**GUIDELINES FOR AWARDING SENATE HONOURS**

The South Eastern University of Sri Lanka awards an honour termed “Senate Honours for High Impact Publications” in order to encourage the staff members to carry out high quality research and disseminate their research findings through publication of those in high quality journals.

1. **Terms and Conditions** 
   1. The applicant should be a permanent staff member (academic, administrative or non-academic) of South Eastern University of Sri Lanka (SEUSL).
   2. To be qualified for Senate Honours for High Impact Publications, papers should have been published in any of a journal listed in Clarivate Analytics Master Journal List which covers 24 reputed databases (http://mjl.clarivate.com/#journal\_lists), SciMago (https://www.scimagojr.com/journalrank.php), Scopus (https://www.scopus.com/home.uri) and Australian Business Deans Council (ABDC) journals list (http://www.abdc.edu.au/master-journal-list.php)
   3. Only full research papers will be considered for the Senate Honours for High Impact Publications. However, short communications, short articles and review articles will be considered if those are published in journals indexed in Science Citation Index, Social Sciences Citation Index or Arts and Humanities Citation Index. ‘Case reports’ and ‘letter to editor’ articles are not considered for Senate Honours for High Impact Publications.
   4. Senate Honours for High Impact Publications are accompanied with a cash award amounting up to a maximum of Rs. 5000 if the paper is published without financial support from the SEUSL in publishing it. If SEUSL funding was utilized to publish such papers, a cash award of maximum Rs. 2000 will be awarded. These amounts will be equally distributed among the authors of the article if they are from the SEUSL.
   5. Co-authors outside the SEUSL are not eligible to receive Senate Honours for High Impact Publications.
   6. In order to qualify for Senate Honours for High Impact Publications, the SEUSL address should appear below the name(s) of the author(s). The papers without the words “South Eastern University of Sri Lanka”shall not be considered for awards.
   7. The applicants should have ORCID, Research Gate and Google Scholar accounts which have been made public. Google scholar account should have the SEUSL address and “seu.ac.lk” email verification.
   8. The abstract of the paper should be published in the Research Gate profile of the applicant at the time of application.
   9. The paper or the abstract, based on copyright limitations, should be published in the SEUSL e-repository at the time of application.
   10. A letter of acknowledgment to the co-author /s affiliated to other institutes is sent for the contribution to the publication that received Senate Honours for High Impact Publications.
2. **Application and Evaluation Procedure**
   1. Senate Honours for High Impact Publications will be implemented from 15th March 2019 and any paper which qualifies the criteria and published after this date could be forwarded for an award.
   2. Applications prepared as per the format approved by the Research and Innovations Center should be forwarded to the Director of the Research and Innovations Center with the recommendation of the Head of the Department or Division and Dean of the Faculty.
   3. The following documentary proof should be attached with the completed application.
   4. Certified copy of the paper published.
   5. Proof of name of author(s), address and email address of the author(s) in the published paper.
   6. Proof of indexing from master journal list(s).
   7. Proof of having ORCID, Research Gate and Google Scholar accounts with the web links for those pages.
   8. Proof of “seu.ac.lk” in the verification email of the Google Scholar account.
   9. Proof of inclusion of the abstract or the full paper to Research Gate.
   10. Proof of inclusion of the abstract or the full paper to university e-repository.
   11. Evidence for the publication and its indexing of the relevant journal from the master journal list(s) should be provided by the applicant. The evidence only from the Journal website will not be considered.
   12. The complete application should reach the office of the Director of Research and Innovation Center by end of each month to be considered at the next Research and Publication Committee. The recommendation of the Research and Publication Committee will be tabled at the next Senate for the senate approval and conferring the honour. Approval of the senate and conferring the award will take place simultaneously in the same senate. The applicant for the Senate Honours for High Impact Publications will be invited to the senate to obtain the honour.
   13. If an applicant is a member of the committee, he/ she should refrain from attending the selection process.
   14. An application which was rejected due to incomplete supporting documents or due to incomplete application could be resubmitted for an award within 30 days from the date of rejection. However, any paper which was rejected by the Research and Publication Committee due to non-submission of documentary proof for proper indexing or wrong indexing, such papers will not be entertained again for an award.
   15. The decision of the committee will be the final.
   16. No appeals will be entertained from applicants if his/her application is rejected at any grounds.
   17. Any indirect or direct communication(s) or interferences of any nature by an applicant in supporting his/her application is not entertained during the application process or evaluation process or awarding process. If anyone who is reported doing so with evidence will be blacklisted from this award scheme and he/she will not become eligible to apply for this award for five years.
   18. No individual, groups, Faculty Boards, Unions or any other group or forums has any right to interfere or question the process of awarding prior to or after of the process. The final decision in this regard is vested within the committee. If any disputes occur among the members of the committee, final decision will be taken by the Vice Chancellor and that decision, in such circumstances, will be the final and not challengeable in any form.

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