

University of Canberra Indigenous Australian Higher Degree by Research Stipend Scholarship

Conditions of Award for 2024

Purpose

- 1.1 The University of Canberra Indigenous Australian Stipend Scholarship is awarded to an Aboriginal and/or Torres Strait Islander applicant of exceptional research potential applying to undertake a Higher Degree by Research (HDR). The scholarship is provided to assist with general living costs through the provision of a fortnightly stipend.

Eligibility

- 1.2 To be eligible for the scholarship, an applicant must:
- be enrolled, or seeking to enrol, as a full-time candidate in a Higher Degree by Research course at the University of Canberra;
 - meet the requirements for admission to the course and receive of an offer of admission; and
 - be of Australian Aboriginal and/or Torres Strait Islander descent; identify as an Australian Aboriginal and/or Torres Strait Islander person; and be accepted as such by the community in which they live or have lived or;
 - have provided the University of Canberra with a copy of confirmation of identity approved by an Aboriginal and/or Torres Strait Islander organisation; or have provided the University of Canberra with a signed written statement and declared to be true before an authorised witness.
- 1.3 The scholarship 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 stipend rate to undertake the HDR degree. Income earned from sources unrelated to the course of study or income received for the student's course of study but not for the purposes of supporting general living costs is not subject to the 75% rule.

Selection

- 1.4 Selection of the scholarship recipient will be undertaken by the University Research Scholarships Committee on the basis of academic merit and research potential.
- 1.5 Application, selection and offer processes for University scholarships are detailed in the [HDR Scholarship Application and Assessment Procedures](#).

Commencement

- 1.6 The selected recipient must accept both a place in the Higher Degree by Research degree as well as the scholarship by the date specified in the offer letters.

Stipend Rate

- 1.7 The annual rate of the scholarship will be \$35,000 for a candidate enrolled full-time (pro-rata for part-time, see 1.13). The level of the stipend will not be reduced during the period of the award.

Duration

- 1.8 The duration of the scholarship for a candidate undertaking a Doctor of Philosophy degree full-time is four years, and two years for a candidate undertaking a Master by Research course full-time, or part-time equivalent.
- 1.9 The stipend scholarship does not provide any extension beyond four years for a doctoral candidate and two years for a Master by Research candidate.
- 1.10 The duration of the scholarship will be reduced by any period of study undertaken towards the degree prior to the commencement of the scholarship (including study undertaken towards a Master by Research degree-if the student has upgraded to PhD).
- 1.11 Periods of University-approved leave as prescribed in these conditions will extend the end date of the scholarship by the number of days approved (see Paid Leave Entitlements and Unpaid Leave).
- 1.12 Scholarship recipients must notify Graduate Research of any changes to their candidature as soon as they are known, to avoid overpayment of the stipend. Scholarship recipients will be required to repay any stipend payments to which they were not entitled. This should be considered when a scholarship recipient makes a change to their candidature that retroactively affects their scholarship eligibility.

Part-time Study

- 1.13 The University may approve a part-time stipend. If a scholarship recipient is approved to undertake their HDR course part-time, their part-time scholarship stipend will be 50 per cent of the full-time stipend rate.
- 1.14 Requests for part-time enrolment must be made in writing to Graduate Research, and should have the support of the Primary Supervisor. Requests will be assessed by the Dean, Graduate Research.
- 1.15 Stipend payment for part-time stipend scholarships are not tax exempt.
- 1.16 A scholarship recipient approved to study part-time may revert to full-time study with the permission of the University. Information on transferring from full-time to part-time and vice versa is detailed in the [Higher Degree by Research Policy\(ies\)](#).

Tuition fee sponsorship

- 1.17 A recipient who is not able to complete their HDR degree within the maximum course duration and is liable for tuition fees, may apply for a tuition fee sponsorship, which will be considered by the Deputy Vice-Chancellor Research & Enterprise.

