

UNSW-CSIRO Industry PhD Program

2021 Scholarship Terms and Conditions

1. Introduction

The UNSW-CSIRO Industry PhD Program (iPhD) is a 4-year, industry-focussed, applied research training program. As one of UNSW's Strategic Scholarship Schemes, it aims to produce the next generation of innovation leaders with the skills to work at the interface of research and industry in Australia.

The program includes:

- a) admission to the UNSW PhD program*
- b) a structured professional development and training component*
- c) a project expense and development package*
- d) an internship of six months with an Industry Partner who has signed an agreement with UNSW and CSIRO to participate in the UNSW-CSIRO Industry PhD Program*
- e) a scholarship package totalling \$41,597 per annum (indexed, 2021 rate), comprising*
 - o Australian Government Research Training Program (RTP) Scholarship or equivalent (indexed)*
 - o CSIRO Top-Up Scholarship (not indexed)*

Successful candidates who commence the UNSW-CSIRO Industry PhD Program in 2021, like all UNSW HDR candidates, are subject to UNSW's policies, procedures, and guidelines, as well as these Terms and Conditions.

2. Program Eligibility

The UNSW-CSIRO Industry PhD Program is a structured 4-year program and candidates must commence in the year of the offer.

To be eligible for entry to this Program the candidate must:

- a) be an Australian citizen, an Australian Permanent Resident, or a New Zealand citizen who holds the relevant visa*
- b) meet UNSW's PhD admission requirements*
- c) be eligible to receive an Australian Government Research Training Program (RTP) Scholarship or equivalent*
- d) meet UNSW's English Language requirements*
- e) not have an offer to do a PhD, and not have commenced in a PhD program, at UNSW or any other institution during the Expression of Interest (EOI) or application process*
- f) be able to commence the Program in the year of the offer*

- g) enrol as a full-time candidate
- h) not be receiving an equivalent award, stipend, or salary providing a combined benefit greater than 75% of the RTP Scholarship stipend rate. This includes the CSIRO Top-Up. Income earned from sources unrelated to the course of study is not subject to the 75% rule
- i) be located at a UNSW approved campus or centre, or seek approval to be externally enrolled at the time of admission. Any period of work away from a UNSW approved campus requires a formal process of approval.

3. Scholarship Benefits

Candidates enrolled in the UNSW-CSIRO Industry PhD Program will receive a scholarship package that includes a project expense and development package to support allowable research project expenses.

3.1 Scholarship Package

The benefits provided in the 4-year scholarship package are as follows:

- a) a stipend worth \$41,597 per annum (indexed, 2021 rate) for full-time study, made up of:
 - o Australian Government Research Training Program (RTP) Scholarship or equivalent valued at \$28,597 per annum (indexed, 2021 rate)*
 - o CSIRO-funded Top-Up Scholarship valued at \$13,000 per annum (not indexed)
- b) project expense and development package (see sections 3.2, 3.3, and 3.4), made up of:
 - o \$12,000 for research support costs per annum
 - o \$5,000 for other skills development activities and conference travel per annum
- c) core Industry PhD training program comprising of \$3,000 worth of training and development delivered by CSIRO each year (requiring approximately 3-4 days per year)
- d) Australian Government Research Training Program Fee Offset (domestic candidates)*

* The RTP Scholarship and Fee Offset are governed by the UNSW RTP Scholarship Terms and Conditions.

3.2 Project Expense and Development Package

Candidates have up to \$17,000 per annum (p.a.) for 4 years for project expenses and development activities:

- a) project expenses may include lab consumables, fieldwork, and other research support costs to a maximum of \$12,000 p.a. Travel costs associated with the project are also eligible expenses.
- b) a maximum of \$5,000 p.a. is available for skills development activities and conference travel in addition to the program's core development activities.
- c) CSIRO manages these funds on the candidate's behalf. The project expense and development package funds are an auditable scholarship benefit and must be expended in accordance with the principles set out in relevant CSIRO travel and purchasing policies.
- d) candidates will not be able to roll over unused funds to the subsequent year.

3.3 Eligibility for Project Expense and Development Package

To be eligible for this funding, for each year of the program the candidate must:



- a) receive approval from the CSIRO Supervisor for project expenses
- b) receive approval from the three members of the Supervisory Team (representing UNSW, CSIRO and the Industry Partner) for proposed development activities

3.4 Costs not covered by the Project Expense and Development Package

This package cannot be used to pay for non-development items, including but not limited to:

- a) professional membership exams
- b) professional association membership fees

4. Allowances

All candidates who receive an RTP Scholarship as part of the UNSW-CSIRO Industry PhD Program scholarship package may be entitled to:

- a) a relocation allowance as a contribution to the costs associated with relocating themselves, their spouse, and any dependants to their university. UNSW may pay a relocation allowance to candidates who:
 - o at the time of applying for the scholarship were living overseas or interstate, or
 - o have not studied at an institution in the host university's state or territory within 12 months prior to applying for the scholarship and had to relocate to the state or territory to commence the Industry PhD scholarship
- b) a thesis allowance as a contribution to the costs associated with the production of the doctoral thesis

5. Career and Professional Development

- a) The Industry PhD includes a structured and tailored development program to help candidates build the skills needed to deliver industry-focussed research, including innovation, design thinking, and leadership.
- b) All candidates are required to participate in the two-day CSIRO LaunchCamp during Year 1 of the Industry PhD.
- c) The career and professional development program is mandatory, and requires a time commitment of approximately four days per year.
- d) Candidates will also undertake a six-month internship with the Industry Partner as part of their development (see section 8).

