



China Scholarship Council (CSC) - ECU PhD Scholarship Conditions

Scholarship Conditions

Effective from May 2019

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1. CHINA SCHOLARSHIP COUNCIL-ECU PHD SCHOLARSHIPS

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 holder is undertaking a Joint PhD program, the scholarship conditions will be determined in accordance with the Joint Doctor of Philosophy Programs Policy ac097 http://www.ecu.edu.au/GPPS/policies_db/policies_view.php?rec_id=0000000394 and the Joint PhD Candidate agreement. Scholarship holders 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.

2. ELIGIBILITY REQUIREMENTS

To apply for a CSC-ECU scholarship, applicants must meet **all** of the following criteria:

- **Must** meet CSC selection criteria and be successful in receiving CSC scholarship funding;
- **Must** agree to return to China upon completion of the degree;
- **Must** meet all Edith Cowan University course admission requirements, including English proficiency, and be made an unconditional offer of a place in a *Doctor of Philosophy (PhD)* program before a scholarship can be considered/offered;
- **Must** meet international student 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 Government Department of Health* <http://www.health.gov.au/>;
- **Must** be enrolled as a full-time and on-campus student at ECU upon commencement of scholarship;
- **Must not** be living or working outside the People's Republic of China at the time of application;
- **Must not** hold a *research doctorate* degree or equivalent;
- **Must not** be receiving income from another source to support general living costs while undertaking the course of study if that income is greater than 75% of the published Research Training Program Stipend rate¹

An applicant will not be considered or awarded a research scholarship unless ECU is satisfied that the applicant meets the above conditions. Where an applicant is expected to meet these conditions in good time, no payments will be made until the conditions are met.

¹ Income unrelated to the course of study or income received for the course of study but not for the purposes of supporting general living costs is not taken into account. Research Training Program stipend rates are published at: <https://www.education.gov.au/research-training-program>

2. PROVISION OF DOCUMENTATION TO THE AUSTRALIAN GOVERNMENT, DEPARTMENT OF EDUCATION AND TRAINING (AGDOET)

Application documentation may be provided to AGDOET, if requested by the Department.

3. ACCEPTANCE, COMMENCEMENT AND DEFERRAL

Acceptance/Commencement

Applicants must notify the Scholarships Office within 14 days (unless otherwise stated in their ECU scholarship offer letter) whether they will accept the offer of a CSC-ECU PhD scholarship. Acceptance includes a declaration that the recipient accepts the *Scholarship Conditions* (stated in this document). If an applicant does not contact the Scholarships Office by the date specified in their scholarship offer letter, 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.

A scholarship offer is only valid within the calendar year in which the offer is made. A scholarship cannot be deferred to a later year. Applicants who cannot commence within the same calendar year may reapply in subsequent scholarship rounds, but there is no guarantee of course placement or scholarship availability.

Applicants should also ensure that they comply with the relevant terms and conditions set out by the CSC.

4. VOLUNTARY SUSPENSIONS AND INTERMISSION

Suspension and Termination of Course and Scholarship within 6 Months of Commencing

Course and scholarship suspensions are not permitted until a minimum of one semester of enrolment has been completed. If necessary, a scholarship holder must formally apply to terminate the scholarship 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 ECU. Future admission to a course and scholarship will be subject to ECUs admission requirements at the time of that application. There is no guarantee of ECU course placement or scholarship availability.

Suspension of Scholarship after 6 Months of Commencing

After completing the first 6 months of enrolment, scholarship holders may be granted up to a total of 12 months voluntary suspension of scholarship during the remaining tenure. In exceptional circumstances arising from causes outside the scholarship holder's control, an extension to the suspension period beyond 12 months may be considered by the Graduate Research School Committee (GRSC). Any periods of study undertaken towards the degree during suspension of the scholarship will be deducted from the maximum period of scholarship duration. Requests for suspension should be made via the *HDR Scholarship Variation* form at the earliest opportunity. Application forms for scholarship suspension are available from the student intranet (<http://intranet.ecu.edu.au/student/forms/home>)

Intermission of Course and Scholarship

Scholarship holders may intermit from their course of study and suspend their scholarship for either 6 or 12 months (one or two semesters). An Application for Variation of Higher Degrees by Research Candidature can be made online at <http://intranet.ecu.edu.au/student/forms/overview>. International scholarship holders should note that course intermission may have visa implications. Students considering intermission should seek guidance from Student Connect via enquiries@ecu.edu.au and the China Scholarship Council (CSC).