- 1.18 The recipient must notify Graduate Research at least three months prior to the maximum course completion date requesting consideration for the tuition fee sponsorship, to allow time for the request to be considered. Application for tuition fee sponsorship must be in writing to Graduate Research, and include a detailed completion plan and approval of the Faculty Associate Dean Research (ADR) and Primary Supervisor. Graduate Research will liaise with the Deputy Vice-Chancellor Research & Enterprise regarding approval of the sponsorship. A tuition fee sponsorship may be approved for a maximum of one year for Doctoral candidates and six months for Master by Research candidates, in the first instance.

Allowances

- 1.19 The scholarship provides additional research funding of \$10,000 for Doctorate or \$5,000 for Master by Research candidates, to be used during the tenure of the scholarship.
- 1.20 The funding can be used for project specific research-related expenses, conference attendance or other travel related expenses for the research project.
- 1.21 Any unused funding at the end of the initial stipend scholarship period (does not include periods for which the student is sponsored for tuition fees) will be forfeited.

Award of an AG RTP Stipend Scholarship

- 1.22 A candidate who is awarded an Australian Government Research Training Program (RTP) Stipend Scholarship by the University will be eligible to receive the Indigenous Australian Stipend Scholarship as a top-up scholarship, up to 75% the stipend value detailed at 1.7 for the duration of the RTP Stipend Scholarship (three and a half years).
- 1.23 The candidate will also be eligible for the additional research allowance detailed at 1.18, from the commencement of the RTP Stipend Scholarship.
- 1.24 If the candidate is enrolled at the end date of the RTP Stipend Scholarship, the candidate will be eligible to receive the Indigenous Australian Stipend Scholarship at the full rate detailed at 1.7 for a further six months full-time (or equivalent part-time). If the RTP Stipend Scholarship ends before thesis submission, the candidate will be transferred to the Indigenous Australian Stipend Scholarship at the full rate detailed at 1.7 for a further six months.

Paid Leave Entitlements

- 1.25 The duration of the scholarship will be extended by periods of approved leave, as specified below.
- 1.26 All leave entitlements will be forfeited once the stipend scholarship has ended.
- 1.27 Leave entitlements are calculated pro-rata for part-time candidates.
- 1.28 For the purpose of calculating leave entitlements, one working day is considered to be one calendar day.

Sick Leave

- 1.29 The scholarship recipient is entitled to 10 working days paid sick leave per scholarship year, as per the scholarship duration detailed on the scholarship offer letter. Any paid sick leave not consumed in a scholarship year may be accrued over the duration of the scholarship.
- 1.30 All sick leave requires the submission of an *Application for Leave from Candidature Form* to Graduate Research. The application for leave must have the Primary Supervisor's endorsement and the approval of the Faculty Associate Dean Research. For sick leave of less than 10 consecutive working days, the end date of the scholarship will not be extended, except in circumstances where the recipient has a relevant Reasonable Adjustment Plan in place.
- 1.31 Recipients may also receive additional paid sick leave of up to 60 working days during the duration of the scholarship for periods of medically substantiated illness lasting longer than 10 consecutive working days.
- 1.32 Applications for additional sick leave must be submitted via the *Application for Leave from Candidature Form* to Graduate Research. The application for leave must have the Primary Supervisor's endorsement and the approval of the Faculty Associate Dean Research. The end date of the scholarship will extend for periods of approved additional sick leave of 10 or more consecutive working days.
- 1.33 Sick leave entitlements may be used to cover recipients with family responsibilities, caring for sick children or relatives.
- 1.34 All sick leave claims must be submitted within 30 calendar days of the end date on the claim. The documentation must be appropriate and relevant to the medical condition or include evidence of the compelling or compassionate circumstance.
- 1.35 Once all paid sick leave entitlements have been exhausted, the end date of the scholarship will not be extended.

Recreation leave

- 1.36 The scholarship recipient is entitled to 20 working days paid recreation leave per scholarship year. Any paid recreation leave not consumed in a scholarship year may be accrued over the duration of the scholarship award.
- 1.37 Recreation leave is managed within the recipient's host Faculty and does not require the submission of a form. The end date of the scholarship will not be extended for periods of recreation leave.

