



**Australian Postgraduate Award,
ECU Postgraduate Research Scholarship
and ECU Research Excellence Award**

Scholarship Conditions

Effective from May 2011

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Full APA Guidelines are available to download from the COMLAW Commonwealth of Australia Law web site (Chapter 2 of the “Commonwealth Scholarship Guidelines (Research) 2010”):
<http://www.comlaw.gov.au/Series/F2010L03009>

AUSTRALIAN POSTGRADUATE AWARD (APA)

The Department of Innovation, Industry, Science and Research (DIISR) provides funding for research and research training. This scheme aims to support postgraduate research training by providing financial support to postgraduate students of exceptional research potential undertaking a higher degree by research at an Australian institution of higher education. Scholarships are provided to assist with general living expenses. Award holders receive an annual stipend and may also be eligible for other allowances (as outlined in *Appendix A*).

ECU RESEARCH EXCELLENCE AWARD

Up to ten of the most highly ranked APA recipients will also receive a top-up scholarship, each valued at \$5,000 tax-free per year. These supplementary scholarships are funded by ECU and are aimed at attracting exceptional research students to the University.

* Students enrolled in the Doctor of Philosophy (Psychology) – 4 year program are only eligible to apply for an APA / ECUPRS scholarship after the completion of their 1st year. At this time, they will be eligible to be considered for the ECU Research Excellence Award.

EDITH COWAN UNIVERSITY POSTGRADUATE RESEARCH SCHOLARSHIP (ECUPRS)

The University provides a number of scholarships for financial support to postgraduate students of outstanding research promise undertaking a higher degree by research at ECU who do not receive an APA. The guidelines for the ECUPRS scheme are based on the APA guidelines as produced by DIISR *except where alternative guidelines are indicated in this document*. Award holders receive an annual stipend and **may** also be eligible for other allowances (as outlined in *Appendix A*).

AWARDEE ELIGIBILITY

Awardees must meet all of the following criteria:

- **must** be an Australian citizen, Australian permanent resident or New Zealand citizen;
- **must** have completed at least four years of tertiary education study at a high level of achievement, for example:
 - a four-year degree (eg. Engineering or Law);
 - a three-year degree and an Honours year;
 - a three-year degree and one year of a higher degree;
 - a three-year degree and one year of a Masters preliminary or other qualifying programme; or
 - a three-year degree and a postgraduate diploma.
- **Please note:** A student with a two-year Masters degree, but no Bachelors degree, may be considered with other Masters graduates if the University regards this as equivalent;
- **in addition to the above course requirements awardees must have** completed a Bachelor Degree with First Class Honours, or be regarded by ECU as having an equivalent level of attainment in accordance with these guidelines. *Please note that not all degree combinations listed above will be considered equivalent to an Australian First Class Honours degree (see Equivalent Attainment to Bachelor with First Class Honours);*
- **must** be undertaking a *Master by research* or *Research Doctoral* program at ECU and if a Master by research student must be enrolled before census, Research Doctoral students may commence anytime in the year the scholarship is offered. Applicants unable to commence by census due to prior commitments may be granted permission to commence at a later date (see *Commencement*);
- **must** be enrolled as a full-time and on-campus student at ECU upon commencement of scholarship or, in exceptional circumstances apply for and be granted approval for a part-time scholarship in line with the criteria detailed in *Part Time Awardees*;
- **must** have their application for study in the *PhD* or *Master by research* programme approved by ECU before being considered for an offer of a scholarship. Where an offer of a place in the course is conditional, an applicant is normally not eligible for scholarship consideration until that condition has been met;

- **must not** hold a *Research Doctorate* degree or equivalent if they are seeking a research scholarship to undertake a *Research Doctorate*;
- **must not** hold a *Research Doctorate* or equivalent, or hold a *Master by research* or equivalent when they are seeking a research scholarship to undertake a *Master by research*;
- **must not** previously have held an *APA*, an *APA (Industry)* or an Australian Government-funded Postgraduate Research Award (excluding an Endeavour International Postgraduate Research Scholarship), unless it was terminated within six months of the commencement of benefits. This condition may be relaxed at the University's discretion for an *ECUPRS* recipient;
- whilst on an *APA* or *ECUPRS*, awardees **must not** be receiving another equivalent award, scholarship or salary to undertake the research higher degree (an equivalent award, scholarship or salary would be regarded as income greater than 75% of the base *APA* stipend rate);
- **may not** concurrently receive a Faculty Scholarship or other major scholarship.

