



## SIR ROLAND WILSON FOUNDATION PhD SCHOLARSHIP

### CONDITIONS OF AWARD

#### 1. INTRODUCTION

Each year the Sir Roland Wilson Foundation (“the Foundation”) may offer a number of Awards known as the Sir Roland Wilson Foundation PhD Scholarship (“the Award”).

The objective of the Award is to increase the capability of executive level employees of the Australian Public Service (APS) in order to improve public sector leadership and public policy.

Funding for this Award has been provided by the Sir Roland Wilson Foundation.

The Foundation is a body within the Australian National University (ANU) and has the following functions:

- a) honouring the contribution of Sir Roland Wilson to the development of public policy in Australia, and providing a permanent acknowledgement of his achievements and his contributions to, and place in, Australian history;
- b) advancing the study and development of public policy in Australia, particularly by fostering closer links between the Australian Public Service and the University;
- c) promoting and supporting activities that maintain and enhance the University’s role as Australia’s national university and contribute to any of the following:
  - i. promoting and supporting excellence in public policy research and analysis, particularly in areas of national importance to Australia;
  - ii. providing a national, regional and international public policy resource to address major issues confronting governments, business and communities;
  - iii. maintaining and further developing long-term strategic relationships with governments, business, other universities and institutions and the public, both within Australia and internationally;
  - iv. supporting the development of Australia’s national unity and identity, including the advancement of its Indigenous peoples;
  - v. supporting public policy capability and leadership;
- d) supporting the development of the individual capabilities of future leaders in public policy;
- e) exercising any other function given to it under this instrument, any other University legislation or a decision of the Council;
- f) doing anything incidental or conducive to the exercise of any of its other functions.

#### 2. BENEFITS

**Duration:** The duration of a full-time Award will be three years in the first instance, less:

- (a) Periods of enrolment already undertaken for the PhD degree; and
  - (b) Periods of enrolment undertaken for the PhD degree during suspension of the Award;
- or such shorter period as is stated in the letter of offer.

Periods of program leave must be taken in accordance with the Research Award Rules.

**Extension:** If eligible, a recipient may apply for an extension of the Award by completing the [Manage my Degree - HDR](#) form. Extension application must also be made to the APS agency with the support of the Foundation. The maximum period of extension is 12 months and an extension may be sought only where the HDR program has been delayed by circumstances beyond the recipient's control.

**Financial Assistance:** The Award provides that the recipient will receive financial assistance equivalent to their current APS salary, payable by the APS agency. Australian income tax will be withheld at the applicable individual income tax rate.

**Services Amenities Fees (SAF):** The Award includes full payment of all SAF for the approved course of study.

**APS Mentoring:** Recipients will be provided with mentoring by senior members of the APS, and will also receive ongoing career management support and assistance with reintegration to their portfolios on completion of their studies.

**Scholarship Program Activities:** Recipients will be afforded the opportunity to participate in a range of leadership development and networking activities and events provided by the Sir Roland Wilson Foundation.

**Overseas study component:** Recipients must complete a component of their PhD study overseas, unless otherwise approved by the Foundation Board. The recipient will be provided with access to a stipend of up to \$40,000 to assist with their overseas travel and study, to be used during the Award. The recipient must have their overseas component approved by their ANU academic supervisor and the Executive Director of the Foundation before receiving part or all of the stipend. The stipend can be used for travel expenses, accommodation, and other costs associated with living overseas while continuing their PhD program, in accordance with the [ANU Insurance and Travel Policy](#).

Recipients of this Award are responsible for the cost of books, study materials, living expenses and all other costs of study.

**Thesis Reimbursement:** Reimbursements are paid to recipients of the Award to assist with ancillary costs while undertaking an eligible PhD program.

Recipients receive a one-off reimbursement of up to \$500 for services associated with the production of their thesis.

Recipients may apply for the reimbursement by submitting original tax invoice/receipts to the HDR Examinations team by email to: [hdr.examinations@anu.edu.au](mailto:hdr.examinations@anu.edu.au).

The reimbursement must be claimed in accordance with the ANU's [Theses Reimbursement requirements](#) and within 12 months of submission of the thesis and no more than two years after the Award ceases, unless exceptional circumstances can be demonstrated. A case outlining the exceptional circumstances must be made before approval for reimbursement can be considered.

## PROGRAM LEAVE

Determination of leave entitlements will be the responsibility of the APS agency. If a leave of absence is agreed, the Award will be suspended for the duration of the absence. All approved leave must be reported to the Foundation in writing.

