My No. SEU/ASA/VCA/2022
16.08.2022

Deans of Faculties
(FAC/FMC/ FAS /FIA/FE/FT)
Librarian
Heads of Academic Departments / Units

VICE - CHANCELLOR'S AWARDS – 2022

The University Senate at its 195th meeting held on 12.06.2019 approved the revised Guidelines for the Award of Vice Chancellor's Awards to be implemented from the year 2019 to honour and recognize the contribution made by the staff in the spheres of research, inventions and internationalization.

Vice-Chancellor's awards are presented under the following categories.

1. The Outstanding Senior Researcher in each Faculty (1st, 2nd and 3rd places)

2. The Outstanding Early Career Researcher in each Faculty (1st, 2nd and 3rd places)

3. The Most Outstanding Inventor / Innovator of the University (1st, 2nd and 3rd places)

4. The Most Outstanding Recipient of External Research Grants

5. The Researcher with the highest number of Indexed Publications in the Faculty (1st, 2nd and 3rd places)

6. Top 10 Researchers of the University

7. The Researcher with the Highest number of Publications from University (Internal) Research Grants

8. The Faculty with the most number of Research Papers published in Journals

The achievements from 01st July 2021 to 30th June 2022 will be considered for evaluation except for the category 5 and 6.

The applicants are required to submit a self-prepared application in keeping with the general guidelines and the evaluation criteria should be submitted together with the application form on "Information and Declaration for a Vice Chancellor's Award" to the Senior Assistant Registrar of Academic and Student Affairs Division with the recommendation of the Head of the Department or Division and Dean of the Faculty. Applications and supporting documents should reach the *office of the Senior Assistant Registrar / Academic & Student Affairs Div. on or before 05.09.2022.*

Applications and supporting documents should reach the office of the Senior Assistant Registrar/ Academic and Students Affairs Division by 4.00 pm on the application closing date. Applications or any supporting documents submitted or reached after 4.00 pm of the closing date will not be entertained and rejected. It is the responsibility of the applicant to make sure the complete applications are delivered on time to the office of the Senior Assistant Registrar /Academic and Students Affairs Division.

Relevant supporting documents in support of all claims should be attached where appropriate. All claims made should be supported by documentary evidence. No marks shall be given in instances where no documentary proof is submitted.

The applications will be evaluated by the Research and Publication Committee in which the Vice-Chancellor will be the Chairman. Incomplete applications, applications with false or wrong information or applications without the declaration form will be rejected. The decision of the evaluation committee will be the final.

I shall be thankful if you kindly bring this award scheme to the notice of all permanent academic staff members of your faculty / department / unit.

Thank you.

Vice Chancellor
South Eastern University of Sri Lanka

Prof. A. Rameez
Vice Chancellor

Encl: 1. Copy of the Guidelines approved by the Council and Senate for VC awards
2. Application on 'Information and Declaration for VC awards'

CC: Director, Research and Innovation Centre
Registrar
Bursar
SAR/ Academic and Student Affairs

Information and Declaration for a Vice Chancellor's Award - 2022

1. Name of the staff member: ....

2. Position: ....

3. Date of Birth: .... (DD/MM/YYYY)

4. Age at Closing Date (31.08.2022) : .... Years .... Months .... Days

5. Are you a permanent staff member? : Yes / No

6. Department: ....

7. Faculty: ....

8. Unit or Division (if not attached to a Faculty/Department): ....

9. Email (Should be "…@seu.ac.lk"): ....

10. Name of the award category: ....

11. ORCID: ....

12. Google Scholar Profile Link: ....

13. Research Gate Profile Link: ....

14. Contact Telephone Number: ....

15. Web links for the abstracts of the papers in the Research Gate profile of the applicant (Keep additional sheets if necessary):

16. Web links for the abstracts of the papers in the e-repository of the SEUSL(Keep additional sheets if necessary):

I declare that the above information is true and correct. I fully understand the terms and conditions stipulated in the **"GUIDELINES FOR THE AWARD OF VICE-CHANCELLOR'S AWARDS"** and I pledge to abide by all the terms and conditions on

award of Vice Chancellor's Awards. I am aware that the decision of the Research and Publication Committee is final and not challengeable. I also understand that incomplete applications and applications with any wrong information will be rejected. Following documentary proof are also attached with the application.

Certified copies of the papers published.	
Proof of name of author(s), address and email address of the author(s) in the published paper.	
Proof of indexing from master journal list(s).	
Proof of having ORCID, Research Gate and Google Scholar accounts with the web links for those pages.	
Proof of "seu.ac.lk" in the verification email of the Google Scholar account.	
Proof of inclusion of the abstracts or the full papers to Research Gate.	
Proof of inclusion of the abstracts or the full papers to university e-repository.	