*Note: For applicants currently enrolled in a higher degree by research, a continued record of good standing may be taken into consideration.

Equivalent Attainment to Bachelor with First Class Honours

If a student does not hold a Bachelor degree with First Class Honours, then ECU may determine that the student has demonstrated an equivalent level of academic attainment through consideration of previous study, relevant work experience, research publications, referees' reports and other research experience (see ECU's 'First Class Honours Equivalence/Ranking Scheme' available from the Scholarships Office, Research Scholarships Officer).

Doctor of Philosophy (Psychology) – 4 Year Degree Applicants

Students currently enrolled in, or applicants intending to enrol in, the ECU *Doctor of Philosophy (Psychology)* – 4 year course are only eligible to apply for the *APA/ECUPRS* scholarships and *ECU Research Excellence Award* after the completion of their FIRST year of full-time study (or part-time equivalent). The duration of the scholarship for those students enrolled in the *Doctor of Philosophy (Psychology)* – 4 year and awarded an *APA*, *ECU Research Excellence*, or *ECUPRS* scholarship will be for up to 3 years (commencing after completion of the first year).

Completion of Course Practicum Requirements (Bachelor of Engineering & Master of Psychology)

Students currently enrolled in courses, such as the ECU *Bachelor of Engineering* or the *Master of Psychology* who intend to submit an application for admission and / or scholarship must have the practicum component of their course completed.

Failure to complete the practicum component will mean that they will not normally be considered eligible for consideration in the 1st round of scholarship offers.

Creative Writing Applicants

Applicants intending to study in the area of creative writing are required to submit a portfolio of their writing together with their application. Further information on what should be included in the portfolio can be obtained from the Course Coordinator.

PROVISION OF DOCUMENTATION TO DIISR

Applicants for *APA* and *ECUPRS* scholarships should be aware that application documentation might be provided to the Department of Innovation, Industry, Science and Research (DIISR) if that Department requests the University to provide such information.

COMMENCEMENT

Letters advising the outcome of scholarship applications will normally be mailed to applicants before the University's Christmas/New Year essential services period. A second round of offers may be made in January should scholarships become available.

Applicants should notify the Research Scholarships Officer **within 14 days** (unless otherwise stated) whether they will accept or decline the offer of scholarship. Acceptance includes a signed declaration that the recipient accepts the *Scholarship Conditions* (stated in this document). If an applicant does not contact the Research Scholarships Officer within 14 days (unless otherwise stated) the scholarship offer will lapse. If an applicant does not expect to be at their nominated correspondence address at the time of notification, it is recommended that alternative arrangements be made.

Doctoral Degree Awardees - should normally start their study program as soon as possible after 1 January. Awardees may commence their study programme at anytime but must have commenced full-time and on-campus study within the year of offer.

Master by Research Awardees – should normally start their study program as soon as possible after 1 January and no later than census. Awardees that are unable to commence by census may be granted permission to commence at the beginning of second semester (30 June). Awardees must apply in writing to the Research Scholarships Officer for consideration of late commencement. Approval is not automatically granted.

Deferral of Commencement

A scholarship cannot be deferred to a later year.

Should an awardee, having already commenced the scholarship, decide to discontinue study and commence again in a later year, then the awardee must formally apply to terminate the award within 6 months of commencing. Eligibility to reapply for a scholarship at a later date will be forfeited unless the scholarship is officially terminated within six months of the date of commencement of benefits.

This condition may be relaxed at the discretion of the University for an ECUPRS.

Future admission to a course and scholarship will be subject to the standard application process at the time of that application. There is no guarantee of course placement or scholarship availability.

