China Scholarship Council (CSC)–ECU Scholarship Conditions of Award

OVERVIEW

The China Scholarship Council (CSC) and Edith Cowan University (ECU) offer co-funded scholarships to students from the People's Republic of China to undertake a doctoral program (PhD) at Edith Cowan University. Eligible doctoral programs at ECU include:

- Doctor of Philosophy (L61)
- Doctor of Philosophy Integrated (J42)
- Joint Doctor of Philosophy (L81 or L74)

This is a co-funded scholarship, and these conditions (CSC-ECU PhD Scholarship) must be read in conjunction with CSC-specific scholarship terms and conditions (https://www.csc.edu.cn).

Where the scholarship recipient is undertaking a Joint PhD program, the scholarship conditions will be determined in accordance with the Off-campus, Industry-engagement, and Joint Higher Degree by Research (HDR) Programs Guidelines and the Joint PhD Candidate agreement.

Scholarship recipients will not be enrolled at ECU when studying at the partner university. Conditions and entitlements will be apportioned between the home and host universities as outlined in the Joint PhD Candidate agreement.

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1. ELIGIBILITY REQUIREMENTS

Candidates receiving a CSC-ECU Scholarship must:

a. meet CSC selection criteria and be successful in receiving CSC Scholarship funding;

b. be enrolled, or have received an unconditional offer to be enrolled, and thereafter continue to be enrolled in an accredited ECU HDR Course, including meeting all admission and English proficiency requirements;

c. meet visa requirements, as specified by the Department of Home Affairs including the requirement to purchase and maintain an Overseas Student Health Cover policy approved by the Commonwealth (for international student only);

d. be enrolled as a full-time and on-campus student at ECU upon commencement of scholarship;

e. not be living or working outside the People's Republic of China at the time of application; and

f. not hold a research doctorate degree or equivalent.

2. OFFERS AND ACCEPTANCE

a. ECU Fees and Scholarships Office may provide an offer of a CSC-ECU Scholarship in writing to a proposed recipient.

b. Recipients must accept offers and commence the CSC-ECU Scholarship by the deadlines in the CSC-ECU Scholarship offer letter. If the offer is not accepted and the CSC-ECU Scholarship commenced by the relevant deadlines, the offer will lapse, and the CSC-ECU Scholarship will be rescinded.

3. PERIOD OF SUPPORT

a. The period of support for a CSC-ECU Fees Offset and Stipend commences on the relevant date set out in the recipient's offer letter.

b. CSC-ECU Scholarships are awarded for full-time, on-campus study only. The CSC-ECU Scholarship is co-funded and comprises a CSC and ECU component.

c. The maximum duration a scholarship recipient is entitled to the CSC-ECU Scholarship component is:
- 4 years (48 months) tuition fee offset; and
- 3.5 years (42 months) stipend payments from the commencement date as verified by the Principal Supervisor.

d. The duration of a CSC-ECU Scholarship will be reduced by any period of study undertaken:
- towards the degree prior to the commencement of the scholarship; or
- at a partner university if in a Joint-PhD program; or
- towards the degree during non-voluntary suspension of the scholarship.

4. SCHOLARSHIP SUSPENSION

a. Course Intermission

i. If a recipient intermits from their Course, their CSC-ECU Scholarship will be automatically intermitted for the same period.

ii. International recipients should note that Course intermission may have visa implications. International recipients considering Course intermission should seek guidance from Student Success via enquiries@ecu.edu.au.

b. Scholarship Suspension

This section applies when a recipient continues to be enrolled in Units for their Course but wishes to apply for a CSC-ECU Scholarship suspension.

i. CSC-ECU Scholarship suspension is not permitted until a minimum of one teaching period has been completed, unless in Exceptional Circumstances and approved by the Deputy Vice-Chancellor (Research) or nominee.

ii. Where a recipient elects to voluntarily suspend their CSC-ECU Scholarship but continues to be enrolled or undertake study, this period will count towards and be deducted from the maximum period of scholarship support.

