



How to establish a HDR Scholarship

Updated 2 August 2017

GUIDELINES FOR THE ESTABLISHMENT OF A DEPARTMENTAL OR EXTERNALLY FUNDED POSTGRADUATE RESEARCH SCHOLARSHIP

1. Field of Research/Study Area

Please describe the broad area of research interest or name the program to be undertaken. Acceptance of the scholarship will be subject to the ability of the University to provide the necessary research infrastructure and supervision for the proposed project or the acceptance of a student into the proposed program.

2. Type of Scholarship

You may choose to fund one or more major scholarships, each of which is sufficient to provide full support for one student, or you may provide one or more supplementary scholarships, or you may provide a research maintenance scholarship.

Supplementary scholarships are often established as a means of attracting high calibre students to a particular research area. Research maintenance scholarships are paid to the supervisor of the student and can only be used towards the research costs of that student. While it is not possible for a student to hold two major scholarships simultaneously, many major awards allow recipients to receive an additional supplementary scholarship. As a general rule, a supplementary scholarship should not exceed 75% of the value of the major scholarship. You may specify that the award of a supplementary scholarship is dependent upon the applicant's successful application for a major scholarship.

3. Eligibility and Minimum Academic Standards

The successful applicant for a postgraduate research scholarship should normally hold an honours degree at a minimum 2A level or its equivalent as determined by the University. Students must have applied for and been accepted to an approved program of study. The University of Adelaide Act states "The University shall not discriminate against or in favour of any person on the grounds of sex, race, religious or political belief." Accordingly, the University will not administer or publicise a gender specific award unless:

- (a) the award may help to redress an undesirable imbalance in the representation of the sexes in the discipline or area to which it relates; or
- (b) it is satisfied that it is impracticable for the grantor to make the award available to both sexes (eg because of the cultural setting of any work to be undertaken) or it is otherwise in the University's best interests.

Unless it is specified that the scholarship is to be restricted to Australian citizens or those who have been granted Permanent Resident Status in Australia (which includes citizens of New Zealand), it is possible that the successful applicant could be an international student who would be liable for tuition fees. Tuition fees may be between \$29,000 to \$42,000 and may therefore exceed the value of the living allowance provided to the student under the scholarship.

4. Selection

It is expected that a scholarship will normally be advertised and offered to the most meritorious applicant in open competition unless other arrangements are approved by the University. The cost of external advertisement outside of the University is to be assumed by the funding body or grant holder. Internal promotion, including web-based promotion, will be undertaken by the University.

Selection will normally be undertaken by the academic department in which the applicant intends to enrol, in consultation with the funding body, if this is appropriate. In certain circumstances (such as a student already working on a specific project under a research grant or a student already accepted into a program of study) a student may be nominated for award of the scholarship at the time of establishment of the scholarship. The nominee will be subject to the minimum academic qualifications as specified above.

5. Terms and Conditions

To establish a postgraduate research scholarship the proposed level of study must be at the masters or doctoral level and not masters qualifying, honours, graduate certificate or graduate diploma level. The minimum living allowance for postgraduate scholarships administered by the University is generally set at the same level as The Australian Government funded Research Training Program (RTP) Scholarship (\$27,082 per annum in 2018). There are other possible allowances payable, upon application, for relocation costs, sick leave, maternity leave and thesis preparation in addition to the base living allowance. These allowances should be taken into account when determining the total amount of funding required for the scholarship. For full scholarships the level of funding must be sufficient to support the student for the duration of their program (or the balance thereof for enrolled students). This is normally up to two years for a masters student, three years for a doctoral student (with provision for a six month extension). Four years is normally the maximum duration of a doctoral scholarship administered by the University of Adelaide. The University is unable to provide alternative scholarship support in the event that funding for a particular scholarship is withdrawn for any reason. Continuation of scholarship support is subject to satisfactory academic progress as determined by an annual review of progress or the student's results at the end of each academic year or semester.

6. Taxation

The Australian Taxation Office classifies most scholarships for full time postgraduate study as tax exempt. In certain circumstances this exemption may not always apply, for example if a student is also receiving income from other sources.

Scholarships paid to half time students are taxable.

This information should not be construed as definitive and may be subject to change. Should any aspect of taxation be unclear, you are strongly advised to refer to the ATO website for further information www.ato.gov.au and / or seek independent financial advice.

7. Agreements (including Intellectual Property)

It is University policy that students own the intellectual property created in the course of their studies, except where they participate in a project that: (a) builds upon pre-existing University IP ("Special Case A"); OR (b) is being carried out for, or in conjunction with, an external third party (eg a Co-operative Research Centre, a company, etc.) ("Special Case B"), in which case the student is required to assign their IP to the University. For a Special Case A and/or Special Case B project, there may also be a separate formal Agreement developed and negotiated through Research and Business Partnerships (PBP). There may also be an Agreement with the funding body which stipulates the applicable rules for the Scholarship. Signatories to such Agreements are usually the Dean of Graduate Studies, the Director, Research Branch, or Deputy Vice-Chancellor (Research). Before a new external scholarship is advertised or offered to a nominated candidate, any Agreement must be reviewed by RBP before being signed by the Dean of Graduate Studies.

If any matters arise which are not covered by these guidelines, or if you require further information, please contact the Adelaide Graduate Centre.

Enquiries may be addressed to:

Domestic Students

Alison Birbeck (Faculty of ECMS, Arts & Professions) Senior Scholarships Officer Telephone: (08) 8313 1133 Email: scholarships@adelaide.edu.au	Andrea Przygonski (Faculty of Sciences) Senior Scholarships Officer Telephone: (08) 8313 4739 Email: scholarships@adelaide.edu.au
Rachel Harvey (Faculty of Health Sciences) Senior Scholarships Officer Telephone: (08) 8313 5420 Email: scholarships@adelaide.edu.au	Antoinette Brincat (General Enquiries) Postgraduate Scholarships Officer Telephone: (08) 8313 3044 Email: scholarships@adelaide.edu.au

Overseas Students

Ms Janelle Palmer International Research Scholarships Officer Phone: +61 8 8313 6491 Email: janelle.palmer@adelaide.edu.au	General enquiries relating to International Admission and Scholarship Telephone: +61 8 8313 36491 Email: agc.international@adelaide.edu.au
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Further Information

Adelaide Graduate Centre Level 2, Schulz Building The University of Adelaide, South Australia 5005	Ph: +61 8 8313 5882 Fax: +61 8 8313 5725 Email: graduate.centre@adelaide.edu.au Web: www.adelaide.edu.au
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This Information is correct at the time of publication.

Please note, information may be changed without notice to comply with legal requirements or University policy