

FAQs about postgraduate publishing bursaries

1. Where can I find the application forms and regulations for the Bursaries?

All the necessary documentation is available on the web as follows:

- [Doctoral publishing bursary application form](#)
- [Masters' publishing bursary application form](#)

2. What is the main purpose of the Bursaries?

The main purpose of the Bursaries is to support thesis candidates after they have submitted their thesis for examination so as to prepare and submit papers for publication in peer reviewed journals of international standing. Submission of a book chapter is also an eligible activity. In rare instances other activities may be approved if the supervisor can demonstrate they are equivalent to a peer reviewed journal article.

3. Are they only for PhD candidates?

No, they are not only for PhD candidates. There are Bursaries available for thesis Master's candidates (there is a separate application form for these candidates) and also for candidates of other doctoral degrees (these candidates should use the Doctoral application form). Honours and Coursework Masters students are ineligible for Postgraduate Publishing Bursaries.

4. Can international students apply for a bursary?

Yes, they can but an appropriate visa must cover the bursary period if it is undertaken in New Zealand.

5. Is there a selection process?

No, there is no selection process. All eligible candidates who apply will receive a bursary.

6. Is there an EFTS restriction on those who can apply?

Yes, there is an EFTS restriction. A Doctoral candidate must have submitted their thesis within 4 EFTS (i.e. the equivalent of four full-time years). A Master's Research candidate, must have submitted their thesis within 1.5 EFTS (i.e. the equivalent of 18 full-time months). No exceptions can be granted. NB If the Doctoral candidate has upgraded from a Master's, the time spent working on the Master's is included in the EFTS calculation.

7. Is a deferral or temporary withdrawal taken into account when calculating the EFTS figure referred to in the previous question?

Any periods of deferral or temporary withdrawal are excluded when calculating the EFTS that a candidate has consumed. For example, if a full-time Doctoral candidate submits four years after starting on their thesis but they took a six-month deferral during their candidature, then they will have consumed 3.5 EFTS and not 4 EFTS.

8. Do I have to be on-campus while on a bursary?

No. You can hold a Bursary off-campus but your supervisor must be able to satisfy the Manager, Postgraduate Scholarships, Prizes and Awards or their nominee that adequate and ongoing supervisory arrangements will be in place for the full duration of the Bursary period.

9. Do I have to be enrolled to take up a bursary?

No, you do not need to be a fee-paying enrolled student. Your official enrolment ceases upon submission of your thesis and you are still eligible for a Bursary. You do not need to specially enrol.

10. Can I work while on a bursary?

Yes, you can but for no more than 10 hours per week. The expectation is that you will devote the majority of your working time to achieve the preparation of a paper(s) or book chapter to the submission stage of publication.

11. How long are bursaries granted for?

Doctoral candidates can choose to apply for a one, two or three month Bursary. Master's candidates can choose either a one or a two month bursary.

12. Do I have to write more than one book chapter or journal article if I want a two or three month bursary?

No, a Doctoral candidate can receive the full three month bursary for one book chapter or journal article and a Master's candidate can receive a two month bursary for one book chapter or journal article. You should discuss with your supervisor what it is realistic to expect to complete during the Bursary.

13. Do I have to be first author?

It is a strong expectation of the bursary that you are the lead author. In instances where this is not the case, your supervisor will need to provide an explanation to the Graduate Research School.

14. Can I take a holiday after submitting my thesis and before starting a bursary?

Yes, you can take a holiday. However, Master's candidates must start their Bursary within one month after submitting their thesis and Doctoral candidates must start their bursary within three months after submitting their thesis.

15. When can I apply?

It is advisable to apply no more than two months before your expected submission date. The final possible date to apply is no later than one month after submission of your thesis.

16. When and how will I know the outcome of my bursary application?

Your application is considered once your thesis has been submitted. You should receive notification about the success or otherwise of your application within 7 to 10 days of your submission date. Notification will be sent to your student email address and copied in to your primary supervisor and department.

17. What is the value of the bursary?

The Bursaries are paid at the same rate as the Master's Research and Doctoral Scholarships.

18. How does the payment work for Doctoral candidates?

For Doctoral candidates, two-thirds of the total value of the Bursary is paid directly into your bank account at the start of the Bursary period. The remaining one third is paid upon submission of a satisfactory report at the end of the period.

19. How does the payment work for Master's candidates?

For Master's candidates, one half of the total value of the Bursary is paid directly into your bank account at the start of the Bursary period. The remaining half is paid upon submission of a satisfactory report at the end of the period.

20. Are the Bursaries taxable?

No, they are not taxable.

21. Do I have to provide verified bank account details to receive my bursary?

Yes, the University requires you to provide bank account verification. If you have not previously provided this to the Doctoral and Scholarships Office you must log into your eVision student portal and complete bank account verification. We cannot pay your bursary until we receive this.

22. When will I be paid my initial payment?

Payment will be made into your nominated bank account (provided your bank account is verified) on the closest available Thursday of the week following commencement of the bursary or the closest available Thursday after your application has been approved whichever is the latest.

23. What if I finish my journal article or book chapter in less time than the bursary period I have applied for?

If the article or book chapter is finished within two weeks of the end of the bursary period, you will receive the full final emolument amount. If it is finished more than two weeks early, then your bursary may be reduced by a month and your final payment altered accordingly unless you commence work on a new journal article or book chapter.

24. Can I hold a scholarship and a bursary at the same time?

No, the bursary cannot be held concurrently with any University of Otago Scholarship intended to support graduate research study.

25. How do I receive my final payment?

In order to receive the final payment, you must fill in the final report form. This is available on the web at the following addresses:

- [Doctoral publishing bursary report form](#)
- [Masters' publishing bursary report form](#)

Only complete this form once the paper(s) have been submitted to the journal or the book chapter to the book editor. Final payment will not be approved if submission to the journal or editor has not been done. The paper does not have to be accepted for publication, but must be submitted. Once this is approved, an email will be sent to your student email address and copied into your supervisor advising when you will receive the payment.

26. Do I have to complete all the journal articles or book chapters before I submit my final report?

You must have submitted at least one of the articles or book chapters for publication before you submit the final report.

27. What happens if I take longer than the bursary period I was granted to write up my journal article or book chapter?

You will still be able to get the final payment if you go over the allocated time you were granted, provided that you fill in the final report form once your article or book chapter is submitted. It is expected however that you would try and complete your article or book chapter as soon as possible after the end date of the bursary.

In some circumstances, where delay of submission of your paper(s) or book chapter is beyond

your control (for example, your supervisor is unable to review your paper(s) or chapter in a timely fashion or there is more work that needs to be done in order to get the work publishable,) the University suggest your Department pays you your final instalment. When the journal article or book chapter is submitted, you must fill in the Final Report and the final payment will be refunded to your Department before proceeding.

28. Who approves the bursaries and final reports?

They are approved on behalf of the University's Scholarships and Prizes Committee.

29. Who administers the bursary scheme?

Administration for the bursary scheme is overseen by the Manager, Postgraduate Scholarships, Prizes and Awards on behalf of the Scholarships and Prizes Committee. Student Administration receives applications and processes payments to recipients.

30. Who should I address queries or send my application to?

Queries should be addressed to Student Administration by emailing publishing.bursary@otago.ac.nz

Your application should be scanned and emailed to the above email address,

Find out more about publishing bursaries at Otago

Email publishing.bursary@otago.ac.nz