iii. Recipients that cease their stipend scholarship but wish to remain enrolled must seek approval from the relevant Associate Dean (Research) and Deputy Vice-Chancellor (Research) or nominee seeking continuation of their tuition fee offset.

c. Suspension of CSC-ECU Scholarship by School / Teaching Area

The Dean, Graduate Research or nominee may suspend or reinstate stipend payments upon the relevant Associate Dean (Research)'s recommendation if a recipient has been absent

(but remains enrolled) without leave or approval. Any period of suspension under this paragraph will be deducted from the period of support. The Dean, Graduate Research or nominee may stipulate a period of suspension, and conditions required to be satisfied in order for payments to be reinstated.

d. Requests for scholarship suspensions should be made via ECU's Prescribed Processes at the earliest opportunity.

e. A recipient who is suspended pursuant to any ECU Rule, including the Admission, Enrolment and Academic Progress Rules, the Academic Misconduct Rules (Students) or the General Misconduct Rules (Students), will also have their CSC-ECU Scholarship suspended for the equivalent period. Where provisional enrolment applies, and/or a period of candidature is consumed, then any period of suspension will be deducted from the period of support.

5. ELIGIBLE RESEARCH INTERNSHIPS

a. The Dean, Graduate Research, in consultation with relevant stakeholders, may approve a recipient to undertake an Eligible Research Internship (refer to RTP industry internship). An Eligible Research Internship must:
   i. be undertaken by a Research Doctorate student;
   ii. be a minimum of three calendar months in duration;
   iii. include 60 full-time equivalent days of engagement in research and development activities undertaken by the recipient;
   iv. be agreed in writing in an internship agreement; and
   v. be related to the student's doctorate area of research.

b. The HDR internship agreement must be made within 18 months from the commencement date of the student's Research Doctorate.

c. An Eligible Research Internship may be undertaken on-campus, onsite with a research end-user, or online or hybrid, and may be part-time or full-time.

d. An Eligible Research Internship may be undertaken during a period of enrolment or scholarship suspension.

e. Internship undertaken during a period of scholarship stipend suspension:
If a recipient suspends their CSC-ECU Scholarship stipend in order to receive payment from the internship provider:
   i. the scholarship will cease for the duration of the internship;
   ii. the internship period will not be considered a voluntary suspension and will not count towards the maximum period of stipend support.

f. Internship undertaken without suspending the scholarship stipend:
If a recipient undertakes an unpaid Eligible Research Internship without suspending their CSC-ECU scholarship stipend:
   i. ECU may continue the scholarship during the internship;
   ii. where the recipient has reached the maximum candidature period (four years full time equivalent), any request for additional candidature time will be assessed separately in accordance with ECU Research Training policy; and

iii. in both cases, completion of an Eligible Research Internship may be considered as supporting justification for a stipend scholarship extension (Completion Scholarship application, see below) and/or candidature extension application.

g. Conditions for requesting Completion Scholarship (Internship-Related)
Completion Scholarship support related to an Eligible Research Internship may only be granted where all of the following conditions are met:
   i. the recipient has completed an Eligible Research Internship;
   ii. the support period requested is equivalent to the full-time equivalent duration of the internship undertaken outside any period of scholarship suspension, including applicable weekend days;
   iii. the support period does not exceed the three calendar months and falls within the overall maximum allowable stipend extension period (that is, it is not additional to the standard six-month extension limit); and
   iv. the recipient remains enrolled during the support period and has not submitted their thesis.

6. VISA REQUIREMENTS

a. It is the responsibility of CSC-ECU scholarship recipients to ensure that their student visa is valid. CSC-ECU scholarship holders planning to depart and return to Australia during their course should ensure they hold a valid visa for re-entry into Australia.

b. All international students studying in Australia are required to purchase and maintain Overseas Student Health Cover (OSHC) for the duration of their student visa. It is the responsibility of scholarship recipients to ensure that their health cover is current.

