

**TASMANIA GRADUATE RESEARCH SCHOLARSHIP
CONDITIONS OF AWARD 2017****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 research Masters or Doctoral degree in 2017 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 RTP 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*

Stipends will be at the rate of AUD\$26,682pa non-taxable (2017 rate indexed annually).

(ii) Other allowances

Award holders may also receive minor awards, allowances or other earnings which are supplementary to the Tasmania Graduate 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 three years for a Doctoral candidate and two years for a Masters candidate. An extension of up to six months may be granted for Doctoral candidates where the research has been delayed due to circumstances which are beyond the candidate's control and are related to the conduct of the research rather than of a personal nature. Applications for extensions to scholarship must demonstrate the likelihood of completion within the maximum permitted candidature time.

The Dean of Graduate Research may approve the transfer of an award from a Masters degree to a Doctorate. Similarly, an award for Doctoral studies may be converted to a Masters award. The maximum duration of a transferred award becomes that for the new degree.

The duration of the Tasmania Graduate Research Scholarship will be reduced by any periods of study undertaken:

- (a) towards the degree prior to the commencement of the Graduate Research Scholarship; or
- (b) towards the degree during suspension of the Graduate Research Scholarship.

Scholarship awardees are required to enrol and commence study at the University by the maximum commencement date stated on their letter of offer. If an awardee wishes to delay commencement, formal application must be made to the Dean of Graduate Research via the Graduate Research Office stating the reasons for the delay. A delayed commencement beyond 1 December 2017 will not be approved. If the awardee does not enrol and commence by the maximum commencement date stated on their letter of offer 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.

5. Transfer

Tasmania Graduate Research Scholarships are tenable only at the University of Tasmania.

6. Suspension

The total period of suspension from the Award during its tenure 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 suspensions, endorsed by the supervisor and Head of School, should be lodged with the Graduate Research Office.

7. Termination

The Award will be terminated once the thesis is submitted for examination 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, and no suitable alternative arrangements can be made for continuation of the postgraduate degree;
- (c) 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;
- (d) on the death or incapacity of the candidate, or withdrawal from the program;
- (e) if the award holder does not resume study following a period of suspension or make arrangements to extend that suspension.

8. 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 from the Dean of Graduate Research must be sought for periods of employment amounting to more than eight hours per week (Monday to Friday 9am to 5pm). The Head of School or Graduate Research Co-ordinator must certify that the work does not interfere with the progress of the research and the statement must be lodged with the Graduate Research Office.

9. Leave entitlements**(i) Annual leave**

Candidates 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.

(ii) Sick leave and maternity leave

Research Masters and Doctoral candidates 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 days, research candidates may receive up to a total of twelve weeks paid sick leave which is *additional* to the normal duration of the award.

Award holders may take up to a maximum of twelve weeks paid maternity leave. Paid maternity leave may only be taken once and 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. All applications for maternity leave must be accompanied by medical certification.

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

(iii) *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. Please note that paid parental leave is not in addition to the normal duration of the award and should be arranged with your School.

10. Appeals

The appeal mechanism for resolution of disputes which may arise during candidature are described in the Rule of Graduate Research which can be downloaded from <http://acserv.admin.utas.edu.au/rules/index.html>. Appeals against decisions concerning the allocation of Awards must be made in writing to the Dean of Graduate Research within 14 days of the applicant being notified of the decision. The Dean shall consider the case made by the applicant and convey its decision to the applicant. The applicant may, within 14 days of notification of the decision, lodge a written appeal against such decision for consideration by the Appeals Committee. All correspondence is to be via the Graduate Research Office.

11. Research overseas

Candidates 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 candidate may pursue paid overseas study.

12. 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.

13. 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.

14. 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 review of progress submitted through the supervisor and Head of School. If the University does not consider that progress is satisfactory, the Award may be terminated or the holder placed on probation.