

GARIS PANDUAN PERMOHONAN DANA PENERBITAN JURNAL **(APPLICATION FOR JOURNAL PUBLICATION FUND GUIDELINES)**

1. Pemohon terdiri daripada Pegawai Akademik (Pensyarah) yang berkhidmat di Universiti Putra Malaysia (UPM) sahaja. *(Applicants comprise Academicians (Lecturers) who served in Universiti Putra Malaysia (UPM) only)*
2. Pelajar (master/post-doc) UPM yang memohon mesti menggunakan nama Penyelia/Pensyarah atau pensyarah yang berkolaborasi menghasilkan artikel dengannya. *(UPM student (master/post-doc) who applied for the fund must go under the name of his/her Supervisor/Lecturer or lecturer who collaborates with him/her in producing the paper)*
3. Borang permohonan mesti mematuhi prosedur yang telah ditetapkan seperti berikut:- *(The application form must include the following documents:)*
 - i. Surat atau e-mel penerimaan jurnal *(Journal's acceptance letter or e-mail)*
 - ii. Bukti jurnal tersenarai di *Journal Citation Reports® - ISI Web of Knowledge* *(Proof of journal listed in the Journal Citation Reports® - ISI Web of Knowledge)*
 - iii. Bukti cetakan dari KM Portal *(Printed proof from the KM Portal)*
 - iv. Invois atau resit *(Invoice or receipt)*
 - v. Jurnal off-print dilampirkan - Muka surat hadapan sahaja *(Attachment of off-print journal - Front page only)*
4. Jika pemohon telah membayar dahulu yuran perkhidmatan, pemohon perlu: *(If the applicant paid the service charge in advanced, he/she will have to:)*
 - i. Mengisi e-claims (Bendahari) dan memilih **Kod PTJ: 12051** (Pejabat TNC (Penyelidikan dan Inovasi)) dan **Kod Projek: 9001103**. *(Fill out the e-claims (Bursar) and select **Kod PTJ: 12051** (Pejabat TNC (Penyelidikan dan Inovasi)) and **Kod Projek: 9001103**)*
 - ii. Resit bayaran bank (salinan asal) dan invois asal perlu dilampirkan. *(Bank payment receipt (original copy) and original invoice need to be attached)*
 - iii. Jika dibayar menggunakan kad kredit, penyata bayaran boleh dilampirkan dalam cetakan online atau penyata bulanan kad kredit. *(If the payment is made by credit card, attached the monthly/online credit card statement)*
 - iv. Sekiranya bayaran pendahuluan dibuat atas nama pelajar dan lain-lain, surat keizinan kepada Penyelia/Pensyarah perlu dilampirkan bersama borang permohonan. *(If the advanced payment is made through a third party, an approval letter needs to be obtained from the Supervisor/Lecturer and attached with the application form)*

5. Pusat Pengurusan Penyelidikan (RMC) UPM hanya membayar jurnal yang tersenarai di *Journal Citation Reports® - ISI Web of Knowledge* sahaja. *(The Research Management Centre (RMC) UPM will only pay for journals listed in Journal Citation Reports® - ISI Web of Knowledge only)*
- a. Berdasarkan rekod dan penilaian terhadap borang permohonan yang ada, pihak RMC mendapati terdapat beberapa penerbit jurnal yang menetapkan kada caj bayaran terlalu mahal bagi satu-satu artikel. Jurnal tersebut pula merujuk kepada nilai faktor impak yang rendah. *(Based on the records and evaluation from previous application forms, RMC realized that a few journal publishers charged high rate for an article and the journals mentioned are of low impact factor)*
 - b. Oleh yang demikian sebagai penambahbaikan dan “value management”, pihak RMC akan menilai permohonan seperti berikut: *(Hence, moving towards further improvement and value management, RMC will evaluate applications as the following:)*
 - i. Jurnal yang berada dalam Q1 dan Q2 tiada perubahan pada syarat dan akan dibiayai sepenuhnya. *(Q1 and Q2 journals with no term changes will be fully funded)*
 - ii. Jurnal dalam Q3 dan Q4, di mana kadar caj bayaran melebihi RM 5 ribu dan memiliki faktor impak kurang dari 1, peratusan “self citation” perlulah kurang daripada 20%. *(Q3 dan Q4 journals whereby the payment rate is more than RM 5 thousand and have an impact factor of less than 1 while the self-citation percentage needs to be less than 20%)*
6. Pembayaran akan dilaksanakan selepas mendapat pengesahan Timbalan Pengarah/Pengarah, Pusat Pengurusan Penyelidikan, UPM. Jangka masa proses pembayaran di antara 2 – 3 minggu. *(Payment will be made after obtaining the approval from the Deputy Director/Director of the Research Management Centre, UPM. The estimated processing period is within 2 – 3 weeks)*
7. Borang permohonan yang telah lengkap perlu dihantar sendiri atau melalui surat ke Bahagian Pengurusan Ilmu, Pusat Pengurusan Penyelidikan, Pejabat TNC (Penyelidikan dan Inovasi) / u.p.: Borang Permohonan Dana Penerbitan Jurnal. *(The completed application form can be sent by the applicant himself/herself or mail to the Knowledge Management Centre, Research Management Centre, Office of the Deputy Vice Chancellor (Research and Innovation) / u.p.: Journal Publication Fund Application Form)*