DURATION OF AWARD

Doctor of Philosophy Program

The duration of a full-time *APA* or *ECUPRS* is three years for an awardee undertaking a *Research Doctorate*. The duration of a scholarship will be reduced by any period of study undertaken:

- (a) towards the degree prior to the commencement of the scholarship; OR
- (b) towards the degree during suspension of the scholarship; OR
- (c) previously while receiving an Australian Postgraduate Coursework Award

Master by Research Program

APA – a scholarship is offered for up to two years full-time for a two-year Master by research or up to one year for a one-year Master by research.

ECUPRS - a scholarship is offered for up to one year full-time to cover the 'research stage' of a *Master by research* program. Where a recipient must undertake the full two years of a *Master by research* degree the *RSSC* will consider providing an *ECUPRS* for up to two years.

Periods of study undertaken towards the degree prior to the commencement of a scholarship will be deducted from the maximum duration of the scholarship award.

Recipients must maintain *Satisfactory Progress* whilst on scholarship.

Approved part-time awardees are expected to progress at half the rate of a full-time awardee (see *Part-time Awardees*).

PART-TIME AWARDEES

The University may approve a part-time award where the applicant or awardee can demonstrate significant caring commitments or medical condition which limit the awardee's capacity to undertake full-time study, such as:

- A medical condition, supported by medical certification; or
- Carer responsibilities for a pre-school child; or
- Carer responsibilities for school-aged children as a sole parent with limited access to outside support; or
- Carer responsibilities for an invalid or disabled spouse, child or parent; or

where the awardee has been allocated a Commercialisation Training Scheme (CTS) place and will be concurrently enrolled in the Higher Degree program and CTS training course.

Part-time award holders may revert to full-time study at any time. Please note that amendments to enrolment status can only be made before 31 March for 1st semester and 31 August for 2nd semester.

Part-time scholarships are liable for income tax, however the rate of pay includes a compensation factor. The tax-liable nature of a part-time stipend may affect other payments made by Government departments, including *Centrelink*. Awardees are advised to seek advice directly from the appropriate Government department as to the affect of scholarship income on other entitlements.

Part-time awards are not available to applicants or awardees seeking to work full-time or on a substantial part-time basis. Part-time awardees are subject to the same restrictions on employment as full-time scholarship awardees (see: *Employment*).

Part-time awardees are expected to progress at half the rate of a full-time awardee.

Application forms for Part-Time Status are available on-line at:

<http://intranet.ecu.edu.au/student/forms/overview>

PAYMENTS TO AWARDEE

Rates for stipends and allowances are listed in Appendix A.

Stipend

The amount of the stipend for an *APA* or *ECUPRS* will be equal to the current stipend for an Australian Postgraduate Award (*APA*) as advised by the Department of Innovation, Industry, Science and Research (DIISR) (\$22,860 in 2011). ECU will top-up the stipend amount to the total of \$25,000 per annum. This will be paid in equal fortnightly instalments through the University payroll system. Stipend base rates may be indexed annually. Under current legislation a stipend paid at the full-time rate is not subject to taxation. Part-time stipend rates are tax-liable.

Research Training Scheme (HECS Exemption)

A Research Training Scheme (*RTS*) place is normally offered to domestic Australian *PhD* and *Master by research* scholarship awardees. This effectively means that these awardees will not be subject to tuition fees for the duration of the course to a maximum length (see course offer to clarify).

Relocation Allowance

This allowance only applies to recipients of an Australian Postgraduate Award (*APA*).

Where *APA* holders move from their place of residence in order to take up their award, or for an approved *APA* transfer, the holder is entitled to the following allowances, upon production of receipts (see *Appendix A*).

Please note – there is no relocation allowance for *ECUPRS* recipients.

Thesis Allowance

Upon presentation of original receipts, scholarship awardees may be eligible for reimbursement of costs associated with the production of a thesis (see *Appendix A*). These may include costs associated with the examination, re-submission of a thesis, or the lodgement of final bound copies of the thesis.

The claim must be made within 1 year of submission, or resubmission of the thesis, and no more than 2 years after termination of the scholarship. The amount paid will be up to the maximum rate applicable at the time of submission of the thesis and differs between *APA* and *ECUPRS* scholarship awardees. The allowance is a contribution towards the costs of production of the thesis and does not include costs such as purchase of computer equipment.

An awardee may apply to have a waiver of the above time limit if exceptional circumstances have occurred beyond their control to prevent a thesis allowance claim within the prescribed time limit.

