



# CONDITIONS OF AWARD

## Postgraduate Research Scholarships

### Master of Philosophy (No Honours) Scholarship

**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

To be eligible to hold Master of Philosophy (No Honours) scholarship a student must:

- (i) be a domestic student (domestic students are anyone who is Australian citizen, a New Zealand citizen or an Australian Permanent Resident).
- (ii) have completed and been awarded a relevant Bachelor Degree or equivalent with an achieved minimum of a distinction average (GPA of 6.0 or above).
- (iii) not have commenced, be currently enrolled or hold an Honours Degree or a postgraduate qualification of any kind at the University of Adelaide or any other university (apart from students currently enrolled in a Master by Research program at the University of Adelaide).
- (iv) be eligible to enrol in, or already be enrolled in a full-time Masters by Research program at the University of Adelaide and have a minimum of 6 months of candidature remaining. (Students who are interested in awards for half-time study should see **Section 3 Study Load**).
- (v) not currently be in receipt of an RTP Scholarship, an overseas sponsored scholarship, or any other equivalent award or scholarship from the Commonwealth Government designed to offset HDR fees.
- (vi) not currently be in receipt of a University of Adelaide Scholarship.
- (vii) 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).
- (viii) not have held an Australian Government Research award (excluding an International Postgraduate Research Scholarship or its predecessor, Endeavour International Postgraduate Research scholarship) or University of Adelaide funded scholarship to complete a Higher Degree by Research program or equivalent research qualification in the preceding 5 years.

#### 2. BENEFITS

The following benefits are provided where applicable:

##### 2.1 Stipend

Full-time students receive a tax free stipend of \$22,500pa in 2020

Half-time students receive a taxable stipend of \$11,250pa in 2020

- (i) 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.
- (ii) 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.
- (iii) Where a student upgrades from a Masters degree to a PhD, the Stipend value will increase to the current Australian Government Research Training Program (RTP) Scholarship rate.

## 2.2 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) Thesis Allowance

Master of Philosophy (No Honours) Scholarship holders are eligible to receive reimbursement for costs related to the production and submission of the thesis (eg 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 a Doctoral thesis (after upgrade only)
- \$420 for a Masters by Research thesis

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.

In exceptional circumstances, students may apply for a waiver of the relevant time limit on claiming the allowance with any decision remaining at the discretion of the University. Any waiver of the time limit must be approved by the Graduate Scholarships Committee, subject to it being satisfied that the exceptional circumstances were beyond the student's control and warrant an extension of the period in which this allowance may be claimed.

Claim forms can be downloaded from <http://www.adelaide.edu.au/graduatecentre/scholarships/forms/>

### (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 cover travel and removal expenses. A Relocation Allowance Claim Form must be completed and lodged with original receipts attached. The maximum value of the allowance is:

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

Claim forms can be downloaded from <http://www.adelaide.edu.au/graduatecentre/scholarships/forms/>

## 3. STUDY LOAD

- 3.1 The scholarship is conditional on maintaining full-time enrolment in your program at the University of Adelaide.
- 3.2 Half-time enrolment 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 applicants seeking to undertake paid employment.
- 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. Please 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 5.2 Extensions** and **Section 7 Employment**

#### 4. COMMENCEMENT

##### 4.1 Domestic Students

**Major Round:** *Commencement Dates: From 1 January to 31 March*

A new award offered in the Major Round 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.

**Mid-Year Round:** *Commencement Dates: From 1 July to 30 November*

A new award offered in the Mid-Year Round must be taken up in the year for which the award is granted. A student is required to commence research within the University after 1 July and by no later than 30 November in the year for which the award is granted. Applicants who have commenced prior to 1 July are not eligible for scholarship in the Mid-Year Round.

##### 4.2 Payment

- (i) Scholarship payments commence in the year of award and not before 1 January in that year.
- (ii) Payments in arrears are direct-deposited fortnightly into your nominated account.

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

##### 4.3 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

#### 5. PERIOD OF SUPPORT

Research Masters: up to a maximum of 2 years (Stipend and RTP Fees Offset). The maximum period of tenure of the award will be reduced by any the time you have already been a higher degree candidate at the University of Adelaide before taking up the award.

##### 5.1 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.

##### 5.2 Conversion of Award

Conversion from a Masters by research degree to a Doctoral degree (upgrade) may be approved after a period of 18 months full time equivalent candidature, provided there is no interval in candidature not covered by suspension. Upon upgrade, the scholarship value will be increased to the current rate of the RTP Scholarship.

**Note:** the maximum period of the award for a student progressing from Masters by Research to Doctorate by Research is up to a maximum of three years (or three and a half years if an extension is granted) from the date the student took up the award as a Masters student

##### 5.3 Deferral

An award must be taken up in the year for which it was awarded and may not be deferred until a later year.

**Note:** Application for periods of leave of absence with the express purpose of deferring the commencement date of your award will not be approved unless exceptional circumstances exist and permission is granted by the Adelaide Graduate Centre. Where permission has been granted, the return from leave date must meet the specified commencement period within the year of award.

#### 6. LEAVE ENTITLEMENTS (entitlements are pro-rated for half-time students)

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

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

## 6.1 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.

## 6.2 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 the 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 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.

## 6.3 Maternity Leave/Parenting and Adoption Leave

- (i) Award holders who have been enrolled for a period of over 12 months full-time (or equivalent half-time) are able to apply for up to 60 working days of paid maternity/adoption leave.
- (ii) Award holders who are partners of women giving birth and who have been enrolled for a period of over 12 months full-time (or equivalent half-time) are able to apply for up to 10 working days of paid parenting leave.
- (iii) Those enrolled for less than 12 months full-time (or equivalent half-time) are advised to utilise the recreation leave or unpaid leave of absence provisions.

