



CSIRO-UTAS PhD Program in Quantitative Marine Science

GRADUATE RESEARCH WRITE-UP SCHOLARSHIP GUIDELINES

Overview

The write-up scholarship is an initiative of the CSIRO-UTAS PhD Program in Quantitative Marine Science (QMS) to promote the research output productivity of its research candidates after they have submitted their theses for examination and are awaiting results.

It should be noted that these candidates are still under the management of the UTAS Graduate Research Office (GRO) and the conditions associated with this initiative are consistent with the UTAS GR policy.

Aim

The CSIRO-UTAS PhD Program in Quantitative Marine Science offers a number of full-time Write-up Scholarships which aim to support candidates to produce articles for submission to refereed academic journals while waiting for their formal examination results. It targets both domestic and international graduate research students for funding candidates who have demonstrated a timely submission¹ of their thesis for examination (prior to acceptance of their final bound thesis by the GRO)

Scholarship holders will be required to prepare and submit a minimum of 2 research outputs (which must be refereed journal papers).

Funding will support students for up to 12 weeks. These scholarships may be tax exempt for full time enrolled students.

Eligibility

These awards are available to all current QMS students: Applicants must:

- Have submitted within the specified timeframe (“timely submission”) for examination of doctorate theses that are awaiting final results;
- Be able to undertake the scholarship on a fulltime basis; and
- Not be in receipt of any other scholarship/bursary, for an overlapping period.

¹ Thesis submission should be within 3.5 years fulltime (or equivalent) PhD candidature

Term of award

Scholarships will normally commence on the date specified in the application and approved by the scholarship selection committee. The CSIRO-UTAS PhD Program in Quantitative Marine Science may withdraw the scholarship if the award holder does not commence by the prescribed date or fails to make satisfactory progress.

The period of tenure for an award shall be three months full time and cannot be extended. The scholarship may be tax exempted until such time as the final hard bound thesis is accepted by the Graduate Research Office. In cases where the hard bound thesis is submitted earlier, the awardee may continue with his/her write-up scholarship though the residual of scholarship payment will be taxable. Candidates should refer to the ATO website for further information at:

<https://www.ato.gov.au/Calculators-and-tools/Is-my-scholarship-taxable/>

For those whose thesis requires substantial revision or re-examination, the scholarship will be suspended (for an agreed period) until this requirement has been fulfilled. Such cases will be managed by the Graduate Research Coordinator in consultation with the supervision team and the candidate

By the conclusion of the period of tenure of the award, the award holder is required to:

- have submitted a final bound copy of their thesis to the Graduate Research Office; and
- provide proof of the submission of outputs (e.g., letters of receipt of manuscripts from targeted journals) to the QMS Program Manager as approved by the QMS Steering Committee.

Conditions of the award

- The CSIRO-UTAS PhD Program in Quantitative Marine Science shall ensure that the applicant has adequate access to resources to facilitate their writing. This shall involve the provision of suitable shared office space or ensuring that the applicant can be given access to such space.
- The applicant and primary supervisor must be committed to meeting/consultation at least once every two weeks during the term of the Scholarship and the supervisor responds to draft manuscripts (or other outputs) within a reasonable timeframe.
- The applicant must provide a project plan outlining each research output (e.g. title and target journal for each paper, conference papers, grant application, book chapter); a timeline featuring milestones to be met and proposed supervisory arrangements.
- The award holder must maintain regular communication with a nominated supervisor during the tenure of the award, and document this communication.
- This award cannot be paid concurrently with any other scholarship. The awardee cannot take full-time or substantial part-time employment (in excess of 8 hours per week) during the tenure of the award.
- The Scholarship will be terminated immediately if a recipient is found to be in breach of any of these conditions and will be required to pay back the previous month's allowance.

- Due to the limited term of the scholarship, there is no allowance for leave. However, emergency or exceptional circumstances may be considered on a case by case basis by the QMS Steering Committee.
- International candidates would need to be able to demonstrate that appropriate visa arrangements had been approved by Department of Immigration and Citizenship (DIAC) for the term of the scholarship.

