



David Cooper Scholarship Terms and Conditions

The Kirby Institute, Faculty of Medicine and Health - 2021

1. Introduction

The David Cooper Scholarship was established in 2021 from a memorial fund in honour of Professor David Cooper. Professor Cooper was the inaugural Director of the National Centre in HIV Epidemiology and Clinical Research, established in 1986, that ultimately became the Kirby Institute. He was an internationally renowned scientific leader, initiating ground-breaking, collaborative infectious disease research that has saved countless lives in Australia, and around the world.

The David Cooper Scholarship is a full 4-year PhD scholarship offered to outstanding domestic candidates to be trained to conduct research specifically in the field of infectious diseases, from basic to applied research, in areas within the Kirby Institute's Strategic Plan, and under the supervision of experienced academics at the Kirby Institute, Faculty of Medicine and Health, UNSW.

The scholarship comprises:

- A stipend of \$41,597 per year (indexed, 2021 rate) for a maximum of 4 years based on satisfactory progress
- A career development fund of up to \$12,500 per year will be made available upon confirmation
- Access to a comprehensive Research Training and Career Development program
- A 6-month (2 terms) integrated internship with an Academic Unit or Industry Partner

Successful candidates will be admitted to the UNSW PhD Program in one of the 3 terms of 2022 and will be subject to the relevant UNSW Higher Degree Research policies, procedures and guidelines as well as the present terms and conditions.

2. The Scholarship

a. Duration of the scholarship

The scholarship will be offered for the maximum duration of 4 years to undertake the PhD degree at the Kirby Institute, UNSW. The scholarship will cease the day the PhD thesis is submitted.

b. Full-time/Part-time enrolment

The scholarship is offered for full-time enrolment. Part-time scholarships are only approved in exceptional circumstances and will be reviewed on a case-by-case basis by the Kirby Institute. Further details are available in Section 3.7 of the [Higher Degree Research Scholarships Procedure](#).

c. Leave entitlements

Leave entitlements will be applicable for scholarship holders as described in the [Higher Degree Research Scholarships Procedure](#).

3. Eligibility

To be eligible for this scholarship, applicants must meet the requirements described in the [Admission to Higher Degree Research Program Procedure](#) at the time of admission.

In addition, the applicant must:

- Be an Australian citizen or permanent resident, or a New Zealand citizen holding the relevant visa
- Be eligible to receive an Australian Government Research Training Program (RTP) scholarship or equivalent
- Not be enrolled or not have received an offer to enrol in a PhD at UNSW or at another institution while applying for this scholarship
- Not be receiving another scholarship or salary providing a combined benefit in excess of 75% of this scholarship stipend rate as described in the [Higher Degree Research Scholarships Procedure](#)
- Be able to start their candidature the year of the offer
- Be accepted for admission to a PhD at UNSW supervised by an approved supervisory team at the Kirby Institute
- Undertake research in infectious diseases, from basic to applied research, in areas within the Kirby Institute's Strategic Plan
- Demonstrate capability to carry out high quality research, using a combination of qualifications, experience and output
- Be enrolled as a full-time candidate unless the Kirby Institute has approved a part-time award under section 2b
- Be located at a UNSW approved campus or centre. Conducting research away from a UNSW approved campus will require a formal process of approval.

4. Scholarship benefits

The benefits provided with the David Cooper scholarship include:

- A full stipend for a maximum of 4 years (rate provided in "1. Introduction")
- A career development package worth \$2,500 in the first year of candidature and then \$12,500 per annum upon confirmation and for the remainder of the candidature (not indexed and up to a maximum of 4 years)
- A tailored Research Training and Career Development program (requiring about one week per year)
- A 6-month internship with a partner Academic Unit or Industry Partner
- Australian Government Research Training Program Fee Offset*

* The RTP scholarship and Fee Offset are governed by the UNSW RTP Scholarship terms and conditions.

a. Career Development Package

Upon successful confirmation of their candidature, a total of \$12,500 per annum will be made available to successful applicants to support skills and career development activities as well as conference travel/attendance. For their first year and prior to confirmation, successful applicants will be provided with \$2,500 of the Career Development Package.

