



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

STUDENTS

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UQ Student Employability Centre

UQ WINTER RESEARCH PROGRAM 2018

GUIDELINES FOR STUDENTS

employability.uq.edu.au/winter-research



KEY DATES

5 MARCH	Applications open
23 MARCH	Last day to add projects
3 APRIL	Applications close
11 MAY	Offers made
25 JUNE	UQ Winter Research Program officially commences
25 JUNE	UQ Winter Research Program Welcome
20 JULY	UQ Winter Research Program officially concludes

UQ WINTER RESEARCH PROGRAM 2018

ABOUT

The UQ Winter Research Program is coordinated by the UQ Student Employability Centre in conjunction with UQ research units, and provides an opportunity for you to gain research experience working alongside some of the university's leading academics and researchers.

By participating in the program you will gain

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

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

ELIGIBILITY REQUIREMENTS

The UQ Winter Research Program is open to undergraduate, honours, and masters by coursework students, who

- are enrolled at UQ during Semester 1, 2018;
- are studying for a degree relevant to the research discipline; and
- have a high level of academic achievement during their undergraduate degree.

International students

If you are an international student you must ensure that you continue to meet your visa requirements while participating in the program. If you will graduate before or during the program, you will need to ensure that your visa allows you to remain in Australia for the duration of the program.

AVAILABLE PROJECTS

The UQ Winter Research Program is offered by a number of UQ schools, research centres and institutes during the winter break. Links to participating units, available projects and undergraduate research coordinator contacts are available at bit.ly/uqwrp

If you would like to undertake a project that is not listed, you may approach a researcher directly to create a new project. New projects must be approved by the research unit's undergraduate research coordinator and submitted to the UQ Student Employability Centre by 12pm (midday) on 23 March 2018. Application for these projects will be competitive and it is not guaranteed that you will be offered the project.

You can submit only one application for the 2018 UQ Winter Research Program, but you can specify a second preference project within the same research unit if desired.

Please note that new projects may become available up until close of business on 23 March 2018.

TIME COMMITMENT AND OBLIGATIONS

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

You will be required to work on your project for between **20 and 36 hours per week, for four to six weeks**. Please note that the expected workload is set by each research unit and advertised in the project description.

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, you will be provided with details of the starting dates and expected workload. These can be negotiated with your supervisor and undergraduate

research coordinator. You should only commence your placement after the conclusion of your exams.

SCHOLARSHIP AMOUNT

All selected Winter Research Scholars will receive a Winter Research Scholarship valued at \$1500. The scholarship will be paid jointly by the UQ Student Employability Centre and your research unit.

To be eligible for the scholarship, you will need to meet the following conditions

- participate in the program between 25 June – 20 July 2018;
- participate in the program for 4-6 weeks; and
- work on your project for between 20 and 36 hours per week.

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

It is your responsibility to advise UQ if your scholarship would be taxable.

You are eligible for a tax-free scholarship if you meet the following conditions

- a) You are a full-time student;
- b) You are currently enrolled in a UQ degree program; and
- c) You will remain enrolled in your current degree program for the duration of the placement, ie. you will not graduate before or during the placement.

If you are not eligible for a tax-free scholarship, PAYG will need to be withheld by the university.

Tax-free scholarships are generally paid as one lump sum in week two of the program.

Taxable scholarships are generally paid in fortnightly installments,

TAXATION AND CENTRELINK IMPLICATIONS

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

UQ WINTER RESEARCH PROGRAM 2018

APPLICATION PROCEDURE

To apply, you need to

- 1 Research available projects on the Winter Research Program website.
- 2 Contact your preferred supervisor and/or undergraduate research coordinator for more information about project details and suitability.
- 3 Submit a completed application form and supporting documentation using the online form by 11:59pm on Tuesday 3 April 2018. Incomplete applications will not be considered.
- 4 Submit one application only. In your application you may nominate a second preference project within the same research unit.

You will be notified of your application outcome by Friday 11 May 2018.

ASSESSMENT CRITERIA FOR APPLICATIONS

Applications will be assessed by individual faculties, schools, institutes or centres. Placements will 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.

You may be eligible to receive a placement in more than one round of the undergraduate research program during your studies. However, if the number of applications exceeds available placements, preference will be given to those who have not undertaken a previous placement.

CONDITIONS OF PARTICIPATION

If successful in receiving a placement, you must read and agree to the Undergraduate Research Program Conditions of Participation before accepting your offer. These conditions

can be found on the application page of the Winter Research Program website.

As a condition of participation, you are required to submit a reflective survey about your experience to the UQ Student Employability Centre.

Your research unit may also require you to complete a written report or prepare an oral or poster presentation about your winter research experience. Ask your supervisor or undergraduate research coordinator 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 research scholar is terminated for any reason prior to commencement of the placement, the university will not be liable for any costs, and if terminated during the placement period, the university will at its sole discretion determine if any reasonable expenses will be reimbursed.

Scholarship payments cease from the date of termination of the position, and will need to be returned for any equivalent full-weeks remaining unworked.

EXTENSION

If you wish to extend your research placement, you will need to speak to your supervisor and undergraduate research coordinator directly.

Extensions will be considered on a case-by-case basis, and will be awarded at the discretion of the UQ Student Employability Centre on the basis of

- the recommendation and support of the research unit's undergraduate research coordinator; and
- the reason for the request; and
- the availability of funding.

Extensions beyond six weeks will not be granted.

RECOGNITION TOWARDS DEGREE REQUIREMENTS

Some research units may offer their Winter Research Program for credit. Please contact the specific research unit for further information.

Recognition towards degree requirements is subject to the degree rules and structure of your program. You should seek academic advice from your faculty regarding recognition for participation in the Winter Research Program.

Where credit is available, you may be required to enrol in a course for credit before the commencement of your research placement.

SHUTTLE BUS

Scholars who are based at campuses other than St Lucia can use the complimentary intercampus bus service to attend the Winter Research Program Welcome and skills training events. Further information about this service is available on the UQ website.

UQ EMPLOYABILITY AWARD

Participation in the Winter Research Program can be counted toward attainment of the UQ Employability Award. Further information about the award is available at employability.uq.edu.au/advantage-award

CONTACTS FOR MORE INFORMATION

Each research unit has a nominated undergraduate research coordinator. You are encouraged to liaise with your coordinator for questions related to payment, induction or terms of offer.

Undergraduate research coordinator contacts are available at bit.ly/uqwrp

For general enquiries, contact the UQ Student Employability Centre

Email: employability@uq.edu.au
Phone: 3346 3459