



CONDITIONS OF AWARD

University of Adelaide Industry PhD (UAiPhD) Scholarships

Please note: For the purposes of this document, periods of support and leave benefits are indicated as full-time equivalent. Entitlements for half-time enrolled students are on a pro-rata basis.

1. ELIGIBILITY – University of Adelaide iPhD Scholarship

To be eligible for scholarship consideration, the applicant must:

- (i) Be in Australia at time of application and able to commence their research in Adelaide between 1 January and 31 March.
- (ii) Be eligible to enrol in a full-time Higher Degree by Research program at the University of Adelaide (Students who are interested in awards for half-time study should see **Section 3 Study Load**. International applicants must maintain 'international student' status for the duration of their enrolment at the University. Should applicants subsequently be granted a different visa sub-class, they must advise the Adelaide Graduate Centre to obtain information on any applicable transition arrangements.
- (iii) Not currently be in receipt of a RTP Scholarship, an overseas sponsored scholarship, or any other equivalent award or scholarship from the Commonwealth Government designed to offset HDR fees.
- (iv) Not be in receipt of an equivalent award, scholarship or salary to undertake the proposed degree (equivalent being defined as greater than 75% of the base stipend).

ADDITIONAL ELIGIBILITY REQUIREMENTS

- (v) Applicants must:
 - a. Not be currently enrolled in a higher degree by research at University of Adelaide.
 - b. Not currently be in receipt of a University of Adelaide Scholarship (except Master of Philosophy (No Honours) Scholarship).
 - c. Not have held a University of Adelaide Scholarship to complete a Higher Degree by Research program or equivalent research qualification for longer than 6 months in the preceding 5 years. (Except a Master of Philosophy (No Honours) Scholarship).

2. BENEFITS

The following benefits for University of Adelaide iPhD Scholarships are provided where applicable:

2.1 Stipends

- (i) University of Adelaide Industry PhD Scholarships:

Full-time students receive a tax free stipend of \$28,092pa in 2020 (indexed annually)
Half-time students receive a taxable stipend of \$14,046pa in 2020 (indexed annually)
- (ii) Industry Stipend:

An iPhD project may attract an additional Industry Stipend of up to 75% of the UAiPhD rate. Indexation is at the discretion of the Industry Partner. The student may also obtain operating funds for fieldwork, equipment, travel or other expenses from the Industry Partner. There is no limit on the value of these funds. **See Section 8. Industry Stipend.**
- (iii) Half-time awards are not considered to be exempt from taxation. **Note:** award amounts may fall below the tax-free threshold, however depending on the individual situation of the recipient you may be subject to taxation. You are advised to seek independent financial advice to ensure any taxation liability is able to be met should your total income go beyond the tax-free threshold.
- (iv) The level of the stipend does not depend on the award holder's personal circumstances. The stipend will not be reduced during the period of tenure unless a student converts from full-time to half-time candidature.

2.2 Research Training Program (RTP) Fees Offset

All students receive the benefit of an RTP fee offset scholarship which covers the cost of your tuition fees as a Higher Degree by Research student of the University for the standard duration of your program. The tuition fee offset is provided through the support of the Australian Government and is valued at \$29,490 per annum (indexed annually). Note that these funds are not paid to you as the student, but are paid to the University by the Australian Government to offset your tuition fees.

2.3 Allowances

(i) Publication Allowance

University of Adelaide iPhD Stipend holders are eligible to receive reimbursement for costs related to the production and submission of the thesis (e.g. editing, printing, binding) and the costs relating to publishing of academic papers or book chapters. The maximum allowance that can be claimed for all of the above mentioned costs is:

- \$840 for Doctoral candidates

Following submission of the thesis or acceptance of an academic paper for publishing, a claim for reimbursement of costs can be made on the prescribed form, supported by original receipts of expenditure.

Note: The allowance does not cover costs such as purchase of computer equipment, books or reproduction of articles.

Claims for costs related to the production and submission of the thesis and/or publication of academic papers or book chapters must be made within 12 months of the date of initial submission of the thesis. The amount paid will not exceed the maximum allowance applicable at the time of submission of the thesis.

