VICTORIA UNIVERSITY

VICE CHANCELLORS AWARDS FOR EXCELLENCE IN RESEARCH AND RESEARCH TRAINING
2004 GUIDELINES

The Awards Scheme/Background

The Vice-Chancellor has approved the presentation of Awards for Excellence in Research to recognise high quality research and research training within the University.

Up to sixteen awards, known as the ‘The Vice-Chancellor’s Citation for Excellence in Research’, will be granted when applications are of an appropriate standard. The awards will serve three main objectives:

(i) To provide formal recognition within the University of outstanding achievement in research and research training,
(ii) To provide researchers with recognition useful for external and internal career development and, funding opportunities, and
(iii) To provide the University with an opportunity to obtain significant publicity for University research and researchers

One Citation each may be made for an individual staff researcher, for a research degree graduate and for a research supervisor from each Faculty. One Citation for excellence in research may be made available to a staff member of the TAFE Division. Up to three Citations will be made available to research teams, to be judged from across the University. The recipients of the Citations will then be considered for the peak awards, called ‘The Vice-Chancellor’s Medal for Excellence in Research’, one award being made for a staff member, one for a postgraduate research student, and the third for a research team. In addition, the Citation winners from the Faculties in the category of research supervision will be considered for the ‘The Vice-Chancellor’s Medal for Excellence in Research Supervision’. Citations and Awards will only be made if the nominations are judged by the Panel to be of sufficient standing.

All awardees will receive a certificate commemorating their achievement for Citations. The staff, student and team recipients of the Medals for Excellence will receive a commemorative medal and an award for $4,500. Prize money is to be used to further the research or related research, by staff and preferably by graduates if appropriate.

The Office for Industry and Research will provide administrative support for the scheme and can provide guidance to staff in the preparation of applications. The Office for Postgraduate Research will provide assistance to students and staff in the category for Research Supervision in the preparation of applications.

Categories

I A Vice-Chancellor’s Citation for Excellence in Research will be available for award in each of the following categories:

(i) Staff researcher
(ii) Research degree graduate
(iii) Research team
(iv) Research supervision

for each of the Faculties of Arts, Business and Law, Engineering, Science and Technology, and Human Development. One award for TAFE will be available for a Staff researcher. For the category of Research Team, there will be no direct Faculty involvement and up to three citations will be available across the University.
The Vice-Chancellor’s Medal for Excellence in Research will be awarded in each of the following categories

(i) Staff researcher  
(ii) Research degree graduate  
(iii) Research team  
(iv) Research supervision

Nominations

**Staff researcher nominations:** Staff researcher nomination must be made using the appropriate form, signed by the person nominated (nominee). It is then the responsibility of the nominee to submit the nomination, together with a *Statement addressing the Selection Criteria*, to the appropriate Dean or Deputy Director of TAFE. Researchers may self-nominate or another member of staff or a student, or group of students may make nominations.

**Staff:** All higher education staff and TAFE staff who have been employees of Victoria University for a **minimum of two years** and who are **actively involved in research** are eligible to apply for these awards, irrespective of level of appointment, form of employment or length of experience.

**Research team nominations:** Nominations for the Vice-Chancellor’s Citation for Excellence in Research for Research Teams must be made using the appropriate form, signed by the Team leader(s) (nominee(s)). It is then the nominee’s responsibility to submit the nomination, together with a *Statement addressing the Selection Criteria*, to the Director, Office for Industry and Research.

**Research teams:** A Research Team is defined as a group of researchers producing a coherent set of research outcomes. The team must demonstrate **significant group achievement** and **group synergies leading to outstanding outcomes**. Applications are to be submitted by a Team Leader(s) on behalf of the team.

**Research degree graduate nominations:** Nominations for the Vice-Chancellor’s Citation for Excellence in Research for research degree graduates will normally be made by Supervisors through Heads of Department and will be awarded on the basis of the criteria below.

**Research degree graduates:** All research degree graduates of the University whose Examiners’ Reports have been received between 1 January 2003 and 30 June 2004 are eligible to apply.

**Research supervision nominations:** Nominations for the Vice-Chancellor’s Citation for Excellence in Research for Supervision of Postgraduate Research Students must be made using the appropriate form, and signed by the nominee. It is then the responsibility of the nominee to submit the nomination, together with a *Statement addressing the Selection Criteria*, to the appropriate . Supervisors may self-nominate or another member of staff or a student, or a group of students may make nominations.

