

# Conditions of Award

## Vietnam International Education Development - University of Adelaide Scholarships Agreement 2016 - 2020

### 1. INTRODUCTION

Vietnam International Education Development (VIED) and The University of Adelaide wish to sponsor citizens of Vietnam to undertake research degrees in the areas of science, technology engineering, computer science and maths at the University of Adelaide for the purposes of providing high quality training to qualified students from Vietnam and of developing research collaborations between VIED and the University.

### 2. ELIGIBILITY REQUIREMENTS

- Applicants are required to have been chosen for a scholarship by the Vietnam International Education Development and nominated by MOET-VIED for admission to the University of Adelaide.
- Applicants for a Doctor of Philosophy must have a relevant masters degree which includes, as a minimum, a research component comprising at least 30% of the total credit\*.
- Applicants for a Master of Philosophy must have a bachelors degree with a minimum GPA of 7/10 from a university recognised by the University of Adelaide\*.  
*\*The admission requirements may change from time to time, at the absolute discretion of the University. The University will decide whether to admit research degree applicants directly into PhD candidature or instead into masters degree candidature in accordance with its relevant Academic Program Rules. Admission to candidature for a research degree is subject to the availability of supervision for the research topic proposed.*
- The relevant Masters degree for Doctor of Philosophy applicants, and Bachelors degree for Master of Philosophy applicants, must be in the fields of science, technology engineering, computer science or maths unless otherwise agreed between the parties. However the University may, if vacancies exist and subject to prior negotiation with VIED consider applications in economics or finance.
- Applicants must satisfy the University's English language proficiency requirements for the year of admission.
- Candidates are required to enrol in the University of Adelaide as 'international students' and must maintain 'international student' status for the duration of their enrolment in the University.

### 3. SELECTION

VIED will nominate for admission to the University of Adelaide persons whom it believes meet the University's admission requirements. The University of Adelaide will assess each of these applications on its merits. Final approval rests with the Dean of Graduate Studies.

### 4. BENEFITS AND ALLOWANCES

MOET-VIED will provide to the University an annual payment of AUD\$25,000 as a contribution to the scholarship for up to 4\* years for each Doctor of Philosophy scholarship student, and for up to 2 years for each Master of Philosophy scholarship student.

*\*An initial 3 year scholarship for Doctor of Philosophy scholarships. Beyond 3 years of candidature the University of Adelaide and VIED may agree to an extension of tuition fee and stipend scholarship if the student in question has made satisfactory progress at the end of the third year of the program.*

For each scholarship student the University shall apply the MOET-VIED payment towards the following costs for the scholarship duration:

- A scholarship of 100% **tuition fees**;
- An **establishment allowance** of AUD\$4,500 upon the student's enrolment in a research program at the University of Adelaide;
- An **annual allowance** of AUD\$4,500 on each anniversary of enrolment whilst in receipt of a scholarship (note: the enrolment anniversary date will be adjusted if leave is undertaken during candidature);
- Extended visa-length government approved **Overseas Student Health Cover** (OSHC) (single policy); and
- The balance of the annual MOET-VIED payment will be disbursed directly to the student as a **stipend** on a fortnightly basis in order to meet the student's living and other expenses whilst enrolled at the University. It is the student's responsibility to meet all costs of accommodation and living expenses. This includes the costs of textbooks, clothing and personal expenses, local transportation and course materials, as well as any compulsory student fees or charges.

For each scholarship student VIED shall pay the costs of airfare to and from Adelaide.

#### **Exemptions:**

The VIED payment and the University's obligations do not apply during any period in which a student undertakes a Pre-enrolment English Program. During that period it is the student's responsibility to meet all costs of accommodation, living expenses, Overseas Student Health Cover (OSHC) and the tuition fees for any English language proficiency training. Candidates for a higher degree by research are not permitted to exceed a maximum number of 12 weeks Pre-enrolment English.

If a student is enrolled in coursework which is not a part of an approved study program for his/her research degree, an additional tuition fee will be liable for each course. This fee will be in accordance with the published fee structure of the University.

### **5. VISA ENTITLEMENTS & REQUIREMENTS**

International candidates are required to pay for visa application fees and meet the costs of any medical examinations associated with the issue or renewal of visas for themselves, their partners and their dependents. It is the responsibility of the candidate to ensure they hold a valid visa while in Australia. If a visa expires, the candidate may be removed from Australia.

### **6. TENURE**

- 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 four years for the degree of PhD. Scholarships are renewable annually, subject to satisfactory progress, determined by the outcome of the Annual Review.
- The University reserves the right to cancel a student's enrolment at any time on the grounds of misleading or inaccurate documentation, a failure to meet notified conditions, for reasons of unsatisfactory progress, or for disciplinary offences dealt with in accordance with the University's Rules for Student Conduct in the University as published on the University website.

### **7. 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.
- There are no paid sick leave, maternity leave nor paternity leave provisions. Students must apply to the Adelaide Graduate Centre for leave of absence when taking such leave.

- Award holders granted a 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.
- Leave of absence will not be permitted during the final 14 days of the scholarship.

