



University Department of Rural Health (UDRH)

GRADUATE RESEARCH WRITE UP SCHOLARSHIP GUIDELINES

This scholarship supports graduate research students writing up their research for publications after they have submitted their research thesis for external examination.

Overview

The write-up scholarship is an initiative of the Department of Rural Health to promote the research output productivity of its research candidates after they have submitted their theses for examination and are awaiting results.

It should be noted that these candidates are still under the management of the UTAS Graduate Research Office (GRO) and the conditions associated with this initiative are consistent with the UTAS GR policy.

Aim

The Department of Rural Health (UDRH) offers a number of fulltime Write-up Scholarships which aim to support candidates to produce articles for submission to refereed academic journals while waiting for their formal examination results. It targets domestic and international graduate research students by funding candidates who have demonstrated a timely submission of their thesis for examination (prior to acceptance of their final bound thesis by the Research Higher Degrees (RHD) Committee).

Scholarship holders will be required to prepare and submit of a minimum of 3 research outputs (2 of which must be refereed journal papers).

Funding will support students for up to three (3) months full-time. These scholarships may be tax exempt for full time enrolled students.

Eligibility

These awards are available to all current UDRH domestic and international postgraduate research students. Applicants must:

- have submitted within the specified timeframe (“timely submission”) for examination a Doctorate or Research Masters theses and they are waiting final results;
- Be able to undertake the scholarship on a full-time basis; and
- Not be in receipt of any other scholarship/bursary.

Term of award

Scholarships will normally commence on the date specified in the application and approved by the scholarship selection committee. The UDRH may withdraw the scholarship if the award holder does not commence by the prescribed date or fails to make satisfactory progress.

The period of tenure for an award shall be three months full time and cannot be extended. The scholarship may be tax exempted until such time as the final hard bound thesis is accepted by the UDRH Research Higher Degrees Committee. In cases where the hard bound thesis is submitted earlier, the awardee may continue with his/her write-up scholarship though the residual of scholarship payment will be taxable. Candidates should refer to the ATO website for further information at: <http://www.ato.gov.au/individuals/content.aspx?doc=/content/34815.htm>.

For those whose thesis requires substantial revision or re-examination, the scholarship will be suspended (for an agreed period) until this requirement has been fulfilled. Such cases will be managed by the Graduate Research Coordinator in consultation with the supervisor team and the candidate

By the conclusion of the period of tenure of the award, the award holder is required to:

- have submitted a final bound copy of their thesis to the Research Degrees Committee; and
- provide proof of the submission of outputs (e.g., letters of receipt of manuscripts from targeted journals) to the UDRH Graduate Research Coordinator of the submission of outputs as approved by the UDRH Graduate Research Committee.

Conditions of the award

- The UDRH shall ensure that the applicant has adequate access to resources to facilitate their writing. This shall involve the provision of suitable shared office space or ensuring that the applicant can be given access to such space.
- Applicant and primary supervisor must be committed to meeting/consultation at least once every two weeks during the term of the Scholarship and the supervisor responds to draft manuscripts (or other outputs) within a reasonable timeframe.
- Applicant must provide a project plan outlining each research output (e.g. title and target journal for each paper, conference papers, grant application, book chapter); a timeline featuring milestones to be met and proposed supervisory arrangements.
- The UDRH shall require award holders to complete a progress report six weeks after the date of commencement of the award. Failure to fulfil the conditions of the scholarship and meet agreed outputs will normally result in the termination of the scholarship.
- The award holder must maintain regular communication with a nominated supervisor during the tenure of the award, and document this communication.
- This award cannot be paid concurrently with any other scholarship. The awardee cannot take full-time or substantial part-time employment (in excess of 8 hours per week) during the tenure of the award.
- The Scholarship will be terminated immediately if a recipient is found to be in breach of any of these conditions and will be required to pay back the previous month's allowance.
- Due to the limited term of the scholarship, there is no allowance for leave. However, emergency or exceptional circumstances may be considered on a case by case basis by the UDRH Graduate Research Committee.

- International candidates would need to be able to demonstrate that appropriate visa arrangements had been approved by Department of Immigration and Citizenship (DIAC) for the term of the scholarship.
- Final report must be submitted within 2 weeks of completion of the award.

