

Proposal to Establish a Departmental or Externally Funded Scholarship



Reference Number: _____ (office use only)

1. NAME OF PROPOSED SCHOLARSHIP:

2. NAME OF FUNDING BODY: If funded from an external grant please write 'grant-funded' here.

3. FIELD OF RESEARCH/STUDY TO BE SUPPORTED:

4. NUMBER OF SCHOLARSHIPS TO BE OFFERED:

- One award only More than one award - please give details below:

5. SCHOLARSHIP TYPE AND STIPEND DETAILS:

University policy dictates that the minimum level of funding for full scholarships must be set at or above equivalent to the current rate for the Australian Postgraduate Awards for postgraduates.

- Full Scholarship at level of APA rate (indexed annually): \$20,427 in 2009
- Full Scholarship at level of APAI (Industry) rate (indexed annually): \$26,669 in 2009
- Full Scholarship to be set at an annual value. Please indicate value: \$ _____
- Supplementary or top-up scholarship to increase APA to APAI rate (indexed annually): \$6,242 in 2009
- Supplementary or top-up scholarship to be set at an annual value. Please indicate value: \$ _____
Please note: a top-up must not exceed 75% of full scholarship held (eg maximum top up for an APA in 2009 is \$15,320)
- One-off payment of \$ _____ PLEASE NOTE: for current scholarships holders only, and up to a maximum of \$2,500 (please provide a brief supporting statement giving reasons for payment being made)

6. DURATION OF SCHOLARSHIP

- 3 years with a possible 6 month extension (PhD candidates only)
- 3 years with an automatic 6 month extension upon expiry (PhD candidates only)
- Two years (masters candidates only)
- Other - please specify dates: From: _____ To: _____

PLEASE NOTE: If you are providing a full scholarship, ie 3 years of funding, the student who receives the scholarship will not be eligible to apply for an Australian Postgraduate Award or University funded scholarship for the following year. If your intention is to fund a student until such a time that they are able to apply for an Australian Postgraduate Award or University funded scholarship you must make this a short-term scholarship (less than 12 months). Continuing postgraduate research students are not eligible for Divisional Scholarships.

7. LEVEL OF STUDY:

- Doctor of Philosophy
- Masters by research
- PhD or Masters (dependent on selected student)

8. RESIDENCE QUALIFICATION:

Is this scholarship only for students who are Australian citizens or who have permanent residence status?

Yes

No IF 'NO', in addition to the stipend provided, THE SCHOLARSHIP SHOULD PROVIDE FOR PAYMENT OF THE FULL TUITION FEES FOR THE COURSE, otherwise the recipient will be liable to pay these fees.

9. BENEFITS: (please indicate yes/no - all are optional – please note this section MUST be completed)

THESIS ALLOWANCE (reimbursement of thesis expenses) Yes, up to \$_____ No

ANNUAL RESEARCH MAINTENANCE ALLOWANCE (equipment/consumables) Yes No

If yes, please nominate one of the following invoicing arrangements for the maintenance allowance:

Set amount of \$_____invoiced annually / quarterly / half yearly (Please circle appropriate period)

Invoiced only upon presentation of receipts. Please circle: No Limit OR Maximum Annual Value \$_____

TRAVEL/FLIGHT ALLOWANCE (once only travel to take up the award) Yes, up to \$_____ No

RELOCATION ALLOWANCE (the cost of moving to take up the award) Yes, up to \$_____ No

OTHER ALLOWANCES (please give details) Yes, up to \$_____ No

SICK LEAVE (equivalent to APA) Yes No

The APA rules allow 10 days per annum paid with no extension to the scholarship expiry date, and once this entitlement is exhausted, students can access up to three months paid sick leave in addition to the normal tenure of the award – please ensure you indicate yes/no

SICK LEAVE (other): _____ Yes No

MATERNITY LEAVE (equivalent to APA) Yes No

The APA rules allow up to twelve weeks maternity leave if the birth of a child is within the tenure of the award. Paid maternity leave may not be taken within the first twelve months of an award; however unpaid maternity leave may be accessed through the leave of absence provisions.