Suspension of Scholarship Stipend Payments

Scholarship stipend payments may be suspended (and reinstated) on the request of the Associate Dean (Research) to the Scholarships Office, in cases where scholarship holders have not maintained satisfactory progress or have been absent without leave or approval. The Associate Dean (Research) may stipulate a period of suspension, and terms/conditions to satisfy reinstatement of payment.

5. TERMINATION

Benefits will cease on the date of termination of the Scholarship. Any overpayment must be repaid to the University. If a scholarship is terminated it cannot be re-activated unless the termination occurred in error. A scholarship will be terminated:

- If the scholarship holder 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 scholarship holder ceases to be a full-time student;
- On death, incapacity or withdrawal of the student;
- On submission of the thesis for examination;
- If the scholarship holder does not resume study at the conclusion of a period of suspension, or does not make arrangements to extend that period of suspension;
- If the scholarship holder accepts another equivalent award, scholarship or salary to undertake their research degree providing more than 75% of the base *RTP* stipend rate and does not comply with the requirements outlined in *Additional Funding*;
- Once the maximum duration of the scholarship tenure has been reached; and
- If the University determines that:
 - The course of study is not being carried out competently and diligently or in accordance with the offer of the scholarship; or
 - The scholarship holder has failed to maintain Satisfactory Progress and to meet the required conditions outlined in their Research Progress Contract; or
 - The scholarship holder has committed serious academic misconduct including, but not limited to the provision of false or misleading information as outlined in these *Scholarship Conditions*.

6. DURATION OF SCHOLARSHIP

CSC-ECU Scholarships are awarded for full-time, on-campus study only. The duration of a full-time CSC-ECU Scholarship is a maximum of four years (48 months) from the commencement date as verified by the Principal Supervisor.

The duration of a CSC-ECU Joint scholarship will be reduced by any period of study undertaken:

- (a) Towards the degree prior to the commencement of the scholarship; OR
- (b) At a partner university if in a Joint-PhD program; OR
- (c) Towards the degree during non-voluntary suspension of the scholarship.

7. VISA REQUIREMENTS

It is the responsibility of CSC-ECU scholarship holders 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.

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 holders to ensure that their health cover is current. A CSC-ECU Scholarship does not cover the cost of ancillary health services or extra costs associated with OSHC, including medical costs associated with issuing or renewing a student visa.

8. PAYMENTS AND ALLOWANCES TO SCHOLARSHIP HOLDERS

CSC Contribution

CSC will provide scholarship holders with:

- (a) A living allowance as prescribed by the Chinese Government (2018 indicative rate: AUD \$20,400 per year);
- (b) Single overseas student health cover insurance for the entire period of their PhD studies up to a maximum of 48 months;
- (c) A return international airfare to Perth, Australia via the route specified in the scholarship offer; and
- (d) Reimbursement of the initial visa application fee.

ECU Contribution

ECU will provide scholarship holders with:

- (a) A living allowance top-up² to the current ECU scholarship stipend allowance;
- (b) Tuition fee offset for the entire period of their PhD studies up to a maximum of 48 months.

The total amount of the living allowance for a CSC-ECU Scholarship will be equal to the current ECU scholarship stipend rates. The ECU top-up living allowance will be paid by ECU in equal fortnightly instalments to scholarship holders. The CSC living allowance will be paid directly to the scholarship holder by the CSC. Stipend base rates may be indexed annually.

Rates for ECU stipends and allowances are listed in Appendix A.