Termination of award

Unless otherwise advised the award shall normally terminate two weeks after the final research output is submitted or at the end of the scholarship whichever is earlier.

The QMS Steering Committee may terminate an award if:

- after due inquiry it concludes that the award holder has not satisfied the conditions of award;
- after consulting an award holder's supervisor/Department and having taken account of all relevant circumstances, the Committee is of the opinion that the award holder has either effectively discontinued his/her writing or is making unsatisfactory progress towards the completion of the publications, as specified; and
- the award holder takes an unapproved period of absence.

Funding

- An award shall normally carry a stipend of up to \$8,000 for a maximum period of three months. The level of the stipend will not be reduced during the period of the award. This stipend cannot normally be paid concurrently with any other scholarship.
- The total budget for this scholarship will be determined on an annual basis though will normally include 2-3 scholarships in anyone calendar year.

Selection process

The committee will take into consideration the information provided in the application, particularly, the strength of each application in terms of detailed project plan, supervisors' recommendations, track record of candidature and research writing skills (i.e., WARP record or copy of publications). Preference will be given to candidates who complete their study on or before 3 years for fulltime (or equivalent) PhD.

Application form

Applications are open year round but require recommendation of the supervisor. Send completed scholarship forms together with the primary supervisor's written statement of support to:

Dr Christine Fury
QMS Program Coordinator
Christine.Fury@utas.edu.au

Allocation and administration of scholarships

- Applications should be forwarded to the QMS Program Manager.
- Prior to selection process, the QMS Program Manager must confirm the award holder's eligibility for the scholarship, their willingness to accept the terms and conditions of award and be in receipt of a written statement of support from the primary supervisor.
- To avoid a potential conflict of interest, an applicant's supervisor/s shall not participate in the selection process involving their own students.
- The QMS Steering Committee will be authorised to approve funding of applicants up to the maximum period allowed.
- The QMS Steering Committee shall allocate scholarships and determine the conditions under which an offer is made and advise the QMS Program Manager.
- Following QMS Steering Committee approval, the QMS Program Manager will forward advice to the UTAS Graduate Research Office who will provide a completed response to offer form to initiate payments to the award holder.
- Where the candidate defaults on providing a progress report, the QMS Program Manager will notify the UTAS Graduate Research Office to discontinue payments.
- Confirmation of submission of publications is to be provided to the QMS Steering Committee by the end of the term of the award. Normally, this would involve forwarding to the QMS Steering Committee a copy of the letter to the publisher and a copy of the document submitted for publication.
- QMS funds for scholarship payments will be taken from the QMS designated account which is available from the QMS Program Manager.

Definition of terms

- **Candidate:** a graduate research student who is currently enrolled in the Department of Rural Health.
- **Candidature:** Study period of a candidate until receiving final formal result of submitted thesis.
- **Research outputs:** examples include: refereed journal publication, full conference paper, conference abstract or poster presentation, book or book chapter, keynote address, competitive research grant application.
- **Substantial part-time employment during the tenure of the award:** Part-time employment that exceeds 1 day or 8 hours a week.

- **Tax exemption:** The information we have from the Tax Office is that scholarships are not taxable unless they form part of a work agreement, or you are a part-time student. Please refer to the ATO website for further information at:
<http://www.ato.gov.au/individuals/content.aspx?doc=/content/34815.htm>
- **Timely submission:** Thesis submission should be within 3.5 years of fulltime (or equivalent) PhD candidature
- **QMS Steering Committee:** in 2016 members of the QMS Steering Committee include: Peter Strutton (Chair), Zanna Chase (IMAS), Klaas Hartmann (IMAS), Simon Wotherspoon (IMAS– QMS GRC), Dr Peter Thompson (CSIRO) and Dr Richard Matear (CSIRO).