FACULTY OF ARTS AND SOCIAL SCIENCES (FASS), UNIVERSITI BRUNEI DARUSSALAM (UBD)

HANDBOOK FOR PHD

November 2024

ABOUT THE FACULTY OF ARTS AND SOCIAL SCIENCES (FASS)

Welcome to the Faculty of Arts and Social Sciences (FASS)!

FASS is the largest faculty within UBD in terms of student enrolment and programme offering. The faculty proudly offers a wide range of undergraduate and graduate programmes in fields such as Sociology & Anthropology; Malay Language & Linguistics; Malay Literature, Design & Creative Industries, History & International Studies, Geography, Environment & Development and English Studies.

The faculty is dedicated to supporting and mentoring our students in light of UBD's core values; Learner's First, Elevate, Agent of Change, One UBD. We strive to create an enriching academic environment where each student can develop and reach their greatest potential.

Our PhD programmes are highly competitive, attracting students who are eager to excel in their chosen disciplines. Once enrolled, students receive comprehensive academic, supervisory, and relevant support, ensuring they are well-equipped to achieve their academic and professional goals. We are excited to have you join the dynamic FASS community, which is dedicated to the highest standards of research and education

TABLE OF CONTENT

SECTION A: REGULATIONS RELATING TO MA STUDIES

Students are expected to have a sound understanding of the regulations that affect their studies, which can be found in the Student Portal of MyUBD under the title: "UBD Regulations for the Degree of Doctor of Philosophy."

1. UNDERSTANDING THE MA PROGRAMME

FASS currently offers the following PhD programmes:
- PhD in Anthropology
- PhD in Art
- PhD in Geography, Environment and Development
- PhD in History
- PhD in Malay Literature
- PhD in Applied Linguistics
- PhD in English Literature
- PhD in Geography
- PhD in Malay Language and Linguistics
- PhD in Sociology
- PhD in Professional Communication and the Media

Intakes per year: **January and August**
Duration: **Full-time (36 months)** and **Part-time (60 months).**

In a PhD programme, candidates are expected to conduct academic research in a specific field under the guidance of full-time academic supervisors. Throughout the course of their studies, candidates will learn various research methods and develop transferable skills. They must be self-motivated, responsible, and manage their time and learning activities effectively.

Candidates are encouraged to share their findings and ideas with fellow students, supervisors, and other academics, and to present their work at the FASS Seminar Series. It is their responsibility to conduct research independently and ethically, demonstrate critical analysis in their writing, and gain a comprehensive understanding of their field.

2. GRADUATION REQUIREMENTS

Research Publication Requirement:

For candidates starting in August 2016 and onwards, submission of at least two academic journal articles or book chapters, based on their PhD research, is required before submitting the PhD thesis for examination. For more information, please refer to the UBD Regulations for the Degree of Doctor of Philosophy on the Student Portal of MyUBD.

Compulsory Research Module:

For candidates starting in August 2018 and onwards, PhD students in FASS are required to complete two semesters (worth 8 modular credits) of a compulsory research module, AQ-6101 Advanced Research Methodology. This module is designed to enhance students' ability to critically analyze theoretical, methodological (both qualitative and quantitative), and practical issues related to research and thesis writing in the Arts and Social Sciences. Further details can be found in the module outline in Appendix A.

3. MA Stages & Milestones

STAGE 1:
Initial Meeting with Supervisor/s
- Discuss Proposed research topic with supervisor/s
- Prepare research plan and timeline

STAGE 2:
Complete AQ-5101 Research Methodology
- Candidates have to complete and pass all the assessments stipulated in the module outline AQ-6101 Advanced Researh Methodology.

STAGE 3:
Qualifying Assessment
- Held 12 months from date of admission for full-time candidates, and 18 months for part-time candidates
- Candidates have to submit a draft of their first 3 chapters to two assessors to be appointed by the examination committee.
- Candidates are given 25-30 minutes to present their research proposal before an examination committee.
- The committee will decide whether the research proposal is qualified for a PhD study or otherwise.

STAGE 4:
Thesis Submission for Examination
- Candidates are required to give at least 3 months' notice of intention to submit their theses for examination.
- Candidates must also ensure that they comply with the publishing requirements **before** submitting notice of intention to submit.

STAGE 5:
Thesis Submission for Examination
- Held at the University once all the examiners' reports have been received.
- Candidates have to first present a summary of their research to the examination committee.
- Candidates are then required to give an oral defense of their research during the Q & A session that follows.
- Candidates must pass both the oral and thesis examination components for the award of the PhD degree.
- For the August 2016 intake onwards, candidates are also required to submit at least two publications, as stated in the PhD regulations.

STAGE 6:
FINAL SUBMISSION
- Submission of 4 hardbound copies of thesis.
- Softcopy of thesis in pendrive
- Attach verification letter confirming the corrections have been addressed.

STAGES	Year 1				Year 2				Year 3				Year 4				Year 5				Year 6				Year 7			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Stage 1: Initial Meeting with supervisor/s	FT PT																											
Progress Report (6 Months)		FT PT				FT PT				FT PT				FT PT				FT PT				PT*				PT*		
Stage 2: Complete AQ-6101 Research Methodology																												
Stage 3: Qualifying Assessment					FT	PT																						
Annual Progress Report				FT PT				FT PT				FT PT				FT PT				FT PT				PT*				PT*
Stage 4: Thesis Submission for Examination											FT								FT* PT								PT*	
Stage 5: Oral Examination (VIVA)												FT								FT* PT								PT*
Stage 6: Final Submission												FT								FT* PT								PT*

Timeline

- 3 Years (Full Time)
- 3 Years (Full Time with 4 Semesters Extension)
- 5 Year (Part Time)
- 7 Years (Part Time with 4 Semesters Extension)

Legend:
- Full Time (3 Years)
- Part Time (5 Years)
- *Extension of Candidature

4. UNDERSTANDING THE CANDIDATE - SUPERVISOR RELATIONSHIP

To facilitate your progress, each candidate is assigned to at least one supervisor. The supervisor shall be principally responsible for the supervision and guidance of the candidate. However, one or more co-supervisors may additionally be appointed. The candidate/supervisor relationship is a long-term commitment, and it is beneficial to know the role of both candidate and supervisor.