School Education for Dependents

International scholarship holders may not be required to pay the education costs for any of their dependents attending government primary and secondary schools in Australia. However, exemption from education costs for dependents at government schools will vary according to the state/territory. Eligibility will be determined by the Australian Government. Scholarship holders should contact the school where they propose to send their dependents in order to determine what

² Top-up living allowance rates are to the value of the current ECU scholarship levels, and represent the gap between these levels and the stipend provided by the HEC.

costs may apply, particularly in relation to *English as a Second Language (ESL)* tuition which is not funded by the *Australian Government*.

9. ACADEMIC PROGRESS

Progress Report

Towards the end of each semester, a Progress Report notification is sent to the scholarship holder and the Principal Supervisor. This report must be completed online by the scholarship holder and the Principal Supervisor and submitted by the due date. Scholarship holders who do not complete their progress report by the due date will have their candidature discontinued, which will impact their scholarship.

The Principal Supervisor, via the Progress Report, will advise Research Assessments if a scholarship holder is considered to be achieving Satisfactory Progress (SP) towards his/her PhD goals. Scholarship holders who do not maintain satisfactory progress may be allocated a grade of Marginal Progress (MP) and be required to undertake a Research 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 holder will be awarded a second grade of Marginal Progress, be excluded from the course, and the scholarship will be terminated.

Scholarship holders enrolled in the Doctor of Philosophy (Integrated)(J42) program will have their scholarships terminated if they:

- Fail a non-thesis unit and are excluded from the course; or,
- Do not achieve an overall weighted average mark (WAM) of 70% in the first year of research preparation coursework and their candidature is subsequently discontinued.

ECU will provide the China Scholarship Council with progress, performance and academic reports for each scholarship holder at the end of the academic year.

Confirmation of Candidature

Scholarship holders must achieve Confirmation of Candidature by the deadlines prescribed in the ECU Admission, Enrolment and Academic Progress Rules.

Progress will be regarded as unsatisfactory if the research proposal has not been approved within twelve months of full-time study or part-time equivalent. This may result in a grade of *Marginal Progress (MP)* or exclusion from the course. Where exceptional circumstances can be substantiated, consideration of these circumstances should be requested in writing prior to the completion of 6 months of enrolment.

10. EMPLOYMENT FOR SCHOLARSHIP HOLDERS

Scholarship holders can undertake part-time employment on condition that work undertaken does not interfere with the progress of the scholarship holder's study program.

Scholarship holders intending to undertake paid employment should complete a *HDR Scholarship Entitlement Request* form and obtain their Principal Supervisor approval. In considering the application, the Principal Supervisor should be satisfied that the work will not interfere with the

scholarship holder's study program. Once completed, the form should be returned to the Scholarships Office.

HDR Scholarship forms are available on-line at: <http://intranet.ecu.edu.au/student/forms/overview>.

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 between Monday and Friday should not exceed 208 hours.

In exceptional circumstances, 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 for the student's research degree (for example practicum or industry experience) and will not interfere with progress. The scholarship holder's Research Proposal and Ethics clearance should be formally approved prior to considering additional work. In such a case, the supervisor must support the scholarship holder's application for extra employment, 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 biannual *Progress Reports*. Scholarship holders 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 undertaken. Scholarship holders should also note 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.

Scholarship holders accepting employment as lecturers or tutors are reminded that when determining the average or total number of hours worked, 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, undertaking eight hours of lecturing and/or tutoring is not permitted. An acceptable employment load must take account of any multiplication factor.

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

Scholarship holders should also ensure that they comply with the relevant terms and conditions set out by the CSC.

11. 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; and
- Receive another award, scholarship or salary to undertake the research higher degree as long as it is less than 75% of the Research Training Program base stipend rate.

ECU provides travel insurance cover for personal accident and sickness, hijack and detention, baggage/business property, travel documents, etc. for enrolled students travelling with authorisation from Edith Cowan University.

12. LEAVE ENTITLEMENTS

This section must be read in conjunction with the relevant terms and conditions set out by the CSC.

All leave (except maternity leave) for a scholarship with a duration of less than the maximum period of the relevant award is calculated pro-rata based on the duration of that scholarship.

Annual Recreation Leave

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

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

No application to the Scholarships Office is required for annual leave. However the dates should be arranged in consultation with the Principal Supervisor and in line with School requirements for HDR student leave.

