Australian National University

2027 Scholar Handbook

Sir Roland Wilson Foundation

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Contents

Contents 3
1. Getting started 5
2. Senior mentor 8
3. Opportunities 9
4. Studying remotely 10
5. Professional development 11
6. Travel 13
7. Data access 20
8. Knowledge translation 21
9. Scholarship extension 24
10. Submission of PhD thesis 26
11. Return to regular service and graduation 27
12. Support services 29
13. Complaints 30
Contacts 31

Welcome

Sir Roland Wilson Foundation Board

On behalf of the Sir Roland Wilson Foundation Board, I am delighted to welcome you as a Sir Roland Wilson Foundation scholar.

The Sir Roland Wilson Scholarship and the Pat Turner Scholarship are some of the most prestigious scholarship programs in the country, and you have joined an incredibly talented community of scholars.

We encourage you to embrace this unique opportunity to develop your academic skills, while remaining connected to your agency and engaging in meaningful policy discourse.

Along with the academic offerings, your scholarship offers a range of professional development and networking events and activities that we hope will enrich your experience.

Make the most of these opportunities to gain new skills, knowledge, and ideas, grow your confidence and develop important academic and professional connections.

The Foundation's values are 'curiosity, connection and contribution'. With these in mind, and with everything that you'll learn and share, your work will undoubtedly support better outcomes for all Australians through research-informed public policy and practice.

We look forward to following your scholarship journey and supporting you to develop your leadership and research capability.

Dr David Gruen AO

Chair, Sir Roland Wilson Foundation

1. Getting started

1.1 Sir Roland Wilson and Pat Turner scholars

As a Sir Roland Wilson Foundation scholar, you have joined a community of high performing public servants and academics who will be pivotal in shaping our country's future through contributions to policy, leadership, management and administration. The Sir Roland Wilson Scholarship or Pat Turner Scholarship you have been awarded is an opportunity to grow academically, professionally and personally.

Every cohort of scholars enjoys the benefits of being part of a small, select group of high performers. You will have a number of opportunities to meet other scholars and alumni and to build an enriching, supportive and long-lasting network.

We are pleased to welcome you to the Foundation and are looking forward to supporting you while you undertake your scholarship. We will also follow your career with interest after you return to your agency.

1.2 Enrolment confirmation

Once you have received your offer of a place in your approved program of study, you must forward the offer to the Foundation as soon as possible at srw.foundation@anu.edu.au. If you are undertaking coursework, please send your enrolment details to the Foundation each semester.

1.3 Governance arrangements

The Foundation's scholarships are governed by the Conditions of Award (listed below) for all Australian National University (ANU) and Charles Darwin University (CDU) scholars.

- Conditions of Award for the Sir Roland Wilson Scholarship: https://www.anu.edu.au/study/scholarships/find-a-scholarship/sir-roland-wilson-foundation-phd-scholarship
- Conditions of Award for the Sir Roland Wilson Pat Turner Coursework Scholarship (ANU): https://www.anu.edu.au/study/scholarships/find-a-scholarship/sir-roland-wilson-pat-turner-scholarship-coursework
- Conditions of Award for the Sir Roland Wilson Pat Turner Higher Degree Research Scholarship (ANU): https://www.anu.edu.au/study/scholarships/find-a-scholarship/pat-turner-higher-degree-research-scholarship
- Scholarships and Prize Policy for all Pat Turner scholars at CDU https://policies.cdu.edu.au/view-current.php?id=29

You will enter into a Deed of Agreement with your Australian Public Service (APS) agency or eligible Commonwealth public sector entity, which outlines the individual financial arrangements for you while on scholarship. Please direct any questions regarding your deed to your employer in the first instance.

1.4 Consent

As part of the scholarship Conditions of Award, you consent to the Foundation discussing your progress periodically with members of your supervisory panel, your scholar champion and other key stakeholders involved in supporting your progress. These meetings help to ensure you maintain progress towards completing your thesis or coursework program, identify solutions if issues arise, and contribute to the Foundation's relationship with your employer.

1.5 Email signature guidance

The Foundation suggests acknowledging your scholarship in your university email signature block. For example:

Your name [Optional: pronouns]
Sir Roland Wilson/Pat Turner scholar and PhD/Masters candidate

Your School, Centre, Faculty, Division
Your College
Your building name, number and/or location
The Australian National University or Charles Darwin University

T +61 x xxxx xxxx
M xxxx xxx xxx

your email address xxxxxx@xxx.edu.au

ANU scholars can access digital templates and further resources through the ANU identity hub.. CDU students can use CDU Email signature Generator to create your signatures. Further guidelines and instructions can be found here: https://www.cdu.edu.au/brand/toolkit/email-signature

1.6 Artificial Intelligence

As part of your studies, you will likely have opportunities to engage with various artificial intelligence (AI) tools, so it is important to be aware of the risks and responsibilities in doing so.

ANU is currently developing AI use principles and guidelines for 2027. Keep an eye out for these, and be sure to raise questions or concerns with your academic supervisor or lecturer in the first instance.

CDU provides the following guidance in relation to using AI tools:

- Using AI tools at university
- Using generative AI (GenAI) in HDR studies

1.7 Semester breaks for coursework students

If you are a coursework scholar, you should plan how you will use teaching breaks at the end of each calendar year between semesters. While you should prioritise wellbeing and preparation for the next semester, teaching breaks are also an opportunity to further develop your professional or academic skills.

