UNSW Scientia PhD Scholarship Scheme

2020 Guidelines

Contents

1 Introduction

The purpose of these guidelines is to outline good practice that can assist and support the recruitment of quality Higher Degree Research (HDR) candidates into the UNSW Scientia PhD Scholarship Scheme. These guidelines provide information and guidance for:

- supervisory teams to submit a project for the Scheme
- prospective applicants to submit an expression to work on Scientia project
- supervisory team to nominate applicants
- applicants to submit a formal application

2 The UNSW Scientia PhD Scholarship Scheme

The UNSW Scientia PhD Scholarship Scheme aims to attract the best and brightest people into strategic research areas and provide them with an enhanced culture of research excellence, mentoring, career development, leadership and community. The Scheme provides 4 years of funding for the candidate to complete a PhD at UNSW. The awards will be made across all Faculties in areas of identified research strengths and the scheme will ensure that candidates reflect the disciplinary, gender and cultural diversity of UNSW. In contrast to our other prestigious UNSW scholarship schemes, the UNSW Scientia scheme is targeted so applicants must apply to a specific research area with an identified supervisory team.

There are 62 scholarships available this round.

The strategic areas that are being supported in this round are:

- Biomedical Sciences
- Contemporary Humanities and Creative Arts
- Global Health
- Grand Challenges
- Indigenous
- Interdisciplinary research
- Law, Business and Economics
- Social Justice, Government and Health Policy
- Technology and Innovation

2.1 Distinctiveness

The key distinctive features of the UNSW Scientia PhD Scholarship Scheme are:

1. Prestigious Scholarship Package - UNSW Scientia PhD candidates are awarded a scholarship package of $41,209 per annum (2019 rate, indexed), comprising a tax-free living allowance for 4 years, and a support package of up to $10,000 per annum to provide financial support for career development activities.

2. Outstanding supervision combined with exceptional research environments - all successful candidates will be supervised by teams of UNSW's best researchers aligned with UNSW research strengths. Teams will be selected on the basis of their demonstrated capacity in excellence in research and high quality supervision, plus their commitment to developing and mentoring PhD scholars.

3. Engagement – all successful candidates will have a strong commitment to making a difference in the world with demonstrated potential for contributing to the learning and teaching excellence, social engagement and/or global impact pillars of the UNSW 2025 Strategy.

4. Career and Development - all successful candidates will be provided with career development throughout the 4 years of candidature. In contrast to our other prestigious UNSW scholarship schemes, the Scientia PhD scholarships are targeted, and applicants must apply to a specific research area with an identified supervisory team.

2.2 Career and Professional development program

A significant part of the Scientia PhD Scholarship Scheme is that candidates are provided with individualised professional and career development to assist them with achieving their career goals during their PhD program. Candidates and members of their supervisory team, particularly the career mentor supervisor, attend key professional development workshops at the University to work on how candidates will plan and achieve their research, career and professional goals. Candidates develop a structured career professional development plan with guidance and support from their supervisory team.

The plans are personalised, and can include formal courses, teaching, industry internships, as well as international research collaborations. Candidates attend development activities to facilitate them in enhancing their skills and developing new skills to support their career.

To support candidates in achieving their career and professional goals during their research degree, an annual support package of up to $10,000 is used to fund the development activities.

3   Application process

Please refer to section 6.2 for more information regarding the application process.

Step 1	Prospective Applicants identify a UNSW Scientia Scholarship Scheme project and supervisory team with which they would like to be involved
Step 2	Prospective Applicants submit an expression of interest to the supervisory team via the Scientia UNSW website and provide information on their research experience and qualifications.
Step 3	If a prospective applicant's experience and skills match the supervisory team expectations, they will contact the prospective applicant to discuss the project and the next steps to take
Step 4	Supervisory team nominates up to 2 applicants for consideration
Step 5	Nominated applicants will be invited to submit a full application, which should be done in consultation with the supervisory team
Step 6	Applicants must use the UNSW Apply Online system to complete their application and upload the application form.
Step7	Applications assessed by Faculties and SHARPest Committee
Step 8	Applications ranked and scholarship allocations made. Offers made in October.

The Strategic Hires and Retention Pathways educational stipend Committee (SHARPest) supports the UNSW Scientia PhD Scholarship scheme.

4   Supervisor and project selection

Unlike other PhD programs, the projects and supervisory teams are selected by the SHARPest Committee following an expression of interest.

