

Faculty of Science and Information Technology  
RESEARCH & RESEARCH TRAINING COMMITTEE

## **ECA (PHD CANDIDATE) RESEARCH PLAN & TEACHING RELIEF GRANT 'GUIDELINES'**

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### **Definition of an Early Career Academic (ECA)**

The Faculty of Science and Information Technology defines an ECA as an academic that is in a full-time contract or full-time continuing position employed at the level of Lecturer A or B and is:

- (i) a PhD graduate within the first five year of their employment;  
or
- (ii) within the first five years of completing a PhD;  
or
- (iii) a PhD candidate.

This scheme is designed to provide Early Career Academics as defined by section (iii) with timely relief from teaching duties so they can focus on completing their PhD thesis for examination.

### **Eligibility to Access this ECA Scheme**

An ECA is eligible for support from the Faculty of Science and IT ECA Grant Scheme provided that they do not hold a competitive research grant as listed in the national competitive grant scheme (other than a single early career grant).

### **Restricted Support for an ECA whilst a PhD Candidate**

An ECA who is eligible and has qualified under category (iii) of the above definition:

- (a) must not exceed 50% of the ECA Grant Scheme (i.e. can access up to \$3500);
- (b) can only access the ECA Grant Scheme (PhD candidates) in the last 12 months (or FTE) of their PhD candidature.

### **Application**

An application for Teaching Relief:

- is to be developed in consultation with the nominated mentor of the Early Career Academic and FRRTC School Representative.
- be agreed by the Head of School ensuring that the nature and extent of the proposed teaching relief does not compromise the quality of undergraduate course offerings within the host School.
- must be cast in relation to the approved PhD completion plan of the Early Career Academic (i.e. chapter headings and time lines when each chapter will be completed as well as date of submission for thesis examination).

### **Conditions of the Award**

- Application for Teaching Relief shall be made each year as part of the ECA's yearly progress report.
- The applicant has reached a signed agreement (see application form) with their Head of School that the proposed teaching relief does not compromise the quality of undergraduate course offerings within the host School.
- The teaching relief grant shall be used for the purposes described in the Teaching Relief application and not for any other purpose.
- The grant is to be expended during the agreed tenure of the grant as specified in the letter of offer.
- The account number of the grant is to be quoted on all financial transactions. The grantee is the person authorized to approve expenditure of the grant, or in the grantee's absence, the Head of the grantee's School.
- The benefits derived from the teaching relief are to be encapsulated into the 3 year report on progress with the Research Plan to the Faculty Research & Research Training Committee.