

THE AUSTRALIAN NATIONAL UNIVERSITY

WOODROOFE PhD SCHOLARSHIP

CONDITIONS OF AWARD

These conditions of award relate to the following living allowance scholarships:

Gwendolyn Woodroffe PhD Scholarship in the Biological Sciences

Kathleen Woodroffe PhD Scholarship in the Humanities/Social Sciences

The awarded scholarship and the living allowance (stipend) value are stated in your scholarship letter of offer. Other benefits are listed in section 2.

1. ELIGIBILITY

- 1.1. This Scholarship is awarded on the condition that the scholar is admitted to and continues to pursue a full-time program of study for the degree of Doctor of Philosophy of the Australian National University in the program for which the scholarship is awarded. The granting of a part-time Scholarship and/or transfer to a part-time Scholarship is subject to approval by the University on the basis of heavy care commitments or a medical condition.
- 1.2. A part-time scholarship may be awarded or approved if the student has reasons acceptable to the University that preclude full-time study for part or all of the course of study. In such cases the University must be satisfied that the reasons relate to caring commitments, a medical condition, a disability or other circumstance which limits the student's capacity to undertake full-time study
- 1.3. This Scholarship is awarded on the condition that, during the tenure of the Scholarship, the scholar is not in receipt of another equivalent or major living allowance award/scholarship or salary to undertake the proposed program, providing a benefit greater than 75% of the stipend of the awarded scholarship.
- 1.4. This scholarship is awarded on the condition that the scholar is an Australian citizen, a New Zealand citizen, or an Australian permanent resident.

2. BENEFITS

- 2.1. **Stipend:** The Scholarship provides a stipend, payable fortnightly in arrears, at the rate stated in the letter of offer. At the present time, full-time scholarship benefits are exempt from Australian income tax.
- 2.2. **Travel and Removal Allowances:** Scholarship travel allowances are payable on the condition that the scholar declares to the Manager, Fees and Scholarships, any travel assistance available to the scholar and/or the scholar's spouse from other sources, in which case the University's contribution may be reduced accordingly or not paid.

A scholar who is resident elsewhere in Australia or who is permanently resident outside Australia at the time of application, is eligible to receive the following contributions towards the costs of moving to Canberra to take up the Scholarship:

- 2.2.1. Fares. Travel expenses up to a maximum amount equivalent to the one way economy class or student fare by the cheapest and most direct course on a scheduled route for the scholar, spouse and/or dependent children, on production of original tax invoice/receipts. A scholar intending to travel from another location within Australia to Canberra by car will be reimbursed for the cost of fuel (petrol/diesel/gas) on production of original tax invoice/receipts.
- 2.2.2. Removal Expenses. A grant towards the costs of removal of belongings to Canberra, of up to \$530 per adult, and \$262 per child with a maximum of \$1,530 per family on production of original tax invoice/receipts.

2.2.3. Dependents. Travel allowances, as set out above, will be paid in respect of a scholar's spouse and dependent children, where they accompany the scholar to Canberra and remain for the greater part of the scholar's program. In other cases, they are payable at the discretion of the Manager, Fees and Scholarships, on application by the scholar. Where a scholar marries after the commencement date of the Scholarship, no travel allowance will be payable in respect of the spouse's journey to Canberra.

Travel allowances for dependents may also be payable in the case of a *de facto* relationship. A scholar with a *de facto* partner must complete a Statutory Declaration stating the period of continuous co-habitation to enable eligibility to be assessed by the Manager, Fees and Scholarships.

Insurance, accommodation and meal costs cannot be claimed.

No assistance is payable to a scholar after completion of studies or termination of a Scholarship.

2.3. **Thesis Allowance:** A scholar is eligible to receive an allowance of up to \$840 for costs associated with the production of the PhD thesis. The allowance must be claimed in accordance with the Australian National University's Thesis Allowance Policy. The allowance must be claimed within 12 months of submission of the thesis and no more than 2 years after termination of the scholarship, unless exceptional circumstances can be demonstrated. A case outlining the exceptional circumstances must be made before approval for reimbursement can be considered.

3. TENURE

- 3.1. The scholarship must be taken up in Canberra no later than the date specified in the letter of offer, unless in special circumstances another date has been determined by the University.
- 3.2. The duration of a full-time Scholarship will be three years in the first instance or such shorter period as is stated in the letter of offer (subject to 3.3).
- 3.3. Periods of study already undertaken for the PhD degree will be deducted from the duration of the Scholarship.
- 3.4. Periods of study undertaken for the PhD degree during suspension of the Scholarship will be deducted from the duration of the Scholarship.
- 3.5. If eligible, a scholar may apply for an extension of Scholarship by completing the [Application for Extension of Research Scholarship](#) form. The maximum period of extension is six months and an extension may be sought only where the research has been delayed by circumstances beyond the scholar's control and is related to the research and is not of a personal nature.
- 3.6. Periods of paid sick leave, in accordance with section 3.6(2) of the ANU Research Award Rules, and maternity leave are additional to the normal duration of the Scholarship.