A recipient who has been approved by their APS agency to take leave from their PhD program, should apply for Program and Scholarship leave of absence by completing the relevant section of the [Manage My Degree – HDR](#) form in ISIS.

**Unpaid Program Leave:** A recipient may apply for unpaid program leave of absence on personal grounds. If the leave does not exceed a total period of 12 months during the duration of the Award, the recipient may resume the Award.

Program leave exceeding 12 months will only be considered where there are exceptional circumstances beyond the control of the recipient and must be approved by the Delegated Authority in the College.

Unpaid program leave is aggregated and awarded only in one-week blocks for a full-time recipient and two-week blocks for a part-time recipient.

Recipients may apply for unpaid program leave by completing the relevant section of the [Manage my Degree - HDR](#) form in ISIS.

**Paid Recreation Leave:** Recipients are entitled to a maximum of 20 working days paid recreation leave for each year of the Award. Leave entitlements may be accrued over the life of the Award **but are forfeited when the Award ceases.**

Recipients may apply for paid recreational leave by notifying their agency and their Chair of Panel in writing.

Paid recreation leave does not extend the duration of the Award.

**Paid Medical Leave:** Recipients are entitled to a maximum of 10 working days paid medical leave for each year of the Award. Leave entitlements may be accrued over the life of the Award **but are forfeited when the Award ceases.**

Recipients may apply for paid medical leave by notifying their agency and their Chair of Panel in writing.

Paid medical leave does not extend the duration of the Award.

## 3. ELIGIBILITY

The Award will be available each year to a prospective or continuing PhD Candidate who is:

- (a) a citizen of or holds permanent resident status in Australia;
- (b) enrolled full-time in a program of study for the degree of Doctor Philosophy; and
- (c) a permanent employee of a participating APS agency; and
- (d) employed at Executive Level 1 or 2; and
- (e) has served for at least three years with the APS.

#### **4. APPLICATION**

The application is submitted on the prescribed form which can only be obtained from a participating APS agency. Any requirement for supporting documentation and forwarding details will be stated on the application form. The application and all supporting documentation (where applicable) must be submitted on, or prior to, the closing date set by the participating APS agency.

#### **5. SELECTION**

There is a two-phase selection process:

1. Applications are submitted to the APS agency for internal review and a formal internal selection process. Successful candidates are then nominated by their Agency and applications forwarded to the Sir Roland Wilson Foundation.
2. Nominated candidates are then reviewed by the Sir Roland Wilson Foundation Selection Committee and a shortlist is compiled. Shortlisted nominees are invited to interview with the Selection Committee.

Selection is based on the outcome of the interview in conjunction with the application form, previous academic record, academic supervisor agreement, and APS recommendation and endorsement, and on the basis of:

- A record of high performance within the APS and leadership potential (commensurate with the level and duration of employment).
- A demonstrated commitment to the pursuit of a career in the APS.
- Possession of academic credentials and a capacity to conduct high quality, sustained research.
- Identification of an area of research that is of priority public interest, of relevance and enduring interest for the APS.

The Sir Roland Wilson PhD Scholarship Selection Committee will be comprised of:

- An ANU academic; and
- An APS Secretary; and
- At least two members of the Foundation Board.

The Selection Committee reserves the right to make no Award if it considers there is no candidate of sufficient merit. The Selection Committee may also vary the number of Awards and/or offer the Award at other times in exceptional circumstances or based on the standard of applications (where funds allow).

#### **6. CONCURRENT HOLDING OF AWARDS**

A recipient of the Award must not hold other scholarships, awards, grants and bursaries, concurrently with this Award.

#### **7. DEFERMENT**

The Award cannot be deferred.

## **8. ONGOING ELIGIBILITY**

All scholarship recipients will be required to enter into Deed of Agreement with their APS agency, and will be bound by the conditions of the Deed of Agreement, in conjunction with these Conditions of Award.

The recipient is required to remain enrolled full-time in a program of study for the degree of Doctor of Philosophy at the ANU in the program for which the Award is offered.

A part-time Award may be offered or approved if the recipient has reasons acceptable to the ANU and the APS agency which preclude full-time study for part or all of the program of study. In such cases the ANU and the APS releasing portfolio/agency must be satisfied that the reasons relate to caring commitments, a medical condition, a disability or other circumstance which limits the recipient's capacity to undertake full-time study. The recipient will be required to provide an annual report to the Foundation Board detailing their progress in their study. This report will also be provided to the APS agency.