The funds will be managed by the Kirby Institute. The career development package funds are an auditable scholarship benefit and must be spent in accordance with the principles set out in relevant UNSW travel and purchasing policies.

Candidates will not be able to roll over unused funds to the subsequent year.

Eligible expenses will need to be approved by the supervisory team.

These funds cannot be used to cover non-development items (e.g. professional membership exams and fees, technology equipment, research expenses, fieldwork, program costs).

b. Research Training and Career Development program, including a 6-month internship

As part of the David Cooper scholarship, successful applicants will access an integrated Research Training and Career Development program.

This program will consist of:

- A specifically designed Career Readiness program offered in collaboration with UNSW Careers and Employability
- A HDR Research Training developed by the Faculty of Medicine and Health
- An integrated 6-month internship at a partner Academic Unit or Industry Partner

This program is compulsory for all successful applicants and will require a time commitment of about one week per year for the Research Training and Career Development program.

5. The internship

All successful applicants supported by the Scholarship will undertake a mandatory 6-month internship as part of their candidature at UNSW. This will constitute an important part of their training at UNSW, as it will allow them to explore an alternative career prospect outside of their field of research.

a. Duration and timing of the internship

The internship will be conducted over 2 terms of enrolment according to the UNSW HDR calendar. These 2 terms can be consecutive or undertaken at different periods during the candidature.

To undertake their internship, candidates will need to first be confirmed in their candidature.

In addition, candidates will not be able to submit their thesis unless they have completed their internship.

The best timing to undertake the internship should be discussed and agreed on with the supervisory team, ideally during the first year of enrolment.

b. Location of the internship

Internships will be undertaken at approved partner Academic Units or Industry Partner's location. UNSW will assist with sourcing internships or will assist with the approval of internships identified by the candidate or their supervisory team.

If the candidate decides to source themselves the location of their internship, the approval process will need to be finalised before the internship can start. Partner Academic Units can include Faculties, Schools or Departments at UNSW or another Academic Institution.

Industry Partners can include, but are not restricted to, Hospitals, Clinics, General Practices, Clinical Practices, Pharmaceutical companies or Government organisations.

c. Supervision during the internship

The partner Academic Unit or Industry Partner will provide local supervision for the whole duration of the internship. The local supervisor will be responsible for ensuring appropriate training and induction is provided to the candidate as applicable and will assist with the organisation of the activities that will be undertaken by the candidate as part of the internship.

d. Condition of access during the internship

Candidates accessing external locations from UNSW whilst undertaking their internship must comply with the relevant Federal and State/Territory laws, rules and regulations.

Candidates will also need to comply with all relevant and reasonable directions given by the partner Academic Unit or Industry Partner and its personnel. This includes health and safety, access and security, use of equipment and facilities, as well as the use of computer, hardware and software provided by the partner. Inspection can be organised by the Partner Institution to ensure compliance with conditions set out above.

e. Reporting for the internship

At completion of the internship, candidates will be expected to produce a reflective report about their experience and describing what they learnt.

A short report will also be provided by the local supervisor focusing on the translational skills developed and acquired by the candidate in the course of their internship.

6. Tenure conditions

In order to remain enrolled in their degree and to continue to receive their stipend and training, candidates will need to adhere to the following conditions.

a. Acceptance

All successful applicants will need to accept the offer of the scholarship by the prescribed deadline described in their letter of offer. No deferral will be approved.

b. Enrolment

All successful applicants will be required to commence their candidature by the prescribed term in their letter of offer.

c. Duration of the scholarship and leave entitlements

As described above, the scholarship is offered for a maximum of 4 years.

All leave entitlements will be considered according to the [Higher Degree Research Scholarships Procedure](#).

d. Ongoing eligibility

To maintain their eligibility during their candidature, all successful applicants will need to adhere to the following rules.