### **8. 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 and International Student 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.

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.

### **9. SUSPENSION OF AN AWARD**

#### **Leave of absence or discontinuation of award**

An award holder who wishes to take leave of absence from 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 s/he ceased to be entitled by reason of discontinuation or suspension of studies.

Periods of study during suspension of the award toward the degree will be deducted from the maximum period of tenure.

#### **Suspension**

Award holders who do not meet required program milestones (eg CCSP, Major and Minor Reviews) will have their stipend payments suspended. No reimbursement for periods of suspension under these circumstances will be made.

## 10. TERMINATION

**An award will be terminated upon submission of the thesis or when the scholarship expires, whichever is the earlier.** If the award expires or is terminated before the award holder submits his/her thesis for examination then s/he reverts to a full fee-paying student for the remainder of candidature and all associated expenses will be his/her responsibility.

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.

## 11. SUPERVISION, ACADEMIC PROGRESS, LOA, EXTENSION & CANCELLATION OF ENROLMENT

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

All students will also be subject to the requirements of the Education Services for Overseas Students Act 2000 (ESOS Act), the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2007), and to the University's policies and procedures. University of Adelaide policies can be found online at <http://www.adelaide.edu.au/policies/>.

## 12. GRIEVANCE PROCEDURES

The appropriate appeal procedures for higher degree candidates are those defined by the Student Grievance Resolution Process. Information can be found online at: <http://www.adelaide.edu.au/student/grievance/>.

## 13. STUDENT OBLIGATIONS

Award holders must declare if they receive a living allowance or stipend from any other source. The University reserves the right to withdraw an offer of a scholarship at any time prior to enrolment if it is advised that an awardee has been offered a scholarship equal to or in excess of the financial value of the award offered by the University.

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 they:

- obtain permanent residency
- discontinue their studies
- change their attendance status
- are 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 address
- take up employment at the rate of more than 8 hours per week, Monday to Friday
- submit their thesis
- make any changes that in any way affect their candidature
- are in receipt of any scholarship monies they 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/her entitlement as a result of a change in circumstances the University will take action to recover the amount overpaid.

## 14. EMPLOYMENT

Award holders are 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 employment is not undertaken to the detriment of the award holder's study program. 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.

## 15. CONTACT DETAILS:

The University of Adelaide contact persons for matters falling within this Agreement are:

### Matters affecting the terms of the Agreement:

Position Pro Vice-Chancellor (International)  
Address North Terrace, Adelaide SA 5005 Australia  
Email [pvc@adelaide.edu.au](mailto:pvc@adelaide.edu.au)  
Telephone +61 8 8313 5299  
Facsimile +61 8 8313 8333

### Matters concerning admission of individual students:

Position Pro Vice-Chancellor (Research Operations),  
Address North Terrace, Adelaide SA 5005 Australia  
Email [ddog@adelaide.edu.au](mailto:ddog@adelaide.edu.au)  
Telephone +61 8 8313 6911  
Facsimile +61 8 8313 5725

### Matters concerning tuition fee payments:

Position Student Sponsor Accounts Liaison  
Address North Terrace, Adelaide SA 5005 Australia  
Email [studentfinance@adelaide.edu.au](mailto:studentfinance@adelaide.edu.au)  
Telephone +61 8 8303 5880  
Facsimile +61 8 8303 6445

MOET VIED contact persons for matters falling within this Agreement are:

### Matters affecting the terms of the Agreement:

Dr. PHAM Quang Hung  
Position Director General  
Address Vietnam International Education Development,  
21 Le Thanh Tong, Hoan Kiem, Hanoi  
Email [pghung@moet.edu.vn](mailto:pghung@moet.edu.vn)  
Telephone (+84-4) 3933579 ext. 101  
Facsimile (+84-4) 39335491

### Matters concerning admission of individual students:

Ms QUACH Ngoc Minh  
Position Australia Desk officer  
Address Vietnam International Education Development,  
21 Le Thanh Tong, Hoan Kiem, Hanoi  
Email [australia@vied.vn](mailto:australia@vied.vn)  
Telephone (+84-4) 39335795 ext. 604  
Facsimile (+84-4) 39335491

### Matters concerning tuition fee payments:

Ms NGUYEN Thi Ngoc Lien  
Position Australia Desk officer  
Address Vietnam International Education Development,  
21 Le Thanh Tong, Hoan Kiem, Hanoi  
Email [australia@vied.vn](mailto:australia@vied.vn)  
Telephone (+84-4) 39335795 ext. 304  
Facsimile (+84-4) 39335491

*While this information was correct at the time of publication, Conditions of Award are subject to change without notice.*

*(last updated 19/08/2016, JP)*

[www.adelaide.edu.au/graduatecentre](http://www.adelaide.edu.au/graduatecentre)

## Further Information

**Ph:** (08) 8313 5882

**Fax:** (08) 8313 5725

**Email:** [graduatecentre@adelaide.edu.au](mailto:graduatecentre@adelaide.edu.au)

**Web:** [www.adelaide.edu.au/graduatecentre](http://www.adelaide.edu.au/graduatecentre)