UNSW-CSIRO 2020 Industry PhD Scholarship Program Guidelines

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1   Introduction

The UNSW-CSIRO Industry PhD Program (iPhD) is a four-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.

It is important that all partners acknowledge that this is a research training program based on collaborative research and not contract research nor a research consultancy. The Program requires that that all three partners (Industry, UNSW and CSIRO) are involved in all aspects of the project from definition of the problem through to candidate selection, supervision and completion.

These Guidelines set out the eligibility criteria, process and timelines for the 2020 UNSW-CSIRO Industry PhD (iPhD) Program. They should be read in conjunction with the *Call for Projects EOI* and the draft *Scholarship Terms and Conditions*.

2   Program Aims

This Program aims to:
- Take an integrated and collaborative approach to bridging the 'research-industry divide'.
- Provide an innovation and industry-focussed 4-year applied research training program that gives graduates a competitive advantage across a broad range of future career paths, and
- Create future applied research and innovation leaders who are work-ready, understand the needs of industry and know how to collaborate with others.

3   Program Outline

- Four-year PhD scholarship package totalling $41,092 per annum (pa) (2020 rate, indexed).
- The scholarship includes structured and tailored development as part of the training program. These are mandatory events and are expected to involve approx. four days per year.
- Candidates will undertake a six-month internship with the Industry partner as part of their development.

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- Candidate to undertake a research project that address an industry problem where the research question is suitable for a PhD project.
- Supervisory Teams to comprise of a UNSW Supervisor, a CSIRO Supervisor and an Industry Supervisor.
- All Supervisors are expected to be actively involved and provide expertise, equipment and resources to the Project and the candidate.

4 Program Costs

Contributor	Contribution	Total (per candidate.)	Notes
Industry	$20,000 pa	$80,000	**Support for Research, Training and Development** To be paid annually to CSIRO, starting in the August after commencement. CSIRO will manage it on behalf of the candidate. This amount will not be indexed during the term of the candidature and cannot be rolled over from one financial year to the next. Breakdown of costs: • $12,000 for research support costs (administered by CSIRO Supervisor) • $3,000 for training and development delivered by CSIRO • $5,000 for a candidate's individual skills development and conference travel
Four year scholarship package totalling $41,092 pa (2020 rate) for full time study			
UNSW	$28,092 (2020) pa (indexed	$110,000 approx.	UNSW to award a four-year Australian Government Domestic Research Training Program Scholarship (or equivalent) to each successful candidate. To be indexed annually.
CSIRO	$13,000 pa	Total cost $52,000	CSIRO to provide a Top-up Scholarship to each successful candidate of $13,000 pa. This will be paid by CSIRO to UNSW to distribute to the candidate. This amount will not be indexed during the term of the candidature.
ALL parties	Additional costs	As required	Where project costs are to exceed $12,000 pa the Supervisory Team must come to an agreement on how this will be funded prior to the project being approved. Costs might include covering travel and accommodation expenses associated with an internship.

5 Industry Partner

5.1 Eligibility

- Public or Private Organisations are eligible; however, Not for Profit Organisations, Government or other public institutions are not eligible.

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- Australian based Sydney or NSW private companies are eligible. Other Australian locations will be considered but regular travel to Sydney to meet with the candidate and supervisors is required.
- International Companies with an Australian office and the ability to provide supervision for the research project and internship in Sydney or NSW are also eligible. Other Australian locations for the Australian based office will be considered but regular travel to Sydney to meet with the candidate and supervisors is required.
- Commit to funding the four-year program, total cost per project $80,000, by signing the iPhD Student Agreement prior to advertising the Project.

5.2 Requirements

- Industry Partners can submit multiple projects, but each project will require proof that each project can be supported financially and with adequate resources and supervision.
- Industry partner to be involved in the identification of the project.
- Provide a six-month internship as part of the candidate's development.
- Participate in the two-day LaunchCamp program in Year 1 of the PhD.
- At a minimum be named as a secondary supervisor for a successful candidate and participate in the supervision of a candidate and the direction of the research as set out in the UNSW Higher Degree Research Supervisor Procedure https://www.gs.unsw.edu.au/policy/documents/hdrsupervisionprocedure.pdf

6 UNSW Supervisor

6.1 Eligibility

- Meet the Primary supervisor category set out in the UNSW Higher Degree Research Supervisor Procedure https://www.gs.unsw.edu.au/policy/documents/hdrsupervisionprocedure.pdf.
- Demonstrate the project aligns with their Faculty's research strength or is in an area of emerging research strength.
- Be approved by their Faculty's Associate Dean of Research Training (or equivalent) and
- Have their Faculty agree to provide a Domestic Research Training Program Scholarship (or equivalent) to a successful candidate.
- UNSW Supervisors can be involved in a maximum of TWO Projects per round but can only be the Primary Supervisor on ONE project per round.