6. Application Process

- a) Applicants will be required to submit an Expression of Interest (EOI) for each project for which they wish to be considered.
- b) EOIs will then be assessed by the Supervisory Team.
- c) The Supervisory Team will be required to nominate a preferred applicant for each project

- d) *The UNSW Graduate Research School will invite nominated applicants to submit a formal application via UNSW Apply Online.*
- e) *As with all applications to HDR programs at UNSW, the following must be included when submitting the application:*
- *transcripts for all degrees attempted, including current and incomplete degrees*
 - *proof of completion for all degrees*
 - *all institution grading systems*
 - *a complete CV*
 - *evidence of research outputs (publications, thesis abstract)*
 - *evidence of satisfactorily meeting UNSW English Language Requirements Policy (if required)*
 - *copy of passport*

Only complete applications that satisfy the UNSW Higher Degree Research admissions, supervision, and English Language policies and procedures will be assessed for admission and scored for the Industry PhD scholarship.

7. Tenure Conditions

In order to remain enrolled in the Program, and to continue receiving all associated scholarship benefits, candidates must adhere to the following tenure conditions:

7.1 Acceptance

Awardees should accept their scholarship by the prescribed deadline in their letter of offer. The offer may be withdrawn if no response is received by the deadline.

7.2 Enrolment

The candidate must:

- a) *commence in their candidature in the Term of their offer, and*
- b) *be enrolled in full-time study at UNSW*

7.3 Duration

The duration of the scholarship is for a maximum of 4 years full-time. Leave entitlements will be considered in line with UNSW's policies and procedures. Approval from CSIRO is also required for any leave request which extends the full-time scholarship duration beyond 5 years.

7.4 Part-Time Awards

This Program is designed as a full-time program. After commencing in the Program, candidates may be allowed to undertake the Program on a part-time basis, in accordance with UNSW's policies and procedures, and subject to the approval of UNSW, CSIRO, and the Industry Partner. Part-time scholarships are taxable.

7.5 Leave Entitlements

Candidates are entitled to leave in line with UNSW's Higher Degree Research Scholarships Procedure, available at: <https://www.gs.unsw.edu.au/policy/hdrs-scholarships-procedure.html>.

7.6 Ongoing Eligibility

To meet ongoing eligibility during their candidature, the candidate must:

- a) participate in Research Progress Reviews, achieve Confirmation in the PhD, and maintain satisfactory progress, as per the Research Progress Review and Confirmation of Research Candidatures Procedure:
<https://www.gs.unsw.edu.au/policy/progress-review-and-confirmation-of-research-candidature-procedure.html>
- b) participate in the mandatory Industry PhD events agreed between CSIRO and UNSW, including the two-day CSIRO LaunchCamp program in Year 1 of the PhD; mandatory events are expected to involve approximately 3-4 days of commitment per annum
- c) interact with all members of the Supervisory Team throughout the candidature and maintain an industry-focussed PhD project
- d) participate in at least one communication opportunity (such as the annual 3 Minute Thesis competition)
- e) present at a minimum of one research conference
- f) undertake a six-month internship and report on these activities
- g) submit a thesis within 4.0 years (full-time-equivalent)

7.7 Progress Reviews and Candidature Variations

Industry PhD scholarship holders' progress will be managed in accordance with UNSW's policies and procedures: <https://research.unsw.edu.au/research-training-policy-framework>

7.8 Examination and Showcase

The normal standards of academic performance will need to be demonstrated by each candidate's thesis through the examination process in accordance with UNSW's policies and procedures. Additionally, the candidate is required to give an oral presentation on their thesis as part of a research showcase prior to thesis submission. The intent of the presentation is to demonstrate understanding of, and competency in, contemporary industry-focussed innovation principles.

7.9 Student Agreement

CSIRO, UNSW, and the successful candidate will enter into a CSIRO Student Agreement (the **Student Agreement**). The Student Agreement will cover matters including intellectual property and publication rights. The candidate will be required to sign the Agreement as part of their scholarship offer and the UNSW admissions process.

7.10 Changes to Supervisory Team or Project

The candidate is responsible for requesting any variations to their candidature, and must follow the Variation of Candidature Procedure: <https://www.gs.unsw.edu.au/policy/variation-procedure.html>

Variations may include changes to the direction of the project or Supervisor changes. Any changes must be agreed by the Supervisory Team and the candidate prior to the Variation form being submitted.

