

and **Science**  
**Innovation**  
Studentship Award

To support the  
development of new  
ideas and innovation, by  
promoting research  
interaction between  
industry and academia.

## GUIDELINES

**INFORMATION FOR STUDENTS,**  
**HOST ORGANISATIONS &**  
**UNIVERSITIES**

**2005/2006**

# SCIENCE AND INNOVATION STUDENTSHIP AWARD

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## SCIENCE AND INNOVATION STUDENTSHIP AWARD

### DEFINITIONS

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In these guidelines unless contrary intention appears:

**Applicant** means a person who applies to become a Recipient of the Studentship.

**Educational Institutions** means the Western Australian Universities.

**Host Organisation** means the private sector company, with a registered ABN/ACN as applicable, that agrees to place Studentship applicants whilst undertaking their 10-week Studentship project.

**Minister for Science** means the Minister for Science of the State of Western Australia.

**OSI** means the Office of Science and Innovation.

**Premier** means the Premier of the State of Western Australia.

**Proposal** means the research proposal, which accompanied or formed part of the student's application for the Studentship.

**Recipients** are those applicants who have been approved by the Selection Panel and have been awarded a Studentship.

**Report** means the findings in written form of the Studentship Recipient regarding the Studentship project in a format approved by OSI.

**Selection Panel** means the panel of qualified persons who have assembled to evaluate applications and select the Studentship Recipients.

**Studentship** means the Studentship awarded to a recipient as per these guidelines.

## SCIENCE AND INNOVATION STUDENTSHIP AWARD

### INTRODUCTION

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The Western Australian Government recognises the need to encourage creativity and innovation in the community. Accordingly, the **Science and Innovation Studentship Award** has been designed to provide Western Australian research students with the opportunity to apply their skills to business and technical issues.

Innovative youth being the primary emphasis of the studentships, which aim to encourage students to focus on the issues essential to the long-term development and modernisation of Western Australian economy.

Students with a particular project in mind will be expected to liaise with Host Organisations that are relevant to their project. (Application forms will be available from University Scholarship Offices and the Office of Science and Innovation website).

Alternatively, Host Organisations will have the opportunity to initiate a project in conjunction with academic institutions with relevant students.

*It should be noted that the student must apply for the Studentship, not the Host Organisation.*

### STUDENTSHIP PROGRAM OBJECTIVES

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- ✓ *To facilitate the research interaction between industry and academic institutions in research and in scientific endeavour.*
  
- ✓ *To encourage, promote and facilitate the development of new ideas and innovation, particularly in areas of key technologies.*
  
- ✓ *To provide intending researchers with the opportunity to broaden their professional experience.*

## THE STUDENTSHIP AWARD

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### Who Should Apply?

Students studying a science discipline (including engineering students) who have completed the equivalent of at least 2 years full-time study in their **first degree** (3<sup>rd</sup> year or subsequent year of study in 2006). The Studentship is also open to graduates, with preference given to recent graduates.

**NOTE:** Eligibility for the Studentship is conditional upon completion of the second year of full-time studies in your current degree, if you are currently studying and nearing completion of semester two in the 2nd year of your degree and awaiting results released in December 2005, you will need your Academic Referee to support your application by stating that they believe you will fulfil the 2<sup>nd</sup> year course requirements before commencing the Studentship. Please refer to the Academic Referee Report Form attached to the back of the Application Form.

## ELIGIBILITY CRITERIA

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### Student Applicant Eligibility Criteria

- § Studentships provide for equal opportunity.
- § Students must be from science faculties (i.e. studying a science discipline, including engineering).
- § Students must have completed the **equivalent** of a minimum of 2 years full-time study in a recognised science degree (part-time or full-time course study) at a recognised Western Australian tertiary institution before commencing the Studentship project.
- § Recent science graduates are also eligible to apply. Preference will be given to more recent graduates.
- § Students must be currently studying or have recently graduated from their **first degree**.
- § The Applicant must have lived in WA for the last 2 years and be either an Australian Citizen, a permanent Australian resident, or have a permanent Humanitarian Visa.
- § Applicants will participate in the Studentships in a personal capacity.

### Host Organisation Eligibility Criteria

- § The Host Organisation must be a registered private company and operating from within the Western Australian private sector.
- § The Host Organisation must have a registered ABN and ACN (as applicable).
- § Commonwealth Government, State Government and Local Government controlled bodies/organisations are **not** eligible.

