



## FREQUENTLY ASKED QUESTIONS

Find answers to questions you may have about the Faculty of Medicine and Health and Faculty of Health Sciences Summer Research Scholarships here.

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# APPLICATIONS

## Eligibility

Topic	Information
<b>8 weeks is a must</b>	<p>Projects run from the end of November until late February. During this time the student must be able to commit 8 weeks full-time to the project. The 8 weeks can be broken into blocks if agreed by the supervisor. Start and end dates are negotiable between the supervisor and student. Please note some departments may close down for two weeks over Christmas/New Year. If shortlisted for an interview, we recommend discussing this with the Supervisor.</p> <p>If you do not have 8 weeks full-time available, you should not apply.</p>
<b>International Students</b>	<p>International students can apply if they meet the following two eligibility criteria:</p> <ol style="list-style-type: none"><li>1) Currently enrolled and studying full-time at an Australian University on an Australian campus in an undergraduate degree or professional doctorate, or selected graduate professional entry Masters degrees at the University of Sydney, and</li><li>2) Have an appropriate and valid visa to cover the period of the project – copy of passport and visa must be included with the application.</li></ol>
<b>Students who have completed or are completing a Masters course are not eligible</b>	<p>Masters by coursework or research are both ineligible.</p>
<b>Student who are enrolled in graduate entry Masters degrees</b>	<p>Only students enrolled in graduate professional entry Masters programs in the Faculty of Medicine and Health and Faculty of Health Sciences at the University of Sydney are eligible to apply. Please see the Terms and Conditions for further details of eligible programs.</p>
<b>Honours students can apply</b>	<p>Honours students are eligible to apply. We also encourage students to consider turning their Summer Research Scholarship into Honours projects</p>
<b>No specific skills or experience is required to apply</b>	<p>There are no pre-requisites to undertaking the program. Supervisors are aware that applicants are undergraduate students, usually with no research experience. It is important to show why you are interested in research or that particular field. Sometimes supervisors will be looking for students who have completed basic undergraduate subjects such as statistics.</p> <p>Generally successful students have a credit average or above.</p>
<b>You do not need to be enrolled in a science/medicine or health-related degree to apply</b>	<p>Projects cover a wide range of topics, including; public health; social media, program design, statistical analysis, basic science, clinical trials, social policy and health economics. A background in science, health or medicine is not required.</p>
<b>1<sup>st</sup> years can apply</b>	<p>1<sup>st</sup> year students are regularly considered for projects. It is, however, important to show a strong desire in research.</p>
<b>Previous Summer Scholars</b>	<p>Students who have undertaken a previous summer research scholarships are eligible to apply.</p>
<b>University of Sydney MD students</b>	<p>Summer Research Scholarships cannot be used towards completing an MD Research Project. However, MD students interested to undertake additional research are welcome to apply for an 8-week full time Summer Research Scholarship to build their research skills. For any queries about this, USyd MD students should contact the Academic Lead (MD Research) <a href="#">A/Prof David Bowen</a></p>

## Projects

Topics	Information
<b>Only the projects advertised can be granted a scholarship</b>	<p>Scholarships cannot be awarded to students undertaking projects which have not been advertised.</p> <p>Occasionally it is necessary to change the project slightly due to latest results or delays caused by ethics or other influences, this is acceptable as long as it is agreed to by both the supervisor and awarded student.</p>
<b>Should I contact the supervisors beforehand?</b>	<p>We recommend contacting the supervisor of the project you are interested in prior to submitting an application. The supervisor will be able to gauge if you are suited to the project and give more information on the specifics of the project. We recommend you do this by email.</p>
<b>Project start and end dates</b>	<p>Projects can start after the last exams in November and must be finished by the advertised end date – late February. The student must devote 8 weeks full-time to the project. For the purpose of the scholarship we define full-time as 35 hours per week. The actual start and end dates are negotiable between the awarded student and the supervisor.</p> <p>It is possible to split the weeks devoted to the project if approved prior by the supervisor, e.g. three weeks before Christmas and 5 weeks after New Year. Please note, some departments are closed over Christmas and New Year for up to 2 weeks. If you require any time away during the project period we recommend discussing this with the supervisor during the interview.</p>
<b>You would like to be considered for all suitable projects</b>	<p>Ensure you click ‘Yes’ on your application form for “I want to be considered for any project”</p> <p>Please ensure you list the three projects you are most interested in on the application form. If you are not successful for those three we look at matching you to other projects similar to your research interests. We use the key study interests and type of projects preferred, as well as your cover letter, to match you to projects; so ensure you have these recorded as accurate and specific as possible.</p>

## FORMS AND RELEVANT DOCUMENTS

### Application Form

Topic	Information
<b>How to fill in the form</b>	<p>The application is an online form which can be saved and completed in stages. Please make sure you submit all requested documentation.</p>
<b>Preferred name</b>	<p>Only fill this in if you routinely use a different name to your first name; such as your middle name; or an English version of a foreign name.</p>
<b>Key study interests</b>	<p>Key study interests are used to match students to possibly suitable projects. Be as specific as possible.</p> <p>Example: Instead of cancer perhaps it is cancer biology, cancer therapy, melanoma, breast cancer, paediatric cancer etc.</p> <p>Example: neurosciences could be Alzheimer’s disease, brain injury, behavioural sciences, neuropharmacology, sensory systems etc.</p> <p>It doesn’t have to be discipline related: obesity, child health, vaccinations, patient centred care, flow-cytometry, health policy, biostatistics, and international health are all examples of key study interests.</p>

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## Questions or issues?