ACADEMIC PROGRESS

Progress Report

The continuation of a scholarship is subject to the awardee maintaining *Satisfactory Progress (SP)*. Towards the end of each semester, a Progress Report notification is sent to the awardees Principal Supervisor. This report must be completed by the awardee and the Principal Supervisor online and submitted by the due date. The Principal Supervisor will advise Research Assessments if he/she considers an awardee to be achieving *Satisfactory Progress (SP)* towards his/her *PhD* goals. Awardees who do not maintain satisfactory

progress may be awarded a grade of *Marginal Progress (MP)* and be required to undertake a *Progress Contract* in the following semester in conjunction with their Principal Supervisor. In the event that the conditions in the *Progress Contract* are not met the scholarship will be terminated.

Confirmation of Candidature

For doctoral awardees, it is expected that a research proposal will be formally approved by the Research Students and Scholarships Committee (*RSSC*) within 6 months of the commencement of their program.

For Master by research awardees, it is expected the research proposal must be submitted for approval within the equivalent of four months of full-time study after completing the coursework component of their program.

Progress will be regarded as unsatisfactory if the research proposal has not been approved within six months of full-time study or part-time equivalent. This will automatically result in a grade of *Marginal Progress (MP)*. In such an event, a scholarship may be suspended pending a review by the Research Students and Scholarships Committee regarding the continuation of the scholarship. Where exceptional circumstances can be substantiated, a consideration of these circumstances should be requested in writing prior to the completion of 6 months of enrolment.

EMPLOYMENT

Awardees may undertake part-time employment subject to the condition that work undertaken does not interfere with the progress of the awardee's study program.

It is expected that part-time work between Monday and Friday should not exceed an average of 8 hours per week over a 6 month period (January to June or July to December). The total number of hours worked for each 6 month period should not exceed 208 hours.

In exceptional circumstances, the Associate Dean (Research & Higher Degrees) may approve additional hours of paid employment if a case can be made that the additional employment has a direct benefit to the student's research degree (for example practicum or industry experience) and will not interfere with progress. In such a case, the supervisor must support the student's application, keeping in mind the possible impacts on progress. Where additional paid employment is approved, the arrangements must be reviewed each semester for approval to continue.

Working hours are to be noted on the *Progress Reports* that must be completed every 6 months and scholarship holders should note either the average hours they worked each week or the total number of hours they worked over the previous 6 months. Scholarship holders should also note what kind of work was undertaken.

Scholarship holders accepting employment as lecturers or tutors are reminded that when determining the average or total number of hours worked then they must use the following multiplier:

- One hour (1) of lecturing equates to three (3) hours of employment
- One hour (1) of tutoring equates to two (2) hours of employment

Therefore, eight hours of lecturing and/or tutoring is not permitted. An acceptable employment load must take account of any multiplication factor.

For example: 1 x one-hour lecture and 2 x one-hour tutorials would be acceptable and equate to 7 hours of employment. Similarly four one-hour tutorials (at 2 hours each) would be acceptable and with the multiplier would equate to 8 hours of employment.

ECU academic staff accepting a scholarship must, with the approval of the respective Dean or Director, either take leave without pay and accept sessional employment within the above limits, or reduce their employment load to a maximum of 0.25 FTE.

Forms to calculate the number of hours worked in a week are available from: scholarships@ecu.edu.au

Application to Work on Scholarship

Awardees intending to undertake paid employment should complete an "Application to Work on Scholarship" form and submit it to their Principal Supervisor for approval. In considering the application the Principal Supervisor should be satisfied that the work will not interfere with the student's study program. Once completed, the form should be returned to the Research Scholarships Officer. Each time an awardee's

employment circumstances change (i.e. the hours of work increase or there is a change in job) a new form must be completed.