7.11 Conditions of Access

In addition to the conditions of access outlined in the Student Agreement, while the candidate is a visitor to a location occupied by the Industry Partner, they must comply with:

- a) all Federal and State/Territory laws, rules, and regulations applicable at the location
- b) all lawful and reasonable directions given by the Industry Partner or its personnel when visiting that location or any of the Partner's other premises during the Term, including but not limited to:
 - o security and access
 - o health and safety of any person
 - o use of any equipment, materials, or facilities (such as laboratories)
 - o use of any computer, electronic, or telecommunications device, software, databases, or online services

The Industry Partner has the right at any time to inspect the candidate's use of any equipment, materials, or facilities during the Term to ensure that the candidate is complying with the conditions set out above.

7.12 Use of Names

The candidate must not:

- a) use the name of the Industry Partner (except, where relevant, to the extent required to describe the nature or location of the Industry Partner's business) in any public communication without the Industry Partner's prior written consent
- b) use any registered or unregistered trademark of the Industry Partner without prior written consent

8. Internship

The internship is a mandatory component and all candidates are required to undertake an internship with the Industry Partner for six months.

The internship is part of the professional development of the Program.

The internship is designed to provide practical learning activities separate from the PhD research project. It will provide firsthand insight into what it means to work in the chosen industry as a researcher by developing business skills and experience. It will also help candidates understand how the Industry Partner's operations influence the way in which they approach research and development.

Research from the internship can be included in the thesis, but the internship cannot be used as a proxy for additional time to work on the thesis. All IP created or developed by the Student during the course of the Internship (**Internship IP**) will be owned by the Industry Partner.

8.1 Timing and Location

- a) *Candidates should work with their Supervisors to identify the internship's timing and main activities during the first year of the iPhD. The internship can be completed as a single extended block or spread throughout the program.*
- b) *The internship should be conducted predominantly at the Industry Partner's location. If the candidate is required to live away from their home city, then the project should fund the travel and living expenses.*
- c) *The candidate will be required to submit a Variation of Candidature request for the duration of the internship (if at an external location to UNSW).*

8.2 Supervision and Structure

- a) *The internship should provide exposure to the broader work environment, including participating in workplace meetings and meetings with clients. Potential options for the internship include:

 - *work on/manage a discrete project*
 - *undertake an operational research role*
 - *develop a set of procedures that might flow from the research*
 - *deliver a series of public workshops**
- b) *An internship plan must be provided to UNSW and CSIRO within 12 months of commencement of the degree. Should the internship plan subsequently change, an updated plan must be resubmitted.*
- c) *The Industry Partner is expected to provide options for the candidate's internship, but the final arrangement for the internship must be agreed between the Supervisory Team and the candidate.*
- d) *The Industry Partner must arrange for adequate supervision of the candidate during the internship while at their location. It may not be appropriate for the Industry Partner to supervise the internship activities themselves, but they should be aware of the internship and should oversee the candidate's progress.*

8.3 Reporting Requirements

- a) *Once the internship concludes, the candidate is required to complete a reflective statement about the experience and what they learned; this may include a presentation and/or report on the internship.*
- b) *The Industry Partner is required to complete a short statement outlining the impact and outcomes of the internship.*

Appendix A: UNSW Research Training Policies and Procedures

The research training policy framework provides a more extensive list of the main policies, procedures and guidelines relevant to higher degree research at UNSW.

<https://research.unsw.edu.au/research-training-policy-framework>

Below is a non-exhaustive list of policies and procedures relevant to higher degree research at UNSW that should be understood to be important to this Program. All participants and partners are bound by these policies, procedures and guidelines.

- **Higher Degree Research Scholarships Procedure**

<https://www.gs.unsw.edu.au/policy/hdrschoolarshipspolicy.html>

<https://www.gs.unsw.edu.au/policy/hdrschoolarshipsprocedure.html>

- **Admission to Higher Degree Research Programs Procedure, Guidelines and Policy**

<https://www.gs.unsw.edu.au/policy/admissionstohdrprogramsprocedure.html>

<https://www.gs.unsw.edu.au/policy/hdradmissionsguideline.html>

<https://www.gs.unsw.edu.au/policy/admissionspolicy.html>

- **Higher Degree Research Supervision Procedure, Guidelines and Policy**

<https://www.gs.unsw.edu.au/policy/hdrsupsupervisionprocedure.html>

<https://www.gs.unsw.edu.au/policy/hdrsupsupervisionguide.html>

<https://www.gs.unsw.edu.au/policy/hdrsupsupervisionpolicy.html>

- **Research Progress Review and Confirmation of Research Candidatures Procedure**

<https://www.gs.unsw.edu.au/policy/progressreviewandconfirmationofresearchcanditureprocedure.html>

- **Variation of Candidature Procedure**

<https://www.gs.unsw.edu.au/policy/variationprocedure.html>