

CONDITIONS OF AWARD – 2007

*Australian Postgraduate Awards (APA)
University of Adelaide Scholarships (UAS)
Divisional Scholarships*



(In this document the word "award" includes "scholarship" when used generally. Except where indicated, the conditions apply to APA, UAS and Divisional scholarships.)

1. ELIGIBILITY

In order to be eligible to hold an award a student must:

- have completed and been awarded a four year undergraduate degree or equivalent, (at the level of an Australian First Class Honours degree or equivalent for an APA),
- be eligible to enrol in a full-time postgraduate degree (for PhD or Masters by research) at the University of Adelaide in 2007. (Students who are interested in awards for half-time study should see Page 2),
- be an Australian citizen, a New Zealand citizen or an Australian Permanent Resident,
- not have previously held an Australian Government Research Award or University of Adelaide funded scholarship for more than six months,
- not be in receipt of an equivalent award, scholarship or salary to undertake the proposed degree (equivalent being defined as greater than 75% of the base stipend),
- not be currently enrolled in a higher degree by research at the University of Adelaide (Divisional scholarship applicants only).
- applicants must satisfy the minimum English language proficiency requirement as set by the university.

Applicants who have completed a doctorate or equivalent degree are not eligible for an APA.

Applicants for APA who have completed a research Masters degree will only be eligible to apply if they undertake studies towards a PhD and if they have not previously held an Australian Government Research Award or University of Adelaide funded scholarship for research that was terminated. Applicants will not normally be eligible to hold a second research scholarship unless more than five years has elapsed since completing the Masters degree or there are other special circumstances. (See also guidelines for tenure below relating to submission of a Masters degree and continuation of the same award for Doctoral studies).

Applicants who have completed a coursework masters with a coursework scholarship are eligible to apply for a research scholarship for Masters or Doctoral studies.

2. SELECTION

The selection and ranking of applicants within the University of Adelaide is undertaken by the Graduate Scholarships Committee, using the criteria of academic merit and research potential. Selection of applicants for Divisional Scholarships may also include consideration of their suitability to undertake a specified project. Consideration for UAS (Special Circumstances) is given to students who can demonstrate special circumstances that resulted in impaired academic performance at undergraduate level.

3. TENURE

A new award may be taken up from 1 January in the year for which the award is granted. A student is normally required to commence research within the University by 31 March at the latest in the year for which the award is granted.

Continuation of an award is approved on an annual basis but is normally tenable, subject to satisfactory academic progress, for up to two years for studies for the degree of Master or up to three years for the degree of PhD. For PhD candidates an extension of up to an additional six months may be considered - ie to a total of three and a half years. Such an extension would only be granted where it can be demonstrated that inability to complete the degree within three years was caused by circumstances beyond the control of the student and related directly to his or her studies. Illness, publications, work commitments and carer responsibilities are not considered as reasons for extension and should be addressed by use of the leave of absence, sick leave or half-time study provisions (see sections 4 and 10 for further information). All extensions are subject to the consideration and approval of the Graduate Scholarships Committee.

Where an award holder has enrolled for higher degree candidature prior to taking up the award, obtains credit for previous study towards the current degree or later suspends the award without intermitting the candidature, the maximum period for which the award is tenable will be reduced accordingly. (On a pro rata basis in the case of half-time candidature).

The university may approve conversion of an award for Masters degree study to a scholarship leading to a Doctorate. Similarly, an award for Doctoral studies can be converted to Masters as long as the conversion takes place within the first two years of candidature. A candidate may be required to reimburse the University of payments received in excess of the two year limit. The maximum duration of a converted award becomes that for the new candidature, either a maximum of two years for a Masters or three years for a PhD.

An award holder completing a Masters degree may continue the award for PhD studies provided that there is no interval between Masters and Doctoral candidature, or such an interval is covered by suspension of the award. Because a scholarship normally expires on completion of a degree, the student must ensure that the progression to PhD or suspension of the award is arranged before the Masters studies are completed.

Note that:

- the maximum period of the award for a student progressing from Masters to PhD study is three years (or three and a half years if an extension is approved) from the date the student took up the award as a Masters student;
- APA holders may undertake the PhD at a different institution from the Masters degree, provided the transfer of the award is arranged between the institutions before the Masters studies are completed. (see transfer guidelines below).

Scholarships are renewable annually, subject to satisfactory progress, determined by the outcome of the Annual Review. Annual Review forms are forwarded to students at their semester address.

4. AWARDS FOR HALF-TIME STUDY

A student holding a half-time award must be enrolled at the University as a half-time higher degree candidate. These awards are approved where an applicant is able to demonstrate heavy carer commitments or a medical condition and are subject to the approval of the Institution. Half-time awards are not available to applicants seeking to undertake paid employment.

