



Parliamentary Library Summer Research Scholarships 2014 Application Kit

The Parliamentary Library of the Parliament of Australia welcomes applications from Honours students and postgraduate tertiary students engaged in a range of disciplines for its 2014 Summer Research Scholarship program.

Scope

The Parliamentary Library is offering **six-week scholarships in 2014** 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 and 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 project may also involve a comparative study with other parliaments.

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 Scholarship is open to Honours graduates and tertiary students who have commenced or have successfully completed at least one year of study for a postgraduate degree at an Australian or foreign institution. Applicants must be Australian citizens or have 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 relevant 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, including the interview process.

Timing

The Summer Research Scholarship will be taken up in the summer academic break following granting of the award. The Summer Scholars are expected to be based in the Parliamentary Library for six weeks, and to have completed their projects within that period. However, the Summer Scholar and the Director of the supervising section may negotiate alternative arrangements at the commencement of the Scholarship.

Expected outcomes

The Summer Scholars are expected to write a paper (5–8,000 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. The 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 Library, not be eligible for the honorarium.

Preparing your application

Applications must include the following:

- ❖ Scholarship application cover sheet (template attached)

- ❖ academic transcripts for undergraduate and postgraduate study (a current, signed certified copy)
- ❖ 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, anticipated outcomes of the proposed research, intended audience/s, and a brief bibliography. The candidate should include a brief discussion on how he or she will benefit from use of the Library's facilities.
- ❖ two academic referee reports (templates attached).

Selection 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 2014 Scholarship will close on **18 October 2013**. Applicants will be assessed by a Scholarship Selection Panel, and short-listed applicants may be invited to an interview at Parliament House, or by phone for interstate applicants. The successful applicant will be notified around the end of November 2013.

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

The 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 Services Act 1999*.

Work Health and Safety

Under the *Work Health and Safety Act (Cth) 2011*, the student will be covered for WHS purposes whilst undertaking the Scholarship. Summer Scholars will not have any workers compensation entitlements.

Supervision

The Summer Scholars will be supervised on a day-to-day basis by the Director of the 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 Scholar and DPS

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

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 regularly 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

Your completed application can be forwarded via e-mail to:

parliamentary.librarian@aph.gov.au If you do not receive a prompt reply for your application after submission, please contact Richard Watson at his contact details below.

Further information

For further information, please contact:

Richard Watson

Politics and Public Administration Section

Research Branch

Parliamentary Library

richard.watson@aph.gov.au or telephone 02 6277 8081 (Mon-Fri)

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 have 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. However, it may relate to your existing research, or you may propose a new research topic in one or more of the following categories—an historical or current subject in Australian public policy, laws and law-making, parliamentary procedures or practices, current or former Senators or Members of the Commonwealth Parliament, Parliamentary committees or groups, political parties, public policy administration, or policy issues relating to the work of the Commonwealth Parliament (including social, economic, science, technology, environment, resources, foreign affairs, defence, security).
- 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 at Parliament House or by phone if an interstate applicant, at a time and date to be set.
- Q. When will I know if I am successful?
- A. The successful applicant will be notified in late November 2013.
- 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 2014 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 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 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 the appropriate access to the IT network.
- Q. What if I am successful but cannot undertake the Scholarship in January–February 2014?
- A. The Scholarship is only available for the summer academic break in 2014 and cannot be deferred. If the successful applicant cannot undertake and complete the Scholarship in this period, the Parliamentary Library may offer the Scholarship to another suitable applicant.
- Q. Who owns the work produced during the Scholarship?
- A. All work produced in the course of the Summer Research Scholarship 2014 will belong to the student, but the student will permit the Parliamentary Library to use the work produced as required. The Scholar will be required to enter into a simple agreement with DPS to document this arrangement.



Parliamentary Library Summer Research Scholarships 2014 Application Form

Name: Preferred title:

Mailing address:

.....
.....

Phone number(s): (Daytime)

..... (Mobile)

Email address:

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

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.....

Name of institution:

.....
.....

When did you commence this degree?

When do you expect to complete this degree?

Topic of thesis:

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.....

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, signed certified copy of your academic transcripts for undergraduate and postgraduate study.

Curriculum vitae

The 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 that directly relates 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/s, and
- a brief bibliography.

