**Te Hiranga Rū QuakeCoRE Master’s Scholarship Policy**

**April 2024**

**Overview:**

Te Hiranga Rū QuakeCoRE is Aotearoa New Zealand’s Centre of Research Excellence in earthquake resilience. As part of its research budget QuakeCoRE has Master’s scholarships that are available on a contestable basis. Applications for a QuakeCoRE Master’s scholarship will be assessed by the Scholarship Assessment Committee. Applications are to be submitted to quakecore@canterbury.ac.nz via the Master’s student’s proposed primary supervisor, who must be willing to sign an agreement with QuakeCoRE if the application is successful.

The intent of all QuakeCoRE scholarships is to attract outstanding candidates to support research that contributes to the QuakeCoRE mission and increase diversity amongst QuakeCoRE students. QuakeCoRE scholars are expected to act as advocates for QuakeCoRE and the development of a national collaboratory.

The proposed research must be undertaken through enrolment at an Aotearoa New Zealand university. The primary supervisor will be either a QuakeCoRE Programme Area Leader (PAL) or Associate Investigator (AI). Consideration will also be given for researchers who are newly engaged with the 2021 – 2028 Te Hiranga Rū QuakeCoRE Research Programme.

The application for a QuakeCoRE Master’s scholarship does not require a detailed research plan, but must articulate the primary characteristics of the research in a manner that demonstrates alignment with the QuakeCoRE mission and research programme. Information on the research programme is available on the Te Hiranga Rū QuakeCoRE website ([www.quakecore.nz/research-qc2/](http://www.quakecore.nz/research-qc2/)). Successful applicants and their supervisor must sign an agreement, which will include the research plan and a copy of the scholarship regulations (see below). Supervisors are strongly encouraged to discuss applications with the relevant Programme Area Leader prior to submission.

QuakeCoRE Master’s scholars must complete annual reporting to confirm that their research is progressing appropriately and continues to be aligned with QuakeCoRE. Scholarship funding may be terminated if the research does not maintain alignment with the QuakeCoRE mission or research priority areas.

QuakeCoRE Master’s scholars are expected to present their findings at the QuakeCoRE Annual Meeting and other QuakeCoRE events, participate in relevant QuakeCoRE Research Programme meetings, and are required to acknowledge the funding support provided by QuakeCoRE when presenting or publishing their research findings.

The following type(s) of scholarship support are available:

1. A 1-year to 2-year Master’s Scholarship for the commencement of a research-based Master’s programme. Students must not have started their Research Master’s programme at the time the application is submitted. Students must commence studies within six months from the date of their Award Letter.

Only one application can be submitted by any one academic staff member as the primary supervisor in any QuakeCoRE Master’s Scholarship round. The primary supervisor must be a QuakeCoRE Programme Area Leader (PAL) or Associate Investigator (AI).

QuakeCoRE may choose to direct scholarships towards key groups to ensure equitable opportunities. A minimum of 30% of all Te Hiranga Rū QuakeCoRE Scholarships over the lifetime of the programme will be awarded to qualified applicants from the following groups: Māori as tangata whenua, Pasifika people, engineers who identify as women and those who are gender-diverse.

##### Assessment criteria:

Successful applicants must be able to establish that they will be outstanding Master’s researchers, primarily by articulating their exceptional past undergraduate honours degree performance as related to their intended scope of research for their Master’s degree. Because of the broad range of skills necessary to excel at research within the scope of QuakeCoRE, and the need to accommodate applicants from a wide range of backgrounds, the assessment criteria below are intentionally broad.

A Scholarship Assessment Committee will be formed to review each of the applications. Where a member of the Scholarship Assessment Committee is listed as a supervisor for an applicant, they will not be able to serve on the Scholarship Assessment Committee and an alternate member will be recruited.

