



**UPM-TWAS
VISITING SCHOLAR FELLOWSHIP
AWARD**



TO:
Dr. Deepankar **Choudhury**
Professor, Department of Civil Engineering
Indian Institute of Technology Bombay
IIT Bombay, Powai, Mumbai 400076
India

3 April 2014

Subject: AWARD OF 2013 UPM-TWAS VISITING SCHOLAR FELLOWSHIP
FR number: 3240275077

Dear Dr. Choudhury,

The Universiti Putra Malaysia (UPM) and The World Academy of Sciences (TWAS), are pleased to inform you that you have been awarded a UPM-TWAS Visiting Scholar Fellowship to pursue an advanced research programme in Malaysia.

The terms and conditions of the Fellowship are contained in this award letter.

It is recommended that you carefully read the award letter as it contains KEY INFORMATION on every aspect of your Fellowship, including visa, medical, stipend and travel arrangements.

PURPOSE & DURATION

- The Fellowship is intended for a scientific research programme to pursue Visiting Scholar research in Malaysia.
- The Fellowship is tenable at the Dept. of Civil Engineering, Faculty of Engineering, UPM, under the supervision of Prof. Bujang bin Kim Huat.
- The effective commencement date of this Visiting Scholar Fellowship must be decided and confirmed with the host institution, and TWAS must be informed of the effective date of commencement.
- This Fellowship must be taken up within one year of the date of this award letter or the Fellowship will become null and void.
- From the effective date of commencement you will have a minimum of one (1) month to a maximum of three (3) month to complete your Visiting Scholar Fellowship. You are expected to complete your research visit within this timeframe and after these 3 months, UPM and TWAS will bear no further responsibility.
- You must return to your home country on completion of the fellowship and must sign the attached Acceptance Form (see Annex 1) to this effect.

Any change to the above must be communicated to and approved by the Executive Director of TWAS and the Registrar of UPM.

FINANCIAL ARRANGEMENTS COVERED BY TWAS

- TWAS will cover only one journey to the host institution, and the return journey to the home country upon completion of the UPM-TWAS Visiting Scholar Fellowship (note that travel expenses that have not been pre-approved by TWAS will not be reimbursed);
- The cost of visa/s, based on valid receipt/s;
- LUMP SUM of US\$ 150 to cover local expenses in connection with obtaining visa, other incidental costs and related local travel expenses. This will be reimbursed to you once the original (hard copy) visa fee receipt has been received by TWAS. No other documentation or receipts will be required and no further claims for refund will be considered.

FINANCIAL ARRANGEMENTS COVERED BY UPM:

- UPM will provide a minimum monthly allowance of RM 8,000.00 (Eight Thousand Malaysian Ringgit) for the period of research at the host institution. The monthly stipend will not be convertible into foreign currency. You should use your Fellowship for living costs, such as accommodation, food, medical costs and other living expenses related to your research stay in Malaysia.
- Well before your departure to Malaysia, you are required to secure appropriate accommodation arrangements directly with the host supervisor well in advance of your arrival.
- Please note that the stipend is processed directly by UPM and you will receive the first instalment within one month after arrival at the host institution. Therefore, it is recommended that you should take some funds to cover basic living costs during the first period of your stay in Malaysia.
- Salary and allowances earned are subject to Malaysian Income Tax.
- Full details will be provided directly by UPM in a final acceptance letter that will also provide details of the registration procedure, as well as visa and immigration regulations (see section on "Visa arrangements" below).

TWAS AND UPM WILL NOT ASSUME RESPONSIBILITY FOR:

- Renewal of passport;
- Travel and any other costs incurred by dependants who might accompany you;
- Support for family members and other expenses related to this Fellowship;
- Salary and related social benefits (from employment) for you during the period of the programme;
- Costs incurred by you with respect to any insurance, medical bills and hospitalization fees other than those specifically mentioned in this letter;
- Compensation in the event of death, disability or illness;
- Loss or damage to personal property;
- Financial support to attend any kind of national or international event.
- Excess luggage costs unless otherwise stated under "Financial arrangements covered by TWAS".
- Medical insurance in Malaysia.

