



Australian
National
University

Sir Roland Wilson Foundation

Scholars Handbook

2020 Version 1.0

Sir Roland Wilson Foundation

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

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

Our scholars become leading contributors to public policy and strengthen the use of evidence and research across the public sector. They return to their agencies with important academic connections and networks to lead the development of evidence-based public policy.

Along with the academic opportunities, the scholarship program offers a range of additional activities that we hope will enrich your experience.

We are proud to offer a range of events to connect you with other scholars, as well as public service and private sector leaders.

We look forward to following your scholarship journey over the next few years, and supporting you to develop your leadership and research capability.

Dr Ken Henry, AC

Chair, Sir Roland Wilson Foundation Board

1. Getting Started

1.1 Sir Roland Wilson and Pat Turner Scholars 2020

As a Sir Roland Wilson Foundation (the 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 your contribution to policy, leadership, management and administration. The 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, hand-selected group of high performers. Being the biggest cohort yet, you will have a number of opportunities to meet other scholars and alumni and to build an enriching, supportive and long-lasting network.

Our scholars and alumni appreciate the opportunities afforded by this generous scholarship, and this is reflected in their commitment to giving back to the Foundation, including through the mentoring of new scholars.

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

1.2 Enrolment confirmation

Once you have received your offer of place in your approved course of study, you must forward the offer to the Foundation as soon as possible. If you are undertaking coursework, please send your enrolment details to the Foundation each semester.

2. APS Mentor

All scholars are expected to have a senior public servant as their mentor while undertaking the scholarship. Scholars are encouraged to consult with their agency to determine a suitable mentor. Mentors should be at the SES Band 2 or 3 level (or equivalent).

Mentors can play a significant role in a number of ways during your scholarship, including:

- helping to keep you connected to your agency;
- ensuring that your academic work will contribute to your agency and the wider APS;
- and

- facilitating appropriate career development opportunities throughout and at the conclusion of your scholarship.

To do this, your mentor is expected to act as your 'champion' in your agency, and is encouraged to:

- maintain regular contact you, including meeting with you at least twice a year;
- help you to coordinate presentations of your work to the appropriate audience at your agency;
- invite you to important events in your agency;
- assist you to obtain access to relevant data and or people if appropriate;
- ensure you have access to career advice, particularly during the last year of your scholarship;
- support you during your transition back to the public service; and
- facilitate your reintegration with your agency after your return.

3. Opportunities

3.1 Activities and Events

In addition to your academic commitments, the Foundation hosts a number of activities and events through-out the year which scholars are expected to attend.

These activities and events 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 APS networks.

- **Scholar orientation:** typically a one-day event to provide new scholars with key information about their scholarship program. This event is also an opportunity to meet other scholars, and hear from current scholars about transitioning to academic life.
- **Scholar symposium:** typically a two-day event for scholars to develop their leadership skills and hear from academics, alumni and APS leaders about their research and professional experiences. The symposium is a unique opportunity to discuss issues of national significance with leaders across a variety of fields.

- **Wilson Dialogue:** a public forum where high profile speakers discuss topics of national and global significance. Previous speakers include the Minister for Indigenous Australians, Ken Wyatt AM, and former Prime Minister, John Howard AO AC.
- **Secretaries Dinner:** our formal celebration of scholar and alumni achievements, attended by APS Secretaries, and ANU/CDU executive and senior faculty.
- **Board meetings:** during their scholarship, scholars are invited present to the Foundation Board about their research or coursework program and related activities (e.g. publications, fieldwork, conference presentations and international travel).

The Foundation office will invite you to these events using Microsoft Outlook Calendar and Eventbrite, so please make sure that you check your ANU/CDU email regularly (and sync the calendar to the appropriate platform).

3.2 Professional Development

During your scholarship, you will be encouraged to seek out additional professional development and networking opportunities at ANU/CDU and in your agency. You bring with you a wealth of experience and are encouraged to identify opportunities to share your ideas, knowledge and research, and develop your academic and APS networks.

For example, in the past scholars have undertaken the following activities:

- organised, attended and facilitated 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; and
- published in academic journals, media articles, blogs etc.

