PURPOSE AND SCOPE

1 Purpose

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

2 Scope

2.1 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.

2.2 The responsibilities detailed in this policy apply to scholarships awarded and managed by the University.

2.3 The scholarships which are covered by the framework of this policy are the:

- Australian Postgraduate Award;
- WJ Weeden Research Stipend Scholarship;
- International Postgraduate Research Scholarship; and
- Externally or faculty/research institute funded scholarships, depending upon the conditions of the award in each case.

3 Legislation

3.1 This policy is governed by the University of Canberra Academic Progress Statute 2015, the University of Canberra Academic Progress Rules 2009, the University of Canberra Admissions Rules 2010 and the University of Canberra Student Conduct Rules 2015.
POLICY

4 Policy principles

4.1 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.

4.2 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:
   a. Provision of a stipend (living allowance) for a fixed time period during a candidate’s enrolment in a HDR course;
   b. Provision of tuition fees (and, unless otherwise specified in the conditions of award, health cover costs) for international HDR candidates; and
   c. The award of a specific monetary amount for the purposes of ‘topping up’ a stipend already awarded to a HDR candidate.

4.3 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.

4.4 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*).

5 Related Information

5.1 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:

5.1.1 The conditions of the scholarship will ensure that:
   a. It is offered on the basis of acceptable academic and other criteria;
   b. 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;
   c. No unacceptable conditions are placed on the University, its staff or its HDR candidates.
5.1.2 The establishment of a scholarship will be subject to the approval of the Deputy Vice-Chancellor (Research), on the recommendation of the relevant Faculty, Research Institute or Business Unit, who will ensure that:

a. The conditions of scholarship fulfil the criteria specified above;
b. In establishing the scholarship, the University is not exposed to any risk, financial or otherwise; and
c. The donor is acceptable to the University.

5.1.3 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

5.2 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.

5.3 A scholarship will not be awarded if there is no applicant of sufficient merit.

5.4 A scholarship will be awarded in any given year only if there are sufficient funds available to meet its cost.

5.5 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.

5.6 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.

5.7 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

5.8 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 Five (S4)** – Guidelines for Externally or Faculty/Research Institute Funded Scholarships

Fee Requirements and HDR Scholarships
5.9 All domestic HDR candidates offered a scholarship covered by this policy will be also offered a Research Training Scheme place in their approved course.

5.10 In accordance with the Higher Education Provider Guidelines (2012) 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:

a. 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.

5.11 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 Research Institute is responsible for approving the fee arrangement described above. Under such an arrangement, the host Faculty or Research Institute will not receive funds from the University to directly support the research training and project requirements for this scholarship recipient.

6 Supporting information

6.1 Commonwealth and Territory governing framework and legislation

- Commonwealth Scholarships Guidelines (Research) 2012 – including rules for the Australian Postgraduate Award and the International Postgraduate Research Scholarship
- Higher Education Provider Guidelines 2012
- Higher Education Support Act 2003
- 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)

6.2 University statutes and rules

- University of Canberra Academic Progress Rules 2009
- University of Canberra Admission Rules 2010
- University of Canberra Student Conduct Rules 2015
- University of Canberra Academic Progress Statute 2015

6.3 University policy and procedures

- Admission to Higher Degree by Research Courses Policy
- Higher Degree by Research Progress and Milestones Policy
- Higher Degree by Research Enrolment and Changes to Candidature Policy
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SCHEDULE ONE (S1)

Australian Postgraduate Awards (APA): Conditions of Award

1 Purpose

1.1 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). An APA does not cover the cost of student union or amenities fees, costs associated with overseas fieldwork or bridging English language courses.

2 Eligibility

2.1 To be eligible for an APA, an applicant must:

a. have completed a Bachelor degree with First Class Honours, or be regarded by the University as having an equivalent level of attainment;

b. be enrolled, or be seeking to enrol, as a full-time candidate in a Doctor of Philosophy course at the University; and

c. 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.

2.2 An APA will not be awarded to a candidate who:

a. 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;

b. is on paid study leave;

c. holds a research doctorate or equivalent; or

d. 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.