Parental Leave

- 1.38 Scholarship recipients who have completed 12 months full-time (365 days) of their award are entitled to a maximum of 60 working days paid parental leave for the birth or adoption of a child, during the tenure of their award.
- 1.39 Scholarship recipients who have an enrolment status of part-time at the time of applying for parental leave must have completed the equivalent of 12 months full-time (730 days part-time) of their award to be entitled to a maximum of 60 working days paid maternity leave (120 working days part-time).
- 1.40 Scholarship recipients whose partners are giving birth, and who have completed 12 months full-time (or part-time equivalent) of their award, are entitled to a period of 10 working days paid parental leave at

the time of the birth. Parental leave may be taken one week before the birth, and up to five weeks after the birth of the child.

- 1.41 A medical certificate which states the anticipated date of birth must be submitted to Graduate Research at least six weeks before leave is planned. In the case of adoption, relevant documentation must also be provided.
- 1.42 An application for parental leave requires the submission of an *Application for Leave from Candidature Form* to Graduate Research. The application for leave must have the Primary Supervisor's endorsement and the approval of the Faculty Associate Dean Research.
- 1.43 If parental leave is approved, the scholarship end date will be adjusted and increased by the number of leave days taken.
- 1.44 Recipients who have not completed 12 months of their award may access unpaid maternity or parental leave through the award's suspension provision.

Unpaid Leave Entitlements (suspension)

- 1.45 The scholarship will be suspended during approved intermission or unpaid leave from candidature (e.g. compelling or compassionate leave).
- 1.46 Recipients may apply for a temporary suspension of their scholarship for a period totalling up to 12 months. In exceptional circumstances only (circumstances beyond the recipient's control), the recipient may apply for suspensions beyond 12 months.
- 1.47 If intermission from study and suspension of scholarship are approved, the recipient's scholarship end date will be adjusted and increased by the number of days leave taken.
- 1.48 All applications for unpaid leave must be submitted via the *Application for Leave from Candidature Form* to Graduate Research. The application for leave must have the Primary Supervisor's endorsement and the approval of the Faculty Associate Dean Research.
- 1.49 Recipients must notify Graduate Research at least four weeks prior to resuming study following a period of intermission from study.
- 1.50 Recipients who suspend their studies without notifying Graduate Research will be required to repay any scholarship stipend payments to which they were not entitled.

Continuing Eligibility

- 1.51 Recipients must meet all progress requirements and conditions contained in this Scholarships Conditions of Award document, in addition to all progress requirements of the University in accordance with the [Higher Degree by Research Policy\(ies\)](#) and [Higher Degree by Research Procedure\(s\)](#) to maintain eligibility for the scholarship, including mandatory progress reporting and re-enrolment

Course Transfer Between Research Degrees

- 1.52 The recipient may apply to transfer to a different HDR degree at the University during the tenure of the scholarship and will be eligible to retain their scholarship.
- 1.53 Applications for transfer will be considered in accordance with the *Higher Degree by Research Policy(ies)* and the *Commonwealth Scholarship Guidelines (Research)*.
- 1.54 In the case of a transfer from a Doctoral Degree to Master by Research degree, the duration of the degree will be adjusted and will include time enrolled in the previous Higher Degree by Research degree. A recipient who has been enrolled in an HDR degree for more than two years full-time (or equivalent part-time) will be required to forfeit the scholarship.
- 1.55 A recipient who has been enrolled in a doctoral course for less than two years and is approved to transfer to a Master by Research course, will be entitled to retain their scholarship for the remaining duration up to a maximum of two years (total maximum scholarship period of 730 days).

Change of Topic or Discipline

- 1.56 Recipients are able request a change in topic or research project in accordance with the *Higher Degree by Research Policy(ies)*.
- 1.57 Recipients must advise Graduate Research in writing of any change to their research project topic or title, to ensure that any change to field of education is recorded.
- 1.58 A significant change in topic may have implications on submission, resources and supervisory arrangements.

