



CONDITIONS OF AWARD

Master of Philosophy (No Honours) International Scholarships 2019

Last updated 9 May 2019

1. ELIGIBILITY

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

- 1.1. be an international student;
 - 1.2. 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) **at The University of Adelaide;**
 - 1.3. 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;
 - 1.4. be eligible to enrol in the full-time postgraduate degree Master of Philosophy at the University of Adelaide in 2019;
 - 1.5. not be in receipt of an equivalent scholarship or salary from The University of Adelaide nor any sponsor to undertake the proposed degree; and
 - 1.6. must satisfy the minimum English language proficiency requirement as set by the university.
- Those undertaking research via remote candidature are ineligible.

2. BENEFITS

The following benefits are provided:

2.1. Stipend

Full-time students receive a tax free stipend of \$22,500pa in 2019.

- (i) The level of the stipend does not depend on the award holder's personal circumstances.
- (ii) 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. Course Tuition Fees

Payment of tuition fees for two years for a Masters degree by Research.

3. VISA ENTITLEMENTS AND REQUIREMENTS

International candidates are required to pay for visa application fees and meet the costs 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.

4. STUDY LOAD

The scholarship is conditional on maintaining full-time enrolment in your program at the University of Adelaide.

5. COMMENCEMENT

5.1. An award must be commenced in the semester for which it was awarded.

Major Round: *Commencement dates: From 1 January to 30 June*

A new award offered in the Major Round may be taken up from 1 January in the year for which the award is granted. A student is required to commence research within the University by no later than 30 June in the year for which the award is granted to retain the scholarship.

Midyear Round: *Commencement dates: From 1 July to 30 November*

A new award offered in the Mid-Year Round may be taken up from 1 July in the year for which the award is granted. A student is required to commence research within the University by no later than 30 November in the year for which the award is granted to retain the scholarship.

5.2. Stipend payments are made from the date on which candidature commences, and will commence 3-4 weeks after submission of a completed Enrolment Form and Banking Authority to the Adelaide Graduate Centre. Award holders will be paid fortnightly in arrears, directly into an Australian bank account.

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

Payment of tuition fees for two years for a Masters degree by Research.

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

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 Australian Government Research Training Program (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

6.3. 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 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.

7. LEAVE ENTITLEMENTS

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

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.

Students must apply to the Adelaide Graduate Centre for leave of absence 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.

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 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.

7.3. 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.

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

Award holder payments will continue during periods of study leave.

7.6. 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

- 8.1. The University does not require an award holder to undertake employment.
- 8.2. 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).
- 8.3. Employment may only be undertaken with the approval of the Principal Supervisor and Head of Department.
- 8.4. Outside of normal working hours there is no limit on the amount of time that a student can work.
- 8.5. 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.
- 8.6. 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.
- 8.7. Work commitments will not be considered applicable grounds for extension to the scholarship.

9. SUPPLEMENTARY or TOP UP SCHOLARSHIPS

- 9.1. Scholarships or top-up funding from industry sources may be accepted by scholarship holders as supplements to their main award.
- 9.2. The total value of the additional awards must not exceed 75% of the value of the main award.
- 9.3. 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.

- 9.4. The Adelaide Graduate Centre must be informed of any proposed supplementation of a major award via the scholarship establishment form.

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 6 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 and Minor 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). Joint Higher Degree by Research students are exempt from this Clause.
- 11.2. 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.
- 11.3. Students enrolled in remote candidature may hold their awards whilst studying elsewhere.
- 11.4. 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.
- 11.5. 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

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

13.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.

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

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

Overseas 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) 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.

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

16.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/student/grievance/>.

17.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/research-international/opportunities/>.

Enquiries may be addressed to: hdr_intl_schols@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