



CONDITIONS OF AWARD

Adelaide Graduate Research Scholarships – 2020

Last updated 26 March 2020

The University of Adelaide offers a number of Adelaide Graduate Research Scholarships exclusively to its recent graduates to continue their education via a Masters or Doctorate degree by research. These scholarships were created specifically for outstanding recent graduates whose recent graduate status means they are not competitive for scholarships in the general scholarship rounds. In those rounds they would compete against the best scholarship applicants worldwide who have generally had many more years to gain valuable research experience and demonstrate academic excellence. For this reason recent eligible University of Adelaide graduates are only ranked in this scholarship cohort where they have a significantly higher chance of winning a scholarship to further their studies.

1. ELIGIBILITY REQUIREMENTS

In order to be eligible for consideration an applicant must:

- be completing / have completed their qualifying program of study (see below) at The University of Adelaide within the previous 4 semesters prior to the intake applied for (to ensure uninterrupted study applicants are encouraged to apply whilst completing the final semester of their current studies);
- be an international student at the time of application and enrolment (applicants who have been granted one of the refugee and humanitarian visa sub-classes should contact the Adelaide Graduate Centre for advice on whether the visa sub-class meets the eligibility requirements for this scholarship);
- enrol as a commencing student in a full-time postgraduate research program at the University of Adelaide in the approved semester; and
- not be currently enrolled in the Higher Degree by Research program at the University of Adelaide for which the student is applying for the scholarship.

In addition applicants must fulfil **ONE** of the following academic criteria:

1. be completing their four year undergraduate degree including first class honours in a research based honours program at The University of Adelaide*; **OR**
**This will be deemed to cover students who have completed all of their education at Adelaide and where the committee considers it appropriate students who have completed a lesser period of time but including the honours year.*
2. be completing their Masters degree by coursework at The University of Adelaide with a sufficient research component to be approved by the Research Education Development Committee as a degree acceptable for entry to the PhD (refer to the [Academic Program Rules](#)). Note: Students undertaking a coursework Masters degree will be required to obtain an overall grade point average of Distinction with not less than a High Distinction in their research component(s) to be eligible for scholarships; **OR**
3. have submitted their University of Adelaide Research Masters degree thesis for examination by the scholarship application deadline.

Note:

- Applicants who were unsuccessful in a previous AGRS round are not eligible for reconsideration, unless they have subsequently completed a higher qualification at the University of Adelaide.
- The offer of a scholarship is contingent upon a student not being offered another award by the Commonwealth of Australia, The University of Adelaide, or an overseas sponsor. The University reserves the right to withdraw an offer of a scholarship at any time prior to enrolment if it is advised that an awardee has been offered a scholarship equal to or in excess of the financial value of the award offered by the University.
- Applicants who have previously held a scholarship to undertake a Research Masters or PhD at the University of Adelaide, and failed to complete their academic program, are ineligible to apply.

2. SELECTION

The selection and ranking of scholarship applicants within the University of Adelaide is undertaken by the Graduate Scholarships Committee, using the criteria of academic merit, research potential, and alignment with the University's strategic research objectives.

3. BENEFITS

These scholarships are wholly funded by the University of Adelaide. The following benefits are provided:

3.1 Stipend

An annual living allowance of AUD 28,092 (tax free, 2020 value) for up to two years for a Research Masters degree, and up to three years for a PhD.

3.2 Tuition Fees

For up to two years for a Research Masters degree, and up to three years for a PhD.

No other allowances will be paid.

VISA ENTITLEMENTS AND REQUIREMENTS: not covered by scholarship

International candidates are required to pay 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 eligible accompanying dependents.

It is the responsibility of the candidate to ensure they hold a valid visa while in Australia.

4. STUDY LOAD

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

5. COMMENCEMENT

Award holders are expected to commence studies in Adelaide as soon as possible in the approved intake. A new award offered in the Major Round must be taken up between 1 January 2020 and 30 June 2020. A new award offered in the Mid-Year Round must be taken up between 1 July 2020 and 30 November 2020.

