



Pac-EVIPP+ MAE FELLOWSHIP CONDITIONS OF AWARD

1. INTRODUCTION

Each year the National Centre for Epidemiology and Population Health (NCEPH) ('the School') in the ANU College of Health and Medicine ('the College') may offer several awards known as the Pac-EVIPP+ MAE fellowship Award.

Funding for this Award has been provided as part of a collaboration between NCEPH, the Pacific Community and the Department of Foreign Affairs and Trade under the Regional Health Partnerships Funding scheme.

The Pac-EVIPP+ MAE fellowship aims to strengthen cross-border collaboration in order to be best prepared to respond quickly to the health threats of the future. The Award enables delivery of capacity-building research and training in their respective countries, thus fostering professional development of a field epidemiologist to detect and respond to disease outbreaks. The objective of the Award is to support successful candidates from the Pacific¹, to complete the Master of Philosophy in Applied Epidemiology (MAE) program at ANU, and a field placement in their own country.

2. BENEFITS

The value of the Award is stated in the letter of offer. The Award will be paid in fortnightly instalments, unless otherwise stated in the letter of offer.

The Award may contain any or all of the following benefits:

- A. **Stipend Scholarship:** The recipient is awarded a stipend to cover the costs of daily living in the city of their field placement; and/or
- B. **Higher Degree Research (HDR) Fee Remission Merit Scholarship:** An International recipient may be recommended for an HDR Fee Remission Merit Scholarship to cover the International Student Fees for the standard duration of the Higher Degree Research (HDR) program subject to the recipient being ranked as competitive in a merit-based selection process; and/or
- C. **Overseas Student Health Care Cover:** An international recipient of the Award may be eligible for reimbursement of Overseas Student Health Cover (OSHC) for the standard program duration; and/or
- D. **Visa Assistance:** Recipients will be responsible for applying for the relevant visa. Visa and associated costs can be claimed as a reimbursement, if applicable.
- E. **Fieldwork and Travel Insurance:** ANU Insurance only applies for activities which have been approved in writing by the University. Recipients should review these policies and are responsible for any additional insurance that they feel they require for their own personal situation.
- F. **Fieldwork Support:** Subject to approval of the designated ANU supervisor, a contribution towards costs associated with the recipient's fieldwork for travel and

¹ Student must be a resident and citizen of a Pacific Island country

accommodation expenses up to \$2,700 is available. This can be claimed as a reimbursement; and/or

- G. **Information Technology Support:** The recipient will be provided a laptop from the ANU that includes the software that they will require during the coursework intensives and field placement, including software packages allowing statistical analyses. Recipients can access assistance with IT Issues as per University policies and procedures.
- H. **Administrative and Services & Amenities Fee (SA-Fee):** Recipients will be sponsored for administrative and Student services and amenities fees. Recipients of this Award are responsible for the cost of books, study materials, accommodation while on field placement and all other costs of study.
- I. **Coursework intensives and Final viva:** Recipients receive flights, accommodation and support for living costs to attend the coursework intensives and the final viva, which take place at the ANU in Canberra, Australia. Travel bookings and meal payments will be arranged by NCEPH.
- J. **Relocation Reimbursement:** A recipient may be eligible to claim a reimbursement as a one-off payment to assist with relocation costs, including those in respect of the recipient's spouse, de facto partner, and dependent child or children, incurred in commencing their MAE program. Where a claim for a relocation reimbursement is in respect of a recipient's spouse, de facto partner, or dependent child or children, they must accompany the recipient to take up his/her program, or join the recipient within 12 months of the recipient commencing their HDR program. The Relocation Reimbursement may only be claimed if the recipient, who is resident elsewhere at the time of application, is required to move to the location of the field placement to take up the Award.

Recipients may be eligible for a relocation reimbursement. This benefit for international recipients includes the costs of medical appointments associated with advice and the vaccinations required for the location of their field placement. If an international recipient is required to relocate within their own country, they are also eligible to receive a payment at the beginning and end of the program as a contribution towards costs of moving to take up their field placement. The total of this relocation allowance for international recipients is capped at AU\$2,000.

Recipients who are required to relocate overseas for their field placement are eligible to receive the Relocation Reimbursement as a contribution towards the costs of moving to and settling into their new location and moving back to Australia. The benefit is to be paid at the beginning and end of their overseas placement by way of ANU reimbursement policies and/or directly by the MAE Program on receipt of an original tax invoice from a provider for goods or services that have been pre-approved by the Program manager Pacific. No Relocation Reimbursement is payable for costs incurred after the Award ceases. The cost of medical appointments associated with advice and the vaccinations required for the location of their field placement are included in this benefit. Other relocation and establishments cost may include items such as visa requirements, language support, shipping of personal effects, storage of personal effects and/or short-term accommodation while the recipient obtains permanent accommodation (accommodation support is capped at 21 days). The total of this relocation allowance for Australian recipients is capped at AU\$10,000.