3.3 International Travel – PhD scholars

Sir Roland Wilson and Pat Turner PhD scholars can apply to access a travel fund of up to \$40,000. It is expected that during the course of your PhD you will travel overseas at least once.

A travel program may be developed for the purpose of:

- data collection through fieldwork;
- visiting academics/research centers of interest to your project;
- attending methodological courses (i.e. statistics summer courses); and
- attending/presenting at international conferences.

A successful short travel program will usually combine more than one purpose to make the most of the time spent overseas. For example, a scholar may choose to attend conference in Toronto, participate in a three-day workshop after the conference in Washington, and then visit a research center in Colorado for one week. You are strongly encouraged to make contact with your academic and public sector counterparts while travelling.

Longer travel programs can be developed where scholars may choose for example, to base themselves in Norway for three months in order to conduct a series of interviews around Europe. Alternatively, a scholar may be invited to an international university as a visiting scholar and will stay there for a period of time. (See Annex 1 for the International Travel Protocol)

3.4 Domestic Travel – Pat Turner scholars

The Foundation will support interstate travel for Pat Turner scholars to Canberra for our signature events, including the Scholar's Symposium and the Secretaries Dinner.

The Foundation will arrange and pay for flights and accommodation, and will reimburse agreed taxi/Uber fares. (See Annex 3 for the Pat Turner Domestic Travel Protocol).

4. Publications and your APS role

Throughout your scholarship, you are encouraged 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, keep in mind your publishing can constitute unofficial public comment. You need to ensure your publishing and public comment complies with the APS Values and Code of Conduct, and follows your agency's approval processes and guidelines.

When publishing content related to your studies, you should consider:

- the content or tone of your publication, including whether it may raise doubts on your impartiality in your APS role
- whether you could be perceived as representing or being endorsed by your agency
- 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 when publishing:

- [APS Values and Code of Conduct in Practice](#)
- [Making public comment on social media: A guide for employees](#)

You can speak with your academic or APS mentor as well as the Foundation team if you are unsure about navigating your dual-role as an academic and public servant.

5. Scholarship Extension

PhD scholars may request an extension up to six months prior to the scholar's expected completion date. Scholars are strongly encouraged to consult with their APS mentor and academic supervisor as well as the Foundation before requesting an extension. If you decide to proceed, applications for an extension must be accompanied by a letter from your academic supervisor and from the Foundation (see Annex 7 for the letter template). The completed letters of support will be sent by the Foundation to the HR representative within your agency. If granted, the Deed of Agreement will be updated to reflect the conditions of the extension and the expected completion date. The amended Deed of Agreement needs to be signed and a copy sent to the Foundation.

6. Return to Service

The transition and return to service phase of the scholarship is integral to the success of the program. Agencies invest heavily in Sir Roland Wilson and Pat Turner scholars. Scholars will be returning to the service with new skills and capabilities and agencies are encouraged to use the scholars to their best advantage. The reintegration of the scholars to their home agency's needs to be a considered and well managed process.

The planning for a scholar's return to service should include the scholar, mentor, the Foundation and the agency. Secretaries will be notified by the Foundation of the scholar's return to service. Scholars should discuss their transition and preparation for return with their APS mentor, including how their skills can be best utilised and expectations of the scholar to stay involved in academia and how this can be achieved. Agencies are encouraged to plan for a scholar's return recognising that the scholars have developed new skills and capabilities.

Scholars are to be encouraged and supported to maintain links to ANU/CDU and the Foundation. This could include the following:

- including maintaining your academic networks in your agency's individual development agreement;
- dual appointments between the APS and the ANU/CDU including 'Visiting Fellow' and other similar types of arrangements;
- involving your agency in events and research agendas;
- participating in ANU/CDU academic events; and
- participating in Foundation and Alumni events.

PhD scholars can access funding of up to \$5,000 for professional development in the final year of scholarship and in the first year after they return to service to assist with the reintegration process and in maintaining cross – institutional links (See Annex 5 for Professional Development Protocol).

