

**TASMANIA GRADUATE RESEARCH SCHOLARSHIP
DOMESTIC CONDITIONS OF AWARD 2020****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 2020.

To be eligible for a Tasmania Graduate Research Scholarship candidates must not be receiving another equivalent award, scholarship or salary to undertake the proposed program (if that income is greater than seventy-five per cent of the base RTP stipend rate). Income unrelated to the applicant's Higher Degree by Research (e.g. employment income) or income received for the candidate's Higher Degree by Research but not for the purposes of supporting general living costs is not to be taken into account.

Applicants who have:

- completed a degree at the same level as the proposed candidature, or at a higher level; and/or
- held an Australian Government or University funded Postgraduate Research Award for more than 6 months

are eligible to apply and will be considered in the competitive selection process but will not be prioritised against other applicants who have not.

2. Stipend and allowances*(i) Stipend*

Stipends will be at the rate of AUD\$28,092pa non-taxable (2020 rate indexed annually).

(ii) 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 a candidate has commenced and 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 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 accommodation or meal costs as part of the relocation allowance.

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

(iii) 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. Part-time Awards

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 a 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 the maximum degree period will as a body of work still form a supervised, independent and significant contribution to knowledge.

The award holder must demonstrate:

- a) carer responsibilities for a pre-school child;
- b) carer responsibilities for school aged children as a sole parent with limited access to outside support;
- c) carer responsibilities for an invalid or disabled spouse, child or parent;
- d) a medical condition which limits the capacity to undertake full-time study (supported by medical certification); or
- e) 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 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 must be enrolled as a part-time candidate and 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 three years and six months for a Doctoral candidate and two years for a Masters candidate. There are no provisions for a TGRS extension.

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 Tasmania Graduate Research Scholarship; or
- (b) towards the degree during suspension of the Tasmania 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 2020 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) 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 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.

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*

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 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. 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.

(iv) *Parental Leave*

Candidates who are partners of persons 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 additional to the normal duration of the TGRS Scholarship.

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. 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.

16. 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.