



Australian  
National  
University

# **Sir Roland Wilson Foundation**

## **Scholars Handbook**

**2021 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 Turner 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 2021

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. 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 a 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.

## 1.3 Governance arrangements

The Foundation's scholarships are governed by the Conditions of Award (listed below) for all Australian National University (ANU) scholars and the Charles Darwin University (CDU) program requirements for Pat Turner scholars, who study at CDU.

- Conditions of Award for the SRW PhD scholarships:  
<https://www.anu.edu.au/study/scholarships/find-a-scholarship/sir-roland-wilson-foundation-phd-scholarship>
- Conditions of Award for the SRW Pat Turner coursework scholarship:  
<https://www.anu.edu.au/study/scholarships/find-a-scholarship/sir-roland-wilson-pat-turner-scholarship-coursework>

- Conditions of Award for the SRW Pat Turner research scholarship:  
<https://www.anu.edu.au/study/scholarships/find-a-scholarship/pat-turner-higher-degree-research-scholarship>

All scholars enter into a Deed of Agreement with their agency, which outlines the individual financial arrangements for the scholar, while on scholarship.

## 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 with 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 throughout 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.
- **Commencement Dinner:** formal welcome of the new PhD and Pat Turner Scholar cohort, attended by ANU/CDU Executive and APS representatives.
- **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; former Prime Minister, Kevin Rudd AC; 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 to present to the Foundation Board on their research or coursework program and related activities (eg. publications, fieldwork, conference presentations and international travel).

The Foundation office will invite you to these events using Microsoft Outlook calendar appointments and Eventbrite registration forms, 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.

ANU offers a number of training and development opportunities, which students can access through their research school or college or by accessing the student services and resources listed below:

- [Academic skills](#)
- [Libraries](#)
- [Research writing](#)
- [ANU PARSA](#)
- [ANU NECTAR](#)
- [Tjabal Centre for Higher Education](#) (for Pat Turner scholars)

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 anticipated that during the course of your PhD you will travel overseas at least once (if COVID restrictions permit).

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 (ie. 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 a 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 whilst 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 Scholars 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 12 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 9 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. Submission of PhD Thesis

PhD scholars are required to submit their theses in accordance with their university procedures

- [ANU Procedure: Higher Degree by Research: Submission and Examination of Theses](#)
- [CDU Higher Degree by Research \(HDR\) Examination Procedures](#)

Scholars should acknowledge the Foundation and their agency in their thesis document and presentation. A sample acknowledgment text is below:

*This research has been supported by the Sir Roland Wilson Foundation Scholarship Program. I am grateful for the support of the Commonwealth [DEPARTMENT NAME], through the Sir Roland Wilson Foundation Scholarship Program at [The Australian National University/Charles Darwin University], which enables members of the Australian Public Service—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 policymaking. Of course, the views expressed in this research are mine alone, and do not reflect those of the [DEPARTMENT NAME] or the Australian Government.*

## 7. 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 needs to be a considered and well managed process.

The planning for a scholar's return to service should include the scholar, mentor or other senior leaders from the scholar's agency, the Foundation and the agency's L&D teams. Scholars should discuss their transition and preparation for return with their APS mentor or other senior leaders from their agency. Agencies are encouraged to plan for a scholar's return, recognising that 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 fellowships 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.

SRW 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.

Pat Turner scholars, including PhD, Master by Research (MPhil) and postgraduate coursework (Master by coursework, Graduate Certificate, Graduate Diploma) scholars can access funding of up to \$5,000 for professional development during the duration of their scholarship program 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).

PhD scholars and alumni can access practical advice and guidance if they are considering proposing 'Fellowship' arrangements (See Annex 7 and 8 for Fellowship guidelines and Fellowship proposal form).

## 8. Contacts

General inquires [srw.foundation@anu.edu.au](mailto:srw.foundation@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 (ie. 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 funds<sup>1</sup>, 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
- 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](mailto: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

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<sup>1</sup> For example, a number of colleges provide a \$5,000 research fund for PhD students, which can be used to attend academic conferences and for other PhD research related expenses.



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](mailto: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 to forward the invoice to the Foundation for payment.

## Accommodation

Accommodation should be booked and paid for prior to travel. Please arrange this through ANU travel, 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 (ie. 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 (eg. Airbnb) and travel expenses (eg. 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 travelling 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	
<b>Proposed Budget</b>	
Travel Include flights, dates and locations, car hire etc.	
Accommodation Include dates and locations	
Per diem 50% of the ATO daily rate. Refer to <a href="#">ANU travel policy</a>	
Visa	
Other Eg. conference fees, interpreters	
<b>Budget Total:</b>	

# 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 Scholars 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 (eg. taxis)
3. Submit the forms to [srw.foundation@anu.edu.au](mailto: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/Uber 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 Scholars 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: (eg. Annual Secretaries Dinner)	
Proposed dates of travel: (eg. preferred departure and arrival dates)	
Departing (home) airport: (eg. Darwin, Brisbane etc.)	
Specific requirements: (eg. dietary, or accessibility)	
Taxi/Uber required: Please provide details. (eg. Home – airport x 2 Airport – hotel x 2 Hotel – venue x 2)	
Other:	

# Annex 5: Sir Roland Wilson and Pat Turner Scholarships

## Professional Development Protocol (2020)

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

### Professional Development Fund

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

Pat Turner coursework and research scholars can apply to access a professional development fund of up to \$5,000 during their scholarship program and the first year back in their agency.