RESPONSIBILITIES OF MA CANDIDATES

As a PhD candidate at UBD, you are expected to take responsibility for your academic and research progress. Your role as a researcher requires active engagement, collaboration, and adherence to university guidelines. Below are the key responsibilities that all PhD candidates must uphold:

1. **Familiarize with Regulations and Procedures**
   Candidates must thoroughly understand the Regulations for the Degree of Doctor of Philosophy and other relevant procedures. These can be found on the Student Portal (MyUBD) and should be referred to throughout the course of your studies.

2. **Submit Progress Reports:**
   Complete and submit a 6-month progress report for each January-June and July-December period to the supervisor.

3. **Communication with Supervisors**
   Regular and proactive communication with your supervisor and, where applicable, co-supervisors is essential. Ensure that you maintain clear and ongoing dialogue regarding your research progress, queries, and guidance.

4. **Research Progress**
   You are responsible for taking the initiative in progressing your research. Discuss your research topic, devise a research timetable, and review your progress regularly with your supervisor(s).

5. **Seeking Guidance**
   It is important to be proactive in seeking guidance and feedback. If you encounter challenges or have relevant questions, do not hesitate to approach your supervisor or co-supervisor for support and answers.

6. **Preparation for Meetings**
   Be well-prepared for meetings with your supervisor/co-supervisors. This includes having clear objectives for each meeting and ensuring that you are up to date on your research work.

7. **Record Keeping**
   Maintain a record of all meetings with your supervisor/co-supervisors, including minutes, key decisions, and any agreed actions. This documentation helps track your research development.

8. **Timely Submission of Written Work**
   Submit your written work to your supervisor in a timely manner, ensuring there is adequate time for feedback and revisions. This will ensure continuous progress and improvement in your research.

9. **Attendance and Participation in Academic Activities**
   Attend required lectures, tutorials, seminars, and practical sessions as prescribed by the FASS Faculty Graduate Studies Committee (FGSC) or your supervisor/co-supervisors. Participation in academic activities enhances your knowledge and research skills.

10. **Engagement in Conferences and Workshops**
   Whenever possible, attend and present your research at conferences, seminars, and workshops. This provides valuable exposure, helps you receive feedback, and strengthens your academic network.

11. **Leave and Absences**
   Inform your supervisor/co-supervisors of any planned leave or unexpected absences as early as possible. It is important to negotiate leave arrangements and adhere to the university's procedures for requesting time off.

12. **Reporting Problems**
   Should you encounter significant issues that hinder the progress of your research, discuss them with your supervisor and the FASS Faculty Graduate Studies Committee (FGSC) as soon as possible. These challenges should be addressed in a timely and professional manner.

13. **Supervision Arrangements**
   If you wish to request a change in supervision arrangements, including the replacement of your supervisor, consult your supervisor/co-supervisors, the Deputy Dean (Research), or the Assistant Registrar to discuss the necessary steps.

14. **Provisional Thesis Title**
   After consultation with your supervisor/co-supervisors, submit the provisional title of your thesis to the FASS Faculty Graduate Studies Committee (FGSC) within 6 months (for full-time candidates) or 12 months (for part-time candidates) of admission.

15. **Publication Requirements**
   Candidates are required to publish at least two academic works (e.g., journal articles or book chapters) based on their research before submitting their thesis for examination. This is a key requirement for all candidates starting from the August 2016 intake.

16. **Firm Thesis Title and Synopsis**
   After consultation with your supervisor/co-supervisors, submit the firm title and synopsis of your thesis to the FASS Faculty Graduate Studies Committee (FGSC) at least 6 months prior to the proposed submission date for examination.

17. **Notice of Thesis Submission**
   You must provide at least 3 months' notice of your intention to submit your thesis for examination, in consultation with your supervisor/co-supervisors. This allows for appropriate preparation and review before submission.

18. **Completion of Candidature**
   Complete the approved scheme of advanced study and research within the prescribed period: 36 months for full-time candidates or 60 months for part-time candidates.

By adhering to these responsibilities, you will not only ensure the timely completion of your PhD but also foster a successful and fulfilling academic journey. Remember, your role as a candidate is crucial in shaping the direction of your research and ensuring the quality and impact of your work.

RESPONSIBILITIES OF MA SUPERVISOR

As a PhD candidate, your supervisor plays a crucial role in guiding and supporting you throughout your research journey. Understanding your supervisor's responsibilities will ensure that you benefit from their expertise and guidance. Below are the key responsibilities of your supervisor:

1. **Familiarity with Regulations and Procedures**
   Your supervisor should be well-versed in the Regulations for the Degree of Doctor of Philosophy and all relevant procedures. They will guide you in adhering to these rules throughout your doctoral journey.

2. **Maintaining Standards for the Doctoral Thesis**
   Your supervisor is responsible for ensuring that your thesis meets the standard expected of a doctoral submission. This includes the quality of the literature review, research methodology, data analysis, referencing, and the avoidance of plagiarism.

3. **Guidance on Research Topic and Thesis Title**
   Supervisors provide guidance on the choice of your research topic and help you formulate the provisional title of your thesis, ensuring that it is aligned with the field of study and academic expectations.

4. **Progress Reporting**
   Your supervisor is required to submit the 6-month progress report for both the January-June and July-December reporting periods to the relevant Programme Leader. This report tracks your progress and ensures that any issues are addressed early.

5. **Preparation for Pre-Thesis Submission Presentation**
   Supervisors ensure that you are adequately prepared for your pre-thesis submission presentation, providing feedback and guidance to ensure that the presentation is of the highest standard.

6. **Improvement Suggestions**
   If your progress or written work is deemed inadequate, your supervisor will provide substantive suggestions for improvement. They will help you overcome challenges and guide you toward achieving the necessary standards.

7. **Recommendations for Termination in Case of Unsatisfactory Progress**
   In cases of two or more consecutive unsatisfactory progress reports, your supervisor may recommend the termination of your candidature to the FASS Faculty Graduate Studies Committee (FGSC), ensuring that such decisions are made in the best interest of your academic success.

8. **Timely Feedback on Written Work**
   Your supervisor will provide constructive feedback on your written drafts and return them in a timely manner, ensuring that your work improves with each submission.

