

HDR - Scholarships - Conditions of Award Procedures

INTRODUCTION

Each year the Charles Darwin University invites applications for the University Postgraduate Research Scholarships (UPRS) and externally funded scholarships depending on their availability and in addition, administers awards under the Australian Postgraduate Awards Scheme (APA).

STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) part 3, section 15.

COMPLIANCE

This is a compliance requirement under the:

- [Higher Education Standards Framework \(Threshold Standards\)](#); and
- [National Code of Practice for Providers of Education and Training to Overseas Students](#)

INTENT

This document outlines the conditions of award of HDR scholarships. Award recipients must sign a declaration that they agree to abide by these conditions.

RELEVANT DEFINITIONS

In the context of this document

APA means Australian Postgraduate Awards Scheme;

Externally Funded Scholarships means any scholarship funded by a company or Government Department external to the University;

IPRS means International Postgraduate Research Scholarships;

Principal Supervisor means a member of the University academic staff appointed by the Deputy Vice-Chancellor (DVC), upon the recommendation of the relevant Head of School. The Principal Supervisor is responsible for guiding an HDR candidate in the design and implementation of research, and for monitoring and reporting on the candidate's progress to the DVC; and

UPRS means University Postgraduate Research Scholarships which are funded by the University.

PROCEDURES

Conditions

Holders of scholarships awarded by the University, including the Australian Postgraduate Awards, University Postgraduate Research Scholarship and other scholarships made available from time to time shall be governed by specific conditions pertaining to those scholarships. Such conditions are specified in this document and in schedules attached to the candidate's letter of offer.

New Conditions

These conditions apply to all new scholarship recipients and supersede any previous conditions that govern any scholarship at the University. Existing scholarship holders will continue to be bound by the conditions of award of scholarships in place at the time of their signed acceptance of such conditions.

Enrolment at the Charles Darwin University

It is a condition for the award of all scholarships held at the University that a scholarship holder shall be enrolled at the University before being able to take up their scholarship and shall enrol each academic year on the forms and in the manner prescribed by the Deputy Vice-Chancellor. Unless otherwise approved by the Deputy Vice-Chancellor, in writing, a scholarship holder shall remain actively enrolled for the duration of their scholarship in order to continue to hold the scholarship. A scholarship holder who fails to meet (re)enrolment requirements will forfeit their scholarship.

Eligibility

University Postgraduate Research Scholarships (UPRS)

These awards are only available to those applicants who will be undertaking a program of study leading to a degree of Masters by Research, Professional Doctorate by Research or a degree of Doctor of Philosophy. University Postgraduate Research Scholarships are open to applicants from Australia and overseas.

Conditions for award of a UPRS are as follows:

- A University Postgraduate Research Scholarship shall be awarded for study in designated areas of research concentration and developing research priority;
- The award of a University Postgraduate Research Scholarship shall not entitle the holder to a waiver of tuition fees;
- Applicants for whom English is a second language must produce evidence of their proficiency in English. Such evidence shall include a minimum score (obtained in the previous twelve months) of either 6.5 in the International English Language Testing System (IELTS) or 580 in the American Test of English as a Foreign Language (TOEFL). Information about IELTS may be obtained from the British Council or Australian Diplomatic Legations in the applicant's home country;
- A scholarship will not be awarded to an applicant who has completed a degree at the same level as, or at a higher level than, the proposed candidature; and
- A scholarship will not be awarded to an applicant who:
 - Is receiving another equivalent award/scholarship/stipend; and/or
 - Has previously held an equivalent scholarship* for the same degree program, unless it was terminated within six (6) months of the commencement of payment of the scholarship.

*An equivalent scholarship is one that provides the same or similar benefits. In the case of a candidate in receipt of a scholarship that pays a stipend, if the stipend is more than 75% of the APA rate, it is regarded

as equivalent to an APA or UPRS. In the case of a candidate in receipt of a scholarship which covers 75% or greater of the candidate's tuition fees, it is regarded as equivalent to an IPRS.

