

Postgraduate Publications Awards (PPA)

1. Objectives of the scheme

The Postgraduate Publications Awards scheme (formerly Postgraduate Writing Up Award) is designed to encourage research degree candidates to disseminate their research findings to a wider public through publication in professional journals or books.

The scheme provides a modest income, equivalent to the APA rate, to authors during the preparation of articles and books, that are based on their submitted for a research degree. The scheme aims to discourage delays in thesis completion that may arise when research students take time out during their candidature to prepare papers for publication.

The Postgraduate Publications Award provides support for students who, having submitted their thesis, wish to write up some of their research for publication while they await the result of their examination. Thus the award is explicitly targeted at research degree candidates whose thesis is under examination. Accordingly, it is not intended to provide financial support to students who have not yet submitted their thesis or to former students whose thesis has been accepted in partial fulfilment of the requirements for the research degree.

2. Eligibility

Postgraduate research students who have submitted, or are about to submit, their thesis.

Eligible candidates are required to apply in the selection round which coincides with the submission date of their thesis. **There are 4 selection rounds per year, which close on 31 March, 30 June, 30 September and 31 December.** For each of the four selection rounds, the eligible thesis submission date lies within the three-month interval that begins one month before the closing date and ends two months after the closing date of the round:

If you are submitting your thesis between 1 March and 31 May, you should apply for Round 1, which closes on 31 March

If you are submitting your thesis between 1 June and 31 August, you should apply for Round 2, which closes on 30 June

If you are submitting your thesis between 1 September and 30 November, you should apply for Round 3, which closes on 30 September

If you are submitting your thesis between 1 December and 28 February, you should apply for Round 4, which closes on 31 December

The committee may consider applications from candidates who submitted their thesis within the two weeks prior to the earliest date for any given round if an acceptable case is made for why they did not apply in the previous round for which they would have been eligible.

Supervisors are reminded that the predicted submission date of an applicant's thesis should be as realistic as possible. In the event that submission is delayed by unexpected developments, short-term postponement of the award may be sought (see Section 4: Conditions of taking up the award). Failure to submit within the designated eligibility period results in transfer of the application for selection in the appropriate round.

At the closing date the applicant must not yet have qualified to graduate.

3. Selection

Priority will be given to doctoral candidates who submit within three and a half years (42 mths) full-time equivalent (FTE), and Masters candidates who submit within two years (24 mths) FTE candidature. In calculating the period of expired candidature, any Masters candidature is included for students who have transferred to the PhD program from a Masters program. Where the length of candidature exceeds these limits, the application will be considered only where exceptional circumstances affecting the candidature are adequately documented by the department in the application before it is lodged.

It is immaterial for PPA selection whether an applicant has held a scholarship during the period of candidature.

Applicants are required to provide a proposal or a summary of the publications they propose to write during the tenure of the award. Copies of relevant communications with publishers, editors, and referees should be attached in support of the publications' proposal.

Departmental endorsement of the application is essential. The supervisor and the Head of Department are required to provide the assessments of the quality of the applicant's Master or PhD research work and the nature of the thesis material being written up for publication.

Applications are ranked by faculties in accordance with the selection criteria before consideration by the Selection Committee which will decide on the nominations within two (2) weeks after the closing dates.

4. Conditions of taking up the award

If the thesis has already been submitted when the offer is received, the award should be taken up immediately.

The awardees must be physically present to accept the award and to attend the relevant academic work unit (department) on a daily basis and maintain regular communication with the nominated supervisor(s) during the tenure of the award.

Applicants who have pursued their degree by external mode MUST maintain access to facilities and resources, commensurate to their candidature, during the tenure of the award. They must also maintain interactive communication with their supervisor on, at least, a weekly basis. A statement outlining the residency and supervision arrangements for the tenure of the award should be submitted with the application.

The submission date is a major factor in the selection process. **Offers of award are contingent on theses being submitted by the estimated submission date.** In the event that exceptional circumstances cause a delay of the anticipated submission, awardees may seek a short-term extension provided the case for delay is adequately documented and confirmed in writing by the department.

Awardees with overseas student visas are advised that should the thesis examination be finalised during tenure of the award, the award will be terminated so that DIMA's visa regulations are not contravened. The thesis examination is deemed to be finalised on the date when the RGS Steering Committee approved the award of degree and therefore the award will be terminated on that date.

