**PUBLICATION SCHOLARSHIPS – EXTENSION REQUEST**

This scholarship scheme was created to enable research degree students to write up the material from their theses for publication.

Support is available for a maximum period of three months at the standard Australian Postgraduate Award (APA) rate, however the stipend is taxable. Scholarships are awarded on a competitive basis. The recipient is required to remain at Deakin University for the duration of the scholarship.

The scheme assists the production of publications at the time when the author is most familiar with the work and in the best position to write them. The scholarship also assists the student to remain at the University during the examination process which will be helpful if, as is common, the examiners require corrections or changes to the thesis.

An essential part of the application is a detailed work plan and timetable for the preparation and submission of one or more manuscripts for publication, within the period of the scholarship. The application must be supported by the Head of School or Director of a Strategic Research Centre or Research Institute.

**RULES**

1. A Publication Scholarship is for the production of a paper for submission to a high quality journal which has international circulation, or other media appropriate to the discipline area.
2. Applicants must be enrolled as a research degree student at Deakin University at the time of application.
3. An application for a scholarship can be made at any time after notification of the intention to submit the thesis. The offer of a scholarship will lapse if the thesis is not submitted within five months of the application for the scholarship. The lapse of an offer does not preclude consideration of a further application at a later date.
4. A Publication Scholarship can only be held during the first three months after submitting the thesis for examination. Successful applicants must remain at Deakin University for the duration of the scholarship and must work full-time on the production of publications. The scholarship may not be deferred or suspended.
5. The application must include a detailed work plan and timetable showing how one or more papers will be written and submitted during the tenure of the scholarship. The supervisor and the Head of School, SRC or Research Institute must endorse the application, certifying that the journal is of high quality, and that the work plan and timetable are realistic and likely to lead to the intended outcomes.
6. The application will be considered by the Research Scholarships Committee. Criteria for awarding the scholarship will include the realistic nature of the work plan and timetable, the recommendation of the head of department, and the availability of scholarship funds.
7. An award will provide funding for up to three months at the same level as an APA ($25,392 pa). Lesser periods of funding may be awarded in some cases, dependant on the quality of applications and the availability of funds.
8. For those awardees granted more than one month funding the scholarship will be awarded for an initial period of one month. After three weeks, a request for an extension of funding for a further month can be made. This must include evidence of satisfactory progress and a comparison of the actual progress with the timetable in the original application. It must be endorsed by the Head of School or Director as satisfactory. Draft or final manuscripts should be produced where possible, since these constitute the most satisfactory evidence of progress. Extension of the scholarship is not automatic, and will depend on good progress.
9. After seven weeks of support, a request for a further month of funding can be made, in the same manner as before.

**Guidelines for the work plan**

The work plan should list these ‘milestones’ for the whole writing up period giving the expected dates of completion. Requests for extensions should include the actual dates upon which the milestones were completed.

The following is a general framework for completion of the plan:

1. Agreement on authorship.
2. Agree with the other authors (if any) on the contents and approach to completing the publication.
3. Complete first draft of text.
4. Complete diagrams, illustrations etc.
5. Agree on revisions to the text and display items with the other authors
6. Revise text.
7. Revise display items.
8. Clear final version with the other authors.
9. Submit manuscript.

**DOCUMENTS REQUIRED**

When submitting your application, please make sure that you include all the required documents. Wherever possible, it is best to avoid submitting documents separately - submit them all with the application.

**SUBMITTING YOUR APPLICATION**

All applications and extension requests must be submitted electronically to [research-scholarships@deakin.edu.au](mailto:research-scholarships@deakin.edu.au).

**RESEARCH DEGREE PUBLICATION SCHOLARSHIP**

|  |  |
| --- | --- |
| Please select stage of funding request | ** 1st extension request (3 weeks)**  ** 2nd extension request (7 weeks)** |

#### Personal Information

|  |  |
| --- | --- |
| Title (Dr, Mr, Mrs, Ms, Miss): |  |
| Given name(s): |  |
| Family name: |  |
| Telephone day: (include all area codes) |  |
| Telephone evening: (incl. all area codes) |  |
| Mobile: |  |
| Email: |  |
| Deakin student ID number: |  |

**\*\*If contact details will change while this application is being processed please attach the date they will change and the new details if known. If details change unexpectedly while this application is being processed, please advise Deakin Research immediately.**

#### Update of Work plan

**Please complete all milestones to provide direct comparison to initial proposed work plan.**

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | **Has this milestone been completed?** | **Date of completion** | **Is draft or completed publication or media attached?** |
| **1.** | Yes / No |  |  |
| **2.** | Yes / No |  |  |
| **3.** | Yes / No |  |  |
| **4.** | Yes / No |  |  |
| **5.** | Yes / No |  |  |
| **6.** | Yes / No |  |  |
| **7.** | Yes / No |  |  |
| **8.** | Yes / No |  |  |

Please insert additional milestone rows as applicable or attach additional documentation to this application.

#### Declaration

* I declare that the information given in this application is correct and complete.
* I acknowledge that providing incorrect information or documentation, or withholding relevant information or documentation relating to this application, may result in the scholarship being cancelled.
* I will remain at Deakin and work full-time for the duration of the scholarship.
* I will maintain appropriate levels of contact with my supervisor during the tenure of the award.
* I acknowledge that decisions on the allocation of Publication Scholarships are final and there is no right of appeal.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

1. **Support (to be completed by the supervisor)**

### Please provide a brief update on the progress of your student in setting and achieving their milestones and maintaining satisfactory progress towards their work plan.

Principal Supervisor: (please print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor approval: (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please submit your application to** [research-scholarships@deakin.edu.au](mailto:research-scholarships@deakin.edu.au)**.**

**For further information please contact the Research Degrees Scholarships office** [research-scholarships@deakin.edu.au](mailto:research-scholarships@deakin.edu.au)**.**