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

Other Approved Leave

Scholarship holders may apply for:

- Short leave (with sufficient cause) of up to 3 days per annum;
- Compassionate leave (life-threatening illness/injury of someone close) of up to 3 days per annum.

Sick Leave

Scholarship holders may take up to a total of 10 working 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 scholarship holder will forfeit any unused leave once the thesis is submitted for examination or when the scholarship is terminated or expired, whichever occurs first.

Scholarship holders are required to report the number of days of sick leave taken each semester in the *Progress Report*. For periods exceeding 2 consecutive days, scholarship holders must provide a medical certificate upon their return from sick leave to their School, and upload a medical certificate with their progress report.

No application is required for standard sick leave (up to 10 days per year). 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.

Extended Sick Leave*

Scholarship holders may also receive additional/extended paid sick leave up to a total of 12 weeks during their scholarship after all sick leave entitlements have been utilised. Extended paid sick leave will be applied to periods of illness where the scholarship holder has insufficient sick leave entitlements and for which a medical certificate has been/can be provided. For extended paid sick leave, the duration of the award will be extended by that period, up to a maximum of 12 weeks.

The maximum period Extended Sick Leave may be approved is 60 days inclusive of all public holidays but excluding weekends.

HDR Scholarship forms are available on-line at: <http://intranet.ecu.edu.au/student/forms/overview>.

Maternity Leave*

Scholarship holders who have completed 12 months of their scholarship are entitled to a maximum of 12 weeks (inclusive of public holidays or working public holidays) paid maternity leave during 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.

HDR Scholarship forms are available on-line at: <http://intranet.ecu.edu.au/student/forms/overview>.

*NB: Scholarship holders will still be consuming candidature while on Extended Sick/Maternity Leave if the enrolment has not been amended. Enrolment can only be amended for full semesters.

Parenting Leave

Scholarship holders who are the partner of a birth mother or an adoptive parent who is not the primary care giver and has completed 12 months on scholarship may apply for single continuous period of 2 weeks paid partner leave immediately after the birth or placement of the child (As per ECU Enterprise Agreement 2017 section 41.11)

In this case the scholarship holder shall advise the Scholarships Office at least 4 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; and
- (ii) A certificate from a medical practitioner or midwife stating that the employee's partner is pregnant and the expected date of birth. (As per ECU Parental Leave Policy HR156 section 4.5.2)

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

A scholarship holder who is not the primary care giver may also request up to 6 weeks unpaid partner leave to be taken:

- Concurrently with any paid partner leave granted; or
- Within 12 months of the birth or placement of the child in separate periods, normally no shorter than 2 weeks in duration.

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

13. RESEARCH OVERSEAS

Stipend payments will continue during periods spent conducting research outside Australia, where:

- The scholarship holder is enrolled at ECU (for Joint PhD students);
- The research is essential for completion of the degree;
- There will be continued regular supervision;
- The scholarship holder will remain enrolled as a full-time student complying with all scholarship and course enrolment conditions; and
- The work will be credited to the scholarship holder's course.

It is normally expected that the scholarship holder will have their research proposal approved (Confirmation of Candidature) before an application to carry out overseas study is considered.

At least one month before departure, a scholarship holder planning international fieldwork must submit a *HDR Scholarship Entitlement Request* form to the Scholarships Office, endorsed by their Principal Supervisor. The scholarship holder must personally make 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.

HDR Scholarship forms are available at: <http://intranet.ecu.edu.au/student/forms/overview>. This documentation must be lodged with the Scholarships Office at least one month prior to departure.

Whilst a scholarship holder 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 scholarship holder.

Approval to continue on scholarship whilst conducting research overseas does **not** constitute approval to travel. This must be organised through the appropriate School.

Travel Insurance

The University provides travel insurance for personal accident and sickness, baggage/business property, travel documents etc. Enrolled students travelling must have authorisation from the University. Further information regarding travel insurance should be sought from the scholarship holder's School.