The University may withdraw the award if an applicant:

- Does not commence by the agreed date;
- Fails to provide documentation required after a provisional offer;
- Provides false or misleading documentation; or
- Fails to maintain satisfactory progress in their program.

Stipend payments begin from the date on which full time study/candidature commences, and will commence 3 to 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 the Australian bank account nominated by the student. Payments cannot be made into an overseas bank account.

6. TENURE

A new award must be taken up by the enrolment deadlines detailed in **Section 5: Commencement** to retain the award. Students are not permitted to enrol on a part-time basis. The duration of the scholarship will be reduced by any:

- (i) Previous enrolment in the program of study prior to taking up the award.
- (ii) Credit received for previous study towards the current degree.
- (iii) Suspension of the award without intermission of the candidature.

These scholarships are not transferable to another institution.

6.1 Continuation

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

6.2 Extensions (For PhD candidates only)

The University of Adelaide has an expectation that students will submit their thesis within 3 years.

One extension of up to an additional six months may be considered and will only be granted where it can be demonstrated that inability to complete the degree within three years was caused by academic delays beyond the control of the student and related directly to their studies.

Delays and time lost must be documented in the University's standard review processes (Major Review, Annual Review and Pre-Submission Review). The only exception to this is if the delay occurred after the last Annual Review of Progress, in which case, the application must clearly state this, including time lost.

Academic circumstances that may be considered include:

- Equipment failure;
- Changes in supervision;
- Delays in :
 - Recruitment of participants;
 - Obtaining data;
 - Supply; or
 - Ethical approval.

The following will not be considered as reasons for extension and should be addressed by use of the leave of absence or sick leave provisions:

- Illness;
- Preparation of publications (excluding thesis by publication);
- Studying remotely, unless on approved study leave for a defined period;
- Work commitments; or
- Carer responsibilities.

NOTE: All extensions are subject to the consideration and approval of the Graduate Scholarships Committee through the Dean of Graduate Studies. Applications for extensions must be lodged no sooner than 8 weeks prior to the expiry of the award. Application for extensions submitted after expiry of award will not be considered. Any applications for extension which are approved after the expiry of the award will result in an interruption in scholarship payments.

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

Students enrolled in a Masters degree are not eligible to apply for an extension.

6.3 Conversion of an Award

The university may approve conversion of an award for a Research Masters to a scholarship leading to a PhD. Similarly, an award for PhD studies can be converted to 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 two 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.

An award holder completing a Research Masters degree may continue the award for PhD studies provided there is no interval between Masters and PhD candidature, or that such an interval is covered by suspension of the award. Because a scholarship normally expires on completion of a degree, the student must ensure that the progression to PhD or suspension of the award is arranged before the Research Masters studies are completed. Note that the maximum period of the award for a student progressing from Research Masters to PhD study is three years (or three and a half years if an extension is approved) from the date the student took up the award as a Research Masters student.

6.4 Deferral

An award must be taken up in the intake for which it was awarded and may not 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. Where permission has been granted, the return from leave date must fall within the same commencement period (refer to **Section 5. Commencement**) and may not extend into a subsequent period.

7. LEAVE ENTITLEMENTS

Overseas students are required to lodge an application for Leave of Absence and 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 maternity/adoption, official medical certificates stating specified dates must be provided.

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.

7.2. Sick Leave

7.2.1. Official medical certificates stating specified dates must be provided for all periods of sick leave applied for.

7.2.2. 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.

7.2.3. 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.

7.2.4. 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. Parental Leave

7.3.1. 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.

7.3.2. 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 (or equivalent half-time) are able to apply for up to 10 working days of paid parenting leave.

7.3.3. 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

7.4.1. 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.

