



## Parliamentary Library Summer Research Scholarship 2017 Application Kit

The Parliamentary Library welcomes applications for its 2017 Summer Research Scholarship program from honours and postgraduate tertiary students engaged in a range of disciplines.

### Scope

The Parliamentary Library is offering six-week scholarships based in Canberra to support a research project examining an aspect of historical or contemporary public policy, lawmaking, governance, democracy, politics or parliament, on a topic of mutual interest to the Scholar and to the Australian Parliament. (See the Library's [Research Publications](#) web page for examples of topics addressed in publications prepared by the Library's research staff.)

The research undertaken during the Scholarship period may directly relate to the applicant's existing academic research, or the applicant may propose a new research project. In either case, the topic should relate to one or more of the following categories:

- Topical policy issues of interest to the Australian Parliament, including social, Indigenous, economic, science, technology, environment, resources, foreign affairs, defence or security policy
- Historical aspects of Australian public policy
- Laws and lawmaking
- Parliamentary procedures or practices
- Constitution and constitutional law
- Political biography, history and philosophy
- Parliamentary committees
- Political organisations and movements
- Political representation
- Elections, electoral issues and systems
- Governance and public administration
- Democracy and democratic institutions

The proposed research topic should be one that will benefit from access to the Library's collections and expert staff. It should **not** rely on conducting interviews with Members of Parliament.

## **Purpose**

The purpose of the Summer Research Scholarship is to increase awareness of the parliamentary environment, help build relevant research expertise, contribute to scholarship on the Parliament and its work, and promote the work of the Parliamentary Library and its potential as a future employer.

## **Who can apply?**

The Parliamentary Library Summer Research Scholarship is open to honours and postgraduate students studying at an Australian tertiary institution who have commenced or have successfully completed at least one year of postgraduate study. Applicants must be Australian citizens or hold Australian permanent resident status.

## **What are the benefits?**

The student will receive:

- an honorarium of \$1,800 payable as a one-off amount at the conclusion of the six-week placement, subject to completion of “expected outcomes” described below
- privileged access to the Parliamentary Library’s collections and facilities
- interaction with expert librarians and researchers in the Parliamentary Library, including a mentor who will provide advice during the research project
- the opportunity to gain training and work experience in the parliamentary environment, and
- a fully-equipped work-station within the Parliamentary Library

**Please note:** The Library is not able to provide any assistance (financial or otherwise) with travel or accommodation in relation to the Scholarship.

## **Timing**

The Summer Research Scholarship is to be undertaken in the summer academic break (January-February 2017). The Summer Scholars are expected to be based in the Parliamentary Library for six weeks, and to complete their projects within that period.

## **Expected outcomes**

Summer Scholars are expected to write a paper (5,000–8,000 words) on their research suitable for online publication by the Parliamentary Library. They may also be asked to write short reports, give presentations on their research achievements and experience at the Library, and, if applicable, deposit a copy of their thesis, other publications or subsequent research outcome arising from their Summer Research Scholarship with the Library. Summer Scholars are required to acknowledge the support of the Parliamentary Library in any publication or other material resulting from the research. Scholars who do not complete the mandatory paper within the prescribed time, or have written a paper that is not deemed suitable for publication may, at the discretion of the Parliamentary Librarian, not be eligible for the honorarium.

## Preparing your application

Applications must include the following:

- scholarship application form (template attached)
- current certified copies of academic transcripts for all undergraduate and postgraduate study
- *curriculum vitae* containing details of study and work experience, other research awards previously held, and a list of published and unpublished works
- research proposal (1,000-word limit) including:
  - an outline of the proposed research topic
  - how this research project relates to the work of Commonwealth Parliament
  - how the candidate would benefit from use of the Library's facilities
  - anticipated outcomes of the proposed research
  - intended audience
  - a brief bibliography
- two academic/professional referee reports (templates attached).

## Selection criteria

Applicants do not need to explicitly address the selection criteria in their applications. Each application (including academic transcript, *curriculum vitae*, research proposal and referee reports) will be judged against the following criteria:

1. Quality of the research proposal and suitability of topic in parliamentary context
2. Strong research skills
3. Excellent written communication skills
4. Ability to work within set guidelines and deadlines
5. Capacity to work effectively within a professional research environment

## Selection process

Applications for the 2017 Scholarship will close at midnight on **23 September 2016**. Applicants will be assessed by a Scholarship Selection Panel, and short-listed applicants may be invited to an interview either at Parliament House, or by phone. Successful applicants will be notified by mid-November 2016.

