



National Wine & Grape Industry Centre Centre Membership Policy 2016

1. Introduction

This document outlines NWGIC membership policies and benefits. NWGIC reserves the right to update and /or amend the contents of this document at any time.

If you have any questions or require additional information, please contact nwgic@csu.edu.au.

2. NWGIC Agreement

To commence or renew your Membership, a primary contact must sign an NWGIC Membership Agreement which is valid for a period of 3 years, and reviewed annually. This agreement remains valid provided associated organisation affiliation is maintained. Membership may be withdrawn upon 30 days' written notice by the member or NWGIC.

The key requirements for membership of NWGIC relate to
 Research activity
 and
 alignment with the [NWGIC Research Narrative](#)

3. About NWGIC

The National Wine and Grape Industry Centre was founded in 1997 as an alliance between Charles Sturt University, the Department of Primary Industries (NSW) and the New South Wales Wine Industry Association.

The ambition of the Centre has always been excellence in basic and applied research, as well as excellence in training undergraduate and post-graduate students in Viticulture and Oenology, including wine marketing.

NWGIC, as a University Research Centre (URC), collaborates closely with three faculties, including: Arts and Education through the School of Psychology; Science through the School of Agriculture and Wine Sciences (from where the majority of the Centre members come); and, more recently, Business, Justice and Behavioural Sciences through the School of Computing and Mathematics. NWGIC collaborates with two other URCs: RIPPLE (Research Institute for Professional Practice, Learning and Education) and the Graham Centre for Agricultural Innovation. Participation in existing and the development of new collaborations is strongly encouraged.

4. Membership Criteria

Only people with a formal relationship with CSU (namely staff members or HDR candidates, or as Adjunct, Visiting or Honorary staff members) are eligible to be members of NWGIC in the corresponding category of membership.

1. CSU Policy states that Adjunct staff are;
 - a. individuals who are not employees of CSU but who have been recognised for their contribution to the teaching, research, scholarship, creative work or management of the University; or
 - b. individuals who are employed by CSU's partners in Australia and abroad, and who participate in the teaching of subjects and courses leading to CSU awards; or
 - c. Individuals who have resigned or retired from the academic staff of CSU.
2. CSU Policy states International Visiting Appointments are;
 - a. Individuals who visit CSU campuses for a specified period to participate in educational, research or collaborative programs.
 - b. Visiting staff are generally employees or students of another institution, external research body, professional organisation or business within Australia or abroad
3. A NWGIC member may be a member of only one centre – with collaboration allowed and encouraged between University Research Centres, Faculties and beyond. Financial assistance and Member Benefits may only be requested by NWGIC members.

5. Membership Categories

Members (Staff or Adjunct)—should demonstrate a high level of research activity via participation in Category 1 Funded Projects as either a Chief Investigator or team member, and have a demonstrated history of publications over the preceding three calendar year period.

OR

Meet criteria for membership as defined by the CSU Research Active for purposes of HDR Supervision policy located at (insert when available at Policy Library), at a minimum of Tier 1. (PLEASE REFER TO TABLE 1. AT END OF SECTION)

AND

Should possess expertise aligned within the Centres published Research Narrative and Themes and Strategic Plan available at www.csu.edu.au/nwgic.

Applicants returning from career breaks for Carer, Maternity, Sick Leave or other may seek special consideration for membership.

Early Career Research Membership - Early or mid-career researchers, who are not yet classified to be "Research Active" as defined by CSU policy or meet the criteria for full membership. These researchers should demonstrate that their work is closely aligned to the NWGIC Research Narrative and express desire to be eligible for full membership in the short to medium term.

Associate Membership—include administrative, extension and support staff, not directly engaged in research activities.
NWGIC Higher Degree Research (HDR) Member—enrolled at CSU, supervised by a NWGIC member, and whose research is aligned to the NWGIC Research Narrative and contributes to NWGIC research program.

Visiting Member — have received an Invitation to visit CSU for a specific purpose, usually as a Visiting Scholar to undertake occupational training, or as a Visiting Academic for the purpose of research.

