



# FAR EASTERN UNIVERSITY

*Documented Information:*

## **Policy on Application for Publication Incentive**

<i>Process Code:</i> <b>FEU/URC.G</b>	<i>Documented Information Code:</i> <b>POL.01</b>	<i>Version Code:</i> <b>VER.02 / EFF.15 FEB 2024</b>	<i>Page:</i> <b>1 of 4</b>
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### **INTRODUCTION / DESCRIPTION**

Publication incentives are provided to qualified researchers whose research has been published in a vetted and recommended journal by the designated review committee and approved by the administration. The incentive aims to acknowledge researchers' accomplishments.

The purpose of this policy is to clearly establish rules, guidelines, and principles under which publication incentives are provided to researchers.

### **DEFINITION OF TERMS**

- API – Application for Publication Incentive
- DC – Department Chair
- URC – University Research center
- PSC- Publication Standards Committee
- VPAD – Vice President for Academic Development
- SVPA – Senior Vice President for Academic Affairs

### **SCOPE**

This document defines policies and guidelines for the different programs for research assistance and grant.

### **PROVISIONS**

1. Qualifications and Guidelines for Publication Incentive Applicants and Applications
  - a. A faculty member on full-time or part-time appointment (RFT, LFT, LPT), academic managers, administrative officials, and non-teaching personnel may avail themselves of the research publication incentive.
  - b. A faculty member who is deloaded to make revisions on a student's thesis for the purpose of publication is ineligible to seek a publication incentive for that particular thesis, even if said faculty member is listed as co-author.
  - c. Only faculty members who are currently and actively teaching within the university at the time of application and throughout the incentive processing period are eligible. Faculty members who have resigned or are no longer actively engaged in teaching at the university during the processing period will be deemed ineligible to receive the incentive, even if they applied while in active status.
  - d. The author/s must indicate Far Eastern University – Manila as his/her institutional affiliation in the publication.
  - e. The amount of incentive is as follows (note that these amounts are still subject to tax):
    - i) 20,000 PhP for national-refereed journals
    - ii) 30,000 PhP for international-refereed journals
    - iii) 40,000 PhP for ISI/WoS-indexed journals
    - iv) 50,000 PhP for SCOPUS-indexed journals
  - f. Author/s may apply for the publication incentive within one year of its publication.



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- g. In the case of shared authorship, the publication incentive amount is split equally between/among all FEU-affiliated co-authors. Only FEU-affiliated co-authors will receive the incentive.
- h. For applicant/s wishing to submit an undergraduate thesis with students as co-authors, applicant/s must obtain an accomplished Consent Form for Publication of the Undergraduate Thesis from all students involved to be eligible for a publication incentive.
- i. Publications that do not qualify for the Publication Incentive:
  - i) Textbooks, as it is understood that they carry with them their own monetary rewards.
  - ii) Newspaper or magazine articles.
  - iii) Published poems, personal essays, and short stories in newspapers and magazines.
- j. Publications with a notice of final acceptance are recognized as official and acceptable proof of publication, contingent upon the availability of a Digital Object Identifier (DOI).
- k. The publication incentive operates on a bi-annual awarding cycle to accommodate different publication timelines and academic schedules of our researchers. The deadlines for the submission of applications for publication incentives are as follows:
  - i) For August awarding: Applications must be registered online by May 31<sup>st</sup>.
  - ii) For January awarding: Applications must be registered online by October 31<sup>st</sup>.

## **2. Application Process for Publication Incentive**

- a. Applicant accomplishes the application form for publication incentive (FEU.URC.G.FRM.01).
- b. The following should be attached to the application for publication incentive form and must be submitted online:
  - i. Photocopy of the article
  - ii. Copy of pages from the Journal (copyright page, table of contents, journal metrics, etc.)
  - iii. Letter of acceptance of article to journal
  - iv. Proof of indexing
  - v. Popular article (maximum of 250-word description of research indicating the significance of study to society; include photographs if possible)
  - vi. Completed Consent Form for Publication of Undergraduate Thesis of all students involved (for applicants with students as co-authors only)
- c. After successful submission online, the author/s should fill out and print the API downloadable file and submit it to the respective Department Chair and the Dean for recommendation.
- d. The accomplished form and attachments must then be forwarded by the respective Dean to the URC.
- e. The URC project managers conducts technical review and verifies if the documents are complete and properly filled out. The verified documents are endorsed to the Publication Standards Committee (PSC).
- f. The PSC vets the application and documents submitted and makes the necessary recommendation. The PSC may call upon the applicant for clarification about the documents submitted. PSC forwards recommendation to URC Director who endorses recommendation to the VPAD.
- g. The application is endorsed by the VPAD for SVPAA's approval.
- h. The URC notifies the faculty member on the results of his/her application.



