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SCHOLARS

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UQ Student Employability Centre | Student Engagement

UQ WINTER RESEARCH PROGRAM 2017

GUIDELINES FOR SCHOLARS

employability.uq.edu.au/research



UQ WINTER RESEARCH PROGRAM 2017

ABOUT

The UQ Winter Research Program is coordinated by the Student Engagement Team in the Student Employability Centre in conjunction with UQ research units, and provides an opportunity for scholars to work with a researcher in a formal research environment in their area of interest at UQ.

By participating in the program scholars will gain:

- an opportunity to develop new academic and professional skills to enhance employability;
- experience to test drive research before embarking on future research studies;
- access to research networks and connections with other staff and post-graduate students;
- supervision by world-class UQ researchers;
- access to world-class facilities and experiences; and
- the possibility of obtaining credit towards your degree or the UQ Advantage Employability Award.

Projects are available for between 4 – 6 weeks over the winter break (mid-June – mid-July).

ELIGIBILITY REQUIREMENTS

The UQ Winter Research Program is open to undergraduate, honours, or masters coursework students, who:

- are currently enrolled at UQ at the time of application;
- have completed at least one year of study at the time of application;
- are studying for a degree relevant to the research discipline; and
- have a high level of academic achievement during their undergraduate degree.

AVAILABLE PROJECTS

The UQ Winter Research Program is offered by a number of UQ schools, research centres and institutes during the winter vacation period. Links to participating units and contact details for team members are available at: employability.uq.edu.au/winter-research/apply

Please note, not all areas will take part in the program. Please contact the specific research area for further information.

Applicants can submit one application only, but can specify second preference options within one research area if desired.

SCHOLARSHIP AMOUNT

All applicants will be automatically considered for Winter Research Scholarships.

Scholars who qualify for a Winter Research Scholarship will receive funding equivalent to \$1000, paid jointly by the Student Employability Centre and the participating faculty, school, centre or institute.

This allowance may be paid fortnightly, or as one lump sum, as determined by your research unit. To be eligible for the scholarship, scholars will need to meet the following conditions:

- Participate in the program for a minimum of four weeks between 26 June – 21 July; and
- Commit to a minimum of 20 hours per week.

If a scholarship recipient withdraws from the program, their scholarship will need to be returned in full.

TIME COMMITMENT AND OBLIGATIONS

Scholars are expected to participate in an ongoing research project or to undertake a substantial piece of supervised research work.

It is expected that scholars will work a minimum of 20 hours per week for at least four weeks. Please note that some positions require scholars to work on a full-time basis (up to 36 hours per week), and the expected workload is set by each research unit.

Where appropriate to the project, additional discipline/project-specific obligations may also be required, such as training in research safety and ethics. Please refer to specific research unit for further details.

When offers are made, the program administrators will provide scholars with details of the starting dates and expected workload. The scholar and the supervisor are able to negotiate the duration of the project and the workload requirements. Scholars should commence research placements after the conclusion of their semester one exams.

APPLICATION PROCEDURE

To apply, students need to:

- 1 Research available projects on the Winter Research website.
- 2 If required, liaise with the program administrator in the relevant research unit before submitting an application to obtain more information about project availability and suitability.
- 3 Submit a completed application form and supporting documentation using the online form by 11:59pm, Monday 3 April, 2017. Incomplete applications will not be considered. Please submit one application only.

All applicants will be notified of their application outcome by Friday 12 May, 2017.

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ASSESSMENT CRITERIA FOR APPLICATIONS

Applications will firstly be assessed by individual faculties, schools, institutes or centres. Scholarships will then be awarded on a competitive basis taking into account:

- the availability of projects and supervisors;
- the academic merit of the applicant;
- reasons provided for wanting to participate in the program;
- the quality of the project;
- available funding; and
- skills and attributes of applicants to meet project requirements.

Students may be eligible to receive a position and scholarship more than once at the discretion of the offering academic unit. However, if the number of applications exceeds available places, preference will be given to first time applicants.

RECOGNITION TOWARDS DEGREE REQUIREMENTS

Not all study areas will offer their Winter Research Program for credit, so please contact the specific research unit for further information.

Recognition towards degree requirements is also subject to the degree rules and structure of your program. Recognition available will depend on the program offered by the research unit, as well as the undergraduate degree program being undertaken by the student and its program rules and structure. Applicants should seek academic advice from their faculty regarding recognition for participation in a Winter Research activity.

Where credit is available, students may be required to be enrolled in course for credit before the commencement of their research internship.

TAXATION AND AUSTUDY IMPLICATIONS

It is the responsibility of all scholarship recipients to make their own enquiries and seek independent advice regarding tax liability or impact on Austudy payments arising from receipt of a scholarship.

Winter Research Scholarships are equity and merit-based scholarships. Scholarships/stipends will be tax free to the student provided that they meet conditions listed here: calculators.ato.gov.au/scripts/axos/axos.asp?CONTEXT=&KBS=iScholarship.XR4&go=okr. If any of these conditions are not met, it will be taxable to the student and PAYG will need to be withheld by the University. It is the responsibility of all students to advise UQ if they do not meet these conditions at the time of accepting an offer.

If a scholar receives Austudy or Centrelink payments, we recommend they contact Centrelink to advise them that they will be receiving a scholarship. Please visit the Centrelink website for further information: www.humanservices.gov.au/customer/enablers/income.

CONDITIONS OF PARTICIPATION

All Winter Research Scholars must read and agree to the General Conditions of Participation before accepting their offer. The Conditions of Participation are available at: employability.uq.edu.au/files/6778/conditions-of-participation-undergradresearch.pdf

As a condition of participation, all scholars are required to submit a reflective piece about their experience to the Student Employability Centre.

Research units may also require scholars to complete a written report or prepare an oral or poster presentation about their winter research experience. Scholars should ask their research advisor or the administrative contact in their research unit if this is required.

EARLY TERMINATION

The University reserves the right to terminate a scholarship at any time and at the University's sole discretion if the conduct of the Winter Research scholar is deemed to be unsatisfactory, or if ill health seriously interferes with the research. If a scholarship is terminated for any reason prior to commencement of the scholarship period, the University will not be liable for any costs, and if terminated during the scholarship period, the University will at its sole discretion determine if any reasonable expenses will be reimbursed.

SHUTTLE BUS

Scholars who are based at the Gatton campus can take advantage of complimentary return bus passes to the St Lucia campus for Winter Research Skills Training sessions and events.

UQ ADVANTAGE EMPLOYABILITY AWARD

UQ students who successfully complete program requirements, can request that their participation in the program is counted toward attainment of the UQ Advantage Employability Award. Further information about the program is available at: employability.uq.edu.au/advantage-award

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CONTACTS FOR MORE INFORMATION

Each research area has a designated administrator who can provide applicants with further information on specific projects available. If requested, applicants are encouraged to liaise with the administrator before applying for a research internship to discuss the suitability and availability of projects and to obtain specific advice. Information about participating units and contact officers can be found at:

employability.uq.edu.au/winter-research

For general enquiries, contact the Student Engagement Team in the Student Employability Centre at:

Email: employability@uq.edu.au
Phone: 3365 2929

KEY DATES

- 6 MARCH** Applications open
- 3 APRIL** Applications close
- 12 MAY** Offers made
- 26 JUNE** UQ Winter Research Program officially commences
- 26 JUNE** UQ Winter Research Welcome
- 21 JULY** UQ Winter Research Program officially concludes