

Postgraduate Publications Award Guidelines

The Postgraduate Publications Awards is designed to encourage research degree students to share their research findings with the wider public through publishing in professional journals or books. The preparation and publication of papers arising from a student's findings is a crucial component of the student's doctoral research program.

At Monash, providing funding to high-achieving students for this important stage of their Monash Doctoral Program is a critical aspect of the research students' journey.

The Postgraduate Publications Award provides financial support for students who have submitted their thesis and wish to write up some of their research for publication while they await the result of their thesis examination.

The award is explicitly targeted at research degree students enrolled in an Australian campus whose thesis is under examination and will be residing within Australia for the duration of the Award. It is not intended to provide financial support to students who have not yet submitted or former students whose thesis has been accepted in partial fulfilment of the requirements for the research degree.

Benefits

Recipients of the Postgraduate Publications Award (PPA) receive a living allowance for a maximum of 8 weeks whilst under examination.

The PPA is paid via a fortnightly taxable stipend. The stipend rate is determined by the Graduate Research Committee; normally in line with the [Australian Postgraduate Award](#) stipend rate.

Eligibility

The following eligibility criteria apply:

1. Only ten applicants from each faculty may be nominated for the PPA each round.
2. Nominees **MUST** have fulfilled the thesis submission requirements which state that the thesis must be submitted within the designated timeframe of the relevant round. (Refer to the key date table below)

Low priority is given to applicants that propose editing of already drafted or submitted outputs. Awards will not be made to carry out new research.

The following graduate research students are ineligible

1. Students whose thesis will not be submitted in the current round



2. Students who have exceeded their candidature length
3. Students who are not enrolled (e.g. those who have lapsed)
4. Students whose thesis examination has concluded
5. Students who are restricted or excluded

In rare circumstances, the Committee may consider applications via the faculty from students who submitted their thesis within two weeks prior to the current round due date. Such requests will be considered on a case by case basis and will need to justify why they did not apply in the previous round, for which they would have been eligible.

Predicted submission date of an applicant's thesis should be as realistic as possible.

Selection Criteria

Applicants will be assessed on the information provided in the nomination submission and should provide tangible evidence of overall excellence as represented the following criteria:

1. Candidature length

- a. The thesis must be submitted for examination within the following timeframes:
 - 1: Doctoral students 48 months full-time equivalent.
 - 2: Masters students 24 months full-time equivalent.
- b. In calculating the period of expired candidature, any Masters candidature is included for students who have transferred to a PhD program from a Master's program. Where the length of candidature exceeds these limits, the application will be considered only where exceptional circumstances affecting the candidature are adequately documented in the application before it is lodged.
- c. Justifications of delays in candidature provided by the supervisor may be considered by the Selection Panel, but will need to address exceptional circumstances.

2. Publication details

- a. Previous publications
 - i. A list of previous publications during the enrolment 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. Please indicate which, if any, of these works is included in the thesis. **If published**, give full citation details including exact order of all authors on publications, journal volume (or book publisher/editor), and page numbers.
- b. Articles and other works (or details of a book proposal)**
 - i. 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.

c. Citation data

- i. Those applications where the thesis falls into a 4-digit FOR assessed by citation analysis in any ***prestigious journals*** in the field or similar must provide Scopus citations for all published work.
- ii. Those applications where the thesis falls into a 4-digit FOR assessed by ***peer review in in any prestigious journals*** in the field or similar must provide the name of the publisher.
- iii. Additional citation data and/or additional indicators of publication quality and impact, such as SSCI Impact Factors, Immediacy Indices from other discipline specific journals.

d. Work schedule

- i. 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

e. Contacts

- i. Provide evidence, of any contact made with journals or publishers and responses received.

3. Evidence of other research outputs

- a. Students who do not have a publication record can provide evidence of other research outputs.

4. Endorsement

- a. The nomination must be signed by the main supervisor and the head of academic unit
- b. The main supervisor must:
 - i. Provide an assessment of the quality of the applicant's Master or PhD research work and the nature of the material being written up for publication.
 - ii. A statement addressing the nature and quality of the applicant's research program, the feasibility of the proposed publications and confirmation of eligibility.
 - iii. Discuss the thesis submission due date with the student, and confirm that the proposed submission date is as realistic as possible.

Students who do not meet the selection criteria they should not be put forward for consideration.

Nominations

Nominations for the PPA must be submitted to the faculty (or institute) research office for ranking by the designated due date according to the relevant round.

Each nomination must be made via the nomination form; publication records and any other evidence supporting the nomination should be attached.

Conditions of the Award

All applicants will be notified via email. Successful awardees must abide by the following conditions:

1. Acceptance

- a. All awardees must notify Graduate Research Office within 5 working days if they wish to accept or declined the award.

2. Commencement

- a. Student awardees whose **thesis is already** under examination, must take up the award immediately and provide Graduate Research Office with the relevant award (*scholarship*) payment details at the time of acceptance
- b. Student awardees whose **thesis is yet to be** submitted within the relevant round, must provide award (*scholarship*) payment details at the time of their thesis submission. **Failure to submit the thesis for examination within the relevant round will result in the PPA award being terminated.** 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.

3. Attendance

- a. Awardees must maintain regular contact with the relevant academic unit (department) and communication with the nominated supervisor(s) during the tenure of the award.

4. Compliance

- a. International students on a student visa must abide by ESOS requirements. Students with questions about the visa implications of holding a PPA following the finalisation of their thesis examination are strongly encouraged to seek advice from the Department of Immigration and Citizenship, with contact details available from <http://www.immi.gov.au/>.
- b. A Postgraduate Publications Award cannot be held concurrently with another award offering similar benefits.

5. Employment

- a. Awardees 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).

6. Final report

- a. Awardees are required to complete an online final report at the end of the award period. Failure to provide the Final Report, may result in the withholding of the thesis examination result.

7. Acknowledgement

- a. Awardees should acknowledge in their publication the support received from the Monash University Postgraduate Publications Award.

Important dates

To be considered for the Award, nominees should apply on or before the following closing dates.

	Eligibility Criteria Thesis submission period	Nominee application closing date	Faculty ranking submission to MGRO
Round 1	1 January – 31 March	4 Jan	13 January
Round 2	1 April – 30 June	1 April	16 April
Round 3	1 July – 30 Sept	1 July	10 July
Round 4	1 Oct – 31 Dec	1 October	9 October

Procedure

It is the responsibility of the applicant to ensure the application is completed correctly, with endorsement by the academic unit and is submitted to your Faculty Research Office for ranking by the closing date of the relevant round.

- 1) Nominators should complete the nomination form, addressing the selection criteria and attach all relevant material. The submission should be kept to a minimum.
- 2) Faculties must coordinate the ranking process to nominate ten potential recipients ranked from 1 to 10 and demonstrate that the student has met the selection criteria. Faculties must also complete a faculty ranking spreadsheet which will be provided by the Monash Graduate Research office ahead of each round.



- 3) A faculty representative should submit the nomination form and supporting documentation to the Monash Graduate Research Office, Examinations team no later than 5pm of the due date of the relevant round.
- 4) The Monash Graduate Research Office will collate the nominations for consideration by the Graduate Research Committee to assess each application against the selection criteria.
- 5) Nominees will be advised of the outcomes via the Monash Graduate Research Office, Examinations team.