

Return the completed form to the

Adelaide Graduate Centre ([scholarships@adelaide.edu.au](mailto:scholarships@adelaide.edu.au))

Level 2, Schulz Building

University of Adelaide SA 5005



# Stipend Scholarship Establishment Form

## Higher Degree by Research (HDR)

### **Please complete this page before you commence the following form**

NOTE: When using the editable PDF version of this document, for best results, you are advised to open, edit and save using Adobe Acrobat Reader only.

Will the intended scholarship or the associated funds be subject to any of the following?

- Intellectual Property (IP) considerations
- Memorandum of Understanding (MOA)
- Funding rules
- Agreement
- Deed
- Conditions of award
- Other legal document

- ☐ **No - Please continue to complete the 'HDR Stipend Scholarship Establishment Form' (attached)**
- ☐ **Yes - Please inform the intended recipient's Principal Supervisor they must liaise directly with Research and Business Partnerships (RBP) in the first instance.**  
(To find the relevant portfolio manager please refer to the RBP web page (password protected) - <https://www.adelaide.edu.au/research-services/industry/business-partnerships-specialist/>)

Where MOA's, agreements, deeds or conditions require a University of Adelaide Authorised Signature, please ensure you and/or the student DO NOT sign until you have sought advice from RBP.

The Dean of Graduate Studies has the final approval for the awarding of any external HDR Stipend Scholarships and any associated legal documents. **Approval will only be given where RBP has been consulted and all matters have been finalised.**

The HDR Stipend Scholarship Establishment Form will not be processed nor any offer made until:

- Legal documentation has been finalised, and
- Adelaide Graduate Centre (AGC) has received confirmation to this effect from RBP.

## 1. Name of Proposed Scholarship

## 2. Name of Funding Body

If funded from an external grant please write 'grant-funded' here.

## 3. Field of Research/Study to be Supported

## 4. Number of Scholarships to be Offered

☐ One award only ☐ More than one award - please give details below:

## 5. Scholarship Type and Stipend Details

Research Education and Development Committee (REDC 1/2014 – 24 February 2014) prescribes that the tenure and living allowance for full scholarships must not be less than the current stipend rate for the Research Training Program Stipend (RTPS) – formerly APA.

- ☐ Full Scholarship at level of RTPS rate (indexed annually): \$27,596pa in 2019
- ☐ Full Scholarship at level of APAI (Industry) rate (indexed annually): \$33,000 in 2019
- ☐ Full Scholarship at level of ARC Industrial Transformation Research Hub (ITRH) / ARC Industrial Transformation Training Centre (ITTC) rate (indexed annually): \$33,413 in 2019
- ☐ Full Scholarship to be fixed at an annual value: Please indicate value: \$ \_\_\_\_\_pa

**IMPORTANT NOTE:** As per REDC determination above, if in subsequent years a fixed rate falls below the RTPS rate, the AGC will automatically increase the yearly scholarship value to match the RTPS rate and the Department/School and/or external funding body will be responsible for meeting these costs

- ☐ Supplementary or top-up scholarship to increase RTPS to APAI rate (indexed annually): \$5,404pa in 2019
- ☐ Supplementary or top-up scholarship to increase RTPS to ARC ITRH / ITTC rate (indexed annually): \$5,844pa in 2019
- ☐ Supplementary or top-up scholarship to be fixed at an annual value. Please indicate value: \$ \_\_\_\_\_pa

Please note: a top-up must not exceed 75% of the value of the full scholarship held.

