



CONDITIONS OF AWARD 2011

SCHOOL OF XXXX RESEARCH SCHOLARSHIP

1. Eligibility

Successful applicants must have completed at least four years of tertiary education studies and have achieved at least an upper second class Honours degree or equivalent. Awards are only available to those who will be undertaking a full-time doctoral degree in 2011 and who:

- are not receiving another equivalent award, scholarship or salary to undertake the proposed program (generally less than seventy-five per cent of the base APA stipend rate); and
- have not completed a degree at the same level as the proposed candidature, or at a higher level.

2. Stipend and allowances

(i) *Stipend*

The stipend will be at the rate of \$XXXpa

(ii) *Thesis allowance*

An allowance of up to \$420 for costs associated with the production of a Masters thesis or \$840 for a PhD thesis will be paid upon production of receipts. The allowance must be claimed within six months of submission of the thesis and no more than two years after termination of the award. The amount paid will be up to the maximum rate applicable at the time of submission of the thesis. The allowance is a contribution to the costs of production of the thesis and does not include such costs as purchase of computer equipment.

Thesis allowance is payable for costs associated with the resubmission of a thesis, or lodgement of bound copies of the thesis following approval, provided that the claim is made within six months of the resubmission or lodgement date and 2 years of the termination of the award. The combined total of allowance for submission and resubmission must not exceed the maximum amounts specified above.

(ii) *Relocation allowance*

The actual cost of travelling to Hobart or Launceston to take up an Award, up to a maximum equal to the economy or student airfare for the awardee, spouse and dependants will be paid to a student residing outside the Hobart or Launceston metropolitan area.

Removal expenses of up to \$515 per adult and \$255 per child (with a maximum entitlement of \$1,485) may also be provided on production of receipts. Where a student elects to travel by car, they will receive a per kilometre allowance as determined by the University up to the equivalent airfare costs. Students cannot claim for accommodation or meal costs if they elect to travel by car.

(iii) *Other allowances*

Award holders may also receive minor awards, allowances or other earnings which are supplementary to the School of XXX Research Scholarship or income derived from part-time work undertaken within the guidelines set by the University.

3. Tenure

The duration of the Award is 3 years. An extension of up to six months may be granted for PhD candidates where the research has been delayed due to circumstances which are beyond the candidate's control and related to the conduct of the research rather than of a personal nature.

Periods of study already undertaken towards the degree prior to the commencement of the award or undertaken during suspension of the award will be deducted from the maximum period of tenure.

Scholarship awardees are required to enrol at the University by 30 September 2011 and to commence study by 31 December 2011. If an awardee wishes to delay commencement, formal application must be made to the Board of Graduate Research stating the reasons for the delay. Permission to delay commencement up until 30 June 2012 may be granted where the awardee has employment commitments or in the case of illness or other circumstances beyond the student's control. If the awardee does not enrol by 30 September 2011 and permission to delay commencement is not granted, then the offer of the Award lapses.

Tenure is always subject to satisfactory progress and terminates on the expiry of the Award or on submission of the thesis for examination, whichever is the sooner.

4. Transfer

The School of XXX Research Scholarship may only be held at the University of Tasmania.

5. Suspension

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The total period of suspension from the Award during its tenure generally may not exceed 12 months. However, in exceptional circumstances where the awardee can demonstrate reasons outside their control, additional periods of suspension may be granted. No suspension is possible beyond two years in total.

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

Applications for suspension, endorsed by the supervisor and Head of School, should be lodged with the Graduate Research Office.

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The award will not normally be suspended, however under exceptional circumstances and by negotiation only, suspension may be approved.

The Board of Graduate Research may, at the request of the candidate and on the advice of the Head of School and supervisor temporarily suspend the candidate's program for a specified period.