7. VALUE OF SCHOLARSHIP AND PAYMENTS

a. The recipient's offer letter must stipulate the value of the proposed CSC-ECU Scholarship.

b. CSC contribution for the scholarships, full-time and on campus are:
   i. A living allowance as prescribed by the Chinese Government (2020 indicative rate: AUD $22,800 per year). The CSC living allowance will be paid directly to the scholarship recipients by the CSC;
   ii. Single overseas student health cover insurance;
   iii. A return international airfare to Perth, Australia via the route specified in the scholarship offer; and
   iv. Reimbursement of the initial visa application fee.

c. ECU contribution for the scholarships, full-time and on campus are:
   i. A living allowance top-up to the current ECUHDR Scholarship stipend allowance up to a maximum of 42 months. Fortnightly payments of the top-up stipends will be made directly to recipients to an Australian Approved Deposit-taking institution (such as an Australian bank); and
   ii. Tuition fee offset for the entire period of their PhD studies up to a maximum of 48 months.

8. TERMINATION

a. Benefits will cease on the date of termination of the CSC-ECU Scholarship. If a scholarship is terminated it cannot be re-activated unless the termination occurred in error.

b. A CSC-ECU Scholarship will be terminated:

i. on initial submission of the thesis for examination. Where a stipend payment has already entered payroll processing at the time of submission, the scholarship will cease at the end of that pay period. The effective scholarship end date will be the later of the thesis submission date or the end of that pay period (if applicable);

ii. if the recipient ceases to meet the eligibility criteria specified in these Conditions;

iii. if the recipient ceases to be a full-time and on-campus recipient and approval has not been obtained to hold the CSC-ECU scholarship on a part-time basis from both the Chinese Scholarship Council and ECU;

iv. upon death, incapacity or withdrawal of the recipient from ECU;

v. if the recipient does not resume study at the conclusion of a period of Course intermission, or does not make arrangements to extend the period of Course intermission;

vi. once the maximum duration of the period of support has been reached;

vii. if ECU determines that the Recipient has breached the terms and conditions of the CSC-ECU Scholarship or these Conditions, as determined by the Deputy Vice-Chancellor (Research) or nominee; or

viii. in the event the recipient's enrolment in the Course is terminated for any reason, subject to any right to provisional enrolment; or

ix. if a recipient wishes to cease, rather than suspend their scholarship, they are required to notify the Scholarships Office that they intend to terminate the CSC-ECU Scholarship. If a CSC-ECU Scholarship is terminated, recipients will be required to reapply should they later wish to recommence a CSC-ECU Scholarship. There is no guarantee of course entry or scholarship availability.

c. ECU may seek reimbursement of CSC-ECU Scholarship payments where there is a breach of these Conditions, or if the recipient does not meet the relevant CSC-ECU Scholarship criteria.

9. ERRONEOUS OVERPAYMENT OF SCHOLARSHIP

a. A recipient who is changing their enrolment, intermitting, taking leave or any other changes that may influence their scholarship are required to submit the appropriate approval form in a timely manner and, where possible at least 4 weeks in advance in order to avoid receiving overpayment of their HDR Scholarship.

b. In circumstances where an overpayment occurs, the recipient must refund the overpayment to ECU, unless ECU determines otherwise.

10. OUTSIDE WORK AND OTHER ACTIVITIES

a. Full-time recipients can undertake part-time employment, a paid research fellowship, an industry placement, or other enrichment activities ("**Outside Work**"), on condition that the Outside Work undertaken does not interfere with the progress of the recipient's study

program. An Eligible Research Internship (refer to Condition 5 – Eligible Research Internship) is not considered Outside Work.

b. Recipients intending to undertake Outside Work must complete a HDR Living Stipend Employment Entitlement Request form and obtain written approval of the recipient's Principal Supervisor and Associate Dean (Research). Before approval is given, the Principal Supervisor and Associate Dean (Research) must be satisfied that the Outside work will not interfere with the recipient's study program or contravene the terms of any agreement the recipient or ECU may have with an Industry Collaborator who is providing support for the recipient's HDR studies.

