2020 Competition Kit
(Entrant Pack)
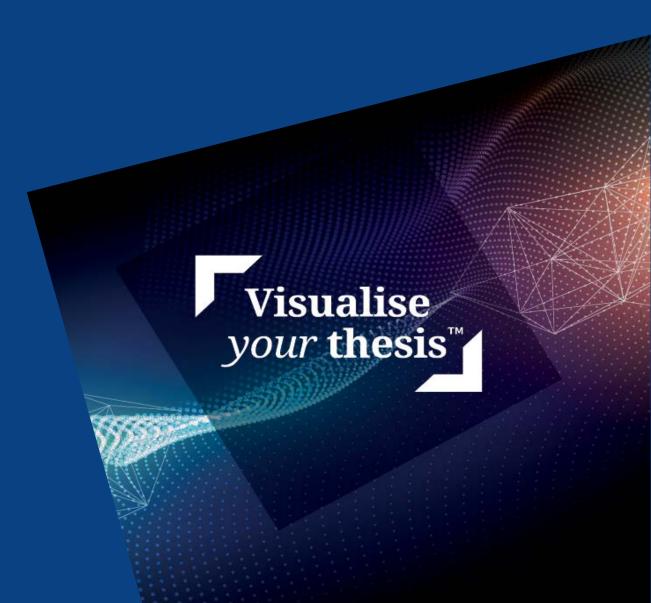
Visualise
your thesis™

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Welcome

<mark><Customize your own welcome message – include, for example, details of the timeline for your local competition, where to find out more, and whom to contact for additional support or information>.</mark>

<mark><Please feel free to use all or some of the information provided in this Entrant Pack, in a way that's most appropriate for your institution.></mark>

The Visualise Your Thesis competition

What is Visualise Your Thesis, and why should I enter?

Visualise Your Thesis (VYT) challenges graduate researchers at any stage of their candidature to present their projects in a 60-second, eye-catching, audio-visual digital display. Using a pre-supplied template, you are tasked with developing a striking e-poster presentation that succinctly describes your research, and its potential benefits, to a non-specialist audience.

The competition provides you with an opportunity to build and apply your digital literacy skills. By creating a "visual elevator pitch" you will develop crucial employability skills including effective communication, digital literacy, and visual storytelling. You will also build your awareness of open access to information and copyright.

Curious to see how others have responded to this challenge? Have a look at the Visualise Your Thesis figshare site (https://visualiseyourthesis.figshare.com/), which features winning entries from local competitions held at Australian and international universities. <If you ran a VYT competition in 2019 and have an online gallery add link here>

Competition eligibility

The Visualise Your Thesis competition is open to *currently-enrolled graduate researchers* (i.e. students enrolled in M.Phil., Masters by Research, Ph.D. or Professional Doctorate programmes) at *any stage of their candidature* who are *active* and *attending*.

Not eligible to enter the competition are
- Honours students
- Masters by coursework students (even if their program has a research/thesis component)
- Graduate researchers on a leave of absence (= inactive and not attending)
- Lapsed candidates.

Graduate researchers who are also employed by your university aren't prohibited from entering per se; however, where they have, or are perceived to have, influence over the competition outcome, research funding or related resourcing, they are not eligible to participate.

Research institutes affiliated with multiple universities may run their own VYT competition. However, graduate researchers may only enter one local Competition per year.

Entries should be unique and original. The resubmission of previous entries is only permitted where substantial revision has occurred.

Prizes

<Insert your local competition prize details here, and awards event details (if applicable)>

The winning entry (first place) will represent <name of your institution> in the 2019 Visualise Your Thesis International Competition, which will be held online. Prize pool to be announced in 2020; check the international competition website (https://research.unimelb.edu.au/visualiseyourthesis) and official Twitter account (@VisualiseThesis, https://twitter.com/VisualiseThesis) for details and updates.

