

Conditions of Award – 2016

Master of Philosophy (No Honours) International Scholarship

In this document the word "award" includes "scholarship" when used generally.

1. ELIGIBILITY

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

- be an international student
- be a recent graduate of the University of Adelaide;
- have completed and been awarded a relevant Bachelor Degree or equivalent with an achieved minimum of a distinction average (GPA of 6.0 or above) at the University of Adelaide in 2014 or 2015;
- be eligible to enrol in the full-time postgraduate degree Master of Philosophy at the University of Adelaide in 2016;
- not have commenced nor hold an Honours Degree or a postgraduate qualification of any kind;
- not be currently enrolled in a Higher Degree by Research at the University of Adelaide or any other institution;
- not be in receipt of an equivalent award, scholarship or salary to undertake the proposed degree; and
- must satisfy the minimum English language proficiency requirement as set by the university.

Those undertaking research via remote candidature are ineligible.

The offer of a scholarship is contingent upon a student not being offered another award by the Commonwealth of Australia, The University of Adelaide, or an overseas sponsor. 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.

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 (overall GPA).

3. TENURE

Major Round: A new award offered in the major round must be taken up from 1 January in the year for which the award is granted. A student is required to commence research within the University by 31 March at the latest in the year for which the award is granted.

Mid-Year Round: A new award offered in the mid-year round must be taken up from 1 July in the year for which the award is granted. A student is required to commence research within the University by

31 August at the latest in the year for which the award is granted.

Award Duration – Masters Degree: up to a maximum of 2 years.

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 of Philosophy.

The University may approve, after a period of 18 months full time equivalent candidature, conversion of an award for Masters degree study to a scholarship leading to a Doctorate. In this case, the stipend value will be increased to the current rate of an International Postgraduate Research Scholarship (IPRS) / Australian Postgraduate Award (APA). The maximum duration of a converted award becomes that for the new candidature, that is, three years for a PhD. As a scholarship normally expires on completion of a degree, the student must ensure that the progression to PhD or suspension of the award is arranged before the Masters studies are completed.

The maximum period of the award for a student progressing from Masters to PhD study is three years (or three and a half years if an extension is approved) from the date the student took up the award as a Masters student.

Scholarships are renewable annually, subject to satisfactory progress, determined by the outcome of the Annual Review.

4. COMMENCEMENT

An award must be commenced in the year for which it was awarded.

Major Round: An award holder shall commence study within such time as the University shall allow but will normally be required to commence by 31 March.

Midyear Round: An award holder shall commence study within such time as the University shall allow but will normally be required to commence by 31 August.

Stipend payments are made from the date on which candidature commences, and will commence 3-4 weeks after submission of a completed enrolment form to the Adelaide Graduate Centre. Award holders will be paid fortnightly in arrears, directly into an Australian bank account.

Note: The University may withdraw the offer of a scholarship and allocate it to another applicant if an applicant does not commence by the agreed date, fails to provide documentation required after a provisional offer, does not meet legislative requirements or conditions as outlined by the Government and/or the University, or provides false or misleading documentation.

5. BENEFITS

The benefits of the award are:

- Payment of tuition fees for two years for a Masters degree by Research, and
- An annual living allowance of AUD\$22,000 (tax free, 2016 value).

The scholarship does not provide any other allowances.

Where a student upgrades from a Masters degree to a PhD, the stipend value will increase to the current APA rate. The maximum period of the award for a student progressing from Masters to PhD study is three years (or three and a half years if an extension is approved) from the date the student took up the award as a Masters student.

6. VISA ENTITLEMENTS AND 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 and their dependants. 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.

7. OVERSEAS STUDENT HEALTH CARE

International candidates on a subclass 574 visa (and their dependants) are required to have Overseas Student Health Cover (OSHC) for the duration of their program. This cost will NOT be covered by this award.

8. 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.
- An award holder may take up to 10 days paid **sick leave** a year (accruable) within the tenure of their award. These periods of leave are not in addition to the normal duration of the award. For medically substantiated periods of illness lasting longer than 10 working days, candidates may receive up to a total of twelve weeks paid sick leave that is additional to the normal duration of the award. This leave will only be utilised once the accruable sick leave within tenure has been exhausted.
- Periods of unpaid sick leave longer than three months may be accessed through Leave of Absence provisions. Carer leave related to the primary care of a family member may be applied for under the allocation of sick leave, and requires equivalent supporting documentation. Students must apply to the Graduate Centre for leave of absence when taking any type of paid or unpaid sick leave. Official medical certificates stating specified dates must be provided for all periods of sick leave applied for.

- Award holders who have been enrolled for a period of over 12 months full-time are able to apply for up to 12 weeks of paid **maternity leave**. Award holders who are partner's of women giving birth and who have been enrolled for a period of over 12 months full time are able to apply for up to 5 days of paid **parenting leave**. Periods of paid maternity and paternity leave are additional to the normal duration of the award. Those enrolled for less than 12 months full-time are advised to utilise the recreation leave or unpaid leave of absence provisions. **Please note: no paid maternity or parenting leave provisions will apply during a scholarship extension period.**
- Award holders granted 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.

9. RESEARCH OFF CAMPUS

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 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.

10. EMPLOYMENT

The University does not require an award holder to undertake employment. An award holder is only permitted to undertake a limited amount of paid employment, and for International students must be consistent with the conditions of their student visa.

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 programme. Students will be expected to maintain an appropriate level of contact hours in accordance with a full-time enrolment. Excessive employment will not be considered applicable grounds for extension to the scholarship.

11. SUSPENSION OF AN AWARD

Leave of absence or discontinuation of award:

An award holder who wishes to take leave of absence from his/her 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 he or she ceased to be entitled by reason of discontinuation or suspension of studies. Any overpayment will be automatically recovered in full upon the student's return from leave.

Periods of study during suspension of the award (eg half-time study) toward the degree will be deducted from the maximum period of tenure.

Suspension for non-lodgement of milestones:

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 granted.

12. TERMINATION

An award will be terminated upon submission of the thesis or when the award 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.

13. SUPERVISION, ACADEMIC PROGRESS, LEAVE OF ABSENCE, EXTENSION AND CANCELLATION OF ENROLMENT

Candidates will be subject to the University's rules as outlined in the 'Research Student Handbook' which can be found 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/>.

14. STUDENT OBLIGATIONS

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 department
- change address
- take up employment at the rate of more than 8 hours per week, Monday to Friday, 9am-5pm
- 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 or her entitlement as a result of a change in circumstances the University will take action to recover the amount overpaid.

15. GRIEVANCE PROCEDURES

The appropriate appeal procedures for higher degree candidates are those defined by the Student Grievance Resolution Process. Information can be found at:

<http://www.adelaide.edu.au/student/grievance/>.

16. ENQUIRIES AND INFORMATION

Enquiries may be addressed to:

Ms Janelle Palmer

International Research Scholarships Officer

Phone: +61 8 8313 6491

Email: janelle.palmer@adelaide.edu.au

Ms Darlene Truong

Admissions Officer

Phone: +61 8 8313 3882

Email: darlene.truong@adelaide.edu.au

17. CLOSING DATE

The closing date for applications in the Major Round is 31 October 2016.

The closing date for applications in the Mid-Year Round is 30 April 2016.

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

www.adelaide.edu.au/graduatecentre/scholarships/

Further Information

Ph: (08) 8313 5882

Fax: (08) 8313 5725

Email: graduatecentre@adelaide.edu.au