Claim forms can be downloaded from <https://www.adelaide.edu.au/graduatecentre/current-students/forms#scholarships>

(ii) Relocation Allowance

An award holder who relocates to Adelaide to commence their program of study at the University of Adelaide is entitled to receive a relocation allowance to contribute towards incoming travel and removal expenses (for one-way travel via the most direct route). A Relocation Allowance Claim Form must be completed and lodged within 3 months of travel. Original receipts must be attached; if the original receipts are not in English, a translation must be provided. The maximum value of the allowance is:

- \$1,000 per adult (maximum of 2 adults); and
- \$500 per dependent child.

Claim forms can be downloaded from <https://www.adelaide.edu.au/graduatecentre/current-students/forms#scholarships>

(iii) Overseas Student Health Cover

Please note: this applies to international Industry PhD (UAiPhD) Stipend recipients only. For Student Visa (Subclass 550) visa holders, the award provides compulsory standard Overseas Student Health Cover (OSHC) for the student, their partner and dependents for the standard duration of the student visa. It does not cover the additional 6 month extended student visa period post thesis submission. Note that the amount of OSHC coverage will be fixed at acceptance. Upgrades from single coverage to dual family or multi family will not be funded and any amendments to an existing policy will be at the expense of the student.

3. STUDY LOAD

- 3.1** The scholarship is conditional on maintaining full-time enrolment in your program at the University of Adelaide. It is a visa condition that all international students be enrolled full-time.
- 3.2** Half-time enrolment (for domestic students only) may be approved at the discretion of the University where an applicant is able to demonstrate heavy carer commitments or a medical condition that precludes them from enrolling full-time. **Note:** Half-time scholarships are not available to domestic applicants seeking to undertake paid employment, or international students.
- 3.3** The University may require the holder of a half-time award to convert to full-time if the compelling reasons which were the basis of approval no longer apply.
- 3.4** Holders of awards for half-time study may convert to awards for full-time study at any stage by completing the relevant form. Half-time awards are not considered to be exempt from taxation. **Note:** award amounts may fall below the tax-free threshold, however depending on the individual situation of the recipient you may be subject to taxation. You are advised to seek independent financial advice to ensure any taxation liability is able to be met should your total income go beyond the tax-free threshold.

See also: **Section 8 Employment**

4. VISA ENTITLEMENTS AND REQUIREMENTS

International students are required to pay for visa application fees and meet the cost of any medical examinations associated with the issue or renewal of visas for themselves, their partners, and their dependents. It is the responsibility of the candidate to ensure they hold a valid visa while in Australia. If a visa expires, the candidate may be removed from Australia.

5. COMMENCEMENT

5.1 Scholarship Rounds and Deadlines

Industry Round 1, 2021: Commencement Dates: From 1 January to 31 March

A new award offered in Industry Round 1, 2021 must be taken up from 1 January in the year for which the award is granted. A student is normally required to commence research within the University by 31 March at the latest in the year for which the award is granted and not later than 30 June.

5.2 Payment

- (i) Scholarship payments commence in the year of award and not before 1 January in that year.
- (ii) The first instalment will be paid within 4 weeks from commencement and submission of a completed Enrolment Form and Banking Authority Form.
- (iii) Payments in arrears are direct-deposited fortnightly into your nominated Australian bank account.

Note: You are required to maintain an Australian bank account to accept payments. No payments will be made into overseas bank accounts.

5.3 The University may withdraw the offer of a scholarship and allocate it to another applicant if an applicant:

- (i) Does not commence by the agreed date.
- (ii) Fails to provide documentation required after a provisional offer.
- (iii) Does not meet legislative requirements or conditions as outlined by the Australian Government and/or the University.
- (iv) Provides false or misleading information or documentation.

6. PERIOD OF SUPPORT

Research Doctorate: up to a maximum of 4 years
(Stipend: 4 years, no extension)
(RTP Fees Offset: 4 years, no extension)

The duration of the scholarship will be reduced by any:

- (i) Suspension of the award without intermission of the candidature.

6.1 Continuation

Scholarships are renewable annually, subject to satisfactory progress determined by the outcome of the Annual Review and/or other formal progress reviews undertaken throughout the year.

6.2 Conversion of Award

An award for UAI PhD studies can be converted to a standard PhD program as long as the conversion takes place within the first three years of candidature or a Research Masters as long as the conversion takes place within the first two years of candidature. A student may be required to reimburse the University for any payments received in excess of the relevant year limit. The maximum duration of a converted award becomes that for the new candidature, either a maximum of two years for a Research Masters or three years for a PhD.