9. **Guidance on Timetable and Deadlines**
   Your supervisor will help you create a timeline that outlines specific deadlines for completing different stages of your thesis, ensuring that you stay on track to meet the required submission date.

10. **Monitoring Progress Through Regular Meetings**
    Supervisors monitor your research progress by holding regular supervision meetings, where they will discuss your work, identify any potential issues, and ensure that you are on course to complete your thesis.

11. **Identifying Skill Development Needs**
    Your supervisor will help identify any skills you need to develop during your PhD and suggest relevant

lectures, tutorials, seminars, or practical work to help you meet those needs.

12. **Encouraging Conference Participation**

    Supervisors encourage and support your participation in conferences, seminars, and workshops, both within and outside the university, as a means to present your research and gain valuable feedback.

13. **Addressing Significant Research Issues**

    If there are significant problems hindering your research progress, your supervisor is responsible for bringing them to the attention of the FASS Faculty Graduate Studies Committee (FGSC) and collaborating with you to find solutions.

14. **Firm Thesis Title and Synopsis**

    Your supervisor will provide advice on finalizing the firm title and synopsis of your thesis before submission, ensuring it aligns with the research undertaken and academic expectations.

15. **Agreement to Submit Thesis**

    Supervisors are responsible for indicating their agreement to your thesis submission by signing the prescribed submission form, confirming that the thesis is ready for examination.

16. **Final Report Submission**

    When you are ready to submit your thesis for examination, your supervisor must submit a final report to the FASS Faculty Graduate Studies Committee (FGSC) to confirm their endorsement of your submission.

By fulfilling these responsibilities, your supervisor will guide you through the challenges of your PhD journey, providing critical academic, intellectual, and emotional support to ensure they receive the guidance necessary to meet academic and research standards and complete their studies successfully.

5. QUALIFYING ASSESSMENT

As part of the PhD progression, candidates are required to undergo a Qualifying Assessment. The purpose of this assessment is to evaluate the candidate's research progress, methodological understanding, and readiness to continue their doctoral research. The following procedures and requirements apply:

1. **Written Report Submission**
   The candidate must prepare a written report and submit both soft and hard copies to the relevant Programme Leader (PL) no later than two weeks before the scheduled assessment date. The report must include the following components:

   - Research Project Overview: A maximum of 15,000 words, which includes:
     o A working title for the research project.
     o A clear outline of the research project, detailing the aims, objectives, and expected outcomes.
     o A critical review of the relevant research literature, demonstrating the candidate's understanding of the field and identification of gaps in existing knowledge.
     o A discussion of the conceptual or theoretical framework that guides the research.
     o An explanation of the methodology, including research design, data collection methods, and analysis techniques. If applicable, the preliminary analysis of data may also be included.

   - Research Training Record: A summary of the research training that the candidate has undertaken up to this point in their PhD, as well as a plan for future research training. This plan should outline additional training, workshops, or skills development activities needed to enhance the candidate's research capabilities.

   - Gantt Chart: A Gantt Chart indicating the planned timetable for research activities, showing how the candidate intends to complete their doctoral thesis within the designated time period. The chart should include key milestones, deadlines, and progress indicators for each stage of the research process.

2. **Assessment Process**
   The Qualifying Assessment is conducted to review the candidate's progress and to determine whether they are on track to complete their research within the expected timeline. The Programme Leader, in consultation with the relevant academic committee, will review the submitted report and provide feedback or recommendations for further development.

   Successful completion of the Qualifying Assessment allows the candidate to proceed with their doctoral research, while failure to meet the required standards may result in the candidate being advised on remedial actions or additional support needed to continue the program.

6. SUBMISSION FORMAT

In accordance with Clause 28 of the UBD Regulations for the Degree of Doctor of Philosophy, the Senate shall approve, on the recommendation of the Faculty Board, the format for the thesis submission for examination. The Faculty Board shall recommend one of the following two formats for submission:

1. **Format 1: Thesis and Executive Summary**
   The submission will consist of a thesis along with a specified number of academic journal articles and/or book chapters derived from the candidate's research. Additionally, an executive summary must be provided, which:
   - Summarizes the key aspects of the thesis.
   - Does not exceed 10,000 words, including footnotes but excluding appendices, tables, diagrams, bibliography, maps, charts, graphs, illustrations, and other supplementary materials, if any.

2. **Format 2: Thesis and Journal Articles/Book Chapters**

The submission will include the **thesis** and a specified number of **academic journal articles and/or book chapters** that have been written based on the candidate's research. These articles or chapters must meet the standards for academic publication and are to be integrated into the thesis.

7. THESIS GUIDELINE

The thesis for the Doctor of Philosophy (PhD) degree must adhere to the following format and guidelines:

1. **Language:**
   - The thesis must be written in English.

2. **Formatting:**
   - **Font:** Times New Roman, font size 12
   - **Line Spacing:** 1.5 line spacing
   - **Paper Size:** A4, printed either single- or double-sided
   - **Binding Margin:** 4.0 cm
   - **Page Numbering:**
     - **Prefatory materials** (title page, dedication, acknowledgements, etc.) should be numbered using Roman numerals (i, ii, iii, etc.).
     - **Main text** should be numbered using Arabic numerals (1, 2, 3, etc.).

3. **Prefatory Materials** (to be included at the beginning of the thesis):
   - Title page
   - Dedication (if any)
   - Acknowledgements
   - Declaration of originality (form available on the Graduate Studies and Research Office website, under 'Resources')
   - Abbreviations
   - Table of contents
   - **Abstract:** The abstract must not exceed 500 words.
     - A thesis written in English must also contain a Malay translation of the abstract.

4. **Word Limit:**
   The thesis must not exceed **100,000 words**, including footnotes, but excluding appendices, tables, diagrams, bibliography, maps, charts, statistical tables, graphs, illustrations, and other additional materials.

5. **Referencing Style:**
   - The thesis must follow the **APA** or **Harvard** style of referencing.
   - **Note:** Discuss the appropriate referencing style with your supervisor to ensure consistency and accuracy.

These guidelines ensure that your thesis meets the academic standards expected for a doctoral-level submission. Be sure to consult with your supervisor throughout the process to maintain adherence to the required format and referencing style.