## SCIENCE AND INNOVATION STUDENTSHIP AWARD

### TENURE OF STUDENTSHIPS- December 2005 to February 2006

The Studentships will be offered for a continuous **10-week** period, coinciding with the end of the academic year, **during the summer vacation between December 2005 and February 2006**. Recipients will be expected to undertake the project on a full-time basis, as per the Public Service Award 1992 (7.5 hrs per day, Monday-Friday), during this period.

Successful applicants have an obligation to complete the full term of the Studentship unless there are extenuating circumstances. *No extensions to the period of Studentship will be granted.*

A Studentship may be terminated by the OSI, at any time, at its discretion, by notice in writing, to the applicant, the Host Organisation and the University, for unsatisfactory conduct, for breach of any condition of the Studentship, or for failure to make satisfactory progress.

### AWARD VALUE AND PROCESS FOR PAYMENT

The Studentship is valued at **\$7,000**. Recipients will receive the award, in fortnightly instalments, from their University as the “Administering Authority”. The first and subsequent payments shall be in arrears and coincide with the institutions payroll dates. The value of the Studentship is fixed.

*No additional payments or allowances will be awarded.*

Applicants will therefore be personally responsible for all expenses incurred in carrying out the project and any other associated miscellaneous expenses.

The Office of Science and Innovation has received advice from the Australian Taxation Office to indicate the Award is exempt from income tax. Centrelink has advised OSI that the Studentship Award will be considered assessable as income. Studentship Applicants are advised to seek professional advice regarding the financial implications of the Studentship Award.

*If a student should withdraw from a Studentship and fail to complete their 10-week Studentship project, grant monies remaining with the University as the “Administering Authority” will be returned to OSI.*

## PREREQUISITES FOR STUDENTSHIP APPLICATIONS

Applicants must attach a **Research Proposal** and certified copies of necessary documentation to a complete an **Application Form**, including an **Academic Referee Report** and **Statement of Project Details Form**. The complete application must be submitted by 5.00 pm on the **16<sup>th</sup> September 2005** to University Scholarship Officers. As well as general personal and contact details, the application will ask for evidence of consistent academic performance, innovation and creativity.

Applicants must include all the necessary documentation as detailed in the Application Form, for an application to be considered.

(Student Applicants can download the Studentship Application Form from the OSI website [www.scienceandinnovation.dpc.wa.gov.au](http://www.scienceandinnovation.dpc.wa.gov.au))

### Research Proposal

Each proposal should be a maximum of 3 pages with an emphasis towards quality rather than quantity.

**The following headings must be all be addressed for the proposal to be considered:**

**1. Title**

**2. Introduction**

**3. Nature of project**

§ An outline defining the nature of the project and methodology. Specific objectives of the project should be incorporated.

**4. Timetable**

§ A timetable highlighting key research and development activities including milestones, for a project, which is achievable in 10 weeks.

§ Resources required for the project.

**5. Potential of the project**

§ The potential commercial applications of the project.

**6. Key objectives for Host Organisation**

§ An explanation of how the key objectives of the project will help assist the Host Organisation's commercial operation.

**7. Benefits to Western Australia**

§ The economic benefits of the project to specific industry or business sectors in Western Australia.

§ Commercial relevance to Western Australian Industry.

**8. Conclusion**

## SCIENCE AND INNOVATION STUDENTSHIP AWARD

### ***CHECKLIST***

#### ***To be included with a completed Application Form:***

- § *Research proposal of work program.***
- § *Certified copy of current academic record.***
- § *Certified copy of one of the following;***
  - ✓ *Birth Certificate,***
  - ✓ *Australian Citizenship Certificate,***
  - ✓ *Permanent Humanitarian Visa,***
  - ✓ *Proof of being an Australian Permanent resident (i.e. Passport).***
- § *A signed declaration stating that the applicant has lived in WA for a minimum of 2 years (included in Studentship Application form).***
- § *Completed Statement of Project Details Form.***



## SCIENCE AND INNOVATION STUDENTSHIP AWARD

### UNIVERSITY CONTACTS

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#### University Scholarship Officers

The following people/offices are where Studentship Application packs can be collected and completed applications should be submitted by the **16<sup>th</sup> September** closing date:

#### **Curtin University of Technology:**

Ms Julie Lea, Scholarships Officer, Student Administration Services, Curtin University of Technology, Ph: (08) 9266 2992,  
EMAIL: [jlea@curtin.edu.au](mailto:jlea@curtin.edu.au)

Ms Marion Patterson, Scholarships Assistant, Student Administration Services, Curtin University of Technology, Ph: (08) 9266 1327,  
EMAIL: [m.patterson@curtin.edu.au](mailto:m.patterson@curtin.edu.au)