## Security assessment

Prior to commencing the Scholarship, the student will be required to complete:

- a police records check – in order to obtain a pass to access Parliament House
- a parliamentary computing network agreement form – in order to gain access to the IT network as necessary

**Code of conduct**

Summer Scholars are required to meet and maintain standards of behaviour, conduct and confidentiality in accordance with the Parliamentary Service Values and Code of Conduct, as if they were employees. They will not have direct dealings with clients, or undertake work related to client inquiries, or be involved in any activity that would breach the confidentiality provisions of the *Parliamentary Service Act 1999*.

**Work Health and Safety**

Under current Work Health and Safety legislation, scholars will be covered for all work health and safety issues for the duration of their placement. Summer Scholars are not employees of the Department of Parliamentary Services (DPS) and will not have any workers' compensation entitlements.

**Supervision**

The Summer Scholars will be supervised on a day-to-day basis by the directors of the research sections in which they are based. They will receive guidance and advice from a mentor whose expertise relates to the research project being undertaken. This guidance and advice may be undertaken in consultation with the Summer Scholar's academic research supervisor.

**Relationship between Summer Scholars and DPS**

The relationship between the Summer Scholars and DPS will not be one of employer and employee, and no employee benefits will arise for the Summer Scholars.

**About the Parliamentary Library**

The [Parliamentary Library](#) is part of the Department of Parliamentary Services and provides high quality information, analysis and advice to Senators and Members of the House of Representatives in support of their parliamentary and representational roles, as well as to their staff, the staff of committees, and the Governor-General. The Library produces a range of online [publications](#) on matters of interest to the Parliament. The [Summer Research Scholarship](#) is managed within the [Australian Parliamentary Fellowship](#) program.

**Where to send your application**

Applications close at midnight on **23 September 2016**. Your completed application should be forwarded via e-mail to: [parliamentary.librarian@aph.gov.au](mailto:parliamentary.librarian@aph.gov.au)

**Further information**

For further information, please contact:

Kate Campbell  
Executive Information Officer  
Office of the Parliamentary Librarian  
[kate.m.campbell@aph.gov.au](mailto:kate.m.campbell@aph.gov.au) or telephone (02) 6277 2721

or

Sue Johnson  
Director, Statistics and Mapping  
Research Branch, Parliamentary Library  
[sue.johnson@aph.gov.au](mailto:sue.johnson@aph.gov.au) or telephone (02) 6277 2480

## Frequently Asked Questions

Q. Am I eligible if I am not an Australian citizen or permanent resident?

A. No. Applicants must be an Australian citizen or hold Australian permanent residency status.

Q. Does the research topic have to relate directly to my current research?

A. No. The topic must be of mutual relevance to both the student and to the Commonwealth Parliament. It may relate to your existing research, or you may propose a new research topic. Either way, your topic should relate to one or more of the categories listed on the first page of this application kit.

Q. If shortlisted, do I have to attend an interview?

A. If you are shortlisted, you may be required to attend an interview with the Scholarship Selection Panel (either in person or by phone) in early November 2016.

Q. When will I know if I am successful?

A. The successful applicant(s) will be notified by mid-November 2016.

Q. If I am successful, when will I have to commence the Scholarship?

A. The Scholarship is to be undertaken for a six-week period in 2017 during the summer academic break (early January to mid-February). The exact commencement and completion dates will be subject to agreement between the successful applicant(s) and the Parliamentary Library.

Q. Why do I need a police check?

A. A police check is required before a security pass can be issued for access to the non-public areas of Parliament House.

Q. Will I have access to IT facilities?

A. Yes. The Parliamentary Library will be responsible for determining which IT resources the student will have access to. The student will need to complete a parliamentary computing network agreement form to be given appropriate access to the IT network.

Q. What if I am successful but cannot undertake the Scholarship in January–February 2017?

A. The Scholarship is only available for the summer academic break in 2017.

Q. Who owns the work produced during the Scholarship?

A. All work produced in the course of the Summer Research Scholarship 2017 will belong to the student, but the student will permit the Parliamentary Library to use the work produced

as required. The student will be required to enter into a simple agreement with DPS to document this arrangement.

