

Higher Degree by Research Scholarships Policy

| | |
|---|--|
| Date of effect | 07/02/2011 |
| Approval | University Research Committee 25/11/10 Academic Board Meeting No. 11/1 – 07/02/11 |
| Documents replaced by this policy | N/A |
| Procedures and/or guidelines supporting this policy | Procedures are included in the conditions of awards attached to the policy |

A. Introduction

Purpose

1. This policy provides a framework for the establishment, award and management of higher degree by research (HDR) scholarships.

Scope

2. This policy applies to:
 - All staff and higher degree by research (HDR) candidates at the University of Canberra; and
 - Applicants to the University of Canberra's higher degree by research courses.
3. The responsibilities detailed in this policy apply to scholarships awarded and managed by the University.
4. The scholarships which are covered by the framework of this policy are the:
 - Australian Postgraduate Award;
 - International Postgraduate Research Scholarship;
 - WJ Weeden Research Stipend Scholarship;
 - WJ Weeden Research Top-up Scholarship;
 - Australian Postgraduate Award (Industry); and
 - Privately or Faculty/University Research Centre funded scholarships, depending upon the conditions of the award in each case.

Legislation

5. This policy is governed by the *Academic Progress Statute 1995*, the *University of Canberra Academic Progress Rules 2009* and the *University of Canberra Admissions Rules 2010* and the *University of Canberra Student Conduct Rules 2009*.

B. Principles

6. The University understands the purpose of HDR scholarships as being to attract and support candidates of exceptional research potential to undertake a higher degree by research in areas of research strength at the University.
7. The University recognises three types of arrangements to support HDR candidates that are included within the definition of a 'scholarship'. These arrangements must be merit-based and competitive:
 - Provision of a stipend (living allowance) for a fixed time period during a candidate's enrolment in a HDR course;
 - Provision of tuition fees (and, unless otherwise specified in the conditions of award, health cover costs) for international HDR candidates; and
 - The award of a specific monetary amount for the purposes of 'topping up' a stipend already awarded to a HDR candidate.
8. Scholarships for the purpose of this policy exclude 'short term' and/or 'one-off' funding that could be considered as a prize or a bursary.
9. HDR scholarship recipients who are studying in Australia on an international student visa are first and foremost subject to the study and leave requirements of their visa. Any leave or suspension of scholarship entitlements for international student scholarship recipients must comply with the relevant sections of the [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#) (the *National Code 2007*) established under the [Educational Services for Overseas Students Act 2000](#) (the *ESOS Act 2000*).

C. Related Information

10. The establishment of a scholarship may be proposed by any person, group or organisation within or outside the University. Except where a scholarship is wholly offered and administered independently of the University, the following provisions will apply:
 - The conditions of the scholarship will ensure that:
 - i. It is offered on the basis of acceptable academic and other criteria;
 - ii. Administrative procedures uphold the principles of equal opportunity, and enable the scholarship to be administered in a fair manner, in accordance with the conditions of a specific scholarship;
 - iii. No unacceptable conditions are placed on the University, its staff or its HDR candidates.
 - The establishment of a scholarship will be subject to the approval of the Deputy Vice-Chancellor (Research), on the recommendation of the relevant Faculty, University Research Centre or Business Unit, who will ensure that:
 - i. The conditions of scholarship fulfil the criteria specified above;
 - ii. In establishing the scholarship, the University is not exposed to any risk, financial or otherwise; and
 - iii. The donor is acceptable to the University.
 - If the conditions of a specific scholarship or its name or value are unsuitable or become impractical, the Deputy Vice-Chancellor (Research) or nominated delegate will consult with the person or donor who initiated its establishment and seek to have the problem addressed. If the matter cannot be resolved to the

satisfaction of the University, the Council may decide that the scholarship not be offered.

Awarding of Scholarships

11. Applicants must meet the prescribed eligibility requirements (as set out in the specific conditions of the award) to be considered for selection for a scholarship.
12. A scholarship will not be awarded if there is no applicant of sufficient merit.
13. A scholarship will be awarded in any given year only if there are sufficient funds available to meet its cost.
14. Confidentiality will be maintained about an applicant during the selection process and award for a scholarship, until such time as the award has been accepted or rejected.
15. Each scholarship will have a set of conditions that will be provided to all successful applicants and must be agreed to by the applicant upon accepting the scholarship.
16. Scholarship recipients will be assessed formally no less than annually through the Annual Progress Report process for continued eligibility of their awards.

Specific Conditions of Scholarships

17. Refer to the following schedules for the conditions or guidelines attached to each of the scholarships to which this policy applies:
 - *Schedule One (S1)* – Australian Postgraduate Award (APA): Conditions of Award;
 - *Schedule Two (S2)* – WJ Weeden Research Stipend Scholarship: Conditions of Award;
 - *Schedule Three (S3)* – International Postgraduate Research Scholarship (IPRS): Conditions of Award;
 - *Schedule Four (S4)* – Australian Postgraduate Award (Industry) (APA(I)): Conditions of Award;
 - *Schedule Five (S5)* – WJ Weeden Research Stipend Top-up: Conditions of Award.
 - *Schedule Six (S6)* – Guidelines for Privately or Faculty/URC Funded Scholarships and Stipend Top-ups

Fee Requirements and HDR Scholarships

18. All domestic HDR candidates offered a scholarship covered by this policy will be also offered a Research Training Scheme place in their approved course.
19. In accordance with the [Higher Education Provider Guidelines attached to the Higher Education Support Act \(2003\)](#) a university must charge all international students a fee for their course that is sufficient to recover the full average cost of providing the course to those students. A University is not required to meet these fee requirements for the following class of students:
 - International students who are undertaking a masters or doctoral degree by research in Australia and who have been awarded a scholarship for that study on the basis of merit following a competitive application process.

In the circumstance that an international student is awarded a HDR scholarship following a competitive and merit-based process, the Dean of the Faculty or Director of the URC is responsible for approving the fee arrangement described above. Under such an arrangement, the host Faculty or URC will not receive funds from the University to directly support the research training and project requirements for this scholarship recipient.

Other related documents

20. Documents related to this policy are:

- [Admission to Higher Degree by Research Courses Policy](#)
- [Higher Degree by Research Progress Policy](#)
- [Commonwealth Scholarship Guidelines \(Research\)](#) – including rules for the Australian Postgraduate Award and the International Postgraduate Research Scholarship
- [Educational Services for Overseas Students Act 2000](#) (the *ESOS Act 2000*)
- [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#) (the *National Code 2007*)

Schedule One (S1)

Australian Postgraduate Awards (APA): Conditions of Award 2012

A. Purpose

1. Australian Postgraduate Award (APA) scholarships are awarded to applicants of exceptional research potential undertaking a higher degree by research (HDR). APAs are provided to assist with general living costs through the provision of a stipend. APAs are governed by the Federal Government's [Commonwealth Scholarship Guidelines \(Research\)](#).

B. Eligibility

2. To be eligible for an APA, an applicant must:
 - have completed a Bachelor degree with First Class Honours, or be regarded by the University as having an equivalent level of attainment;
 - be enrolled, or be seeking to enrol, as a full-time candidate in a Doctor of Philosophy course at the University;
 - be an Australian or New Zealand citizen; or an Australian permanent resident; or an international student eligible to study in Australia on an international student visa; and
 - not have consumed more than 2.5 equivalent full-time study load (EFTSL) (i.e. have been enrolled in a maximum of 2.5 years full-time equivalent (FTE) study) in current enrolment in a higher degree by research at the time of applying for the APA.
3. An APA will not be awarded to a candidate who:
 - is in receipt of an equivalent award, scholarship or salary providing a benefit greater than 75% of the APA stipend rate to undertake the HDR. Income earned from sources unrelated to the course of study is not subject to the 75% rule;
 - is on paid study leave;
 - holds a research doctorate or equivalent;
 - has previously held a Commonwealth-funded postgraduate research scholarship (including an APA or an Australian Postgraduate Award (Industry) (APAI)), unless it was terminated within six months of the scholarship's payments commencing; or
 - has consumed more than 2.5 EFTSL in current enrolment in a higher degree by research at the time of applying for the APA.

C. Selection

4. Selection of the APA recipients will be undertaken by the University Research Scholarships Committee on the basis of academic merit and research potential.

D. Commencement

5. Recipients must accept both a place in the Doctor of Philosophy course as well as the scholarship by the date specified in the offer letter. Recipients must enrol in the course detailed on the offer letter within three months of the date of offer.

E. Duration of Scholarship

6. The duration of a full-time APA is three years for a candidate undertaking a Doctor of Philosophy course.
7. Scholarship recipients will be assessed formally no less than annually through the Annual Progress Report process for continued eligibility of their awards.
8. The duration of an APA will be reduced by any period of study undertaken:
 - towards the degree prior to the commencement of the APA;
 - towards the degree during suspension of the APA (unless the study was undertaken as part of an Australian Government financially supported international postgraduate research scholarship or award); or
 - previously while receiving an Australian Postgraduate Coursework Award.
9. Leave allowances, i.e. University-approved sick leave and parental leave as prescribed in these conditions are added to the duration of the recipient's scholarship.

Extensions

10. APA recipients may apply to the Research Students' Office for an extension of the scholarship for up to a maximum of six months.
11. Applications for extension of a scholarship must demonstrate that the recipient's progress has been delayed because of circumstances beyond the recipient's control that relate solely to the research project, and that the recipient's progress is otherwise satisfactory. Applications must include a detailed research plan demonstrating a planned completion within the extension period.
12. Applications for extension of an APA must be endorsed by the Chair of the supervisory panel and Associate Dean Research (or delegate) of the Faculty or Director of the URC.
13. Ill health, employment commitments and other non-academic circumstances are not considered as reasons for APA extension.
14. No additional leave entitlements are included in an extension to an APA.

Part-time study (domestic recipients only)

15. The University may approve a part-time APA for a domestic recipient only if:
 - the recipient has exceptional circumstances; or
 - the recipient is undertaking Commercialisation Training Scheme training concurrently with their HDR degree.
16. For the purpose of part-time study, the University must be satisfied that the exceptional circumstances relate to significant caring commitments, including:
 - being the primary carer of a pre-school child;

- being the primary carer of a school-aged child and a sole parent with limited access to outside support;
- being the primary carer for an invalid or disabled spouse, child or parent; or
- the recipient has a health condition which makes full-time enrolment impossible or unreasonably onerous (appropriate documentation relevant to the condition is required).

