

1. Purpose

1.1 The College of Business Staff Doctorate Completion scheme is a competitive scheme which provides academic staff at the final stages of completing/writing up their PhD or DBA thesis with a semester release (Jul-Dec, 2013) from all teaching and administrative duties in order to conduct an intensive program of thesis completion. For Semester 2 2013 there will be up to three Staff Doctorate Completion grants available.

2. Eligibility

- 2.1 Applicants must be full-time College of Business academics with ongoing contracts who:
- are currently enrolled in a PhD or DBA and must have at least **80%** of the thesis completed; and
 - have been employed at RMIT for at least one year.
- 2.2 Applicants must not be currently receiving or have previously received funding from another RMIT, College or School Doctorate Completion or related scheme.
- 2.3 Applicants must agree to submit their thesis at the end of their Staff Doctorate Completion grant.
- 2.4 All reporting obligations for previously funded grants from any College of Business research funding schemes¹ must be fulfilled for applications to be deemed eligible. Applications will be excluded from consideration where reporting requirements have not been fulfilled.

3. Grant

3.1 A grant of \$20,000 will be forwarded to a successful applicant's School to buy out their teaching time over a six month period (Jul-Dec, 2013).

4. Application Process

- 4.1 Applications must be submitted to Danielle Annese, Research Coordinator, on the College of Business Staff Doctorate scheme Application Form.
- 4.2 Applications must be accompanied by a thesis completion plan proposal of no more than two pages in length (12 point font size). The proposal must:
- include the title of the thesis and an abstract;
 - identify the major chapters in the thesis, indicate which of the chapters are complete and incomplete, and provide an indication of their status (e.g. not yet commenced, partially drafted, undergoing revision);
 - provide a detailed project plan including a timeline for completion of the thesis; and include a rationale for why Semester 2 2013 is particularly important in terms of completing the thesis.
(Note: a copy of the draft thesis must be made available if required).
- 4.3 A letter from the thesis Supervisor(s) must be included indicating whether it is feasible for the thesis to be completed within six months of commencement of the grant.
- 4.4 Applicants must sign the declaration stating that they will not undertake any external employment, above-load teaching, consultancies, or administrative duties during the period of the grant.
- 4.5 The applicant's Head of School must sign the declaration stating that they support the application and are prepared to cover the applicant's teaching load and any administrative duties for the duration of the grant.
- 4.6 A signed electronic copy of the completed application must be submitted by **4.00pm on Wednesday 10 April, 2013.**

5. Assessment Procedure

5.1 Applications will be assessed and ranked by the Business Research Committee chaired by the Deputy PVC Research. Final decisions will be made by the PVC (or nominee).

6. Compliance

- 6.1 Grant holders must submit their thesis for examination at the end of the grant period.
- 6.2 Within two weeks of completing the grant, grant holders must submit a report (no more than half a page) to the Deputy PVC Research outlining their outcomes and achievements.

¹ These include: College of Business Research Grant scheme; College of Business Early Career Researcher Publication scheme; College of Business Readership scheme.