Australian Postgraduate Awards Scheme (APA)

Under Australian Government guidelines for APA, award of an APA may only be made to an applicant who will be undertaking a program of study leading to a degree of Doctor of Philosophy, Professional Doctorate by Research or Masters by Research and:

- Has completed a Bachelor degree with First Class Honours, or is regarded by the University as having an equivalent level of attainment;
- Is undertaking a Higher Degree by Research;
- Is enrolled as a full-time student, unless the University has approved a part-time APA for the student under paragraph 3.10.10 of the Australian Government Guidelines for Commonwealth Scholarships;
- Is a domestic student;
- If undertaking:
 - A Research Masters, does not hold a Research Doctorate or a Research Masters degree or an equivalent research qualification; or
 - A Research Doctorate, does not hold a Research Doctorate degree or an equivalent research qualification;
- Must not previously have held an Australian Government-funded postgraduate research scholarship (excluding an Endeavour International Postgraduate Research Scholarship or its predecessor, International Postgraduate Research Scholarship), unless it was terminated within six (6) months of the scholarship's payments commencing; and
- Must not be receiving an equivalent award, scholarship or salary providing a benefit greater than 75% of the APA stipend rate to undertake the HDR. Income earned from sources unrelated to the course of study is not subject to the 75% rule.

Language requirements as detailed heretofore shall apply.

Externally Funded Scholarships

Externally funded scholarships may be open to Australian citizens, Australian permanent residents and overseas students. Tuition fees for overseas candidates shall be the responsibility of the candidate unless specified otherwise by the University. Language requirements as detailed heretofore shall apply.

Qualifications

University Postgraduate Research Scholarships

To be eligible for a UPRS an applicant must:

- Have completed a four-year Bachelor degree or equivalent course of study;
- Have obtained at least Honours 2 division A or its equivalent;
- Been accepted for admission into (or be currently enrolled in) a program of study leading to a degree of Master by Research, Professional Doctorate by Research or Doctor of Philosophy. The research component of the program of study must comprise a minimum of two thirds (66%) of the total requirements for the degree; and
- Undertake a project that falls into one or more of the University's areas of research concentration or priority.

Australian Postgraduate Awards Scheme

To be eligible for an APA an applicant must have completed with a high level of achievement:

- A four (4) year degree (e.g. engineering or law); or
- A three (3) year degree and an Honours year and attained First Class Honours; or
- A three (3) year degree and one (1) year of a higher degree; or
- A three (3) year course and one year (1) of a Masters preliminary or other qualifying program; or
- A three (3) year degree and a postgraduate diploma.

Externally Funded Scholarships

Notwithstanding all other conditions as listed above, a holder of an externally funded scholarship shall be exempt and may undertake a degree of Master by Coursework when specified by the conditions of the scholarship.

Duration of Scholarships

Period of Tenure

The maximum period of tenure of a full-time scholarship, subject to satisfactory progress, is three (3) years for studies leading to a degree of Doctor of Philosophy; two (2) years for studies leading to a degree of Masters by Research or Research Professional Doctorate.

Extensions

The Research and Research Training Committee may grant an extension of a scholarship held by Doctoral candidates for up to six (6) months if it is satisfied that circumstances were beyond the candidate's control and have prevented the research being completed within the specified period of tenure. No extensions of APA or UPRS scholarships are possible for Masters candidates.

In the case of externally funded scholarships, an extension will be granted only when specified in the conditions governing the scholarship and subject to availability of funds.

Periods of Study Prior to the Award of a Scholarship

Periods of study already undertaken towards the degree prior to the commencement of the scholarship or undertaken during suspension of the scholarship will be deducted from the maximum period of tenure.

Part-time Scholarships

An applicant who is unable to undertake full-time postgraduate study due to compelling reasons, as determined by the Research and Research Training Committee, is eligible to apply for a part-time scholarship. Compelling reasons include major family commitments (not merely the desire to undertake paid employment or additional studies).