Some options for semester breaks include:

- use of employer-approved annual leave, long-service leave or other leave entitlements
- connection with community and Country (to inform preparation for research components of a course)
- temporary return to service arranged through your employer, e.g. acting duties or planned short-term tasks
- enrolment in summer teaching sessions
- leave without pay as approved by your employer
- other arrangements as approved by your employer.

The Foundation can support you to engage closely with your employer to ensure leave and employment arrangements are agreed.

2. Scholar champions

2.1 The Scholar Champion relationship

You should have a relevant senior APS public servant or Commonwealth public sector executive (we recommend SESB2 or equivalent) as your champion while undertaking the scholarship.

Scholar champions can play a significant role during your scholarship, including:

- helping you stay connected to your employer
- ensuring that your academic work will contribute to your organisation and the wider APS and Commonwealth public sector
- facilitating appropriate career development opportunities throughout and at the conclusion of your scholarship
- planning for and supporting your return to regular service on completion of your scholarship.

To do this, your champion will act as your bridge to your employer, including through:

- maintaining regular contact, including meeting with you at least four times a year
- helping you to coordinate presentations of your work to the appropriate audience at your organisation
- inviting you to important events in your organisation
- assisting you to obtain access to relevant data and or people if appropriate
- ensuring you have access to career advice, particularly during the last year of your scholarship
- facilitating your reintegration with your organisation after your return.

A Scholar Champions Factsheet is available under scholar resources on the Sir Roland Wilson Foundation website.

If you don't have a champion lined up already, you should work with your employer's Learning and Development team to identify and engage a suitable champion.

Your champion does not need to be your only source of professional advice and support; you may wish to seek guidance from other academic and/or public sector stakeholders through the course of your scholarship.

3. Opportunities

3.1 Activities and events

In addition to your academic commitments, we ask that you participate in a range of Foundation-hosted activities and events throughout the year.

These may include Foundation sponsored public events, professional development activities and social networking events. Our activities and events are opportunities to share knowledge, ideas and research, celebrate scholar and alumni achievements, and to develop your academic and government networks.

- **Scholar Orientation**: virtual and in-person meetings to provide new scholars with key information about the scholarship. This is an opportunity to meet other scholars and learn from current scholars about the transition to academic life.
- **Commencement Dinner**: formal welcome of the new Sir Roland Wilson and Pat Turner scholar cohort, attended by ANU/CDU executives and scholar champions.
- **Annual Symposium**: a two-day compulsory annual event for scholars (optional for alumni) to develop your leadership skills and discuss issues of national significance with academic, alumni and APS and public sector leaders.
- **Pat Turner Forum**: a one-day program specifically for Pat Turner scholars and alumni to hear and learn from influential leaders, develop leadership skills and increase capacity to promote evidence-informed policy in the APS and Commonwealth public sector.
- **Secretaries Dinner**: a formal celebration of scholar and alumni achievements, attended by APS agency or eligible Commonwealth public sector leaders, scholar champions, and ANU/CDU executive, academic supervisors, and senior faculty members.
- **Board and advisory group meetings**: during your scholarship, you may be invited to present to the Foundation Board or Pat Turner Scholarship Advisory Group about your research or coursework program and related activities (e.g. publications, fieldwork, conference presentations and international travel).

The Foundation will invite you to these events using Microsoft Outlook calendar or Humanitix, so please check your ANU/CDU email regularly (and sync the calendar to the appropriate platform).

Please note there will be a professional photographer at many of our events, and any photographs taken may be used on social media, in Foundation reports, and/or for publicity purposes. If you do not wish to be included in photographs, please let us know.

One of the aims for all our events is to provide a safe platform for discussion and debate. The Foundation is committed to providing an inclusive, open, and respectful environment for all participants, speakers, and staff members to engage in the conversation freely. With that in mind, we ask that you are considerate, courteous and respectful in your interactions with each other at all Foundation events, consistent with the ANU Student Code of Conduct, CDU Student Code of Conduct and APS Values and Code of Conduct.

4. Studying remotely

The Sir Roland Wilson Foundation recognises that not all scholars are Canberra or Darwin-based. Please note the following:

- scholars based outside of Canberra or Darwin are required to comply with the external status policies of ANU or CDU
- not all courses are offered remotely (this is particularly relevant for Pat Turner coursework scholars).

The onus is on you to ensure you understand course requirements prior to application and comply with the relevant policies relating to external study.

For all scholars, including those undertaking higher degree research, external status may still entail minimum attendance requirements in Canberra or Darwin. Compliance with these policies will require consideration of access to research facilities and resources, risk assessment, regular contact with the supervisory panel, mandatory coursework requirements and agreement of the chair of the supervisory panel and college.

Beyond Foundation-supported travel to signature events (See 6.4 Domestic travel for Foundation events below), external scholars are required to fund their own travel to and accommodation in Canberra to fulfil the requirements of your program.

Further information on external study is available for ANU higher degree research students. If undertaking coursework at ANU, the Foundation recommends you contact individual colleges to seek advice on the rules and requirements of your program. CDU has a flexible approach to online study, which you can read more about on their website.

5. Professional development

5.1 Professional Development Fund

During your scholarship, the Foundation encourages you to seek out additional professional development and networking opportunities at ANU/CDU and in your home agency. The Professional Development Fund assists with the return to regular service process at the end of your scholarship and in maintaining cross-institutional links. For example, scholars have used the fund to access career and interview coaching, resume preparation and professional courses.

All Sir Roland Wilson scholars can apply to access the Foundation's Professional Development Fund of up to AUD $5,000 during the final year of scholarship (i.e. the third year of the PhD, or fourth year if an extension has been approved), and the first two years post-completion.

