



Australian Postgraduate Award & Deakin University Postgraduate Research Scholarship 2014 Terms and Conditions of Award

1. Introduction

These are conditions for research scholarships at Deakin University. The details may vary depending on the type of scholarship awarded. Any specific conditions will be provided at the time of offer. The Awards are principally for full-time study.

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 Masters or Doctoral degree in 2014 and who:

- are Australian or New Zealand citizens or have been granted Australian permanent resident status; and
- are normally enrolling as on-campus full-time students, however permission may be granted for other locations; and
- are not receiving another equivalent award, scholarship or salary to undertake the proposed program (generally less than seventy-five per cent of the base Australian Postgraduate Award (APA) rate); and
- have not held a Commonwealth Government-funded postgraduate research scholarship (excluding IPRS) or Deakin University Postgraduate Research Scholarship (DUPR) unless it was terminated within six months of the scholarship commencing; and
- have not completed a degree at the same level as the proposed candidature, or at a higher level.

3. Stipend and allowances

(i) Stipend

The annual stipend rate is \$25,392 tax exempt. The stipend does not provide additional allowances for dependants.

(ii) Relocation and travel allowance

Where the Awardee must relocate to Melbourne, Geelong or Warrnambool from interstate or overseas to take up the Award, the University will provide a contribution towards cost of relocation. The following allowances may be provided via reimbursement on production of original, dated receipts:

- Removal expenses for Awardee, spouse and dependants of up to \$515AUD per adult and \$255AUD per child (max. 2 adults and 2 children).
- Travel expenses in the form of airfares and transport costs from within Australia or overseas up to a maximum of \$300AUD. The travel allowance does not extend to the Awardee's spouse or dependants.

The total combined maximum allowance for relocation and travel costs to commence the Award is \$1840AUD. No further allowances will be provided for subsequent relocation during candidature or after termination of the Award. Expenses for accommodation or meals incurred during the course of travel cannot be reimbursed.

4. 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 Awardee's control and related to the conduct of the research rather than of a personal nature. The Awardee must be making satisfactory progress. The Scholarship Extension application must be submitted before the Award expires.

The University may approve the conversion of an Award from a Masters to a Doctoral degree. Similarly, an Award for Doctoral studies may be converted to a Masters Award. The maximum duration of a converted APA or DUPR becomes that for the new research degree minus periods of study undertaken towards the related degree prior to the conversion.

Periods of study already undertaken towards the degree prior to the commencement of the Award or during suspension of the Award will be deducted from the maximum period of tenure.

Awardees are required to commence study by 31 March 2014, and to complete enrolment requirements by the date prescribed in the letter of offer of candidature. If the Awardee does not enrol by the prescribed date, then the offer of the Award lapses.

Tenure is always subject to satisfactory progress and terminates on the expiry of the Award or two weeks after submission of the thesis for examination, whichever is the sooner.

5. Transfer

Deakin University Postgraduate Research Scholarships cannot be transferred to another institution.

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

6. Suspension

The total period of suspension from the Award during its tenure generally may not exceed 12 months. However, in exceptional circumstances beyond the Awardee's control, periods of up to an additional 12 months may be granted.

Applications for suspensions, endorsed by the supervisor and Head of School, should be lodged with Deakin Research.

7. Termination

The Award will be terminated two weeks after the thesis is submitted or at the end of the Award, whichever is earlier. Awards will be terminated before this time:

- if the student ceases to meet the eligibility criteria;
- if the University determines that the course of study is not being carried out with competence and diligence in accordance with the offer of the Award;
- when the Awardee ceases to be a full-time candidate and when approval has not been obtained to hold the Award on a part-time basis (please refer to the Research Scholarships Office for advice regarding part-time awards);
- on the death or incapacity of the candidate, or withdrawal from the program;
- if the Awardee does not resume study following a period of intermission or make arrangements to extend that suspension;
- if the student has failed to maintain satisfactory academic progress;
- if the student has committed serious misconduct, including, but not limited to the provision of false or misleading information.

8. Employment

An Awardee 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 must be sought for periods of part-time work amounting to more than six hours per week. The Head of School must certify that the work does not interfere with the progress of the research and the statement must be lodged with Deakin Research.

9. Leave entitlements

(i) Annual leave

An Awardee is 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. Any annual leave period not taken during the duration of the award cannot be paid out upon termination of the award. The agreement of the supervisor and Head of School must be obtained before leave is taken. If the awardee withdraws from candidature prior to the end of the scholarship, any accrued annual leave balances cannot be paid out to the Awardee.

(ii) Sick leave and parenting leave

The Awardee may take up to two weeks paid sick leave a year within the tenure of the Award. Any claim must be made in writing and supported by medical certificates. Absences of less than two weeks which are not considered to interfere with the Awardee's progress need not be reported.

Under exceptional circumstances the Awardee may be entitled to receive additional paid sick leave of up to a total of twelve weeks during the duration of the Award for medically substantiated periods of illness lasting longer than ten days. Any claim must be made in writing and supported by medical certificates.

The Awardee may take up to twelve weeks paid maternity leave within the tenure of the Award. Paid maternity leave may not be taken within the first twelve months of an Award.

An Awardee who is the partner of a woman giving birth during the Award and who has completed twelve months of the Award, may take up to one weeks paid leave at the time of the birth. Any claim must be accompanied by a Statutory Declaration from the Awardee that they are the parent of the child, or has accepted responsibility for the ongoing care of the child.

An Awardee who submits satisfactory evidence of being an approved applicant for the adoption of a child and the date of placement of that child may have the following entitlements:

- where the child is at the date of adoption under twelve months of age, leave on full pay for a continuous period of twelve weeks commencing from the date of placement;
- where the child is at the date of adoption twelve months or more than twelve months of age, leave on full pay for a continuous period of six weeks commencing from the date of placement.

Claims must be endorsed by the Supervisor and Head of School and lodged with Deakin Research.

10. Appeals

Information on the mechanism for appeal for resolution of disputes which may arise during candidature is available from Deakin Research. A request for a review of a decision concerning the allocation of Awards must be made in writing to the Research Scholarships Subcommittee within 14 days of the applicant being notified. Any request for review must be made on the basis of procedural grounds and cannot be made against the judgement used in assessment of an application.

The Research Scholarships Committee shall consider the case made by the applicant and convey its decision to the applicant. The applicant may, within 14 days, lodge a written appeal against such decision for consideration by the Research Scholarship Appeals Committee, which will be appointed by the DVC (Research). All correspondence is to be via the Executive Officer, Higher Degrees by Research.

An applicant who has been unsuccessful in their candidature application may not lodge a request for a review of a decision concerning a scholarship application, or appeal such a decision.

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. In such cases the Award may be tenable overseas for up to 12 months, or in special cases for up to 18 months. Paid overseas study will be permitted only if adequate supervision can be maintained and the candidate remains enrolled. Applications for overseas study must be lodged with Deakin Research prior to commencement of the overseas work.

The Awardee 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 the Awardee remains enrolled at Deakin University and adequate support and supervision can be arranged.

13. Other courses

An Awardee may not engage in any academic course of study leading to a qualification which is not an essential part of the Awardee's higher degree by research program.

14. Specific obligations of Awardees

- (i)* Awardees shall diligently, and to the best of their ability, apply themselves to the successful completion of the degree, and must provide all reports required by the University.
- (ii)* The Awardee shall abide by the international and Australian codes on human and animal experimentation, guidelines by the Australian Government's Recombinant DNA Monitoring Committee and rulings of the biosafety and ethics committees of the University.
- (iii)* An Awardee is required to conform to the regulations and statutes (including disciplinary provisions) of the University.