An applicant seeking a part-time scholarship shall compete with applicants for full-time study on an equal basis. A part-time scholarship shall not be available to an applicant seeking to undertake, or who is currently undertaking employment on a full-time or on a substantial part-time basis. An applicant for a part-time scholarship must attach a statement to the application form explaining their reasons

A candidate who has been awarded a scholarship may apply to the Research and Research Training Committee to change their enrolment status provided they meet all eligibility requirements.

The Research and Research Training Committee may require holders of part-time scholarships to convert to full-time if there is a change in the circumstances that made them eligible for a part-time award.

Note: Stipends for part-time awards are not tax exempt.

Commencement of Scholarships

A scholarship may be taken up from 1 January of the year for which it is granted and must normally be taken up no later than 31 March of that year.

- The Research and Research Training Committee may approve a later date of commencement, up to 30 June, if employment commitments or circumstances are beyond the control of the applicant and prevent commencement by 31 March. For an extension to be granted, an application, containing full details of the circumstances, must be submitted to the Research and Research Training Committee prior to 31 March.

Deferment of a Scholarship

A scholarship shall not be deferred.

Externally Funded Scholarships

An externally funded scholarship initiated at any stage during the academic year shall be taken up within two (2) months of the date of offer.

Transfers of University Postgraduate Research Scholarships; Australian Postgraduate Awards; Externally Funded Scholarships.

A scholarship awarded for a program of study at the University may not be transferred to another institution.

Stipends and Allowances

Australian Postgraduate Awards and University Postgraduate Research Scholarships

The stipend for UPRS is currently set at the same rate as APA. The UPRS stipend may be subject to adjustment during the period of the award, but will not be reduced.

Externally Funded Scholarships

The stipend for an externally funded scholarship may be at a set rate for the whole period of the award and may be exempt from annual indexing. The stipend and duration for an externally funded scholarship shall be at the discretion of the funding body.

Method of Payment

Payments are made in equal fortnightly instalments, by credit transfer into a nominated Australian bank account, for the duration of the scholarship. These payments shall coincide with the normal fortnightly pay periods of the University. Advance payments or lump sum payments are not made under any circumstances other than where the scholarship is designated towards payment of course fees.

Relocation Allowance

A relocation allowance may be payable to a holder of an APA or UPRS who has moved between Australian cities to take up the award upon production of receipts. Claims must be made within six (6) months of the date of commencement of the award. The allowance covers travel expenses for the applicant, any dependent spouse and dependent children, equivalent to the cheapest student or economy airfare to Darwin and removal expenses, in accordance with the rates stipulated by the Australian Government for APA.

An externally funded scholarship shall reimburse travel and relocation costs only when specified in the conditions governing the scholarship.

Thesis Allowance

Thesis allowance is available for APA and UPRS holders, on production of receipts. External scholarship holders shall be entitled to a thesis allowance only if specified in the conditions governing the scholarship.

Reimbursement is in accordance with the rates set by Australian Government for APA.

A claim can be made for reimbursement for the cost of up to four (4) soft bound copies and up to two (2) permanently bound copies and one electronic copy (on CD) only. The intent is to reimburse the student for the cost of the copies of the thesis that the student is required to submit/lodge with the University, as per the Common Course Rules for their degree.

A claim for a thesis allowance must be made within six (6) months of lodging a thesis and within two (2) years of completion of the scholarship or award.

Leave Arrangements

Recreation Leave

Candidates are entitled to twenty (20) days paid recreation leave each year within the period of the scholarship or award, calculated on a pro-rata basis, provided that:

- Leave is taken during the tenure of the award; and
- Written approval of the Primary Supervisor, on the appropriate form, is obtained before leave is taken.

Note: Recreation leave entitlements will be forfeited if they are not utilised prior to the end of the scholarship period.

Sick Leave, Maternity Leave and Paternity Leave

Scholarship holders may take up to two (2) weeks paid sick leave each year of their award. This may be accrued but must be taken during the tenure of the award. An original, signed medical certificate is required to be given to the Office of Research and Innovation for periods of sick leave greater than two (2) consecutive days in duration.