- Be confirmed in their candidature within 15 months full-time equivalent of their first enrolment, participate in a Research Progress Review at least every 12 months and maintain satisfactory progress as demonstrated during the reviews. The relevant procedure can be found at: [Research Progress Review and Confirmation of Research Candidatures Procedure](#)
- Maintain regular and appropriate communication with their supervisors during the course of their candidature
- Participate in the Research Training and Career Development program, involving a time commitment of one week every year
- Undertake a 6-month internship in the course of their candidature
- Remain enrolled in a PhD program at the Kirby Institute
- Submit their PhD thesis within 4 years full-time equivalent

e. Variation to candidature, including change in supervisory team and project

Variations to candidature will be managed through the Graduate Research Information System (GRIS) and according to the relevant procedure:

[Variation of Candidature Procedure](#)

Requests for changes affecting the supervisory team or the project that was approved during the application process will need to be submitted for approval to the Director, Kirby Institute.

f. Termination of entitlements

A candidate's entitlements will be terminated if any of the conditions described in the [Higher Degree Research Scholarships Procedure](#) are met.

7. Reporting and promotional activities

The Scholarship holder may be asked to submit an annual report outlining research progress, experiences gained, and benefits enjoyed while in receipt of the Scholarship. The Scholarship holder may be invited to speak on their research in person at a suitable occasion and to engage in promotional activities as determined by the Kirby Institute.

8. How to apply

As part of their application, applicants must provide:

- A fully completed application (Appendix B)
- An up-to-date and complete curriculum vitae
- A copy of the transcripts for all degrees completed, currently enrolled or incomplete as well as proof of completion of these degrees
- The relevant institution grading system
- A copy of all research outputs (e.g. accepted manuscripts, conference abstracts or articles, thesis and reports)
- A copy of their passport and evidence of the relevant visa if applicable
- A 3-minute video presenting their project and its expected impact

Applicants are encouraged to work with their supervisors to complete the application.

Only complete applications submitted by the deadline will be considered. All applications will also need to comply with the relevant UNSW Higher Degree Research admissions, supervision and scholarship policies and procedures.

9. The selection process

The selection of the successful applicants will be merit based. Applicants will be assessed in their respective categories based on their previous academic performance, research potential, excellence of the research project and quality of the supervisory and research environment.

Appendix A: Relevant UNSW Higher Degree Research policies and procedures

Higher Degree Research Scholarships Policy and Procedure

<https://www.gs.unsw.edu.au/policy/hdrs-scholarship-policy.html>
<https://www.gs.unsw.edu.au/policy/hdrs-scholarship-procedure.html>

Admission to Higher Degree Research Program Guideline, Policy and Procedure

<https://www.gs.unsw.edu.au/policy/hdr-admission-guideline.html>
<https://www.gs.unsw.edu.au/policy/admission-policy.html>
<https://www.gs.unsw.edu.au/policy/admission-to-hdr-programs-procedure.html>

Higher Degree Research Supervision Guideline, Policy and Procedure

<https://www.gs.unsw.edu.au/policy/hdr-supervision-guide.html>
<https://www.gs.unsw.edu.au/policy/hdr-supervision-policy.html>
<https://www.gs.unsw.edu.au/policy/hdr-supervision-procedure.html>

Research Progress Review and Confirmation of Research Candidatures Procedure

<https://www.gs.unsw.edu.au/policy/progress-review-and-confirmation-of-research-candidature-procedure.html>

Variation of Candidature Procedure

<https://www.gs.unsw.edu.au/policy/variation-procedure.html>

Appendix B: The application

Name:
Project title: (maximum 15 words)
Link to the 3-minute video:
Description of the project: (maximum 300 words) Provide a short description of the project that you will be conducting during your candidature. The duration should not extend beyond 3.5 years to account for the 6-month internship. Include a brief background, the aim of the project, the methodology that will be used, and the impact of your project.

