

VICE-CHANCELLOR'S AWARDS

GUIDELINES FOR THE VICE-CHANCELLOR'S AWARDS FOR EXCELLENCE IN RESEARCH AND RESEARCH TRAINING 2013 (RESEARCH DEGREE GRADUATE)

APPLICATIONS OPEN: MONDAY 5 AUGUST 2013

APPLICATIONS CLOSE: MONDAY 2 SEPTEMBER 2013 5.00PM

1. OVERVIEW

The annual **Vice-Chancellor's Awards for Excellence in Research and Research Training** celebrates the diverse contributions that individuals and teams make to facilitate high quality research and research training within Victoria University.

DEFINITION OF RESEARCH

Research is defined as the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative. This definition of research is consistent with a broad notion of research and experimental development (R&D) as comprising 'creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humanity, culture and society, and the use of this stock of knowledge to devise applications'¹.

The Vice-Chancellor may grant a maximum of three Citations for:

- **Research Degree Graduate** (individual application only)

Citation recipients will then be considered for the **Vice-Chancellor's Peak Award for Excellence in Research and Research Training (Research Degree Graduate)**.

Details of Citations and Awards:

- Up to three Citations for Research Degree Graduate with each receiving a citation.
- Up to One Peak Award and a citation (selected from the Citation recipients).

Citation recipients will be advised by mail. The announcement of the Peak Award recipients will be made at the Doctoral Celebration Function at the conclusion of October Graduations.

2. ELIGIBILITY

Research Degree Graduate

All Research Degree Students/Graduates who received their examiners' reports between 1 June, 2012 and 31 May 2013 are eligible to be nominated.

Applications must be submitted in the year in which they are eligible based on the receipt of Examiners' reports.

¹ ARC 2013/OECD 2002

3. THE APPLICATION PROCESS

3.1 All applications **MUST** be complete using the **Application Form**.

4. SUPPORT FOR APPLICANTS

Co-ordination and administration of the nomination process for the VC's Awards 2013 will be conducted by the Graduate Research Centre and the Office of the PVC Research and Research Training.

Graduate Research Centre The role of the Graduate Research Centre is to provide advice and support to Research Degree Graduate applicants.

5. SUBMISSION REQUIREMENTS

5.1 Applicants must complete the Application Form for Research and Research Training (Research Degree Graduate). Completed forms must be saved in PDF format and emailed to vcawards@vu.edu.au by **5pm on Monday 2nd September, 2013**.

6. SELECTION PROCESS

The Selection Panel will be comprised of:

- Pro Vice-Chancellor (Research and Research Training) (nominee of the Vice-Chancellor)
- Director, Office for Research;
- Dean, Graduate Research Centre;
- One Director of Research and Research Training Associate Dean Research and Research Training; and
- One past recipient of a Research & Research Training Award.

In considering nominations, the Panel will be cognisant of the focus of the Research Plan and the University Strategic Plan in moving research outside the bounds of the University and expanding outcomes such as commercialisation and impact on society.

Panel members have access to submissions at least ten working days prior to the Selection Panel meeting. They are required to individually assess and score each submission. The scores will be completed at least two days prior to the Selection Panel meeting. The Panel members will receive the aggregated scores for each nomination at the meeting.

The Panel will discuss their ratings against each criterion for each nomination, with final scores being determined. The Panel will vote on whether each nomination should be recommended for an award. All recommendations will be submitted to the Vice-Chancellor who makes the final decision on all awards.

Office of PVC Research and Research Training will ensure timely feedback from the Selection Panel is provided to all unsuccessful nominations to promote continuous improvement. All feedback will be authorised by the selection panel and documented in the minutes of the Panel meeting.

7. SPECIFIC REQUIREMENTS FOR THE RESEARCH DEGREE GRADUATE CATEGORY

Applications for the **Vice-Chancellor's Citation for Excellence in Research and Research Training 2013 (Research Degree Graduate)** will be considered on the basis of the production of a highly regarded thesis and publication of research outcomes. To be eligible for this category, a nominee must have received their examiners' reports between 1 June, 2012 and 31 May 2013, and either be in the process of finalising their thesis for final classification or be a recent research degree graduate of the University. The Graduate Research Centre will be requested to provide (a) all examiners' reports in full, and (b) a statement form regarding time-to-completion of the thesis.

All applicants **MUST** address the selection criteria and email completed documents to vcawards@vu.edu.au.

All applications must be completed and submitted online by **5pm Monday 2nd September, 2013**.

PLEASE NOTE: All pages in excess of the stated maximum will be removed.

- Application Form**
- Part A: Applicants Details:**
- applicants details;
 - title of proposed citation (no more than 25 words);
 - synopsis describing the distinctive contribution (maximum 75 words);
 - endorsement and reference from Dean or Director
- Part B: Written Statement** should have four components, presented in this order (maximum four single sided, A4 pages)
- summary of particular contribution and its specific context;
 - statements (x3) addressing each criterion with supporting evidence
- Part C: Supervisor's comments** of up to one single sided A4 page, which indicates the significance of the research in its field and places the examiner's reports into context should be included, and should normally be prepared by the Principal Supervisor following consultation, as required, with the Associate Supervisor/s.
- Part D: Curriculum Vitae** (maximum three single sided, A4 pages).
- Please note that **Full examiners' reports** and a statement regarding time-to-completion of the thesis will be provided by the Graduate Research Centre prior to panel assessment.
- Selection criteria**
- 1. Thesis quality:**
Highly regarded thesis as testified by the examiners' reports and time-to-completion.
 - 2. Publications:**
Quality of published work in forms relevant to the graduate's field, including papers published in refereed journals, preferably of international standing, inclusion of work in national and international conference proceedings and impact of research findings demonstrated by industry/community adoption. Other research outputs, such as patents, performances, creative works and portfolios, can be included with evidence outlining the selection or refereeing process.
 - 3. Management of and Engagement in Research:**
Excellence in the planning and conduct of research and/or in engagement in the research environment within the University and beyond, including:
 - Competence in research management and processes
 - Leadership, mentoring, peer support and other initiatives to enhance the VU research environment,
 - Engagement with and representation of the University with external research partners locally and internationally (eg. community, industry, other universities)