UPRS and APA holders may receive additional paid sick leave of up to a total of three (3) months for medically substantiated periods of illness lasting longer than two (2) weeks, for which an original, signed medical certificate has been provided. This period of leave is not added to the tenure of the award and is considered to be part of the maximum extension period for the scholarship.

The Research and Research Training Committee may grant up to three (3) months paid maternity leave. APA and UPRS scholarship holders are entitled to paid maternity leave only after holding the scholarship for one (1) full year.

Paid paternity leave may be granted at the discretion of the Research and Research Training Committee and shall not exceed ten (10) days. APA and UPRS scholarship holders are entitled to paid paternity leave only after holding the scholarship for one (1) full year

Suspension of Scholarship and Leave of Absence

When circumstances outside the control of a scholarship holder prevent the pursuance of studies, the candidate may apply to the Research and Research Training Committee for a leave of absence and suspension of scholarship.

The Research and Research Training Committee may approve more than one period of leave of absence and suspension of scholarship, but the total period of leave of absence and concomitant suspension approved during the tenure of the scholarship shall not exceed one (1) year. A leave of absence will not normally be approved if a scholarship holder has completed less than six (6) months of the scholarship.

If the proposed suspension is to commence within the first six (6) months or the accumulated period of the suspension/s is of more than twelve (12) months' duration, the approval of the leave of absence will be at the discretion of the Research and Research Training Committee and will only be considered if there are exceptional circumstances beyond the control of the student.

No suspension is possible beyond two (2) years in total.

Research Overseas

Period of Study outside Australia

The Research and Research Training Committee may approve a period of study outside Australia for a period of up to twelve (12) months for a student enrolled in a Doctor of Philosophy program, six (6) months for a student enrolled in a Masters by Research program and three (3) months for a student enrolled in a Masters by Coursework program.

In special circumstances, the Research and Research Training Committee may approve an extension of the periods of study spent outside of Australia.

The Research and Research Training Committee may suspend or terminate the scholarship if a holder studies outside Australia for a period longer than that for which approval has been given.

Payment of Stipend Whilst Overseas

Stipends are paid into the scholarship holder's Australian bank account fortnightly in arrears.

A stipend may not be paid into a bank account outside Australia. When a scholarship holder studies outside Australia it is the responsibility of the holder to make appropriate financial arrangements from their domestic bank account to cover their overseas expenses.

Research at Other Institutions

The Research and Research Training Committee may approve a request by a scholarship holder to conduct substantial amounts of research at another institution only if the Research and Research Training

Committee is satisfied that the organisation can and will provide adequate support, supervision, training and research time for the student.

Employment

A scholarship holder shall not be required to undertake employment, or to render a service to the University or Scholarship provider, as a condition of any scholarship.

Full-Time Employment

A scholarship holder may not undertake full-time employment whilst in receipt of stipend payments.

Part-Time Employment

A full-time candidate will spend a minimum of thirty (30) hours per week on their HDR studies. Subject to the approval of the Research and Research Training Committee, a scholarship holder may undertake part-time employment provided that such undertakings do not interfere with the scholarship holder's study program.

Approval will not be given for a full-time student to undertake part-time work exceeding fifteen (15) hours per week.

Where the work involves casual lecturing or tutoring work, the preparation hours will be included in the total hours employed. In determining the number of hours of part-time employment undertaken, periods of employment during recreation leave or suspension of awards will not be included. In addition, as noted previously, a candidate must earn less than 75% of their weekly stipend value in order to maintain eligibility for the stipend.

Transfer of Candidature

The Research and Research Training Committee may at its discretion vary the period of tenure of a scholarship where a candidate changes enrolment from a degree of Master to a degree of Doctor of Philosophy, or vice versa. The extension of the period of tenure for any scholarship will be subject to availability of funds from the scholarship source.

Termination of Awards

Expiry of a Scholarship

A scholarship will expire at the end of the period for which it was granted, or on the payday following the submission of the thesis, whichever is earlier.