6.2 Requirements

- Participate in the two-day LaunchCamp program in Year 1 of each successful candidate.
- Be actively involved and provide expertise, equipment and resources to the Project and the candidate.
- Participate in the Program activities as required.

7 CSIRO Supervisor

7.1 Eligibility

- Be based in Sydney. Other Australian locations will be considered but regular travel to Sydney would be required for supervision of the candidate.
- Meet one of the categories of supervisor set out in the UNSW Higher Degree Research Supervisor Procedure.
https://www.gs.unsw.edu.au/policy/documents/hdrsupervisionprocedure.pdf.

- Demonstrate how the project aligns with CSIRO research goals and strengths.
- Obtain support from a CSIRO Group Leader or above, or Research Director for Data 61 and their CSIRO Business Unit to provide a Top-up Scholarship to a successful candidate of $13,000 pa. Total cost $52,000 per candidate per project.

7.2 Requirements

- At a minimum be named as a secondary supervisor for a successful candidate and participate in the supervision of a candidate and the direction of the research as set out in the UNSW Higher Degree Research Supervisor Procedure https://www.gs.unsw.edu.au/policy/documents/hdrsupervisionprocedure.pdf
- Participate in the two-day LaunchCamp program in Year 1 of each successful candidate.
- Be actively involved and provide expertise, equipment and resources to the Project and the candidate.
- Participate in the Program activities as required.

8 Supervisory Team

8.1 Eligibility

The Supervisory Team must consist of three supervisors (at a minimum):

- UNSW supervisor (Primary Supervisor)
- CSIRO supervisor (Joint or Secondary Supervisor)
- Industry supervisor (Joint or Secondary Supervisor)

Each supervisor must meet the requirements set out in the UNSW Higher Degree Research Supervision Procedure https://www.gs.unsw.edu.au/policy/documents/hdrsupervisionprocedure.pdf

8.2 Requirements

- Assess the applicants together against the scholarship selection criteria and interview any applicants they are considering for nomination.
- Be committed to developing and mentoring PhD candidates in a collaborative team setting.
- As a group participate in the two-day LaunchCamp program in Year 1 with their successful candidate.
- Attend the Industry PhD events during the candidature.
- Support their candidate throughout their PhD and internship.

9 Project

9.1 Eligibility

The following conditions must be met in submitting a project for consideration:

- The research is suitable as a PhD project.
- The Industry Partner has ongoing involvement in the research project and either defined the project problem or has agreed to the project and can demonstrate why the project is of interest to them.
- The research project has been identified by the Industry Partner as having demonstrable benefits for their business.
- Demonstrated alignment of the research project between Industry, UNSW and CSIRO Strategy.

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9.2 Location of the Project

- UNSW Candidates are required to be based at a UNSW Approved Campus in at least the first year of their candidature. Any period of enrolment away from a UNSW Campus must be requested by the candidate as outlined in UNSW's Variation of Candidature Procedure, and it is the candidate's responsibility to ensure that the request is formally approved prior to undertaking any such work. This includes but is not limited to fieldwork. Information on how to lodge a variation request and a link to the variation form may be found on the following website: https://research.unsw.edu.au/variations-candidature
- If the iPhD candidate is required to access data, equipment or resources at an external location as part of their research, in their first year or for greater than 12 months in years 2-4, this must be identified as part of the EOI application. It should include the reasons why they need to be located external to a UNSW campus and a description of the supervision and management of the candidate's research progress, plus access to required resources and workplace health and safety.

10 Internship

All recipients are required to undertake a six-month internship with the industry partner. The internship is designed to provide practical learning activities for the Candidates separate from the research project. The internship will provide personal insight into what it means to work in the chosen industry as a researcher by developing business skills and experience. The internship will also help candidates understand how the industry partner's operations influence the way in which they approach research and development.

