



**WESTERN SYDNEY**  
UNIVERSITY

# **UNDERGRADUATE SUMMER RESEARCH SCHOLARSHIP PROGRAM**

## **2024- 2025 STUDENT GUIDELINES**

OFFICE OF THE DEPUTY VICE CHANCELLOR, RESEARCH, ENTERPRISE &  
INTERNATIONAL

JOBS ON CAMPUS

## TIMELINE 2024

July	Call for projects from Schools/Institutes
11 August	Final date for projects to be submitted to the DVC, RE&I
23 August	Final projects selected for advertising. Supervisors advised. Jobs on Campus advised.
13 September	Projects advertised by Jobs on Campus
24 September	Zoom Q&A session with prospective students
9 October	Zoom Q&A session with prospective students
20 October	Student applications close
1 November	JOC provide applications to DVC, RE&I office for assessment
8 November	Supervisors/Project Leaders advised of project allocations – given 1 week to respond
20 November	Students advised of project allocation
27 November	Banking details and acceptance forms due
2 December	Orientation and commencement of Research Project
6 December	Scope statement due
12 December	Scholarship Payment 1
20 Dec 2024 - 2 Jan 2025	University Christmas Shut Down Period
3 January 2025	Resume Research Project
12 January 2025	Mid-Point Review due
23 January 2025	Scholarship Payment 2 due
7 February 2025	Final Report & Presentation date to be organised and provided by student and/or supervisor
14 February 2025	Completion date
20 February 2025	Final Scholarship Payment

# BEFORE THE COMMENCEMENT OF YOUR PLACEMENT

## SUBMIT YOUR ACCEPTANCE & BANKING DETAILS FORM

The Banking Details Form is considered notification of your acceptance of this placement and scholarship. Please complete the form, ensuring you also sign, and scan a copy of this form to: [studentresearch@westernsydney.edu.au](mailto:studentresearch@westernsydney.edu.au)

The form is due by 27th November 2024. **You must use your student email address when submitting any forms or corresponding with the University regarding your placement.**

## ORIENTATION DAY

All students are required to attend an Orientation afternoon to be held on Wednesday 2nd December. Orientation will be held via zoom and an invitation will be sent to your student email address, including the agenda for the afternoon (1pm-2pm). Your RSVP will be required, and you must provide a reason if you are unable to attend.

NOTE: It is a requirement that as a Summer Scholarship student you are in Australia for the entire Summer Scholarship program (excluding the Christmas break). If your plans change you must advise student research and your supervisor ASAP.

## INITIAL MEETING/DISCUSSION WITH SUPERVISOR

Your supervisor(s) has been advised of your official offer email into the Research Program. Although the program officially commences on the 2nd December, we are aware that your supervisor may like to start engaging with you immediately on your project and we encourage strong and active engagement with your supervisor. At Orientation, a presentation will be given by a past student so you have an established level of expectation for the coming months ahead. Some items you may wish to discuss with your supervisor are:

### Placement aims

Discuss the placement aims and tasks involved, and request information about the work that you will be completing.

### Supervision

Confirm who will be your direct supervisor or if multiple staff are involved.

### Location

Placements are usually undertaken at the supervisor's workplace. Depending on the placement, part of the work may also be conducted at other sites such as partnering organisations, laboratories, libraries and your home. Enquire whether this applies to your placement. You will be provided with a workspace.

### Resources

Your supervisor will be able to assist in arranging access to any resources you may require for your placement (e.g. computers, stationery, printers). Approval may also be needed to access secure lab environments.

### Special requirements

Some departments may require you to wear special clothing or footwear when you are working on their premises. Ask whether there are any special requirements for your placement and check whether the dress code is formal or informal.

### Workplace Health & Safety (WH&S)

Early in your placement you are required to complete the five Western Sydney University WH&S Online modules available through your vUWS account. Your supervisor will advise if required.

Things you should ask about are:

- reporting procedures in relation to accidents/incidents/injuries/hazards
- emergency procedures – what to do in the event of an emergency, contact details etc
- the location of the first aid kit and contact details of the First Aid Officer.

To ensure that you comply with the NSW OH&S Act 2000 and the NSW OH&S Regulation 2001, you should also familiarise yourself with WHS policies and procedures to ensure that you do not breach them whilst performing your duties.

### Intellectual property

If you believe that valuable intellectual property may arise from the placement, you should agree with your supervisor as to the ownership of the intellectual property prior to commencing the research project. If you have any questions or concerns related to intellectual property, feel free to contact the Research Services office.