ADDITIONAL FUNDING

Scholarship holders are permitted to:

- Obtain funds from other sources for fieldwork, equipment or other expenses not covered by the award;
- Obtain funding for overseas travel costs from other Australian Government awards or any other sources;
- Receive income derived from part-time work undertaken within the guidelines set out under the *Employment* section of these guidelines;
- Receive another award, scholarship or salary to undertake the research higher degree as long as it is less than 75% of the base stipend rate;

INSURANCE

Awardees should be aware that the University only provides a minimal level of insurance cover for personal accidents for enrolled students, and only whilst the student is on campus. Where a student's research involves high-risk activities or the student's research is located off-campus, he/she should contact the appropriate Faculty Research and Higher Degrees Office to request that advice on appropriate insurance cover be obtained from the University Risk Manager.

Travel Insurance

Research students conducting field work or conference presentations interstate or overseas must make provisions for appropriate *Travel Insurance*. Application forms to travel while on Scholarship are available at: <http://intranet.ecu.edu.au/student/forms/overview>. This documentation must be lodged with the Research Scholarships Officer at least one month prior to departure. Other conditions apply for study overseas (see: *Research Overseas*)

LEAVE ENTITLEMENTS

Annual Recreation Leave

Scholarship holders are entitled to up to 20 week-days of annual recreation leave each year of the scholarship. Recreation leave is part of the scholarship allowance and normal stipend payments will continue to be paid throughout the period of annual leave.

Annual Leave days may be accrued to be used in another year, however, the awardee will forfeit any unused leave remaining once the thesis is submitted for examination or when the scholarship is terminated or expired, whichever occurs first.

No application is required for annual leave however the dates should be arranged in consultation with the Principal Supervisor.

Awardees are required to report the number of days of annual leave taken each semester on the *Progress Report*.

Sick Leave

Scholarship holders may take up to a total of 10 week days of sick leave each year of the scholarship. Sick leave is part of the scholarship allowance and normal stipend payments will continue to be paid throughout the period of leave.

Sick leave days may be accrued and used in subsequent years, however, the awardee will forfeit any unused leave remaining once the thesis is submitted for examination or when the scholarship is terminated or expired whichever occurs first.

No application is required for standard sick leave (up to 10 days per year), however, for periods exceeding five consecutive days, awardees must forward a medical certificate to the Research Scholarships Officer.

Awardees are required to report the number of days of sick leave taken each semester in the *Progress Report*.

Extended Sick Leave

Awardees may also receive additional paid sick leave of up to a total of 12 weeks during the duration of the scholarship for periods of illness lasting longer than 10 days for which a medical certificate has been / can be provided. In this case, the duration of the award would be extended by that period, up to a maximum of 12 weeks.

Application forms for *Extended Sick Leave* are available on-line at:

<http://intranet.ecu.edu.au/student/forms/overview>. Sick leave entitlements may be used to cover scholarship holders with family responsibilities caring for sick children or relatives, subject to the usual practice of the University.

Maternity Leave

Awardees that have completed 12 months of their *APA / ECUPRS* scholarship are entitled to a maximum of 12 weeks paid maternity leave during the duration of their scholarship. As paid maternity leave may not be taken within the first 12 months of an award, unpaid maternity leave may be accessed through the *Suspension* provisions outlined in these *Conditions*. In the case of paid maternity leave, the duration of the award would be extended by that period, up to 12 weeks.

Application forms for *Maternity Leave* are available on-line at:

<http://intranet.ecu.edu.au/student/forms/overview>

Parenting Leave

Scholarship holders who are partners of women giving birth and who have completed 12 months on scholarship, may apply for an unbroken period of up to three weeks UNPAID leave immediately after the birth or placement of the child if he or she is:

- (a) The partner of the birth mother of the child;
 - (b) An adoptive parent, but not the primary care giver.
- (As per *ECU General Certified Agreement 2009 section 46.4*)

In this case the scholarship holder shall advise the Research Scholarships Officer at least four weeks (where possible) prior to the commencement of parenting leave, and submit an application for leave that includes:

- (i) notice of his or her intention to take short partner leave and the dates of such leave;
- (ii) a certificate from a medical practitioner or midwife stating that the employee's partner is pregnant and giving the expected date of birth.

(As per *ECU Parental Leave Policy HR156 section 4.5*)

In this case, scholarship holders are not required to defer from their course.

Scholarship holders who have not completed 12 months of the award may access unpaid parenting leave through the *Suspension* provisions outlined in these *Conditions*.