SAMPLE TITLE PAGE FORMAT:

TITLE OF THESIS

BY

AWANG SELAMAT BIN DAYANG

DISSERTATION
Submitted in partial fulfilment of the requirements for the degree of Master in (Historical and International Studies/…… /…….) in the Faculty of Arts and Social Sciences, Universiti Brunei Darussalam

Month, Year

SUGGESTED SAMPLE OF TABLE OF CONTENT

SECTION B: ACADEMIC MATTERS

6. PLAGIARISM

Academic writing is a fundamental component of higher education, where students are expected to incorporate ideas and concepts from a range of sources to support their work. Plagiarism occurs when words, ideas, or diagrams are taken from any source—whether printed, online, or verbal—and used without proper attribution. This misrepresentation implies that the work is original to the student, constituting a form of academic dishonesty. Proper citation and acknowledgment of sources are essential to uphold academic integrity and respect the intellectual property of others.

> The Universiti Brunei Darussalam Rules And Regulations For The Generation Next Undergraduate Degree August 2013 states in Clause 3.4:
>
> Students should be aware that plagiarism is a form of academic misconduct that puts at risk their continuation as a student at UBD. The concept that is central to the allegation of plagiarism is that the student intended to plagiarise the work or ideas of another person.

GUIDELINES FOR STAFF & STUDENTS ON ACADEMIC INTEGRITY & PLAGIARISM

To maintain high standards of academic integrity and foster a culture of respect for original ideas, both staff and students have specific responsibilities.

Staff Responsibilities

- **Educate on Academic Writing and Plagiarism:** Inform new students about the importance of effective academic writing and avoiding plagiarism. This should be covered in orientation sessions and reinforced in classes.

- **Emphasize Referencing Requirements:** In the first session of each module, emphasize the importance of correct referencing and specify the expected referencing style for that module.

- **Utilize Plagiarism Detection Tools:** Employ tools like Turnitin during the submission process to check for originality and help students understand the importance of proper citation.

- **Encourage Respect for Original Ideas:** Create a supportive environment where students are encouraged to develop their academic writing skills. Guide students on how to integrate theories and past research into their work and reference them appropriately.

- **Acknowledge Student Contributions:** Recognize student contributions in any publications resulting from their research. In cases of joint publications, students should preferably be listed as the first author, reflecting their key role in the research.

Student Responsibilities

- **Be Proactive in Learning:** Take initiative in understanding plagiarism, referencing standards, and effective academic writing practices to avoid academic misconduct.

- **Clarify Referencing Expectations:** Familiarize yourself with different referencing styles, as expectations may vary. While FASS lecturers generally prefer APA format, confirm your lecturers' preferences at the start of each semester.

By adhering to these guidelines, both staff and students contribute to an academic environment that values originality, honesty, and intellectual growth.

CONSEQUENCES OF PLAGIARISM

FASS takes plagiarism seriously, as it constitutes a violation of academic integrity. Instances of plagiarism are subject to investigation at both the program and faculty levels.

1. **Initial Assessment by Supervisor:**
   If plagiarism is suspected, the supervisor will assess the situation based on the evidence available. If the supervisor determines the incident is not a serious breach, the student will be advised on how to improve their academic writing skills to prevent future occurrences. No penalties will be imposed.

2. **Serious Breach of Integrity:**
   If the supervisor deems the incident a serious breach, they will report the case with sufficient evidence to the relevant Programme Leader and the Deputy Dean (Research, Innovation & Sustainability). An investigation will be conducted to examine:
   - Any past instances of plagiarism by the student (if applicable).
   - The extent of plagiarism in the current case.

3. **Student Interview:**
   The Deputy Dean and Programme Leader will conduct an interview with the student to understand the situation better. This gives the student the opportunity to explain the alleged plagiarism.

4. **Plagiarism Report:**
   Following the interview, a plagiarism report will be prepared and submitted to the Faculty Graduate Studies Committee. The Committee will deliberate on the matter and make recommendations.

5. **University Review:**
   The recommendations from the Faculty Graduate Studies Committee will be forwarded to the University Graduate Studies Committee for further review and endorsement.

6. **Formal Notification:**
   The student will receive a formal letter informing them of the decision made by both the Faculty and the University regarding the case.

These procedures are in place to ensure that plagiarism is taken seriously and handled fairly, while providing students the opportunity to rectify their academic practices.

HOW CAN STUDENTS AVOID PLAGIARISM?

To avoid plagiarism—whether intentional or unintentional—students are encouraged to develop a strong understanding of academic writing and always properly acknowledge the sources of ideas or content. This can be done through:

1. **Effective Paraphrasing:**
   Paraphrasing involves rephrasing someone else's ideas or concepts in your own words while retaining the original meaning. This is a widely recommended practice in academic writing and an effective way to avoid plagiarism, as it demonstrates your understanding of the source material. Remember, even when paraphrasing, proper citation is required to credit the original author.

2. **Quoting:**
   Quoting involves copying the exact words from a source and placing them within quotation marks. This should be used sparingly, as excessive quoting can detract from your own analysis and writing. Always provide appropriate citation for the quoted material, specifying the source and the page number, if applicable.

In both cases, whether paraphrasing or quoting, **correctly citing** the source is crucial. This not only helps you avoid plagiarism but also acknowledges the work of others and contributes to the scholarly conversation. Always follow the referencing style required by your module or supervisor.

8. REFERENCING GUIDE GENERAL APPROACHES

Effective academic writing requires proper use of paraphrasing and quoting. Below are the two general approaches students are expected to use when incorporating sources into their work:

1. **Paraphrasing:**
   Paraphrasing involves citing the ideas or concepts of other authors but rephrasing them in your own words. This means capturing the essence or main idea behind their words without copying their exact phrasing. Paraphrasing is a highly recommended approach as it helps to avoid plagiarism and shows your understanding of the material.

   When paraphrasing, the following essential information must be provided:
   ● Author's surname
   ● Year of publication

2. **Example of an in-text reference when paraphrasing**:
   ● "Garman (2006), in assessing the financial behaviors of consumers in credit counseling, found that…"
   ● "…their financial situation to be 'comfortable,' while some relatively affluent households were in financial difficulty (Kempson, 2003)."