7.4.2. The scholarship will be suspended during periods of Leave Without Pay.

7.4.3. 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 the student will be invoiced for payment.

7.5. Study Leave

7.5.1. Award holder payments will continue during periods of study leave.

7.5.2. Any period of study leave will not extend the period of award.

7.5.3. For information regarding 'Research Internships and Placements' refer to **Section 9**.

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. RESEARCH OVERSEAS – STUDY LEAVE

8.1. 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.

8.2. International Students should consult with the Student Life to check any visa implications as soon as possible and should not leave Australia before approval for study leave is given. See also **Section 7: Leave Entitlements**.

- 8.3 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.
- 8.4 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.
- 8.5 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.

9. RESEARCH INTERNSHIPS AND PLACEMENTS

The University of Adelaide will endeavour to make available arrangements for optional industry placements, research internships or professional practice activities as part of scholarship holders' Higher Degree by Research experience.

- 9.1 Award holders may undertake industry placements internships, and professional practice activities of up to three months' duration (Industry Engaged PhD) that are approved as part of their eligible Higher Degree by Research. Approvals will be made in writing and on an individual basis by the Adelaide Graduate Centre.
- 9.2 Approval to participate in a placement, internship, or professional practice is contingent on:
- i. Satisfactory progress in the academic program;
 - ii. The ability to complete the placement and academic program within the standard program duration; and
 - iii. The establishment of a placement agreement with defined learning objectives which are agreeable to all parties.
- 9.3 Award holders will continue to receive their scholarship stipend during the placement, internship, or professional practice.
- 9.4 Award holders will not have their scholarship extended by the duration of the placement, internship, or professional practice activity.
- 9.5 If an award holder receives additional funding support to undertake a placement, internship, or professional practice the payment must not exceed 75% of the value of the major award. Such payment will be made in one lump sum upon completion of the placement and confirmation of satisfactory completion.
- 9.6 For specific information regarding scholarship holders intending to undertake APR Internship Opportunities (3 to 5 months) please contact the Adelaide Graduate Centre.

10. EMPLOYMENT (Paid or voluntary work)

- 10.1 The University does not require an award holder to undertake employment.
- 10.2 Students 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.
- 10.3 Employment may only be undertaken with the approval of the Principal Supervisor and Head of Department.
- 10.4 Outside of normal working hours, there is no limit on the amount of time that a student can work.
- 10.5 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.
- 10.6 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.
- 10.7 Work commitments will not be considered applicable grounds for extension to the scholarship.

11. SUPPLEMENTARY or TOP UP SCHOLARSHIPS

- 11.1 Scholarships or top-up funding from industry sources may be accepted by scholarship holders as supplements to their main award.
- 11.2 The total value of the additional awards must not exceed 75% of the value of the main award.
- 11.3 Students must forward a copy of any external scholarship agreements to the Adelaide Graduate Centre (for review and legal clearance) prior to acceptance of any other scholarship.
- 11.4 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.

- 11.5 The Adelaide Graduate Centre must be informed of any proposed supplementation of a major award from University of Adelaide sources via the scholarship establishment form, to be completed and approved by the Principal Supervisor and Head of School.

12. SUSPENSION OF AN AWARD

- 12.1 The University will not approve suspensions or study leave earlier than six months into the program.
- 12.2 An award holder who wishes to take leave of absence should refer to **Section 7: Leave Entitlements**.
- 12.3 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.
- 12.4 Non-Lodgement of Milestones: Award holders who do not meet required program milestones (e.g. Core Component of the Structured Program (CCSP), Annual Review, Major and Minor Reviews, Pre-Submission Reviews) will have their stipend payments suspended. No reimbursement for periods of suspension under these circumstances will be granted.

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.

If the scholarship expires or is terminated before the recipient submits the thesis for examination then they revert to a full fee-paying student for the remainder of candidature and all associated expenses will be their 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>.

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. 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 their 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. CONTACT DETAILS:

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

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.