**APPENDIX A** – **Details of the Marking Scheme**

### A.1 Marking Scheme:

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| --- | --- | --- | --- |
| **Type of Publication/Patent** | | **Sole Author** | **With ANY co-author(s)** |
| 1. | Publications in journals indexed in Scopus, and (**or**) in SCIE, SSCI, AHCI and ESCI; also those (journals & conferences) in top 20 sources in sub-categories of Google Scholar Metrics\*; in which full paper is refereed and published. | 6.0 | 4.5 |
| 2. | Publications in conferences, book chapters and books indexed in Scopus; also papers in journals not in any indexes/databases identified above; in which full publication is refereed and published. | 4.0 | 3.0 |
| 3. | Publications in international conferences; also those in transactions of recognized professional associations; in which full paper is refereed and published but not in any indexes above (See Note 8) | 3.2 | 2.4 |
| 4. | Publications in national conferences; in which full paper is refereed and published but not in any indexes above | 2.0 | 1.5 |
| 5. | Patents supported each by a peer reviewed published paper which demonstrates the technology/methodology that resulted in the innovation (See Note 5) | 4.0 | 3.0 |
| 6. | Patents (See Note 5) | 2.0 | 1.5 |

\* These subcategories should be the ones pre-defined in Google Scholar Metrics; e.g. the main category “Engineering & Computer Science” has 68 sub-categories, each of which lists 20 top sources.

### A.2 Qualifying Requirement:

**(Only based on marks for a single year – i.e the calendar year 2017)**

* All the permanent Academic Staff; and Assistant Librarian and above are eligible to apply for the awards.
* Only publications with a University of Moratuwa affiliation (for the applicant) will be counted
* Each application will be judged for one of the two categories of awards or a certificate of recognition. Rounding up will be considered up to maximum of 0.5 marks.

**Category 1 - Outstanding Award with Distinction**

Minimum marks for selection are (i) 6 marks in total from Type 1 publications only; or (ii) 7.5 marks in total with a minimum of 4.5 marks from Type 1 publications.

**Category 2 - Outstanding Award**

Minimum marks for selection are 5.5 marks in total with a minimum of 3 marks from Type 1 OR Type 2 publications.

**Category 3 – Certificate of Recognition**

Minimum marks for selection are 5.5 marks in total.

### A.3 Explanatory Notes:

Note 1 :

Some examples below explain the application of this marking scheme.

Example 1: 01 paper of Type 1 (sole author)

= (6.0x1) = **6.0** (Qualifies for Award with Distinction)

Example 2: 01 paper of Type 1 (joint); 01 paper of Type 2 (joint)

= (4.5x1) + (3.0x1) = **7.5** (Qualifies for Award with Distinction)

Example 3: 01 paper of Type 2 (joint); 01 paper of Type 3 (joint)

= (3.0x1) + (2.4x1) = **5.4**, rounded to **5.5** (Qualifies for Award; 3.0 marks from Type 2)

Example 4: 01 paper of Type 1 (joint), 01 paper of Type 4 (joint)

= (4.5x1) + (1.5 x1) = 6.0 > 5.5 (Qualifies for Award; 4.5 marks from Type 1)

Example 5: 01 paper of Type 3 (sole author), 2 papers of Type 4 (joint)

= (3.2x1) + (1.5x2) = **6.2** > 5.5 (Qualifies for Certificate of Recognition)

Note 2 :

All details relevant to the assessment of the application (Appendix B) as per approved guidelines should be provided for evaluation. In case of each paper/patent an applicant must submit a separate declaration form (i.e. Appendix C) with supporting evidence (Note: if indexed in www.scopus.com under your name, only the full paper is required).

Note 3 :

Publications based solely on research for the applicant’s own postgraduate qualifications will not be counted.

**Note 4:**

For all electronic publications whether in CD or on web, each applicant should submit a hard copy of such publication showing its electronically published form satisfactory to the Senate appointed evaluation panel. All electronic publications whether in CD or on web should also fulfill other requirements as per the approved guidelines for submission of an application. (See Annex 1 to this Appendix A)

Note 5 :

In the case of “Type 5”, the applicant is eligible to claim half the marks appropriate for the publication, which deals with the patent, under the appropriate category of publications.

In case of patents (Types 5 and 6), applicants must clearly indicate that the concerned patent does not fall in to the category of “on demand” patents.

Note 6:

Only publications made while in University service are eligible for consideration. This means that at least the research work or the task of writing the paper should have been done while in University Service. Here University service is construed to mean the possession of a permanent academic staff position in the Library or the five Faculties of this University.

Note 7:

Copies of all the published papers, for which marks are claimed by the applicant, should be submitted along with the application. Applicants are advised to provide all details in full. University would not accept responsibility to search for evidence on behalf of an applicant using provided web links or otherwise. Applicants are not eligible to furnish additional/supplementary information other than with the completed application. However, the Senate appointed evaluation panel may use its discretion to clarify any doubts they have during the evaluation process, inclusive of obtaining additional evidence. Only one application per person will be accepted.

Note 8:

A conference may be known by the names such as Symposium, Seminar, Colloquium, Forum, Workshop, Congress and Sessions. For a publication to be considered, the applicant should submit along with the application: (a) evidence of acceptance of the paper after a process of peer review; (b) a copy of the published full paper; (c) a copy of the “Title Page” of the conference proceedings; and (d) the “Content Pages” of the Conference proceedings.

**Annex 1**

**Definitions of Publications Approved by the Senate Memo No:425.03.12**

Printed Publication:

A document, published on line, on CD, or in print, that satisfies the requirements of *Public Accessibility* and *Credibility*: (a) through registration, indexing or other meaningful way that aids interested persons to locate and identify it; and (b) with a separate title page clearly specifying the copyright holder, rights information and the date of publication, a separate table of contents, and each page in it numbered sequentially throughout the document.

Public Accessibility:

This is how both the ‘right to look’ and ‘ability to find’ are assured by the form in which a publication is made available. A publication that has been registered (with an ISBN or ISSN number) or indexed or catalogued in a library or provided with some other “road map” to guide interested persons in finding it by the exercise of reasonable diligence, can be considered to have public accessibility.

Credibility:

Credibility is the assurance that the document is preserved in its original form once it leaves the hands of the author. In other words, once released to the public, a printed publication shall remain invariable. A publication that has been registered (with an ISBN or ISSN number) or indexed or copyrighted or mirrored to another location together with other measures such as the provision of a table of contents and sequentially numbering of its pages throughout the document, in order to prevent subsequent modification, can be considered to have sufficient credibility.

The above definitions have been drafted in line with the information available in international publications with respect to (a) the legal status of ‘Published Documents’, (b) standards applicable to ‘Conference Proceedings’, and (c) the existence of publications in the form of electronic or digital disclosures such as Internet references and files stored on CDs, computers or servers.