#### **Edith Cowan University:**

Ms Kerry Moore, Scholarships Officer, Fees and Scholarships Office, Edith Cowan University, Mt Lawley Campus, Ph (08) 9273 8816,  
EMAIL: [scholarships@ecu.edu.au](mailto:scholarships@ecu.edu.au)

Mr. Nathan Riches, Scholarships Officer, Fees and Scholarships Office, Edith Cowan University Mt Lawley Campus, Ph (08) 9273 8937,  
EMAIL: [scholarships@ecu.edu.au](mailto:scholarships@ecu.edu.au)

#### **Murdoch University:**

Ms Anne Randell, Graduate Centre, Murdoch University, Ph (08) 9360 2179,  
EMAIL: [scholars@murdoch.edu.au](mailto:scholars@murdoch.edu.au)

#### **Notre Dame University:**

Associate Professor Peta Sanderson, Assistant Dean, College of Science and Technology,  
Ph (08) 9433 0105,  
EMAIL: [psanderson@nd.edu.au](mailto:psanderson@nd.edu.au)

#### **University of Western Australia:**

Ms Jo Francis, Graduate Scholarships Officer, Graduate Research and Scholarships Office, The University of Western Australia, Ph (08) 6488 8148,  
EMAIL: [jfrancis@admin.uwa.edu.au](mailto:jfrancis@admin.uwa.edu.au)

Ms Heather Williams, Senior Scholarships Manager, Graduate Research & Scholarships Office (M358), The University of Western Australia, Ph: (08) 6488 3738,  
EMAIL: [hwilliams@admin.uwa.edu.au](mailto:hwilliams@admin.uwa.edu.au)

**Any questions regarding the Studentship can be directed to the above people/offices.**

## SCIENCE AND INNOVATION STUDENTSHIP AWARD

### APPLICATION AND SELECTION PROCESS

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Applications, including all relevant documentation, must be received by the University Scholarship Officers (as detailed in the previous section) on or before 5.00 pm on the **16<sup>th</sup> September, 2005**.

Each of the Educational Institutions involved in the Studentship will be required to collect all of the applications submitted and forward them to the Studentship Co-ordinator, at OSI, by the **23<sup>rd</sup> September, 2005**.

An appointed Studentship Selection Panel, will be responsible for making the final decisions regarding Recipients of the Studentship in late October 2005. The Studentship Selection Panel will be comprised of at least 4 members, including representatives from research relevant government agencies.

All Applicants, associated Host Organisations, Academic Supervisors and University Scholarship Managers will be notified by mail as soon as possible after the final decision is made and a formal Agreement will be subsequently developed between the Studentship Recipient, University and OSI.

### AWARD CEREMONY

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All successful Studentship Recipients, *two guests*, associated Host Organisation Supervisors, Academic Supervisors, and Scholarship Managers will be invited to attend an Award Ceremony. Each of the Studentship Recipients will be presented with a formal ***Science and Innovation Studentship Award Certificate*** at the ceremony by the **Minister for Science or their representative**.

## SCIENCE AND INNOVATION STUDENTSHIP AWARD

### ROLES AND RESPONSIBILITIES

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#### Educational Institutions

Educational Institutions will support the Studentship through:

- § Promotion of the Studentships to private organisations.
- § Promotion of the Studentships to eligible students;
  - University papers.
  - Web page.
  - Posting of Flyers on notice boards at campuses.
  - Asking lecturers in science disciplines to mention the studentship during lectures.
- § Forwarding applications to OSI.
- § Administration of Award payments.
- § Nomination of a qualified Academic Supervisor;
  - It is expected that each recipient will be supervised by a qualified academic who will be responsible for the facilitation of interaction between students and organisation.
- § Submit an invoice to OSI within 15 business days upon receipt of notification of Studentship Recipients.
- § Return any unspent grant monies to OSI should a Studentship recipient withdraw before completing their Studentship project.
- § **An agreement regarding Intellectual Property Rights is reached between the University, Studentship recipient and Host Organisation prior to commencement of the Studentship project.**

#### Academic Supervisors

It will be the academic supervisor's responsibility to ensure that both the Host Organisation and the recipient are meeting the objectives of the Studentship and satisfy the required conditions as stipulated by the Studentship Award guidelines.