In respect of a recipient's spouse, de facto partner and dependent child or children, where they accompany the recipient to their field placement and remain for the greater part of the recipient's program, a Relocation Reimbursement may be paid as part of the capped AU\$2,000 Relocation Reimbursement.

Insurance and meal costs in relation to relocation cannot be claimed.

Initial reimbursement requests with tax invoices/receipts attached must be submitted within 12 months of the initial country field placement and within 6 months of its end. No assistance is payable after this time or after the Award ceases.

Pac-EVIPP+ MAE fellowship (125/2024)

- K. **Conference Allowance:** Reimbursements may be claimed to assist with costs associated with attending national or international conferences, where the recipient is presenting an oral or poster presentation, related to their work in the MAE. Recipients will be reimbursed up to \$2,000 on production of original tax invoice/receipts within 12 months of attending the conference or other event. To be eligible for reimbursement conference attendance must take place before the recipient has attended their final viva. In situations where there is funding remaining after the recipient has met their requirement to present at a conference, funding may be used in other ways to support their studies (e.g. attending a relevant workshop or other training). To be eligible for reimbursement, any other use of the funding must take place before the recipient has attended their final viva and must be agreed to by the recipient's supervisor in advance.
- L. **Thesis Allowance:** A recipient will be eligible to claim a one-off reimbursement of up to \$420 for services associated with the production of their thesis. The reimbursement must be claimed in accordance with the [thesis allowance requirements](#).

Recipients may apply for reimbursement by submitting a [reimbursement form](#) with original tax invoice/receipts to mae.nceph@anu.edu.au.

Note: Recipients must be able to support themselves financially while undertaking the MAE Program. Before applying for admission, recipients must consider their personal circumstances and ensure that undertaking the Program will not cause them financial hardship. In particular, recipients should be aware that foreign exchange rates can fluctuate.

3. DURATION

The duration of the full-time Award will be for 22 months, or a shorter period as stated in the letter of offer.

Extension: No extension is available.

4. PROGRAM LEAVE

Periods of program leave must be taken in accordance with the *Research Awards Rule*.

a) Unpaid Program Leave

A recipient may apply for unpaid program leave on personal grounds. If the leave does not exceed a total period of 12 months during the duration of the Award, the recipient may resume the Award at the completion of the leave.

Program leave exceeding a total of 12 months will only be considered where there are exceptional circumstances beyond the control of the recipient and must be approved by the Delegated Authority in the College.

Unpaid program leave is aggregated and awarded only in one-week blocks for a full-time recipient and two-week blocks for a part-time recipient.

A recipient must apply for unpaid program and scholarship leave by completing the relevant section of the Manage my Degree - HDR form in ISIS.

b) Paid Recreation Leave

A recipient is entitled to a maximum of 20 working days paid recreation leave for each year of the Award. Leave entitlements may be accrued over the life of the Award but are forfeited when the Award ceases.

A recipient may apply in writing to their Field placement and Academic supervisor, and once approved must notify the NCEPH HDR Administrator (mae.nceph@anu.edu.au).

Paid recreation leave does not extend the duration of the Award and must not be taken during MAE coursework intensives.

c) Paid Medical

Pac-EVIPP+ MAE fellowship (125/2024)

A recipient is entitled to a maximum of 10 working days paid medical/carer/personal leave for each year of the Award. Leave entitlements may be accrued over the life of the Award but are forfeited when the Award ceases.

A recipient may apply in writing to their Field placement and Academic supervisor in the first Instance. Once approved, a recipient must complete the appropriate form as details by the HDR Administrators (mae.nceph@anu.edu.au).

Paid medical leave does not extend the duration of the Award.

d) Additional Paid Leave

A recipient is entitled to additional paid medical or carer's leave to a maximum of 60 working days on provision of a medical certificate. Medical certificates must:

- i. be signed by a registered medical practitioner;
- ii. state the likely duration of the required leave; and
- iii. certify that the recipient requires the leave for medical/caring reasons.

Additional paid medical leave is aggregated and awarded only in one-week blocks for full-time recipients and two-week blocks for part-time recipients.

A recipient may apply for additional paid medical leave by completing the relevant section of the [Manage my Degree - HDR](#) form in ISIS.

Additional paid leave extends the duration of the Award.

e) Paid Parental Leave

Recipients who have completed 12 months of their Award and are the primary caregiver of a new child (by birth or legal adoption) are entitled to a maximum of 60 working days paid parental leave.