The Scholarship Assessment Committee will consider the following in allocating scholarships:

1. Evidence the applicant and proposed supervisor have a good understanding of the QuakeCoRE goals and research priorities, clear research objectives and overall goals. The primary evaluation for these criteria will be via the following 3 documents: student ambitions and future career aspirations, summary of the proposed research topic, and letter of support from the primary supervisor.
2. Increasing opportunities for New Zealand citizens and permanent residents, Māori and Pasifika, under- represented groups, early-career researcher supervisors and gender diversity in all QuakeCoRE disciplines.
3. Ensuring diversity of QuakeCoRE Master’s Scholarships across the spectrum of QuakeCoRE disciplinary research areas.
4. Evidence the applicant has high potential for research excellence as indicated through:
5. relevant leadership and extra-curricular activities
6. any high quality undergraduate final year honours report or summer project report or any significant individually contributed / marked report
7. Academic performance of applicant in past qualifications.
8. Quality of the institution(s) attended for past qualifications.
9. The ‘fit’ of the proposed research within QuakeCoRE research activities. The application form must indicate the relevant research area that the proposed Master’s topic aligns to. The relevant Programme Area Leader (or substitute in cases of a conflict of interest) will provide supplementary information to the Scholarship Assessment Committee as to the ‘fit’ of the proposed research within the QuakeCoRE activities.
10. Track record of the proposed supervisors in terms of:
11. commitment to the vision and mission of QuakeCoRE as a national collaboratory
12. research deliverables, particularly with respect to QuakeCoRE research, and
13. engagement with QuakeCoRE

##### Submission requirements:

The Application form is available on the Te Hiranga Rū QuakeCoRE website([www.quakecore.nz/opportunities/](http://www.quakecore.nz/opportunities/)).

Applications will be considered periodically (specific deadlines will be provided for each round).

Where inconsistent information is provided as part of the application process, the coversheet information will be

taken as correct.

All applications are submitted by the primary supervisor; NOT by the Master’s student themselves. The expectation is that these scholarships will be awarded to the most outstanding Research Master’s students, and it is intended that primary supervisors will only propose students that meet this criterion. This process is intended to reduce the burden on the QuakeCoRE Scholarship Assessment Committee tasked with evaluating applications. Only one application per primary supervisor is permitted each round. **All materials in the application must be integrated into one PDF document in the order specified**.

**Application outcome:**

Applicants will generally be notified within 2 months of the closing date of applications (a specific outcome date will be announced for each round). The primary supervisor will be able to seek summary feedback on unsuccessful applications.

**Contracting:**

An agreement must be signed by the primary supervisor and the student after a student has been selected to receive a QuakeCoRE Research Master’s Scholarship, and before scholarship payments commence. This contract will sit under the QuakeCoRE Collaboration Agreement with the Partners. The intent is to ensure the nature of the research activities are in line with the mission of QuakeCoRE. The contract will include the following items:

1. A research plan.
2. Agreement to QuakeCoRE Master’s Scholarship regulations (see Appendix 1).

##### Appendix 1: Te Hiranga Rū QuakeCoRE Master’s Scholarship Regulations

##### Te Hiranga Rū QuakeCoRE Master’s Scholarship Regulations:

Below are the QuakeCoRE Scholarship regulations as detailed in the agreement template. This scholarship agreement will sit under the QuakeCoRE Collaboration Agreement between the University of Canterbury as the Host and the collaborating organisations as the Partners.

A1. The QuakeCoRE Master’s Scholarship is an annual fulltime student stipend of $15,000 per annum for a period of 12 months to 24 months (or until Master’s thesis submission, whichever is lesser), plus $8,000 (plus GST) per annum to cover the payment of university Master’s fees and to contribute to other related costs.

A2. The QuakeCoRE Master’s Scholarship offer is conditional on the student gaining admission to an Aotearoa New Zealand university that is a Partner of QuakeCoRE. The student will need to apply for admission in the normal way; QuakeCoRE will not directly provide assistance with admission.

A3. Students that accept a QuakeCoRE Master’s Scholarship must meet the criteria for enrolment and commence their research Master’s study within 6 months of the QuakeCoRE Master’s Scholarship Award Letter date. If unforeseen circumstances arise which delay the start date, communication with QuakeCoRE should be made immediately. Any extension to the deadline to commence their research Master’s enrolment is at the sole discretion of QuakeCoRE.