3 Selection

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

4 Commencement

4.1 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.
5  Duration of Scholarship

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

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

5.3 The duration of an APA will be reduced by any period of study undertaken:
   a. towards the degree prior to the commencement of the APA;
   b. 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
   c. previously while receiving an Australian Postgraduate Award.

5.4 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

5.5 APA recipients may apply to their host Faculty or Research Institute for an extension of the scholarship for up to a maximum of six months.

5.6 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.

5.7 Successful applications for extension of an APA must be endorsed by the Primary Supervisor and HDR Convenor before being approved by Dean of the Faculty or Director of the Research Institute.

5.8 Ill health, employment commitments and other non-academic circumstances are not considered as reasons for APA extension.

5.9 No additional leave entitlements are included in an extension to an APA.

Part-time study (domestic recipients only)

5.10 The University may approve a part-time APA for a domestic recipient only if the recipient has exceptional circumstances.

5.11 For the purpose of part-time study, the University must be satisfied that the exceptional circumstances relate to significant caring commitments, including:
   a. being the primary carer of a pre-school child;
b. being the primary carer of a school-aged child and a sole parent with limited access to outside support;
c. being the primary carer for an invalid or disabled spouse, child or parent; or
d. the recipient has a health condition which makes full-time enrolment impossible or unreasonably onerous (appropriate documentation relevant to the condition is required).

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

5.13 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

5.14 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 of the relevant Faculty or Director of the relevant Research Institute on a case-by-case basis and in accordance with the Commonwealth Scholarship Guidelines (Research).

5.15 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.

5.16 Any suspension of an APA scholarship occurs in conjunction with approval of leave or 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 leave and 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

5.17 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.
5.18 Suspensions of scholarships within the first six months after initial enrolment will not be approved except in exceptional circumstances.

5.19 If leave or 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.

5.20 All applications for leave without stipend must be submitted via the Application for Leave from Candidature Form to the Research Students’ Office and must have the Primary Supervisor’s endorsement and the approval of the Associate Dean Research in the Faculty or Director in the Research Institute.

5.21 APA recipients must notify the Research Students’ Office at least three weeks prior to resuming study following a period of intermission from study.

5.22 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.

6 Employment and other funding

6.1 APA recipients are permitted to:
   a. obtain funds for fieldwork, equipment or other expenses not covered by the APA;
   b. obtain funding for overseas travel costs from other Australian Government awards or any other source;
   c. 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.

7 Stipend and Allowances

7.1 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.

7.2 The stipend rate for full-time and part-time candidates is detailed on the Department of Education and Training website, https://www.education.gov.au/australian-postgraduate-awards

7.3 The APA stipend rates are indexed each year to compensate for increases in living costs.

Relocation Allowance
7.4 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. 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.

7.5 Within the maximum entitlement listed in clause 7.4, 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.

7.6 For the purpose of the relocation allowance:
   a. 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
   b. 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

7.7 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.

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

8 Leave entitlements

Recreation leave

8.1 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

8.2 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.

8.3 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. The duration of the APA will be extended by that period.

8.4 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.

8.5 Sick leave claims must be made within 30 days of the end of the period of illness. All leave entitlements will be forfeited once the scholarship has ended.

8.6 The duration of the APA will be extended by sick leave periods. Appropriate documentation relevant to the condition must be provided to the Research Students’ Office within three weeks of the personal leave request.

Maternity Leave

8.7 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.

8.8 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

8.9 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.

8.10 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.
9 Research at other organisations

9.1 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 Primary Supervisor and the Associate Dean Research of the Faculty or Director of the Research Institute.

9.2 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 Research Institute.

9.3 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.

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

9.5 Recipients must inform the Research Students’ Office of their intent to conduct research overseas, prior to the commencement of the work.

10 Concurrent Study

10.1 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.

11 Transfer of Award

11.1 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.

11.2 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.

11.3 Transfer arrangements must be agreed between institutions, subject to the APA recipient being offered a higher degree by research place at the new institution.

11.4 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:

a. the University has sufficient APA grant amounts available to support the remaining APA duration;

b. 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.

c. the candidate meets the criteria for award as set out in Chapter Two of the Commonwealth Scholarship Guidelines (Research).

d. the candidate meets the scholarship ranking standards applied in the previous application round for APA scholarships.

