

WQRA Procedure

Application process for Education Program – PhD Initiative

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| Procedure number: | PRO-008 |
| Procedure contact: | Education Program Coordinator |
| Approval authority: | Chief Executive Officer |
| Status: | Current |
| Commencement date: | 2010-06-01 |
| Date last modified: | 2010-05-28 |
| Review date: | Post implementation |

1. Purpose / Rationale

1.1. This procedure provides instruction on the implementation of Corporate Policy COR-003 *WQRA Policy on Education Program funding* in regard to *PhD initiative* applications.

2. Scope

2.1. This procedure applies to the process of calling for applications for

- conducting a PhD Initiative project
- students seeking funding through the PhD Initiative.

2.2. Scholarships with a range of terms may be offered under this initiative. From the successful scholarship applications, a superior application may be selected to receive the Nancy Millis PhD Scholarship.

3. Exclusions

3.1. This procedure does not apply to proposals for

- *Honours Initiative*
- *Summer Initiative*
- *funding under the Research Programs.*

4. Process, verification and responsibilities

4.1. Identifying projects

| Process | Verification | Responsibility | Due date for 2011 commencement |
|---|---|-------------------------------------|--------------------------------|
| Key issues, from target areas aligned with strategic objectives, are identified | <i>Board strategy</i> | Board / CEO | |
| Terms agreed and program material for PhD Initiative prepared and approved | Selection criteria, guidelines, communications strategy and application templates | Education program coordinator / CEO | |

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| Process | Verification | Responsibility | Due date for 2011 commencement |
|---|---|-------------------------------------|--------------------------------|
| Call for project proposals | PhD Scholarship Project Proposal Form and Guidelines available to membership electronically via website | Education program coordinator / CEO | 1 June 2010 |
| Potential applicants (supervisors) self-assess their project concept against program requirements and selection criteria, including strategic objectives and ability to deliver | | Member organisation applying | |
| Project proposals received by WQRA | Database of registered proposals | Education program coordinator | 30 July 2010 |
| Project proposals are assessed and ranked against selection criteria by the education program sub-committee | | Education program sub-committee | |
| Up to 20 project proposals are shortlisted and referred to WQRA CEO. | Evaluation forms and record of sub-committee meeting | Education program coordinator / CEO | |
| Applicants notified whether their project has been shortlisted | Email notification to shortlisted applicant. Letter to unsuccessful applicant | Education program coordinator / CEO | |
| Projects without nominated students placed on website. Students who have been nominated in projects will be invited to submit an application. | Project list available on website | Education program coordinator | |

4.2 Awarding scholarships

| Process | Verification | Responsibility | Due date for 2011 commencement |
|--|---|-------------------------------------|--------------------------------|
| Call for PhD Student applications <i>Note: Supervisors may nominate a student in their project application, but the student is still required to submit a scholarship application to WQRA</i> | Material (PhD Scholarship Student Application Form and Guidelines, current project listing) available | Education program coordinator / CEO | 7 September 2010 |

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| Process | Verification | Responsibility | Due date for 2011 commencement |
|--|--|---|--------------------------------|
| | electronically via website | | |
| Potential student applicants review the available shortlisted projects on the website and discuss interest and suitability with project supervisor prior to submitting application | | Member research organisation applying student | September – October 2011 |
| Student applications received by WQRA | Database updated | Education program coordinator | 29 October 2010 |
| Student applications are assessed and ranked by the sub-committee of the education program committee | Record of evaluations | Education program sub-committee | November 2010 |
| Shortlisted projects and student applications reviewed together to determine most effective fit taking into consideration project merit, student applications and geographical location of project | Record of meeting | Education program coordinator / CEO | November 2010 |
| When more than one applicant for a project is considered suitable, the Supervisor of that project will interview shortlisted applicants | Shortlisted applications forwarded to supervisors | Education program coordinator | November 2010 |
| Project/scholarship match-up reviewed to accommodate adjustments | Database updated | Education program coordinator / CEO | November 2010 |
| Supervisors and students with unsuccessful applications are notified | Notification sent to applicants | Education program coordinator | November 2010 |
| Shortlisted students invited for an interview | e-mail advice to applicants | Education program coordinator | November 2010 |
| Student Interviews | Evaluation forms and record of interview | Interview Panel | 8 December 2011 |
| Supervisors and students with unsuccessful applications are notified | Notification sent to applicants | Education Program coordinator | December 2010 |
| Successful students notified | Letter of offer posted SIPCA Agreement e-mailed | Education program coordinator /CEO | December 2010 |

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|---|--|-------------------------------------|---------------------------------------|
| Supervisors with successful applications notified | E-mail advice to applicants - copy of Project Plan sent for approval | Education program coordinator / CEO | December 2010 |

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