3. **Quoting:**
   Quoting involves copying the exact words from a source and placing them within quotation marks. While quoting is an effective way to highlight an author's specific point or argument, it should be used sparingly to avoid excessive reliance on other authors' work.
   When quoting, the following essential information must be provided:
   ● Author's surname
   ● Year of publication
   ● Page number (if applicable)

4. **Example of an in-text reference when quoting:**
   ● Further, "…those with above £5,000 had well under half the odds, falling to one-third the odds for those with £10,000 or more in savings" (Kempson, 2004, p. 33).

By using these approaches—paraphrasing for summarizing ideas and quoting for precise statements—students can ensure their work is academically sound and properly credited, avoiding plagiarism.

SOURCES OF INFORMATION

When you cite (or quote) something, the information goes in two places of your written work:
1. *In-text reference*
2. *List of references*

There are different forms of information you need to provide in these two places for different types of sources such as books, journals, newspapers and websites. The In-text references had been covered under 'General Approaches'; the information below pertains to List of references.

Books
It is important to note that the title of the book must be italicized.

Structure:
Author(s). (Ed/s.) (Year of publication). Title of Book. Place of Publication: Publisher.

Example:
Keynes, John M. (1936). The general theory of employment, interest and money. London: Macmillan
Maslow, Abraham H. (1954). Motivation and Personality. New York: Harper and Brothers

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Journal Articles
The title of the journal must be italicized.

Structure:
Author(s). (Year of publication). "Title of Article". Title of Journal, Volume No. (Issue Number), Page-numbers of article.

Example:
Lea, Stephen E.G., Webley, Paul, and Walker, Catherine M. (1995). "Psychological Factors in Consumer Debt: Money Management, Economic Socialization, and Credit Use". Journal of Economic Psychology, 16, 681-701.

Bryman, Alan (2006). "Integrating Quantitative And Qualitative Research: How Is It Done?". Qualitative Research, 6(1), 97-113.

Newspaper articles
The title of the newspaper must be italicized.

Structure:
Author(s). (Year of publication, date of publication). "Title of Article". Title of Newspaper, Page-numbers of article.

> **Example:**
> Othman, A. (2017, January 24). "Crown Price visits RKN10 Projects". Borneo Bulletin, p. 1-2.

Websites with author
The title of the website must be italicized.

Structure:
Author (Year of publication/last updated). Title of website. [Place of publication: publisher, if available] Available at: <URL: Website Address> Access Date.

> **Example:**
> Kahf, Monzer (2007). The Calculation of Zakah: For Muslims in North America. Available   at <URL: http://monzer.kahf.com/books/english/Calculation_of_Zakah_-_revised_July_2007.pdf> Access Date: 01st February, 2017.

Websites without author
When there are no authors named, the title is moved to the author position, and the title is italicized.

Structure:
Title (Year of publication/last updated). [Place of publication: publisher, if available] Available at: <URL: Website Address> Access Date.

> **Example:**
> Poverty (2006). Available at: <URL: http://www.credoreference.com/entry/penguinsoc/poverty> Access Date: 25th November, 2010.

Others
The above sources are only some of the few sources you will need to reference. For information on other sources (such as conference papers and video tapes), please find the following websites:
APA Formatting and Style Guide: https://owl.english.purdue.edu/owl/resource/560/01/ APA Referencing Tutorial: https://ilrb.cf.ac.uk/citingreferences/apatutorial/index.html

9. REQUEST FOR EXTENSION OF CANDIDATURE

1. **Submission Process:**
   - The candidate must submit a request for extension of candidature by completing the appropriate form.
   - The request must be accompanied by the latest progress report.
   - The completed form and progress report should be submitted to the Faculty Graduate Studies Committee (FGSC) for review.

2. **Approval and Endorsement:**
   - The FGSC will review the application and, if satisfied, will forward it for approval and endorsement by the University Graduate Studies Committee (UGSC).

3. **For Scholarship Students (MOE & UGRS):**
   - After the extension is approved and endorsed, candidates who are MOE Scholarship students must apply for an extension of their scholarship.
   - The scholarship extension form can be obtained from the student portal.
   - Scholarship students are only eligible to apply for a scholarship extension once during their candidature.

   ⚠️ *Please note that Government Scholarship students are eligible to apply for a scholarship extension only once.*

Important Note:
*Extensions are **not entitlements**; they must be earned through demonstrable and sufficient progress during the regular candidature period.*

10. APPOINTMENT OF EXAMINERS

In the final year of the programme, when a candidate submits their intention to submit the thesis for examination, the candidate's supervisor(s) will nominate suitable examiners based on the following criteria:

1. **Examination Composition:**
   The thesis will be examined by two examiners:
   - **Two external examiner:** This examiner must be from outside the University and/or outside Brunei Darussalam.

   - **One internal examiner:** This examiner must be an academic staff member from within the University, but not the candidate's supervisor(s).

2. **Additional Examiner:**
   If no suitable academic staff member can be found for appointment as an internal examiner, an additional external examiner may be appointed.

3. **Selection Criteria:**
   When nominating examiners, the following factors should be considered:
   - The examiner's **knowledge and experience** in the candidate's field of study, as indicated by publications relevant to the topic of the thesis.

- The **scholarly standing** of the nominee, which reflects their academic reputation and expertise.

- The nominee's **promptness** in completing the examination process and submitting the report.

4. **Exclusion Criteria:**
    Individuals who have been significantly involved with the candidate's research, such as co-authors or collaborators, should **not** be nominated as examiners to ensure impartiality.

These criteria aim to ensure that the examination process is conducted by qualified and impartial experts, maintaining the integrity and quality of the thesis evaluation.

11. SUBMISSION OF THESIS FOR EXAMINATION

Submission of Thesis for Examination

A candidate is required to give **at least three months' notice of their intention to submit** the thesis for examination. This notice must be submitted using the **prescribed submission form**, which should be routed through the candidate's **supervisor** to the **Director of Studies**. The supervisor must indicate their approval of the candidate's intention to submit the thesis by signing the prescribed form.

Before submitting the notice, candidates must ensure that they have adhered to the **publishing requirements** outlined in the **UBD Regulations for the Degrees of Masters** available on the Student Portal of MyUBD.

