

CONDITIONS OF AWARD – Coursework Scholarships – 2009

University of Adelaide Coursework Scholarships (APCS)

Doris West Bequest Scholarships

Most scholarships for Coursework Masters Degrees



(In this document the word "award" includes "scholarship" when used generally. Except where indicated, the conditions apply to most coursework scholarships.)

1. ELIGIBILITY

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

- have completed a four year undergraduate degree or equivalent, (at the level of an Australian First Class Honours degree or equivalent),
- be eligible to enrol in a full-time coursework Masters degree at the University of Adelaide in 2008. (Students who are interested in awards for part-time study should see section 4),
- be an Australian Citizen, a New Zealand citizen or an Australian Permanent Resident,
- not have previously held an award for an equivalent degree,
- 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),
- applicants must satisfy the minimum English language proficiency requirement as set by the university.

Applicants who complete 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 learning potential. Selection of applicants for some scholarships may also include consideration of their suitability to undertake a specified program of study.

3. TENURE

A student is normally required to commence from the beginning of the approved course (ie, semester 1, 2009).

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. No extensions are permitted. In some circumstances scholarships may be offered for a lesser period where extensive periods of study have already been undertaken.

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

Scholarships are renewable annually, subject to satisfactory results. In the event that progress is deemed unsatisfactory, and the situation is not resolved, the final option will be to terminate the scholarship.

4. AWARDS FOR PART-TIME STUDY

A student holding a part-time award must be enrolled at the University as a part-time student. 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. Part-time awards are not available to applicants seeking to undertake paid employment.

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

5. BENEFITS

2008 stipend rates and allowances are:

Full-time students receive a tax free stipend of \$20,427 per annum

Part-time students receive a taxable stipend of \$10,957 per annum

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 part-time candidature.

6. RELOCATION ALLOWANCE

This is applicable where a student must relocate between Australian cities to take up the scholarship. The benefits upon production of receipts are:

- economy air fare or concession airfare for travel within Australia only for holder, spouse and dependants to Adelaide, (travel from New Zealand included)
- 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,
- 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 dates of travel, 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.

7. DEFERMENT

An award must be taken up in the year for which it was awarded and may not be deferred until a later year. Scholarships are not transferable to another institution.

8. LEAVE

Coursework students may take only the leave prescribed in the program rules. No paid leave is available.

9. 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.

10. TERMINATION

An award will be terminated upon completion of the degree program and any associated examination periods. 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 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.

11. GRIEVANCE PROCEDURES

The appropriate appeal procedures for students are those defined in the Policy and Procedures for the Prevention, Handling and Resolution of Student Complaints. Information can be found at:
<http://www.adelaide.edu.au/student/current/complaint.html>

12. STUDENT OBLIGATIONS

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

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 Postgraduate Scholarships Officer in writing in the event that they:

- cease to study or cease to be enrolled on a full time basis,
- propose to study overseas,
- change program of study
- change department,
- change address or bank account
- take up employment at the rate of more than 8 hours per week, Monday to Friday,
- receive monies to which they are not entitled

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.

13. UNIVERSITY FEES

Students should contact the School in which they intend to enrol to discuss arrangements for their tuition fees.

14. 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:

Andrea Przygonski, Senior Scholarships and Finance 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

15. CLOSING DATE

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