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| **UNIVERSITI teknologi brunei**    **[APPLICATION FORM FOR ACADEMIC POSITION]**  **NON-LOCAL APPLICANT**  **Please complete and submit to:**  Registrar and Secretary  Universiti Teknologi Brunei  (Attention to: Assistant Registrar, Personnel)  **For applicant use only**  This application form must be accompanied with   |  | | --- | | ***CHECKLIST/instructions*** | | Signature of the applicant and the date of submission  Letter of application  Recent passport-size photograph  Copies of academic certificates and transcripts (high school, first degree, master’s degree, PhD including professional qualifications)  Copy of passport  Names and contact details (including email addresses) of 4 referees  Up-to-date curriculum vitae  Copy of current appointment letter  Copy of current pay slip/salary certificate  Proof of payment for the professional qualifications  Print out of your teaching portfolio, research portfolio, Scopus h-index, citation, and number of listed publications by the published closing date.  **An incomplete application may not be considered**. | |

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|  | **UNIVERSITI TEKNOLOGI BRUNEI**  **APPLICATION FORM FOR ACADEMIC POSITION**  **[NON-LOCAL APPLICANT]** | | | | | | | Attach **recent**  passport-size photograph  here |
|  | | | | | | | | |
| Post applied for:  Reference number: | | | |  | | | | |
| Date of any previous application: | | | |  | | | | |
| Please indicate the source from where you obtained information regarding the vacant post at Universiti Teknologi Brunei: | | | |  | | | | |
| **PERSONAL PARTICULARS** | | | | | | | | |
| Full Name (underline Surname/Family name): | | | | | |  | | |
| Date of Birth: | |  | | | | Place of Birth: |  | |
| Nationality: | |  | | | | Citizenship: |  | |
| Marital Status: | |  | | | | Religion: |  | |
| Gender: | |  | | | | Country of Domicile: |  | |
| Passport No.:  (Attach a scanned copy of passport) | |  | | | | Expiry Date: |  | |
| Address of Correspondence: | |  | | | | | | |
| Telephone [Home/Mobile]: | |  | | | | Email Address: |  | |
| Telephone [Office]: | |  | | | | Fax No.: |  | |
| Present Post: | |  | | | | | | |
| Basic Salary: | |  | | | | | | |
| Other Emoluments and Allowance etc.: | | |  | | | | | |
| Period of Notice before Reporting for Duty in Brunei: | | | | |  | | | |

**ACADEMIC QUALIFICATIONS** with dates

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Major Field of Study | | Name & Address of Awarding Institution | Award Date of Certificate |
| First Degree |  | |  |  |
| Master’s Degree |  | |  |  |
| PhD |  | |  |  |
| Other Awards, please state: |  | |  |  |
| Fellowship and Membership of Learned and Professional Societies | | Type / Class | Name & Address of Awarding Institution | Date |
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| Use this space to provide additional information you wish to include / you may use additional sheet if necessary | | | | |
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**EMPLOYMENT RECORD: CURRENT POST**

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| --- | --- |
| Academic Position: |  |
| Starting Date: |  |
| Institution: |  |
| Faculty/School/Department: |  |
| Duties: |  |
| Current Position of Responsibility [e.g. Head of Department, Deputy Dean, Dean/Director]: |  |
| Previous Posts and Responsibilities in this Institution: | |

**PREVIOUS EMPLOYMENT** [in chronological with dates]

Names and Dates of Previous Institutions/Employers with brief details of posts and responsibilities.

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| --- | --- | --- | --- | --- |
| **In Higher Education:** | | | | |
| Positions Held | Name of Institution, Country | Date  (From – To) | No. of Years Holding the Position | Nature of Employment |
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| **Other Employers:** | | | | |
| Positions Held | Name of Institution | Date  (From – To) | No. of Years Holding the Position | Nature of Employment |
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**ADMINISTRATION, LEADERSHIP AND MANAGEMENT**

Contribution to the Administration of the University at Programme Level, Faculty level, appointment as a principal officer (Dean/Director) or course coordinator and accomplishments in that role, and contribution to the attainment of the goals described in any of the University’s mission and statement/strategic plan/research plan or faculty strategic plan. Please also state any new initiatives at each level:

**Programme Area Level:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Date (From – To) | Chair/Member of Committee | New Initiatives Introduced/Implemented | Accomplishments in the role |
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**Faculty Level:**

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| No. | Date (From–To) | Chair/Member of Committee | New Initiatives Introduced/Implemented | Accomplishments in the role |
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**University Level:**

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| No. | Date (From–To) | Chair/Member of Committee | New Initiatives Introduced/Implemented | Accomplishments in the role |
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**Service Awards or Prizes, if any:**

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| Date Awarded | Name of the Award | Explain briefly the significant of the award |
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[Use additional sheet if necessary]

**TEACHING AND SUPERVISION**

**Teaching Experience:**

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| --- | --- |
| Total number of years teaching: |  |