Submission Requirements [For Examination]:

For the thesis examination, the candidate must submit the following:
1. **One original copy** of the thesis.
2. **Four softbound copies** of the thesis.
3. **One digital copy** of the thesis.
4. **Abstract:** Not exceeding **500 words.**
5. **Submission of thesis form**
6. **Declaration of originality Form**
7. **Thesis Access Form**

These materials should be submitted to the **FASS General Office 2.95**. Students will receive an acknowledgment letter of thesis submission from the faculty.

Final Hardbound Submission Requirements

For the thesis final submission, the candidate must submit the following:
1. **Four hardbound copies** of the thesis.
2. **One digital copy** of the thesis.
3. **Abstract:** Not exceeding **500 words**
4. **Submission of thesis form**
5. **Declaration of originality Form**
6. **Thesis Access Form**
7. **Verification letter form supervisor**

These materials should be submitted to the Examination Office. Detailed guidelines on the thesis format can be found in Section 6 of this handbook.

Eligibility for Submission

A candidate **may not submit** a thesis that has been previously submitted for a degree at the University or any other university or institution. The work must be original and must not have been used to meet the requirements for any other qualification.

To be awarded a doctoral degree, a candidate must successfully pass both the thesis and oral examination components.

12. EXAMINATION PROCEDURES

VIVA/ORAL EXAMINATION

The viva (oral examination) will be held at the University to discuss the subject matter of the candidate's thesis after receiving the reports from all examiners.
- Remote Viva: In cases where cost or travel restrictions prevent the candidate from being present in Brunei Darussalam, the viva may be conducted via virtual platform.

The viva panel will report the results to the Board of Examiners and will consist of the following members:
- The Dean of the Faculty (or their nominee) as Chairperson
- The Programme Leader concerned or a Faculty member from the candidate's area of specialization, nominated by the Dean
- The external examiners (if present at the University)
- The internal examiner
- The supervisor as an observer

Upon receiving the examiners' reports, the **Board of Examiners** will convene to review the feedback and make a recommendation regarding the thesis. The Board will be composed of the following members:

1. The **Assistant Vice Chancellor (Education)** as the Chair
2. The **Dean of the Faculty**
3. The **Programme Leader** or a faculty member from the candidate's area of specialization, as nominated by the Dean.
4. The **external examiners**, if present at the University.
5. The **internal examiner**.
6. The **supervisor** (observer).

Possible Outcomes:

The Board of Examiners will consider the examiners' reports and recommend one of the following outcomes:

- **Accept with No/Minimal Amendments and Award Distinction** – The thesis is accepted with little to no changes, and the candidate is awarded the degree with distinction.

- **Accept with No/Minor Amendments** – The thesis is accepted with minor amendments. The candidate must re-submit the amended thesis within one month for the supervisor's review and endorsement.

- **Accept with Major Amendments** (No Re-examination Required) – The thesis is accepted with substantial amendments. The candidate has three months to make the changes, which must be reviewed and endorsed by both the supervisor and the Dean of the Faculty.

- **Not to Accept, Major Amendments Required, and Re-examination Needed** – The thesis does not meet the requirements and requires major revisions. After making the amendments, the thesis will undergo re-examination.

- **Not to Accept as Master's Thesis** – The thesis does not meet the necessary academic standards and is rejected.

Submission of Reports and Final Decision

- The **Board of Examiners** will submit a report to the **University Graduate Studies Committee**, which acts on behalf of the **Senate**, for approval. The **University Graduate Studies Committee** will then make recommendations to the Senate regarding the award of the degree.

- If the thesis is not accepted, the candidate will be required to submit a revised version for re-examination, following the procedures outlined in the regulations.

Appeals Process

- If the candidate disagrees with the decision of the Examination Board, they may appeal in writing through the **Director of Studies** to the **University Graduate Studies Committee**.

- The decision made by the **University Graduate Studies Committee**, acting on behalf of the **Senate**, is **final.**

Thesis Ownership and Binding

- The original four copies of the thesis, whether approved or not, remain the property of the University.

- The **approved thesis** will be kept in the **Office of Graduate Studies and Research**, with **one hardbound copy** and **one digital copy** deposited in the **University Library**.

- If approved, the candidate is required to have the thesis bound according to the following specifications:

  - The **title** and **author's name** should be printed in **block letters** on the cover.
  - The **title** or abbreviation and the **author's name** should be printed on the **spine**.
  - The thesis must be bound in **black cloth with stiff boards** and **gold lettering** (font size not exceeding 16 points).

- The final bound copies (original and four duplicates) must be submitted to the **Examination Office** no later than **two months** from the date of the official notification of the examination results.

13. CHANGE OF SUPERVISOR/CANDIDATURE/TOPIC CHANGE OF SUPERVISOR

A candidate may be assigned a new or temporary supervisor if the current supervisor is unable to continue supervision.

- **Request for Change:** Both the candidate and supervisor may request a change to the supervision arrangements if difficulties arise that cannot be resolved. The current supervisor will need to complete the 'Change of Supervisor' form to formalize this request.

- **Supervisor Leaving the University:** If a supervisor leaves the University during the candidate's candidature, the Faculty will make reasonable efforts to find a replacement with the appropriate academic background and supervisory experience.

Change of Candidature

Duration of Candidature:
- A candidate is required to complete their approved scheme of advanced study and research within **36 months (3 years) for a full-time candidate**, or **60 months (5 years) for a part-time candidate.**

Extension of Candidature:
- The Senate may grant an extension of the candidature period beyond the standard duration, with the recommendation of the Faculty Graduate Studies Committee (FGSC), as follows:
  - **Up to 60 months** for full-time candidates.
  - **Up to 84 months** for part-time candidates.

- To apply for an extension, the candidate must complete the **'Extension of Candidature'** form.

- Extensions are **not guaranteed**; they are granted based on substantial progress. As a prerequisite for any extension, the FGSC requires students to submit tangible progress or actual work completed.

Change in Candidature Status:

- A candidate may apply for a change in status from **full-time** to **part-time**, or vice versa, only **once** during their candidature:
  - Within **two year** for a full-time candidate.
  - Within **three years** for a part-time candidate.