Supervisory team:
Supervisor 1: (required)
Name:
Email:
Role: Primary supervisor
School/Institute of affiliation: Kirby Institute
Supervisor 2: (required)
Name:
Email:
Role (Joint or Secondary):
School/Institute of affiliation:
Supervisor 3: (if applicable)
Name:
Email:
Role: Secondary supervisor
School/Institute of affiliation:
The supervisory environment: (maximum 300 words) Provide a short description of the track record of the proposed supervisors relevant to your project (e.g. publication track record, grant funding, supervision of HDR candidates), their respective contribution to your project and the research environment in which you will be conducting your project.

Appendix C: Checklist

Fully completed application (Appendix B)	
Up-to-date and complete curriculum vitae	
Copy of transcripts for all degrees completed, currently enrolled or incomplete	
Proof of completion of all relevant degrees	
Relevant institution grading system	
Copy of all research outputs (published articles or conference abstracts)	
Copy of passport and relevant visa if applicable	
Inclusion of the weblink to the 3-min video in the application	
Name and contact details of 2 referees:	
Referee 1	
Name:	
Email:	
Institution/Organisation:	
Referee 2	
Name:	
Email:	
Institution/Organisation:	
Contact details for additional information: kirbypostgrad@unsw.edu.au	

Appendix D: Marking rubrics

Academic and research excellence 65%

Score	
4	The applicant has an outstanding capability for research, as demonstrated by a combination of formal qualifications, high quality research outputs (papers, presentations, etc.) and/or extensive additional experience outside their formal qualifications.
3	The applicant has an excellent capability for research, as demonstrated by a combination of formal qualifications, at least one high quality research output (papers, presentations, etc.) and/or additional experience outside their formal qualifications.
2	The applicant has a good capability for research, as demonstrated by a combination of formal qualifications, research outputs (papers, presentations, etc.) and/or additional experience outside their formal qualifications.
1	The applicant has some evidence of capability for research.

Quality of the project 25%

Score	
4	The proposed research is feasible within 3.5 years, has outstanding potential for high quality research outputs (papers, presentations, etc.). The proposal is well written with clear aims, methodology and impact.
3	The proposed research is feasible within 3.5 years, has excellent potential for high quality research outputs (papers, presentations, etc.). The proposal is well written with clear aims, methodology and impact.
2	The proposed research has potential for research outputs (papers, presentations, etc.). The proposal is mostly well written with some description of the aims, methodology and impact.
1	The proposed research is not compelling.

Quality of the supervisory team and research environment 10%

Score	
4	The supervisory team has an outstanding track record in the field of the proposed research, as demonstrated by a combination of high-quality research outputs (papers, presentations, etc.), success with grants, and an outstanding track record with the supervision of HDR candidates, and the project will be conducted in a world-leading research environment.
3	The supervisory team has an excellent track record in the field of the proposed research, as demonstrated by a combination of high-quality research outputs (papers, presentations, etc.), some success with grants, and a very good track record with the supervision of HDR candidates, and the project will be conducted in an internationally recognised research environment.
2	The supervisory team has a good track record in the field of the proposed research, as demonstrated by a combination of research outputs (papers, presentations, etc.), limited success with grants, and a good track record with the supervision of HDR candidates, and the project will be conducted in a good research environment.
1	The supervisory team has a limited track record in the field of the proposed research and a limited track record with the supervision of HDR candidates and a limited research environment.

Appendix E: Proposed Timeline

Timeline	
6 September - 15 October	Advertising campaign
6 September	Applications open
15 October	Applications close
18 - 29 October	Scoring by the Selection Committee
Between 1 - 12 November	Selection Committee meeting
Mid to end November	Release offer

Appendix F: Membership of the Selection Committee

The Selection Committee will select the most suitable applicant based on the Scholarship selection criteria. The Committee Chair may prescribe rules for the conduct of meetings and the making of decisions by the Selection Committee. The Committee reserves the right not to offer the Scholarship if they deem applications are not of sufficient merit.

Director, Kirby Institute
Associate Dean Postgraduate Research Training, Faculty of Medicine and Health
Chair, Kirby Institute Higher Degree Research Committee
Postgraduate Research Coordinator, Kirby Institute