Any variations in the terms of potential awards must be consistent with the eligibility criteria for the original submission. This implies specifically that no extensions will be granted that shift the submission date into the eligibility interval of a subsequent selection round. See Section 2: Eligibility and Section 6: Closing Dates.

A Postgraduate Publications Award cannot be held concurrently with another award offering similar benefits.

A person to whom an award is made cannot take either full-time or substantial part-time employment during the tenure of the award (i.e. not more than fifteen hours a week of employment and not more than six hours 9 am - 5 pm Monday to Friday).

Awardees undertake to complete a progress report at the end of the first six weeks, and a final report at the end of the award period. Failure to submit the Progress Report results in termination of the award. Failure to provide the Final Report results in the withholding of the examination result of the thesis.

It is expected that candidates will acknowledge, in their publication, support received from the Monash University Postgraduate Publications Award.

5. Tenure and stipend

The maximum tenure of an award is twelve weeks. Awardees will receive a fortnightly taxable stipend, that is close to the stipend rate of the Australian Postgraduate Award in the year of award.

6. Application Procedures

It is the responsibility of the applicant to ensure the application is complete with departmental endorsement and reaches your Faculty Office for ranking by the closing dates for each round.

Postgraduate Publications Awards Application Form

Submit the original and three copies of this form with attachments

Privacy Notice: The information on this form is collected for the primary purpose of assessing your application for a postgraduate publication award. Other purposes of collection include attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for Monash Research Graduate School to assess your application. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on (03) 9905 6011.

Section A - To be completed by applicant

Personal Details

Surname: Title:

Given names:

Address:

Postcode:

Telephone no:

E-mail address:

Residency status: Australian citizen Permanent resident Other

If Other, please indicate visa status and attach documentary evidence:

Enrolment Details

Student ID no: Previously applied for PPA Round No.

Course: PhD Masters DPsych EdD

Department: Faculty:

Enrolment status: Full-time Part-time

Please note: applicants pursuing their research degree by external mode must attach a statement outlining the proposed residency and supervision arrangements for the tenure of the award.

Supervisor(s):

Course start date:

Official date thesis is (was) due for submission (candidature end date):

Topic of postgraduate research:

Thesis Submission Details

Please provide the date the thesis was submitted for examination:

Or
Please give a realistic estimate of your submission date:

Has the degree been awarded to you? Yes No

Period for Writing Up of Publications:

From: To:

In indicating the period where articles or books will be prepared, please note that this period should start after the submission of the thesis. The committee will not consider applications where the above period coincides with the writing-up of the thesis.

Future Career Direction

Please outline briefly below:

Concurrent Awards or Employment

Will you hold any award during the tenure of the postgraduate publications award?

Yes No

If yes, please specify:

Award and duration etc

Will you be paid employment during the tenure of the postgraduate publications award?

Yes

No

If yes, please specify:

The nature of employment:

The hours of employment:

Publication Details

It is **essential** that applicants provide the following information to the selection committee:

1. A list of previous publications during the candidature; the list should include works published, works submitted for publication, works in preparation, the names of any co-authors, and the name of the publication to which it was (or will be) submitted. **If published, give full citation details including exact order of all authors on publications, journal volume (or book publisher/editor), and page numbers.**
2. A list of the articles and other works (or details of a book proposal) which the applicant intends to prepare if awarded a Postgraduate Publication Award; this list should include (see above) the draft titles, the names of any proposed co-authors, and if possible, an indication of the name or type of publication for which it is to be prepared; please indicate in each case whether it is an article or monograph and some idea of the size.
3. For both published and proposed works, please provide an indication of journal ranking/standing if possible (e.g. ERA rating, impact factor),
4. A work schedule for the above proposed works – i.e. projected completion dates for each work; if the work is a single large work, provide an indication of the completion of sections/chapters
5. Details of any contact made with journals or publishers and responses received.

Candidate's signature: Date:

After completing this section applicants should forward the application form to their supervisor and head of department for completion of Section B.

Take responsibility for your application by ensuring the form and its attachments are copied and lodged by the closing date.