HDR candidates whose partner gives birth, who have completed 12 months of their stipend, are entitled to 60 working days leave if the candidate is the primary carer of the child in the first year of the child's life. HDR candidates who access partner leave will only be eligible for 55 working days parental leave.

These provisions also apply if the HDR candidate is the legal parent and primary caregiver of an adopted child:

- i. less than five years of age;
- ii. not a step-child of the student; and
- iii. has not previously lived continuously with the student for six months or more.

Paid parental leave is aggregated and awarded only in one-week blocks for a full-time recipients and two-week blocks for a part-time recipient.

Recipients may apply for paid parental leave by completing the relevant section of the [Manage my Degree - HDR](#) form in ISIS.

Paid parental leave extends the period of duration of the Award.

f) Paid Partner Parental Leave

Recipients who have completed 12 months of their Award and who are the partner of a person who is the primary caregiver of a new child² (by birth or legal adoption) may be entitled to five days paid partner parental leave. The University may require the recipient to provide evidence of the date of birth or adoption.

Paid partner parental leave is aggregated and awarded only in one-week blocks for a full-time recipients and two-week blocks for a part-time recipient.

Recipients may apply for paid partner parental leave by completing the relevant section of the [Manage my Degree - HDR](#) form in ISIS.

Paid partner parental leave extends the duration of the Award.

² A new child is a child who is less than five years of age, not a step-child of the student and has not previously lived continuously with the student for six months or more

- g) Public Holidays
Recipients take public holidays in accordance with their field placement.

5. ELIGIBILITY

The Award is available to prospective ANU candidates who:

- (a) are enrolling full-time in a program of study for the degree of Master of Philosophy in Applied Epidemiology, based in the College of Health and Medicine; and
- (b) have demonstrated H1 equivalence; and
- (c) are citizens of relevant Pacific Island country in the year of application;
- (d) qualify for the relevant visa, if required.

6. SCHOLARSHIP APPLICATION

Applications shall be called for with a closing date as set by NCEPH. The closing date, and application instructions will be advertised on the University scholarship webpage.

7. SELECTION

Selection is made on the basis of merit.

Overall ranking includes:

- (a) Academic results and potential based on academic and publication record; and
- (b) Potential based on work experience; and
- (c) Referee reports; and
- (d) Answers to supplementary questions; and
- (e) On assessment at interview for short listed candidates; and
- (f) On fulfilling the English Language requirements for admission; as per the English language requirements for admission policy; and
- (g) Comparison with other applications received in the same scholarship round; and
- (h) The availability of a suitable field placement.

The selection committee will be chaired by the MAE Program Director (or their delegate) and will include at least two other representatives from the MAE program and/or nominated field placements.

The selection committee reserves the right to make no award if it considers there is no applicant of sufficient merit. The selection committee may also vary the number of Awards and/or offer the Award at other times in exceptional circumstances or based on the standard of applications or students (where funds allow).

8. CONCURRENT HOLDING OF AWARDS

A recipient is permitted to hold other scholarships, awards, grants and bursaries concurrently with this Award, provided the terms of the other scholarship permits this also.

However, a recipient may not receive another allowance, award, grant or bursary to undertake the proposed program, which exceeds the value of 75 per cent of the Award stipend.

9. DEFERMENT

The Award must be taken up no later than the date specified in the letter of offer, unless otherwise approved.

10. ONGOING ELIGIBILITY

A recipient of this Award is required remain enrolled full-time in an eligible program of study for the degree of Master of Philosophy in Applied Epidemiology at the Australian National University.

In exceptional circumstances, a part-time Award may be offered or approved if the recipient has reasons acceptable to the University which preclude full-time study for part or all of the program 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 recipient's capacity to undertake full-time study. In such cases, the scholarship will be paid on a pro-rata basis.

An Award cannot be transferred to another Institution or ANU College or School.

11. SUSPENSION OF AWARD

A recipient may not apply to the College for suspension of their Award.

The University may suspend the Award where a recipient has:

- (a) outstanding fees; or
- (b) an outstanding debt with the University; or
- (c) outstanding HDR program milestone/s; or
- (d) been found to be in breach of a statute, rule or policy or procedure of the University.

The Award will be suspended when at least five working days have passed since the University advised the recipient in writing that the milestones, debt and/or fees are outstanding, until the milestones have been met or the outstanding fees and/or debt have been paid. Under these circumstances, the recipient will forfeit payment of the Award for the period of time that their Award is suspended.

