

**AUSTRALIA-APEC WOMEN  
IN RESEARCH FELLOWSHIP  
2019 Round Guidelines**

## Glossary

Academic Transcript	The list of subjects and academic results provided by institutions
APEC	Asia-Pacific Economic Cooperation
Applicant	The person applying for Research Fellowship
Home Economy	The country of citizenship and/or permanent residency of the applicant
Host Organisation/ Institution	The organisation or the institution the applicant proposes to attend for research in Australia
Sponsor Nomination Form	A nomination google form from the applicant's host confirming support and placement
Organisers	The organisers and administrators of the fellowship: The Australian APEC Study Centre

## **1. INTRODUCTION**

### **1.1 Background**

The APEC Scholarship Initiative was endorsed by APEC Leaders in November 2014. The initiative promotes the creation of privately and publicly funded scholarships, training and internship opportunities to benefit students and professionals, especially youth and women in developing APEC economies. The APEC Scholarship Initiative is a response to the 2012 APEC Economic Leaders' Declaration on Cross-Border Education Cooperation, which directs Ministers and officials to pursue the enhancement of student, researcher and provider mobility.

### **1.2 Overview**

The Australia-APEC Women in Research Fellowship will provide financial support for high-achieving post-doctorate female researchers from developing APEC economies to pursue research opportunities in partnership with Australian education and research institutions. The Fellowship will support the hosting of female researchers by an Australian institution for a period of one to four months to build and deepen institutional linkages, create professional networks, support professional development and exchange expertise with Australian researchers.

One of APEC's key goals is to support economic and technical cooperation in order to address the many challenges and opportunities that face the region. Enhanced research and education cooperation among APEC economies fosters innovative growth as students, researchers and education providers build scientific, technological and linguistic communities.

The Fellowship is designed for female researchers from developing APEC economies who are emerging leaders in their field and are at the forefront of their research discipline. Candidates from all disciplines are welcome to apply. Candidates from non-urban areas are strongly encouraged to apply.

This fellowship aims to encourage the mobility of female researchers in the APEC region. It is therefore designed to assist with the particular challenges female researchers face in undertaking cross-border research activities such as arrangements and financial support for child care. The fellowship is also encouraging of early career researchers.

Two of the fellowships will be set aside for researchers who have less than five years' of professional research experience so that researchers at the start of their career get the opportunities they need to grow and succeed.

### **1.3 Funding allocation**

The Fellowship draws upon a total pool of \$1 million, to be used over five years, with up to ten Fellowships awarded each year. Efforts will be made to award fellowships to applicants from as many developing economies as possible.

## 2. FELLOWSHIP ELIGIBILITY AND ENTITLEMENTS

### 2.1 Eligibility

To be eligible to receive the fellowship, applicants must:

- Be a female citizen and/or permanent resident of eligible APEC economies
- Not be an Australian citizen and/or permanent resident
- Have a conferred PhD degree by 5 April 2019
- Available to commence their proposed program between 1 July 2019 and 31 December 2019
- Provide all relevant supporting documentation in English
- Obtain agreement from an academic supervisor from an Australian academic institution and/or organisation
- Not be undertaking research or training that leads to a formal qualification between 1 July 2019 and 31 December 2019

### 2.2 Eligible Economies

Chile	People's Republic of China
Indonesia	Malaysia
Mexico	Papua New Guinea
Peru	Philippines
Thailand	Viet Nam

### 2.3 Financial Benefits (From \$8,000 to \$23,300 AUD per fellowship)

All recipients will receive in Australian Dollars:

- Travel allowance: \$3,000 for Asian economies and \$4,500 for South American economies
- Establishment allowance: \$2,000
- Monthly stipend: \$3,000
- Monthly family allowance: \$1,200 (if applicable)

## 3. APPLICATION PROCESS

### 3.1 2019 Application Timeline

18 February 2019	Applications open. Applicants are required to complete online form and submit supporting documents via email
5 April 2019	Applications close 5pm (Australian Eastern Standard Time)
April-May 2019	Applicants short listed and assessed
24 May 2019	Successful and unsuccessful applicants are notified
June 2019	Successful recipients complete and return detailed project outline with KPIs, milestones and passport copies
July-December 2019	Recipients commence fellowship program

## 3.2 Application structure

**Applicants are required to respond to the following questions:**

### **Personal details**

- What is the closest Australia Visa Application Centre to your current address?