12 Termination of Award

12.1 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:

a. if the recipient ceases to meet the eligibility criteria specified in Section 2 of this Schedule;

b. 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;

c. 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;

d. 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

e. if the recipient has committed serious misconduct, including, but not limited to the provision of false or misleading information in relation to the APA.

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

13 Reporting on Progress

13.1 APA recipients must provide all reports required by the University including an annual progress report submitted through the Primary Supervisor and the Associate Dean Research of the Faculty or Director of the Research Institute. If the University does not consider that progress is satisfactory the APA may be terminated and/or the candidate placed on probation.
## 14 Responsibilities

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| **Primary Supervisor (prospective or current)** | • Assess relevant applications according to the University’s HDR scholarship ranking criteria and provide completed documentation to the Associate Dean Research of the Faculty or Director of the Research Institute  
• Report immediately to the Associate Dean Research 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**  | • Complete the Faculty or Research Institute’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 |
| **Dean of the Faculty or Director of the Research Institute** | • Review and approve applications for extensions to scholarship stipends |
| **University Research Scholarships Committee** | • Review all applications and award scholarships based on the University’s ranking criteria |
| **Research Students’ Office** | • 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
SCHEDULE TWO (S2)

W J Weeden Research Stipend Scholarship: Conditions of Award

1 Purpose

15.1 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 overseas health insurance premiums for the recipient only. A Weeden Stipend does not cover the cost of student union or amenities fees, costs associated with overseas fieldwork or bridging English language courses.

15.2 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.

16 Eligibility

16.1 To be eligible for a Weeden Stipend, an applicant must:
   a. have completed a Bachelor degree with First Class Honours, or be regarded by the University as having an equivalent level of attainment;
   b. be enrolled, or be seeking to enrol, as a full-time candidate in a Doctor of Philosophy course at the University; and
   c. be a domestic or international applicant to a higher degree by research course at University of Canberra.

16.2 A Weeden Stipend will not be awarded to a candidate who:
   a. 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;
   b. is on paid study leave;
   c. holds a research doctorate or equivalent; or
   d. 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.

17 Selection

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

18.1 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.

19 Duration of Scholarship

19.1 The duration of a full-time Weeden Stipend is three years for a candidate undertaking a Doctor of Philosophy course.

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

19.3 The duration of a Weeden Stipend will be reduced by any period of study undertaken:
   a. towards the degree prior to the commencement of the Weeden Stipend:
   b. previously while receiving an Australian Postgraduate Coursework Award.

19.4 No extensions will be granted to the duration of a Weeden Stipend.

Part-time study (domestic recipients)

19.5 The University may approve a part-time Weeden Stipend for a domestic recipient only if the recipient has exceptional circumstances.

19.6 For the purpose of part-time study, the University must be satisfied that the exceptional circumstances relate to significant caring commitments, including:
   a. being the primary carer of a pre-school child;
   b. being the primary carer of a school-aged child and a sole parent with limited access to outside support;
   c. being the primary carer for an invalid or disabled spouse, child or parent; or
   d. the recipient has a health condition which makes full-time enrolment impossible or unreasonably onerous (appropriate documentation relevant to the condition is required).

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

19.8 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

19.9 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 of the relevant Faculty or Director of the relevant Research Institute on a case-by-case basis.

19.10 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**

19.11 Any suspension of a Weeden Stipend occurs in conjunction with approval of leave or 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 leave and intermission). Periods of study undertaken towards the degree during suspension of the Weeden Stipend will be deducted from the duration of the scholarship.

19.12 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**

19.13 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.

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

19.15 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.

19.16 All applications for leave without stipend must be submitted via the *Application for Leave from Candidature Form* to the Research Students’ Office and must have the Primary Supervisor’s endorsement and the approval of the Associate Dean Research in the Faculty or Director in the Research Institute.

19.17 Weeden Stipend recipients must notify the Research Students’ Office at least three weeks prior to resuming study following a period of intermission from study.
19.18 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.

20 Employment and other funding

20.1 Weeden Stipend recipients are permitted to:
   a. obtain funds for fieldwork, equipment or other expenses not covered by the Weeden Stipend;
   b. obtain funding for overseas travel costs from any other source;
   c. 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.