**Research supervision:** All research supervisors of the University who are actively involved in research supervision of one or more research students and who have successfully seen at least two students through to satisfactory completion of a research degree (at this University) are eligible.
Nomination and selection procedure

Citations in the Categories of Research Staff, Research Degree Graduate and Supervision of Postgraduate Research Students

The selection process for the Citations in the Staff and Research Degree Graduate Categories and for Supervision of Postgraduate Research Students is conducted at Faculty level in Higher Education and at the Deputy Director level in TAFE, so nominations must be submitted directly to the appropriate Faculty Office (Higher Education) or a Deputy Director’s Office (TAFE).

Nominations for the Categories of Research Staff Awards, Research Degree Graduate Awards and Supervision of Postgraduate Research Students, including all supporting documents, are to be submitted to the Office of the Dean/Deputy Director TAFE by COB Friday 25 February 2005. Each Faculty Dean and the Deputy Vice-Chancellor and Director, TAFE (or their authorised nominees) may only forward the name of one nominee per category associated with their Faculty or Division for the Vice-Chancellor’s Citations. Nominations by the Faculty/TAFE are to be forwarded to the Office for Research, by Wednesday 16 March 2005.

The Faculty Research Committee will recommend the Citation in the category of Research Staff award and the Faculty Postgraduate Committee will recommend the Citation for the categories of Research Degree Graduate Award and Supervision of Postgraduate Research Student. In the case of the TAFE Research Staff Award, a Committee of relevant staff, convened by the Deputy Director, will make recommendation for the citation.

Separate nominations for the Vice-Chancellor’s Medal for Excellence in Research are not required because all recipients of a Citation will automatically be considered for the appropriate Vice-Chancellor’s Medal for that year by a panel convened by the Pro Vice-Chancellor (Industry, Research and Region). The Panel may include external membership and will make recommendations to the Vice-Chancellor on the award of the Medals.

Citations in the Research Team Category

Nominations for Research Team Awards including all supporting documents, are to be submitted to the Office for Research and Development by COB Friday 25 February 2005.

Citations in the Research Team Category may be cross-faculty and/or cross sector. The selection process for the Citations in the Research Team Category is as follows:

(i) Nominations are to be forwarded to the Office for Industry and Research by the advertised date.
(ii) A Panel of the Deans or their representatives will rank the Teams and recommend three teams to receive Citations to the University Selection Panel chaired by the Pro-Vice Chancellor, (Research and Development).
(iii) The University Selection Panel will recommend the Teams to receive Citations, and one Team to receive the Vice-Chancellor’s Medal for Excellence in Research (Team category).

In considering nominations, the Panels will be cognisant of the focus of the Research and Research Training Functional 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.

Prizes and Certificates in all categories will be announced and presented at Research Awards Evening, to be held on Wednesday April 20, 2005.

Selection requirements (General)

Eligibility: For the purposes of these Awards, research is interpreted broadly and includes projects that have attracted internal and/or external funding, research that has led to publication and/or conference proceedings, research which has resulted in works or performances.
Staff Researcher Category

Eligibility, selection criteria and application content
Nominations for the Vice-Chancellor’s Citation for Excellence in Research for staff will be considered on the basis of an excellent recent (up to 3 years) research record involving substantial project(s), or an exemplary single project over a shorter time frame. To be eligible for an Award, a nominee must have been a staff member of Victoria University for a minimum period of two years. Specific criteria are detailed below:

Each Staff Researcher submission is to made by an individual researcher. It will be assessed on the basis of the degree to which the following selection criteria have been met. The selection criteria are not weighted.

1 Research output
   1.1 Evidence of peer review of research.
   1.2 Evidence of peer recognition through invited papers.
   1.3 Papers published in refereed journals. Applicants are advised of the importance placed on publication in refereed journals.
   1.4 Inclusion of work in conference proceedings.
   1.5 Impact/uptake of research findings demonstrated by citations and/or industry/community adoption and/or commercialisation or research.
   1.6 Other outputs including performances, works, portfolios etc.
   1.7 Where contract research is included as part of the assessment, applicants should indicate its peer review, and its contribution to scholarship, to the transmission of knowledge or to national policy development.

2 Research support
   2.1 Amount of funding attracted.
   2.2 Level of industry/community support for work.

3 Conduct of research
   3.1 The degree of innovation utilised compared to established methodology.
   3.2 Professional and systematic approach to research demonstrating a proven competence in research management and processes.