Q. How many scholarships will be offered for 2017?

A. The number of scholarships offered is at the discretion of the Parliamentary Librarian. However, as a guide, two scholarships were offered in 2014, and three scholarships were awarded in both 2015 and 2016.



## Parliamentary Library Summer Research Scholarship 2017 Application Form

Name: ..... Preferred title: .....

Mailing address: .....

.....

.....

Phone number(s): ..... (Daytime)

..... (Mobile)

Email address: .....

Are you an Australian citizen or permanent resident? .....

Degree for which you are currently studying and field of study: .....

.....

Name of institution: .....

.....

When did you commence this degree? .....

When do you expect to complete this degree? .....

Topic of thesis: .....

.....

.....

Academic qualifications held (include name of institution and year):

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.....

How did you learn about the Summer Research Scholarship Program?

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### Academic transcript

Please attach a current certified copy of your academic transcripts for all undergraduate and postgraduate study.

### Curriculum vitae

Your *curriculum vitae* should include details of any previous employment, qualifications, other research awards previously held, and a list of published and unpublished work.

### Research proposal

The Summer Research Scholar may work on a project directly related to the applicant's existing academic research, or the applicant may propose a new research project. Please attach your research proposal (1,000-word limit) including:

- an outline of the proposed research topic
- how this research project relates to the work of Commonwealth Parliament
- how the candidate would benefit from the use of the Library's facilities
- anticipated outcomes of the proposed research
- intended audience
- a brief bibliography

### Referee reports

Please provide details of two academic/professional referees. Please also attach two written reports from your nominated referees.

	Referee 1	Referee 2
<b>Name &amp; title</b>		
<b>Position</b>		
<b>Institution/organisation</b>		
<b>Relationship to applicant</b>		
<b>Phone number</b>		
<b>Email</b>		

### **Where to send your application**

Applications close at midnight on **23 September 2016**. Your completed application can be forwarded via e-mail to:

[parliamentary.librarian@aph.gov.au](mailto:parliamentary.librarian@aph.gov.au)

### **Further information**

For further information, please contact:

Kate Campbell  
Executive Information Officer  
Office of the Parliamentary Librarian  
[kate.m.campbell@aph.gov.au](mailto:kate.m.campbell@aph.gov.au) or telephone (02) 6277 2721

or

Sue Johnson  
Director, Statistics and Mapping  
Research Branch, Parliamentary Library  
[sue.johnson@aph.gov.au](mailto:sue.johnson@aph.gov.au) or telephone (02) 6277 2480



## Parliamentary Library Summer Research Scholarship 2017

### Referee report

**Applicant's name:** .....

#### Referee's details

**Your name:** .....

**Preferred title:** .....

**Institution/organisation:** .....  
.....

**Relationship to applicant:** .....

**Phone number(s):** ..... **(Daytime)** ..... **(Mobile)** .....

**Email address:** .....

Please provide statements to support the above-named applicant for the Parliamentary Library Summer Research Scholarship 2017. In particular, you may wish to address the selection criteria as follows:

- Quality of the research proposal and suitability of topic in parliamentary context.
- Strong research skills.
- Excellent written communication skills.
- Ability to work within set guidelines and deadlines.
- Capacity to work effectively within a professional research environment.

Additional comments may be used to emphasise any strengths and weaknesses. In some cases the Scholarship Selection Panel may contact you for further discussion and clarification of your comments. Please note that the applicant will have access to the comments made.

**Referee reports need to be submitted by 23 September 2016.**



Signed:

Signed:

.....

.....

Referee

Applicant

Date

Date

*An email trail may be substituted for signatures.*

Please return your report to the applicant to forward to the Parliamentary Library.

Alternatively, you may email a scanned signed copy of your report (copied to the applicant) to [parliamentary.librarian@aph.gov.au](mailto:parliamentary.librarian@aph.gov.au).