21 Stipend

21.1 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.

21.2 The stipend rate for the Weeden Scholarship will match that of the Australian Postgraduate Award in that year. The rate can be found on the Department of Education and Training website, https://www.education.gov.au/australian-postgraduate-awards

21.3 The Weeden Stipend rates are indexed each year to compensate for increases in living costs.

22 Research at other organisations

22.1 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 Primary Supervisor and Associate Dean Research of the Faculty or Director of the Research Institute.

22.2 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 Research Institute.

22.3 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.

22.4 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.

22.5 Recipients must inform the Research Students’ Office of their intent to conduct research overseas, prior to the commencement of the work.

23 Concurrent Study

23.1 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.

24 Transfer of Award

24.1 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.

24.2 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.

24.3 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.

25 Termination of Award

25.1 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:

a. if the recipient ceases to meet the eligibility criteria specified in Section 2 of this Schedule;

b. 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;

c. 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;

d. 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

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

26 Reporting on Progress

26.1 Weeden Stipend recipients must provide all reports required by the University including an annual progress report submitted through the Primary Supervisor and the Associate Dean Research of the Faculty or Director of the Research Institute. If the University does not consider that progress is satisfactory the Weeden Stipend may be terminated and/or the candidate placed on probation.

27 Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Action</th>
</tr>
</thead>
</table>
| **Primary Supervisor** (prospective or current) | • Assess relevant applications according to the University’s HDR scholarship ranking criteria and provide completed documentation to the Associate Dean Research of the Faculty or Director of the Research Institute  
• Report immediately to the Associate Dean Research 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 leave without stipend before endorsement |
| **Associate Dean Research or Director**    | • Complete the Faculty or Research Institute’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.  
• Review recipient’s application for leave without stipend before approval |
| **University Research Scholarships Committee** | • Review all applications and award scholarships based on the University’s ranking criteria |
| **Research Students’ Office**              | • 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 payments
- Process any changes to candidature that will impact upon award conditions and/or stipend payments
- Record award recipient’s progress through the course via the Annual Progress Report process
SCHEDULE THREE (S3)

International Postgraduate Research Scholarship (IPRS): Conditions of Award

1  Purpose

1.1 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).

1.2 The maximum value of an IPRS in a year is equal to:
   a. the annual course cost, as determined by the University; plus
   b. 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.

1.3 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.

1.4 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.

2  Eligibility

2.1 To be eligible for an IPRS, an applicant must:
   a. have completed a Bachelor degree with First Class Honours, or be regarded by the University as having an equivalent level of attainment;
   b. 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;
   c. 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; and
   d. be a citizen of any overseas country except New Zealand, and not hold Australian citizenship or Australian permanent resident status.

2.2 An IPRS will not be awarded to a candidate who:
   a. 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;
   b. is on paid study leave;
   c. holds a research doctorate or equivalent;
   d. has held an Australian Agency for International Development (AusAID) scholarship
within the two years prior to commencing the IPRS; or

e. is in receipt of any other scholarship under which course tuition fees are covered.

3 Selection

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

4 Visa Requirements

4.1 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.

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

5 Commencement

5.1 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.

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

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

6 Duration of Scholarship

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

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

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

a. towards the degree prior to the commencement of the IPRS: or

b. towards the degree during suspension of the IPRS.

Extensions

6.4 IPRS recipients (doctoral candidates only) may apply to their host Faculty or Research Institute 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.
6.5 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.

6.6 Ill health, employment commitments and other non-academic circumstances are not considered as reasons for IPRS extension.

6.7 Successful applications for extension of an IPRS must be endorsed by the Primary Supervisor and HDR Convenor of the Faculty and approved by the Dean of the Faculty or Director of the Research Institute.

6.8 No additional leave entitlements are included in an extension to an IPRS.

**Course transfer between research degrees**

6.9 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 of the relevant Faculty or Director of the relevant Research Institute on a case-by-case basis.

6.10 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**

6.11 Any suspension of an IPRS should occur in conjunction with approval of leave or 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 leave and intermission). Periods of study undertaken towards the degree during suspension of the IPRS will be deducted from the duration of the scholarship.