4 Participation in research leadership and/or collaboration activities
   4.1 Level of leadership and/or collaboration as indicated by the establishment of and participation in research teams, evidence of mentoring of junior researchers or other leadership within the University and in professional and/or community organisations.
   4.2 Names and progress of postgraduate students being supervised and working on related research.

5 General
   5.1 Evidence of excellent communication skills.

6 Content of the application
   Each application must include:
   6.1 A nomination form (attached) signed by both the person making the nomination (the nominator) and the nominee.
   6.2 The name of two confidential referees, at least one of whom is to be external.
   6.3 A citation of 80-100 words outlining the research contribution of the candidate (in plain language to be used for publicity purposes).
   6.4 A statement, prepared by the nominee, of no more than four (4) A4 single sides, addressing the selection criteria for these awards.
   6.5 A curriculum vitae (max 2 pages).
Research degree graduate category

Selection criteria and application content
Each research degree graduate submission will be assessed on the basis of the degree to which the following criteria have been met:

1. The work must have been externally examined

2. Satisfactory examiner’s reports, in full, received after 31 July of the previous year. In a case where an examiner wishes not to be identified to the candidate, it is essential that this wish is met. This is the responsibility of the Supervisor/Nominator. Faculties are requested to observe this requirement.

3. Publications. Papers published in refereed journals, inclusion of work in conference proceedings and impact of research findings demonstrated by industry/community adoption.

4. Other outputs including performances, works, portfolios, etc.

5. Professional and systematic approach to research demonstrating a proven competence in research management and processes.

6. Evidence of excellent communication skills.

7. Content of the Application.
Each application to be considered for these awards must contain the following:

7.1 A nomination form (attached) signed by both the nominator and the nominee. This form is to show that consent has been given to the Office for Postgraduate Research providing (a) examiners’ reports in full, and (b) a statement form regarding time-to-completion of the thesis.

7.2 Examiners reports must be appended in full, with or without the name of the examiner, and in accord with the examiner’s wish regarding confidentiality. This is the responsibility of the Nominator/Supervisor.

7.3 Statement from the Postgraduate Research Unit as to whether time-to-completion of the thesis (i.e. full-time, part-time and leave of absence) was satisfactory in terms of existing DETYA requirements. This is the responsibility of the Nominator/Supervisor.

7.4 Comments from the Supervisor which indicate the significance of the research in its field and which place the examiners reports into perspective should be included.

7.5 A statement prepared by the Nominee of not more than three (3) single sided A4 pages addressing the selection criteria listed below:

- The thesis title and an 80-100 word summary of the thesis (in plain language to be used for publicity purposes)
- A description of the outcomes of the research such as articles published in refereed journals, invited presentations to conferences, performances or other works, recognition and evidence of the research standing including adoption of the research output by industry/community.
- An indication of the level of competence in research management and processes.
- Evidence of excellent communication skills as testimonials or other mechanisms of recognition.

7.6 A curriculum vitae (max 2 pages)
Research team category

Nominations, selection criteria, and application content
Nominations for the Vice-Chancellor’s Citation for Excellence in Research in the Research Team category will be considered on the basis of an excellent recent (up to 3 years) research record involving substantial project(s), or an exemplary single project over a shorter duration. To be eligible a majority of the nominated team must have been employed as full time staff members of Victoria University for a minimum period of two years.

Each Research Team submission is to be made by a team leader or joint team leaders on behalf of a team. It will be assessed on the basis of the degree to which the following selection criteria are met. The selection criteria are not weighted.

1 Research output
   1.1 Evidence of peer review of research
   1.2 Evidence of peer recognition through invited papers
   1.3 Papers published in refereed journals. Papers published in refereed journals. Applicants are advised of the importance placed on publication in refereed journals.
   1.4 Inclusion of work in conference proceedings.
   1.5 Impact/uptake of research findings demonstrated by citations and/or industry/community adoption and/or commercialisation or research.
   1.6 Other outputs including performances, works, portfolios etc.
   1.7 Where contract research is included as part of the assessment, applicants should indicate its peer review, and its contribution to scholarship, to the transmission of knowledge or to national policy development.

2 Research support
   2.1 Amount of funding attracted.
   2.2 Level of industry/community support for work

3 Conduct of research
   3.1 The degree of innovation utilised compared to established methodology.
   3.2 Professional and systematic approach to research demonstrating a proven competence in research management and processes.

4 Participation in research leadership and/or collaboration activities
   4.1 Level of leadership and/or collaboration as indicated by the establishment of and participation in research teams, evidence of mentoring of junior researchers or other leadership within the University and in professional and/or community organisations.
   4.2 Names, thesis title, and progress of postgraduate students being supervised and working on related research.