All Pat Turner scholars can apply to access the fund for up to AUD $5,000 at any time during the scholarship and the first two years post-completion. Scholars awarded a second scholarship after their master's degree to continue to complete a PhD, can only access Professional Development Funding of AUD$5,000 in total across both scholarships.

The fund is proposal-based and contingent on an annual budget approval by the Foundation's Board of Directors. Any un-accessed professional development funding remains with the Foundation and is not payable to you.

5.2 Professional Development Fund Approval Procedure

Scholars should consult with their Scholar Champions, academic supervisors and Foundation staff before finalising their proposal.

1. Complete the Professional Development Fund Proposal Form.
   a) When formulating the proposal, consider these questions:
      - What are the intended learning outcomes from this activity?
      - What is the relevance of this particular activity to my current/future work role?
      - How will my agency benefit when I achieve the intended learning outcomes?
      - How will others benefit from my learning?
      - What are the longer-term benefits?
   b) Seek endorsement of the proposal from your scholar champion via email and send to the Foundation along with any relevant quotes before submitting.
2. Once approved, work with the Foundation team to arrange bookings or invoice payments.

5.3 Examples of how scholars have used the Professional Development Fund

Scholars should identify complementary development activities, which align and integrate with Australian Public Service and Commonwealth public sector leadership and talent management approaches and programs. These activities should facilitate the scholar's reintegration to service and enhance their effectiveness in the workplace.

- Professional coaching on career pathways, applications and interviews
- Website development and professional branding
- Attending conferences
- Courses and training

Please contact the Foundation for specific examples of Professional Development Fund expenditure.

5.4 Additional opportunities

ANU and CDU also offer several training and development opportunities, which you can access through your research school or college or by accessing the student services and resources listed below:

- Academic skills (ANU)
- Language and learning support (CDU)
- Libraries (ANU)
- Library workshops (CDU)
- Research writing (ANU)
- Study skills (CDU)
- ANUSA (ANU)
- CDU Student Council (CDU)
- ANU NECTAR
- Leadership programs (CDU)
- Regional university centres (CDU)
- Tjabal Indigenous Higher Education Centre (for Pat Turner scholars at ANU)
- First Nations Student Support (for Pat Turner scholars at CDU)

Scholars bring a wealth of experience to the university. You are encouraged to identify opportunities to share your ideas, knowledge and research, and develop your academic and APS and Commonwealth public sector networks. For example, scholars have undertaken the following activities:

- organised conferences, seminars, workshops, guest lectures and masterclasses
- participated in the Three Minute Thesis (3MT) competition
- joined college/school committees/groups and activities
- created study groups and cross-sector advisory panels
- published in academic journals, media articles, blogs etc.

6. Travel and Research

6.1 Travel and Research Fund – PhD scholars

Over the duration of the scholarship, all Sir Roland Wilson and Pat Turner PhD scholars can apply to access the Foundation's Travel and Research Fund for up to AUD $40,000 towards international or domestic (up to 25 per cent) travel related to your research; or other research-related expenses (up to $2,000).

Travel

A travel program may be developed for the purpose of:

- data collection through fieldwork
- visiting academics/research centres relevant to your project
- attending methodological courses (i.e. statistics summer courses)
- attending/presenting at conferences.

The program of travel must complement your research, aim to deepen your professional networks, provide exposure to international models; and should be developed in consultation with your academic supervisor and the Foundation.

To access funds, you must secure an approval for your travel proposal from your ANU/CDU academic supervisor and the Executive Director of the Foundation (see 6.2 Travel fund approval procedure - ANU PhD below). You must complete travel arrangements in accordance with the ANU Travel Handbook (including the ANU Travel Policy) or where applicable the CDU Travel Policy. The ANU travel policy applies to all domestic and international travel arrangements of travellers on approved University business, regardless of the source of funds, the duration of travel, or the purpose of travel. The Foundation will only support arrangements that comply with the ANU/CDU policy, procedure and guidance.

Most travel will take place in your second year. The Foundation ordinarily requires you to have completed your confirmation of candidature prior to commencing travel. (This usually occurs at the end of your first year on scholarship and requires you to identify your thesis timeline and methodology for acquiring, accessing or producing the data required to complete the research).

To help build our budget, each October the Foundation invites eligible scholars to submit a 12-month travel plan for the following year that maps out travel opportunities and a proposed budget. This is separate from the travel proposal process. Subject to budget availability, the Foundation may place an annual cap on expenditure to allow equitable access to the Fund for all PhD scholars.

Please acknowledge and promote the Foundation while travelling. This could include submitting a small number of high-quality photos from each trip for the Foundation to share through its social media channels. When submitting photos, aim to send through photos of you 'in action' during your travels – including, for example, presenting your research, attending a conference, meeting with experts. Remember to seek permission from other identifiable people in your photos before sending them through to the Foundation. We prefer photos that portray the meaningful work you are doing and aim to avoid photos of people sitting around having a drink or coffee.

Travel funding covers costs such as airfares, accommodation, conference fees and any other travel-related costs such as visas associated with the scholar's travel. It does not cover passport fees or any costs associated with any partner or family members who may be travelling with the scholar.

Travel funding is proposal-based and contingent on an annual budget approval by the Foundation's Board of Directors. Any un-accessed travel funding remains with the Foundation and is not payable to the scholar.

When developing your travel proposal, please remember:

Flights

Itineraries should be the lowest available fare taking into consideration the total travel time from origin to destination and return, any layover/connection times, transit accommodation (if required), total ticket cost and ticket inclusions and sustainability practices.

