



**Australian
National
University**

SIR ROLAND WILSON FOUNDATION

Sir Roland Wilson Scholarship

CONDITIONS OF AWARD

1. INTRODUCTION

Each year the Sir Roland Wilson Foundation ('the Foundation') may offer a number of awards known as the Sir Roland Wilson Scholarship ('the Award').

Funding for this Award is provided by the Sir Roland Wilson Foundation.

These Conditions of Award should be read in conjunction with the terms of release agreed with the Scholar's Australian Public Service (APS) agency and described in the Deed of Agreement.

The objective of the Award is to increase the capability of executive level employees of the APS in order to improve public sector leadership and public policy. This is achieved by supporting a recipient of the Award ('the Scholar') to pursue a Doctor of Philosophy (PhD) program at the Australian National University ('ANU' or 'the University'), enabling them to return to the APS with capability to build connections between academia and the APS, and drive the development of evidence-based public policy.

The Foundation is a body within the ANU and has the following functions:

- Honouring the contribution of Sir Roland Wilson to the development of public policy in Australia, and providing a permanent acknowledgement of his achievements and his contributions to, and place in, Australian history;
- Advancing the study and development of public policy in Australia, particularly by fostering closer links between the APS and the University;
- Promoting and supporting activities that maintain and enhance the University's role as Australia's national university;
- Contributing to:
 - i. excellence in public policy research and analysis, particularly in areas of national importance to Australia;
 - ii. national, regional and international public policy capability to address major issues confronting governments, business and communities;
 - iii. long-term strategic relations with governments, business, other universities and institutions and the public, both within Australia and internationally;
 - iv. Australia's national unity and identity, including the advancement of its Indigenous peoples;
 - v. public policy capability and leadership.
- Supporting the development of the individual capabilities of future leaders in public policy.

2. BENEFITS

The Award may contain any or all of the following benefits:

- A. **Scholarship Program Activities:** Scholars will be afforded the opportunity to participate in a range of leadership development and networking activities and events provided by the Sir Roland Wilson Foundation;

Sir Roland Wilson Higher Degree Research Scholarship (111/2024)

- B. **International Travel Fund:** Scholars may apply to access up to \$40,000 from the Foundation's International Travel Fund for overseas travel related to their research, to be used during the Award. The Scholar must have their overseas component approved by the ANU academic supervisor and the Executive Director of the Foundation before receiving part or all of the funding. The funding can be used for conference or other international research opportunities, travel expenses, accommodation, and other costs associated with living or travelling overseas while continuing their PhD program, in accordance with the [ANU travel policy](#);
- C. **Data Access Fund:** during their first year of scholarship and prior to their Thesis Proposal Review, Scholars may apply to access up to \$10,000 from the Foundation's Data Access Fund to meet costs associated with accessing data from Australian Government agencies or other approved sources. Scholars must complete a Data Feasibility Assessment and gain approval from their APS agency and the Executive Director of the Foundation before receiving all or part of the funding;
- D. **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 of the Award, the Scholar may apply to access up to \$5,000 from the Foundation's Professional Development Fund for professional development activities to assist with the process of re-integration to agency and maintaining cross-institutional links. Scholars must have approval from their APS agency and the Executive Director of the Foundation before receiving all or part of the funding;
- E. **Services Amenities Fees (SAF):** The Award includes full payment of all SAF for the approved program of study; and
- F. **Thesis Allowance:** A Scholar may be eligible to claim a reimbursement of up to \$500 for services associated with the production of their thesis, in accordance with the thesis allowance requirements.

The Scholar is responsible for the costs of books, study materials, accommodation, living expenses and all other costs of study.

3. DURATION

Sir Roland Wilson Foundation Scholarships are full time awards. The duration of the Award will be three years, less:

- i. periods of enrolment already undertaken for the PhD degree; and/or
- ii. such shorter period as is stated in the letter of offer.

4. PROGRAM EXTENSION

A Scholar may apply for an extension of their program from the University by completing the [Manage my Degree – HDR](#) form.