6.12 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*).
6.13 All applications for leave without stipend must be submitted via the Application for Leave from Candidature Form to the Research Students’ Office and must be accompanied by medical certification supporting the case for suspension. Applications must have the Primary Supervisor’s endorsement and the approval of the Associate Dean Research in the Faculty or Director in the Research Institute.

6.14 If leave or 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.

6.15 IPRS recipients must notify the Research Students’ Office at least three weeks prior to resuming study following a period of leave or intermission from study.

6.16 IPRS recipients who suspend their studies without notifying the Research Students’ Office through the process of applying for leave or intermission will be required to repay any award payments to which they were not entitled.

7 Employment and other funding

7.1 Consistent with the conditions of the student visa, an IPRS recipient is permitted to:
   a. obtain funds for fieldwork, equipment or other expenses not covered by the IPRS;
   b. obtain funding for overseas travel costs from any other source;
   c. 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.

8 Transfer of Award

8.1 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.

8.2 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.

8.3 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.

8.4 Transfer arrangements must be agreed to between institutions, subject to the recipient being offered a higher degree by research place at the new university.

8.5 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:
a. the University is in a position to support the remaining IPRS duration;
b. 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.
c. the candidate meets the criteria for awarding as set out in Chapter Two of the *Commonwealth Scholarship Guidelines (Research)*.
d. the candidate meets the scholarship ranking standards applied in the previous application round for IPRS scholarships.

9 **Termination of Award**

9.1 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:

a. if the recipient ceases to meet the eligibility criteria specified in Section 2 of this Schedule;
b. 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;
c. when a recipient ceases to be a full-time student;
d. 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
e. if the recipient has committed serious misconduct, including, but not limited to the provision of false or misleading information in relation to the IPRS.

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

10 **Reporting on Progress**

10.1 IPRS recipients must provide all reports required by the University including an annual progress report submitted through the Primary Supervisor and the Associate Dean Research of the Faculty or Director of the Research Institute. If the University does not consider that progress is satisfactory the IPRS will be terminated and/or the candidate placed on probation.

11 **Responsibilities**

<table>
<thead>
<tr>
<th>Role</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>Primary Supervisor (prospective or current)</td>
<td>• Assess relevant applications according to the University’s HDR scholarship ranking criteria and provide completed documentation to the Associate Dean Research of the Faculty or Director of the Research Institute</td>
</tr>
<tr>
<td></td>
<td>• Report immediately to the Associate Dean Research 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</td>
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<tr>
<td>HDR Scholarships Policy</td>
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</table>

- 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.

<table>
<thead>
<tr>
<th>Associate Dean Research or Director</th>
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<tbody>
<tr>
<td>Complete the Faculty or Research Institute’s assessment of applications for scholarships.</td>
</tr>
<tr>
<td>Ensure the Faculty/Research Institute is represented by a delegate at each University Research Scholarships Committee meeting.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Review recipient’s application for extension to scholarship before approval.</td>
</tr>
<tr>
<td>Review applications for transfer of course.</td>
</tr>
<tr>
<td>Review recipient’s application for leave without stipend before approval.</td>
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<table>
<thead>
<tr>
<th>Dean of Faculty or Director of Research Institute</th>
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<tbody>
<tr>
<td>Review and approve applications for extensions to award.</td>
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<tr>
<th>University Research Scholarships Committee</th>
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<tbody>
<tr>
<td>Review all applications and award scholarships based on the University’s ranking criteria.</td>
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<table>
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<tr>
<th>Research Students’ Office</th>
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<tbody>
<tr>
<td>Receive applications for scholarships and facilitate the assessment, review and award process.</td>
</tr>
<tr>
<td>Advise successful applicants of their award.</td>
</tr>
<tr>
<td>Enrol successful applicants into their course.</td>
</tr>
<tr>
<td>Process any changes to candidature that will impact upon award conditions, including suspensions of award and course transfers.</td>
</tr>
<tr>
<td>Record award recipient’s progress through the course via the Annual Progress Report process.</td>
</tr>
</tbody>
</table>
SCHEDULE FOUR (S4)

Guidelines for Faculty/Research Institute or externally funded stipends and stipend top-ups

1 Purpose

1.1 The purpose of a Faculty/Research Institute or externally funded stipend (hereafter referred to as ‘externally funded stipend’) is to enable an applicant of exceptional research potential to undertake a higher degree by research course. In the case of Australian Research Council (ARC) funded stipends, under the Linkage Projects scheme, postgraduate stipends are offered to provide industry-oriented research training within the parameters of the wider Linkage Project Grant.