All bookings, where possible, should be made with the ANU preferred travel agent, ATPI. Please obtain quotes for your proposal through the **Research booking** tool on the ATPI Travel Hub or by contacting an ATPI travel consultant directly, at 02 4306 3011 or email anu.au@atpi.com. If travelling with family, ATPI can book all flights together with the scholar paying for any dependents' flights directly at time of booking.

Requests to book outside ATPI and be reimbursed will not be approved unless evidence is provided that booking flights through ATPI will cost significantly more than booking yourself.

Accommodation

Accommodation should be modest, conveniently located, provide a safe and secure environment and be value for money.

All bookings, where possible, should be made with the ANU preferred travel agent, ATPI. Please obtain quotes for your proposal through the **Research booking** tool on the ATPI Travel Hub or by contacting an ATPI travel consultant directly, at 02 4306 3011 or email anu.au@atpi.com.

ATPI has access to long stay accommodation and serviced apartments around the world. In the first instance, we ask that you consult with the offline ATPI travel team regarding long stay accommodation availability and cost for your travel and include those quotes in your travel proposal.

If you are travelling with family, the Foundation will cover accommodation for one person (e.g. the equivalent cost of a standard hotel room or studio/1 bedroom apartment.) ATPI travel consultants can provide a cost comparison quote and invoice you directly for your portion of the cost at the time of booking.

Requests to book outside ATPI and be reimbursed will not be approved unless evidence is provided that booking through ATPI will cost significantly more than booking yourself. Scholars attending conferences may stay at the conference hotel and book themselves if the conference rate is not available by booking through ATPI.

Per diems

Scholars travelling internationally and domestically are paid a daily travel allowance to cover meals and incidental expenses. Per diems are payable from the time of arrival on the first leg of a trip until the time of departure for the final return leg (excluding any personal time).

The allowance is calculated at **50% of the minimum salary category** listed in the Australian Tax Office (ATO) Reasonable Travel Allowances determination. All University travelers will receive the same travel allowance rate, regardless of their position or salary.

Uber vouchers

The Foundation can issue you with Uber vouchers that are valid for the duration of your travel. If you need additional vouchers while travelling, please email the Foundation. Any unused vouchers will expire once the travel is complete.

Carer's assistance

Scholars with caring responsibilities (including dependent children, an elderly parent, or a family member with a disability) can include up to AUD $2,000 annually for costs related to providing alternative arrangements while traveling internationally. This should be included in the Travel Proposal Form and is part of, not additional to, the total possible allocation of AUD $40,000 per scholar.

Alternative care arrangements include:

- childcare costs for dependent children
- care costs for dependents other than children
- airfares for the dependent to accompany the scholar.

Note that funds cannot be used for existing childcare or other related costs of caring.

Reimbursements

If you are seeking reimbursement for approved travel costs, please email the total amount of the reimbursement request with your travel tracking spreadsheet and all applicable receipts/invoices to the Foundation. All reimbursements must be completed in Australian dollars with an explanation and translation of all foreign receipts and their conversions. For any payments made in a foreign currency, please provide a bank statement in Australian dollars to show the amount paid on that date. Once the Foundation has reviewed the reimbursement request, instructions will be provided on submitting the request to the university.

In line with the ANU Travel Handbook, all travel reimbursement requests must be made within 30 days of trip completion.

The onus is on scholars to track and account for all expenditure under the fund. If, for any reason, a reimbursement request exceeds the AUD $40,000 travel fund cap, you will need to pay back the difference to the Foundation.

Ten per cent buffer

We understand that sometimes costs for travel and accommodation vary in the time between submitting your travel proposal with your proposed budget and booking your travel. This can impact your actual travel expenses and the amount of funds remaining. We recommend that you include an extra 10 per cent on your calculated budget to consider potential variability in travel and accommodation costs between submitting your travel proposal and making your bookings.

Insurance and personal travel

To be covered by the University's travel insurance, all travel requests must be approved through the ANU Travel Hub, prior to travel. University travel insurance does not cover any personal travel days during the approved trip. You should secure additional travel insurance for any and all personal travel. More details on the University's travel insurance are provided in the ANU Travel Handbook.

Changes to the travel proposal or additional travel

If for any reason your travel is cancelled after your proposal has been approved by the Foundation and through the ANU Travel Hub, you must inform the Foundation as soon as possible and cancel your approved ANU Travel Request. If you have already been paid the travel per diem, you will need to make arrangements with the ANU Finance team to repay those funds.

If there are any significant changes to your travel plans after the proposal has been approved, or while overseas on your approved travel, you **must** submit a new travel proposal for approval and amend the ANU Travel Approval even if you are not requesting additional funds.

Significant changes include:

- altering travel destinations, such as adding or removing a destination
- altering timeframes spent in destinations by more than **two** days
- any other changes that will substantially impact the proposed budget

CDU PhD scholars must email the Foundation directly regarding any changes.

Smarttraveller

You should always be aware of any Department of Foreign Affairs and Trade (DFAT) travel advice for your destination. You can subscribe for updates through the government's Smartraveller website.

Engagement with DFAT posts

You should travel with ordinary passports while on scholarship. Most Foundation scholars travel without any engagement with Department of Foreign Affairs and Trade (DFAT) overseas posts. In a small number of instances, you may seek posts' assistance to support contacts for interviews or high-level meetings to support your research. Please contact the Foundation if you intend to seek DFAT's support for your overseas travel.