17. Stipends for part-time APAs are not tax exempt.

18. An APA recipient approved to study part-time may revert to full-time study at any time with the permission of the University. Approval for part-time enrolment only applies while the circumstances specified in the application remain in effect.

Course transfer between research degrees

19. APA recipients may apply to transfer from a Doctor of Philosophy to a Professional Doctorate (research) course or from a Doctor of Philosophy to a Masters by Research course during the tenure of the scholarship, providing that they are making satisfactory progress and in accordance with the University's *Higher Degree by Research Enrolment and Changes to Candidature Policy*. Applications for transfer will be reviewed by the Associate Dean Research (or delegate) of the relevant Faculty or Director of the relevant URC on a case-by-case basis and in accordance with the [Commonwealth Scholarship Guidelines \(Research\)](#).

20. The maximum scholarship duration for a Masters by Research is 2 years full time equivalent (FTE). The duration of the award will be adjusted to reflect a transfer from a Doctor of Philosophy to a Masters by Research course and to take into account time enrolled in a HDR course. APA recipients who transfer to a Masters by Research course are not eligible to apply for an extension to the scholarship.

Leave without stipend

21. Any suspension of an APA scholarship occurs in conjunction with approval of intermission from study for the same time period (see *Enrolment and Changes to Candidature in Higher Degree by Research Courses Policy* for the University's policy for HDR intermission). Periods of study undertaken towards the degree during suspension of the APA will be deducted from the duration of the scholarship. In the case of a recipient who is studying on an international student visa, any suspension of enrolment must be in accordance with the relevant sections of the [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#) (the *National Code 2007*) established under the [Educational Services for Overseas Students Act 2000](#) (the *ESOS Act 2000*).

Leave without stipend for domestic recipients

22. APA recipients may apply for a suspension of their award for a period totalling up to twelve months. In exceptional circumstances only (circumstances beyond the recipient's control), recipients may apply for suspensions beyond 12 months.

23. Suspensions of scholarships within the first six months after initial enrolment will not be approved except in exceptional circumstances.

24. If intermission from study and suspension of scholarship are approved, an APA recipient's end date will be adjusted and increased by the number of days leave taken.

25. All applications for leave without stipend must be submitted via the [Application for Intermission Form](#) to the Research Students' Office and must have the Chair of the Supervisory Panel's endorsement and the approval of the Associate Dean Research (or delegate) in the Faculty or Director in the URC.
26. APA recipients must notify the Research Students' Office at least three weeks prior to resuming study following a period of intermission from study.
27. APA recipients who suspend their studies without notifying the Research Students' Office through the process of applying for intermission will be required to repay any award payments to which they were not entitled.

F. Employment and other funding

28. APA recipients are permitted to:
 - obtain funds for fieldwork, equipment or other expenses not covered by the APA;
 - obtain funding for overseas travel costs from other Australian Government awards or any other source;
 - receive income derived from part-time work as long as employment does not impact detrimentally on the recipient's progress in the course and is consistent with the conditions of the student visa. The University expects scholarship recipients to engage in their research work in a full time capacity (35 hours a week), for at least 48 weeks a year. The University requires that part-time work (outside the research project) during the hours of 9am to 5pm Monday to Friday should not exceed an average of 8 hours a week.

G. Stipend and Allowances

29. An APA carries an annual tax free stipend of the amount of which is noted in the recipient's offer letter. The level of the stipend will not be reduced during the period of the award. The stipend will be paid in fortnightly instalments. Payment is calculated from the date upon which the recipient commences enrolment in the HDR degree.
30. In 2012, the stipend will be paid at the following rates:
 - \$23,728 pa tax-free for a full-time candidate; and
 - \$12,898 pa taxable for a part-time candidate.
31. The APA stipend rates are indexed each year to compensate for increases in living costs.

Relocation Allowance

32. An APA recipient who relocates to Canberra from overseas or interstate in order to take up the award may be eligible to apply for reimbursement of relocation and travel expenses for themselves, their spouse and dependants in a situation where the relocation takes place within the first six months of candidature. In 2010, an allowance of up to \$505.00 per adult and \$255.00 per child (with a total maximum entitlement of \$1,455.00 per APA recipient) will be provided upon production of original receipts to the Research Students' Office within six months of relocating.
33. Within the maximum entitlement listed in Paragraph 32, APA recipients may claim travel expenses up to the value of economy or student concession airfares. If a

recipient elects to travel by car they can apply to claim a per-kilometre allowance up to the equivalent airfare costs.

34. For the purpose of the relocation allowance:

- an eligible 'adult' is either a spouse or adult dependant. A spouse is a person who is married to, or in a bona fide de facto relationship with the APA recipient. An adult dependant is defined as someone who lives with the recipient and for whom the recipient and/or their spouse has substantial caring responsibilities; and
- an eligible child is a natural, adopted or foster child of the spouse, and is:
 - Less than 18 years of age: or
 - Less than 25 years of age and is undertaking full-time study.

Thesis Allowance

35. An APA recipient submitting a thesis for examination within two years of the termination of the award is entitled to a thesis allowance of up to \$840.00 for a Doctoral thesis and \$420.00 for a Masters by Research thesis to assist with thesis production costs. This entitlement will be provided upon the production of original receipts (detailing the amount paid, date of payment and the service for which the payment was made) to the Research Students' Office.

36. Claims for the thesis allowance must be lodged within six months of the date of the Faculty or University Research Centre approval that all requirements for the degree have been completed, and within two years of the termination date of the APA.

H. Leave Entitlements

Recreation Leave

37. APA recipients are entitled to twenty days paid recreation leave for each year of the award and this may be accrued over the tenure of the award. Any unused leave remaining when an award is terminated or completed will be forfeited.

Sick Leave

38. APA recipients may take up to ten days paid sick leave a year within the tenure of the award and this may be accrued over the duration.

39. Recipients may also receive additional paid sick leave of up to a total of 12 weeks during the duration of the APA for medically substantiated periods of illness lasting longer than ten days. Where a recipient takes a period of additional sick leave, the duration of the APA will be extended by that period.

40. Sick leave entitlements may also be used to cover recipients with family responsibilities for caring for sick children or relatives upon presentation of appropriate documentation relevant to the condition.

41. Appropriate documentation relevant to the condition must be provided to the Research Students' Office within three weeks of the personal leave request.

Maternity Leave

42. APA recipients who have completed twelve months of their award are entitled to a maximum of twelve weeks paid maternity leave during the tenure of their award. Paid maternity leave may also be approved if a recipient has adopted a child. Periods of

paid maternity leave are in addition to the normal duration of the APA. Recipients who have not completed twelve months of their award may access unpaid maternity leave through the award's suspension provision.

43. A medical certificate including the anticipated date of birth must be submitted to the Research Students' Office at least six weeks before leave is planned.

Parenting Leave

44. APA recipients who are partners of women giving birth and who have completed 12 months of their award are entitled to a period of ten days paid parenting leave at the time of the birth (to be taken during the period one week before the birth and five weeks after the birth of the child). Periods of paid parenting leave are in addition to the normal duration of the APA. Recipients who have not completed 12 months of their award may access unpaid parenting leave through the award's suspension provisions.

45. A medical certificate including the anticipated date of birth must be submitted to the Research Students' Office at least six weeks before leave is planned.

I. Research at other organisations

46. The University may approve the APA recipient conducting some research or fieldwork at other organisations, including organisations outside the Australian higher education system. In such cases, the University must ensure adequate support, supervision and training for the candidate at the other organisation. Approval must be provided by the Chair of the Supervisory Panel and the Associate Dean Research of the Faculty or Director of the URC.
47. Scholarship recipients will generally be permitted to conduct research project work overseas for up to twelve months of candidature, unless further time is deemed necessary by the Faculty or URC.
48. Approval of an APA recipient conducting research work at organisations outside the Australian higher education system will only be granted if adequate supervision can be maintained and on the condition that the recipient maintains enrolment for that period in their HDR course.
49. An APA recipient will generally not be allowed to undertake overseas study in the first 12 months of candidature unless there are exceptional circumstances.
50. Recipients must inform the Research Students' Office of their intent to conduct research overseas, prior to the commencement of the work.

J. Concurrent Study

51. An APA recipient (during the duration of the award) may not enrol in any academic course of study leading to a qualification which is not an essential part of the recipient's higher degree by research.

K. Transfer of Award

52. The University's expectation is that a recipient of an award won in a competitive process at University of Canberra will complete his or her candidature at the University.
53. APA recipients who transfer their candidature to another Australian university may continue to receive their APA only if their new university agrees to its continuation

and subject to the new university having sufficient APA grant amounts of its own available to support the candidature. The new university must ensure that it has received information from the former university on any APA payment the student has received and the duration of the APA already consumed.

54. Transfer arrangements must be agreed between institutions, subject to the APA recipient being offered a higher degree by research place at the new institution.
55. APA recipients who wish to transfer their candidature to University of Canberra from another university may apply to transfer their APA concurrently on their application for entry into the UC course. The University may agree to the continuation of the APA in the following circumstances:
 - the University has sufficient APA grant amounts available to support the remaining APA duration;
 - the candidate meets UC policy on HDR admissibility (see Admissions to Higher Degree by Research Courses Policy) and the scholarship criteria as per this policy.
 - the candidate meets the criteria for award as set out in Chapter Two of the *Commonwealth Scholarship Guidelines (Research)*.
 - the candidate meets the scholarship ranking standards applied in the previous application round for APA scholarships.

L. Termination of Award

56. The APA will be terminated after the first pay period following the recipient's submission of the thesis for examination, or when the award expires, whichever is earlier. Awards will be terminated before this time:
 - if the recipient ceases to meet the eligibility criteria specified in Section B of this Schedule;
 - if, in the opinion of the University, the course of study is not being carried out with competence and diligence or in accordance with the offer of the APA;
 - when a recipient ceases to be a full-time student in a case where approval has not been obtained from the University to hold the APA on a part-time basis;
 - if the recipient does not resume study at the conclusion of a period of intermission and approval has not been obtained from the University to extend that period of intermission; or
 - if the recipient has committed serious misconduct, including, but not limited to the provision of false or misleading information in relation to the APA.
57. If the award is terminated, it cannot be reactivated unless the termination occurred in error.

