

Nomination for a Completion Scholarship



The University of Adelaide Completion Scholarship provides 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 any type of scholarship funding.

Nominations from Schools are invited as incentive to encourage timely PhD completions. Schools are required to nominate PhD students they consider will complete within the designated term of the scholarship (up to a maximum of 6 months). Please note that the School will forfeit reimbursement rights should the student fail to complete within one month of the Completion Scholarship expiry date.

Closing Date: 25 May 2012

Up to **6** Completion Scholarships will be awarded to full-time PhD students for up to a maximum of 6 months.

Nominations are not accepted directly from students, and only candidates who have not previously received scholarship support are eligible for nomination. **Nomination of previous scholarship holders will not be considered.**

Completion Scholarships will be paid at the current rate of the Australian Postgraduate Award \$23,728pa in 2012. 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 period of 6 months.

It is the School's/Discipline's responsibility to ensure that the student is on track to submit their thesis within the specified time frame. Failure to meet the submission deadline will result in forfeiture of reimbursement rights for Scholarship amounts.

Eligibility Criteria

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 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 Scholarship (up to a maximum of 6 months).
- Have support from their Principal Supervisor

Nomination for a Completion Scholarship Application Form



Closing date: 25 May 2012

For current domestic PhD students or lapsed students in any discipline area at the University of Adelaide who would benefit from financial assistance in the last stages of their research program

Please return completed form and all attachments to:

Adelaide Graduate Centre
Level 6, 115 Grenfell Street
Adelaide SA 5000

1. STUDENT DETAILS

Surname: _____ Given Name: _____

School/Discipline: _____

Date of Birth: _____ Student ID: _____

Contact Address: _____

Contact telephone number/s: _____

Email: _____

PhD Commencement Date: _____ Expected thesis submission date: _____

2. INFORMATION FOR SELECTION

Please provide the following as attachments to this nomination:

(1) **Summary of Thesis Progress**

Please **attach** a copy of the latest Annual Review of Progress and a one-page summary of progress made towards completion of the PhD thesis

(2) **Completion Plan**

Please **attach** a detailed time plan and milestones for completion of the thesis, signed by the student and nominating supervisor (example attached)

(3) **List of Publications and Conference Presentations**

Please **attach** a list of publications and conference presentations (if applicable)

(4) **Statement of Recommendation by Supervisor or Head of School**

To be completed below or attached to nomination

In nominating this candidate for a Completion Scholarship it is understood that all stipend payments will be made initially from the nominated Faculty/School/Discipline account.

If the candidate submits the thesis on or before the specified deadline, full reimbursement to the Faculty / School / Discipline will be made. If the thesis is not submitted by the end date of the Scholarship or at the latest within one month of the Completion Scholarship expiry date, there will be a financial penalty to the School and 100% of the funding will be lost – there will be no reimbursement from central scholarship funds.

Please indicate the date from which this award should commence, and provide the University Account Code from which the scholarship will be paid. **Note: Earliest start date for Completion Scholarships is 25 June 2012.**

Commencement date of Scholarship: _____ **End date:** _____

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 the scholarship cannot be established.

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): _____

3. TO BE COMPLETED BY NOMINATING SUPERVISOR

Name: _____

School: _____ Discipline: _____

Phone No: _____ Fax No: _____

Email Address: _____

Signature: _____ **Date:** _____

4. CONFIRMATION BY HEAD OF SCHOOL/DISCIPLINE

I confirm that the applicant has support from their supervisor/s, and there are adequate funds available to support this scholarship.

Name: _____

Signature: _____ **Date:** _____

5. GRADUATE SCHOLARSHIPS COMMITTEE APPROVAL

Approved / Not Approved (Delete which is not applicable)

Name: _____

Signature: _____ **Date:** _____

Nomination Procedures and Conditions of Award

- In consultation with Supervisors, Heads of Schools make nominations to the Graduate Scholarships Committee, using the Nomination for a Completion Scholarship form.
Please note that students must meet the eligibility criteria to be nominated for selection. Nominations will NOT be accepted from students.
- The nomination consists of a summary of the student's thesis progress to date, list of publications and conference presentations (if applicable), and a copy of the latest Annual Review of Progress.
- A detailed time plan and milestones for completion of the thesis, signed by the student and nominating supervisor, must be attached to the nomination.
- Heads of School or Deans of Faculties and Supervisors are required to certify that nominated candidates will submit their PhD theses within the designated period of award (up to a maximum of 6 months).
- Selection will be based on thesis progress to date, the likelihood of completion within the designated award period (up to a maximum of 6 months), and publications record (if applicable).
- Completion Scholarship holders are required to submit a progress report to the Dean of Graduate Studies with details of milestones reached, and remaining steps to completion of the thesis. The report is due on the date stated in the offer letter, and will depend on the length of the tenure of scholarship.
- School/Discipline will forfeit reimbursement rights should the student fail to complete within one month of the Completion Scholarship expiry date.
- The Head of School will be required to provide the University Account Code from which the scholarship funds will be drawn, as well as the commencement and expiry dates of the award at the time of nomination.

Payment of stipend

- All stipend payments will be made from the Faculty/School/Discipline University Account Code as indicated in the nomination form.
- If submission occurs within the designated award period (up to a maximum of 6 months), all stipend costs will be reimbursed by the Adelaide Graduate Centre. If the thesis is not submitted within one month of the Completion Scholarship expiry date, the School will forfeit reimbursement rights – there will be no reimbursement from central scholarship funds.
- The earliest start date for payment of Completion Scholarships is Monday 25 June 2012.

Submission of nomination forms and enquiries to:

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

Ph: 08 8313 4739 or 8313 3929
Fax: 08 8313 5725
Email: scholarships@adelaide.edu.au