7. Contacts

General inquires srw.foundation@anu.edu.au

Sally-Anne Henfry, Executive Director: Sally-Anne.Henfry@anu.edu.au

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Annex 1: Sir Roland Wilson and Pat Turner PhD Scholarships

ANU/CDU International Travel Protocol (2020)

The Sir Roland Wilson Foundation (the Foundation) International Travel Protocol should be read in accordance with the [ANU Travel Policy](#) and [ANU Travel Procedure](#).

Each PhD scholar can apply for access to an international travel fund of up to \$40,000 for the duration of the scholarship (three years, with a possible extension of up to 12 months). The travel fund is proposal based and contingent on annual budget approval by the Foundation's Board of Directors. Any un-accessed travel money remains with the Foundation, and is not payable to the scholar.

International travel

Scholars are encouraged to travel overseas at least once during the duration of their scholarship. The travel fund can be used to attend and present at conferences, undertake research (i.e. data collection, interviews, or access archives), and meet with academic and public service counterparts. The program of travel must complement the scholar's research, aim to deepen their professional networks, and provide exposure to international models. The program of travel is to be developed in consultation with the scholar's academic supervisor and the Foundation.

In October each year, scholars are invited to submit a 12 month travel plan that maps out travel opportunities and a proposed budget. Scholars are only able to access their travel fund on the basis of the 12 month plan.

The travel fund covers costs such as airfares, accommodation, conference fees and any other travel-related costs such as visas. Please note it does not cover passport fees.

Domestic travel

In the case a scholar is required to undertake significant field work domestically, a scholar may apply to the Foundation to use part (up to 25%) of their travel fund for domestic travel. A scholar must exhaust their college funds¹, if applicable, prior to applying for access to the international travel fund for domestic travel.

Requests for domestic travel funding will be considered by the Foundation and 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

¹ For example, the [ANU College of Business and Economics \(CBE\)](#) provides a \$5,500 research fund for PhD students, which can be used to attend academic conferences and for other PhD research related expenses.

- whether the domestic travel is part of a broader program of international travel by the scholar.

Travel Approval Procedure

The ANU Travel e-form financial delegation is not linked to the Foundation, therefore you will need to get 'pre-approval' from the Foundation **before** completing the e-form. Depending on whether you are undertaking a PhD at ANU or CDU, see steps below.

Steps (SRW ANU PhD):

1. Complete the **SRW Travel Proposal form**
2. Submit the form to srw.foundation@anu.edu.au for approval
3. Receive approval from the Foundation Manager for your travel proposal
4. Complete the [Travel e-form](#)
5. Select yes for Per Diem payment to cover meals and incidentals
6. When selecting Travel Budget, always select 'Funds Administered by the ANU'.
7. When selecting Payment Type, always select Direct Payment to Supplier.
8. For **SRW ANU PhD scholarship**, enter the general Ledger Code:
 - a. Fund = E
 - b. Department = (contact Foundation for code)
 - c. Project ID = 01
- 8.1 For **SRW Pat Turner (ANU) PhD scholarship**, enter the General Ledger Code:
 - a. Fund = Q
 - b. Department = contact Foundation for code)
 - c. Project ID = 01
9. Under 'Supporting Documentation' add approved Foundation travel proposal.
10. Submit the ANU Travel e-form for approval.
11. Once approved, send a copy of the Travel Summary to the Foundation.
12. You will need to wait until your ANU Travel e-Form has been approved in the system before you can book travel.

Steps (Pat Turner CDU PhD)

1. Complete the **SRWF International Travel Proposal form**
2. Complete an [ANU Vendor Application](#) form for per diem payments
3. Submit the form to srw.foundation@anu.edu.au for approval
4. Receive approval from SRW Foundation Manager for your travel proposal
5. Book flights and accommodation through STA
6. Send travel confirmation details to the Foundation

Travel (flights)

Book all flights through [Student Travel Australia](#) at ANU in accordance with the ANU [Procedure: Travel – class of air travel](#)

Once confirmed, ask your Travel Agent at STA to forward the invoice to the Foundation for payment.

