

CMCRC Supervisor Research Support Allowance Policy

Semester 2, 2017

Overview

The ongoing success of the CMCRC PhD research program is largely dependent on developing and maintaining strong working relationships with CMCRC industry and university partners. The responsibility of maintaining these relationships is through the active engagement of the CMCRC Education Team, the students placed with the industry partners, and very importantly, the support of academic (principal) supervisors and nominated co-supervisors of industry placed students.

Purpose

The purpose of the supervisor research support allowance is to provide supplemented financial support for the academic supervisor to actively engage with their student and assigned industry partner.

The supervisor must support the following key activities:

1. Meeting and engaging with students and industry partners, both local and overseas
2. Ensuring that industry placed students are working effectively and efficiently on completing industry partner projects in a timely fashion on task
3. Assisting and ensuring students are regularly documenting working projects and research papers, both draft and published, in the CMCRC IP register: <https://ipregister.cmcrc.com/ipregister/>
4. Ensuring the confidentiality, security and integrity of any industry partner DATA used by students is done in accordance with the industry partner and CMCRC data confidentiality agreements.

Conditions of Payment

The Supervisor Allowance is paid at the end of each semester period of up to \$5,000 for each semester into a research account managed by the academic (principal) supervisor's university. The maximum annual payment is for 5 students per year at \$10,000 per annum each. Due to the diversity of CMCRC university partner student start dates the semester period will be divided between Semester 1 – 1 Jan to 30 June, and Semester 2 – 1 July to 31 Dec. All eligible allowance payments will be made after the end date of each semester period on receipt of a valid university invoice.

Eligibility

The condition of payment is based on meeting the following requirements listed below:

1. Principal supervisors of students are eligible to receive the allowance. In the case of co-supervision, the principal supervisor may share part of the payment or allocate all payments to the secondary supervisor. This needs to be approved by the Head of Scholarships and Training.
 - **NOTE: Supervisors who receive regular consulting payments from the CMCRC will need to discuss their eligibility with the Head of Scholarships and Training.**
2. Only principal supervisors whose students are receiving a CMCRC fully funded Scholarship, who have signed a student agreement, and are sponsored by a fully funded CMCRC industry partner are eligible. Students who withdraw from or extend their candidature and/or scholarship beyond the three year term will be considered on a case-by-case basis by the Head of Scholarships and Training.
 - **NOTE: Supervised post-doctoral researchers are NOT covered by the supervisor research support allowance.**
3. There must be sufficient funding provided by the industry partner and/or university to enable a supervisor allowance payment.
4. The principal supervisor and/or co-supervisor must be actively engaged with the industry partner. Evidence must be provided in relation to the interaction with the industry partner including the names of key industry people engaged with and specific activity. This should be reported in the *CMCRC Supervisor Student Progress Report*.
 - **NOTE: If any issues or problems arise with the industry partner, the Head of Education and Partnerships must be notified immediately to ensure efficient and effective remediation of the issue.**
5. The principal supervisor must ensure their student is documenting and maintaining an up to date record of all working research projects on the *CMCRC IP project register*.
6. The principal supervisor must ensure their student presents a research paper or working paper at the CMCRC Seminar Series.
7. The principal supervisor must ensure their student is working on at least one publishable quality academic research paper per year, which is uploaded to the CMCRC IP register.
8. The principal supervisor must successfully complete the *CMCRC Supervisor Student Progress Report* at the end of each semester period.
9. The industry placed student must successfully maintain a satisfactory and continuing active engagement with the industry partner.

- ***NOTE: If a student is terminated by the CMCRC or industry partner during the semester period, then a supervisor payment may not be paid.***

Key Deliverables

The following outlines the expected deliverables:

1. The principal supervisor must successfully complete the *CMCRC Supervisor Student Progress Report* at the end of each semester period.
Evidence must be provided to show that the student and principal supervisor are maintaining satisfactory and regular active engagement with the Industry Partner. This will be documented in the *CMCRC Supervisor Student Progress Report*.
2. The principal supervisor must confirm their student is documenting all research projects on the CMCRC IP register, securely accessed at <https://ipregister.cmcrc.com/ipregister/>.
3. The principal supervisor must provide evidence of their students satisfactory research progress by
 - a. submission to the CMCRC IP register one working publishable quality academic research paper each year, and
 - b. a presentation of the students research at the CMCRC weekly seminar series or an approved university student research seminar.

Review and Payment Process

The following steps outline the review and payment process:

1. At the end of each semester period the Head of Scholarships and Training will email a link to access the online CMCRC Supervisor Student Progress Report.
2. Once, the principal supervisor successfully completes the CMCRC Supervisor Student Progress Report. A copy will be automatically emailed to the supervisor and Head of Scholarships and Training.
3. The report is reviewed and if the supervisor has satisfied all the conditions of payment a letter of approval will be emailed to the supervisor with the approved payment amounts and a request for an invoice, which needs to be issued by the supervisor's university.
4. The university will email an invoice to ***accounts@cmcrc.com*** for processing and approval.
5. The approved invoice will be processed by the CMCRC accounts department for payment in the next end of month pay cycle.

If you have any questions, please do not hesitate to contact: Dr Steve Clark, Head of Scholarships and Training by email - sclark@cmcrc.com.