VISA ARRANGEMENTS

- In order to enter Malaysia, you need to have a Calling Visa. You are required to submit the following documents to the International Office of UPM to apply for a Visa Calling Letter:

- Original offer letter
- Acceptance of Offer.
- Copy of passport (All pages including empty pages)
- 2 recent photographs (standard passport size and blue background)

Once you have received the Visa Calling Letter, you must apply for a Single Entry Visa from the nearest Malaysian Embassy/High Commission, within 3 months from the date of the letter.

- Before leaving the home country, you should complete all formalities regarding entry and transit visas which may be required for the journey as well as any vaccination requirements. Copies of all visas must be sent to TWAS before the travel arrangements can be finalized.
- Should you require assistance to obtain a visa, kindly contact UPM and TWAS.
(See the Annex 2 for more details on admission and visa arrangements).

MEDICAL ARRANGEMENTS

- You should complete all mandatory vaccination requirements and all vaccination certificates must be carried during international travel from the home to the host country.
- On arrival in Malaysia, UPM will assist you in obtaining comprehensive medical coverage/health insurance. A healthcare centre is available on campus and is at the disposal of awardees for minor ailments.

ACKNOWLEDGEMENT OF UPM AND TWAS SUPPORT

- The Fellowship requires you to acknowledge the intellectual and material contributions of UPM and TWAS in your research work, and in all publications and patents emanating from the research.

ADDITIONAL/SUPPLEMENTARY GRANTS & BURSARIES

- The Fellowship requires you to inform UPM and TWAS of other grants, funds, bursaries etc. that you have been awarded in connection with the research supported by the Fellowship or other fellowships overlapping with the same timeframe of this award.
- You should not have other scholarships for personal use beside the monthly allowance provided under the UPM-TWAS fellowships.

RULES & REGULATIONS

- Take note that in order to comply with our administrative regulations your visit must start within one year of the date of this award letter.
- The Fellowship is awarded for a minimum period of twelve (12) months and a maximum of three (3) years.

- The Fellowship requires that you observe and adhere to the conditions of the UPM-TWAS Visiting Scholar Fellowship, and the rules, regulations, policies and conditions of research at the host institution. The UPM-TWAS Visiting Scholar Fellowship may be terminated on account of breach of standard regulations and procedures.
- Any breach of these regulations could lead UPM and/or TWAS requesting reimbursement for all expenses incurred.
- For medical reasons, including pregnancy, the validity of the fellowship may be deferred. In such cases, awardees must inform TWAS and UPM prior to travelling.
- The Fellowship requires you to make sure that all admission formalities with the host institution have been processed and approved.
- Once you have arrived in Malaysia, you must inform UPM and TWAS via e-mail in order to ensure you are promptly informed of the next steps to be taken in order for your Fellowship to be successfully implemented.
- Any Intellectual Property accrued during the fellowship will be subject to the agreement in place between TWAS and UPM.
- At the end of the Fellowship, a final report is required to be submitted to both UPM and TWAS by you and the host supervisor, furnishing a list and copy of publications and patents resulting from the research work. It would also be relevant to indicate possible future collaboration with researchers at the host institution.
- By remaining in the host country on completion of the fellowship, awardees can be considered in breach of regulations and may therefore be asked to return the full amount of the fellowship to TWAS and UPM.
- Also note any travel expenses that have not been pre-approved by TWAS will not be reimbursed.

If you accept the terms and conditions of this Fellowship, you should sign and return copies of the attached Acceptance Form (see Annex 1) to UPM and TWAS, **no later than 3 May 2014** while you retain the original version. If no confirmation is received by this date, the UPM-TWAS Visiting Scholar Fellowship will be cancelled.

Upon receipt of the completed and signed Acceptance Form, TWAS will inform you how to proceed with travel arrangements. Please note you must NOT purchase any ticket without prior permission and that any advance payment for travel expenses requires at least two months preparation.

Yours sincerely,



Prof. Romain Murenzi
Executive Director
The World Academy of Sciences (TWAS) –
for the advancement of science in developing countries

Cc: UPM School of Graduate Studies, Host supervisor, TWAS Finance Office.