SUSPENSION OF PAYMENTS

After completion of the first six months of scholarship, awardees may be granted up to a total 12 months suspension of scholarship during the remaining tenure. In exceptional circumstances, which arise from causes outside the awardee's control, an extension beyond 12 months may be considered by the Research Students and Scholarships Committee. Requests for suspension should be made in writing to the Research Scholarships Officer at the earliest opportunity. Application forms for scholarship suspension are available on-line at: <http://intranet.ecu.edu.au/student/forms/overview>

It is normally expected that awardees will be deferred from their course of study if their scholarship suspension is greater than or equal to a semester or significant part thereof. *Request to Intermit (Defer)* forms are available from Student Central or on-line at <http://intranet.ecu.edu.au/student/forms/overview>

Any periods of study undertaken towards the degree during suspension of the scholarship will be deducted from the maximum period of duration.

RESEARCH OVERSEAS

The Research Students and Scholarships Committee may approve the continuation of awards during periods spent conducting research outside Australia. The Committee must be satisfied that:

- the research is essential for completion of the degree;
- there will be continued regular supervision;

- the awardee will remain enrolled as a full-time student complying with all scholarship and course enrolment conditions; and
- the work will be credited to the awardee's course.

It is normally expected that the awardee will have had his/her research proposal approved before an application to carry out overseas study is considered.

At least one month before departure, an awardee planning international fieldwork must submit an *Application to Travel on Scholarship* form to the Research Scholarships Officer, endorsed by the Principal Supervisor. The awardee must also personally make prior arrangements for his/her enrolment to be maintained and for his/her semester *Progress Reports* to be completed, signed and returned to Research Assessments by the due date. The awardee must also make arrangements for appropriate *Travel Insurance* prior to departure. Application forms to travel while on Scholarship are available at; <http://intranet.ecu.edu.au/student/forms/overview>. All documentation must be lodged with the Research Scholarships Officer at least one month prior to departure.

Whilst an awardee is abroad, the scholarship stipend will only be paid into a bank account in Australia. Any arrangements for the transfer of money overseas will be the responsibility of the awardee.

Approval to continue on scholarship whilst conducting research overseas does **not** constitute approval to travel. This must be organised through the appropriate Faculty Research and Higher Degrees Office or Head of School depending on the awardee's Faculty.

SCHOLARSHIP VARIATIONS

Extension of Scholarship Tenure

APA and ECUPRS awardees enrolled in a PhD who have maintained *Satisfactory Progress* (SP) may be granted an extension of duration up to 6 months if the Research Students and Scholarships Committee is satisfied that **academic circumstances beyond the awardee's control** have prevented completion of the research within the original tenure. A request in writing, which outlines the reasons for an extension, the revised schedule for completion and the intended thesis submission date, should be submitted to the Research Scholarships Officer approximately 4 months before the scholarship is due to expire. A supporting statement from the Principal Supervisor is also required. Forms are available on-line at: <http://intranet.ecu.edu.au/student/forms/overview>

No extension is possible for an ECU Research Excellence Award.

No extension is possible for a student on scholarship enrolled in a *Master by research* course.

Conversion of Award

Awardees who upgrade a *Master by research* enrolment to a *PhD* enrolment may continue the scholarship, provided that there is no interval between *Master* and *Doctoral* candidature or that such an interval is covered by suspension of the award. In such cases the total duration of the scholarship shall not exceed three years (plus any approved extension period).

Where a *PhD* awardee converts to a *Master by research* degree, the scholarship may continue, however the duration is reduced to two years from the commencement of the *PhD*.

Australian Postgraduate Award (APA) holders completing a *Master by research* degree may continue the award for *PhD* studies provided that there is no interval between *Master* and *Doctoral* candidature or that such an interval is covered by suspension of the award. Arrangements for continuation of the scholarship must be made before the *Masters by research* studies are complete. In such cases the maximum duration of a converted APA becomes that for the new research degree minus periods of study undertaken towards the related degree prior to the conversion (ie, 3 years minus 1 or 2 years of scholarships awarded for a *Master by research*).

Change of Provider (Institution)

Edith Cowan University Postgraduate Research Scholarships (ECUPRS) and ECU Research Excellence Awards are not transferable to another provider/institution.