## Parliamentary Library Summer Research Scholarship 2017

### Referee report

**Applicant's name:** .....

#### Referee's details

**Your name:** .....

**Preferred title:** .....

**Institution/organisation:** .....  
.....

**Relationship to applicant:** .....

**Phone number(s):** ..... **(Daytime)** ..... **(Mobile)**

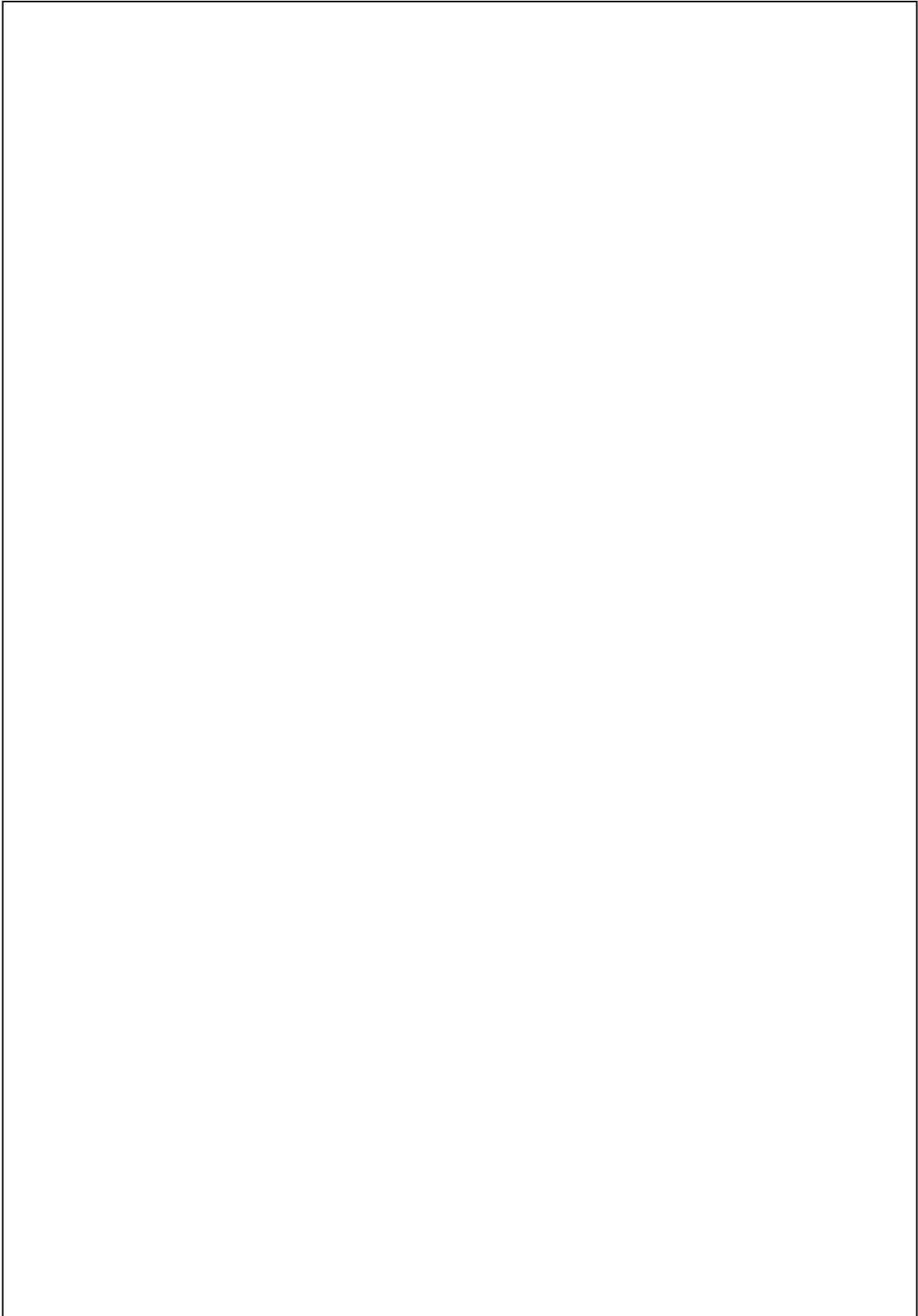
**Email address:** .....

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Signed:

Signed:

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Referee

Applicant

Date

Date

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Please return your report to the applicant to forward to the Parliamentary Library.

Alternatively, you may email a scanned signed copy of your report (copied to the applicant) to [parliamentary.librarian@aph.gov.au](mailto:parliamentary.librarian@aph.gov.au).