Ahsanullah University of Science and Technology
Research and Publication Office (RPO)

INCENTIVE CLAIM FORM for
JOURNAL ARTICLE PUBLICATION
(STUDENTS)

Article Title:

Name of the Applicant:	
Student ID:	
Level/Term (for undergrad):	
Department:	
Program:	
Email:	Phone No.:

Name of the Supervisor:	
Designation:	
Email:	Phone No.:

The following **criteria* need to be fulfilled to qualify** for this incentive:

i. The applicant student is **either**:
-an undergraduate student of AUST (3-1 or above; for Architecture: 4-1 or above) who has not received any incentive for journal article publication during this incentive financial year (1st May-30th April);
or
-a postgraduate student of AUST, who has not received any incentive for journal article publication during their studentship tenure so far.

ii. The applicant is the first author of the article, using only AUST affiliation.

iii. The article is supervised a full-time faculty member of AUST and the supervisor is the corresponding author.

iv. Article submission date is after 29th June 2025 and falls within the applicant's studentship period, i.e., within their official degree award date.

v. Article publication date falls within this incentive financial year (1st May-30th April).

vi. The applicant has consent/forwarding from the faculty supervisor for the incentive application.

vii. The article is not part of, or supported by, any internal or external grant.

viii. The article has not received an incentive from AUST in this incentive financial year (1st May-30th April).

**The criteria are based on the AUST Policy Guidelines for Financial Support for Conference Participation and Incentives for Journal Publications. Refer to the Guidelines for more details.*

- Article Type: ☐ Original article ☐ Review article

- Student Type: ☐ Undergraduate ☐ Postgraduate
  If undergraduate, the applicant is from 3-1/above **or** for Architecture, from 4-1/above: ☐ YES ☐ NO
- For undergraduate, the applicant has not received any incentive for journal article publication during this incentive financial year (1st May-30th April): ☐ YES ☐ NO
  Or
  For postgraduate, the applicant has not received any incentive for journal article publication during their studentship tenure so far: ☐ YES ☐ NO

- The applicant is the first author of the article: ☐ YES ☐ NO
- The applicant used only AUST affiliation: ☐ YES ☐ NO
- The article is supervised a full-time faculty member of AUST: ☐ YES ☐ NO
- The supervisor is the corresponding author: ☐ YES ☐ NO

Authors' list in the presenting article (in sequence, add/remove rows if needed)

Sl no.	Author's Name	Affiliation	Role of the Author	Incentive Share (%)
1				
2				
3				
4				
5				
6				

Journal publication details:

Article title:

Journal name:

DOI number:

Publisher's name:

Manuscript submission date to the journal:

Accepted date:

Publication date:

- Article submission date is after 29th June 2025: ☐ YES ☐ NO
- The submission date falls within the applicant's studentship period, i.e., within their official degree award date: ☐ YES ☐ NO

- Article publication date falls within this incentive financial year (1st May-30th April):
  ☐ YES ☐ NO
- Major indexing of the journal at the time of publication (please provide the source):
  ☐ WoS (SCIE/SSCI/AHCI/ESCI) ☐ Scopus

  WoS (Web of Science); SCIE (Science Citation Index Expanded); SSCI (Social Science Citation Index); AHCI (Arts & Humanities Citation Index); ESCI (Emerging Source Citation Index)

- Quartile ranking at the time of publication (please provide supporting document):
  ☐ Q1 ☐ Q2 ☐ Q3

- The applicant has consent/forwarding from the faculty supervisor for the incentive application: ☐ YES ☐ NO
- The article is not part of, or supported by, any internal or external grant(s): ☐ YES ☐ NO
- Neither the applicant nor the article has been awarded a journal publication incentive by AUST in this incentive financial year (1st May-30th April): ☐ YES ☐ NO
- Has the applicant received incentives for publishing this article from other sources: ☐ YES ☐ NO
  If YES, please provide details:

- The article is the outcome of the applicant's undergraduate or postgraduate thesis work at AUST:☐ YES ☐ NO
  If YES, please provide more details
  Department:
  Program:
  Year:

- Has any author of this article presented/published any articles related to this work previously? ☐ YES ☐ NO
  If YES, please a provide list of those articles as an attachment to this application.

Checklist of attachments

- ☐ Published article (final format) or Accepted version (with acceptance email/letter)
- ☐ Supporting document for major indexing
- ☐ Supporting document for quartile ranking
- ☐ Consent/forwarding letter from the supervisor (Student's level & term must be mentioned)
- ☐ Proof of studentship (ID copy)
- ☐ Proof of official degree award date (result notification from CoE, for graduated applicants)
- ☐ Supporting document for previously published related articles (if any)

Declaration

☐ I declare that neither I nor any of the authors of this article have received any incentives from AUST for this article.

☐ I declare that all the authors have approved this incentive claim application.

☐ I declare that all the information provided in this form is true and correct.

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Signature and date of the Applicant