6.3 Deferral

An award must be taken up in the intake for which it was awarded and may not normally be deferred (see **Section 5. Commencement**). Application for periods of leave with the express purpose of deferring the commencement date of the award will not be approved unless exceptional circumstances exist and permission is granted by the Adelaide Graduate Centre and the Industry Partner. Where permission has been granted, the return from leave date must fall within the same commencement period (refer to Section 6. Period of Support and may not extend into a subsequent period).

7. LEAVE ENTITLEMENTS (entitlements are adjusted accordingly for half-time students)

Leave of absence will not be permitted during the final 14 days of the scholarship.

International students are required to lodge an application for all leave of absence and/or recreation leave.

7.1 Recreation Leave

Award holders are entitled to 20 working days paid recreation leave per year (accruable). Leave must be taken during the tenure of the award. Periods of recreation leave do not extend the normal duration of the award. Recreation leave that is not taken is forfeited. Domestic students are not required to lodge an application, however approval must be sought from your supervisor. International students are required to lodge an application for all leave of absence, including recreation leave.

Students must apply to the Graduate Centre for leave of absence at least 15 working days in advance. When taking any periods of sick leave (paid or unpaid) or parental leave, official medical certificates stating specified dates must be provided.

7.2 Sick Leave

- (i) Award holders are entitled to 10 working days paid sick leave per year (accruable). This period does not extend the normal duration of the award.
- (ii) For medically substantiated periods of illness lasting longer than 10 working days, candidates may receive up to a total of 60 working days paid sick leave that is additional to the normal duration of the award. This leave will only be utilised once all accruable sick leave within tenure has been exhausted.
- (iii) Unpaid Sick Leave – periods of unpaid sick leave longer than 60 working days may be accessed through leave of absence provisions. Carer's leave related to the primary care of a family member may be applied for under the allocation of sick leave, and requires equivalent supporting documentation.

7.3 Parental Leave

- (i) Award holders, who are the birth parent or primary adoptive parent, who have been enrolled for a period of over 12 months full-time are able to apply for up to 60 working days of paid parental leave.
- (ii) Award holders who are partners of the birth parent or primary adoptive parent and who have been enrolled for a period of over 12 months full-time are able to apply for up to 10 working days of paid parental leave.
- (iii) Those enrolled for less than 12 months full-time are required to utilise recreation leave or unpaid leave of absence provisions.

7.4 Leave Without Pay

- (i) Students may apply for leave without pay for periods not exceeding 12 months in total during tenure of the award. In special circumstances, this may be extended to a total of 24 months with the permission of the Graduate Scholarships Committee. Note: requests for further periods beyond 24 months will not be considered.
- (ii) The scholarship will be suspended during periods of Leave without Pay.
- (iii) Students will be required to repay any monies received to which they ceased to be entitled to for any periods of unpaid leave. Any overpayment will either be automatically recovered in full upon return from leave, or be invoiced for payment.

7.5 Study Leave

- (i) Award holder payments will continue during periods of study leave
- (ii) Any period of study leave will not extend the period of award.

7.6 Jury Service Leave (domestic students only)

The University of Adelaide recognises that students may occasionally be required to attend jury service. Jury service is usually for a period of four weeks and prospective Jurors are required to attend Court on each day to see if their services will be required.

- (i) Students participating in jury service are required to continue working towards their Higher Degree by Research on any days when service as a juror is not required (excepting the time required to present for jury service each day).
- (ii) Scholarship award holders will continue to receive their regular scholarship payments throughout the period of jury service, however any juror fees received, other than the travel and incidental allowance must be reimbursed to the University.
- (iii) After the period of jury service is complete, scholarship award holders are required to submit a leave of absence form claiming leave for the number of days on which they were required to participate in a trial.
- (iv) Candidature and scholarship expiry dates will be adjusted by the total number of days of jury service undertaken plus 5 days; the 5 days being an allowance for the daily appearance for duty. The total period being up to a maximum of four weeks.

7.7 Return from Leave of Absence

Award holders granted leave of absence are required, on the prescribed form, to inform the Adelaide Graduate Centre of resumption of candidature within fourteen days of the approved date of return. Failure to do so may result in termination of scholarship and/or candidature.