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### **3. Undergraduate Thesis Publication and Co-Authorship**

- a. University's Right to Adapt Thesis into a Publishable Article
  - i) The university reserves the right to adapt the undergraduate thesis, with proper attribution to the original student author, into a publishable article format that aligns with the standards and guidelines of the selected academic journal.
  - ii) If the university exercises this right, the student will be informed and consulted about the adaptations made to the thesis to create the publishable article.
  - iii) The university will ensure that any adaptations made to the thesis for the purpose of creating a publishable article maintain the integrity of the student's original work and contributions.
  - iv) In cases where the university adapts the thesis into a publishable article, the student author will be acknowledged as the original author, and any faculty advisors or assigned faculty members who contributed significantly to the adaptation process may also be acknowledged as co-authors, subject to the co-authorship clause mentioned in Section 3c.
- b. Consent for Publication and Co-Authorship
  - i) Undergraduate students are required to provide written consent for their thesis to be considered for publication in an academic journal. This consent form will include acknowledgment of the possibility of faculty advisors or assigned faculty members becoming co-authors based on the extent of their contributions.
  - ii) The consent form will clearly state that the decision to include faculty advisors or assigned faculty members as co-authors will be determined based on the substantial intellectual contributions made during the revision process.
- c. Revision and Co-Authorship Evaluation
  - i) After the completion and evaluation of an undergraduate thesis, the faculty advisor or another qualified faculty member will review the manuscript for revisions to meet journal publication standards.
  - ii) If the revisions, additions, or intellectual contributions made by the faculty advisor or assigned faculty member are deemed significant and meet the criteria for co-authorship set by the journal, co-authorship will be discussed with the student.
  - iii) Co-authorship discussions will consider the extent and impact of the faculty member's contributions, ensuring fairness, transparency, and academic integrity.
- d. Deload Compensation for Faculty Advisers
  - i) In cases where a faculty advisor or assigned faculty member is significantly involved in the revision process of an undergraduate thesis to prepare it for publication, the faculty member may be eligible for a deload commensurate with the extent of their contributions.
  - ii) The determination of the need for deload compensation and the extent of the deload will be made in consultation with the respective department and in adherence to university policies.
  - iii) The deload compensation, if applicable, will be granted as a recognition of the additional time and effort invested by the faculty member to ensure the quality and publication-readiness of the thesis.
  - iv) The deload compensation will be communicated and managed according to the university's established procedures for faculty workload and compensation adjustments.
- e. Co-Authorship Decision



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- i) Co-authorship decisions will be made through open and respectful communication between the student and the faculty member(s) involved. Any disagreements or concerns will be addressed following the university's established procedures for handling authorship disputes.
- ii) Co-authorship will acknowledge the student's role as the original author of the undergraduate thesis. The contributions of all co-authors will be appropriately acknowledged in the publication.
- f. Intellectual Property and Confidentiality
  - i) The undergraduate thesis remains the intellectual property of the student, and by granting consent for publication, the student is not transferring ownership or copyright of the work.
  - ii) The content of the thesis, as well as any discussions related to revisions and co-authorship, will be treated confidentially during the review and publication process, adhering to ethical and academic guidelines.
- g. Withdrawal of Consent
  - i) Students have the right to withdraw their consent for publication at any stage before the final publication.
  - ii) If a student withdraws consent, any contributions made by the faculty advisor or assigned faculty member that were intended for co-authorship will be handled in accordance with the student's decision.
- h. Implementation and Communication
  - i) The university's relevant departments and faculty members will communicate the details of this policy to all undergraduate students and faculty advisors involved in thesis supervision.
  - ii) The consent form, as well as any updates to the policy, will be made available to students and faculty members through official university channels.

#### **4. Guidelines for the formulation and disbursement of the Publication Incentive.**

- a. The URC staff accomplishes the Request for Direct Payment Form upon endorsement.
- b. Upon approval from the Budget and Disbursement Office, the URC Coordinator will notify the author/s on the status of his/her publication incentive.
- c. Disbursement of the incentive shall be subject to existing university policies and guidelines.

<b>Prepared By</b> (Name, Signature, and Date)	<b>Reviewed By</b> (Name, Signature, and Date)	<b>Approved By</b> (Name, Signature, and Date)
<b>Errol Matthew C. Garcia</b> URC Coordinator	<b>Aisa P. Arlos</b> URC Director	<b>Evangeline P. Bautista</b> VP for Academic Development