The Vacation Research Experience Scheme is focussed on students and the student experience. It provides undergraduate students with an opportunity to experience research by working on a project for at least 6 weeks. The scheme provides contact with active researchers and offers a supportive environment in which students have an opportunity to investigate their potential for research work.

The Vacation Research Experience Scheme generates a number of benefits including:

- The opportunity for undergraduate students to gain some research experience which has the potential to inform their perspectives on teaching and learning practice and/or a higher research degree pathway.
- The opportunity for staff conducting funded and unfunded research projects to engage in research mentoring of undergraduate students.
- The potential for publications and other dissemination activities.
- The opportunity to collaborate with researchers from other Faculties. Cross-faculty collaboration is possible.

When nominating your projects, supervisors need to indicate if the project is cross-faculty and provide details of Faculty and staff participating. **Note: The lead supervisor must be from the Faculty of Education.**

**GENERAL CONDITIONS**

1. Projects must be of minimum of 6 and a maximum of 10 weeks’ duration, broken into two parts to allow for the Christmas break. **The time commitment should be between 120 to 150 hours in total.**
2. Projects must conclude before start of Semester 1, 2018 (i.e. by 9 February, 2018 at the latest).
3. The stipend is $2,000.

**STAFF PROJECT ELIGIBILITY**

1. The proposed supervisor should:
   - Be employed with either a fixed term or ongoing appointment in the Faculty of Education, and engaged in research.
   - Be available for the duration of the project.
   - Agree to supervise the VRES recipient in line with the QUT VRES Student Agreement and Conditions of Award, and to report on the final outcomes when requested.
2. The project should
   - be on a narrowly scoped topic which provides the student with a series of research questions to be answered.
   - provide a broad range of tasks which allow the student to experience a number of different aspects of research
   - be suitable for a 6-10 week period (project can only commence after VRES Orientation – i.e. after 21 November 2017 and finish by 9 February, 2018 at the latest)
3. The project details should be submitted by the proposed supervisor via the online form [http://survey.qut.edu.au/f/187583/1059/](http://survey.qut.edu.au/f/187583/1059/) by 30 August 2017 (extended to 6 September 2017) and include:
   - Title, duration and key personnel (key personnel can include academic researchers from other Faculties)
   - Summary of project and a list of key tasks against the timeframe
   - List of expected outcomes
   - Any space or resource requirements
   - Potential students who might be suited to the project
   - Number of students who could participate in the project
4. Projects will be advertised on the Faculty of Education website for students to select. Please see the selection criteria below for information on how projects are allocated.
STUDENT ELIGIBILITY

- Full-time and part-time domestic and international undergraduate students completing their 2nd, 3rd, or 4th year of study (FTE) are eligible to apply. Indigenous undergraduate students are encouraged to apply. International students must have a current student visa and work permit for the period of the research.
- Students must agree to the QUT VRES student agreement at the point of application but do not need to sign the QUT VRES student agreement until their application is successful.
- Students must agree to attend the Orientation scheduled for 21 November, 2017.

HOW STUDENTS CAN APPLY

1. Complete the Faculty of Education online VRES Application Form http://survey.qut.edu.au/f/187587/ee99/ (the form will not be available until early September) by:
   a. Nominating projects in order of preference
   b. Attaching a copy of your CV which includes a summary of your work experience
   c. Attaching two (2) emails of support from academic referees.
2. Submit the application form online with all attachments by 22 September 2017.

SELECTION CRITERIA

- Projects will be allocated to students based on academic merit (undergraduate course GPA of 5.5 or higher). Applicants will be awarded projects in order of GPA and based on their order of preferences, as nominated on the application form, until the funding allocation is exhausted.
  
  Secondary criteria
  - Where applicants have similar GPAs, preference may be given to applicants who further demonstrate their suitability to undertake the proposed research through:
    i. Previous research experience; and/or
    ii. An existing relationship with their proposed supervisor and the project.

- Offers are made subject to the availability of funding and appropriate supervision. Please note that we cannot guarantee you will be offered your preferred project.

ASSESSMENT

1. Applications will be assessed against the selection criteria by a panel of academic staff and chaired by the Coordinator – Research Support Panels (CRSP) in the Faculty of Education, and include a Professorial representative. The panel’s decision will be final. Panelists will be asked to provide details of any conflicts of interest in advance of the meeting. Conflicts of interest will be managed by the Chair in accordance with the MOPP http://www.mopp.qut.edu.au/B/B_08_07.jsp. Proposed supervisors cannot be panellists.
2. It is anticipated that the assessment and notification of outcomes will occur within two to three weeks of the closing date for applications.

OER PROCESS

1. VRES Panel is constituted by academic staff, with the CRSP nominated as Chair and the RSO as administrative support.
2. The RSO liaises with the Faculty Web Support Officer to organise for the website to be updated with the scheme information.
3. An email is sent by the RSO to academic staff (education.academic@qut.edu.au) in August calling for VRES projects, with a closing date at the end of August. Academic Staff nominate their projects via Key Survey.
4. After the closing date, RSO runs report and assesses eligibility. RSO emails the project information to websupport@qut.edu.au for uploading on the web.
5. A call for applications is sent to all Education undergraduate students in early September with a closing date in September. Applications will be made online through Key Survey.
6. Applications are received by the RSO and preliminarily assessed against the criteria for eligibility. Eligible applications are added to the VRES Applications spreadsheet. The course GPA is checked in QUT Virtual and any notes on research experience and relationship with supervisor are added. Preferred projects are noted.
7. Applications are collated and ranked according to GPA.
8. VRES Panel meets in early October on campus, reviews the ranked list, decides on the recipients and allocates students to projects. The RSO documents the outcomes of the meeting and adds to TRIM 14/00052. These recommendations are forwarded to the ADR for final endorsement.
9. RSO prepares the acceptance paperwork for the CRSP.
10. RSO liaises with the CRSP and Library to organise the orientation event, which includes a database workshop where possible.

