

Workflow: Application for Research Collaboration

DOCUMENTS REQUIRED

1. Cover letter (**see Attachment 1**) requesting permission to collaborate with the overseas and non-UBD researcher(s) must be addressed to Director IBER. This letter must be signed by all UBD collaborators.
2. Official letter from the overseas and non-UBD researcher(s) expressing interest to collaborate with the UBD researchers must be addressed to Director IBER.
3. Research proposal (**see Attachment 2**).
4. CVs of international researcher(s) and non-UBD-based collaborator(s).
5. Copy of UBD ethics clearance or proof of application to UBD research ethics committee (if applicable).

Note: Incomplete application and documents will be returned

Additional collaboration requirements

After the research collaboration approval letter is issued:

1. All overseas and non-UBD researcher(s) must be appointed as Visiting Researchers through the EVPVA scheme. All EVPVA forms and supporting documents must be submitted to Director IBER. Without the appointment letter, the lead UBD researcher(s) cannot apply for entry and export permits, phytosanitary certificate and Veterinary health certificate.
2. Non-UBD students involved in the approved collaborative research are required to register as UBD Non-graduating students, and should obtain a student visa (**See Attachment 3**). Director IBER should be included in the carbon copy of this application and then provided with a copy of the UBD non-graduating student letter of admission.
3. All researchers under the UBD approved research collaboration must sign and return the UBD research agreement to the OAVC R within 2 weeks from the date of approval as this will indicate the start date of the collaboration.
4. Application for entry permits to Forest Reserves and Stateland forests and permission for field sampling from the Forestry Department using FORM7 should be done no later than 2 months before the commencement of fieldwork (**See Workflow: Application for entry permits to Forest reserves and Stateland forests**). A separate letter addressed to Director of Forestry, MPRT for sampling should be included.

* Entry permit – 3 working days – IBER
processing timeline 14 working days – Office of AVC R
1 month – Forestry Department

Note: All forms above can be submitted in parallel to IBER but approval of EVPVA and non-graduating student applications and endorsement of entry permit application cannot be issued by relevant committees until the UBD research collaboration approval letter from OAVC R is received by the lead UBD researcher.

Lead UBD researcher submit official request with supporting documents to Director IBER no later than three (3) months before the date of proposed visit to UBD. At least one Bruneian UBD collaborator must be actively involved in the collaboration

Complete documents will be vetted by IBER FIC Research Committee (IBER FIC RC)

IBER FIC RC endorses the completed application for approval by Assistant Vice Chancellor Research (AVC R)

UBD research collaboration approval letter and UBD research agreement document will be issued by the Office of AVC R

Researchers must sign and return the UBD research agreement to the Office of AVC R within 2 weeks from the date of approval & a copy should be provided to IBER

2 weeks to 1 month

1 month

For any clarification, please contact
IBER Research Coordinator:
office.iber@ubd.edu.bn

Attachment 1:

Guideline for Cover letter to Director IBER

Letter should include the following:

1. Names of UBD researchers and positions
2. Names of overseas and non-UBD researchers and affiliations/positions
3. Project title, summary and aims/objectives
4. Intended start date and duration of collaboration (1, 2 or 3 years)
5. Details of funding for the research project
6. Benefits/impacts of research collaboration to IBER, UBD and Brunei Darussalam
7. Additional information that needs to be highlighted, e.g. having non-graduating students (if any), conducting workshop, giving talks, etc.

Attachment 2:

Guideline for Research proposal

Proposal should include the following:

- Project title
- Names of researchers & their affiliations
- Introduction
- Aims/objectives
- Methodology (include details on location of study sites, sampling methods and treatments, export permit, etc.)
- For research involving the use of animals or research requiring ethics approval, the lead UBD researcher is required to obtain UBD ethics clearance or provide proof of application to UBD research ethics committee, if applicable) during the submission of research collaboration request to IBER. Proof of ethics approval from the overseas researcher's institution/s is also required, where applicable
- Timeline for the research
- Expected outcomes or contributions to science
- Benefits and impacts of research to IBER, UBD and Brunei Darussalam
- Details of funding

Attachment 3:

Guideline for application of Non-Graduating Student (Research Collaboration)

1. Application Phase

UBD supervisor(s) to submit to office.gr@ubd.edu.bn [UBD Non-Graduating Application Form](#), inbound student's latest CV and passport copy¹ (must have at least 6 months validity from date of leaving Brunei) and letter of approval of research collaboration, as well as start and end dates of research collaboration in UBD. Dates they will be in Brunei should also be provided. Application should be provided at least 3 weeks or up to 3 months for [Category A countries](#) before arrival in Brunei.

¹ If student is Bruneian or studying in Brunei, please submit colour-scanned IC copy instead of passport copy.

2. UBD Processing of Acceptance Letter

Acceptance letter to be issued within 2 weeks of application submission.

3. Inbound Student to Submit Required Documents

- [Completed Medical Check Form](#) (if staying for more than one month) or a copy of medical check (not older than 6 months of date of arrival in UBD) or a [signed Health Declaration Form](#)² (if duration is less than one month)
- Copy of comprehensive Medical Insurance valid in Brunei for the entire duration of study.

² If student is a Bruneian or studying in Brunei, only [signed Health Declaration Form](#) required.

4. UBD Processing of Student Visa

- Subject to cleared medical check and submission of valid copy of medical insurance, UBD to process student visa on behalf of inbound student (at least 2 weeks or up to 3 months for [Category A countries](#)).
- UBD will send the copy of visa on arrival (VOA) to inbound student to print prior to arrival in Brunei. This VOA is to be submitted along with a copy of UBD acceptance letter at the Brunei International Airport, at the Visa on Arrival immigration counter, along with payment of BND20 (except for Singapore and Malaysia nationals).

5. Arrival in UBD

- Pay registration fee and tuition fees as stated on UBD acceptance letter (if any) (bring copy of UBD acceptance letter) at UBD Finance Office (0800hrs to 1530hrs on working days).
- Bring copy of fees receipt, passport photo, acceptance letter to UBD ICTC to apply for student card.
- ICTC will email inbound student when student card is ready to collect.
- Bring passport copy to International Students Coordinator (international.sas@ubd.edu.bn) to convert visa on arrival to student visa within one week of arrival in Brunei.

The cost of a student visa is as follows (can be paid to the International Students Coordinator):

- Single entry visa = BND20
- Multiple entry visa = BND30 (less than 3 months); BND50 (3 to 12 months).

6. Leaving UBD

Bring passport copy to International Students Coordinator (international.sas@ubd.edu.bn) to cancel student visa **at least 2 weeks** before date of leaving Brunei.

For clarification or enquiries on any of the above, please email office.gr@ubd.edu.bn

Summary of Documents needed

Non-Graduating student form, copy of letter of approval for research collaboration, latest CV, copy of passport details or IC copy, completed Medical Check Form or a copy of medical check or signed Health Declaration Form, copy of medical insurance.