

General Information

Completion Scholarships are supported by University of Adelaide research scholarship funding and are designed to encourage timely PhD completions.

The University of Adelaide Completion Scholarships provide a living allowance for up to a maximum of 6 months at the Australian Postgraduate Award (APA) rate (pro rata). In 2012 they will be available to Australian Citizens or Permanent Residents undertaking a PhD who have not previously been in receipt of scholarship funding.

This is a reimbursement scheme, whereby payment of the living allowance is made in the first instance from Faculty / School / Discipline accounts, with the full amount paid being reimbursed from central funds following the successful submission of the recipient's thesis within the stipulated time. If the thesis is not submitted within one month of the completion scholarship expiry date, no reimbursement from central scholarship funds will be made.

Funds will only be given to nominated candidates who have not previously received scholarship support.

Completion Scholarships are not to be viewed as an extension of a current scholarship and priority will be given to nominations for funding periods of less than the maximum of 6 months.

Recipients of Completion Scholarships are required to give at least three months notice of intention to submit using the Notice of Intention to Submit form. This form can be downloaded from the Adelaide Graduate Centre website: http://www.adelaide.edu.au/graduatecentre/forms/intention_to_submit.pdf

Nomination and eligibility criteria

- A student must be nominated for a Completion Scholarship by their Principal Supervisor using the "Nomination for a Completion Scholarship" form.
- The Faculty / School / Discipline should have adequate funds available to support the Completion Scholarship.
- The nominated student should:
 - Be currently enrolled in a PhD at the University of Adelaide OR have a lapsed candidature that can be resumed for one period of up to a maximum of six months only
 - Not have previously been in receipt of any type of scholarship funding
 - Have at least 6 months of research candidature tenure remaining (currently enrolled students)
 - In the opinion of the School, be able to complete their PhD within the designated term of the Scholarship (up to a maximum of 6 months).
 - Have support from their Principal Supervisor

Definitions - In these conditions:

'PhD' means a Doctor of Philosophy;

'student' means a PhD student; and

'recipient' means a person in receipt of a Completion Scholarship

Title

1. The scholarship is called a Completion Scholarship.

Purpose

2. The purpose of the scholarship is to encourage timely PhD completions.

Value

3. The value of the scholarship is equivalent to the value of the Australian Postgraduate Award (APA) in the year of award, and is currently exempt from taxation under Section 51–10 of the Income Tax Assessment Act 1997.

Eligibility Requirements

4. (1) To be eligible to be nominated for a scholarship a candidate must:
 - (a) be enrolled in the PhD course on a full-time basis at University of Adelaide; or in exceptional circumstances, be granted approval by the University for a part-time award; and
 - (b) in the opinion of the principal supervisor, have made substantial progress towards submission of the PhD thesis for examination.

- (2) To be eligible to hold a scholarship a candidate must not undertake more than eight hours employment per week during normal working hours of 9am to 5pm Monday to Friday.

Part-time awards may be offered to students who are able to demonstrate that compelling reasons, such as a medical conditions or significant carer responsibilities preclude full time study. The desire to undertake part-time employment will not be accepted as a compelling reason. Part-time awards are taxable and it is the responsibility of awardees to check the implications for tax of accepting a scholarship.

- (3) Current members of staff at the University of Adelaide are not eligible to apply.

Body Responsible for Selection

5. Selection is by the Graduate Scholarships Committee (GSC), or by delegated authority of the Scholarships Committee.

Selection Criteria and Process

6. The scholarships will be awarded by the GSC to the nominated candidates who, in the opinion of the GSC, best meet the following selection criteria:
 - (a) thesis progress to date, including the likelihood of completion within the designated period of award up to a maximum of 6 months;
 - (b) the strength of recommendation from the relevant school;
 - (c) details of a signed completion plan; and
 - (d) the candidate's publications record or other evidence of relevant research output.

Method of Payment

7. The scholarships are paid in fortnightly instalments through the University's Human Resources payroll system.

Duration of Award

8. Subject to the recipient meeting the conditions of the scholarship:
 - (a) the scholarship is tenable for up to a maximum of 6 months;
 - (b) payment ceases upon submission of the thesis, or at the expiry date of the scholarship as specified in the letter of offer, whichever occurs first.

Application Procedure

9.
 - (1) Applications are called for twice each year subject to available funds.
 - (2) Nomination forms are downloaded from the Adelaide Graduate Centre Postgraduate Scholarships website and must be submitted by the advertised closing date.
 - (3) On advice from supervisors, Heads of School make nominations to the GSC, using the nomination form.
 - (4) Nominations or applications are not accepted directly from students.
 - (5) Nominations must include the following:
 - (a) a copy of the latest Annual Review of Progress report;
 - (b) a list of the candidate's publications or other evidence of research output;
 - (c) a letter of recommendation from the principal supervisor outlining the candidate's merit for consideration for the scholarship;
 - (d) a completion plan, detailing the work to be undertaken by the candidate and supervisors to achieve a submission within the specified period of the scholarship, and signed by the candidate and the supervisors.

Suspension of Scholarship

10.
 - (1) Recipients may apply to suspend the scholarship once for up to four weeks if a period of approved leave has been granted.
 - (2) Applications to suspend the scholarship are considered only if written support is received from the Principal Supervisor, Postgraduate Coordinator and Head of School detailing circumstances surrounding the request for the suspension.
 - (3) Failure of the recipient to resume study and take up the scholarship again within the specified time may result in the award being terminated and forfeiture of reimbursement rights by the Faculty / School / Discipline.

Progress Report

11.
 - (1) The recipient is required to submit a progress report to the GSC with details of milestones reached, and the remaining steps to completion of the thesis:
 - (a) eight weeks after commencement of the scholarship where the tenure of the scholarship is between 3 and 6 months; or
 - (b) six weeks after commencement of the scholarship where the tenure of the scholarship is between 2 and 3 months.
 - (2) Continuation of scholarship payments is subject to submission of a satisfactory progress report and confirmation by the Principal Supervisor and Head of School that the recipient is on track to submit the thesis by the specified deadline.

Financial Arrangements

12. (1) All stipend payments are initially from the school/faculty account.
- (2) If submission of the thesis occurs on or before the specified deadline, all stipend costs are reimbursed from the central University scholarships fund.
- (3) If the thesis is not submitted by the due date, or at the latest one month after the expiry date of the Completion Scholarship there is no reimbursement of stipend costs.
- (4) Payments cannot be backdated.
- (5) No reimbursements will be made for short term scholarship fundings made to the student outside of the Completion Scholarship arrangements.
- (6) No additional allowances are payable.

Intellectual Property

13. Intellectual property is governed by the University's Intellectual Property policy available on the University's web site at <http://www.adelaide.edu.au/policies>.