

## ***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.

Please note that ALL applications, reports and enquiries are to be submitted to the Graduate Research School, Clocktower Building, or emailed to: [publishing.bursary@otago.ac.nz](mailto:publishing.bursary@otago.ac.nz)