M. Reporting on Progress

58. APA recipients must provide all reports required by the University including an annual progress report submitted through the Chair of the Supervisory Panel and the Associate Dean Research (or delegate) of the Faculty or Director of the URC. If the University does not consider that progress is satisfactory the APA may be terminated and/or the candidate placed on probation.

N. Responsibilities

| <i>Role</i> | <i>Action</i> |
|---|--|
| Chair of the Supervisory Panel (prospective or current) | <ul style="list-style-type: none"> • Assess relevant applications according to the University's HDR scholarship ranking criteria and provide completed documentation to the Associate Dean Research (or delegate) of the Faculty or Director of the University Research Centre (URC) • Report immediately to the Associate Dean Research (or delegate) or Director any failure by recipient to make satisfactory progress in his or her course or to abide by the regulations governing the course and the scholarship conditions • Monitor employment and hours worked by the recipient • Review recipient's application for extension to scholarship before endorsement • Review recipient's application for leave without stipend before endorsement |
| Associate Dean Research or Director | <ul style="list-style-type: none"> • Complete the Faculty or URC's assessment of applications for scholarships • Ensure the Faculty is represented by a delegate at each University Research Scholarships Committee meeting • Act upon any failure by a scholarship recipient to make satisfactory progress in his or her course or to abide by the regulations governing the course and the scholarship conditions • Review recipient's application for extension to scholarship before approval • Review applications for transfer of course • Review and approve recipient's application for leave without stipend |
| University Research Scholarships Committee | <ul style="list-style-type: none"> • Review all applications and award scholarships based on the University's ranking criteria |
| Research Students' Office | <ul style="list-style-type: none"> • Receive applications for scholarships and facilitate the assessment, review and award process. • Advise successful applicants of their award • Enrol successful applicants into their course and liaise with the Finance office to establish and manage stipend and leave payments • Confirm a recipient's part-time receipt of award • Process any changes to candidature that will impact upon award conditions and/or stipend payments, including leave entitlements • Record award recipient's progress through the course via the Annual Progress Report process |
| Manager, Research Students' Office | <ul style="list-style-type: none"> • Review and approve applications for extensions to scholarship stipends |

Schedule Two (S2)

WJ Weeden Research Stipend Scholarship: Conditions of Award 2012

A. Purpose

1. WJ Weeden Research Stipend Scholarships (Weeden Stipends) are awarded to applicants of exceptional research potential undertaking a higher degree by research (HDR). Weeden Stipends are provided to assist with general living costs through the provision of a stipend. A Weeden Stipend awarded to a recipient on an international student visa will also cover the cost of required health insurance premiums for the recipient and their dependants.
2. This scholarship was made possible by a generous donation to the University from the late Mr W J Weeden, OBE, who was for many years a member of Council.

B. Eligibility

3. To be eligible for a Weeden Stipend, an applicant must:
 - have completed a Bachelor degree with First Class Honours, or be regarded by the University as having an equivalent level of attainment;
 - be enrolled, or be seeking to enrol, as a full-time candidate in a Doctor of Philosophy course at the University;
 - be a domestic or international applicant to a higher degree by Research course at University of Canberra; and
 - not have consumed more than 2.5 equivalent full-time study load (EFTSL) (i.e. have been enrolled in a maximum of 2.5 years full-time equivalent (FTE) study) in current enrolment in a higher degree by research at the time of applying for the Weeden Stipend.
4. A Weeden Stipend will not be awarded to a candidate who:
 - is in receipt of an equivalent award, scholarship or salary providing a benefit greater than 75% of the Weeden Stipend rate to undertake the HDR. Income earned from sources unrelated to the course of study is not subject to the 75% rule;
 - is on paid study leave;
 - holds a research doctorate or equivalent;
 - has previously held a Commonwealth-funded postgraduate research scholarship (including an APA or an Australian Postgraduate Award (Industry) (APAI)) unless it was terminated within six months of the scholarship's payments commencing; or
 - has consumed more than 2.5 EFTSL in current enrolment in a higher degree by research at the time of applying for the Weeden Stipend.

C. Selection

5. Selection of Weeden Stipend recipients will be undertaken by the University Research Scholarships Committee on the basis of academic merit and research potential.

D. Commencement

6. Recipients must accept both a place in the Doctor of Philosophy course as well as the scholarship by the date specified in the offer letter. Recipients must enrol in the course detailed on the offer letter within three months of the date of offer.

E. Duration of Scholarship

7. The duration of a full-time Weeden Stipend is three years for a candidate undertaking a Doctor of Philosophy course.
8. Scholarship recipients will be assessed formally no less than annually through the Annual Progress Report process for continued eligibility of their awards.
9. The duration of a Weeden Stipend will be reduced by any period of study undertaken:
 - towards the degree prior to the commencement of the Weeden Stipend;
 - previously while receiving an Australian Postgraduate Coursework Award.
10. Leave allowances, i.e. University-approved sick leave and parental leave as prescribed in these conditions, are added to the duration of the recipient's scholarship.

Extensions

11. Weeden Stipend recipients may apply to the Research Students' Office for an extension of the scholarship for up to a maximum of six months.
12. Applications for extension of a scholarship must demonstrate that the recipient's progress has been delayed because of circumstances beyond the recipient's control that relate solely to the research project, and that the recipient's progress is otherwise satisfactory. Applications must include a detailed research plan demonstrating a planned completion within the extension period.
13. Applications for extension of a Weeden Scholarship must be endorsed by the Chair of the supervisory panel and Associate Dean Research (or delegate) of the Faculty or Director of the URC.
14. Ill health, employment commitments and other non-academic circumstances are not considered as reasons for Weeden Stipend extension.
15. No additional leave entitlements are included in an extension to a Weeden Stipend.

Part-time study (domestic recipients)

16. The University may approve a part-time Weeden Stipend for a domestic recipient only if:
 - the recipient has exceptional circumstances; or
 - the recipient is undertaking Commercialisation Training Scheme training concurrently with their HDR degree.
17. For the purpose of part-time study, the University must be satisfied that the exceptional circumstances relate to significant caring commitments, including:
 - being the primary carer of a pre-school child;

- being the primary carer of a school-aged child and a sole parent with limited access to outside support;
- being the primary carer for an invalid or disabled spouse, child or parent; or
- the recipient has a health condition which makes full-time enrolment impossible or unreasonably onerous (appropriate documentation relevant to the condition is required).

18. Stipends for part-time Weeden Stipends are not tax exempt.

19. A Weeden Stipend recipient approved to study part-time may revert to full-time study at any time with the permission of the University. Approval for part-time enrolment only applies while the circumstances specified in the application remain in effect.

Course transfer between research degrees

20. Weeden Stipend recipients may apply to transfer from a Doctor of Philosophy to a Professional Doctorate (research) course or from a Doctor of Philosophy to a Masters by Research course during the tenure of the scholarship, providing that they are making satisfactory progress and in accordance with the University's *Higher Degree by Research Enrolment and Changes to Candidature Policy*. Applications for transfer will be reviewed by the Associate Dean Research (or delegate) of the relevant Faculty or Director of the relevant URC on a case-by-case basis.

21. The maximum scholarship duration for a Masters by Research is 2 years full time equivalent (FTE). The duration of the award will be adjusted to reflect a transfer from a Doctor of Philosophy to a Masters by Research course and to take into account time enrolled in a HDR course. Weeden Stipend recipients who transfer to a Masters by Research course are not eligible to apply for an extension to the scholarship.

Leave without stipend

22. Any suspension of a Weeden Stipend occurs in conjunction with approval of intermission from study for the same time period (see *Higher Degree by Research Enrolment and Changes to Candidature Policy* for the University's policy for HDR intermission). Periods of study undertaken towards the degree during suspension of the Weeden Stipend will be deducted from the duration of the scholarship.

23. In the case of a recipient who is studying on an international student visa, any suspension of enrolment must be in accordance with the relevant sections of the [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#) (the *National Code 2007*) established under the [Educational Services for Overseas Students Act 2000](#) (the *ESOS Act 2000*).

Leave without stipend for domestic recipients

24. Weeden Stipend recipients may apply for a suspension of their award for a period totalling up to twelve months. In exceptional circumstances only (circumstances beyond the recipient's control), recipients may apply for suspensions beyond 12 months.

25. Suspensions of scholarships within the first six months after initial enrolment will not be approved except in exceptional circumstances.

26. If intermission from study and suspension of scholarship are approved, a Weeden Stipend recipient's end date will be adjusted and increased by the number of days leave taken.

27. All applications for leave without stipend must be submitted via the [Application for Intermission Form](#) to the Research Students' Office and must have the Chair of the Supervisory Panel's endorsement and the approval of the Associate Dean Research (or delegate) in the Faculty or Director in the URC.
28. Weeden Stipend recipients must notify the Research Students' Office at least three weeks prior to resuming study following a period of intermission from study.
29. Weeden Stipend recipients who suspend their studies without notifying the Research Students' Office through the process of applying for intermission will be required to repay any award payments to which they were not entitled.

F. Employment and other funding

30. Weeden Stipend recipients are permitted to:
 - obtain funds for fieldwork, equipment or other expenses not covered by the Weeden Stipend;
 - obtain funding for overseas travel costs from any other source;
 - receive income derived from part-time work as long as the employment does not impact detrimentally on the recipient's progress in the course and is consistent with the conditions of the student visa. The University expects scholarship recipients to engage in their research work in a full time capacity (35 hours a week), for at least 48 weeks a year. The University requires that part-time work during the hours of 9am to 5pm Monday to Friday should not exceed an average of 8 hours a week.

G. Stipend and Allowances

31. A Weeden Stipend carries an annual tax free stipend of the amount of which is noted in the recipient's offer letter. The level of the stipend will not be reduced during the period of the award. The stipend will be paid in fortnightly instalments. Payment is calculated from the date upon which the recipient commences enrolment in the HDR degree.
32. In 2012, the stipend will be paid at the following rates:
 - \$23,728 pa tax-free for a full-time candidate; and
 - \$12,898 pa taxable for a part-time candidate.
33. The Weeden Stipend rates are indexed each year to compensate for increases in living costs.