Section B - To be completed by the relevant department

Supervisor's Reference: Please provide detailed referee reports

The candidate's supervisor is requested to address explicitly the following issues in the reference report:

1. Report on the quality and nature of the applicant's research program,
2. Indicate how **realistic** is the thesis submission date given by the candidate.
3. Assess the feasibility of the proposed publication(s), **how these relate to the thesis, the standing (within the field) of the proposed publication outlets etc,**

The Selection Committee would be grateful for an estimate of the submission date that would be as accurate as possible. In the event a candidate is granted the award, he/she would be expected to submit within two months of the closing date for the selection round. Failure to do so may result in the offer being withdrawn.

Length of Candidature

1. Where candidature will have exceeded 42 months full-time equivalent* for a PhD candidate or 24 months full-time equivalent for a Masters by research candidate, **reasons must be given for candidature exceeding the above times. Applications will be sent back to the department if this section is not complete.**
2. The supervisor should give details of any special circumstances that may have affected the length of the applicant's candidature.

* Please note that any Masters candidature is to be included in the calculation of month's full-time equivalent for those candidates who have transferred to the PhD program.

Supervisor's signature: Date:

(Please print name):

Reference from the Head of Department (or Graduate Coordinator for the Faculty of Arts)

As head of department, I endorse the above comments by the candidate's supervisor and recommend this application.

Head of Department signature: Date:

(Please print name):

Section C – Ranking Summary to be completed by the RGSC representative (or nominee) for the faculty

Ranking and Comments

Please complete all the details in the ranking sheet below and attach it to the front of the PPA nomination form before submitting to MRGS.

NOTES:

1. This completed form should be submitted by each closing round to your Faculty Graduate Studies Officer. Please see Faculty contact details below:

- Accident Research Centre, Glenda Cairns ext 54371
- Art & Design, Karla Wells-Duerr ext 31962
- Arts, Merci Ikeda ext 52105
- Business & Economics, Gillian Yao ext 20154
- Education, Mayur Katariya ext 59498
- Engineering, Liz Kemp, ext 54635
- Information Technology, Leeanne Evans, ext 55864
- Law, Jintana Kurosawa, ext 53342
- Medicine, Nursing & Health Sciences, Research Degrees Office, ext 54313
- Pharmacy and Pharmaceutical Sciences, Carolyn Fox, ext 39622
- Science, Tom Keegan, ext 52079

Should you have any queries, please contact Mr Arun Kumar.

**2. There are four selection rounds each year and the closing dates are as follows:
31 March, 30 June, 30 September and 31 December.**

The top four (4) ranked applicants together with FOUR copies of the application form should be submitted within ten (10) working days of the closing dates for each round to:

Mr Arun Kumar
Monash Research Graduate School, Research Services
Building 3D, Clayton Campus, Wellington Rd
Monash University, VIC 3800, Australia
Telephone + 61 3 9905 2070 Facsimile + 61 3 9905 1697

Email Arun.Kumar@adm.monash.edu.au www.mrqs.monash.edu.au/

Postgraduate Publications Award - / 2009

Closing date:

Faculty Ranking Sheet

A. Student Details

Faculty:

Department:

Student ID:

Surname:

Given Name:

Course:

Citizenship:

Comment:

Previous applicants (Yes/No):

Previous Round - Rank:

Candidature start date:

Candidature End date:

Estimated Submission date:

Actual Submission date:

Candidature length (mth FTE):

Note: Candidature length (mth FTE) = candidature start date - estimated/actual submission date

B. Ranking and Comments

To be completed by the RGSC representative (or nominee) for the faculty

Please rank the above applicant for the Postgraduate Publications Award. For details regarding the eligibility criteria, refer to pages 1 – 2 of the application form.

Rank of applicants

Please state below the reasons for the ranking and provide justification for the relative ranking of the applicant:

Signature: _____ Date: _____

Print name: _____

Please complete, sign and return this form to:

Arun Kumar, Senior Research Awards Officer
Monash Research Graduate School, Research Services
Building 3E, Clayton Campus, Wellington Road
Monash University, VIC 3800 Australia
Telephone +61 3 990 52070 Facsimile +61 3 990 51697
Email: arun.kumar@adm.monash.edu.au Website: www.mrgs.monash.edu.au