Signature of the applicant: …………………………………   Date: ……………

Recommendation of the Head of Department / Unit / Division :

Signature of the Head of Department / Unit / Division: ……………………… Date: …………

Recommendation of the Dean :

Signature of the Dean : ………………………………………   Date: ……………..

Recommendation of the Director / Research and Innovation Centre :

Signature of the Director : ………………………………………..   Date: ……………..

Recommendation of the Chairman of the Research and Publication Committee (Vice Chancellor):

Signature of the Vice Chancellor : …………………………………   Date: ……………..

For Office Use:

GUIDELINES FOR THE AWARD OF VICE-CHANCELLOR'S AWARDS

South Eastern University of Sri Lanka

Vice-Chancellor's awards are presented under the following categories.

1. The outstanding senior researcher[1] in each Faculty (1st, 2nd and 3rd places)

2. The outstanding early career researcher[2] in each Faculty (1st, 2nd and 3rd places)

3. The most outstanding inventor / innovator of the University (1st, 2nd and 3rd places)

4. The most outstanding recipient of external research grants

5. The researcher with the highest number of publications in the faculty (1st, 2nd and 3rd places) in journals indexed 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)

6. Top 10 researchers of the University (A certificate to felicitate them will be awarded)

7. The researcher with the highest number of publications from university (internal) research grants

8. The Faculty with the most number of research papers published in Journals (except Predatory Publications and / or published with predatory publishers) (The application should be submitted by the Dean of the Faculty together with copies of publications and other relevant documents as per the terms and conditions)

The members of the Academic Staff who wish to be considered for the Vice-Chancellor's Awards must submit an application together with a self-evaluation and all relevant supporting documents to the Deputy Registrar / Senior Assistant Registrar / Assistant Registrar of Academic and Students Affairs Division by 01st August each year. The awarding ceremony will be held on 23rd October or the next working day in line with the Founder's Day Ceremony of the South Eastern University of Sri Lanka. Founder's Commemoration Oration will also be delivered in the awarding ceremony.

[1]Senior lecturer Grade II [above 40 years at the application closing date]/ Senior lecturer Grade I / Associate Professor / Professor / Senior Professor

[2]Probationary lecturer/unconfirmed Lecturer/Lecturer/Senior lecturer Grade II [below 40 years at the application closing date]

Terms and conditions

1. The applicants should be members of the permanent staff of the South Eastern University of Sri Lanka.

2. The achievements from 01 July of previous year to 30 June of award year are considered for evaluation except for the category 5 and 6.

3. Applications with self-evaluation prepared according to the guidelines given separately should be submitted to the Deputy Registrar / Senior Assistant Registrar / Assistant Registrar of Academic and Student Affairs Division through the Head of the Department and Dean of the Faculty.

4. Reprints/certified photocopies of research papers, copies of books and other publications and certified copies of all other relevant documents should be submitted with the applications.

5. Reprints of research papers and copies of books submitted will not be returned to the applicants.

6. The Most Outstanding Senior Researcher and the Most Outstanding Early Carrier awards will be awarded for each Faculty separately.

7. The applicants should have ORCID, Google Scholar and Research Gate profiles which have been made public. The relevant web links should be indicated in the application. Google scholar account should have the SEUSL address and "seu.ac.lk" email verification.

8. Co-authors outside the SEUSL are not eligible to receive these awards.

9. Publications for which marks are claimed should be made available in the respective Google Scholar and Research Gate accounts by the time of application. Proof for the inclusion should be made available with the self evaluation.

10. Applicants for the Best Researcher award and Best Early Carrier researcher award are not barred from applying for the other awards.

11. The three Outstanding Senior Researchers (Senior lecturer Grade II [above 40 years at the application closing date]/ Senior lecturer Grade I / Associate Professor / Professor / Senior Professor) and the three Outstanding Early Career Researchers (Probationary lecturer/unconfirmed Lecturer/Lecturer/Senior lecturer Grade II [below 40 years at the application closing date]) will be awarded for each faculty separately.

12. In order to qualify for any of the awards, the South Eastern University of Sri Lanka address should appear below the name of the applicant in the publications or other documents considered for the award. The papers without the words "South Eastern University of Sri Lanka" in the address shall not be considered for awards.

13. The abstracts or the full papers (depending on the copyright terms) of the research papers considered for any of the awards including "the Faculty with the most number of Journal papers" should have been published in the e-repository of the South Eastern University of Sri Lanka website and the applicants should indicate the relevant web links in the application.