6. Termination

The Award will be terminated on submission of the thesis or at the end of the Award, whichever is earlier. Awards will be terminated before this time:

- (a) if, after due inquiry, the University concludes that the Award holder has not fulfilled obligations, met the eligibility criteria or made satisfactory progress;
- (b) if, in the opinion of the institution, the course of study is not being carried out with competence and diligence or in accordance with the offer of award;
- (c) if, after due inquiry, the University concludes that the candidate has committed serious misconduct, including, but not limited to the provision of false or misleading information;
- (d) when the candidate ceases to be a full-time and when approval has not been obtained to hold the award on a part-time basis;
- (e) on the death or incapacity of the candidate, or withdrawal from the program;
- (f) if the award holder does not resume study following a period of suspension or make arrangements to extend that suspension.

7. Employment

An Award holder is permitted to undertake a limited amount of part-time employment, provided the work does not interfere with the progress of the research program. Approval must be sought for periods of part-time work amounting to more than eight hours per week. A written application endorsed by the supervisor and Head of School should be lodged with the Graduate Research Office.

8. Leave entitlements

(i) Annual Leave

Students are entitled to 20 days paid recreation leave each year calculated on a pro-rata basis. No more than 20 days recreation leave may be accumulated and paid leave must be taken during the tenure of the Award. The agreement of the supervisor and

Head of School must be obtained before leave is taken and the Graduate Research Office should be notified.

(ii) Sick leave

Research Masters and Doctoral students may take up to ten working days paid sick leave a year and this may be accrued over the tenure of the award.

For medically substantiated periods of illness lasting longer than ten working days, research students may receive up to a total of 12 weeks paid sick leave which is *additional* to the normal duration of the award.

(iii) Maternity Leave

Students may take up to a maximum of twelve weeks paid maternity leave. Paid maternity leave may not be taken within the first twelve months of an award. However, unpaid maternity leave may be accessed through the suspension provisions. Periods of paid maternity leave are in addition to the normal duration of the award

(iv) Parental Leave

Candidates who are partners of women giving birth and who have completed 12 months of their award, may take up to a maximum of 5 days paid leave during a period through 1 week before the expected birth and 5 weeks after the birth of the child. This leave can be taken only once during the tenure of the award but additional parental leave may be accessed as unpaid leave through the suspension provisions. Note paid parental leave is not in addition to the normal duration of the award.

9. Appeals

The mechanism for appeal for resolution of disputes which may arise during candidature are described in the Procedures of Graduate Research which can be downloaded from: <http://www.research.utas.edu.au/gr/policies/index.htm>

All correspondence is to be via the Graduate Research Office.

10. Research overseas

The candidate may be permitted to undertake fieldwork or research overseas when this is considered necessary by the supervisor and Head of School. In such cases the Award may be tenable overseas for up to 12 months, or in special cases for up to 18 months. Approval of paid overseas study will only be granted if adequate supervision can be maintained and the candidate remains enrolled. Applications for overseas study should be lodged with the Graduate Research Office prior to commencement of the overseas work.

The Award holder will not generally be allowed to undertake overseas study in the first six months of scholarship tenure. Candidature undertaken prior to the taking up of the scholarship will be taken into account in determining the earliest date on which the student may pursue paid overseas study.

11. Research at other organisations

The University may permit a candidate to conduct part of the research at other organisations provided that there is adequate support and supervision for the Award holder.

12. Other courses

An Award holder may not engage in any academic course of study leading to a qualification which is not an essential part of the Award holder's research higher degree.

13. Specific obligations of Award holders

- (i) Award holders shall diligently, and to the best of their ability, apply themselves to the successful completion of the degree.
- (ii) The Award holder shall abide by the international and Australian codes on human and animal experimentation, the guidelines by the Australian Government's Office of the Gene Technology Regulator and the rulings of the Safety, Ethics and Institutional Biosafety Committees of the University.
- (iii) An Award holder is required to conform to the regulations and statutes (including disciplinary provisions) of the University and to the rules and procedures of research higher degrees.
- (iv) Award holders must provide all reports required by the University including an annual report submitted through the supervisor. If the University does not consider that progress is satisfactory, the Award may be terminated or the holder placed on probation.