Relocation Allowance

34. A Weeden Stipend recipient who relocates to Canberra from overseas or interstate in order to take up the award may be eligible to apply for reimbursement of relocation and travel expenses for themselves, their spouse and dependants in a situation where the relocation takes place within the first six months of candidature. In 2010, an allowance of up to \$505.00 per adult and \$255.00 per child (with a total maximum entitlement of \$1,455.00 per Weeden Stipend recipient) will be provided upon production of original receipts to the Research Students' Office within six months of relocating.
35. Within the maximum entitlement listed in Paragraph 34, Weeden Stipend recipients may claim travel expenses up to the value of domestic economy or student

concession airfares. If a recipient elects to travel by car they can apply to claim a per-kilometre allowance up to the equivalent airfare costs.

36. For the purpose of the relocation allowance:

- an eligible 'adult' is either a spouse or adult dependant. A spouse is a person who is married to, or in a bona fide de facto relationship with the Weeden Stipend recipient. An adult dependant is defined as someone who lives with the recipient and for whom the recipient and/or their spouse has substantial caring responsibilities; and
- an eligible child is a natural, adopted or foster child of the spouse, and is:
 - less than 18 years of age: or
 - less than 25 years of age and is undertaking full-time study.

Thesis Allowance

37. A Weeden Stipend recipient submitting a thesis for examination within two years of the termination of the award is entitled to a thesis allowance of up to \$840.00 for a Doctoral thesis and \$420.00 for a Masters by Research thesis to assist with thesis production costs. This entitlement will be provided upon the production of original receipts (detailing the amount paid, date of payment and the service for which the payment was made) to the Research Students' Office.

38. Claims for the thesis allowance must be lodged within six months of the date of the Faculty or University Research Centre approval that all requirements for the degree have been completed, and within two years of the termination date of the Weeden Stipend.

H. Leave Entitlements

39. A recipient of a Weeden Scholarship who is studying in Australia on an international student visa is primarily subject to this visa's conditions and must comply with relevant sections of the [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#) (the *National Code 2007*) established under the [Educational Services for Overseas Students Act 2000](#) (the *ESOS Act 2000*). As such, international students must ensure that any leave entitlements are compliant with the conditions of their visa.

Recreation Leave

40. Weeden Stipend recipients are entitled to twenty days paid recreation leave for each year of the award and this may be accrued over the tenure of the award. Any unused leave remaining when an award is terminated or completed will be forfeited.

Sick Leave

41. Weeden Stipend recipients may take up to ten days paid sick leave a year within the tenure of the award and this may be accrued over the tenure of the award.

42. Recipients may also receive additional paid sick leave of up to a total of 12 weeks during the duration of the Weeden Stipend for medically substantiated periods of illness lasting longer than ten days. Where a recipient takes a period of additional sick leave, the duration of the Weeden Stipend will be extended by that period.

43. Sick leave entitlements may also be used to cover recipients with family responsibilities for caring for sick children or relatives upon presentation of appropriate documentation relevant to the condition.
44. Appropriate documentation relevant to the condition must be provided to the Research Students' Office within three weeks of the leave request.

Maternity Leave

45. Weeden Stipend recipients who have completed twelve months of their award are entitled to a maximum of twelve weeks paid maternity leave during the tenure of their award. Paid maternity leave may also be approved if a recipient has adopted a child. Periods of paid maternity leave are in addition to the normal duration of the Weeden Stipend. Recipients who have not completed twelve months of their award may access unpaid maternity leave through the award's suspension provision.
46. A medical certificate including the anticipated date of birth must be submitted to the Research Students' Office at least six weeks before leave is planned.

Parenting Leave

47. Weeden Stipend recipients who are partners of women giving birth and who have completed 12 months of their award are entitled to a period of ten days paid parenting leave at the time of the birth (to be taken during the period one week before the birth and five weeks after the birth of the child). Periods of paid parenting leave are in addition to the normal duration of the Weeden Stipend. Recipients who have not completed 12 months of their award may access unpaid parenting leave through the award's suspension provisions.
48. A medical certificate including the anticipated date of birth must be submitted to the Research Students' Office at least six weeks before leave is planned.

I. Research at other organisations

49. The University may approve the Weeden Stipend recipient conducting some research or fieldwork at other organisations, including organisations outside the Australian higher education system. In such cases, the University must ensure adequate support, supervision and training for the candidate at the other organisation. Approval must be provided by the Chair of the Supervisory Panel and Associate Dean Research of the Faculty or Director of the URC. .
50. Scholarship recipients will generally be permitted to conduct research project work overseas for up to twelve months of candidature, unless further time is deemed necessary by the Faculty or URC.
51. Approval of a Weeden Stipend recipient conducting research work at organisations outside the Australian higher education system will only be granted if adequate supervision can be maintained and on the condition that the recipient maintains enrolment for that period in their HDR course.
52. A Weeden Stipend recipient will generally not be allowed to undertake overseas study in the first 12 months of candidature unless there are exceptional circumstances.
53. Recipients must inform the Research Students' Office of their intent to conduct research overseas, prior to the commencement of the work.

J. Concurrent Study

54. A Weeden Stipend recipient (during the duration of the award) may not enrol in any academic course of study leading to a qualification which is not an essential part of the recipient's higher degree by research.

K. Transfer of Award

55. The University's expectation is that a recipient of an award won in a competitive process at University of Canberra will complete his or her candidature at the University.

56. Weeden Stipend recipients who transfer their candidature to another Australian university will not continue to receive their stipend. The award will be terminated upon the recipient's discontinuation from the University of Canberra course.

57. An applicant to a PhD course who, until transfer, holds a University Scholarship (not APA or IPRS) may apply for the Weeden Stipend, which will only be awarded through a competitive, merit-based process.

L. Termination of Award

58. The Weeden Stipend will be terminated after the first pay period following the recipient's submission of the thesis for examination, or when the award expires, whichever is earlier. Awards will be terminated before this time:

- if the recipient ceases to meet the eligibility criteria specified in Section B of this Schedule;
- if, in the opinion of the University, the course of study is not being carried out with competence and diligence or in accordance with the offer of the Weeden Stipend;
- when a recipient ceases to be a full-time student in a case where approval has not been obtained from the University to hold the Weeden Stipend on a part-time basis;
- if the recipient does not resume study at the conclusion of a period of intermission and approval has not been obtained from the University to extend that period of intermission; or
- if the recipient has committed serious misconduct, including, but not limited to the provision of false or misleading information in relation to the Weeden Stipend.

59. If the award is terminated, it cannot be reactivated unless the termination occurred in error.

M. Reporting on Progress

60. Weeden Stipend recipients must provide all reports required by the University including an annual progress report submitted through the Chair of the Supervisory Panel and the Associate Dean Research (or delegate) of the Faculty or Director of the URC. If the University does not consider that progress is satisfactory the Weeden Stipend may be terminated and/or the candidate placed on probation.

N. Responsibilities

| Role | Action |
|---|---|
| Chair of the Supervisory Panel (prospective or current) | <ul style="list-style-type: none"> • Assess relevant applications according to the University's HDR scholarship ranking criteria and provide completed documentation to the Associate Dean Research (or delegate) of the Faculty or Director of the University Research Centre (URC) • Report immediately to the Associate Dean Research (or delegate) or Director any failure by recipient to make satisfactory progress in his or her course or to abide by the regulations governing the course and the scholarship conditions • Monitor employment and hours worked by the recipient. • Review recipient's application for extension to scholarship before endorsement • Review recipient's application for leave without stipend before endorsement |
| Associate Dean Research or Director | <ul style="list-style-type: none"> • Complete the Faculty or URC's assessment of applications for scholarships • Ensure the Faculty is represented by a delegate at each University Research Scholarships Committee meeting • Act upon any failure by a scholarship recipient to make satisfactory progress in his or her course or to abide by the regulations governing the course and the scholarship conditions • Review recipient's application for extension to scholarship before approval • Review applications for transfer of course for recipients. • Review recipient's application for leave without stipend before approval |
| University Research Scholarships Committee | <ul style="list-style-type: none"> • Review all applications and award scholarships based on the University's ranking criteria |
| Research Students' Office | <ul style="list-style-type: none"> • Receive applications for scholarships and facilitate the assessment, review and award process • Advise successful applicants of their award • Confirm part-time receipt of award • Enrol successful applicants into their course and liaise with the Finance Office to establish and manage stipend and leave payments • Process any changes to candidature that will impact upon award conditions and/or stipend payments, including leave entitlements • Record award recipient's progress through the course via the Annual Progress Report process |
| Manager, Research Students' Office | <ul style="list-style-type: none"> • Review and approve applications for extensions to scholarship stipends |

Schedule Three (S3)

International Postgraduate Research Scholarship (IPRS): Conditions of Award 2012

A. Purpose

1. International Postgraduate Research Scholarships (IPRS) are awarded to international higher degree by research applicants of exceptional research potential undertaking a higher degree by research (HDR) in Australia. IPRS are governed by the Federal Government's [Commonwealth Scholarship Guidelines \(Research\)](#).
2. The maximum value of an IPRS in a year is equal to:
 - i) the annual course cost, as determined by the University; plus
 - ii) the cost of a standard Overseas Student Health Cover policy approved by the Australian Government Department of Health and Aging and which covers the student and their spouse and dependents (if any) for the period of the IPRS.
3. An IPRS scholarship recipient will concurrently be awarded either an Australian Postgraduate Award or a University of Canberra Higher Degree by Research Stipend to assist with general living expenses.
4. An IPRS scholarship does not cover the cost of student union or amenities fees, costs associated with overseas fieldwork, bridging English language course or travel expenses associated with the relocation of the recipient to take up the award.