14. Journals identified under predatory journals / publishers and conferences identified as predatory conferences / organizers of predatory conferences will not be considered for any of the awards.

Application and Evaluation Procedure

- A self-prepared application in keeping with the general guidelines and the evaluation criteria should be submitted together with the "Information and Declaration for a Vice Chancellor's Award" to the Deputy Registrar / Senior Assistant Registrar / Assistant Registrar of Academic branch with the recommendation of the Head of the Department or Division and Dean of the Faculty.

- Applications and supporting documents should reach the office of the Deputy Registrar / Senior Assistant Registrar / Assistant Registrar of Academic branch by 4.00 pm on the application closing date. Applications or any supporting documents submitted or reached after 4.00 pm of the closing date will not be entertained and rejected. It is the responsibility of the applicant to make sure the complete applications are delivered on time to the office of the Deputy Registrar / Senior Assistant Registrar / Assistant Registrar of Academic branch.

- Relevant supporting documents in support of all claims should be attached where appropriate. All claims made should be supported by documentary evidence. No marks shall be given in instances where no documentary proof is submitted.

- 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.

- The applications will be evaluated by the Research and Publication Committee in which the Vice-Chancellor will be the Chairman. The Vice-Chancellor is not entitled to any of the above awards.

- If an applicant is a member of the committee, he/ she should refrain from attending the selection process. No replacement is necessary for such a member or members and the remaining members of the Research and Publication Committee will act as the evaluation committee.

- Incomplete applications, applications with false or wrong information or applications without the declaration form will be rejected.

- The decision of the evaluation committee will be the final.

- No appeals will be entertained from applicants if his/her application is rejected or not successful at any grounds.

- 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 in addition to the year of application.

- No individual, groups, Faculty Boards, Unions or any other group or forum do not have 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.

Guidelines for the preparation of the self-evaluation

1. The Outstanding Senior Researcher

2. The Outstanding Early Career Researcher

Contributions under "a" to "k" within the relevant year will only be considered. In order to be eligible under the categories 1 and 2 above, an applicant should have at least 2 publications under a(i) category for the year of evaluation and earned a minimum of 6 marks for this category. The total marks earned under category "a" should be at least 10 marks.

Predatory publications (Predatory Journals, Journals published by Predatory Publishers and Predatory Conferences) will not be considered under any of the categories.

a. (i) Publications in refereed indexed journals[a]	Up to 5 points per paper
(ii) Publications in refereed non-indexed journals	Up to 3 points per paper
b. Presentations at academic conferences/research symposia Published as an abstract	Up to 0.5 points per abstract up to a maximum of 10 points
Published as a full paper	Up to 2 points per paper
c. Chapters in books[d] published by reputed publishers, recognized academic or professional bodies	Up to 3 points per chapter
d. Books[d] Published by reputed publishers Published by the author	Up to 6 points per book Up to 3 points per book
e. Translation of books/monographs	Up to 3 points per each up to a maximum of 5 points
f. Editing of Journals[f] As the Chief Editor (Predatory publications will not be considered) As a member of the Editorial Board (Predatory publications will not be considered)	0.5 points per issue up to a maximum of 5 points 0.25 points per issue up to a maximum of 2.5 points
g. Documented orations and keynote addresses[g]	Up to 2 points each up to a maximum of 10 points
h. Special academic / professional awards (Only the awards awarded with a proper and documented evaluation criteria and awarded by a mandated recognized institution / organization will be considered. Any award which was awarded with payments will not be considered i.e. NRC, NSF, NASTEC, IESL, SLAAS, Sri Lankan National Universities etc.)	Up to 2 points per award
i. Citation of applicant's work in refereed journals and scholarly publications (Predatory publications of the applicant or citations in predatory publications will not be considered)	0.5 points per citation with a maximum of 4 points for repeated citation per paper up to a maximum of 10

	points
j. Recognized national/international awards for research	Up to 3 points per award
k. Number of graduate students produced[e]	Up to 4 -2 points per PhD, up to 1 points per MPhil or Masters by research – up to a Maximum 10 points

[a]Proof of indexing need to be submitted by the applicant. Indexing means Clarivate Analytics Master Journal List, SciMago, Scopus, and Australian Business Deans Council (ABDC) journals list.

[b]If more than one author, the marks claimed by the applicant out of the total allocated for the paper / publication should be stated with proper justifications based on the applicant's contributions. If such claim is not provided, an equal portion of marks will be allocated to the applicant.
[c]It should be stated whether served as the principal supervisor or a co-supervisor. An equal portion of marks will be allocated to the applicant based on the contribution of the supervisor.

