



## UNIVERSITY OF BALLARAT PUBLICATION AWARD (UBPA)

### Guidelines

#### Rationale

The purpose of this Award is to lift the publications profile of the University by providing financial support to post-graduate students following submission of their theses. This will enable the student to have a stipend while writing up sections or a major part of their thesis for publication. Up to 6 awards per year may be provided, depending on available funds.

Although publication of thesis material during candidature is preferable and to be encouraged, this Award also recognises that one of the major impediments to the publication of recently completed theses is the financial necessity of finding employment immediately following completion.

The Award is expected to be available in all Schools to candidates who have recently submitted theses who, in the opinion of the Research, Higher Degrees and Ethics Coordinator, have the potential to produce high quality publications.

#### Level of support

A payment equivalent to monthly scholarship payments is recommended as a minimum.

As a show of confidence in their assessment, Schools will be asked to contribute no less than 40% of the cost of the Award, or asked to match the funds provided centrally, depending on availability of these central funds.

#### Terms and Conditions of the Award

The Award is to be taken up on a full-time basis, with progress to be monitored monthly by the school. Progress may be assessed at the discretion of the RHDE Co-ordinator, but would normally involve examination of manuscripts and evidence of submission to a recognised publisher and/or journals.

The University of Ballarat is to be clearly identified as the affiliation of the author on all submissions.

The letter of offer will state the expectations of the Award and will be accompanied by a letter of agreement to be signed and returned by the recipient to indicate that they understand and accept the terms of the award.

Recipients of the Award will also be asked to submit copies of final publications so that the effectiveness of the program can be monitored.

Schools will be asked to nominate a research postgraduate student for the Award by forwarding a recommendation to the Chair, RHDC, via the Office of Research, setting out the basis on which the student is nominated for the Award. The recommendation should include reference to examiners' reports, evidence of prior publication in refereed journals, evidence of presentation at national or international conferences and other supporting documentation substantiating the case for the Award.



**The funding model is detailed below:**

- **School contribution – amounts approved by central funds must be matched by the Head of School - (approved by Head of School)**
- **Graduate Centre – up to \$750.00 – (approved by Chair, Research Committee)**
- **Research Discretionary Funds – up to \$750.00 – (approved by the Chair Research Committee)**

<b>Term :</b>	<b>Two months</b>
<b>Fraction :</b>	<b>Full-time ( ie 36.75 hours per week)</b>
<b>Award :</b>	<b>University of Ballarat Publication Award</b>
<b>Commencement Date :</b>	<b>Within 7 days of receipt of this offer</b>
<b>Progress:</b>	<b>Please arrange a monthly meeting with School RHDE Coordinator to review copies of your submissions and supporting documentation to the Editors.</b>
<b>Publications:</b>	<b>Publications are required to be refereed. Please forward 2 copies of the completed publication to the Office of Research.</b>
<b>Author's Address:</b>	<b>As part of the author's address, the University of Ballarat must be clearly identified, as well as the School through which the research was carried out.</b>
<b>Payments:</b>	<b>Please provide an invoice/time sheets for fortnightly or monthly payments. The School Administration Officer will arrange the payments of this award.</b>
<b>Time Sheets/Invoice:</b>	<b>School RHDE Coordinator will be required to approve all payments.</b>
<b>Value:</b>	<b>up to \$3000 in total (over 2 months) – Tax will be paid on this income.</b>
<b>Cancellation of award:</b>	<b>School RHDE Coordinator will review this award each month. Failure to submit the required publications each month may result in the cancellation of this award.</b>
<b>Variation of this award:</b>	<b>This award may not be extended or the 'Terms and Conditions' changed without the approval of the Research Committee.</b>



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### Application Procedure

#### Step 1

Student - writes to the Head of School, requesting the consideration of a UBPA. The letter must include relevant details outlining the target journals/ books etc and the abstracts.

Principal Supervisor - writes accompanying memo to the Head of School to express their support of the student's application for a publication grant.

#### Step 2

Head of School - writes to the Chair, Research Higher Degrees Committee (RHDC), attaching the two letters, (from the student & Principal Supervisor), supporting the Application and confirming the financial contribution the School wishes to make.

#### Step 3

The Chair of Research Higher Degrees Committee - will then consider the application. The student, Principal Supervisor and Head of School will receive correspondence from the Research & Graduate Studies Office informing them of the outcomes of the application and the terms and conditions of the award.

**Award: \$1500 (The School will be required to support the application by matching the funds provided by the Research & Graduate Studies Office – Total value of award \$3000 (taxable income).**