Accommodation

Accommodation should be booked and paid for prior to travel. Please arrange this through [Student Travel Australia](#), or with the Foundation for Airbnb bookings.

Per Diem

Scholars are paid a per diem through the ANU Travel e-form process. The per diem covers food, drinks and incidentals (i.e. public transport, SIM cards, and travel adaptor).

ANU per diems are paid at 50% of the [Australian Taxation Office](#) per diem rate for daily food and drink and incidentals. Per diem payments will only be processed five days prior to departure. Per diems will not be paid for domestic travel.

Reimbursements

All reimbursement requests need to be accompanied by valid receipts or proof of purchase. Reimbursements may be requested for items such as visas, pre-approved accommodation (e.g. Airbnb) and travel expenses (e.g. car hire). [Expense Reimbursement Claims](#) must be submitted in Australian Dollars with an explanation and translation of foreign receipts and their conversions.

Additional travel

ANU PhDs will need to complete a supplementary ANU [Travel e-form](#) if, whilst overseas on your approved travel, you need to make additional trips not covered in your original approved plan. You need to complete the e-form, even if you are not requesting any additional funds.

CDU PhDs will need to email the Foundation directly regarding any changes.

Travel diaries

Travel diaries must be maintained for all international journeys and domestic journeys of more than five night's duration. Refer to the [ANU Travel Procedure](#) for more information.

Carers' assistance

Scholars with caring responsibilities (including dependent children, an elderly parent, or a family member with a disability) can apply for up to \$2,000 annually for costs related to providing alternative arrangements while traveling internationally. This money is deducted from the scholar's \$40,000 travel fund.

The Foundation will approve reasonable costs where existing care arrangements are not suitable and alternative care is required in order for the scholar to travel internationally.

Alternative care arrangements include:

- child care costs for dependent children,
- care costs for dependants other than children, or
- airfares for the dependant to accompany the scholar.

Nb. Funds cannot be used for existing childcare or other related costs of caring.

Annex 2: Sir Roland Wilson and Pat Turner PhD Scholarships

International Travel Proposal Form

Sir Roland Wilson and Pat Turner PhD scholars can apply for access to an international travel fund of up to \$40,000 for the duration of the scholarship (three years, with a possible extension of up to 12 months). The travel fund is proposal based and contingent on approval by the Foundation. For more details, refer to the **Sir Roland Wilson and Pat Turner Scholarships International Travel Protocol**.

Name:

Purpose of travel/rationale:	
Proposed dates of travel:	
Proposed Institutions: Include dates and locations	
Proposed Academics: Include dates and locations	
Proposed Conferences: Include dates and locations	
Other	
Proposed Budget	
Travel Include flights, dates and locations, car hire etc.	
Accommodation Include dates and locations	
Per diem 50% of the ATO daily rate. Refer to ANU travel policy	
Visa	
Other E.g. conference fees, interpreters	
Budget Total:	

Annex 3: Sir Roland Wilson Pat Turner Scholarship

Domestic Travel Protocol (2020)

The Foundation will support interstate travel for Sir Roland Wilson Pat Turner scholars to Canberra for our signature events, including the Scholar's Symposium and the Secretaries Dinner.

The Foundation will arrange and pay for flights and accommodation, and will reimburse agreed taxi/Uber fares.

Domestic Travel Approval Procedure Steps:

1. Complete the **Pat Turner Scholars Domestic Travel Proposal form**
2. Charles Darwin University students will need to complete an [ANU Vendor Application](#) form for reimbursements (e.g. taxis)
3. Submit the forms to srw.foundation@anu.edu.au for approval
4. The Foundation will book your flights and accommodation and provide you with booking details/confirmations
5. Upon completion of travel, complete an [ANU Expense Reimbursement Form](#) for agreed reimbursements.

Reimbursements

The Foundation will pay reimbursements, as per your approved Pat Turner Scholars Domestic Travel Proposal form. Reimbursements may be requested for taxi/Ubers fares between your home and the airport, the airport and your accommodation, and your accommodation and the event venue.