4. SPECIAL PROVISIONS IN RESPECT OF PART-TIME SCHOLARSHIPS

- 4.1. A scholar holding a part-time Scholarship may at any time apply to convert the Scholarship to a full-time Scholarship for the degree of Doctor of Philosophy/Doctor of Psychology (Clinical). If the reasons for holding a part-time Scholarship were medical, a medical certificate giving clearance for full-time study must be provided.
- 4.2. The University may require a scholar holding a part-time Scholarship to transfer from a part-time to a full-time Scholarship and program of study for the degree of Doctor of Philosophy/Doctor of Psychology (Clinical). if the heavy care commitments or medical condition which led to the part-time Scholarship being offered no longer applies.

- 4.3. Recipients of scholarships held under these Conditions of Award may be granted part-time award in the situation of approved concurrent study in an ANU Program. (Further information about eligibility may be obtained from the Manager, Student Administration and Records)

5. PROGRAM LEAVE OF ABSENCE

A scholar who is unable to pursue their program of study should apply for program and Scholarship leave of absence by completing the [Application for Leave of Absence from Research Program](#) form.

- 5.1. The University may approve program and Scholarship leave of absence on **personal grounds**, which does not exceed a total period of twelve months during the tenure of the Scholarship. An application for program and Scholarship leave of absence for more than twelve months will only be considered if there are exceptional circumstances beyond the control of the scholar and must be referred to the Manager, Fees and Scholarships.
- 5.2. A scholar whose application for program and Scholarship leave of absence is approved on grounds of **medical grounds** will continue to receive the Scholarship for the period of the program leave of absence, on receipt of a certificate signed by a registered medical practitioner which gives the nature and likely duration of the scholar's illness and certifies that the scholar is unable to pursue the program because of the illness. The maximum aggregated period for receipt of the Scholarship under this provision cannot exceed 12 weeks within the duration of the scholarship.
- 5.3. A scholar whose application for program and Scholarship leave of absence is approved for **maternity reasons** will continue to receive the Scholarship for the period of the leave of absence for up to a maximum aggregate of twelve weeks within the duration of the Scholarship provided the application for program leave of absence is accompanied by a medical certificate indicating the expected date of confinement. Paid maternity leave is not available within the first twelve months of the Scholarship.
- 5.4. A scholar who is the partner of a woman giving birth may be entitled to 5 days' paid parenting leave at the time of the birth provided the Award has been held for at least twelve months at the time of application. The application for leave must be accompanied by a medical certificate confirming the date of birth.
- 5.5. In no circumstances can the program and Scholarship leave of absence exceed two years in total (which includes all circumstances outlined in Section 5, excluding 5.6)
- 5.6. A scholar is entitled to a maximum of 20 days of paid **recreation leave** per year calculated on a pro-rata basis. No more than 20 days' recreation leave may be accumulated and leave must be taken during the tenure of the Scholarship. A scholar must obtain the supervisor's agreement before recreation leave is taken.

6. SUSPENSION OF SCHOLARSHIP

- 6.1 A student may apply for suspension of their scholarship. The approval of a suspension will be at the discretion of the scholar's College. A suspension may be appropriate if a student is studying at another institution and receives a scholarship for that study. In these circumstances the duration of the scholarship will be reduced by the periods of study undertaken towards the degree during suspension of the scholarship (unless the study was undertaken overseas as part of a Commonwealth Government financially supported international postgraduate research scholarship or award).
- 6.2 The University may suspend a scholarship where a student has:
- outstanding fees;
 - an outstanding debt with the University; or
 - outstanding PhD milestone/s

7. OVERPAYMENT OF SCHOLARSHIP

- 7.1 A scholar who is taking leave from their program is expected to submit the prescribed leave form in a timely manner and, where possible, in advance in order to avoid receiving an overpayment of their scholarship. In circumstances where an overpayment does occur, the overpayments will generally be recovered in line with the [ANU Overpayments Procedure](#).
- 7.2 In the situation where a student is overpaid an amount in excess of a full fortnightly scholarship disbursement, the University may recover the overpayment by withholding future stipend payments at the same rate that the stipend was overpaid.

8. TERMINATION

The Scholarship terminates:

- a) If the student ceases to be a full-time student and approval has not been obtained from the University to hold the scholarship on a part-time basis; or
- b) On submission of the thesis for examination; or
- c) On the expiry date of the Scholarship; or
- d) On the date on which the scholar ceases to attend the University other than for approved absences; or
- e) if the scholar does not fulfil his/her obligations;
- f) if, in the opinion of the University, the scholar is not making satisfactory progress in his/her approved program.

whichever is the earliest.