8. EMPLOYMENT (Paid or voluntary work)

8.1 Full-time students

- (i) The University does not require an award holder to undertake employment.
- (ii) Full-time candidates should limit work/activity unrelated to their research project to eight hours per week during normal office hours (Monday to Friday 9am to 5pm), and any work undertaken must be consistent with the conditions of the student's visa, where applicable.
- (iii) Employment may only be undertaken with the approval of the Principal Supervisor and Head of Department.
- (iv) Outside of normal working hours, there is no limit on the amount of time that a student can work.
- (v) Students are required to maintain an appropriate level of contact hours in accordance with their enrolment. If students undertake employment they must ensure that it does not impede academic progress. A student's award may be terminated or a student may be placed on probation if the University does not consider that progress is satisfactory.
- (vi) The Principal Supervisor and Head of the School/Discipline in which a student is enrolled will be responsible for ensuring that excessive employment is not undertaken to the detriment of the award holder's study program.
- (vii) Work commitments will not be considered applicable grounds for extension to the scholarship.

8.2 Half-time students (domestic students only)

- (viii) Half-time scholarship holders are subject to the same employment restrictions and obligations as a full-time scholarship holder indicated above.
- (ix) Where there are exceptional circumstances, a written request to increase the allowable hours may be lodged with the Adelaide Graduate Centre. **Note:** lodgement of a request is not a guarantee of approval.

9. INDUSTRY STIPEND

- 9.1 The University accepts no responsibility if funding ceases or if an industry stipend scholarship is terminated for any reason before the holder has completed his/her course.
- 9.2 Conditions of award for industry funded stipends are subject to the specifications of the Industry Partner.

10. SUSPENSION OF AN AWARD

- 10.1 The University will not approve suspensions or study leave earlier than six months into the program.
- 10.2 An award holder who wishes to take leave of absence should refer to **Section 7: Leave Entitlements**.
- 10.3 Students who receive payments during a period of leave without pay (due to late lodgement of leave form) will be required to repay monies received they are not entitled to. Any overpayment will either be automatically recovered in full upon return from leave, or be invoiced for payment.
- 10.4 Non-Lodgement of Milestones: Award holders who do not meet required program milestones (eg Core Component of the Structured Program (CCSP), Annual Review, Major Reviews, Pre-Submission Reviews) will have their stipend payments suspended. No reimbursement for periods of suspension under these circumstances will be granted.

11. RESEARCH OFF CAMPUS

- 11.1 Award holders may undertake research outside Australia for periods not exceeding 12 months in total during the tenure of an award, (up to 18 months for Anthropology students and for students undertaking research in Antarctica).
- 11.2 Students should consult with the Adelaide Graduate Centre and should not leave Australia before approval for study leave is given. See also **Section 7: Leave Entitlements**.
- 11.3 Approval for continued tenure of an award will only be given where the overseas study is essential for completion of the student's degree at the University of Adelaide. The student must remain enrolled at the University of Adelaide and have arrangements for supervision approved.
- 11.4 Students enrolled in remote candidature may hold their awards whilst studying elsewhere.

- 11.5** By formal arrangement, the University may approve an award holder to undertake research at organisations outside the higher education system. Arrangements for the student's supervision, training, research freedom and support must be approved by the University of Adelaide who will retain overall responsibility for the study program. The student must remain enrolled as a full-time Higher Degree by Research candidate at the University of Adelaide.
- 11.6** The award may be terminated if the scholar does not resume full-time studies at the University of Adelaide at the end of any period of approved absence.

12. TRANSFER OF AWARD

- 12.1** University of Adelaide iPhD Scholarships are not transferable to any other university.

13. TERMINATION

Termination of the scholarship will take place in the following circumstances:

- (i) Submission of the thesis.
- (ii) Scholarship expires or is no longer available.
- (iii) Student no longer meets the eligibility criteria to hold the award.
- (iv) The student has not fulfilled the obligations of the award.
- (v) Where a student has not completed compulsory milestones by the due date or has not made satisfactory progress.
- (vi) An award holder withdraws from study, ceases to be enrolled or does not apply for approved leave or suspension of award.
- (vii) A student has provided false or misleading information.