Employment and Other Funding

- 1.59 The scholarship recipient is permitted to:
- obtain funds for fieldwork, equipment or other expenses not covered by the scholarship;
 - obtain funding for overseas travel costs from other awards or any other source; and
 - receive income derived from part-time work, as long as employment does not impact detrimentally on the recipient's progress in the course.

Concurrent Study

- 1.60 The scholarship recipient (during the duration of the award) may not enrol in any academic course of study leading to a qualification which is not a course related to the recipient's Higher Degree by Research.

Research at Other Organisations

- 1.61 The University may approve the scholarship recipient to conduct some research or fieldwork at other organisations, including organisations outside the Australian Higher Education system (including placements and internships). 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 Faculty Associate Dean Research.

- 1.62 A recipient approved to conduct research work at other organisations outside the Australian Higher Education system must maintain enrolment for that period in their Higher Degree by Research course.
- 1.63 Recipients will generally be permitted to conduct research project work external to the University for up to 12 months of candidature, unless further time is deemed necessary by the Faculty.
- 1.64 The scholarship recipient is eligible to receive their stipend while undertaking research, fieldwork, placement or internship at other organisations if:
- There is no other income associated with these activities;
 - The placement is within the scholarship period of support; and
 - The thesis examination has not been finalised.
- 1.65 Periods of research undertaken at another organisation will not extend the maximum period of support detailed at 1.8.
- 1.66 Recipients who undertake an internship or placement which provides a salary or stipend with a total value of \$26,250 (75% of the scholarship stipend rate) or more must request a pause to their *University of Canberra Indigenous Australian Higher Degree by Research Stipend Scholarship* payments, which will be reinstated following the completion of the internship or placement. The end date of the stipend will be adjusted by the period the stipend was paused.
- 1.67 If the total value of the salary or stipend paid to the recipient while on placement or internship is less than \$26,250 (75% of the scholarship stipend rate), the recipient can choose to continue to receive the *University of Canberra Indigenous Australian Higher Degree by Research Stipend Scholarship* concurrently with the industry salary or stipend during the period.
- 1.68 Requests to pause the scholarship during a placement or internship must be sent by email to Graduate Research.

Acknowledgement of the University of Canberra Indigenous Australian Higher Degree by Research Stipend Scholarship

- 1.69 At any time during or after completion of the HDR course, if the stipend recipient or their supervisor publishes or produces material such as books, articles, newsletters or other literary or artistic works which relate to the research project carried out by the recipient, the recipient must acknowledge the University of Canberra's contribution.
- 1.70 The University of Canberra's contribution must be acknowledged in a prominent place and in an appropriate form, and the acknowledgement must include the mention of the student's support through an '*University of Canberra Indigenous Australian Higher Degree by Research Stipend Scholarship*'.

Termination of Award

- 1.71 The scholarship will be terminated after the first pay period following the recipient's submission of the thesis for examination, or when the scholarship expires, whichever is earlier.

- 1.72 Awards will be terminated before this time:
- a. if the recipient fails to complete the Annual Progress Report and re-enrol;
 - b. if the recipient ceases to meet the eligibility criteria specified in these conditions of award;
 - c. 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;
 - d. 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;
 - e. 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
 - f. if the recipient has committed serious misconduct, including, but not limited to the provision of false or misleading information in relation to the scholarship.
- 1.73 Termination of the scholarship is approved by the Deputy Vice-Chancellor Research and Innovation.
- 1.74 If the scholarship is terminated, it cannot be reactivated unless the termination occurred in error.

Grievances

- 1.75 Grievances relating to academic or administrative actions or decisions taken by the University and its staff in relation to this scholarship are to be resolved informally in the first instance.
- 1.76 If informal resolution is not possible, the procedures outlined in the [Student Grievance Resolution Policy](#) should be applied.

Questions relating to the administration or payment of *University of Canberra Indigenous Australian Higher Degree by Research Stipend Scholarship* should be directed to the Graduate Research: graduateresearch@canberra.edu.au or 6206 8370.