**Summary of Teaching Accomplishments including any teaching awards, if any:**

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| --- |
|  |

**Indicate modules that you can teach and are willing to offer at undergraduate and postgraduate levels:**

|  |  |
| --- | --- |
| Undergraduate Modules | Postgraduate Modules |
|  |  |

**Student Evaluation:** Please provide a copy of the teaching feedback exercise for the past 3 years.

|  |  |  |
| --- | --- | --- |
| Year/Semester /Session | Module Code & Module Title | Overall Mark/Grade |
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**Supervision Experience**:

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| Level of Supervision | Number of Students/Projects Supervised | |
| Main Supervision | Co-Supervision |
| Degree |  |  |
| Masters |  |  |
| PhD |  |  |
| Others: |  |  |

Please provide a list of supervision at undergraduate level (such as final year projects) and postgraduate level (Master’s degree and PhD students)

**Indicate the use and/or development of innovative teaching including e-learning, global classroom, etc. if any:**

|  |  |  |
| --- | --- | --- |
| Year/Semester /Session | Module Code & Module Title | Explain briefly the use and/or development of innovative teaching |
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**Leadership roles and academic leadership in the development of programmes, modules, and/or curriculum:**

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| --- | --- | --- |
| Year/Semester /Session | Module Code & Module Title /  Name of Programmes | Explain briefly the roles |
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**RESEARCH AND PUBLICATIONS**

Indicate Present Research Activities, Areas of Interest, Research Collaborations, Plans for Future Development in your Research Field, Research Grants and Research Prizes granted.

**Research Activities:**

|  |
| --- |
|  |

**Research Area/Interest:**

**Research Collaborations in Multidisciplinary/Cluster Projects:**

**Plans for Future Development in Your Research Field:**

**Research Grants:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Date (From – To) and Duration | Research Title | Amount $ | Source of Funding | Principal Investigator or Collaborator and % contribution to joint projects |
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**Research Prizes:**

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| Name of the Award | Awarding Body | Date Awarded | Explain briefly the significance of the award |
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**Patents (Filed/Applied/Granted), if any:**

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| --- | --- | --- | --- |
| Name of the Patent & Patent Number | Awarding Body | Date Awarded | Explain briefly the significance of the Patent |
|  |  |  |  |
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**PUBLICATIONS:**

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| --- | --- |
| Publications | In terms of numbers |
| Books and Book Chapters |  |
| Edited Books |  |
| Referred Journal Articles |  |
| Non-referred Articles |  |
| Conference Papers (Full paper) |  |
| Technical Reports/Working Papers |  |
| Start-up Companies/Exhibitions |  |
| Others, please specify |  |

|  |  |
| --- | --- |
| Current Publication Standing | Scopus |
| h-index |  |
| Citations (excluding self-citation) |  |
| No. of Publications listed |  |

Please attach a list of Publications (Books and Monograph, International Journals, and Other Scholarly Publications) and provide a print out and the link to your Scopus h-index and citation, as a measure for both the productivity and impact of the published work

[Use additional sheet if necessary]

**LANGUAGES:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Written Ability | | | Spoken Ability | | |
| Fluent | Good | Fair | Fluent | Good | Fair |
| Malay |  |  |  |  |  |  |
| English |  |  |  |  |  |  |
| Arabic |  |  |  |  |  |  |
| Others: |  |  |  |  |  |  |
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**HOBBIES AND INTERESTS:**

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**FAMILY PARTICULARS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applicant’s Spouse Full Name: | |  | Occupation: | | |
| No. | Children Name | | Date of Birth | Age | Gender |
| 1. |  | |  |  |  |
| 2. |  | |  |  |  |
| 3. |  | |  |  |  |
| 4. |  | |  |  |  |

**REFEREES:**

Please provide names of four (4) referees who are willing to serve in their capacity and will be able to submit reports to the University by a given date. Referees should be people of standing whose judgements can be relied upon by the Panel in its deliberation.

|  |  |
| --- | --- |
| Title and Full Name of Referee: |  |
| Position: |  |
| Mailing Address: |  |
| Telephone: |  |
| Email address: |  |
| Relationship to applicant: |  |

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| Title and Full Name of Referee: |  |
| Position: |  |
| Mailing Address: |  |
| Telephone: |  |
| Email address: |  |
| Relationship to applicant: |  |

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| Title and Full Name of Referee: |  |
| Position: |  |
| Mailing Address: |  |
| Telephone: |  |
| Email address: |  |
| Relationship to applicant: |  |

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| Title and Full Name of Referee: |  |
| Position: |  |
| Mailing Address: |  |
| Telephone: |  |
| Email address: |  |
| Relationship to applicant: |  |

**DECLARATION**

I declare that all the information provided on this application is true and correct to the best of my knowledge. I understand this information is subject to verification, and my employment and/or continuance thereof may depend upon its accuracy.

|  |  |
| --- | --- |
| Applicant’s Signature: |  |
| Date: |  |