Where post engagement is required, you should reach out early. Your scholar champions will usually be the most appropriate and effective conduit to contacting senior staff at posts.

Gifts

You must pay for all gifts offered as part of travel, conferences, and visits to other institutions. The Foundation can provide a small amount of branded merchandise to be used as gifts.

Domestic travel

A scholar may apply to the Foundation to use part (up to 25 per cent) of the travel fund for domestic travel. You must exhaust your college funds, if applicable, prior to applying for access to the fund for domestic travel.

When considering requests for domestic travel funding, the Foundation will take into account:

- the relevance of the domestic travel to the scholar's PhD program;
- the amount of college funding available to the scholar; and
- whether the domestic travel is part of a broader program of international travel by the scholar.

Research

Scholars can apply to use up to AUD $2,000 from the Travel and Research Fund towards research-related costs. If this does not cover all of a scholar's research costs, they may seek further contributions from their college or employer, or self-fund any gaps.

The sum of $2,000 is part of, not additional to, the $40,000 available for travel costs. Approval is proposal-based, and funds will be released following written approval from the Foundation. Prior to applying for funds, scholars should undertake due diligence to ensure value for money and to avoid duplication.

Examples of eligible research costs	Examples of ineligible costs
Compensating research interview or advisory panel participants	Equipment for interviews or for research translation activities
Costs relating to facilitating research interviews – e.g. food, coffee, travel	Interview transcription software or services
Academic journal access – only if the scholar can demonstrate the University/college does not already provide access	Data access
Publication costs for open-access journals – only if the scholar can demonstrate the University/college does not already cover this	Textbooks or study materials
AI tools for research purposes – only if the scholar can demonstrate the University/college does not already have a license or provide access	Accommodation or living expenses
Thesis editing costs	

6.2 Travel fund approval procedure - ANU PhD

1) Work with your academic supervisor to develop your travel proposal and discuss with the Foundation team
2) Obtain flight and accommodation quotes for your proposal through the **Research booking** tool on the ATPI Travel Hub or by contacting an ATPI travel consultant directly, at 02 4306 3011 or email anu.au@atpi.com.
3) Complete the Travel Fund Proposal Form
4) Email the Foundation flight and accommodation quotes from ATPI along with any other relevant quotes and an email from your academic supervisor supporting the travel proposal before submitting the form for approval.
5) Receive approval from the Foundation for your travel proposal
6) Submit the travel approval request through the ANU Travel Hub
    a) For **Funding Source** please select **Funds Administered by the ANU**
    b) For the **GLC Code** refer to the Foundation approval email
    c) For **international travel** requests, for **Supervisor** please select **Rebecca Gibb** from the dropdown list instead of your academic supervisor. This ensures the ANU travel request will be directed to the Foundation for approval first. The **Delegate** who has final approval for international travel will be the **ANU School Head/Director**.
    d) For **domestic travel** requests, for **Supervisor** please select Georgina Nash for Pat Turner scholars or Meggan Fitzgerald for Sir Roland Wilson scholars. The **Delegate** who has final approval for domestic travel will be **Rebecca Gibb**.
    e) In the **Upload Files** section, upload a PDF of your Foundation Travel Proposal and approval email
7) Once the ANU travel request has been approved, please forward us the approval email and you may proceed with your bookings.
8) For reimbursements, please email the Foundation with the total amount you will be requesting for reimbursement, the invoices/receipts you will be submitting, and we'll provide instructions for the process.

6.3 Travel fund approval procedure - CDU PhD

1) Work with your academic supervisor to develop your travel proposal and discuss with the Foundation team
2) Work with the Foundation team to obtain flight and accommodation quotes for your proposal
3) Complete the **Travel Fund Proposal Form**
4) Complete an ANU Accounts Payable Voucher Request form for per diem payments. For per diem payments to be paid in advance, include an Excel spreadsheet with dates of travel and per diem calculations.
5) Forward an email from your academic supervisor supporting the travel proposal along with any flight and accommodation quotes to the Foundation team before submitting for approval.
6) Receive approval from the Foundation for your travel proposal.
7) Book flights and accommodation through the Sir Roland Wilson Foundation.
8) For reimbursements, complete an ANU Vendor Application form and email to the Foundation with all invoices/receipts.

6.4 Research fund approval procedure

1) Work with your academic supervisor to develop your proposal and discuss with the Foundation team
2) Obtain any necessary quotes for your proposal and ensure that the resource or service is not available through the university
3) Complete the Research Fund Proposal Form
4) Email the Foundation any relevant quotes or documentation along with an email from your academic supervisor supporting the research proposal.
5) Receive approval from the Foundation for your research proposal and make arrangements for payment

6.5 Domestic travel for Foundation events

Subject to annual budget availability, the Foundation will support interstate travel for Sir Roland Wilson and Pat Turner scholars to Canberra for annual signature events, including the Commencement Dinner (commencing scholars only), Annual Symposium, the Pat Turner Forum (Pat Turner scholars only) and the Secretaries Dinner.

If you are based internationally, subject to annual budget availability, the Foundation will fund travel to Canberra from the nearest Australian port of entry to the events listed above.

As per ANU and CDU travel policies above, the Foundation will pay for flights and accommodation and per diems (where relevant) and will reimburse agreed taxi/Uber fares.

All ANU scholars will be required to arrange their own travel to Foundation events through the ANU travel booking system. The Foundation Administration Assistant will contact CDU scholars based outside Canberra ahead of signature events to arrange travel.

For any queries related to domestic travel, email srw.foundation@anu.edu.au.