All submissions will be via the online application form.

Only the Academic Referee's Report should be emailed to:  
[fmh.summer-scholarship@sydney.edu.au](mailto:fmh.summer-scholarship@sydney.edu.au) (a scan will be sufficient).

You will receive acknowledgement of receipt of the application. If the acknowledgement is not forthcoming, you should contact the Scholarships Office:  
[scholarships.officer@sydney.edu.au](mailto:scholarships.officer@sydney.edu.au)

We encourage students to apply well before the due date in case there are missing / incomplete documents.

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## Late applications are not accepted

Applications must be received by midnight (11.59pm) on the advertised due date. Late applications will not be accepted for any reason.

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## Cover Letter

Topic	Information
Who reads it	<ol style="list-style-type: none"><li>1) Faculty of Medicine and Health Research office to look for other suitable projects when matching students; and</li><li>2) Potential supervisors of projects you have chosen and projects you are matched to.</li></ol>
Who to address this to?	Please address this to either to the 'Faculty of Medicine and Health' or 'Faculty of Health Sciences' at the University of Sydney, or 'To Whom It May Concern'.
What to include	<ol style="list-style-type: none"><li>1) Reasons for wanting to undertake a summer research project;</li><li>2) What your study interests are and why;</li><li>3) Any relevant experience in the area, this may or may not be in research.</li></ol> <p>We recommend not being overly focused on only your first three chosen projects. Generally, 25% of successful students are awarded scholarships to matched projects, if your cover letter is too specific you may be overlooked by other supervisors.</p>

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## Transcripts

Topic	Information
University of Sydney transcripts	<b>University of Sydney students</b> should provide a copy of their internal transcript from the Sydney Student system.
Other University transcripts	<b>All other University transcripts must be the Official transcripts, including the grading scheme.</b> If not available online ( <b>an online copy of grades may not be considered official</b> ) please contact your Student Centre, e.g UTS online transcripts specifically state that they are not to be used for official purposes.

<b>Previous degree</b>	If this is your second degree you may also provide transcripts from previous degrees, but <b>you must include a transcript from your current degree.</b>
<b>High School results</b>	Please do not provide results from high school, these will not be accepted.
<b>1<sup>st</sup> year transcripts</b>	We understand that transcripts for 1 <sup>st</sup> year students will not have much information but it is a <b>verification</b> that you are a <b>full-time enrolled student</b> at that institution.
<b>University of Sydney MD students</b>	Students are welcome to submit their summative results in addition to their Sydney Student academic statement.

## Academic Referee's Report

Topic	Information
<b>Who can be an academic referee</b>	<p>Firstly, the referee must be an academic; current PhD students are not yet considered academics. High school references will not be accepted. The referee <b>cannot</b> be the supervisor of the project.</p> <p>The academic should be familiar with your studies. If the only exposure and information they have about you is from a large lecture, then you may wish to ask a lab demonstrator or tutor who is more familiar with you in a small group situation. Your referee does not have to have a health or medicine background. They can be from a previous degree if appropriate.</p> <p>If you have previously completed any research project such as another summer project or elective, then this supervisor would be ideal.</p> <p><b>Supervisors of the project you are applying for cannot be your academic referee, this constitutes a conflict of interest.</b></p>
<b>How to fill out the form</b>	<p>Students fill in section A of the report - their details – and then forward the form to the academic referee who must complete section B.</p> <p><b>Referees should email the completed form directly to:</b>  <a href="mailto:fmh.summer-scholarship@sydney.edu.au">fmh.summer-scholarship@sydney.edu.au</a>  <b>The form is not to be returned to the student.</b></p> <p>One referee report is sufficient.</p>
<b>Referee's report closing date</b>	Academic Referee's reports are due the Monday after the application closing date of the Summer Research Scholarships – <b>Monday 23 September</b>
<b>Notification</b>	You will be notified if we have <b>not</b> received your academic referee's report at the required time.

## OUTCOMES

Topic	Information
<b>How scholarships are decided</b>	Each project is assessed individually. Students are ranked on suitability for each project taking into account their WAM (transcript), research interests, strength of referee's report and student background.

**Outcomes: when, how** As each project is assessed individually it is a lengthy process. Assessment begins late September through to early December. Successful applicants are notified as soon as we have an outcome. Unsuccessful applicants are notified by email once all scholarships have been awarded (late November).

