



# APPLICATION FOR A POSTGRADUATE PUBLISHING BURSARY (Master's)

- Please complete, scan and email the form to: Student Administration, [publishing.bursary@otago.ac.nz](mailto:publishing.bursary@otago.ac.nz)
- Applications must be received no later than one month following submission of your thesis for examination.

**Master's programme:** MA MSc Other \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Student's name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Name of primary supervisor:** \_\_\_\_\_

**Name of co-supervisor(s):** \_\_\_\_\_

**Length requested:** (see regulation 5) 1 2 months

**Projected OR Actual date of thesis submission:** (see regulation 3) \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

**Do you wish to start your Publishing Bursary at the same time as submitting your thesis?** Yes No

**If No, when do you wish to start your Publishing Bursary?** \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

*(Note: this date must not be later than one month after submission of your thesis. See regulation 6)*

## Other Commitments

*(Note any current or potential commitments including hours of work, conference attendance, applications for or receipt of other bursaries/scholarships/fellowship which may impact on your ability to complete the requirements of the Bursary. See regulation 8)*

## Publication Details

**Title of intended publication:**

**Name of intended journal:**

**Brief description of intended publication:**

### Candidate Declaration

1. I have declared all commitments which may impact upon my ability to complete the intended publication(s).
2. I have read the Regulations and, upon approval of the Bursary by the University of Otago, **I agree to fulfil all the requirements of the Bursary.**
3. If my circumstances change, I will immediately inform Student Administration.
4. I hereby authorise the Scholarship Administrator of the University of Otago to pay the Bursary into the New Zealand Bank account as entered in eVision.

If you have not already done so, you will need to log into eVision and enter your bank account details via the My Finances section of your student account.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

### Statement from Primary Supervisor

I confirm that:

1. The candidate will be able to prepare and submit the nominated paper(s) for publication in peer reviewed journals of international standing or will submit a book chapter for publication or complete equivalent research outputs agreed by the supervisor and the Dean of the Graduate Research School or their nominee (*see regulation 1*).
2. I and/or co-supervisors will supervise the candidate on a University of Otago campus during the period of the Bursary or ensure that adequate ongoing supervisory arrangements are in place for off-campus tenure for the duration of the Bursary (*see regulation 9*).
3. To the best of my knowledge, the candidate's declared commitments will not impede his/her ability to complete the intended publications within the stated timeframe (*see regulation 8*).

Primary Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

Head of Department's name (please print): \_\_\_\_\_

Head of Department's signature: \_\_\_\_\_ Approved Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

**Please note that:**

1. Applications, reports and enquiries are to be emailed to [publishing.bursary@otago.ac.nz](mailto:publishing.bursary@otago.ac.nz).
2. You will receive notification via your eVision student portal or your student email address.

**Office Use Only:**

Actual date of thesis submission: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

EFTs consumption: \_\_\_\_\_

Start date of Bursary: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

Approved

Not approved

\_\_\_\_\_  
Convener Scholarships and Prizes Committee, or nominee

\_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

## ***University of Otago Postgraduate Publishing Bursary (Master's) Regulations***

1. These are bursaries awarded to Master's candidates whose theses are under examination so as to continue with their student research by preparing and submitting papers for publication in peer reviewed journals of international standing, book chapters or equivalent approved outputs appropriate to the discipline. Recipients are required to acknowledge the support of the University of Otago, by means of the University of Otago Postgraduate Publishing Bursary (Master's), in any publications prepared during this period.
2. Application should be made by the candidate, endorsed by the supervisor(s), on the prescribed form.
3. Applications for University of Otago Postgraduate Publishing Bursaries (Master's) may be submitted at any time provided that they are **received no later than one month following submission of the thesis** for examination (i.e. this may occur at any time during the year).. Applications received after this date may not be accepted.
4. University of Otago Postgraduate Publishing Bursaries (Master's) will be restricted to candidates submitting within 1.5 EFTs (18 full-time months). EFTs will be calculated from the thesis start date.
5. Bursary payment will be at the University of Otago Postgraduate Scholarship rate, for up to two months.
6. The bursary period must commence within one month of submission of the Master's thesis.
7. The expectation is that the candidate will normally be a lead author. The candidate will devote the majority of their working time in order to achieve the preparation and submission of paper(s) for publication based primarily on the student's thesis research.
8. It is expected that the candidate will not accept employment or conduct other work within, or external to, the University for more than ten hours per week during the duration of the Publishing Bursary.)
9. It is expected that the candidate will continue with their student research by preparing papers with the direct involvement of their supervisor during the period of the Postgraduate Publishing Bursary (Master's). Holding a Bursary overseas or off-campus is permitted provided the applicant produces supporting evidence from their supervisor that adequate resources and supervision can still be provided during the period of their tenure. Should off-campus tenure be approved, payment will only be made into a nominated New Zealand bank account in the name of the student.
10. At the end of the Bursary period, the candidate shall provide a satisfactory written report using the appropriate report template, endorsed by their supervisor(s) and forwarded to [publishing.bursary@otago.ac.nz](mailto:publishing.bursary@otago.ac.nz), on the material completed for publication.
11. The Postgraduate Publishing Bursary (Master's) is tax-free and is not intended to create an employment relationship. Tax free payment also requires that the payment relates to the student's attendance at a tertiary institution, which in this instance is deemed to mean the examination period, and, in regard to the final payment, anytime thereafter where the student engages with their supervisor regarding the preparation or editing of the proposed publication stemming from their research conducted at the University of Otago.
12. Variations of these regulations, as they pertain to an individual's position, may be approved by the Convener of the Scholarships and Prizes Committee, or nominee.

**Note:** On approval, one-half of the value of the bursary will be paid to the candidate. The remaining one-half will be paid on receipt of a satisfactory report (see regulation 10 above).

Please note that all applications, reports and enquiries are to be emailed to:  
[publishing.bursary@otago.ac.nz](mailto:publishing.bursary@otago.ac.nz)