The selection of supervisory teams and projects is based on the following:

(a) demonstrated capacity in excellence in research; and
(b) the depth and potential of the research project aligns with UNSW's 2025 Strategy; and
(c) the supervisory team consists of experienced and capable supervisors with a commitment to developing and mentoring PhD candidates

4.1 Project submission and approval

The following details must be included when the primary supervisor submits a proposal:

(a) project title
(b) description of the project
(c) program code
(d) supervisory team of three (each role clearly identified)
(e) details of the supervisor team (including name, gender, Faculty, email and if supervisors identify as a person of Aboriginal or Torres Strait Islander origin)
(f) justification for nomination of supervisory team
(g) ideal candidate
(h) associated keywords
(i) alignment with 2025 Strategy

The Faculty will review the proposals against the selection criteria and the Associate Dean of Research Training (ADRT) (or equivalent) makes a recommendation to the SHARPest Committee for final selection. The primary supervisor will be notified of the outcome of the Committee's deliberations. Details of the successful project and supervisory team will be published on the Scientia UNSW website.

4.2 Scientia projects
A total of two candidates may be appointed to work on an approved Scientia project.

5   The supervisory team
The supervisory team consists of three supervisors, one of whom is nominated as a career mentor supervisor.   For UNSW supervisor eligibility criteria see Higher Degree Research Supervision Procedure.

Each supervisory team must nominate a member who will be responsible for career mentoring and support through the structured part of the Program. This person plays a major role and is appointed to provide professional and career guidance to the candidate and works with the candidate on developing their career and development plan throughout the candidature. It is expected that a secondary supervisor would take on this role given the specific responsibilities and additional workload. However, it is up to the supervisory team to decide which member of the team will take on the role of **Career Mentor supervisor**.

The team can be made up of the following combinations:

- Primary supervisor and two secondary supervisors, or
- Primary supervisor, one joint supervisor and one secondary supervisor

Eligible supervisors can be appointed to 2 Scientia projects each round, but can only be a primary or joint supervisor on one project.

5.1 Primary supervisor
This person has primary academic responsibility for the candidature. The primary supervisor makes key academic decisions regarding the candidature via the relevant Faculty Higher Degree Committee.

5.2 Joint supervisor
This person may be appointed to the team if the research project is of a nature that would require expertise and equal collaboration from more than one area of expertise.

5.3 Secondary supervisor
This person has specific expertise that is useful to the research project and will act as an advisor to the candidate. The secondary supervisor would typically take on the role of Career Mentor Supervisor but there is flexibility to nominate another supervisor on the team.

6   Recruitment
The approved Scientia projects will be listed on the application website once the application round opens. The website is opened annually to recruit quality international and domestic PhD candidates to the Scientia scheme.

6.1 Eligibility of applicants

The Scientia Scheme is a structured 4-year program therefore candidates are expected to commence the first year of their candidature in Terms 1, 2 or 3 2020.

To be eligible for the scholarship, applicants must:

(a) meet UNSW admission requirements; and
(b) meet residency requirements; and
(c) not be enrolled in a PhD program at either UNSW or another university at the time of application; and
(d) apply as a full-time candidate; and
(e) be nominated by a UNSW approved supervisory team

Successful candidates must be located on a UNSW campus for a minimum of 2 years which must include the first year of the program.

6.2 Expression of interest

Prospective applicants will need to submit an expression of interest to the primary supervisor and must demonstrate their capacity as a potential PhD candidate to the supervisory team by answering a series of questions.

It is expected that the supervisor will have further material on the proposed project. It is expected that suitable applicants will be interviewed prior to nomination.

6.3 Nomination of applicants

As a total of two candidates can be appointed to work on an approved Scientia project, supervisors can nominate up to 2 applicants. In making these nominations the supervisors must ensure the nominees meet the eligibility criteria set out in 6.1 and must provide a supporting statement for each nominated applicant.

Supervisors will be asked to have a shortlist of three applicants to cover cases where applicants have been nominated for more than one Scientia project.

6.4 Invitation to apply

Nominated applicants will receive an invitation to submit a formal application to the University via UNSW Apply Online. Applicants must also complete the UNSW Scientia PhD Scholarship Application Form. This form requires applicants to answer the selection criteria (see Section 7) and it is expected that the supervisory team will support the applicant in preparing this form.

