



1.0 Background - Associated Students

The Australian Research Council (ARC) Centre of Excellence in Policing and Security (CEPS) aims to play a key role in developing the next generation of policing and security scholars in Australia.

CEPS has affiliations with various Schools/Faculties within each CEPS University Node. By being enrolled in one of these Schools/Faculties, students then become “Associated” with CEPS through their principal supervisor being a CEPS Chief Investigator or through receiving a CEPS Research Higher Degree (RHD) scholarship.

CEPS is committed to providing its RHD students access to a vibrant and innovative intellectual community of researchers that contributes significantly to the overall research enterprises of CEPS and its various University Nodes (Griffith University, Australian National University, University of Queensland and Charles Sturt University). A student associated with CEPS can benefit from accessing what CEPS has to offer in terms of financial and intellectual support.

2.0 Support for students “Associated” with CEPS

All RHD students will be supported primarily by their enrolling School/Faculty within each University Node. Each University Node will have their individual student support policies. However, CEPS recommends a minimum of \$3,000 research allowance per candidature. Students are advised to approach their enrolling School/Faculty for more details.

In addition to what is received from the School/Faculty you are enrolled in, you will also receive (subject to an approval process):-

For students “Associated” with CEPS

- Opportunity to apply for a *Discretionary Research Scholarship* of up to \$3,000 per application. These scholarships are competitive, detailed criteria in *Attachment 1*.
- Eligibility to enter a paper for the *Postgraduate Student Publication Award*. A prize of \$1,000 will be awarded each year, criteria and details in *Attachment 2*.

- Opportunities to spend time at one or all of our nodes during your candidature.
- Opportunities to apply for waiver of conference fees run by CEPS.

For students supervised by CEPS Chief Investigators within Griffith University

- Access to up to \$5,000 (for PHD students) or \$2,500 (for MPhil students) over the course of their candidature. These funds are for expenses such as photocopying, conference attendance, research trips, specialised computer programs, etc. (more details in *Attachment 3*).

3.0 Participation in Research Culture:

The above listed support is provided to students associated with CEPS on the understanding that students will actively participate in the research culture of the Centre and University Nodes. Please see related *RHD Expectations Policy* document for full details (*Attachment 4*).



Discretionary Research Scholarship (DRS)

Students associated with CEPS at any of the University Nodes are eligible to apply for a DRS of up to \$3,000 to support their research. This fund is available in recognition that RHD studies have diverse financial needs and that available funding might not always be adequate to cover costs of outstanding research.

A fund has been established, for which students can apply on a competitive basis to supplement the funds already provided by their Schools/Faculties and CEPS. This fund is for activities that contribute to the research strength of CEPS, including essential costs for fieldwork or data collection that cannot be covered by other available sources. Examples of eligible expenses include, inter alia:

- costs associated with fieldwork.
- costs involved in 'de-identifying' data accessed through public agencies such as the police (under the new Privacy legislation).
- fees to attend specialised courses, e.g. statistical methodology or research methods.
- professional development activities, e.g. conference attendance to present their research.

To access this funding, applications are made to the CEPS Business Manager. Applications for funding must be made in advance of the money being spent. The *Application for Discretionary Research Scholarship* is available via the CEPS website or by contacting the CEPS Business Manager. Your request must be endorsed by one of your supervisors prior to submitting it for approval. Applications must demonstrate a clear strategic case for the funds sought in light of their studies and/or professional development and explain why costs could not be covered by other available sources. Applications should also be linked to a planned outcome, for example a publication or paper presentation.

Selection Criteria

In allocating resources, the selection committee will consider the following:

- 1) the academic merit of the proposal

- 2) satisfactory progression in candidacy
- 3) applicants' prior access to the DRS
- 4) availability of funds to support research from other sources
- 5) financial hardship

Further information

Please contact the CEPS Business Manager at joyce.wang@griffith.edu.au or (07) 3735 5747.



Postgraduate Student Publication Award

Students associated with CEPS at any of the University Nodes are eligible to enter for the Postgraduate Student Publication Award of \$1,000. This award is to acknowledge outstanding research contributions of RHD students in the form of a published paper. Applications will be considered on the basis of the following criteria and presentation of the prize will usually be held at the CEPS annual conference. Publications include journal articles, book chapters or monographs.

Eligibility

- The paper must be published, or accepted for publication, at the time of application.
- The paper must have been published no more than 12 months prior to the time of application.

Criteria

The following criteria will be taken into account when judging submissions and each should be addressed in the application:

- Quality of the publication, including any rank or impact factor assigned.
- Contribution to the field.
- For co-authored publications, please include a statement of relative contribution.

Applications

Applications are made to the CEPS Business Manager. The *Application for Entry for the Postgraduate Publication Award* is available via the CEPS website or by contacting the CEPS Business Manager. The form must be accompanied by a copy of the paper (in English) that you wish to be considered for the award. Where the paper is not yet published, but is accepted for publication, a letter from the journal evidencing this acceptance should be provided.

Further information

Please contact the CEPS Business Manager at joyce.wang@griffith.edu.au or (07) 3735 5747.



POLICY FOR ACCESSING FUNDS PROVIDED TO CEPS ASSOCIATED RHD STUDENTS ENROLLED AT GRIFFITH UNI AND THEIR PRINCIPLE SUPERVISOR IS A CHIEF INVESTIGATOR

Research Allowance for Griffith University Enrolled Students

Students enrolled at Griffith University whose principal supervisor is a Chief Investigator of CEPS within Griffith University are entitled to access the following funds:

- PHD candidates: \$5,000 throughout their candidature
- MPhil candidates: \$2,500 throughout their candidature

To access this funding, applications are made to the Director of CEPS. Applications for funding must be made in advance of the money being spent. The *Application for Accessing Research Allowance* is available via the CEPS website or by contacting the CEPS Business Manager. Your request must be endorsed by one of your supervisors prior to submitting it for approval.