- The internship is a mandatory component and should be considered part of the professional development of the Program.
- The internship must occur within the four-year candidature.
- 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.
- It can be completed as an extended block or spread throughout the program and should be conducted predominantly at the Industry Partner's location.
- The Industry Partner must arrange for adequate supervision of the candidate during the internship while at their organisation.
- An internship plan must be provided to UNSW and CSIRO within 12 months of commencement; an updated plan must be provided if the arrangements subsequently change
- The internship should provide exposure to the broader work environment including participating in workplace meetings and meetings with clients. Potential options for the internship may include:
  - o Work on/manage a discrete project at the Industry Partner, or
  - o Undertake an operational research role in the Industry Partner, or
  - o Develop a set of procedures or implements changes that might flow from the research, and
  - o Deliver a series of public workshops
- At the completion of the internship candidates are required to complete a statement about the internship experience and what they learnt, this may include a presentation and/ or report on their internship.

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- The Industry Partner is also requested to complete a short statement outlining the impact and outcomes of the internship.
- NOTE: 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.

10.1   Location of internship

- A Sydney or NSW is preferred however other locations will be considered.
- If the candidate is required to live at a different location during the internship, then the Supervisory team must fund the travel and living expenses, notably accommodation and travel to and from the internship location. These expenses will be in addition to the project costs.
- The candidate will be required to submit a Variation to Candidature request for their internship (if at an external location to UNSW) as set out in the Variation of Candidature Procedure https://www.gs.unsw.edu.au/policy/documents/variationprocedure.pdf

11 Potential Candidate

The Industry PhD is a structured four-year program and candidates must commence in the year of the offer. Deferral of commencement to the following year is not allowed.

11.1   Eligibility

To be eligible for the scholarship, the candidate must:

(a) Be an Australian citizen or Permanent Resident, or New Zealand citizen
(b) meet UNSW's PhD admission requirements;
(c) be eligible to receive Australian Government Research Training Program (RTP) Scholarship or equivalent;
(d) meet UNSW's English Language Requirements;
(e) not have accepted an offer for, or commenced in a PhD at UNSW or any other institution during the EOI or application process;
(f) be able to commence the Program in Term 1 or Term 2 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; and,
(i) be located at a UNSW approved campus or centre or seek approval to be externally enrolled at the time of admission.

11.2   Ongoing Eligibility

(a) The successful candidate will be expected to participate in all aspects of the iPhD Program, including the training program and internship.
(b) They will be expected to interact with all the Supervisory Team throughout their candidature and maintain an industry-focussed PhD Project.
(c) Maintain satisfactory progress throughout their candidature and submit a Thesis within four years (EFTSL).

12 iPhD Student Agreement

An iPhD Student Agreement (the Agreement) will be entered into by all four parties (Industry Partner, CSIRO, UNSW and the successful candidate). Potential applicants interested in the advertised projects will be made aware of the project outline, including location of the internship and project location,

the Supervisory Team and the Organisation. The intellectual property arrangements and publication will be contained in the Agreement between CSIRO, UNSW and the Industry Partner.

- The Agreement must be negotiated and signed by the Industry Partner, CSIRO and UNSW before the Project will be advertised.
- The Candidate will be required to sign the Agreement as part of their scholarship offer and the UNSW Admission process.

12.1 Intellectual Property Arrangement

- This Program is designed to be industry-focussed with the research problem defined by the Industry Partner and research outputs to be available for the Industry Partner to use.
- The starting position of the Agreement is that the Industry Partner will own any IP developed by the candidate during the Project. The candidate will own the copyright in their Thesis.
- CSIRO and UNSW may seek a limited licence-back of the IP from the Industry participant for their further research and education purposes (not including commercialisation), as well as a right to publish in relation to the work they do on the project provided that they do not disclose another party's confidential information.
- If there is a change proposed in the IP ownership, licence or publication rights, they must be outlined during the scoping of the project and must be addressed specifically before the project contract is finalised and the project advertised.

12.2 Publication Management

- A party (Industry, CSIRO, UNSW) may restrict publication of research to protect IP or Confidential Information. This includes the removal of any material which discloses IP or Confidential Information, delay publication to enable the protection of IP or delay or restrict publication where commercial activities would be jeopardised or hindered if the research was prematurely published.
- Any restriction will be for a maximum period of 12 months from the date it receives notice of the intention to publish.
- If a party proposes to restrict publication, it will notify the others within 30 days of receiving notice of the intention to publish, failing which it will be deemed to have given approval to publish.