B. Eligibility

5. To be eligible for an IPRS, an applicant must:
 - have completed a Bachelor degree with First Class Honours, or be regarded by the University as having an equivalent level of attainment;
 - be enrolled, or be seeking to enrol, as a full-time candidate in a Doctor of Philosophy course at the University in the year for which the award is to be allocated;
 - intend to enrol in an area of research concentration. These are areas in which the University has particular strength including a concentration of research resources;
 - be a citizen of any overseas country except New Zealand, and not hold Australian citizenship or Australian permanent resident status; and
 - not have consumed more than 2.5 equivalent full-time study load (EFTSL) (i.e. have been enrolled in a maximum of 2.5 years full-time equivalent (FTE) study) in current enrolment in a higher degree by research at the time of applying for the IPRS.
6. An IPRS will not be awarded to a candidate who:
 - is in receipt of an equivalent award, scholarship or salary providing a benefit greater than 75% of the IPRS rate to undertake the HDR. Income earned from sources unrelated to the course of study is not subject to the 75% rule;

- is on paid study leave;
- holds a research doctorate or equivalent;
- has held an Australian Agency for International Development (AusAID) scholarship within the two years prior to commencing the IPRS.
- is in receipt of any other scholarship under which course tuition fees are covered;
- has consumed more than 2.5 EFTSL in current enrolment in a higher degree by research at the time of applying for the IPRS.

C. Selection

7. Selection of IPRS recipients will be undertaken by the University Research Scholarships Committee on the basis of academic merit and research potential.

D. Visa Requirements

9. An IPRS award does not cover any medical costs associated with the issue or renewal of a student visa. It is the responsibility of the recipient to ensure they hold a valid visa while in Australia.

10. If a visa expires, the recipient may be removed from Australia.

E. Commencement

11. Recipients must accept both a place in the Doctor of Philosophy course as well as the scholarship by the date specified in the offer letter. Recipients must enrol in the course detailed on the offer letter within three months of the date of offer.

12. Following acceptance of an IPRS, a recipient must register in person with the Research Students' Office.

13. Recipients must be enrolled full-time and must maintain enrolment for the duration of the IPRS.

F. Duration of Scholarship

14. The duration of a full-time IPRS is three years for a candidate undertaking a Doctor of Philosophy course.

15. Scholarship recipients will be assessed formally no less than annually through the Annual Progress Report process for continued eligibility of their awards.

16. The duration of an IPRS will be reduced by any period of study undertaken:

- towards the degree prior to the commencement of the IPRS: or
- towards the degree during suspension of the IPRS.

Extensions

17. IPRS recipients (doctoral candidates only) may apply to the Research Students' Office for an extension of the scholarship for up to six months of tuition fee payment. In exceptional circumstances, IPRS recipients may then apply for an additional six months extension. A second six-month extension will not be approved if work has not progressed during the first extension.

18. Applications for extension of a scholarship must demonstrate that the recipient's progress has been delayed because of circumstances beyond the recipient's control that relate solely to the research project, and that the recipient's progress is otherwise satisfactory. Applications must include a detailed research timeline demonstrating a planned completion within the extension period.
19. Ill health, employment commitments and other non-academic circumstances are not considered as reasons for IPRS extension.
20. Applications for extension of an IPRS must be endorsed by the Chair of the supervisory panel and Associate Dean Research (or delegate) of the Faculty or Director of the URC.
21. No additional leave entitlements are included in an extension to an IPRS.

Course transfer between research degrees

22. IPRS recipients may apply to transfer from a Doctor of Philosophy to a Professional Doctorate (research) course or from a Doctor of Philosophy to a Masters by Research course during the tenure of the scholarship, providing that they are making satisfactory progress and in accordance with the University's *Higher Degree by Research Enrolment and Changes to Candidature Policy*. Applications for transfer will be reviewed by the Associate Dean Research (or delegate) of the relevant Faculty or Director of the relevant URC on a case-by-case basis.
23. The maximum scholarship duration for a Masters by Research is 2 years full time equivalent (FTE). The duration of the award will be adjusted to reflect a transfer from a Doctor of Philosophy to a Masters by Research course and to take into account time enrolled in a HDR course. IPRS recipients who transfer to a Masters by Research course are not eligible to apply for an extension to the scholarship.

Leave without stipend

24. Any suspension of an IPRS should occur in conjunction with approval of intermission from study for the same time period (see *Higher Degree by Research Enrolment and Changes to Candidature Policy* for the University's policy for HDR intermission). Periods of study undertaken towards the degree during suspension of the IPRS will be deducted from the duration of the scholarship.
25. IPRS recipients may apply for a suspension of their award for a period totalling up to twelve months. Recipients considering applying for a suspension must seek advice from the Commonwealth Department of Immigration and Citizenship (DIAC) in relation to the effect that a period of suspension may have to visa regulations. Any suspension of study must comply with the [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#) (the *National Code 2007*) established under the [Educational Services for Overseas Students Act 2000](#) (the *ESOS Act 2000*).
26. All applications for leave without stipend must be submitted via the [Application for Intermission Form](#) to the Research Students' Office and must be accompanied by medical certification supporting the case for suspension. Applications must have the Chair of the Supervisory Panel's endorsement and the approval of the Associate Dean Research (or delegate) in the Faculty or Director in the URC.
27. If intermission from study and suspension of scholarship are approved, an IPRS recipient's end date will be adjusted and increased by the number of days leave taken.

28. IPRS recipients must notify the Research Students' Office at least three weeks prior to resuming study following a period of intermission from study.
29. IPRS recipients who suspend their studies without notifying the Research Students' Office through the process of applying for intermission will be required to repay any award payments to which they were not entitled.

G. Employment and other funding

30. Consistent with the conditions of the student visa, an IPRS recipient is permitted to:
 - obtain funds for fieldwork, equipment or other expenses not covered by the IPRS;
 - obtain funding for overseas travel costs from any other source;
 - receive income derived from part-time work as long as employment complies with visa conditions and does not impact detrimentally on the recipient's progress in the course. The University expects scholarship recipients to engage in their research work in a full time capacity (35 hours a week), for at least 48 weeks a year. The University requires that part-time work during the hours of 9am to 5pm Monday to Friday should not exceed an average of 8 hours a week.

H. Transfer of Award

31. The University's expectation is that a recipient of an award won in a competitive process at University of Canberra will complete his or her candidature at the University.
32. Only in exceptional circumstances (such as the primary supervisor leaving the University with no suitable replacement) will the University support the transfer of an IPRS award to another provider, or vice versa.
33. IPRS recipients who transfer their candidature to another Australian university may continue to receive their IPRS only if their new university agrees to its continuation and subject to the new university having sufficient support.
34. Transfer arrangements must be agreed to between institutions, subject to the recipient being offered a higher degree by research place at the new university.
35. IPRS recipients who wish to transfer their candidature to the University of Canberra from another university may apply to transfer their IPRS award concurrently on their application for entry into the UC course. The University may agree to the continuation of the IPRS in the following circumstances:
 - the University is in a position to support the remaining IPRS duration;
 - the candidate meets UC policy on HDR admissibility (see *Admissions to Higher Degree by Research Courses Policy*) and the scholarship criteria as per this policy.
 - the candidate meets the criteria for awarding as set out in Chapter Two of the *Commonwealth Scholarship Guidelines (Research)*.
 - the candidate meets the scholarship ranking standards applied in the previous application round for IPRS scholarships.

I. Termination of Award

36. The IPRS will be terminated two weeks after the award holder's thesis is submitted or when the award expires, whichever is earlier. Awards will be terminated before this time:

- if the recipient ceases to meet the eligibility criteria specified in Section B of this Schedule;
- if, in the opinion of the University, the course of study is not being carried out with competence and diligence or in accordance with the offer of the IPRS;
- when a recipient ceases to be a full-time student;
- if the recipient does not resume study at the conclusion of a period of suspension of study and approval has not been obtained from the University to extend that period suspension; or
- if the recipient has committed serious misconduct, including, but not limited to the provision of false or misleading information in relation to the IPRS.

37. If the award is terminated, it cannot be reactivated unless the termination occurred in error.

J. Reporting on Progress

38. IPRS recipients must provide all reports required by the University including an annual progress report submitted through the Chair of the Supervisory Panel and the Associate Dean Research (or delegate) of the Faculty or Director of the URC. If the University does not consider that progress is satisfactory the IPRS will be terminated and/or the candidate placed on probation.

K. Responsibilities

| <i>Role</i> | <i>Action</i> |
|---|---|
| Chair of the Supervisory Panel (prospective or current) | <ul style="list-style-type: none"> • Assess relevant applications according to the University's HDR scholarship ranking criteria and provide completed documentation to the Associate Dean Research (or delegate) of the Faculty or Director of the University Research Centre (URC) • Report immediately to the Associate Dean Research (or delegate) or Director any failure by recipient to make satisfactory progress in his or her course or to abide by the regulations governing the course and the scholarship conditions • Monitor employment and hours worked by the recipient. • Review recipient's application for extension to scholarship before endorsement • Review recipient's application for leave without stipend before endorsement |
| Associate Dean Research or Director | <ul style="list-style-type: none"> • Complete the Faculty or URC's assessment of applications for scholarships • Ensure the Faculty is represented by a delegate at each University Research Scholarships Committee meeting • Act upon any failure by a scholarship recipient to make satisfactory |

| | |
|--|--|
| | <p>progress in his or her course or to abide by the regulations governing the course and the scholarship conditions</p> <ul style="list-style-type: none"> • Review recipient's application for extension to scholarship before approval • Review applications for transfer of course • Review recipient's application for leave without stipend before approval |
| University Research Scholarships Committee | <ul style="list-style-type: none"> • Review all applications and award scholarships based on the University's ranking criteria |
| Research Students' Office | <ul style="list-style-type: none"> • Receive applications for scholarships and facilitate the assessment, review and award process • Advise successful applicants of their award • Enrol successful applicants into their course • Process any changes to candidature that will impact upon award conditions, including suspensions of award and course transfers • Record award recipient's progress through the course via the Annual Progress Report process |
| Manager, Research Students' Office | <ul style="list-style-type: none"> • Review and approve applications for extensions to award |

Schedule Four (S4)

Australian Postgraduate Award Industry (APAI):

Conditions of Award 2012

A. Purpose

1. Under the Linkage Projects scheme the Australian Research Council (ARC) offers postgraduate awards to provide industry-oriented research training within the parameters of the wider Linkage Project Grant. Australian Postgraduate Award Industry (APAI) scholarships are provided to assist with general living costs through the provision of a stipend.
2. The component of ARC Linkage Grant funding allocated to an APAI can only be used for that purpose, unless prior approval has been granted by the ARC.
3. The conditions of award below follow the [ARC Linkage Projects Funding Rules](#) (updated annually) and are written to comply with the University of Canberra's policy governing HDR courses.