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**Withdrawal of application** If, after application, you are no longer able to undertake a scholarship project please let us know as soon as possible so that we can withdraw your application for consideration. Please contact [scholarships.officer@sydney.edu.au](mailto:scholarships.officer@sydney.edu.au)

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## WHEN SUCCESSFUL

### Documents

Topics	Information
<b>Start and End dates</b>	Negotiate these with your supervisor prior to completing the forms.
<b>Terms and Conditions</b>	Please read these carefully before committing to the project, it is a legal document. You will be required to return a signed copy of these terms and conditions on acceptance of your scholarship.
<b>Clinical Placements over Summer</b>	Prior to commencing their scholarship, students enrolled in programs with clinical placements over this summer period are required to submit an email from their course director/coordinator confirming they have discussed how clinical placement commitments will be managed.
<b>Bank Forms</b>	<p>University of Sydney Students will be paid via Sydney Student and students will need to ensure that their bank account details are up-to-date in the system.</p> <p>Non-University of Sydney students or University of Sydney students whose enrolment lapses during the Summer Research Scholarship period (due to completion of studies at the end of the year) will be paid via Accounts Payable. Those being paid by Accounts Payable will need to complete the issued bank account details form (included in the offer). If there is a change of details, including address, during the period of the scholarship please ensure you notify us immediately <a href="mailto:fmh.summer-scholarship@sydney.edu.au">fmh.summer-scholarship@sydney.edu.au</a></p>
<b>Non-University of Sydney students</b>	You will be provided with a research affiliation letter for insurance purposes, system and library access etc. Your offer will be conditional upon receipt of this signed form by all parties. You <b>cannot</b> start your project without having this in place.
<b>Other clearances.</b>	There will be a local administration contact designated for each School / Institute in the area where you will be located. These staff members will contact you to organise any necessary local area administration matters such as vaccinations or security and building access. Our office is in regular contact with these local coordinators.
<b>Ethics</b>	Some projects will require ethics approval, and students taking part in these projects will be required to be named on the ethics approvals. Generally ratifying ethics to include student names is not a lengthy process, but <b>it is advised to start the process as soon as possible</b> . Please ask your supervisor or local administration contact if you have any queries with regards to this. Projects may be delayed if ethics are not suitably in place.
<b>Concession card for public transport</b>	NSW students are entitled to and should have the concession access. As interstate students are not enrolled fulltime in NSW they are ineligible for public transport concessions.

## Change address and details?

If there is a change of details, especially contact details, during the period of the scholarship please ensure you notify [scholarships.officer@sydney.edu.au](mailto:scholarships.officer@sydney.edu.au) and [fmh.summer-scholarship@sydney.edu.au](mailto:fmh.summer-scholarship@sydney.edu.au)

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## If you have a problem

Please ensure you notify both your supervisor and the Faculty Research Office as soon as possible at [fmh.summer-scholarship@sydney.edu.au](mailto:fmh.summer-scholarship@sydney.edu.au)  
Or contact the Scholarships Office: [scholarships.officer@sydney.edu.au](mailto:scholarships.officer@sydney.edu.au)

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## Stipend Payments

Topic	Information
How much	The scholarship recipients will receive \$312.50 per week over 8 weeks. This is paid in two instalments of \$1,250 each.
When	<p>Students starting their projects prior to the first week in December should receive their first stipend before the Christmas break.</p> <p>Students starting their projects after this date will receive their first stipend in the second or third week of January.</p> <p>The second and final stipends are paid once all requirements of the scholarship have been met: written report, oral presentation and completion of questionnaire.</p> <p>Supervisors will be asked if students have started the project and if requirements have been met prior to stipends being paid.</p>
Don't receive payment on time	Please contact <a href="mailto:fmh.summer-scholarship@sydney.edu.au">fmh.summer-scholarship@sydney.edu.au</a>

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## End Requirements

Topic	Information
Report	<p>A 1-2 page report needs to be submitted for our records. The format will be dependent on your supervisor's expectations. Any layout is acceptable: scientific reports, drafts of journal articles or conference presentations are the most common formats, but these may not be required. The 1-2 pages requirement is a minimum, the report can be longer. <b>Please ensure the report has a title page with your name, supervisor name, institute and the title of the project included.</b></p> <p>Please talk to your supervisor early regarding their expectations.</p>
Survey	This will be an online questionnaire regarding your experience in the scholarship, taking approximately 15 minutes to complete. A link will be sent to you once it is up and running, during February. Supervisors will also be sent a questionnaire to complete.
Oral Presentation	Students are required to give a 10 minute presentation about their project. This can be a presentation to a research team and other staff or within a regular small group meeting.

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If you still have questions regarding the scholarships and your particular situation, please contact [fmh.summer-scholarship@sydney.edu.au](mailto:fmh.summer-scholarship@sydney.edu.au)