



JOHN CURTIN SCHOOL OF MEDICAL RESEARCH PHD SCHOLARSHIP

CONDITIONS OF AWARD

1. INTRODUCTION

Each year the John Curtin School of Medical Research (“JCSMR”), in the ANU College of Health and Medicine (“the College”) may offer 8-10 scholarships, known as the John Curtin School of Medical Research PhD Scholarship (“the Award”).

The objective of the Award is to attract candidates of high calibre, with research qualifications and/or expertise, to pursue graduate research involving a biomedical research project for a PhD degree at the JCSMR.

Funding for this Award has been provided by the JCSMR.

2. BENEFITS

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

HDR Fee Remission Merit Scholarship: International recipients will also be recommended for an HDR Fee Remission Merit Scholarship to cover the International Student Fees for the standard duration of the PhD program, subject to the recipient being ranked as competitive in a merit-based selection process.

The recipient is responsible for making payment of all administrative fees by the prescribed date as set by the University for each session. Recipients of this Award are responsible for the [Student Service Amenities Fee](#), [Overseas Student Health Cover](#), cost of books, study materials, accommodation and all other costs of study.

Duration: The duration of a full-time Award will be three years in the first instance or such shorter period as is stated in the letter of offer.

Periods of enrolment already undertaken for the PhD degree and periods of enrolment undertaken for the PhD degree during suspension of the Award will be deducted from the duration of the Award.

Periods of paid program leave taken in accordance with Section 38 of the *ANU Research Awards Rule*, as well as maternity and paternity leave, are additional to the normal duration of the Award.

Extension: If eligible, a recipient may apply for an extension of the Award by completing the [Manage My Degree - HDR](#) 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 recipient’s control and is related to the research and is not of a personal nature.

Relocation Reimbursement: A reimbursement may be claimed as a one-off payment to recipients, 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 PhD

program. Where a claim for relocation reimbursement is in respect of a recipient's spouse, de facto partner, or dependent child or children, they must accompany the recipient to Canberra or join the recipient in Canberra within 12 months of the recipient commencing their PhD program.

Recipients who are resident outside the Australian Capital Territory or who are permanently resident outside Australia at the time of application are eligible to receive a one-off relocation reimbursement, capped at a maximum of \$1,000 for Domestic recipients, or \$2,500 for International recipients, towards the costs of moving to Canberra to take up their eligible PhD program, on production of original tax invoice/receipts.

Insurance, accommodation and meal costs related to relocation cannot be claimed.

Applications for relocation reimbursement must be submitted within twelve months of the recipient commencing their PhD program. No relocation reimbursement is payable after this time or after the Award ceases.

Thesis Reimbursement: Reimbursements are paid to recipients of the Award to assist with ancillary costs while undertaking an eligible PhD program.

Recipients receive a one-off reimbursement of up to \$500 for services associated with the production of their thesis.

Recipients may apply for the reimbursement by submitting original tax invoice/receipts to the *John Curtin School of Medical Research, College of Health & Medicine* in person or by email to: jcsmr.hdr.sa@anu.edu.au.

The reimbursement must be claimed in accordance with the University's [theses allowance requirements](#) and within 12 months of submission of the thesis and no more than two years after the award ceases, unless exceptional circumstances can be demonstrated. A case outlining the exceptional circumstances must be made before approval for reimbursement can be considered.

PROGRAM & SCHOLARSHIP LEAVE ENTITLEMENTS

Unpaid Program and Scholarship Leave: The University may approve unpaid program and scholarship leave of absence on personal grounds, which does not exceed a total period of 12 months during the period of the Award, after which the recipient may resume the Award. If the unpaid program and scholarship leave of absence exceeds 12 months, the recipient may not be eligible for resumption of the Award.

An application for unpaid program and scholarship leave of absence for more than 12 months will only be considered if there are exceptional circumstances beyond the control of the recipient and must be approved by the Delegated Authority in the College.

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

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

Payments for this Award will *not* continue during this type of leave.

Paid Recreation Leave: Recipients are 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.

Recipients may apply for paid recreational leave by notifying their Chair of Panel in writing.

Paid recreation leave does not extend the period of support for the Award.

Paid Medical Leave: Recipients are entitled to a maximum of 10 working days paid medical 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.

Recipients may apply for paid medical leave by notifying their Chair of Panel in writing.

Paid medical leave does not extend the period of support for the Award.

Additional Paid Medical Leave: In addition to the maximum of 10 working days paid medical leave for each year of the Award, recipients are entitled to additional paid medical leave to a maximum of 60 working days for the duration of the Award for periods of illness where the recipient has insufficient medical leave entitlements available, on provision of a medical certificate. Medical certificates must:

- (a) be signed by a registered medical practitioner;
- (b) provide the likely duration of the recipient's illness; and
- (c) certify that the recipient is unable to pursue the PhD program because of the illness.

Additional paid medical leave entitlements may be used to cover leave for recipients with family caring responsibilities.

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

Recipients 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 period of support for the Award.

Paid Maternity Leave: Recipients who have completed 12 months of their Award are entitled to a maximum of 60 working days paid maternity leave over the duration of the Award. This also applies if the recipient is the legal parent and primary care-giver of an adopted child:

- (a) less than five years of age;
- (b) not a step-child of the recipient; and
- (c) has not previously lived continuously with the recipient for six months or more.

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

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

Paid maternity leave extends the period of support for the Award.

Paid Parental Leave: A recipient who is the partner of a woman giving birth may be entitled to five days paid parental leave at the time of the birth provided the Award has been held for at least 12 months at the time of application. The application for paid parental leave must be accompanied by a medical certificate confirming the date of birth.