Through this fund, the Foundation is investing in professional development opportunities to advance 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](mailto: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 Turner 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 first year back in their agency. Pat Turner research and coursework scholars can access up to \$5,000 during the duration of their scholarship program, 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"> <li>• What are the intended learning outcomes from this activity?</li> <li>• What is the relevance of this particular activity to my current/future work role?</li> <li>• How will my agency benefit when I achieve the intended learning outcomes?</li> <li>• How will others benefit from my learning?</li> <li>• What are the longer-term benefits?</li> </ul>	
Cost: Include breakdown	
Conferences: Include dates and locations	
Courses/training: Include dates and locations	
Other: Eg. professional coaching	
<b>Proposed Travel Budget (if required)</b>	
Travel	
Accommodation	
Conferences/Courses	
Other	



<b>Budget Total:</b>		
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<b>APS Endorsement:</b>	
Proposal endorsed by:  Agency supervisor/ APS mentor/ appointed APS delegate	Name:  Position:  Signature:  Date:

# Annex 7: Sir Roland Wilson and Pat Turner PhD Scholarships

## Fellowship Guidelines (2020)

The Sir Roland Wilson (SRW) Foundation's (the Foundation) Fellowship guidelines should be read in conjunction with the [Academic titles conferral policy of ANU](#); [Adjunct and Honorary Appointments procedure of CDU](#); scholar's individual Deed of Agreement, and Conditions of Award. Additionally, schools and colleges may also have their own fellowship application processes.

### **Fellowships guidelines**

The guidelines provide SRW and SRW Pat Turner (PT) PhD scholars and alumni with practical advice and guidance in developing a fellowship proposal that is aligned with university and APS processes. This includes guidance on available support and recommended consultation with the aim of producing fellowships proposals that are of high value to both academia and the APS.

Fellowships are post-doctoral activities that denote academic position at a university in varying capacity. The Australian National University (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".

### **Fellowship proposals**

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 proposals include:

- Take a short period of paid leave from the agency to undertake a specific, time-limited project (eg. 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 (eg. one day per week, or one day a fortnight)
- Access flexible working arrangements from the agency (eg. part-time, LWOP) to conduct research, lecture or facilitate courses.

### **Fellowship arrangements**

Scholars and alumni have set up individual arrangements with their agency in the past, ranging from formal to less formal. Noting that preferences may vary depending on the agency, scholars and 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.

In developing the proposal, scholars and alumni are encouraged to consult with APS mentors/agency senior leadership as well as their academic supervisor/college or school. In addition, scholars and alumni are encouraged to seek guidance on potential arrangements and the implications for their individual situation with their HR departments. It is also recommended they refer to their agency's guidelines on outside employment to check whether there are any other requirements they need to address in seeking agency endorsement.

### **Fellowship Proposal Procedure**

The steps below provide some guidance for developing the proposal and seeking formal approval. The process may differ depending on the type of proposal and university and agency preferences.

## Step 1: Develop proposal

5. Discuss fellowship proposal and potential relevance to the APS with your agency mentor or senior leadership, as well as your academic supervisor/college or school.
6. Seek guidance on potential formal arrangements and requirements for outside employment with your HR department.
7. Draft fellowship proposal (*see proposal form below*)
  - Proposed dates/timeframe of fellowship:
    - Specify timeframes including dates.
  - Key summary of fellowship proposal:
    - Provide a brief summary of the fellowship; outline the context, purpose and scope of the activity, consider including a pitch outlining your specific skills and capabilities that make you the best person for this activity.
  - Alignment with university research activities or priorities:
    - Address how this activity aligns with the University's research activities and how this activity will further the scholarly discussion in the field.
  - Alignment with current APS or agency priorities
    - Address how this activity aligns with the priorities of your agency or the APS more broadly and illustrate how the activity will address or further these priorities.
  - Expected outputs and potential impact for academia and the APS:
    - Specify and list the outputs (ie. number of seminars, number of publications) and explain the expected impact these outputs will have in the field of research and the APS or agency.
  - Resources required:
    - List any resources required (ie. budget, time commitments, data access).
  - Proposed arrangement to support the fellowship:
    - Suggest possible formal arrangement between the University and your agency, if required (ie. minute signed off at the appropriate level, variation to the scholars Deed of Agreement, or a Memorandum of Understanding between ANU and the agency)
  - Other notes/comments:
    - Consider enclosing your curriculum vitae or other relevant documentation in relation to the proposal.

## **Step 2: Seek approval**

8. Seek university approval from College Dean or Research/School Director
9. Submit proposal to the Foundation for a letter of support (recommended)
10. Submit the proposal to your agency's Deputy Secretary (or appropriate delegate) for approval, including APS mentor endorsement and university fellowship offer (and Foundation letter of support).
11. Determine arrangement with your agency to support the fellowship.
12. Once approved, inform the Foundation of the agreed arrangement (the Foundation will update the Board and use the information to support future scholar and alumni in setting up fellowship arrangements).

# Annex 8: Sir Roland Wilson and Pat Turner PhD Scholarships

## Fellowship Proposal Form

NB This form is based on ANU's proposal form for fellowships and is intended to complement existing University and agency policies and processes related to fellowships, recognising the unique position of SRW scholars and alumni as public servants.

<b>Name, Position and Department</b>	
<b>Fellowship proposal title</b>	
Proposed dates and timeframe of fellowship	
Key summary of fellowship proposal	
Alignment with Universities' research activities or priorities	
Alignment with current APS or Agency priorities	
Expected outputs and potential impact for academia and the APS	
Resources required (ie. cost, time commitments, data access)	
Proposed arrangement to support this fellowship (please see options above)	
Other notes / comments	

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

Email completed form to [srw.foundation@anu.edu.au](mailto:srw.foundation@anu.edu.au)

# Annex 9: Letter template to request scholarship extension



**Supervisor name**

Position

School/College

The Australian National University

Email Address

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
<b>Thesis submission</b>	

Sincerely

Name

Position