



Australian
National
University

2024-25 Scholar Handbook

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 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.

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.

Sir Roland Wilson Foundation scholars become leading contributors to public policy, strengthening best practice evidence-informed policy and improving research across the public sector.

Scholars return to the public service with important academic connections and networks to lead the development of evidence-based public policy.

Along with the academic opportunities, the scholarship 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 Martin Parkinson AC PSM

Chair, Sir Roland Wilson Foundation



1. Getting started

1.1 Sir Roland Wilson and Pat Turner Scholars 2024

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 contributions to policy, leadership, management and administration. The Sir Roland Wilson Scholarship or Sir Roland Wilson 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, 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.

We are pleased to welcome you to the Foundation and are looking forward to supporting you while you undertake your scholarship. We will 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: <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: <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>

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

1.4 Consent

From time-to-time during the course of your scholarship, the Foundation will meet with your academic supervisor and APS mentor. These meetings help to ensure you maintain progress towards completing your thesis, identify solutions if issues arise, and contribute to the Foundation's relationship with your APS agency.

As part of the scholarship Conditions of Award, scholars consent to the Foundation discussing your progress periodically with members of your supervisory panel, your APS Mentor and other key stakeholders involved in supporting your progress.

2. APS Mentor

2.1 The Mentoring Relationship

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
- 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, 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
- facilitate your reintegration with your agency after your return.

A [Mentoring Factsheet](#) is available under the scholar resources on the Sir Roland Wilson Foundation website.

Beyond your senior APS mentor, you may wish to seek guidance from other academic or APS stakeholders through the course of your scholarship.

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 virtual event to provide new scholars with key information about the scholarship. This is an opportunity to meet other scholars and hear 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 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.
- **Pat Turner Scholar Forum:** a one-day program specifically for Pat Turner scholars to hear and learn from influential leaders, develop leadership skills and increase capacity to promote evidence-informed policy in the APS.
- **Secretaries Dinner:** a formal celebration of scholar and alumni achievements, attended by APS Secretaries and mentors, and ANU/CDU executive and senior faculty.
- **Board meetings:** during your scholarship, scholars are invited to 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 or EventBrite, so please check your ANU/CDU email regularly (and sync the calendar to the appropriate platform).

One of the aims for all of our events is to provide a safe platform for discussion and debate. To this end, 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 all scholars be considerate, courteous and respectful in their interactions with each other at all Foundation events.

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
- for Pat Turner coursework scholars, please note that not all courses are offered remotely.

The onus is on the scholar to ensure they 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. 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 6.2 Travel below), external scholars are required to fund their own travel to Canberra to fulfil the requirements of their program.

Further information on external study is available here 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, you will be encouraged to seek out additional professional development and networking opportunities at ANU/CDU and in your agency. This funding assists with the reintegration process and in maintaining cross-institutional links. For example, scholars have used the fund to access to career and interview coaching, resume preparation and professional courses.

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

All Pat Turner scholars can apply to access the fund any time during the scholarship and the first year post-completion.

The fund is proposal based and contingent on 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 the scholar. For more information and instructions for accessing the Professional Development Fund, please see [Protocol and Proposal Form – Professional Development Fund](#).

5.2 Additional Opportunities

ANU and CDU also offer several 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](#) (ANU)
- [Language and learning support](#) (CDU)
- [Libraries](#) (ANU)
- [Research writing](#) (ANU)
- [Study skills](#) (CDU)
- [ANUSA](#) (ANU)
- [ANU NECTAR](#)
- [Leadership programs](#) (CDU)
- [Regional university centres](#) (CDU)
- [Tjabal Indigenous Higher Education Centre](#) (for Pat Turner Scholars at ANU)
- [First Nations Student Services](#) (for Pat Turner Scholars at CDU)

Scholars bring a wealth of experience. You 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 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

6.1 International Travel Fund – PhD Scholars

All SRW and Pat Turner PhD scholars can apply to access the Foundation’s International Travel Fund for up to A\$40,000 towards international travel related to their research, over the duration of the scholarship.

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)
- attending/presenting at international conferences.

The Foundation also allows scholars to request the use of up to 25 per cent of this funding for domestic travel that supports your research.

Scholars must have their overseas component approved by their ANU/CDU academic supervisor and the Executive Director of the Foundation before receiving part or all of the funding. Travel arrangements must be completed in accordance with the [ANU Insurance and Travel Policy, Procedure and Guidance](#) and in consultation with your academic supervisor and college/ school administration. As a general principle, the Foundation requires all scholars to have completed their confirmation of candidature. (This occurs in your first year on scholarship and requires you to identify your methodology for acquiring, accessing or producing data required to complete the research).

The Foundation asks all scholars to acknowledge and promote the Foundation whilst 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.

For more information and instructions for accessing the International Travel Fund, please see [Protocol and Proposal Form: ANU/CDU International Travel Fund](#).

