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SCHOLARS

UQ Student Employability Centre

UQ SUMMER RESEARCH PROGRAM

GUIDELINES FOR SCHOLARS

employability.uq.edu.au/summer-research



UQ SUMMER RESEARCH PROGRAM 2018-19

ABOUT

The UQ Summer Research Program is coordinated by the UQ Student Employability Centre (UQSEC) in conjunction with UQ research units, and provides an opportunity for you to work with a researcher in a formal research environment in your area of interest at UQ.

By participating in the program you will gain

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

Projects are available for between 6-10 weeks over the summer break (from mid-November to mid-February).

ELIGIBILITY REQUIREMENTS

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

- are currently enrolled at UQ at the time of application
- are studying for a degree relevant to the research discipline
- have a high level of academic achievement during their undergraduate degree.

ASSESSMENT CRITERIA FOR APPLICATIONS

Applications are assessed by individual faculties, schools, institutes and 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
- skills and attributes of applicants to meet project requirements
- available funding.

You 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.

AVAILABLE PROJECTS

The UQ Summer Research Program is offered by the majority of UQ schools, research centres and institutes and takes place during the summer vacation period. Links to [participating units and contact details](#) are available on the UQSEC website.

Note that not all units take part in the program.

You can submit only one application, but you can specify a second preference option within the same research unit if desired.

We strongly recommend that you contact your preferred supervisor before applying to discuss the project and ascertain if they will support your application.

TIME COMMITMENT AND OBLIGATIONS

Scholars are expected to actively participate in an ongoing research project or to undertake a substantial piece of supervised research work for between 6-10 weeks commencing in mid-November and concluding in mid-February.

Your project should not conflict with teaching weeks and should not commence prior to completing assessment or exam requirements for semester two.

The research period is normally broken into two parts to allow for the Christmas break when the university is closed. You will not be paid for the one week break when the university is closed.

You must commit to work for a minimum of 20 hours per week for at least six weeks. Some positions may require scholars to work on a full-time basis (up to 36 hours per week). 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.

When offers are made, the offer email will provide you with details of the starting date and expected workload.

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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 scholar is deemed to be unsatisfactory, or if ill-health seriously interferes with the research. If your 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.

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 UQSEC 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 will not be granted if the recipient has not undertaken and satisfactorily completed prior work.

SCHOLARSHIP AMOUNT

All successful scholars will receive a Summer Research Scholarship.

The Summer Research Scholarship is equivalent to AU\$360 per week, paid jointly by the UQSEC and your research unit. Unless otherwise advised, the scholarship will be paid as two lump-sum payments in

December and January. Scholarships will not normally be paid for periods away from the university, such as during the Christmas break when the university is closed.

To be eligible for the scholarship you will need to

- participate in the program for a minimum of 6 weeks between mid-November and mid-February
- work a minimum of 20 hours per week.

If you withdraw from the program, your scholarship will need to be returned for the full weeks unworked.

APPLICATION PROCEDURE

To apply, you need to

- 1 Choose a project from the list of [available projects](#). You can only submit one application, but you can specify a second preference project within the same research unit.
- 2 Contact your preferred supervisor before applying to discuss the project and ascertain if they will support your application.
- 3 Submit the completed application form and supporting documentation using the online application form by 11:59pm on Friday 31 August, 2018.
- 4 You will be notified of the outcome of your application by Friday 5 October, 2018.

RECOGNITION TOWARDS DEGREE REQUIREMENTS

Not all study areas will offer their summer 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 your undergraduate degree program and its rules and structure. Please seek academic advice from your faculty regarding recognition for participation in a summer research activity.

TAXATION AND CENTRELINK IMPLICATIONS

It is your responsibility to make enquiries and seek independent advice regarding tax liability or impact on Centrelink payments arising from receipt of a scholarship.

Summer Research Scholarships are equity and merit-based scholarships. Please use the following tool to determine if your scholarship is taxable ato.gov.au/Calculators-and-tools/Is-my-scholarship-taxable/

If your scholarship is taxable, PAYG will need to be withheld by the university. It is your responsibility to advise UQ if your scholarship is taxable at the time you accept your offer.

UQ EMPLOYABILITY AWARD

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

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CONDITIONS OF PARTICIPATION

You must read and agree to the UQ Undergraduate Research Program Conditions of Participation before accepting your offer. The conditions of participation are available at employability.uq.edu.au/files/24424/2018-conditions-of-participation.pdf

As a condition of participation, you are required to submit a reflective piece about your experience at the end of the program.

Your research unit may also require you to complete a written report or prepare an oral or poster presentation about your summer research experience. Please ask your supervisor or your unit's undergraduate research coordinator if this is required.

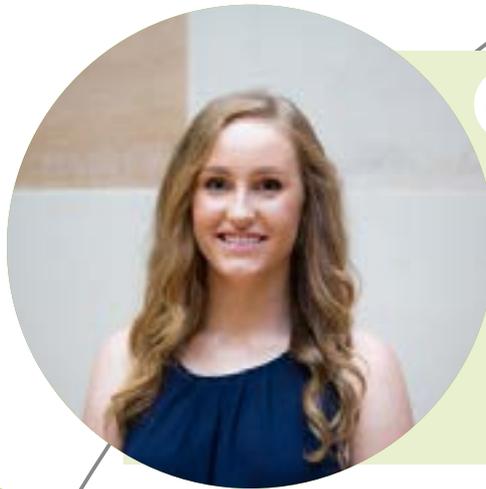
Each research area has a designated undergraduate research coordinator who can provide you with further information. Contact details can be found at

employability.uq.edu.au/get-experiences/research-opportunities/uq-summer-research-program/find-summer-research-project

For general enquiries, contact the UQ Student Employability Centre

Email employability@uq.edu.au
Phone 07 3346 3459

CONTACTS FOR MORE INFORMATION



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The Summer Research Program has encouraged me to continue with a PhD. I was unsure about my career path prior to my Summer project however, I am now considering pursuing further research into genomics.

JANICE REID
2017-2018 UQ Summer Research Scholar

KEY DATES

9 JULY	Applications open
31 AUGUST	Applications close
5 OCTOBER	Notification of outcome
19 NOVEMBER	UQ Summer Research Program officially commences
19 NOVEMBER	UQ Summer Research Program Welcome
8 FEBRUARY	UQ Summer Research Program officially concludes