B. Eligibility

4. To be eligible for an APAI, an applicant must:
 - have completed a Bachelor degree with First Class Honours, or be regarded by the University as having an equivalent level of attainment;
 - be enrolled, or be seeking to enrol as a full-time candidate in a higher degree by research course at the University, unless the University of Canberra has approved a part-time APAI as listed in these conditions; and
 - must be available to commence the course by the date specified in the Linkage Project.
5. An APAI cannot be awarded to a candidate who:
 - is in receipt of an equivalent award, scholarship or salary providing a benefit greater than 75% of the APAI rate to undertake the HDR. Income earned from sources unrelated to the course of study is not subject to the 75% rule;
 - has an academic qualification equivalent to or at a higher level than the HDR course he/she has plans to undertake;
 - is receiving similar funding or stipend from a Commonwealth Government program;
 - has previously held a Commonwealth-funded postgraduate research scholarship (including an APA or an Australian Postgraduate Award (Industry) (APAI)) unless it was terminated within six months of the scholarship's payments commencing.

C. Selection

6. Selection of an APAI recipient will be undertaken primarily by the Chief Investigator on the ARC Linkage Project grant. Recipients must meet the University of Canberra's admissibility criteria for the course to which they are applying.

D. Commencement

7. The APAI component of an ARC Linkage Project grant cannot commence and funding cannot be expended until the University has entered into a written partner agreement with each Partner Organisation as per Appendix B of the [Linkage Project Funding Rules for funding commencing in 2011](#). Parties involved in a funded project must accept the terms of the Funding Agreement and the University must sign the Funding Agreement before the ARC will commence payments. As part of this process, it may be required that the APAI recipient enter into an IP and Confidentiality agreement with the University of Canberra and Partner Organisations.
8. An APAI recipient must commence the APAI by the date specified in the Linkage Project. However, the Chief Investigator may apply to the ARC for permission for the recipient to commence after the grant commencement where special circumstances exist.

E. Duration of Scholarship

9. The duration of a full-time APAI is three years for a candidate undertaking a Doctor of Philosophy course, and two years for a Masters by Research course.
10. Scholarship recipients will be assessed formally no less than annually through the Annual Progress Report process for continued eligibility of their awards.
11. The duration of APAI will be reduced by any period of study undertaken towards the degree prior to the commencement of the APAI.
12. Leave allowances, i.e. University-approved sick leave and parental leave as prescribed in these conditions, are added to the duration of the recipient's scholarship.

Extensions

13. With industry partner approval, APAI recipients may apply to project's Chief Investigator for an extension of the scholarship for up to a maximum of six months. Funding of an extension will be the responsibility of the host Faculty or URC of the APAI recipient and is not included in funds provided through the Linkage Grant.
14. APAI recipients must obtain the consent of all Partner Organisations for any extension of their scholarship and provide a copy of the Partner Organisations' approval with their extension request. Extensions are subject to the Funding Agreement governing the Linkage Project Grant and the Conditions of Award for the APAI.
15. Applications for extension of a scholarship must demonstrate that the recipient's progress has been delayed because of circumstances beyond the recipient's control that relate solely to the research project, and that the recipient's progress is otherwise satisfactory. Applications must include a detailed research plan demonstrating a planned completion within the extension period.
16. Ill health, employment commitments and other non-academic circumstances are not considered as reasons for APAI extension.
17. No additional leave entitlements are included in an extension to an APAI.

Part-time study

18. The Chief Investigator on the Linkage Project may approve a part-time APAI for a recipient only if:

- the Partner Organisations are in agreement (provided in writing);
 - the recipient is a domestic student, and not on an international student visa; and
 - the recipient has exceptional circumstances.
19. For the purpose of part-time study, the University must be satisfied that the exceptional circumstances relate to significant caring commitments, including:
- being the primary carer of a pre-school child;
 - being the primary carer of a school-aged child and a sole parent with limited access to outside support;
 - being the primary carer for an invalid or disabled spouse, child or parent; or
 - the recipient has a health condition which makes full-time enrolment impossible or unreasonably onerous (appropriate documentation relevant to the condition is required).
20. Stipends for part-time APAIs are not tax exempt.
21. An APAI recipient approved to study part-time may revert to full-time study at any time with the permission of the University and the Partner Organisations. Approval for part-time enrolment only applies while the circumstances specified in the application remain in effect.

Leave without stipend

22. APAI recipients must obtain the consent of the Partner Organisations for all periods of leave and provide a copy of the industry partner's approval with their leave request.
23. Any suspension of an APAI occurs in conjunction with approval of intermission from study for the same time period (see *Higher Degree by Research Enrolment and Changes to Candidature Policy* for the University's policy for HDR intermission).
24. In the case of a recipient who is studying on an international student visa, any suspension of enrolment must be in accordance with the relevant sections of the [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#) (the *National Code 2007*) established under the [Educational Services for Overseas Students Act 2000](#) (the *ESOS Act 2000*).

Leave without stipend for domestic recipients

25. APAI recipients may apply for a suspension of their award for a period totalling up to twelve months.
26. If the proposed suspension is to commence within the first six months of the Linkage Project or is to be more than twelve months in duration, the University must seek ARC approval. Failure to obtain ARC approval will result in the immediate termination of the APAI.
27. If intermission from study and suspension of scholarship are approved, an APAI recipient's end date will be adjusted and increased by the number of days leave taken.
28. All applications for leave without stipend must be submitted via the [Application for Intermission Form](#) to the Research Students' Office and the Faculty/URC administrator the Linkage Project Grant. Applications must have the Chief

Investigator's endorsement and the approval of the Associate Dean Research (or delegate) in the Faculty or Director in the URC.

29. APAI recipients must notify the Research Students' Office at least three weeks prior to resuming study following a period of intermission from study. The CI must be notified in advance in order for the stipend to resume.

F. Employment and other funding

30. APAI recipients are permitted to:

- obtain funds for fieldwork, equipment or other expenses not covered by the APAI;
- obtain funding for overseas travel costs from any other source;
- receive income derived from part-time work as long as employment does not impact detrimentally on the recipient's progress in the course. The University expects scholarship recipients to engage in their research work in a full-time capacity (35 hours a week) for at least 48 weeks a year. The University requires that part-time work during the hours of 9am to 5pm Monday to Friday should not exceed an average of 8 hours a week.

G. Stipend and Allowances

31. An APAI carries an annual stipend. The level of the stipend will not be reduced during the period of the award. The stipend will be paid in fortnightly instalments. Payment is calculated from the date upon which the recipient commences enrolment in the HDR degree.

32. In 2012, the current APAI rate is as per [ARC Linkage Projects Funding Rules](#):

- \$28,715 pa tax-free for a full-time candidate.

33. Depending upon the Funding Agreement, APAI rates should be indexed each year to compensate for increases in living costs.

34. Funding of leave and other allowances (for example, thesis and relocation allowance) will be the responsibility of the host Faculty or URC of the APAI recipient. Provision of paid leave and other allowances is dependent upon the Faculty or URC having sufficient funds available to meet costs. Paragraphs 32 – 46 of University of Canberra's *Australian Postgraduate Award: Conditions of Award (Schedule 1)*, provide guidelines on costs of providing leave entitlements and allowances.

I. Research at other organisations

35. The Chief Investigator on the Linkage Project may approve the APAI recipient conducting some research or fieldwork at the industry partner organisation or at an institution overseas, when this course of action is considered necessary and endorsed by the industry partner.
36. Scholarship recipients will generally be permitted to conduct research project work overseas for up to twelve months of candidature, unless further time is deemed necessary by the Faculty or URC.
37. Approval of APAI recipient conducting research work at organisations outside the University will only be granted if adequate supervision can be maintained and on the condition that the recipient maintains enrolment for that period in their HDR course.

38. An APAI recipient will generally not be allowed to undertake overseas study in the first 12 months of candidature unless there are exceptional circumstances

J. Transfer of Award

39. APAI scholarship may only be transferred between institutions when there are exceptional circumstances and all parties involved in the Linkage Project Grant support the transfer. The transfer must be approved in advance by the Australian Research Council.

L. Termination of Award

40. The APAI will be terminated upon the date specified in the contractual agreement attached to the Linkage Project Grant. Awards will be terminated before this time:

- if the recipient ceases to meet the eligibility criteria specified in Section B of this Schedule;
- if, in the opinion of the University, the course of study is not being carried out with competence and diligence or in accordance with the offer of the APAI;
- when a recipient ceases to be a full-time student in a case where approval has not been obtained from the Chief Investigator to hold the APAI on a part-time basis;
- if the recipient does not resume study at the conclusion of a period of intermission and approval has not been obtained from the University to extend that period of intermission; or
- if the recipient has committed serious misconduct, including, but not limited to the provision of false or misleading information in relation to the APAI.

41. If the award is terminated, it cannot be reactivated unless the termination occurred in error.

M. Reporting on Progress

42. APAI recipients must provide all reports required by the University and the industry partner, including an annual progress report submitted through the Chair of the Supervisory Panel and the Associate Dean Research (or delegate) of the Faculty or Director of the URC. If the Chief Investigator does not consider that progress is satisfactory the APAI will be terminated and/or the candidate placed on probation.