Judging criteria

Entries will be judged against the following criteria:

CATEGORY	CRITERIA	SCORE
IMPACT	• How well designed, creative, innovative and engaging is the entry? • Is it visually striking and memorable? • Does it attract from a distance and deliver details up close? • Does it make a good first impression and then offer rich content on further examination? • Does it make the most of the available technology? • Were the timings, transitions and effects aligned to fit the 60 second timeframe?	**/20**
SOUND (optional)	If included, • If sound was used to convey information, was accessibility considered, e.g. by providing captions for voiceovers? • Did the music/sound contribute to the impact of the presentation? • Was the sound/music in keeping with the mood/style of the presentation?	
CONTENT	• Does the entry provide an understanding of the research question being addressed, its significance, and potential impact? • Is the research communicated in language appropriate to a non-specialist audience? • Is the entry free from jargon, unexplained acronyms and incomprehensible technical terms? • Does the entry leave you inspired and curious?	**/20**

SCHOLARLY CITIZENSHIP	• Does the entry include complete and correct references for any resources used to create the entry? Including: citation of any images, audio, video, software, tools and data.
	• Does the entry include a valid ORCID on the title slide?
	• Copyright – material included in the entry complies with the copyright rules of the competition, and the entry contains only material that falls into the following categories:
	   o In the Public Domain;
	   o Licensed under Creative Commons;
	   o Content used with permission, or under an appropriate licence;
	   o Original content created by the student themselves.
	• Does the entry include acknowledgements for other people or groups who helped with the project or entry?
		/20

Supervisor approval

You should discuss your Visualise Your Thesis competition participation with your supervisor/advisor. In particular, you should discuss your entry and potential implications for prior publication, patent and grant applications, and intellectual property (IP) rights and responsibilities. If you are working on team-based projects, collaborative projects with your supervisors, or on ongoing programs in large research centres or labs, you need to be aware of, and respect, the IP rights and responsibilities of all individuals involved.

Supervisor/advisor approval to enter the competition forms part of your submission checklist.

Copyright Requirements

Copyright compliance forms part of the scholarly citizenship segment of the judging criteria. All content included in your entry must be copyright compliant and conform to the guidelines below.

Any type of material that meets the guidelines for compliance can be used. These may include:
- Visual: photographs, charts, graphs, animations, sketches, cartoons, etc.
- Audio: music, sound effects, narrative voiceovers, etc.

Submissions can include:

1. **Original works**
   - All original material created by the entrant can be used in the submitted entry.
   - All original works must be cited appropriately.
   - If entrants are collaborating or working as a part of a research team, they must consult with their supervisor to discuss their entry in the competition.

2. **Creative Commons licensed material**
   - All Creative Commons works can be used except for those with a Share-alike (SA) or Noncommercial (NC) licence.
   - Creative Commons works with No Derivatives (ND) can be used so long as the work has not been modified.
   - All Creative Commons works must be cited appropriately and must include licensing information and the URL where the work was sourced.

3. **Public Domain works**
   - Public Domain works are materials which are not protected by copyright and other intellectual property laws.
   - All public domain works must be cited appropriately and must include the URL where the work was sourced.

4. **Material under license or with permission**
   - Works created using licensed software may be used as long as the terms and conditions of using the software allows for the work to be included as part of the entry into the competition.
   - Works used with permission must be documented in writing.
   - All works used under licence or with permission must be cited appropriately and must include information about the grant of permission or license, e.g. "Photograph used with permission from Joe Bloggs" or "Used under license".

Important: All materials used in the entry must be cited, regardless of source. If you are using material under licence, or with permissions, make sure to include details in your references.

Confused by copyright? Have a look at the short, VYT-specific copyright videos available on https://research.unimelb.edu.au/visualiseyourthesis#faq.

The sample reference slide in the PowerPoint template contains examples of citations for different media and source types, and content created under licence conditions, sourced from the open access sites, created in third-party tools, etc.

Competition terms

<The full Competition Terms for Entrants are included in the Appendix of the Admin Pack – update this document for your institution and add details here of where they are available to your local entrants (website behind log-in, have been sent on registration, etc.)>

Technical instructions

Using the Visualise Your Thesis template

Download the Visualise Your Thesis PowerPoint template to your computer, delete the text, images and video in the template and add your own content. You may add additional slides to the template, however:
- Your presentation (excluding the pre-formatted bookend slides, i.e. title and reference slides) will be displayed for a **maximum of 60 seconds**, and
- The bookend slides are set to display for 5 seconds – you can add additional reference slides if required
- The maximum file size allowed is **100 MB**.

<note: you may have to update the instructions below on setting PowerPoint slides to advance automatically below, depending on the version of PowerPoint you are advising students to use>

Set your slides to **advance automatically** in PowerPoint:
1. Select the Transitions tab.