- Applications for a change in status beyond these time limits may be considered in exceptional cases upon strong recommendation by the Faculty Graduate Studies Committee. Such changes require approval from the Senate.
  - **Conversion Time Calculation:** For the purpose of determining the period of candidature, one month of full-time candidacy is considered equivalent to two months of part-time candidacy.

- To request a change in status, candidates must complete the 'Change of Title, Candidature, and Withdrawal' form.

Change of Topic

Any changes to the **provisional title, proposal**, or **time schedule** of the thesis should be discussed with and approved by the candidate's supervisor. The candidate must then submit the '**Change of Title, Candidature and Withdrawal'** form to the Faculty Graduate Studies Committee for approval by the Senate.

14. ETHICAL OBSERVATION

The candidate must **adhere to the general rules of research ethics** throughout their study. It is important that the candidate **discusses ethical matters** with their supervisor to ensure that all ethical considerations are properly addressed and to avoid any future issues.

Ethics Clearance:

Before conducting any research involving **human and/or animal subjects**, the candidate is required to **apply for ethics clearance.** The necessary forms and guidelines can be found on the **FASS website**, under the **MA programme tab**, where the student ethics form is available for download. The application for ethics clearance should be submitted to the FASS Faculty Ethical Committee for review.

Following ethical guidelines is essential to ensure the integrity and credibility of the research, as well as to protect the rights and well-being of research subjects.

To have your ethics application considered, please submit the completed form to office.fass@ubd.edu.bn

15. WITHDRAWAL AND TERMINATION

Withdrawal Of Candidate

Candidates who wish to **withdraw from the PhD programme** must complete and submit the relevant **withdrawal form**. This process ensures that the university is formally notified of the candidate's decision to leave the programme.

Additionally, for candidates who have been granted a **scholarship** to pursue the doctoral programme, they are required to **repay all funds** that have been spent on their scholarship. This repayment is mandatory upon withdrawal from the programme, in line with the scholarship terms and conditions.

Termination And Downgrading Of Candidature

The FASS Faculty Graduate Studies Committee (FGSC) may recommend to the Senate that a candidate's candidature be terminated. Termination of candidature can occur under the following circumstances:

- If the candidate has insufficient research work to continue their PhD but has completed enough work to be considered for the award of a Masters of Philosophy (MPhil) degree. This will be referred to the Board of Examiners.

- In cases where the candidate fails to qualify to proceed to the PhD, and is not awarded the MPhil degree due to insufficient work completed. The Faculty may recommend that the candidate join another Masters programme, if deemed appropriate.

If a candidate does not complete and submit their thesis within 60 months (for full-time candidates) or 84 months (for part-time candidates), their candidature shall be deemed to have lapsed and will be considered failed. The candidate may appeal to the Senate against the termination; however, the decision of the Senate is final.

16. AWARD OF THE DEGREE AND GRADUATION

A candidate may be awarded the Degree of Masters by Research if they meet the following criteria:

1. **Fulfilled the requirements** of the Regulations for the Degree of Masters.
2. **Been recommended** by the Board of Examiners for the award of the degree.
3. **Paid all prescribed fees**, if applicable.

Once these conditions are met and the Board of Examiners has made its recommendation, the candidate will be eligible to receive the degree.

PART C: ACADEMIC AND ADMINISTRATIVE SUPPORT

17. HEALTH AND SAFETY

At UBD, the safety and well-being of students are paramount. The **Office of Safety, Health, and Environment (OSHE)** has outlined specific procedures for students engaging in off-campus activities, whether locally or overseas. To ensure safety during these activities, students must submit the following documents:

1. **Activity-Based Risk Assessment (RA):** An assessment identifying potential risks associated with the planned activity.

2. **Safety Management Plan (SMP):** A comprehensive plan outlining safety measures and how risks will be managed.

3. **Next of Kin (NOK) Details:** Information about the student's emergency contact person.

4. **Indemnity and Parental Consent Form:** A form that acknowledges the risks and grants parental consent if applicable.

Emergency Assistance

For urgent security and safety assistance within UBD, students are advised to contact the **UBD Hotline at ext. 3333 or 2463333.**

18. FACILITIES AND RESOURCES

As an MA student at UBD, you will have access to several key facilities and resources to support your academic journey:

1. **Shared Room with Fellow Post Graduate Students (G.28):** A designated room for MA students to collaborate, study, and discuss research in a shared environment.

2. **Library Facilities:** The university library offers a wide range of academic resources, including books, journals, electronic databases, and study spaces. Students can access these materials to support their research and coursework.

19. KEY POINTS OF CONTACT

For Administrative Matters:

Contact the **Assistant Registrar**. His/her office is located on the second floor of the Faculty.

For Graduate Studies Matters:

Please email graduatestudies.fass@ubd.edu.bn for any inquiries or concerns related to graduate studies.

For General Academic Queries:

Feel free to talk to your **supervisor** for any academic concerns related to your studies.
If needed, you may also consult the **Deputy Dean (Research, Innovation & Sustainability)** for further assistance.

20. APPOINTMENT AND EMAILS

Setting Appointments with Lecturers:

Since lecturers have varying schedules for teaching, research, and administrative duties, it is best to set up an appointment if you wish to meet with them. If the lecturer has not provided a specific consultation or meeting time, please email them to schedule an appointment. Lecturer email addresses can be found on the FASS website, under the "Staff" section.

Using UBD Email:

Students are expected to use their UBD email when corresponding with lecturers and administrators.

Good Email Etiquette:

When emailing, always follow good email etiquette, such as:
- Using a clear and concise subject line
- Addressing the recipient properly (e.g., "Dear Dr. [Surname]")
- Being polite and professional in your tone
- Using proper grammar and spelling

21. SUPPORT AND ASSISTANCE AT UBD

In addition to academic support within FASS, UBD offers various services to ensure that students are well-supported throughout their studies.

Faculty and Administrative Support:

Feel free to approach the administrators listed under **Points of Contact**, or consult the **Deputy Dean (Research, Innovation & Sustainability)** for guidance and support related to your studies.