The University may require the holder of a half-time award to convert to full-time if the compelling reasons which were the basis of approval no longer apply. Holders of awards for half-time study may convert to awards for full-time study at any stage. Half-time awards are not exempt from taxation.

5. BENEFITS

2007 stipend rates and allowances are:

Full-time students receive a tax free stipend of \$19,616

Half-time students receive a taxable stipend of \$10,480

The level of the stipend does not depend on the award-holder's personal circumstances. The stipend will not be reduced during the period of tenure unless a student converts from full-time to half-time candidature.

6. THESIS ALLOWANCE

This is payable to assist with the costs associated with the submission of the thesis. The maximum allowance is currently \$840 for a PhD thesis and \$420 for a Masters thesis. Following the submission of the thesis a claim for payment may be made on the prescribed form, supported by receipts of expenditure. The allowance is a contribution to the costs of production and does not include such costs as purchase of computer equipment, books or reproduction of articles.

Claims must be made within two years of the date of termination of the scholarship and within one year of the date of submission of the thesis. The amount paid will be up to the maximum rate applicable at the time of submission of the thesis.

Thesis allowance claims are also payable for costs associated with the resubmission of a thesis, or the lodgement of bound copies of the thesis following examination, provided that the claim is made within one year of the resubmission or lodgement date. The combined total of the allowance for submission and re-submission must not exceed the maximum amounts specified above.

In exceptional circumstances, students may apply to their institution for a waiver of the relevant time limit on claiming the thesis allowance with any decision remaining at the discretion of the institution. Any waiver of the time limit must be approved by the Graduate Scholarships Committee, subject to it being satisfied that the exceptional circumstances were beyond the student's control and warrant an extension of the period in which a thesis allowance may be claimed.

7. RELOCATION ALLOWANCE

This is applicable where a student must relocate between Australian cities to take up the scholarship. Students must undertake to obtain the least expensive airfare. Where this is not possible they are required to provide evidence that the airfare purchased was the only one available to them (ie travel agent itinerary). Benefits will be paid upon production of proof of travel (airline ticket, visa statement, statutory declaration, etc). Benefits include:

- reimbursement for travel by air, up to the value of the least expensive airfare for travel within Australia only for holder, spouse and dependants to Adelaide,
- reimbursement for travel by car, for which they will receive a per kilometre allowance as determined by the institution (the institution uses the ATO car expenses rates to determine overall reimbursement). Students cannot claim for accommodation or meal costs if they elect to travel by car. Receipts for fuel must be provided and any claim for travel by car must be accompanied by a signed statutory declaration detailing the distance traveled in kilometres, fuel type, vehicle engine type and engine capacity in litres (ie 1.6, 2.6, etc). A maximum amount will be determined based on the least expensive airfare for travel undertaken from the nearest capital city to Adelaide available at that time,
- removal expenses of up to \$505 per adult and \$255 per child, to a maximum of \$1,455 may be claimed upon production of receipts.

8. COMMENCEMENT

An award must be commenced in the year for which it was awarded. An award holder shall commence study within such time as the University shall allow but will normally be required to commence by 31 March. However, under special circumstances, an award holder may be permitted to commence study after 31 March but not later than 31 August. You must contact the Adelaide Graduate Centre if you wish to discuss late commencement.

Payment is made from the date on which full-time study/candidature commences in that year.

The University may withdraw the offer of a scholarship and allocate it to another applicant if an applicant does not commence by the agreed date, fails to provide documentation required after a provisional offer or provides false or misleading documentation.

9. DEFERMENT

An award must be taken up in the year for which it was awarded and may not be deferred until a later year. In addition, the University will not approve transfers of APAs, suspensions or overseas research earlier than six months into the course. Scholarships other than APAs are not transferable to another institution.

Periods of leave of absence applied for with the express purpose of deferral of the commencement date will not be approved unless permission is granted by the Adelaide Graduate Centre. Applications will only be considered under exceptional circumstances and the return from leave date must still be within the specified commencement period and in the year of award.

10. LEAVE

- Award holders are entitled to 20 days recreation leave per year, calculated on a pro-rata basis. Leave must be taken during the tenure of the award (leave of absence is not necessary but approval must be sought from the student's supervisor). Recreation leave that is not taken is forfeited.
- An award holder may take up to 10 days paid sick leave a year (accruable) within the tenure of their award. These periods of leave are not in addition to the normal duration of the award. For medically substantiated periods of illness lasting longer than 10 working days, candidates may receive up to a total of twelve weeks paid sick leave that is additional to the normal duration of the award. This leave will only be utilised once the accruable sick leave within tenure has been exhausted.

Periods of unpaid sick leave longer than three months may be accessed through the leave of absence provisions.

Students must apply to the Graduate Centre for leave of absence when taking any type of paid or unpaid sick leave.

Periods of sick leave not applied for as leave of absences will not be considered as applicable supporting reasons for extension to the scholarship.

