SUMMER SCHOLARSHIPs 2018

project proposal guidelines

Projects due to the dvcr&i office by 6th august 2018

SUMMARY

* Up to 40 scholarships will be offered at $3,500 each
* Offers will be made to Western Sydney University undergraduates only
* Students are paid in three installments upon completion of reporting milestones. Project supervisors will confirm the completion of each milestone.

GUIDELINES FOR PROJECT SUBMISSION

* Schools and Institutes are to nominate up to **10 projects** each.
* Project nominations are due on 6 August 2018 to the Office of the DVC, Research & Innovation (email [studentresearch@westernsydney.edu.au](mailto:studentresearch@westernsydney.edu.au))
* Projects MUST be submitted to the Research Director of your School/Institute for consideration by the School/Institute Research Committee. The Research Director will submit up to 10 projects to the Office of the DVCR&I by 6 August 2018. **Proposals will not be accepted from individuals.**
* **PROJECTS MUST BE SUBMITTED IN A WORD DOCUMENT. PDF DOCUMENTS WILL NOT BE ACCEPTED\**

selection criteria for projects can include (but is not limited to):

1. **Is the project likely to be located in an appropriate research environment for the student?**
   1. In a strategic area of focus or theme/program in an Institute/School?
   2. Is the researcher conducting pilot work for a grant proposal?
   3. Profile of the proposed supervisor (“research active” relative to opportunity, including ECRs); experience in supervising research projects etc.?
   4. Is there adequate workspace available for the student?
   5. Will the supervisor be available for the 8 weeks to interact face to face with the student?
2. **What is the scope and nature of the project?**
   1. Has the supervisor outlined a project with merit that builds on or extends previous work?
   2. Is the proposed study realistic within the timeframe (8 weeks)?
   3. Is the equipment and facilities needed for the project readily available? Does the project require additional funds and are they available? (funding outside student scholarship stipend is paid by the School/Institute or from the supervisor’s grant)
   4. A research project that is possible to complete in 8 weeks that has specific outcomes and requirements for the students? (not just part of a greater project)
3. **What is the opportunity for the student?**
   1. Potential to be an author on a publication
   2. Skills and methods that will be acquired to support, for example Honours or HDR study?
   3. A research project that is possible to complete in 8 weeks that has specific outcomes (not just part of a greater project)

FINAL SELECTION OF PROJECTS

* Projects recommended by the School/Institute Research Committee will be reviewed by the Office of the DVCR&I, who will decide the final number for advertising.
* Supervisors and Research Directors will be advised by the end of August the projects that will move forward to advertisement.

APPLICATION PROCESS FOR STUDENTS

* Projects to be advertised and students will be required to apply through the Jobs on Campus portal. PLEASE NOTE: It is the responsibility of supervisors to notify and encourage applications from individual students they believe are suitable for the projects advertised. The Office of the DVCR&I will not be responsible if a preferred student does not apply.
* Part of the application process will include the student selecting three project preferences. The final projects offered will depend on student preference and quality/suitability of applicants. Students will disadvantage themselves if they select the same project for all three preferences.
* **Students will be required to make contact with supervisors as a part of the application process**. This should be done by phone/email initially, but a face to face meeting with the supervisor at this point is strongly encouraged. This is an informal meeting – not an interview. Students will need to confirm they have made contact with a project supervisor as part of their application, and complete a “Confirmation of Meeting with Supervisor Form” which is to be submitted with the application. This will not be used to rank or select the students.
* Supervisors will be asked to provide their top 3 student preferences and also the names of unsuitable applicants and reasons to support these preferences. This will be taken into consideration when placing students to projects, but no guarantees of first preference can be given.
* **PLEASE NOTE: this program is designed to be a learning experience for the student. It should not be anticipated that the student will be providing the services of an experienced Research Assistant.**

ESSENTIAL CRITERIA TO BE MET BY THE APPLICANT

* Ability to participate for the entire duration of the program (ie 8 weeks at 35 hours per week)
* Genuine interest in taking part in further university research and desire to develop research skills and techniques
* Strong written communication skills including the ability to write reports
* Strong verbal communication skills including the ability to present clearly and persuasively
* Highly motivated, enthusiastic and able to work within a group
* Australian citizenship, permanent residency or appropriate visa
* Currently enrolled in an undergraduate program at Western Sydney University

ANY QUESTIONS?

Online Application Advice: General advice on the Program:

Terrie Smith, Jobs on Campus Sandra Lawrence, Office of the DVCR&I

Phone: 02 47 360 877 Summer Scholarships Coordinator

[terrie.smith@westernsydney.edu.au](mailto:terrie.smith@westernsydney.edu.au) [studentresearch@westernsydney.edu.au](mailto:studentresearch@westernsydney.edu.au)