1.2 A stipend top-up is a monetary assistance provided by an organisation to supplement a stipend scholarship.

1.3 Each externally 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.

2 Eligibility

2.1 To be eligible for an externally funded scholarship, an applicant must:
   a. have completed a Bachelor degree with First Class Honours, or be regarded by the University as having an equivalent level of attainment; and
   b. be enrolled, or be seeking to enrol, as a full-time candidate in a Doctor of Philosophy course at the University; and
   c. if applicable, be available to commence by the date outlined in the conditions of the award.

2.2 Creators of externally funded scholarships that are offered to international applicants should refer to Clause 5.10 of the Higher Degree by Research Scholarships Policy proper when considering tuition fee payment.

3 Selection

3.1 Selection of externally 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.

3.2 If an externally 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.
4 Commencement

4.1 An ARC funded stipend cannot commence and funding cannot be expended until the University has entered into a written partner agreement with each partner organisation. Parties involved in an ARC funded project must accept the terms of the funding agreement and the University must sign this agreement before the ARC will commence payments. As part of this process, it may be required that the stipend recipient enter into an IP and Confidentiality agreement with the University of Canberra and Partner Organisations.

4.2 Recipients must accept both a place in the higher degree by research course as well as the scholarship by the date specified in the offer letter. Unless the funding agreement specifies otherwise, recipients must enrol in the course detailed on the offer letter within three months of the date of offer.

5 Duration of Scholarship

5.1 Depending upon the conditions of award, the duration of a full-time externally 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.

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

5.3 The duration of an externally funded scholarship will be reduced by any period of study undertaken towards the degree prior to the commencement of the scholarship.

5.4 Leave allowances included in the scholarship conditions, i.e. University-approved sick leave and parental leave as prescribed in these conditions, may be added to the duration of the recipient’s scholarship, depending upon the conditions of the award.

Extensions

5.5 Depending on the conditions of the award, recipients may apply to the administrator of the scholarship for an extension of the scholarship for up to a maximum of six months.

5.6 In the case of ARC funded stipends, funding of an extension will be the responsibility of the host Faculty or Research Institute and is not included in funds provided through the Linkage Grant. Extensions are subject to the funding agreement governing the Linkage Project Grant.

5.7 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.
5.8 Applications for extension of a scholarship must be endorsed by the Primary Supervisor, the Associate Dean Research of the Faculty or Director of the Research Institute, as well as the representative of any organisations involved in funding the scholarship, if applicable.

5.9 Ill health, employment commitments and other non-academic circumstances are not considered as reasons for an extension to a scholarship.

5.10 No additional leave entitlements will generally be included in an extension to a scholarship.

Part-time study (domestic recipients)

5.11 Depending on the conditions of award, and at the discretion of the funding body and any partner organisations, a part-time scholarship may be approved. Generally this would be approved in cases where the recipient has exceptional circumstances.

5.12 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:
   a. being the primary carer of a pre-school child;
   b. being the primary carer of a school-aged child and a sole parent with limited access to outside support;
   c. being the primary carer for an invalid or disabled spouse, child or parent; or
   d. the recipient has a health condition which makes full-time enrolment impossible or unreasonably onerous (appropriate documentation relevant to the condition is required).

5.13 Stipends for part-time scholarships are generally not tax exempt.

5.14 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, any partner organisations 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

5.15 A recipient 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.

5.16 Any suspension of a scholarship occurs in conjunction with approval of leave or 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 leave and 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

5.17 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.

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

5.19 In the case of ARC funded stipends, 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 stipend.

5.20 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.

5.21 An IPRS scholarship does not cover the cost of student union or amenities fees, costs associated with overseas fieldwork, bridging English language course. All applications for leave without stipend must be submitted via the Application for Leave from Candidature Form to the Research Students’ Office and the administrator of the scholarship and must have the Primary Supervisor’s endorsement and the approval of the Associate Dean Research in the Faculty or Director in the Research Institute as well as the written approval of the funding body and any partner organisations.