Official medical certificates stating specified dates must be provided for all periods of sick leave applied for.

- Award holders who have been enrolled for a period of over 12 months full-time (or equivalent part-time) are able to apply for up to 12 weeks of paid maternity leave. Periods of paid maternity leave are additional to the normal duration of the award. There is no provision for paid paternity leave. Those enrolled for less than 12 months full-time (or equivalent part-time) or who are wishing to take paternity leave are advised to utilise the recreation leave or unpaid leave of absence provisions.
- Award holders granted leave of absence are required, on the prescribed form, to inform the Adelaide Graduate Centre of resumption of candidature within fourteen days of the approved date of return. Failure to do so may result in termination of scholarship and/or candidature.

11. EMPLOYMENT

An award holder is only permitted to undertake a limited amount of paid employment. Employment may only be undertaken with the approval of the Head of Department and should not exceed 8 hours per week on a regular basis during normal working hours (Monday to Friday, 9.00am to 5.00pm). Outside of normal working hours there is no limit on the amount of time that a student can work, however the head of the department in which a student is enrolled will be responsible for ensuring that excessive half-time employment is not undertaken to the detriment of the award holder's study programme. Students will be expected to maintain an appropriate level of contact hours in accordance with a full-time enrolment. The University does not require an award-holder to undertake employment. Excessive employment will not be considered applicable grounds for extension to the scholarship.

12. RESEARCH OVERSEAS

The University may permit award-holders to undertake research outside Australia for a period or periods not exceeding 12 months in total during the tenure of an award, (up to 18 months for Anthropology students and for students undertaking research in Antarctica). Interested students should consult the Adelaide Graduate Centre as soon as such a period of absence is proposed and should not leave Australia before approval for study leave is given. Approval for continued tenure of an award will only be given where the overseas study is essential for completion of the student's degree at the University of Adelaide. The student must remain enrolled at the University of Adelaide and have arrangements for supervision approved.

Students enrolled in remote candidature may hold their awards whilst studying elsewhere. By formal arrangement, the University may approve that an award-holder undertake research at organisations outside the higher education system. The University will satisfy itself as to arrangements for the student's supervision, training, research freedom and support and will retain overall responsibility for the study program. The student must remain enrolled as a full-time Higher Degree by Research candidate at the University of Adelaide.

The award may be terminated if the scholar does not resume full time studies at the University of Adelaide at the end of any period of approved absence.

13. TRANSFERS OF AWARD (APA only)

Students who wish to transfer to another institution may continue to receive their APA only if their new institution agrees to its continuation and subject to the new institution having sufficient APA grant amounts available. The new institution must ensure that it has received information from the former institution on any APA payment the student has received and the duration of the APA already consumed.

Students who wish to transfer their APA from another institution to the University of Adelaide should first apply for admission to the degree through the normal process, then contact the Adelaide Graduate Centre to ascertain whether the University is able to accept the transfer of their award.

Scholarships other than APAs are not able to be transferred.

14. SUSPENSION OF AN AWARD

An award-holder who wishes to take leave of absence from his/her higher degree candidature or otherwise discontinue the approved program of full-time research must notify the Adelaide Graduate Centre at least two weeks in advance and the award will be suspended or terminated. This must be done by application for leave of absence.

- A student may apply for suspension for a period or periods not exceeding 12 months in total during the tenure of an award.
- If suspension is required because of circumstances beyond the student's control the maximum period(s) of suspension may be extended to a total of 24 months with the permission of the Graduate Scholarships Committee. Requests for further periods of suspension will not be considered.

- A student will be required to repay allowances received to which he or she ceased to be entitled by reason of discontinuation or suspension of studies.

Periods of study during suspension of the award (eg half-time study) toward the degree will be deducted from the maximum period of tenure.

15. TERMINATION

An award will be terminated upon submission of the thesis or when the award expires, whichever is the earlier. An award will be terminated before this time if the University concludes that a student has not fulfilled the obligations of the award, has not met or continued to meet eligibility criteria, has not completed all compulsory milestones by the due date or made satisfactory progress.

An award may be terminated if the holder ceases to study or ceases to be enrolled and does not apply for or is not approved for suspension of the award. Any allowances received during this period will be required to be repaid to the University.

16. SUPERVISION

Candidates will be subject to the University's rules as outlined in the 'Research Student Handbook' which can be found at <http://www.adelaide.edu.au/graduatecentre/poladmin.html>.

17. GRIEVANCE PROCEDURES

The appropriate appeal procedures for higher degree candidates are those defined in the Student Complaints Policy.

Information can be found at:

<http://www.adelaide.edu.au/student/current/complaint.html>

18. STUDENT OBLIGATIONS

Award holders must abide by the NHMRC codes on human and animal experimentation, guidelines established by the Australian Government's Recombinant DNA Monitoring Committee and rulings of the safety and ethics committees of the University of Adelaide.