An extension may be sought only where research has been delayed by circumstances beyond the Scholar's control.

The application must be submitted at least three months before the expiry of the Award and is subject to approval. The maximum period of extension is 12 months, to a total maximum of four years for PhD candidates.

Note: Once they have University approval to extend their program, Scholars must apply separately to their agencies seeking an extension of their release from service, including to extend or renegotiate the conditions of release. This will require variation of the Deed of Agreement.

5. PROGRAM LEAVE

Scholars must apply jointly and separately for program leave, including:

- an application for leave from employment with their APS agency, in accordance with their Deed of Agreement;
- an application for leave from their program as per the University rules (see 'Program and Scholarship Leave' below).

A Scholar who has been approved by their APS agency to take leave from their PhD should apply for Program and Scholarship Leave from the University by completing the relevant section of the [Manage my Degree – HDR](#) form.

Periods of Program and Scholarship leave must be taken in accordance with the *Research Awards Rule 2021*.

A Scholar may apply for Program and Scholarship Leave on personal grounds. If the leave does not exceed a total period of 12 months during the duration of the Award, the Scholar may resume the Award at the completion of the leave.

Program and Scholarship leave exceeding a total of 12 months will only be considered where there are exceptional circumstances beyond the control of the Scholar and must be approved by the Delegated Authority in the College.

Program and Scholarship Leave is aggregated and awarded only in one-week blocks for a full-time Scholar and two-week blocks for a part-time Scholar.

Determination of leave entitlements will be the responsibility of the APS agency. If a leave of absence is agreed, the Award will be suspended for the duration of the absence. All approved leave must be reported to the Foundation in writing.

6. ELIGIBILITY

The Award is made to a prospective or continuing PhD candidate who:

- is enrolled or enrolling full-time in a program of study for the degree of Doctor of Philosophy at the ANU;
- is an ongoing employee of a participating APS agency;
- is employed substantively at either Executive Level 1 or 2; and
- has served in the APS for at least three years.

Research must be commenced within a year of the Award being granted.

7. SCHOLARSHIP APPLICATION

The application must be submitted on the prescribed form and to the timeline published on the Sir Roland Wilson Foundation website.

Any requirement for supporting documentation and forwarding details will be stated on the application form. The application and all supporting documentation (where applicable) must be submitted on or prior to the closing date set by the participating APS agency.

8. SELECTION

There is a four step selection process:

- i. applicants apply to the University for acceptance into a PhD program;
- ii. applicants apply to their APS agency seeking endorsement;
- iii. the Foundation Selection Committee shortlists endorsed candidates;
- iv. the Foundation Selection Committee interviews shortlisted candidates.

Selection is made on the basis of:

- the outcome of the interview in conjunction with the application form, previous academic record, academic supervisor agreement, and APS recommendation and endorsement;
- record of high performance within the APS and leadership potential, commensurate with the level and duration of employment;
- demonstrated commitment to the pursuit of a career in the APS;
- possession of academic credentials and a capacity to conduct high quality, sustained research; and
- research area, which is of priority to the public interest and of significance to the agency and/or the APS.

The Sir Roland Wilson Scholarship Selection Committee will be chaired by the Chair of the Sir Roland Wilson Foundation Board (or their delegate) and will include at least one ANU academic, a senior APS representative and at least one Foundation Board member.

The Selection Committee reserves the right to make no award if it considers there is no applicant of sufficient merit. The Selection Committee may also vary the number of Awards and/or offer the Award at other times in exceptional circumstances or based on the standard of applications or students (where funds allow).

9. CONCURRENT HOLDING OF AWARDS

A Scholar must not hold other ANU scholarships, awards, grants and bursaries concurrently with this Award.

10. DEFERMENT

The Award cannot be deferred.

11. ONGOING ELIGIBILITY

A Scholar of this Award is required to remain enrolled full-time in an eligible program of study for the degree of Doctor of Philosophy at the Australian National University.

