conditions in their entirety before accepting the scholarship offer. When scholarship is accepted, a candidate accepts these Terms and Conditions and agrees to make himself familiar with the requirements of the scholarship and complies with the obligations as a scholarship recipient as specified in this document.

By accepting the scholarship offer, a candidate is agreeing that if the information provided by him/her for the purpose of this application, is deemed to be false or misleading in any way or at any stage, whether it be prior to the scholarship being awarded or after, Universiti Brunei Darussalam (UBD) reserves a right to immediately terminate the scholarship.

A candidate will receive a scholarship offer letter, which outlines how to accept or reject the scholarship. A candidate is required to respond to the scholarship offer within a given timeframe.

A candidate is required to produce following documents before programme commencement.

1. Certified true copies of academic credentials, certificates and testimonials,
2. Certified true copy of birth certificate for a proof of age,
3. Original medical fitness certificate, and
4. Original security clearance (example: police clearance) from the relevant authority of home country.

(The documents will require formal translation into English if the originals are in language other than English.)

If the acceptance procedure is not completed, including meeting the acceptance date, the scholarship may be withdrawn.

#### 2.1 Office of the Assistant Vice Chancellor (Academic Affairs)

The Office of the Assistant Vice Chancellor (Academic Affairs) is responsible to:

- maintain and track records of academic performance and scholarships of candidates;
- review the academic progress and the continuing eligibility of scholarship recipients; and
- coordinate with faculties in recommending University Graduate Research Scholarship Committee (UGRSC) for renewal and termination of scholarships.

### 3. Eligibility requirements for Graduate Research Scholarships (GRS)

#### 3.1 General

A candidate is permitted to hold only one scholarship at any one time awarded by the University or Brunei Government.

#### 3.2 Eligibility of GRS

To be eligible a candidate must be:

- below 40 years old (other cases may be considered on a case by case basis) and free of criminal records;
- in good health for studies;
- enrolled full-time at Universiti Brunei Darussalam
- able to demonstrate good academic track record.

### 4. Values and payments

#### 4.1 Values

The value of the Graduate Research Scholarship is Brunei Dollar 1,500.00 per month. One incoming and outgoing economy class return air ticket will be provided for candidate's passage to Brunei Darussalam, from and back to home country. Allowances for field research are Brunei Dollar 3,000.00 for PhD candidates.

#### 4.2 Tuition fees

Tuition fees at the Universiti Brunei Darussalam will be included for candidates who are awarded with GRS.

#### 4.3 Payments

Payments will be made monthly to a candidate within Brunei Darussalam, following confirmation of the candidate's enrolment and registration of approved programme mentioned in the offer letter. The University Graduate Research Scholarship Committee may consider the approval of making payments to the candidate's overseas account on a case-by-case basis, if permitted by the financial regulations of the government.

### 5. Conditions and criteria of scholarships

#### 5.1 Specific criteria for enrolment

The offer of a GRS is conditional upon enrolment in an approved graduate degree at UBD and maintaining all eligibility requirements as set out in this document.

#### 5.2 Duration

The scholarship is generally awarded for 12 calendar months and requires annual extension. The award of GRS for a PhD programme is for duration of 3 years, subjected to bi-annual reviews.

### 5.3 Extension

The scholarship is required to extend annually, at least 3 months before the annual date. Universiti Brunei Darussalam reserves a right to deny extension or suspend the scholarship.

### 5.4 Deferment

Graduate Research Scholarships cannot be deferred.

### 5.5 Leave of Absence

The University permits the candidate for 21 days of leave of absence per academic year with scholarship payment. Candidate is required to submit the application of the leave of absence to get an approval before leaving Brunei Darussalam. The scholarship will be suspended if the period exceeded 21 days in an academic year and a candidate is responsible to inform the Office of the Assistant Vice Chancellor (Academic Affairs) and the Bursar's Office before going for the leave of absence exceeding 21 days for a temporary suspension of the scholarship.

### 5.6 Transfer

GRS awarded to the candidate for the programme cannot be transferred to another programme.

### 5.7 Full-time study

All GRS are awarded on the basis that candidates maintain full-time study. For coursework studies, to maintain a full-time enrolment a candidate must enrol required modular credits per semester at the time of payment. Semester breaks will be included in the calculation of semester 1 and semester 2 of enrolments respectively. GRS will be terminated if a candidate enrolls part-time or not fulfilling required modular credits for full time study.

Candidates are required to be in Brunei Darussalam during the period of scholarships. Those requiring field works outside the country will be considered on a case-by-case basis.

### 5.8 Academic Performance

GRS will continue as long as a candidate meets the academic requirements as defined by the faculty, maintain full-time enrollment in the approved programme, and meet the eligibility requirements of the scholarship.

### 5.9 University Services

Candidates awarded with GRS are required to contribute in teaching / tutoring sessions or its equivalent, and any other activities of the faculty concerned for up to 6 hours per week. This will be subject to the approval of the faculty Dean concerned.

### 5.10 Continued eligibility

A candidate is required to demonstrate to meet the eligibility criteria each semester, and complete Annual Renewal Form to renew the scholarship to continue receiving payments. Failure to complete this form will result in GRS being terminated.

## 6. Termination and re-payment of funds

### 6.1 Grounds for termination

The University reserves a right to terminate the scholarship or deny extension.

A candidate's scholarship may be terminated if the candidate has:

- discontinued from the course or have an 'inactive' enrolment,
- failed to meet the eligibility criteria and conditions of the scholarship,
- failed to comply with the Graduate Research Scholarships terms and conditions including teaching and related activities of the faculty,
- failed to renew the scholarship annually,
- failed to maintain satisfactory academic performance (from GPA or supervisor's reports)
- been suspended or excluded from Universiti Brunei Darussalam for any reason,
- reached the maximum duration of the scholarship (3 years),
- provided false or misleading information of any kind, and
- breached any of the existing Rules and Regulations of the Universiti Brunei Darussalam, and existing laws of Negara Brunei Darussalam.

### 6.2 Provision of false information

If the University knows or has reason to believe that a candidate has provided false or misleading information, the university will terminate candidate's entitlement to the GRS and a candidate will be liable to re-pay the University the total sum of payments incorrectly made.

### 6.3 Unsatisfactory performance

Candidates who perform unsatisfactorily in academic or related work, the university will terminate candidate's entitlement to the GRS and a candidate will be liable to pay back the University the total sum of payments made.

### 6.4 Consequences of termination from the programme

In the event of termination from the programme, GRS will be cancelled for that semester (if termination occurs during the semester) and for all subsequent semesters.

#### Contact details:

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