Termination of a Scholarship

Notwithstanding the provisions listed above, the Research and Research Training Committee may terminate a scholarship if the Committee considers the progress of the candidate to be unsatisfactory, or the scholarship holder fails to re-enrol in the manner approved by the Deputy Vice-Chancellor or the scholarship holder fails to comply with the conditions governing the scholarship. Benefits will cease on the date of termination of the award.

Appeals

Lodging an Appeal

An award holder who is dissatisfied with a decision of the Research and Research Training Committee, which affects a scholarship, or tenure of a scholarship holder may appeal against the decision under the [Students- Academic Grievance Procedures](#).

Committee of Appeal

Within thirty (30) days of lodging an appeal with the Deputy Vice-Chancellor, an Academic Appeals Committee shall be convened by the Chair, Academic Board. This Committee shall include:

- Deputy Vice-Chancellor;
- An Academic with a Masters Degree from a Faculty other than the Faculty in which the student is studying; and
- The Coordinator, Equity Services or nominee.

The Academic Appeals Committee shall review on a procedural basis only, the decision of the Research and Research Training Committee and shall inform the appellant of the result of the appeal in writing.

The appeal shall be conducted in accordance with the [Academic Appeals Committee Terms of Reference](#).

The decision of the Academic Appeals Committee shall be final.

Responsibility of the Scholarship Holder

Award holders shall:

- Apply themselves diligently and to the best of their ability to the successful completion of the degree;
- Conform to the governing documents of the University as published on the Governance web pages;
- Provide annual reports to the Research and Research Training Committee;
- Notify the Research and Research Training Committee promptly of any change in circumstances that may affect the award holder's eligibility to continue receiving payments under the award;
- Acknowledge that these Conditions may be subject to additional conditions, including provisions as to funding of the scholarships which may be made by any relevant government body (or the University in the case of UPRS), or externally funded scholarships; and
- Liaise with their principal supervisor to obtain ethics clearances from the relevant committees in accordance with the National Health and Medical Research Council requirements (the committees are the CDU Animal Ethics Committee, the Human Research Ethics Committee and the CDU Bio Safety Committee. Further details are available on the University Research web pages

Responsibilities of the Research and Research Training Committee

Administration

The Research and Research Training Committee will be responsible for the oversight and monitoring of the terms and conditions of the awards and is vested with a discretion, which it may exercise as it sees fit, in the application of the schemes, having regard to the circumstances and merits of particular cases.

Delegation

In administering the schemes, the Research and Research Training Committee may delegate to the Deputy Vice-Chancellor such of its authority as it sees fit.

Declaration

Upon acceptance of a scholarship, award recipients are required to sign a declaration that they agree to abide by the conditions listed herein.

ESSENTIAL SUPPORTING INFORMATION

Internal

[HDR – Candidate Recruitment, Admission and Enrolment Procedures](#)

[Academic Appeals Committee Terms of Reference.](#)

[Common Course Rules Doctor of Philosophy \(PhD\)](#)

[Common Course Rules Master by Research](#)

[HDR - Scholarship Application and Award \(APA, IPRS and UPRS\) Procedures](#)

HDR-30: Offer of Postgraduate Scholarship

[Research Practice Policy](#)

[Students - Academic Grievance Procedures](#)

External

[Australian Government Guidelines for Commonwealth Scholarships](#)

[National Health and Medical Research Council -Australian Code for the Responsible Conduct of Research](#)

Document History and Version Control

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1.00	30Jul 2010	Academic Board	Creation of original document and upload to CDU website.
1.01	5 Jan 2011	Governance	<ul style="list-style-type: none"> • Convert guideline document to new procedure template • • Amend Research committee to Research and Research Training Committee to reflect title change. • • Minor changes to spelling, grammar and formatting. • • Addition of essential supporting information. • • Addition of relevant definitions. • • Change title from Conditions of Award of Scholarships to HDR Scholarships – Conditions of Award procedures • • Change DVCRI to DVC in line with current title changes.
1.02	3 Nov 2012	Governance	<ul style="list-style-type: none"> • • Correct title of contact officer • • Updated hyperlinks • • Clarified leave entitlement accrual and employment sections
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