If unforeseen and exceptional circumstances arise, such as the awardee's supervisor leaving the institution with no suitable replacement found to be available at ECU, an Australian Postgraduate Award (APA) recipient may request a transfer to another provider/institution. At least six months of the APA should have been consumed before a request to transfer will be considered. The transfer of an APA will not automatically

be approved. The transfer requires both the support of the home provider/institution and the receiving provider/institution. Before an *APA* transfer can proceed, the awardee must obtain an offer of admission to the second institution.

APA recipients who wish to transfer from another provider/institution to ECU will be considered by the Research Students and Scholarships Committee (*RSSC*) based on the reason for the transfer, applicant suitability and budget considerations.

Students who change from one provider to another may continue to receive their Australian Postgraduate Award (*APA*) only if their new provider agreed to its continuation and subject to the new provider having *APA* grant money available. The new provider must ensure that it has received information from the former provider on any *APA* payment the student has received.

A transfer will not in itself constitute grounds for an extension of tenure.

SUBMISSION OF THESIS

Scholarship awardees will cease to be entitled to stipend payments once their thesis has been submitted for examination. This means that stipend payments will cease within two weeks of the date of thesis submission. An awardee must advise the Research Scholarships Officer of submission within seven days of the event. If an awardee fails to advise the Research Scholarships Officer, any stipend payment received after the date of thesis submission must be repaid to the University.

TERMINATION

An *APA*, *ECU Research Excellence Award* &/or *ECUPRS* will be terminated:

- if the awardee ceases to meet the eligibility criteria specified in these *Scholarship Conditions*, other than during a period in which the scholarship has been suspended or during a period of approved leave as outlined in these *Scholarship Conditions*;
- when the awardee ceases to be a full-time student and approval has not been obtained to hold the scholarship on a part-time basis;
- in death, incapacity or withdrawal of the student;
- if the University determines that:
 - the course of study is not being carried out with competence and diligence or in accordance with the offer of the scholarship; or
 - the awardee has failed to maintain satisfactory academic progress (*SP*); or
 - the awardee has committed serious academic misconduct including, but not limited, to the provision of false or misleading information in terms as outlined in these *Scholarship Conditions*;
- on submission of the thesis for examination;
- if the award holder accepts another equivalent award, scholarship or salary to undertake their research degree providing greater than 75% of the base *APA* stipend rate and does not comply with the requirements outlined in *Additional Funding*.

If a scholarship is terminated, it cannot be re-activated unless the termination occurred in error.

Benefits will cease on the date of termination of the Scholarship. Any overpayment made must be repaid to the University.

PROVISION OF FALSE INFORMATION

If the University knows, or has reason to believe, that a student in receipt of a scholarship has provided false or misleading information to the University in relation to that scholarship, the University will immediately:

- re-assess the students entitlement to the scholarship; and
- in the case of *APA* scholarship awardees, notify *DIISR* of the suspected offence and provide a copy of the student's application and any other relevant information requested by *DIISR*.

OBLIGATIONS OF EDITH COWAN UNIVERSITY

- For detailed information on the conduct of research degrees, awardees are referred to the booklet *Doctoral & Master by Research Guide: Information for Candidates and Supervisors*, which is available from the ECU Research Admissions or on-line at: <http://www.research.ecu.edu.au/grs/hanbook.php>

- For details of academic regulations, including grievance resolution, students are referred to *Student Information* (<http://intranet.ecu.edu.au/student/my-studies/home>). The Research Scholarships Officer will administer the Scholarship, monitor progress, and arrange payment of all entitlements to awardees.
- The ECU Research Students and Scholarships Committee has the right to vary conditions with due cause at any time. The Research Scholarships Officer will advise applicants and awardees of such changes.
- Applicants have the right of appeal against process issues, and not against committee decisions or assessor ratings and comments. To initiate an appeal on due grounds, a letter which specifies the grounds for appeal should be sent to the Research Scholarships Officer within 14 days of the date on the letter advising the outcome of the scholarship application. The case will be reviewed by the Research Students and Scholarships Committee and a response to the applicant will be provided within 28 days.
- Provision of scholarships under the above conditions, by Edith Cowan University, is subject to the continuing receipt of funding from the *Department of Innovation, Industry, Science and Research (DIISR)*.