[d]A book or a book chapter means a scholarly publication based on research. Text books for students (school and university) will not be considered under this category. Proof of reputed publisher, recognized academic or professional body need to be submitted by the applicant. Reputed publisher means a publisher reputed for publishing scholarly books based on research i.e. Springer, Elsevier, SAGE etc. An academic or professional body should be a recognized national level or international organization or institution i.e. Sri Lanka Association for Advancement of Science, IESL, National Academy of Sciences Sri Lanka etc.

[e]Marks will only be allocated for supervision of PhD, MPhil or Masters with research. Masters degrees with research components or taught masters will not be considered under this category.

[f]Points will be allocated only if the Journal is published regularly with minimum two issues per volume within a year. Proof on regular publishing and number of issues published in a year should be submitted by the applicant.

[g]The keynote address or the documented oration should be published and proof of publication should be submitted by the applicant. Only a letter or a certificate on delivering an oration or a keynote address will not be considered in allocation of marks.

3. The Most Outstanding inventor / Innovator

In order to be eligible, an applicant should have at least 1 patent under a category for the year of evaluation and earned a minimum of 3 marks for this category. The threshold marks to award this Award will be decided by the evaluation committee and this threshold may vary from year to year based on the quality of invention / innovation.

a. National and international patents	Up to 2 points each (National)[h] Up to 3 points each (International)[h]
b. National and international certificates for inventions	Up to 1 points each (National)

	Up to 2 points each (International)
c. Commercialized patents	Up to 3 points each

A brief description should be provided of the numbers of the product marketed, the impact on any particular sector, industry or community and contribution to regional/national development.

[h]If more than one inventor / innovator is involved, the marks claimed by the applicant out of the total allocated for the invention / innovation should be stated with proper justifications based on the applicant's contributions. If such claim is not provided, an equal portion of marks will be allocated to the applicant.

4. The Most Outstanding Recipient of External Research Grants

a. Funds received from international sources (Funds received for a higher degree will not be considered) (Minimum of USD 7,500 or equivalent)	1 point per USD 500.00 (or equivalent)
b. Funds received from national sources (university research grants will not be considered) (Minimum of Rs. 1 million) (Funds received for a higher degree will not be considered)	1 point per Rs. 50,000.00

A brief description of expected outcomes should be provided, including capacity building, staff training, improvement of laboratory facilities and research capabilities, establishment of new units, centre etc.

5. The Researcher with the Highest number of indexed publications[i] in the faculty

In order to be eligible for this award, an applicant should have at least 10 publications in the specified indices (refer the footnote "j") and all the other conditions stipulated in the award scheme should be fulfilled. To be re-eligible for the next award, the applicant should have 03 publications in addition to the previous number of indexed publications.

[i]All the publications available up to the application deadline will be considered irrespective of the year of publication and in order to be eligible for points, all the conditions stipulated for allocation of points should be fulfilled by the publication / applicant.

[j]Publications in journals that are indexed in the Clarivate Analytics Master Journal List, SciMago, Scopus, and Australian Business Deans Council (ABDC) journals list will be awarded up to 5 points[k] per paper based on the contribution of the applicant.

[k]If more than one author, the marks claimed by the applicant out of the total allocated for the paper / publication should be stated with proper justifications based on the applicant's contributions. If such claim is not provided, an equal portion of marks will be allocated to the applicant.

6. Top 10 Researchers of the University

A certificate to felicitate the top 10 researchers will be awarded based on the "h-index". In order to be eligible for this, the applicant should have at least an "h-index" of 5 except self

citations or an h-index of 4[1] with a minimum of 250 google scholar citations. To be eligible for next award, the h-index should be increased at least by one.

[1]Only the h-index excluding the self-citations will be considered for this award. The evidence for this should be provided from the Research Gate (which is available under score).

7. **The Researcher with the Highest number of publications from University (internal) research grants**

The applicant should provide a copy of the award letter pertaining to the University Research Grant, and progress / final reports as may be relevant, together with the papers published during the year under review, based on work carried out under the research grant.

The applicant should submit documentary evidence to proof that the publication is from the results of the research conducted with the research grant.

No predatory publications will be considered.

In order to be eligible for this grant, at least one full paper should be published in a journal (No predatory Journals will be considered) and the total publications within the year should be a minimum of three.

8. **The Faculty with the most number of research papers published in Journals**

Only full papers published in Journals will be considered. No predatory publications will be considered. All other conditions stipulated for awards should be fulfilled. In order to be eligible *for this*

-End-