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13 HOW TO APPLY

13.1   Timelines – *Revised*

The 2020 round will open with a Call for Projects, with Supervisory Teams required to move through the process set out in Figure 1 below and meet the deadlines set out in the Key Dates.
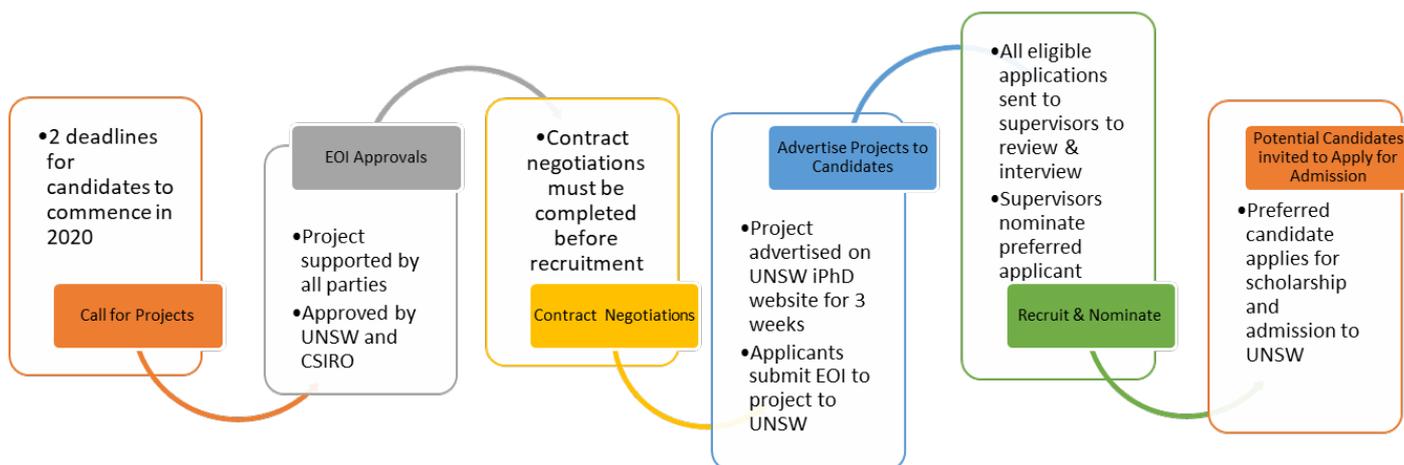

Figure 1. 2020 iPhD Industry PhD Program process overview

Successful candidates must commence in either **Term 1 2020** or **Term 2 2020**.

14.3.1 KEY DATES

For commencement in Term 1 2020

Project EOI due	30 September 2019
Preferred Candidate Nominations due by	1 November 2019
Candidate to Commence PhD on	17 February 2020

For commencement in Term 2 2020

Project EOI due	17 January 2020
Preferred Candidate Nominations due by	2 March 2020
Candidate to Commence PhD on	1 June 2020

13.2   Call for Projects

A Call for Projects will be used to nominate Projects and the Supervisory Teams via an expression of interest (EOI).

- All projects proposed must meet the eligibility criteria set out elsewhere in this document.
- EOIs that do not meet the eligibility criteria will not be considered.
- Projects of the 2018 or 2019 rounds that were unsuccessful in recruiting a candidate will not be automatically approved and will need to participate in the 2020 round.

13.2.1 Project selection

As there are a limited number of scholarships under the Program, there will be an assessment by CSIRO and UNSW of submitted EOIs to determine the projects to progress to advertising.

Projects will be assessed on the following:

- Eligibility Criteria
- Alignment with respective UNSW and CSIRO research strengths and goals, and
- Alignment of the nominated Project and the Supervisory Team to the Program Aims.

13.3 Approvals and Contracts

- Projects and Supervisors will be assessed by both UNSW and CSIRO, and all three supervisors must be approved by their respective organisations.
- When appropriate approvals have been received, CSIRO will commence contract negotiations with the Industry Partner and then with UNSW.
- Projects will not be advertised until the negotiations are complete, and the agreement signed.