# DURING YOUR PLACEMENT

## SUPERVISION

Students are expected to work fairly independently, with the supervisor providing guidance and direction. It is important for you to hold regular meetings with your supervisor. This will enable you to gain a better understanding of the expectations of the supervisor, receive feedback and learn new skills if necessary.

## SCOPE STATEMENT FORM

In the first week of placement, students will need to discuss their project in more detail with their supervisor. At the conclusion of these meetings, students will need to complete the Scope Statement Form and send back to [studentresearch@westernsydney.edu.au](mailto:studentresearch@westernsydney.edu.au) by 6th December, 2024. Your first scholarship payment is contingent upon the receipt of this document.

## INSURANCE

Your supervisor has been informed that, as an enrolled student, you will be covered by the Western Sydney University Insurance Policy while you work on your placement.

## WORKPLACE HEALTH & SAFETY (WH&S)

If you sustain a work injury during your placement you must contact the Jobs on Campus Office and also one of the Injury Management Coordinators for WSU on 9852 5180 or 9852 5179 within 48 hours of the injury date. This is to comply with the Workers Compensation Act 1987 and the Workplace Injury Management and Workers Compensation Act 1998.

## RECORDING PLACEMENT HOURS

You should discuss the recording of your work hours on a timesheet with your supervisor. It is recommended that you keep a record of the hours you work and submit this record to your supervisor on a weekly or fortnightly basis. This record can be kept in an excel spreadsheet with dates and times of when you worked. These are not required for submission but may be a useful record for you and your supervisor.

**PLEASE NOTE:** Students are required to complete 8 weeks full time (35hrs p/w) – so a total of 280 hours. How this is achieved is an agreement between yourself and your supervisor. Some supervisors allow students to work longer days but only a few days per week. It may be that your project allows for weekend work (which is calculated as a normal hour – not overtime etc). This is an arrangement to be negotiated directly with your supervisor.

## LEAVE AND ABSENCES

Unless agreed otherwise with your supervisor, you should make up the hours of any absences and record as appropriate on your timesheet.

## PAYMENT OF YOUR AWARD (SCHOLARSHIP)

Successful students will be paid a total scholarship of \$3,675. This will be paid in 3 instalments:

**First instalment:** From the 12th December, 2024 at \$2575  
(Scope Statement needs to be received in advance, due on the 6 December 2024)

**Second instalment:** From the 23th January, 2025 at \$550

(An email will be sent to supervisors to request confirmation of ongoing engagement in the project and that targets, as established in your Project Scope, are achieved. This is known as the mid-point review and needs to be received by 12th January 2025)

**Third instalment:** From the 20th February, 2025 at \$550

(See important note below regarding final presentation and final report). Completion of an online feedback survey is also required for this third payment to be made.

## PLACEMENT ISSUES

Should you experience any problems whilst you are undertaking your placement, please contact the Western Sydney University Summer Scholarships Coordinator via email at [studentresearch@westernsydney.edu.au](mailto:studentresearch@westernsydney.edu.au) as soon as possible.

## TERMINATION OF THE PLACEMENT

In signing the Acceptance & Banking Details Form you have made a formal commitment to participate in the Program.

Should the placement need to be terminated (by either the student or the staff member), the Summer Scholarships Coordinator should be contacted immediately by email at [studentresearch@westernsydney.edu.au](mailto:studentresearch@westernsydney.edu.au). The termination period will require one week's notice.

**If a placement is terminated, the scholarship will be forfeited and any payments made to you may need to be returned.**



# CONCLUSION OF YOUR PLACEMENT



## **PRESENTATION**

Your School/Institute/SRI will organise a presentation time for you to present your finding and results within your School/Institute/SRI. As a guide you will generally be given a minimum of 3 minutes to present an overview of your project including methods and results. Your supervisor will be able to help you with this. Further details will be sent to you closer to the date regarding the presentation.

## **FINAL REPORT PAYMENT OF YOUR FINAL SCHOLARSHIP INSTALMENT**

A final report will be required to be submitted to your supervisor by 7th February 2025. The format of this report is extremely flexible and should be discussed with your supervisor. It will depend on the requirement of your supervisor. For example in past years this has taken the form of a written report, 3D printout, development of a database, literature review, draft journal article, experiment protocol etc.

**Important note:**Your final instalment of the scholarship will be transferred to your bank account only after your final report and survey form have been submitted.



**Contact information**

Jobs on Campus

Ms Terrie Smith

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Summer Scholarships Coordinator Office of  
the Deputy Vice Chancellor, Research,  
Enterprise & International

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