2. Tick the After checkbox.

3. Enter the number of seconds you wish to display the slide for.

For further instructions, see: Set the speed and timing of transitions

Your entry must be compatible with <insert version of PowerPoint available at your university here, e.g. PowerPoint 2013 for Windows>. Please test your entry before submitting it.

To test your entry, view your PowerPoint slideshow on a computer at the university that has standard software installed, such as on any student computer in a <insert details of institution computer labs here> that you need to log in to.

Tips for creating your entry

Be creative and change the layout, text boxes, colours and fonts, just make sure you:
- Do not change the layout, design, or colours of the bookend slides, being the title slide and the references slide (i.e. the first and last slides)
- Do not use a body text font size smaller than **14 pt**
- Do not change the **Page Setup** in PowerPoint (your entry will be displayed on a screen in **widescreen** format)

Ensure copyright compliance, particularly when adding images, audio or video to your poster, see the advice on the <insert link to institution's copyright office/advice website>

Consider including your **Twitter** or **Instagram handle** to help disseminate your research.

Adding audio and video to your entry

Your entry must be compatible with <insert version of PowerPoint here, e.g.: Microsoft PowerPoint 2016 for Windows>, so ensure that any audio or video files you embed in your poster are in formats supported.

Video and audio file formats supported in PowerPoint: https://support.office.com/en-us/article/video-and-audio-file-formats-supported-in-powerpoint-d8b12450-26db-4c7b-a5c1-593d3418fb59 **<you may need to update this link, depending on the version of PowerPoint you are recommending students use>**

Note that all media must be contained within your entry – for example, you cannot embed a link to an online video from YouTube or Vimeo. The file must be saved within your PowerPoint.

If animations or videos do not run, **they may be removed without discussion with you**. Therefore, it is recommended that you provide a **representative image in the correct place**, in case this is necessary.

Make sure your audio and video:
1. Is **embedded** in the PowerPoint file. Do not submit separate media files.
2. **Starts automatically** and plays for the duration of the slide or entry.
3. Is **optimised** and **compressed**.

<note: you may have to update the links below depending on the version of PowerPoint you are advising students to use>

Submitting your entry

Once you have completed your competition entry:
1. Save a copy of the PowerPoint file. Only .pptx files will be accepted
2. Email your entry to: **<insert appropriate email address here>** with the subject line: 'Visualise Your Thesis Competition Entry'
3. If the .pptx file is **less than <insert email file attachment size limit here, e.g. 25 MB>,** you can attach your PowerPoint file to the email
4. If the file is **larger than <insert email file attachment size limit here, e.g. 25 MB>**, include a link in the email to your entry on **<insert your preferred file sharing service, e.g. Dropbox, Google Drive, CloudStor>**.
5. Include the "Submission checklist for competitors" with your entry.

Important: You are responsible for proof-reading and testing your entry before submission.

Submission checklist for competitors

Please complete this list and submit it with your entry. **<if you prefer, make this list available as a standalone document, or include it as an appendix>**

DECLARATION
- ❑ I have discussed my entry and potential implications for prior publication and intellectual property with my thesis supervisor

- ❑ This work is my own; where I have received advice or assistance this has been acknowledged

TECHNICAL

- ❑ My entry is in PowerPoint file .pptx format

- ❑ My entry – excluding title and reference slides – displays for no more than 60 seconds

- ❑ The slides are set to advance automatically, and video and audio starts automatically

- ❑ The PowerPoint file size is no more than 100 MB

❑ My entry has no separate media files or links to online content, i.e. all media is embedded in the PowerPoint file

❑ My entry has been tested using PowerPoint 2016 **<update these specifications if your institution runs a different version>** for Windows.

PROOFING

❑ The title slide and reference slide(s) are included and are updated with my details

❑ I have included a valid ORCID on title slide

❑ My entry has been proof-read

❑ If sound or voiceover was used in a way that conveys substantive information, captions have been provided for accessibility

REFERENCING & PERMISSIONS

❑ My reference slide includes all resources (incl. usage permissions and licences) used to create my entry

❑ Citations include any media used or created, including images, audio and video files

❑ The use of media, including images, audio and video files, complies with the competition's copyright rules

❑ If any content was created in third-party applications, appropriate licences have been obtained and noted in the references

❑ Acknowledgements include people, or groups, who helped with my project or entry

Further help

- Microsoft Office support and training:
  o [Compress the media files in your presentation](#)
  o [Are you having video or audio playback issues?](#)
  o [PowerPoint training: tutorials for all versions of PowerPoint for Mac and Windows](#)
- **<insert a link to training on PowerPoint provided by your institution>**

Competitor FAQs

Can I change the layout and design of PowerPoint template for my entry?