13.4 Advertising Projects

- Approved Industry PhD projects will be advertised on the UNSW and CSIRO websites.
- Potential Applicants can express their interest via the EOI process through UNSW's website.
- Applicants can submit EOIs for multiple projects and should be considered as long as they meet the specified criteria of each Project.
- The advertising campaign will be "always on" with Projects advertised until the preferred applicant has accepted their offer of the iPhD Scholarship. This will allow for alternate candidates to be nominated in situations where the preferred applicant does not accept the offer or is not eligible.

14 Candidate Recruitment and Nomination

Recruitment, selection and nomination of potential applicants can commence once projects are advertised on the website. Supervisory teams have until the nomination dates set out in *Table 1* above to nominate suitable candidates.

14.1 Selection process

The Supervisory Team is responsible for assessing their applicants' suitability for the Project and the Program. This includes confirming they meet the eligibility criteria and are Honours 1 (or equivalent) in order to be awarded an Australian Government Research Training Program Scholarship (RTP).

The Supervisory Team are expected to all be involved in shortlisting and interviewing applicants.

Applicants will be assessed on:

1. Academic excellence;
2. Eligibility for admission to UNSW and Honours 1 (or equivalent);
3. Experience relevant to the field of research, including any research experience;
4. Suitability for the project (response to *Ideal Candidate*);
5. Industry experience;
6. Motivation for undertaking an Industry-led PhD project.

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14.2   Nomination

The Supervisory Team is responsible for nominating a preferred applicant to UNSW's Graduate Research School (GRS). Teams should nominate candidates well prior to the Nomination deadline to avoid any delays in finalising an eligible candidate's nomination.

At the time of nomination, the Supervisory team will be required to confirm their nominee meets the eligibility criteria and confirm they all agree with the nomination.

14.3   Invitation to Apply

- Nominated applicants will receive an invitation from the Graduate Research School to submit a formal application via UNSW Apply Online.
- As with all applications to HDR programs at UNSW, the following must also be included when submitting the application:
  a) all transcripts for all degrees attempted, including current and incomplete degrees;
  b) proof of completion for all degrees;
  c) all institution grading systems;
  d) CV;
  e) evidence of research output (publications, thesis abstract);
  f) evidence of satisfactorily meeting UNSW English Language Requirements Policy (if required); and
  g) copy of passport.

Only complete applications that satisfy the UNSW Higher Degree Research Admissions, Supervision Policies and Procedures and English Language requirements will be assessed for admission and scored for the Industry PhD Scholarship.

14.3.1 Declined invitation or unsuccessful application

In cases where the nominated applicant declines the invitation or is not successful in being offered admission to UNSW, the GRS will inform the Supervisory Team. If time permits, the Team can provide a second nomination and this applicant can be invited to apply.

14.3.2 Last Date for Nominations

Successful iPhD candidates will be required to commence the Program no later than Term 2, 2020. Therefore, the last day the Supervisory team can submit a nomination is **Monday 2 March 2020**.

Any Supervisory Team without a potential applicant after this date should discuss with UNSW and CSIRO the likelihood of candidate recruitment.

14.4   Changes to projects and supervisors

- Changes to CSIRO supervisors require the endorsement of the responsible CSIRO Group Leader and that they meet UNSW supervisor requirements.
- Prior to the candidate commencing their PhD, the Project can be changed subject to agreement by the Supervisory Team. Any changes must be communicated to applicants.
- Post commencement the candidate is responsible for requesting any variations to their candidature and must follow UNSW's Variation of Candidature Procedure. These may include changes to direction of the project or supervisor changes.

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15 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 Policy
  https://www.gs.unsw.edu.au/policy/documents/hdrscholarshipspolicy.pdf
- Higher Degree Research Scholarships Procedure
  https://www.gs.unsw.edu.au/policy/documents/hdrscholarshipsprocedure.pdf
- Admission to Higher Degree Research Programs Procedure
  https://www.gs.unsw.edu.au/policy/documents/admissionstohdrprogramsprocedure.pdf
- Higher Degree Research Supervision Procedure
  https://www.gs.unsw.edu.au/policy/documents/hdrsupervisionprocedure.pdf
- Higher Degree Research Supervision Guidelines
  https://www.gs.unsw.edu.au/policy/documents/hdrsupervisionguide.pdf

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