- ☐ Supplementary or top-up scholarship equivalent to 75% of RTPS (indexed annually): \$20,697pa in 2019
- ☐ Supplementary or top-up scholarship to increase total value of full scholarship to: \$ \_\_\_\_\_ pa (eg up to total value of \$30,000pa)

## 6. Duration of Scholarship

- ☐ 3 years maximum – no extension (PhD candidates only)
- ☐ 3 years with a possible 6 month extension (PhD candidates only)
- ☐ 3 years with an automatic 6 month extension upon expiry (PhD candidates only)
- ☐ 3 years with a possible 6 months extension \*\*Conditional (PhD candidates only). Start date: \_\_\_\_\_
- ☐ 2 years \*\*Conditional. (Masters candidates only – no extension possible). Start date: \_\_\_\_\_
- ☐ 2 years (Masters candidates only – no extension possible)
- ☐ Other - please specify dates: From: \_\_\_\_\_ To: \_\_\_\_\_

### PLEASE NOTE:

If you are providing a full scholarship, ie 3 years of funding, the student who receives the scholarship will not be eligible to apply for an RTPS or University funded scholarship for the following year.

**\*\*Conditional scholarship:** If your intention is to fund a student until such time as they are able to apply for an RTPS or University funded scholarship (not Divisional Scholarships) you must make this Conditional. In the event the student is not successful in being awarded an RTPS or University funded scholarship, you agree to continue funding under the conditional scholarship for the full duration of the conditional scholarship. Continuing postgraduate research students are not eligible for Divisional Scholarships.

## 7. Level of Study

- ☐ PhD  
☐ Masters by research  
☐ PhD or Masters by research (dependent on selected student – relates to more than one award for the same Scholarship Type)

## 8. Residence Qualification

**Is this scholarship only for students who are Australian citizens or who have Permanent Residency status?**

- ☐ Yes ☐ No

If No, is the student already in receipt of a scholarship for (or inclusive of), fee payments?

- ☐ Yes. Scholarship name: \_\_\_\_\_  
☐ No. In addition to the stipend provided, the scholarship should provide for payment of the FULL TUITION FEES FOR THE COURSE, otherwise the recipient will be liable to pay these fees.

[A Proposal to Establish a Full Fee Scholarship Form should be completed.](http://www.adelaide.edu.au/graduatecentre/scholarships/research-international/) This form is available for download by staff only, from the Adelaide Graduate Centre website at: <http://www.adelaide.edu.au/graduatecentre/scholarships/research-international/>

## 9. Benefits

Please Note:

- Indicate Yes/No
- All are optional
- This section MUST be completed

**Thesis Production Allowance (reimbursement of costs associated with thesis production)**

- ☐ Yes. Up to \$ \_\_\_\_\_ ☐ No

**Research Maintenance Allowance (equipment/consumables)**

- ☐ Yes ☐ No

If yes, please nominate one of the following invoicing arrangements for the maintenance allowance:

- ☐ Set amount of \$ \_\_\_\_\_ per annum - to be invoiced \_\_\_\_\_ (Please indicate period)  
☐ No Limit OR Maximum Annual Value \$ \_\_\_\_\_ Invoiced only upon presentation of receipts

**Travel Allowance\* (travel during candidature to attend conferences or for research purposes)**

- ☐ Yes, up to \$ \_\_\_\_\_ ☐ No

**Relocation Allowance\* (once-off travel - the cost of moving to Adelaide to take up the award)**

- ☐ Yes, up to \$ \_\_\_\_\_ ☐ No

**\* Only economy class airfares will be reimbursed**

**Other Allowances (please provide details)**

- ☐ Yes, up to \$ \_\_\_\_\_ for \_\_\_\_\_ ☐ No

**Sick Leave**

- ☐ Yes ☐ No

**If yes, select only one of the following 3 options:**

- ☐ 10 working days per annum - within tenure (does not increase the tenure (funding period) of the award)  
☐ Equivalent to RTPS (RTPS rules allow 10 working days per annum paid with no extension to the scholarship expiry date, and once this entitlement is exhausted, students can access up to 60 working paid sick leave in addition to the normal tenure of the award - this will increase the cost of the overall award which must be borne by the funding body/area)  
☐ Other \_\_\_\_\_

**Maternity/Adoption Leave (equivalent to RTPS)**☐ Yes☐ No

The RTPS provides up to 60 working days paid maternity/adoption leave for full time students if the birth of a child is within the tenure of the award. Part time students are entitled to up to 30 working days. Paid maternity/adoption leave may not be taken within the first twelve months of an award; however unpaid maternity/adoption leave may be accessed through the leave of absence provisions. Periods of paid maternity/adoption leave are additional to the normal duration of the award. Provision for 10 working days paid paternity leave is also available, however, it is not available within the first twelve months of an award. Award holders are advised to utilise their recreation leave or unpaid leave of absence provisions.

