



Australian Postgraduate Award (APA) & Deakin University Postgraduate Research Scholarship (DUPRS) 2015 Terms and Conditions of Award

1. Introduction

These terms and conditions apply to Deakin University APA and DUPRS scholarships (Awards) provided to Australian or New Zealand citizens or persons who have been granted Australian permanent resident status. Any additional conditions relating to the granting of an Award, such as the obligation to comply with the conditions of an external grant, will be set out in the Letter of Offer of Candidature and Scholarship.

2. Eligibility

Applicants must have completed at least four years of tertiary education studies and achieved a first class Honours degree (or equivalent level of academic achievement as approved by Deakin). Awards are only available to those who will be undertaking a Research Masters or Research Doctoral degree in 2015/2016 and who:

- are Australian or New Zealand citizens or have been granted Australian permanent resident status; and
- are enrolled as on-campus full-time students, unless otherwise approved in writing by the University; and
- are not receiving an equivalent award, scholarship or salary to undertake the proposed research program where the scholarship or salary provides a benefit greater than 75% of the base stipend rate set out in paragraph 3(i) below; and
- have not previously held a Commonwealth Government-funded postgraduate research scholarship or DUPRS unless it was terminated within six months of the scholarship's payments 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 \$25,849 tax exempt (2015 rate). 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 within the first 12 months of candidature:

- Removal expenses for Awardee, spouse and dependants of up to a maximum of \$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 the tenure of the Award or after termination of the Award. Expenses for accommodation or meals incurred during the course of travel cannot be reimbursed.

4. Tenure

(i) Duration

The maximum period of an Award is three years for a Research Doctoral candidate and two years for a Research Masters candidate. Under exceptional circumstances where a part-time award is approved, the maximum period of an Award is six years for a Research Doctoral candidate and four years for a Research Masters candidate. Please contact the Research Scholarships Office for further information on part-time awards.

An Award will generally be terminated two weeks after the thesis is submitted or at the end of the period of the Award, whichever is earlier. Awards may be terminated before this time in accordance with paragraph 8 below.

The duration of an Award will be reduced by any periods of study undertaken towards the degree prior to commencement of the Award or during suspension of the Award and will be increased by any periods of approved additional paid sick or maternity leave.

Awardees are required to commence study by 31 March 2016, and to complete enrolment requirements by the date prescribed in the Letter of Offer of Candidature. If an Awardee does not enrol by the prescribed date, then the offer of the Award lapses.

(ii) Extension

An extension of up to six months may be granted for Research Doctoral candidates where the research has been delayed due to circumstances which are beyond the Awardee's control and relate 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.

(iii) Conversion of Degrees

The University may approve the conversion of an Award from a Research Masters to a Research Doctoral degree. Similarly, an Award for Research Doctoral studies may be converted to a Research 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 transfer. A student who completes a Research Masters may continue to receive the Award for a Research Doctoral degree provided there is no interval between the conversion of the Research Masters and the commencement of the Research Doctoral degree or that such an interval is covered by suspension of the Award.

5. Transfer to another institution

A DUPRS cannot be transferred to another institution.

APAs 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 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. Changes to project

Changes to the project or principal supervision will not normally be approved unless exceptional circumstances arise during the tenure of the Award. Any changes to the project or principal supervision must be approved by Deakin Research.

7. Suspension

Awardees may apply for a suspension of their Award generally not exceeding 12 months. However, in exceptional circumstances beyond the Awardee's control, periods of up to an additional 12 months may be granted.

Applications for scholarship suspensions, endorsed by the Awardee's Supervisor and the Head of School, should be lodged with Deakin Research via the online application for intermission form.

8. Termination

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

- if the student ceases to meet the eligibility criteria (other than during a period of approved suspension or leave);
- if the University determines that the course of study is not being carried out with competence and diligence or in accordance with the offer of the Award;
- if the Awardee ceases to be a full-time student and approval has not been obtained to hold the Award on a part-time basis;
- if the Awardee ceases to meet any specific conditions set out in the Letter of Offer of Candidature and Scholarship;
- on the death or incapacity of the student, or withdrawal from the program;
- if the Awardee does not resume study following a period of suspension 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.

9. 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 HDR 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.

10. Leave entitlements

(i) *Recreation leave*

Awardees are entitled to 20 working days paid recreation leave for each year of the Award, calculated on a pro-rata basis. No more than 20 days recreation leave may be accumulated at any time. Leave balances in excess of 20 days will be forfeited. The agreement of the Awardee's supervisor and Head of School must be obtained before recreation leave is taken. Recreation leave balances will be forfeited when an Award is terminated. 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*

Awardees are entitled to 10 working days paid sick leave for each year of the Award. Absences of less than two weeks which are not considered to interfere with the Awardee's progress do not require an approved intermission of candidature but must be negotiated with the Awardee's supervisor. Provision of medical certificates is not required for periods of paid sick leave of 10 working days or less per year.

In exceptional cases, an Awardee may be entitled to receive additional paid sick leave of up to a total of 12 weeks during the tenure of the Award where a medical certificate can be provided. The awardee must lodge an intermission of candidature application to claim additional paid sick leave. Please consult the [Research Scholarships Office](#) for further advice.

Sick leave entitlements may be used to take family carer's leave where a member of the Awardee's Immediate Family (defined below) requires the Awardee's care and support because of a personal illness, injury or an unexpected emergency.

"Immediate family" of an Awardee means a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the Awardee or of a spouse or de facto partner of the Awardee and also includes a person for whom the person has caring responsibilities arising from an Aboriginal and Torres Strait Islander kinship relationship of equivalent status to those listed above.

Sick leave entitlements may be accrued over the life of the Award but will be forfeited when the Award is terminated.

(iii) *Parental leave*

Female Awardees who have completed 12 months of their Award (full-time equivalent) are entitled to a maximum of twelve weeks paid maternity leave within the tenure of the Award.

An Awardee who is the partner of a woman giving birth during the Award and who has completed 12 months of their Award, is entitled to a maximum of one week's 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 have 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 12 months of age, paid leave for a continuous period of 12 weeks commencing from the date of placement;
- where the child is at the date of adoption 12 months of age or older, paid leave for a continuous period of six weeks commencing from the date of placement.

Parental leave claims must be endorsed by the Awardee's supervisor and Head of School and lodged with Deakin Research.

11. **Research overseas**

The Awardee may be permitted to undertake fieldwork or research overseas when this is considered necessary by the Awardee's 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 Awardee 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 Award will be taken into account in determining the earliest date on which the Awardee may pursue paid overseas study.

12. Research at other organisations

The University may permit an Awardee to conduct part of the research at other organisations provided that the Awardee remains enrolled at the 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 HDR program.

14. Specific obligations of Awardees

Awardees must:

- diligently, and to the best of their ability, apply themselves to the successful completion of their HDR, and provide all reports required by the University;
- comply with all statutes, regulations, policies and procedures (including disciplinary provisions) of the University;
- comply with any additional conditions set out in the Letter of Offer of Candidature and Scholarship;
- advise their Supervisor, Head of School and Deakin Research as soon as reasonably possible of any change in circumstances that may affect the Awardee's eligibility to continue to receive payments under their Award.