N. Responsibilities

| | |
|-----------------------------|---|
| Australian Research Council | Notification – ARC notifies the Research Services Office (RSO) of the University’s success in gaining a Linkage Grant containing an APAI (RSO notifies Chief Investigator). |
| RSO | Contractual Arrangements – UC signs contract agreement between ARC and UC and enters into agreements with each of the collaborating partners to the project. UC notifies ARC when all collaborating partner agreements have been signed. Once leave entitlements and allowances have been negotiated between the CI and the host Faculty or Centre, APAI recipient signs the APAI Conditions of Award. |
| RSO and Research Finance | Grants Fund Management – Cost centre established for |

| | |
|--|--|
| | project, grant details recorded on Research Master, invoices prepared for collaborating partners. |
| Chief Investigator | Recruitment of APAI recipient – CI conducts candidate selection (including organising any advertising), in consultation with relevant Associate Dean Research and Dean. Cost of advertising comes from Faculty/URC or project budget. Applicants must submit the relevant UC Application form with all accompanying documentation to the Research Students' Office (RStO). |
| Chief Investigator | Applicant selection – CI and project team conduct selection process, considering applicants who meet both ARC requirements and University admission requirements. |
| Dean and ADR of Faculty, Director of URC | Applicant approval – approval of supervisory arrangements, confirmation of available host faculty/URC resources. Make offer of place. |
| Chief Investigator | Offer of scholarship – provide a formal offer of scholarship to the successful applicant. |
| Research Students' Office/Research Services Office | Formal Offer of Place and enrolment – RStO to communicate offer of place to the successful applicant. RSO to advise RStO when contracts have been signed off on by all parties in order to arrange enrolment of student (as per contractual arrangements outlined above). |
| Chief Investigator/Financial Services | Management of stipend – once the recipient has accepted the offer, the CI will arrange for the necessary student information to be communicated to Financial Services to provide for stipend payment. |
| Chief Investigator/Research Students' Office | Reporting – CI and APAI recipient to prepare UC annual progress reports and submit to RStO. CI and APAI recipient to prepare progress reports as required through the grant agreement and submit via RSO. |
| Chief Investigator | Leave Entitlements and Allowances – Approval for any leave entitlements or allowances included in the conditions of award. Ensure that these entitlements and allowances are acquitted on project budget. |
| Chief Investigator | Extension of Stipend – follow Conditions of Award for guidelines on applications for extension, provide evidence of academic progress (latest APR, etc.). |

Schedule Five (S5)

WJ Weeden Research Stipend Top-up: Conditions of Award 2012

A. Purpose

1. WJ Weeden Research Stipend Top-ups (Weeden Top-ups) are awarded to applicants of exceptional research potential who have received an eligible stipend scholarship from the University and are undertaking a higher degree by research (HDR).
2. These top-up were made possible by a generous donation to the University from the late Mr W J Weeden, OBE, who was for many years a member of Council.

B. Eligibility

3. To be eligible for a Weeden Top-up, an applicant must:
 - meet the University's eligibility requirements for an Australian Postgraduate Award, A WJ Weeden Research Stipend Scholarship or an International Postgraduate Research Scholarship;
 - be a domestic or international applicant to a Doctor of Philosophy course at University of Canberra; and
 - not have consumed more than 2.5 equivalent full-time study load (EFTSL) (i.e. have been enrolled in a maximum of 2.5 years full-time equivalent (FTE) study) in current enrolment in a higher degree by research at the time of applying for the scholarship.
4. A Weeden Top-up will not be awarded to a candidate who:
 - is on paid study leave;
 - holds a research doctorate or equivalent; or
 - has consumed more than 2.5 EFTSL in current enrolment in a higher degree by research at the time of applying for the Weeden Top-up.

C. Selection

5. Selection of Weeden Top-up recipients will be undertaken by the University Research Scholarships Committee on the basis of academic merit and research potential.
6. The Weeden Top-ups will be awarded to the highest ranked applicants (in merit-based order according to the University's HDR scholarship ranking criteria) in the University's annual HDR scholarship round.

D. Commencement

7. Recipients must accept both a place in the Doctor of Philosophy course as well as the scholarship and Weeden Top-up by the date specified in the offer letter. Recipients must enrol in the course detailed on the offer letter within three months of the date of offer.
8. Awardees who receive an award and subsequently cease study will be ineligible to apply again.

E. Value of the Weeden Top-up

9. A Weeden Top-up carries an annual value of \$8,000 per annum. The level of the top-up will not be reduced during the period of the award.
10. The Weeden Top-up will be included in the fortnightly stipend instalments that the recipient will receive from their accompanying stipend scholarship. Payment is calculated from the date upon which the recipient commences enrolment in the HDR course (if a newly enrolling candidate) or the date of approval by the University Research Scholarships Committee for a continuing candidate.

F. Duration of Scholarship

11. The Weeden Top-up will be available for three years as a supplement to the recipient's stipend scholarship payments.
12. The duration of a Weeden Top-up may be extended in the circumstance where the recipient has been successful in an application for extension to their stipend scholarship.
13. No leave entitlements or additional allowances are included in a Weeden Top-up.

M. Reporting on Progress

14. Weeden Top-up recipients must provide all reports required by the University including an annual progress report submitted through the Chair of the Supervisory Panel and the Associate Dean Research (or delegate) of the Faculty or Director of the URC. If the University does not consider that progress is satisfactory the Weeden Top-up may be terminated and/or the candidate placed on probation.

N. Responsibilities

| <i>Role</i> | <i>Action</i> |
|---|--|
| Chair of the Supervisory Panel (prospective or current) | <ul style="list-style-type: none"> • Assess relevant applications according to the University's HDR scholarship ranking criteria and provide completed documentation to the Associate Dean Research (or delegate) of the Faculty or Director of the University Research Centre (URC) • Report immediately to the Associate Dean Research (or delegate) or Director any failure by recipient to make satisfactory progress in his or her course or to abide by the regulations governing the course and the scholarship conditions. |
| Associate Dean Research or Director | <ul style="list-style-type: none"> • Complete the Faculty or URC's assessment of applications for scholarships • Ensure the Faculty is represented by a delegate at each University Research Scholarships Committee meeting • Act upon any failure by a scholarship recipient to make satisfactory progress in his or her course or to abide by the regulations governing the course and the scholarship conditions • Review applications for transfer of course for recipients. |
| University Research Scholarships Committee | <ul style="list-style-type: none"> • Review all applications and award scholarships based on the University's ranking criteria |
| Research Students' Office | <ul style="list-style-type: none"> • Receive applications for scholarships and facilitate the assessment, review and award process. • Advise successful applicants of their award • Enrol successful applicants into their course and liaise with the |

| | |
|--|--|
| | <p>Finance Office to establish and manage stipend and leave payments</p> <ul style="list-style-type: none">• Process any changes to candidature that will impact upon award conditions and/or stipend payments, including leave entitlements• Record award recipient's progress through the course via the Annual Progress Report process |
|--|--|

Schedule Six (S6)

Guidelines for Privately or Faculty/URC Funded Scholarships and Stipend Top-ups

A. Purpose

1. The purpose of a privately or faculty/URC funded scholarship (hereafter referred to as 'privately funded scholarship') is to enable an applicant of exceptional research potential to undertake a higher degree by research course.
2. A stipend top-up is a monetary assistance provided by an organisation to supplement a stipend scholarship.
3. Each privately funded scholarship will be governed by its own specific conditions of award. These guidelines are provided to assist in the development of these specific conditions.

B. Eligibility

4. To be eligible for a privately funded scholarship, an applicant must:
 - have completed a Bachelor degree with First Class Honours, or be regarded by the University as having an equivalent level of attainment; and
 - be enrolled, or be seeking to enrol, as a full-time candidate in a Doctor of Philosophy course at the University;
5. Creators of privately funded stipend scholarships that are offered to international applicants should refer to Paragraphs 18 and 19 in the *Higher Degree by Research Scholarships Policy* proper when considering tuition fee payment.

C. Selection

6. Selection of privately funded scholarship recipients will be undertaken on the basis of academic merit and research potential. The selection process must be documented by the unit/s undertaking the selection of the recipient and a registry file made up for this documentation.
7. If a privately funded scholarship is awarded to a student on an international visa, there must be provision for it to cover the required health insurance premiums for the recipient and their dependents.

D. Commencement

8. Recipients must accept both a place in the Doctor of Philosophy course as well as the scholarship by the date specified in the offer letter. Recipients must enrol in the course detailed on the offer letter within three months of the date of offer.

E. Duration of Scholarship

9. Depending upon the conditions of award, the duration of a full-time privately funded scholarship will be three years for a candidate undertaking a Doctor of Philosophy course and two years for a candidate undertaking a Masters by Research course.
10. Scholarship recipients will be assessed formally no less than annually through the Annual Progress Report process for continued eligibility of their awards.

11. The duration of a privately funded scholarship will be usually be reduced by any period of study undertaken towards the degree prior to the commencement of the privately funded scholarship.
12. Leave allowances included in the scholarship conditions, i.e University-approved sick leave and parental leave as prescribed in these conditions, are added to the duration of the recipient's scholarship.

Extensions

13. Depending on the conditions of the award, privately funded scholarship recipients may apply to the administrator of the private scholarship for an extension of the scholarship for up to a maximum of six months.
14. Applications for extension of a scholarship must demonstrate that the recipient's progress has been delayed because of circumstances beyond the recipient's control that relate solely to the research project, and that the recipient's progress is otherwise satisfactory. Applications must include a detailed research plan demonstrating a planned completion within the extension period.
15. Applications for extension of a privately funded scholarship must be endorsed by the Chair of the supervisory panel, the Associate Dean Research (or delegate) of the Faculty or Director of the URC, as well as the representative of the organisation funding the scholarship, if applicable.
16. Ill health, employment commitments and other non-academic circumstances are not considered as reasons for an extension to a privately funded scholarship.
17. No additional leave entitlements will generally be included in an extension to a privately funded scholarship.

Part-time study (domestic recipients)

18. Depending on the conditions of award, and at the discretion of the funding body, a part-time privately funded scholarship may be approved. Generally this would be approved in cases where:
 - the recipient has exceptional circumstances; or
 - the recipient is undertaking Commercialisation Training Scheme training concurrently with their HDR degree.
19. For the purpose of part-time study, the funding body may wish to be satisfied that the exceptional circumstances relate to significant caring commitments, including:
 - being the primary carer of a pre-school child;
 - being the primary carer of a school-aged child and a sole parent with limited access to outside support;
 - being the primary carer for an invalid or disabled spouse, child or parent; or
 - the recipient has a health condition which makes full-time enrolment impossible or unreasonably onerous (appropriate documentation relevant to the condition is required).
20. Stipends for part-time scholarships are generally not tax exempt.
21. A scholarship recipient approved to study part-time may generally revert to full-time study at any time with the permission of the funding body and the University. Approval

for part-time enrolment will usually only apply while the circumstances specified in the application remain in effect.