Students enrolled in the Faculty of Engineering, Computer and Mathematical Sciences (ECMS) are entitled to a total of 26 weeks of maternity/adoption leave if they meet the usual RTPS maternity/adoption leave criteria. Please contact Ms Alison Birbeck [alison.birbeck@adelaide.edu.au](mailto:alison.birbeck@adelaide.edu.au), AGC's ECMS Faculty Representative with any queries about how this is administered and funded.

**10. Funding Arrangements for a University funded scholarship**

**Please note:** If a University account code is provided NO INVOICES WILL BE SENT BY THE GRADUATE CENTRE. 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 and you do require invoicing to be arranged, please complete Section 12 instead.

Please provide a University account code:

		Only use this column if funding is to be split between two different projects 50/50
Business Unit		
Fund Code		
Department Code		
Campus Code		
Project Code		

Finance Officer of School/Discipline/Centre (name & contact number): \_\_\_\_\_  
(This should be the person to contact should there be any issues with the project code)

**11. Grant Information**

**Please note:** if grant funds are currently held in a University project code, Section 10 must be completed (not section 12).

**Is this scholarship funded from a grant obtained by the University?**☐ Yes☐ No

If yes, please provide the following information:

Grant Title \_\_\_\_\_

Funding Body: \_\_\_\_\_

Project No: \_\_\_\_\_

Chief Investigator CI (eg for ARC Grants): \_\_\_\_\_

Do the terms of this grant allow for payment of a Higher Degree Scholarship? ☐ Yes ☐ No

## 12. External Funding Body: Representative's Details (Authorised to approve the funding arrangements):

**Please note:** By completing this section you are confirming the details of the proposed scholarship.

Position:	
Organisation:	
Address:	
Telephone:	
Email address for authorisation:	
ABN:	
Email address for invoices:	

\_\_\_\_\_  
Authorised Representative name

\_\_\_\_\_  
Sign here

\_\_\_\_\_  
Date

Complete the details below if Section 10 is incomplete. By completing this section you are requesting the AGC arrange invoicing to the funding body.

### Preferred invoicing frequency:

- ☐ Full amount in advance      ☐ 12 months in advance      ☐ 6 months in advance  
☐ Quarterly in advance      ☐ Other: \_\_\_\_\_ (invoicing should always be in advance)

### Do you require an invoice for each period?

- ☐ Yes      ☐ No

Do you require an annual acquittal of funds or an annual financial statement?

- ☐ Yes      ☐ No

If yes, please indicate the basis it is required on: ☐ Calendar year OR ☐ Financial year

### Do you require invoices to contain a reference or purchase order number, or any other specifics?

If yes, please indicate: \_\_\_\_\_

### Is your organisation exempt from GST?

- ☐ Yes      ☐ No

**Please note:** that the University is required to include GST on all invoices raised unless the funding body is exempt from GST.

## 13. External funding body: Contact with the University

If you are not affiliated with a University Department or Centre, have you had discussions with a staff member for the purpose of establishing this scholarship?

- ☐ Yes      ☐ No

If yes, please provide their name and Department/Centre: \_\_\_\_\_

## 14. Scholarships Funded by a Grant and/or External Organisation

Are there ANY Agreements, Deeds or Conditions associated with the funding?