Termination of award

Unless otherwise advised the award shall normally terminate two weeks after the final research output is submitted or at the end of the scholarship whichever is earlier.

The UDRH Graduate Research Committee may terminate an award if:

- after due inquiry it concludes that the award holder has not satisfied the conditions of award;
- after consulting an award holder's supervisor/Department and having taken account of all relevant circumstances, the Committee is of the opinion that the award holder has either effectively discontinued his/her writing or is making unsatisfactory progress towards the completion of the publications, as specified; and
- the award holder takes an unapproved period of absence.

Funding

- An award shall normally carry a stipend of up to \$12,000 for a maximum period of three months. The level of the stipend will not be reduced during the period of the award. This stipend cannot normally be paid concurrently with any other scholarship.
- The total budget for this scholarship will be determined on an annual basis though will normally include 2-3 scholarships in anyone calendar year.

Selection process

The committee will take into consideration the information provided in the application, particularly, the strength of each application in terms of detailed project plan, supervisors' recommendations, track record of candidature and research writing skills (i.e., WARP record or copy of publications). Preference will be given to candidates who complete their study on or before 3 years for fulltime (or equivalent) PhD, or 18 months for fulltime (or equivalent) Masters.

Application form

Applications are open year round but require recommendation of the supervisor. Completed scholarship forms together with the primary supervisor's written statement of support is to be sent to:

Dr Quynh Le
Graduate Research Coordinator

Locked Bag 1372, Launceston, Tasmania 7250

Email: Quynh.Le@utas.edu.au and send a copy to Kim.Izard@utas.edu.au

Allocation and administration of scholarships

- Applications should be forwarded to the UDRH Graduate Research Coordinator.
- Prior to selection process, the UDRH Graduate Research Coordinator must confirm the award holder's eligibility and fulfilment of the eligible criteria for the scholarship, their willingness to accept the terms and conditions of award and be in receipt of a written statement of support from the primary supervisor.
- To avoid a potential conflict of interest, an applicant's supervisor/s shall not participate in the selection process involving their own students.
- The UDRH Graduate Research Committee will be authorised to approve funding of applicants up to the maximum period allowed.
- The Graduate Research Committee shall allocate scholarships and determine the conditions under which an offer is made and advise the UDRH Executive Officer for setting up an account for the award.
- Following UDRH Graduate Research Committee approval, the UDRH Graduate Research Coordinator will forward advice to the UTAS Graduate Research Office who will provide a completed response to offer form to initiate payments to the award holder.
- A (six week) progress report should be provided to the UDRH Graduate Research Coordinator for the Graduate Research Committee.
- Where the candidate defaults on providing a progress report, the UDRH Graduate Research Coordinator will notify the UTAS Graduate Research Office to discontinue payments.
- Confirmation of submission of publications is to be provided to the UDRH Graduate Research Committee by the end of the term of the award. Normally, this would involve forwarding to the UDRH Graduate Research Committee a copy of the letter to the publisher and a copy of the document submitted for publication.
- UDRH funds for scholarship payments will be taken from the UDRH designated account which is available from the UDRH Executive Officer.

Definition of terms

- **Candidate:** a graduate research student who is currently enrolled in the Department of Rural Health.
- **Candidature:** Study period of a candidate until receiving final formal result of submitted thesis.
- **Research outputs:** examples include: refereed journal publication, full conference paper, conference abstract or poster presentation, book or book chapter, keynote address, competitive research grant application.
- **Substantial part-time employment during the tenure of the award:** Part-time employment that exceeds 1 day or 8 hours a week.
- **Tax exemption:** The information we have from the Tax Office is that scholarships are not taxable unless they form part of a work agreement, or you are a part-time student. Please

refer to the ATO website for further information at:

<http://www.ato.gov.au/individuals/content.aspx?doc=/content/34815.htm>

- **Timely submission:** Thesis submission should be within 3.5 years of fulltime (or equivalent) PhD candidature or 2 years fulltime (or equivalent) Masters candidature.
- **UDRH Graduate Research Committee:** includes the UDRH Graduate Research Coordinator, all UDRH Higher Degree in Research supervisors, the Executive Officer and the FHS Associate Dean or Deputy Dean Research.