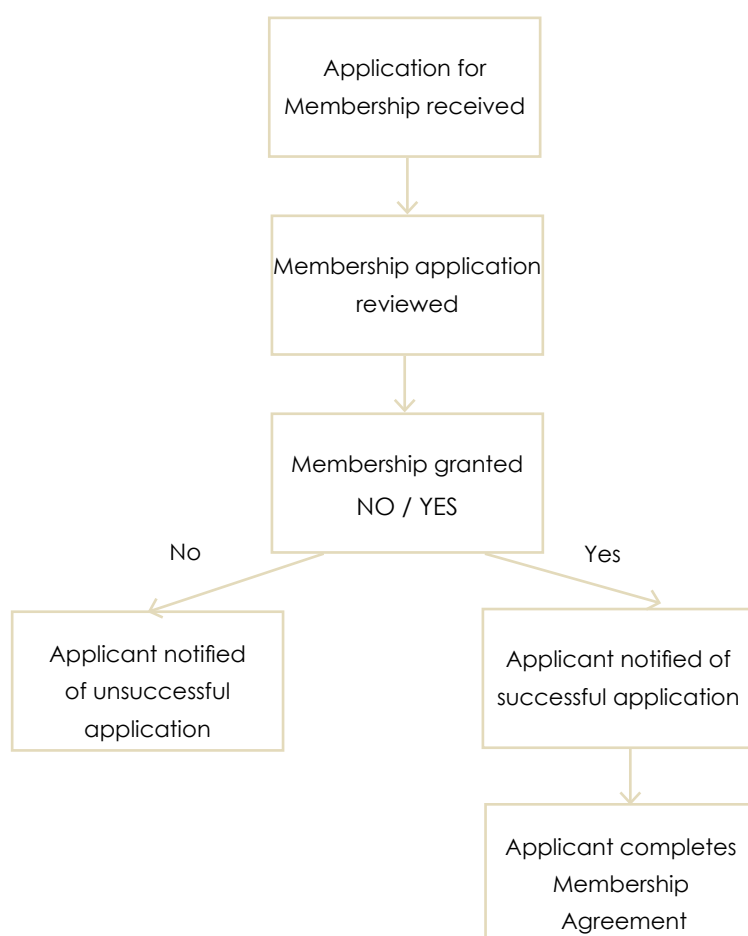
Table 1. Research Active for the purpose of HDR Supervision based on output over a three year period

	Inactive	Tier 1 Research Active	Tier 2
3 or more HERDC eligible publications		●	●
		or	
3 or more HERDC eligible non-traditional research outputs		●	
		or	or
1.5 HERDC points		●	●
PLUS		plus 1 of following	plus 2 of following
\$5000 or more in HERDC income to CSU		●	●
Additional 3 HERDC eligible publications or 1.5 HERDC points		●	
Additional 4 HERDC eligible publications or 2 HERDC points			●
Chief Investigator on an external research grant		●	
Chief Investigator on an external research grant administered by CSU			●
Supervision of an HDR student to completion within the three year output period		●	●

6. Membership Enquiries

Membership enquiries are welcome. Please email nwgic@csu.edu.au.

Decisions regarding membership will be made by the NWGIC Director, who may consult members of NWGIC Management Committee and/or Head of School – School of Ag and Wine Sciences, and/or DPI NSW Management as appropriate.



7. Conditions of Membership

NWGIC members are expected to:

- a. All members conduct their activities in a manner that upholds the institutional reputation of the Centre and complies with the [Australian Code for the Responsible Conduct of Research](#).
- b. Participate in research teams within their discipline and within the Research Narrative, where appropriate.
- c. Regularly attend Centre events including centre functions, seminars, whole of centre meetings and other events, where relevant and appropriate.
- d. Liaise with the Director and staff regarding potential grant applications.
- e. Submit grant applications in accordance with CSU and/or NSW DPI Policy.
- f. Indicate NWGIC affiliation on all relevant documentation related to grant applications, publications, presentations and official/email correspondence.
- g. Inform the centre management of potential research grant applications at least four weeks prior to the external due date for submission, where appropriate.
- h. Provide copies of all official grant correspondence and documentation to nwgic@csu.edu.au.
- i. Support colleagues and mentor early career researchers, where appropriate.
- j. Register relevant publications in MyResearch in accordance with CSU policies and guidelines, noting NWGIC affiliation.
- k. Ensure that individual web profiles on the NWGIC website are kept up to date at all times.
- l. Submit information on relevant activities to the Director for publicity and communication purposes.
- m. Advise the Centre if their staff or student status changes.

8. Benefits of Membership

Benefits	Staff Member	Adjunct Member	Early Career Research	Associate Members	HDR Student Members	Int. Visiting Member
Office Space	•	•	•	•	•	•
Administration Support	•	•	•	•	•	•
Access to Facilities	•	•	•	•	•	•
Research Centre Fellowships	•					
Conference Support	•	•	•	•	•	
Member travel grants	•	•	•	•	•	
Centre/CSU website access	•	•	•	•	•	
Internship stipend funding	•	•				
NWGIC PhD Scholarships	•					

9. Membership Review Process

All memberships will be reviewed annually or as required by a committee comprising;