6.6 Sustainability

The Foundation operates in accordance with the University's commitment to reduce travel emissions and the sustainability principles in the ANU Travel Policy and ANU Travel Handbook.

Please read through the University's Carbon Smart Travel Guide and travel emissions resources and consider the impacts of your travel choices for your research or study. Where possible, this could include avoiding carbon intensive forms of travel or shifting to lower carbon modes. For

example, taking the bus between Sydney and Canberra, or using rail rather than flights during international travel.

7. Data access

7.1 Data Access Fund – PhD and MPhil Scholars

During the first or second year of your scholarship, Sir Roland Wilson and Pat Turner Higher Degree Research scholars can apply to access the Foundation's Data Access Fund for up to AUD $10,000 to meet some of the costs which may be associated with accessing data from Australian Government agencies or other approved sources.

If you have identified that your research may require access to large data sets, you must work with the agency(s) supplying the data. This includes completing a data feasibility assessment to identify any associated costs, timeframes, and a plan to request access to that data. If costs are incurred, you must also identify whether there is any funding available through your ANU or CDU college, and/or through your agency. Scholars should also consult with their government organisation or entity supervisor or champion, academic supervisor and Foundation staff before finalising their proposal.

The Data Access Fund is proposal-based and contingent on annual budget approval by the Foundation's Board of Directors. Any un-accessed funds remain with the Foundation and are not payable to the scholar.

7.2 Data Access Fund Approval Procedure

1. Consult with the APS agency(s) or Commonwealth entity responsible for providing required data services to determine feasibility of the project, new data supply (where required), custodian approvals, technical assessment, deliverables, dependencies, reasonable timeframes, access environment, costs, and funding.
2. If the data request will incur costs, consider additional funding arrangements available through the relevant ANU or CDU College, and/or through the scholar's APS agency or eligible Commonwealth public sector entity.
3. Complete the Data Access Fund Proposal Form.
   3.1. When formulating the proposal, consider these questions:
   - What are the intended research outcomes from this activity?
   - What is the relevance of the data to my research?
   - How will my agency benefit when I achieve the intended outcomes?
   - How will others benefit from my research?
   - What are the longer-term benefits?
4. Seek endorsement of the proposal from: (a) the APS department(s) delegate(s) responsible for providing the required data services; and (b) the scholar's own government organisation or entity supervisor or scholar champion.
5. Submit the form for approval.
6. Once approved, work with the Foundation team to arrange invoice payments.

8. Knowledge translation

The Foundation encourages you to consider how your research and studies can be applied or translated back to your APS and Commonwealth public sector roles. From the outset of your scholarship, you should consider opportunities to translate research findings and analysis into policy briefs, presentations, reports, and other outputs. The Foundation encourages you to work with your employer to seek opportunities to participate in agency policy forums, informal lunch sessions, and panels. A Knowledge Translation Guide is available under scholar resources on the Sir Roland Wilson Foundation website.

8.1 Publishing while on scholarship

Throughout your scholarship, the Foundation encourages PhD and MPhil scholars to promote your work and engage with other academics by publishing in academic and peer reviewed journals, presenting at conferences, writing articles and using social media. As public servants, you must keep in mind that any publications can constitute unofficial public comment. You need to ensure your published articles or commentary comply with the APS Values and Code of Conduct, and follow your employer's approval processes and guidelines. You should also consider:

- the content or tone of your publication, including whether it may raise doubts on your impartiality in your APS and Commonwealth public sector role
- whether you could be perceived as representing or being endorsed by your employer
- if your publication includes confidential information
- if your publication constitutes a real or perceived conflict of interest.

You should consult the following Australian Public Service Commission guidelines (or equivalent for your organisation) when publishing:

- APS Values and Code of Conduct in Practice
- Social media: Guidance for Australian Public Service Employees and Agencies

You may wish to include a disclaimer in papers that you publish throughout the course of your scholarship. Sample text for a disclaimer is below.

> *Lead author or NAME was supported through a Sir Roland Wilson/Pat Turner scholarship funded by the EMPLOYER and the Sir Roland Wilson Foundation within the Australian National University. This paper represents the views of the author/s and does not necessarily reflect the views or the position of the EMPLOYER or the Sir Roland Wilson Foundation.*

Please note ANU now requires students whose research was supported through an Australian Government Training Program (RTP) Scholarship, including the fees offset scholarship that all Foundation Higher Degree by Research scholars receive, include an acknowledgement of this in any publications during or after completion of the degree. See section 13 and 14 of the ANU Procedure: Higher Degree by Research: Submission and Examination of Theses for more information and specific wording.

It is important to appropriately reference and cite the work of others in your publications, and give credit, including authorship where appropriate, to those who have contributed. This includes clearly acknowledging any assistance you receive in producing your own work, from supervisors, peers, or other sources of support, so your individual contribution is accurately reflected

The Foundation encourages ANU scholars to engage with the ANU media team in relation to potential media stories. This team also runs regular media training sessions for ANU researchers and staff throughout the year.

You should operate on a 'no surprises' basis, informing your employer well in advance of any media engagement, and staying grounded in objectivity, with a focus on research and evidence, rather than providing opinion.

Also refer to the ANU guidelines and governance for media engagement.

CDU scholars should consider getting in touch with the CDU Media and Communications team.

Please contact your academic supervisor and/or scholar champion as well as the Foundation team if you are unsure.