A4. QuakeCoRE Scholarships are initially offered to the student via a QuakeCoRE Research Master’s scholarship offer letter from QuakeCoRE. Successful applicants must indicate their intention to accept the scholarship by signing the letter and returning it to QuakeCoRE within 10 working days of their Master’s scholarship offer being made or the offer will lapse. After this letter has been received, the Host will initiate the formal agreement that will cover the scholarship. The formal agreement will be in the form of a Statement of Work.

A5. The scholarship can only commence once QuakeCoRE has received an official letter from the relevant QuakeCoRE Partner University confirming that the student has begun their research and after the formal Agreement has been signed.

A6. It is the responsibility of the Research Master’s scholar to notify QuakeCoRE when any supplementary funding is received. In order to ensure equity and the appropriate use of CoRE funds, in general, supplementary funding may only be held up to a maximum value of 25% of the total funding awarded under this scholarship, amounts over this threshold will be considered on a case-by-case basis by QuakeCoRE.

A7. QuakeCoRE Master’s Scholarships can be suspended for legitimate reasons associated with parental leave, the health and wellbeing of the researcher, or unforeseen delays associated with research that prevent the Master’s scholar from being effective. Any suspension must be communicated in writing to QuakeCoRE within ten days of the request being approved by the student’s institution.

A8. QuakeCoRE Master’s scholars are expected to present their findings at the QuakeCoRE Annual Meeting and other QuakeCoRE events; and are required to acknowledge the funding support provided by QuakeCoRE when presenting or publishing their research findings. Up to $1,000 of travel support per annum will be provided to allow for attendance at the QuakeCoRE Annual Meeting.

A9. QuakeCoRE scholars are expected to act as advocates for QuakeCoRE and the development of a national

collaboratory.

A10. Continuation of the scholarship is conditional on satisfactory academic progress and adherence to the student’s host University's statutes and regulations.

A11. In the event of a recipient’s withdrawal from the Research Master’s programme, the scholarship will be withdrawn, and any funds paid following the withdrawal period may be recovered.

A12. QuakeCoRE Master’s students are required to submit an annual report, which summarises the research progress made. A template for this report will be provided by QuakeCoRE.

A13. By accepting a QuakeCoRE Research Master’s Scholarship, the student provides permission to QuakeCoRE (and the relevant university) to advertise their scholarship success publicly.

In addition to the regulations the agreement requires:

* Reporting to be submitted on reporting templates that will be supplied as required.
* Upon completion on the Research Master’s programme, the student must inform QuakeCoRE of the submission date of their thesis and undertake a short exit questionnaire.
* Before publication of outputs, a publication number for inclusion in the publication acknowledgement must be requested
* Acknowledgment of collaboration and funding sources, including the use of the Te Hiranga Rū QuakeCoRE logo and website is required where appropriate. The wording of this acknowledgement shall be as follows “This project was (partially) supported by Te Hiranga Rū QuakeCoRE, an Aotearoa New Zealand Tertiary Education Commission-funded Centre. This is QuakeCoRE publication number xxxxxx”.
* It is expected that the primary supervisor will name QuakeCoRE as one of their affiliations in all published works, presentations and media releases during the tenure of their appointment to this role.
* The primary supervisor acknowledges it is imperative to adhere to the deliverables and reporting schedules in order for the University to meet its obligations to the TEC. Should the primary supervisor experience any difficulties in meeting these requirements, the Primary Supervisor is to advise QuakeCoRE immediately to avoid breach of the Funding Agreement with the TEC.
* The primary supervisor will take an active part in QuakeCoRE activities including, but not limited to, attendance at QuakeCoRE Annual Meetings, participate in relevant QuakeCoRE Research Programme meetings, participate in QuakeCoRE seminars and workshops, as is reasonably expected.
* The primary supervisor will proactively share success stories or research updates for the website, newsletters and any other media releases, as is reasonably required.