Award holders are required to comply with the Regulations of the University of Adelaide.

Award holders must provide progress reports as required by the University including an Annual Review of Progress submitted through the supervisor.

The award may be terminated or the award-holder placed on probation if the University does not consider that progress is satisfactory and the situation cannot be favourably resolved after consultation with the student and the department concerned.

Award holders are required to notify the Adelaide Graduate Centre in writing in the event that they:

- discontinue my studies,
- change my attendance status,
- am unable to work at full-time capacity,
- require sick leave,
- intermit higher degree candidature,
- propose to study overseas,
- change from PhD to Masters candidature or vice versa,
- change department,
- change my address or bank account,
- take up employment at the rate of more than 8 hours per week, Monday to Friday,
- submit my thesis,
- make any changes that in any way affect my candidature,
- am in receipt of any scholarship monies I may not be entitled to.

Except with the permission of the Dean of Graduate Studies, a candidate may not enrol concurrently in an academic program other than that for which they are in receipt of the scholarship. Failure to comply with this condition will result in immediate termination of the scholarship.

Award holders are requested to give advice of any such change of circumstances at least ten working days **in advance** of the event in order to implement the necessary changes before the payroll is run. If a student receives benefits in excess of his or her entitlement as a result of a change in circumstances the University will take action to recover the amount overpaid.

19. UNIVERSITY FEES

Award holders will normally be exempt from liability under the Higher Education Contribution Scheme (HECS) charges through the allocation of a Research Training Scheme place for the duration of their award.

20. EXTERNALLY-FUNDED AWARDS

(Including scholarships and awards funded from grants and by Centres)

All scholarships administered by the University are subject to the acceptance and approval of the Graduate Scholarship Committee. A checklist to facilitate the establishment of a new scholarship is available from the Adelaide Graduate Centre or on the internet at <http://www.adelaide.edu.au/graduatecentre/>.

Except where specified otherwise the minimum stipend of an APA will apply. Benefits and allowances may vary at the discretion of the funding body and individuals should check the conditions with the Adelaide Graduate Centre.

The University can accept no responsibility if funding ceases or if an external scholarship is terminated for any reason before the holder may be expected to complete his/her course.

If an award-holder transfers from the University without approval the funds designated for the award revert to the grantee or Centre. These awards are generally not transferable.

Conditions of award for externally funded scholarships are subject to the specifications of the funding body. Information contained in this document does not apply.

21. SUPPLEMENTARY SCHOLARSHIPS

Scholarships or top up funding from industry sources may be accepted by scholarship holders as supplements to their main award. In most instances the total value of the supplementation must not exceed 75% of the value of the main award, however subject to conditions on the main award this rule may be relaxed. Students may also obtain funds for fieldwork, equipment, travel or other expenses not covered by the major award. The Adelaide Graduate Centre must be informed of any proposed supplementation of a major award via the scholarship establishment form.

22. THE UNIVERSITY OF ADELAIDE SCHOLARSHIPS FOR OVERSEAS STUDENTS

A number of University of Adelaide Scholarships are made available to overseas students who have successfully applied for an Endeavour International Postgraduate Research Scholarship (EIPRS) offered by the Australian Government. Support for students holding other fee-paying scholarships will be considered on an ad hoc basis depending on available funds. University of Adelaide Scholarships make no contribution to the payment of tuition fees or the expenses of international travel.

An additional payment may be made to a graduate of an overseas university upon arrival in Adelaide from overseas for the purpose of taking up an EIPRS or ASI scholarship. This allowance is payable after the student's arrival and subsequent enrolment at the University of Adelaide. It will be valued at \$1000. It will not be paid where the recipient is continuing on from undergraduate to postgraduate study at the University of Adelaide. An award holder must not have applied for permanent residency status in Australia.

23. ENQUIRIES AND INFORMATION

A summary of information about available scholarships is published in the "Currently Available Scholarships" which is available from the Student Centre and via the scholarships web page and from the Postgraduate Students Association. Application forms are available from the Student Centre, Level 4, Wills Building. Information and application forms are also available on the scholarships web page at: <http://www.adelaide.edu.au/graduatecentre/>

Enquiries may be addressed to:

The Scholarships Officer Tel. (08) 8303 3929 or the Postgraduate Scholarships Assistant, Antoinette Brincat, Tel. (08) 8303 3044, Facsimile: (08) 8303 5725. The Graduate Centre is located on level 6, Wyatt House, 115 Grenfell Street.

Postal address:

Adelaide Graduate Centre
The University of Adelaide
South Australia 5005

Email: scholarships@adelaide.edu.au

24. CLOSING DATE

The closing date for applications for APAs is **31 October each year**. Late applications will be considered if possible, but the University is under no obligation to do so.