6.2 Domestic Travel

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

For scholars based internationally, subject to annual budget availability, the Foundation will fund travel to Canberra from the nearest port of entry to the events listed above.

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

The Foundation Office Manager will contact scholars based outside Canberra ahead of signature events to arrange travel.

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

7. Data access

7.1 Data Access Fund – PhD Scholars

During the first year of the scholarship and prior to the confirmation of candidature, scholars can apply to access the Foundation’s Data Access Fund for up to A\$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 will be incurred, you must also identify whether there is any funding available through your ANU or CDU College, and/or through your agency.

Once your Data Feasibility Assessment is complete, you may complete and submit your Data Access Proposal Form to the Foundation. We strongly suggest you discuss this proposal with the Foundation prior to submission.

For more information and instructions for accessing the Data Access Fund, please see [Protocol and Proposal Form: Data Access](#) for more information.

8. Publications

8.1 Publishing while on Scholarship

Throughout your scholarship, PhD and MPhil scholars 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, you must keep in mind that any publications can constitute unofficial public comment. You need to ensure your published articles or commentary complies with the APS Values, the APS Code of Conduct, and follows your agency'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 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](#)
- [Social media: Guidance for Australian Public Service Employees and Agencies](#)

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

Lead author or NAME was supported through a Sir Roland Wilson/Pat Turner scholarship funded by the Australian Government Department NAME 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 Australian Government Department NAME or the Sir Roland Wilson Foundation.

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 throughout the year.

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 APS mentor as well as the Foundation team if you are unsure.

9. Scholarship extension

9.1 Extending your scholarship

PhD Scholars may apply to request an extension to their three-year program of up to 12 months. To do this, scholars need to:

- apply to the University for a program extension
- apply to your agency for a scholarship extension

Applying to the University

A PhD scholar at ANU may apply to the University for an extension of their program by completing the [Manage my Degree - HDR form](#).

A PhD scholar at CDU should submit their 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](#).

Applying to your agency

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.

Scholars must apply for an extension at least 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. Please use the [Extension Letter Template](#) for this letter.

The Foundation will coordinate the extension request, including sending the completed academic letter of support to your agency. If granted, your agency will update your Deed of Agreement to reflect the conditions of the extension and the expected completion date. You and your agency will need to sign the amended Deed of Agreement and send a copy to the Foundation.

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](#)

Scholars may wish to acknowledge the Foundation 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 extremely 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 policy-making. Of course, the views expressed in this research are mine alone, and do not reflect those of the [DEPARTMENT NAME] or the Australian Government.

11. Return to service and graduation

11.1 Return to Service

The transition and return to service phase is integral to the success of the scholarship.

Agencies invest heavily in you as a Sir Roland Wilson or Pat Turner scholar. Upon your return to the APS, there is a requirement that you complete a return of service whereby you remain working for the APS for a period of time equal to the length of your scholarship (as a minimum). The Foundation advocates for and supports your reintegration back into the APS as part of a considered process.

Staying in touch with your agency and building networks across the APS 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 for your transition back to the APS with your APS mentor, as well as other senior leaders from your agency. 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 agency's Learning and Development area.

You are encouraged and supported to maintain links to ANU/CDU and the Foundation beyond your research and study. This could include:

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

For PhD scholars and alumni interested in fellowships, please speak to the Foundation for advice and guidance on arrangements and see: [Protocol and Proposal Form: Fellowships](#).

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

If you are attending an in-person graduation, please also advise the Foundation.

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 (the Group) represents the interests and views of a growing alumni community and contributes to the activities of the Foundation and its partners: ANU, CDU and the APS. These activities may include, but are not limited to alumni programs and activities, partner relations and engagement, communications, program development and events. The Group assists the Foundation in achieving its goals and objectives, as outlined in the [Sir Roland Wilson Foundation Strategic Plan 2020–2025](#). It actively supports the Foundation's purpose of bringing together partners to build research-informed public policy capability and leadership. In particular, it supports the Foundation to build influential alumni networks and focus the Foundation's events and activities to achieve greater impact.

Foundation alumni also provide extensive mentoring and collaborate on programs including reading groups and communities of practice. On completion of your scholarship, the Foundation will be in touch with you to discuss how you might like to 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 actively manage your wellbeing 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](#)
- [Health Service](#)
- [ANU Thrive](#)

Students at ANU can call 1300 050 0327 or SMS 0488 884 170 for support 24 hours a day, 7 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](#).

If your complaint relates to agency or APS process, you should use your agency's local resolution process. In the first instance, discuss the issue with your agency coordination team and/or your APS mentor. All scholars retain access their agency employee assistance programs and should avail themselves of those services where required.

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 complaint resolution policy](#)
- [Student complaint resolution procedure](#)
- [Work, study and family responsibilities 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 process or to another APS employee, you should use your agency's local resolution process. In the first instance, discuss the issue with your agency coordination team and/or your APS mentor. All scholars retain access to agency employee assistance programs throughout their scholarship.

Contacts

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