The funds are generally spent on items of assistance to you in your research, for example: photocopying, interlibrary loans, travel to and from conferences, conference registration and accommodation and thesis binding. Other expenses may be covered if they relate directly to your thesis research. **Each time you want to access your research allowance, an application form must be completed and countersigned by one of your supervisors.**

Eligible Expenditure from Research Allowance

▪ Photocopying

You may set up a photocopying account/interlibrary loan through the library at Griffith University. You may also use the photocopier located within the Centre. If you need to use photocopiers off campus, keep receipts from machines used or a log of copies made and then seek reimbursement from CEPS.

- **Conferences**

You may use the research allowance to pay for conference registration and accommodation when attending conferences relevant to your research. The form *Application for Accessing Research Allowance* may be used for this purpose and conference details must be attached.

- **Travel**

You may use the research allowance to pay for airfare and accommodation to support either conferences or fieldwork. The form *Application for Accessing Research Allowance* may be used for this purpose and the relevant paperwork must be attached.

- **Mail**

Students have access to any mail that is associated with essential research activities (e.g. surveys can be sent through CEPS). There is a dedicated Students' inbox in the photocopying room for all incoming mail. Large mail outs can be covered by the research allowance.

- **Other**

You may wish to use your research funds for items other than those listed above. Please contact the RHD Coordinator if unsure about expenditure of your research allowance.

Computer Access and Study Space

Currently, CEPS "Associated" students may gain 24-hour access to the Centre. In most cases, we are able to provide a dedicated desk for each student as well as access to filing cabinets and shelf space. You will also have access to a computer (although we cannot guarantee that each student will have their own individual computer). Please contact the CEPS Business Manager if you wish to arrange access to these facilities. When spending time at other Nodes, the Business Manager will liaise with the relevant Node to ensure that you have appropriate desk space and computer access. Please note that if you will be undertaking your candidature part time, you may need to desk share with someone in the same situation.

Email and networked computing facilities

The Business Manager will assist with the establishment of email access and access to the networked computing facilities. This may require you to complete some forms for approval. When spending time at other Nodes, the relevant departments will be able to provide you with computer and email access. You may need to complete the relevant forms for this.

Telephones

Students have access to phones for internal and local calls. Within CEPS at Griffith University, you may use Skype for work related purposes. Outside CEPS at Griffith University, interstate and international ¹calls are also allowed provided they are directly related to your topic of research.

Stationery

Access to a small supply of stationery (including CEPS letterhead) is available – CEPS staff can assist with this.

Participation

You are strongly encouraged to become involved in CEPS research seminars, conferences and other events. Through your participation you will have access to distinguished visitors, either in group seminars or on an individual basis as appropriate.

Further information

Please contact the CEPS Business Manager on joyce.wang@griffith.edu.au or (07) 3735 5747.

¹ Low cost international calling cards are commercially available. If students plan to make international calls regularly or frequently, it is preferable that a calling card is purchased and reimbursed from the Centre with a tax receipt.



ATTACHMENT 4 – RHD EXPECTATIONS POLICY FOR STUDENTS ASSOCIATED WITH CEPS

Australian Government
Australian Research Council

1.0 The aim in developing such a large array of activities and opportunities for RHD students associated with CEPS is to achieve the overall objective of encouraging the active involvement of RHD students in the construction of a vibrant intellectual environment.

The aim of this policy is to establish what is expected of RHD students in terms of involvement in CEPS activities. CEPS encourages RHD students to participate in the research culture it provides. For example, students are encouraged to attend seminars and events organised by CEPS. This would be in addition to any seminars provided by your School/Faculty of enrolment.

2.0 With respect to what a RHD student associated with CEPS can do to maximise their experience, it is strongly recommended that you participate in the following opportunities and activities:

- Participate in CEPS publishing programs such as the CEPS Research Preview Series.
- Attend seminars provided by CEPS and the School/Faculty in which you are enrolled.
- Attend various *ad hoc* seminars organized through CEPS or your School/Faculty which often involve distinguished visitors.
- Attend RHD Confirmation Seminars presented by other RHD students associated with CEPS, your School/Faculty or any of the other Schools/Faculties associated with CEPS.
- Attend RHD Conferences, workshops and meetings.
- Participate in university research training or thesis production courses offered through the Graduate Research School of the various CEPS University Nodes (as appropriate for the phase of RHD candidature).
- Prepare a RHD student profile to appear in the CEPS electronic newsletters and maintain a current profile on the CEPS website.
- Attend and participate in conferences (national and international).
- Apply for grants to support your research and provide exposure to a wider research culture.

3.0 It is expected that a RHD student associated with CEPS represent themselves as a student associated with CEPS while engaged in the various activities.

4.0 The University Nodes, CEPS and your School/Faculty of enrolment provide a range of support. For example, RHD students have access to a desk, computer, filing cabinet, phone and research allowance over the course of their candidature by their enrolled School/Faculty. In addition, CEPS provides a range of additional support, including funding for travel to conferences (refer to the DRS scheme), access to data in administrative archives held by the state government and so on. A key benefit of active participation in the intellectual culture of CEPS is ready access to this additional support. Other benefits of active participation include enhanced opportunities for collaborative research and authorship.

For further information contact:

Please contact the CEPS Business Manager if you have any questions at joyce.wang@griffith.edu.au or (07) 3735 5747.