As with all applications to HDR programs at UNSW, the following must also be included when submitting the application:

(a) all transcripts for all degrees attempted, including current and incomplete degrees
(b) proof of completion for all degrees
(c) all institution grading systems
(d) CV
(e) evidence of research output (publications, thesis abstract)
(f) successful English Language Proficiency test results (if required)
(g) copy of passport

Only complete applications that satisfy the UNSW Higher Degree Research Admissions Policy and English Language requirements will be assessed for admission and ranked for the Scientia scholarship.

7   Scoring and ranking

Applications are scored and ranked according to the selection criteria below. There are several stages of scoring and ranking to ensure the scores are unbiased and equitable.

7.1 Selection criteria

The selection criteria are aligned with the core principles of the scheme. These will rely on matching candidates with our best researchers in targeted areas of research strength and with demonstrated capacity and excellence in supervision.

1. Excellence – *candidates must demonstrate their capability to carry out high quality research, using a combination of qualifications, experience and outputs.*

2. Research Area – *the proposed research must be of the highest quality and be closely aligned with the nominated research areas in the round. It should also align with the goals of the UNSW 2025 Strategy.*

3. Global impact and Social engagement – *candidates must demonstrate a strong commitment to making a difference in the world with evidence of potential for contributing to the learning and teaching excellence, social engagement and/or global impact pillars of the 2025 Strategy. This may encompass such themes as knowledge exchange, equity and diversity or specific initiatives relating to indigenous communities, global development and disability.*

4. Career and Development – *candidates must demonstrate a strong commitment to how they will use the resources provided to develop their careers and to engage with knowledge exchange activities*

7.2 Faculty scoring

Faculties are encouraged to form a scoring sub-committee to score the applications coming from their Faculty. Sub-committee members should rank and score each application against the four selection criteria. Interdisciplinary projects will be scored by the relevant Faculties.

7.3 Moderation

SHARPest Committee members moderate applications that are outside of their discipline to ensure impartiality and uphold integrity in the process. If there is a change to the original score given by the Moderators, applications are marked for further review and discussed at the SHARPest Committee Meeting.

7.4 SHARPest Committee Meeting

This Meeting is where the final scholarship ranking and selection is made by order of merit. Any differences in scoring/moderation will be discussed and a final score assigned.

A reserve list will be generated, based on order-of-merit and ranking of the research area. Reserve applicants will be informed that they are on the reserve list and will be offered places if there are any offers declined.

There will be no change to the scholarship ranking after the SHARPest Committee Meeting.

8   Outcome of the application

Applicants successfully awarded the scholarship will receive an offer of admission and scholarship from the University.

8.1 Accepting admission and scholarship offer

To accept the offers, applicants are required to:

- sign and return scholarship acceptance to the University (all candidates)
- sign and return admission acceptance to the University (international)
- accept admission offer online via my.unsw.edu.au (domestic)

By doing so, the applicant is accepting the Terms and Conditions of the UNSW Scientia PhD Scholarship scheme.

9 Expectations of Candidature

Like all PhD candidates enrolled at UNSW Sydney, the progress of Scientia PhD Scholarship holders is managed in accordance with the University's Variation of Candidature Procedure and Progress Review and Confirmation of Research Candidatures Procedure.

As detailed in the Terms and Conditions for the UNSW Scientia PhD Scholarship Scheme, changes in projects and/or supervisory teams requires the approval of the Dean and Chair of SHARPest.

10 Timeline

Timeline	Date
Supervisors submit supervisory team project nominations	25 March 2019
Information Session on Project Nomination	27 March 2019
Deadline for Supervisors to submit supervisory team project nominations	21 April 2019
Deadline for all the project nominations to be reviewed and scored by Faculty ADRTs	12 May 2019
SHARPest Committee to review project nominations	24 May 2019
Application process opens for prospective applicants commencing in 2020	3 June 2019
Information Session on Selection and Nomination of Applicants	13 June 2019
Deadline for prospective applicants to engage with Supervisors to work on a research project	12 July 2019
Deadline for Supervisors to rank up in order 1-3 nominations to work on project	21 July 2019
Scientia team invites nominated applicants to submit a full application via UNSW Apply Online	29 July 2019
Deadline for nominated applicants to submit full application	29 July - 16 August 2019
Deadline for Supervisors to submit Supporting Supervisor Statement	16 August 2019
All formal applications are processed at the Graduate Research School	19-30 August 2019
Applications are scored within Faculties	2 - 18 September 2019
Applications are moderated by SHARPest Committee Members	25 September - 14 October 2019
SHARPest Committee Meeting – Final scoring	21 October 2019
Offers will be made to successful candidates from this date onwards	23 October 2019