Periods of paid maternity leave are additional to the normal duration of the award. There is no provision for paid paternity leave. Award holders are advised to utilise the recreation leave or unpaid leave of absence provisions – please ensure you indicate yes/no).

10. ADVERTISEMENT OF THE SCHOLARSHIP:

Do you wish the University of Adelaide to place an advertisement (after consultation with you)?

Yes

No

If yes, please use the following form to submit your draft advertisement to the Adelaide Graduate Centre:

<http://www.adelaide.edu.au/graduatecentre/scholarships/postgrad/pdf/advert.pdf>

Please nominate your preferences:

The Saturday Advertiser

The Wednesday Australian (Higher Education Supplement)

The Saturday Australian

Other: _____

Please indicate to whom the invoice for the cost of advertising should be directed or the University account code to which the cost is to be charged:

Please note:

- 1. The content of advertisements placed independently must be agreed to by the University
- 2. The University will advertise your scholarship in its own internal publications.

11. FUNDING ARRANGEMENTS FOR A UNIVERSITY FUNDED SCHOLARSHIP:

PLEASE NOTE: If a University account code is provided NO INVOICES WILL BE SENT BY THE GRADUATE CENTRE. It is the responsibility of the person completing this form to ensure that funds are/will be available in this account to cover the costs of the scholarship. If a University code is not provided and you do require invoicing to be arranged, please complete section 12 instead.

Please provide a University account code:

Business Unit: _____

Fund Code: _____

Department Code: _____

Campus Code: _____

Project Code: _____

Finance Officer of School/Discipline/Centre (please print name): _____

HERDC reporting: Funding source (please specify) - External funding body OR University funds

12. FUNDING ARRANGEMENTS FOR A NON-UNIVERSITY FUNDING BODY:

PLEASE NOTE: This section must be completed if section 11 is incomplete. By completing this section you are requesting that the AGC invoice the funding body.

Contact details for enquiries relating specifically to invoicing:

Name: _____

Address: _____

Email: _____ Ph: _____

Please designate your preferred invoicing frequency:

Full amount in advance

12 months in advance

6 months in advance

Quarterly in advance

Other: _____ (please note invoicing should always be in advance)

Do you require an invoice for each period?

Yes No

Do you require an annual acquittal of funds or an annual financial statement?

Yes No

If yes please indicate the basis it is required on:

Calendar year Financial year

Is your organisation exempt from GST?

Please be aware that the University is required to include GST on all invoices raised unless the funding body is exempt from GST.

Yes No

13. GRANT INFORMATION

PLEASE NOTE: if grant funds are already held in a University account code, section 11 must be completed (not section 12).

Is this scholarship funded from a grant obtained by the university?

Yes No

If yes, please provide the following information:

Grant Title: _____

Funding Body: _____

Project No.: _____

14. FACILITIES:

Please indicate if your Department/organisation is able to offer special research or laboratory facilities or access to equipment which is relevant to the field of study and give details:

15. OBLIGATIONS OF THE SCHOLARSHIP HOLDER:

In order to qualify for tax exemption under the Income Tax Assessment Act, income must be by way of a scholarship, bursary or other education allowance and must be received by a full time higher degree candidate. The student must not be under any obligation or be rendering any service to the funding body or the University. The student must be supervised to the same extent as other students enrolled for the degree and must not be required to render any service to the granting authority or the University.

Will the scholarship holder be under any obligation whatsoever to your organisation?

Yes No

If yes, please give details below:

16. INTELLECTUAL PROPERTY:

The University of Adelaide has developed policies on intellectual property. Where there are significant requirements the University prefers arrangements dealing with intellectual property to be specified and agreed to in advance or at least within the first six months of commencement of candidature. Please indicate if you believe any matter concerning intellectual property is likely to arise which should be resolved at or prior to commencement of the funding of this scholarship.