The Award cannot be transferred to another institution.

## **9. SUSPENSION OF AWARD**

The University may suspend the Award where a recipient has:

- a) outstanding fees;
- b) an outstanding debt with the University;
- c) outstanding PhD program milestone/s; or
- d) is in breach of a statute, rules or policies and procedures of the University.

## **10. CESSATION OF AWARD**

The Award ceases:

- (a) At the conclusion of the period outlined in section 2; or
  - (b) on the expiry date of the Award as specified in the APS Deed of Agreement; or
  - (c) if a recipient is no longer meeting or has breached the conditions as set out in the APS Deed of Agreement; or
  - (d) on submission of the thesis for examination; or
  - (e) on the date on which the recipient withdraws or ceases to attend the University other than for approved absences; or
  - (f) if a recipient is in breach of a statute, rule or policies and procedures of the University
- whichever is earliest.

## **11. REPAYMENT OF FUNDS**

The repayment of financial support is as stipulated in the APS Deed of Agreement.

## **12. PROVIDING FALSE OR MISLEADING INFORMATION**

The offer of an Award is based on the information provided by the PhD Candidate to the ANU. An Award may be withdrawn at any stage if incorrect, false or misleading information

is provided or relevant information is withheld. This includes circumstances where the false information is unrelated to the assessment in offering the Award.

### **13. VARIATION TO CONDITIONS OF AWARD**

In exceptional circumstances and on a case-by-case basis section 6 and/or 7 of these Conditions of Award may be varied by the Dean, Higher Degree Research on the recommendation of the Deputy Manager, HDR Candidature and Examinations.

### **14. TAXATION & CENTRELINK**

Recipients are responsible for seeking taxation and Centrelink advice regarding their own individual circumstances. Scholarships/grants/awards may be regarded as taxable income if a recipient is enrolled on a part-time basis.

For information on how the Award may affect Centrelink benefits, please refer to this website: <http://www.humanservices.gov.au/customer/enablers/income/>

### **15. ACCOMMODATION**

It is the recipient's responsibility to obtain residential accommodation. Information on student accommodation and application forms are available from the University Accommodation Services. Information may be found on the Web at: <http://www.anu.edu.au/students/services/accommodation>

### **16. PUBLICITY**

The recipient may be requested to participate in publicity for the Award from time to time. This may include publicity in the state or territory of residence or of schooling. Recipients may be contacted for an interview and photograph. ANU may also publicise the Award by publishing the names of the recipients. Arrangements for such publicity will be made through the Sir Roland Wilson Foundation or the ANU Strategic Communications and Public Affairs Office.

### **17. CONTACT WITH THE SCHOLARSHIP OWNER**

All enquiries regarding the Award and changes, issues, or further information after acceptance should be made to:

*Sir Roland Wilson Foundation Office*  
Email: [srw.foundation@anu.edu.au](mailto:srw.foundation@anu.edu.au)

### **18. DISCLAIMER**

The recipient of this Award is subject to *The Australian National University Act 1991* as amended, and to the Statutes, Rules, Policies and Procedures of ANU.

This Award does not carry any commitment by the University for future employment.

These Conditions of Award should be read in conjunction with the University's Research Awards Rule and Candidature and Supervision Policies.

### **19. RELATED POLICIES, PROCEDURES, RULES & RESOURCES**

ANU Research Awards Rule - <https://www.anu.edu.au/about/governance/legislation>

ANU Overpayments Procedure – [https://policies.anu.edu.au/ppl/document/ANUP\\_000599](https://policies.anu.edu.au/ppl/document/ANUP_000599)

ANU Academic Misconduct Rule - <https://www.legislation.gov.au/Details/F2015L02025>

ANU Discipline Rule - <https://www.legislation.gov.au/Details/F2018L00319>

Thesis Allowance Requirements - <http://www.anu.edu.au/students/program-administration/assessments-exams/theses-reimbursement>

Research Scholarship Information (including reimbursement and claim forms) - <http://www.anu.edu.au/students/scholarships-support/research-scholarship-information>

Policy: Higher degree by research – candidature - [https://policies.anu.edu.au/ppl/document/ANUP\\_012808](https://policies.anu.edu.au/ppl/document/ANUP_012808)

Policy: Higher degree by research – supervision - [https://policies.anu.edu.au/ppl/document/ANUP\\_012812](https://policies.anu.edu.au/ppl/document/ANUP_012812)