OBLIGATIONS OF AWARDEES

- Awardees shall conform to the regulations of Edith Cowan University and the *Scholarship Conditions*.
- Awardees shall diligently and to the best of their ability apply themselves to successful completion of their degree.
- Awardees and their Principal Supervisors shall report the progress of their research each semester via the *Progress Report* form that will be sent to the student's Principal Supervisor at the end of each semester. Continuation of the Scholarship will depend on an awardee maintaining *Satisfactory Progress (SP)*. To maintain *Satisfactory Progress*, PhD students must have their research proposal approved within six months of full-time study.
- Awardees shall notify the Research Scholarships Officer of any changes in their circumstances that may affect their eligibility to continue receiving payments under the award. In particular:
 - If the awardee withdraws or defers their enrolment, or changes to part-time study without permission to transfer to a part-time scholarship;
 - If study is discontinued for more than five consecutive days for reasons other than agreed annual recreation leave or sick leave;
 - If thesis submission is achieved prior to expiry of the scholarship.
- Notification of any change of address or contact details should be promptly updated in SIMO, and advise the Research Scholarships Officer.
- Immediate notification to the Research Scholarships Officer of any overpayment of scholarship stipend or award, or payment made that was not due.
- If, in the opinion of the Research Students and Scholarships Committee, an awardee has been overpaid with respect to the entitlements and conditions listed above for any reason whatsoever, the student shall be liable to refund the overpayment.

SCHOLARSHIPS OFFICE
Student Service Centre

April 2011

APPENDIX A

AUSTRALIAN POSTGRADUATE AWARDS (APA) AND EDITH COWAN UNIVERSITY POSTGRADUATE RESEARCH (ECUPRS) SCHOLARSHIP STIPEND AND ALLOWANCES

Effective for 2011

1. **STIPEND**

- (i) For full-time students the annual stipend is \$25,000 tax exempt, to be paid in 26 equal instalments through the University payroll system.
- (ii) For part-time students an annual stipend equal to \$12,500 is payable. This stipend is not tax exempt.

2. **THESIS BINDING ALLOWANCE**

An allowance is payable towards costs incurred in the final production of the required thesis. Such claims should be made within one year of the thesis being submitted for examination and within two years of the scholarship terminating. The allowance is a contribution to the costs of production of the thesis and does not cover costs such as the purchase of computer equipment. An allowance claim should be made by providing receipts to the Research Scholarships Officer.

APA Awardees:

- (i) For a Master degree the allowance is up to \$420.
- (ii) For a Doctoral degree the allowance is up to \$840.

ECUPRS Awardees:

- (i) For a Master degree the allowance is up to \$300*
- (ii) For a Doctoral degree the allowance is up to \$500*

**ECUPRS awardees can claim costs of printing and binding of up to 4 copies of their thesis to a maximum value as specified above.*

3. **RELOCATION ALLOWANCE – APA only**

The maximum value of relocation allowance which may be received by a student is \$515 for each eligible adult and \$255 for each eligible child. The absolute maximum value of relocation expenses that a student may receive is \$1,485 payable on production of receipts.

Where APA awardees must move between Australian cities to take up an award or approved transfer, a relocation allowance is payable for their spouse and dependants to a new place of residence comprising:

- *(i) air travel expenses, up to a maximum amount equivalent to the comparable economy class or student airfare whichever is the lower amount; OR
- *(ii) travel by car calculated using a per kilometre rate of allowance as determined by the University up to the comparable economy class or student airfare, whichever is the lower amount;

PLUS

- *(iii) removal expenses

** Awardees of Edith Cowan University Postgraduate Research Scholarships (ECUPRS) should note that paragraphs 3(i), (ii) and (iii) only apply to Australian Postgraduate Awards (APA). No relocation allowance is specified for ECUPRS holders.*

- 4. A Research Training Scheme (RTS) place is normally offered to each PhD or Master by research scholarship awardee. This effectively means that awardees will not be subject to HECS fees for the duration of the course to a maximum length (see course offer to clarify).