#### Studentship Applicants

It will be the applicant's responsibility to submit their Studentship Application and associated documentation by the closing date to the University Scholarship Officers, including:

- § A completed application form, Academic Referee Report, Statement of Project Details Form and certified copies of all relevant documentation.
- § 3-page project proposal following the selection criteria outlined, with emphasis towards quality rather than quantity.

## SCIENCE AND INNOVATION STUDENTSHIP AWARD

### Studentship Recipients

- § Recipients of the Studentship will adhere to the conditions of the Studentship outlined in the formal Agreement between the Recipient, the University and OSI.
- § Recipients will abide by the rules and conditions, which apply to other staff within the Host Organisation.
- § Successful applicants will be required to present a report/synopsis of work accomplished to OSI, within 4 weeks of completion of the Studentship project.
- § Whenever any written work is carried out under a Studentship, acknowledgment of the Studentship **must** be made in the publication of the project.
- § Successful applicants will be asked to complete and return a questionnaire at completion of the project.
- § Studentship Recipients must notify their Host Organisation and Academic Supervisor within 48 hrs, if for any reason they are unable to complete their 10-week Studentship project.
- § **An agreement regarding Intellectual Property Rights is reached between the Studentship recipient, University and Host Organisation prior to commencement of the Studentship project.**

### The Office of Science and Innovation (OSI)

- § OSI will pay the relevant University the sum of \$7,000.00 per Studentship Recipient within 15 business days of being invoiced by the University upon notification of those students being accepted for a 2005/06 Studentship Award.
- § A Selection Panel serviced by the OSI, will be responsible for making the final decisions regarding recipients of the Studentship.
- § Awards are made at the discretion of the OSI and there will be no right of appeal. The decision of OSI will be final and no correspondence will be entered into. No assurance is given that all or any Studentships will be granted in any year.
- § The OSI shall not be held responsible for any damage, loss, expense, claims, suits or negligence associated with a Studentship Recipient on placement within a Host Organisation.
- § The OSI waives all rights to Intellectual Property arising from or associated with the Studentship.
- § A register of organisations suitable for participation will be established and maintained by the OSI. This register will be updated from time to time, however, applications may be submitted in conjunction with eligible organisations not listed in the register. All information held by OSI relating to the Studentships is subject to the provisions of the Freedom of Information Act.
- § The OSI will liaise between organisations and academics to facilitate the interaction between these groups. Organisations with particular projects, which conform to the conditions of the Studentship, will have the opportunity to approach the OSI and academic institutions and thus link with students who are interested in developing a joint project.
- § The OSI will arrange personal accident cover with the Insurance Commission of Western Australia (ICWA), for each of the Studentship Recipients for the 10-week term of their project

## SCIENCE AND INNOVATION STUDENTSHIP AWARD

### Host Organisations

The Host Organisation is responsible for ensuring that:

- § There is adequate supervision and assistance provided within the organisation for the Studentship.
- § Individuals, whilst completing the Studentship, do not displace employees within an organisation or occupy a position, which would otherwise have been offered to a new paid employee.
- § The Host Organisation will advise the OSI if there are new opportunities for the business as a result of the Studentship.
- § **An agreement regarding Intellectual Property Rights is reached between the Host Organisation, the recipient and the University prior to commencement of the Studentship.**
- § Access and assistance is provided by the organisation/company to the nominated external academic supervisor.
- § The Host Organisation's roles and responsibilities with respect to the Studentship are fully understood by relevant staff engaged with the project.
- § Adequate health and safety provisions and proper work practices are maintained in support of the recipient.
- § Host Organisations will be asked to complete and return a questionnaire at completion of the project.
- § All applicable laws including those relating to workplace health and safety, workers compensation and taxation are complied with.
- § Host Organisation supervisors must notify the recipient's Academic Supervisor if they fail to appear at their place of work without giving prior notice at any time during the 10-week project.
- § A Host Organisation wishing to engage in the Studentship will be accountable to the University in the work undertaken in relation to the Studentship.

### FREEDOM OF INFORMATION ACT

Applicants and Host Organisations should be aware that the Office of Science and Innovation is subject to the WA Freedom of Information Act, which provides a general right of access to records held by the State and local government agencies. Applicants and Host Organisations should also be aware that information pertaining to the receipt of State Government Financial assistance is tabled in the Western Australian Parliament. This information could include the name of the recipients, the amount of assistance, the name of the project/activity and, possibly, a brief description thereof. This could also result in requests for more detail to be released publicly.

### INFORMATION

Further enquiries should be directed to either the Scholarships Officer(s) at your University or the Studentships Co-ordinator, Office of Science and Innovation, on (08) 9222 8880.