11. RSO sends the acceptance paperwork to the student and supervisor which includes:
   - Contact details for student and supervisor
   - QUT VRES Student Agreement
   - OER Conditions of Award
   - Instructions for accepting the award
   - Details of the orientation event and a request to RSVP.

12. RSO collates the acceptance paperwork and adds to TRIM 14/00052. Paper copy is added to student file and retained for 5 years.

13. RSO organises the orientation event and collects RSVPs.

14. ASO organises the payment of 1st instalment in early December upon confirming the student has commenced.

15. ASO organises the payment of 2nd instalment in January/February upon confirming the student is engaging satisfactorily.

16. RSO notes any absences or other relevant information on the spread sheet during the program.

17. In early Feb, RSO sends out an email to the supervisor and student requesting a report outlining the program and outcomes and a completed exit survey.

18. RSO collates this information to prepare as a report for the RDC and RIC.

19. Electronic versions of applications will be saved on TRIM 14/00052 for the required period.
Background
QUT offers a number of Vacation Research Experience Scheme (VRES) placements, in most faculties, in the period December-February.

VRES provides undergraduate students with an opportunity to experience research by participating in a designated project with a nominated supervisor. This experience may be particularly useful to students considering starting a postgraduate research degree.

A participating student may benefit by establishing and building contacts with active researchers. It is believed the challenging environment will allow students to assess their interest in valuable research work.

This scheme may offer an honorarium which is not a payment for services

Student
I am a current undergraduate QUT student and wish to participate in the Vacation Research Experience Scheme (VRES). I acknowledge that:

(1) I will participate in the designated research program at times to be agreed with my nominated supervisor;

(2) if required under Australian Law I have a current student visa for the period of the placement;

(3) I am encouraged, but not obliged, to produce a research output, whether during or at the end of the placement;

(4) the placement does not to create a relationship of employment between me and any other, including QUT, the host provider or my nominated supervisor;

(5) there has been no representation to me of future employment by any person connected with the placement;

(6) I may receive or have access to confidential information during the placement and I will undertake to keep that disclosed information secret and confidential;

(7) I may be required to sign a legally binding document to:
   (a) confirm that information disclosed or accessed by me as a result of the placement is subject to confidentiality obligations; and
   (b) assign to QUT all Intellectual Property created or acquired by me during my participation in the placement.

(8) it is a condition of the placement that I will execute promptly any document and to do all things that may be necessary, proper or desirable to enable QUT to give legal effect to this document and fully enjoy and protect the Intellectual Property connected to the placement;

(9) the nature of this placement is unpaid and voluntary, and that the honorarium that may be received by me is not an inducement or wage, and no other payment, including superannuation, will be paid to me.

(10) I have received legal advice or have had the opportunity of obtaining legal advice in respect to this document;

I have been provided with this document prior to starting the placement.

__________________  __________________________  __________________________
Date                     Student Signature                  Witness
## CONDITIONS OF AWARD

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<tr>
<th>Student Name</th>
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<tbody>
<tr>
<td>Supervisor Name</td>
<td></td>
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<tr>
<td>Project Title</td>
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<tr>
<td>Project Duration</td>
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<td>Report Due Date</td>
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I [student name] agree to:
- Participate for the project duration between November 2017 and February 2018 in the above named project as agreed with my supervisor/s. I will notify my supervisor and the Office of Education Research promptly of any absences or circumstances which prevent me from complying with the above.
- Provide the Office of Education Research with my correct bank account details via the QUT Supplier Maintenance Form before the commencement of my project to enable payment.
- Confirm I have a current student visa and work permit for the period of the research and will provide this upon request (international students only).
- Attend an orientation session.
- Be prepared to give a 5 minute presentation about my research experience if requested.
- Submit a student exit survey and contribute to the final report at the completion of the scheme.

I [supervisor] agree to:
- Supervise the student for the project duration between November 2017 and February 2018 in the above-named project as agreed by my team and the student. This program will include significant opportunities for research.
- I will notify the Office of Education Research promptly of any absences or circumstances which prevent me from supervising the student. I will also notify the Office of Education Research of any significant absences of the student.
- I will submit a final report on the outcomes of the VRES and complete the exit survey.

| Student Signature |                  |
|                  |                  |
| Supervisor Signature |                |
If there is a conflict of interest disclosed using this form, as a panel member you will need to be replaced.

1. PERSONAL DETAILS

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<th>NAME</th>
<th>POSITION</th>
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2. MATTER TO WHICH DISCLOSURE RELATES


3. DISCLOSURE/S (For disclosures relating to personal relationships, DO NOT disclose that person’s name, only your relationship to them, eg mother, brother, partner)

- [ ] I have no conflict of interest
- [ ] I have a conflict of interest (complete section below)

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<thead>
<tr>
<th>INTEREST</th>
<th>NATURE AND EXTENT OF CONFLICT</th>
<th>OTHER COMMENTS</th>
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<tr>
<td>Eg. Nephew, Friend, Brother etc.</td>
<td>Eg. Has applied for this Scholarship/Bursary and I am a member of a panel ranking/selecting a recipient.</td>
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4. SIGNATURES

<table>
<thead>
<tr>
<th>YOU</th>
<th>Print name:</th>
<th>Faculty of Education Administration Officer</th>
<th>Print name:</th>
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RECORDS INFORMATION

Date received: 
Date entered: 
Identifier (if required): 

OFFICE OF EDUCATION RESEARCH 2017