8.2 Fellowships

Fellowships are activities that denote an academic position at a university or other organisations in varying capacity. ANU defines visiting fellows as "individuals of excellent standing whose activities align with the research or creative activity or education activities of the University and who are employed at other institutions that the University wishes to collaborate with". Charles Darwin University defines a University Fellow as someone who must have "professional, business or industry qualifications and/or experience which contribute to the strategic needs of the University" and is expected to "collaborate in research and/or research publication with University staff".

Scholars and alumni have also undertaken fellowships at organisations such as the World Bank, Lowy Institute or the U.S. Studies Centre at the University of Sydney.

Fellowships vary depending on the type of proposal and university and agency preferences and processes. Some scholars and alumni take paid leave or split their time between the APS and the university to continue their research, teach and/or to work on projects of shared interest.

Some examples of the different types of agency-supported fellowships include:

- take a short period of paid leave from the agency to undertake a specific, time-limited project (e.g. to publish a book resulting from the PhD)
- take up a public policy research or co-researcher role working between the agency and the university on specific projects of shared interest
- receive ongoing support from the agency to engage in scholar-led research and public policy work of benefit to the agency on a paid, part-time basis (e.g. one day per week, or one day a fortnight)
- access flexible working arrangements from the agency (e.g. part-time, leave without pay) to conduct research, lecture or facilitate courses.

Scholars and alumni have set up individual arrangements with their agencies to establish a fellowship, ranging from formal to less formal. Preferences may vary depending on the agency, alumni could consider a range of options, including:

- enter into a Memorandum of Understanding for secondment between the agency and the University
- enter into an employment contract with the University
- negotiate a variation to the scholars' Deed of Agreement (for scholars that are currently still on program)
- formalise the arrangement through a minute with agency senior leadership
- formalise the arrangement as part of the scholar/alumni's performance development agreement with their agency supervisor
- request a period of paid or unpaid leave from the scholar's agency.

Scholars and alumni are encouraged to seek guidance on potential arrangements and the implications for their individual situation with their HR teams. Scholars should also refer to their

agency guidelines on outside employment regarding any other requirements they need to address in seeking agency endorsement.

9. Scholarship extension

9.1 Extending your scholarship (for PhD Scholars only)

PhD scholars may apply to request an extension to their three-year program of up to 12 months. To do this, scholars need to discuss an extension request with the Foundation, academic supervisor, and Scholar Champion.

Once support is confirmed, scholars request a letter of support from the academic supervisor using the Extension Letter Template. Once you have received this, please forward the letter to the Foundation team.

The Foundation will coordinate the formal extension request, writing to the COO (or equivalent) of the employer, covering a letter of support from the academic supervisor.

Once the scholarship extension has been approved by their employer, scholars apply to the university for a program extension (if required).

Applying to your government organisation or entity (your employer)

The decision to offer an extension is at your employer's discretion and is not guaranteed. If approved, this extension provides continuation of your salary and extends your date for returning to your agency. Please note this extension is separate from any offered by ANU/CDU.

You must apply for an extension at least six months prior to your expected completion date. In general, the Foundation will only submit one extension request per scholar. Accordingly, the Foundation recommends that you forecast your expected completion timeline to the best of your ability in discussion with your academic supervisor. You are also strongly encouraged to consult with your Scholar Champion before requesting an extension.

If granted, your employer will update your Deed of Agreement to reflect the conditions of the extension and the expected completion date. You and your employer will need to sign the amended Deed of Agreement and send a copy to the Foundation.

Applying to your university

PhD scholars at ANU may apply to the university for an extension of your program by completing the Manage my Degree - HDR form in ANUHub.

PhD scholars at CDU should submit an extension request to the HDR team in the Office of Research and Innovation (ORI). Further details on the requirements are found under HDR Forms and Codes.

9.2 Transferring from a coursework program to a research degree (Pat Turner scholars)

Pat Turner Master by coursework scholars interested in undertaking a PhD need to apply for further funding under the scholarship through one of the Foundation's regular intake processes. You will need to submit your application by the end of the first year of your coursework degree. If successful in being awarded a scholarship for a PhD, you must complete your coursework degree before commencing the PhD.

As with the initial application process for a scholarship, you will need to be accepted into a PhD program at your university, gain endorsement from your employer and if shortlisted, participate in a Foundation selection interview. Selection is not guaranteed. If successful, you will continue to receive financial assistance from your employer for the duration of your scholarship, which will be outlined in an updated Deed of Agreement.

This approach allows you to gain the required research skills, knowledge and confidence to undertake a PhD. It will also allow you enough time to consider a PhD program thoroughly, draft a proposal, secure a supervisor, and apply to a PhD program at your university.

Given the total length of scholarship, a scholar who has undertaken a PhD under scholarship following a Master by coursework degree would only be eligible for an extension beyond five years in exceptional circumstances.

9.3 Transferring from MPhil/Master by Research to PhD (Pat Turner scholars)

Transition from a Master by research program to a PhD is an established academic pathway. During the first year of the Master by research program, you must complete higher degree research coursework subjects on theory and research methods that are relevant to your thesis. You can then express interest in transitioning to a PhD, subject to successful completion of your confirmation of candidature process and seek employer approval. Selection is not guaranteed.

Please contact the Foundation to discuss in more detail if you would like further information.

10. Submission of PhD thesis

10.1 PhD submission

PhD scholars are required to submit their theses in accordance with university procedures. Please note these requirements vary between schools and disciplines, and you must ensure your research is designed from the outset to meet all requirements. Speak to your supervisory panel if you are unsure about discipline-specific requirements.

