

Student Guide for Financial Support of Research and Conference Participation

Scholarships & Financial Support Section

Email: dps_fs@squ.edu.om

Tel.: (2414) 5838

Financial Support for PhD students Research Projects



Scope

Financial support only covers the requirements needed for the research projects of PhD students excluding conference expenses, academic program core cost and cost of thesis and books binding.



Financial Support Form

- Fill the main form with all details required.
- Fill the item detailed form and make sure that you understand conditions described.
- Attach all required documents for the main and



A student must take into consideration

- Keep form's format and dimensions.
- Submit a clear copy of the form and attachments.
- Get the financial support forms from deanship website to keep up with any form's updates.
- Make sure that the required amount is matching with the one specified in quotation.
- Make sure to attach all required documents before submitting the application (incomplete applications will be ignored).
- Contact Assistant Dean office—PSR at the College or Scholarships & Financial Support Section at the Deanship for any inquiries regarding financial support.
- Follow application approval and disbursement with Assistant Dean office—PSR at the College.



General Conditions

- Student research projects must not be financially supported by other funds.
- Students must successfully complete the Preliminary Oral Examination or Comprehensive Examination.
- Students must be registered when the Financial Support is disbursed.
- Items purchased before the financial support request is approved may not reimbursed.
- The Financial Support request may be adjusted according to research requirements and budget availability.



Procedures

- Student and academic supervisor fills out the financial support application form and the detailed forms related to financial support items according to the conditions .
- The Head of the Department submits the approved form to the Assistant Dean for Postgraduate Studies and Research at the College, who should submit it to the Dean of the College.
- The Dean of the College shall refer the application along with the proposed research plan and the form of the preliminary oral exam or the comprehensive exam to the Dean of Postgraduate Studies for his recommendation on it.
- The Dean of Postgraduate Studies submits the application to the DVC for final approval.
- The Deanship shall notify the college and the student of the approval of the application.

Conference Participation



Scope

Financial support provided for presentation in a scientific conference is only for PhD students. It covers allowances &



Financial Support Form

- Fill the form with all details required.
- Attach all required documents that are stated in the form.
- Fill conference participation report form after ten days from attending the conference.



General Conditions

- The conference topic must be directly linked to the student's thesis proposal.
- Participating in international conference.
- The student must submit a scientific paper in which he/she is the Principal Investigator or Author to the conference attended.
- Student must complete four semesters of study.
- Student must be active while applying for conference participation.
- Not allowed to change mode of participation after approval.
- Only one financial conference support is allowed throughout the PhD study duration.
- Conference participation by attending: The amount of money allocated is (400 R.O.), plus an economy class ticket that doesn't exceed (600 R.O., non-refundable).
- Conference participation online: The amount of money allocated doesn't exceed (400 R.O.) for registration.
- No refund will be given of any expenditures before taking the approval for conference participation.



Procedures

- Submit the application at least 10 working days before the conference date, any application after that will not be considered.
- Filling conference participation form by the student and academic advisor and send the filled form to the Head of Department.
- The HOD sends the application to college Assistant Dean—PSR and College Dean for approval.
- College Dean sends filled form to Deanship of Postgraduate Studies with required documents.
- Deanship of Postgraduate Studies send the form to Deputy Vice Chancellor for Postgraduate Studies & Research for final approval.
- Inform College, Student, Financial Affairs Department, and Procurement Department with approved application.
- Student submit conference participation report form to College Assistant Dean—PSR.



A student must take into consideration

- Keep form's format and dimensions.
- Submit a clear copy of the form and attachments.
- Get the conference participation form from Deanship website to keep up with any form's updates.
- Make sure to attach all required documents before submitting the application (incomplete applications will be ignored).
- Contact Assistant Dean office—PSR at the College or Scholarships & Financial Support Section at the Deanship for any inquiries regarding conference participation.
- Follow application approval with Assistant Dean office—PSR at College.
- Follow application disbursement with the College.