



DIVISION OF RESEARCH

Graduate Research Office

CONDITIONS OF AWARD 2021

The Bill Guy 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 Masters or Doctoral degree in 2021 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 Research Training Program 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 AUD\$28,597pa (2021 rate, indexed annually).

(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.

(iii) Relocation allowance

Award holders may apply for a one-off relocation allowance towards the cost of relocating to Hobart, Launceston or the Cradle Coast from within Australia or from overseas to take up an Award. Claims may be submitted once travel has been

completed and a candidate has commenced. Claims must be made within six months of the date of commencement of the award.

The allowance covers one-way travel expenses for the applicant, any dependent spouse/partner and dependent children, equivalent to the cheapest student or economy airfare to Hobart, Launceston or Burnie. Where an award holder elects to travel by car, they will receive a per kilometre allowance as determined by the University.

Award holders cannot claim for visa costs, accommodation, rental bond, or meal costs as part of the relocation claim.

Award holders can be reimbursed for up to AUD\$2,000 in total upon production of receipts.

(iv) Other allowances

Award holders may also receive minor awards, allowances or other earnings which are supplementary to The Bill Guy Scholarship, or income derived from part-time work in accordance with the Employment section of these Conditions of Award.

3. Part-time Awards (applicable only to domestic candidate)

Candidates with heavy care commitments or with a medical condition precluding full-time study may be permitted to hold awards on a part-time basis. In making an assessment of an application for part-time award the following will be considered:

- a) whether the School of Enrolment has sufficient resources to facilitate completion of candidature with respect to supervision, funding and access to relevant facilities; and
- b) whether any thesis submitted by the revised expiry of maximum degree period will as a body of work still form a supervised, independent and significant contribution to knowledge.

The award holder must demonstrate:

- care responsibilities for a pre-school child;
- care responsibilities for school aged children as a sole parent with limited access to outside support;
- care responsibilities for an invalid or disabled spouse, child or parent;
- a medical condition which limits the capacity to undertake full-time study (supported by medical certification); or
- other circumstances which limits the candidate's capacity to undertake full-time study.

Part-time awards are not available to applicants seeking to undertake paid employment on a fulltime 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. Tenure

The duration of the Award is 3.5 years for PhD and 2 years for Masters.

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

Scholarship awardees are required to enrol at the University by the maximum commencement date stated in 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. Permission to delay commencement may be granted where the awardee has employment commitments or in the case of illness or other circumstances beyond the student's control. A delayed commencement beyond 1 December 2021 will not be approved. If the awardee does not enrol by the 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

The Bill Guy Scholarship may only be held at the University of Tasmania.

6. 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.

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

7. Termination

The Award will be terminated on submission of the thesis 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) 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) if the award holder does not resume study following a period of suspension or make arrangements to extend that suspension;
- (f) If the award holder takes unapproved leave from candidature, with no response to attempts at communication by the University;
- (g) If the award holder fails to participate in a formal review of progress and does not respond to reasonable requests to do so;
- (h) If an award holder fails to confirm their candidature within the first twelve months of equivalent full-time candidature or make arrangements for an extension to their confirmation of candidature due date; or
- (i) on the death or incapacity of the candidate, or withdrawal from the program;

8. Employment

A candidate is expected to spend the following hours per week progressing their candidature:

- (a) 38 hours when enrolled full-time; or
- (b) an average of 19 hours when enrolled part-time

A full-time candidate may undertake limited work experience or employment during candidature provided it:

- (a) does not interfere with the timely progression and completion of their research project;
- (b) does not exceed on average over a 12-month period, 20% of a full-time load i.e. 365 hours per annum (this does not apply to work undertaken outside of the 38 hours per week that is dedicated to the research project);
- (c) is documented in an updated Research Plan; and
- (d) is endorsed by the academic unit.

Part-time candidates - part-time scholarship holders are expected to commit 19 hours per week to their research and must ensure that the work/study balance does not interfere with the progress of the research. Full-time employment will not be a permissible reason to hold a part-time award.

For overseas candidates any work undertaken must be consistent with the conditions of their candidate visa.

A candidate's award may be terminated or they may be placed on probation if the University does not consider that their progress is satisfactory.

9. 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*

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 candidates may receive up to a total of 84 days (pro-rata for part time candidates) paid sick leave which is additional to the normal duration of the award.

(iii) *Maternity Leave*

Award holders may take up to a maximum of 84 days (pro-rata for part time candidates) 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.

(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 14 days (pro rata for part time candidates) 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. Paid parental leave is in addition to the normal duration of the award.

10. Appeals

The mechanism for appeal for resolution of disputes which may arise during candidature are described in the Rule of Graduate Research which can be downloaded from: <https://www.utas.edu.au/academic-governance/academic-senate/academic-senate-rules>

All correspondence is to be via the Graduate Research Office.

11. 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. Applications for overseas study should be lodged with the Graduate Research Office prior to

commencement of the overseas study in accordance with the [HDR Candidature Management and Enrolment Variation Procedure](#).

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.

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. Payment of Stipend

Stipends are paid fortnightly and must be paid into an Australian bank account (with an Australian authorised deposit-taking institution) in the candidate's name.

15. Recovery of monies owed

The University shall be entitled to recover money owed by candidates arising from payment of a scholarship or allowance to which the candidate is not entitled.

It is the responsibility of the candidate to be aware of their entitled scholarship and notify the Graduate Research Office should their received entitlement differ from their offer.

16. Specific obligation 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.