14. SCHOLARSHIP VARIATIONS

Extension of Scholarship Tenure

No extension is possible for a CSC-ECU Scholarship. Scholarship and course duration is a maximum of 48 months.

Transfers

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

Change of Research Area or Transfer of Course

Subject to the usual practices of the University, a scholarship holder may change the research area or transfer to a different course from that which was originally indicated at the time of being awarded a scholarship, as long as appropriate supervision is available. This transfer must be accommodated within the original tenure of the scholarship (i.e. no extension of the scholarship will be approved for a change in research area or course alone).

There may be visa implications for a change in course. Scholarship holders should contact a Student Connect Officer for further information and advice.

15. SUBMISSION OF THESIS

Scholarship holders 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. A scholarship holder must advise the Scholarships Office of submission within five days of the event. If a scholarship holder fails to advise the Scholarships Office, any stipend payment received after the date of thesis submission must be repaid to the University.

16. PROVISION OF FALSE OR MISLEADING INFORMATION

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

- Re-assess the student's entitlement to the scholarship; and
- Notify *AGDOET* of the suspected offence and provide a copy of the student's application and any other relevant information requested by *AGDOET*.

Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth)

17. OBLIGATIONS OF EDITH COWAN UNIVERSITY

- For detailed information on the conduct of research degrees, scholarship holders are referred to the Research Forms, Policies and Guidelines, which is available on-line at: <http://intranet.ecu.edu.au/research/for-research-students/research-journey/forms-policies-and-guidelines>
- For details of academic regulations, including grievance resolution, students are referred to *Student Information* (<http://intranet.ecu.edu.au/student/my-studies/home>).
- The Scholarships Office will administer the ECU top-up scholarship, monitor progress and arrange payment of ECU entitlements to scholarship holders.
- The GRSC has the right to vary conditions with due cause at any time. The Scholarships Office will advise applicants and scholarship holders of such changes.
- Applicants have the right of appeal against process issues but not against committee decisions or assessor ratings and comments. To initiate an appeal on due grounds, a letter that specifies the grounds for appeal can be sent to the Scholarships Office within 14 days of the date on the letter/email advising the outcome of the scholarship application. The case will be reviewed by the GRSC (or Nominee) 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 *AGDOET*.

APPENDIX A

ECU STIPEND AND ALLOWANCES

Effective for 2019

1. Stipend

For full-time students receiving a full-time CSC-ECU Scholarship, the stipend is \$28,420. The difference between the total stipend and the amount paid by the CSC to the scholarship holder will be paid fortnightly in equal instalments through the University payroll system.

2. Tuition Fee Offset

For full-time students receiving a CSC-ECU Scholarship, the tuition fee offset is \$33,250



EDITH COWAN UNIVERSITY
HIGHER DEGREE BY RESEARCH SCHOLARSHIP

Scholarship Offer Response Form

Please complete this form and return to the Scholarships Office whether or not you intend to accept.

OFFER RESPONSE:

I, (print full name) _____ **accept/decline** the offer of a CSC-ECU PhD Scholarship.

I plan to commence study on approximately _____

DECLARATION: (To be completed if accepting the scholarship)

1. I have read and accept the attached CSC-ECU Higher Degree by Research Scholarship Conditions.
2. I understand that I am required to commence study as specified in the offer of the Scholarship.
3. I provide an assurance that I shall devote myself to my studies during all normal working hours throughout the year, subject to the concessions described therein.
4. I agree to my name being used by ECU in printed and online promotional materials. I would also be willing to have my photograph taken for ECU printed and online promotional materials.
5. I understand my research can be used by ECU in printed and online promotional materials.
6. I understand that my entitlement to the scholarship will terminate immediately if I cease to be enrolled in full-time study (except where a concession described therein applies), fail to maintain satisfactory progress or upon submission of my thesis.
7. I understand that if I do not meet all of the obligations listed, my scholarship may be terminated and I may be required to repay funds awarded under this scholarship.
8. I understand I am expected to complete my course within the scholarship tenure, if I do not submit within this period I may be awarded a grade of Marginal Progress (MP).
9. I agree to use my student email and check it regularly.

SIGNATURE: _____

Date ____/____/____