Paid parental leave is aggregated and awarded only in one-week blocks for a full-time recipient 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 support for the Award.

Maximum Leave Entitlements

Under no circumstances can a leave of absence exceed two years in total (which includes personal, medical, maternity and parental leave).

3. ELIGIBILITY

The Award will be available each year to a prospective or continuing PhD candidate who is:

- (a) A domestic or international candidate; and
- (b) enrolled or enrolling full-time in a program of study for the degree of Doctor of Philosophy at the John Curtin School of Medical Research, Australian National University; and
- (c) holds an Australian Bachelor Honours degree with First Class Honours or equivalent, or has research publications and/or relevant experience.

4. APPLICATION

There is no formal application as candidates are automatically considered based on their meeting the eligibility criteria or conditions prescribed under the Eligibility section.

5. SELECTION

Selection will be made on the basis of the applicant's qualifications and research potential.

The Award will be recommended by the JCSMR Scholarship Committee, chaired by the Associate Director HDR for JCSMR, and including four JCSMR academic staff members representing the different departments. Recommendations must be approved by the JCSMR Director and the JCSMR School Manager.

The Selection Committee and the JCSMR Director reserve the right to make no Award if they consider there is no applicant of sufficient merit. The JCSMR may also vary the number of Awards and/or offer the Award at other times in exceptional circumstances (where funds allow), based on the standard of applications.

6. CONCURRENT HOLDING OF AWARDS

A recipient of the Award is permitted to concurrently hold other scholarships, awards, grants and bursaries subject to the terms of the corresponding section in the conditions of award of the other scholarship/bursary/grant/award that they are holding.

During the tenure of the Award, the recipient cannot be in receipt of another equivalent or major living allowance award/scholarship or salary to undertake the proposed HDR program, providing a benefit greater than 75 per cent of the stipend of this Award.

7. DEFERMENT

The Award must be taken up no later than the date specified in the letter of offer, unless in special circumstances another date has been approved by the Delegated Authority.

8. ONGOING ELIGIBILITY

The recipient is required to remain enrolled full-time in a program of study for the degree of Doctor of Philosophy at the Australian National University in the program for which the Award is offered.

A part-time Award may be offered or approved if the recipient has reasons acceptable to the ANU which preclude full-time study for part or all of the program of study. In such cases the ANU 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.

An Award cannot be transferred to another institution or ANU College.

9. SUSPENSION OF AWARD

A recipient may apply for suspension of their Award. The approval of a suspension will be at the discretion of the recipient's College. A suspension may be appropriate if a recipient is studying at another institution and receives an award for that study. In these circumstances the duration of the Award will be reduced by the periods of study undertaken towards the degree during suspension of the Award (unless the study was undertaken overseas as part of a Commonwealth Government financially supported international postgraduate research scholarship or award).

The University may suspend an Award where a recipient has:

- a) outstanding fees; or
- b) an outstanding debt with the University; or
- c) outstanding PhD milestone/s.

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.

10. CESSATION OF AWARD

The Award ceases:

- (a) at the conclusion of the period outlined in section 2; or
- (b) on submission of the thesis for examination; or
- (c) on the date on which the recipient withdraws or ceases to attend the University other than for approved absences; or

- (d) if a recipient is no longer meeting or has breached the Conditions of Award; or
- (e) if a recipient breaches academic or behavioural standards set by the University under the Academic Misconduct & Discipline Rules.

11. REPAYMENT OF FUNDS

A recipient who is taking leave from their program, or changing their enrolment intensity from full-time to part-time, is expected to 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, the overpayments will generally be recovered in line with the ANU Overpayments Procedure.

In the situation where a recipient is overpaid an amount in excess of a full fortnightly disbursement, the University may recover the overpayment by withholding future stipend payments at the same rate that the stipend was overpaid.

In cases of overpayment or outstanding financial debts to the University, service restrictions are applied to recipients. Service restrictions include temporarily withholding recipients' access to:

- (a) enrol or re-enrol in a program or course;
- (b) obtain a transcript of academic record;
- (c) acquire results of any assessment in a course or program;
- (d) receive a degree, diploma, certificate or other Award of the University.

12. PROVIDING FALSE OR MISLEADING INFORMATION

The offer of an Award is based on the information provided by the candidate to the University. An Award may be withdrawn at any stage if incorrect, false or misleading information is provided or relevant information is withheld. This includes circumstances where the false information is unrelated to the assessment in offering the Award.

13. VARIATION TO CONDITIONS OF AWARD

In exceptional circumstances and on a case-by-case basis, section 6 and/or 7 of these Conditions of Award may be varied by the Dean/DVC on the recommendation of the Registrar.

14. TAXATION & CENTRELINK

Recipients are responsible for seeking taxation and Centrelink advice regarding their own individual circumstances. Scholarships/grants/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, please refer to this website: <http://www.humanservices.gov.au/customer/enablers/income/>

15. ACCOMMODATION

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/students/services/accommodation>

16. 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 ANU College of Health & Medicine or Strategic Communications and Public Affairs Office of the University.

17. CONTACT WITH THE ANU COLLEGE

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

John Curtin School of Medical Research

College of Health & Medicine

E-mail: jcsmr.hdr.sa@anu.edu.au

18. DISCLAIMER

The recipient of this 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 University's Research Awards Rule and Candidature and Supervision Policies.

19. RELATED POLICIES, PROCEDURES, RULES & RESOURCES

ANU Research Awards Rule - <https://www.anu.edu.au/about/governance/legislation>

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

ANU Academic Misconduct Rule - <https://www.legislation.gov.au/Details/F2015L02025>

ANU Discipline Rule - <https://www.legislation.gov.au/Details/F2018L00319>

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

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