During the course scholarship, a part-time Award may be approved if the Scholar has reasons acceptable to the University which preclude full-time study for part or all of the program of study. In such cases, the University must be satisfied that the reasons relate to caring commitments, a medical condition, a disability or other circumstance which limits the Scholar's capacity to undertake full-time study.

Scholars consent to the Foundation discussing the Scholar's progress periodically with members of the Scholar's supervisory panel, their APS Mentor or other key stakeholders involved in supporting the Scholar's progress.

12. SUSPENSION OF AWARD

A Scholar may apply to the College for suspension of their Award.

The University may suspend the Award where a Scholar has:

- (a) an outstanding debt with the University; or
- (b) outstanding HDR program milestone/s; or
- (c) been found to be in breach of a statute, rule or policy or procedure of the University.

The Award will be suspended when at least five working days have passed since the University advised the Scholar in writing that the milestones and/or debt are outstanding, until the milestones have been met or the outstanding debt has been paid.

13. CESSATION OF AWARD

The Award will cease or should be surrendered:

- (a) if a candidate no longer meets the eligibility requirements;
- (b) at the conclusion of the period outlined in section 3;
- (c) on the date on which the Scholar withdraws or ceases to attend the University other than for approved absences;
- (d) if a Scholar fails to enrol as required in section 6;
- (e) if a Scholar changes their program or course without permission to retain the Award;
- (f) if a Scholar breaches academic or behavioural standards set by the University under the Discipline Rule (2021) and/or Academic Integrity Rule (2021).

14. PROVIDING FALSE OR MISLEADING INFORMATION

The Award is based on the information provided to the University. The Award may be withdrawn at any stage if incorrect, false or misleading information is provided or relevant information is withheld. This includes circumstances where the false information is unrelated to the assessment for the Award.

15. VARIATION TO CONDITIONS OF AWARD

In exceptional circumstances and on a case-by-case basis, these Conditions of Award may be varied by the Dean on the recommendation of the Chair of the Selection Committee.

16. TAXATION

Scholars are responsible for seeking taxation advice regarding their own circumstances. The Australian Taxation Office (ATO) determines when a scholarship is taxable and this may be subject to annual change by the ATO.

17. ACCOMMODATION

It is the Scholar's responsibility to obtain residential accommodation.

18. PUBLICITY

The Scholar may be requested to participate in publicity for the Award from time to time. Scholars may be contacted for an interview and/or photograph. The University may also publicise the Award by publishing the names of the Scholars. Arrangements for such publicity will be made through the Sir Roland Wilson Foundation or ANU Communications and Engagement (ACE).

Scholars will also be required to acknowledge funding from the Award should the outcomes lead to publication.

19. CONTACT WITH THE AWARD OWNER

All enquiries regarding the Award and changes, issues, or further information after acceptance should be made to:

Sir Roland Wilson Foundation

Email: srw.foundation@anu.edu.au

20. DISCLAIMER

The Scholar of the Award is subject to the *Australian National University Act 1991* (Cth), as amended, and to the Statutes, Rules, Regulations and Resolutions of the University.

The Award does not carry any commitment by the University for future employment.

These Conditions of Award should be read in conjunction with the *Research Awards Rule 2021* and Higher Degree Research Policy and Procedures available from the [ANU website](#).

21. GRIEVANCES AND COMPLAINTS

Scholars may raise concerns with the University by following the ANU [Student grievance and complaint resolution procedure](#).

This does not preclude a Scholar from accessing the APS Grievance procedure.

22. RELATED POLICIES, PROCEDURES & RULES

- ANU HDR legislation, policies and procedures: <https://www.anu.edu.au/students/program-administration/assessments-exams/hdr-policies-procedures>
- ANU Academic Integrity Rule: <https://www.legislation.gov.au/Details/F2021L00997>
- ANU Discipline Rule: <https://www.legislation.gov.au/Details/F2021L00998>
- ANU Student Code of Conduct: <https://www.anu.edu.au/students/program-administration/program-management/student-code-of-conduct>
- ANU Policy – Student grievance and complaint resolution: https://policies.anu.edu.au/ppl/document/ANUP_000468