## 6.4 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.

## 6.5 Study Leave

- (i) Award holder payments will continue during periods of study leave
- (ii) Except in the case of Endeavour and Fulbright Scholarships, any period of study leave will not extend the period of award.
- (iii) Endeavour and Fulbright Scholars must apply for study leave prior to taking up their award. Scholarship payments will be suspended during tenure of these awards, however your candidature will remain active.

## 6.6 Jury Service Leave

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.

## 6.7 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.

## 7. EMPLOYMENT (Paid or voluntary work)

### 7.1 Full-time students

- (i) The University does not require an award holder to undertake employment.
- (ii) It is recommended that full-time candidates limit work/activity unrelated to their research project to eight hours per week during normal office hours (Monday to Friday 9am to 5pm).
- (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) You are required to maintain an appropriate level of contact hours in accordance with your enrolment. If you undertake employment you must ensure that it does not impede your academic progress. You acknowledge that your award may be terminated or that you may be placed on probation if the University does not consider that your 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.

### 7.2 Half-time students

- (i) Half-time scholarship holders are subject to the same employment restrictions and obligations as a full-time scholarship holder indicated above.
- (ii) 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.

## 8. SUPPLEMENTARY or TOP UP SCHOLARSHIPS

- 8.1 Scholarships or top-up funding from industry sources may be accepted by scholarship holders as supplements to their main award.
- 8.2 The total value of the additional awards must not exceed 75% of the value of the main award.
- 8.3 Students may also obtain operating funds for fieldwork, equipment, travel or other expenses not covered by the major award. There is no limit on the value of these funds.
- 8.4 The Adelaide Graduate Centre must be informed of any proposed supplementation of a major award via the scholarship establishment form.

## 9. SUSPENSION OF AN AWARD

- 9.1 The University will not approve suspensions or study leave earlier than six months into the program.
- 9.2 An award holder who wishes to take leave of absence should refer to **Section 6 Leave Entitlements**.
- 9.3 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.
- 9.1 Non-Lodgement of Milestones

Award holders who do not meet required program milestones (eg Core Component of the Structured Program (CCSP), Annual Review, Major and Minor Reviews) will have their stipend payments suspended. No reimbursement for periods of suspension under these circumstances will be granted.

## 10. RESEARCH OFF CAMPUS

- 10.1 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). Joint Higher Degree by Research students are exempt from this Clause.

- 10.2 Domestic Students should consult with the Adelaide Graduate Centre as soon as possible and should not leave Australia before approval for study leave is given. See also **Section 6 Leave Entitlements**.
- 10.3 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.
- 10.4 Students enrolled in remote candidature may hold their awards whilst studying elsewhere.
- 10.5 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.
- 10.6 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.

#### 11. TRANSFER OF AWARD

Master of Philosophy (No Honours) Scholarships are not transferable.

#### 12. TERMINATION

Termination of your 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.
- (viii) A student receiving benefits they are not entitled to will be required to repay the University on receipt of an invoice.

#### 13. 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 <http://www.adelaide.edu.au/graduatecentre/handbook>.

- 13.1 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.
- 13.2 Award holders are required to comply with the Regulations of the University of Adelaide.
- 13.3 Award holders must provide progress reports as required by the University including an Annual Review of Progress.
- 13.4 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 12 Termination**.
- 13.5 Award holders are required to notify the Adelaide Graduate Centre in writing in the event they:
  - (i) receive a living allowance or stipend from any other source
  - (ii) discontinue their studies
  - (iii) change their attendance status
  - (iv) are unable to work at full-time capacity
  - (v) require sick leave
  - (vi) intermit higher degree candidature
  - (vii) propose to study overseas
  - (viii) transfer from a Doctorate to a Masters by Research candidature or vice versa
  - (ix) change department/supervisor(s)
  - (x) submit a thesis for examination
  - (xi) make any changes that in any way affect their candidature

(xii) 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.

#### 13.1 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.

#### 14. SUPERVISION

Candidates will be subject to the University's rules as outlined in the 'Research Student Handbook' which can be found at <http://www.adelaide.edu.au/graduatecentre/handbook/>

#### 15. GRIEVANCE PROCEDURES

The appropriate appeal procedures for higher degree candidates are those defined in the Student Complaints Policy. Information can be found at: <http://www.adelaide.edu.au/graduatecentre/handbook/05-candidature/10-grievances-complaints-problems/>

#### 16. ENQUIRIES AND INFORMATION

A summary of information about available scholarships is published on the scholarships web page at <http://www.adelaide.edu.au/graduatecentre/scholarships>.

Enquiries may be addressed to:

##### **Domestic Students**

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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| Tricia Catford (Faculty of ECMS)<br>Senior Scholarships Officer<br>Telephone: (08) 8313 6033<br>Email: <a href="mailto:scholarships@adelaide.edu.au">scholarships@adelaide.edu.au</a>                            | Antoinette Brincat (General Enquiries)<br>Postgraduate Scholarships Officer<br>Telephone: (08) 8313 3044<br>Email: <a href="mailto:scholarships@adelaide.edu.au">scholarships@adelaide.edu.au</a>             |
| <b>Further Information</b>                                                                                                                                                                                       |                                                                                                                                                                                                               |
| Adelaide Graduate Centre<br>Level 10, Schulz Building<br>The University of Adelaide, South Australia 5005                                                                                                        | Ph: (08) 8313 5882<br>Fax: (08) 8313 5725<br>Email: <a href="mailto:graduate.centre@adelaide.edu.au">graduate.centre@adelaide.edu.au</a><br>Web: <a href="http://www.adelaide.edu.au">www.adelaide.edu.au</a> |

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