### **Research experience** (to be answered in plain English)

- What was the research specialty of your PhD degree? (maximum 200 words)
- Please show evidence of a high-level of academic achievement and your research experience relative to your chosen field of study (maximum 300 words)

### **Proposed research program** (to be answered in plain English)

- Provide a well-defined research program with anticipated outcomes (maximum 400 words)
- Which Australian academic institution/organisation has agreed to host you if successful?
- Provide your proposed start and end dates (Note: All fellowships must begin and end in Australia. Any field work (if applicable), must be undertaken prior to the start of the fellowship in Australia.)
- If successful, do you agree to work with your supervisor to create a detailed project outline before you commence your fellowship featuring KPIs and milestones? (These will need to be achieved and signed off by your supervisor to receive the final payment of your fellowship.)
- Details of your sponsor (name, position, email, phone number).

### **Benefits of the research program** (to be answered in plain English)

- Detail how this international research opportunity will benefit Australia and foster ongoing collaboration and cooperation between Australia and your home economy (maximum 200 words).
- Detail how the international research would further your academic and/or professional career. If relevant, include details of any barriers you have previously faced in pursuing international research opportunities.

### **Referees**

- Give details of the TWO referees who are providing referee reports on your behalf (their title, name, relationship with applicant, phone number, email, position, organisation)

**Supervisors are required to respond to the following questions:**

*Applicants must ensure that supervisors submit an applicant sponsor nomination form, or the application will be ineligible.*

### **Benefits**

- Why has your organisation chosen to support the applicant's application and what benefits will be gained from the proposed programme? (maximum 300 words)
- How will the proposed programme build or improve regional linkages? (maximum 200 words)

## **Administration**

- Provide details of your proposed fellows start and end dates.
- In what language have you agreed to supervise the applicant's research?
- If this applicant is successful, do you agree to provide her with the details of your institution's relevant support services before she arrives in Australia?
- If this applicant is successful, do you agree to provide her with an orientation session of your institution upon commencement of the fellowship?
- If this applicant is successful, do you agree to work with the fellow to create a detailed project outline before she commences her fellowship which includes KPIs and milestones? (This will need to be signed off by you so she can receive her final payment during the fellowship)
- Provide any further information that may be of relevance to this application for the Australian-APEC Women in Research Fellowship (maximum 200 words).

### **3.3 Required Documents**

1. Completed '2019 Application' form
2. Completed '2019 Applicant Sponsor Nomination' form
3. Copy of citizenship or permanent residency
  - A certified copy showing full name, date of birth and country of citizenship and any other relevant pages of the applicant's most current passport, birth certificate or national identity card.
  - A certified copy of official documentation showing evidence of permanent residency status (only required if different from country of citizenship).
4. Academic Transcripts
  - A certified copy of a numerically weighted academic transcript of the applicant's highest qualification that shows the subjects and scores and includes an explanation of the marking system (if not clear).
5. Referee Reports x2
  - Referee reports must be from academic supervisors, Heads of Department or other workplace managers who would be familiar with the applicant's academic, research and/or performance and abilities. They should be in the form of a letter that is under one page long.
6. Evidence of support and language suitability from the host.
  - Completed form from host organisation and confirmation that the applicant's language ability is suitable for their proposed research program. If the fellowship is going to be undertaken in English and the applicant has not completed a university course at an English speaking university then IELTS or TOEFL scores will be required.

## 7. Research CV and list of publications

- Detailed CV with list of research output, publications and contributions to the applicant's field of research. Provide a brief description of career circumstances, which may have positively or negatively influenced the applicant's research productivity (including family/carer responsibilities).

### 3.4 Translation

To be eligible applicants must provide English translations of the required supporting documentation if the original documents are not in English. Applicants will also need certification of documents that have been translated unless they are translated documents for evidence of community service or employment records.

### 3.5 Certification

To certify a document as a true copy, applicants must provide the original and a copy of the document to a formally recognised authority, professional person or someone well-respected in the community ('of good standing'). This could include but is not limited to: university dean or course convener, teacher, work supervisor, lawyer, doctor, civil servant, Justice of the Peace, Commissioner of Oaths or Public Notary.

To certify a copy make a copy of the original document, take the photocopy and the original and ask the person to certify the copy by:

- sign and date under the statement and provide details of their occupation
- write or use a stamp (if available), "I certify that the copy is a true copy of the original document". This phrase may be in the local language. For Example:

Chinese - 此为原始文件的真实副本

Hindi - इस मूल दस्तावेज की एक सच्ची प्रतिलिपि है.

Japanese - これは原本の真正な写しである必要があります。

Spanish - Este documento es una copia auténtica del original.