12. CESSATION OF AWARD

The Award ceases or should be surrendered:

- (a) if a student no longer meets the eligibility requirements; or
 - (b) at the conclusion of the period outlined in section 3; or
 - (c) after attendance at the final viva; or
 - (d) when the recipient leaves their Field Placement after submission of their thesis; or
 - (e) on the date on which the recipient withdraws or ceases to attend the University other than for approved absences;
 - (f) if a recipient fails to enrol as required in section 5;
 - (g) if a recipient breaches academic or behavioural standards set by the University under the Academic Misconduct & Discipline Rules (2021) or Academic Integrity Rule (2022);
- whichever is earliest.

13. REPAYMENT OF FUNDS

A recipient who is taking leave from their program, or changing their enrolment intensity from full-time to part-time, must submit the prescribed [Manage My Degree - HDR](#) form in a timely manner and, where possible in advance, in order to avoid receiving an overpayment of their Award. In circumstances where an overpayment does occur, these will be recovered in accordance with the ANU Procedure - Overpayments.

14. PROVIDING FALSE OR MISLEADING INFORMATION

The Award is based on the information provided to the University. The Award may be withdrawn at any stage if incorrect, false or misleading information is provided or relevant

Pac-EVIPP+ MAE fellowship (125/2024)

information is withheld. This includes circumstances where the false information is unrelated to the assessment for the Award.

15. VARIATION TO CONDITIONS OF AWARD

In exceptional circumstances and on a case-by-case basis, section 8 and/or 9 of these Conditions of Award may be varied by the Dean on the recommendation of the Program Convenor.

16. TAXATION & CENTRELINK

Recipients are responsible for seeking taxation and Centrelink advice (if applicable) regarding their own individual circumstances. Awards may be regarded as taxable income if a recipient is enrolled on a part-time basis.

For information on how the Award may affect Centrelink benefits, see this website <http://www.humanservices.gov.au/customer/enablers/income/>

17. ACCOMMODATION

When recipients, whose field placements are not in Australia, come to Canberra for course block intensives and final viva, travel and accommodation will be arranged by NCEPH.

Otherwise, it is the recipient's responsibility to obtain residential accommodation. Information on student accommodation and application forms are available from the University Accommodation Services. Information may be found on the Web at: <http://www.anu.edu.au/study/accommodation>

18. PUBLICITY

The recipient may be requested to participate in publicity for the Award from time to time. This may include publicity in the state or territory of residence or of schooling. Recipients may be contacted for an interview and photograph. The University may also publicise the Award by publishing the names of the recipients. Arrangements for such publicity will be made through the College of Health and Medicine or ANU Communications and Engagement (ACE).

Recipients will also be required to acknowledge funding from the Award should the outcomes lead to publication.

19. CONTACT WITH THE AWARD OWNER

All enquiries regarding the Award and changes, issues, or further information after acceptance should be made to:

National Centre for Epidemiology and Population Health

ANU College of Health and Medicine

Email: mae.nceph@anu.edu.au

20. DISCLAIMER

The recipient of the Award is subject to *The Australian National University Act 1991* as amended, and to the Statutes, Rules, Regulations and Resolutions of the University.

The Award does not carry any commitment by the University for future employment.

These Conditions of Award should be read in conjunction with the *Research Awards Rule* and Higher Degree Research Policy and Procedures available from the [ANU website](#).

21. RELATED POLICIES, PROCEDURES & RULES

Pac-EVIPP+ MAE fellowship (125/2024)

HDR Legislation, policies and procedures - <https://www.anu.edu.au/students/program-administration/assessments-exams/hdr-policies-procedures>

ANU Academic Integrity Rule - <https://www.legislation.gov.au/Details/F2021L00997>

ANU Discipline Rule - <https://www.legislation.gov.au/Details/F2021L00998>

ANU Student Code of Conduct <https://www.anu.edu.au/students/program-administration/program-management/student-code-of-conduct>

ANU Overpayments Procedure – https://policies.anu.edu.au/ppl/document/ANUP_000599

Thesis Allowance Requirements - <http://www.anu.edu.au/students/program-administration/assessments-exams/theses-reimbursement>

Research Scholarship Information (including reimbursement and claim forms) - <http://www.anu.edu.au/students/scholarships-support/research-scholarship-information>

Candidature and Supervision Policies:

ANU College of Health and Medicine Current Student Information: <https://science.anu.edu.au/current-students>

ANU National Centre for Epidemiology and Population Health Intranet (Staff and Students): <http://intranet.nceph.anu.edu.au/>

ANU Insurance Overview - <https://www.anu.edu.au/students/careers-opportunities/global-programs/understanding-overseas-study/insurance-and-anu-travel>

Other resources

Master of Philosophy in Applied Epidemiology at the Australian National University: <https://programsandcourses.anu.edu.au/2023/program/8721XMPHIL>

Master of Philosophy in Applied Epidemiology Working Rules – Please contact mae.nceph@anu.edu.au for this document.