c. Recipients who undertake a paid research fellowship, industry placement or other similar enrichment activity may be required to apply to suspend their CSC-ECU Scholarship Stipend for the duration of the activity. A recipient will only be eligible for continuation of the scholarship if they are not provided with a salary or comparable stipend from any other source, which is equal to or above the rate of the relevant CSC-ECU Scholarship stipend, during the activity.

d. It is expected that part-time work between Monday and Friday (9am to 5pm) 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 in each 6-month period between Monday and Friday should not exceed 208 hours.

e. In Exceptional Circumstances, with the endorsement of the recipient's Principal Supervisor, the Associate Dean (Research) may approve additional hours of paid employment if a case can be made that the additional employment has a direct benefit to the recipient's Course (for example practicum or industry experience) and will not interfere with progress. The recipient's research proposal and ethics approval should be formally confirmed before considering additional work. Where additional paid employment is approved, the arrangements must be reviewed each academic semester for continued approval.

f. The recipient must keep a record of their working hours and discuss with their Principal Supervisor. Recipients should note either the average hours they worked each week or the total number of hours they worked over the previous 6-month period, including the kind of work that was undertaken. Recipients should also specify the average or total number of hours they intend to work in the coming 6-month period, and if more than the 208 hours allowed, seek approval from the relevant Associate Dean (Research).

g. Recipients accepting employment as lecturers or tutors are reminded to consider additional work completed outside of face-to-face delivery that is required as part of the employment.

h. ECU academic staff accepting a CSC-ECU Scholarship must, with the approval of the relevant School Executive Dean (or equivalent), 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: scholarshipsadmin@ecu.edu.au.

11. ADDITIONAL FUNDING

a. Recipients are permitted to:
   i. obtain funds from other sources for fieldwork, equipment or other expenses not covered by the CSC-ECU Scholarship;
   ii. obtain funding for overseas travel costs from other Australian Government awards or any other sources; and
   iii. receive income derived from part-time work undertaken within the guidelines set out under the Employment section of these guidelines.

b. ECU may provide travel insurance cover for personal accidents and sickness, hijack and detention, baggage/business property, travel documents, etc. for recipients travelling with ECU's prior authorisation.

12. LEAVE ENTITLEMENTS

Recipients may be eligible for a range of paid and unpaid leave. Leave entitlements are separated into short-term and extended leave. Applicants applying for leave that may influence their scholarship or payments must submit their application as early as practicable to avoid an erroneous payment (refer to Condition 9 – Erroneous Overpayment). Recipients who are already on intermission are ineligible to apply for any leave entitlements.

a. Short-term leave
Short-term leave includes Annual Recreation Leave, Personal Leave, Family and domestic violence leave and Other Approved Leave. All short-term leave entitlements are included within the period of support; however, recipient will forfeit without compensation any unused leave remaining when the scholarship is terminated or expires. The period of support will not be extended for any short-term leave. Normal stipend payments will continue throughout periods of short-term leave.
   i. Recreation Leave
      - Full-time enrolled recipients are entitled to up to 20 working days of annual recreation leave each year of the CSC-ECU Scholarship Stipend. Recipients on part-time enrolment are entitled to pro-rata annual recreation leave. Annual recreation leave days will be accrued and used in subsequent years.
      - Recipients should submit a request for annual recreation leave prior to the leave using the HDR Leave online portal which will be reviewed by the Principal Supervisor and in line with School/Teaching Area requirements for recipient leave.
      - Recipients are required to report the number of days of annual recreation leave taken on each Progress Report.
   ii. Personal Leave
      - Recipients may take up to a total of 10 working days of personal leave each year. Recipients on part-time enrolment are entitled to pro-rata personal leave.
      - Personal leave days will be accrued and used in subsequent years.
      - Personal leave entitlements may be used to cover recipients to provide care or support for an immediate family member or household member because of personal illness, injury or unexpected emergency affecting the member.