- ANU Procedure: Higher Degree by Research: Submission and Examination of Theses
- CDU Higher Degree by Research (HDR) – Preparation, Submission and Examinations Procedures

Please note ANU now requires students whose research was supported through an Australian Government Training Program (RTP) Scholarship, including the fees offset scholarship that all Foundation Higher Degree by Research scholars receive, include an acknowledgement of this in the thesis. See section 13 of the ANU Procedure: Higher Degree by Research: Submission and Examination of Theses for more information and specific wording.

You may wish to acknowledge the Foundation in your thesis document and presentation. A sample acknowledgment text is below:

This research has been supported by a Sir Roland Wilson/Pat Turner scholarship. I am extremely grateful for the support of the Commonwealth [DEPARTMENT NAME], through the Sir Roland Wilson /Pat Turner scholarship at [The Australian National University/Charles Darwin University], which enables Australian Public Service and eligible Commonwealth public sector employees — including me — to undertake academic research, encourages the development and deepening of links between academic and public policy, and acknowledges the importance of academic research to ensuring high quality, evidence-based policy-making. The views expressed in this research are mine alone, and do not reflect those of the [GOVERNMENT ORGANISATION OR ENTITY NAME] or the Australian Government.

11. Return to regular service and graduation

11.1 Return to regular service

The transition and return to regular service phase is integral to the success of your scholarship and is an important consideration from the outset and throughout your scholarship journey.

Staying in touch with your government organisation or entity and building networks across the APS and Commonwealth public sector during your scholarship will strongly benefit your transition back to the public service.

Twelve months prior to your expected return (or six months for coursework scholars), you should initiate discussions with your scholar champion on your transition back to the APS and Commonwealth public sector. These discussions should include how your skills can be best used and options for ongoing involvement in academia. The Foundation can also provide advice, and you should also reach out to your employer's learning and development area.

The Foundation encourages and supports you to maintain links to ANU/CDU and the Foundation beyond your research and study. This could include:

- maintaining your Foundation and academic networks as part of your ongoing performance agreements
- dual appointments between the APS and Commonwealth public sector and ANU/CDU, including fellowships and other similar types of arrangements
- involving your organisation in events and research agendas
- participating in ANU/CDU academic events
- joining the Foundation's Alumni Advisory Group
- participating in Foundation and alumni events and including events such as the Annual Symposium and Pat Turner Forum in your professional development planning.

Return to regular service guidance is available under scholar resources on the Sir Roland Wilson Foundation website.

11.2 Graduation

Congratulations on completing your degree! Students do not usually need to apply to graduate. However, the Foundation suggests that you check with your ANU college and the ANU guidelines for graduation six months prior to your intended graduation.

Students may apply to have their ANU degree conferred outside the standard conferral periods through the Out of Session Conferral application periods.

For CDU students, please see cdu.edu.au/current-students/student-admin/graduations.

The Foundation will provide Pat Turner scholars who reside outside of Canberra, Darwin or Sydney with financial assistance up to $500 towards travel expenses associated with attending their graduation ceremony in person. Please contact the Foundation should you require assistance.

If you are attending an in-person graduation at ANU, please also advise the Foundation and we will arrange to meet you before or after your graduation ceremony to take photos for use on the Foundation's social media channels.

11.3 The alumni network

Once your degree has been conferred, you are eligible to join the Foundation's active alumni network. The Alumni Advisory Group represents the alumni interests and provides advice to the Foundation and Board on the scholarship programs and promotes collaboration and knowledge translation.

On completion of your scholarship, the Foundation will be in touch with you to discuss how you can contribute to the alumni network.

12. Support services

There is a range of support services available to you during your scholarship. The Foundation encourages you to manage your wellbeing actively by investing in and drawing on networks of support. In addition to formal support, our friends and family are the people who see us the most and can be helpful in observing changes in our wellbeing.

At ANU students have access to:

- ANU Counselling Service
- ANU Accessibility
- Student Safety and Wellbeing team
- Medical services
- ANU Student life resources
- Adjustments to support your study.

Students at ANU can call 1300 050 0327 or SMS 0488 884 170 for support 24 hours a day, seven days a week, free of charge.

Students at CDU have access to:

- CDU Counselling service
- Student advocacy team
- CDU Access and Inclusion

The CDU Wellbeing Support Line is available 24 hours. If you need to speak with someone urgently call 1300 933 393 or SMS 0488 884 144.

Find out more about the support available at CDU via the CDU website.

13. Complaints

We hope your time on scholarship will be an enjoyable and rewarding experience. However, we understand that from time to time, incidents may arise that can concern your academic work or university policies and procedures.

The Foundation welcomes feedback on our performance and we regularly invite this through anonymous post-event surveys and annual scholar and alumni surveys. You are also welcome to contact us at any time.

All formal complaints during your time on scholarship should go through the university.

At ANU, the university is guided by the following policies and procedures:

- Code of practice for teaching and learning
- Prevention of discrimination, harassment and bullying
- Student grievance and complaint resolution policy
- Student grievance and complaint resolution procedure
- Work and study flexibility policy

For more information about ANU student complaint resolution, visit the ANU website.

The CDU Student Complaint Policy covers complaints about academic matters, non-academic matters and unfair treatment.

For more information about the handling of complaints at CDU visit the CDU website.

If your complaint relates to an APS or Commonwealth public sector process or to another APS or Commonwealth public sector employee, you should use your employer's local resolution process. In the first instance, discuss the issue with your agency coordination team and/or your scholar champion. You retain access to agency employee assistance programs throughout your scholarship.

14. Contacts

General Enquiries

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