Referee reports

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

	Referee 1	Referee 2
Name & title		
Position		
Institution/organisation		
Relationship to applicant		
Phone number		
Email		

Where to send your application

Your completed application can be forwarded via e-mail to:

parliamentary.librarian@aph.com.au

Further information

For further information, please contact:

Richard Watson

Politics and Public Administration Section

Research Branch

Parliamentary Library

richard.watson@aph.gov.au or telephone 02 6277 8081 (Mon-Fri)



Parliamentary Library Summer Research Scholarship 2014 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 2014. 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 18 October 2013.



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 dps.recruitment@aph.gov.au.



Parliamentary Library Summer Research Scholarship 2014 Referee report

Applicant's name:

Referee's details

Your name:

Preferred title:

Institution/organisation:
.....

Relationship to applicant:

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

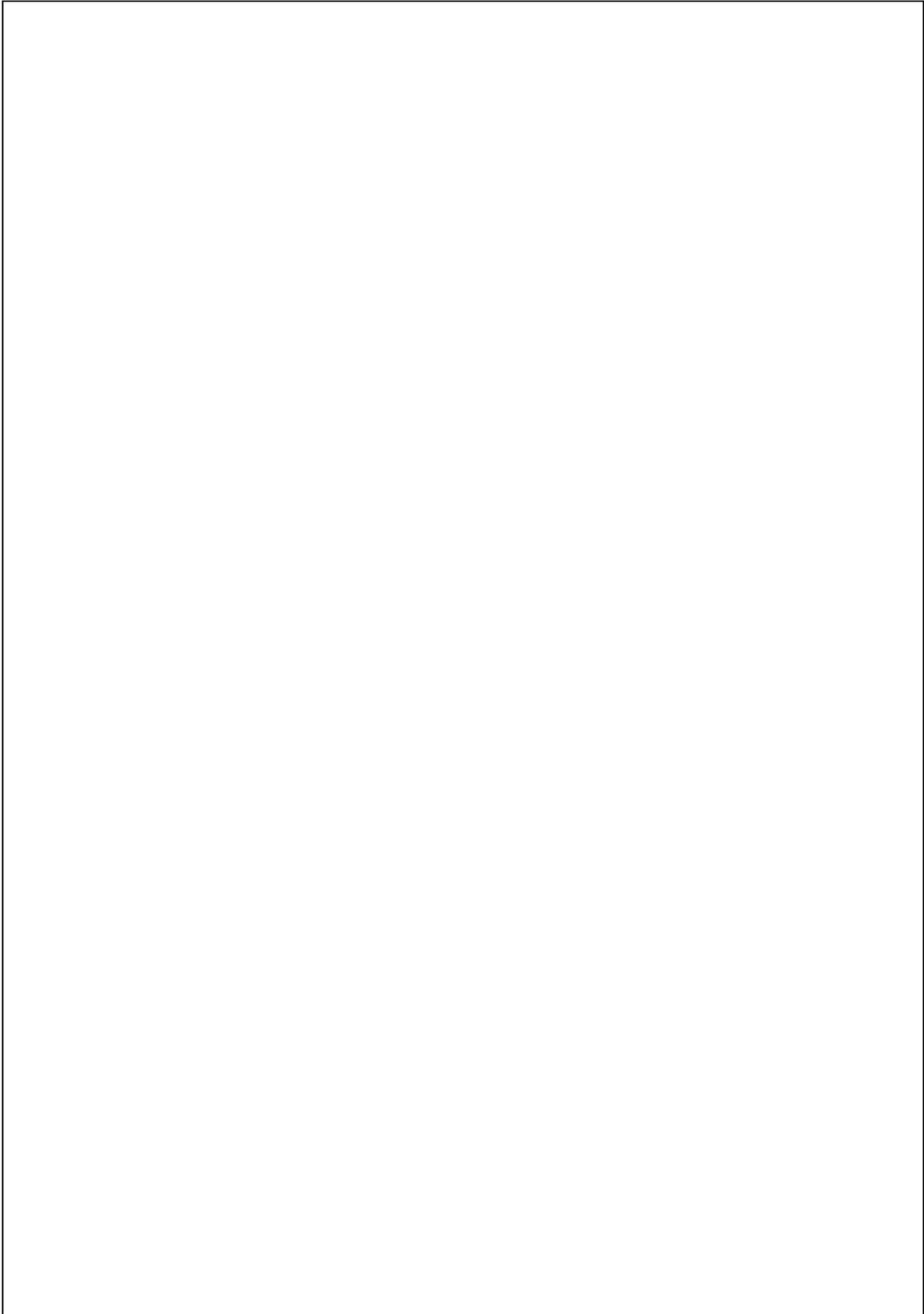
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Signed:

Signed:

.....

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Referee

Applicant

Date

Date

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