Student Affairs Units:

Outside of FASS, UBD has units under the **Student Affairs Section** that provide additional support, including:
- **Counseling Unit:** Assists with academic, social, or personal matters.
- **Careers Advice/Training Unit:** Offers career-related support and guidance.

Support for Students with Disabilities or Diverse Learning Needs:

Students with disabilities or learning needs are encouraged to reach out to the **Centre for Students with Diverse Learning Needs (CDLearN)**, located at the **Student Affairs Section Building**. You can contact them via email at office.cdlearn@ubd.edu.bn.

If needed, the **Assistant Registrar or Deputy Dean (Education & Student Welfare)** are also available

to assist with any queries or concerns.

UBD is committed to providing a supportive environment to ensure your success.

22. CAREER DEVELOPMENT & SKILL ENHANCEMENT

As you progress through your studies at UBD, it is an ideal time to not only deepen your academic knowledge but also focus on developing a broad range of skills that are essential for your future career. These skills include:
- Presentation and Communication Skills
- Teamwork and Collaboration
- Critical Thinking and Problem-Solving

UBD offers numerous workshops and events throughout the year to help you develop these skills and better prepare for your future career.

Faculty Seminars at FASS

FASS regularly organizes faculty seminars across a wide range of disciplines. Attending these seminars provides an excellent opportunity for you to:
- Gain **new knowledge** and insights within your field of study.
- Understand important **issues and challenges** facing your area of interest.
- Network with peers and faculty members.

Students are **strongly encouraged** to attend these seminars to enrich their academic experience and stay updated on relevant topics and developments in their field.

APPENDIX A

Module code	AQ-6101		
Module Title	Advanced Research Methodology		
Degree/Diploma	PhD (FASS, IAS & APB)		
Type of Module	Core		
Modular Credits	8	**Modular Credits**	10 hours/week for two semester
		Contact hours	3 hours/week for two semester
Prerequisite	None		
Anti-requisite	None		

Aims:
To prepare and enhance students' ability and critical thinking on theoretical, methodological (both qualitative and quantitative) and practical issues associated with research and thesis writing in the broader field of the Arts and Social Sciences.

Learning Outcomes:
On successful completion of this module, a student will be expected to be able to:

Lower order :	10%	● develop an understanding of peer-review assessments
Middle order :	10%	● organize and apply understanding of formal writing and oral communication skills in their work
Higher order:	80%	● create and critically assess central research questions as well as theoretical and conceptual issues relevant to their research ● produce work that demonstrates high academic capability

Module Contents:
- Research: Theory & Practice
- Critical Appreciation of Literature Review
- Research Methods and Epistemologies
- Methodological Design
- Ethical Issues in Research
- Data Analysis and Management
- Advanced Academic Discourse
- Writing for Publications

Assessment	Formative assessment	**Assessment**	

	Summative assessment	Coursework: 100%
		    ● 1 Research Proposal (20%)
		    ● 1 Written Assignment (50%)
		    ● 1 Individual Oral Presentation (30%)

APPENDIX B

PLEASE REFER TO THE LIST OF USEFUL REFERENCES BELOW FOR YOUR PERUSAL:

1. ALERTS/UPDATES FOR GRADUATE STUDENTS
2. GRADUATE FORMS AVAILABLE ONLINE
3. INTERNATIONAL STUDENTS AND VISA EXTENSION
4. REGISTRATION AND MODULE CODES

Dear Graduate Students,

All graduate studies forms are available from myUBD Student portal > myStudies > Graduate Studies under the link: http://myubd.ubd.edu.bn/group/studentportal/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:
    a. contact landline/ Mobile HP/ alternative email
    b. next of kin contact number/ alternative email
    c. corresponding address (home address/local correspondence address)
    d. **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.
7. Regularly check myUBD Student portal > myServices > Scholarship for scholarship opportunities/announcements

LIST OF 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 an 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 MA 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.**

NOTE: Please refer to this frequently asked questions: FAQ: Extension of Candidature

GS-10 Conversion from Master by Research to MA
A Master by Research candidate may apply for conversion to a MA candidate. The University will 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 MA

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 MA candidature provided, that the period counted does not exceed 12 months for conversion to a full –time MA candidate, or 24 months for conversion to a part -time MA 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 MA 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 MA.

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 precise 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 orvice 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.

GS-17 Thesis Access Form

Candidates are required to complete and submit this form together with Research Exercise / Research Project / Thesis submission.

INTERNATIONAL STUDENTS AND VISA EXTENSION:

1. Students are reminded that it is their own responsibility:
   - to regularly check and ensure their student visa/passport is valid
   - visas/passports must be renewed at least 6 months in advance before they expire.
   - 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).

FREQUENTLY ASKED QUESTIONS (FAQ)

1. **How do I access the student portal?**
   You can access the student portal using your personal UBD email address. Simply log in with your credentials to access all relevant academic resources.

2. **How do I gain access to the PG Room?**
   To set up your access to the PG Room, please visit the FASS General Office, Room 2.93. They will assist you with the necessary arrangements.

3. **How do I apply for ethics clearance?**
   Ethics applications should be made before starting any research or data collection. You can submit your application to office.fass@ubd.edu.bn. Remember to consult with your supervisor prior to submission.

4. **When should I apply for ethics clearance?**
   It is recommended that you apply for ethics clearance during your first semester, after discussing the matter with your supervisor. The FASS General Office will send a reminder email with the submission date for the FEC (Faculty Ethical Committee) meeting.

5. **When can I start my research or data collection?**
   You can commence your research and data collection once you have received ethical clearance.

6. **What are the rules for extending my candidature?**
   For MA by Research students, you are eligible for up to 2 semesters of extension. For PhD students, the eligibility is up to 4 semesters. Extensions should be applied by semester (Jan-June or July-Dec).

7. **Are extensions guaranteed?**
   Extensions are not entitlements; they must be earned through sufficient progress during the regular candidature period. Extensions may be considered if you have made substantial progress, such as completing two-thirds of your thesis.

8. **When should I submit a request for an extension?**
   It is recommended that you submit your extension request at least 3 months prior to the end of your candidature period to allow for proper review and approval.

9. **Do I need to submit actual output when applying for an extension?**
   Yes, as part of the extension application, you must provide actual output that demonstrates the progress of your research, such as completed chapters or other significant research deliverables.