5 General
   5.1 Evidence of excellent communication skills.

6 Content of the application
Each application must include:
   6.1 A nomination form (attached) signed by both the person making the nomination (the nominator) and the nominee.
   6.2 The name of two confidential referees, at least one of which is to be external.
   6.3 A summary of 80-100 words outlining the research contribution of the candidate (in plain language to be used for publicity purposes).
   6.4 A statement, prepared by the nominee, of no more than four (4) A4 single sides, addressing the selection criteria for these awards.
   6.5 A statement (not more than one single sided A4 page) outlining the development of the team, the role, and contributions of its members, the mode of collaboration, and the achievements of the team.
   6.6 Letters of support from the supporting Faculty/Faculties, arranged by the Team Leader(s)
6.7 A curriculum vitae (not more than 2 single sided A4 pages) for each team member.
Research supervision category

Eligibility, selection criteria, and application content
Nominations for the Vice-Chancellor’s Citation for Excellence in Research Supervision will be considered on the basis of an excellent recent (2-3 years) supervision of at least one full time research student in exemplary project(s). To be eligible a nominee must have been a supervisor for a minimum period of two years. Specific criteria are detailed below.

Each supervisor submission is to be made by an individual supervisor and will be assessed on the following criteria.

1 Academic
   1.1 Provision of guidance appropriate to the student and the stage of the research
   1.2 Use of a range of supervisory strategies that take account of the diverse needs of students
   1.3 Encouragement of research presentations and sharing of information, within and external to the department
   1.4 Encouragement and facilitation of academic networking at state/national/international levels
   1.5 Encouragement of research potential and creativity
   1.6 Appropriate acknowledgment of authorship
   1.7 Encouragement of publications and/or conference presentation arising from the research project
   1.8 Provision of constructive criticism and feedback
   1.9 Professional and systematic approach to the development of effectiveness as a supervisor, including reflective evaluation and anticipation in professional development activity.

2 Management
   2.1 Encouragement of productive use of time and achievement of timely and successful completion of the thesis.
   2.2 Availability for regular consultation
   2.3 Ability to be flexible when appropriate
   2.4 Encouragement of appropriate progress
   2.5 Good knowledge of administrative aspect of undertaking the research degree

3 Support
   3.1 Encouragement of research career development
   3.2 Approachability
   3.3 Support through academic difficulties
   3.4 Support through personal difficulties
   3.5 Encouragement of attendance and contribution to creating research ethos in department/faculty/university
   3.6 Endeavour to provide access to facilities

4 Content of the Application
For the purpose of this award each application must contain the following:

   4.1 A nomination form signed by both the nominator and the nominee/s.
   4.2 An individual and signed statement from up to three research students, or former research students of the candidate, supporting and giving examples of excellent practice on the part of the candidate against criteria listed above.
   4.3 The name of two confidential referees, at least one of whom is to be the nominee’s Head of School or Dean
   4.4 A statement prepared by the nominee of not more than four (4) pages addressing the selection criteria.
   4.5 A curriculum vitae (max 2 pages).

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Nomination Form for Vice-Chancellor's Citations and Medals for Excellence in Research - 2004

All nominations to be submitted to the Dean/Deputy Director TAFE by Friday 25 February 2005. Faculty nominations are then to be forwarded to the Office for Research, by Wednesday 16 March 2005.

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Attach “Statement Addressing Selection Criteria” (no more than 4 A4 sides) and Curriculum Vitae (no more than 2 A4 pages). Please use a font no smaller than Arial 10.

### RESEARCH DEGREE GRADUATE NOMINEE:

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Dates on which examiners reports were received by Office for Postgraduate Research or Faculty Office:

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Attach “Statement Addressing Selection Criteria” (no more than 3 A4 sides) and Curriculum Vitae (no more than 2 A4 pages). Please use a font no smaller than Arial 10.

### RESEARCH TEAM NOMINEE:

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Attach “Statement Addressing Selection Criteria” (no more than 4 A4 sides) and Curriculum Vitae for each team member (no more than 2 A4 pages for each person). Please use a font no smaller than Arial 10.
### SUPERVISION OF RESEARCH STUDENT NOMINEE:

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Attach "Statement Addressing Selection Criteria" (no more than 4 A4 sides) and Curriculum Vitae (no more than 2 A4 sides). Please use a font no smaller than Arial 10.

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Relationship to Nominee:

### OFFICE USE ONLY

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