



# UBD GRADUATE RESEARCH SCHOLARSHIP

## Terms and Conditions

*The Terms and Conditions outlined in this document are applicable to UGRS recipients from the August 2024 intake onwards.*

### 1. Introduction

This document outlines the terms and conditions for the Universiti Brunei Darussalam Graduate Research Scholarship (UGRS). The UGRS is a competitive scheme awarded to PhD students with a strong desire to work in an international and competitive research-intensive environment. UBD is committed to opening doors to the brightest students to work among and network with our researchers to enrich their experience and equip them with the skills to maximise their talents.

### 2. Benefits and Payments

#### 2.1. Benefits

The benefits of the UGRS are as follows:

- a. Tuition fees, including registration and acceptance fees at Universiti Brunei Darussalam (UBD) for **36 months**.
- b. Subsistence allowance of **BND 2,200** per month for **36 months**.
- c. Free on-campus accommodation [[UBD Core](#)] for **36 months**, not inclusive of registration fees or security deposit.
- d. For candidates not residing in Brunei Darussalam, one incoming and outgoing economy class air ticket will be provided, from (upon accepting the scholarship) and back to home country (upon completion of study).
- e. Funding for fieldwork or conference presentations (up to BND 3,000).
- f. Visa fees will be included in the scholarship for international students.

#### 2.2. Payments

Payment of subsistence allowance will be made monthly to a UGRS student within Brunei Darussalam, following the confirmation of the student's enrolment and registration to their approved programme mentioned in their offer letter.

Candidates must register as a student of the University before the final registration date each semester (**normally four (4) weeks after the start of the semester**). The Scholarship does not cover the payment of late registration fees should the candidate fail to register within the set period.

Only under unforeseen circumstances, where students are unable to enroll physically on-campus, will they be able to enroll virtually/online on a case-by-case basis. However, only UGRS holders who are enrolled physically on-campus will be able to claim financial benefits (including subsistence allowance) up to a maximum enrolment period of 36 months. Enrolled students will only receive the UGRS financial benefits after they arrive at UBD and their on-campus attendance of their programme.

UGRS holders are still eligible for their subsistence allowance when they are on approved fieldwork/conference/annual/compassionate leave overseas or in Brunei Darussalam.

### 3. Conditions of the UGRS

#### 3.1. Study at UBD

UGRS candidates' study will be governed by the UBD Regulations for the Degree of Doctor of Philosophy in effect when they begin their candidature.

#### 3.2. Duration

The maximum duration of a UGRS award is **36 months**, subject to bi-annual reviews. UBD reserves the right to suspend or terminate the scholarship within the duration stated. PhD studies can be extended for up to 4 additional semesters (or 24 months) with approval from the relevant Faculty/Institute/Academy/Centre/School (FIACS) and the University. **However, it's important to note that the financial benefits, including the subsistence allowance, offered by the UGRS will only be accessible during the initial 36-month period.**

#### 3.3. Deferment

The UGRS cannot be deferred.

#### 3.4. Leave Entitlement

All UGRS scholars are entitled to **only 21 calendar days\*** of annual leave per **academic year\*\***. In exceptional circumstances, candidates may be granted a one-time emergency/compassionate leave of up to **14 calendar days**. Leave must be applied through Office of Graduate Studies and is subject to approval on a case-by-case basis by the Graduate Research Admissions and Scholarship Committee (GRASC).

Annual and Conference Leave can only be claimed after a period of **six (6) months** from the arrival of the student at UBD.

*\*Calendar days refer to every day of the week, including weekends (Saturdays and Sundays) and public holidays. They are continuous and do not exclude any days of the week.*

*Business days refer to the days between and including Monday to Friday, excluding weekends (Saturdays and Sundays) and public holidays.*

*\*\*Academic year for each UGRS holder starts from the date of his/her enrolment to UBD.*

### **3.5. Conference Leave Entitlement**

All UGRS scholars are entitled to **7 calendar days** of Conference leave for the entire duration of their programme. The overall financial support for Conference and Fieldwork leaves cannot exceed BND 3,000. Conference leave must be applied for through the Office of Graduate Studies and is subject to approval on a case-by-case basis by the GRASC.

Conference leave can only be claimed after a period of **six (6) months** from the arrival of the student at UBD.

