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

EVALUATION FORM for
JOURNAL ARTICLE INCENTIVE CLAIM
(STUDENTS)

This form must be filled out by the DPDC

The Departmental Planning and Development Committee (DPDC) needs to fill out the form based on the judgment and authenticity of the published journal article and applicant's contribution.

Article Title:

Name of the Applicant:

Student Type: ☐ Undergraduate ☐ Postgraduate

N.B.: To be eligible for journal publication incentive, 'YES' is required for all the queries in this table

- For an undergraduate student of AUST:
  - i. Is the student from 3-1 or above or for Architecture from 4-1 or above? ☐ YES ☐ NO
  - ii. The student has not received any incentive for journal article publication during this incentive financial year (1st May-30th April): ☐ YES ☐ NO

  Or,

  For a postgraduate student of AUST: The has not received any incentive for journal article publication during their studentship tenure so far: ☐ YES ☐ NO

- Is the student the first author of this article, with only AUST affiliation? ☐ YES ☐ NO
- Is the article supervised a full-time faculty member of AUST, and is the supervisor the corresponding author? ☐ YES ☐ NO
- Is the article submission date after 29th June 2025 and within the applicant's studentship period, i.e., within the degree award date? ☐ YES ☐ NO
- Is the article publication date within this incentive financial year (1st May-30th April)? ☐ YES ☐ NO
- Has the applicant obtained the consent/forwarding from the faculty supervisor for the incentive application? ☐ YES ☐ NO

All related supporting documents are verified: ☐ YES ☐ NO

**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.*

○ The published journal article is indexed by: ☐ 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)
Supporting documents are verified: ☐ YES ☐ NO

○ Quartile ranked of the published article: ☐ Q1 ☐ Q2 ☐ Q3
Supporting documents are verified: ☐ YES ☐ NO

After having <u>discussion with the Applicant</u> – please fill out the following sections:

○ Is this research conducted at AUST? ☐ YES ☐ NO If NO, please mention place: ○ In the published article, how many authors are <u>from</u> AUST (including the applicant)? ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ more ○ In the published article, how many authors are from <u>outside</u> AUST? ☐ None ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ more ○ What is the major contribution of the applicant to the published article? ☐ Conceptualization ☐ Data curation ☐ Formal analysis ☐ Funding acquisition ☐ Investigation ☐ Methodology ☐ Project administration ☐ Resources ☐ Software ☐ Supervision ☐ Validation ☐ Visualization ☐ Writing – original draft ☐ Writing – review & editing
Supporting documents (if any) are verified: ☐ YES ☐ NO

N.B.: To be eligible for journal publication incentive, 'NO' is required for all the queries in this table
○ Is the article part of, or supported by, any internal or external grant(s)? ☐ YES ☐ NO ○ Has the applicant **<u>or</u>** the article received a journal publication incentive from AUST during this incentive financial year (1 May–30 April)? ☐ YES ☐ NO
All related supporting documents are verified: ☐ YES ☐ NO

- Has the applicant received incentives for publishing this article from other sources: ☐ YES ☐ NO
  If YES, please provide details:

- Is the article an outcome of the applicant's undergraduate or postgraduate thesis work at AUST?
  ☐ YES ☐ NO

  If YES, please mention more details
  Department:
  Program:
  Year:

- Has any author of this article presented/published any articles related to this work previously?
  ☐ YES ☐ NO

All related supporting documents are verified: ☐ YES ☐ NO

Overall comments from the DPDC:

Can the incentive be sanctioned to the applicant*? ☐ YES ☐ NO

**If required, the Department should conduct a further review in consultation with related expert members.*

_____

Signature and date of the Chairman and other members of the DPDC