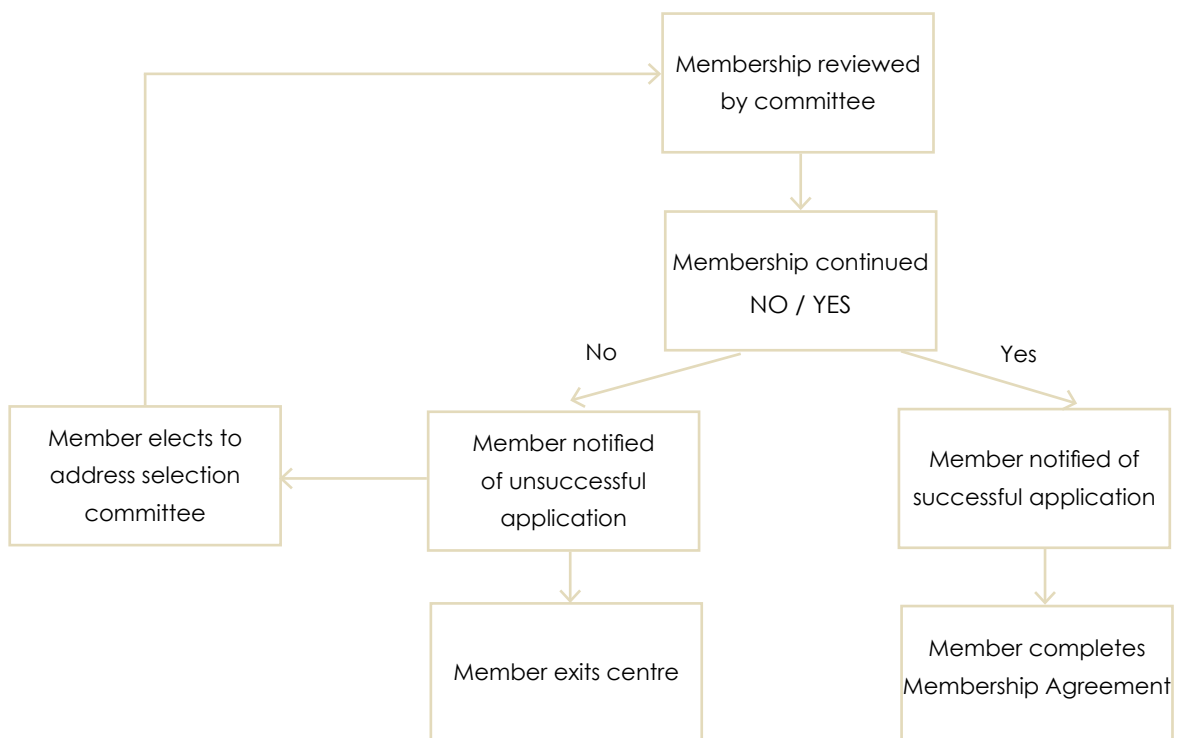
NWGIC Centre Director

SAWS Head of School (or representative)

Faculty of Science Associate Dean, Research (or representative)

DPI NSW Management (or representative)

Memberships not renewed at the behest of NWGIC are advised in writing giving 30 days' notice of cessation of membership.



10. Member Exit Process

1. Members deemed ineligible for initial or continuing membership will be so advised in writing identifying clear reasons for declining their membership application or renewal.
2. Members seeking continuing membership who have had their membership declined have 30 days to dispute the decision (in consultation with CSU Complaints Policy) and may request an opportunity to address the membership committee, who will re-convene within 30 days of receiving a written request.
3. Members who cease to be members of the centre are required to vacate their office within 30 days of notification. Members requesting an extension of time to relocate office space may do so by writing to the Director – NWGIC.
4. Any un-spent RCF allocations at the time of membership cessation are required to be returned to the centre.

APPLICATION FOR MEMBERSHIP & AGREEMENT- NWGIC

Name	Membership Category
Name	Staff Member
Organisation	Adjunct Member
Phone Number	Early Career Research Member
Email	Associate Member
	HDR Student Member
	International Visiting Member

Describe your research activity and alignment with NWGIC Research Narrative (max. 250 words);

Attachments

Curriculum Vitae

Research Active Classification

Active Tier 1

Other - please list

Active Tier 2

Inactive

Not required

By submitting this application, I agree to the following Conditions of Membership

- a. All members conduct their activities in a manner that upholds the institutional reputation of the Centre and complies with the Australian Code for the Responsible Conduct of Research.
- b. Participate in research teams within their discipline and within the Research Narrative, where appropriate.
- c. Regularly attend Centre events including centre functions, seminars, whole of centre meetings and other events, where relevant and appropriate.
- d. Liaise with the Director and staff regarding potential grant applications.
- e. Submit grant applications in accordance with CSU and/or NSW DPI Policy.
- f. Indicate NWGIC affiliation on all relevant documentation related to grant applications, publications, presentations and official correspondence.
- g. Inform the centre management of potential research grant applications at least four weeks prior to the external due date for submission, where appropriate.
- h. Provide copies of all official grant correspondence and documentation to nwgic@csu.edu.au.
- i. Support colleagues and mentor early career researchers, where appropriate.
- j. Register relevant publications in the institutional repository, MyResearch in accordance with CSU policies and guidelines, noting NWGIC affiliation.
- k. Ensure that individual web profiles on the NWGIC website are kept up to date at all times.
- l. Submit information on relevant activities to the Director for publicity and communication purposes.
- m. Advise the Centre if their staff or student status changes.

Signed: _____ Date: _____

RECOMMENDATION FOR MEMBERSHIP- NWGIC

Name	Membership Category
Applicants Name	Staff Member
Organisation	Adjunct Member
	Early Career Research Member
	Associate Member
	HDR Student Member
	International Member

Comments (max. 100 words)

Conditions of membership:

Office Use Only

Membership	Office Space Allocated	Date for Review or Renewal
Accepted Denied		