



MASTER OF PHILOSOPHY IN APPLIED EPIDEMIOLOGY SCHOLARSHIP

CONDITIONS OF AWARD

1. INTRODUCTION

Each year the National Centre for Epidemiology and Population Health (NCEPH), at the ANU College of Health and Medicine (“the college”) may offer a number of awards known as the *Master of Philosophy in Applied Epidemiology Scholarship* (“the award”).

The objective of the award is to support students undertaking a Master of Philosophy in Applied Epidemiology, which is the Australian Field Epidemiology Training Program. The program teaches scholars to investigate and respond to events affecting human health, such as infectious disease outbreaks.

Funding for this award is provided by field placements, which are hosted by various organisations, agencies and Government departments.

2. BENEFITS

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

The recipient is responsible for making payment of all tuition and/or administrative fees by the prescribed date as set by the University each session. Recipients of this award are responsible for the cost of books, study materials, accommodation and all other costs of study.

Duration: The duration of a full-time award will be the same as the program length, or such shorter period as is stated in the letter of offer.

Periods of study already undertaken for the Master of Philosophy degree and periods of study undertaken for the Master of Philosophy degree during suspension of the award will be deducted from the duration of the award.

Periods of paid sick leave taken in accordance with Section 38 of the *ANU Research Awards Rule 2016* are additional to the normal duration of the award.

Relocation Allowances: Relocation allowances are payable on the condition that the recipient declares, at the time of application, any assistance available to the recipient and/or the recipient's spouse from other sources, in which case the University's contribution may be reduced accordingly or not paid.

A recipient who is resident elsewhere in Australia, or who is residing outside Australia at the time of application, is eligible to receive up to \$1,500 towards the costs of moving to their field placement to take up the award. This may take the form of fares and/or removal expenses.

Dependents: Relocation allowances may be paid as part of the \$1,500 allowance in respect of a recipient's spouse and dependent children, where they accompany the recipient to their field placement and remain for the greater part of the recipient's program.

Where a recipient marries after the commencement date of the Award, no relocation allowance will be payable in respect of the spouse's journey to their field placement.

Relocation allowances for dependents may also be payable in the case of a *de facto* relationship. A recipient with a *de facto* partner must complete a Statutory Declaration stating the period of continuous co-habitation to confirm eligibility when submitting the application.

Insurance, accommodation and meal costs cannot be claimed.

Applications must be submitted within twelve months of the scholar commencing their research program. No assistance is payable after this time or after the termination of an award.

Thesis Reimbursement: A recipient is eligible to receive a reimbursement of up to \$420 for costs associated with the production of the thesis. The reimbursement must be claimed in accordance with the Australian National University's Thesis Allowance Requirements. The reimbursement must be claimed within 12 months of submission of the thesis and no more than 2 years after termination of the award, unless exceptional circumstances can be demonstrated. A case outlining the exceptional circumstances must be made before approval for reimbursement can be considered.

Attending Final Viva : The University will provide \$500 towards airfares, accommodation and reimburse meals for recipients to attend the viva for the Master of Philosophy in Applied Epidemiology. Claim for this funding must be submitted after attending the final viva.

PROGRAM & SCHOLARSHIP LEAVE ENTITLEMENTS

A recipient who is unable to pursue their program of study should apply for Program and Scholarship leave of absence by submitting an application for program and scholarship leave via the Interactive Student Information System (ISIS).

Personal Leave: 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 award. 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 approved by the Delegated Authority in the College.

Medical Leave: Subject to approval of funding from respective field placement, a recipient whose application for program and scholarship leave of absence is approved on medical grounds may continue to receive the award 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 recipient's illness and certifies that the recipient is unable to pursue the program because of the illness. The maximum aggregated period for receipt of the award under this provision cannot exceed 4 weeks within the duration of the award.

3. ELIGIBILITY

The award will be available each year to a prospective student who is:

- (a) a domestic or international student;
- (b) enrolling full-time in the Master of Philosophy in Applied Epidemiology at the Australian National University.

4. APPLICATION

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

5. SELECTION

Selection will be made on the basis of academic results, previous work experience and availability of a suitable field placement.

The award will be offered to a student by a Selection Committee chaired by the Program Convener which will also include representatives from 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.

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 program, providing a benefit greater than 75% of the stipend of this award.

7. DEFERMENT

The award cannot be deferred.

8. ONGOING ELIGIBILITY

The recipient is required to remain enrolled in a program of study for the degree of Master of Philosophy in Applied Epidemiology at the Australian National University.

A part-time award may be offered or approved if the student has reasons acceptable to the University and the organisation, agency or Government department funding the scholarship, 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. In such cases, the scholarship will be paid on a pro-rata basis.

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

9. SUSPENSION OF AWARD

A student 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 student 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 student has:

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

An award will only be suspended once a reasonable amount of time (more than 20 working days) has passed since the fees and/or debt and/or milestones were due and once the University has advised the recipients in writing that the milestones, debt and/or fees are outstanding. Under these circumstances, the recipients will forfeit payment for the period of time that their award is suspended.

10. CESSATION OF AWARD

The award ceases or should be surrendered:

- (a) at the conclusion of the period outlined in section 2; or
- (b) at the conclusion of the viva; or
- (c) on the date on which the recipients 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 Rule.

11. REPAYMENT OF FUNDS

A recipients who is taking leave from their program, or changing intensity from full-time to part-time, is expected to submit the prescribed 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 recipients 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.

12. PROVIDING FALSE OR MISLEADING INFORMATION

The offer of an award is based on the information provided 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 on the recommendation of the Program Convener.

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 your award may affect your 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 and 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:

*National Centre for Epidemiology & Population Health
The ANU College of Health and Medicine*

Email: rsph.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 of a scholarship/grant 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 Award Rules and Candidature and Supervision Policies.

19. RELATED POLICIES, PROCEDURES, RULES & RESOURCES

ANU Research Awards Rule 2016 -

<https://www.legislation.gov.au/Details/F2016L01979>

ANU Overpayments Procedure –

https://policies.anu.edu.au/ppl/document/ANUP_000599 ANU Academic Misconduct

Rules - <https://www.legislation.gov.au/Details/F2015L02025> ANU Discipline Rules -

<https://www.legislation.gov.au/Details/F2015L02046>

Thesis 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>



**MASTER OF PHILOSOPHY IN APPLIED EPIDEMIOLOGY SCHOLARSHIP
ACCEPTANCE OF OFFER**

I _____ (print name) hereby accept the offer of a Master of Philosophy in Applied Epidemiology Scholarship on the conditions set out in your letter of _____ (date) and in the *Master of Philosophy in Applied Epidemiology Scholarship Conditions of Award* (577/2017).

I have read and understood the conditions of award and agree to be bound by them. I acknowledge that no undertakings regarding the award beyond the terms of this letter and the Conditions of Award are authorised or will be binding on the University unless they are contained in an official letter from the Student Administration and Records Office, Division of Student Administration.

Print Name

Signature

ANU Student ID

Date