All reimbursement requests need to be accompanied by valid receipts or proof of purchase.

Annex 4: Sir Roland Wilson Pat Turner Scholarship

Domestic Travel Proposal Form

The Foundation will support interstate travel for Sir Roland Wilson Pat Turner scholars to Canberra for our signature events, including the Scholar’s Symposium and the Secretaries Dinner. The Foundation will arrange and pay for flights and accommodation, and will reimburse agreed taxi/Uber fares. For more details, refer to the **Sir Roland Wilson Pat Turner Scholars Domestic Travel Protocol**.

Name:

Purpose of travel: (e.g. Annual Secretaries Dinner)	
Proposed dates of travel: (e.g. preferred departure and arrival dates)	
Departing (home) airport: (e.g. Darwin, Brisbane etc.)	
Specific requirements: (e.g. dietary, or accessibility)	
Taxi/Ubers required: Please provide details. (e.g. Home – airport x 2 Airport – hotel x 2 Hotel – venue x 2)	
Other:	

Annex 5: Sir Roland Wilson and Pat Turner PhD Scholarships Professional Development Protocol (2020)

The Sir Roland Wilson Foundation's (the Foundation) Professional Development Protocol should be read in accordance with the Scholar's Handbook, Deed of Agreement and Conditions of Award.

Professional Development Fund

Each Foundation PhD scholar can apply to access a professional development fund of up to \$5,000 during their final year of their scholarship (i.e. the third year of their PhD, or fourth year if an extension has been approved), and their first year back in their agency.

Through this fund, the Foundation is investing in professional development opportunities to develop leadership skills and personal qualities to enrich the scholarship experience and strengthen the contribution the scholarship makes to APS capability. For example, scholars may use the fund to access professional coaching or training courses domestically, or to support cross-institutional exchanges. Scholars should consult with their APS mentors, academic supervisors and Foundation staff before finalising their proposal.

Scholars are expected to identify complementary development activities which align and integrate with APS leadership and talent management approaches and programs. These activities should facilitate the scholars return to service and enhance their effectiveness in the workplace. The professional development fund is proposal based and contingent on annual budget approval by the Foundation's Board of Directors. Any un-accessed professional development money remains with the Foundation, and is not payable to the scholar.

Professional Development Approval Procedure

1. Complete the **Professional Development Proposal form**
 - 1.1 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?
2. Seek APS endorsement of proposal from agency supervisor or mentor.
3. Submit the form to srw.foundation@anu.edu.au for approval.
4. Once approved, work with the Foundation team to arrange bookings or invoice payments.

Annex 6: Sir Roland Wilson and Pat Tuner PhD Scholarships

Professional Development Proposal Form

Sir Roland Wilson Foundation PhD scholars can apply to access a professional development fund of up to \$5,000 during their final year of their scholarship, and their first year back in their agency. For more details, refer to the **Professional Development Protocol**.

Name:

Proposed dates of professional development opportunity:	
Purpose/rationale: <ul style="list-style-type: none"> • 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? 	
Cost: Include breakdown	
Conferences: Include dates and locations	
Courses/training: Include dates and locations	
Other: E.g. professional coaching	
Proposed Travel Budget (if required)	
Travel	
Accommodation	
Conferences/Courses	
Other	
Budget Total:	

APS Endorsement:	
Proposal endorsed by: Agency supervisor/ APS mentor/ appointed APS delegate	Name: Position: Signature: Date:

Annex 7: Letter template to request scholarship extension

DD Month YYYY

Head of HR
Agency/Department
Email address

Letter of support for scholarship extension request – [name of scholar]

To whom it may concern

As the chair of the supervisory panel for Sir Roland Wilson (SRW) PhD scholarship holder [scholar's name], I am writing to support their request for an extension to their scholarship period until [insert date].

[Provide 1-2 paragraphs briefly outlining progress to date and the specific reasons for the extension request]

I support [the scholar's] request for an extension of [number of] months to allow them to complete the following PhD milestones before returning to work:

PhD Milestone	Timeframe
Thesis submission	

Sincerely

Name

Position