## PhD Student Scholarship Process 2017-2021

**Funding**

The NZ Food Safety Science & Research Centre provides funding for PhD students who are of high quality and contribute to NZFSSRC goals. Every attempt is made to ensure equity across collaborating institutions. Funding is provided for a maximum of three years and includes annual allowances for a stipend, operating expenses and university fees. For the 2018/19 financial year, these allowances are as follows:

Annual Stipend $27,000

Annual Operating Expenses $ 5,000

Annual Fees $ 8,000

**Payment to Students**

Contracts to engage postgraduate students are between the collaborating institution and Massey University or by interdepartmental agreement for Massey University-based students, with the collaborating institution or department responsible for actioning payments to students as per contractual financial arrangements based upon the allowances above.

## PROCESS

|  |  |
| --- | --- |
| **Activity** | **Responsibility** |
| A request for an identified PhD student scholarship is initiated using the attached form, submitted to the Centre Manager, accompanied by a project summary including identification of a supervisory team | Science Leadership Team (SLT) |
| 🡫 |  |
| All requests are submitted to the Manager for collation | Manager |
| 🡫 |  |
| SLT meets to discuss and select preferred applications | SLT |
| 🡫 |  |
| Applicants are notified of the outcome of the meeting | Manager |
| 🡫 |  |
| A contract with the successful institution is arranged to give effect to the scholarship | Manager/Collaborating Institution |
| 🡫 |  |
| The contract process is followed and the student engaged | Collaborating Institution |
| 🡫 |  |
| Massey University is invoiced by the collaborating institution as per Schedule 1 to the contract | Institutions |

## REVIEW

The Manager will review this process annually.

**RELATED DOCUMENTS**

PhD Student Scholarship Application Form

**PhD Student Scholarship Application 2017-2021**

The NZ Food Safety Science & Research Centre will provide funding for students who are of high quality and contribute to both NZFSSRC goals and Key Performance Indicators. Preference will be given to students who are:

1. NZ citizens or residents and
2. Registered at one of NZFSSRC’s partner universities

|  |  |
| --- | --- |
| **Student Details:** |  |
| * Surname |  |
| * First Names |  |
| * DOB |  |
| * CV Attached | Yes 🞏 No 🞏 |
| * Letters of Reference Attached | Yes 🞏 No 🞏 |
| **Position Details:** |  |
| * Institution student affiliated to |  |
| * Student enrolment eligibility confirmed | Yes 🞏 No 🞏 |
| * Supervising Investigator/s |  |
| * Research Project Abstract   Preference will be given to projects that:   1. Align with the NZFSSRC Strategy 2. Show strong evidence of collaboration 3. Demonstrate benefit for NZ public health and/or international trade |  |
| * NZFSSRC Research Goal/s to be contributed to |  |
| * Collaborating Institution/s |  |
| * Start Date |  |
| * End Date |  |
| * Rationale for scholarship recommendation |  |
| **Other Sources of Funding** eg contribution toward operational funding |  |
| **Scholarship Details:** | **Stipend $27,000pa for a maximum of 3 years**  **Operating Expenses $5,000pa for a maximum of 3 years**  **Fees $8,000pa for a maximum of 3 years** |
| **Project Account:** | RM18169 1223 PHD |

*Please note: If alternative sources of funding are obtained for this student, the Collaborating Institution’s Researcher is eligible to apply for another student scholarship.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SLT Member

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director

Scholarship Information to RMS: 🞏 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract forwarded to Institution: 🞏 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Contract received: 🞏 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_