Welcome to the CSIRO Industry PhD program: A guide for students

This guide contains information to help you navigate your Industry PhD project.

Content

Introduction

The Industry PhD Program (iPhD) is a four-year, industry-focussed, applied research training program. It aims to produce the next generation of innovation leaders with the skills to work at the interface of research and industry in Australia.

Your project has been developed and is supervised collaboratively between an industry partner, CSIRO, and your university. This provides you the opportunity to develop research skills and to understand their application in industry.

Supervisory Panel

Your supervisory panel consists of CSIRO, Industry, and University supervisors. Your supervisory panel are involved in your project from problem definition through to candidate selection, supervision, and completion. Your supervisors have complementary perspectives and will provide relevant disciplinary knowledge and support, and as required, provide equipment and resources relevant to the project. Responsibilities in addition to supervision are outlined below.

University Supervisor (Primary Supervisor)
• Monitor and assess the PhD in accordance with the University's PhD academic requirements

Industry partner
• Provide a minimum three-month Industry Engagement component to assist in contextualising your research and developing professional skills and business acumen

The Primary Supervisor will allocate a certain amount of time each week to support you as per university workload conditions. The time commitment for the Industry and CSIRO supervisors is dependent upon the project, university policy and your main project location. Supervisor time commitment is variable and may range from half an hour to two hours per week. However, time commitment will vary during the PhD journey, as you may need more or less time in different phases of your research.

An effective relationship with your supervisory panel is critical to the success of the project. It is essential at the commencement of your candidature to clearly define expectations, roles and responsibilities of all supervisors, preferred work styles and communication channels, and turnarounds. Your supervisory panel have may already discussed supervisory roles and responsibilities among themselves. At the beginning of your candidature, it is important that you open dialogue with them and maintain communication throughout your candidature.

You are strongly advised to set up a meeting with your entire supervisory panel during the first one to two weeks of your commencement (suggested Supervisor-student expectations template by iPhD Program Office). Your university may have already issued you with guides or templates for project management as well as setting supervisor communication and expectations. iPhD Program Office has similarly issued a Supervisor Guide to supervisors. At a minimum we encourage you to work with your supervisors to:
1) Determine the frequency of project meetings and who is involved
2) Determine how they provide you feedback, including how it is given and turnaround times
3) Discuss their specific roles on the project and how often you will engage with each of them
4) Put in place planning, tracking and assessment of your project.
5) Discuss short and long-term deliverables, including your professional development and learning. (Suggested Individual learning roadmap ILR guide by iPhD Program Office)

Career and Professional Development

The iPhD program includes career and professional development training that builds your professional development and career skills to deliver industry-focused research. This training is mandatory and you are required to commit to approximately three to five days per year for training, which is curated and delivered by CSIRO alongside your PhD. (See iPhD Training Calendar and Training Journey Map)

Project Expense and Development package

A Project Expense and Development package of up to $13,000 per annum for research operating costs, skills development, and conference travel will be made available to the supervising organisation at the Primary Location. The Primary Location is where the student is primarily based.

Project expenses may include lab consumables, fieldwork, and other research costs. Travel costs associated with the project and any approved development activities such as relevant conferences qualify as eligible expenses.

To be eligible for this funding, each year you must:
   a)   Obtain written approval (e.g., email) from your CSIRO, Industry, and University supervisors for your proposed project operational and developmental expenses, and
   b)   Receive final written approval from the supervisor at the Primary Location.

The funds cannot be used to pay for non-development items including but not limited to:
   a)   Professional membership exams
   b)   Professional association membership fees.

The Project Expense and Development package is an auditable scholarship benefit and must be expended in accordance with the principles set out in the travel and purchasing policies of the organisation at the Primary Location. You **will not** be able to rollover unused funds to the subsequent year.

Industry Engagement component

The Industry Engagement component is a mandatory part of the iPhD program and aims to ensure that the needs of industry guide the development, activities, and outcomes of the PhD project. It is your opportunity to work under the guidance of your Industry partner on research and development activities contributing to your PhD project.

Location

Ideally, the Industry Engagement component should take place at the Industry partner's premises. However, activities can be undertaken remotely, for example at CSIRO or your university, within reason. A mixture of online and in-person engagement is also acceptable. If you are required to live away from the Primary Location of the project during your Industry Engagement, then unless otherwise agreed, the Industry partner will be required to fund additional travel and living expenses.

Duration

The minimum duration of the Industry Engagement component is three calendar months (60 full-time workdays). The Industry Engagement should ideally be completed part-time or in short blocks strategically placed throughout the PhD to encourage on-going engagement between you and the Industry partner.

Planning

- You should work with your supervisory panel to identify the timing and activities of the Industry Engagement component from the start of your PhD so that your industry partner informs your PhD project. Your university may require a written plan and/ or additional documentation to be put in place regarding the Industry Engagement component
- Your university may require you to submit a Variation to Candidature request for your Industry Engagement component if undertaken at an external location to the university, as set out in the university's Variation of Candidature procedure.
- Your Industry partner is expected to provide options for your Industry Engagement but the final arrangement for the component must be agreed between you and the supervisory panel and will generally need to be signed off by the university. The Industry partner must arrange for adequate supervision during the Industry Engagement while at their organisation.
- The Industry Experience component should provide exposure to the broader work environment including participating in workplace meetings and meetings with clients. Potential options for the component include:
  - Understanding the research needs of the industry partner and/or the broader industry
  - Undertaking practical research or research translation activities under the guidance of the industry partner
  - Testing research assumptions and innovations in an industry setting with end-users.

Reporting

- The University will inform you of any additional documentation or reporting required for the Industry Engagement component and when these are due.
- It is strongly encouraged to complete feedback surveys and evaluations which pertain to the program as a whole and in addition to the specific program components, such as the Industry Engagement component and training courses. Data collection will occur at commencement, during and at the end of the PhD project and will be used to look for opportunities to improve the program and to report on the outcomes of the program.
- The supervisory panel will be requested to complete feedback surveys which pertain to the Industry Engagement component.

Publication and Presentations

Specific arrangements for publishing research from your project are outlined in your Postgraduate Student Agreement.

Ongoing Eligibility

To meet ongoing eligibility during your candidature and in addition to maintaining your scholarship eligibility, you must:

a) Maintain satisfactory progress in all PhD academic requirements of your university (Confirmation of Candidature, Research Progress Reviews etc)
b) Participate in the career and professional development training delivered by CSIRO
c) Undertake a three-month equivalent Industry Engagement component and report on these activities, and
d) Submit a thesis within a maximum of four years (full-time equivalent).

Questions

If you have any queries, please email the iPhD Program Office at iphd@csiro.au.