



UNIVERSITY RESEARCH SCHOLARSHIP

CONDITIONS OF AWARD

1. INTRODUCTION

Each year the Australian National University (“the University”) may offer a number of awards known as the University Research Scholarship (“the award”).

The objective/s of the award is to support high achieving HDR students who are conducting research which aligns with the strategic directions of the University.

Funding for this award has been provided by the University.

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 three years in the first instance or such shorter period as is stated in the letter of offer.

Periods of study already undertaken for the PhD/MPhil/Professional Doctorate degree and periods of study undertaken for the PhD/MPhil/ Professional Doctorate 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 2015*, paternity and maternity 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 scholar's control and is related to the research and is not of a personal nature.

Doctor of Psychology (Clinical) students are not eligible for this extension.

Dependent Child Allowance (International Students ONLY): International scholarship students may receive an allowance in respect of a dependent child or children, where they accompany the student to Canberra. A dependent child is a child under the age of 16 wholly dependent on the student or, if aged between 16 and 24, who is a full-time student and wholly dependent on the student.

The dependent child allowance is up to \$3,000 per annum for each dependent child (to a maximum of \$9,000 per annum) and is paid in fortnightly instalments at the same time as the stipend payments.

A student who pays maintenance in respect of a child or children may be paid the dependent child allowance, or the amount of the maintenance payable, whichever is less.

Students advise the Student Administration and Records Office via email to hdr.administration@anu.edu.au within 20 working days if a child ceases to be dependent on the student or if the student ceases to be an international student.

Students apply for the allowance by completing an International Student Dependent Child Allowance Claim Form, submitted to the Student Administration & Records Office by email to hdr.administration@anu.edu.au.

Relocation Allowances: A relocation allowance may be claimed as a one-off payment to University Research Scholarship recipients, to assist with ancillary costs (including those in respect of the student's spouse, de facto partner, and dependent children) while undertaking an eligible HDR program. Where a claim for a one-off travel contribution is in respect of a student's spouse, de facto partner, and dependent children, they must accompany the student to Canberra (or join the student in Canberra within 12 months of the student commencing their program).

Students who are resident elsewhere in Australia or who are permanently resident outside Australia at the time of application are eligible to receive the following one-off contribution, capped at a maximum of \$1,000 for Domestic students, or \$2,500 for International students, towards the costs of moving to Canberra to take up their eligible HDR program.

Insurance, accommodation and meal costs cannot be claimed.

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

Thesis Reimbursement: Allowances are paid to domestic and international students on an RTP Stipend scholarship to assist with ancillary costs while undertaking an eligible HDR program.

Students receive a one-off allowance of up to \$500 for printing and other services associated with the production of their thesis.

Students apply for the allowance by submitting original tax invoice/receipts to the Examination and Graduations Office in person or by email to: researchthesis.enq@anu.edu.au.

The reimbursement must be claimed in accordance with the Australian National University's Thesis Allowance Requirements *and* 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.

PROGRAM & SCHOLARSHIP LEAVE ENTITLEMENTS

Recreation Leave: Students are entitled to a maximum of 20 working days paid recreation leave for each year of the University Research Scholarship. Leave entitlements may be accrued over the life of the University Research Scholarship but are forfeited when the award is terminated.

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

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

Personal Leave: The University may approve unpaid 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, after which the student may resume the scholarship. If the unpaid program leave of absence exceeds twelve months, the student may not be eligible for resumption 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 recipient and must be approved by the Delegated Authority in the College.

Leave is aggregated and awarded only in one-week blocks for a full-time student and two-week blocks for a part-time student.

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

Medical Leave: Students are entitled to a maximum of 10 working days paid medical leave for each year of the University Research Scholarship. Leave entitlements may be accrued over the life of the scholarship but are forfeited when the scholarship is terminated.

Students 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 leave.

In addition to the maximum of 10 working days paid medical leave for each year of the University Research Scholarship, students 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 student has insufficient medical leave entitlements available, on provision of a medical certificate. Medical certificates:

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

Sick leave entitlements may be used to cover leave for students with family caring responsibilities.

Additional paid leave extends the period of support for the award. Leave is aggregated and awarded only in one-week blocks for a full-time student and two-week blocks for a part-time student.

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

Maternity Leave: Students who have completed 12 months of their University Research Scholarship are entitled to a maximum of 60 working days paid maternity leave for the duration of the RTP Stipend. This also applies if the student 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 student; and
- (c) has not previously lived continuously with the student for 6 months or more.

Maternity leave extends the period of support for the award.

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

Paternity Leave: A recipient 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.

Paternity leave extends the period of support for the award.

Students apply for paternity leave by completing the relevant section of the [Manage my Degree - HDR](#) form in ISIS.

Maximum Leave Entitlements

In no circumstances can the program and Scholarship leave of absence exceed two years in total (which includes personal, medical, maternity and paternity leave).

3. ELIGIBILITY

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

- (a) is a domestic student or an international student enrolled in an accredited HDR course of study at the University; and
- (b) Has normally achieved a minimum of H1 or H1 equivalent in their prior studies.

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 of this award requires each of the ANU Colleges to convene a selection committee to score and rank ALL eligible H1 (or equivalent) applicants in a merit-based process. Overall ranking includes consideration of:

- Academic Record
- Research Potential, support from the prospective supervisor and location in which the research will be undertaken
- Referee reports
- English Language competency
- Comparison with other applications received in the same scholarship round

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).

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 Doctor of Philosophy/Master of Philosophy/Professional Doctorate at the Australian National University.

A part-time award may be offered 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.

An award cannot be transferred to another institution.

7. 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;
- b) an outstanding debt with the University; or
- c) outstanding PhD 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 recipient in writing that the milestones, debt and/or fees are outstanding. Under these circumstances, the recipient will forfeit payment for the period of time that their award is suspended.

8. 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 the recipient exceeds two years of leave; or
- (e) if a recipient is no longer meeting or has breached the conditions of award; or
- (f) if a recipient breaches academic or behavioural standards set by the University under the Academic Misconduct & Discipline Rules.

9. REPAYMENT OF FUNDS

A recipient 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 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 students. Service restrictions include temporarily withholding students' 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.

10. 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.

11. 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, HDR on the recommendation of the College Dean

12. 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/>

13. 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>

14. 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 Strategic Communications and Public Affairs Office of the University.

15. CONTACT

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

Student Administration & Records

Email: hdr.administration@anu.edu.au

16. 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 Awards Rule and Candidature and Supervision Policies.

17. RELATED POLICIES, PROCEDURES, RULES & RESOURCES

ANU Research Awards Rule - <https://www.legislation.gov.au/Details/F2016L01979>

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/F2015L02046>

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>