Vietnamese- Sao Y Bản Chính'

The certifying person should not be:

- related to the applicant
- living at the same address as the applicant
- in a relationship with the applicant

Applicants must provide certified copies of their:

- Passport, Birth Certificate or National ID Card
- Academic transcripts
- IELTS or TOEFL results

The cost of any fees charged for certification of documents is the responsibility of the applicant.

## **4. ASSESSMENT**

All applications are assessed for eligibility, ensuring all required documentation is provided and complete. Shortlisted applications are then assessed against the selection criteria by an independent selection panel, comprised of eminent academics, professionals and Australian Government representatives.

Staff and/or selection panel members are required to adhere to the requirements of identification, disclosure and management of conflicts of interest when assessing applications. We advise applicants to note that the personal details of selection panel members are confidential and will not be released.

*Applicants are encouraged to submit an application and a proposal of their research project, which can be easily understood and communicated to external, non-subject matter expert audiences.*

### **4.1 Selection criteria and weighting**

The following are the selection criteria and their relative weighting:

1. A record of high-level academic achievement and research experience relative to opportunity in the applicant's chosen field of study (30%)
2. A well-defined research program with anticipated outcomes (40%)
3. A statement on how the international research would further the applicant's academic and/or professional career (15%)
4. Statement on how the international research opportunity will benefit Australia and the applicant's potential to foster ongoing collaboration and cooperation between Australian and home economy (15%)

## **5. SUCCESSFUL APPLICANTS**

### **5.1 Notification**

The Australian APEC Study Centre will notify all successful and unsuccessful applicants via email regarding the outcome of their applications by 24 May 2019.

Details of successful recipients will be published on the Australian APEC Study Centre website.

### **5.2 Detailed project outline**

Successful fellows will be required to produce a detailed project outline with their host's input prior to commencement. This will need to include:

- A timeline of project milestones including a point midway through the fellowship. Supervisors will be required to sign off on the KPIs up to this midway point to release the Fellows second (and final) payment.



- Materials the project will require (eg. academic journals, equipment, specific chemicals and their quantities) and costs these may incur.

### **5.3 Visas**

Once successful fellowship recipients are notified, the Australian Government Department of Education and Training will provide a letter to in support of visa applications. This letter will support either an Invited Participant Activity (subclass 408) visa or a Temporary Work - Short Stay Activity (subclass 400) visa application.

The subclass 408 visa (Invited Participant activity) allows for up to three months stay and can be applied for both offshore and onshore – with onshore requiring sponsorship.

The subclass 400 provides more flexibility with the period of stay, as this visa provides for up to six months stay (Note: this visa can only be applied for and granted when the applicant is offshore).

Once this has occurred Fellows can lodge their application for the visa. Visa costs will be the responsibility of the successful fellow. Visa applications may take up to one month to be assessed (sometimes longer if health or character checks are required).

Successful fellows who will be lodging online applications should visit: <https://www.border.gov.au/Trav/Visa-1/Visa-listing> . If fellows are bringing their immediate family members to Australia then their details must be included in the visa application.

## **6. ADDITIONAL INFORMATION**

### **6.1 Disclaimer**

The Australian APEC Study Centre and the Australian Government Department of Education and Training do not accept responsibility for any misunderstanding arising from the failure by any applicant or hosting institution to comply with these guidelines or arising from any ambiguity, discrepancy or error contained in an application.

Applicants are responsible for all costs incurred in the preparation and lodgment of their applications.

Applications may be disregarded, offers revoked or a program terminated if it is the belief that false or misleading information has been provided.

### **6.2 Intellectual Property**

Intellectual Property (IP) rights will depend on the policy of the host organisation, any IP laws of the home country and any agreement that may have been negotiated between the recipient and the host organisation. In addition, wherever any work is reproduced, the creator of the work must be identified. If a recipient has further concerns, they should seek independent legal advice about the ownership and IP rights for any research material.

### **6.3 Privacy**

The fellowship is bound by the provisions of the Privacy Act 1988 (Privacy Act). Schedule 1 of the Privacy Act outlines the Australian Privacy Principles (APPs), which prescribe the rules for handling personal information, including sensitive information.

Information collected in this form will be used by the Australian APEC Study Centre for the following purposes ('the purposes'):

- assessing applications
- administering the Australia-APEC Women in Research Fellowship
- promoting the Australia-APEC Women in Research Fellowship, including in promotional material, information and publications in hardcopy and/or on the internet, and
- congratulating and/or inviting successful recipients to functions and events held in Australia and overseas.