A student receiving benefits they are not entitled to will be required to repay the University on receipt of an invoice.

International students only: if the Fee Offset expires or is terminated before you submit your thesis for examination (and you extend your candidature beyond the standard program duration) then you will revert to a full fee-paying student for the remainder of candidature and all associated expenses will be your responsibility.

14. STUDENT OBLIGATIONS

Students are subject to the University's rules and requirements as outlined in the 'Academic Program Rules' for the degree of enrolment: <http://calendar.adelaide.edu.au/agc> and the 'Research Student Handbook' which can be found at:

<https://www.adelaide.edu.au/graduatecentre/current-students/handbook>.

International students are also subject to the requirements of the Education Services for Overseas Students Act 2000 (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students (The National Code 2018) and to the University's policies and procedures, which can be found online at <http://www.adelaide.edu.au/policies>.

- 14.1** Award holders must abide by the NHMRC codes on human and animal experimentation, guidelines established by the Australian Government's Recombinant DNA Monitoring Committee and rulings of the safety and ethics committees of the University of Adelaide.
- 14.2** Award holders are required to comply with the Regulations of the University of Adelaide.
- 14.3** Award holders must provide progress reports as required by the University including an Annual Review of Progress.
- 14.4** The award may be terminated or the award holder placed on probation if the University does not consider that progress is satisfactory and the situation cannot be favourably resolved after consultation with the student and the department concerned. See also **Section 13 Termination**.
- 14.5** Award holders are required to notify the Adelaide Graduate Centre in writing in the event they:
- (i) Obtain permanent residency (overseas students).
 - (ii) Receive a living allowance or stipend from any other source.
 - (iii) Discontinue their studies.
 - (iv) Change their attendance status.
 - (v) Are unable to work at full-time capacity.
 - (vi) Require sick leave.
 - (vii) Intermit higher degree candidature.
 - (viii) Propose to study overseas.
 - (ix) Transfer from a Doctorate to a Masters by Research candidature or vice versa.
 - (x) Change department/supervisor(s).
 - (xi) Submit a thesis for examination.
 - (xii) Make any changes that in any way affect their candidature.

(xiii) Are in receipt of any scholarship monies they may not be entitled to.

Note: Award holders are requested to give advice of any such change of circumstances at least ten working days in advance of the event in order to implement the necessary changes before the payroll is run. If a student receives benefits in excess of his or her entitlement as a result of a change in circumstances the University will take action to recover the amount overpaid.

14.6 Concurrent Enrolment

Except with the permission of the Dean of Graduate Studies, a candidate may not enrol concurrently in another academic program. Failure to comply with this condition **will result in immediate termination of the scholarship.**

15. SUPERVISION

Candidates will be subject to the University's rules as outlined in the 'Research Student Handbook' which can be found at:

<https://www.adelaide.edu.au/graduatecentre/current-students/handbook>.

16. GRIEVANCE PROCEDURES

The appropriate appeal procedures for higher degree candidates are those defined by the Student Grievance Resolution Process. Information can be found online at: <http://www.adelaide.edu.au/student/grievance/>.

17. ACKNOWLEDGEMENT OF RTP SCHOLARSHIP IN PUBLICATIONS

RTP Scholarship holders are required to acknowledge the Commonwealth's contribution to their RTP Scholarship when at any time during or after completion they, their supervisor or any other party publishes or produces materials which relate to the research project carried out during the period of support. Materials include the thesis, books, articles, newsletters or other literary or artistic works. The acknowledgement must be in a prominent place and include the mention of the student's support through an "Australian Government Research Training Program Scholarship".

18. ENQUIRIES AND INFORMATION

A summary of information about available scholarships is published on the scholarships web page at:

<https://scholarships.adelaide.edu.au/>

Enquiries about the UAiPhD program, available projects and the value of any Industry Stipend may be addressed to:

Nathan Crabe

Industry Research Placement Coordinator

Telephone: (08) 8313 9127

Email: hdrindustryenq@adelaide.edu.au

Enquiries about the UAiPhD Scholarship Conditions of Award may be addressed to the Scholarships Team at:

scholarships@adelaide.edu.au

This Information is correct at the time of publication.

Please note, the conditions of the award may be changed without notice to comply with legal requirements or University policy