5.22 Scholarship recipients must notify the Research Students’ Office at least three weeks prior to resuming study following a period of intermission from study.

6 Employment and other funding

6.1 Unless otherwise specified in the conditions of award, scholarship recipients are permitted to:
   a. obtain funds for fieldwork, equipment or other expenses not covered by the privately funded scholarship;
   b. obtain funding for overseas travel costs from any other source;
   c. 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.
6.2 Recipients on an international student visa are subject to the employment restrictions of the visa under which they are studying.

7 Stipend and Allowances

7.1 Unless the conditions of award specify otherwise, the minimum stipend for an externally 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.

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

7.3 Provision of paid leave and other allowances will be outlined in the conditions of award for the externally funded scholarship. Clauses 7.4 – 8.10 of Schedule One (S1): Australian Postgraduate Awards (APA) provides guidelines on costs of providing entitlements and allowances.

7.4 In the case of ARC funded stipends, the funding of leave and other allowances will be the responsibility of the host Faculty or Research Institute of the stipend recipient.

8 Research at other organisations

8.1 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 Primary Supervisor and the Associate Dean Research of the Faculty or Director of the Research Institute.

8.2 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 Research Institute.

8.3 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 his or her HDR course.

8.4 A scholarship recipient will generally not be allowed to undertake overseas study in the first 12 months of candidature.
8.5 Recipients must inform the scholarship administrator of their intent to conduct research overseas, prior to the commencement of the work.

9 Termination of Award

9.1 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:

a. if the recipient ceases to meet the eligibility criteria specified in the conditions of award;

b. 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;

c. 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;

d. 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

e. if the recipient has committed serious misconduct, including, but not limited to the provision of false or misleading information in relation to the scholarship.

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

10 Reporting on Progress

10.1 Privately funded scholarship recipients must provide all reports required by the University and the funding body, including an annual progress report submitted through the Primary Supervisor and the Associate Dean Research of the Faculty or Director of the Research Institute. 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.

11 Responsibilities

<table>
<thead>
<tr>
<th>Scholarship administrator</th>
<th>• Establishment of a scholarship (within a Faculty or Research Institute or by an external benefactor to a particularly Faculty or Research Institute), including developing the conditions of the award (in accordance with any funding rules that apply), establishing selection criteria and advertising the scholarship.</th>
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<td>• Liaise with finance to establish and manage stipend and leave payments.</td>
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<td>• Confirm part-time receipt of an award.</td>
</tr>
<tr>
<td>Primary Supervisor or other</td>
<td>• Monitor recipient’s progress against award conditions as well as</td>
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<tr>
<td>Role</td>
<td>Responsibilities</td>
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<td>delegated Faculty member</td>
<td>the regulations governing the course.</td>
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<td>• Report immediately to the Associate Dean Research or Director any failure by</td>
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<td></td>
<td>recipient to make satisfactory progress in his or her course or to abide by the</td>
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<td></td>
<td>regulations governing the course and the scholarship conditions.</td>
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<td></td>
<td>• Monitor employment and hours worked by the recipient.</td>
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<td></td>
<td>• Review recipient’s application for extension to scholarship before endorsement.</td>
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<td></td>
<td>• Review recipient’s application for leave without stipend before endorsement.</td>
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<tr>
<td>Associate Dean Research or</td>
<td>• Complete the Faculty or Research Institute’s assessment of application for entry</td>
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<tr>
<td>Research Institute Director</td>
<td>to course.</td>
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<td>• Act upon any failure by a scholarship recipient to make satisfactory progress</td>
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<td>in his or her course or to abide by the regulations governing the course and the</td>
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<td>scholarship conditions.</td>
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<td>• Review recipient’s application for extension to scholarship before approval.</td>
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<td>• Review applications for transfer of course for recipients.</td>
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<tr>
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<td>• Review recipient’s application for leave without stipend before approval.</td>
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<tr>
<td>Research Students’ Office</td>
<td>• Upon Faculty or Research Institute advice, enrol recipient into the course.</td>
</tr>
</tbody>
</table>