Leave without stipend

22. A recipient of a privately funded scholarship who is studying in Australia on an international student visa is primarily subject to this visa's conditions and must comply with relevant sections of the [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#) (the *National Code 2007*) established under the [Educational Services for Overseas Students Act 2000](#) (the *ESOS Act 2000*). As such, the leave entitlements outlined below may not be applicable for international student scholarship recipients.
23. Any suspension of a scholarship occurs in conjunction with approval of intermission from study for the same time period (see *Higher Degree by Research Enrolment and Changes to Candidature Policy* for the University's policy for HDR intermission). Periods of study undertaken towards the degree during suspension of the privately funded scholarship will be deducted from the duration of the scholarship.

Leave without stipend for domestic recipients

24. Unless the scholarship rules state otherwise, scholarship recipients may apply for a suspension of their award for a period totalling up to twelve months. In exceptional circumstances only (circumstances beyond the recipient's control), recipients may apply for suspensions beyond 12 months.
25. Suspensions of scholarships within the first six months after initial enrolment will not be approved except in exceptional circumstances.
26. If intermission from study and suspension of scholarship are approved, a scholarship recipient's end date will be adjusted and increased by the number of days leave taken.
27. All applications for leave without stipend must be submitted via the [Application for Intermission Form](#) to the Research Students' Office and the administrator of the scholarship and must have the Chair of the Supervisory Panel's endorsement and the approval of the Associate Dean Research (or delegate) in the Faculty or Director in the URC as well as the written approval of the funding body.
28. Scholarship recipients must notify the Research Students' Office at least three weeks prior to resuming study following a period of intermission from study.

F. Employment and other funding

29. Privately funded scholarship recipients are permitted to:
- obtain funds for fieldwork, equipment or other expenses not covered by the privately funded scholarship;
 - obtain funding for overseas travel costs from any other source;
 - receive income derived from part-time work as long as employment does not impact detrimentally on the recipient's progress in the course. The University expects recipients to engage in their research work in a full-time capacity (35 hours a week) for at least 48 weeks a year. The University requires that part-time work during the hours of 9am to 5pm Monday to Friday, should not exceed an average of 8 hours a week.

30. Recipients on an international student visa are subject to the employment restrictions of the visa under which they are studying.

G. Stipend and Allowances

31. Unless the scholarship rules specify otherwise, the minimum stipend for a privately funded scholarship will not be less than the current Australia Postgraduate Award rate for the year that the scholarship is awarded. The level of the stipend will not be reduced during the period of the award. The stipend will be paid in fortnightly instalments. Payment should be calculated from the date upon which the recipient commences enrolment in the HDR degree.

32. Unless the scholarship rules specify otherwise, privately funded scholarship rates should be indexed each year to compensate for increases in living costs. The administrator of the privately funded scholarship will arrange with Financial Services the increases to stipend as a result of indexation.

Relocation Allowance

33. A privately funded scholarship recipient who relocates to Canberra from overseas or interstate in order to take up the award may be eligible to apply for reimbursement of relocation and travel expenses for themselves, their spouse and dependants in a situation where the relocation takes place within the first six months of candidature. In 2010, an allowance of up to \$505.00 per adult and \$255.00 per child (with a total maximum entitlement of \$1,455.00 per privately funded scholarship recipient) should be provided upon production of original receipts to the administrator of the scholarship within six months of relocating.

34. Within the maximum entitlement listed in Paragraph 33, privately funded scholarship recipients may claim travel expenses up to the value of domestic economy or student concession airfares. If a recipient elects to travel by car they can apply to claim a per-kilometre allowance up to the equivalent airfare costs.

35. For the purpose of the relocation allowance:

- An eligible 'adult' is either a spouse or adult dependant. A spouse is a person who is married to, or in a bona fide de facto relationship with the scholarship recipient. An adult dependant is defined as someone who lives with the recipient and for whom the recipient and/or their spouse has substantial caring responsibilities; and
- An eligible child is a natural, adopted or foster child of the spouse, and is:
 - Less than 18 years of age: or
 - Less than 25 years of age and is undertaking full-time study.

Thesis Allowance

36. Unless the scholarship rules state otherwise, a privately funded scholarship recipient submitting a thesis for examination within two years of the termination of the award is entitled to a thesis allowance of up to \$840.00 for a Doctoral thesis and \$420.00 for a Masters by Research thesis to assist with thesis production costs. This entitlement will be provided upon the production of original receipts (detailing the amount paid, date of payment and the service for which the payment was made) to the administrator of the scholarship.

37. Claims for the thesis allowance must be lodged within six months of the date of the Faculty or University Research Centre approval that all requirements for the degree have been completed, and within two years of the termination date of the scholarship.

H. Leave Entitlements

38. A recipient of a privately funded scholarship who is studying in Australia on an international student visa is primarily subject to this visa's restrictions on suspension of study. Students in this visa category must comply with relevant sections of the [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#) (the *National Code 2007*) established under the [Educational Services for Overseas Students Act 2000](#) (the *ESOS Act 2000*). Under the Code, leave from study may only be granted under compassionate or compelling circumstances and must be supported by medical certification. As such, the leave entitlements outlined below may not be applicable for international student recipients of the scholarship.

Recreation Leave

39. Unless the scholarship rules specify otherwise, recipients may be entitled to twenty days paid recreation leave for each year of the award and this may be accrued over the tenure of the award. Any unused leave remaining when an award is terminated or completed will be forfeited.

Sick Leave

40. Unless scholarship rules specify otherwise, recipients may take up to ten days paid sick leave a year within the tenure of the award and this may be accrued over the tenure of the award.
41. Recipients may also receive additional paid sick leave of up to a total of 12 weeks during the duration of the privately funded scholarship for medically substantiated periods of illness lasting longer than ten days. Where a recipient takes a period of additional sick leave, the duration of the scholarship will be extended by that period.
42. Sick leave entitlements may also be used to cover recipients with family responsibilities for caring for sick children or relatives upon presentation of appropriate documentation relevant to the condition.
43. Appropriate documentation relevant to the condition must be provided to the administrator of the scholarship within three weeks of the leave request.

Maternity Leave

44. Unless scholarship rules specify otherwise, recipients who have completed twelve months of their award may be entitled to a maximum of twelve weeks paid maternity leave during the tenure of their award. Paid maternity leave may also be approved if a recipient has adopted a child. Periods of paid maternity leave are in addition to the normal duration of the scholarship. Recipients who have not completed twelve months of their award may access unpaid maternity leave through the award's suspension provision.
45. A medical certificate including the anticipated date of birth must be submitted to the administrator of the scholarship at least six weeks before leave is planned.

Parenting Leave

46. Unless scholarship rules specify otherwise, recipients who are partners of women giving birth and who have completed 12 months of their award may be entitled to a period of ten days paid parenting leave at the time of the birth (to be taken during the period one week before the birth and five weeks after the birth of the child). Periods of paid parenting leave are in addition to the normal duration of the scholarship. Recipients who have not completed 12 months of their award may access unpaid parenting leave through the award's suspension provisions.
47. A medical certificate including the anticipated date of birth must be submitted to the administrator of the scholarship at least six weeks before leave is planned.

I. Research at other organisations

48. The University may approve the scholarship recipient conducting some research or fieldwork at other organisations, including organisations outside the Australian higher education system. In such cases, the University must ensure adequate support, supervision and training for the candidate at the other organisation. Approval must be provided by the Chair of the Supervisory Panel and the Associate Dean Research of the Faculty or Director of the Research Centre.
49. Scholarship recipients will generally be permitted to conduct research project work overseas for up to twelve months of candidature, unless further time is deemed necessary by the Faculty or URC.
50. Approval of a scholarship recipient conducting research work at organisations outside the Australian higher education system will only be granted if adequate supervision can be maintained and on the condition that the recipient maintains enrolment for that period in their HDR course.
51. A scholarship recipient will generally not be allowed to undertake overseas study in the first 12 months of candidature.
52. Recipients must inform the scholarship administrator of their intent to conduct research overseas, prior to the commencement of the work.

J. Termination of Award

53. The scholarship will be terminated after the first pay period following the recipient's submission of the thesis for examination, or when the award expires, whichever is earlier. Awards will be terminated before this time:
- if the recipient ceases to meet the eligibility criteria specified in the conditions of award;
 - if, in the opinion of the University, the course of study is not being carried out with competence and diligence or in accordance with the offer of the scholarship;
 - when a recipient ceases to be a full-time student in a case where approval has not been obtained from the University to hold the scholarship on a part-time basis;
 - if the recipient does not resume study at the conclusion of a period of intermission and approval has not been obtained from the University to extend that period of intermission; or
 - if the recipient has committed serious misconduct, including, but not limited to the provision of false or misleading information in relation to the scholarship.

54. If the award is terminated, it cannot be reactivated unless the termination occurred in error.

M. Reporting on Progress

55. Privately funded scholarship recipients must provide all reports required by the University and the funding body, including an annual progress report submitted through the Chair of the Supervisory Panel and the Associate Dean Research (or delegate) of the Faculty or Director of the URC. If the University and/or the funding body do not consider that progress is satisfactory the scholarship will be terminated and/or the candidate placed on probation.

N. Responsibilities

| | |
|--|---|
| Scholarship administrator | <ul style="list-style-type: none"> • Establishment of a scholarship (within a faculty or URC or by an external benefactor to a particular faculty or URC), including developing the conditions of the award (in accordance with any funding rules that apply), establishing selection criteria and advertising the scholarship. • Liaise with finance to establish and manage stipend and leave payments. • Confirm part-time receipt of an award. |
| Chair of Supervisory Panel or other delegated Faculty member | <ul style="list-style-type: none"> • Monitor recipient's progress against award conditions as well as the regulations governing the course. • Report immediately to the Associate Dean Research (or delegate) or Director any failure by recipient to make satisfactory progress in his or her course or to abide by the regulations governing the course and the scholarship conditions. • Monitor employment and hours worked by the recipient. • Review recipient's application for extension to scholarship before endorsement. • Review recipient's application for leave without stipend before endorsement. |
| Associate Dean Research or URC Director | <ul style="list-style-type: none"> • Complete the Faculty or URC's assessment of application for entry to course. • Act upon any failure by a scholarship recipient to make satisfactory progress in his or her course or to abide by the regulations governing the course and the scholarship conditions. • Review recipient's application for extension to scholarship before approval. • Review applications for transfer of course for recipients. • Review recipient's application for leave without stipend before approval. |
| Research Students' Office | <ul style="list-style-type: none"> • Upon Faculty or URC advice, enrol recipient into the course. |