



# CONDITIONS OF AWARD

## Master of Philosophy (No Honours) International Scholarships 2020

Last updated 26 March 2020

### 1. ELIGIBILITY

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

1. Applicants must be international students. Citizens and Permanent Residents of Australia, and citizens of New Zealand are ineligible. 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.
2. Applicants must be completing, or 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. (To ensure uninterrupted study applicants are encouraged to apply whilst completing the final semester of their current studies).
3. Applicants must 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.
4. Applicants must be eligible to enrol in the full-time postgraduate degree Master of Philosophy at the University of Adelaide in 2020.
5. Applicants must not be in receipt of an equivalent scholarship or salary from The University of Adelaide nor any sponsor to undertake the proposed degree.
6. Applicants must satisfy the minimum English language proficiency requirement as set by the university.
7. Those undertaking research via remote candidature are ineligible.

### 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.

### 3. BENEFITS

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

#### 3.1 Stipend

An annual living allowance of AUD 22,500 (tax free, 2020 value) for up to two years for a Research Masters degree. 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.

#### 3.2 Tuition Fees

For up to two years for a Research Masters degree. Where a student upgrades from a Masters degree to a PhD, the tuition fee waiver duration will increase to up to 3 years.

No other allowances are provided.

### 4. VISA ENTITLEMENTS AND REQUIREMENTS

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.

## 5. COMMENCEMENT

Award holders are expected to commence studies in Adelaide as soon as possible in the approved intake, as listed below:

- Awards offered in the Major Round must commence between 1 January 2020 and 30 June 2020; or
- Awards offered in the Mid-Year Round must commence between 1 July 2020 and 31 October 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:

- (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.

The University of Adelaide has an expectation that students will submit their thesis within 2 years (or 3 years if upgraded to a PhD). Students enrolled in a Masters degree are not eligible to apply for an extension.

### 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 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. 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 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>.

### 6.3 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

International students are required to lodge an application for all instances of Leave of Absence and Recreation Leave. 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 parental leave, 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.

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'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

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 are able to apply for up to 10 working days of paid parental leave.

7.3.3 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

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 through the Dean of Graduate Studies. 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 they are not 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.

#### 7.6 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 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.

### 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 to which they are not entitled. Any overpayment will either be automatically recovered in full upon return from leave, or the student will 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 Review, Pre-Submission Review) will have their stipend payments suspended. No reimbursement for periods of suspension under these circumstances will be granted.

### 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. A student 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 to which they are not entitled 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 will 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>.

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 through participation in all standard review processes.
- 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 PhD to a Research Masters 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 to which they may not be entitled.

**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 next pay period. 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](mailto: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.**