- Recipients are required to report the number of days of personal leave taken on each Research Progress Report. For periods exceeding 2 consecutive days, recipients must provide a medical certificate upon their return from personal leave to their School/Teaching Area and upload a medical certificate with their Research Progress Report. Medical certificates must be provided by medical practitioners or other approved and registered health professionals (excluding chemists).

iii. Family and Domestic Violence Leave

- Recipients may take up to a total of 10 working days of paid family and domestic violence leave each year. Recipients on part-time enrolment are entitled to pro-rata family and domestic violence leave.
- Family and domestic violence leave will not be accrued and used in the subsequent years.

iv. Other Approved Leave

- With appropriate documentation and approval from the Deputy Vice Chancellor (Research) or nominee, recipients may be eligible for:
  - Compassionate leave (life-threatening illness/injury of someone close) of up to 3 days each year;
  - Cultural leave for Aboriginal and Torres Straight Islanders of up to 3 days each year;
  - Defence Force Leave for domestic students of up to 10 days each year;
  - Jury Duty/Witness Leave if no other payments are being received.
- Other Approved Leave does not accrue over the life of the CSC-ECU Scholarship Stipend and does not roll over to the subsequent year.

b. Extended leave

Extended leave includes Parental and Partner Leave and Additional Personal Leave. The period of support for recipients with approved Extended Leave will be increased by length of the approved leave. Recipients will continue to consume Candidature during their Extended Leave, but Candidature will be extended by the length of the approved Extended Leave.

Recipients who choose to intermit their studies following a successful application to take Extended Leave may be entitled to continue receiving their scholarship during the period of any approved Extended Leave, subject to approval from the Deputy Vice-Chancellor (Research) or nominee.

i. Parental and Partner Leave

- Paid and unpaid Parental and Partner Leave is available to recipients on the birth or legal adoption of each child under 5 years of age.
- Primary caregivers, who have completed 12 months of their scholarship, are entitled to 20 weeks paid parental leave (pro-rata for part-time scholarship recipients) on the birth or adoption of the child.
- HDR recipients who are not the primary care giver, and have completed 12 months of their scholarship, are entitled to a maximum of 2 weeks paid Partner Leave (pro-rata for part-time scholarship recipients).
- Recipient must advise the Scholarships Office at least 4 weeks before the commencement of Parental or Partner Leave, and apply for leave by including:
  - Notice of their intention to take Parental or Partner Leave and the dates of such leave;

- For the birth of a child, a certificate from a medical practitioner or midwife stating that the recipient or recipient's partner is pregnant and the expected date of birth;
- For an adoption, sufficient verifiable evidence of adoption.

- Retroactive Parental and Partner Leave will not normally be allowed. However, where exceptional circumstances beyond the recipient's control (e.g. unexpected hospitalisation) prevented a timely application, retroactive approval may be considered with supporting documentation.
- Recipients who have not completed 12 months of their course may access unpaid Parental and Partner Leave through the voluntary suspension provisions outlined in these conditions (refer to Condition 4 – Scholarship Suspension).

ii. Additional Personal Leave

- If all short-term leave has been used, recipients may be eligible for additional paid Personal leave of up to 60 working days. Part-time Recipients are eligible for pro-rata additional paid sick leave entitlements.
- Recipients must provide a medical certificate in a timely manner to their School/Teaching Area. Medical certificates must be verifiable and provided by a medical practitioner or other approved and registered health professional (excluding chemists).
- Recipients are required to report the number of days of additional sick leave taken on each Progress Report.
- The Recipient will not be entitled to any compensation for unused additional sick leave remaining when the scholarship is terminated or expires.
- With approval, additional sick leave entitlements may be used to support recipients when providing care or support for an immediate family or household member during periods of personal illness, injury, unexpected emergency or the family or domestic violence.