Yes and no! As long as you retain the pre-formatted bookend slides (= the title and references) you are free to add your own content – this can be in the form of images, video and/or audio, and does not have to be just text.

How long should my entry be?

There is a **60 second time limit** for entries; however, you can **include as few or as many slides as you wish**, keeping in mind that:
- You must include the first slide and last slide, i.e. the title slide and references slides
- Your presentation (excl. bookend slides) should run for a maximum of 60 seconds
- Your title and reference slide(s) should run for 5 seconds each
- The maximum file size for your PowerPoint file is 100 MB

Can I include audio in my entry?

Yes, you can include audio in your entry but consider that the maximum file size for your entry is **100 MB**. Please make sure that any audio material is copyright compliant and referenced appropriately. Considering the nature of the competition, which emphasises *visualising* your thesis, we recommend that audio is used to enhance, not carry an entry – your entry should able to stand on its own, without the audio elements.

The University of Melbourne is committed to creating an accessible International Competition gallery, so if your entry progresses to the International Competition you may be required to caption your entry.

Can I include images, music or other audio-visual items that I find on the web in my entry?

You can, provided that the material is copyright compliant and/or you have the appropriate licences and permissions to reproduce it. Broad categories that web-sourced material you use should fall into are
- Creative Commons licensed material (excluding material with a Share-alike (SA) or Noncommercial (NC) licence)
- Public Domain works (= materials which are not protected by copyright and other intellectual property laws)
- Material under license or with permission

For more information refer to the copyright resources and videos on the 2019 Visualise Your Thesis International Competition website (https://research.unimelb.edu.au/visualiseyourthesis#faq). Also check the resources on **<add details of your local copyright office's website>**.

Make sure that all materials used in your entry are be cited, regardless of source.

Where can I find free images, music or other audio-visual items to use in my entry?

There are numerous websites which provide access to Open Access images – Pixabay, Unsplash, and Snappy Goat are a few examples. Many archives and libraries (including the British Library) make their digitised collections available via Flickr Commons – Flickr being another popular image hosting website.

For music, sites like Incompetech, MuseOpen and ccMixter offer Creative Commons-licenced content. CC Search (https://search.creativecommons.org/) links to media, image and music platforms with content you can use and remix.

Make sure to check the individual licence of any object you are thinking of using, and include appropriate citations in the reference slide of your entry.

Do I have to create my entire entry in PowerPoint?

No. You are welcome to create content outside of PowerPoint, then embed it into the template (retaining the title and reference slides). If you create content in third-party applications (such as animation tools) make sure that you have the appropriate permissions or licences, and note these on your reference slide. Many tools offer a free account, but make sure to check the Terms of Use.

I'm enrolled for a degree that has a thesis component – can I enter the competition?

The Visualise Your Thesis competition is open to *currently-enrolled graduate researchers* (i.e. students enrolled in M.Phil., Masters by Research, Ph.D. or Professional Doctorate programmes) at *any stage of their candidature* who are *active* and *attending*.

Not eligible to enter the competition are
- Honours students
- Masters by coursework students (even if their program has a research/thesis component).

I'm on a leave of absence, can I still submit an entry?

No. Only currently-enrolled graduate researchers who are active and attending are eligible to enter the competition. If you are on a leave of absence unfortunately you are not eligible to enter. If your candidature has lapsed you are also ineligible to enter the competition.

I'm affiliated with a research institute and a university and both run a VYT competition. Can I enter twice?

No. You can only enter once, so you will have to decide whether you'd like to represent your university or research institute.

Can I re-submit an entry from a previous year?

Entries should be unique and original. The resubmission of previous entries is only permitted where substantial revision has occurred. And no doubt your research has progressed significantly, and you'd like your entry to reflect this!

Got a question that is not included here?

Please email us at: <insert your institution's contact email here>