AUSTRALIAN POSTGRADUATE AWARD
CONDITIONS OF AWARD 2016

1. The Scheme
The main objectives of the Australian Postgraduate Awards (APA) programme are to:
- support postgraduate research training in the higher education sector; and
- provide financial support to domestic postgraduate students of exceptional research promise who undertake their higher degree by research at an eligible Australian higher education provider.

It is the principal program of Government support for promising researchers, and awards are available in all fields of study. The program is administered by the Department of Education in conjunction with the University. The University pays award holders all entitlements under the award.

The awards are principally for full-time study. Part-time awards may be offered under certain circumstances (see item 3 below).

2. Eligibility
Successful applicants must have completed at least four years of tertiary education studies and have achieved a first class Honours degree or equivalent. Awards are only available to those who will be undertaking a research Masters or Doctoral degree in 2016 and who:
- have been granted permanent resident status or are Australian or New Zealand citizens;
- are enrolling as full-time students or have approval from the Dean of Graduate Research to undertake part-time study;
- 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);
- have not completed a degree at the same level as the proposed candidature, or at a higher level; and
- have not held an Australian Government Postgraduate Award previously (other than an Australian Postgraduate Course Award) unless it was terminated within six months of the commencement of benefits.

3. Part-time Awards
Students with heavy care commitments or with a medical condition precluding full-time study may be permitted to hold awards on a part-time basis. The award holder must demonstrate:
- care responsibilities for a pre-school child, or
- care responsibilities for school aged children as a sole parent with limited access to outside support, or
- care responsibilities for an invalid or disabled spouse, child or parent, or
• a medical condition which limits the capacity to undertake full-time study (supported by medical certification), or
• the candidate is undertaking a JRE – Engineering Cadetship as specified in the Attachment to the Joint Research Engagement Conditions of Grant.

Part-time awards are NOT available to applicants seeking to undertake paid employment on a full-time or on a substantial part-time basis and recipients are subject to the same restrictions on employment as full-time award holders.

A part-time award holder is expected to progress at half the rate of a full-time award holder. Award holders approved to study part-time may revert to full-time study at any time.

Stipends for part-time awards are NOT tax exempt.

Applicants for part-time awards must provide a statement of reasons for wishing to undertake part-time study with their application form. The University will consider these statements, along with a supporting statement from the applicant’s supervisor and other relevant information. Note that the scheme is merit based and within eligibility guidelines, rankings of applicants are unaffected by their personal financial circumstances or care responsibilities.

Existing award holders may also seek approval to study part-time. Their requests, with the same supporting documentation as for new applicants, should be submitted to the University as they arise.

4. Stipend and allowances

(i) Stipend

APA stipends will be at the rate of AUD$26,288pa non-taxable. Stipends are indexed annually.

(ii) Relocation allowance

The actual cost of relocating to Hobart, Launceston or the Cradle Coast from within Australia to take up an Award, up to a maximum equal to the cheapest airfare for the award holder, spouse and dependants, will be paid to an award holder residing outside of these areas. Where an award holder elects to travel by car, they will receive a per kilometre allowance as determined by the University up to the equivalent airfare costs. Award holders cannot claim for accommodation or meal costs if they elect to travel by car.

NOTE: This allowance is to assist you with the costs of travelling to Hobart, Launceston or the Cradle Coast campus. The maximum travel allowance payable cannot exceed the cost of the cheapest one way airfare. Therefore, if you have purchased a return airfare we will only pay a maximum of 50% of the total airfare providing this does not exceed the cheapest one way airfare.

Removal expenses of up to $550 per adult and $300 per child (with a maximum entitlement of $1,700) may also be provided on production of receipts.

(iii) Thesis allowance

An allowance of up to $420 for costs associated with the production of a Masters thesis or $840 for a Doctoral 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 1 calendar year of the termination of the award. The combined total of allowance for submission and resubmission must not exceed the maximum amounts specified above.

In exceptional circumstances, award holders may apply to the University for a waiver of the relevant time limit on claiming the thesis allowance with any decision remaining at the discretion of the University. Any waiver of the time limit must be approved by the Dean of Graduate Research and the award holder must demonstrate that the exceptional circumstances were beyond their control and warrant an extension of the period in which a thesis allowance may be claimed.

(iv) Other allowances

Award holders may also receive minor awards, allowances or other earnings which are supplementary to the award with stipend, or income derived from part-time work undertaken within the guidelines set by the University.

5. 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 related to the conduct of the research rather than of a personal nature.

The University may approve, on the recommendation of the Dean of Graduate Research, the transfer of an award from a Masters degree to a Doctorate. Similarly, an award for Doctorate studies may be converted to a Masters award.

The duration of an APA will be reduced by any periods of study undertaken:

(a) towards the degree prior to the commencement of the APA; or

(b) towards the degree during suspension of the APA (unless the study was undertaken as part of an Australian Government financially supported international postgraduate research scholarship or award); or

(c) previously while receiving an Australian Postgraduate Coursework Award.

A recipient of an APA with stipend who enrolls for a Doctorate immediately after completing a Masters degree may use the balance of the award towards the Doctoral candidature. There must be no interval between Masters and Doctoral candidature, or such an interval must be covered by suspension of the award. As an APA normally expires on completion of a programme, the student must ensure that the progression to a Doctorate, or suspension of the APA, is arranged before the Masters studies are completed.

Scholarship awardees are required to accept and commence by the dates stated on their letter of offer. If an awardee wishes to delay commencement, formal application must be made to the Dean of Graduate Research stating the reasons for the delay. A delayed commencement beyond 1 December 2016 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.

6. Transfer

An APA award can only be taken up at the university at which the application was lodged and students are expected to complete their candidature at that university. If unforeseen and exceptional circumstances arise a student who has already completed at least six months of the program may request a transfer to another university. The fact that an award has been transferred is not, in itself, sufficient grounds for the subsequent extension of an award.

7. Suspension

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.

8. 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

(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.

If an APA is terminated, it cannot be re-activated unless the termination occurred in error.

9. 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.

10. 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.

(ii) Sick leave and maternity 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.

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 APA.

(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. Note paid parental leave is not in addition to the normal duration of the APA.

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

11. 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.

12. 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.

13. **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.

14. **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.

15. **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.
Banking Details Advice for Higher Degree by Research Candidates

UTAS ID No: __________________________ Date of Birth: _____/_____/_______

Family Name: _____________________________________________

First Name: ______________________________________________

School: ___________________________________________________

Date details effective from: _____/_____/_______

Bank: (Australian) __________________________________________

BSB: __________________________

Account No: __________________________

Signature: __________________________ Date: _____/_____/_______

Please note: It may take up to 4 weeks to implement these changes.