13. OFF-CAMPUS OR OVERSEAS RESEARCH

a. In order to receive a CSC-ECU Scholarship, recipients must be completing their studies full-time and on campus, unless otherwise approved by the Dean, Graduate Research or nominee.

b. The Dean, Graduate Research or nominee may, in consultation with relevant stakeholders, approve a recipient conducting their research off-campus or overseas if:

i. ECU travel approval has been obtained, or the recipient is enrolled in an approved joint, online or collaborative partner HDR course or program, where applicable;
ii. the research is essential for completion of the thesis;
iii. there will be continued regular supervision;
iv. the recipient will continue to comply with all scholarship and course enrolment conditions; and
v. the work will be credited to the recipient's course.

Note: A PhD candidate planning to undertake off-campus or overseas research, please refer to the Off-campus, Industry Engagement, and Joint HDR programs Guideline for more information.

c. Where the recipient is undertaking a Joint PhD, these Conditions may be modified with approval from the Dean, Graduate Research, having regard to prevailing ECU policies on educational partnerships and any agreements between ECU and the joint PhD partner.

14. SCHOLARSHIP VARIATIONS

a. No extension is possible for the ECU living allowance top-up and tuition fees.

b. CSC-ECU Scholarships are not transferable to another provider or institution.

c. Change of Research Area or Transfer of Course

i. Subject to the usual practices of ECU, a recipient may change their research area or transfer from a Course originally indicated at the time of being awarded a CSC-ECU Scholarship, provided appropriate supervision is available. The transfer must be accommodated within the original tenure of the CSC-ECU Scholarship (i.e. no extension of the scholarship will be approved for a change in research area or course alone).

ii. There may be visa implications for a change in Course. Recipients should seek guidance from Student Success via enquiries@ecu.edu.au.

15. PROVISION OF FALSE OR MISLEADING INFORMATION

a. If ECU knows or has reasonable grounds to believe that a recipient has provided false or misleading information to ECU in relation to the HDR Scholarship, ECU:

- will immediately reassess the recipient's entitlement to the HDR Scholarship;
- may terminate the CSC-ECU Scholarship; and
- is responsible for notifying the Department of Education or Department of Home Affairs, where relevant, of the suspected false or misleading information, and providing a copy of the recipient's application or other relevant information.

16. Review

a. ECU's Admission, Enrolment and Academic Progress Rules contain provisions to enable recipients who are dissatisfied with the assessment of their academic work or academic progress to appeal against those decisions.

b. A recipient (or prospective recipient) who has reason to believe that ECU has acted outside of these Conditions may ask the Dean, Graduate Research or nominee to review the relevant decision or omission within 14 days of it occurring.

c. In conducting the procedural review, the Dean, Graduate Research or nominee may, but is not obliged to:

i. consult with any relevant Staff member;

ii. seek advice from relevant subject matter experts within ECU;

iii. consult with and seek further information or documentation from the recipient;

iv. consider any information or documentation available to them at the time of the review; and

v. rely on any information, guidance or standards (if any) provided by the Australian Government or industry.

d. Within a further 14 days (or such longer timeframe as may be reasonable in the circumstances and communicated to the recipient or prospective recipient), the Dean, Graduate Research or nominee will confirm in writing the outcome of the review including reasons for any decision made.

e. The review outcome is the final avenue of review within ECU in relation to determinations made under these Conditions.

f. Recipients may also access ECU's Complaints Policy and processes.

17. GENERAL

a. For detailed information on the conduct of research degrees, recipients are referred to the Research Forms, Policies and Guidelines.

b. For details of academic regulations, including grievance resolution, recipients are referred to Student Information.

c. The Scholarships Office will administer the HDR Scholarship, monitor recipient progress, and arrange payment of all entitlements to recipients.

d. Capitalised terms in this document are defined in the ECU Admission, Enrolment and Academic Progress Rules, or the ECU Glossary in that order of precedence.

e. These Conditions may be varied by ECU with the approval of the Deputy Vice-Chancellor (Research), to reflect current ECU rules, policies and processes, to reflect changes to CSC-ECU Scholarship support, or where required by changes in law, regulations, or reporting requirements.

f. A reference to a statute or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them.

g. A reference to ECU policy, procedures or guidelines includes any consolidations, amendments, re-enactments or replacements of any of them.