17. SCHOLARSHIPS FUNDED BY A GRANT AND/OR EXTERNAL ORGANISATION:

Please note: The Principal Supervisor and/or School/Business Manager are required to negotiate the requirements of an agreement between the outside organisation/s and the University, with either of the following Corporate Lawyers at ARI Pty Ltd: Georgia Sherry (Engineering, Computer & Mathematical Sciences; Professions; ASP; Chemistry & Physics; School of MBS) Rosanne Rositano (Humanities & Social Sciences, Health Sciences, School of Ag, Food & Wine, School of EES)

Has a contract or agreement been approved and signed by all relevant parties?

Yes (Please attach a copy with this form) No **Please circle:** Not required OR Currently in negotiation

PLEASE NOTE: where an agreement and/or SPPA is required the scholarship will not be offered or advertised until a copy finalised of the agreement (signed by all parties) has been received by the Adelaide Graduate Centre.

18. STUDENT PROJECT PARTICIPATION AGREEMENT (SPPA):

PLEASE NOTE: This section is to be completed by the Principal Supervisor, or Head of Discipline/School.

Please refer to the IP and SPPA scenarios document: http://www.adelaide.edu.au/graduatecentre/forms/ip_sppa_scenarios.pdf

Is the student required to sign an SPPA

Yes

No

If yes, has the student submitted the completed SPPA?

Yes

No

PLEASE NOTE: where an agreement and/or SPPA is required the scholarship will not be offered or advertised until a copy finalised of the agreement (signed by all parties) has been received by the Adelaide Graduate Centre.

19. SELECTION/RENEWAL:

DO YOU REQUIRE AN ANNUAL PROGRESS REPORT

Yes

No

ANY SPECIAL REQUIREMENTS (please specify, ie work experience, publications, etc):

20. EXTERNAL FUNDING BODY: REPRESENTATIVE'S DETAILS (AUTHORISED TO APPROVE THIS AGREEMENT):

PLEASE NOTE: By completing this section you are confirming the details of the proposed scholarship.

Signature _____ **Date** _____

Name in full _____

Position _____

Organisation _____

Address _____

Telephone _____ **Facsimile** _____

Email _____

21. EXTERNAL FUNDING BODY: CONTACT WITH THE UNIVERSITY

If you are not affiliated with a University Department or Centre, have you already had discussions with a staff member for the purpose of establishing this scholarship?

Yes

No

If Yes, please name the chief contact and their Department or Centre:

22. NOMINATION OF A STUDENT AS THE RECIPIENT OF THE SCHOLARSHIP

If the scholarship is not advertised and you wish to nominate a particular student as the recipient, please complete the details below. All nominated students are subject to the approval of the University of Adelaide. Please note that postgraduate students are required to be acceptable for admission to postgraduate candidature and hold an Honours degree of at least 2A standard or equivalent. Any other qualification will be subject to the approval of the University of Adelaide.

Is the student currently enrolled in the proposed degree at the University of Adelaide? Yes No

If 'No', please advise the student to apply for candidature. All new postgraduate research students are required to apply via the usual process of admission. The application form is available at:
http://www.adelaide.edu.au/graduatecentre/forms/Admission_Schol_applic.pdf

Student name: _____

Student email address: _____ Student contact number: _____

Qualification: _____ Year of Award: _____ Honours Level: _____

Proposed School/Discipline/Centre: _____

Proposed Degree/Degree Enrolled: _____ Commencement Date: _____

Supervisor and School approval:

Signed: _____ Print name: _____ Date: _____
Principal Supervisor

Signed: _____ Print name: _____ Date: _____
Head of Discipline/School

Please return the completed form to:

Adelaide Graduate Centre
The University of Adelaide
Level 6, 115 Grenfell St
ADELAIDE SA 5000

Ph: 08 8303 4739
Fax: 08 8303 5725
Email: scholarships@adelaide.edu.au

Office Use Only

Scholarship proposal and/or nomination accepted on behalf of the university

Refer to Committee for discussion and approval

Signed: _____ Date: _____
Dean of Graduate Studies

Comments: _____