☐ Yes

☐ No

If yes, please select one of the following and provide a copy of the Agreement/Deed or the relevant TRIM document reference:

- ☐ The Agreement/Deed is a finalised agreement (already in place) between the funding body and the University.
- ☐ The Agreement/Deed is a finalised pre-negotiated / overarching agreement between the funding body and the University, and the student is required to sign an Associate Deed/Agreement. Please note: The Principal Supervisor must liaise with Adelaide Enterprise in the first instance.
- ☐ The Agreement/Deed is currently being reviewed by/in negotiation with Adelaide Enterprise.
- ☐ The Agreement/Deed is finalised and is currently being fully executed by all parties, and once finalised a copy will be sent to AGC.
- ☐ Other: \_\_\_\_\_

HPRM document reference number: \_\_\_\_\_

IMPORTANT: Please provide a copy of the Agreement/Deed. No offer will be made until a copy of the finalised and fully executed agreement has been received by Adelaide Graduate Centre.

## 15. Facilities

Please indicate if your Department/organisation is able to offer special research or laboratory facilities or access to equipment relevant to the field of study and give details:

## 16. Obligations of the Scholarship Holder

In order to qualify for tax exemption under the Income Tax Assessment Act, income must be by way of a scholarship, bursary or other education allowance and must be received by a full-time higher degree candidate. The student must not be under any obligation or be rendering any service to the funding body or the University. The student must be supervised to the same extent as other students enrolled for the degree and must not be required to render any service to the granting authority or the University.

Will the scholarship holder be under any obligation whatsoever to your organisation?

☐ Yes

☐ No

If YES, please give details:

## 17. Selection/Renewal

Do you require an Annual Progress Report (separate to the University's Annual Review of Progress process)?

☐ Yes

☐ No

Any special requirements? (Please specify, ie work experience, publications, etc):

## 18. Intellectual Property

The University of Adelaide's Intellectual Property policy (available here: <http://www.adelaide.edu.au/policies/1263/>) applies to all staff members, students, titleholders and visitors of the University of Adelaide. The University requires arrangements dealing with intellectual property to be specified and agreed to early on in candidature and in any case at the time of completing the Core Component of the Structured Program (CCSP) milestone at six months (or half time equivalent) after of commencement of candidature. However, please indicate if you believe any matter concerning intellectual property is likely to arise which should be resolved at or prior to commencement of the funding of this scholarship.

## 19. Nomination of a Student as the Recipient of the Scholarship

If the scholarship is not advertised and you wish to nominate a particular student as the recipient, please complete the details below. All nominated students are subject to the approval of the University of Adelaide. Please note that postgraduate students are required to be acceptable for admission to postgraduate candidature and hold an Honours degree of at least 2A standard or equivalent. Any other qualification will be subject to the approval of the University of Adelaide.

**Is the student currently enrolled in the proposed degree at the University of Adelaide?**

☐ Yes

☐ No

If no, please advise the student to apply for admission via the Online Application Form available at:

<http://www.adelaide.edu.au/graduatecentre/admission/apply-now/>

Student Name	
Student ID	
Contact Email	
Telephone	
Qualification	
Year of Award	
Honours Level	
Proposed School/Discipline/Centre	
Proposed Degree/Degree Enrolled	
Commencement Date of proposed scholarship:	

**Supervisor and School approval:**

Principal Supervisor's name (please print)

\_\_\_\_\_  
Sign here

Date \_\_\_\_\_

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Head of School/Discipline name *(please print)*

\_\_\_\_\_  
Sign here

Date \_\_\_\_\_

For Office Use Only	
<input type="checkbox"/> Scholarship proposal and/or nomination accepted on behalf of the university <input type="checkbox"/> Refer to Committee for discussion and approval <input type="checkbox"/> Total scholarship funding $\geq$ AUD\$300,000 – approval by DVC (R) required  <div style="display: flex; justify-content: space-between;"> <div>_____ Dean of Graduate Studies</div> <div>_____ Date</div> </div>	<p>Comment:</p>

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

## Information and lodgement of forms

Ph: (08) 8313 5882

Fax: (08) 8313 5725

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