### **3.6. Leave of Absence (LOA)**

A scholar may, on medical or compassionate grounds, and with the approval of the relevant FIACS, apply for leave of absence (LOA) from the University. The maximum LOA period allowed is **4 semesters** or **24 months** within the programme duration. During the LOA, all the financial benefits will be stopped and the candidature will be paused. The candidature will be reactivated at the end of the approved period.

### **3.7. Transfer**

UGRS awarded to the candidate for a programme cannot be transferred to another programme, except in exceptional circumstances whereby it will be considered on a case-by-case basis by the GRASC.

### **3.8. Full-time Study Mode**

All UGRS are awarded on the basis that students maintain full-time study mode.

**Students must register for their required module(s) on GenNEXT Information System (GIS) every semester [open Week 1 every semester]**, to maintain an active registration status (refer to *“Regulations for the Doctor of Philosophy Degree Programme”* applicable for your intake). Semester breaks will be included in the calculation of semester 1 and semester 2 respectively. UGRS will be terminated if a candidate converts to part-time study mode or fails to register for the required module(s) for full-time study.

### **3.9. Residency**

UGRS holders are required to be in Brunei Darussalam during the period of scholarship unless there are unforeseen circumstances that prevent them from coming to Brunei Darussalam. In this case, candidates can continue their studies in online/virtual mode on a case-by-case basis. Those requiring fieldwork outside of the country will be considered on a case-by-case basis by their respective FIACS and GRASC, upon application.

### **3.10. Fieldwork or Lab Attachment Overseas**

UGRS holders are allowed **up to 6 months** to conduct fieldwork or laboratory attachment outside of Brunei Darussalam. This application can only be considered once candidates have fulfilled the following criteria:

- a. Minimum residency in UBD for **6 months continuously** from the start of candidature.
- b. An external supervisor in the host university/agency needs to be appointed and approved by Eminent Visiting Professor and Visiting Appointment Committee (EVPVAC).
- c. Submit a detailed description (with a weekly timeline) of research to be carried out and justify why the work cannot be done in UBD.
- d. Planned research work conducted should be relevant to the approved research work.

Approval for overseas fieldwork or lab attachment is not automatic and this privilege will be considered on a case-by-case basis by the Graduate Research Admissions and Scholarship Committee (GRASC).

### **3.11. Academic Performance**

The UGRS will continue as long as the student meets the academic requirements as defined by the FIACS and the University, maintains a full-time study mode in the approved programme, and maintains the eligibility requirements of the scholarship. UGRS holders must maintain a satisfactory academic performance, which will be evaluated based on progress reports submitted by their supervisor(s). The submission of unsatisfactory report(s) from the supervisor(s) may lead to termination.

### **3.12. University Services**

UGRS holders are expected to provide their services as Teaching Assistants in practical or tutorial sessions or their equivalents, and to contribute to any other activities of their FIACS, according to the instructions of their supervisor(s) and the relevant Deans/Directors. This service shall not exceed 10 hours per week for a 14-week teaching period or 200 hours spread over the semester.

## **4. Termination and Returning of Funds**

### **4.1. Grounds for Termination**

The University reserves the right to terminate the scholarship.

UGRS scholarship will be terminated, upon the decision of GRASC, if the student:

- a. is discontinued or terminated from the programme
- b. discontinues their studies (i.e. withdrawal before graduating)
- c. fails to register for full-time study mode or their registration status is 'inactive'
- d. converts to part-time study mode
- e. fails to maintain eligibility criteria
- f. fails to comply with UGRS terms and conditions including teaching and related activities of the FIACS
- g. fails to maintain satisfactory academic performance (based on Supervisor's reports)
- h. is suspended or excluded by UBD for reasons deemed fit by the University as recommended by the Senate

- i. fails to complete studies by the maximum duration of the candidature
- j. is found to have provided false or misleading information of any kind
- k. is found to be in breach of existing Rules and Regulations of UBD, and laws of Brunei Darussalam.

#### **4.2. Consequences of Termination of Scholarship**

In the event of termination of scholarship for any of the reasons outlined in clause 4.1, the student will not be entitled to any further benefits and will be liable for reimbursing the entire UGRS expenses incurred by the University, except in cases of unforeseen circumstances, which will be evaluated on a case-by-case basis.

*End of document*

Amendments:  
4 October 2024